



AEROSTAR INTERNATIONAL INC.
SALES AND SUPPORT
QUALITY ASSURANCE VENDOR AND SUPPLIES SURVEY REPORT

**VENDOR
QUALITY ASSURANCE
AND SUPPLIES
SURVEY**



SURVEY

In Compliance with our 9001:2000
AS9100B Quality System Manual

We thank you for your input into our
quality system.



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Company Name:	
Address:	
Phone:	
Quality Assurance Manager:	
QA Contact Name:	E-mail:
Person completing this survey audit:	

QUALITY ORGANIZATION	
NAME	TITLE
The Quality Department Reports to: Name:	Title:
Vendor has a drug testing program?: Yes:	No:

FACILITIES	
Total plant area in Sq. Ft.:	Number of buildings:
Type of Buildings (3-story, brick, etc.):	
Total number of employees:	
Report Prepared by:	
Title:	Date:

**If your Organization/Company is ISO Certified: do not complete the remainder of this survey. Please complete this page only, and return with a copy of current ISO Certification.*

The remainder of this Vendor Quality Assurance Survey is intended for companies who are not ISO Certified.

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QUALITY ASSURANCE ORGANIZATION	YES	NO
1.1 Is there a Quality Assurance Manual?		
1.2 The Quality Assurance organization's authorities and responsibilities are clearly defined in writing.		
1.3 The QA organization clearly has the authority to withhold items that have not met acceptable quality standards.		
1.4 The QA organization has direct access to appropriate levels of company management so that quality problem conflicts can be effectively and efficiently resolved.		
1.5 Are current work instructions, drawings, procedures, etc., readily available at each operation or workstation; and are personnel familiar with them?		
1.6 Are inspection stamps used and are they adequately controlled?		
1.7 The Quality Assurance organization maintains records relative to item acceptance/rejection, disposition of rejected items.		

RECEIVING CONTROL	YES	NO
2.1 Does Receiving Inspection check incoming shipments in accordance with requirements of the Purchase Order and Quality specifications?		
2.2 Are incoming materials identified to the applicable Purchase Order or material certifications?		
2.3 Are test reports or certificates of chemical and physical analysis maintained on file?		
2.4 Do Receiving Inspection records indicate acceptance or rejection of incoming material including quantities?		
2.5 Are adequate controls for the handling and protection of received material in use?		
2.6 Are inspected items properly segregated from material awaiting inspection?		
2.7 Does Receiving Inspection check the acceptability of items returned to stock from manufacturing areas?		
2.8 Are controls adequate to properly segregate customer furnished material and ensure its use in the intended end item?		

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MATERIAL STORAGE AND HANDLING	YES	NO
3.1 Are materials properly handled and stored to prevent damage, contamination, and/or loss?		
3.2 Is access to stock rooms and material storage areas controlled to prevent unauthorized stocking or removal of items?		
3.3 Does Quality Control periodically inspect stock rooms?		
3.4 Are materials properly identified as to their contents or chemical/physical characteristics to preclude error during issuance?		
3.5 Are materials traceable to the chemical/physical analysis certifications of compliance, test documents, or purchase orders?		

IN-PROCESS CONTROL	YES	NO
4.1 Do written procedures exist for the in-process control of fabrication and services?		
4.2 Are in-process inspections pre-planned and compatible with manufacturing operations?		
4.3 Are manufacturing and inspection operations and tests performed in accordance with approved written instructions?		
4.4 Are in-process inspections documented in such a manner as to provide a positive inspection status of the material?		
4.5 Is product identity maintained throughout the manufacturing operation?		
4.6 Are in-process items protected and handled in such a manner as to preclude damage of loss?		
4.7 Is non-conforming material promptly identified and segregated?		

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FINAL INSPECTION ACCEPTANCE AND/OR TEST	YES	NO
5.1 Are final inspection, acceptance and/or tests performed either by, or under the surveillance of Quality Control?		
5.2 Do acceptance and test procedures reflect the product configuration and reference engineering document configuration?		
5.3 Are records of inspection and test data maintained?		
5.4 Do the product and/or its associated inspection test records reflect the test operator and/or inspector performing the detailed operation?		
5.5 Do these records reflect actual measurement values obtained during inspection and testing when required?		
5.6 Do test procedures adequately define acceptance parameters?		
5.7 Are products properly protected and handled to prevent damage?		

SAMPLING INSPECTION	YES	NO
6.1 Does this company perform any sampling inspections? If yes, complete the following questions....		
6.2 Are sampling inspection procedures designed to conform with MIL-STD-105, MIL-STD-414, or other statistically correct sampling plan?		
6.2.2 State which specification is used for guide:		
6.3 Do inspection personnel have instructions covering sampling inspections?		
6.4 Do inspection records show lot size, sample size, and lot identity?		
6.5 Do instructions provide for tightened or reduced inspection when results warrant?		

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NONCONFORMING MATERIAL CONTROL	YES	NO
7.1 Do written procedures provide for:		
A. Rejection forms:		
B. Identification of discrepant material?		
C. Segregation of nonconforming material from normal production?		
D. Re-inspection after authorized (MRB) repair?		
E. Record maintenance?		
F. Control of scrap material?		
G. Control of materials review activity?		
7.2 Is defective and "incomplete" material identified and documented as to inspection status?		
7.3 Is a bonded area used for nonconforming materials?		
7.4 Is nonconforming material identified to the applicable rejection document?		
7.5 Is Quality Control represented in the materials review activity?		
7.6 Is an adequate system in effect to control, investigate, and correct customer complaints?		

PACKING AND SHIPPING	YES	NO
8.1 Are adequate controls in use to ensure good commercial packaging?		
8.2 Is product configuration verified prior to shipment?		
8.3 Are adequate storage facilities available and in use to safeguard the quality of the product between final acceptance and shipping?		

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TOOL AND GAGE CONTROL	YES	NO
9.1 Is this company's calibration system designed to meet National Bureau of Standards or the equipment manufacturer standards?		
9.2 Are written procedures in effect to control tools, gages, and test equipment?		
9.3 Does the system adequately provide for mandatory recall of all calibrated/inspected tools, gages, and test equipment?		
9.4 Are customer-furnished tools, gages, and test equipment adequately controlled?		
9.5 Are employee-owned tools and gages subject to the same control as company-owned tools?		
9.6 Are new or reworked tools "proven" before use?		
9.7 Do calibration/inspection records reflect:		
A. Item identity number and name?		
B. Frequency of calibration?		
C. Procedure for calibration/inspection?		
D. Date calibrated/inspected and date due for calibration/inspection?		
E. Personnel performing calibration/inspection?		
9.8 Are tools, gages and test equipment identified in a manner to reflect:		
A. Date calibrated/inspected and/or date due for calibration/inspection?		
B. Personnel responsible for calibration/inspection?		
C. Item identity or serial number?		

COMMENTS:



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AEROSTAR INTERNATIONAL INC. USE ONLY

Vendor/Supplier Approved: Pending: Disapproved:

Authorizing Signature and Date:

Supplier's primary business products:

Product being considered from this source:

VENDOR TOTAL SCORE: _____