



Supplier Self Survey

To obtain approval to the CTL Aerospace Approved Supplier List, please complete the following survey and return. **If your company is certified or accredited to a recognized industry standard such as ISO 9001 or AS9100, complete only the general information section only and submit to CTL along with a copy of your certification.** If you are a Special Process Supplier, please include a copy of your NADCAP certification.

OEM Supplier

Return to:

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Compliance Manager
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or

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Supplier General Company Information:

Company Name					
Street Address					
City					
State/Province					
Zip/Postal Code					
Country					
Work Phone					
FAX					
E-mail					
Years in Business					
Number of Facilities					
Type of Ownership					
Business Classification (Small Business, Large Minority)					
Total Plant Area					
Number of Buildings					
Personnel breakdown:	Total:	Eng:	Production:	Quality:	Other:
Name and Title of Person completing Survey:					
Date Survey Completed:					



A. Quality Management

		Answer
1.	Do you have a Quality Manual and Organizational Chart?	
2	Do you have a Quality Policy?	
3	Are management review meetings held and minute meetings documented?	
4	Is the Quality Management System reviewed for adequacy at scheduled intervals?	

B. Quality System

		Answer
1.	Have key processes been identified?	
2	Have the sequence and interaction of processes been determined?	
3	Have process performance indicators been determined to measure effectiveness?	
4	Are actions taken when planned results are not achieved?	
5	Are actions taken to continually improve key processes?	

C. Contract Review

		Answer
1.	Are contract reviews performed?	
2	Are contracts compared to quotes?	
3	Are all customer requirements clearly defined?	
4	Are amendments to contracts also reviewed?	
5	Are contract requirements differing from those previously expressed resolved?	

D. Document Control

		Answer
1.	Are drawings reviewed and approved prior to release to production?	
2	Are procedures reviewed and approved prior to use?	
3	Are relevant documents available at points of use?	
4	Are document of external origin identified and controlled?	
5	Are documents legible and identifiable?	

E. Purchasing

		Answer
1.	Is a list of approved suppliers maintained?	
2	Is supplier performance periodically reviewed?	
3	Are customer approved sources used for Special Process?	
4	Is action taken when suppliers do not meet specified requirements?	



F. Calibration

		Answer
1.	Is an inventory kept of all measuring and test equipment?	
2	Are all calibrations performed traceable to NIST?	
3	Do measuring devices have identification in order to determine calibration status?	
4	Is Inspection Equipment calibrated in accordance with ISO10012 or equivalent?	
5	Are measuring devices protected from damage and deterioration during handling, maintenance and storage?	

G. Customer Supplied Product

		Answer
1.	Is customer supplied product received and controlled the same as supplier product?	
2	Does this include packaging, containers, and returnables?	

H. Records

		Answer
1.	Is there a procedure that defines the control of Quality Records?	
2	Are record retention times established?	

I. Process Control

		Answer
1.	Are work instructions created and available for production or service performed?	
2	Are key characteristics identified and measured prior to approval?	
3	Are production sign-offs and verifications performed?	
4	Are precautions taken to prevent Foreign Object Damage and/or Debris (FOD)?	
5	Are operators properly trained to perform process operation?	

J. Inspection and Testing

		Answer
1.	Is receiving inspection performed for purchased items?	
2	Are in-process inspection criteria defined?	
3	Are test fixtures verified prior to use?	
4	Are test programs verified prior to use or new revision?	



K. Control Nonconforming Product

		Answer
1.	Is non-conforming product stored in a clearly marked area separate from conforming product?	
2.	Is non-conforming material being dispositioned in a timely manner?	
3.	Are customers notified of nonconforming product that has been detected prior to shipment?	
4.	Are customer returns for product nonconformance being addressed with a corrective action?	

L. Corrective & Preventive Action

		Answer
1.	Are process or product nonconformities being addressed with a corrective action?	
2.	Are corrective actions addressed in a timely manner?	
3.	Are corrective actions reviewed for effectiveness?	
4.	Are preventive actions taken to eliminate future problems?	
5.	Are records kept of all actions taken?	

CTL Aerospace Inc. thanks you for your prompt response.