 F-PUR-001	Supplier Self-Evaluation Audit	Version: C
		Approved Date: 05-05-2023

Dear Valued Supplier,

DASI has an ASA-100 Accredited Quality management System that requires periodic auditing of our suppliers. Audits are conducted every two years by email. In order to create and/or maintain your status on DASI's approved supplier list, we request that you take a few minutes and complete this Supplier Self-Evaluation Audit and return it, along with copies of current Certifications held within 72 hours to: Quality-Assurance@dasi.com. Thank you for your cooperation and timely response.

This form can also be found on our website: www.dasi.com.

Business Profile Section

SECTION 1 – COMPANY DETAILS:															
Company Name:															
Parent Company Name:															
Address:															
Telephone Number:					Cage Code:										
Fax Number:					Date of Incorporation:										
Contact Email:					Duns & Bradstreet Number:										
Website:					Federal ID or VAT Number:										
Remit to Address (if Different from above):															
Size of Facility (specify SqFt):					Total=			W/H=		Office=					
SECTION 2 – TYPE OF BUSINESS: (check all that apply)															
OEM/PMA Manufacturer			<input type="checkbox"/>			Repair/Overhaul			<input type="checkbox"/>			Distributor		<input type="checkbox"/>	
Stockist/Supplier			<input type="checkbox"/>			Broker/Surplus Dealer			<input type="checkbox"/>			Other:		<input type="checkbox"/>	
SECTION 3 – SCOPE OF SUPPLIES AND/OR SERVICES PROVIDED TO DASI:															
SECTION 4 – NUMBER OF EMPLOYEES:															
Total		Mgmt.		Quality		Prod		Sales/Customer Service		Admin					
SECTION 5 – KEY CONTACT DETAILS:															
CEO/President/Owner:						Email:									
Head of Quality:						Email:									
Point of Contact:						Email:									

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SECTION 6 – MAJOR CUSTOMERS & BUSINESS REFERENCES:

SECTION 7 – QUALITY ACCREDITATIONS/APPROVALS HELD: *(check all that apply and supply copies of all current Certifications held)*

FAA <input type="checkbox"/>	ASA-100 <input type="checkbox"/>	ISO 9001 <input type="checkbox"/>	AS 9110 <input type="checkbox"/>
EASA <input type="checkbox"/>	AC00-56 <input type="checkbox"/>	AS 9100 <input type="checkbox"/>	AS 9120 <input type="checkbox"/>
Accreditation (from above and/or others)	Certificate Number	Issue Date	Expiry Date

SECTION 7B – DRUG & ALCOHOL PROGRAM

Does your company have an FAA approved and active anti-drug and alcohol misuse prevention program in place:	YES	NO	N/A
If yes, to what standard:			

SECTION 8 – AUTHORIZED SIGNATURE:


I hear by certify that the information contained in this audit is true and correct at the time of issue.

Print Name:	Title:
Signature:	Date:

If your company is registered to one or more of the certifications listed in Section 7, you may stop here and return pages 1 and 2 of this survey with copies of your current certificates. If not, please answer all of the questions in the QMS Section on page 3:

----- **This Section for DASI Use Only** -----

Approval Status:	Approved <input type="checkbox"/>	Un-approved <input type="checkbox"/>	Conditional Approval (Explain): <input type="checkbox"/>	
System Conforms to:	FAA/EASA <input type="checkbox"/>	ASA/AC-0056 <input type="checkbox"/>	ISO/AS <input type="checkbox"/>	Other (List): <input type="checkbox"/>
Approval Notes (Scope of the Approval) and/or Known Problem Areas:				
Evaluation Completed by:	Name:	Title:		
Signature:	Date:			

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Quality Management System Section

SECTION A – QUALITY MANAGEMENT SYSTEM:		YES	NO	N/A
1	Does your organization have a Quality System?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is your Quality System maintained and available to all employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are Key Personnel as well as the management structure identified in the Quality Manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the Quality Assurance Manager have ultimate authority over matters of Quality Assurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is your Quality Management System reviewed and revised periodically?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Does your organization have an Internal Audit Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Would you welcome reasonable access to DASI and/or Regulatory officials to all facilities and documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there a procedure for identifying and controlling of nonconformances of products to rectify all discrepancies or non-conformity findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Is there a corrective action procedure to identify root cause and action plan necessary to rectify all nonconformance findings in the company's processes?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are there means for ensuring the customers' requirements?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is there an adequate system in effect to control, investigate and correct customer complaints and/or claims?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION B – TRAINING:		YES	NO	N/A
1	Does your organization have a Training Policy and Program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Does your organization practice continuous training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are training records maintained for all inspectors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is a list of personnel authorized to perform inspection functions maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SECTION C – PARTS & MATERIALS / RECEIVING / PURCHASING / STORAGE / HANDLING:		YES	NO	N/A
1	Are Suppliers evaluated and approved prior to placing orders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is a list of approved suppliers established and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Can you supply ATA specification 106 Material Certification with the parts provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Does the facility have appropriate packaging materials that meet customer and industry specifications such as ATA 300?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are all parts and materials inspected by special personnel for physical damage, preservation and traceability documentation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are there established procedures for the proper handling / storage / packaging (if applicable), preservation, protection and delivery of parts and materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is there a procedure for handling and controlling dangerous goods (HAZMAT), including identification and proper storage conditions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Is there a system for proper storage for all parts and materials with environmental control for temperature, humidity and dust condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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9	Is there a shelf-life program for the control of parts and materials with shelf-life limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
10	Are all parts and materials properly identified and located?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
11	Are there procedures for periodical inspection/testing of parts (stored for long duration) to prevent onset corrosion and to ensure continued serviceability?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12	Are non-conforming parts documented and controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
13	Are non-conforming / incoming parts and materials segregated when a discrepancy is found?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
14	Are serviceable and unserviceable parts and materials segregated?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
15	Are there controls to prevent counterfeit parts and/or suspected unapproved parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
16	Is there a recall system in place which ensures parts and materials shipped can be traced and recalled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
17	Is there a documented procedure in place to mutilate scrapped parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
18	Do you have procedures in place to ensure work instructions given to carry out the work requested are current and available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
19	Are stamps used by inspection personnel and are they adequately controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
20	Does your organization have an Electrostatic Sensitive Device (ESD) Workstation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SECTION D – TECHNICAL DATA:					YES	NO	N/A
1	Does your organization have a documented system to obtain technical data and maintain it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Is the appropriate and current technical data readily available to personnel?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Is there a controlled system for up-keeping of technical publications such as manufacturers overhaul manual, SB, AD etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SECTION E – RECORDS:					YES	NO	N/A
1	Are traceability and certification documentation and records retained for a minimum of 7 years? If not, how long:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Are there records retained for a minimum of 7 years of all serialized and/or life-limited parts scrapped out including PN, SN (if applicable), and date scrapped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Do all life limited parts have records confirming their life limited status?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Are there records kept for conforming and nonconforming material?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Are records protected against damage, alteration, deterioration and loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
SECTION F – TEST EQUIPMENT / CALIBRATION:					YES	NO	N/A
1	Is there an established system for the control, maintenance, calibration, and inspection of tools and equipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
2	Are measuring and test equipment calibrations traceable to International or National Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
3	Is there proper storage for the tools and equipment with environmental control for temperature, humidity and dust condition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
4	Is there a master list of tools and equipment used for inspection and testing?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
5	Is equipment stored so as to prevent damage or loss of calibration when not in use?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			