

SHEET 1



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

SUMMARY

SUPPLIER NAME .....

REPORT NO.

ADDRESS .....

QUALITY MGR .....

DATE OF AUDIT .....

AUDIT CARRIED OUT BY .....

POSITION WITHIN COMPANY .....

HBCQSC APPROVAL NUMBER .....

SUMMARY OF FINDINGS AND RECOMMENDATIONS - DETAIL NON CONFORMANCE/CORRECTIVE ACTION REQUEST FORM NO'S IF RAISED

AUDIT SATISFACTORY/UNSATISFACTORY

AUDITORS SIGNATURE \_\_\_\_\_

HBQSC DECISION (To be completed by HBQSC Personnel only)

CONTINUE APPROVAL WITH/WITHOUT VISIT

SIGNED \_\_\_\_\_



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

MONITORING  
CHECK

A1 Have all organisational and plant changes which may affect your approved capability been notified to HBQSC? - If no, give details below.

A2 Has your Third Party Approval been maintained? Append latest Certificate and Schedule - state date of last audit and overall result. Give details of any major non-conformances found.

APPENDIX A

A3 closed?

A4 Have all Hawker Beechcraft/HBQSC Non Conformance Report/Corrective Action Request raised against delivered products been actioned in the required timescale?

A5 Supply evidence to confirm that Corrective/Protective Actions notified to HBQSC have been implemented and are effective.



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCEMONITORING  
CHECK

A6 Is the Quality Manager/Chief Inspector unchanged? If no, give details below and how this was relayed to Hawker Beechcraft.

A7 Are the Approved Release Signatories unchanged? If no, give details below and resubmit HBQSC "Approval Signatories" Form No. Q7B-285 or appropriate section from your Quality Manual/Company Exposition.

APPENDIX B

A8 Are Internal Quality audits carried out in a timely manner? - Append Internal Audit Programme schedules showing audit progress and a review of NC closure success to date.

APPENDIX C

SECTION 1



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

PRODUCT  
SELECTION

1.1 Details of product selected for audit purposes.

Part No:	Part Issue No:	
Description:		
Identifiable/Serialised Part:	* YES/NO	State Serial No:
HBQSC Delivery Site:		

\* Delete as appropriate

SECTION 2



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

CONTRACT/  
ORDER

HBC/RAPID Bimms Purchase Order No:

Line Item:

Buyer/Contact

Amendment Status:

Other amending instructions eg. Letters:

Part No:

Part Issue:

APPENDIX D

2.1 Detail any special instruction/conditions of supply - reference HBC/RAPID P.O. attachments called up.

2.2 Specify Inspection conditions on Order eg. Release conditions required.

2.3 Specify where copies of the Purchase Order and/or Contract are located and are these maintained satisfactorily?

SECTION 2



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

CONTRACT/  
ORDER

2.4 Specify the functions having access to actual or copies of the P.O. and/or Contract. Has the relevant procedure for the receipt and dissemination of HBC/RAPID orders been effectively followed?

2.5 What records are held of drawings and specifications having been supplied/obtained?

2.6 Assessors additional comments.

SECTION 3

CONTRACT  
REVIEW



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

3.1 Record details of Contract Review performed on product selected. Provide documentary evidence of Contract Review.

--

APPENDIX E

3.2 Record Personnel identified as being involved in this Contract Review activity. Reference procedure employed.


3.3 What authorises personnel in 3.2 above to conduct Contract Review activities? Reference procedure employed.

--

3.4 If the P.O. /Contract has been subject to amendment, have representatives from the functions originally conducting the Review been made aware and has the Contract been satisfactorily re-reviewed?

--

3.5 Are all Procedures, Standards, Specifications, Special Technique Sheets, Drawings etc, made available for personnel conducting the Contract Review?

SECTION 3

CONTRACT  
REVIEW



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE


3.6 Enclose a copy of your HBQSC Letter of Approval.

Letter of Approval Ref: _____	Approval No: _____	Date Issued: _____
APPENDIX F		

3.7 Is a copy of the HBQSC Letter of Approval available to Contract Review personnel? State if the basic information contained within is still topical.


3.8 Is the Product within the scope of your Approval? \* YES/NO

3.9 If 'No', what action has been taken?


3.10 Has the Contract Review properly identified any special instructions? (eg first article inspection, enclosure of mill cert etc.)

--

SECTION 3



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

CONTRACT  
REVIEW

3.11 Auditors notes/supplementary questions.

\* Delete as appropriate

SECTION 6



SUPPLIES/  
PURCHASING

## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

6.1 **Purchased Supplies**

Is there objective evidence to show that any purchases, were formally covered by your Company's approved vendor listing procedure/or supplied from an appropriate Raytheon approved/agreed source?

6.2 Is there a written procedure to audit and monitor the Stockist approved Vendors?

6.3 When was the last time the Suppliers listed in 6 was audited, how was it audited and what were the audit findings?

6.4 Where HBQSC/HBC approved sources have been used, what checks have been performed to ensure the supplier used has the appropriate scope of approval to supply?



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

- 6.5 Please select the purchase order raised on external source, in fulfilment of this audit and provide details below. Append a copy of your outgoing Purchase Order.

Purchase Order No:	Supplier(s):	HBC/HBQSC Approved:	* YES/NO
Inspection Conditions Req'd:	Specification/Part No:	Drwg/Part Issue Req'd:	
Material Conditions:	Quantity:		
Any Special Conditions of Supply:			
Where called up?			
* If not HBQSC/HBC Approved, what authority exists to use the Supplier used?			

APPENDIX G

- 6.6 Record below details of incoming Certificates of Conformity - satisfying the above Purchase Order; and check that the following information is provided and coincides with the outgoing Purchase Order and Design requirements. Append copy of your incoming Release Note/Certificate of Conformity.

--

APPENDIX H

CRITERIA

DETAIL INFO. HERE

 RESULT OF CHECK AGAINST OUTGOING  
P.O./DESIGN REQUIREMENTS



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

Manufacture/Supplier		Satisfactory / Unsatisfactory
Part No./Specification		Satisfactory / Unsatisfactory
Drwg/Part Issue Supplied		Satisfactory / Unsatisfactory
Quantity		Satisfactory / Unsatisfactory
Release Statement		Satisfactory / Unsatisfactory
Approval Number Listed		Satisfactory / Unsatisfactory
Unique Certificate Serial Number		Satisfactory / Unsatisfactory
Any Additional Qualification		Satisfactory / Unsatisfactory
Release Stamp Authority		Satisfactory / Unsatisfactory
Traceability to Origin		Satisfactory / Unsatisfactory
Material Condition		Satisfactory / Unsatisfactory

6.7 How has that supplied met the required Condition of Supply in all respects, and thus satisfy the associated drawing and planning requirements?  
Please give details.

6.8 How has that service supplier met the requirements of the required Condition of Supply in all respects and thus satisfies the associated drwgs and Purchase Order? Give details.

SECTION 6



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

SUPPLIES/  
PURCHASING

**Receipt Inspection of Purchased Supplies**

6.9 What records are available of 'on receipt' inspection by authorised personnel? Check Stamp Holder authority.

6.10 Is there a documented Receiving Inspection Plan?

6.11 Auditors supplementary question and general comments

SECTION 6



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

SUPPLIES/  
PURCHASING

--	--



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

CALIBRATION

9.1 Has any special equipment been used to verify the Product? Give details.

9.2 Give calibration details of the special equipment involved.

9.3 Select a Sample of standard equipment (3 pieces) used in the manufacture of the product selected (generic). Provide documentary evidence (appendix s) of traceability back to National Standards for the items selected below.

Serial No.:	Description	Date Calibrated	Date Due	Calibrating Media Used	Traceable Back To	Traceable Back To

APPENDIX J

9.4 Sample of personal equipment (2 pieces). Provide documentary evidence (appendix s) of traceability back to National Standards for the items selected below.

Serial No.:	Description	Date Calibrated	Date Due	Calibrating Media Used	Traceable Back To	Traceable Back To

APPENDIX K

SECTION 9



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

CALIBRATION

9.5 How do you ensure that the equipment used is consistently capable of the required measurements? Reference your procedures invoked for the above hardware.

9.6 Auditors additional comments relating to the calibration of equipment used on the Product.



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

10.1 Is the product supplied from Stores and despatched free from any damage, contamination or deterioration?

10.2 Record any special shelf life controls applied to the product, components or materials. Give details.

10.3 Where the storage area is subject to temperature and/or humidity controls, are records for the time of storage of the product, components or materials satisfactory?

10.4 Are products, components and materials associated with the product suitably stored eg. No unlike materials in contact, appropriate storage temperature, blanking caps, protective threads etc?

10.5 Auditors additional observations.

SECTION 10



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

HANDLING,  
STORAGE &  
PRESERVATION

SECTION 11

PACKAGING,  
DELIVERY &  
RELEASE



## HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

11.1 Verify the type of protection and packaging used (or is planned) for shipment to HBC/RAPID is satisfactory. Give details.

--

11.2 Verify that final inspection of the product has been carried out prior to shipment conducted and the authorisation for release has been by an appropriately approved person.

Stamp No.:	Name:	Authorised to conduct Task: * Y/N If No give details

11.3 How has HBC Purchase Order/Contract been checked to ensure compliance with the defined requirement/conditions of supply and release certification? Give details how this was achieved at the point of release.

--

11.4 Record details of the Release Certification issued for the product. Append a copy of your Release Certificate for the product identified.

SECTION 11



# HBQSC STOCKIST SELF ASSESSMENT PRODUCT AUDIT SUMMARY

NON  
CONFORMANCE  
REFERENCE

PACKAGING,  
DELIVERY &  
RELEASE

Releasing Suppliers Full Name:		
HBC/HBQSC Approval Number/CAA Approval No:		
HBC Purchase Order Number:		Certificate Serial No:
Part No. and Issue No.:	Batch/Item Serial No./History Card Ref.:	Qty:
Release Statement Provided:		
Any Additional Qualifications:		

APPENDIX L

11.5 Auditors additional comments relating to the packaging and release procedure applied to the Product.