



communications

L-3 SUPPLIER QUESTIONNAIRE

COMPANY NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV: \_\_\_\_\_

ZIP/POSTAL CODE: \_\_\_\_\_ COUNTRY: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

COMPANY TYPE:  MANUFACTURER  DISTRIBUTOR  OTHER: \_\_\_\_\_

PRODUCTS/SERVICES

OFFERED: \_\_\_\_\_

COMPANY'S WEBSITE: \_\_\_\_\_

FSCM/CAGE CODE: \_\_\_\_\_ DUNS NUMBER: \_\_\_\_\_

SUPPLIER CERTIFIES THAT IT IS (CHECK ALL THAT APPLY):

- Checkboxes for categories: A Small Business Concern, A SBA Certified Small Disadvantaged Business, A Veteran-Owned Small Business, Historically Black Colleges & Universities / Minority Institutions, OTHER, A Women-Owned Small Business, A Hub-Zone Small Business, Service-Disabled Veteran Owned, Native American, Large.

NOTICE OF PENALTY - Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, small disadvantaged, or women-owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a), 8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall (i) be punished by imposition of fine, imprisonment, or both; (ii) be subject to administrative remedies, including suspension and debarment; and (iii) be ineligible for participation in programs conducted under the authority of the Act (FAR 52.219-1(d)(2)).

PERSON COMPLETING EVALUATION

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

TITLE: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

QUALITY ASSURANCE REPRESENTATIVE

NAME: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

L-3 REVIEWER RECOMMENDATION (Completed by L-3 Representative only)

EVALUATING L-3 DIVISION(S): \_\_\_\_\_

SUPPLIER CODE NUMBER: \_\_\_\_\_

APPROVED  DISAPPROVED  OTHER: \_\_\_\_\_

ISO \_\_\_\_\_ MIL \_\_\_\_\_

FEDERAL AVIATION ADMINISTRATION TECHNICAL STANDARD ORDER / PARTS MANUFACTURER APPROVAL (FAA TSO/PMA): \_\_\_\_\_

CONDITIONAL APPROVAL - LIMITED TO THE FOLLOWING ITEMS:

PRODUCT OR PART NUMBER: \_\_\_\_\_

LIMITED TO: \_\_\_\_\_

L-3 DIVISION(S) APPROVAL: \_\_\_\_\_ Date: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

## GENERAL INFORMATION

1. AREA IN SQUARE FEET TOTAL: \_\_\_\_\_  
MANUFACTURING: \_\_\_\_\_ WAREHOUSE (DISTRIBUTION ONLY): \_\_\_\_\_
2. NUMBER OF PERSONNEL: \_\_\_\_\_  
MANUFACTURING: \_\_\_\_\_ QUALITY ASSURANCE: \_\_\_\_\_  
ENGINEERING: \_\_\_\_\_ WAREHOUSE (DISTRIBUTION ONLY): \_\_\_\_\_
3. ARE CLEAN ROOM FACILITIES USED FOR MANUFACTURING PRODUCT? Y  N   
CLASS: \_\_\_\_\_
4. WHAT PERCENT OF PRESENT WORK IS:  
GOVERNMENT \_\_\_\_\_ % COMMERCIAL \_\_\_\_\_ % OTHER \_\_\_\_\_ %
5. DESCRIBE ANY SPECIAL PROCESSES THAT YOU PERFORM INCLUDING MILITARY SPECIFICATION, IF APPLICABLE, (E.G. PLATING, PAINTING, SOLDERING, WELDING, WIRE WRAP, ETC). ATTACH ADDITIONAL SHEET(S) IF NECESSARY.  
LIST: \_\_\_\_\_  
\_\_\_\_\_
6. IS THE COMPANY HEADQUARTERED IN THE UNITED STATES OF AMERICA? Y  N   
IF NO, THEN WHAT COUNTRY? \_\_\_\_\_
7. DOES YOUR ESD PROGRAM COMPLY WITH MIL-STD-1686, MIL HANDBOOK 263 OR ANSI/ESD S20.20-1999? Y  N   
LIST: \_\_\_\_\_
8. DOES YOUR WORKMANSHIP STANDARD COMPLY WITH IPC-A-610? Y  N   
LIST: \_\_\_\_\_
9. IS THE COMPANY ISO-9000 REGISTERED BY AN INTERNATIONAL ACCREDITATION FORUM, IAF, ACCREDITED BODY (ANSI-RAB, UKAS...)? Y  N   
COMPLIANT? Y  N   
ISO CERTIFICATE TYPE: \_\_\_\_\_ REGISTRAR: \_\_\_\_\_  
CERTIFICATE NUMBER: \_\_\_\_\_ EXP. DATE: \_\_\_\_\_  
  
IS THE COMPANY REGISTERED/CERTIFIED TO ANY OTHER QUALITY MANAGEMENT MODEL, SUCH AS FAA/PMA, FAA APPROVED REPAIR STATION, AS9100, ETC.? (PLEASE LIST AND PROVIDE CURRENT CERTIFICATES)  
  
\_\_\_\_\_
10. DO YOU HAVE METHODS IN PLACE TO NOTIFY L-3 OF ANY SIGNIFICANT CHANGES TO YOUR QUALITY SYSTEM? (Please specify how you plan on notifying L-3 of these changes, as this is a mandatory requirement of L-3, per ISO 9000:2000 and AS9100B Requirements Y  N

### Method of Notification:

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#### NOTE:

1. COMPLIANT DOES NOT MEAN AN IAF ACCREDITED BODY (ANSI-RAB, UKAS...) CERTIFIED.
2. IF YOU ARE CURRENTLY ISO-9000 REGISTERED **STOP HERE!** RETURN THIS FORM TO L-3 COMMUNICATIONS WITH A COPY OF YOUR ANSI-RAB, UKAS...ACCREDITED ISO-9000 CERTIFICATE

AND ANY OTHER CERTIFICATES IDENTIFIED ABOVE.

3. THE L-3 COMMUNICATIONS' DIVISION THAT SUPPLIED THIS SURVEY MUST BE NOTIFIED IF CERTIFICATIONS ARE REVOKED OR DISCONTINUED FOR ANY REASON.

**NOTE: PLEASE CHECK 'Y', 'N', or 'N/A' AND ADD COMMENTS AS APPLICABLE.**

- Use The Tab Key To Move To The Next Field.
- To Insert Comments, Tab To The Appropriate Line Below Each Question.

## QUALITY MANAGEMENT SYSTEM - N/A

1. Do you maintain operating policies and procedures for your quality management system? Y  N   
\_\_\_\_\_
2. Is an internal audit program maintained that reviews compliance with all aspects of your quality program?  
Y  N   
\_\_\_\_\_
3. Does the organizational structure define quality responsibility and authority? Y  N   
\_\_\_\_\_
4. Does the organizational structure provide access to top management? Y  N   
\_\_\_\_\_
5. Is the health and status of your quality management system periodically reviewed with management?  
Y  N   
\_\_\_\_\_
6. Do you have a documented employee training program? Y  N   
\_\_\_\_\_
7. Is the quality organization responsible for acceptance of product and services? Y  N   
\_\_\_\_\_
8. Are records of inspections and tests maintained? Y  N   
\_\_\_\_\_
9. Are quality data used in reporting results and trends to management? Y  N   
\_\_\_\_\_
10. Are quality records available to support customer certifications? Y  N   
\_\_\_\_\_

## DESIGN INFORMATION - N/A

1. Do procedures cover the release, change and recall of design and manufacturing information, including correlation of customer specifications? Y  N   
\_\_\_\_\_
2. Do records reflect the incorporation of changes? Y  N   
\_\_\_\_\_
3. Does quality control verify that changes are incorporated at the effective points? Y  N   
\_\_\_\_\_
4. Is the control of design and manufacturing information applied to the procurement activity? Y  N

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5. Is there a formal deviation procedure? Y  N

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**PROCUREMENT - N/A**

1. Are procurement sources evaluated and monitored? Y  N

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2. Are quality requirements and inspection procedures specified? Y  N

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3. Is a documented system maintained for the evaluation of purchased material? Y  N

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4. Are inspection results used to initiate the corrective action/preventative action process for purchased material? Y  N

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5. Are incoming materials identified and segregated until acceptance? Y  N

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**MATERIAL CONTROL - N/A**

1. Do procedures exist for storage, release, and movement of material? Y  N

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2. Are materials in stores identified and controlled? Y  N

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3. Are in-process materials identified and controlled? Y  N

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4. Are materials in inspection identified and controlled? Y  N

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5. Do storage areas and facilities provide control to protect material from degradation? Y  N

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6. Are nonconforming items identified, segregated and controlled? Y  N

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7. If required, do you have the ability to provide traceability? Y  N

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**MANUFACTURING CONTROL - N/A**

1. Are process capabilities established and maintained? Y  N

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2. Is in-process inspection performed? Y  N

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3. Are inspection results used to initiate the corrective action/preventative action process? Y  N

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4. Are procedures for equipment and facilities maintenance established? Y  N

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### **FINAL ACCEPTANCE - N/A**

1. Are specifications used in determining the acceptability of material? Y  N

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2. Are certifications and in-process inspection records used in the final acceptance decisions? Y  N

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3. Are final inspection procedures documented? Y  N

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4. Are inspection results used to initiate the corrective action/preventative action process? Y  N

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### **CALIBRATION - N/A**

1. Does your calibration system comply with an established government/industry standard? Y  N

IF YES, Please list Standards: \_\_\_\_\_

2. Do you maintain a documented recall system for items requiring calibration? Y  N

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3. Is measuring and test equipment used for acceptance calibrated against known standards? Y  N

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4. Are standards used for calibration traceability to NIST? Y  N

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5. Does the program account for and require disposition of material previously accepted, when equipment is found out of calibration? Y  N

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### **CONTRACT / PURCHASE ORDER REVIEW**

1. Are customer requirements related to the product reviewed and records maintained? Y  N

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2. Are records maintained verifying your ability to meet the defined customer requirements.? Y  N

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3. When customer requirements change, is there a process that ensures relevant personnel are notified and relevant documents are amended? Y  N

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4. Is there a process for communicating with customer on product information, enquiries, contracts or order handling, including amendments and customer feedback? Y  N

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**DISTRIBUTOR'S PROCESSES ONLY - N/A**

1. Are machines used for processing packaging and inspections checked/calibrated periodically? Y  N

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2. Are age controlled items and shelf life items current and identified? Y  N

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3. Are procedures used to stop the issuing of out-of-date shelf life items? Y  N

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4. Are shipping documents reviewed for accuracy, destination and necessary requirements? Y  N

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5. Are there time limits, statute of limitations, or restrictions for the returning of defective products? Y  N

If so what are they? \_\_\_\_\_

6. Would you be willing to stand behind your delivered Dock to Stock products for an extended time frame due to no Incoming Inspection at some L-3 Communication divisions? Y  N

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**Note:** Product received Dock to Stock may be discovered to be incorrect or defective for up to 12 months after receipt because next higher assemblies are not usually built until all sub-parts are received and stocked.