

Vendor Self Audit

Section One: Intent of Form

This report is intended to supply United Rotorcraft with data relative to the capabilities of the supplier. Please complete this questionnaire in sufficient detail to permit us to evaluate your company's capabilities and controls. Enter "N/A" in fields that do not apply.

Section Two: Company Information

Company Name:			
Government Cage Code:		DUNS Number:	
Address:			
City:	State:	Zip:	
Phone:		Fax:	
Email Address to send Orders:			
Type of Business: (check all that apply)	Manufacturer	Size of Facility (in square feet):	
	Distributor	Number of Employees:	
Service Provider	145 Repair Station	Total:	Quality: Engineering: Operations:
Business Class: (check appropriate items)	Small Business	Woman Owned	
	Large Business	Alaska Native Corporation & Indian Tribes	
	Small/Disadvantaged	Historically Black Colleges/Institutions	
Disadvantaged Group:	HUB Zone Business	Service Disabled – Veteran Owned	Veteran Owned Small Business

Section Three: General Information

Service or Product Provided:		
Quality Manager/Director:	Email:	Phone:
Contact for Quality Issues:	Email:	Phone:
Purchasing Contact:	Email:	Phone:

Section Four: Quality Management System

Do you have a Quality Management System?	Yes	No	Quality Manual Revision #:	Date:
Is your Quality Management System accredited to any of the following standards? If you choose at least one of the options (other than N/A), you may skip Section Five of this survey. Check all that apply.	ISO:9001	AS9100		
	NADCAP AQS	NADCAP CP		
	14 CFR Part 21	14 CFR Part 145		
	N/A	Other:		
Has your company ever obtained FAA PMA for parts you manufacture?	Yes	No	N/A	
Do you have capability to verify your sub-tier suppliers' processes?	Yes	No	N/A	
Are Certificates of Conformance provided with all shipments?	Yes	No	N/A	
Records of traceability are kept for	years, and	Will be provided when requested Are available for review		
Have you read and understand United Rotorcraft's "AS-020 - Supplier Quality Requirements"?	Yes	No		
Do you have an FAA-Approved Drug and Alcohol Abuse Program?	Yes	No		
Survey Completed by:	Name:	Title:		
	Signature:	Date:		

Vendor Self Audit

Revision: D

Effective Date: 05/27/25

Page 2 of 3

Section Five: Supplier Self Evaluation

Certification/Traceability - Does your Certificate of Conformance (C of C) with each shipment contain the following?:

• Manufacturer (OEM) name and/or traceability back to OEM (as required)	Yes	No	N/A
• Part Number	Yes	No	N/A
• Quantity of Parts	Yes	No	N/A
• Revision Level (as required)	Yes	No	N/A
• Supplier Cage Code (if applicable)	Yes	No	N/A
• Lot or Batch Numbers (as required)	Yes	No	N/A
• United Rotorcraft Purchase Order (PO) Number	Yes	No	N/A
• Certificate of Conformance Statement (i.e. Product meets specified requirements)	Yes	No	N/A
• Authorized Name/Signature	Yes	No	N/A

Procurement

• Is there a formal documented process for your procurement system?	Yes	No	N/A
• Is there a current list of your approved suppliers on file?	Yes	No	N/A
• Is there a documented process used to approve a supplier?	Yes	No	N/A
• Is there a process by which new suppliers' Quality Systems are approved?	Yes	No	N/A
• Are purchases made only from approved suppliers?	Yes	No	N/A
• Do your purchase orders contain customer flow downs and other special requirements to sub-tier suppliers?	Yes	No	N/A

Receiving Inspection

• Does Receiving Inspection check incoming shipments to the purchase order requirements?	Yes	No	N/A
• Are inspected items identified and segregated from other items awaiting inspection?	Yes	No	N/A
• Are all parts clearly identified to show inspection status?	Yes	No	N/A

Material Control

• Are non-conforming products properly segregated?	Yes	No	N/A
• Is there a method for disposing of non-conforming material?	Yes	No	N/A
• Are life limited products controlled to ensure that expired items are not used and/or re-certified?	Yes	No	N/A
• When life limited items are shipped, what percentage of life is remaining?			%
• Is lot identity maintained for all applicable parts?	Yes	No	N/A
• Is lot/batch segregation maintained with recall capabilities by lot/batch?	Yes	No	N/A
• Are receiving, in-process, and final inspections performed?	Yes	No	N/A
• Are measuring and test equipment/tools calibrated at documented intervals?	Yes	No	N/A

Data and Document Control

• Is technical data controlled and disbursed from a central location?	Yes	No	N/A
• Is proper documentation regarding interchangeability of part numbers from manufacturers supplied with all alternate part numbers?	Yes	No	N/A
• Is there a system in place to ensure that all drawing technical data is maintained at current revision levels?	Yes	No	N/A

Vendor Self Audit

Revision: D

Effective Date: 05/27/25

Page 3 of 3

Quality Process

• Are written Quality Assurance (QA) procedures maintained current and available to those affected?	Yes	No	N/A
• Are documented self-audits of the Quality System performed on a scheduled basis?	Yes	No	N/A
• Do you have a corrective action program in place?	Yes	No	N/A
• Are re-audits performed to ensure effective corrective action?	Yes	No	N/A

Additional Information/Comments:

Section Six: Return of Completed Survey

Return completed survey to: URQualityAssurance@airmethods.com

Quality Assurance Contact Information:

Raul Rodriguez	Supplier Quality Engineer	raul.rodriguez@airmethods.com	(303) 256-4179
Michael Knight	Quality Assurance Supervisor	michael.knight@airmethods.com	(303) 792-7433
Joseph Moyer	Quality Engineer	joseph.moyer@airmethods.com	(303) 792-7411

Section Seven: Verifications

This section is to be completed by United Rotorcraft.

Approved Disapproved Conditionally Approved	Signature	Date
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Notes:

Completed by (Please Print Name):

Title: