



FORM2
QUALITY SYSTEM STANDARD QUESTIONNAIRE
SUPPLIER AUDIT FORM

Revision 1

Page 1 (5)

FORM2: RELAERO LIMITED, SUPPLIER AUDIT FORM

Organisation:	City:
Division of:	State:
Address:	Country:
	Phone:
E-mail:	Fax:
SITA:	

Is your Quality System certified in accordance with (if yes please attach all copy's of Certificates):

PART-145 CASE/EASE
 FAR-145 ISO 9000

Other _____

Are you an approved distributor for any manufacturer? Yes No

(If yes please attach all copy's of Approvals)

Which ones? _____

We declare that information herein is, to the best of our knowledge, correct and truthful.

For and behalf of

 Date

 Signature

 Title

 Please type or print your name here



FORM2
QUALITY SYSTEM STANDARD QUESTIONNAIRE
SUPPLIER AUDIT FORM

Revision 1

Page 2 (5)

Quality System Standard Questionnaire

1.	Quality System and Manual	yes	no	n/a
1.1.	Is there an established, documented and maintained quality system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2.	Is a Quality Manual established in accordance with the applicable International standard?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3.	Does the Quality Manual adequately describe the quality system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4.	Are the contents of the procedures in accordance with the complexity of the activities and with personnel ability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5.	Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.5.	Does the Quality Manual and/or other documentation include a detailed description of:	yes	no	n/a
1.6.a	The organisation and relationship of the QC department to the rest of the organisation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.b	An assignment of personnel and specific responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.c	The revision control system for the quality system documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.d	Record keeping system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.e	Control of incoming discrepant parts and supplies?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.f	Receiving inspection procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.g	Test and inspection equipment calibration program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.h	Storage facilities and specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.i	Part identification program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.j	Environmental controls as appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.k	Internal audit/evaluation program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.l	Training requirements and records?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.m	Shelf life control system?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.6.n	Inspection stamp control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Internal Quality Audit	yes	no	n/a
2.1.	Do you have established, documented and maintained internal audit procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2.	Do the quality audits verify that quality activities and results conform to the provided dispositions and allow to determine the quality system efficiency?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3.	Are the results of the internal quality audits recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4.	Are the implementation and effectiveness if corrective actions taken verified by follow-up audits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5.	Are the follow-up audit activities recorded?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	External Quality Audit	yes	no	n/a



**FORM2
QUALITY SYSTEM STANDARD QUESTIONNAIRE
SUPPLIER AUDIT FORM**

Revision 1

Page 3 (5)

3.1.	Are you willing to let the authorities or other interested parties to do an audit and surveillance of your quality program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2.	Are you willing to supply your Quality Manual to Relaero Limited if required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Training and Authorized Personnel	yes	no	n/a
4.1	Is personnel who perform inspection, shipping and receiving functions properly trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.2.	Is inspection personnel properly authorized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.3.	Is inspection personnel trained to identify unapproved and bogus parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.4.	Are both formal classroom and on-the-job training documented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.5.	Is a roster of personnel authorized to perform inspection functions maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.6.	Does training program address unapproved and counterfeit parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Purchasing	yes	no	n/a
5.1.	Is there established a documented procedure to ensure that purchase products conform to applicable requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.2.	Does the system assure that parts conform to the customer's purchase request and that deviations are approved in writing by the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.3.	Are purchases performed only from authority approved manufacturer as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.4.	Do you purchase from sources other than original manufacturer? *	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.5.	* If yes, does the system require original manufacturer's certificate or approved maintenance organisation's certificate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.6.	Does the system require to maintain a list of approved sources and a quality history of each source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.7	Materials/parts are certified traceable to:	<input type="checkbox"/> FAA, EASA approved Airline <input type="checkbox"/> FAA, EASA approved Repair Station <input type="checkbox"/> FAA approved Manufacturer (OEM, FAR Part21) <input type="checkbox"/> FAA approved Manufacturer Maintenance Facility <input type="checkbox"/> OEM approved Vendor/Distributor <input type="checkbox"/> Accepted Industry Standards (Standard Parts only)		
5.8.	Does the quality system assure that parts procured for sale:	yes	no	n/a
5.8.a	Which are known to have been subjected to conditions of extreme stress, heat or environment are identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8.b	That all represented Airworthiness Directives (AD's) which have been accomplished are documented?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.8.c	That are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Receiving Inspection	yes	no	n/a
6.1.	Is all incoming material held in a separate area or shelf until accepted by receiving inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.2.	Is there a segregated shelf for rejected items?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.	Does the inspection program include:	yes	no	n/a
6.3.a	Inspection of the package for transportation damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



FORM2
QUALITY SYSTEM STANDARD QUESTIONNAIRE
SUPPLIER AUDIT FORM

Revision 1

Page 4 (5)

6.3.b	Inspection of the material for transportation damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.c	Check for compliance with the purchase order in regards to quality and quantity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.d	Verification of part number, model number, etc. to match the documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.e	Visual inspection for surface treatment, corrosion etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.f	Check of appropriate markings in the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.g	Check of material certification, other applicable certificates, certificate of origin as may be required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.3.h	Check of certification matching in accordance with specification (or ordered work)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.4.	Does the system include an inspection program for new standard parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Storage	yes	no	n/a
7.1.	Do storage areas provide adequate space and relevant racks to preclude damage or mishandling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.2.	Is the storage area secure from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3.	Is there segregation of aircraft from non-aircraft functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4.	Is there segregation of serviceable from non-serviceable parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.5.	Does the system have a procedure for storage of flammable, toxic or volatile materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.6.	Does the system have a procedure for storage and handling of materials against damage by electrostatic discharge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.7.	Does the system have a procedure for storage and handling of materials against the corrosion?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.8.	Are the temperature and humidity in the storage areas controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.9.	Is the environmental control system periodically checked and calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.10.	Are there established procedures to verify, at appropriate intervals, the condition of products in stock in order to detect deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Material Control	yes	no	n/a
8.1	Is material handled in an appropriate manner and protected from damage and deterioration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.2.	Is the storage area periodically checked for overall effectiveness?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.3.	Is batch/lot control maintained for parts so identified by the manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.4.	Whenever practical, is material stored and delivered in the manufacturer's original packaging?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.5.	Does the system require the packaging to identify the manufacturer, distributor, serial number, etc?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.6.	Does the system assure that no part number ambiguity exists?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.7.	Does the system require segregation of nonconforming material from usable stock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.8.	Is there a documented procedure in place to mutilate scrapped parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.9.	Does the system require records and documentation to be kept on all serialized scrapped parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Material Certification	yes	no	n/a
9.1.	Have you ATA 106 certification?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Shipping	yes	no	n/a



FORM2
QUALITY SYSTEM STANDARD QUESTIONNAIRE
SUPPLIER AUDIT FORM

Revision 1

Page 5 (5)

10.1	Do the shipping instructions require an inspection to ensure that the product conforms to the purchase order and that applicable documents and certificates are attached?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.2	Are the packages in accordance with ATA requirements for packing as applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.3	Does the system require to supply the original manufacturer's certificate to the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.4	Should the copy be sent in case the customer purchases only a part of the certified batch/lot?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Record System	yes	no	n/a
11.1.	Does the record system require retention for at least 7 years from the date of sale to the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.2.	Does the system provide product traceability (batch/lot and serial number) to original manufacturer and/or maintenance organisation for at least 5 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.3.	Are records readily available and identifiable to each customer; each purchase?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.4.	Does the quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties if fasteners and raw material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.5.	Are records confirming fastener integrity required to be maintained for 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.6.	Does the system require all life limited part to have records confirming life limited status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.7.	Are records protected against damage, alternation, deterioration and loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Technical Data Control	yes	no	n/a
12.1.	Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Measuring and Test Equipment	yes	no	n/a
13.1.	Is there an effective calibration program for test equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Shelf Life Control	yes	no	n/a
14.1.	Does the distributor have a system for identifying and controlling shelf life-limited parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

REMARKS: