NEW SUPPLIER QUALITY SELF EVALUATION QUESTIONNAIRE

Please complete ***all*** sections pertaining to your company.
Section 1: To be completed by all Suppliers.
Section 2: To be completed by Manufacturers who are not AS9100 certified.
Section 3: To be completed by Distributors who are not AS9120 certified.
Section 4: To be completed by all Suppliers of Calibration / Special processes.
Section 5: To be completed by all Manufacturers / Distributors who are not ISO 14001 certified.

Note: Please provide a rationale or detailed explanation for any "No" or "N/A" responses within this Self-Evaluation and attach them to the finalized submittal.

Section 1 to be completed by all Suppliers

Supplier I.D. Number (Genesys Aerosystems Use Only):

Company Name: _____

Are you a Manufacturer? ☐ Distributor? ☐ Other: _____

In accordance with Genesys Aerosystem's Regulatory Requirements, Quality System audits may be performed on Genesys Aerosystem's Suppliers.

Auditors representing Genesys, FAA, or other government agencies shall be allowed to perform an audit of your facility. ***Note: Notification will be given prior to audit.***

Genesys requires that Suppliers maintain at their facility traceability from raw material to delivery of items for a minimum duration of (10) years. Either electronic or hard copy traceability is required due to our contractual obligations with Genesys Customers. If traceability cannot be kept at the supplier's facility, then copies must be sent in with each shipment received by Genesys.

When requested, quality records (as identified by supplier's quality management system) shall be made accessible to Genesys representatives as well as FAA personnel.

Will parts supplied be manufactured from outside the United States that would qualify as an Undue Burden to the FAA per AC 21-55? ☐ Yes ☐ No

Type of manufacturing services or products: _____

Description of services / products supplied to Genesys: _____

Note: By signing this document below you are acknowledging applicable Genesys Procurement Quality Requirements (PQRs) which can be found at http://genesys-aerosystems.com/quality-certification.

Printed Name:_____ Date: _____

Signature:_____ Title:

If your company ***is not*** AS9100 or AS9120 certified, then please complete the additional questions in section 2, 3 or 4 as applicable. If not ISO 14001 certified, please complete section 5.

Section 2 to be completed by Manufacturers who are not AS9100 Certified

Material Procurement and Control	**Yes**	**No**	**N/A**
1. Does your facility maintain an "Approved Suppliers List" from which procurement of direct materials are made?	☐	☐	☐
2. Does your facility have the capabilities of tracing parts / materials back to the manufacturer?	☐	☐	☐
3. Does your facility maintain a lot control system by which material is identified and traced?	☐	☐	☐
4. Is material handled in such a way as to protect it against damage / deterioration?	☐	☐	☐
5. Do all packaging and labeling clearly identify the parts / products or materials stored within containers or boxes?	☐	☐	☐
6. Does your facility have an Electrostatic Discharge Protection (ESD) program?	☐	☐	☐
7. Is material sensitive to electrostatic discharge adequately stored and protected as per company program?	☐	☐	☐
8. Does your facility practice "FIFO" First In First Out?	☐	☐	☐
9. Is there a documented system by which material is serialized or identified by lots?	☐	☐	☐

Inspection (Incoming / In-Process / Final)	**Yes**	**No**	**N/A**
1. Are all incoming materials subject to inspection so as to verify conformance to specifications / requirements?	☐	☐	☐
2. Are specifications and drawings readily available to incoming inspection personnel while performing inspections?	☐	☐	☐
3. Are all inspection personnel properly trained on inspection methods, tools, and inspection procedures?	☐	☐	☐
4. Does the system in your facility control and maintain stamps used as means of inspection, test, and acceptance?	☐	☐	☐

5. Are in-process inspection steps implemented so as to ensure continuous compliance of in-process materials and products?	☐	☐	☐
6. Prior to shipment, are all finished products and materials furnished to Genesys ***inspected*** to approved specifications?	☐	☐	☐

Non-Conforming Material Control	**Yes**	**No**	**N/A**
1. Is material that does not meet specifications identified and segregated from use within a bonded area?	☐	☐	☐
2. When non-conforming parts are received from a supplier, does your facility have a documented Supplier Corrective Action Request system so as to prevent shipment / delivery of discrepant parts?	☐	☐	☐
3. If non-conforming parts cannot be reworked to meet specification, is a procedure in place that ensures that scrap material is identified, properly disposed of and kept from unintended use / installation?	☐	☐	☐
4. Are records maintained detailing the disposition and routing of non-conforming parts through the Quality System within the facility?	☐	☐	☐
5. Is a stock purge system documented ensuring that non-conforming product is eliminated from stock if and when non-conformity is found?	☐	☐	☐
6. Is there a documented procedure for managing nonconformances (e.g., root cause, corrective action, effectiveness check, etc.)?			

Tool and Gage Control	**Yes**	**No**	**N/A**
1. Are written procedures in effect to control tools, gages, and test equipment including employee owned tools?	☐	☐	☐
2. Does the system provide for mandatory recall of tools, gages and test equipment at established intervals?	☐	☐	☐
3. Are controls in effect to prevent production items from being used as gages or test equipment without being proved for accuracy before use and at established intervals thereafter?	☐	☐	☐
4. Do calibration / certification records reflect identification number and name?	☐	☐	☐
5. Do calibration / certification records reflect frequency of calibration / certification?	☐	☐	☐
6. Do calibration / certification records reflect procedure used for calibration / certification?	☐	☐	☐
7. Do calibration / certification records reflect date of calibration and due date?	☐	☐	☐
8. Do calibration / certification records reflect traceability to the National Institute of Standards and Technology?	☐	☐	☐
9. Are tools, gages, and test equipment identified to reflect serial number or other identifier traceable to associated records?	☐	☐	☐

Shelf Life Program and Administration	Yes	No	N/A
1. Is a shelf life program documented and in place?	☐	☐	☐
2. Does the inventory control system provide for adequate environmental conditions for shelf life sensitive parts?	☐	☐	☐
3. Are company personnel responsible for the shelf life program identified?	☐	☐	☐

Supplier Selection, Evaluation, and Monitoring	Yes	No	N/A
1. Is there a documented system by which suppliers to your facility are selected and evaluated based on their quality and delivery performance?	☐	☐	☐
2. Does your facility have a Supplier Control Program by which Quality System requirements are communicated to sub-tier suppliers?	☐	☐	☐
3. Is there a system by which supplier quality / delivery performance is documented and maintained?	☐	☐	☐

Engineering Document / Data Control	Yes	No	N/A
1. Is there a documented process implemented by which the specifications as referenced on the Genesys purchase order are the only approved revisions used for manufacturing / inspection?	☐	☐	☐
2. Is there a centralized location where Genesys specifications and drawings are maintained and updated?	☐	☐	☐
3. In the case of hard copies of Genesys drawings / specifications, are copies maintained and controlled so as to prevent misinterpretation, modification, or the use of withdrawn versions?	☐	☐	☐

Facility Maintenance and Safety	Yes	No	N/A
1. Is there a documented set of procedures that ensures cleanliness in all areas in which parts are manufactured and processed?	☐	☐	☐
2. Do facility Maintenance procedures take into consideration control and appropriate disposal of materials deemed hazardous or toxic?	☐	☐	☐
3. Does you facility maintain a current listing of all materials approved not to be used as per Government Regulatory requirements?	☐	☐	☐

Records	Yes	No	N/A
1. Are Quality records maintained attesting to the conformance of parts / products shipped to Genesys?	☐	☐	☐
2. For quality records maintained, are these kept in a location that will prevent misuse, destruction, or damage?	☐	☐	☐
3. If required, are quality records accessible to Genesys representatives as well as FAA?	☐	☐	☐
4. Is the retention period for Quality documents documented within a procedure or other company document?	☐	☐	☐

Special Processes	Yes	No	N/A
1. Do special processes performed at your facility follow an accepted government / industry standard such as MIL & SAE?	☐	☐	☐

Please provide a listing of special processes by which your facility is accredited (e.g., by Nadcap).

Training	Yes	No	N/A
1. Is there a training program in place by which new hires as well as current employees receive training?	☐	☐	☐
2. Is the training program evaluated for effectiveness in providing adequate training for employees?	☐	☐	☐
3. Are training records maintained for all company as well as externally provided training?	☐	☐	☐

Comments:

Thank you for your cooperation. Genesys Aerosystems looks forward to a quality relationship with your company as an approved Supplier.

Completed By: Title: Date:

Phone Number: E-mail Address:

Section 3 to be completed by Distributor's who are not AS9120 Certified

Material Procurement and Control	**Yes**	**No**	**N/A**
1. Does your facility maintain an "Approved Suppliers List" from which procurement of direct materials are made?	☐	☐	☐
2. Does your facility have the capability of tracing parts / materials to the source from which they were procured?	☐	☐	☐
3. Does your facility maintain a lot control system by which material is identified and traced?	☐	☐	☐
4. Is material handled in such a way as to protect it against damage / deterioration?	☐	☐	☐
5. Do all packaging and labeling clearly identify the parts / products or materials stored within containers or boxes?	☐	☐	☐
6. Does your facility have a company-wide Electrostatic Discharge Protection program?	☐	☐	☐
7. Is material sensitive to electrostatic discharge adequately stored and protected as per company program?	☐	☐	☐
8. Does your facility practice "FIFO" First In First Out?	☐	☐	☐
9. Is there a documented system by which material is serialized or identified by lots?	☐	☐	☐

Non-Conforming Material Control	**Yes**	**No**	**N/A**
1. Is material that does not meet specifications identified and segregated from use within a bonded area?	☐	☐	☐
2. When non-conforming parts are received from a supplier, does your facility have a documented Supplier Corrective Action Request System so as to prevent shipment / delivery of discrepant parts?	☐	☐	☐
3. If non-conforming parts cannot be reworked to meet specification, is a procedure in place that ensures that scrap material is identified, properly disposed of and kept from unintended use / installation?	☐	☐	☐
4. Are records maintained detailing the disposition and routing of non-conforming parts through the Quality System within the facility?	☐	☐	☐
5. Is a stock purge system documented ensuring that non-conforming product is eliminated from stock if and when non-conformities are found?	☐	☐	☐

Shelf Life Program and Administration	**Yes**	**No**	**N/A**
1. Is a shelf life program documented and in place?	☐	☐	☐
2. Does the inventory control system provide for adequate environmental conditions for shelf life sensitive parts?	☐	☐	☐
3. Are company personnel responsible for the shelf life program identified?	☐	☐	☐

Supplier Selection, Evaluation, and Monitoring	Yes	No	N/A
1. Is there a documented system by which suppliers to your facility are selected and evaluated based on their quality and delivery performance?	☐	☐	☐
2. Does your facility have a supplier control program by which Quality System requirements are communicated to sub-tier suppliers?	☐	☐	☐
3. Is there a system by which supplier quality / delivery performance is documented and maintained?	☐	☐	☐

Standard and Fixed Performance Parts	Yes	No	N/A
1. For hardware produced under a government / industry standard, do certifications attest to their conformance?	☐	☐	☐
2. Is there a periodic auditing function in place to verify certifications provided with material / products?	☐	☐	☐
3. For hardware produced to a specific performance requirement such as resistors and capacitors, are these audited / tested periodically to ensure conformance?	☐	☐	☐

Thank you for your cooperation. Genesys Aerosystems looks forward to a quality relationship with your company as an approved Supplier.

Completed By:_____ Title:_____ Date:_____

Phone Number:_____ E-mail Address:_____

Section 4 to be completed by Calibration / Test Laboratory	Yes	No	N/A
1. Does your facility provide calibration services to Genesys?	☐	☐	☐
If yes, please provide the following: a. Calibration Quality System certificates. b. Description of calibration capabilities. c. Description of training program.			
2. Does your facility provide testing and evaluation services to Genesys?	☐	☐	☐
If yes, please provide the following: a. Listing of testing capabilities. b. Listing of personnel within the facility that have a professional accreditation (i.e., Professional Engineers). c. Sample test report. (If none previously submitted)			
3. Is measuring / test equipment calibrated with traceability to the National Institute of Standards and Technology?	☐	☐	☐

Section 5 Environmental Responsibility section is to be completed if your company is not ISO-14001 certified.

Please include copies of your certification if you are ISO 14001 certified.

Environmental Responsibility

1. Is the company focused on health, safety, and being good stewards of environmental resources?

   ☐ Yes ☐ No

2. Has the company been found to be in violation of any Federal, State, or local environmental regulations within the past 3 years? If yes, please list specific instances, the circumstances, corrective actions, and how the situation(s) were rectified to prevent reoccurrence.

   ☐ Yes ☐ No

Genesys Aerosystems Use Only			
Supplier Questionnaire:	☐ Accepted	☐ Rejected	
Reviewed by:			Date: