SUPPLIER SURVEY AND QUESTIONNAIRE

NPAS, INC. ("NPAS")

In accordance with ISO 9001:2015 standards

NPAS operates pursuant to an ISO 9001:2015 compliant Quality Management System ("QMS"). As part of this QMS, NPAS takes steps to ensure that our valued suppliers have a quality system in place to ensure the consistent delivery of high quality products, and that they adhere to the standards they have in place. For this reason, we ask that you complete the Short Form Survey, and as applicable, the Long Form survey so that we can fairly assess the system by which you provide quality products to your customers. This completed survey is required of all NPAS suppliers, and we appreciate you taking the time to provide it.

Instructions for use: Please email completed survey to sales@npas.com.

Short Form Survey:
Completion required by all suppliers. Requests general information for the NPAS Vendor database. Please complete and return this form to requester via email as soon as possible in order to be added to or updated in our database.

Long Form Questionnaire:
Completion required by suppliers not currently AS9100 or ISO 9001 certified. Survey will be utilized by NPAS Purchasing and Quality Departments to assess supplier compatibility with NPAS.

SUPPLIER SURVEY SHORT FORM QUESTIONS

Assessment Type: ☐ New Supplier ☐ Update/Revalidation

Supplier's Company Name:
_____

CAGE Code:
_____

Subsidiary of or
AKA:_____

Address:_____

Primary Contact Name:
_____

Phone:
_____

Fax:
_____

Email:
_____

Website:
_____

Payment Terms:
_____

Fed Tax ID #: _____(please provide W9)

Annual Sales (USD): $_____

Privately Owned	☐ YES ☐ NO	Public Corporation	☐ YES ☐ NO
Minority Owned	☐ YES ☐ NO	SDV Owned	☐ YES ☐ NO
Small Business	☐ YES ☐ NO	Women Owned Small Business	☐ YES ☐ NO

Supplier's Services, Facilities & Equipment: What Types of services are provided? (Check all that apply & explain if necessary) - ☐ Manufacturer ☐ Distributor ☐ Service

# of Employees: _____ Plant Size _____

SIC Number: _____

Years in Business _____ # of Locations _____

of shifts _____

Describe Equipment or Attach List:

If you have a promotional brochure, please attach or provide by email to sales@npas.com.

What is your primary area of expertise?

_____

What % of your business is related to the aerospace industry? _____ %

QUALITY SYSTEM – IF CERTIFIED, PLEASE ATTACH COPY OF CERTIFICATION

Certification	**Expiration Date**
ISO 9001	_____
AS9100	_____
AS 9120	_____
NADCAP	_____
Other	_____

If ***Not*** certified, please answer the following:

☐ YES ☐ NO AS9100 Compliant?
☐ YES ☐ NO Quality Plan?
☐ YES ☐ NO Quality Policy?
☐ YES ☐ NO Risk Management Program?
☐ YES ☐ NO Document Retention Policy?
☐ YES ☐ NO Provide Certificate of Conformance/Compliance?
☐ YES ☐ NO Counterfeit Materials Avoidance Policy?
☐ YES ☐ NO Conflict Minerals Policy?
☐ YES ☐ NO If not, do you purchase any raw materials from conflict nations or sources as limited by the U.S. Government?

Will you allow NPAS representatives to visit/audit your manufacturing site periodically? This is required of vendors for ISO 9001:2015 compliance and for purposes of quality assurance. ☐ YES ☐ NO

KEY CONTACTS

	Name	**E-Mail**	**Phone#**
President/GM:			
Quality Control Manager:			
Accounts Receivable:			

Whom are the staff supporting the NPAS orders? _____

☐ YES ☐ NO Are these individuals accessible to NPAS associates?

Name/title of person completing form and certifying its accuracy:

_____
Name

_____
Title

_____
Signature Date

SUPPLIER SURVEY LONG FORM QUESTIONS

QUALITY ASSURANCE SYSTEM GENERAL			**YES**	**NO**	**N/A**
1.	Do you have a written quality manual?		☐	☐	☐
2.	If so, is there a process for approving changes to the manual? Please explain:		☐	☐	☐
3.	If not, do you have a documented quality system?		☐	☐	☐
4.	Do you have a risk assessment/risk management program?		☐	☐	☐
5.	Do you have a robust internal continuous improvement process and is it flowed down to sub-tier suppliers?		☐	☐	☐
6.	Do you have a current disaster preparedness plan?		☐	☐	☐
7.	Do you have a defined environmental, health, and safety program in use?		☐	☐	☐
8.	Do you use an Enterprise Resource Planning (ERP) Software to track revision numbers for parts you would supply to NPAS?		☐	☐	☐
	IF not, If not, how is NPAS assured that you will not use an incorrect revision number for the part?				
9.	Do you have a process to ensure safety in the performance of production by all employees?		☐	☐	☐
10.	Do you have a written process to control all chemical hazards, to prevent them from contaminating product, or otherwise creating a hazard to the customer or employees?		☐	☐	☐
11.	Do you have a system to account for, properly and safely store and handle customer supplied raw materials or products?		☐	☐	☐
DOCUMENTATION AND RETAINING DOCUMENTS			**YES**	**NO**	**N/A**
12.	Are records of conformity to requirements and effective implementation of the quality management system maintained and readily available when requested by the customer?		☐	☐	☐
13.	How long are those records maintained? _____				
14.	Does your company consider the following to be controlled documents:		☐	☐	☐
	☐ Drawings		☐	☐	☐
	☐ Bills of Materials		☐	☐	☐
	☐ Product Specifications		☐	☐	☐
	☐ Manufacturing Standards (Soldering, Electro Static Discharge, Safety Protocol)		☐	☐	☐
	☐ Assembly procedures		☐	☐	☐

	☐ Work instructions and procedures?		☐	☐	☐
	☐ Testing protocol and specifications		☐	☐	☐
15.	Does your company track all revisions of the documents referenced in item 14?		☐	☐	☐
16.	If so, does your company have a process to validate and approve such changes?		☐	☐	☐
17.	Do you have a process to ensure that obsolete revisions are not used? If so, please explain:		☐	☐	☐
INSPECTION AND NON-CONFORMING PRODUCT			**YES**	**NO**	**N/A**
18.	Do you have an incoming inspection process?		☐	☐	☐
19.	Do you have a process in place for inspection of product:		☐	☐	☐
	☐ During manufacturing		☐	☐	☐
	☐ Following manufacturing and prior to shipment		☐	☐	☐
	☐ Returned materials what were non-conforming		☐	☐	☐
20.	Is your quality inspector different from the person who produces the product being inspected?		☐	☐	☐
21.	Do you maintain all testing records?		☐	☐	☐
22.	If so, how long are such records maintained?		☐	☐	☐
23.	Do you have a tool calibration policy?		☐	☐	☐
24.	If so, are calibration records maintained?		☐	☐	☐
25.	Do you permit employees to use their own equipment or tools?		☐	☐	☐
26.	If so, by what process do you ensure those tools and equipment are calibrated?		☐	☐	☐
27.	Does your policy ensure that only calibrated testing instruments are used in inspection?		☐	☐	☐
28.	Do you have a process for proper segregation and handling of non-conforming product?		☐	☐	☐
29.	Is non-conforming product adequately labeled as such, and segregated?		☐	☐	☐
30.	Do you conduct sampling during production to gauge whether or not the product will meet specifications or to find irregularities?		☐	☐	☐
31.	Do you maintain records in connection with non-conforming product?		☐	☐	☐
32.	Do you evaluate performance with respect to non-conforming product?		☐	☐	☐
OPERATIONS AND PRODUCTION CONTROL			**YES**	**NO**	**N/A**
33.	Do you have documented Work Instructions required to be used when manufacturing product?		☐	☐	☐

34.	If so, how do you ensure they are used?		☐	☐	☐
35.	Do you have procedures & work instructions that define methods of packaging products for shipment to its customers that ensures damage will not occur during normal delivery process?		☐	☐	☐
36.	Do you have documented procedures that provide instructions on how components, assemblies and raw materials are to be handled and stored?		☐	☐	☐
37.	Do you assure contamination free, clean products throughout its manufacturing process (FOD program)?		☐	☐	☐
38.	Do you have a formal maintenance program for its manufacturing equipment?		☐	☐	☐
39.	Do you have a formal maintenance program for customer-owned tooling/fixtures in your possession?		☐	☐	☐
40.	Do you have a defined training program that assesses training needs, provides training, and evaluates training effectiveness?		☐	☐	☐
41.	Do you have adequate equipment, space and organization for production and administrative personnel?		☐	☐	☐
42.	Do you apply serial numbers or other markings to your product for the purpose of traceability?		☐	☐	☐
43.	Do you maintain lot control and integrity?		☐	☐	☐
ENGINEERING REVIEW AND CHANGES			**YES**	**NO**	**N/A**
44.	Do you have a process in place to ensure proper approval of engineering changes, such as changes to a design, drawing or bill of materials?		☐	☐	☐
45.	Are engineering changes validated prior to implementation?		☐	☐	☐
46.	Are engineering changes subjected to inspection prior to implementation?		☐	☐	☐
47.	What engineering disciplines do you have available on staff?		☐	☐	☐
48.	Are engineering changes subjected to appropriate and adequate testing prior to implementation?		☐	☐	☐
49.	Are engineering drawings, bills of materials, and testing protocol treated as controlled documents?		☐	☐	☐
50.	If so, what process is in place to ensure that the proper revision of such documents is used in production, testing or other manufacturing steps?		☐	☐	☐
CUSTOMER RELATIONS AND PERFORMANCE			**YES**	**NO**	**N/A**
51.	Do you have a process for reviewing the specifications provided by the customer?		☐	☐	☐
52.	Do you manage customer due dates and are these dates communicated throughout the organization including sub-tier suppliers?		☐	☐	☐
53.	Do you have a documented contract review process for reviewing its customers' contracts prior to acceptance to ensure it can meet the contract requirements?		☐	☐	☐

54.	Do you have a procedure for reviewing customer Purchase Orders prior to acceptance in order to ensure you will meet the product specifications?		☐	☐	☐
55.	Do you have standard terms and conditions for Orders?		☐	☐	☐
56.	Do you deviate from the Purchase Order, and if so, do you have a process for notifying the customer and securing the customer's approval? If so, please describe:		☐	☐	☐
57.	Do you have a process for continuous improvement in manufacturing?		☐	☐	☐
58.	Do you have a process to ensure proper training for employees?		☐	☐	☐
59.	Are employees trained on the Quality System?		☐	☐	☐
60.	Do employees receive training in accordance with industry standards for the work they perform? If so, please explain the training program:		☐	☐	☐
VENDOR APPROVAL AND EVALUATION			**YES**	**NO**	**N/A**
61.	Does your company insure you received from your vendor precisely that which was called for, and in accordance with the specifications provided on your Purchase Order?		☐	☐	☐
62.	Do you utilize and maintain an Approved Supplier List?		☐	☐	☐
63.	Do you have a process in place to evaluate a supplier prior to acceptance on the Approved Supplier List?		☐	☐	☐
64.	Do you require that major sub-tier suppliers have a robust process for evaluating incoming materials?		☐	☐	☐
65.	Do you audit sub-tier quality and delivery performance?		☐	☐	☐
66.	Do you ever purchase raw materials from outside the United States?		☐	☐	☐
67.	Are applicable customer requirements flowed down to the sub-tier suppliers?		☐	☐	☐
AUDIT			**YES**	**NO**	**N/A**
68.	Does your company conduct internal quality audits?		☐	☐	☐
69.	How long does your company maintain such audit records? _____ Years				
70.	Do you conduct an overall evaluation of your quality system for effectiveness?		☐	☐	☐
71.	Do you review the manual periodically?		☐	☐	☐
MISCELLANEOUS			☐	☐	☐
72.	Do you have a written documented procedure in place for the parts you propose to supply to NPAS?		☐	☐	☐
73.	Do you purchase services or conduct any processing outside the United States?		☐	☐	☐
74.	Can you respond favorably to emergency requirements?		☐	☐	☐

75.	Do you provide a written acknowledgement?		☐	☐	☐