

**(A) Company Information**

1	Company Name	
2	Parent Company	
3	Address	
4	Telephone No.	
5	Website	

**(B) Management Personnel**

1	Accountable Manager	
	Email	
2	Quality Manager	
	Email	
3	Engineering Manager	
	Email	

**(C) Main Activities**

1	Scope of Work	
2	Rating & Limitations	

**(D) Certification (Please attach a valid copy of your approval certificate)**

1	Do you hold any regulatory certificates?	YES	NO	N/A
	a. CAA Malaysia	<i>Cert No:</i>	<i>Expiry Date:</i>	
	b. Director General Technical Airworthiness (DGTA)	<i>Cert No:</i>	<i>Expiry Date:</i>	
	c. EASA	<i>Cert No:</i>	<i>Expiry Date:</i>	
	d. FAA	<i>Cert No:</i>	<i>Expiry Date:</i>	
	e. Quality System	<i>Cert No:</i>	<i>Expiry Date:</i>	
	f. Safety System	<i>Cert No:</i>	<i>Expiry Date:</i>	
	g. Others		<i>Expiry Date:</i>	
2	Does your company have organization exposition? (Please attach Approval Page and Distribution List if available)	YES	NO	N/A
3	Does your company have organization chart? (Please attach if available)	YES	NO	N/A
4	Does your company have a drug & alcohol policy program?	YES	NO	N/A
5	Does your organization have an Internal Audit System?	YES	NO	N/A
6	Does your company have safety policy in place?	YES	NO	N/A
7	Do you have procedure for reporting defects or un-airworthy condition to the customer and authority?	YES	NO	N/A
8	Have you been audited by any regulatory authority?	YES	NO	N/A
9	Is your company familiar with CAA Malaysia rules & regulations?	YES	NO	N/A
10	Is your company familiar with DGTA rules and regulations?	YES	NO	N/A
11	Does your company have an OEM Support Letter? (Please attach the copy if available)	YES	NO	N/A

**(E) Personnel and Facility**

1	Total no. of employees			
	a. Engineering			
	b. Quality			
	c. Production			
2	Is the work environment secure and safe?	YES	NO	N/A
3	Does the facility have adequate lighting, space, shelving, security, and fire protection?	YES	NO	N/A
4	Does the storage area have a temperature & humidity-controlled environment?	YES	NO	N/A

**(F) Training**

1	Do you have a documented training program?	YES	NO	N/A
2	Are all employees properly trained, authorized and certified where necessary?	YES	NO	N/A
3	Is continuation training provided to ensure procedural changes are maintained current?	YES	NO	N/A
4	Is formal training and on-the-job training properly documented?	YES	NO	N/A
5	Are the training records retained for a minimum of two years after the person leaves the company?	YES	NO	N/A
6	Is human factor training part of the training program?	YES	NO	N/A

**(G) Quality Assurance/Quality Control**

1	Are the Quality Control/Quality Assurance Manual current & available to all employees? (Please attach Approval Page and Distribution List if available)	YES	NO	N/A
2	Does your company have a method of checking or controlling the quality of sub-contractor work?	YES	NO	N/A
3	Do you have a documented shelf life program?	YES	NO	N/A
4	Is there an established system in place to trace all parts back to the manufacturer?	YES	NO	N/A
5	Are parts supplied by your company acquired only from approved sources?	YES	NO	N/A
6	Is material handled in an appropriate manner and protected from damage, theft, and deterioration?	YES	NO	N/A
7	Does the company have a quarantine area for rejected parts and material waiting for disposal?	YES	NO	N/A
8	Are shipped parts provided with material certification of conformance?	YES	NO	N/A
9	Does material certification indicate that the certified item was not involved in any aircraft accident?	YES	NO	N/A

**(H) Tools and Equipment**

1	Does your company have a calibration program?	YES	NO	N/A
2	Is the calibration of measuring and test equipment traceable to required standards?	YES	NO	N/A
3	Are calibration records kept on file?	YES	NO	N/A
4	Are employees owned tools subject to the same controls as the company tools?	YES	NO	N/A
5	Are tools stored in an orderly and clean manner?	YES	NO	N/A

**(I) Declaration**

**I hereby certify that the information supplied in this questionnaire is true and correct at the time of issue.**

Name		Date	
Position		Signature	

**(J) FOR GALAXY AEROSPACE MALAYSIA QUALITY ASSURANCE USE ONLY**

1	Type of vendor:	
	<input type="checkbox"/> Maintenance Contractor	<input type="checkbox"/> Distributor/Supplier
	<input type="checkbox"/> Service	<input type="checkbox"/> Others
2	Type of assessment:	
	<input type="checkbox"/> New	<input type="checkbox"/> Renewal
3	Ensure the following certificates/documents are available for review	
	<input type="checkbox"/> Current regulatory approvals (if applicable) i.e. CAAM/FAA/EASA/DGTA	
	<input type="checkbox"/> Current Quality System Approvals (if applicable) i.e. ISO9001, AS9100, AS9120 etc	
	<input type="checkbox"/> Current Safety Management System Approvals (if applicable) i.e. OSHAS 18001, ISO 14001 etc	
	<input type="checkbox"/> Others : .....	
4	Verify the authenticity of the supporting document(s) or certification(s).	
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
5	Result:	
	<input type="checkbox"/> Satisfactory	<input type="checkbox"/> Unsatisfactory
	Remarks:	
6	a) Reviewed by (QA Personnel)	Date:
	b) Approved by (QA Manager)	Date:

**INSTRUCTIONS FOR COMPLETING FORM GAM/Q-003 VENDOR QUALITY ASSURANCE EVALUATION  
QUESTIONNAIRE**

Section A – Company Information	Vendor to provide all the necessary information of the company which is self-explanatory.
Section B – Management Personnel	Vendor to provide names and emails of their nominated post holders or key personnel.
Section C – Main Activities	Vendor to provide its scope of approval or ratings.
Section D – Certification	Vendor to provide all the required certification information it holds and to provide current copies of certificates.
Section E – Personnel and Facility	Vendor to provide personnel and facility information which is self-explanatory.
Section F – Training	Vendor to provide training information which is self-explanatory.
Section G – Quality Assurance / Quality Control	Vendor to provide information on quality assurance / quality control which is self-explanatory.
Section H – Tools and Equipment	Vendor to provide information on their tools and equipment calibration and control.
Section I – Declaration	Vendor’s representative to sign the form declaring that the information given on the form is correct and accurate.
Section J – For Galaxy Aerospace Malaysia Used Only	Galaxy Aerospace’s Quality Department to review and approve the vendor.