Monogram Systems
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ADDENDUM - 2

SUPPLIER QUALITY REQUIREMENTS QUESTIONNAIRE

Document SQR-2

Supplier Quality Requirements Questionnaire

Document No: SQR-2 Effective Date: 10/1/2020 Revision: K

Supplier Quality System Review

Full name of company: _____

Address: _____

City/State/ZIP: _____

Phone: _____

Key Personnel and Contacts

General Manager: _____ e-mail _____

Quality Manager: _____ e-mail _____

Backup QC Contact _____ e-mail _____

Purchasing Contact: _____ e-mail _____

General Information

Number of production employees: _____

Number of shifts being worked: _____

Total floor space available: _____

Type of equipment and machinery: _____

_____

Qualified ***Internal Processes***: (Name and spec. example FUSION WELD Mil-Std-2219)

_____

Quality Control Staff

Total number of inspectors: _____

Name of Chief Inspector: _____

Chief Inspector reports to: _____

Quality System based on: MIL-Q-9858 MIL-I-45208 ISO-9001 AS9100

Onsite and/or SQR-2 audits are conducted every 2 years.

Note: Suppliers registered to ISO9001 or AS9100 may omit questions 1 through 70 by attaching a copy of your current registration certificate.

Other QA system compliance: _____

Major Customer Approvals obtained from:

_____

I have received a copy of Monogram Systems Supplier Quality Requirements (SQR-1) and completed SQR-2 Questionnaire:

Name: _____ Title: _____ Date: _____

For Monogram Systems use:

Auditor: _____ Date: _____ Approved: Y / N

Supplier Quality Requirements Questionnaire

***Reference*: Monogram Document SQR-1, Supplier Quality Requirements**

		Yes	No	N/A
1.	**Quality Manual**: Rev. ___ Date: _____ (4.1)			
2.	As supplier to Monogram Systems, are you aware that the SQR-1 document is a contractual requirement when called out on Monogram's P.O.? (2.2)			
3.	Is the supplier aware they are subject to "Right Of Entry"? (1.4)			
4.	Does the supplier's procedure call for regular periodic review of their written quality procedures? For revising and identifying changes? (4.1.2, 5.1.3)			
5.	Are copies of forms and other records used by the supplier documented and controlled within their procedures? (4.1.3)			
6.	Is a master file system in use for active drawings? (4.2)			
7.	Are drawings in use to current engineering revision level? (4.2.1)			
8.	Does supplier have all specifications required for product? (4.2.3)			
9.	Subcontracted Special Processors used? (7.1.3, 8.2) (attach separate list if needed)			
10.	List Name of Process Source and type of Process Performed by spec: _____ _____ _____			
11.	Does supplier maintain procedures for and evidence of compliance with in-process control through rejection reports including repetitive discrepancy control? (5.1.5)			
12.	Do the discrepancy controls include disposition records? Are they readily available, are they retained by procedure for a period of 7 years? (5.1.12)			
13.	Are inspection stamps used that identify the supplier and inspector? Are they controlled by procedure? (5.2)			
14.	Are measurement and test equipment subjected to controls when initially received and at periodic intervals? (6.1.2)			

	Yes	No	N/A
15. Does procedure for calibration require each piece of equipment to have a record? (6.1.2.1)			
16. Does it require a label physically attached showing the due date of next calibration, date and who did the calibration? (6.1.2.2)			
17. Are the standards by which the equipment is checked traceable to N.I.S.T? (6.1.4)			
18. Does the supplier have a procedure to record the identification and maintenance of tooling? Are the required tools called out on the shop traveler or manufacturing plan? (6.2.1)			
19. Are tools properly stored and controlled, periodically checked for condition, verified for continued accuracy? Are results recorded? (6.2.2, 6.2.3)			
20. Does supplier's procedure provide for the selection and qualification of procurement sources? (7.1.1.1)			
21. Does the process of qualifying supplier flow down provisions to allow Monogram to audit the work of their suppliers? (7.1.2)			
22. Does the supplier have objective evidence of file to show that all materials and processing meet Monogram's requirements, receiving records adequate and complete? (7.1.3)			
23. Does Q.C. approve purchase orders prior to release? (7.1.4)			
24. When specs/documents require approved suppliers, are purchases limited to those sources, approved vendor? (7.2.8)			
25. Are P.O. callouts complete including reference to drawing and specification requirements? (7.1.1.2)			
26. Are raw materials inspected to requirements of dwgs/specs and purchase order? (7.2.2)			
27. Are test reports/certs on file and show evidence of having been checked? (7.1.3) Are material and test reports on file and available for review? (7.2.2)			
28. Is raw material positively identified? (7.2.4)			
29. Are purchased functional items tested/verified adequately? (7.2.1)			
30. Are material storage areas secured, protected and restricted? (7.2.5-6)			

	Yes	No	N/A
31. Is QC acceptance based on requirements of P.O.? (7.2.7)			
32. Has approved statistical sampling been used and accurately recorded? (7.2.1, 11.4.2)			
33. Is there evidence to show all sub-contracted work has been subjected to receiving inspections? Verifications must include quantities, visual, dimensional, hardness, processing and acceptance test reports, certifications to cover purchase order requirements. (7.2.1)			
34. Does supplier have procedures for and control issuance of material on a “first-in-first-out” basis and are shelf life sensitive controls maintained? (7.2.5)			
35. For purchased items, are effective/accurate non-conforming material controls being carried out, recorded? (7.2.10)			
36. Are supplier’s processing operations monitored? Does the supplier enforce all applicable process requirements? (8.1)			
37. When outside processors are used, are process specifications called out on Monogram drawings listed? (8.2)			
38. Do procedures define Mfg. Plan requirements? (9.3)			
39. Are Q.C. requirements specified, results recorded? (9.3.2)			
40. Is complete description of material provided? Per drawing? (9.4.1)			
41. Is the Mfg. Plan always with the parts? (9.3.3)			
42. Is Monogram P.O. identified/traceable on Mfg. Plan? (9.3.3)			
43. Are drawings and revision levels identified? (9.3.3)			
44. Are first articles submitted for Monogram approval? (9.1.5, 9.3.2)			
45. Are inspect operations adequate and specific in identifying operations/characteristics to be inspected? (9.3.2)			
46. Does Mfg. Plan contain provisions for functional tests of product (when required)? (9.1.3, 10.1)			
47. Was material release properly controlled, lot no. recorded? (9.3.1)			
48. Supplier shall have a procedure for and control of documenting First Articles of first run parts, engineering and/or tool changes. Evidence of First Articles must be on file and available for review. (9.4.4, 9.4.4.1, 9.4.4.2)			

	Yes	No	N/A
49. Does supplier maintain a single standard regardless of whether item is intended for aircraft or commercial use? (11.3)			
50. Does supplier have procedures for developing, implementing and maintaining training programs? (11.5)			
51. For Certified Suppliers for Delegated Source Approval, are Part number/delegated inspector listings current? (11.6.3)			
52. For Certified Suppliers for Delegated Source Approval, are controls in place to conduct monthly product audit per approved procedures? (11.6.3)			
53. Have the Advanced Quality Systems (AQS) requirements of Appendix A been implemented? If not when do you expect to implement AQS? _____ (11.6.11)			
54. Has the supplier implemented an internal audit system that examines their quality system for adequacy? Date of last documented internal audit _____ (11.7.1, 11.7.2)			
55. Do quality control procedures assure discrepancies are segregated and reviewed for disposition? (11.1.1)			
56. Are records kept of Material Review actions on discrepant materials? Do records also document Cause and Corrective Action taken (11.1.2)			
57. On Monogram products that cannot be reworked to specification or drawing submitted for Monogram MRB disposition (11.1.3, 11.1.4)			
58. Does supplier know how to use the Advance Rejection Tag? (11.1.3, 11.1.5, 11.6.8)			
59. If required, are static discharge controls used?			
60. Is lockwiring acceptable? Per dwg?			
61. Are soldering operations accomplished? Are procedures used, controlled? Visual aids used? Work stations clean?			
62. Are welding personnel certified? Equipment qualified/calibrated?			
63. Is First Article Inspection report recorded in accordance with SQR-1 paragraph (9.4.4.1)? For revised product (9.4.4.2)?			
64. Are parts identified with the proper method of part marking?			
65. Is packaging adequate to protect the part in transit?			
66. Does the supplier proactively monitor all items and materials used in the manufacture of orders for impending obsolescence issues? (11.10)			

67.	Does the supplier have in place and maintain an obsolescence policy/procedure adequate to ensure that the Supplier and its suppliers can provide the buyer adequate notice that components and material necessary to supply additional new-order quantities can be purchased through the Supplier by placing on order within 90 days of receiving said notice? (11.10)			
68.	In case of transfer of work (from one Supplier facility to another, from the Supplier to sub-tier supplier, from one supplier sub-tier to another supplier sub-tier), does the Supplier have an action plan that is defined and implemented?			
69.	Does the supplier have a written process for identification, assessment, and management of operational risks and opportunities?			
70.	Does the supplier have available manufacturing capacity to perform all work as defined on the purchase order?			