

QUALITY SURVEY QUESTIONNAIRE

Name: Phoenix Trading Inc.
Address: 640 Lofstrand Lane, Rockville, MD 20850
QA Contact: Katherine Williams
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Tel. No: 240-396-1988 **Fax No:** 240-252-3529 or 240-235-7090

1. GENERAL INFORMATION							YES	NO	NA
1.1	Types of Business <input checked="" type="checkbox"/> Stockist/Supplier <input type="checkbox"/> Service / Repair <input type="checkbox"/> Overhaul <input type="checkbox"/> Manufacturer <input type="checkbox"/> Specialised Work <input type="checkbox"/> Calibration Laboratory <input checked="" type="checkbox"/> Others: <u>Distributor / Dealer</u>								
1.2	Facilities and Capabilities. (Provide details on Plant and Process) <u>23,000 Sq/ft</u>								
1.3	Number of Employees.								
	Mgmt	Admin	Engrs	Quality	Prod	Others	TOTAL		
	2	6	-	1	-	9	18		
1.4	Track Record Years of Service/Experience: <u>11 years.</u> Names of Major customers, preferably Aviation Companies: <u>ON REQUEST</u>								
1.5	Details of Approval, certification or licence granted by civil / military aviation authority / aerospace company, ISO certification bodies.								
	Approval Authorities			Certificate No.		Since			
	ISO 9001			24569		Aug 2007			
	ITAR Register			M26083		Oct 2009			

2. QUALITY ASSURANCE/INSPECTION ORGANIZATION		YES	NO	NA
2.1	Is there a specific Quality Organisation with clearly defined authority for Quality functions?	X		
2.2	Do you have a published Company Exposition/ Quality Manual?	X		
2.3	Do you have documented and published quality procedures?	X		
3. TECHNICAL DATA AND WORK INSTRUCTIONS				
3.1	Is there a system of control to ensure the location of all documents is known and they are maintained in good condition and update?	X		

3.2	Are there written procedures and instructions for inspection, test, process controls and other requirements?	X		
4.	MATERIAL CONTROL			
4.1	Are all material and supplies inspected upon receipt to assure technical conformance?	X		
4.2	Are there procedures for ensuring all materials and supplies are procured from an approved source?	X		
5.	HANDLING, STORAGE AND DELIVERY			
5.1	Is there a suitable batch recording system in operation and are supplies uniquely identified to ensure traceability to manufacturing source?	X		
5.2	Are there adequate inspections for the handling, storage, packaging, preservation and delivery of materials?	X		
5.3	Are all items that can deteriorate or corrode, properly cleaned and preserved prior to storage?	X		
5.4	Do all materials to be stored show evidence of inspection?	X		
6.	PRODUCTION PROCESS CONTROL			
6.1	Is documented work inspection in use for all manufacturing and assembly operations?			X
6.2	Are parts suitably protected against contamination and damage throughout all stages of manufacturing?	X		
6.3	Are operators suitably trained and are they adequate supervision?			X
6.4	Are written procedures available for the control and registration of approved personnel engaged in critical processes, tests and inspection?	X		
7.	NON-CONFORMANCE			
7.1	Are non-conformance products segregated from normal production and where practical placed in quarantine area pending rectification and/or concession acceptance?	X		
8.	CORRECTIVE ACTION			
8.1	Is there a system to investigate the origin and extent of deficiencies to ensure prompt action is taken to prevent repetition?	X		
8.2	Are corrective actions being monitored?	X		
9.	INSPECTION AND TESTING			
9.1	Are in-process inspections and/or testing carried out on items to ensure conformance?	X		
9.2	Are completed items given a final inspection and/or test?	X		
9.3	Are re-inspection and re-test performed on all items, which have been reworked, repaired, or modified after rejection? Are they documented?	X		
10.	MEASURING AND TEST EQUIPMENT	YES	NO	NA
10.1	Are there acceptable procedures to control the method and frequency of calibration of measuring and test equipment?	X		
10.2	Is measuring and testing equipment marked to designate when the next calibration is due?	X		
10.3	Is equipment stored prevented from damages or loss?	X		

An ISO 9001:2015 Certified Company

GENERAL COMMENTS

Item #	(Please explain any "NO" answer to these questionnaires).

VERIFICATION BY QA DEPARTMENT:	
Approved / Not Approved (W.E.F.) _____	
Vendor's Approval Code: _____	
Restriction / Reasons: _____	

Quality Manager	Date