



SUPPLIER QUESTIONNAIRE

620 East Ellis Road, Muskegon, MI 49441 | Tel. 231-799-9000 | www.aerovi.com | quality@aerovi.com

Company Name:				Telephone:			
DBA Company Name (if different from above):				Website:			
Business Address:							
						City:	
State/Province:		Zip/Postal Code:		Country:			
Location Where Business is Conducted:							
						City:	
State/Province:		Zip/Postal Code:		Country:			
Type of business:	Repair Station <input type="checkbox"/>	Distributor <input type="checkbox"/>	Manufacturer <input type="checkbox"/>	Other <input type="checkbox"/>	Years in the Business		
Personnel		Name		Phone		E mail	
Accountable Manager							
Quality Assurance Manager							

Finance Information							
Accounts Receivable Contact Name:							
Accounts Receivable Email:						AR Phone:	
General AR Email (if different from AR Email above):							
Email for payment Remittances:							
Credit Terms:		Credit Limit		US Vendor:	Yes	No	
If a US vendor please ensure W9 has been attached							
W9 Attached	Yes	No					
Banking Information Attached	ACH	Wire					
*Please send all invoices and statements to accountspayable@aerovi.com *							

Supplier Audit			
Repair Station Approval Certificate <small>(FAA, EASA,CAA, CASE, etc.) – Please attach cert and OpSpecs</small>		Number	Expiration Date
Supplier Approval Certificate <small>(ISO, ASA 100, FAA AC 0056, etc.) – Please attach cert and Quality Manual</small>		Number	Expiration Date
What is your warranty coverage on NE, OH, SV units?		Terms and Conditions:	
NE			
OH			
SV			
Company Insurance Policy and Amount		Type of Coverage:	Amount:

1. Quality System and Manual	Yes	No	N/A
A. Is there an established quality system and a quality manual?			
B. Is the quality manual available to appropriate personnel?			
C. Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?			
D. Would you permit a customer to perform an audit of your facilities or QA manual, if required?			
E. Does the company have a documented method of controlling the quality of subcontracted work?			
F. Does the quality control manual include a detailed description of:			
1. the organization and relationship of the QC department to the rest of the organization?			
2. the assignment of personnel by title, for specific functions within the quality system?			
3. the revision control system for the quality system documentation?			
4. record keeping system?			
5. training requirements and records?			
6. shelf life control system?			
7. control of incoming discrepant parts and supplies?			
8. receiving inspection procedures?			
9. test and inspection equipment calibration program?			
10. storage facilities and specifications?			
11. part identification system?			
12. environmental controls?			
13. inspection stamp control?			
14. self-audit/evaluation program?			
15. corrective action process?			
2. Self-Audit/Evaluation Program	Yes	No	N/A
A. Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action?			
3. Facilities	Yes	No	N/A
A. Does the storage areas provide:			
1. adequate space and appropriate racks to prevent damage or mishandling?			
2. adequate security from unauthorized access?			
3. segregation of aircraft from non-aircraft parts?			
4. segregation of serviceable from non-serviceable parts?			
4. Training and Authorized Personnel	Yes	No	N/A
A. Are personnel who perform inspection, shipping and receiving functions properly trained?			
B. Are inspection personnel properly authorized?			
C. Are both formal classroom and on-the-job training documented and maintained?			
D. Is a roster of personnel authorized to perform inspection functions maintained?			
E. Does training program address unapproved and counterfeit parts?			
5. Procurement	Yes	No	N/A
A. Is there a procedure in place for approving vendors? (If yes, please describe in the comments)			
B. Does the system assure that parts procured conform to the customer's documentation requirements?			
C. Does the quality system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?			
D. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each?			
E. Does the quality system assure that parts procured for sale:			
1. which are known to have been subjected to conditions of extreme stress, heat or environment are identified?			

2. that all represented Airworthiness Directives (AD's) which have been accomplished are documented?			
3. that are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?			
6. Receiving Inspection	Yes	No	N/A
A. Does the quality system provide for a visual inspection of all items received and accompanying documentation?			
B. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?			
C. Is there an accountability system in place to control stamp issuance, usage and replacement?			
7. Measuring and Test Equipment	Yes	No	N/A
A. Is there an effective calibration program for test equipment?			
8. Material Control	Yes	No	N/A
A. Is material handled in an appropriate manner and is the material protected from damage & deterioration?			
B. Is batch/lot control maintained for parts so identified by the manufacturer?			
C. Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?			
D. Whenever practical, is material stored & delivered in the manufacturer's original packaging?			
E. Does the system specify material control requirements for material subject to damage by electrostatic discharge?			
F. Does the system assure that serviceable parts/components are adequately protected against the environment?			
G. Does the system assure that no part number ambiguity exists?			
H. Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?			
I. Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?			
J. Are suspected unapproved parts reported to the FAA according to AC 21-29 or to the appropriate CAA?			
9. Shelf Life Control	Yes	No	N/A
A. Does the distributor have a system for identifying and controlling shelf life-limited parts?			
10. Certification and Release of Materials	Yes	No	N/A
A. Does the system call for providing the customer with appropriate documentation?			
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
1. subjected to conditions of extreme stress, heat or environment;			
2. parts previously installed in a public aircraft, such as a government use aircraft or a military			
11. Shipping	Yes	No	N/A
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?			
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?			
12. Records	Yes	No	N/A
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?			
B. Does the system require all life-limited parts have records confirming current life limited status?			
C. Are records protected against damage, alteration, deterioration and loss?			
13. Technical Data Control	Yes	No	N/A
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?			
14. Corrective Action Process	Yes	No	N/A
A. Does the quality system include a process for addressing corrective actions?			
15. Hazmat Control and Transport	Yes	No	N/A

A. Is there a system in place governing the control of hazardous material and transport of hazardous material that meets Title 49 of the Code of Federal Regulations (49 CFR)?						
Comments: (Please provide an explanation for all "No" and "N/A" answers, attach additional paper if necessary)						
<i>I certify that the information supplied is true and that I am an official of the supplier authorized to sign this certification. In the event of any changes that relate to the capability of the company facilities and procedures, I will notify AeroVision International in writing.</i>						
Name:		Title:		Email:		
Signature:				Date:		
For AeroVision International Use Only						
Date:		Approval Status:	Approved	Rejected	Approved for:	RO PO
Quality Approval Signature:			Printed Name			
Remarks:						