Vendor / Supplier Company Questionnaire

NOTE: *Aviation Repair Stations* - complete SECTION 1 and 3 only.
All other suppliers and service providers please complete SECTION 1, 2 and 3 providing copies of certificates where relevant. **Where possible please complete this form electronically by clicking in the required field and typing your text.**

Section 1

Company Information			
Company Name:			
Address:			
Post / Zip Code:		Website:	
Telephone No:		Fax No:	

AerFin Contact:	
Total No of Employees:	

Are you a group of Companies?			
Name of Company Group:			
Company Registration #:		VAT #:	
Accountable Manager:			

Peronnel			
Quality Manager		*Sales / Customer Service Contact*	
Name		Name	
Title		Title	
Email		Email	
Telephone		Telephone	

Insurance			
Please provide the level of Insurance your Company carries:			
Aviation Products Liability Insurance	☐	Aviation General Liability Insurance	☐
Other:			

Repair Station & Quality Certifications			
Is your documented Quality System registered to one or more of the following:			
☐ FAA #		☐ EASA #	
Certificate Enclosed	☐	*Certificate Enclosed*	☐
☐ ASA #		☐ CAAC #	
Certificate Enclosed	☐	*Certificate Enclosed*	☐
☐ ISO #		☐ Other (Type)	
Certificate Enclosed	☐	Cert #	
Please provide a copy of each certificate, repair certificate as well as a copy of all capabilities.			

Section 1 Cont'd

Shipping					
Please identify how parts shall be shipped from your facility where required:					
☐	ATA Spec 300	☐	ISPM - 15 Standard	☐	HAZMAT Certified
Local Customs Office:					
For European Shipments - IPR #					

Section 2

Quality Management System

	Y	N	N/A
Does Company Management periodically review the written QMS documents for effectiveness?	☐	☐	☐
Are procedures reviewed to assure the ability to perform the work contracted?	☐	☐	☐
Does your QMS control and verify that all reference documents, data and procedures used throughout your organisation are current?	☐	☐	☐
Are current copies of any required product drawings and documents readily available to affected personnel and used where necessary?	☐	☐	☐
Are Major changes to QMS or product documents adequately communicated, verified and approved prior to issue and before use by personnel?	☐	☐	☐
Are your material goods or services purchased for customer order fulfilment, obtained from a documented and approved supplier list / database?	☐	☐	☐
Does your document and data control system prevent the unintended use of obsolete drawings and documentation and properly identify those that must be retained?	☐	☐	☐
Does your QMS require the incoming veriication, proper handling, controled storage and correct transpotation of customer materials / products?	☐	☐	☐
Is / are material(s) / products identity and traceability maintained throughout all incoming, handling, storage and delivery processes	☐	☐	☐
If identity or traceability be lost, is the material treated as not meeting your QMS materials / product requirements and controlled accordingly?	☐	☐	☐
Do your QMS requirements assure that any operations affecting your material(s) / product quality, its safety or its end use performance, is accomplished in accordance with written, approved, controlled and acceptable guidelines?	☐	☐	☐
Are incoming material(s) / products verified as compliant with your Purchase Order and / or specifications; and are varification results recorded and maintained?	☐	☐	☐
Are all incoming material(s) / Products correctly identified with the manufacturers product designators?	☐	☐	☐
When shipments are ready, is a final verification or review of the customers order made to assure that only approved, as-ordered material / products are being provided?	☐	☐	☐

Section 2 Cont'd

	Y	N	N/A
Do your documented procedures for non-conforming product(s) require you to segregate (in some Manner), positively identify, evaluate and control non-conforming / scrap material / products and keep it from any unintended use in finished parts	☐	☐	☐
If material / products do not conform to your rquirements, are corrective actions and authorised release authorities identified and documented?	☐	☐	☐
Do you have a documented calibration procedure for the control, calibration and recall of your inspection / test equipment that adheres to industry standards?	☐	☐	☐
Do you have a procedure for the notification of customers in the event of non-conforming material or product being shipped, that ensures a proper investigation and corrective action to be taken?	☐	☐	☐
Is route cause analysis, containment and corrective / preventative action taken, when notified by your customer that a significant non-conformity was found in material / product shipped to them?	☐	☐	☐
Is / are material / products that may be subject to handling or transportation damage suitably controlled, stored and adequately protected?	☐	☐	☐
Is material / product that requires shelf life monitoring for incorrect storage conditions and its deterioration controlled by adequate procedures and periodically monitored?	☐	☐	☐
Do you have a system for the identification, control and storage of QMS records, including the records pertaining to your suppliers material / products	☐	☐	☐
Are QMS records identified with the completed product number, order number with evidence of verification results and any applicable non-conforming products?	☐	☐	☐
Are QMS recrds adequately stored, readily available for a minimum of 7 yeas after product comletion? *(If not 7 years, please enter the actualnumber of years your QMS records are stored:..... Years)*	☐	☐	☐
Is it acceptable for an AerFin ltd representative and or any relevant regulatory body to perform an audit of your QMS at your facility at a suitable time of your designation?	☐	☐	☐
Do yo have a QMS requirement for the qualification and approval of your suppliers and their special processes?	☐	☐	☐

Facilities

Please *TICK* the check box if you have provided a company brochure, if not please complete the following:

Company Brochure: ☐	
Facility Address if different from above:	Humidity Controlled? ☐
	Air Conditioned? ☐
	Restricted Access? ☐

Products & Services
If you are not providing aerospace parts or overhaul of aeerospace parts / material please list the service you are applying for to provide to AerFin: (e.g Aircraft CAMO, Borescope Inspections, Tooling, Material Storage etc)

Section 3

Rights of Access & Declaration	
All suppliers are required to notify AerFin Ltd QA regarding any significant changes to key personnel, ownership, location including subcontracted facilities, loss, surrender or expiration of certification status such as FAA, EASA, ISO9001, AS9100, AS9120 or ASA-100. Suppliers shall provide AerFin Ltd, AerFin customers, FAA, EASA or other regulatory agencies the "Right of Access" to any facility at any level of the supply chain involved with AerFin orders with access to applicable manufacturing and/or repair/rebuild and traceability records. A minimum of two (2) days written notification shall be provided by AerFin Ltd.	
I hereby certify that the information contained in this questionnaire to the best of my knowledge correct and that in the event of any changes that relate to the capability of the Company, facilities or processes I will notify AerFin Ltd in writing within 28 days.	
Signature:……..	Title:……
Name:……	Date:……..

FOR AERFIN USE ONLY

Supplier has provided certification

Customer Code:……

Approval Type: ☐ Initial Approval ☐ Re-approval

Date of approval:……

Approval Status: ☐ Approved ☐ Declined

Signature:……

Title:……

Name:……..

Comments:……

Please forward the completed form to your Customer Service Contact or alternatively to AerFin Quality Department: sean.bowden@aerfin.com.