MEGGITT
2616 Research Drive, Corona, CA 92882-6917
Phone 951/734-0070 ♦ Fax 951/734-2594

MEGGITT AEROSPACE EQUIPMENT
MEGGITT AIRDYNAMICS

Supplier Quality System Self Survey

Please complete this survey and return it to: **Meggitt Airdynamics,** Attention: Quality Assurance.

Section 1 - Supplier Information

COMPANY NAME:	CONTACT NAME:
ADDRESS:	TITLE:
	PHONE #:
EMAIL:	FAX #:

Facilities

Facility Size:	Total # of Employees:	Total QA/Inspection Staff:
Year Established:	Management Representative:	Management Representative Reports To:

Type of Manufacturing/Services

☐ Distributor	☐ Calibration	☐ Special Process	☐ Other
☐ Manufacturer	☐ Inspection/Test	☐ Processor	☐

Type of Products/Services

_____
_____
_____

Name of Major Customers

_____
_____
_____

Quality System Conforms To: ☐ MIL-I45208 ☐ MIL-Q-9858 ☐ AS 9100 ☐ ISO 9001

If you currently hold a third party accreditation for AS 9100 or ISO 9001, please forward a copy of the certification and a completed copy of Section I of this questionnaire in lieu of completing this form.

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Section 2 – Supplier Responses

Manufacturer's Survey

I. QUALITY SYSTEM	Yes	No	N/A
1. Do you have a written, management approved Quality Manual?			
2. Are contracts reviewed for any Quality requirements prior to work being performed?			
3. Is the Quality System documentation periodically reviewed, updated, and approved by management?			
4. Is there a procedure or process to stop the shipment of known nonconforming material?			
5. Does your quality system require that internal audits be performed at established intervals?			
II. RECEIVING CONTROL			
1. Does your receiving department utilize a receiving log?			
2. Is your raw stock properly identified at receiving?			
3. Does your system preclude the use of materials received which are either discrepant or have not been inspected?			
4. When products / materials are accepted on a certificate of conformance / test reports, do you perform periodic audits of the reports / certifications to the established standards?			
5. Do your receiving procedures adequately address how to handle discrepant material?			
III. MATERIAL HANDLING and STORAGE			
1. Are age-controlled items properly maintained and labeled as required?			
2. Do you have controls in place to properly segregate customer material and to ensure its use in the intended end item?			
3. Do you maintain a system for the positive identification of discrepant material? By what means? Circle all that apply: Tags / Forms / Stamps			
4. Do you maintain procedures for the safe handling, storage, and packaging of the product processed at your facility?			
IV. CALIBRATION SYSTEM			
1. Does your company have written procedures for the control and calibration of all equipment used for inspection and acceptance purposes?			
2. Does your calibration system meet the requirements of ISO9001?			
3. Is all inspection equipment labeled as to their calibration status?			
4. Does the status include date calibrated, date due, and calibrated by?			
5. Does your system provide for a mandatory recall of calibrated equipment?			
6. Are certifications on file reflecting standards calibration status that is traceable to NIST?			
7. Is new or reworked equipment calibrated prior to use?			
8. If used for acceptance, are employee owned tools / gages subject to the same controls as company owned equipment?			

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	Yes	No	N/A
V. INSPECTION SYSTEM			
1. Are documented procedures for receiving, in-process, test, and final inspection activities established, followed, and maintained?			
2. Are quality records maintained (tests, inspection reports, certifications, etc.)? How long are they maintained _____?			
3. Do you have a system to positively control and verify inspection status throughout manufacturing?			
4. Do you keep a log of issued inspection stamps?			
5. Does your company employ S.P.C.?			
VI. MANUFACTURING, ENGINEERING, and DOCUMENT CONTROL			
1. Do your work travelers / routers note pre-planned and adequate inspection points?			
2. Are traceable records maintained for each lot of parts manufactured?			
3. Does your company have procedures to assure that only current drawings, specifications, and procedures are utilized during the manufacturing and inspection processes?			
4. Are obsolete, marked up, or illegible drawings, specifications, and procedures removed from the production areas so as to preclude their use during manufacturing and inspection?			
5. Do you have procedures to handle changes to work orders that are in process?			
VII. PROCUREMENT CONTROL			
1. Are procedures in use to assure that only qualified suppliers are used for the procurement of supplies, services, and materials?			
2. Are purchase orders reviewed for the necessary inclusion and flow down of any quality requirements?			
VII. NON-CONFORMING MATERIAL and CORRECTIVE ACTION SYSTEM			
1. Are there procedures on the proper handling and identification of non-conforming material?			
2. Are nonconformance areas clearly marked and being utilized?			
3. Are there adequate procedures for the handling of customer complaints and the answering of corrective actions request?			
4. Do you maintain a documented corrective action system?			
5. Are customer corrective action requests handled within the specified time frame?			
6. Are corrective action requests issued to your suppliers upon receipt of discrepant material			

Supplier Signature:	Title:	Date:

For Meggitt Airdynamics Use Only

Reason for Survey: ☐ New supplier ☐ Re-evaluation

Reviewed By	Date	Score/Remarks (Need 85%,<85% Requires C/A, <75% DQ)	Disposition	Next Review Due Date
			☐ Approved ☐ Disapproved	

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Processor's Survey

	Yes	No	N/A
I. QUALITY SYSTEM and DOCUMENTATION			
1. Is your company NADCAP certified?			
2. Do you have a written, management approved Quality Assurance Manual?			
3. Are customer's requirements reviewed prior to work being performed?			
4. Are internal quality audits performed?			
II. RECEIVING CONTROL			
1. Does your receiving inspection have procedures to assure that any product/chemicals received meet the purchase order requirements?			
2. Does your inventory reflect traceability to the manufacturer lot #'s or batch #'s?			
3. When products/chemicals are accepted on a certificate of conformance / test reports, do you perform periodic audits of the reports / certifications to the established standards?			
4. Does your system preclude the use of materials/chemicals received which are either discrepant or have not been inspected?			
5. Do your receiving procedures adequately address how to handle rejected material?			
III. MATERIAL HANDLING and STORAGE			
1. Are age-controlled items properly maintained and labeled as required?			
2. Do you maintain a system for the positive identification of discrepant material? By what means? Circle all that apply: Tags/Forms/Stamps			
3. Do you maintain procedures for the safe handling, storage, and packaging of the product processed at your facility?			
4. Materials in the storage areas show evidence of inspection acceptance?			
IV. MEASUREMENT and TEST EQUIPMENT			
1. Are written procedures in effect that describe the calibration methods and frequency for measurement and test equipment?			
2. Does your calibration system meet the requirements of ISO9001?			
3. Do all measuring equipment/tools have a label indicating calibration status?			
4. Is new or repaired equipment calibrated before use?			
5. Is there a recall system in place that triggers appropriate action on the equipment and any affected product when the equipment is found "out of calibration"?			
6. Are certifications on file reflecting standards calibration status that is traceable to NIST?			
7. If used for acceptance, are employee owned tools / gages subject to the same controls as company owned equipment?			
V. INSPECTION SYSTEM			
1. Is appropriate inspection performed during or following manufacturing to maintain the level of quality throughout the entire process, including shipping?			
2. Are all inspection and test documents/first articles retained on file?			
3. Do you keep a log of issued inspection stamps?			

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VI. PROCESSING and DOCUMENT CONTROL	Yes	No	N/A
1. Do your work travelers / routers note pre-planned and adequate inspection points?			
2. Are traceable records maintained for each lot of parts processed?			
3. Does your company have procedures to assure that only current drawings, specifications, and procedures are utilized during the processing and inspection functions?			
4. Are obsolete, marked up, or illegible drawings, specifications, and procedures removed from the production areas so as to preclude their use during processing and inspection?			
5. Do you have procedures to handle changes to work orders that are in process?			
VII. PROCUREMENT CONTROL			
1. Do you evaluate your supplier's ability to deliver conforming goods and/or services?			
2. Do your procedures include the use of a qualified suppliers listing when required?			
3. Are purchase orders reviewed for the necessary inclusion of quality requirements?			
VII. NON-CONFORMING MATERIAL and CORRECTIVE ACTION SYSTEM			
1. Are there procedures on the proper handling and identification of non-conforming material?			
2. Are nonconformance areas clearly marked and being utilized?			
3. Are there adequate procedures for the handling of customer complaints and the answering of corrective action requests?			
4. Do you maintain a documented corrective action system?			
5. Are customer corrective action requests handled within the specified time frame?			
6. Are corrective action requests issued to your suppliers for non-conforming material received?			
Total Points			

Supplier Signature:	Title:	Date:

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Section 2 – Supplier Responses

Inspection House Survey

I. QUALITY SYSTEM	Yes	No	N/A
1. Do you have a written, management approved Quality Manual?			
2. Are contracts reviewed prior to work being performed for any Quality requirements?			
3. Are all quality records maintained (tests, inspection reports, certifications, etc.)? How long are maintained?			
4. Does your quality system require that internal audits be performed at established intervals?			
II. MATERIAL HANDLING and STORAGE			
1. Do you have controls in place to properly segregate customer material?			
2. Do you maintain a system for the positive identification of discrepant material? By what means? Circle all that apply: Tags/Forms/Stamps			
3. Do you maintain procedures for the safe handling, storage, and packaging of the product manufactured or distributed from your facility?			
III. CALIBRATION and INSPECTION SYSTEM			
1. Does your company have and maintain written procedures for the control and calibration of all equipment used for inspection and acceptance purposes?			
2. Does your calibration system meet the requirements of ISO9001?			
3. Are all measuring and test equipment labeled as to their calibration status including date calibrated, date due, and calibrated by?			
4. Does your system provide for a mandatory recall of calibrated equipment?			
5. Are certifications on file reflecting standards calibration status that is traceable to NIST?			
6. Is new or reworked equipment calibrated prior to use?			
7. If used for acceptance, are employee owned tools / gages subject to the same controls as company owned equipment?			
8. Is the measuring and test equipment in good working condition?			
9. Is there a current inventory of all measuring and test equipment?			
10. Do you keep a log of issued inspection stamps?			
IV. NON-CONFORMING MATERIAL and CORRECTIVE ACTION SYSTEM			
1. Are there procedures on the proper handling and identification of non-conforming material?			
2. Are nonconformance areas clearly marked and being utilized?			
3. Are there adequate procedures for the handling of customer complaints?			
4. Do you maintain a documented corrective action system?			
5. Are customer corrective action requests handled within the specified time frame?			

Supplier Signature:	Title:	Date:

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Distributor

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I. QUALITY SYSTEM			
1. Are contracts reviewed for any Quality requirements prior to work being performed?			
2. Is there a procedure or process to stop the shipment of known nonconforming material?			
3. Are shipping documents reviewed for accuracy, or restrictions for the returning of defective products?			
4. Are quality records maintained on file (tests, inspection reports, certifications, etc.)? How long are they maintained _____?			
II. RECEIVING CONTROL			
1. Do you have procedures for checking products/services received to assure it meets the purchase order requirements?			
2. Is your inventory properly identified at receiving?			
3. Does your inventory reflect traceability to the manufacturer?			
III. MATERIAL HANDLING and STORAGE			
1. Are age-controlled items properly maintained and labeled as required?			
2. Do you have written procedures for the control and issuance of your inventory?			
3. Do you maintain procedures for the safe handling, storage, and packaging of the product distributed from your facility?			
IV. PROCUREMENT CONTROL			
1. Are adequate procedures in use to assure that only qualified suppliers are used for the procurement of supplies and materials?			
2. Do your procedures include the use of a qualified suppliers listing when required by contract?			
3. Are purchase orders reviewed for the necessary inclusion of quality requirements?			
V. NON-CONFORMING MATERIAL and CORRECTIVE ACTION SYSTEM			
1. Are nonconformance areas clearly marked and being utilized?			
2. Are there adequate procedures for the handling of customer complaints?			
3. Are customer corrective action requests handled within the specified time frame?			

Supplier Signature:	Title:	Date:

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