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:	Date:
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:			Other:		

Indicate any third-party vendors used by your organization for Kodiak Aircraft parts	
Manufacturer:	
Special Process/Finish	

MANUFACTURING CAPABILITY: Tell us about your processes, equipment used, primary products manufactured, etc.

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

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

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

5. Questions 1-56

Please answer all questions that apply to your company; if a question does not apply, please indicate this with "N/A". Do not leave questions unanswered. Use the comment field to clarify answers as needed; include electronic attachments of any supporting documentation in your response email.	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 Manual?	☐	☐	☐
6. Does your company have an engineering drawing change control system?	☐	☐	☐
7. Does your Quality organization have and maintain a corrective and preventative action program?	☐	☐	☐
8. Does your Quality organization maintain records pertaining to item acceptance/rejection, disposition of rejected items, and other related factors?	☐	☐	☐
9. Does your Quality organization test and certify employees in the application of quality methodologies?	☐	☐	☐
10. Can Production workers approve their own work under your Quality System?	☐	☐	☐
11. Does your Quality organization have a system for evaluation and approval of potential suppliers?	☐	☐	☐
12. Does your Quality organization have and maintain an Approved Supplier List?	☐	☐	☐
13. Does your Quality system require that your suppliers have and employ adequate Quality programs?	☐	☐	☐
14. Does your company have a system for disseminating applicable technical and quality requirements to your domestic (U.S.) suppliers?	☐	☐	☐
15. Does your company have a system for disseminating applicable technical and quality requirements to your international (non-U.S.) suppliers?	☐	☐	☐
16. Does your company use only domestic (U.S.) suppliers and materials?	☐	☐	☐
17. Do your purchase orders clearly describe the work to be performed?	☐	☐	☐
18. Do your purchase orders clearly specify acceptance criteria?	☐	☐	☐
19. Does your Quality organization review all purchase orders prior to issuance?	☐	☐	☐
20. Do your purchase orders specify documentation requirements (when applicable)?	☐	☐	☐
21. Do your purchase orders include provisions for customer source inspection and audit?	☐	☐	☐
22. Does your Quality organization operate a source audit program?	☐	☐	☐
23. Does your Quality organization have and maintain a receiving inspection system?	☐	☐	☐

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24. Do your receiving inspectors have ready access to appropriate drawings, engineering orders, specifications, vendor catalogs, purchase orders, and other similar reference materials?	☐	☐	☐
25. Do your receiving inspectors use drawings that are legible and reflect the latest approved changes?	☐	☐	☐
26. Are your receiving inspectors provided with adequate inspection instructions?	☐	☐	☐
27. Do your receiving inspection records capture a "quality history" for your suppliers?	☐	☐	☐
28. Do your receiving inspectors have ready access to measuring devices , inspection gauges, test equipment, etc. that are appropriate and adequate for the inspection and test procedures required?	☐	☐	☐
29. Does your Quality system perform sampling inspections (if any) in accordance with recognized standards?	☐	☐	☐
30. Does your company have and employ a positive means of identifying all raw stock?	☐	☐	☐
31. Does your company have and employ a control system for customer-furnished materials?	☐	☐	☐
32. Does your company have and employ a system for age control of items with shelf-life limitations?	☐	☐	☐
33. Does your company have and employ a system to ensure that nonconforming and/or uninspected materials are not utilized?	☐	☐	☐
34. Are all in-process inspections performed by designated Quality inspectors?	☐	☐	☐
35. Are your in-process inspectors provided with adequate written inspection instructions and procedures?	☐	☐	☐
36. Do your in-process inspectors have ready access to measuring devices, inspection gauges, test equipment, etc. that are appropriate and adequate for the inspection and test procedures required?	☐	☐	☐
37. Do your in-process inspectors use drawings that are legible and reflect the latest approved changes?	☐	☐	☐
38. Do your in-process inspectors have ready access to measuring devices, inspection gauges, test equipment, etc. that are appropriate and adequate for the inspection and test procedures required?	☐	☐	☐
39. Does your Quality system maintain a system for identification and inspection status of all in-process materials?	☐	☐	☐
40. Does your Quality System require that all finished goods are inspected against contract requirements?	☐	☐	☐
41. Do your final inspectors have ready access to appropriate drawings, engineering orders, specifications, vendor catalogs, purchase orders, and other similar reference materials?	☐	☐	☐
42. Do your final inspectors use drawings that are legible and reflect the latest approved changes?	☐	☐	☐
43. Are your final inspectors provided with adequate written inspection instructions and procedures?	☐	☐	☐
44. Do your final inspectors have ready access to measuring devices, inspection gauges, test equipment, etc. that are appropriate and adequate for the inspection and test procedures required?	☐	☐	☐
45. Does your Quality organization maintain procedures that require periodic inspection and/or recalibration of all measuring devices, gauges, and other similar inspection/test equipment?	☐	☐	☐
46. Does your Quality organization maintain procedures that require periodic inspection and/or recalibration of all production tools that are used as a medium of inspection during the production process.	☐	☐	☐
47. Does your Quality organization maintain a system that provides periodic inspection and/or recalibration of all tools, gauges, etc. that are owned by employees.	☐	☐	☐
48. Does your Quality organization require inspection and/or calibration of new measuring devices, gauges, and other similar inspection/test equipment prior to utilization.	☐	☐	☐
49. Does your Quality organization require inspection and/or recalibration of reworked measuring devices, gauges, and other similar inspection/test equipment.	☐	☐	☐

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50. Does your quality organization have and maintain written calibration procedures for measuring devices, gauges, and other similar inspection/test equipment?	☐	☐	☐
51. Are all measuring devices, gauges, and other similar inspection/test equipment labeled to indicate when the next calibration is to be performed (if applicable)?	☐	☐	☐
52. Does your company have written procedures for the handling of nonconforming materials?	☐	☐	☐
53. Can you supply Kodiak with copies of raw material certifications (chemical and physical property test reports)?	☐	☐	☐
54. Can you supply Kodiak with copies of traceability records back to primary manufacturers?	☐	☐	☐
55. Can you supply Kodiak with copies of inspection records?	☐	☐	☐
56. Can you supply Kodiak with copies of special process certification/qualification records?	☐	☐	☐

6. Comments

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

7. Signature/Date

Submitter's Name:	**Submitter's Title:**	**Date:**

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