



THIS DOCUMENT IS UNCONTROLLED IF PRINTED

Name:	Supplier Quality Questionnaire
Revision:	12/27/2022
Owner:	Production Manager
Approval:	Administration Manager

**INSTRUCTIONS**

- 1.If your company is ISO9001, AS9100, AS9110, or AS9120 certified by an ANAB accredited third-party certification body, **please complete Section A only and submit a copy of your certification with this form.**
- 2.If your company is not ANAB accredited third-party certified to ISO 9001, AS9100, AS9110, or AS9120, **please complete both Section A and Section B.**
- 3.Please note that we may require an on-site audit of your facility by Helibasket LLC representatives to verify your quality management processes prior to your company being approved as a Helibasket LLC supplier.
- 4.Signature from an authorized representative of your company attesting to the accuracy of the information provided herein is required prior to returning this questionnaire.

**SECTION A: CANDIDATE SUPPLIER INFORMATION**

Company Name:

Company Address:

Company Website:

How Long Has Your Company Been in Business Under Current Name?

How Long Has Your Company Been in Business At Current Location?

Previous Name (if any):  
Previous Location (if any):

Person Responsible for QA: Title:

Reports to: Title:

Your Company is a:       Distributor (resell, distribute, and warehouse parts)  
                                   Manufacturer and/or Technical Services Provider

Identify any Special Processes you are offering (multiple allowed):

- |   |   |
|---|---|
| <input type="checkbox"/> Calibration          | <input type="checkbox"/> Non-Destructive Inspection/Testing (NDI/NDT) |
| <input type="checkbox"/> Composites           | <input type="checkbox"/> Paint  |
| <input type="checkbox"/> Conversion Coating   | <input type="checkbox"/> Silkscreen                                   |
| <input type="checkbox"/> Heat Treat/Annealing | <input type="checkbox"/> Soldering                                    |
| <input type="checkbox"/> Plating/Coating      | <input type="checkbox"/> Welding                                      |
| <input type="checkbox"/> Material Testing     | <input type="checkbox"/> Other (Explain)                              |

Indicate any FAA approvals held by your organization:

- |                              |   |
|------------------------------|---|
| <input type="checkbox"/> PMA | <input type="checkbox"/> Part 145 Repair Station  |
| <input type="checkbox"/> TSO | <input type="checkbox"/> Other (Foreign--Explain) |

Indicate any third-party certification held by your organization and please provide copies of certifications:

- |                                 |  |
|---------------------------------|--|
| <input type="checkbox"/> AS9100 | <input type="checkbox"/> ISO 9001                  |
| <input type="checkbox"/> AS9110 | <input type="checkbox"/> NADCAP (Identify Process) |
| <input type="checkbox"/> AS9120 | <input type="checkbox"/> Other (Explain)           |

Does your company maintain a written Suspect Parts / Counterfeit Parts Control Plan or procedure, for all hardware,  
 Yes     No

Plant Size (Sq. Ft.) (*manufacturers only*) :



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Total Number of Employees:

Total Number of Employees Performing Quality Assurance/Control Activities:

Have you had any experiences with Helibasket Purchase Orders?  
 Yes  No  
 If Yes, list most recent products or services provided, or purchase order number(s) and date supplied:

Has your company provided products and/or services for US Government customers?  
 Yes  No  
 If Yes, please explain:  
 List recent customers of similar products and/or services that can be contacted as references:

Is your company receptive to source inspection and/or surveillance?  
 Yes  No  
 If No, please explain:

Is your company receptive to periodic customer visits?  
 Yes  No  
 If No, please explain:

Is your company under required US Government QA cognizance?  
 Yes  No  
 If Yes, what is the name of the US Government Agency?

Is security clearance required to visit your facility?  
 Yes  No  
 If Yes, please provide your Facility Security Officer contact information:

Additional Comments (*optional*):

**SECTION B: QUALITY MANAGEMENT SYSTEM INFORMATION**

**DO NOT COMPLETE THIS SECTION IF YOUR COMPANY IS ANAB ACCREDITED THIRD-PARTY CERTIFIED TO ISO 9001, AS9100, AS9110, or AS9120.**

Please provide a copy of your company's current Quality Manual or equivalent (electronic media preferred) when returning this completed questionnaire.

Please respond to the following questions. For all No and N/A responses, please explain under comments.

Quality Requirement	Yes	No	N/A
1. Quality Management System (QMS) has been established, documented, implemented and maintained with evidence of effectiveness and continual improvement, and the organization's quality management system addresses customer and applicable statutory and regulatory QMS requirements? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Organization maintains all quality records for a minimum of ten (10) years after product shipment? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<p>3. Top management is committed to the development and implementation of the QMS and top management ensures that product conformance and on time delivery performance are measured (and that appropriate action is taken if planned results are not, or will not be, achieved)?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Personnel performing work affecting conformance to product requirements are competent on the basis of appropriate education, training, skills and experience?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. The infrastructure (including: buildings, workspace utilities, equipment, transportation, communication) needed to achieve conformance to product requirements is provided and maintained?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>6. The organization has established, documented, implemented and maintains processes for <u>all</u> of the following:</p> <p>a) Plans the project processes needed to successfully deliver the product or service requested in a structured and controlled manner to include the documentation to prove it?</p> <p>b) Manages risks to achieving technical, schedule and cost requirements?</p> <p>c) Maintains configuration management to include; configuration management planning, configuration identification, change control, configuration status accounting and configuration audit?</p> <p>d) Controls work transferred between facility locations, company groups, and suppliers?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. The organization clearly establishes all customer requirements (technical, schedule, and cost), and conducts reviews to ensure the organization has the ability to meet the defined requirements (including post-delivery activities) prior to the organization's agreement to supply a product?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. The organization has established, documented, implemented and maintains processes for the planning and controlling of product design and development?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. The organization evaluates, selects and documents suppliers based on their ability to supply product in accordance with the organization's requirements including determining and managing risk when using suppliers?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>10. The organization ensures where required that both the organization and all suppliers use customerapproved special process sources?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. The organization ensures purchasing information adequately describes the product to be purchased and ensures that contractual requirements are flowed down to the sub-tier levels as appropriate?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Inspection or other activities necessary for ensuring that purchased product meets requirements have been established and implemented?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Production or services performed are planned and achieved under controlled conditions to include availability of information describing product characteristics, work instructions, and use of suitable equipment?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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14. Planning takes into consideration management of critical items, measuring tools and identification of in-process verification points? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. The organization has established, documented, implemented and maintains a process to use a representative item from the first production run of a new part or assembly to verify that the production processes, production documentation and tooling are capable of producing parts and assemblies that meet requirements; and this process shall be repeated when changes occur that invalidate the original results (e.g., engineering changes, manufacturing process changes, tooling changes)? [often referred to as first article inspection] <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Personnel authorized to approve changes to production processes are identified? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. The organization controls and documents changes affecting processes, production equipment, tools or software programs? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Results of changes to production processes are assessed to confirm that the desired effect has been achieved without adverse effects to product conformance? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Post-delivery support of product is provided as applicable to include: collection and analysis of inservice data; actions to be taken, including investigation and reporting, when problems are detected after delivery; control and updating of technical documentation; approval and control of repair schemes and controls required for off-site work (e.g., organization's work undertaken at the customer's facilities)? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. The organization validates any processes for production or services provided (often referred to as special processes) where the resulting output cannot be verified by subsequent monitoring or measurement? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. The organization identifies the product throughout production status is identified with respect to monitoring and measurement requirements throughout production? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Acceptance authority media (e.g. stamps, electronic signatures, passwords) are controlled? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23. When required, the organization controls the unique identification of the product and maintains records? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. The organization identifies, verifies, protects and safeguards customer property provided and notifies customer if property is lost, damaged or found to be unsuitable for use? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. The organization preserves product during internal processing and delivery to the intended destination in order to maintain conformance to requirements. Preservation includes identification; handling; packaging; storage; protection; and provisions for cleaning, prevention, detection and removal of foreign objects, special handling for sensitive products, marking and labeling including safety warnings, shelf life control and stock rotation, and special handling for hazardous materials? <i>Comments:</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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<p>26. The organization has established, documented, implemented and maintains processes to ensure monitoring and measuring equipment meet <u>all</u> of the following requirements:</p> <p>a) Calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards?</p> <p>b) Adjusted or re-adjusted as necessary?</p> <p>c) Identified in order to determine its calibration status?</p> <p>d) Safeguarded from adjustments that would invalidate the measurement result?</p> <p>e) Protected from damage and deterioration during handling, maintenance and storage?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>27. The organization plans and implements the monitoring, measurement, analysis and improvement processes needed to: demonstrate conformance to product requirements; ensure conformance to the QMS; and continually improve the effectiveness of the QMS?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>28. The organization ensures that product which does not conform to requirements is identified and controlled to prevent its unintended use or delivery?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>29. The organization monitors performance of suppliers using a performance rating system and flows down corrective action as appropriate?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>30. The organization takes correction actions to eliminate the causes of nonconformities in order to prevent recurrence and flows down corrective action requirements to their supplier when it is determined they are responsible for the nonconformity?</p> <p><i>Comments:</i></p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I am an authorized representative of my company and attest to the accuracy of the information provided in this questionnaire.

Signature:	Date:
Completed By:	Title:
E-mail Address:	Phone Number: