



Revision Date: August 5, 2010

To: Affected Suppliers

From: Don Klein
Director of Engineering & Quality Assurance

Subject: Mandatory Supplier Quality Survey

To Whom This May Concern,

As a condition of doing business with Dukes Aerospace, Inc. suppliers are required to complete and return a Dukes Supplier Quality Survey. This is a mandatory requirement for all Dukes' suppliers and is a requirement placed upon Dukes in order to maintain its AS9100 certification.

If you are unable to complete the survey within a 30 day period, please contact the undersigned for an extension.

Failure to complete and return the Dukes Supplier Quality Survey will result in Dukes Quality Assurance placing a hold on any new purchase orders about to be issued. A continued disregard for this request could result in a disqualification and removal from the Dukes Qualified Supplier List. If you have questions regarding this survey please contact us.

Surveys will be valid for a period of three years. It is the responsibility of the Supplier to advise Dukes of any changes of facilities, capabilities, or quality system changes that may take place in the interim.

Please return Survey to my attention

A handwritten signature in blue ink, appearing to read 'Don Klein', written over a horizontal line.

Don Klein
Director of Engineering & Quality Assurance
Dukes Aerospace Inc.

QA Form #3 Rev. E



Supplier Quality Assurance Survey

Supplier Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Key Personnel:	Name	Title	Phone
		President/Owner/Etc.	
		Quality Assurance	

Number of Employees: _____

Company Total: _____ Mfg: _____ Quality: _____ Admin: _____

Facility Size (Sq. Ft.) _____ Number of buildings: _____

Description of capabilities / services: _____

Special Processes performed on-site: _____

Quality System meets requirements of: (Check all that apply)

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> MIL-I-45208A Certified or | <input type="checkbox"/> MIL-I-45208A Compliant | <input type="checkbox"/> MIL-Q-9858A Certified or | <input type="checkbox"/> MIL-Q-9858A Compliant |
| <input type="checkbox"/> ISO 9 _____ Certified or | <input type="checkbox"/> ISO 9 Compliant | <input type="checkbox"/> AS9100B Certified or | <input type="checkbox"/> AS9100B Compliant |
| <input type="checkbox"/> FAA 145 Repair Station | <input type="checkbox"/> Other _____ | | |

Please Note: If you are certified for any of the above you only need fill out this page of this survey and supply a copy of your certification or Repair Station Certificate and Specification pages.

Please Note: If you have checked "Other" please supply a copy of your certification or a copy of your Quality Manual.

FOR DUKES USE ONLY !

Supplier Approval: _____ Approval Date: _____

Supplier Disapproval: _____ Disapproval Date: _____



		Yes	No	N/A
1	Prior to accepting any contract/purchase order from Dukes, Supplier will ensure they have the resources of machines, trained personnel, and any equipment needed to perform the work.			
2	Prior to accepting any contract/purchase order from Dukes, Supplier will have on hand or obtain any inspection/measuring equipment necessary to perform the inspections required to ensure parts meet print and purchase order requirements.			
3	Supplier will perform final inspections to ensure parts supplied are in accordance to Purchase order and print requirements with respect to dimensions, threads, burrs, surface finishes, coatings, etc.			
4	Does Supplier perform final inspections on completed parts sent to Dukes?			
5	Supplier ensures that they are in possession of the print revisions specified on each purchase order received.			
6	Supplier will not send to Dukes any questionable or non-conforming parts without Dukes Engineering and Quality's prior approval granted by the use of a Supplier Non-Conformance Approval Request (SNAR).			
7	Supplier will supply a Certificate of Conformance (C of C) with each shipment of parts sent to Dukes.			
8	Do C of Cs include Supplier identification, date, part number, supplier's part number (if applicable), print revision, quantity, purchase order number, signature and title of person signing?			
9	Supplier will list on their C of C by specification number and process called for on a purchase order or print any special processes performed when the process is performed in-house.			
10	Does Supplier flow down to its sub-contractors purchase order requirements, print requirements, possible audit requirements, Dukes SQAP requirements, certification requirements, and regulatory requirements as they may apply?			
11	Supplier will supply copies of certifications for any special process sub-contracted to another supplier.			
12	If functional testing is required: a) Are 100% of parts tested? b) Are written test procedures in place? c) Is test data submitted to Dukes with the parts?			
13	Supplier will supply copies of all certifications obtained with each shipment of parts sent to Dukes.			
14	Does Supplier maintain a quality manual?			
15	Are inspection records maintained for a minimum of 7 years?			



		Yes	No	N/A
16	If used, are procedures for control and use of inspection stamps in place?			
17	Does Supplier have written procedures in place for the control of raw materials and consumable materials used?			
18	Are certifications for raw materials, consumable materials, etc. reviewed upon receipt?			
19	Are items found to be nonconforming promptly identified using rejection tags or discrepancy reports and segregated from normal production units?			
20	Is there a separate storage area for nonconforming material awaiting disposition?			
21	Is measuring and test equipment used for product acceptance calibrated, traceable to NIST, and labeled?			
22	Are records of calibration maintained according to Supplier's quality system requirements.			
23	Are calibrated items on a periodic recall system?			
24	Will Supplier review discrepancy reports and take necessary action when required?			
25	Will Supplier review Cause and Corrective Action Requests and take necessary action and respond back to Dukes when required?			
26	Does Supplier agree to on-site audits to be carried out by Dukes or any of its customers on its systems and processes for parts it supplies to Dukes when such audits are deemed necessary?			
27	Are parts properly packaged and protected from degradation and/or damage: a) During manufacture? b) During movement to sub-contractors and back? c) During storage? d) For shipment/transfer to Dukes?			
28	Does Supplier have a security and fire safety system in place? Please explain: (i.e.. Fire bottles, sprinkler system, combination locks, security guards, etc.)			
29	Does Supplier adhere to all regulatory requirements applicable to its particular business entity and processes, as well as ITAR when required by Dukes purchase order?			
30	Does Supplier supply to Dukes 1st Article Inspection Reports whenever producing parts for the 1st time and when purchase orders issued require SQAP, Sec.2, clause 8?			
31	Does Supplier have a FOD (Foreign Object Damage) prevention program that is adhered to?			

