**CONTENTS:**

Part 1: AAT Composites Quality Management Representative and Assessment Details

Part 2: Supplier Information and Point of Contact

Part 3: Standards/Certifications

Part 4: Contracts Management System

Part 5: Quality Management System

Part 6: Health and Safety

Part 7: Acknowledgement of Receipt and Basic Agreement

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 1: AAT Composites Quality Management Representative Details** | | | | |
| Name | |  | | |
| Title | |  | | |
| Email | |  | | |
| Phone | |  | | |
| **Review Requirement** | New  Re-Approval  Existing - Update | | **Type of Survey** | Supplier Audit (On-Site)  Supplier Self Survey |

|  |  |  |  |
| --- | --- | --- | --- |
| **PART 2: SUPPLIER INFORMATION** | | | |
| AAT Composites Supplier Code  *(Only upon Approval)* | | |  |
| Registered Company Name |  | | |
| Registered Place of Business/Address |  | | |
|  | | |
|  | | |
| Phone Numbers |  | | |
| Email Address |  | | |
| Website |  | | |
| Scope of Supply |  | | |
| **Key Personnel:**  *(Please attach the Organisational Chart of the Company)* | | | |
| Name and Surname | Designation | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
|  |  | | |
| Do you have an appointed Management Representative? | | Yes No | |
| Do you have an appointed Management Representative? | | Yes No | |
| Number of Months / Years in Business | |  | |
| Overall Number of Staff | |  | |
| Does the company belong to any Group of Companies? | | Yes No | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| If Yes, please state the name of the Company/Organisation | | | | |  | |
|  | |
|  | |
| Does the company have several plants? | | | | | Yes No | |
| Does the company have any Subsidiaries? | | | | | Yes No | |
| **If Yes, please provide details:** | | | | | | |
| Company Name | | Location | | | Field of Activity | |
|  | |  | | |  | |
|  | |  | | |  | |
|  | |  | | |  | |
|  | |  | | |  | |
|  | |  | | |  | |
|  | |  | | |  | |
| **Point of Contact:** | | | | | | |
| **Management Representative** *(if applicable)* | | | | | | |
| Name |  | | Title |  | | |
| Email |  | | Phone |  | | |
| **Company Quality Representative** | | | | | | |
| Name |  | | Title |  | | |
| Email |  | | Phone |  | | |
| Number of Quality Staff | | | | | |  |
| **Customer Representative** *(if applicable)* | | | | | | |
| Name |  | | Title |  | | |
| Email |  | | Phone |  | | |
| **Sales/Customer Service** | | | | | | |
| Name |  | | Title |  | | |
| Email |  | | Phone |  | | |
| **Technical** | | | | | | |
| Name |  | | Title |  | | |
| Email |  | | Phone |  | | |
| **Accounts** | | | | | | |
| Name |  | | Title |  | | |
| Email |  | | Phone |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 3: STANDARDS / CERTIFICATIONS**  *(Please attach copies of latest issue for each relevant)* | | | | |
| Part 3 | Current Approvals | Rev./Issue No. | Accredited By | Certificate Number *(if any)* |
| 3.1 | ISO9001 |  |  |  |
| 3.2 | AS9100 |  |  |  |
| 3.3 | ISO 45001 |  |  |  |
| 3.4 | Other: |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 4: CONTRACTS MANAGEMENT SYSTEM** | | | | |
| Part 4 | Contracts Management | Yes | No | Comments |
| 4.1 | Do you have a procedure on Contract Review processes? |  |  |  |
| 4.2 | Are interface mechanisms (point of contacts for each discipline) between us the customer and you the supplier clear? |  |  |  |
| 4.3 | Are terms and conditions clearly defined (incl. payments terms and any unusual conditions)? |  |  |  |
| 4.4 | How are customers Intellectual Property (IP) and personal data being safeguarded – both internally and with subcontractors you may engage? |  |  |  |
| 4.5 | Do you have NDA (Non-Disclosure Agreement) with your suppliers? |  |  |  |
| 4.6 | Do you review AAT homepage for the latest review of specified procedures? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 5: QUALITY MANAGEMENT SYSTEM** | | | | |
| Part 5 | Quality Management System | Yes | No | Comments |
| Quality Management System | | | | |
| 5.1 | Do you have a Quality Management System? |  |  |  |
| 5.2 | Do you have a Quality Manual?  *(Please note Document Issue and Date of Issue – if applicable)* |  |  |  |
| 5.3 | Can we request a copy of your Quality Manual? |  |  |  |
| 5.4 | Do you have a Quality Policy? |  |  |  |
| 5.5 | List outsourced functions and services. |  |  |  |
| Internal and External Audits | | | | |
| 5.6 | Would you permit access to AAT Composites personnel to audit your Quality Management System and processes? |  |  |  |
| 5.7 | Do you have an internal and external audit programme? |  |  |  |
| Risk Review | | | | |
| 5.8 | Are production provision capability aspects measured, analysed, reviewed, and addressed? |  |  |  |
| 5.9 | Are production provision capacity aspects measured, analysed, reviewed, and addressed? |  |  |  |
| 5.10 | Is On-Time-Delivery (OTD) tracked, monitored, and maintained? |  |  |  |
| 5.11 | Do you have a procedure for review and controlling obsolescence? |  |  |  |
| 5.12 | Do you have a contingency plan for fire, phone outage and strike? |  |  |  |
| Staff Competency, Training and Awareness Process | | | | |
| 5.13 | Do you have a staff training programme/matrix? |  |  |  |
| 5.14 | Is consideration given for the periodic review of the necessary competence of staff? |  |  |  |
| 5.15 | Are all staff aware of the importance of ethical behaviour – by themselves, as well as co-workers? |  |  |  |
| 5.16 | Are all staff aware of their contribution and role towards meeting the requirements of product or service conformity? |  |  |  |
| 5.17 | Are all appropriate persons or staff made aware off and trained on the prevention of counterfeit parts? |  |  |  |
| 5.18 | Are all staff aware of their contribution to product safety – mainly but not only focussing on electronic parts? |  |  |  |
| Purchasing Process | | | | |
| 5.19 | Do you have a controlled list of approved suppliers? |  |  |  |
| 5.20 | Are your suppliers assessed and monitored? |  |  |  |
| 5.21 | Are order quality requirements clearly defined? |  |  |  |
| 5.22 | Are your suppliers in contract with you? |  |  |  |
| 5.23 | Are requirements communicated to the sub-tiers where applicable? |  |  |  |
| 5.24 | Do you request First Article Inspection (FAI’s) from your external providers? |  |  |  |
| Inspection Process | | | | |
| 5.25 | Are there documented procedures for the inspection and testing of the products or processes provided? |  |  |  |
| 5.26 | Are there documented procedures for in-process inspection? |  |  |  |
| 5.27 | Are incoming products and raw material inspected upon receipt? |  |  |  |
| 5.28 | Are incoming product and raw material certificates of conformance (COC’s) received, reviewed, and kept for traceability purposes? |  |  |  |
| 5.29 | Are acceptance/rejection criteria defined? |  |  |  |
| 5.30 | Are rejected items identified and segregated? |  |  |  |
| 5.31 | Are process cards used for monitoring product inspection and test activities at each stage? |  |  |  |
| 5.32 | Are Acceptance Authority Media (i.e. QA Stamps) used and controlled? |  |  |  |
| 5.33 | Do you have a process and procedure for the inspection, verification, and documentation of the first production rate? |  |  |  |
| 5.34 | Do you send First Article Inspection Report to AAT with the first delivery? |  |  |  |
| Process Control | | | | |
| 5.35 | Are Statistical Process Control (SPC) techniques used for control of processes? |  |  |  |
| 5.36 | Are monitoring and measuring devices controlled and calibrated? |  |  |  |
| 5.37 | Do you have a procedure on Design and Development processes? |  |  |  |
| 5.38 | Do you have full / partial traceability of product and materials? Please specify: | | |  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Special Processes | | | | |
| 5.39 | Do you have any identified special processes?  *(If yes, please specify these special processes)* |  |  |  |
| 5.40 | Are special processes criteria defined for review and approval? |  |  |  |
| 5.41 | Are the conditions determined to maintain the approval? |  |  |  |
| 5.42 | Are the facilities and equipment approved? |  |  |  |
| 5.43 | Are the qualification of persons executing the work established? |  |  |  |
| 5.44 | Are the arrangement for specific methods and procedures for implementation and monitoring of these processes established? |  |  |  |
| 5.45 | Are the requirements for the documented information to be retained established, implemented and maintained? |  |  |  |
| 5.46 | Are periodic revalidation done on special processes? |  |  |  |
| Product Handling Process: | | | | |
| 5.47 | Do you have a procedure on handling and storage of products? |  |  |  |
| 5.48 | Are shelf-life products controlled and monitored? |  |  |  |
| 5.49 | Is preservation of product maintained during transport between your premises and AAT Composites? |  |  |  |
| Customer Property and Review | | | | |
| 5.50 | Do you have a procedure for controlling customer property? |  |  |  |
| 5.51 | Does the process include identification, verification, protection, safeguarding and communication of customer property? |  |  |  |
| 5.52 | List AAT Composites property at your facility (or attached additional sheet): | | |  |
|  |
|  |
|  |
| Configuration and Document Control | | | | |
| 5.53 | Do you have a configuration control system? |  |  |  |
| 5.54 | Do you have a procedure to confirm customer documents are at correct revision before being issued for use? |  |  |  |
| 5.55 | Do you have a procedure for controlling changes to customer product? |  |  |  |
| 5.56 | Control of records (process cards, test results, etc.). How long do you retain quality records? | | |  |
| Non-Conforming Outputs and Corrective Actions | | | | |
| 5.57 | Is non-conforming material clearly identified? |  |  |  |
| 5.58 | Are ambiguities documented and approved by the customer? |  |  |  |
| 5.59 | Are there documented procedures for corrective and preventative actions? |  |  |  |
| 5.60 | Do you inform AAT Composites timely, when a non-conformity was detected on already delivered goods? |  |  |  |
| Customer Complaints and Returns | | | | |
| 5.61 | Do you have a formal customer complaint procedure? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Counterfeit Components or Parts | | | | |
| 5.62 | Do you have an internal procedure for detecting, controlling and the dispositioning of counterfeit parts, preventing such items from re-entering the supply chain?  *(Please provide a copy of the procedure)* |  |  |  |
| 5.63 | Do you have an inspection procedure and checklist how counterfeit components, or parts can be detected?  *(Please provide a copy of the procedure and checklist)* |  |  |  |
| **Mainly (but not only) focussing on *Suppliers of Electronic Components and Parts:*** | | | | |
| Product Safety | | | | |
| 5.64 | Where applicable, have you planned, implemented, and controlled processes needed to assure product safety during the entire product life cycle, as appropriate or relevant to the product? |  |  |  |
| 5.65 | When communicated, is product-safety occurrence-events analyzed? |  |  |  |
| 5.66 | Is a safety conscious and lessons learned culture promoted from occurred events, taking in consideration the impact of parts delivered to the customer, and of the final-product safety? |  |  |  |
| 5.67 | Are occurrences of safety issues prevented by considering industry-experience, which includes occurrences on other products with similar functions or based on same technologies or components? |  |  |  |
| 5.68 | Is this requirement communicated to the sub-tiers where applicable? |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PART 6: HEALTH AND SAFETY** | | | | |
| Certification | | Yes | No | Accredited by |
| 6.1 | Do you have an accredited Health and Safety Programme? |  |  |  |
| Policies and Procedures | | Yes | No | Comments |
| 6.2 | Do you have a Health and Safety Policy? |  |  |  |
| 6.3 | Are all employees Site Safe Trained? |  |  |  |
| 6.4 | Do you have procedures for Emergency Readiness? |  |  |  |
| 6.5 | Do you have procedures for Accident Investigation? |  |  |  |
| 6.6 | Do you have Certified First Aiders on-site? |  |  |  |
| 6.7 | Has there been any caution or prosecution issued by an enforcement authority? |  |  |  |
| Key Performance Indicators  (in the last 12 months) | | No. of Recorded Cases | | Comments |
| 6.8 | Accidents |  | |  |
| 6.9 | Serious Harm |  | |  |
| **COMPANY SITE SECURITY** | | | | |
| 6.10 | Fire Protection? | Yes No | | |
| 6.11 | Restricted Areas? | Yes No | | |

**PART 7: ACKNOWLEDGEMENT OF RECEIPT AND BASIC AGREEMENT**

* Please ensure full completion and sign-off by an authorised representative of your company.
* Additional information may be viewed and available on the AAT Composite’s website: [www.aatcomposties.com](http://www.aatcomposties.com).
* It is important to quote the revision number of the documents reviewed, since new revisions may come about, this will enable us to know which revision you are familiar with.
* Please state any disagreements or exclusions from your side to these following documents, should there be any:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Doc. No.** | **Document Title** | **Rev. No.** | **Conflicting** | **Agreed** |
| BP CP07.02 | Supplier Terms and Conditions |  |  |  |
| BP CP07.04 | Supplier Quality Requirements |  |  |  |
| BP CP07.05 | Supplier First Article Inspection (SFAI) |  |  |  |
| * BF CP04.18a-c | * First Article Inspection Report (FAIR) |  |  |  |
| BP CP07.06 | Supplier Concessions and Production Permits |  |  |  |
| * BF CP07.14 | * Supplier Concession and Product Permit Request |  |  |  |
| BP CP07.07 | Supply Chain Management: Marking of Parts and Assemblies |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Are these following records attached?** | | **Yes** | **No** | **Not Applicable** |
| BF CP07.04 | New Supplier Account Details |  |  |  |
| Copies of All | Your relevant certification(s) |  |  |  |
| Copy of | Your Company Organigram Chart  *(up to extended or mid-management)* |  |  |  |
| Copy of | Your Procedure for Counterfeit Components or Parts Prevention |  |  |  |
| Copy of | Your Inspection Procedure and Checklist for Counterfeit Component or Part Detection |  |  |  |

|  |  |  |
| --- | --- | --- |
| **I hereby confirm as authorised representative of the referenced company:**   1. **All relevant documents as noted on this page has been reviewed and deviation from these described rules indicated clearly.** 2. **Items waivered or amendments clearly indicated.** 3. **Unless otherwise disclosed as described in point 1 and 2 above, agreement to requirements is herewith accepted.** | | |
| **Assessment Completed By (Name)** | **Designation** | **Date Completed and Signed** |
|  |  |  |

*Important Note:*

*Hereafter please be informed that on acceptance of Purchase Orders from AAT Composites, that you agree to comply with these stipulated requirements as documented between the two parties.*