Supplier Self Evaluation Form F-840-012-B

	Certification/Traceability	Yes	No	N/A
1.	Does your Certification of Conformance (C of C) with each shipment contain the following:			
2.	Manufacture Certification of Conformance			
3.	Part Number			
4.	Revision Level (if requested)			
5.	Name of Manufacturer			
6.	Lot and Batch Number			
7.	Cure Dates			
8.	HB Aerospace P.O. Number			
9.	Authorized Signature			
	Procurement	Yes	No	N/A
10.	Does your organization have a documented Purchasing/Supply Chain Management Procedure?			
11.	Will your purchase orders specify specific customer and/or other special requirements including supplier record retention requirements?			
	Receiving Inspection	Yes	No	N/A
12.	Will Receiving Inspection check incoming shipments to the purchase order requirements?			
13.	Are inspected items identified and segregated from items awaiting inspection?			
14.	Are all parts clearly identified to show inspection status?			
	Material Control	Yes	No	N/A
15.	Are non-conforming products properly segregated?			
16.	Is there a method for disposing of non-conforming material?			
17.	Are life limited products controlled and expiration dates tracked?			
18.	Life limited materials are shipped with _____% life remaining?			
19.	Is lot identity maintained for all applicable parts?			
20.	Is lot/batch segregation maintained with recall capabilities by lot/batch?			
21.	Is final inspection performed?			
22.	Are test and measurement equipment calibrated at documented intervals?			
	Data and Document Control	Yes	No	N/A
23.	Is proper documentation regarding interchangeability of part numbers from manufacturers supplied with all alternate part numbers?			
24.	Is there a process in-place to assure that all documents, forms, drawings and technical data are controlled and maintained at current revision levels?			
	Quality Management System	Yes	No	N/A
25.	Is your Quality System approved by any other Tier 1 OEM and if so identify them below:			
26.	Is there a member of management knowledgeable in military and commercial aircraft Quality Systems exercising quality decisions?			
27.	Are written QA procedures maintained current and available to those affected?			
28.	Are documented Internal audits of the Quality System performed on a scheduled basis with the results reviewed by senior management?			
29.	Do you have a corrective action program in place including verification of effect?			
30.	Do your procedures require notification to Customers prior to implementation of any change that may affect quality and/or product fit, form or function?			
31.	Do your procedures require notification to HB Aerospace prior to implementation of any change that may affect quality and/or product fit, form or function using ASQR-01 Form 2?			
32.	Are all **Distributors** within your supply chain certified by an industry accredited body to AS/EN/JISQ 9100, AS/EN/JISQ 9120, ISO 9001, or IATF16949:2016?			
33.	For metals, electronics, and hardware, are you only using Distributors on the UTC Qualified Distributor List (www.utc.com/suppliers)?			

	Quality Management System (continued)	Yes	No	N/A
34.	Do your procedures state that any verbal agreements or instructions from the HB Aerospace are not to be construed as approval or authorization to proceed (e.g., on items that effect quality, fit, form or function)?			
35.	Are the below documents available to HB Aerospace in English? • Quality Manual • First level Quality procedures • Process documentation requiring Member approval • All formal communication			
36.	Does your process require HB Aerospace to be notified prior to any planned work transfers?			
37.	Do your procedures include a provision to notify HB Aerospace of any changes to the status any certification, registration, or accreditation that your company or its products or processes currently has or receives in the future within 48 hours of receiving notification of the change?			
38.	Do you have a documented procedure compliant with AS9146 for FOD Prevention Programs, and include cleanliness of manufacturing processes and residual magnetism (if applicable) as additional program elements?			
39.	Do you have a documented FOD awareness training program in place for all employees that is compliant with the requirements of AS9146?			
40.	Do your procedures require that changes to manufacturing documents and records be recorded, dated and traceable to a qualified person making the change (e.g., signature, stamp) with the original data being legible and retrievable after the change?			
41.	Do your procedures require a minimum 10 year record retention period?			
42.	Do your procedures require a root cause and corrective action process consistent with the 8D methodology in AS13000?			
43.	Do your procedures require that HB Aerospace is informed within 24 hours of suspect nonconforming product having been shipped?			
44.	Do your procedures include requirements that all rework must have specific documented work instructions?			
45.	Do your procedures require that all affected characteristics are 100% over-inspected after the rework is completed and that the over-inspection is documented for a minimum of the next three consecutive manufactured lots?			
46.	Do you maintain a list of approved sub-tier suppliers, including the type and extent of control exercised over each supplier?			
47.	Is the requirement to maintain a list of approved sub-tier suppliers flowed down in POs to your sub-tiers?			
48.	Do your procedures require that all applicable requirements flowed down to you are flowed down to your supply chain?			
49.	Do you conduct training (to include awareness, avoidance, detection, mitigation and disposition of suspect/ fraudulent/ counterfeit parts) for all relevant personnel/positions involved with the counterfeit management process?			
50.	Do your procedures govern the prevention and mitigation of the use of counterfeit parts per the requirements of AS5553 for electronic components and AS6174 for non-electronic product?			
51.	Are FAIR's (First Article Inspection Reports) performed in accordance with the requirements of AS9102?			
52.	Is your calibration system and outsourced calibration laboratory compliant to ISO 10012, ISO 17025 or ANSI/NCSL Z540.3?			
53.	Does your process require that Significant-Out-Of-Tolerance conditions have a documented review of impact on quality, and notification to the customer within 24 hours, if product delivered has been effected?			

	Quality Management System (continued)	Yes	No	N/A
54.	Do your procedures require on-going verification of visual acuity and color vision for individuals performing product inspection (i.e. calibration, non-weld, in-process, layout, dimensional)?			
55.	Do you perform 100% or if using a sampling plan, is it statistically valid based on an industry standard where C = 0 or has it been approved by HB Aerospace?			
56.	Do your procedures require 100% inspection for the first 25 production pieces prior to implementing sampling?			
57.	Is your company is using an Operator Certification Program or other special manufacturing methodologies?			
58.	Are you and/or members of your supply chain that provide any special process services listed below, NADCAP accredited: - Chemical Processing - Coatings - Heat Treat - Materials Testing Laboratories - Nonconventional Machining and Surface Enhancement - Nondestructive Testing - Welding			
59.	Are all materials testing laboratories accredited by either NADCAP or by signatories to the ILAC?			
60.	If your organizations has any plans to achieve any Management System, Process, or Product certifications, accreditations or registrations; list them below along with the target date: - - - - - - - - - - -			

Notes, Comments and Additional Information:

Completed By:	**Title:**	**Date:**