



1899 West Brooks Avenue
 North Las Vegas, NV 89032
 Phone (702) 639-4440
 quality@bigelowaerospace.com
 www.bigelowaerospace.com

Supplier Quality
 Assessment Questionnaire
 F-740-002 Rev. F

SUPPLIER INFORMATION

Company Name:			
Address:			
City:		State & Zip Code:	
Telephone:		Fax:	
Sales Contact:		Title:	
E-mail:		Phone:	
Quality Contact:		Title:	
E-mail:		Phone:	
Name & Title of Person Completing This Questionnaire:		Date:	

BUSINESS INFORMATION

Total facility size (sq. ft.):				
Total Number of Employees:		Production:		Quality:
Number of Shifts:	1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	
Primary Product/Services:				

Are subcontractors used? YES NO If yes, what products: _____

International Traffic in Arms Regulations – ITAR:

Is your company ITAR Registered? YES NO

If no, do you have procedures to handle ITAR requirements? YES NO

For Internal use only by Bigelow Aerospace Quality Assurance Department

Reviewed By: _____ Signature: _____ Date: _____

Status: Approved Not Approved On-site Audit Done Date: _____

Quality Manager's Signature: _____ Date: _____



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QUALITY SYSTEM AND CERTIFICATION

Please provide a copy of the certificate for each standard to which you are registered

- ISO 9001:2008/2015* AS9100 Rev: C/or newer* ISO 17025 / ISO 10012*
- Nadcap Heat Treat* Nadcap Chemical Processing* Nadcap NDT*
- We are _____ compliant and have no certification #.

***Certificate holders, Stop Here. Attach a copy of your certificate to survey & Email to:**

quality@bigelowaerospace.com

#If you do not hold a certification, please complete the rest of this survey.

BUSINESS PRACTICE

Business License Number: _____ Expiration: _____

May Bigelow Aerospace personnel tour location? YES NO

Will manufacturing occur at other location(s)? YES NO

If YES, list location(s): _____

Is there a schedule plant shut down? YES NO

If YES, when? _____

Is there an Inventory Control System? YES NO

Instructions for completing the following sections:

Answer each question by checking one:

Y = Procedure or Process exist and is consistently adhered to / If yes, please indicate procedure or process number and current revision level.

N = Procedure or Process does not exist.

N/A = Not Applicable

Quality Manual

Does establishment have a Quality Manual? YES NO

If yes, attach/send a copy of your QM with this survey.

Document Control

Is there a system to issue new or revised documents to the necessary departments?



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YES NO

Is there a system to retrieve out of date or invalid specifications?

YES NO

Is there a master list identifying current procedures or work instructions and their latest revisions?

YES NO

Training

Is there a formal training program for each employee in Quality and Manufacturing?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Do in-plant training programs include safety considerations?

YES NO N/A

Work Environment / Personnel

Do procedures exist that establish and maintain the requirements for health, cleanliness, personal practices and environmental conditions?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Customer Related Processes (Contract Review)

Do Procedures exist to assure an accurate review of customers' contracts or purchase orders?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Are customers notified of changes in specifications or manufacturing processes?

YES NO N/A

Customer Communication

Do procedures exist for handling customer complaints including customer feedback?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Purchasing

Do you have procedures for the selection and approval of your suppliers?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Do you maintain a list of Approved Suppliers?

YES NO N/A



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Verification of Purchased Product

Is incoming material inspected to the requirements of a purchase order, specification, and/or applicable drawings?

YES NO N/A

Are there inspection procedures in place for incoming material?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Are there procedures in place to ensure that only acceptable material is received and issued to the manufacturing floor?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Do individual lots or batches have a unique recorded identification code clearly visible?

YES NO N/A

Are in process inspections performed?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Is a final inspection performed?

YES NO N/A

Are inspection results recorded, and do they indicate that product has been tested or inspected to defined acceptance criteria?

YES NO N/A

Describe what sampling plans are used for inspections: _____

Production and Service Provisions

Are manufacturing or process (work) instructions written, released, and available?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Is there a manufacturing work order, or traveler system that follows each product lot as it progresses through manufacturing?

YES NO N/A

Does it indicate who performed the completed manufacturing step?

YES NO N/A

Do procedures indicate workmanship criteria, special handling or process conditions, and specific equipment to be used in the manufacturing processes?

YES NO N/A

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Are process validations routinely performed?

YES NO N/A

Identification and Traceability

Are there procedures established for identifying product during all stages of production?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Customer Property

Is there a procedure establishing the care that will be exercised over customer property?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Calibration – Measuring Equipment

Is there a documented calibration program?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Are all employees who use measurement equipment trained to use equipment only within the specified calibration dates?

YES NO N/A

Are all measurement equipments clearly identified or tagged with calibration status?

YES NO N/A

Are calibration records maintained for all measurement equipment?

YES NO N/A

Does the program include equipment recall at established intervals for re-calibration?

YES NO N/A

Are calibration standards traceable to the National Institute for Standards and Technology (NIST) or other recognized agency?

YES NO N/A

Is there a procedure that describes a process for evaluating equipment that is found out of tolerance, and its impact may it have had on manufactured material?

YES NO N/A

Procedure Number: _____ Current Revision: _____

Non-Conforming Material

Is there a procedure for the disposition of non-conforming materials?

YES NO N/A

Procedure Number: _____ Current Revision: _____



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Is non-conforming material identified and segregated from conforming material?

YES NO N/A

Corrective and Preventive Action

Is there a procedure for managing the corrective action and/or preventive action program?

YES NO N/A

Procedure Number: _____ Current Revision: _____

If yes, does the procedure address external customer complaints and implemented corrective action?

YES NO N/A

Please Email Completed Questionnaire and Certifications to:

quality@bigelowaerospace.com