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SUPPLIER QUALITY SYSTEM AUDIT

Dear Valued Supplier (Potential Supplier):

Please complete the following questionnaire and submit to sender. It is preferred that the completed questionnaire be submitted via email.

SUPPLIER PROFILE

Company Name: (parent and division)		**Date:**	
Address:		**Duns Number:**	
City:		**Telephone Number:**	
State & Country:		**Quality Manager:**	
Zip or Postal Code:		**Size: Total Area**	
Quality Dept. E-Mail Address:		**Personnel: Total No.**	

Product/Process Type(S) Supplied From This Location:

Major Customers: (Greater Than 20% Of Business)

Type Of Ownership:

☐ **Individual** ☐ **Partnership** ☐ **Corporation**

Quality System Registration:

☐ **SAE AS9100** ☐ **ISO9001** ☐ **Other, describe:** ☐ **None**

(Attach copy of current certification and only answer questions in Section 1)

Controlled Goods Programs:

☐ **ITAR** ☐ **CGP** ☐ **None**

(Attach copy of current Certificates)

Management Structure:

(Attach Quality organizational chart)

The representative of the above noted supplier's quality organization certifies that the information provided within this questionnaire is accurate and correct to the best of their knowledge. Objective evidence is available at the supplier's facility to demonstrate compliance.

Date:

Name:

Title:

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This page is for <u>Centra Industries use only</u> and will be completed after receipt of supplier's response.

Suppliers are to skip to the next page.

QUALITY MANAGEMENT SYSTEM PROCESS CAPABILITY AUDIT

Section	Number of Findings	SCAR No's	QMS Process Audited (check process audited if applicable)	Number of Findings	SCAR No's
Section 1; Specific Centra Requirements			Section 2, 4.5 Product Realization, Production and Service Provision		
Section 2, 1. Quality Management System			Section 2, 4.6 Product Realization; Control of Monitoring and Measuring Devices		
Section 2, 2. Management Responsibility			Section 2, 5.1 Measurement, Analysis and Improvement, Monitoring and Measurement		
Section 2, 3. Resource Management			Section 2, 5.2 Measurement, Analysis and Improvement, Control of Nonconforming Material		
Section 2, 4.1 Product Realization, Planning of Product Realization			Section 2, 5.3 Measurement, Analysis and Improvement, Analysis of Data		
Section 2, 4.2 Product Realization, Customer-Related Processes			Section 2, 5.4 Measurement, Analysis and Improvement, Improvement		
Section 2, 4.4 Product Realization, Purchasing					

APPROVAL STATUS RESULTS

☐ A	Supplier complies with the Quality System requirements of AS9100 and is approved to supply production hardware. Request(s) for Corrective Actions issued for minor discrepancies. ☐ Yes ☐ No
☐ COND	Supplier is conditionally approved, pending the verification of compliance with the Quality System requirements outlined in AS9100. Product is subject to conformance verification by Centra Receiving Inspection.
☐ H	Supplier approval is placed on suspension pending performance improvement or major Quality System corrective action plan approval. No new business is to be placed without written authorization of Quality Assurance.

COMMENTS

Evaluated By:	Date of Report:
Conditional Approval:	Date of Approval:
Approved:	Date of Approval:
Disapproved:	Date of Disapproval:

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SUPPLIER QUALITY SYSTEM AUDIT

SECTION 1: SPECIFIC CENTRA INDUSTRIES REQUIREMENTS

(TO BE COMPLETED BY ALL RESPONDENTS)

	YES	NO	N/A
♦ All products except industry standards has supplier's final acceptance indicated by acceptance stamp on product or on tag/package if product does not have an adequate feature for stamping.	☐	☐	☐
♦ All product is to be accompanied by a Certification of Conformance, product test reports, when applicable, and/or the certification required by Centra. Certification of conformance is in English	☐	☐	☐
♦ Supplier system includes obtaining and maintaining required documents and their latest revisions when not supplied by customers (military and federal specs.). How is this done? _____	☐	☐	☐
♦ Supplier retains quality records for a period of not less than seven (7) years and advises Centra prior to destroying applicable records.	☐	☐	☐
♦ Marking requirements are clearly detailed for the personnel performing the identification tasks. How is this done? (Manufacturing plans, customer spec., general supplier procedure, etc.) _____	☐	☐	☐
♦ Supplier's system ensures that special processes are approved by appropriate end customer as applicable.	☐	☐	☐
♦ Supplier has system to flow down to their sub-tier sources use of only companies noted on end customer approved listings for special processes.	☐	☐	☐
♦ Traceability of purchased standards and fasteners includes original manufactures and lot numbers as applicable.	☐	☐	☐
♦ Supplier performs review of all material test reports for compliance to specification.	☐	☐	☐
♦ Supplier's system provides for periodic sample testing of raw material as an audit of material certifications and test reports.	☐	☐	☐
♦ Supplier has a system to obsolete documents or revisions. Are they destroyed or kept in bond? _____	☐	☐	☐
♦ Supplier has a system to receive electronically, to and to use CAD/CAM or MDD information.	☐	☐	☐
♦ Supplier has reviewed Centra's Supplier Manual and returned a signed copy of the Centra Supplier Manual Acknowledgement form.	☐	☐	☐

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SUPPLIER QUALITY SYSTEM AUDIT

YES NO N/A

(RESPONDENTS NOT REGISTERED TO SAE AS9100 CONTINUE TO SECTION 2)

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SUPPLIER QUALITY SYSTEM AUDIT

SECTION 2: QUALITY MANAGEMENT SYSTEM REQUIREMENTS

(To be completed by respondents not registered to SAE AS9100)

	YES	NO	N/A
1. QUALITY MANAGEMENT SYSTEM			
♦ Quality system clearly defines policy, objectives and company commitment towards quality.	☐	☐	☐
♦ Quality system is documented by a Quality Manual & Procedures that define the requirements of the system. What is latest revision and date of manual? _____	☐	☐	☐
♦ Procedures are made available to personnel performing work per their requirements. How? _____	☐	☐	☐
♦ Quality documents and revisions to are controlled through defined approval/re-approval processes and maintained to be legible, readily identifiable and retrievable.	☐	☐	☐
♦ Records that demonstrate conformance to specified requirements and effective operation of the quality system are maintained in such a way that they are readily retrievable and available for review by Centra or regulatory authorities.	☐	☐	☐
♦ Supplier has a documented system to control documents (drawings, specifications, etc.) that relate to contract requirements. What is the organization area responsible for control of engineering documents? _____	☐	☐	☐
♦ Supplier has objective evidence that engineering documents, both original & subsequent changes, are reviewed by authorized personnel prior to release for use. How is this done? _____	☐	☐	☐
♦ A master list of engineering documents identifying released revisions is maintained.	☐	☐	☐
♦ Quality system is in compliance with quality standard: ☐ ISO 9000 ☐ AS 9100 ☐ Other: (list)	☐	☐	☐
2. MANAGEMENT RESPONSIBILITY			
♦ Top management shows commitment to quality management system by performing periodic review of quality system to evaluate overall effectiveness. How often? _____	☐	☐	☐
♦ Supplier maintains objective evidence of management review of quality system planning and revisions to ensure customer requirements are addressed. What type of evidence? (Meeting minutes, activity log, etc.) _____	☐	☐	☐
♦ Internal audit results are reported to and reviewed by executive management.	☐	☐	☐
3. RESOUCE MANAGEMENT			
♦ Personnel performing work affecting quality of product have appropriate education, training, skills and experience.	☐	☐	☐
♦ Equipment and facilities are able to support product conformity, e.g. temperature/humidity control, lighting, cleanliness, etc.	☐	☐	☐

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SUPPLIER QUALITY SYSTEM AUDIT

	YES	NO	N/A
♦ Personnel performing activities affecting quality receive appropriate training. What, if any, special training is provided at this location? (Grinding, NDT, weld, etc.) _____	☐	☐	☐
♦ Records of training are maintained. What area of the company is responsible for maintaining training records? _____	☐	☐	☐

4. PRODUCT REALIZATION

4.1 Planning of Product Realization

♦ Planning is performed ensure processes, documents, resources, inspections and records are in place to meet customer requirements.	☐	☐	☐
♦ Planning includes review of documents affecting product quality, such as manufacturing work instructions, purchase orders to suppliers (including supplier/processor selection), quality documentation, etc.	☐	☐	☐

4.2 Customer-Related Processes

♦ A review to determine requirements is performed prior to PO and/or amendment acceptance to insure incorporation of customer requirements. Objective evidence of review is available and maintained. What is the objective evidence? _____	☐	☐	☐
♦ Review includes all contract documents (eng. dwgs., specs, quality, alerts, etc.).	☐	☐	☐
♦ Customer is notified when requirements determined to not reflect agreements or capabilities.	☐	☐	☐

4.3 Design and Development

♦ (Intentionally left blank. Separate review if applicable)	☐	☐	☐

4.4 Purchasing

♦ Supplier has documented process in insure products and services purchased by the supplier meet specified customer requirements.	☐	☐	☐
♦ Supplier has approved supplier and processor listing(s).	☐	☐	☐
♦ Supplier evaluates and approves subcontractors. How is subcontractors' approval status communicated within the company? _____	☐	☐	☐
♦ Supplier has objective evidence performance evaluations of approved suppliers are being performed.	☐	☐	☐
♦ Supplier has objective evidence that when required, Centra customer approved sources are used by the supplier and their sub-tier sources for special processes noted in customer approved listing.	☐	☐	☐
♦ Purchasing documents clearly identify the product or service including engineering document revision levels where applicable.	☐	☐	☐
♦ Purchasing documents clearly ensures customer, government and regulatory agency right of access onto the premises of any subcontractor.	☐	☐	☐
♦ Purchased product quality is verified prior to use. What are methods of verification is being used (Receiving Inspection, Source Inspection Delegated Inspection)? _____	☐	☐	☐

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SUPPLIER QUALITY SYSTEM AUDIT

	YES	NO	N/A
4.5 Production and Service Provision			
♦ Supplier has documented procedures for the planning and control of production and/or installation processes.	☐	☐	☐
♦ Supplier develops manufacturing planning for all products produced at this location and only authorized personnel can revise planning.			
♦ Supplier's manufacturing planning provides clear accountability, including splits, and traceability to configuration of product, i.e. drawing revision (including parts lists) & applicable engineering specifications.	☐	☐	☐
♦ The supplier's processes and manufacturing practices provide protection of products from Foreign Object Debris/Damage (FOD) throughout all phases of manufacturing, storage, assembly, inspection, test, installation and delivery.	☐	☐	☐
♦ When applicable, supplier requires use of certified equipment and personnel. What types of processes are performed at this location requiring certified equipment and personnel?	☐	☐	☐
♦ When servicing is a specific requirement, documented procedures are in place to meet requirements and maintain a record of activity.	☐	☐	☐
♦ Supplier has documented procedures to provide verification of tooling capability to produce acceptable product prior to production use.			
♦ Supplier has documented procedures for identification and traceability of product throughout all phases of production	☐	☐	☐
♦ Serial numbers, when required by engineering drawing, are traceable throughout the manufacturing process (including outside source operations) and noted on all product documents/certifications.	☐	☐	☐
♦ Supplier has documented procedures that verify proper storage & maintenance of customer supplied material.	☐	☐	☐
♦ Supplier receiving Centra customer "Government Owned" material and/or tooling furnished by Centra has procedure(s) to provide control/traceability, maintain identification and ensure proper storage of same. Where is this material stored? _____	☐	☐	☐
♦ Supplier provides handling methods that will prevent damage and/or deterioration.	☐	☐	☐
♦ Supplier has designated storage areas to prevent damage or deterioration of product pending use or delivery.	☐	☐	☐
♦ Supplier has system to rotate material with limited life. This product is regularly monitored to ensure removal of expired items.	☐	☐	☐
♦ Packaging, preservation and marking processes are controlled to ensure product is not damaged and specified requirements are met.	☐	☐	☐
4.6 Control of Monitoring and Measuring Devices			
♦ Supplier has documented procedures for control, calibration and maintenance of all equipment.	☐	☐	☐

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SUPPLIER QUALITY SYSTEM AUDIT

	YES	NO	N/A
♦ Supplier's system determines accuracy requirements and ensures equipment is capable of the required accuracy. Upon what standard is calibration system based? _____	☐	☐	☐
♦ Equipment affecting product quality (equipment that measures not just equipment that accepts) is identified & scheduled for calibration at prescribed intervals or prior to use. How are frequency schedules managed, computer software, manual system, outside support, etc.? _____	☐	☐	☐
♦ Calibration records include all necessary information of equipment type, identification. no's. location, frequency, methodology, acceptance criteria and actions to be taken	☐	☐	☐

5. MEASUREMENT, ANALYSIS AND IMPROVEMENT

5.1 Monitoring and Measurement

♦ Supplier has identified a need to use statistical techniques.	☐	☐	☐
♦ Supplier has established and maintains documented procedures, control plans appropriate control charts for the application of statistical techniques.	☐	☐	☐
♦ Supplier uses inspection-sampling techniques. If yes, what is the document number of the Sampling Plan and the standard or specification that is the basis for the plan? _____	☐	☐	☐
♦ Supplier has documented procedures for planning and implementing internal audits to verify quality activities and related results comply with supplier's procedures and to determine effectiveness of quality system.	☐	☐	☐
♦ Supplier performs internal quality audits and records results per established check sheets for all operations affecting product quality and quality management system procedures.	☐	☐	☐
♦ Supplier has documented procedures for all inspection and testing activities.	☐	☐	☐
♦ Supplier inspects product through all phases of manufacturing or upon receipt per plan, work instructions, traveler, procedures, etc. Results of inspections (accept, reject, date, etc.) are clearly documented.	☐	☐	☐
♦ Supplier's system provides for all planned quality activities to be satisfactorily completed with associated data and documents available prior to release of product.	☐	☐	☐
♦ Recall procedures are in place, when applicable, to facilitate continued production in support of urgent schedule requirements.	☐	☐	☐
♦ Supplier inspection records indicate: ♦ Type of inspection. ♦ Sequence of inspections. ♦ Qty. accepted or rejected ♦ Date of activity.	☐	☐	☐
♦ Supplier has documented procedures for identifying the inspection and test status of all production material.	☐	☐	☐
♦ Test records shall show actual test results data when required by specification or test procedure. What type of testing is performed at this location? _____	☐	☐	☐

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SUPPLIER QUALITY SYSTEM AUDIT

	YES	NO	N/A
♦ Inspection status records indicate date & person accepting/rejecting each individual test or inspection performed on the item.	☐	☐	☐
♦ Supplier's system includes authorized stamps or other media that are designed to clearly identify the supplier and the authorized personnel using the media. Note media used if other than stamps. _____	☐	☐	☐
♦ Supplier completes a report detailing complete inspection results of the first production unit (First Article Inspection) of each detail item per requirements of AS9102.	☐	☐	☐
♦ Supplier's system provides for FAI reports by amendment or revision when engineering drawings are changed.	☐	☐	☐
5.2 Control of Nonconforming Material			
♦ Supplier has documented procedures for the identification, documentation, evaluation, segregation, and control of material that does not meet specified requirements.	☐	☐	☐
♦ Supplier rejection tags are reference on applicable production documents.	☐	☐	☐
♦ Nonconforming items, which cannot be reworked to blueprint, are submitted to Centra for end customer MRB disposition.	☐	☐	☐
♦ Supplier's system provides for immediate notification of Centra when nonconformity is discovered that may affect product already delivered.	☐	☐	☐
♦ Product dispositioned as "SCRAP" is physically rendered useless for production use.	☐	☐	☐
5.3 Analysis of Data			
♦ Supplier's quality department performs analysis of processes, work instructions (mfg. planning review), rejections, records, customer reports/complaints, etc. to eliminate causes of nonconforming material.	☐	☐	☐
5.4 Improvement			
♦ Documented procedures are established & maintained for implementing timely corrective & preventive action.	☐	☐	☐
♦ Corrective action procedures address customer complaints and reports of nonconforming product.	☐	☐	☐
♦ Corrective actions are recorded and monitored for effectiveness. Objective evidence supports corrective action implementation. How is rejection data collected/managed to review for corrective action effectiveness? (Computer software, manual system, etc.) _____	☐	☐	☐