

SUPPLIER SURVEY

PLEASE COMPLETE PAGES 1-4 OF THIS FORM EVEN IF YOU HAVE A THIRD PARTY REGISTERED CERTIFICATE

Date	
Company Name	
Address	
City, State, Zip Code	
Telephone	
Fax	
Website / E-mail	

BUSINESS TYPE US Government Classification (Check all that apply)

<input type="checkbox"/>	Small Business	<input type="checkbox"/>	Veteran Owned
<input type="checkbox"/>	Small Disadvantaged*	<input type="checkbox"/>	Disabled Veteran Owned
<input type="checkbox"/>	Women Owned	<input type="checkbox"/>	Large Business
<input type="checkbox"/>	HUB Zone, SBA Certified	<input type="checkbox"/>	FAA/JAA Repair Station
<input type="checkbox"/>	Distributor	<input type="checkbox"/>	Non-profit Organization

*NOTE – If 'Small Disadvantaged' is checked, your company represents it has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13CFR 124.1002, Subpart B.

COMPANY ORGANIZATION

Title	Name	Contact Information (e-mail & phone)
CEO/President		
CFO/Finance		
Quality		
Production		
Procurement		
Engineering		
Sales		

COMPANY INFORMATION

Production		FAA Repair Station	
Total # of Employees		Total # of Employees	
# of Manufacturing Employees		# of Manufacturing Employees	
# of Quality Employees		# of Quality Employees	
# of Management Employees		# of Management Employees	
# of Engineering Employees		# of Engineering Employees	
Plant area (Square feet)		Repair Station area (Square feet)	
Number of buildings			

PRODUCTS/SERVICES

Classify by commodity type, size/range capability your company's core competencies. Attachments are acceptable.

--

QUALITY SYSTEM

What national/international recognized standard is your Quality System based on? (Check all that apply)	<input type="checkbox"/> AS9100 Rev _____ <input type="checkbox"/> ISO 9001:2008 <input type="checkbox"/> NADCAP <input type="checkbox"/> FAA / EASA <input type="checkbox"/> AS9110 Rev _____ <input type="checkbox"/> Other _____
Is your Quality System approved or registered by a third party? Attach registration certification if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you are a special processor, are you NADCAP accredited? Attach registration certification if applicable.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you comply with DFAR 252.225 preference for domestic specialty metals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you supply product that was manufactured or contracted from "Conflict Minerals", such as tantalum, tin, tungsten or gold that originated in the DRC or an adjoining country or came from scrap or recycled sources? (reference Dodd-Frank Act for more information: http://www.sec.gov/news/press/2012/2012-163.htm)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your organization have a collective bargaining agreement with a union?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you maintain an affirmative action program per the regulations specified in 41 CFR 60-2?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has your organization filed 'Standard Form 100' Equal Employment Opportunity Employer Information Report EEO-1 within the last 12 months? Do you employ less than 50 employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organization debarred, suspended, proposed for debarment or declared ineligible by the Environmental Protection Agency (EPA)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is your organization ITAR compliant to prevent transactions with denied persons/debarred parties, and specially designated nationals per the US Department of Commerce, Department of Treasury and Department of State?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please confirm that you have reviewed and accepted Electromech Technologies Quality Specifications (QAS-004) latest revision? (www.electromech.com)	<input type="checkbox"/> Yes <input type="checkbox"/> No

FAA APPROVED REPAIR STATION
 N/A

Is your company an FAA /EASA approved Repair Station 14 CFR 145? Registration #: _____ Expiration Date _____	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does your company have an Anti-Drug/Alcohol Misuse policy? If your company is an FAA approved Repair Station, is your Anti-Drug/Alcohol Misuse program in accordance with Part 120 approved by the FAA? Plan # _____	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

The following are to be completed by Electronic Distributors or Manufactures:
 N/A

Is your company certified to AS5553: Counterfeit Electronic Parts: Avoidance, Detection, Mitigation and Disposition	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Electronic Distributor: Do you receive updates from Manufacturers when they make changes to their product?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Electronic Distributor: Do you have a means of notifying Customer of those changes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Electronic Manufacturer: Do you notify Customers / Distributors when there are changes to your product?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

NOTICE OF PENALTY – Under 15 U.S.C. 645(d), any person who misrepresents a firm’s status . . . in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall (i) be punished by imposition of fine, imprisonment, or both; (ii) be subject to administrative remedies, including suspension and debarment; and (iii) be ineligible for participation in programs conducted under the authority of the Act (FAR 52.219-1(d)(2)).

- If the Quality System is Third party registered and currently approved, attach registration certificate. Sign & Date below- Survey is then complete.
- If you are currently undergoing registration activities, please provide an estimated completion date & continue.
- Continue with this survey, if you are **not** Third party registered or a NADCAP approved special processor.

SUPPLIER SURVEY COMPLETED BY:

Print Name	Signature
Title	Date
Please attach a copy of the following certificates / documents: AS9100/ ISO9001 Certificate Air Agency Certificate Operations Specification Capabilities List (If Applicable) Anti-Drug and Alcohol Prevention Program Letter EASA Certificate (If Applicable)	
Comments: 	

The following is to be completed by Electromech Technologies upon receipt by Supplier

Review of supplier survey: (Refer to QAS-004 and Repair Station Manual for guidance)	
Comments / Restrictions:	<input type="checkbox"/> Accepted <input type="checkbox"/> Not Accepted <input type="checkbox"/> Conditionally Accepted
	If this is an FAA approved Repair Station please verify the following as complete: <input type="checkbox"/> Verify the Ops spec Ratings / Capabilities List for the maintenance provider to ensure they are appropriately rated for the work requested.
Quality Representative / Date	Purchasing Representative / Date
Director of Operations / Date (only required for FAA Approved Repair Station Suppliers)	

Complete if your Quality System is not Third party registered or a NADCAP approved special processor.

Note: All NO answers require explanation	YES	NO	N/A
MANUALS			
Is your quality system adequately described in a manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What quality system does your manual follow? _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Will you provide a copy if requested?	<input type="checkbox"/>	<input type="checkbox"/>	
Are the manual or pertinent excerpts readily available to first line supervisors and workers affected by the quality program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Management and workers who are affected by the quality program trained in, and familiar with the program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the manual maintained current?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of last revision: _____			
DOCUMENTATION			
Do you provide AS9102 First Article Inspection Reports with all new parts and as applicable per AS9102?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you verify by the approved OEM in accordance with the specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you identify military or government sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain and provide certificates of conformance (COC)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do certificates of conformance reference Electromech purchase order number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you require and maintain certificates of conformance traceable to your source(s) of supply?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FACILITIES			
Is there adequate secured parts/components storage area?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there segregated storage for serviceable and unserviceable parts/components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there adequate protection for stored serviceable parts/components (containerized, wrapped, etc.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shelf life parts/components properly identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you control scrapped parts to the extent that they cannot be restored and returned to service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: All NO answers require explanation	YES	NO	N/A
Is there an ESD program in place to protect electrostatic sensitive components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRAINING AND AUTHORIZATION			
Are production personnel properly trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are shipping and receiving personnel properly trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are inspectors properly trained and appropriately authorized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is formal classroom and OJT documented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the system ensure part conformity certifications are obtained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are special requirements communicated to the source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MATERIAL CONTROL			
Is material protected from damage or deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is batch/lot control maintained for parts so identified by manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can parts shipped be traced and recalled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parts stored in original packing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does packing identify part number, manufacturer, purchase order number, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a procedure for storing flammable and volatile material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are ESD precautions utilized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the system prevent part number ambiguity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a process for identifying shelf life limited parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHIPPING			
Is there a visual inspection of all parts/components being shipped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are part numbers, model numbers, etc. on parts/components being shipped, verified against all documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are parts/components properly packaged to prevent contamination; i.e., fittings/holes plugged, unit wrapped or bagged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do packing slips contain all required customer information?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CORRECTIVE ACTION/PREVENTIVE ACTION			

Note: All NO answers require explanation	YES	NO	N/A
Do you maintain a corrective action/preventive action system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is corrective action initiated when an unsatisfactory trend is indicated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are corrective action requests issued to a supplier when a quality problem exists on purchased materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is corrective action required within a certain time limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is corrective action defined as action taken to prevent recurrence and not merely a repair/rework function?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you verify effectiveness of corrective actions taken?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RECORDS			
Are records retained for at least 10 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records protected from damage, loss, or deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation maintained on serialized scrap parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are records readily available for review?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MEASURING AND TEST EQUIPMENT (M&TE)			
Is there a calibration program traceable to the N.I.S.T.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are calibration intervals established and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is documentation of current calibration status maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you maintain a method of recall for measuring and test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are personal tools permitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If yes, are they in calibration program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RISK MANAGEMENT			
Is there a Risk Management process established, implemented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONFIGURATION MANAGEMENT			
Is there a Configuration Management process that includes planning, identification, change control, status accounting and audit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DESIGN & DEVELOPMENT			
Do you have a Design & Development process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Note: All NO answers require explanation	YES	NO	N/A
Are Design and Development processes reviewed, verified, validated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are Design and Development changes documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DRUG AND ALCOHOL PROGRAM			
Do you have an approved drug and alcohol program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is it a consortium? Name:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What is your plan I.D. number?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS AND/OR EXPLANATION OF "NO" ANSWERS