



AS9120B

Supplier Questionnaire Form

Company Name:	
Date:	
Address:	
Telephone :	
Fax:	
Website:	

Vendor Category: (Check all that apply)

<input type="checkbox"/>	Manufacturer	<input type="checkbox"/>	Repair Station	<input type="checkbox"/>	Parts Distributor
<input type="checkbox"/>	Airline			<input type="checkbox"/>	Other

Contacts

Title	Name	Telephone / Email
Customer Service		
Quality Manager		
President		

Authorization / Quality System Accreditation (Check all that apply)

<input type="checkbox"/>	FAA	<input type="checkbox"/>	ISO 9001	<input type="checkbox"/>	ASA-100	<input type="checkbox"/>
<input type="checkbox"/>	EASA	<input type="checkbox"/>	AS9100	<input type="checkbox"/>	TAC-2000	<input type="checkbox"/>
<input type="checkbox"/>	TC	<input type="checkbox"/>	AS9110	<input type="checkbox"/>	CASE	<input type="checkbox"/>
<input type="checkbox"/>	CAAC	<input type="checkbox"/>	AS9120	<input type="checkbox"/>	Other:	<input type="checkbox"/>

Please attach a copy of all your accreditation certificates. If your company is registered to one or more of the certifications listed above you may skip to section K and return this survey. If not, please answer all of the following questions:

A: Quality Control

Yes No N/A

1.	Is there an established Quality Control Department?			
2.	Does the Quality Control Department maintain an organization chart?			
3.	Are supervisors, inspectors and technicians properly trained?			
4.	Is there a written procedure for inbound inspections?			
5.	Is there a written procedure for outbound inspections?			
6.	Does Quality Control provide the final approval to release parts?			

B: Inspection

Yes No N/A

1.	Does the company perform inbound inspections?			
2.	Does the company perform outbound inspections?			
3.	Are inspections conducted by approved personnel only?			
4.	Does the company have a non-conforming parts control procedure?			

C: Manuals, Records & Technical Data

Yes No N/A

1.	Does the vendor have the correct shop manuals to perform the contracted services?			
2.	Are Manufacturer Overhaul Manuals kept current and updated?			



3. Are Manufacturer Overhaul Manuals properly identified and organized?			
4. Does the vendor have a system of control to review technical data, revisions, service bulletins, etc.?			
5. Are vendors work records detailed, legible and complete?			
6. Is traceability maintained for all parts sold?			
7. Is a material certification (ATA-106) issued for all parts sold?			
D: Training			Yes No N/A
1. Are training records maintained for all personnel?			
2. Does the company have an adequate training program? OJT, classroom etc.			
3. Does the company have an adequate training program for Suspected Unapproved Parts (SUP)			
4. Does the company have a probationary period for newly hired personnel?			
E: Materials & Handling			Yes No N/A
1. Are procedures established to separate serviceable and unserviceable parts?			
2. Are incoming parts subjected to receiving inspection?			
3. Are serviceable parts identified and stored in a climate controlled area?			
F: Stores			Yes No N/A
1. Are parts properly stored and identified?			
2. Are parts properly packaged to prevent storage and handling damage?			
3. Are bearings properly packaged?			
4. Are "O" rings properly packaged and marked with expiration date?			
5. Are life limited materials controlled to prevent use / sale after expiration?			
G: Test & Calibration			Yes No N/A
1. Are tools properly maintained and calibrated?			
2. Is there a calibration control program?			
3. Are all certified equipment labeled?			
H: Facility			Yes No N/A
1. Are the storage and work areas climate controlled?			
2. Are fire extinguishers properly identified, marked and certified?			
3. Are flammable liquids and gas cylinders identified and properly stored?			
4. Are hazardous materials properly labeled, stored and disposed of?			
5. Are inspection and production areas kept clean & organized?			
I: Scrapped Parts			Yes No N/A
1. Is there a documented scrap procedure?			
2. Are records maintained for all scrapped serialized parts?			
3. Are parts scrapped in a manner to prevent them from returning to service?			
4. Are your scrap procedures imposed on your subcontractors?			



J: Additional Comments
Please provide an explanation or brief description to any answers that were marked "No" or "N/A".

K: Miscellaneous	Yes	No	N/A
1. Records are maintained and stored for a minimum period of 2 years.			
2. Are Electronic Signatures used in any certifying/airworthiness documents?			
3. Are inspection stamps used?			
4. Does the supplier sell incident related parts?			

Certification			
I certify that this self audit evaluation form has been answered to the best of my ability and that all information is correct.			
Regional Airline Support Group reserves the right of access to perform an audit at the vendors facility.			
Name:		Signature:	
Title:		Date:	

Return completed form and accompanying documents to:	
Regional Airline Support Group 3550 NW 126th Ave Coral Springs, FL 33065 Please remit to RASG via e-mail at quality@rasg.net Fax: 954-979-8122 Phone: 954-979-8130	

For RASG use only			
For the work intended, I find the supplier:			
Approved:	Group A	Group B	Group C
Not Approved:			
Comments:			
Name:		Signature:	
Title:		Date:	