

Form F18 Vendor / Supplier Company Questionnaire

In order to register your organization as an approved supplier on our List of Approved Suppliers in accordance with the requirements of our Quality Management System, ISO9001 and AS9120 standards as revised, please comply by supplying GLOBAL MENA AEROSPACE with the following information:

Organization Details:

Name:			
Office address:			
Warehouse address (if different from office address):			
Phone No:		Fax:	
E-mail:			
Website:			
IP Address:			
Scope of Operation:	<input type="checkbox"/> Manufacturer <input type="checkbox"/> Repair shop <input type="checkbox"/> Distributor <input type="checkbox"/> Service provider		
Goods or Services Provided:			

Quality Department Details (or representative)

Quality Manager:	
Phone:	
Quality department email:	
Questionnaire completed by:	

Name:

Signature:

Title:

Date:

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Certificates

Certificate Held	Copy Attached	Expiry Date
<input type="checkbox"/> AS/EN9120	<input type="checkbox"/>	
<input type="checkbox"/> ISO 9001	<input type="checkbox"/>	
<input type="checkbox"/> AS/EN9100	<input type="checkbox"/>	
<input type="checkbox"/> AS/EN9110	<input type="checkbox"/>	
<input type="checkbox"/> FAA AC 00-56	<input type="checkbox"/>	
<input type="checkbox"/> ISO 14001	<input type="checkbox"/>	
<input type="checkbox"/> ISO 18001	<input type="checkbox"/>	
<input type="checkbox"/> ISO 27001	<input type="checkbox"/>	
Other:	<input type="checkbox"/>	

National Aviation Authority Approvals Held	Copy Attached	Expiry Date
1.	<input type="checkbox"/>	
2.	<input type="checkbox"/>	
3.	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
Registration, Evaluation, Authorization and Restriction of Chemicals (REACH) Compliance Regulation (EC) No 1907/2006	<input type="checkbox"/>	

FOR US BASED ORGANISATIONS ONLY: Do you have a drug and alcohol testing program in line with 49 Code of Federal Regulations (CFR) part 40 and 14 CFR Part 120?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Quality Questionnaire

	YES	NO	N/A
Quality Management System			
1. Do you have a Quality Manual? If YES attach copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Do you have procedures to comply with organization processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. If you do not have a Quality Management System does your organizations, use an outside source?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Documentation			
4. Are certificates of conformity, release and trace back to last operator documents sent with all orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Is component test data and certification kept on file?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is test data provided to customers on request?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procedures			
7. Does your company replace defective or damaged items within 10 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does your company have adequate environmental protection for material / inventory storage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Is batch identity maintained throughout receiving, storage and shipping process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Is the average lead-time on parts under 30 days?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If lead-time on an item exceeds, (or may exceed) 30 days, is the purchaser notified at the time of ordering?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are incoming inspections performed on all items, whether for sale or repair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Is random sampling performed on received items to ensure compliance with specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrective action			
14. Are corrective action reports provided on defective returned parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. If a defective item is discovered in a specific batch, are the purchasers of the same batch notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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16. Are the relevant authorities notified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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	YES	NO	N/A
ESD (Electrostatic Sensitive Devices)			
17. Are ESD packed in appropriate containers for storage and shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is a static free area available for shipping and receiving ESD?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hazardous materials			
19. Is hazardous material properly labelled throughout receiving, storage and shipping?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Are special instructions (i.e. Safety Data Sheets), for hazardous materials clearly identifiable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Are special instructions (SDS) included with shipping documents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Are all parts directly associated with human waste, potable water and food processing sanitized prior to dispatch?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. Are the parts described above clearly labelled 'Sanitized'?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Audits			
24. Do you have an internal audit program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilities			
25. Does the storage areas provide:			
a) Adequate space and appropriate racks to prevent damage or mishandling?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b) Adequate security from unauthorized access?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c) Segregation of serviceable from non-serviceable parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training			
26. Do you have a training plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Are inspection personnel properly trained and authorized?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Is a roster of personnel authorized to perform inspection maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Procurement			
29. Does the parts procured conform to the customer requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	YES	NO	N/A
Calibration			
30. Do you have a calibration plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelf-Life			
31. Are shelf-life limited parts identified and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certification and release of materials			
32. Do you provide a non-incident statement referring that the parts haven't been subjected to conditions of extreme stress, heat or environment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Do you provide a statement referring that the parts haven't been installed in a public aircraft, such as a government use aircraft or military aircraft?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records			
34. Do you keep the records for at least 7 years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Comments (Explain any N/A answer or any relevant information)

We thank you in advance for your cooperation in completing this questionnaire.

Please return all completed questionnaires to legal@globalmena.aero