KAMAN AEROSPACE JACKSONVILLE
SUPPLIER QUALITY SYSTEM SELF-ASSESSMENT QUESTIONNAIRE

[Section 1]

Supplier to complete sections 1 & 2 and return to Kaman Aerostructures Buyer with the following documents:

- ☐ **ISO / QS / NADCAP / 3DMBD Certification(s)**
- ☐ **Facility Organization Chart**

Supplier Name:		Cage Code:		Date:
Street Address:		City:	ST:	Zip:
Phone ( ) FAX ( )		POC Email: Website:		
Completed by:		Title:		
Supplier Type: ☐Manufacturer ☐Processor ☐Distributor ☐Repair Station ☐Tooling				
Years in Business:	List Main Product / Services:			
Facility / Personnel Information				
Supplier Contacts	Name	Phone Number	E-Mail Address	
President / GM				
Quality Manager				
Total # of Employees:	Quality:	Prod	Eng	Facility size (approx):

Indicate Current Customer Approvals:	Indicate 3rd Party Registration / Certifications
☐Bell Helicopter	☐ISO 9001 Expires
☐Boeing Commercial	☐AS 9100 Expires
☐Boeing Military	☐AS 9120 Expires
☐Lockheed Martin	☐AS 9003 Expires
☐Northrop Grumman	☐AS 7003 Expires
☐Sikorsky Aircraft	☐NADCAP Processes Expires
☐Triumph / Vought	☐FAA Part 145 Repair Station
☐Honeywell Aerospace	☐Other list below
☐US Government	☐ Expires
☐Customer Delegated Inspection Authority (list below)	☐ Expires
☐ Other	

Does the supplier have computer systems, software, and CMM or PCMS measurement equipment capable of utilizing 3DMBD models and datasets? ☐Yes ☐No

List Software Operating System Versions:

Have any Prime Customer(s) completed a capability assessment and approval of your 3DMBD process?

☐Yes ☐No / If Yes check appropriate box(es) below:

☐	Boeing Commercial / Military	☐Sikorsky Aircraft
☐	Northrop Grumman	☐Gulfstream
☐	Spirit Aero Systems	☐Vought Aircraft
☐	Bell Helicopter	☐Other

KAMAN AEROSTRUCTURES DIVISION
QUALITY SYSTEM SELF-ASSESSMENT QUESTIONNAIRE

If your company **is ISO9001 or AS9100 3RD PARTY REGISTERED,** skip section 2. If your company **IS NOT**, continue with section 2 of questionnaire.

[Section 2]
MANAGEMENT SYSTEM

1. Who is responsible for your quality system?

   Name: Title:

   To whom does he/she report?

   Name: Title:

2. Are there written procedures that describe the quality system?

   ☐Yes ☐No

3. Are there work instructions describing all phases of operation?

   ☐Yes ☐No

4. Are standard practices implemented and are they adequate to ensure controlled operations?

   ☐Yes ☐No

DRAWING AND CHANGE CONTROL

5. Are drawings and specifications adequately stored and kept in good condition?

   ☐Yes ☐No

6. Are drawings and changes distributed under a controlled procedure?

   ☐Yes ☐No

7. Are customer marking, packaging, and special requirements noted on work instructions?

   ☐Yes ☐No

INSPECTION PROCEDURE

8. Is there a documented system that addresses visual and dimensional product inspection?

   ☐Yes ☐No

9. Are written inspection procedures, checklists, etc. used in inspecting and available?

   ☐Yes ☐No

10. Please check which of the following inspection are performed at your facility:

    ☐Receiving ☐Final

    ☐FAIR (AS9102) ☐Assembly

    ☐In-Process ☐Pack./Ship

11. Please check which of the following incoming inspections are performed at your facility:

    ☐Visual ☐Physical

    ☐Chemical ☐Functional

    ☐Dimensional ☐Counterfeit material verification

12. Does the incoming inspector have a copy of the purchase order available to check incoming material against applicable requirements?

    ☐Yes ☐No

13. Do you have a method of verifying material certification data?
☐Yes ☐No

14. If yes, is this done for every shipment?
☐Yes ☐No Please identify frequency:

15. Are test report and/or certifications on purchased parts and material on file and traceable to correct material/parts?
☐Yes ☐No

16. Do you send parts out for special processes (i.e. heat treat, plating, NDT etc.)?
☐Yes ☐No

COUNTERFEIT PARTS MITIGATION PROGRAM

17. Is there a documented system that ensures counterfeit parts are not received into inventory, used in manufacturing or inadvertently delivered to customers?
☐Yes ☐No

18. Are Original Equipment Manufacturer's (OEM) certifications required and maintained on file?
☐Yes ☐No

19. Are controls in place to maintain a method of item traceability that ensures tracking of the supply chain back to the manufacturer?
☐Yes ☐No

20. Are testing and inspection activities in place to assure the authenticity of purchased materials?
☐Yes ☐No

MEASURING AND TESTING EQUIPMENT AND PROCEDURES

21. Is there a documented system for the calibration of measuring and test equipment?
☐Yes ☐No
☐ISO 10012
☐ANSI Z540-3-2006
☐Other

22. Is there a documented system for the recall of equipment requiring calibration and recertification?
☐Yes ☐No

23. Are calibrations performed in a temperature and humidity controlled area?
☐Yes ☐No

24. Are measuring and test equipment identified with calibration date, due date for next calibration, and identification of individual who calibrated equipment?
☐Yes ☐No

NONCONFORMING MATERIAL

25. Is there a documented system for the control of nonconforming material?
☐Yes ☐No

26. Does your system address the segregation of discrepant material?
☐Yes ☐No

CORRECTIVE ACTION

27. Is there a documented system for the control of nonconforming material?
☐Yes ☐No

28. Does your system provide for a complete stock sweep when nonconforming material id found?

☐Yes ☐No

STATISTICAL PROCESS CONTROL

29. Is SPC being used at your facility?

☐Yes ☐No

If so, to which of the following does is comply?

☐100% Visual

☐100% Dimensional

☐ANSI/ASQ Z1.4, please record level

☐Other, please specify

Inspection Records Show

☐Actual Readings

☐Accept/Reject

MATERIAL HANDLING AND STORAGE

30. Is there a documented system that addresses packaging, storage, and shipping of material?
☐Yes ☐No

If yes, does it also address surveillance of storage, packaging, and shipping?
☐Yes ☐No

31. Are items handled and stored as to prevent damage and/or deterioration due to environmental conditions?
☐Yes ☐No

32. Are items in stock identified?
☐Yes ☐No

33. Are items segregated to prevent mixing of material?
☐Yes ☐No

34. Is there a documented system in place that provides for control of material with limited shelf-life?
☐Yes ☐No

EXPORT COMPLIANCE, ITAR, EAR

35. Are any products, services, or technical data exported to overseas customers?
☐Yes ☐No

If yes, are exports under the jurisdiction of the ITAR, EAR or both?
☐Yes ☐No

36. If supplier's products, services, or technical data are regulated under the ITAR, is the company registered as an exporter/manufacturer with the Directorate of Defense Controls?
☐Yes ☐No ☐N/A Registration expires_____

37. Does your facility have an Export Compliance Program, including written Export Compliance policy and Manual?
☐Yes ☐No

38. Does your facility employ non-US *Persons or green card holders, including consultants, contractors, temps?
**U.S. person means a person who is a lawful permanent resident (U.S. citizen or Permanent Resident Alien) as defined by 8 U.S.C.1101(a)(20) or who is a protected individual as defined by 8 U.S.C. 1324b(a)(3).*
☐Yes ☐No

39. Is there a Technology Control Plan in place that restricts non-US Persons, contractors or visitors access to engineering, manufacturing, technical data and computer networks?
☐Yes ☐No

40. Is there a system in place to screen parties involved in export transactions against the US Govt. Restricted/Denied Parties Listing?
☐Yes ☐No

GOVERNMENT AGENCIES

41. Is Government source inspection performed at your facility?
If yes, ☐Resident ☐Itinerant

OVERALL PHYSICAL CONDITION OF FACILITY

42. Is 6S Lean established in your facility?
☐Yes ☐No

43. General appearance (housekeeping) of your facility.
☐Good ☐Fair ☐Poor

44. Is lighting adequate to perform product processing effectively?

To Be Completed By Kaman Supplier Quality Assurance

Schedule Onsite Survey	**☐Disapproved ☐Approved**
KAJ	**Date**