

Soloy Aviation Solutions – Supplier Quality Survey



This quality survey allows us to meet regulatory requirements mandated by the Federal Aviation Administration, and our own policy and procedure requirements for safety and performance. *As an approved Soloy LLC supplier you are required to report to Soloy if a product or article has been released and subsequently found not to conform to the provided design data or purchase order requirement. Soloy suppliers are subject to FAA surveillance.* This checklist should be forwarded to your Quality Assurance Department for review/completion.

Please complete the sections that are checked (see below) sign and return to QASurvey@Soloy.com or Fax to 360.943.7659

If you have a quality checklist you would prefer to provide in lieu of the attached pages, please ensure that the required information in our audit checklist is comparable. Please complete this cover page, and return with your self-audit checklist and required attachments if you are a FAA repair station.

Company:			
Address:			
QA Contact:		Email:	

Please complete the section(s) checked and additional sections if applicable		
	Section	Page
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Quality Standard:

- FAA Approved
- EASA Approved
- ISO-9000, 9001
- NADCAP
- SAE AS9100
- Other: _____

<p>To be completed by Soloy,</p> <p>Approval: _____</p> <p>Approval Date: _____</p>
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Soloy LLC Previously Approved Suppliers	
<input type="checkbox"/>	<p>If Checked, Soloy LLC currently has your audit information on file. If there has been no change in your quality system, operation specifications or key quality personnel, please complete this page, sign and return. There is no need to complete the audit questionnaire.</p> <p>We have the required attachments on file, resending them is not necessary unless there has been a certificate change.</p> <p style="text-align: center;"><i>There Has Been No Change In Our Quality System or Key Quality Personnel.</i></p> <p>Signature This audit was conducted by: _____ Title: _____</p>

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Section A			
Miscellaneous Parts, Raw Material, Consumable Suppliers			
Item	Subject	Y	N
1	Does your facility have Quality system?		
2	If yes, is this an <ul style="list-style-type: none"> • <input type="checkbox"/> in house system • <input type="checkbox"/> industry standard system, ISO, FAA, MIL-I-45208, etc. 		
3	Does your company have a system to trace all incoming raw materials and/or parts inventory back to the mill or source of the parts.		
	Are these records available via email or fax?		
4	Are the parts and material stored in an area appropriate for maintaining that part or material's integrity?		
5	For raw material suppliers, if cut pieces are provided do you identify these pieces with the heat lot number from the main piece if continuous marking was not applied at the mill?		
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Section B			
Approved Aircraft Parts Suppliers/Manufactures			
Item	Subject	Y	N
1	Does your facility have Quality system?		
2	If yes, is this an <ul style="list-style-type: none"> • <input type="checkbox"/> in house system • <input type="checkbox"/> industry standard system, ISO, FAA, MIL-I-45208, etc. 		
3	<i>Reserved</i>		
4	Are these records available via email or fax?		
5	Are the parts and material stored in an area appropriate for maintaining that part or material's integrity?		
6	Can you provide origin traceability for all new or serviceable parts?		
	Are these records maintained and available for at least 2 years?		
7	Can you provide FAA form 8130-3 for all new parts that <i>you</i> manufacture?	N/A	
8	Can you provide a maintenance release for serviceable parts?		
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Section C			
Industry Standard Special Process Suppliers			
Item	Subject	Y	N
1	Does your facility have Quality system?		
2	If yes, is this an <ul style="list-style-type: none"> • <input type="checkbox"/> in house system • <input type="checkbox"/> industry standard system, ISO, FAA, MIL-I-45208, etc. 		
3	Are special processes: (all steps)		
	a. Accomplished in-house? (if yes skip b. and c.)		
	b. If a portion of the process is accomplished by <i>your</i> supplier, are they verified?		
	c. Are your subcontracted process supplier’s quality system audited?		
4	Are your processes approved or verified by an industry recognized organization?		
5	If requested can you provide a detailed process record?		
	Are these records maintained and available for at least 2 years?		
6	Are the required calibration intervals and records required by the process specification maintain and available if requested?		
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Section D			
Subcontracted Parts Manufacturers			
Item	Subject	Y	N
NOTE: Soloy, LLC does not accept supplier repair or rework action without prior written approval.			
1	Does your facility have Quality system?		
2	If yes, is this an <ul style="list-style-type: none"> • <input type="checkbox"/> In house system • <input type="checkbox"/> Industry standard system, ISO, FAA, MIL-I-45208, etc. 		
3	Does your inspection / quality system data include written procedures, policy, forms and records necessary for approval/traceability of:		
	a. All incoming material certification?		
	b. Control of customer electronic data/drawings		
	c. Any special processes?		
	d. In progress and final inspections?		
	e. Control of Rejected parts and materials?		
	f. All your downstream suppliers?		
	g. All life sensitive items?		
	h. Calibration records for measuring and test equipment traceable to industry standard?		
4	Do you use a sampling inspection system?		
5	Are changes to the production orders authorized/recorded by responsible personnel		
6	Are all necessary current drawings and data available to inspection personnel?		
7	Is customer material/work segregated?		
8	Are test reports checked against applicable specifications for correct analysis and maximum/minimum material content?		
9	Is material analysis obtained periodically on a sample piece of material to verify test reports?		
10	Is a list of approved sources maintained in the receiving inspection area?		
11	Do you audit your supplier's quality system.		
12	Are time or temperature sensitive materials stored and controlled?		
13	Are materials in storage properly identified and segregated?		
14	Are receiving inspection records maintained?		
15	Is the receiving inspection and material storage areas clean, orderly and well maintained?		
16	Are remnant materials identified, properly controlled and accountability maintained?		
17	Are scrap parts and material segregated and removed from the production area?		
18	Are subcontracted processes such as plating, heat treating and non-destructive testing inspected, certifications checked, hardness values recorded, etc.?		
19	Are production areas well maintained, clean and orderly?		
20	Do you provide first article inspection records to your customers.		
Signature This audit was conducted by: _____ Title: _____			

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Section E

Subcontracted Critical Parts Manufacturers

Item	Subject	Y	N
1	Is traceability of material to a specific lot of material or a sample sent to a certified lab for verification?		
2	Is identification and serialization of parts adequate?		
3	Can the material/material cert be traced back to a particular serial number part?		
4	Have Critical Parts been subcontracted?		
	a. If yes, are subcontractors approved by Soloy?		
5	Are planning packages/travelers approved by Soloy?		
	a. Are they sufficiently detailed?		
	b. Has any rework been done on Critical Parts?		
	c. If yes, is rework planning approved by Soloy?		
6	Does supplier’s self-audit include Critical Parts requirements?		
7	Is internal audit performed annually?		
8	Is a Final Inspection report prepared by supplier for each lot of Critical Parts?		
9	Is First Article Inspection done on each Critical Part?		
10	Is new First Article Inspection done when attributes on drawings are changed?		
11	Are records pertinent to Critical Parts retained for 10 years minimum?		
12	Does certification from suppliers and subcontractors include serial numbers if possible?		
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Section F

Certified Repair Stations

Item	Subject	Y	N
1	Do you only perform maintenance or service authorized by your Air Agency Certificate - Operation Specification?		
2	Do you have a FAA approved drug plan?		
3	Are you an EASA 145 repair station?		
4	Do you have supplier audit/surveillance program?		
5	Do you have a supplier audit system for your EASA subcontracted maintenance?		
6	Are your subcontracted maintenance functions to un-certificated supplier(s) FAA approved?		
7	Are all new parts used in maintenance have traceability paperwork back to the TC holder, PHA, FAA/PMA or other FAA approved source?		
8	Do you have maintenance release paperwork for all serviceable parts used during maintenance?		
9	Do you maintain a list of personnel authorized to return aircraft to service?		
10	Do you provide FAA form 8130-3 or other maintenance release for parts?		
11	Has your repair station manual been internally audited within the last year?		
12	Do you maintain a current library or have access to current ICA (Instructions for Continued Airworthiness?)		
13	Do you have adequate/trained personnel?		
14	Do you have or have access to any special tools required by the ICA at the time the maintenance is performed?		
15	Are you authorized to perform maintenance away from your base of operations?		
16	Do you have a tool calibration system?		
17	Are your calibrated tools traceable to NIST or other industry standard?		
18	Is your shop neat and organized?		

Required Attachments as Applicable

- FAA Repair Station Certificate and Operations Specifications
- FAA drug plan approval
- EASA Certificate

Signature

This audit was conducted by: _____ Title: _____