

### Supplier Self Audit Questionnaire I Quality Assurance Survey

This Questionnaire/Survey is intended to gather data from the supplier regarding their Quality and Compliance system for products and/or services provided to Global Enterprise ELL Inc. It is the Supplier's responsibility to notify Global Enterprise ELL, Inc. of any changes that occur to the information that the Supplier is providing in this document. Be advised that your performance will be rated based on product quality and on-time delivery with the expectation that both will be a minimum of 90%.

### INSTRUCTIONS

Check all that apply to your company and complete Sections accordingly:

Type 1 Certified Supplier – Complete Sections 1 & 3 only. Please attach copies of supporting documentation, as appropriate.

- □ Authorized Distributor
- □ All Scheduled Domestic and Foreign Carriers
- □ 145 Repair Station (FAA, EASA, CAAC, TCCA, CAA, etc.)
- Supplier with Accredited Quality Management System (ASA-100, TAC2000, NADCAP, IS09001/AS9100/AS9110/AS9120, etc.)

### Type 2 Non-Certified Supplier - Complete ALL Sections Please attach copies of supporting documentation, as appropriate

- □ Supplier with Non-Accredited Quality Management System
- □ Supplier of commercial material or equipment (Tooling, Stands, etc.)
- Government or Military supplier

### **SECTION 1-General Information**

Supplier/Sub-contractor Details					
Name:	Cage Code (if applicable):				
Street Address:					
City:	Province/State:	Postal Code/Zip:	Country:		
Telephone No.:					
Fax Number:					
Email Address:					
Website:					



Key Management/Principal Personnel (i.e., Officer/Owners, CEO, CFO, President)					
Name:		Title:			
Name:		Title:			
Name:		Title:			
Name:		Title:			

Personnel Numbers						
Production	Quality	Engineering	Admin	Total		

General Facility Information	
Total Facility Area (Sq. Ft.)	Number of Buildings:
Type of Building (e.g., 3-Story Brick, etc.)	

### Supplier Scope

□ Teardown Service □ Purchase of commercial material or equipment □ Other Type of Repair Shop Business/Scope Examples (check if aplicable):
Type of Repair Shop Business/Scope Examples (check if aplicable):
<ul> <li>1. Machining: Wire EDM, Electrochemical machining, Electron beam machining, CNC</li> <li>Photochemical machining, Ultrasonic machining, Conventional machining, Waterjet, other.</li> <li>2. Welding: Arc, MIG, TIG, Electron Beam.</li> </ul>
3. Plating: Gold, Silver, Rhodium, Zinc, Zinc-Nickel, Tin, Alloy, Composite, Cadmium, Nickel, Electroless Nickel, other.
4. Coatings: Anodizing, Chromate Conversion, Plasma Spray (detail type), Thermal Spray (detail type), other.
5. Assembly, disassembly, testing (detail type), etching (laser etch, vibropeen), Composites (detail type).
6. Surface treatment: Grit Blast, Shotpeen, Glassbeed, Laser Shockpeening, other. Aircraft components and materials:
7. Avionics components such as flight data computers, switches, modules, data cards, Monitors, wire, connectors, etc.
8. Airframe components such as flight controls, valves, panels, hydraulic and pneumatic components, etc.
9.Engine components such as valves, blades, hardware, panels, lines, tubes, etc.
10. Composite and Structure components such as raw materials, aramid fibers, Aluminum and composite honeycomb materials, adhesives, etc.
□ 11. Materials General such as adhesives, tapes, coatings, placards, solvents, etc.



** Global Enterprise ELL Inc. USE ONLY **						
Approved:	🗆 Yes	🗆 No	Vendor #:			
One-time approval:	🗆 Yes	🗆 No	Export Approval:			
Expiration Date: Comments:	TYPE: Purchas	se 🗆 🛛 Re	pair/Overhaul □	Both 🛛		
Approved by:						
Date:						



SECTION 1 – Authorization/Quality Control System Accreditation *Please attach copies of supporting documentation, as appropriate							
Air Agency Certificate or App	proving Body	/	Certification Number	Expiration Date			
FAA	□ Yes	🗆 No					
EASA	□ Yes	□ No					
CAAC	□ Yes	🗆 No					
CAA (UK, Singapore, etc.)	□ Yes	□ No					
Transport Canada	□ Yes	□ No					
AS9100/AS9110/AS9120 and/or ISO 9000 Certificate	□ Yes	□ No					
ASA-100 or TAC2000 Certificate	□ Yes	□ No					
ISO 14001	□ Yes	□ No					
FAA/PMA or TSO Approval	□ Yes	□ No					
Mil-Q-9858	□ Yes	□ No					
SFAR 36 Authority	□ Yes	🗆 No					
Other:	□ Yes	□ No					

Pleas	Please attach copies of ADDITIONAL supporting documentation, as apropriate:				
	FAA OPS Spec. (Table of Contents with entire Spec) + Anti-Drug Program Approval Letter				
	Letter from OEM/Manufacture authorizing any distributorship				
	Company Organization Chart				
	Capabilities List				
	W-9 Request for Taxpayer Identification Number and Certificate (U.S. Companies Only)				
Additional Info					



\*If your organization meets one of the approvals listed above, do not fill out Section 2 instead proceed to Section 3 Stop – only need for Type 2 Non-Certified Suppliers

**SECTION 2 Quality Control System**  Type 1 Certified Suppliers Proceed to page 11

	Yes	No	N/A
<b>A.</b> Do you have a current Quality Assurance Manual? (If requested, a copy may be required)			
<b>B.</b> Is there an established Quality Control Program and is it defined in the Quality Control manual?			
<b>C.</b> Does the Quality Manual clearly identify the people responsible for the following duties and tasks, including their reporting relationships and back-up person for Various quality functions below?			
i. Quality Program?	_	_	_
ii. Inspection?			
iii. Tool & Test Equipment Calibration?			
iv. Technical Data Control?			
v. Shelf Life Program and Administration?			
vi. Control and disposal of scrap parts/components?			
D. Do you have an internal audit system that has:			
i. An audit program that assures appropriate corrective/preventive action for		_	_
non-compliance finding?			
ii. Corrective/preventive actions documented accordingly?			
iii. A verification process for the corrective/preventive actions i.e., are there	_	_	_
checks to see if the non-compliance is properly addressed?			
E. Are the audit findings accessible to the customer?			
F. Are the internal auditors independent of other duties?			
G. Is the following information available:			
i. Current list of approved inspection staff?			
ii. List of inspection they are authorized to perform?			
iii. List of current suppliers (e.g., OEM, MMF, PAH, etc.)?			

### **Environmental Management System**

A. Does your company have an Environmental Management System, Re: ISO 14001?		
B. Is worked performed involve disassembly, recycling of engine or aircraft? If yes -		
Are you currently certified or have processes that confirm to "Best Management Practice" of "Aircraft Fleet Recycling Association" (AFRA)?		



### For Non-Certified Suppliers Only

### SECTION 2 (continued) Inspection

	Yes	No	N/A
A. Does company carry out incoming inspection?			
B. Are inspections conducted by approved personnel only?			
C. What form of inspection is accomplished:			
i. Visual?			
ii. Dimensional?			
iii. Sampling?			
iv. Other (specify as required):			
D. If "Sampling", is there a sampling specification procedure in place?			
Exolain briefly:			
E. Does the company have a non-conforming materials control procedure?			
F. Are inspection stamps used? If "Yes" -			
i. Is there an inspection stamp control policy?			
ii. Does this policy identify procedure for retiring inspection stamps?			
iii. Is there a controlled register of stamp holders?			
iv. Who controls the issue/withdrawal of inspection stamps?			
Name of stamp manager:			

### **Technical Data**

Note: Technical data includes any documents used to verify that the parts comply with OEM requirements/specifications i.e., drawings, manuals, parts catalogues, etc. It also includes any software package used to control specialized equipment/process that are used in the maintenance of components or piece parts.

Α.	Is the appropriate, current technical data readily available to all staff?		
В.	Is there a documented system for obtaining technical data and maintaining it up to date?		
C.	Is there an approved procedure to control and maintain a record of manual revisions?		
D.	Is technical data stored in a manner that will protect it from dirt and damage?		
E.	Does the company maintain a current set of FAA/EASA regulations?		
F.	Does the company have a method for verifying AD status of a part/component?		



For Non-Certified Suppliers Only

### SECTION 2 (continued) Procurement

		Yes	No	N/A
A. Do	company procedures demonstrate the ability to:			
i.	Trace parts/components to the source of procurement and to the source of			
	production or to an FAA/EASA/TC certificate holder?			
ii.	Provide, upon request, information pertaining to the production approval	п		-
	status of each part/component in accordance with the applicable			
	FARs/CAAs?			
	ere the part/component is <u>not in new condition</u> , can the company assure the following:			
i.	Part/component has not been subjected to extreme heat or stress?			
ii.	All part/components procured have traceability and/or airworthiness			_
	certification as required by FARs/CAAs?			
iii.	All Airworthiness Directives (A.D.s) which have been accomplished are			
	documented on release documentation? (Where applicable)			
iv.	Where a part/component is identified as "Overhauled/Repaired" that the			
	appropriate documentation to substantiate the condition of the part/component will be provided at time of shipment?			
٧.	Part number conforms to the customer purchase order?			

### Material Control

A. Is batch segregation utilized for material requiring batch control?		
B. Is material handled/protected in such a manner to preclude damage and/or		
deterioration from (i.e., blanking caps, plugs, protective packing):		
i. Environment?		
ii. Electrostatic discharge?		
iii. FOD?		
C. Is the original packaging used where practical?		
D. Does the packing clearly identify:		
i. Part number?		
ii. Shelf life (if applicable)?		
iii. Batch/lot number (if aoolicable)?		
E. Is there a system/procedure for identifying non-conforming parts of materials? (If No, briefly explain method used):		
F. Is the non-conforming stock identified and segregated from usable stock?		



### For Non-Certified Suppliers Only SECT

### SECTION 2 (continued) Shelf Life Control Program

	Yes	No	N/A
A. Is there a documented shelf-life program?			
B. Does the program list parts and materials that have shelf life limits?			
C. Does each shelf-life item show evidence of a shelf life limit?			
D. Is there a system to assure that no item will be issued past its expiration date?			

#### Records

<b>A.</b> Can company provide Certificate of Conformance/FAA 8130-3 Form/EASA Form 1's (Dual Release) for all parts supplied showing the approved source and origin of the parts/components?.		
B. Is serial number traceability maintained where applicable?		
<b>C.</b> Can company purchase records/sales orders show chain of ownership to a production approval holder (e.g., PMA, TSO, PC, TC, STC holder) or a manufacturer of standard parts?		
D. Can you supply a Material Certificate conforming to ATA 106 for all components?		
E. Are records protected against damage, alteration, deterioration, loss and retained for a minimum of 7 years?		
F. Are test and inspection records for parts/components supplied with all repaired/overhauled material supplied?		

### Training and Authorized Personnel

<b>A.</b> Is training provided for personnel who perform inspection, supervisory, shipping and ceiving functions?		
B. Is both formal classroom and on-the-job training documented and maintained?		
C. Is a fist of certifying staff maintained?		

**Scrapped Parts** 

<b>A.</b> Is there a documented procedure for handling, mutilating of scrapped parts which will preclude their being returned to service?		
<b>B.</b> Does the supplier identify by title or position the individual responsible for verifying compliance with this procedure?		
C. Are records maintained of all serialized parts that are scrapped?		



### For Non-Certified Suppliers Only

### SECTION 2 (continued) Mesuring and Test Equipment

	Yes	No	N/A
<b>A.</b> Does your company use measuring or test equipment to ensure part of component meets manufacturer's specifications?			
<b>B.</b> Is there a program/procedure to calibrate and maintain serviceability of these tools?			
C. Are precision tools stored in a manner that will ensure that they:			
i. Do not get damaged?			
ii. Maintain their accuracy?			
D. Calibration records, do they contain the following information:			
i. Calibration next due date?			
ii. Inspection interval?			
iii. Tool part number?			
iv. Tool serial number?			
v. Date of calibration?			
vi. Reference to standard used to calibrate?			
E. Are Reference Standards used traceable to National/International Standards?			
F. Isemployee-owned measuring equipment allowed to be used on the premises?			
G. If "Yes", is this measuring equipment subject to the control of the calibration program?			

#### Housing and Facility

A. Is your facility of adequate size to house all materials?		
<b>B.</b> Is the receiving and shipping area separate and do they have adequate shelving and space?		
C. Is your facility environmentally controlled?		
D. Is there adequate:		
i. Lighting?		
ii. Humidity control?		
iii. Security?		
E. Is there a separate:		
i. Bonded area?		
ii. Unserviceable area?		
iii. Quarantine area?		
iv. Scrap area?		





# For Non-Certified Suppliers Only SECTION 2 (continued) Shipping

	Yes	No	N/A
A. Is there a visual inspection of all parts/components being shipped?			
<b>B.</b> Are all parts/components packaged to preclude the possibility of contamination i.e., blanks, caps, plugs, bagged, etc.?			
<b>C.</b> Are units shipped in containers that comply with or equivalent to ATA300 container specifications?			
D. Is a checklist used to verify shipping requirements and documentation to be enclosed in the shipment i.e., customer requirements, part/serial number, certification, etc.?			

#### Additional Comments

Please provide an explanation or brief description to any answers that were marked "No" or N/A





#### SECTION 3 SURVEY APPROVAL

Only Repair Stations Sign: Confirmation of Contractors Authority Limit

The statement below applies to all FAA/EASA & Transport Canada Repair Stations Only:

Any supplemental instructions must be noted on the Repair Order and approved by the appropriate person(s).

- 1. A <u>written</u> supplemental instruction issued to the vendor is an acceptable manner of changing work instructions or other pertinent concern as long as it is issued by the buyer who is listed as a buyer on the specific Repair Order.
- 2. SFAR 36 repairs are **NOT** approved on any part without the prior and expressed written authorization of Global Enterprise ELL Inc.
- 3. FAA authorized major repairs (i.e., 8110, DER) are **NOT** approved without the prior written authorization of Global Enterprise ELL Inc.
- 4. Global Enterprise ELL lnc. repair orders only authorize repairs and limits specified as approved by the manufacturer of the engine, airframe or component unless specifically noted otherwise (e.g., EOs, POSH, etc.).
- 5. Written communication is the only means of authorizing a change in workscope, authorizing repairs other than manufacture repair or communicating any other pertinent change such as the use of PMA material, price, etc.
- 6. Material on Global Enterprise ELL, Inc. Repair Orders is **NOT** to be exchanged without prior written authorization of the buyer identified on the repair order.

## BY SIGNING BELOW, YOU ARE CONFIRMING RECEIPT AND UNDERSTANDING OF THE CONFIRMATION OF CONTRACTORS AUTHORITY LIMIT NOTICE.

Repair Stations also need to sign again below

Company Officer or Manager - Quality Control: C	Only Repair Stations need to sign here.
Name:	_
×	Date:

### MUST BE SIGNED BY <u>ALL</u> PURCHASE AND REPAIR SUPPLIERS:

Y SIGNING BELOW, YOU ARE CONFIRMING RECEIPT AND WILL COMPLY WITH ALL REQUIREMENTS ONTAINED IN THE GLOBAL ENTERPRISE ELL INC CERTIFICATION AND TRACEABILITY STANDARD
ND THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS TRUE AND ACCURATE AT THE TIME F ISSUE.
nd that, all supplemental instructions will be noted on a copy of the Global Enterprise LL Inc. purchase/repair order issued at the time of purchase:
ompany Officer or Manager - Quality Control:
ame:
C Date: