

**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 (     )		POC Email:		
FAX (     )		Website:		
Completed by:		Title:		
Supplier Type: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Processor <input type="checkbox"/> Distributor <input type="checkbox"/> Repair Station <input type="checkbox"/> 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 3 <sup>rd</sup> Party Registration / Certifications	
<input type="checkbox"/> Bell Helicopter			<input type="checkbox"/> ISO 9001 Expires	
<input type="checkbox"/> Boeing Commercial			<input type="checkbox"/> AS 9100 Expires	
<input type="checkbox"/> Boeing Military			<input type="checkbox"/> AS 9120 Expires	
<input type="checkbox"/> Lockheed Martin			<input type="checkbox"/> AS 9003 Expires	
<input type="checkbox"/> Northrop Grumman			<input type="checkbox"/> AS 7003 Expires	
<input type="checkbox"/> Sikorsky Aircraft			<input type="checkbox"/> NADCAP Processes Expires	
<input type="checkbox"/> Triumph / Vought			<input type="checkbox"/> FAA Part 145 Repair Station	
<input type="checkbox"/> Honeywell Aerospace			<input type="checkbox"/> Other list below	
<input type="checkbox"/> US Government			<input type="checkbox"/> Expires	
<input type="checkbox"/> Customer Delegated Inspection Authority (list below)			<input type="checkbox"/> Expires	
<input type="checkbox"/> Other				
Does the supplier have computer systems, software, and CMM or PCMS measurement equipment capable of utilizing 3DMBD models and datasets? <input type="checkbox"/> Yes <input type="checkbox"/> No				
List Software Operating System Versions:				
Have any Prime Customer(s) completed a capability assessment and approval of your 3DMBD process?				
<input type="checkbox"/> Yes <input type="checkbox"/> 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		

**KAMAN AEROSTRUCTURES DIVISION  
QUALITY SYSTEM SELF-ASSESSMENT QUESTIONNAIRE**

If your company is **ISO9001 or AS9100 3<sup>RD</sup> 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

**KAMAN AEROSTRUCTURES DIVISION  
QUALITY SYSTEM SELF-ASSESSMENT QUESTIONNAIRE**

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 Manufacturers (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

ISO/IEC 17025

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 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 it 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?