Supplier Quality Assessment
BF CP07.01

CONTENTS:

PART 1: Assessment Details			
This questionnaire fulfils the purpose of the initial supplier approval and continuous supplier surveillance assessment of the supplier's company structure and Quality Management System Please complete the document, provide additional attachments if necessary The information herein is treated confidential within AAT Composites (Pty) Ltd			
Review Requirement	☐ New ☐ Re-Approval ☐ Existing - Update	**Type of Survey**	☐ Supplier Audit (On-Site) ☐ Supplier Self Survey

PART 2: SUPPLIER INFORMATION	
AAT Composites Supplier Code *(Only upon Approval)*	
Registered Company Name	
Registered Place of Business/Address including postal code and Country	
Phone Numbers	
Date Founded	
Company Language	
Email Address	
Website Homepage	
Scope of Supply	

Key Personnel: *(Please attach the Organisational Chart of the Company)*	
Name and Surname	Designation

Do you have an appointed Management Representative?	☐Yes ☐No
Do you have an appointed Management Representative?	☐Yes ☐No
Number of Months / Years in Business	
Overall Number of Staff	
Does the company belong to any Group of Companies?	☐Yes ☐No

If Yes, please state the name of the Company/Organisation	
Does the company have several plants?	☐Yes ☐No
Does the company have any Subsidiaries?	☐Yes ☐No

If Yes, please provide details:

Company Name	Location	Field of Activity

Point of Contact:

Management Representative *(if applicable)*			
Name		Title	
Email		Phone	
Company Quality Representative			
Name		Title	
Email		Phone	
		Number of Quality Staff	
Customer Representative *(if applicable)*			
Name		Title	
Email		Phone	
Sales/Customer Service			
Name		Title	
Email		Phone	
Technical			
Name		Title	
Email		Phone	
Accounts			
Name		Title	
Email		Phone	

PART 3: STANDARDS / CERTIFICATIONS
(Please attach copies of latest issue for each relevant)

Part 3	Current Approvals	Rev./Issue No.	Accredited By	Certificate Number *(if any)*
3.1	EN 9001/9100/9110/9120			

3.2	Nadcap			
3.3	POA: Subpart 21G			
3.4	Other:			
3.5				
3.6				
3.7				

PART 4: CONTRACTS MANAGEMENT SYSTEM				
Part 4	Contracts Management	Yes	No	Comments
4.1	Do you have a procedure on Contract Review processes?			
4.2	Are interface mechanisms (point of contacts for each discipline) between us the customer and you the supplier clear?			
4.3	Are terms and conditions clearly defined (incl. payments terms and any unusual conditions)?			
4.4	How are customers Intellectual Property (IP) and personal data being safeguarded – both internally and with subcontractors you may engage?			
4.5	Do you have NDA (Non-Disclosure Agreement) with your suppliers?			
4.6	Do you review AAT homepage for the latest review of specified procedures?			

PART 5: QUALITY MANAGEMENT SYSTEM				
Part 5	Quality Management System	Yes	No	Comments
	Quality Management System			
5.1	Do you have a Quality Management System?			
5.2	Do you have a Quality Manual? *(Please note Document Issue and Date of Issue – if applicable)*			
5.3	Can we request a copy of your Quality Manual?			
5.4	Do you have a Quality Policy?			
5.5	List outsourced functions and services.			
	Internal and External Audits			
5.6	Would you permit access to AAT Composites personnel to audit your Quality Management System and processes?			
5.7	Do you have an internal and external audit programme?			
	Risk Review			
5.8	Are production provision capability aspects measured, analysed, reviewed, and addressed?			
5.9	Are production provision capacity aspects measured, analysed, reviewed, and addressed?			
5.10	Is On-Time-Delivery (OTD) tracked, monitored, and maintained?			
5.11	Do you have a procedure for review and controlling obsolescence?			
5.12	Do you have a contingency plan for fire, phone outage and strike?			
	Staff Competency, Training and Awareness Process			

5.13	Do you have a staff training programme/matrix?			
5.14	Is consideration given for the periodic review of the necessary competence of staff?			
5.15	Are all staff aware of the importance of ethical behaviour – by themselves, as well as co-workers?			
5.16	Are all staff aware of their contribution and role towards meeting the requirements of product or service conformity?			
5.17	Are all appropriate persons or staff made aware off and trained on the prevention of counterfeit parts?			
5.18	Are all staff aware of their contribution to product safety – mainly but not only focussing on electronic parts?			
	Purchasing Process			
5.19	Do you have a controlled list of approved suppliers?			
5.20	Are your suppliers assessed and monitored?			
5.21	Are order quality requirements clearly defined?			
5.22	Are your suppliers in contract with you?			
5.23	Are requirements communicated to the sub-tiers where applicable?			
5.24	Do you request First Article Inspection (FAI's) from your external providers?			
	Inspection Process			
5.25	Are there documented procedures for the inspection and testing of the products or processes provided?			
5.26	Are there documented procedures for in-process inspection?			
5.27	Are incoming products and raw material inspected upon receipt?			
5.28	Are incoming product and raw material certificates of conformance (COC's) received, reviewed, and kept for traceability purposes?			
5.29	Are acceptance/rejection criteria defined?			
5.30	Are rejected items identified and segregated?			
5.31	Are process cards used for monitoring product inspection and test activities at each stage?			
5.32	Are Acceptance Authority Media (i.e. QA Stamps) used and controlled?			
5.33	Do you have a process and procedure for the inspection, verification, and documentation of the first production rate?			
5.34	Do you send First Article Inspection Report to AAT with the first delivery?			
	Process Control			
5.35	Are Statistical Process Control (SPC) techniques used for control of processes?			
5.36	Are monitoring and measuring devices controlled and calibrated?			
5.37	Describe Measuring Equipment/3D Measuring Equipment used in your facility and number of equipment's: …… …… …… …… ……			

5.38	Do you have a procedure on Design and Development processes?			
5.39	Do you have full / partial traceability of product and materials? Please specify:			

	Special Processes			
5.40	Do you have any identified special processes? *(If yes, please specify these special processes)*			
5.41	Are special processes criteria defined for review and approval?			
5.42	Are the conditions determined to maintain the approval?			
5.43	Are the facilities and equipment approved?			
5.44	Are the qualification of persons executing the work established?			
5.45	Are the arrangement for specific methods and procedures for implementation and monitoring of these processes established?			
5.46	Are the requirements for the documented information to be retained established, implemented and maintained?			
5.47	Are periodic revalidation done on special processes?			
	Product Handling Process:			
5.48	Do you have a procedure on handling and storage of products?			
5.49	Are shelf-life products controlled and monitored?			
5.50	Is preservation of product maintained during transport between your premises and AAT Composites?			
	Customer Property and Review			
5.51	Do you have a procedure for controlling customer property?			
5.52	Does the process include identification, verification, protection, safeguarding and communication of customer property?			
5.53	List AAT Composites property at your facility (or attached additional sheet):			
	Configuration and Document Control			
5.54	Do you have a configuration control system?			
5.55	Do you have a procedure to confirm customer documents are at correct revision before being issued for use?			
5.56	Do you have a procedure for controlling changes to customer product?			
5.57	Control of records (process cards, test results, etc.). How long do you retain quality records?			
	Non-Conforming Outputs and Corrective Actions			
5.58	Is non-conforming material clearly identified?			
5.59	Are ambiguities documented and approved by the customer?			
5.60	Are there documented procedures for corrective and preventative actions?			

5.61	Do you inform AAT Composites timely, when a non-conformity was detected on already delivered goods?			
	Customer Complaints and Returns			
5.62	Do you have a formal customer complaint procedure?			

	Counterfeit Components or Parts			
5.63	Do you have an internal procedure for detecting, controlling and the dispositioning of counterfeit parts, preventing such items from re-entering the supply chain? *(Please provide a copy of the procedure)*			
5.64	Do you have an inspection procedure and checklist how counterfeit components, or parts can be detected? *(Please provide a copy of the procedure and checklist)*			
Mainly (but not only) focussing on *Suppliers of Electronic Components and Parts:*				
	Product Safety			
5.65	Where applicable, have you planned, implemented, and controlled processes needed to assure product safety during the entire product life cycle, as appropriate or relevant to the product?			
5.66	When communicated, is product-safety occurrence-events analyzed?			
5.67	Is a safety conscious and lessons learned culture promoted from occurred events, taking in consideration the impact of parts delivered to the customer, and of the final-product safety?			
5.68	Are occurrences of safety issues prevented by considering industry-experience, which includes occurrences on other products with similar functions or based on same technologies or components?			
5.69	Is this requirement communicated to the sub-tiers where applicable?			

PART 6: HEALTH AND SAFETY				
	Certification	Yes	No	Accredited by
6.1	Do you have an accredited Health and Safety Programme?			
	Policies and Procedures	Yes	No	Comments
6.2	Do you have a Health and Safety Policy?			
6.3	Are all employees Site Safe Trained?			
6.4	Do you have procedures for Emergency Readiness?			
6.5	Do you have procedures for Accident Investigation?			
6.6	Do you have Certified First Aiders on-site?			
6.7	Has there been any caution or prosecution issued by an enforcement authority?			
6.8	Do you have a Risk Management process implemented?			
6.9	Have hazards/occurrences in your organisation been identified and tracked?			
6.10	Are risk assessments carried through?			
6.11	In case of any occurrence how and when will AAT Composites (Pty) Ltd be informed?			
6.12	Is Safety Management System implemented in your company according to EASA?			

If "YES" please answer below questions:				
6.13	Is a recurrent Safety Training implemented in your company?			
6.14	Have the responsibilities and requirements been defined and implemented?			
6.15	Are Safety Performance Indicators (SPI) defined? Please name the main SPIs.			
6.16	Is a Change Management (changes to the organisation) implemented in your company?			
6.17	How will AAT Composites (Pty) Ltd be informed about the relevant changes?			
	Key Performance Indicators (in the last 12 months)	No. of Recorded Cases		Comments
6.18	Accidents			
6.19	Serious Harm			
COMPANY SITE SECURITY				
6.20	Fire Protection?	☐Yes ☐No		
6.21	Restricted Areas?	☐Yes ☐No		

PART 7: ACKNOWLEDGEMENT OF RECEIPT AND BASIC AGREEMENT

- Please ensure full completion and sign-off by an authorised representative of your company.
- Additional information may be viewed and available on the AAT Composite's website: www.aatcomposties.com.
- It is important to quote the revision number of the documents reviewed, since new revisions may come about, this will enable us to know which revision you are familiar with.
- Please state any disagreements or exclusions from your side to these following documents, should there be any:

Doc. No.	Document Title	Rev. No.	Conflicting	Agreed
BP CP07.02	Supplier Terms and Conditions			
BP CP07.04	Supplier Quality Requirements			
BP CP07.05	Supplier First Article Inspection (SFAI)			
• BF CP04.18a-c	• First Article Inspection Report (FAIR)			
BP CP07.06	Supplier Concessions and Production Permits			
• BF CP07.14	• Supplier Concession and Product Permit Request			
BP CP07.07	Supply Chain Management: Marking of Parts and Assemblies			

Are these following records attached?		Yes	No	Not Applicable
BF CP07.04	New Supplier Account Details			
Copies of All	Your relevant certification(s)			
Copy of	Your Company Organigram Chart *(up to extended or mid-management)*			
Copy of	Your Procedure for Counterfeit Components or Parts Prevention			
Copy of	Your Inspection Procedure and Checklist for Counterfeit Component or Part Detection			

I hereby confirm as authorised representative of the referenced company:

1. **All relevant documents as noted on this page has been reviewed and deviation from these described rules indicated clearly.**
2. **Items waivered or amendments clearly indicated.**
3. **Unless otherwise disclosed as described in point 1 and 2 above, agreement to requirements is herewith accepted.**
4. **Am aware of the "Compliance" reporting on the AAT Composites homepage:** www.aatcomposites.com

Assessment Completed By (Name)	Designation	Date Completed and Signed

Important Note:

Hereafter please be informed that on acceptance of Purchase Orders from AAT Composites, that you agree to comply with these stipulated requirements as documented between the two parties.