

ATTN: QUALITY DEPT.

RE: SUPPLIER QUALITY SURVEY

Please find attached our supplier quality survey form. In effort to meet our quality system requirements, we need our vendors to complete the enclosed survey. This will allow us to maintain you as a qualified source. We request you return the form within 10 working days.

If you are an ISO certified company and have a third party registration, you may elect to record your certification number on the audit cover sheet, send us a copy of the cert, and forego completing the rest of the survey.

Thank you for your effort in this matter.

Sincerely,

Jeff Bryson
Quality Manager

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SUPPLIER QUALITY SYSTEM AUDIT

Supplier name _____ Phone No. _____
Address _____ Fax No. _____
City / State / Zip _____ Date _____
Federal Employee ID / Social Security No. _____

Type of Products supplied to Meggitt Aerospace: _____

Total personnel: _____ Production Personnel: _____
Quality Personnel: _____

Current Quality System Approvals:

ISO 9000:2000 BOEING D6-82479 AIRBUS MIL-I-45208 AS9100
DISTRIBUTER NADCAP APPROVAL ISO14001 APPROVAL
OTHER, LIST _____

PLEASE ATTACH COPIES OF ALL APPROVALS LISTED ABOVE. IF ISO9001:2000 AND / OR AS9100 APPROVED, YOU DO NOT NEED TO COMPLETE THE ATTACHED SHEETS AS LONG AS THE APPROVAL CERT IS ATTACHED.

PERSON CONDUCTING AUDIT: _____, TITLE _____

MEGGITT SILICONE - USE ONLY

UPDATE MAX SYSTEM AT PU40 AND ASL FOR SUPPLIER STATUS

- SYSTEM APPROVED DATE _____, BY _____
- CONDITIONAL APPROVAL, PENDING APPROVED CORRECTIVE ACTION
- LIMITED APPROVAL / DISTRIBUTER
- SYSTEM NOT APPROVED – DO NOT ISSUE PURCHASE ORDERS
- CORRECTIVE ACTION APPROVED, DATE _____, BY _____

FORM 9 REV. 11/04

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1.0 MANAGEMENT RESPONSIBILITY

REQUIREMENT	YES	NO	N/A	REMARKS
1.1 Is there a published and signed company quality policy?				
1.2 Is it communicated to all organizational levels?				
1.3 Are personnel educated on policy goals?				
1.4 Is there a management review of the quality system?				
1.5 Is there a procedure to notify customers if there are changes to the quality system?				

2.0 QUALITY SYSTEM

REQUIREMENT	YES	NO	N/A	REMARKS
2.1 Does a Quality Manual and referenced procedures exist?				
2.2 Is there a list of all quality forms and records in the Quality Manual or in the quality procedures? Are they revision controlled?				
2.3 Does the quality system meet ISO and/or Boeing D6-82479 requirements?				
2.4 Are all copies of the policy manual and procedures at the same revision letter?				
2.5 Are revisions approved, signed-off? By whom?				
2.6 Have customers been notified in writing of revision changes?				

3.0 CONTRACT REVIEW

REQUIREMENT	YES	NO	N/A	REMARKS
3.1 Are there procedures for contract review?				
3.2 Are contract requirements adequately defined?				
3.3 Are departments notified when changes to the contract occur?				

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4.0 DOCUMENT CONTROL

REQUIREMENT	YES	NO	N/A	REMARKS
4.1 Is there review of all engineering and manufacturing documents, prior to release?				
4.2 Is the review indicated on the document?				
4.3 Are manufacturing and engineering documents maintained at the same level?				
4.4 Are invalid and/or obsolete documents destroyed and / or kept in a controlled area?				
4.5 Is there a procedure for document and data changes?				

5.0 PURCHASE ORDER CONTROL

REQUIREMENT	YES	NO	N/A	REMARKS
5.1 Are purchase orders reviewed by Quality?				
5.2 Do you have an approved list of suppliers?				
5.3 Is your company willing to use Meggitt approved sources?				
5.4 Do your purchase orders contain all necessary information to adequately produce the parts, including quality notes?				
5.5 Are you willing to allow Meggitt and their customer's into your facility for onsite inspections?				
5.6 Do you have source delegation with any of your suppliers?				

6.0 IDENTIFICATION AND TRACEABILITY

REQUIREMENT	YES	NO	N/A	REMARKS
6.1 Are only accepted and properly identified materials received into the stockroom?				
6.2 Do materials have proper inspection status?				
6.3 Do you have age controlled items, are they properly				

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6.0 IDENTIFICATION AND TRACEABILITY

REQUIREMENT	YES	NO	N/A	REMARKS
identified?				
6.4 Does your stockroom prevent unauthorized withdrawal?				

7.0 PROCESS CONTROL

REQUIREMENT	YES	NO	N/A	REMARKS
7.1 Does your company have documented procedures for manufacturing?				
7.2 Do you have workmanship standards?				
7.3 Do you use SPC in your manufacturing process?				
7.4 Are all routing sheets reviewed and approved by quality?				
7.5 Is your company approved to special processes?				
7.6 Does your system assure special processes are performed to customer's requirements?				
7.7 Are there adequate records for special processing?				
7.8 Has part accountability been documented through final inspection?				

8.0 INSPECTION AND TESTING

REQUIREMENT	YES	NO	N/A	REMARKS
8.1 Are procurement documents, specifications, drawings and planning sheets used in receiving inspection?				
8.2 Are test reports and C of C's furnished with raw materials and examined for conformance?				
8.3 Are sub-tier test reports verified for conformance to specification requirements?				
8.4 Do you have an acceptable sampling plan in use? To what spec?				
8.5 Are inspection and test stamps issued and controlled?				
8.6 Do you have an MRB board? Who is on the board?				

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REQUIREMENT	YES	NO	N/A	REMARKS
8.7 Do you conduct first article inspections? Are they available for customer review?				

9.0 CONTROL OF INSPECTION, MEASURING, AND TEST EQUIPMENT

REQUIREMENT	YES	NO	N/A	REMARKS
9.1 Is each new or reworked measurement and test device calibrated, independent of manufacturer's certification?				
9.2 Are all M&TE equipment calibrated to NIST standards?				
9.3 Do you have detailed procedures for calibration and certification?				
9.4 Is non-calibrated equipment properly identified?				
9.5 Do you have a recall system that prevents the use M&TE tools from becoming out of calibration?				
9.6 Is the customer notified if product has been accepted and then later discovered that the M&TE device was out of calibration?				
9.7 Are employee tools included in the calibration system?				
9.8 Is sub-contracted calibration used and are their records traceable to NIST?				
9.9 Are tamper-resistant seals used on M&TE equipment when possible?				

10.0 NON-CONFORMING MATERIAL

REQUIREMENT	YES	NO	N/A	REMARKS
10.1 Do you have a system for controlling non-conforming material?				
10.2 Is there a documented procedure for identifying and separating non-conforming material?				
10.3 Does your company have documented procedures for repair and rework of non-conforming material?				
10.4 Do you have an effective system for processing customer returns?				

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10.0 NON-CONFORMING MATERIAL

REQUIREMENT	YES	NO	N/A	REMARKS
10.5 Are corrective actions issued for non-conformances and do you have a follow-up procedure to verify effectiveness?				
10.6 Is all non-conforming material properly marked and destroyed?				

11.0 HANDLING, STORAGE, PACKAGING, PRESERVATION AND DELIVERY

REQUIREMENT	YES	NO	N/A	REMARKS
11.1 Are parts adequately packaged to prevent damage during shipment?				
11.2 Do you have procedures to ensure parts are properly shipped per the purchase order requirement?				
11.3 Are inventory items properly identified and periodically checked for damage and deterioration?				
11.4 Is customer supplied material segregated from other materials?				

12.0 QUALITY RECORDS

REQUIREMENT	YES	NO	N/A	REMARKS
12.1 Are all inspection records maintained and accessible?				
12.2 How long are inspection records kept? _____ MSP REQUIRES 10 YEARS FROM COMPLETION OF P.O.				
12.3 Are records reviewed for completeness prior to shipping product?				
12.4 How are changes to the process, system, procedures, or drawings documented?				
12.5 Are obsolete records destroyed?				

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13.0 SPECIAL PROCESSES

REQUIREMENT	YES	NO	N/A	REMARKS
13.1 Does your company do special processing, if so please list _____				
13.2 Are controls in place to ensure processing is done to customers requirements?				
13.3 Does your company have an approval system to monitor your sub-tier suppliers that do special processing?				
13.4 Are adequate records maintained to verify special processing is completed per specification?				

14.0 INTERNAL AUDITING

REQUIREMENT	YES	NO	N/A	REMARKS
14.1 Does your company have an established internal auditing procedure?				
14.2 Are the auditors properly trained in auditing procedures?				
14.3 Is there an audit schedule that is adhered to?				
14.4 Are audit results documented and reviewed?				
14.5 Are corrective actions completed and verified in a timely manner?				

Please complete and return by fax to: +1 (503) 434 6454