

Supplier Self-Audit Questionnaire

Dear Supplier:

As part of Tulmar's Quality Management System and our commitment to ensuring the highest standards across our supply chain, we are conducting a Vendor Qualification Survey to assess the overall quality and reliability of our suppliers.

The purpose of this survey is to gather comprehensive information about your organization, processes, and quality management systems. This initiative is crucial in aligning our business objectives, maintaining compliance with industry regulations, and continuously improving the quality of our products/services.

The information collected through this survey will be used to evaluate capability, ensure compliance, manage risks, and promote continuous improvement in both our organizations.

Please ensure all relevant sections are completed with accurate and up to date information, and any required documentation is attached.

Failing to return this questionnaire will prohibit your company from being an Approved Vendor and will limit our ability to purchase products or services from you.

Suppliers are subject to evaluation upon major changes to key personnel, business address, company approvals/certificates/capability list, and change in scope of products/services. Additionally, AMO suppliers are to be evaluated every 3 years.

Should you have any questions, please contact either the Supply Chain Manager, MRO Manager, or the Quality Manager at your convenience. Your cooperation in fulfilling this requirement is greatly appreciated.

Sincerely,

Meagan Bocking

Quality Manager
Tulmar Safety Systems Inc.
(613) 632-1282 ext. 296
mbocking@tulmar.com

Supplier Self-Audit Questionnaire

A SUPPLIER GENERAL INFORMATION

Company Name					
Address					
City		Prov/State		Postal/Zip Code	
County		Phone No.			
Website					
Payment Remittance (Billing) Address <i>if different from above</i>					
Address					
City		Prov/State		Postal/Zip Code	
Year Founded		No. of Employees		Total Area Footage	
Title	Name	Phone No.	Email		
President/Owner					
Sales Contact					
Customer Service					
Quality Contact					
Other:					

B CERTIFICATIONS

Which of the following certifications does your business unit **for the address listed in section A** have?
 Attach a copy of your certificate where applicable.

AS9100	<input type="checkbox"/>	If applicable, provide a copy of your certification and skip section E
ISO 9001	<input type="checkbox"/>	If applicable, provide a copy of your certification and complete questions highlighted in yellow of section E
TC/FAA Repair Station	<input type="checkbox"/>	If applicable, provide AMO/FAA #
Controlled Goods (CGP)	<input type="checkbox"/>	If applicable, provide certificate #
Other	<input type="checkbox"/>	If applicable, provide details

C REQUIREMENTS COMPLIANCE

Quality Clauses and PO Terms & Conditions can be found in the Technical Resources - Suppliers section of Tulmar's website at <https://www.tulmar.com/technical-resources>.
Please acknowledge you have reviewed these and understand that the supplier is responsible for reviewing these at time of acceptance of purchase order and will meet requirements at time of shipment.

Acknowledged

D SUPPLIER SIGNATURE

I hereby certify that the information contained in this questionnaire is true and correct at the time of completion, and that I am authorized to sign this certification. I also agree to notify Tulmar of any major changes to my company's key personnel, business address, and company approvals/certificates/capability list when they occur.

Name:	Date:	Signature:

Supplier Self-Audit Questionnaire

E QUALITY MANAGEMENT SYSTEM											
Instructions: As described in section B. If your company is AS 9100 certified, provide a copy of the certificate and skip this section. If your company is ISO 9001 certified, provide a copy of the certificate and complete questions highlighted in yellow.		Manufacturer	Subcontractor	Distributor	COTS	Tool Supplier	Service Provider	Repair Station	YES	NO	Comments / Applicable Procedure If answer selected is NO , provide reason.
1	Do you have a written Quality Manual? If yes, provide a copy.	x	x	x	x	x	x	x			
2	Is your Quality Manual in compliance with ISO9001 or AS9100?	x	x	x	x	x	x	x			
3	Is there a system in place to control documents and prevent use of obsolete documents?	x	x	x	x	x	x	x			
4	Is there a system in place to control and maintain records? How long?	x	x	x	x	x	x	x			
5	Is there a process in place to manage the competency and training of employees?	x	x	x	x	x	x	x			
6	Is infrastructure in place to support product conformity?	x	x	x	x	x	x	x			
7	Is there a process in place to manage product and company risks?	x	x	x	x	x	x	x			
8	Do you have a process in place to manage product configuration and applicable changes?	x	x	x	x	x	x	x			
9	Do you have a process in place to control the temporary or permanent transfer of work?	x	x	x	x	x	x	x			
10	Is there a process in place to review purchase orders and contract before acceptance?	x	x	x	x	x	x	x			
11	Is there a process in place to manage product design and development?	x					x				
12	Are your materials, goods or services, purchased for customer order fulfillment, obtained from documented and approved suppliers?	x	x	x	x	x	x	x			
13	Do you have a process in place to flowdown applicable customer requirements to your suppliers?	x	x	x	x	x	x	x			
14	Are incoming materials/products verified as compliant with your purchase order and/or specifications and verification results recorded and maintained?	x	x	x	x	x		x			

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15	Is finished materials/product not shipped until all specified operations are completed, data and documentation collected and verified, and the shipment is authorized?	x	x	x	x	x	x				
16	Are all production and inspection / verification operations completed as planned which include the correct process and tools used or as otherwise documented and authorized?	x	x			x	x				
17	Is there a process in place to manage First Article Inspection in accordance with AS9102?	x				x					
18	Are special processes validated before product is accepted when applicable?	x	x								
19	Is material/product identity and traceability maintained throughout all incoming, handling, storage and delivery processes?	x	x	x	x	x	x				
20	When acceptance authority media are used (e.g., stamps, electronic signatures, passwords), has the organization established appropriate controls for the media?	x	x			x	x				
21	When customer product is provided is there a process to control the product?	x	x	x			x	x			
22	Is there a process in place to properly handle, identify and store material?	x	x	x	x	x	x				
23	Is a process in place to verify/ calibrate measuring devices?	x	x		x	x	x				
24	Is there a process in place to perform Internal audit of your Quality Management System?	x	x		x	x	x				
25	Do you have a process to identify and control nonconforming products? And is there accountability of all products during production to ensure that non-conforming products are segregated and identified with the proper documentation?	x	x	x	x	x	x				

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26	Is there a process to notify the customer when nonconforming product is shipped?	x	x	x	x	x	x	x			
27	Is there a process in place to manage continuous improvement?	x	x	x	x	x	x	x			
28	Is root cause analysis & corrective action taken, when notified/ initiated by your customer?	x	x	x	x	x	x	x			
29	Is there a process in place to prevent counterfeit product?	x	x	x	x	x	x	x			
30	Is it acceptable for a Quality Representative to perform an audit of your Quality Management System, at your facility, at a suitable time of your designation?	x	x	x	x	x	x	x			

F ETHICAL PRACTICES, RESILIENCE, AND RECOVERY										
		YES	NO	If answer selected is NO, provide reason.						
Answer Yes or No to the following questions.										
1	Does your company have a Business Continuity Plan?									
2	Does your company have a Cyber Security Policy?									
3	In accordance with the Modern Slavery Act (Canada) do you acknowledge that no forced labour or child labour is used by your company or within your supply chain in respect of any goods we currently, or in the future may, purchase from you?									

Additional Information / Notes:

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Tulmar Internal Use

G TULMAR PURCHASING

Supplier Type		Supplier Code	
Scope of work			
Are there other suppliers capable of performing this work?	Yes	No	Is this supplier mandated by customer?
			Yes No
Reason for selecting this supplier	Quality	Price	Lead Time
	Mandated by Customer		
	Other:		
Supplier verified through TradeSphere database?	Yes	No	
Results <i>Match or Potential Match require further investigation.</i>	Match	Potential Match	No Match
Risk Assessment <i>Unless assigned a High Risk rating, suppliers are automatically assigned with Moderate Risk until performance has been reviewed.</i>	Low	Moderate	High

Notes/Comments:

REVIEWED BY

Name:	Date:	Signature:
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H TULMAR QUALITY ASSURANCE

Supplier CSQ Response	Accepted
	Rejected Reason:

Notes/Comments:

REVIEWED BY

Name:	Date:	Signature:
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