



## Supplier Quality Survey

Form VS-001 Rev F

Date 04/11/2018

Page 1 of 4

Company: \_\_\_\_\_

- |   |     |    |
|---|-----|----|
| 1. Is your company currently ISO9001: 2008 registered?  | Yes | No |
| 2. Do you have a documented Quality Policy that meets the intent of ISO 9001?   | Yes | No |
| 3. Is your company currently NADCAP certified?  | Yes | No |
| 4. Do you have any other recognized quality system currently in place?<br>(If choice 4 was yes then please describe the system utilized.) | Yes | No |

**❖ Please complete the following survey by circling the letter which best describes your organization (Y, I, or N) and return the completed form. If you have comments beyond the space allowed, please attach any additional information on a separate sheet.**

- Y – The procedure/policy is formalized, documented and implemented
- I – The procedure/policy is implemented, but not documented
- N – There is no procedure or policy covering this activity

- Y I N 1. Do you have a documented company wide Quality Policy that is relevant to your business goals and the expectations of your customers? \_\_\_\_\_
- Y I N 2. Do you have a segment of your organization dedicated to addressing Quality issues and continuous improvement? \_\_\_\_\_
- Y I N 3. Do you have documented corrective/preventative action procedure? \_\_\_\_\_
- Y I N 4. Do you have documented evidence of regularly scheduled top management review of Quality issues? \_\_\_\_\_
- Y I N 5. Do you have a Quality Manual covering all aspects of your business relating to the quality of the product or service which you provide? \_\_\_\_\_
- Y I N 6. Do you have a documented plan which defines how the requirements for quality be met? \_\_\_\_\_
- Y I N 7. Do you have a documented procedure which assures that all quotations are reviewed prior to submission to your customer and that all contracts or orders (including verbal orders) are reviewed and approved prior to acceptance by your company? \_\_\_\_\_
- Y I N 8. Do you have a documented plan for each design activity which defines responsibility and identifies resources? \_\_\_\_\_
- Y I N 9. Do you have a documented procedure to assure that all product requirements are identified, documented and reviewed for adequacy prior to initializing design activities? \_\_\_\_\_
- Y I N 10. Do you have a documented procedure to assure that design review activities are planned and conducted at appropriate stages in the design process? \_\_\_\_\_
- Y I N 11. Do you have documented procedures which assure that verification and validation activities take place to ensure that the product or service being designed conforms to all defined user needs and/or requirements? \_\_\_\_\_
- Y I N 12. Do you have a documented procedure to control all customer drawings, standards, and data relating to product and/or service requirements? \_\_\_\_\_
- Y I N 13. Does the procedure address the control of document revisions and updates, as well as the removal and/or storage of obsolete data? \_\_\_\_\_
- Y I N 14. Do you have a documented procedure to assure that all purchased product conforms to clearly specified requirements? \_\_\_\_\_
- Y I N 15. Do you have a documented procedure to evaluate and select subcontractors (vendors) on the basis of their ability to meet all defined requirements? \_\_\_\_\_
- Y I N 16. Do your purchase documents clearly identify all relevant product and service and quality requirements? \_\_\_\_\_

- Y I N 17. Do you have a documented procedure to control the verification, storage, and maintenance of any customer supplied product? \_\_\_\_\_
- Y I N 18. Do you have a documented procedure to identify product from receipt and during all stages of production, delivery and installation? \_\_\_\_\_
- Y I N 19. When required by contract, do you have a documented system of recording individual product or batch lots? \_\_\_\_\_
- Y I N 20. Do you have a documented procedure to identify, plan, and control the production, installation, and service processes which directly effect the quality of the goods or service which you provide? \_\_\_\_\_
- Y I N 21. Do you have a documented procedure which clearly identifies points during your process where the quality aspects of your product or service are verified? \_\_\_\_\_
- Y I N 22. Do you have documented procedures covering the inspection and testing activities intended to verify that all defined product specifications and requirements are met? \_\_\_\_\_
- Y I N 23. Do you have documented procedures covering all receiving, in-process, and final inspection and/or testing? \_\_\_\_\_
- Y I N 24. Do you have a documented procedure to control, calibrate and maintain all inspection, measuring and test equipment used to verify the conformance of product to specified requirements? \_\_\_\_\_
- Y I N 25. Do you have a documented procedure which allows for the visible identification of a products test and/or inspection status throughout all production, installation and servicing activities? \_\_\_\_\_
- Y I N 26. Do you have a documented procedure to ensure that all product which does not conform to specified requirements is prevented from unintended use, installation and servicing activities? \_\_\_\_\_
- Y I N 27. Do you have a documented procedure to establish, implement and maintain corrective and preventative actions which ensure that non conformances do not reoccur? \_\_\_\_\_
- Y I N 28. Do you have a documented procedure to control the handling, storage, packing, preservation and delivery of product? \_\_\_\_\_
- Y I N 29. Do you have a procedure that controls the identification, collection, indexing, access, filing, storage, maintenance and disposition of Quality records (including customer supplied requirements)? \_\_\_\_\_
- Y I N 30. Do you have a documented procedure to control the planning and implementation of internal quality audits? \_\_\_\_\_
- Y I N 31. Do you have a documented procedure to identify training needs and provide for the training of all personnel performing activities affecting the quality of product? \_\_\_\_\_
- Y I N 32. Do you have a documented procedure to identify the need for statistical techniques required for establishing, controlling, and verifying process capability and product characteristics? \_\_\_\_\_

## LTC Quality Statement

LTC will attract and retain customers by continually improving our internal processes and meeting customer expectations.

### LTC Procurement Quality Clauses

- A. A. The supplier shall implement and maintain an inspection system that conforms, as a minimum, to the requirements of ISO 9001:2008/AS9100 or to the extent imposed by the provisions of applicable drawings, specifications, and purchase orders. LTC, their customers and relevant regulatory authorities reserve the right of access to all facilities involved in the order, to all applicable records, and to audit the supplier for compliance to all of the above requirements. During performance of such audits, the supplier shall provide reasonable facilities and personnel to effectively conduct the audit. Suppliers shall also notify of nonconforming product, if receiving nonconforming product disposition approval, notify LTC of changes to product, processes, suppliers and facilities and flow down requirements.
- B. During performance on this order, your quality control inspection system and manufacturing processes are subject to review, verification, and analysis by Leading Technology Composites, Leading Technology Composites' customers, or relevant regulatory authorities.
- C. The supplier shall maintain manufacturing/inspection records for a period of ten (10) years that the item identified in this order has been produced in accordance with applicable instructions, specifications, and drawings. If the supplier ceases business with LTC, or the supplier is unable to maintain the associated manufacturing/inspection records, the supplier shall provide the option for LTC to take possession of said records. Manufacturing/inspection records approved for destruction must be rendered unreadable.
- D. The supplier shall submit a certification of compliance in accordance with applicable specification for each lot/batch number and Leading Technology Composites purchase order number for trace-ability.
- E. The supplier shall submit material certification showing chemical, physical, and test data listed on the applicable specification referencing the applicable Leading Technology Composites purchase order.
- F. The supplier shall submit an inspection report listing the drawing, revision, and inspection results for 100% of characteristics identified on the engineering drawing for the entire lot of parts being shipped. LTC P.O. shall specify if SPC or Key characteristics are required unless required per Engineering or Supplier Handbook.
- G. A first article inspection report is required of material to be furnished under this order. The report shall be in the AS9102 format and include 100% of drawing characteristics with a record of drawing location (by sheet and zones) nominal/actual values, review of applicable drawing notes, and verification of all applicable drawing notes.
- H. Government inspection of materials supplied under this order is required prior to shipment from your plant. Upon receipt of this order, promptly notify the government representative, normally servicing your plant.
- I. Special process requirements of the drawing are to be performed by approved sources. Any process changes implemented by the supplier shall be approved through Leading Technology Composites before used on materials under this purchase order.
- J. Coordinate Measuring Machine (CMM) / (FARO) reports shall be prepared and submitted with each part/tool as required.
- K. Orders having a government priority rating shall be identified and scheduled in accordance with the defense priorities and allocation system (DPAS).
- L. In accordance with the Fastener Quality Act, as listed in the Federal Register on 26 Sept 96, and effective 26 Jul 98, all "Bolts, Nuts, Screws, and Washers" larger than .250 inch (5mm) that are documented as Military (Government) or industry standards or specifications directly or indirectly, and manufactured after 26 Jul 98, shall have a NIST accredited laboratory test report/certification. Distributors are accountable for preserving the integrity of the respective manufacturers packaging/lot control and ensuring that their suppliers comply with the requirements of the Act. A copy of said NIST test report/certification is required with each shipment.
- M. All tools manufactured or reworked shall have a CMM / FARO report or dimensional inspection report listing the tool number, drawing and revision, required dimensions, tolerances, actual measurements and stamped or signed by our quality representative. Additional information used to rework or manufacture tooling such as CATIA data, part models, masters, or splashes shall also be listed on the inspection report.
- N. The supplier shall ensure all customer and government regulatory agencies requirements or regulations are flowed down to all suppliers to ensure compliance.
- O. Material to meet burn requirement FAR 25.853(a) App F Part I (a) (1) (i)
- P. Material certified per MIL-C-9084 TY8B, Rev. C or AMS-C-9084

