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Supplier Evaluation Questionnaire

Purpose and Scope

This questionnaire supports the evaluation and approval of suppliers prior to inclusion in the Approved Supplier List (ASL), where applicable. It forms part of the Company's Quality Management System and risk-based supplier qualification process, aligned with aviation quality requirements, traceability expectations, counterfeit parts prevention measures, export control and sanctions regulations, and internal Know-Your-Customer (KYC) procedures, in accordance with ISO 9001 principles and relevant aviation industry best practices (including AS9120 / ASA-100 guidance where applicable)

Completion of this questionnaire does not guarantee supplier approval but forms part of the overall evaluation process.

Final supplier approval remains subject to internal evaluation, risk assessment and documentation verification by Aile Aviation Services B.V.

Part-1 Supplier Identification		
Company Legal Name		
Trade Name (If Different From Legal Name)		
Registered Address		
Website		
VAT Number		
Company Registration Number		
Country of Incorporation		
Years in Operation		
Commercial Contact	Name:	Title:
	Email Address:	Phone Number:
Quality Contact	Name:	Title:
	Email Address:	Phone Number:
Nature Of Business (tick)	☐ OEM ☐ OEM Authorized Distributor ☐ Independent distributor ☐ Broker/Trader ☐ Repair Station (EASA/FAA/UK CAA/etc.) ☐ Logistics Provider / Freight Forwarder	☐ Airline/Operator ☐ MRO ☐ Manufacturer (non-OEM / PMA) Stocking Supplier: ☐ Yes ☐ No (Non-stocking distributor / broker)
Part-2 Quality Approval Status		
Tick all applicable approvals	☐ ISO 9001 ☐ AS9120 ☐ AS9100 ☐ ASA-100 ☐ EASA-145 ☐ FAA 145 ☐ UK CAA Part-145 ☐ TCCA approval (Canada)	☐ ANAC (Brazil) SEGVOO 003 ☐ CAAC approval (China) ☐ EASA Part-21 ☐ FAA AC00-56 ☐ Other approval(s) (please specify):_____ Are copies of applicable certificates attached? ☐ Yes ☐ No

Part-3 Quality Management System and Compliance Controls			
3.1 Quality Management System	YES	NO	N/A
Does your organization maintain a documented Quality Management System appropriate to the scope of aviation distribution activities?			
Is the Quality Management System documentation controlled, maintained current and available to relevant personnel?			
Is responsibility for Quality System oversight formally assigned within the organization (e.g. Quality Manager or equivalent function)?			
Does the QMS include procedures addressing control of aviation parts traceability and documentation?			
3.2 Document and Record Control Are procedures in place for:			
Document revision control and version management?			
Record retention in accordance with aviation industry traceability expectations?			
Training requirements definition and personnel competency records maintenance?			
Protection of records from loss, alteration or unauthorized access?			
Retention period aligned with regulatory or customer traceability requirements?			
3.3 Operational Quality Controls (Distributor-Level Controls) Does your organization maintain procedures covering:			
Control of documented information and records?			
Personnel training and competency management?			
Shelf-life monitoring and expiry control (where applicable)?			
Control of incoming discrepant or nonconforming parts and services?			
Receiving inspection procedures appropriate to aviation parts distribution?			
Calibration control of inspection / measuring equipment (where applicable) ?			
Purchasing and supplier approval procedures?			
Identification and reporting of suspected unapproved parts (SUP)?			
Environmental storage condition monitoring (temperature / humidity where applicable)?			
Inspection stamp or authorization control (if used) ?			
Identification, handling, documentation and shipment of hazardous materials (if applicable)?			
3.4 Internal Audit / Self-Evaluation Program Is a documented internal audit or self-evaluation program established covering:			
Management review of audit results?			
Audit responsibilities?			
Audit frequency?			
Audit scope?			
Audit documentation?			
Corrective actions?			
Preventive actions?			
3.5 Storage and Facilities Controls Do storage areas provide:			
Adequate space and racking to prevent damage, deterioration or mishandling?			
Segregation between aircraft and non-aircraft parts?			
Segregation of serviceable and non-serviceable material (where applicable)?			
Protection against environmental damage and contamination?			
Controlled access where required?			
3.6 Training and Authorized Personnel			
Are personnel performing receiving inspection, storage, documentation handling, packing and shipping functions trained and formally authorized?			
Are inspection personnel trained in handling Dangerous Goods (DGR) and Non-DGR materials where applicable?			
Is a roster or authorization matrix maintained identifying personnel approved to perform inspection and release-related functions?			
Is continuation / recurrent training performed and documented?			

	YES	NO	N/A
Are training and competency records maintained and controlled?			
3.7 Procurement and Supplier Control			
Does the system ensure that procured parts conform to customer purchase order requirements and specified documentation requirements?			
Are deviations from customer requirements formally disclosed and approved prior to shipment?			
Is an Approved Supplier List (ASL) maintained?			
Are suppliers monitored and periodically re-evaluated based on risk and performance?			
Does the quality system ensure that parts procured for resale are obtained from approved and traceable sources?			
Are parts known or suspected to have been subjected to extreme stress, heat or adverse environmental conditions identified and controlled?			
Does the system include controls for prevention of procurement of suspected unapproved parts (SUP)?			
3.8 Receiving Inspection Does the quality system include receiving inspection procedures covering verification of:			
Part identification?			
Quantity?			
Documentation?			
Certification acceptability?			
Traceability continuity?			
Condition of material?			
Is there a procedure for reporting suspected unapproved parts in accordance with FAA AC 21-29 (or equivalent regulatory guidance)?			
Is there a controlled system governing inspection stamp issuance, usage and accountability (where applicable)?			
Does receiving inspection include verification of certification authenticity?			
3.9 Measuring and Test Equipment Control			
Is a calibration control program established for inspection and measuring equipment where such equipment is used?			
Are calibration records maintained and traceable?			
3.10 Material Handling and Control			
Is material handled, packaged and stored in a manner preventing damage, deterioration or contamination?			
Is batch / lot control maintained where identified by the manufacturer?			
Is there a traceability system allowing identification and recall of shipped parts where required?			
Whenever practical, is material stored and delivered in the manufacturer's original packaging?			
Are aircraft parts segregated from non-aircraft parts?			
Are serviceable and non-serviceable parts segregated?			
Does the system include procedures for mutilation / control of scrapped parts?			
Are records maintained for serialized scrapped parts where applicable?			
3.11 Shelf Life Control			
Does the organization maintain procedures for identification, monitoring and control of shelf-life limited parts?			
3.12 Certification and Release Documentation			
Does the system ensure provision of appropriate certification documentation with shipments as required (e.g. EASA Form 1, FAA 8130-3, Manufacturer Certificate, Traceability documentation as applicable)?			
Does the system require disclosure when material has been:			
Subjected to extreme stress, heat or environmental exposure?			
Obtained from government surplus or military sources?			
Does the organization maintain procedures ensuring certification acceptability review prior to shipment?			
3.13 Shipping Controls			
Does the quality system ensure packaging appropriate to the type of material shipped (including ATA-300 where applicable or customer-specified packaging requirements)?			
Is a final inspection performed prior to shipment verifying: Part identification?			
Quantity?			
Documentation?			

	YES	NO	N/A
Certification acceptability?			
Packaging condition?			
3.14 Customer Satisfaction Monitoring			
Does the organization maintain a customer satisfaction monitoring or feedback process?			
3.15 Records Retention and Traceability			
Does the record control system ensure retention of shipment-related records for a minimum of 7 years (or longer where contractually required)?			
Are records maintained supporting traceability of life-limited parts to an acceptable regulatory source (EASA / FAA / approved equivalent)?			
Are records protected against damage, alteration, deterioration or loss?			
3.16 Technical Data Control Does the quality system ensure technical data is:			
Controlled?			
Current?			
Approved where required?			
Accessible to relevant personnel?			
3.17 Corrective Action System Does the quality system include a documented corrective action process covering:			
Root cause analysis?			
Corrective action implementation?			
Effectiveness verification?			
Closure documentation?			
Part-4 Export Control, Sanctions And End-Use Compliance			
4.1 Export Control Compliance Framework			
Does your organization maintain a documented export control compliance process appropriate to the scope of aviation parts distribution activities?			
Does your organization classify items under applicable export control regulations where required (e.g. dual-use / export classification)?			
Does the process include identification of export-controlled or restricted items where applicable?			
Are personnel involved in order processing, shipping and compliance trained in export control awareness?			
4.2 Sanctions Screening and Restricted Party Controls			
Does your organization screen customers, consignees, end-users and intermediaries against applicable sanctions and restricted party lists (e.g. EU, OFAC, UK, UN or equivalent)?			
Are screening results documented and retained?			
Is screening repeated when material changes occur (customer change, consignee change, end-user update)?			
4.3 End-Use / End-User Verification			
Where required, does your organization obtain end-use / end-user information prior to shipment?			
Are transactions involving military, government or dual-use applications identified and escalated internally?			
Are transactions involving embargoed or high-risk jurisdictions subject to additional review?			
4.4 Third-Party Logistics and Forwarder Controls Where freight forwarders or third-party intermediaries are involved:			
Are roles and responsibilities clearly defined?			
Is the declarant/exporter-of-record responsibility verified?			
Are export documentation responsibilities assigned appropriately?			
4.5 Export Compliance Incident Disclosure Has your organization within the past 5 years been subject to:			
Export control investigation?			
Sanctions-related enforcement action?			
Regulatory warning or penalty? If yes please provide details: _____			
Part-5 Counterfeit Parts Prevention / Sup Controls			
5.1 Counterfeit Prevention Program			
Does your organization maintain a documented counterfeit parts prevention procedure?			
Does the procedure address procurement source validation and traceability verification?			

5.2 Source Verification Controls Does your organization procure aviation material only from:	YES	NO	N/A
OEMs?			
Authorized distributors?			
Approved suppliers?			
Or traceable sources acceptable to aviation industry requirements?			
Where brokers/non-stock suppliers are used: are enhanced verification controls applied?			
5.3 Receiving Inspection Counterfeit Detection Controls Does receiving inspection include verification of:			
Traceability continuity?			
Documentation consistency?			
Certification authenticity indicators?			
Packaging integrity?			
Part marking consistency (where applicable)?			
5.4 Suspected Unapproved Parts (SUP) Escalation Does your organization maintain procedures for:			
Segregation of suspected unapproved parts?			
Investigation and escalation?			
Customer notification where required?			
Regulatory reporting where applicable?			
Retention of investigation records?			
5.5 Personnel Awareness			
Are relevant personnel trained to recognize indicators of suspected unapproved or counterfeit parts?			
Part-6 Business Continuity And Operational Resilience			
6.1 Business Continuity Planning			
Does your organization maintain a documented business continuity or contingency plan? Does the plan address disruption scenarios such as:			
Warehouse interruption?			
IT system failure?			
Loss of key personnel?			
Transport/logistics disruption?			
6.2 Data Protection and Traceability Record Backup			
Are traceability records protected by backup systems?			
Are backup systems periodically tested?			
6.3 Operational Disruption Communication			
Does your organization maintain procedures for customer notification in case of supply disruption affecting delivery commitments?			
6.4 Emergency Response Capability (where applicable) Where applicable:			
Does your organization support urgent / AOG response processes?			

We certify that the information provided in this questionnaire is accurate to the best of our knowledge and that products and/or services supplied by our organization are controlled in accordance with applicable regulatory, contractual and customer requirements relevant to the scope of our activities.

Please complete in full:

Supplier Legal Name
Authorized Signatory Name
Quality representative (if different)
Title
Signature
Date
Company Stamp (if applicable)

Internal Use Only

Supplier Risk Evaluation Summary

Supplier Name:

Supplier Type:	**Certification Status:**	**Risk Drivers Assessment**				**Risk Drivers Assessment**			
☐ OEM	☐ AS9120	**Risk Factor**	**Low**	**Medium**	**High**	**Risk Factor**	**Low**	**Medium**	**High**
☐ Authorized Distributor	☐ ASA-100	Supplier type	☐	☐	☐	Country risk	☐	☐	☐
☐ Independent Distributor	☐ ISO 9001	Certification level	☐	☐	☐	Export control exposure	☐	☐	☐
☐ Broker / Trader	☐ EASA Part-145	Stock vs broker	☐	☐	☐	SUP risk exposure	☐	☐	☐
☐ Repair Station	☐ FAA Repair Station	Traceability robustness	☐	☐	☐	Past performance	☐	☐	☐
☐ Logistics Provider	☐ None					Responsiveness	☐	☐	☐
☐ Other		Documentation quality	☐	☐	☐	Financial stability risk	☐	☐	☐

Overall Risk Classification:	**Approval Scope**	
☐ Low Risk	Approved for:	☐ repair services
☐ Medium Risk	☐ stock procurement	☐ logistics services
☐ High Risk	☐ non-stock procurement	☐ documentation supply only
	☐ broker sourcing only	☐ trace-only material allowed
	☐ life-limited parts allowed	☐ surplus material allowed

Identified Risk Factors:
Example: Non-stock supplier, limited traceability visibility, new supplier relationship, third-party sourcing chain involved.

Required Mitigation Measures:
Example: first-order documentation review required, dual approval required, restricted to traceable stock material only, no life-limited parts allowed, no military surplus material allowed.

Approval valid until: **Next review date:**

Approved By:

Quality Manager:

Signature:

Date: