



## Supplier Approval Questionnaire

### Quality Management Survey

&

### DPD/MBD and CMS Assessment

To be filled out by LMI SQE			
Reviewed by:			
Supplier Code:			
Assigned Commodity Code:			
Date:			
AS9100 Rev C Certified:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Nadcap Certified:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
DPD/MBD Approved:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
ITAR Registration:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Registration Code?
Approved:	<input type="checkbox"/>		
Disapproved:	<input type="checkbox"/>		

**Instructions:**

Complete this form and attach copies of certifications, third party registration and any OEM approvals including DPD approval letters and return to your LMI Aerospace Buyer via email.

**SECTION 1 – General Information**

<b>Company Name</b>		<b>Date</b>											
<b>Address</b>													
<b>City</b>	<b>State/Province</b>	<b>Zip/Postal Code</b>											
<b>Name/ Title (of person that is completing this form)</b>													
<b>Email Address</b>		<b>Telephone</b>	<b>FAX</b>										
<b>President/Owner</b>		<b>Email Address</b>											
		<b>Phone/Ext</b>											
<b>Quality Manager</b>		<b>Email Address</b>											
		<b>Phone/Ext</b>											
<b>Sales/ Contracts Representative</b>		<b>Email Address</b>											
		<b>Phone/Ext</b>											
<b>Engineering</b>		<b>Email Address</b>											
		<b>Phone/Ext</b>											
<b>Years in Business</b>	<b>Square Footage</b>	<b># of Employees</b>	<table border="1"> <tr> <td><b>Total</b></td> <td><b>Mfg</b></td> <td><b>QA</b></td> <td><b>Eng</b></td> <td><b>Other</b></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	<b>Total</b>	<b>Mfg</b>	<b>QA</b>	<b>Eng</b>	<b>Other</b>					
<b>Total</b>	<b>Mfg</b>	<b>QA</b>	<b>Eng</b>	<b>Other</b>									
<b>Company Website Address</b>	<b>Business Classification (i.e.: Small Business, Large Business, Women Owned, etc.)</b>	<b>Third Party Registration</b>	<table border="1"> <tr> <td><b>ISO9001</b></td> <td><b>AS9100</b></td> <td><b>Other</b></td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table>	<b>ISO9001</b>	<b>AS9100</b>	<b>Other</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
<b>ISO9001</b>	<b>AS9100</b>	<b>Other</b>											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>											
<b>Major Customers</b>													
<b>List Type of Business and Products / Processes / Services Considered for Approval</b>													

## SECTION 2 - SOFTWARE

		Yes	No	N/A
1	Does the Supplier have a system to securely receive digital data and have CAD / CAM or MBD / DPD data capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does the supplier have a process to assess sub-tier digital data capability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the supplier have a seat of Catia? Revision	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the supplier have the capability to read Catia? Software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## SECTION 2A – DPD/MBD and CMS

**Only complete this section if you answered Yes to any of the questions in Section 2 above. If you did not, skip ahead to Section 3.**

	Question	Response	Answer or Procedure # (with control number)	Comments
1	Is the supplier currently approved to any OEM's DPD/MBD standard? If yes, please name the OEM standard and list the revision level.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
2	Is there a flow diagram of the complete documented DPD processes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
3	Is there a requirement, in the supplier's documented procedure to update their profile when changes occur; or at a minimum, annually if no changes occur.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
4	Are documented DPD processes implemented with defined authority for change control & maintenance?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
5	Is there a process to ensure integrity and security of datasets from receipt throughout the manufacturing and acceptance process? a) Storage of customer provided DPD and supplier created derivatives b) Archiving old revisions c) Encryption during send/receive d) Backup system e) Access control and password protection (read/write)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

6	Does the supplier have a process to control configuration of dataset derivative media?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
7	Are dataset derivatives traceable back to the current authority dataset?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
8	Does the planning package identify traceability to the current authority dataset?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
9	Does the supplier have a change control process for dataset derivative media?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
10	Does the supplier have a process that includes control of non-current (obsolete) authority datasets and dataset derivatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
11	If providing Type Design to a customer, does the supplier have a documented process for design and development?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
12	Does the internal quality audit procedure include auditing, or reviewing, all internal and sub-tier operations for DPD data and related documentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
13	Does the supplier's documented procedure for corrective action include reporting, tracking and resolving hardware, software and dataset integrity (Including customer provided datasets)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
14	Does the supplier have a process to assess, monitor and control sub-tier compliance with DPD requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
15	Does the supplier's QA organization have responsibility for approval of all inspection media?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
16	Does the supplier have a documented process to create inspection media from a 3D model in addition to the 2D drawing?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
17	Is there a process in place to document FAI's for product produced from authority datasets?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

18	Does the supplier document the current level of hardware configuration, software, software revisions and other digital system information (e.g. PTF(s), project files) required to maintain compatibility with a customer's supplied datasets and/or data exchange formats per applicable customer system(s) requirement documents?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
19	Does the supplier verify dataset translations when a supplier translates a customer's authority datasets from their "as received" format into their manufacturing or inspection software?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
20	Does the supplier ensure that when Tool Design responsibility is flowed down to sub tier suppliers, that the sub-tier supplier is approved by the supplier?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
21	Does the supplier have a documented process to ensure release, acceptance, identification, security, access and change control for: a) Tool design b) Tool inspection	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
22	Are digitally defined special tools and physical inspection media (check fixtures, templates, etc.) identified and traceable to the authority tool design dataset?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
23	Are special tools and tooling media accepted and periodically validated to the authority design at a frequency determined to ensure accuracy and repeatability?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
24	Does the supplier define training requirements that: a) Assure competence and maintain employee training records, including on-the-job-training, for all DPD system users. b) Respond to changes to the DPD process, equipment, or software?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
<b>Model Based Definition (MBD)</b>				
25	Does the supplier's CAD system have the ability to view annotation based on customer site-specific requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

26	Does the supplier have a documented process to create inspection media from a 3D MBD model?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
27	Does the supplier have a process to ensure verification of all design requirements of the authority dataset? (e.g., all defined by feature control frames, annotation, specifications, notes and other specified requirements in the authority DPD dataset and associated parts list, including dimensional and other properties)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
28	Is there a process in place to document FAI's for product produced from MBD datasets?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
29	Does the supplier have a process to assure sub-tier suppliers' ability to work with MBD information?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
30	Has the supplier identified specific training requirements for all functions associated with use and control of MBD datasets? (e.g. planning, purchasing, contract review and Mfg?)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

### Coordinate Measurement Systems (CMS)

31	<p>Does the supplier use CMS equipment for tooling and or product acceptance? Select all that apply:</p> <input type="checkbox"/> Articulating Arm - Portable Coordinate Measurement Machine <input type="checkbox"/> Digital Theodolite <input type="checkbox"/> Fixed Coordinate Measurement Machine <input type="checkbox"/> Fixed Scanning Coordinate Measurement Machine <input type="checkbox"/> Indoor Global Positioning System <input type="checkbox"/> Laser Projectors - Optical Layout Template <input type="checkbox"/> Laser Radar <input type="checkbox"/> Laser Scanner <input type="checkbox"/> Laser Tracker <input type="checkbox"/> Numerical Control Machine Inspection <input type="checkbox"/> Photo or Video-grammetry <input type="checkbox"/> Other	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
----	--	---	--	--

32	Does the supplier have a process to control critical functions of the CMS?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
33	Does the supplier maintain certification of calibration for equipment used for inspection including both fixed and portable CMS equipment, NC equipment with inspection probe capability, OLT's etc. and other equipment used to accept part attributes?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
34	Is there a process in place to validate PAS independent of the software developer?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
35	Does the supplier develop software for inspection and acceptance of product? Is yes, is there a process of testing and validation?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
36	Does the supplier define training requirements that: -Assure competence and maintain employee training records, including on-the-job training for all CMS system users -Respond to changes to the CMS process, equipment and software?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
37	Are there documented processes for the control of Mylar plots used as a media of inspection? Those procedures shall include at a minimum the following: ●Plotter Calibration ●Verification of engineering definition ●Verification of plot accuracy ●Quality Acceptance Stamping ●Verify accuracy prior to use	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
38	Does the supplier define training requirements that: -Assure competence and maintain employee training records, including on-the-job training for all CMS system users -Respond to changes to the CMS process, equipment and software?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		
39	Do you internally audit your DPD processes and on a minimum annual basis?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

**SECTION 3: SPECIAL PROCESSES**

For each special process performed in house, list the specification (s) used.

Example: Anodize MIL-A-8625.

\*For each NADCAP approval, please submit a copy of your certificate. You may attach supplemental sheets as necessary

Process	Specification	Approvals	Expiration
Anodize			
Chemical Conversion Coatings			
Plating			
Heat Treat			
Coatings			
Passivation			
Welding			
Chem Mill			
Shot Peening			
NDT (List each type and level)			
Machining			
Other			

**SECTION 4: COUNTERFEIT CONTROL PLAN**

		YES	NO	N/A
1	Do you provide product that contains electronic components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	If, yes, do you have a counterfeit control plan that includes a requirement to purchase components from the Original Component Manufacturer or the OCM authorized distributor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**SECTION 5: QUALITY SYSTEM**

**ONLY COMPLETE THIS SECTION IF YOU DO NOT HAVE A THIRD PARTY CERTIFICATION FOR YOUR QUALITY MANAGEMENT SYSTEM.**

**\*If you do have third party certification attach your certificate to this application and mark n/a in the first box of this section.**

<b>QUALITY SYSTEM</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1	Do you have a quality manual? Record last revision date:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there an organizational chart that clearly defines your organization? (If you are a FAA Repair Station please provide a copy of your org chart)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is there an internal audit process in place?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>DOCUMENT CONTROL</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
4	Is there a system for controlling drawings, solid models, specifications and other technical data?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is the document control system periodically audited to ensure continued compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONFIGURATION MANAGEMENT</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
6	Has the supplier established, documented and maintained a configuration management process that is appropriate to the product?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONTRACT REVIEW</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
7	Is there a system to ensure contract requirements are identified and can be met prior to acceptance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there a system to ensure that revised contract requirements are evaluated and communicated to the appropriate functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>SUPPLIER AND PURCHASE ORDER CONTROL</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
9	Do purchase orders clearly flow-down and define requirements including quality and FAA requirements, drawing and specification requirements with revision levels where appropriate?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is there a system in place for selecting and approving new suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is there a list of approved suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are risks identified and monitored for suppliers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PRODUCT IDENTIFICATION AND TRACEABILITY</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
13	Are material and product identification maintained from receipt through delivery?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Do you identify the inspection status of products in process?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>HUMAN RESOURCES</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
15	Are personnel performing work affecting product quality competent on the basis of education, training, skills and/or experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16	Are Records maintained for training, education, skills and experience?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>PROCESS CONTROL</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
17	Do work instructions provide detailed, sequential steps including inspection points?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Are the personnel performing work identified by stamp and/or signature?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Do work instructions and tech data indicate correct drawing revision levels?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>STAMP CONTROL</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
20	If inspection stamps are used, is there a documented procedure in place to control their use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>INSPECTION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
21	Is there a system for inspection of purchased parts and materials to ensure compliance with purchase order requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Are acceptance criteria clearly defined for all inspections and tests performed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	If an acceptance sampling is used, state the standard:			
24	Does out-going inspection ensure that all requirements (customer and regulatory) have been achieved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CONTROL OF NONCONFORMING PRODUCT AND CORRECTIVE ACTION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
25	Is nonconforming material properly identified, segregated and records of disposition maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Are reworked or repaired product re-inspected to original criteria?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27	Is there a process for corrective action and identifying the root cause?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>MATERIAL HANDLING AND STORAGE (WAREHOUSING)</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
28	Is material stored to protect from damage, deterioration, loss and unauthorized release?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29	Are there controls in place to minimize the risk of damage/deterioration during packaging, production and transport/shipping processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CALIBRATION</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>
30	Is there a system in place to ensure all measuring tools and equipment used for product acceptance are calibrated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31	Are calibration standards traceable to acceptance national standards (e.g. NIST)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32	Are all measuring and test equipment verified or calibrated prior to usage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33	Is the calibration system periodically audited to ensure continued compliance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>RECORDS</b>		<b>YES</b>	<b>NO</b>	<b>N/A</b>

34	Are receiving inspection records including traceability maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35	How long are records (work packages, shop travelers, traceability documents, certificate of conformance, etc.) maintained?			

<b>SECTION 6: "ITAR" Registration (22 CFR 120-130)</b>				
<p>The <b>I</b>nternational <b>T</b>raffic in <b>A</b>rms <b>R</b>egulations (ITAR)</p> <p><b>§122.1 Registration requirements.</b></p> <p>(a) Any person who engages in the United States in the business of manufacturing or exporting or temporarily importing defense articles, or furnishing defense services, is required to register with the Directorate of Defense Trade Controls under §122.2. For the purpose of this subchapter, engaging in such a business requires only one occasion of manufacturing or exporting or temporarily importing a defense article or furnishing a defense service. A manufacturer who does not engage in exporting must nevertheless register. (See part 129 of this subchapter for requirements for registration of persons who engage in brokering activities.)</p>				
		<b>YES</b>	<b>NO</b>	<b>N/A</b>
1	Is your company registered with the Directorate of Defense Trade Controls (DDTC)? If not, you are not eligible for work that is a defense article or defense service.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please attach a copy of the following, as applicable:**

- ISO/ AS9100/AS9910 Certificate
- FAA Air Agency Certificate
- NADCAP Approvals
- Special Process Certifications
- Customer DPD/MBD Approvals
- ITAR Registration
- Any professional documents, certifications and licenses that are applicable

SIGNATURE SECTION TO BE COMPLETED BY THE INDIVIDUAL PROVIDING INFORMATION

Please sign

\_\_\_\_\_  
 Name Title Date