

# 供应商评估调查表

## SUPPLIER EVALUATION FORM

供应商代码 Supplier Code: \_\_\_\_\_

公司名称 <b>Company</b> 公司地址 <b>Address</b> 网址 <b>Website</b>				
<b>联系方式 Contact</b>				
职务 Post	姓名 Name	电话 Telephone	传真 Fax	邮箱 Email
责任经理 Accountable Manager				
质量经理 Quality Manager				
客户服务 Customer Service				
<b>雇员人数 EMPLOYEES NUMBER</b>				
管理 Administration _____		质量 Quality _____		
工程技术 Engineering _____		生产 Production _____		
客户服务 Customer Service _____				
其他 Other _____				
<b>厂房 FACILITIES</b>				
总面积 Total Area _____ <input type="checkbox"/> 自己所有 Own <input type="checkbox"/> 租赁 Lease 如果办公区、生产区、仓储区和发运地不在同一地点，请填写详细地址。 If locality of office, production, warehouse or shipment pick-up address is different, please detail address.				
<input type="checkbox"/> 同一地点 The four areas in the same place <input type="checkbox"/> 办公区 Main office address _____ <input type="checkbox"/> 生产区 Workshop address _____ <input type="checkbox"/> 仓储区 Warehouse address _____ <input type="checkbox"/> 发运地 Shipment pick-up address _____				
<b>业务类型 TYPE OF BUSINESS</b>				
<input type="checkbox"/> 部件制造 Component manufacturer <input type="checkbox"/> 部件分销商/代理商 Component distributor/agency <input type="checkbox"/> 部件维修 Component maintenance <input type="checkbox"/> 其它 Other _____ OEM, 如是, 供应商代码是多少?/ OEM, if yes, what is the cage code? <input type="checkbox"/> 是 _____ <input type="checkbox"/> 否				
<b>简要描述公司历史、背景和主要业务 (可另附文件)</b> Brief introduction of your company including history, background and main business(Could be Appendix): _____ _____ _____				
<b>企业资质 Enterprise qualification</b>				

**维修许可证 Maintenance Organization Certificate**

- CAAC 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- FAA 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- EASA 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- 其他/others 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_

 **航材分销商证书 (中国民航维修协会) Certificate of Civil Aircraft Parts Distributor (CAMAC)**

初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_

 **质量系统证书 Quality system certificate**

- ASA-100 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- FAAAC-0056 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- ISO 9001 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- AS/EN9100 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- AS/EN9110 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- AS/EN9120 初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_

 **其他证书 Others certificate**

- 证书名称 Certificate Name \_\_\_\_\_ 颁发单位 Issuing Authority \_\_\_\_\_  
初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- 证书名称 Certificate Name \_\_\_\_\_ 颁发单位 Issuing Authority \_\_\_\_\_  
初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_
- 证书名称 Certificate Name \_\_\_\_\_ 颁发单位 Issuing Authority \_\_\_\_\_  
初次颁发时间 Initial Issue Date: \_\_\_\_\_ 有效期 Expiry Date \_\_\_\_\_

**请提供以下最新有效的文件和信息(如适用)/Please include copies of the following current documents and information(if applicable):**

- 1) 公司简介/Brief introduction of your company
- 2) 营业执照 Business license
- 3) 维修许可证、维修能力清单/Maintenance Organization Certificate and capability list
- 4) PMA/TSO 批准证书、批准项目清单/PMA/TSO Approved License and items list
- 5) OEM 许可分销授权书/Letters from OEM's authorizing any distributorships
- 6) 根据 FAAAC 00-56 或中国民航维修协会颁发的分销商证书/Distributor Accreditation Certificate issued according to FAA AC 00-56 or CAMAC
- 7) 质量证书/Quality certifications
- 8) 维修管理手册和/或质量手册/Applicable MMM,RSM/QCM, MOE, or QM

注意: 请附上你认为对此次评估有用的认证/授权副本或任何你认为有用的资料或数据。

Note: Please attach the copy of your accreditation/ authorization or any information or data which you deem useful for this evaluation.

**主要客户 Prime customers**

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请回答以下问题，在相应的空格中打钩。

Please answer following questions by mark "√" in each applicable column.

项目 Item	问题 Question	是 Yes	否 No	不适用 N/A
1	是否建立了质量手册及相关的管理程序文件，并确保相关人员可以有效的获取及使用？ Do you establish the quality manual and related management procedures and ensure that the relevant personnel can effectively access and use?			
2	是否对员工进行培训以及能力评估？ Is your training and competency assessment provided to employees who undertake the work?			
3	是否有人员资格和授权管理程序，对不同的岗位进行相应授权，确保相关人员严格按照授权执行工作？ Is there a personnel qualification and authorization management procedure to authorize the different positions and ensure that the relevant personnel perform the work strictly according to the authorization?			
4	是否建立了印章管理程序？ Do you have a stamp control procedure?			
5	是否建立自我质量审核系统，制定年度审核计划，对本单位任一部门或系统的审核间隔最长不得超过 12 个月？ Are the quality self-audit system and annual audit plan in place? The audit interval with respect to any department or system is no longer than twelve months?			
6	是否有与贵公司产品/服务有关的供应商、外委单位的批准程序？ Do you have a documented system for approving suppliers, vendors and subcontractors related with your products and services?			
7	是否有入库检验的程序并对检验工作进行记录？ Are there program for incoming inspection and the inspection is recorded?			
8	是否有对寿命件的控制程序？ Do you have a documented program to control shelf-life limited products?			
9	是否有对静电放电敏感元件的控制程序？ Do you have a documented program to handle electrostatic sensitive devices?			
10	是否有对部件和航材来源的控制程序？ Do you have a documented program to identify the source from which components and materials were received?			
11	是否有确保存储条件能够保护部件或航材不受损害及污染的控制程序？ Do you have a documented program to ensure appropriate storage conditions to protect components and materials from damage and/or deterioration?			
12	是否具有器材存储区域的环境控制程序？ Do you have environment control procedure for parts stock?			
13	对于不合格航材是否有系统来保证将其隔离处理？ Is there a system for the segregation and disposition of nonconforming items?			
14	是否有监测并报告可疑件的控制程序？ Do you have a document program to detect and report of suspected unapproved components?			

项目 Item	问题 Question	是 Yes	否 No	不适用 N/A
15	是否有按照相关法规及标准来处理不可回收部件的程序? Do you have a document program to handle unsalvageable components in accordance with applicable regulations and standards?			
16	是否有对分离并且再发配的产品批次号的相关处理文件的控制程序? Do you have a document program for batch splitting or redistribution of lots and handling of the related documents?			
17	是否有程序确保发货的部件和材料可以跟踪和召回? Do you have a document program for recall control to ensure that components and materials shipped can be traced and recalled if necessary?			
18	是否有技术资料的控制程序, 确保技术资料保持更新有效并监督其修订状况? Do you have a documented program for the control of technical data and ensure that technical data is kept up to date and monitor its revision status?			
19	是否有对工具和测试设备的计量程序? Do you have a documented program for the measuring of tools/test equipment which meet calibration standards?			
20	是否有对计量设备适当的存储、使用的控制程序? Do you have a documented program to control of measuring equipment that provide for appropriate storage, usage, and for calibration when such equipment is required?			
21	是否有符合局方规范的产品/服务有关的航材部件的追溯和证明文件程序? Do you have a documented program to meet the standards of traceability and certification of purchased parts/materials which conformity to relevant specifications required by authority?			
22	是否有程序能确保所有相关的证书、工作记录和其他文件完整并能提供? Do you have a documented program to ensure that all certificates, job cards and other relevant documents are completed, and can be provided to customer, if applicable?			
23	是否有程序能确保产品的包装符合 ATA-300 要求并能防止在运输中损坏及污染, 包括危险品的运输? Do you have a documented program for the packing of components and materials meet the ATA Spec 300, and shipping of components and materials to protect them from damage and deterioration, including proper shipping of dangerous goods?			
24	是否有报告程序规定将提供的产品和/或服务流程中发现的偏差和/或可能影响适航状态的情况书面报告给客户? Is there a documented program to ensure that customer would be announced in written notice when discrepancies and/or any conditions may affect airworthiness in suppliers' products and/or service process was discovered?			
25	如果贵单位另外从事非航材贸易或从事非民航维修服务, 是否有合适的隔离? If you deal in non-aviation parts, materials, and/or maintenance activities, is there proper segregation from aviation activities?			
26	产品追溯性文件和证书是否保存至少出售之后 7 年? (仅适用于分销商)			

项目 Item	问题 Question	是 Yes	否 No	不适用 N/A
	Is traceability and certification documentation kept at least for 7 years after sale? (Applicable to distributor)			
<b>以下由维修单位填写/Only for MRO to complete</b>				
27	是否有足够的人员来计划, 执行, 监督, 检验和放行所执行的维修工作? Are there adequate personnel to plan, perform, supervise, inspect and release the maintenance work to be performed?			
28	是否有必要的技术资料、设备、工具和材料来执行批准的维修工作? Is there the necessary technical data, equipment, tools and material to perform the approved maintenance work?			
29	是否所有工作包括检验、试验、修理和改装都按照适航当局或厂家批准的技术数据进行的? Are all works including inspections, tests, repair and alterations performed in accordance with technical data approved by Airworthiness agencies or Manufactory?			
30	是否使用了工作单卡来记录生产、检验和试验过程? Are work sheets used for documenting production, inspection, and testing operation?			
31	是否有一套报告流程, 将在维修中发生的缺陷、不适航故障及失效等情况及时报告给客户? Is there a process to immediately report any defects, un-airworthy conditions, failures or malfunctions, etc. to the customer?			
32	是否建立 SMS 体系, 所有人员经过 SMS 培训并且执行 SMS 职责。 Whether to establish SMS system or not, all personnel are trained in SMS and perform SMS duties?			
33	是否建立了培训大纲, 确保所有员工获得岗位所需的初始培训和复训? Is there an established training program that assures all staffs receive initial and continuation training that is appropriate to individually assigned tasks and responsibilities?			
34	维修记录是否至少保存至产品放行后 3 年? Is the maintenance documentation kept at least for 3 years after the product return to service?			
<b>对选择了“否”或“不适用”选项的说明/A statement that No or N/A is selected:</b>				

**供应商声明 Supplier Statement:**

我在此保证问卷填写完整、信息真实可靠。

I hereby certify that the information that is provided in this questionnaire is complete and accurate to the best of my knowledge.

签名 Signature		职务 Title	
姓名 Name		日期 Date	

**以下内容由航润完成 /Only for Hangrun to complete:**

内审员评估结论 Conclusion of Internal Auditor	<input type="checkbox"/> 评估合格, 符合供应商资质要求。/Qualified, meet the requirement of supplier qualification. <input type="checkbox"/> 评估不合格, 原因: Unqualified, reason: _____ _____  内审员签名 Signature of Internal Auditor:  签署日期 Signature Date:
质量经理意见 Conclusion of Quality Manager	<input type="checkbox"/> 评估合格, 批准纳入合格供应商。/Qualified, approve to be the qualified supplier. <input type="checkbox"/> 评估不合格, 不批准原因: Unqualified, reason for disapproval: _____ _____  质量经理签名 Signature of Quality Manager:  签署日期 Signature Date:

表单编号/Form No.: FM-CG-08-D/0