

Dear Supplier,

This questionnaire is designed to be the foundation of an approved supplier status for any company supplying parts and products to Ontic UK supporting quality and product safety conformity.

**Please include copies of your certificates of accreditation.**

Information from Ontic will be primarily flowed down through Purchase Orders, including Ontic Supplier Quality Requirements.

*Please complete this document ensuring all questions are answered and email it back to the originator of the request e-mail.*

**Section 1 Company and Contact Details – To be completed by ALL suppliers**

Company		
<b>Parent Company / Group</b>	Name	
	Address	
	Main Telephone	
<b>Specific Site (Supplying Ontic UK)</b>	Name	
	Address	
	Main Telephone	

PERSONNEL RESPONSIBLE FOR				
Department	Job Title	Name	Telephone	Email
Quality				
Engineering				
Customer Service				
Head of Site / Director				

**Section 2 Approval and Accreditations – To be completed by ALL suppliers**

<b>Approval / Certificate Type</b>	<b>Certificate Number</b>
9100	
9100	
14001	
NADCAP	
Civil Production	
Civil MRO	

**Section 3 - Equivalences for Non-Aerospace Approved Suppliers**

<b>Point</b>	<b>Question</b>	<b>Yes / No</b>
3.1	Do you have a process for cross-functional contract reviews? <b>If “Yes”, Document reference:</b>	
3.2	Do you have a process for configuration control and document retention? <i>(Including retention of supplier selection and use, part/product traceability and RFQ/ Purchase Order data?)</i> <b>If “Yes”, Document reference:</b>	
3.3	Do you manage and control outsourced processes? <b>If “Yes”, Document reference:</b>	
3.4	Does your QMS define and utilise work instructions <b>If “Yes”, Document reference:</b>	
3.5	Is there a documented process for control of customer or government supplied equipment? <b>If “Yes”, Document reference:</b>	
3.6	Do you have a process for preservation of product including shelf life and stock rotation? <b>If “Yes”, Document reference:</b>	
3.7	Do calibration records show actual test results? <b>If “Yes”, Document reference:</b>	
3.8	Do you have a process for controlling non-conforming materials, including suitable segregation? <b>If “Yes”, Document reference:</b>	

**Section 4 Special Processes - To be completed by ALL suppliers**

<b>Point</b>	<b>Question</b>	<b>Yes / No</b>
4.1	Are any special processes used for the products supplied to Ontic UK?	
	List special processes: 1: 2: 3:	Supplier (or Internal): 1: 2: 3:
4.2	Do all applicable special processes hold Goodrich / Safran approval?	
	List special processes: 1: 2: 3:	Supplier (or Internal): 1: 2: 3:

**Section 5 – Agreements and Special Requirements** – To be completed by **ALL** suppliers

<b>Point</b>	<b>Question</b>	<b>Yes / No</b>
5.1	Do you know where to obtain the latest version of the Ontic UK Supplier Quality Assurance Requirements (SQAR)?	
5.1a	Do you have access to the latest revision? <b>If “Yes”, Please define:</b>	
5.1b	Do you agree to the contents?	
5.2	Does your QMS define that any proposed manufacture changes or material review board decisions are reviewed by Ontic before any changes are made? <b>If “Yes”, Document reference:</b>	
5.3	Is OASIS used in your evaluation and selection of suppliers? (OIN in Onboarding) <b>If “Yes”, Document reference:</b>	
5.4	Does your contract review process define how to manage Government Source Inspection (GSI) / Critical Safety Item (CSI) requirements if they are indicated on the Ontic supplied drawing/Purchase Order? <b>If “Yes”, Document reference:</b>	
5.5	Does your QMS manage the flow down of UK and US Navy requirements to your supply chain if it is indicated on the Ontic drawing/purchase order"? <b>If “Yes”, Document reference:</b>	
5.6	Do you have an Ethics Policy/ Procedure in place and is it flown down to your supply chain? Can you supply a copy to Ontic upon request? <b>If “Yes”, Document reference:</b>	

**Section 6** – To be completed by **ALL** suppliers if **ANY** answer in sections above are “No”  
If additional information is required submit with additional paperwork following the current format.

<b>Section</b>	<b>Point</b>	<b>Reason for “No”</b>	<b>Mitigation</b>

## Section 7 – Comments and Feedback

## Section 8 – Submitted Data

<b>Survey Completed By</b>	
<b>Date</b>	
<b>Job Title</b>	
<b>Telephone Number</b>	
<b>Email Address</b>	

Upon completion, please send your completed survey and supporting evidence to the originator of the request e-mail.