SUBJECT: Instruction-Supplier Quality Questionnaire

Please furnish the information requested below to enable Kodiak Aircraft Company to confirm your company's ability to supply goods or services to our specifications. Your prompt completion of this questionnaire will keep your company on our Approved Supplier List without interruption.

Complete and return all required pages of this survey to Kodiak Aircraft within 10 business days. If you have any questions, contact the Kodiak Aircraft Quality Auditor via email or by phone at (208) 263-1111.

1. General Information

Company Name:	
Address:	
City, State, Zip Code:	Country:
Phone:	Fax:
Division or Subsidiary of:	
Principal Products and/or Services:	
Years in Business:	Available Capacity:

2. Key/Quality Contact Information

Quality Dept. Head			
Name:		Email:	
Position:		Phone:	

Secondary Contact Dept. Head			
Name:		Email:	
Position:		Phone:	

3. References/Quality System Approvals

REFERENCES: Tell us how to contact other companies to which you are currently supplying products, articles, and/or services.			
Reference 1		Phone:	
Contact Name:		Email:	
Reference 2:		Phone:	
Contact Name:		Email:	
Reference 3:		Phone:	
Contact Name:		Email:	

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PRIOR APPROVALS			
Prior Approval 1:		Phone:	
Contact Name:		Email:	
Prior Approval 2:		Phone:	
Contact Name:		Email:	
Prior Approval 3:		Phone:	
Contact Name:		Email:	

4. Quality System Standard

Indicate any FAA approvals held by your organization:					
Repair Station: ☐	PC: ☐	TC: ☐	STC: ☐	TSO: ☐	PMA: ☐

Indicate any third-party certification held by your organization and provide copies of certifications:			
ISO 9001: ☐	AS9100: ☐	AS9120: ☐	Other:

Indicate special processes performed by your organization and provide copies of any certifications:					
Chem Film: ☐	Cad Plate: ☐	NDT: ☐	Heat Treat: ☐	Anodize: ☐	Welding: ☐
Other:					

5. Distribution Capability

DISTRIBUTION CAPABILITY: Tell us about your special and/or value-added processes, primary products distributed, etc.

6. Inspection Capability

INSPECTION CAPABILITY:Tell us about your equipment, number of inspectors, sampling plan, calibration and process controls, etc.

7. Record Retention

RECORD RETENTION: Tell us about your record retention capabilities, retention time period, methods of storage, access restrictions, etc.

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8. Personnel Changes

PERSONNEL CHANGES: Tell us about significant personnel changes over the past 12 months (if any)

	Yes	No	N/A
1. Are your Quality organization's authority and responsibilities clearly defined in writing?	☐	☐	☐
2. Does your Quality organization have clear authority to withhold items that have not met acceptable quality standards?	☐	☐	☐
3. Does your Quality organization have direct access to appropriate levels of your company's management to efficiently and effectively resolve/ correct any quality-related problems and/or conflicts?	☐	☐	☐
4. Does your company have and maintain a written Quality Manual?	☐	☐	☐
5. Can you supply Kodiak with a copy of your written Quality Procedures?	☐	☐	☐
6. Does your Quality organization have a system for evaluation and approval of potential suppliers?	☐	☐	☐
7. Does your Quality organization have and maintain an Approved Supplier List?	☐	☐	☐
8. Does your Quality system require that your suppliers have and employ adequate Quality programs?	☐	☐	☐
9. Does your company have a system for disseminating applicable technical and quality requirements to suppliers?	☐	☐	☐
10. Do your purchase orders specify documentation requirements (when applicable)?	☐	☐	☐
11. Does your Quality organization have and maintain a receiving inspection system?	☐	☐	☐
12. Do your receiving inspectors have ready access to appropriate drawings, engineering orders, specifications, vendor catalogs, purchase orders, and similar reference materials?	☐	☐	☐
13. Does your company have and employ a positive means of identifying all raw stock?	☐	☐	☐
14. Does your company have and employ a system for age-control of items with shelf-life limitations?	☐	☐	☐
15. Does your Quality organization maintain procedures that require periodic inspection an/or recalibration of all measuring devices, gauges, and other similar inspection/test equipment?	☐	☐	☐
16. Does your company have written procedures for the handling of nonconforming materials?	☐	☐	☐
17. Can you supply Kodiak with copies of raw material certifications (chemical and physical property test reports)?	☐	☐	☐
18. Can you supply Kodiak with copies of traceability records back to primary manufacturers?	☐	☐	☐
19. Can you supply Kodiak with copies of inspection records?	☐	☐	☐

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9. Comments

COMMENTS: Tell us more information about any of the questions above (if needed)

10. Signature/Date

As a supplier to an aircraft manufacturer subject to FAA regulations, it is understood that a supplier's facilities, quality system, and related equipment are subject to audit by agents of Kodiak Aircraft and/or the FAA. By completing and returning this survey you are agreeing to cooperate with any such audit or inspection without additional charges to Kodiak Aircraft. Further, you are certifying that all information submitted is correct and true to the best of your knowledge.

Submitter's Name	Submitter's Title	Date:

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