# Supplier Approval and Performance Evaluation

<table>
<thead>
<tr>
<th>Rev.</th>
<th>Date</th>
<th>Description of Change</th>
<th>Prepared By</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/C</td>
<td>10/1996</td>
<td>Original issue to replace procedure 040-010</td>
<td>V. Li</td>
</tr>
<tr>
<td>A</td>
<td>2/1997</td>
<td>Purpose and Scope section revised to clarify the scope of this procedure. 4.2 and 4.6 revised to reflect change of responsibility from Engineering to Purchasing. Records section revised to include Form 0471.</td>
<td>V. Li</td>
</tr>
<tr>
<td>B</td>
<td>5/1997</td>
<td>4.4 revised to reflect the change of title for form 0320. 4.13 revised to address supplier corrective action and its follow up. Reference Procedure section revised to add QAP-009 and QAP-020.</td>
<td>V. Li</td>
</tr>
</tbody>
</table>
| C    | 6/2000  | - Removed "master copy to Document Control" from 4.1, and changed responsibility from Receiving Inspector to Quality Technician.  
- Combined 4.2 and 4.6 and changed from "Purchasing Agent" to "Buyer". 
- Added software supplier requirements to 4.2  
- Replaced the 3 classes of suppliers with "certified" and "approved" suppliers.  
- Combined 4.4 and 4.7 for clarification  
- Change 4.5 responsibility of Quality Manager to Quality Engineer  
- Combined 4.8 and 4.9  
- Combined 4.10 and 4.11.  
- Added AS9100 reference.                                                                                                                                                                                                                      | V. Li       |
| D    | 7/2000  | 4.2 revised to remove requirement for test software suppliers                                                                                                                                                                                                                                                                                                  | V. Li       |
| E    | 5/2001  | - Removed reference to D1-9000A  
- Revised to provide clarification to the process                                                                                                                                                                                                                                                                                                              | V. Li       |
| F    | 5/2003  | - Converted to AS9100 format.  
- Changed from QSP-015 to QMS-702.  
- Extensively updated to reflect current practices.                                                                                                                                                                                                                                                                                                | M. Bury     |
| G    | 1/2004  | - Purpose and Scope updated  
- Definitions updated  
- Related Processes updated  
- Figure 1 flowchart updated to reflect current practices                                                                                                                                                                                                                                                                                     | M. Bury     |

Reviewed & Approved By: _____________________________________________

A. Largen – Director, Quality Assurance                                             Date

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1. **Purpose and Scope**

   The purpose of this procedure is to define the process flow for approving and evaluating suppliers of production components and materials, services and tooling.

   NOTE: Suppliers who provide engineering samples to IDD for evaluation are not required to be evaluated. However, the supplier or subcontractor must be approved or conditionally approved if the samples are to be used on production items.

2. **Definitions**

   **ASL**
   - Approved Supplier List – a list of suppliers determined to be acceptable to supply production components and materials, services and tooling. The ASL is maintained by the Supply Chain Manager.

   **Approved Suppliers**
   - Suppliers determined to be acceptable to supply production components and materials, services and tooling and identified on the Approved Supplier List.

   **Original Equipment Manufacturer (OEM)**
   - An entity that establishes specifications and requirements Manufacturer applicable to an aircraft or subsystem that is ultimately installed on such aircraft.

   **Supplier**
   - An organization or person that provides a product.

   **Class I Supplier**
   - A supplier determined by management to warrant special administration due to risk of significant impact on quality associated with special manufacturing processes, sole source supply relationships or other special conditions.

   **Class II Supplier**
   - A supplier that provides components and/or assemblies custom fabricated to IDD Specifications.

   **Class III Supplier**
   - A supplier that provides commercial off the shelf components and/or assemblies.
3. **Responsibilities**

**SCM**
Supply-Chain Manager - Responsible for the overall management of the supply-chain activities.

**BUYER**
Buyer – Recognized authority to negotiate and execute contracts with suppliers.

**QA**
Quality Assurance – Responsible for managing aspects and controls necessary to ensure quality products from the supply-chain.

**QT**
Quality Technician – Responsible for reporting on supply-chain activities and corrective/preventive measures.

4. **Procedures**

See Figure 1.

5. **Related processes**

- SUPPLIER PERFORMANCE REPORTING QA-WI-408
- CORRECTIVE AND PREVENTIVE ACTION QMS-865
- SUPPLIER APPROVAL AND PERFORMANCE EVALUATION – WORK INSTRUCTIONS SC-WI-702
- CONTROL OF RECORDS QMS-405

5.1 **Reference Documents**

5.1.1 **AS9100 – Quality Systems – Aerospace – Model for quality assurance in design, development, production, installation and servicing**

6. **Records**

- Supplier Quality System Questionnaire Class I & II Form SC-0319
- Supplier Quality System Questionnaire Class III Form SC-0645
- Conditional Supplier Approval Form SC-0471
- Approved Supplier List N:/QC/Supplier/excel spreadsheet application

7. **Governing Policies**

**AS9100**

Purchasing 7.4.1
Figure 1.

Supplier Approval and Performance Evaluation - QMS-702 1-015-04

<table>
<thead>
<tr>
<th>Buyer/Engineer/TM</th>
<th>Supply-Chain Manager</th>
<th>QA</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify potential suppliers</td>
<td>Send supplier quality survey to the supplier</td>
<td></td>
<td>Complete supplier quality survey and return to IDD</td>
</tr>
<tr>
<td>Notify SCM to initiate the evaluation process</td>
<td>Evaluate the completed and returned survey - classify supplier and add to ASL as conditional</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R1</td>
<td>Approved?</td>
<td>MAI 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Notify supplier to take corrective measures to comply</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R2</td>
<td>Validate corrective actions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>List as Approved in the ASL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R3</td>
<td>YES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Figure 1. (cont.)

Supplier Performance Evaluation and Reporting - QMS-702 1-15-04

<table>
<thead>
<tr>
<th>Supply-Chain Manager</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare and maintain the ASL per SC-WI-702</td>
<td>Prepare Supplier Performance Report per SC-WI-702</td>
</tr>
<tr>
<td>Prepare Supplier Performance Report per SC-WI-702</td>
<td>Act on trend corrective action requests received and report back to IDD</td>
</tr>
<tr>
<td>Analyze Supplier Performance Report data monthly to determine trend corrective actions necessary</td>
<td></td>
</tr>
<tr>
<td>Issue trend corrective action plan requests for the following:</td>
<td></td>
</tr>
<tr>
<td>• Suppliers rated Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>• Suppliers with declining performance trends as defined in SC-WI-702</td>
<td></td>
</tr>
<tr>
<td>• Unacceptable response to previous corrective action request</td>
<td></td>
</tr>
<tr>
<td>YES</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>Acceptable?</td>
</tr>
</tbody>
</table>

MAI 2 MAI 3 MAI 4 R3 R4
### LEGEND

**Symbols**
- R1 - Conditional Supplier Approval form #SC0471
- R2 - Supplier Quality Survey form #SC0391 or #SC0645
- R3 - Approved Supplier Listing
- R4 - Supplier Corrective Action Request
- R5 - Supplier Corrective Action Response

**Points**
- MAI1 - Approval/Disapproval rating-status
- MAI2 - Supplier Performance Report
- MAI3 - SCAR aging process
- MAI4 - Supplier follow-through