



# The Self Evaluation of a Supplier Quality Inspection Organisation and Basic Procedures

SUMMARY

Page 1 of 1

SUPPLIER NAME .....

ADDRESS .....

PERSON PERFORMING AUDIT .....

POSITION WITHIN COMPANY .....

DATE OF AUDIT .....

**You are required to make a truthful and fair assessment of your performance when audited against the questions herein. Only answer questions applicable to your category ie Pt 1-Sub Contractor, Pt 2 -Stockist, Pt 3-Manufacture of Proprietary Parts. If your company holds AS9100, only questions in applicability B column apply. Dependent upon circumstances, Raytheon Supplier Assurance personnel may elect to visit your facility to verify that detailed herein.**

**You are required to state, where required, the section of your Quality Manual, Procedure reference and the Internal reference which directly addresses the question/criteria posed.**

**Both Auditor and the Company's Chief Executive/Managing Director are required to sign the completed report prior to submission to Hawker Beechcraft Quality Support Company, Chester.**

AUDITOR'S SIGNATURE .....

MD/CEO SIGNATURE .....

**HBQSC DECISION**

On Site Required YES/NO

Approval Recommended YES/NO

Approval Number HBIFSAS/PART /

EVALUATION SUBMITTED BY .....

MANAGEMENT SIGNATURE .....



# Quality Management Requirements

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**TO BE COMPLETED IN CONJUNCTION WITH COVER SHEET. PLEASE READ THIS FOR GUIDANCE.**

**9.4 General Requirements**

Q1 Does the Management Review address the requirements of the HBIFSAS/QA/SC1?  
(HBIFSAS/QA/SC1 Paragraph 9.4.1 a)

A1	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**9.4.2 Documentation Requirements**

Q2 Does the Suppliers Quality System take into account the requirements of the applicable Regulatory authorities?  
(AS 9100 Paragraph 4.2.1.f)

A2	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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Q3 Does the Supplier ensure all relevant personnel have access to its QMS documentation and are all staff aware of the relevant procedures?(AS 9100 Paragraph 4.2.1.f))

A3	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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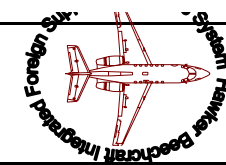
Q4 Does the Supplier ensure that the requirements of the HBIFSAS/QA/SC1 document and in the case of Part 1 Subcontractors, Hawker Beechcrafts' "Quality Assurance Instructions to Suppliers" (Doc Ref Q5B-000 series) are fully integrated and appropriately understood at all levels within the Suppliers Organisation? (HBIFSAS/QA/SC1 Paragraph 9.4.2.1a)

A4	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**9.4.2.2 Quality Manual**

Q5 Does the Suppliers documented procedures clearly reference the requirements of the ISO9000/AS9100 standard?  
(This may be achieved through supplemental notes or through an applicability matrix as a supplement to the Quality Manual)  
(AS 9100 Paragraph 4.2.2 b)





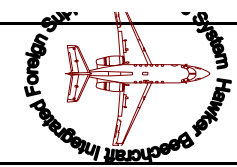
# Quality Management Requirements

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PART 1	PART 2	PART 3	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	ISO Only	AS9100
			<b>9.5.5.2 Management representative</b>				
X	X	X	Q11 Does the Supplier's Management representative have the organisational freedom to resolve matters pertaining to quality? (AS9100 Paragraph 5.5.2 d)			●	
			A11				
			<b>9.6.2 Human resources</b>				
			<b>9.6.2.2 Competence awareness and training</b>				
X	X	X	Q12 Can the supplier demonstrate that key personnel are suitably trained on HBQSC requirements contained with the HBQSC policy? For part 1 subcontractors the Quality Assurance Instruction to Supplier? (AS9100 Paragraph 5.5.2 d)			●	●
			A12				
			<b>9.7 Product realization</b>				
			<b>7.1 Planning of Product Realization</b>				
X	X	X	Q13 Does the Supplier identify resources to support operation and maintenance of the product? (AS9100 Paragraph 7.1e)			●	
			A13				
			<b>9.7.2.2 Review of Requirements Relating to the Product</b>				
X	X	X	Q14 Does the Supplier identify and evaluate potential risks associated with the product eg short delivery times, new technology? (AS9100 Paragraph 7.2.2d)			●	
			A14				
X	X	X	Q15 Does the Supplier's review of requirements related to the product ensure: - that following a detailed and technical examination of Hawker Beechcraft instructions, drawing notes, specifications etc., appropriate information is documented into work instructions and their scope are covered by the HBQSC Terms of Approval - that only HBC/HBQSC agreed sources of supply are used			●	●

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- only experienced and knowledgeable personnel undertake the work'
  - that all relevant Supplier functions are involved in the review, and these functions fully understand the requirements
  - the review is re-staged if the Contract is amended
- (HBIFSAS/QA/SC1 Paragraph 9.7.2.2)

A15

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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## 9.7.3 Design and development

### 7.3.1 Design and development planning

- X** Q16 During Design and Development planning, does the Supplier identify the Organisation, mandatory steps, significant changes, and method of configuration control? (AS9100 Paragraph 7.3.1a)

A16

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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- X** Q17 Does the Supplier give consideration to, where appropriate to the complexity of the product, structuring the design effort into significant elements and thence determining for each element, responsible personnel, design content, input data, planning constraints and performance conditions. The input data specific to each element shall be reviewed to ensure consistency with requirements (AS9100 Paragraph 7.3.1 c)

A17

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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- X** Q18 Does the Supplier ensure different design and development tasks to be carried out are defined according to specified safety or functional objectives of the product in accordance with Hawker Beechcrafts and/or regulatory authority requirements? (AS9100 Paragraph 7.3.1 c)

A18

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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- X** Q19 Does the Supplier ensure design and development tasks to be carried out are defined according to specified safety or functional objectives of the product in accordance with Hawker Beechcrafts and/or regulatory authority requirements? (AS9100 Paragraph 7.3.1 c)

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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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### 9.7.3.3 Design and development outputs

**X** Q20 Does the Supplier ensure design and development outputs have identified key characteristics where required by the design/contract? (AS9100 Paragraph 7.3.3 e)

A20

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**X** Q21 Does the Supplier ensure design and development outputs include data for the identification, manufacture, inspection, use and maintenance of the product? This shall include for example, drawing lists, specifications, configuration data, and process data including information to enable the product to be conformed? (AS9100 Paragraph 7.3.3 e)

A21

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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### 9.7.3.4 Design and development review

**X** Q22 Does the Supplier ensure design and development reviews include authorisation to proceed to the next stage? (AS9100 Paragraph 7.3.4c)

A22

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**X** Q23 Does the Supplier commit to allowing the Hawker Beechcraft, its Customers and the Regulatory Authorities as appropriate to participate in the Design/Development Reviews and witness any associated testing? The Supplier must agree suitable notification timescales with Hawker Beechcraft Aircraft Engineering. (HBIFSAS/QA/SC1 Paragraph 9.7.3.4a)

A23

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**X** Q24 Does the Supplier commit to conducting regular reviews on such Design documents as the DDP to ensure it remains topical and in line with current manufacturing technologies and design philosophies? (HBIFSAS/QA/SC1 Paragraph 9.7.3.4b)

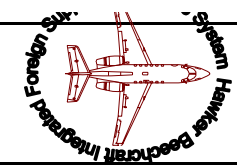
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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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### 9.7.3.5 Design and development verification

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**X** Q25 Does the Supplier commit to the creation of appropriate Inspection/Testing Plans necessary to verify the technical characteristics and correct functioning of the product?  
(HBIFSAS Paragraph 9.7.3.5a)

A25

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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## 9.7.3.6.1 Documentation of design and/or development verification and validation

**X** Q26 Following the completion of the Design and/or Development Verification and Validation, does the supplier ensure that reports, calculations, test results, etc. demonstrate that the product definition meets the specification requirements for all identified operational conditions? (AS9100 Paragraph 7.3.6.1)

A26

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**X** Q27 Does the Supplier ensure that the modification standard of the Product is known at any point in time and any modifications will only be incorporated after detailed processing through all relevant functions eg. justification, manufacturing engineering inspection, operations etc? (HBIFSAS Paragraph 9.7.3.6 a)

A27

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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## 9.7.3.6.2 Design and development verification and validation testing

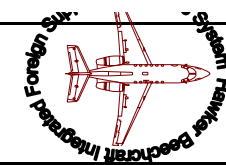
**X** Q28 Where testing is required as part of the Design and/or Development Verification and Validation process, does the Supplier ensure the tests are planned, controlled, reviewed and documented to prove the following:

- test plans or specifications identify the product being tested and the resources being used, define test objectives and conditions parameters to be recorded, and relevant acceptance criteria;
- test procedures describe the method of operation, the performance of the test and the recording of results;
- the correct configuration standard of the product is submitted for test;
- the requirements of the test plan and test procedures are observed;
- the acceptance criteria are met. (AS9100 Paragraph 7.3.6.2)

A28

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**X** 9.7.3.7 Control of design and development changes

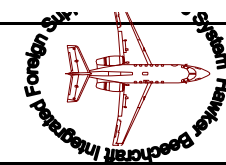


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<p>Q29 Does the Supplier ensure that any changes to the proprietary design of the Product, not limited to external geometry, interchangeability, life and/or performance must be notified to Hawker Beechcraft Aircraft Engineering (Design) Organisation - Wichita, USA, and the Regulatory Authorities as appropriate (AS9100 Paragraph 7.3.7 and HBIFSAS Paragraph 9.7.3.7a)</p> <p>A29</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Where in the Quality Manual?</td> <td style="width: 33%;">In which Procedure(s)?</td> <td style="width: 33%;">Which internal audit checks this?</td> </tr> </table>	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		●	●
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?				
<p><b>9.7.4 Purchasing</b></p> <p><b>7.4.1 Purchasing process</b></p>						
<p>Q30 Does the Supplier accept responsibility for the quality of all purchased product including Customer designated sources? (AS9100 Paragraph 7.4.1)</p> <p>A30</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Where in the Quality Manual?</td> <td style="width: 33%;">In which Procedure(s)?</td> <td style="width: 33%;">Which internal audit checks this?</td> </tr> </table>	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		●	
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?				
<p>Q31 Does the Supplier ensure:</p> <ul style="list-style-type: none"> <li>a) that a register of approved suppliers is maintained which includes their scope of approval,</li> <li>b) the supplier performance is periodically reviewed and these reviews are used as a basis for establishing the levels of control required and that records of these reviews are kept</li> <li>c) the necessary actions for delinquent suppliers are defined,</li> <li>d) where defined, the Supplier and its subtiers use only approved 'Special Process' sources,</li> <li>e) the Suppliers approving agency also has the ability to disapprove the use of the sources. (AS9100 Paragraph 7.4.1a thru e)</li> </ul> <p>A31</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Where in the Quality Manual?</td> <td style="width: 33%;">In which Procedure(s)?</td> <td style="width: 33%;">Which internal audit checks this?</td> </tr> </table>	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		●	
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?				
<p>Q32 Does the Supplier commit to using material obtained from HBQSC agreed sources and where appropriate will only use HBQSC approved subtiers holding the appropriate scope of approval for the work intended? (HBIFSAS/QA/SC1 Paragraph 9.7.4.1 a/b)</p> <p>A32</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Where in the Quality Manual?</td> <td style="width: 33%;">In which Procedure(s)?</td> <td style="width: 33%;">Which internal audit checks this?</td> </tr> </table>	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		●	●
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?				
<p>Q33 Does the Supplier commit to obtaining HBQSC release from HBQSC approved sources of supply and if any HBQSC sources cannot be sought, the Supplier will refer to HBQSC for guidance? (HBIFSAS/QA/SC1 Paragraph 9.7.4.1c/d)</p> <p>A33</p>		●	●			



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<p>Q34 Does the Supplier commit to participating with HBQSC surveillance activities with both itself and associated HBQSC sources including notifying HBQSC of poor performance of its agreed/approved sources? (HBIFSAS/QA/SC1 Paragraph 9.7.4.1.e)</p> <p>A34</p>		
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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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<p><b>9.7.4.2 Purchasing information</b></p> <p>Q35 Does the Supplier ensure its purchasing information includes:</p> <ul style="list-style-type: none"> <li>- purchased supply identification, issues of specifications, drawings, process requirements, inspection instructions, and other relevant technical data</li> <li>- requirements for design, test, examination, inspection and other related acceptance instructions,</li> <li>- requirements for test specimens, as required,</li> <li>- requirement for the supplier to notify the Organisation of non conforming product and how this may be accepted,</li> <li>- requirements to notify the Organisation where there have been changes in product and /or process definition and to obtain approval</li> <li>- rights of access by the Organisation, HBQSC and the Regulatory Authorities to all facilities and applicable records,</li> <li>- requirements for the supplier to flow down to sub-tiers, the applicable requirements including those of HBQSC. (AS9100 Paragraph 7.4.2 d thru j inclusive)</li> </ul> <p>A35</p>		
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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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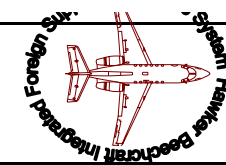
<p><b>9.7.4.3 Verification of purchased product</b></p> <p>Q36 Does the Supplier produce inspection documentation which will includes but not limited to:</p> <ul style="list-style-type: none"> <li>- criteria for acceptance and rejection</li> <li>- sequential list of inspection and testing operations</li> <li>- records for Inspection activity eg History cards</li> <li>- any specialised inspection/test equipment required together instructions on its use, certification, validation and maintenance (HBIFSAS/QA/SC1 Paragraph 9.7.4.3 a and AS9100 Paragraph 7.4.3)</li> </ul> <p>A36</p>		
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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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<p>Q37 Does the Supplier ensure that no purchased product is used until it has been verified as conforming unless it is released under positive recall procedures? (AS9100 Paragraph 7.4.3)</p>		
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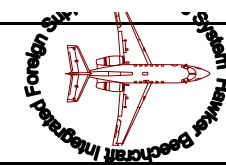
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			A37		
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
X	X	X	Q38 Where test reports are used to verify purchased product, does the Supplier ensure that data in the reports is per the specification and that the Supplier will periodically validate the test reports for raw material? (AS9100 Paragraph 7.4.3)	●	
			A38		
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
X		X	Q39 Where the Supplier delegates verification activities to the sub-tier supplier, does the Supplier will have documented procedures for the control and delegation of the authority. These shall include but not limited to a register of dealegtes, the limits of the delegation, delegated stamp controls, training requirements and the monitoring, audit and follow up of nonconformances? (HBIFSAS/QA/SC1 Paragraph 9.7.4.3 b) and AS9100 Paragraph 7.4.3)	●	●
			A39		
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
X	X		Q40 Does the Supplier commit to undertake receiving inspections in accordance with Hawker Beechcraft requirements as defined by the HBIFSAS/QA/SC1 and as defined with Hawker Beechcraft's Quality Assurance Instructions to Suppliers? (HBIFSAS/QA/SC1 Paragraph 9.7.4.3)	●	●
			A40		
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
X	X	X	<b>9.7.5 Production and Service Provision</b> <b>9.7.5.1 Control of production and service provision</b> Q41 Does the Supplier ensure that upon receipt of Hawker Beechcraft orders, the Supplier checks to ensure all processes involved are within the scope of their Hawker Beechcraft approval and aligned to the requirements of Hawker Beechcraft instructions/specifications? (HBIFSAS/QA/SC1 Paragraph 9.7.5.1 a)	●	●
			A41		
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
X		X	Q42 Does the Supplier ensure that the Planning data contains detailed planning instructions to a level appropriate to the level of operative skill levels, fool proofing, product maturity, inspection levels etc? (HBIFSAS/QA/SC1 Paragraph 9.7.5.1 b)	●	●



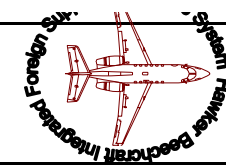
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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X Q43	Does the Supplier ensure that in process verification points have been established when the product cannot be adequately conformed at a later stage of realisation? (AS9100 Paragraph 7.5.1)		●
A43			
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X Q44	Does the Supplier ensure accountability for all product during manufacture including parts quantities, split batches and NC product? (AS9100 Paragraph 7.5.1g)		●
A44			
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X Q45	Does the Supplier have evidence that all manufacturing and inspection operations have been completed as planned, or as otherwise documented and authorised? (AS9100 Paragraph 7.5.1h)		●
A45			
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X Q46	Does the Supplier's planning have provision for the prevention, detection and removal of FOD? (AS9100 Paragraph 7.5.1 i)		●
A46			
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X Q47	Does the Supplier's planning state the criteria for workmanship using clear and practical methods (AS9100 Paragraph 7.5.1k)		●
A47			
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X Q48	<b>9.7.5.1.1 Production documentation</b> Does the Supplier ensure production operations are only carried out in accordance with approved data and include drawing lists inspection operations, parts lists etc and also list tools/NC data to be used and associated instructions for their use? (AS9100 Paragraph 7.5.1.1a/b)		●
A48			



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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
<b>9.7.5.1.2 Control of production process change</b>		
Q49 Does the Supplier ensure only approved personnel authorise changes to approved data and that these changes are controlled in a documented and proceduralised fashion, seeking Hawker Beechcraft/Regulatory authority approval as required?(AS9100 Paragraph 7.5.1.2)		
A49		



X

X

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
Q50 Does the Supplier ensure that the changes have the desired effect without adverse effect to product quality? (AS9100 Paragraph 7.5.1.2)		
A50		



X

X

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
<b>9.7.5.1.3 Control of production equipment, tools and Numerical Control (NC) machine programs</b>		
Q51 Does the Supplier validate production equipment, tools and NC programmes prior to use, maintain and periodically inspect to documented procedures? (Validation prior to production use shall include verification by the First Article Inspection) (AS9100 Paragraph 7.5.1.3)		
A51		



X

X

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
Q52 Does the Supplier establish storage requirements, including periodic preservation/condition checks for production equipment or tooling in storage? (AS9100 Paragraph 7.5.1.3)		
A52		



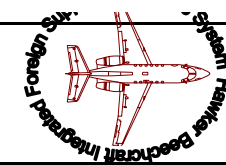
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Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
<b>9.7.5.1.4 Control of work transferred, on a temporary basis outside the organisation's facilities</b>		
Q53 When work is temporarily transferred outside, does the Supplier define the process to control and validate the quality of the work? (AS9100 Paragraph 7.5.1.4)		
A53		



Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
<b>9.7.5.1.5 Control of service operations</b>		



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**Q54** Where servicing is required, does the Supplier have a method for collecting, analysing in service data and take appropriate actions including updating technical documentation, issuing repair schemes and controlling off site work  
(Note: Suppliers undertaking repair and overhaul on Hawker Beechcrafts behalf, must be appropriately JAR/FAR145 approved.  
(HBIFSAS/QA/SC1 Paragraph 9.7.5.1.1a / AS9100 Paragraph 7.5.1.5a thru e)

A54

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**9.7.5.2 Validation of processes for production and service provision**

**Q55** Does the Supplier commit to being approved by Hawker Beechcraft or its nominees, to having any process determined as "Special" by Hawker Beechcraft being assessed in accordance with Hawker Beechcraft requirements prior to their use on Hawker Beechcraft contracts?  
(HBIFSAS/QA/SC1 Section 7.2.2 and Paragraph 9.7.5.2a,b and c/AS9100 Paragraph 7.5.2a/c)

A55

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**9.7.5.3 Identification and tracability**

**Q56** Does the Supplier only accept materials, supplies and services only when received under cover of delivery documentation which certifies compliance with the order requirements and provides tracability to source of manufacture?  
(HBIFSAS/QA/SC1 Paragraph 9.7.5.3a)

A56

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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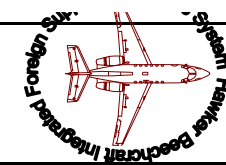
**Q57** Does the Supplier subject all materials, supplies and services to documented 'on receipt' procedures which ensure maintenance of identity and tracability to incoming release documentation?  
(HBIFSAS/QA/SC1 Paragraph 9.7.5.3b)

A57

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**Q58** Does the Suppliers Quality Authority issue and control individual authority to its personnel to undertake inspection/testing which have passed inspection/test at previous stages of operation to proceed for further work operations?  
(HBIFSAS/QA/SC1 Paragraph 9.7.5.3c/AS9100 Paragraph 7.5.3)

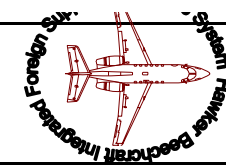
A58



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PART 1	PART 2	PART 3	Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	ISO Only	AS9100
X	X	X					
			<p>Q59 Does the Supplier maintain the inspection/test status of all items throughout production and installation to ensure that only items which have passed inspection/test at previous stages of operation proceed for further work operations? (HBIFSAS/QA/SC1 Paragraph 9.7.5.3c/AS9100 Paragraph 7.5.3)</p> <p>A59</p>			●	●
X	X	X					
			<p>Q60 Does the Supplier's Quality Authority assess, nominate and authorise all personnel involved in the clearance of all inspection/tests and are these persons issued individual stamps of an approved design? (HBIFSAS/QA/SC1 Paragraph 9.7.5.3d and e/AS9100 Paragraph 7.5.3)</p> <p>A60</p>			●	●
X	X	X					
			<p>Q61 Does the Supplier's Quality Authority maintain effective control of stamps issued to ensure: - stamps are only issued to appropriately qualified personnel - comprehensive records are kept on allocation, issue/withdrawal dates and reasons for withdrawal. - control of lost stamp reissue (not within 24 months) - control of withdrawal other than loss (not within 6 months) - stamp legibility is periodically checked and worn stamps are swapped on a one for one basis (HBIFSAS/QA/SC1 Paragraph 9.7.5.3f)</p> <p>A62</p>			●	●
X	X	X					
			<p>Q63 Does the Supplier ensure that materiel, supplies and intellectual data supplied by Hawker Beechcraft are only used in fulfilment of the Order/Contract for which they were supplied? (HBIFSAS/QA/SC1 Paragraph 9.7.5.4a/AS9100 Paragraph 7.5.4)</p> <p>A63</p>			●	●
X							
			<p><b>9.7.5.4 Customer property</b></p> <p>Q64 Does the Supplier ensure that all Jigs and Tools supplied by Hawker Beechcraft are checked for completeness, freedom of damage and evidence of inspection PRIOR to use, and does the Supplier register and maintain such in a satisfactory manner?</p>			●	●



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(HBIFSAS/QA/SC1 Paragraph 9.7.5.4b/AS9100 Paragraph 7.5.4)

A64

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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**9.7.5.5 Preservation of product**

Q65 Does the Supplier operate a stock rotation system is in place to ensure part are issued on a "First In - First Out" basis?  
(HBIFSAS/QA/SC1 Paragraph 9.7.5.5a/AS9100 Paragraph 7.5.5)

A65

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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Q66 Does the Supplier use a quarantine store to hold items pending "on receipt" not permitting verification or release to the bonded store for formal acceptance until approved by the suppliers Quality? (HBIFSAS/QA/SC1 Paragraph 9.7.5.5b/AS9100 Paragraph 7.5.5)

A66

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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Q67 Does the Supplier operate a secure "bonded" store restricted to authorised personnel for the release of materials and supplies accepted by the Organisations Quality? (HBIFSAS/QA/SC1 Paragraph 9.7.5.5c)/AS9100 Paragraph 7.5.5)

A67

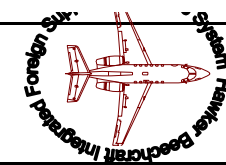
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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Q68 Does the Supplier ensure all Aerospace materials are released undercover of the correct Release Document, i.e. a Certificate of Conformity as defined on the purchase order and / or as agreed with the Quality Manager? (HBIFSAS/QA/SC1 Paragraph 9.7.5.5c)/AS9100 Paragraph 7.5.5)

A68

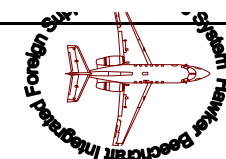
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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Q69 Does the Supplier ensure the release document identifies the following information:  
 - supplier name and approval number  
 - include a unque serial number  
 - explanation of details; including limitations, qualifications, concessions, agreed deviations, shortages and work outstanding  
 - be signed by an approved signatory nominated by the organisation and approved by HBQSC  
 (HBIFSAS/QA/SC1 Paragraph 9.7.5.5d,e,f &g)



# Quality Management Requirements

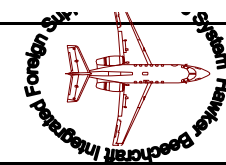
PART 1	PART 2	PART 3				
			A69			
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
			<b>9.7.6 Control of Monitoring and measuring devices</b>			●
X	X	X	Q70 Does the supplier maintain a register on monitoring and measuring devices and defines the calibration process and includes the following: - equipment type - unique identification - location - frequency of checks - check method - acceptance criteria (AS9100 Paragraph 7.6)			
			A70			
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X	X	X	Q71 Does the supplier ensure enviromental conditions are suitable for the calibrations, inspections, measurments and tests that are carried out? (AS9100 Paragraph 7.6)			●
			A71			
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X	X	X	Q72 For equipment that requires calibration, is it recalled to a defined method when due? (AS9100 Paragraph 7.6f)			●
			A72			
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
X	X	X	Q73 For equipment on loan from HBQSC this shall be tracked within the suppliers control system and re-calibrated in the same manner as other externally procurred services (HBIFSAS/QA/SC1 Paragraph 9.7.5.5d)/AS9100 Paragraph 7.6)			●
			A73			
			Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?	
			<b>9.8.2.2 Internal Audit</b>			
X	X	X	Q74 Are detailed tools and techniques developed such as check sheets, process flowcharts, or any similar method to support the audit of the QMS			●



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			And is the acceptability of these tools used measured against the effectiveness of the internal audit process and overall organisation performance? (AS9100 Paragraph 8.2.2)		
			A75		
			Where in the Quality Manual?   In which Procedure(s)?   Which internal audit checks this?		
X	X	X	Q76 Can the supplier's internal auditors demonstrate awareness of the HBQSC requirements (HBIFSAS/QA/SC1 Paragraph 9.8.2.2a)/AS9100 Paragraph 7.6)	●	●
			A76	—	—
			Where in the Quality Manual?   In which Procedure(s)?   Which internal audit checks this?		
X			Q77 Does the suppliers audit programme incorporate (or an acceptable alternative) the following: <ul style="list-style-type: none"> <li>- six monthly audits of any Special Process using HBQSC approved Checklists</li> <li>- an audit of the manufacturing process used on Hawker work every 12 months</li> <li>- an audit of the personnel holding inspection privileges every 12 months, particularly those authorised by HBQSC, to assure their continued competency</li> <li>- a vertical or product audit on product / services supplied for the Hawker contHBCt every 12 months (unless conducted by HBQSC)</li> </ul> (HBIFSAS/QA/SC1 Paragraph 9.8.2.2b)	●	●
			A77		
			Where in the Quality Manual?   In which Procedure(s)?   Which internal audit checks this?		
X	X	X	<b>9.8.2.3 Monitoring and measurement of Processes</b>		
			Q78 Does the supplier apply suitable methods for monitoring and where applicable, measurement of the quality management system processes. Do these methods demonstrate the ability of the process to achieve planned results, where planned results are not achieved corrective action taken? (AS9100 Paragraph 8.2.3)	●	
			A78		
			Where in the Quality Manual?   In which Procedure(s)?   Which internal audit checks this?		
X	X	X	Q79 If the suppliers planned results are not achieved are the following actions taken: <ul style="list-style-type: none"> <li>- appropriate action to correct the nonconforming process</li> <li>- evaluate whether the process nonconformity has resulted in product nonconformity and</li> <li>- identify and control the nonconforming product I.A.W. clause 8.3</li> </ul> (AS9100 Paragraph 8.2.3a)	●	



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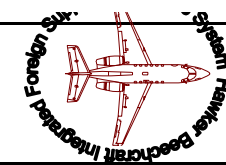
A79		
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
<p><b>9.8.2.3 Monitoring and measurement of processes</b></p> <p>Q80 If the suppliers planned results are not achieved are the following actions taken:</p> <ul style="list-style-type: none"> <li>- appropriate action to correct the nonconforming process</li> <li>- evaluate whether the process nonconformity has resulted in product nonconformity and</li> <li>- identify and control the nonconforming product I.A.W. clause 8.3</li> </ul> <p>(AS9100 Paragraph 8.2.3a, b &amp; c)</p>		
A80		
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
<p><b>9.8.2.4 Monitoring and measurement of product</b></p> <p>Q81 When measuring characteristics of the product to verify requirements have been met, have the additional items been considered:</p> <ul style="list-style-type: none"> <li>- key characteristics have been identified are they monitored and controlled</li> <li>- when sampling inspection is performed are plans used and are they statistically valid for use, and does the plan preclude acceptance of lots to samples that have known nonconformities</li> <li>- product not used until it has been inspected or otherwise verified as nonconforming to specified requirements, unless under positive recall procedure pending completion of all measurement and monitoring activities</li> </ul> <p>(AS9100 Paragraph 8.2.4)</p>		
A81		
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
<p>Q82 For monitoring and measurement of the product are the following requirements in place:</p> <p>a) does the supplier ensure that parts/ assemblies incorporating ICY features are produced strictly to applicable dimensions, or gauge standards</p> <p>b) does the supplier acknowledge that the final acceptance by its Quality/Inspection authority as satisfying all design and quality requirements is indicated by the inspectors stamp. Any final inspection must be preceded by a comprehensive review of all supporting documentation and certifications</p> <p>c) statistical sampling shall not be used in lieu of 100% inspection for final acceptance unless agreed in writing by the Quality Manager HBQSC</p> <p>d) where subcontractor suppliers are approved to conduct receipt inspections of raw material, parts &amp; services from HBQSC agreed sources, are procedures in place to satisfy the requirements of this document (and the QAISs for part 1 suppliers) (HBIFSAS/QA/SC1 Paragraph 9.8.2.4)</p>		
A82		
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?

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## 9.8.2.4.1 Inspection Documentation

Q83 Are the acceptable measurement requirements for a product or service documented. Does this documentation include:

- a) criteria for acceptance or rejection
- b) where in the sequence measurement and testing operation are performed
- c) a record of the measurement results, and
- d) type of inspection media used

(AS9100 Paragraph 8.2.3a, b & c)  
A83

Q84 Do test records show actual test results data when required by specification acceptable to the test plan.  
A84

Q85 Where required to demonstrate product qualification does the supplier ensure that records provide evidence that product meets the defined requirements?  
A85

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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Q86 Does the inspection documentation include the following:

- a) any specialised Inspection / Test equipment register together with instructions its use, certification, validation and maintenance
- b) does the supplier establish documented procedures for the control and delegation of authority from the noiminated Quality Manger. Does the control include the following:
  - a list of delegated personnel
  - a definition of the limits of the delegation
  - delegated control stamps
  - training requirements
  - monitoring, audit and follow up of nonconformances found

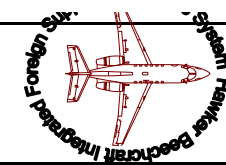
(HBIFSAS/QA/SC1 Paragraph 9.8.2.4.1)  
A86

Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?
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## 9.8.2.4.2 First Article Inspection

Q87 Does the supplier system provide a process for the inspection, verification, and documentation of a representative item from the first production run of a new part, or following any subsequent change that invalidates the previous first article result. (AS9100 Paragraph 8.2.4.2)





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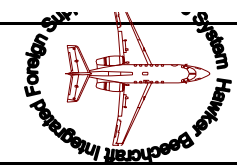
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<p>Q94a2) Permission has been obtained from the HBQSC Quality Manger prior to delivery A94a2) For further details and rules on concessions see (HBIFSAS/QA/SC1 Paragraph 9.8.3)</p>				
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		
<p><b>9.8.4 Analysis of data</b> Q96 Is statistical sampling not used in lieu of 100% inspection for final acceptance unless agreed in writing by the HBQSC Quality Manger? A96 (HBIFSAS/QA/SC1 Para 9.8.4)</p>			●	●
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		
<p><b>9.8.5 Improvement</b> <b>8.5.2 Corrective action</b> Q97 When the supplier takes corrective action to eliminate the cause of nonconformities, does the documented procedure include the following: flow down of the corrective action requirement to the supplier, when it is determined that the supplier is responsible for the root cause, and  specific actions where timley and/ or effective corrective actions are not achived (AS9100 Paragraph 8.5.2) A97</p>			●	
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		
<p>Q98 Does the supplier acknowledge their responsibility for informing HBQSC of hazardous, or potentially hazardous conditions associated with previously delivered products. (For part 1 subcontractors the Qaulity Alert procedure to be used) A98 Q99 Does the supplier recognise when stating proposed corrective action, is consideration given to previously manufactured items such as there could not be airworthiness implications on delivered parts.  A99 Does the preventive actions also take into account products of same genre I.e. similar manufacturing process? (HBIFSAS/QA/SC1 Para 9.8.5.2) A99</p>			●	●
Where in the Quality Manual?	In which Procedure(s)?	Which internal audit checks this?		
<p><b>9.8.5.3 Preventive action</b> Q100 Unless otheise covered by specific arrangements between HBQSC and the suppliers QA function and /or the terms of the order, does the supplier provide HBQSC with a detailed investigation report stating remedial, corrective and preventive actions taken, within 28 days from the receipt of the request for investigation or receipt of items rejected by HBC A100</p>			●	●

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Q101 *For corrective actions, is consideration given to previously manufactured items including similar manufacturing processes?*  
A101

*(HBIFSAS/QA/SC1 Para 9.8.5.3)*

## **SUMMARY OF FINDINGS AND RECOMMENDATIONS**