

Supplier questionnaire



In order to register your organisation as an approved supplier on our List of Approved Suppliers in accordance with the requirements of our Quality Management System, ISO9001 and AS9120 standards as revised, please comply with the following instructions.

All applications are to be sent to: qualitydocuments@ajw-group.com

1. Organisation Details **(Mandatory)**

Name: _____

Office address: _____

Warehouse address
(if different from office address): _____

Phone No: _____ Fax: _____

E-mail: _____

Website: _____

IP Address: _____

Scope of Operation: Manufacturer Repair shop Distributor Service provider

Goods or Services Provided: _____

Quality Department Details (or representative)

Quality Manager: _____

Phone: _____

Quality department email: _____

Questionnaire completed by:

Name: _____ Signature: _____

Title: _____ Date: _____

2. Insurances **(Mandatory)**

1. Do you have Aviation Products Liability insurance?

Yes *(please provide copies)* No

If yes please state cover limit _____

Territory Coverage: _____

Expiration Date: _____

2. Do you have Completed Operations insurance?

Yes *(please provide copies)* No

If yes please state cover limit _____

Territory Coverage: _____

Expiration Date: _____

3. Do you have Public Third Party Liability insurance?

(E.g. Third Party property damage and injury)

Yes *(please provide copies)* No

If yes please state cover limit _____

Territory Coverage: _____

Expiration Date: _____

3. Certificates **(Mandatory)**

Certificate Held	Copy Attached	Expiry Date dd/mm/yyyy
<input type="checkbox"/> AS/EN9120	<input type="checkbox"/>	
<input type="checkbox"/> ISO 9001	<input type="checkbox"/>	
<input type="checkbox"/> AS/EN9100	<input type="checkbox"/>	
<input type="checkbox"/> AS/EN9110	<input type="checkbox"/>	
<input type="checkbox"/> FAA AC 00-56	<input type="checkbox"/>	
<input type="checkbox"/> ISO 14001	<input type="checkbox"/>	
<input type="checkbox"/> ISO 18001	<input type="checkbox"/>	
<input type="checkbox"/> ISO 27001	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

National Aviation Authority Approvals Held	Copy Attached	Expiry Date dd/mm/yyyy
1. _____	<input type="checkbox"/>	
2. _____	<input type="checkbox"/>	
3. _____	<input type="checkbox"/>	

Registration, Evaluation, Authorisation and Restriction of Chemicals (REACH) Compliance Regulation (EC) No 1907/2006

FOR US BASED ORGANISATIONS ONLY:

Do you have a drug and alcohol testing program in line with 49 Code of Federal Regulations (CFR) part 40 and 14 CFR Part 120?

 Yes

 No

NOTE: If you are AS9120 or ISO9001 certified your questionnaire ends here, if not please proceed to the next step.

4. Quality Questionnaire

	YES	NO	N/A
Quality Management System			
1. Do you have a Quality Manual? If YES attach copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have procedures to comply with organisation processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If you do not have a Quality Management System does your organisation use an outside source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation			
4. Are certificates of conformity, release and trace back to last operator documents sent with all orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is component test data and certification kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is test data provided to customers on request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures			
7. Does your company replace defective or damaged items within 10 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does your company have adequate environmental protection for material / inventory storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is batch identity maintained throughout receiving, storage and shipping process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the average lead-time on parts under 30 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If lead-time on an item exceeds, (or may exceed) 30 days, is the purchaser notified at the time of ordering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are incoming inspections performed on all items, whether for sale or repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is random sampling performed on received items to ensure compliance with specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrective action			
14. Are corrective action reports provided on defective returned parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	YES	NO	N/A
15. If a defective item is discovered in a specific batch, are the purchasers of the same batch notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are the relevant authorities notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

ESD (Electrostatic Sensitive Devices)

17. Are ESD packed in appropriate containers for storage and shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is a static free area available for shipping and receiving ESD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Hazardous materials

19. Is hazardous material properly labelled throughout receiving, storage and shipping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are special instructions (i.e. Safety Data Sheets), for hazardous materials clearly identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are special instructions (SDS) included with shipping documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Are all parts directly associated with human waste, potable water and food processing sanitised prior to dispatch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are the parts described above clearly labelled 'Sanitised'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Audits

24. Do you have an internal audit program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Facilities

25. Does the storage areas provide:			
a) Adequate space and appropriate racks to prevent damage or mishandling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Adequate security from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Segregation of serviceable from non-serviceable parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Training

26. Do you have a training plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	YES	NO	N/A
27. Are inspection personnel properly trained and authorised?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Is a roster of personnel authorised to perform inspection maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Procurement

29. Does the parts procured conform to the customer requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Calibration

30. Do you have a calibration plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Shelf-Life

31. Are shelf-life limited parts identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Certification and release of materials

32. Do you provide a non-incident statement referring that the parts haven't been subjected to conditions of extreme stress, heat or environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Do you provide a statement referring that the parts haven't been installed in a public aircraft, such as a government use aircraft or military aircraft?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Records

34. Do you keep the records for at least 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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ISMS (No need to answer if you are ISO27001 certified)

35. Do you have an Information Security Management System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Do you have an Information Security Policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Comments (Explain any N/A answer or any relevant information)
