



ZEE Systems, Inc.
SUPPLIER AUDIT

SECTION 1 SUPPLIER INFORMATION

1.1 Name and address of supplier:

TEL: _____ FAX: _____

WEB SITE: _____

Division/Subsidiary of: _____

1.2 Principle product(s) provided: _____

1.3 Point of Contact for Quality Control (Name): _____

TEL: _____ FAX: _____

e-mail: _____

1.4 Point of contact for product(s) provided (Name): _____

TEL: _____ FAX: _____

e-mail: _____

1.5 Please list all approvals, qualifications and certifications: (Example: ISO900(X), AS9(X)00, MIL-I-45208, MIL-STD-45662, TSO, ASTM, SAE, etc.) _____

If the supplier is Certified to ISO9000 Family of Standards or Certified to AS 9000/AS9100 or has an FAA Approved Part 21 Quality Control System attach a copy of the certification or FAA approval letter and skip to SECTION 6. Supplier must be CERTIFIED/APPROVED by the managing agency, not just Compliant.

SECTION 2 TYTPE OF BUSINESS Mark ALL that apply.

- Manufacturer Engineering Other LIST _____
- Distributor R & D / Laboratory
- Special Processes LIST _____

ALL "NO" ANSWERS REQUIRE A WRITTEN EXPLANATION. USE THE SHEET 3 OR ATTACH ADDITIONAL SHEETS.

SECTION 3 INSPECTION AND RECORDS

3.1 Does the supplier perform an incoming inspection or review of items received? Y N

3.2 Does the supplier require documents with each incoming shipment which identify the vendor or manufacturer of the item? Y N

3.3 Does the supplier maintain records for at least 5 (five) years after receipt of materials/ components from its supplier? Y N

If the supplier is a DISTRIBUTOR ONLY for the items provided skip to SECTION 4.

3.4 Does the supplier maintain a qualified/approved vendor list? Y N

3.5 Are incoming materials segregated from other material until it has been inspected/reviewed? Y N



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- 3.6 Does the supplier have tracking procedures to assure that tooling and test equipment is tested/calibrated at regular intervals so equipment is in accurate and in good working order and is not used past its established recall date? Y N
- 3.7 Does the supplier have procedures to enter, track and document manufacturing Processes (job forms, shop tickets/travelers, inspection and test forms/reports, etc.)? Y N
- 3.8 Does the supplier maintain manufacturing records for at least 5 (five) years after completion of components? Y N

SECTION 4 STORAGE OF MATERIALS

- 4.1 Are all materials or components protected from damage, contamination and deterioration? Y N
- 4.2 Are there procedures in place to insure that rejected/defective materials or components are not released for use or shipment? Y N

If items provided or used in the manufacturing process DO NOT have shelf life or expiration date skip to SECTION 5.

- 4.3 Is there an adequate shelf life program in place to assure that no item will be issued or used past its expiration date? Y N
- 4.4 Does the shelf life program assign responsibility to a specific person or position? Y N

SECTION 5 HOUSING AND FACILITIES

If the supplier is a DISTRIBUTOR ONLY for the items provided skip to 5.3.

- 5.1 Is the supplier facility of adequate size to house all necessary tooling, equipment, material to perform the work/processes/manufacturing and store finished inventory? Y N
- 5.2 Does the facility protect work in progress material and finished inventory from damage, contamination and deterioration? Y N
- 5.3 Is the facility adequately lighted and ventilated? Y N

ALL "NO" ANSWERS REQUIRE A WRITTEN EXPLANATION. USE SHEET 3 OR ATTACH ADDITIONAL SHEETS.

NOTE: *ZEE Systems, Inc. is responsible for FAA approvals for airworthiness of articles purchased from you. Even though you may be supplying commercial/automotive or non-aviation specific articles, as an approved supplier of an article which might be installed on an aircraft, you may be subject to audits by the FAA.*

SECTION 6 SIGNATURE & TITLE OF PERSON PERFORMING SELF AUDIT ON BEHALF OF THE SUPPLIER:

SIGNATURE DATE

PRINTED OR TYPED NAME

TITLE

TEL: _____ FAX: _____

e-mail: _____

