



Supplier Instructions:

- All suppliers are required to complete the top highlighted section below. Attach or send applicable certifications as applicable/indicated by your response. **Do not change file type or format.**
- Suppliers required to complete Form K2191 and/or, have a Certified Quality Management System (AS/ISO 9100, AS9120, ISO 17025, AC7004 or FAA 145) only need to complete the top highlighted section of this

Supplier Name:		Cage Code:		Date:			
Street Address:		City:	ST:	Zip:			
Completed by:		Title:					
Supplier Type:		Manufacturer	Processor	Distributor	FAA Repair Station	Tooling	Calibration
Years in Business:		List Main Product / Services:					
Supplier Contacts	Name		Phone Number		E-Mail Address		
President / GM							
Quality Manager							
List Main Product/Services:							
Years in Business:		Total # of Employees:	Quality:	Prod:	Eng.:		
Indicate Third Party Certification below by checking box and entering date							
ISO 9001:	Expires:	AS 9100:	Expires:	AS 9120:	Expires:		
AS 9003:	Expires:	AS 7004:	Expires:	FAA Part 145 Repair Station:			
Indicate NADCAP Registration/Certifications by checking box and entering date							
NADCAP Processes:	Expires:	NADCAP Processes:	Expires:				
NADCAP Processes:	Expires:	NADCAP Processes:	Expires:				
NADCAP Processes:	Expires:	NADCAP Processes:	Expires:				
Others list below							
Process/Type:		Expires	Process/Type:		Expires		

Suppliers that are not required to complete Kaman Air Vehicles K2191, or do not have a Certified Quality Management System as noted above – Complete the following Sections.

Does the supplier have computer systems, software, CMM or PCMS measurement equipment capable of utilizing 3DMBD models and datasets? Yes No			
List Software Operating System Versions, Catia, Unigraphics, SolidWorks, etc.			
Have any Prime Customer(s) completed a capability assessment and approval of your 3DMBD process?			
Yes No / If Yes check appropriate box(es) below:			
<input type="checkbox"/>	Boeing Commercial / Military	<input type="checkbox"/>	Sikorsky Aircraft
<input type="checkbox"/>	Northrop Grumman	<input type="checkbox"/>	Gulfstream
<input type="checkbox"/>	Spirit Aero Systems	<input type="checkbox"/>	Vought Aircraft
<input type="checkbox"/>	Bell Helicopter	<input type="checkbox"/>	Other



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 shop 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. 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 access to purchase orders, contractual documents and specifications necessary to check incoming material against applicable requirements?
Yes No
- 13 Do you have a process for 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 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 material?
 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 identification and segregation of discrepant material?
 Yes No

CORRECTIVE ACTION

- 27 Is there a documented system that addresses prompt evaluation and action on customer complaints?
Yes No
- 28 Does your system provide for a complete stock sweep when nonconforming material is 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 (to include ESD controls as/when applicable)

- 30 Is there a documented system that addresses packaging, storage, and shipping of material?
Yes No
- 30a If yes, does it also address surveillance of storage, packaging, and shipping?
Yes No
- 31 Are items handled and stored 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
- 35 Does the company have a Conflict Minerals policy?
Yes No
- 36 Will the parts supplied to Kaman contain any 3TG (Tin, Tantalum, Tungsten, Gold) material?
Yes No
- 36a If your answer is yes to question 36, can you provide and submit a Conflict Minerals Reporting Template?
Yes No

EXPORT COMPLIANCE, ITAR, EAR

- 37 Are any products, services, or technical data exported to overseas customers?
Yes No
- 37a If yes, are exports under the jurisdiction of the ITAR, EAR or both?
Yes No
- 38 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
- 39 Does your facility have an Export Compliance Program, including written Export Compliance policy and Manual?
Yes No
- 40 Does your facility employ non-US *Persons or green card holders, including consultants, contractors or 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
- 41 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
- 42 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

- 43 Is Government source inspection performed at your facility?
Yes No
If yes, Resident Itinerant

OVERALL PHYSICAL CONDITION OF FACILITY

- 44 Is 6S Lean established in your facility?
Yes No
- 45 General appearance (housekeeping) of your facility.
Good Fair Poor
- 46 Is lighting adequate to perform product processing effectively?
Yes No

To Be Completed By Kaman Supplier Quality Assurance		
Schedule Onsite Survey	Disapproved	Approved
KAC SQC	Date	