



AER0 – MECHANISM PRECISION
21700 Marilla St.
Chatsworth Ca. 91311

Subcontractor Approval Questionnaire
“Company Confidential”

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SIGNED:

POSITION:

DATE:

AMP USE ONLY:

RESPONSE ACCEPTED:

DATE:

SECTION 1: ORGANIZATION

TO WHOM DOES THE QUALITY MANAGER REPORT?

NAME:

TITLE:

IS THE COMPANY A SUBSIDIARY OF A LARGER COMPANY?

YES / NO

IF “YES”, STATE NAME AND ADDRESS OF PARENT COMPANY

NUMBER OF PERSONS EMPLOYED IN COMPANY

NUMBER OF PERSONS EMPLOYED IN QUALITY ASSURANCE / INSPECTION

SECTION 2: ADMINISTRATION CONTROL

IS THERE A SYSTEM FOR CONTROLLING THE FOLLOWING:

- | | |
|---|----------|
| A) RECEIVING AND REVIEWING ORDERS / CONTRACTS | YES / NO |
| B) DISTRIBUTING DRAWINGS AND SPECIFICATIONS | YES / NO |
| C) MANUFACTURING | YES / NO |
| D) PROCESS PLANNING | YES / NO |
| E) IN-PROCESS QUALITY CONTROL | YES / NO |
| F) STOCKING LEVELS | YES / NO |
| G) PURCHASE ORDER PROCESSING | YES / NO |



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SECTION 3: DESIGN CONTROL – Please write N/A if not applicable

IS THERE ESTABLISHED METHODS FOR:

- | | | |
|----|---|----------|
| A) | DESIGN AND DEVELOPMENT PLANNING | YES / NO |
| B) | DOCUMENTING DESIGN INPUTS / REQUIREMENTS | YES / NO |
| C) | DOCUMENTING DESIGN OUTPUT WITH EVIDENCE OF MEETING
CUSTOMER AND OTHER REQUIREMENTS | YES / NO |
| D) | DESIGN REVIEW | YES / NO |
| E) | DESIGN VERIFICATION AND VALIDATION | YES / NO |
| F) | CONTROL OF DESIGN CHANGE | YES / NO |

SECTION 4: MATERIAL CONTROL

- | | | |
|----|--|----------|
| A) | ARE ALL MATERIALS INSPECTED UPON RECEIPT | YES / NO |
| B) | IS THERE A BONDED STORE'S AREA | YES / NO |
| C) | IS THERE A QUARANTINE STORE AREA | YES / NO |
| D) | CAN MATERIALS BE TRACED TO SOURCE DOCUMENTATION | YES / NO |
| E) | IS MATERIAL IDENTITY RETAINED THROUGHOUT PRODUCTION
PROCESS | YES / NO |
| F) | IS PACKAGING AND HANDLING ADEQUATE | YES / NO |
| G) | IS A THERE A MAINTAINED LIST OF APPROVED SOURCES OF
SUPPLY | YES / NO |

SECTION 5: CALIBRATION AND EQUIPMENT CONTROL

- | | | |
|----|--|----------|
| A) | ARE GAUGES AND MEASURING INSTRUMENTS REGULARLY
CALIBRATED | YES / NO |
| B) | ARE THEY TRACEABLE TO NATIONAL STANDARDS | YES / NO |
| C) | ARE RECORDS KEPT OF THESE CHECKS | YES / NO |
| | IS PRODUCTION EQUIPMENT REGULARLY MAINTAINED | YES / NO |



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SECTION 6: QUALITY CONTROL

WHAT STANDARD IS THE QUALITY MANUAL BASED ON _____

- | | | |
|----|---|----------|
| A) | IS THE QUALITY SYSTEM DOCUMENTED, INCLUDING FUNCTIONAL INTERFACES | YES / NO |
| B) | ARE RECORDS MAINTAINED OF ITEMS INSPECTED | YES / NO |
| C) | HOW LONG ARE RECORDS RETAINED | _____ |
| D) | DO THESE RECORDS SHOW INSPECTION STATUS FOR THE BATCH | YES / NO |
| E) | DOES STAFF HAVE ADEQUATE FACILITIES AT THEIR DISPOSAL TO CARRY OUT EFFECTIVE INSPECTION | YES / NO |
| F) | DOES A CORRECTIVE ACTION SYSTEM EXIST, IS ACTION TAKEN WHEN POOR QUALITY IS FOUND | YES / NO |
| G) | ARE NON CONFORMING ITEMS IDENTIFIED AND SEGREGATED | YES / NO |
| H) | ARE INSPECTION STAMPS USED | YES / NO |
| I) | ARE SAMPLING PLANS USED | YES / NO |
| J) | DO YOU HAVE AN INTERNAL AUDITING FUNCTION | YES / NO |
| K) | DO YOU HAVE A CERTIFICATE OF CONFORMANCE RELEASE | YES / NO |

LIST ANY SPECIAL PROCESSES OR CAPABILITIES YOUR COMPANY HAS TO OFFER.

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