



Supplier Audit & Approval Kit

Start here: what's inside, a supplier approval process, and what you still need.

What's inside

File	What it is	When to use it
00_Start_Here_README.pdf	This guide, including a supplier approval process you can adopt	First
01_Supplier_Survey_Questionnaire (.docx + .pdf)	Company profile, certifications (AS9100, Nadcap, OASIS, ITAR), capabilities, 27 Y/N quality system questions, self-reported performance, declaration, and a buyer review box	New suppliers; re-evaluations
02_On-Site_Supplier_Audit_Checklist (.docx + .pdf)	Process-based checklist with AS9100D clause references, C / MIN / MAJ / OFI grading, findings summary, and approval recommendation	Higher-risk suppliers; for-cause audits
03_Approved_Supplier_List_and_Scorecard.xlsx	Register with approval status, scope, certificate and accreditation expiry flags, review due dates; receipts log; quality and delivery scorecard with ratings	Every receipt; periodic reviews
04_PO_Flowdown_Requirements_Checklist_AS9100D-8.4.3 (.docx + .pdf)	Every AS9100D 8.4.3 topic (a-m) paraphrased, plus common contract flowdowns to check	Setting up PO quality clauses; new POs
05_Supplier_Corrective_Action_Request_SCAR (.docx + .pdf)	Buyer issue section, supplier containment / root cause / CA response, and buyer evaluation and closure	Every supplier nonconformance needing CA

A supplier approval process you can adopt

Step	What to do	Kit tool	AS9100D
1. Classify risk	Rate the supplier H / M / L by what they supply: special processes, critical items, flight-safety parts, and sole sources are high; catalog hardware from authorized distributors is usually low.	ASL 'Risk class'	8.4.1 (risks of external provision)
2. Evaluate	Low: certificate check and survey. Medium: survey plus certificate and references or sample lot. High: on-site audit (or a recent audit by a trusted party), special-process approvals checked, and customer-designated sources confirmed.	Docs 01, 02	8.4.1 (evaluation and selection criteria)
3. Decide and record	Approve, approve conditionally (with conditions and a review date), or disapprove. Record status, scope, and basis on the ASL. Define who has authority to decide.	ASL; Doc 02 recommendation	8.4.1.1 a, b
4. Communicate requirements	Flow down requirements on the PO and quality clauses before work starts.	Doc 04	8.4.3
5. Verify and monitor	Receiving inspection by risk; log receipts; review the scorecard at a set frequency (for example quarterly).	Receipts Log, Scorecard	8.4.2; 8.4.1.1 c



Supplier Survey Questionnaire

Supplier Audit & Approval Kit - Document 01 - Rev A (2026-10)

For the supplier: please complete every section, answer Y / N / N/A, and add a comment or document reference where asked. Attach copies of certificates. For the buyer: send this with your NDA if needed. A survey is self-reported; use it with certificates, performance history, and (for higher-risk suppliers) an on-site audit (Doc 02).

1. Company information

Company legal name		DBA / division	
Address (manufacturing site)		Website	
Quality contact (name, title)		Email / phone	
Sales contact		Email / phone	
Number of employees (total / quality)		Years in business	
Ownership (and any change in last 3 years)		Shifts operated	
CAGE code (if any)		Other sites that would work on our parts	

2. Certifications and approvals

Certification / approval	Held?	Certificate no. / scope	Issued by	Expiry
AS9100 (Rev D)	☐ Y ☐ N ☐ N/A			
ISO 9001	☐ Y ☐ N ☐ N/A			
AS9120 (distributors) / AS9110 (maintenance)	☐ Y ☐ N ☐ N/A			
Listed in IAQG OASIS database	☐ Y ☐ N ☐ N/A			
Nadcap accreditation(s) - list each process	☐ Y ☐ N ☐ N/A			
ISO/IEC 17025 (test or calibration labs)	☐ Y ☐ N ☐ N/A			
Customer approvals (list customer and process)	☐ Y ☐ N ☐ N/A			
ITAR registration with DDTC (if handling ITAR items)	☐ Y ☐ N ☐ N/A			
Other (for example AS9146 FOD, ISO 14001)	☐ Y ☐ N ☐ N/A			