Supplier Survey

Complete this survey and return it to Senior Aerospace SSP at squality@seniorssp.com along with copies of any applicable certifications/documentation within the next 15 days. Based on the review of the completed survey of your Quality Management System (QMS), Senior Aerospace SSP will determine any further information required to add/maintain your organization's status on the Senior Aerospace SSP Approved Supplier List. An on-site audit will be required for new suppliers on a mutually agreed upon date. Current suppliers may require an on-site audit contingent on supplier risk and quality score.

Supplier Data				
1. Company Name and Parent company, if applicable:				
2. Address:		3. Phone #:	4. FAX #:	5. Today's Date:
6. City:			7. State/Country:	8. Zip code:
9. Senior Aerospace SSP Supplier # (if issued):		10. DUNS #:	11. Cage code:	12. Company website:
Type of Business (check all that apply) ☐ Manufacturer (AS9100) ☐ Raw Material Provider (ISO/AS9100) ☐ Distributor (AS9120) ☐ Test/Metrology/Calibration (ISO17025/A2LA) ☐ Special Process (Nadcap) Is your company ISO 14001 certified? ☐ Yes ☐ No (If "No" to the ISO 14001, you must complete section 40. Environmental, Health and Safety on page 2.)				
13. Total Area (sq. ft.)	14. Mfg. Area (sq. ft.):	15. Years in business:	16. Available Capacity: %	17. Capabilities Codes (see final page):
18. Total # of Employees:	19. # of Production Employees:	20. # of Quality Function Employees:	21. How many Shifts:	22. FAA Repair Station Number (if applicable):
23. Commodities/Products/Services you provide:		24. Counterfeit Parts Program in Place (Y or N):	25. Foreign Object Damage Program in Place (Y or N):	26. See Section 39. Export Regulations
Company Management				
27. Top Executive (name):			28. Phone #:	29. E-mail:
30. Top Quality Leader (name):			31. Phone #:	32. E-mail:
33. Top Production Leader (name):			34. Phone #:	35. E-mail:

Approvals and Certifications			
36. Major Customer Approvals (add more lines as needed):			
Customer	Scope of Approval	Quality Rating	Delivery Rating

37. List ALL 3rd Party System Certifications such as but not limited to AS9100, AS9110, AS9120, ISO14000, ISO17025, A2LA… (add more lines as needed):				
Description of Certification in accordance with:	Certification Status	Certifying Organization	Certification Expiration date	Certification #

38. Nadcap Special Process Certifications (add more lines as needed):		
Process	Expiration date:	Certification number:

39. Lockheed Database Access	Yes	No
Does the organization have access to PCM database?		
Does the organization have access to EMAP database?		

40. Trade Compliance Regulations	Yes	No
1) If your organization is engaged in the U.S. in the business of either exporting, manufacturing or brokering items subject to the International Traffic in Arms Regulations ("ITAR"), 22 CFR 120-130, are you registered with the Directorate of Defense Trade Controls ("DDTC") in accordance with 22 CFR 122.1 and 129.3? *A "**Yes**" response to this question requires you to provide Senior Aerospace SSP a "Redacted" copy of your registration letter (Redacted means the registration code in both the header and in paragraph 1 have either been removed or made non-legible).*		
2) Does your organization maintain an effective export/import compliance program in accordance with DDTC guidelines?		
3) Does your organization have a working knowledge of U.S government export regulations, including those imposed by the U.S. Department of State, DDTC , ITAR and the U.S. Department of Commerce, BIS and EAR?		
4) Does your organization employ nationals of any countries other than your company's country of incorporation? If so, please list nationalities: _____.		
5) Does your organization engage in offshore manufacturing? If yes, please provide country(s) _____.		

41. Environmental, Health and Safety	Yes	No	NA	*Document Reference/Comments*
1) Do you have a written Environmental, Health and Safety Program?				
2) Does your firm have a Sustainability Program, Policy or Report (i.e., Do you track water usage; waste disposal amounts)?				
3) Has your firm received any notices of violation, administrative, civil and/or criminal enforcement actions, issued or commenced by any local, state and federal environmental agency in the past 2 years?				
4) Is your average OSHA recordable rate for the past 3 years less than 1.5?				
5) Is your average workers compensation Experience Modification Rate (EMR) less than 1.0?				

42. Person Completing Survey			
Name:	Title:	Phone:	Email:

Risk Self - Assessment

		1) Supplier Name:	2) Supplier Address:		3) Your SSP Supplier #:	4) Date
	PRODUCT RISKS	RISK LEVEL				5) RISK LEVEL
		1	2	3	4	
1	Product Complexity	Detail	Minor Assembly	Major Assembly	Large Scale Integration	
2	Special Process Approvals/Complexity	None	(1) Process	(2-3) Processes	> (3) Processes	
3	Measurement/Inspection Capability	Quality / Inspection Plans Created	Inspections Defined and Planned	Limited Inspection Steps	Inability to Inspect Product	
4	Tooling Management Process	Full Periodic/Calibration	Limited Periodic/Calibration	Visuals Only	None	
5	Sub Tier Controls	Requirements Flowed Through and Validated	PO Review	Some PO Notes	None	
6	FOD Control Program	Fully Deployed	Limited Deployment	Awareness Only	None	
7	Counterfeit Parts/Material Control Program	Fully Deployed	Limited Deployment	Awareness Only	None	
8	Control of Nonconforming Product	High Level of Control and Corrective Action	High Level of Control	Limited Control	None	
9	Variation Management Process	Full Control of Key Characteristic's	SPC Applied	Training Only	None	
10	Contract Review Process	Multi-Functional Review Process	Single Review Process	Limited Application	None	
11	Lean Manufacturing/CI Program	Fully Deployed Lean/CI Program	Limited Deployment	Awareness Only	None	
12	Workplace Environmental (Temp/Humidity)	Fully Deployed thru Facility	High Level of Control	Limited Controls	None	
	SUPPLIER/SYSTEM RISKS	RISK LEVEL				5) RISK LEVEL
		1	2	3	4	
13	Certified to AS9100 Latest Rev	Certified	Certification Audit Scheduled	Certification Process Planned	No Plan to Certify	
14	Delivered Quality All Customers	>98%	95-98%	90-95%	Less than 90%	
15	On Time Delivery All Customers	>98%	95-98%	90-95%	Less than 90%	
16	Available Capacity for New Business	Capacity Available	Capacity Improvements Planned	Limited Capacity	None	
17	Resource Constraints (Operations/Engineering)	None	Some	Multiple	Not Understood or Identified	
18	Export/Import Restrictions	None	Identified and Planned For	Identified with No Plan	Not Understood or Identified	
19	Biggest Single Customer % of Sales	up to 25%	26-50%	51-75%	>75%	
20	Stability - Years in business	> 10	6 to 10	3 to 5	< 2	
21	Location - Logistics	Local to Senior Aerospace SSP	North America	International - Americas	International - Out of Americas	
22	Economic/Social Factors for Region	No Risk of Unrest	Low Risk of Unrest	Medium Risk of Unrest	High Risk of Unrest	
23	Natural Disaster Risks	None	Low	Medium	High	
24	Recent or Planned Change of Ownership	No Risk Identified	Low Risk Identified	Medium Risk Identified	High Risk Identified	
		Name/Date	**Title**	**Name/Date**	**Title**	
	6) Prepared by:					

Fill in blocks 1 thru 6 (all fields with this fill color).	Instructions for filling out Risk Assessment
1	Enter your company name
2	Enter your facility address
3	Enter your SSP Vendor number (should be noted on our PO's)
4	Enter the date completed
5	Enter a Risk Level value of 1 thru 4 which you feel is appropriate for each of the 24 Risk lines.
6	Enter preparer name(s)/date and title of preparer (if more than one enter all)

- If your company's QMS is currently registered in OASIS, stop here. You do not need to complete the rest of the questions. Skip to page 8.
- If your company provides Metrology/Calibration Products and Services and is NOT ISO 17025 / A2LA certified, Skip to and complete page 7.

QMS Survey	Yes	No	NA	*Document Reference*	*Comments*
Context of the Organization					
1) Does the organization have a defined and documented quality policy?					
2) Is there a current quality manual? Revision: Date:					
Leadership					
3) Is there a current organization chart defining responsibility and authority of personnel affecting quality?					
4) Does management review the quality system at defined intervals?					
5) Are records maintained of management reviews?					
Planning					
6) Have quality planning activities been documented defining how the requirements for quality will be met?					
Support					
7) Have documented procedures supporting the quality system been prepared?					
8) Have the documented procedures been implemented?					
9) Is there a documented preventive maintenance system?					
Operation – Operational Planning and Control					
10) Is workmanship criteria specified in the clearest practical manner?					
11) Have changes to documents and data been reviewed and approved?					
12) Is there a documented procedure to ensure that only current documents and data are used?					
13) Where appropriate, have documented procedures for identifying the product by suitable means from receipt through all stages of production been established and maintained?					
14) Have production processes that directly affect quality been identified and planned?					
15) Has a Counterfeit Parts Program been implemented and flowed down to sub-tier suppliers, as applicable?					
16) Have documented procedures for the control of verification, storage and maintenance of customer supplied product been established and maintained?					
17) Is any customer provided product which is lost, damaged or unsuitable for use, recorded and reported to the customer?					
18) Has a FOD prevention program been implemented?					

QMS Survey	Yes	No	NA	*Document Reference*	*Comments*
Operation – Requirements for Products and Services					
19) Have documented procedures been established for contract review to ensure the requirements are adequately defined and documented, accepted requirements differing from quote are resolved and you have the capability to meet requirements?					
20) Have documented procedures for amendments to contracts been established?					
Operation – Design and Development of Products and Services					
21) Do established and maintained documented procedures exist to control and verify the design of the product to ensure specified requirements are met?					
22) Are design input requirements relating to your products and any applicable statutory and regulatory requirements that apply identified, documented and reviewed for accuracy?					
23) Are design output activities documented, validated, and expressed in terms that can be verified against design input requirements?					
24) Are design output documents reviewed and authorized before release?					
25) Does the design control system provide for customer and/or regulatory agency approval of changes, when required?					
26) Does your design output requirements meet the design input requirements, contain or make reference to acceptable criteria and identify those characteristics of the design crucial in the safe and proper functioning of the product, such as operation, storage, handling, maintenance and disposal requirements?					
Operation – Control of Externally Provided Processes, Products, and Services					
27) Are your sub tier suppliers evaluated and selected based on their ability to meet your requirements?					
28) Do your PO documents contain data describing product ordered?					
29) Is there a supplier corrective action system?					
30) Have quality records of acceptable suppliers been established and maintained?					
31) Has the type and extent of control exercised over suppliers been defined?					
32) Are your purchase orders to your suppliers reviewed and approved prior to issue?					
33) Do your purchase orders flow down all applicable customer requirements?					
34) Has a Counterfeit Parts Program requirement been flowed down to sub-tier suppliers?					

QMS Survey	Yes	No	NA	*Document Reference*	*Comments*
Operation – Control of Production and Service Provision					
35) Where traceability is a specified requirement, have documented procedures for unique identification of individual product or lots/batches been established and maintained?					
36) Are documented procedures established to control all drawings and specifications?					
37) Is there a documented procedure to ensure that only current documents and data are used?					
Operation – Release of Products and Services					
38) Are there documented procedures for inspection and testing of product for receiving, in-process and final acceptance?					
39) Is final inspection of product carried out according to a quality plan or documented procedures?					
40) Are quality records of inspection and testing retained for a period of (10) years for non-serialized parts and (25) years for serialized parts and available for review upon request?					
41) Is a system maintained for periodic calibration of measuring and test equipment?					
42) Has inspection and test status been maintained, to ensure only product which has passed the required inspections and tests, is dispatched, used or installed?					
43) Is measuring and test equipment inspected and calibrated prior to use?					
44) Are measurement standards traceable to the National Institute of Standards and Technology (NIST)?					
45) Do documented procedures exist for performing, verifying, and reporting specified servicing requirements?					
Operation – Control of Non-Conforming Outputs					
46) Is there a procedure which provides for segregation, identification and documentation of discrepant material?					
47) Does the procedure assign responsibility for disposition (i.e. MRB, submit to customer)?					
48) Are procedures provided for both customer approved repair or rework of nonconforming material?					
49) Are returned goods identified and controlled?					
50) Is all reworked or repaired material reinspected to original acceptance criteria?					

SUPPLIERS WHO PROVIDE METROLOGY/CALIBRATION PRODUCTS AND SERVICES, WHO ARE NOT AS17025, A2/LA CERTIFIED, MUST COMPLETE THE FOLLOWING SECTION:					
Quality Evaluation					
1) If you perform calibration do you maintain a system for periodic calibration of measuring and test equipment standards?					
2) Is responsibility for periodic calibration established?					
3) Do provided measuring and test equipment records and labels indicate the date of last calibration, person performing the calibration, and when the next calibration is due?					
4) Are measurement standards traceable to the National Institute of Standards and Technology (NIST)?					
5) Do you provide Calibration Certifications?					
6) If you perform calibrations at your facility do you monitor and record laboratory environmental conditions at your facility?					
7) If you perform calibrations at your facility do you control temperature at your facility within +/- 2F (+/-1C)?					
8) When reporting measurement values do you include uncertainty values?					
9) Is your company currently approved by any aerospace customer? If yes, list below by name and address;					
Name:				Address:	
Name:				Address:	
Name:				Address:	
10) Have personnel performing specific assigned tasks been qualified based on appropriate education, training and/or experience, as required?					
11) Have records of training been maintained?					
12) Have documented procedures been established and maintained for identification, collection, storage, maintenance and disposition of quality records?					
13) Are quality records retained for a period of 25 years minimum for all serialized product?					

Additional Comments

	SUPPLIER CAPABILITIES CODES		
1	FUSION WELDING (TIG/MIG)	13	CNC LASER / PLASMA CUTTING
2	RESISTANCE WELDING	14	METAL FORMING (LIST TYPES)
3	ELECTRON BEAM WELDING	15	SHEETMETAL FABRICATION / INSULATION
4	PLATING (LIST TYPES)	16	MISC. (LIST SPECIFICS)
5	PAINT & PRIME	17	CALIBRATION SERVICE
6	CONVENTIONAL MACHINING	18	RAW MATERIAL SUPPLIER / MANUFACTURER
7	NON-CONVENTIONAL MACHINING	19	TOOLING (ADD ALPHA ITEMS, AS APPLICABLE):
8	HEAT TREAT (LIST TYPES)		A-CNC 4-AXIS
9	TESTING MECHANICAL / CHEMICAL		B-CNC 5-AXIS
10	BRAZING		C-CNC LATHE
11	NON-DESTRUCTIVE TESTING (LIST all)		D-PRECISION GRINDING
12	CLEANING (ADD ALPHA PROCESSES, AS APPLICABLE):		E-WELDING
	A-SOLVENT		F-EDM
	B-ALKALINE		G-NON-CONVENTIONAL MACHINING
	C-ABRASIVE		H-CMM INSPECTION
	D-PASSIVATE, STAINLESS STEEL or TITANIUM		I-CAD DESIGN
	E-ULTASONIC	20	QUALITY MANAGEMENT SYSTEM – AS9100D
	F-PICKLE, STAINLESS STEEL or TITANIUM	21	CASTINGS / FORGINGS
	G-DEGREASE	22	COMMERCIAL OFF THE SHELF (Cots) ITEM(S)
	H-DESCALE	23	FASTENER/FASTENING SYSTEM
	I-DEOXIDIZE	24	RAW MATERIAL, NON-METALLIC
		25	REPAIR STATION

Return Completed Survey with copies of all 3rd party certifications, Nadcap special process certifications, and any supporting documentation to:

Senior Aerospace SSP Supplier Quality at squality@seniorssp.com

The following fields are to be completed by Senior Aerospace SSP Supplier Quality

1) APPROVED/NOT APPROVED (and reason why):	
2) APPROVED CAPABILITY CODES:	
3) Senior Aerospace SSP Supplier Code:	
4) On-Site Audit Performed by Name and Date*:	
5) On-Site Audit Performed by Signature:	
6) Evaluation Performed by Name and Date:	
7) Evaluation Performed by Signature:	

* On-site audit mandatory for all new suppliers, including MRO non-production suppliers.