



Supplier Approval and Performance Evaluation

Rev.	Date	Description of Change	Prepared By
N/C	10/1996	Original issue to replace procedure 040-010	V. Li
A	2/1997	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	V. Li
B	5/1997	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.	V. Li
C	6/2000	<ul style="list-style-type: none"> - 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	<ul style="list-style-type: none"> - Removed reference to D1-9000A - Revised to provide clarification to the process 	V. Li
F	5/2003	<ul style="list-style-type: none"> - Converted to AS9100 format. - Changed from QSP-015 to QMS-702. - Extensively updated to reflect current practices. 	M. Bury
G	1/2004	<ul style="list-style-type: none"> - 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



Supplier Approval and Performance Evaluation

Procedure: QMS-702

Page 2 of 6

Rev. Date: 1/15/04

Rev. No. G

Approved by: A. Largen


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.

 IDD AEROSPACE <hr/> Quality System Procedure	Supplier Approval and Performance Evaluation	
	Procedure: QMS-702	Page 3 of 6
	Rev. Date: 1/15/04	Rev. No. G
	Approved by: A. Largen	

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

Purchasing	AS9100 7.4.1
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Figure 1.

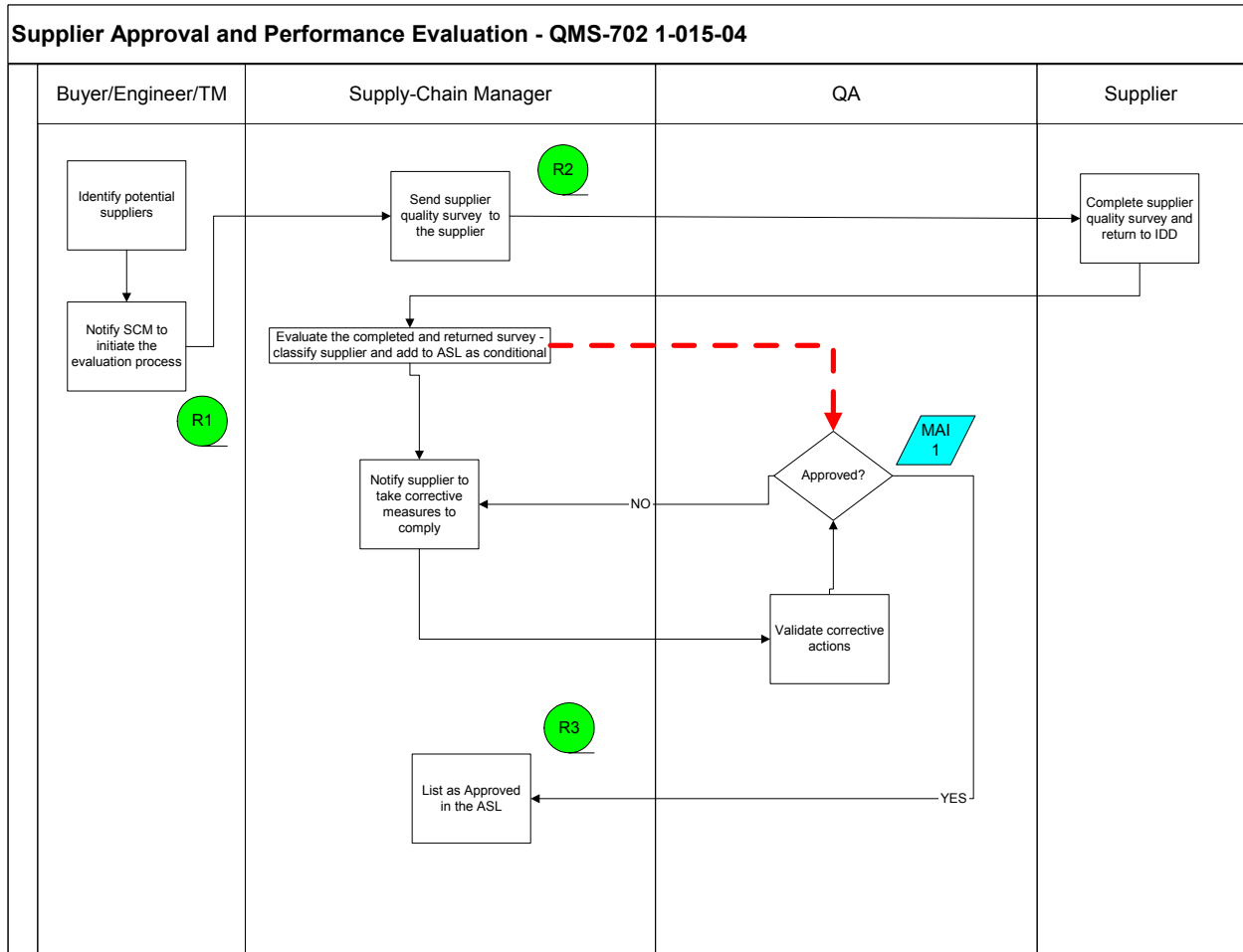
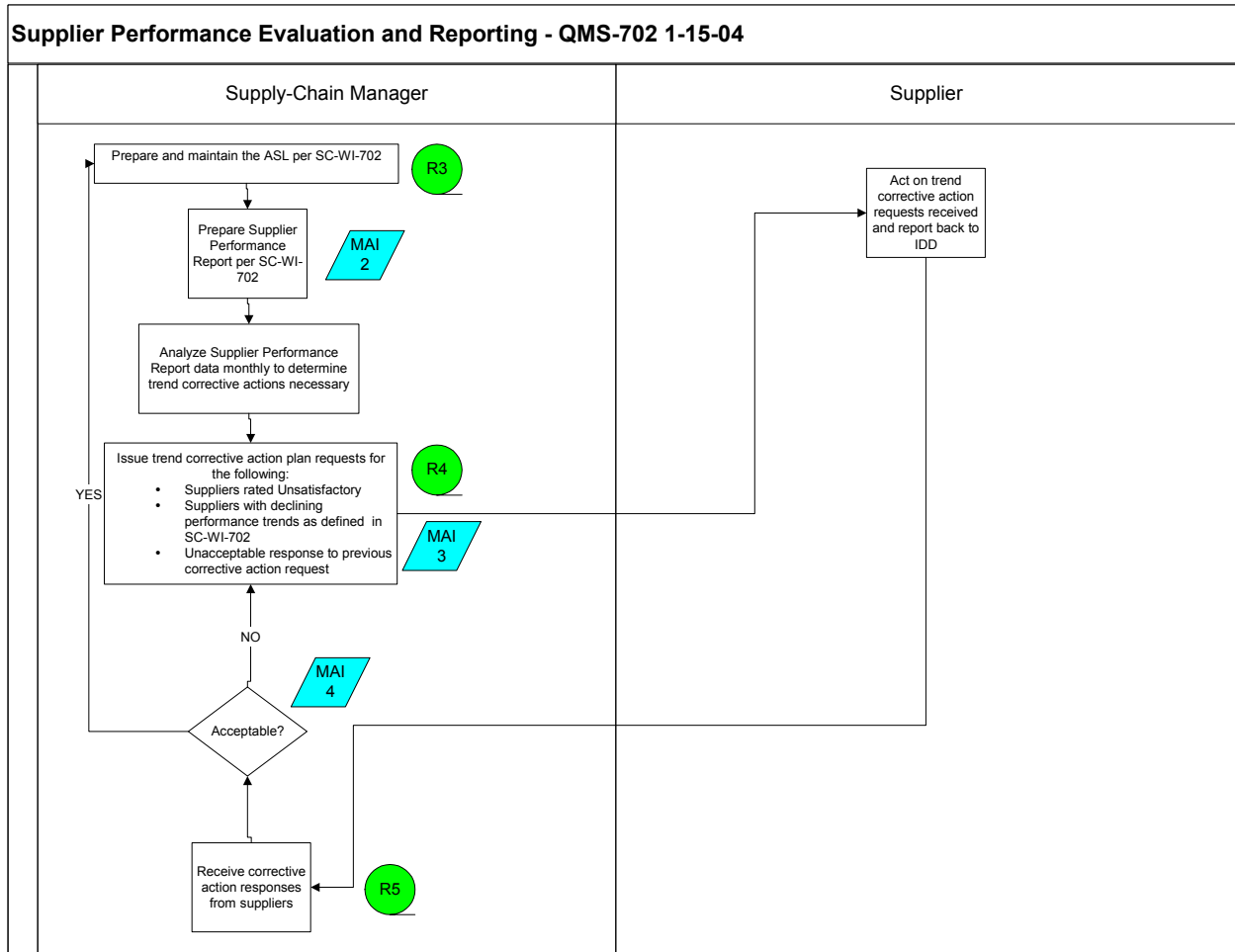




Figure 1. (cont.)





Supplier Approval and Performance Evaluation

Procedure: QMS-702

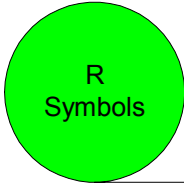
Page 6 of 6

Rev. Date: 1/15/04

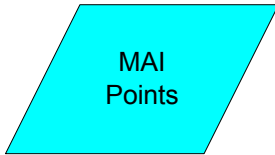
Rev. No. G

Approved by: A. Largen

LEGEND



- 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



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