



# SUPPLIER ASSESSMENT QUESTIONNAIRE

Doc No. TE553-XFG

Revision: 15

Release Date: 24 Mar 2020

Refer Procedure TE110-XPG

Dear Sir / Madam,

To enable Thomas Global Systems to assess your company as an approved supplier, you are requested to complete this questionnaire and return it together with copies of applicable certificates and supporting documents.

**Instructions:** Please complete all questions including the details and comments to support your response.

- Section 1 to be completed by **all suppliers**.
- Section 2 to be completed by **all suppliers**.
- Section 3 only to be completed by **suppliers of calibration services**.
- Section 4 only to be completed by **suppliers of training services**.
- Section 5 to be completed by the **TGS staff requesting the supplier approval**.
- Sections 6 to 8 to be completed by **TGS Quality Staff**.

Questionnaire completed by: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Section 1 – Supplier Company and Contact Information**

Supplier Name:		ABN No:
Supplier Address:		
Country:	Phone:	Fax:
Internet Address:		
Supplier Type: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Distributor <input type="checkbox"/> Service		
Type of Products or Services Supplied:		
Supplier Contacts		
<b>General / Sales:</b>	Name:	
	Title:	
	Phone No:	
	Email:	
<b>Accounts:</b>	Name:	
	Title:	
	Phone No:	
	Email:	
<b>Quality Representative:</b>	Name:	
	Title:	
	Phone No:	
	Email:	

**Notes:** 1) The questions below examine the following primary areas that include;

- the product provided,
- the processes used to control the provision of the product, and
- product quality records.

2) Some of these questions relate to strict Avionics regulations including;

- AS 9100 / ISO 9001 Quality Management System Requirements,
- FAA / EASA Civil Aviation Regulations.



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## Section 2 – Quality Assurance [Product(s) / Product Service(s)]

Assessment Questions		Yes	No	N/A	Details / Comments
1a	<p>Does your company have a certified Quality Management System? e.g. ISO 9001, AS 9100, ASA 100, GAPSA 100, NADCAP (AS 7130 / AS 7140), TAC 2000, AS 17025 or other.</p> <p><b>Note:</b> Please also specify if your company has a QMS that is not certified or the certification has lapsed.</p> <p><b>Please specify and attach the relevant document(s) and a copy of the current certification.</b></p>				
1b	<p><b><u>For Distributor Only:</u></b></p> <p>Will the products supplied to TGS be manufactured under;</p> <ul style="list-style-type: none"> <li>A certified 'Quality Management System' [e.g. ISO 9001, AS 9100, ASA 100, GAPSA 100, NADCAP (AS 7130 / AS 7140), TAC 2000, AS17025 or other (Please specify)] <b><u>OR,</u></b></li> <li>A recognised 'Product Certification' (e.g. NATA Test Certificate) <b><u>OR,</u></b></li> <li>A product has been manufactured to a recognised 'Product Standard' (e.g. MIL-SPEC) / 'Standard' / 'Drawing' etc.</li> </ul> <p><b>Please specify and attach a copy of the relevant Certification / Product Standard / etc.</b></p>				
2	<p>Is QA documentation supplied with the product(s) e.g. Certificate of Conformity, Product Certification or Inspection Test Plan?</p> <p><b>Please specify.</b></p>				
3	<p>Does the product(s) undergo quality control / inspection checks during manufacture prior to release?</p> <p><b>Please specify.</b></p>				
4	<p>Is the product(s) supplied manufactured to a specification?</p> <p><b>Please specify.</b></p>				
5	<p>Is traceability of the product(s) back to a batch or lot maintained for recall purposes and records held?</p> <p><b>Please specify.</b></p>				
6	<p>Is non-conforming product identified, product segregated, disposition determined, and corrective measure taken prior to release?</p> <p><b>Please specify.</b></p>				
7	<p>Is the product packaged and labelled to maintain preservation &amp; integrity?</p> <p><b>Please specify.</b></p>				
8	<p>Where applicable, will your company advise TGS regarding alteration to the product(s) design?</p> <p><b>Please specify.</b></p>				
9	<p>Will your company allow TGS / our customers / regulators audit access to your premises on request?</p>				
10	<p>If you are a U.S. based company, do you have an active anti-drug and alcohol misuse prevention program (FAA / DOT approved and / or registered i.e. A449)?</p>				
11	<p>Does your company have processes established to prevent the sale of counterfeit parts?</p> <p><b>Please specify.</b></p>				
12	<p>Does your company agree to comply with TE302-XPG Thomas Supplier Flow-Down Requirements? TE302-XPG can be viewed at <a href="https://www.thomas-global.com/support/supplier-information/">https://www.thomas-global.com/support/supplier-information/</a></p>				

Additional response / comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 3 – Quality Assurance [Calibration Service(s)]**

Assessment Questions		Yes	No	N/A	Details / Comments
13	Is your calibration / testing laboratory NATA / NIST certified to ISO / IEC 17025? <b>If “yes” specify registration number.</b>				
14	Would all work requested by us for calibration / testing, fall under your NATA / NIST certification?				
15	Is all calibration / testing equipment used by you traceable to an International Standards?				
16	Is this traceability specified on the calibration / testing report you issue?				
17	Does the report specify the serviceability of the calibrated item?				
18	Where applicable, are ESD / EMI protocols in place?				
19	Does your lab participate in intra-lab comparisons?				
20	For calibrations performed, are all item instrument functions and ranges calibrated?				
21	Due to our involvement with the aviation industry, are you able to provide on the calibration report the part no, serial no. & calibration due dates of the equipment used to perform the calibration?				

Additional response / comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Section 4 – Quality Assurance [Training Service(s)]**

Assessment Questions		Yes	No	N/A	Details / Comments
22	Is the training provider a registered training agency? e.g. EASA Part 147 etc.				
23	Are staff who will be providing training to TGS certified as trainers? Please specify				
24	Can the training be conducted at Thomas Global System’s premises?				
25	Does the trainer use course material & documents?				
26	Are examinations given to students to determine the effectiveness of the training?				
27	Is a training certificate issued for the training?				

Additional response / comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Thank you for completing this questionnaire.**  
Please return to Thomas Global Systems as soon as possible.



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## Thomas Global Systems Use Only:

### **Section 5 – Purchasing Information**

Name of Staff member requesting this addition of an approved supplier: \_\_\_\_\_

- Is this a one-off purchase?  Yes  No
- Is this the only supplier of the goods / services?  Yes  No
- Is this a Sub-Contractor supplier?  Yes  No
- Is a NDA required?  Yes  No

Supplier for:

- TEOA  TGS Australia  TGS (IP)  TGS LLC  Other \_\_\_\_\_

Specify where product(s) / product service(s) / calibration service(s) / training service(s) will be used:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Avionics (AVIAPR)           | <input type="checkbox"/> Engineering (ENGAPR)         | <input type="checkbox"/> Admin, HR (OTHADM)            |
| <input type="checkbox"/> Project / R&D (PRJAPR)      | <input type="checkbox"/> Facility Management (OTHFAC) | <input type="checkbox"/> Shipping / Transport (OTHSHP) |
| <input type="checkbox"/> IT, Communications (OTHICT) | <input type="checkbox"/> Other (OTHERS) _____         |  |

### **Section 6 – QA Assessment [Product(s) / Product Service(s)]**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| Quality System requirements met (Questions 1 & 9)?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Product requirements met (Questions 3, 4, 6, 7 & 8)?            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Product traceability requirements met (Question 5)?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Documentation / CoC requirements met (Question 2)?              | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Anti-drug and alcohol misuse prevention program (Question 10)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Prevention of counterfeit parts requirements met (Question 11)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Supplier Flowdown Requirements (Question 12)?                   | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Is there a need to conduct an audit?                            | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

### **Section 7 – QA Assessment [Calibration Service(s)]**

- |   |                              |                             |                              |
|---|------------------------------|-----------------------------|------------------------------|
| Quality System requirements met (Question 13)?                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Calibration traceability requirements met (Questions 14 & 15)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Documentation requirements met (Questions 16 & 21)?             | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Other calibration requirements met (Questions 17, 18, 19 & 20)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

### **Section 8 – QA Assessment [Training Service(s)]**

- |  |                              |                             |                              |
|--|------------------------------|-----------------------------|------------------------------|
| Training institute registration requirement(s) met (Question 22)?  | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Trainer / training requirement(s) met (Questions 23, 24, 25 & 28)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| Examination of trainee's / participant's capability (Question 26)? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

For Workshop / Office Areas "a to e" above, identify the category number as defined on TE188-XDG Supplier Assessment / Approval Criteria [for product / product service(s)] and enter it in the box below:

Supplier Category:  Supplier Classification: Tier

Q&SM / QAO Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Initial  Ongoing Supplier approval:  Yes  No  Conditional

Comments: \_\_\_\_\_

Based on the approval status decision above, TE113-XDG Approved Suppliers List and ERP Vendor Master List shall be updated (as applicable).