

## Supplier Quality Questionnaire

Dear Supplier,

This questionnaire is designed to maintain the approved supplier status of any company supplying to Ontic UK

The following items should also be included with the completed Quality questionnaire:

1. Copy of third-party certifications (i.e. EASA, AS9100, ISO9001 etc)
2. Company and Quality Department organization chart(s)

The data furnished herein pertains to your facility and is applicable to the execution of Ontic UK's purchase orders. It is agreed that Ontic UK will be notified of any changes in your organization or procedures that may affect conformity verification of applicable supplies or services. It is further agreed that failure to furnish a description of such changes for Ontic UK review or willful misrepresentation of facts specified herein may result in disapproval as an Ontic UK Supplier.

Please complete this Word document and email it back to relevant person

## Supplier Quality Questionnaire

**Section 1** – To be completed by **ALL** suppliers

Personnel				
<i>Responsible For</i>	<i>Job Title</i>	<i>Name</i>	<i>Telephone</i>	<i>Email</i>
<b>Quality</b>				
<b>Engineering</b>				
<b>Customer Service</b>				
<b>Head of Site</b>				

<b>No. Quality Personnel</b>		<b>No. Production Personnel</b>	
<b>Total Employees</b>		<b>Manufacturing Area (Sq. Ft.)</b>	

Company	
<b>Parent Company / Group</b>	Name: Location:  Head of:
<b>Specific Site (Supplying Ontic UK)</b>	Name: Location:  Main Telephone: Main Fax:

**Section 2** – To be completed by **ALL** suppliers

<i>Level</i>	<i>Approval / Certificate Type</i>	<i>Certificate Number</i>
<b>0</b>	ISO9001 – Quality Management System	
<b>1</b>	AS9100 – Quality Management System	
<b>1</b>	AS9110 - Quality Management System	
<b>1</b>	AS9120 - Quality Management System	
<b>0</b>	ISO14001 – Environmental Management System	
<b>0</b>	ISO45001 - Occupational Health and Safety	

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Please indicate all applicable standards for your organisation

Level	Release Type	Authority	Certificate Number
2	Civil Production		
2	Civil Production		
2	Civil MRO		
2	Civil MRO		

If you have **ANY** level 1 or level 2 certificates, please go to **Section 4**

**Section 3** – To be completed by a none aerospace supplier as per **Section 2** (Tick as appropriate)

Point	Question	Yes	No
3.1	Does your QMS document how outsourced processes are controlled? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.2	Does your QMS document the control of configuration? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.3	Does your organisation retain RFQ & Purchase order data supplied by Ontic UK? If "Yes", Document reference:	<input type="checkbox"/>	<input type="checkbox"/>
3.4	Does your QMS define a cross-functional contract review? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.5	Does your QMS define a retention period for the data obtained during the evaluation and selection of suppliers? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.6	Does your QMS define the use of work instructions? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.7	Is there a documented process for control of customer or government furnished equipment? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.8	Where traceability is a requirement, does your QMS have a process for retaining records of the unique identification? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.9	Does your QMS define preservation of product as including shelf life and stock rotation? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.10	Calibration: Do calibration records show actual test results? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
3.11	Does your QMS define how non-conforming material is segregated and prevented from unintended use? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>

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**Section 4** – To be completed by **ALL** suppliers (Tick as appropriate)

Point	Question	Yes	No
4.1	Do you know where to obtain the latest version of the Ontic UK Supplier Quality Assurance Requirements (SQAR)? <b>If "Yes", Please define:</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.2	Does your contract review process define any Government Source Inspection (GSI) / Critical Safety Item (CSI) requirements flowed down by Ontic UK? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.3	Does your QMS define that a purchase order acknowledgement is to be sent? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.4	Method of Manufacture – Does your QMS define that any proposed MOM changes are reviewed with Ontic UK first? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.5	Method of Manufacture – Does your QMS define that any MRB activity must be reviewed with Ontic UK? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.6	Does your QMS define that all Ontic UK and US Navy requirements are flowed down to your supply chain? <b>If "Yes", Document reference:</b>	<input type="checkbox"/>	<input type="checkbox"/>
4.7	Is OASIS used in your evaluation and selection of suppliers?	<input type="checkbox"/>	<input type="checkbox"/>
4.8	Are you aware of and using the Ontic UK SNAR? <b>If "Yes", please define the revision used:</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Section 5** - To be completed by **ALL** suppliers (Tick as appropriate)

Point	Question	Yes	No
5.1	Are any special processes used for the products supplied to Ontic UK?	<input type="checkbox"/>	<input type="checkbox"/>
5.2	Does your company hold any Nadcap certificates? <b>If "Yes", Please define processes:</b> 1: 2: 3: 4: 5:	<input type="checkbox"/>	<input type="checkbox"/>
5.3	If special processes apply to the product you supply to Ontic UK then continue to complete section 5, otherwise go to Section 6		
5.4	List special processes: 1: 2: 3:	Supplier (or Internal): 1: 2: 3:	

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	4:	4:	
	5:	5:	
<b>5.5</b>	Do all applicable special processes hold Goodrich / Safran approval?		<input type="checkbox"/> <input type="checkbox"/>

**Section 6** – To be completed by **ALL** supplier if **ANY** answer in sections above are “No”

Section	Point	Reason for “No”	Mitigation

**Section 7** – Comments & Feedback

**Section 8** – Planned Preventative Maintenance

Tool / Fixture Number	Supplier / Ontic Owned	Part Number used on	Maintenance Responsible Ontic / Supplier	Maintenance Period

## Supplier Quality Questionnaire

**Section 9** – REACH, Ethics & Conflict Minerals (to be completed by **ALL** suppliers. N/A and date to be added if any of the below cannot be signed off)

I confirm as a supplier to Ontic that I have a Procedure and a REACH policy in place which conforms to ECHA recommendations, this can be supplied to Ontic upon request.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I confirm as a supplier to Ontic that I have a Procedure and an Ethics policy in place which I flow down to my supply chain, this can be supplied to Ontic upon request.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

I confirm as a supplier to Ontic that I have conformed to the Dodd Franks regulatory requirements and completed and returned the forms as required, this can be supplied to Ontic upon request.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Comments:**

## Supplier Quality Questionnaire

### Section 10 – Submitted Data

Please confirm that the details supplied on this form are true and accurate at the time of completion.

Please send your completed survey in .docx format, along with a copy of your most recent certificates and company / quality organisational structures to: [Supplier.Quality@ontic.com](mailto:Supplier.Quality@ontic.com)

<i>Survey Completed By</i>	<i>Date</i>	<i>Job Title</i>	<i>Telephone Number</i>	<i>Email Address</i>
	Click here to enter a date.			

### Section 11 - Ontic Finance & Compliance Only

Only to be used on renewal

All supplier financial details are still valid and approved.

Authorisation by Financial Controller:	Signature:	Date:

Only to be used on renewal

- Vetting
- NDA in place and current

All supplier compliance details are still valid and approved.

Authorisation by Compliance:	Signature:	Date: