



Vendor Quality Assurance Survey

Company Information					
Company Name					
Address					
City		Zip Code		State	
Telephone				Fax	
Email				Website	

Key Contacts			
Title	Name	Telephone	Email
President/CEO			
Quality Manager			
Sales Manager			
Others			

Type of Business			
Airlines		Distributor	
OEM		Repair Station	
Other (Specify)			

Principle Product and Services

Certification	Certification Number	Expiration Date	Copy Attached (Y/N)
EASA			
FAA			
CAAC			
ISO9000 SERIES			
AS9100 SERIES			
Others			

Note: If you have one of the above certification, please complete page 1 and return the form. Otherwise, please complete the survey in its entirety.

Name of the person responsible for completion of the survey	
Please Print Name	
Title	
Date	
Signature	

Please return completed form with certification(s) to Quality Department.
Quality@unical.com



UNICAL AVIATION INC.

ISO 9001/AS9120 CERTIFIED & ASA100/FAA AC 00-56 ACCREDITED

WEBSITE: WWW.UNICAL.COM, SITA: LAXUAXD

680 SOUTH LEMON AVE., CITY OF INDUSTRY, CA 91789 USA. TEL: 909-348-1700, FAX: 909-598-5634

Description			
1. Quality System	YES	NO	N/A
1.1 Is there an established quality system and quality manual?			
1.2 Is there a quality manual available to appropriate personnel?			
1.3 Is a copy of your Quality Manual available upon request?			
1.4 Does your company maintain traceability documentation conforming to Industry standards (i.e. Material Certification, packing slip from the last Regulated Agency)?			
1.5 Does your quality manual have a procedure for reporting nonconforming parts or material which have left your facility to customer and regulators?			
2. Facilities	YES	NO	N/A
2.1 Does the storage area provide:			
2.2 Adequate space and appropriate racks to prevent damage?			
2.3 Segregation of serviceable from unserviceable parts?			
3. Self-Audit/Evaluation Program	YES	NO	N/A
3.1 Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit-documentation and corrective action?			
4. Training and Authorized Personnel	YES	NO	N/A
4.1 Are personnel who perform inspections and shipping and receiving functions properly trained and authorized?			
4.2 Are both formal classroom and on-the-job training documented and maintained?			
4.3 Is a roster of personnel authorized to perform inspection functions maintained?			
4.4 Does the organization employ a risk management strategy?			
4.5 Does the organization have a SUP/Counterfeit awareness training program?			
4.6 Does the organization have a Foreign Object Damage (FOD) prevention training program?			
5. Procurement	YES	NO	N/A
5.1 Does the system assure that parts procured have trace to the source of production, or to the last regulated source, or conform to the documentation requirements of Appendix A of the ASA-100 Quality System Standards (available upon request)?			
5.2 Does the system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?			
5.3 Does the system assure that parts procured for sales which are known to have been subjected to conditions of extreme stress, heat or environment are identified?			
5.4 Does the system require the distributor to maintain a list of approved supplier and a quality history of each source?			
5.5 Does the system assure that:			
5.6 A part known to have been subjected to conditions of extreme stress, heat or environment are so identified;			
5.7 All Airworthiness Directives that are represented as having been accomplished are documented.			
5.8 Items identified as overhauled repaired or modified have all appropriate signed and dated documentation?			
6. Receiving Inspection	YES	NO	N/A
6.1 Does inspection program include:			



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6.2 A check of obvious physical damage?			
6.3 Verification that all appropriate plugs and caps are installed, if applicable:			
6.4 Verification of part numbers (including dash numbers and letters), model numbers, serial numbers, lot and/or batch numbers, etc., of the items, match the accompanying documentation?			
6.5 Verification that all appropriate required documentation (maintenance release, material certification, traceability documents, etc.) is at hand, and is properly completed, and signed?			
6.6 Is there an accountability system in place for issuance of inspector approval (i.e. stamps, initials)?			
7. Measuring and Test Equipment	YES	NO	N/A
7.1 Does the distributor have an effective program for test equipment?			
7.2 Does the distributor have a procedure for appropriate storage, usage, and calibration traceable to an international or national measurement standard for all measuring and testing equipment?			
7.3 Is a system in place to assure documentation of current calibration status?			
8. Control of Material	YES	NO	N/A
8.1 Does the quality system assure the material is handled in an appropriate manner and is the material protected from damage and deterioration?			
8.2 Is batch/lot control maintained for parts so identified by the manufacture?			
8.3 Do you have a recall control system to ensure adequate circulation or recall notification for parts the distributor has shipped?			
8.4 Does the system assure that serviceable parts/components are protected against the environment and damage by being properly wrapped, packaged, boxed, etc., as appropriate?			
8.5 Does the quality system have a procedure for reporting suspected unapproved parts in accordance with FAA advisory circular 21-29C or equivalent?			
9. Shelf life Control	YES	NO	N/A
9.1 Does the system assure for identifying and controlling shelf life limited parts?			
10. Certification and Release of Materials	YES	NO	N/A
10.1 Does the system provide for the issuance of a certified system disclosing that the material or parts were or were not:			
10.2 Subjected to conditions of extreme stress, heat, or environment			
10.3 Previously installed in a public aircraft, such as a government use aircraft or a military aircraft			
10.4 Can your company trace parts in its system to either the source of production or the last regulated source?			
11. Shipping	YES	NO	N/A
11.1 Does the quality system require the use of ATA Spec. 300 packaging or equivalent, or as specified by the customer?			
11.2 Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?			
11.3 Inspection shall include but not limited to:			



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11.4 Check for any obvious damage or contamination?			
11.5 Verification for any obvious plugs and caps are installed, if applicable.			
11.6 Verification that part numbers, (including dash numbers and letters), model numbers, serial numbers, lot and/or batch numbers, etc., of the items being shipped match the accompanying documentation			
11.7 Verification that shipping containers and packing are appropriate for the items being shipped			
11.8 Verification that all appropriate documentation (material certification, traceability documents, etc) is at hand, properly completed, and signed?			
12. Records	YES	NO	N/A
12.1 Does the quality system require record retention for at least 7 years from the date of sale to the customer?			
12.2 Are records protected against damage, alternation, deterioration and loss?			
13. Technical Data	YES	NO	N/A
13.1 Do you have a system for maintaining technical data to ensure such data is up-to-date and accessible?			
14. Ethical Behavior	YES	NO	N/A
14.1 Do you have a system in place for the promotion of ethical behavior both internally, and for your external providers?			
15. Miscellaneous	YES	NO	N/A
15.1 If necessary, with adequate notice, would you allow representatives of Unical Aviation Inc. to perform an onsite inspection of your facility?			

For Unical Aviation Only			
Initial Approval		Renewal	
Approved/Disapproved/Conditionally Approved			
Scope of Approval			
Approver's Name		Date	
Signature		Title	