PCC Structurals, Inc.

SUPPLIER QUALITY ASSURANCE SYSTEM
CHECKLIST PS 76-001(G)

SUPPLIER: _____

ADDRESS: _____

_____

_____

PHONE: _____ FAX: _____

PRIMARY
QUALITY   Name: _____
CONTACT: e-mail: _____

PRODUCT / OR SERVICE:

PCC PART #(s)   _____ _____ _____

_____ _____ _____

_____ _____ _____

PERFORMED BY: _____   DATE: _____
   (Supplier to provide a physical or digitized signature)

FOR PCC USE ONLY:

REVIEWED BY: _____   DATE: _____

ON-SITE COMPLETED BY: _____   DATE: _____

FACILITIES & CAPABILITIES SURVEY

Company Management Officials

NAME: _____ POSITION: _____

NAME: _____ POSITION: _____

NAME: _____ POSITION: _____

LIST THREE MAJOR CUSTOMERS: _____

_____

_____

THIRD PARTY/CUSTOMER ACCREDITATION APPROVAL:

ISO 10012	☐	AS9131	☐	ANSI/NCSL Z540.3	☐	GE S-1000	☐
ISO 9001	☐	AS9100	☐	ISO/IEC 17025	☐	PW ASQR-01	☐
RR SABRe	☐	Nadcap	☐	HW SPOC MANUAL	☐	SAFRAN GRP-0087	☐
MTU MTN 94111	☐						

Facilities

Total Plant Area: Sq. Ft.	Maintenance of:
No. of Buildings:	Structure and Grounds: ☐ Excel. ☐ Good ☐ Poor
Type of Buildings:	General Housekeeping: ☐ Excel. ☐ Good ☐ Poor
Total Number of Employees:	Work Schedule:
Employee Breakdown:	Hours:
Engineering:	Shifts:
Production:	Days Worked:
Quality Control:	
Others:	% of Present Production to Full Capacity %
Years in Business:	Union ☐ Non-Union ☐

PART SIZE LIMITATIONS: ☐ YES*   ☐ NO   ☐ N/A

*EXPLAIN: _____

MAXIMUM PART PROCESSING SIZE   _____

(e.g., 45"W x 35"L x 18"D)

PLANT EQUIPMENT:

<u>GENERAL CONDITION</u>   <u>QTY</u>   <u>DESCRIPTION</u> (OR ATTACH LIST)

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

☐ EXCEL.   ☐ GOOD   ☐ POOR

<u>SELF-SURVEY NOTE:</u> *The survey contains unique requirements in addition to ISO 9001, AS9100, or AS9131. The survey must be completed to ensure the supplier is properly evaluated for Purchaser specific requirements. All suppliers must complete the entire survey and submit copies of any third party accreditation/approvals. In certain cases, for a specific Supplier who has previously demonstrated acceptable compliance to the survey, the Purchaser may waive the requirement of completing pages 4-13. If this applies, it will be communicated in the cover letter accompanying this survey.*

Instructions: Enter Supplier Quality Documentation Reference Number in Supporting Documentation Column

Note: If Service/Material Purchasing Specification exempts specific PS 76-001 requirements, enter "N/A" for each question exempted and note "EXEMPT" in comments column, also note where exemption is stated e.g. "PO ABC123 page 2"

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
N/A	Is the supplier's QC Manual revision controlled? Revision No./Date _____ Revision method utilized _____	☐	☐	☐	
N/A	Has the supplier's QC Manual been formally legitimized (i.e., company management approval signatures)?	☐	☐	☐	
N/A	Does the supplier have a current copy of Purchase Specification 76-001?	☐	☐	☐	
N/A	Is the supplier's current copy of Purchase Specification 76-001 adequately controlled?	☐	☐	☐	
3.1	Does the supplier have an accredited quality system?	☐	☐	☐	
	Of the system specifications listed in 76-001, which does the supplier claim to meet:				
	ISO 10012	☐	☐	☐	
	ISO/IEC 17025	☐	☐	☐	
	AS9100/9115/9131/ISO 9001	☐	☐	☐	
	ARP 9005	☐	☐	☐	
	AS9115	☐	☐	☐	
	Pratt Whitney ASQR-01	☐	☐	☐	
	GE S-1000	☐	☐	☐	
	Rolls Royce SABRe	☐	☐	☐	
	Honeywell SPOC Manual	☐	☐	☐	
	SAFRAN GRP-0087	☐	☐	☐	
	MTU MTN 94111	☐	☐	☐	
	Nadcap (specify special process accreditation)				

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
	Other: List:	☐	☐	☐	
6.2	Does the supplier have an internal quality system audit program?	☐	☐	☐	
6.3	Does the supplier assure all personnel receive adequate training and are competent to perform assigned tasks? Is the training documented and retained for a period not less than 3 years after an employee leaves the organization?	☐	☐	☐	
6.5	Does supplier provide for right of entry?	☐	☐	☐	
	Does supplier have provisions in place to notify PCC in event of changes in company ownership, facility location, or 3rd party accreditations?	☐	☐	☐	
6.7	Is Contract affected by DPAS 'DO' or 'DX' rating?	☐	☐	☐	
	If Yes, does the supplier flow such rating and requirements down to their own sub-contract sources?	☐	☐	☐	
6.8	If the contract, drawing, and/or specification requires technical data to be controlled by International Traffic in Arms Regulations (ITAR) and/or Export Administration Regulations (EAR); does the supplier comply with all relevant sections of ITAR and/or EAR, including flowing such requirements down to their own sub-contract sources?	☐	☐	☐	
6.9	Does the supplier maintain the infrastructure needed to achieve product conformity?	☐	☐	☐	
	Does the supplier document and maintain records of maintenance activities?	☐	☐	☐	
	Does the supplier maintain an acceptable level of cleanliness to assure the prevention of foreign object debris (FOD), including conformance to requirements of AS9146?	☐	☐	☐	
6.10	Does the supplier have provisions in place to prevent risk of supplying counterfeit material?	☐	☐	☐	
	Does supplier ensure traceability of its supply chain back to the original manufacturer?	☐	☐	☐	
6.11	Does the supplier have access to the PCC Code of Conduct or their own equivalent document?	☐	☐	☐	
	Does the supplier comply with the PCC Code of Conduct or their own equivalent?	☐	☐	☐	
7.1.1	Does the supplier define its quality policy, objectives and commitments?	☐	☐	☐	
	Does the supplier assure the Quality Policy is understood, implemented, and maintained at all levels?	☐	☐	☐	
7.1.2	Does the supplier document, implement, maintain, and continually improve their quality management system?	☐	☐	☐	
	Are the processes needed for the quality management system defined, monitored and measured, and periodically reviewed for their effectiveness?	☐	☐	☐	
7.1.3	Does the supplier describe the supplier's managerial structure (i.e., organizational chart) and does the structure allow the quality function sufficient organizational freedom?	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
7.1.4	Has the supplier appointed a management representative who has unrestricted access to top management to resolve quality issues?	☐	☐	☐	
7.1.5	Does supplier's top management ensure that customer requirements are met with the aim of enhancing customer satisfaction?	☐	☐	☐	
	Does the supplier measure product conformity and on-time delivery and take appropriate action if planned results are not achieved?	☐	☐	☐	
7.2.1	Does the supplier describe their policy regarding initial contract (i.e., purchase order) review of requirements (i.e., initial quality planning) including risk management to identify any special requirements?	☐	☐	☐	
7.2.2	Does supplier ensure End-User requirements are specified in the work instruction if specified?	☐	☐	☐	
7.3.1	Does the supplier utilize a form of documented work instructions (i.e., routers, travelers, etc.) that contain clear and complete documented instructions of a type appropriate to the process being performed?	☐	☐	☐	
7.4.1	Does the supplier's Quality Program describe a system for controlling the retention and storage of records essential to the effective operation of the quality program?	☐	☐	☐	
	A. Does the supplier's quality program assure that records are complete, reliable, and retention times established in writing?	☐	☐	☐	
	B. Does the supplier retain inspection and testing records that indicate as a minimum the nature of observations, and the number of observations, and the number and type of deficiencies found?	☐	☐	☐	
	C. Do the inspection and test records indicate the acceptability of work/product and action taken in connection with deficiencies?	☐	☐	☐	
7.4.2	Does the system description define record retention time period?	☐	☐	☐	
	If yes, does the record retention policy of the supplier require the duration to meet applicable purchase specification or a minimum of 11 years, whichever is greater?	☐	☐	☐	
7.5.1	Does the supplier describe a system for obtaining prompt detection and correction of conditions adverse to quality (i.e., corrective action system)?	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
	Does the corrective action system include provisions for: A. Analysis of data and adverse conditions to determine extent and cause?	☐	☐	☐	
	B. Analysis of trends?	☐	☐	☐	
	C. Implementation of Corrective Action, and initial and follow up reviews of effectiveness?	☐	☐	☐	
7.5.2	Does the supplier immediately investigate and report within (15) working days to the Purchaser the root cause(s), planned corrective action, and implementation date upon notification of a nonconformance relative to a material or service?	☐	☐	☐	
7.6.1	Does the supplier's Quality Program describe a system for controlling the adequacy, completeness, and currentness of drawings and specifications?	☐	☐	☐	
	Does the system describe provisions for controlling the effectivity of changes in design and/or contract?	☐	☐	☐	
	If this subcontractor receives Digital Data that is used to process or disposition product, does the system provide for adequate control?	☐	☐	☐	
7.6.2	Does the supplier ensure all documentation of the correct revision is available at locations where essential operations are performed?	☐	☐	☐	
7.6.3	Does the supplier maintain a Master List or equivalent to identify the current revision of documents?	☐	☐	☐	
7.7.1	Does the supplier ensure that incoming product is not used / processed until verified?	☐	☐	☐	
	Does the supplier ensure that if material is released for urgent purposes it is positively identified and recorded?	☐	☐	☐	
7.7.2	A. Does the supplier inspect, test and identify product as required?	☐	☐	☐	
	B. Does the supplier establish product conformance to specified requirements?	☐	☐	☐	
	C. Does the supplier hold product until released?	☐	☐	☐	
	D. Does the supplier identify non-conforming product?	☐	☐	☐	
7.7.3	Does supplier ensure that product is not dispatched until all required process and testing are complete?	☐	☐	☐	
	Does supplier issue Certificates of Conformance?	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
	Does the supplier identify and inspect key/critical characteristics to assure product conformity after processing?	☐	☐	☐	
7.7.3.1.1	If Yes, does the C of C include a statement of conformity and declare end use customer (e.g. PWA End Use) or accompanying letter.	☐	☐	☐	
7.7.3.1.2	If C of Cs are Computer generated do they contain either: (a) An actual facsimile signature adjacent to a typed name?	☐	☐	☐	
	(b) A letter accompanying the certificate signed by a responsible Supplier representative, attesting that: A. The Supplier is using a computerized system; B. The typed name on the certificate is an authorized Supplier representative; C. The Supplier is responsible for the information contained herein.	☐	☐	☐	
7.7.4	Does the supplier's quality program include provisions for a calibration system that meets the requirements of ISO 10012, ISO/IEC 17025, or ANSI/NCSL Z540.3?	☐	☐	☐	
7.7.4.1	Does the program include provisions for : 1. Adequacy of measuring standards (Collective uncertainty)?	☐	☐	☐	
	2. Environmental Controls?	☐	☐	☐	
	3. Intervals of Calibration?	☐	☐	☐	
	4. Calibration Procedures?	☐	☐	☐	
	5. Out of Tolerance Conditions?	☐	☐	☐	
	6. Calibration Records?	☐	☐	☐	
	7. Calibration Status (Labels)?	☐	☐	☐	
	8. Control of Subcontractor Calibration?	☐	☐	☐	
	9. Storage and Handling?	☐	☐	☐	
	Does the supplier's quality program permit the utilization of the supplier's measuring devices and or personnel by the Purchaser to verify conformance with the contract requirements?	☐	☐	☐	
7.7.4.2.2	If the suppliers system is ANSI/NCSL Z540 accredited, does the supplier use the Handbook Z540.3 as the interpretive guide?	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
7.7.4.2.3	Has the supplier established reliability goals, accuracy ratios, and Significant-Out-Of-Tolerance condition criteria?	☐	☐	☐	
	A. Does the supplier's calibration interval analysis methodology state a reliability goal to meet a minimum 95% reliability for M&TE in-tolerance at the end of their specified interval schedule?	☐	☐	☐	
	B. Does the suppliers system require documented review of impact on quality and notification to the Purchaser if product received by Purchaser has been affected by any M&TE out-of-tolerance condition exceeding 25% of the product tolerance?	☐	☐	☐	
7.7.4.2.4	Do the individuals performing visual inspection (i.e. calibration, non-weld, in-process, layout, dimensional) comply to the near vision requirements of Snellen 14/18, (20/25) and Jaeger at not less than 12 inches?	☐	☐	☐	
7.7.4.2.5	Do the individuals performing inspections on welds comply with the American Welding Society (AWS) D17.1?	☐	☐	☐	
7.7.4.2.6	Do the individuals performing Non Destructive Testing (NDT) comply with Aerospace Industries Association National Aerospace Standard (AIA/NAS) 410?	☐	☐	☐	
7.7.5	Does the supplier's system provide for First Article Inspection (when required)?	☐	☐	☐	
7.8	Does the supplier describe a system for controlling customer owned tooling and or materials?	☐	☐	☐	
7.8.1	Does the supplier's system address: 1. Initial and Periodic Assessment?	☐	☐	☐	
	2. Adequate storage and protection?	☐	☐	☐	
	3. Maintenance/Calibration?	☐	☐	☐	
	4. Inventory Control?	☐	☐	☐	
7.8.2.1	Does the supplier require that PCC provided tooling or material be used on PCC product only?	☐	☐	☐	
7.8.2.2	A. Does supplier inspect PCC provided material / tooling upon receipt?	☐	☐	☐	
	B. Does supplier provide for proper identification and storage?	☐	☐	☐	
	C. Does supplier provide adequate control?	☐	☐	☐	
	D. Does the supplier stop work and immediately report unacceptable conditions to PCC?	☐	☐	☐	
7.8.2.3	A. Does the supplier arrange for calibration of PCC owned tooling through PCC?	☐	☐	☐	
	B. If calibration expires, is the item removed from service and calibration arranged through PCC?	☐	☐	☐	
7.9.1	Is supplier owned tooling, etc, qualified before release for use?	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
	Is supplier owned tooling, etc, re-qualified periodically as required?	☐	☐	☐	
7.10.1	Does the supplier describe a system for controlling the purchase of critical materials and services?	☐	☐	☐	
	Does the system include provisions for: A. Flowing customer requirements down to sub-tier(s)?	☐	☐	☐	
	B. Evaluation of adequacy of procured items?	☐	☐	☐	
	C. Early information feedback from sub tier(s) and correction of non-conformances?	☐	☐	☐	
7.10.1.1	Does the supplier maintain records of acceptable sub-contractors and use only sub-contractors that are deemed acceptable?	☐	☐	☐	
7.10.1.2	Do suppliers purchasing documents to sub-contractors and sub-tier suppliers clearly describe the product / service ordered?	☐	☐	☐	
	A. Does this description include type, class, style, etc?	☐	☐	☐	
	B. Does this include positive identification such as Specifications, Drawings, etc?	☐	☐	☐	
	C. Does this include all applicable Quality System Standards?	☐	☐	☐	
7.10.1.3	Does the supplier review and approve purchasing documents before release to sub-tiers?	☐	☐	☐	
7.10.1.4	Does the supplier ensure that their sub-tier's (as well as their own) equipment, operators, etc are properly certified and documented?	☐	☐	☐	
7.10.1.5	Does the supplier recognize their responsibility to obtain full compliance from all sub-tier suppliers?	☐	☐	☐	
7.10.1.6	Does the supplier ensure that raw materials conform to all applicable requirements?	☐	☐	☐	
	Do C of Cs for raw materials contain actual Test Values?	☐	☐	☐	
7.10.2.1	Do the supplier's procedures prohibit the subcontracting of work without express permission from both customer purchasing and quality departments?	☐	☐	☐	
	Does the supplier use only subcontractors approved by PCC (and PCC's customers, when required?)	☐	☐	☐	
7.10.2.2	Are only approved Labs used for testing (when specified?)	☐	☐	☐	
7.10.2.3	Does the supplier require written approval to use a material or service that is in variation to the contract?	☐	☐	☐	
7.11.1	Does the supplier have documented Work Instructions? (either included on the processing record e.g. Router or Traveler, or in separate process instructions e.g. Procedures)	☐	☐	☐	
	Does the supplier have adequate production equipment to support the PO requirements? (i.e. volume, schedule, Quality level)	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
	Does the supplier provide for any required Environmental Conditions and controls? (e.g. any in-house calibration should be performed in a controlled environment)	☐	☐	☐	
	Does the supplier ensure all systems and personnel are fully qualified before production is begun? (and re-qualified after any significant change)	☐	☐	☐	
	Does the supplier ensure that any and all operations requiring certified personnel are performed only by properly certified individuals? (and that their certification is valid and current)	☐	☐	☐	
	Are Inspection and Monitoring of processed materials or services accomplished in a suitable manner? (e.g. Calibrated equipment, Certified personnel)	☐	☐	☐	
7.12.1	Does the supplier describe a system for assuring the adequacy of handling, storage, and delivery practices?	☐	☐	☐	
	If yes, does the supplier utilize work and inspection instructions for the handling, storage, preservation, packaging, and shipping of materials to prevent damage, loss, deterioration, degradation, or substitution?	☐	☐	☐	
7.12.2	Does the supplier have an inventory management system or method to assure stock rotation (e.g. FIFO – first in first out), shelf life control, inventory accuracy, and segregation of unserviceable product, equipment, tools, and material?				
7.13.1	Does the supplier have an established and maintained system for controlling non-conforming material?	☐	☐	☐	
7.13.2	A. Does the supplier provide PCC prompt notification in writing of rework, substitution, unauthorized processing, etc?	☐	☐	☐	
	B. Does the supplier ensure non-conforming materials are not dispatched without the express written approval of PCC?	☐	☐	☐	
	C. Does the supplier provide a Notification of Escape to PCC within 24 hours?	☐	☐	☐	
7.14.1	Is the supplier positively identifying the inspection status of product being processed (i.e., stage of completion)? Identification method: _____ (i.e., stamps, signature, routing cards, etc.)	☐	☐	☐	
7.15.1	Do the supplier's procedures address Customer and or Government Source Inspection requirements?	☐	☐	☐	
	Does the suppliers system include provisions for: A. Prompt notification to the Government Representative upon receipt of the order?	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
	B. Prompt purveyance of copies of the Purchase Order to the Government Representative upon receipt of the order?	☐	☐	☐	
	C. Availability at site of all documents and reference data for review by the Government Representative?	☐	☐	☐	
	D. Purveyance of copies of the purchasing documents as instructed by the Government Representative?	☐	☐	☐	
7.16.1	Does supplier maintain documented procedures for identifying the product during all phases?	☐	☐	☐	
	Does the supplier provide Traceability where appropriate?	☐	☐	☐	
7.16.2	Is PCC lot control and serialization maintained at all times?	☐	☐	☐	
8.1.1	Is the supplier by purchase order and/or other agreements required to establish and implement a software quality assurance program?	☐	☐	☐	
8.1.2	Has the supplier established and implemented a Software Quality Assurance Plan (SQAP) that will ensure both deliverable and non-deliverable software used directly for the design, processing, inspection, test or operation of deliverable services and/or materials is controlled?	☐	☐	☐	
8.1.2.1	Does the deliverable software and software contained in deliverable materials contain all the elements of the AS 9115 in the SQAP?	☐	☐	☐	
8.1.2.2	Does the non-deliverable software such as CAD, CAM, CAI, and ATS contain all the elements of the ARP 9005 in the SQAP, including but not limited to software development, software test criteria, documentation, library controls, and subcontractor control?	☐	☐	☐	
8.2.1	Does the supplier describe a program for the Statistical Control of processes performed at their facility (if req'd)?	☐	☐	☐	
8.3.2	If required, does the supplier describe a program for identifying, documenting, and analyzing the cost of quality (i.e., prevention, appraisal, correction, and failure)?	☐	☐	☐	
11.1	Does the supplier perform controlled or 'special' processes?	☐	☐	☐	
	If Yes, does the supplier have approval from PCC's customer(s) as required?	☐	☐	☐	
	A. Does the supplier submit work instructions for controlled processes to PCC for approval?	☐	☐	☐	
	B. Does the supplier demonstrate to the Purchaser a program of configuration management and subsequent assignment of code numbers to the process?	☐	☐	☐	

76-001 Section	Item	YES	NO	N/A	Supporting Documentation / Comments
	C. Does the supplier submit any changes to these work instructions to PCC for approval?	☐	☐	☐	
11.2	Are processes fixed at the earliest opportunity after order acceptance?	☐	☐	☐	
11.3	Does the supplier not change any aspect of processing bound by Fixed Process without written approval from PCC?	☐	☐	☐	

Additional Comments: _____