



WireMasters, Inc
1788 Northpointe Rd.
Columbia, TN 38401

Phone: 800-635-5342
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Email: cadkison@wiremasters.net

Dear Quality Manager,

In accordance with AS9100, ISO 9001, and FAA Regulations and requirements, WireMasters Inc. is required to complete a quality survey of all our vendors and suppliers on a three year basis. Please complete the attached quality survey and return to us promptly. Please include copies of any certificates you hold (i.e.: AS9100, ISO-9001, FAA Parts Approval Holder, FAA Repair Station, JAA Repair Station, etc.) Please respond A.S.A.P. either fax, mail or e-mail to the above #, e-mail address or mailing address. Should your company be AS9100 or ISO registered, you need only to provide a current copy of your Certificate of Registration including scope of registration and date of expiration.

Sincerely,

Cassie Adkison

Cassie Adkison
Quality Manager

WireMasters, Inc.

VENDOR QUALITY EVALUATION QUESTIONNAIRE (To be completed by Quality Assurance Personnel)

VENDOR INFORMATION

Name

Address

City

State

Zip

Phone

Fax

E-mail

Division of

Number of Years in Business

Check all that apply and give a brief description.

Repair Service

Product Supplier

Manufacturing

Distributor

List all regulatory certifications issued to your company (i.e. FAA, DOT, DOD, JAA).

List all process capabilities by MIL or manufacturer process spec number.

WireMasters, Inc.

Key Personnel

	<u>Name</u>	<u>Title</u>	<u>Extension</u>	<u>E-mail</u>
Management	_____	_____	_____	_____
Sales	_____	_____	_____	_____
Quality Assurance	_____	_____	_____	_____
Purchasing	_____	_____	_____	_____
Engineering	_____	_____	_____	_____

QUALITY ASSURANCE

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you have a documented Quality Assurance Program?
(If no proceed to Question 17) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is there a documented Quality Assurance Manual? | _____ | _____ | _____ |
| 3. Is there a documented procedure for maintaining, tracking and Updating Q.A. manuals? | _____ | _____ | _____ |
| 4. Are the Q.A. organizations authorities and responsibilities clearly defined in writing? | _____ | _____ | _____ |
| 5. Does the Q.A. organization clearly have the authority to withhold items that have not met acceptable quality standards? | _____ | _____ | _____ |
| 6. Are the Q.A. Manual and/or Inspection Plan approved by company management? | _____ | _____ | _____ |
| 7. Does the Q.A. organization have direct access to appropriate levels of management so quality conflicts can be resolved and corrected? | _____ | _____ | _____ |
| 8. Is there a written internal audit system process in place? | _____ | _____ | _____ |
| 9. Does the Q.A. organization maintain a tracking system for use and control of inspection stamps? | _____ | _____ | _____ |
| 10. Does the Q.A. organization train employees in acceptable Q.A. methods and practices? | _____ | _____ | _____ |
| 11. Are there ample Q.A personnel to maintain control of quality? | _____ | _____ | _____ |
| 12. Does the Q.A. organization have a documented system in place for quality auditing of vendors? | _____ | _____ | _____ |

WireMasters, Inc.

	YES	NO	N/A
13. Does the Q.A. organization require that vendors have an adequate Quality Assurance Program?			
14. Does your Q.A. organization periodically inspect stock rooms?			
15. Does your facility have written procedures for controlling engineering documents?			
16. Does the Q.A. organization maintain control over the tool and equipment calibration?			
17. Are the measuring devices, gauges, and other equipment available to inspectors and mechanics, calibration controlled?			
18. Is there a receiving inspection program?			
19. Do receiving inspection records indicate acceptance or rejection of incoming material?			
20. Are incoming materials identified to the acceptable purchase order or material certification?			
21. Does your facility maintain a secure quarantine area?			
22. Are records maintained to reflect a suppliers, manufacturers or repair facilities quality performance rating?			
23. Are supplies rotated in the "first in-first out" method?			
24. Are different lot numbers of supplies segregated?			
25. Does your facility maintain an adequate control for customer supplied materials?			
26. Does your facility have adequate control over shelf life items?			
27. Does your facility incorporate an "in-process" inspection program?			
28. Does your organization have a documented Counterfeit Part Prevention (CPP) program?			

WireMasters, Inc.

ADDITIONAL COMMENTS

Quality Assurance Personnel completing questionnaire:

<u>Name</u>	<u>Title</u>	<u>Date</u>
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Please Return to WireMasters Inc., by mail or fax. Please include copies of Repair Station Certificates, ISO-9001, or AS9100 Certificates.

Please do not write below this line

<u>Reviewed By:</u>	<u>Title</u>	<u>Date</u>
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<u>Reviewed By:</u>	<u>Title</u>	<u>Date</u>
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<u>Status:</u>	<u>Date</u>
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