



Segers Aero Corporation Supplier Survey

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Proprietary
Information

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Directions to complete the Supplier Survey

The supplier is required to complete the following Quality System Survey for Segers Aero Corporation (SAC). Please review the steps below and thoroughly complete the survey questions that pertain to the specific supplier function. The survey, in conjunction with the Supplier Quality Requirements Manual, form the basis for the supplier quality requirements.

Survey A – to be completed for any scope of work for SAC except distributors

Survey B – to be completed by a distributor. If you are providing value added work i.e. assembly or packaging, please complete survey A as well.

For questions or completed survey submittal:

Les Holford
SAC Quality Director
8100 McGowin Drive
Fairhope, AL 36532
Phone: 251-928-1878, ext 118

Note: It is the supplier's responsibility to abide by the requirements of the SAC Supplier Requirements Manual (SRM) while performing or provide materials/services for SAC. A copy of the SRM should be provided with this survey. If not please contact SAC Purchasing or Quality groups for a copy of the SRM.



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Please provide the following information

General Information

Company name	
Parent organization	
Site address	
City, State, Zip	
Phone	
Fax	
Company Website if available	
Plant area (in square feet)	
Type of building (metal clad, brick, etc.)	
Years in business	

Management Representatives

Accountable Manager or General Manager	
Purchasing Contact	
Quality Manager/Director (or contact)	
Quality Manager/Director phone #	
Quality Manager/Director e-mail address	

Personnel

Total number of employees		Number of production employees	
Number of quality / inspectors		Number of A&P Mechanics	
Number of Repairman			

Certifications/approval

FAA repair station number		EASA repair station number	
FAA PMA or TSO number		CAAC certificate number	
ISO certificate number & Expiration Date		AS9100 certificate number & Expiration Date	
NADACP Accreditation number			

Drug Testing Program	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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Please provide copies of your AS9100, AS9110, ISO certificates, EASA approval certificate, other Civil Aviation Authority certifications, or FAA Air Agency certificate, Civil Aviation Authority of China certificate, operations specifications, and capabilities list, if applicable



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Survey A

Section I: Special Processes

For each special process performed in house, list the specification(s) used. Example: Anodize MIL-A-8625. **For each OEM or NADCAP approved, please submit a copy of your certificate. You may attach supplemental sheets as necessary.*

Process	Specification(s)	Approval(s)	Expiration date
Anodize (Example)	AS7108	NADCAP 7108	Nov, 15, 2008
Heat Treat (Example)	AMS2770	NA	NA
Anodize			
Coating			
Plating			
Heat Treat			
Welding			
Chem Mil			
Shotpeening			
NDT			
Calibration			
Machining			
Other			

Survey A Section II: Subcontractors

Are special processes sub-contracted on SAC parts? Yes No

If yes, please provide a description of how you approve and evaluate subcontractors (you may chose to submit the sub-contractor approval process procedure)

List special processes and subcontractors(s) that perform these special processes

Special Processes	Subcontractor



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Survey A

Section III: Quality System

Quality System		Yes	No	NA
1	Do you have a quality manual? Record last revision date: _____			
2	Is the manual readily available to employees?			
3	Is there an organizational chart that clearly defines your organization? Please provide a copy of the organizational chart.			
4	Is the Quality Manual approved by Upper Management?			
5	Is the Manual regularly reviewed for revisions/accuracy?			
6	Are internal audits performed? Frequency?			
7	Is documentation of audits available for review			
Corrective Action		Yes	No	NA
8	Does the supplier maintain a Corrective Action System			
9	Are non-conformances and related data analyzed to determine the cause of the discrepant condition			
10	Is corrective action initiated when a non-conformance pattern is indicated?			
11	Is corrective action required within a prescribed period of time? Please cite example.			
12	Are corrective action requests issued to a supplier when a problem related to quality exists on procured material?			
13	Is the Corrective Action followed up to verify completion?			
Training		Yes	No	NA
14	Is there a training program to ensure that all personnel are qualified for the specific tasks performed?			
15	Are records of certificates, on-the-job training (OJT) and formal (classroom) training maintained for a minimum of two years after termination?			
Technical Data and Document Control		Yes	No	NA
16	Are technical data such as OEM data, drawings, and process specifications readily available to operating personnel?			
17	Is there a system for controlling drawings, specifications and other technical data?			
18	Does the system notify relevant personnel when revisions occur?			
19	Is the document control system periodically audited to ensure continued compliance?			
Contract Review		Yes	No	NA
20	Is there a system to ensure contract requirements are identified and can be met prior to acceptance?			
21	Is there a system to ensure that revised contract requirements are evaluated and communicated to the appropriate functions?			
Vendor and Purchase Order Control		Yes	No	NA
22	Do purchase orders clearly define requirements including quality requirements, drawing and specification requirements with revision levels where appropriate?			
23	Is there a system for monitoring vendor performance?			
24	Do you have a vendor corrective action system?			



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	Vendor and Purchase Order Control (cont)	Yes	No	NA
25	Are purchase orders reviewed for accuracy and clarity before release?			
26	Are purchase order (PO) revision levels controlled?			
	Product Identification and Traceability	Yes	No	NA
27	Are material and product identification maintained from receipt through delivery			
28	Do you identify the inspection status of products in process?			
	Process Control	Yes	No	NA
29	Do work instructions provide detailed, sequential steps including inspection points?			
30	Is there a system to prevent unauthorized changes?			
31	Are the personnel performing work identified by stamp and/or signature?			
32	Do work instructions and tech data indicate correct drawing revision levels?			
33	Is part/serial number identity maintained throughout the process			
	Tooling Control	Yes	No	NA
34	Are tools properly identified, stored and controlled to prevent misuse and damage?			
35	Are tools, used for inspection purposes, periodically inspected and status documented?			
36	Are any calibration intervals more than 12 months?			
37	Is there a system to maintain accurate records of tooling ownership?			
	Stamp Control	Yes	No	NA
38	If inspection stamps are used, is there a documented procedure in place to control their use?			
	Inspection	Yes	No	NA
39	Is there a system for inspection of purchased parts and materials to ensure compliance with purchase order requirements?			
40	Are received parts and materials controlled to prevent release prior to certificate of conformity? If NO, describe your positive recall system.			
41	Are raw materials periodically tested to validate certificates of conformance and certificates of analysis?			
42	Are acceptance criteria clearly defined for all inspections and tests performed?			
43	Does Quality give final clearance when product is released?			
44	If an acceptance sampling plan is used, state the standard.			
	Control of nonconforming product and corrective action	Yes	No	NA
45	Is nonconforming material properly identified, segregated, and records of disposition maintained?			
46	Are reworked or repaired product re-inspected to original criteria?			
47	Is there a process for corrective action and identifying the root cause?			
48	Does the Supplier properly identify, segregate and dispose of non-conforming material?			
49	Are holding areas adequate for segregation and storage of non-conforming material? Are these areas clearly identified?			
50	Is the relevant scrap and rework data maintained? Is the data available for review?			



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	Material Certification	Yes	No	NA
51	Is a material certification issued for all parts sold or for work performed?			
52	In the case of life limited material Is hours and cycles indicated by part number/serial number			
53	Are teardown reports issued with overhauled and repaired parts			
54	Who is authorized to sign certification?			
	Material handling, storage and packaging	Yes	No	NA
55	Is material stored to protect from damage, deterioration, loss and unauthorized release?			
56	Is there a process to control limited life materials?			
57	Are there controls in place to minimize the risk of damage/deterioration during packaging, production and transport/shipping processes?			
58	Is the access to stock rooms and material areas controlled			
59	Are commercial and military supplier properly segregated? If so How?			
60	Are shelf life limited items identified and controlled?			
61	Are adequate controls in place to ensure good commercial packaging?			
62	Is product configuration verified prior to shipping			
63	Are checklist or procedures available to verify shipping requirements and documents to be enclosed in shipping			
64	Are adequate storage facilities available and in use to safeguard the quality of the product between final acceptance and shipping?			
	Calibration	Yes	No	NA
65	Is there a system to ensure all measuring tools and equipment used for product acceptance are calibrated?			
66	Are calibration standards traceable to acceptable national standards e.g. NIST?			
67	Do the calibration records include the following: <ul style="list-style-type: none"> • Defined calibration intervals • Calibration due dates • Identification of calibration status • Actual numerical results of the calibration • Date and due date of calibration • Person or company who performed the calibration • Standard of calibration used • Item number of the standard 			
68	Are (some) calibrations performed in-house?			
69	Are (some) calibrations subcontracted?			
70	Is there a written procedure for calibration equipment and frequency?			
71	Are employee owned measuring devices included in the calibration recall system?			
72	Is there a system for identifying measuring devices found to be out of tolerance, and a system to evaluate products where the out of tolerance measuring device was used?			
73	Is each piece of precision measuring equipment identified by a unique tracking number?			
74	Are all measuring and test equipment verified or calibrated prior to usage?			



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	Housing, Facilities and Safety	Yes	No	NA
75	Is facility sufficient to protect parts from damage or loss caused by weather, theft, contamination or other deterioration or damage?			
76	Is the facility adequate size for the work being performed?			
77	Are fire lanes clear from obstructions and identified?			
78	Are fire extinguishers in serviceable condition and periodically inspected?			
79	Are flammable liquids properly identified and stored?			
80	Are flammable storage cabinets properly grounded?			
81	Are first aid kits and eyewash stations clearly identified and easily accessible?			
82	Is the facility kept clean and organized? NOTE: this question is industry-relative.			
	Records	Yes	No	NA
83	Are receiving inspection records including traceability maintained?			
84	How long are records (work packages, shop travelers, traceability documents, certificates of conformance, etc.) maintained?			
	International Traffic in Arms Regulations (ITAR) Sub-contractors only	Yes	No	NA
85	Are you aware of the ITAR program guidelines			
86	Do you have a copy of the guidelines on file			
87	Do you understand the guidelines			

Survey A Section IV: ADAMPP or ANTIDRUG AND ALCOHOL MISUSE PREVENTION PROGRAM 14 CFR 121 APPENDIX I & J

In accordance with the FAA regulations, each person who performs a safety-sensitive function for a regulated employer by contract – including by subcontract at any tier – must be subject to drug and alcohol testing under an FAA-regulated testing program. The rule has a cascading effect and you must also flow this requirement/information to your sub-tier maintenance providers, who in turn must also flow this requirement/information down to the lowest level of sub-tier contacted maintenance.

1. If you are a 14 CFR-145 Certificated Repair Station, located in the United States with an FAA-approved ADAMPP, then forward a copy of your complete OpSpecs including “Paragraph 449” or the letter from your FSDO acknowledging your FAA-approved ADAMPP.
2. If you are a 14 CFR-145 Certificated Repair Station, located in the United States performing work for an air carrier (i.e. 14 CFR-121, 135) without an FAA-approved ADAMPP, then forward evidence of communication between your repair station and its local FSDO in seeking a “paragraph 449” Op Specs rating and compliance to this rule. The written notification to us must also state:
 - a. The process(es) that you perform for SAC and the number of employees performing safety-sensitive functions.
 - b. Whether or not any part of the process(es) is sub-contracted. If yes, provide the name, location, and contact information of the Vendor(s) (NOTE: this information must be provided down to the lowest level of the supply-chain as noted with the rule and in the language above)
3. If you are a non-certificated contract maintenance provider, located in the United States with an FAA-approved ADAMPP then forward the letter from your FSDO acknowledging your FAA-approved ADAMPP.



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4. If you are a non-certificated contract maintenance provider, located in the United States performing work for an air carrier (i.e. 14 CFR-121, 135), without an FAA-approved ADAMPP then forward a letter to SAC of your intention to develop an ADAMPP and evidence of communication with the FAA for compliance with this rule. The written notification to us must also state:
 - a. The process(es) that you perform for SAC and the number of employees performing safety-sensitive functions.
 - b. Whether or not any part of the process(es) is sub-contracted. If yes, provide the name, location, and contact information of the Vendor(s) (NOTE: this information must be provided down to the lowest level of the supply-chain as noted with the rule and in the language above).

Survey B

Section I: Distributor Quality Survey

		Yes	No	NA
1	Are you ASA-100 approved? If so please submit certificate.			
2	Do you maintain appropriate documentation to verify the conformity of items (e.g., manufacturer's data, standards, airworthiness data)?			
3	Do records include, where applicable, <ul style="list-style-type: none"> • Test and inspection reports, manufacturer, distributor, repair station • Original certificates of conformity or copies of airworthiness certificates • Non-conformance, concession, and corrective action records • Lot traceability records • Environmental or shelf life condition records? 			
4	How long do you retain records of conformity and traceability?			
5	Does your receiving inspection process address suspected unapproved parts?			
6	Does your receiving inspection process ensure items are received with a certificate of conformance, certificate of analysis, test / inspection reports, or airworthiness approval from an approved manufacturer or repair station?			
7	Are items identified and traceable from receipt through shipping?			
8	Do you warehouse and ship items in accordance with manufacturer's instructions?			
9	Are measuring instruments calibrated?			
10	If you find nonconforming items in stores, do you notify customers who have already received items from the same lot / batch?			
11	If you disposition nonconforming product other than ONLY "scrap" or "return", please explain or submit your procedure for handling nonconforming product			
12	Do you control environmental factors such as temperature, humidity, lighting, cleanliness, and electro-static discharge to prevent damage to product?			
13	Do you provide a Certificate of Conformance for items provided?			
14	Is your Certificate of Conformance an ATA-106 COC?			
15	Does your Certificate of Conformance identify from where you obtained the item?			



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SIGNATURE SECTION:

TO BE COMPLETED BY THE INDIVIDUAL PROVIDING INFORMATION

Remember to include, as applicable:

- ISO Certificates
- AS 9100 Certificate
- AS9110 Certificate
- EASA approval Certificate
- FAA Air Agency Certificate
- Other Civil Aviation Authority Certifications
- Operations Specifications
- Capabilities List
- NADCAP Approvals
- A description of how you approve and evaluate subcontractors of special processes
- Special Processes
- Organizational Chart (Repair Stations only)
- A description of your positive recall system (See Survey A Section III Item 40)
- FAR 121 ADAMPP evidence (See Section IV of this survey)
- Any professional documents, certifications & licenses applicable

Surveys without a vendor signature will not be accepted.

I understand and will comply with the requirements of the SAC Supplier Quality Requirements Manual while providing material or services for SAC. I have received and understand the SAC Quality Requirements. I certify the information contained in this questionnaire is accurate. It is recognized that any false information given herein, constitutes a breach of contract, which may result in disapproval as a Segers Aero Corp maintenance vendor and void existing contracts or purchases orders. The non-FAA certified vendor also agrees to submit to an inspection if deemed necessary by Segers Aero Corporation or the FAA.

Name

Title

Signature

Date