



AAF International Supplier Questionnaire

Please find attached the AAF International - Air Filter Products Supplier Questionnaire. As part of our ISO 9001 Quality Certification, we maintain a continuously evaluate Supplier information. This questionnaire is an important part of our qualifying process and Approved Suppliers Rating System.

Upon review of the questionnaire you will find several key areas that AAF focuses on when qualifying suppliers.

Quality System: Consistent quality management requires a documented quality system, a written quality philosophy, quality goals and objectives against which progress is tracked and an organizational structure which clearly defines lines of authority. The system should include formalized root cause, corrective and preventative action procedures to non-conformance issues.

Design Information Control: AAF uses detailed manufacturing specifications, keyed against AAF part numbers, for the products and services we purchase. Our suppliers adherence to these specifications is the foundation of our quality policy to our customers and the basis for material returns. Specification with revision dated are noted on our Purchase Orders. If there is any question or discrepancy in information or revision dates, and immediate call to AAF Purchasing should be made before continuing with the order. Our Supplier's ability to maintain, and keep current, a file of AAF specifications and the verification of each order to meeting these requirements is essential AAF requires the marking of our part number, and Purchase Order number on all cartons, packaging, bills of lading, packing lists and invoices.

Customer Service: Customer Service function should be clearly defined and provide a direct channel of communication to assure timely material delivery, prompt response to inquiries/ quotations, and accurate shipping and invoice documents. Resolution to material returns and non-conformance's is an important part of customer service.

Continuous Improvement: A continuous quality improvement process and cost containment program should be actively working and should provide direct long-term benefits relative to all phases of the organization.

Please complete the questionnaire and return it to the address below. We value our relationship with our Suppliers, and feel that with regular communication and review of each others expectations, an environment of mutual growth and continuous improvement is created.

AF Purchasing
P.O. Box 35690
Louisville, KY 40232
(502) 637-0603 phone
(502) 637-0315 fax



AAF International Supplier Questionnaire

General Business Section

Company Name: _____

Address _____

Telephone Number: _____ Fax Number: _____

Interment address: _____

Type of Business:
Partnership _____ Corporation _____ Sole Proprietorship _____

If a Corporation, please indicate state where incorporated: _____

Date of Incorporation: _____ Publicly Traded _____ Symbol: _____

Years in Business: _____ Number of Employees: _____ Manufacturer: _____

Distributor: _____

Parent Company (if applicable): _____

Is the organizational structure documented? _____ If so provide a copy.

- President _____
- Vice President-Sales _____
- Quality Manager _____
- Customer Service Manager _____
- General Plant Manager _____
- Primary Contact _____
- Primary Contact Telephone Number _____

Union:
Affiliated with: _____



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Contact Expiration Date: _____
Vacation Shut Down Period _____

Is your Company:

- Minority Business _____
- Minority Classification _____
- A Small Business Concern _____
- A Woman Owned Business Enterprise _____

If so please provide copy of MBE, WBE, or Small Business Concern registration or certification.

Do you have written Standards of Business Ethics? _____
If so, Please provide a copy.

What do you see as your company's core competencies: _____

Quality System

Quality management requires a documented quality system, a written quality philosophy, quality goals and objectives against which progress is tracked and an organizational structure which clearly defines lines of authority.

Is there a written quality mission statement or quality policy statement? _____
If so please provide a copy.

Is your company registered to ISO 9000? _____

Do you have other recognized quality registration? _____

If yes, Please provide details: _____

If not ISO registered, does a quality manual exist? _____
If so please provide a copy.

Do you have a separate quality department? _____

How is it staffed? _____

Are statistically based procedures used to control the manufacturing process?

Do you have a formalized root cause, corrective and preventive procedures for non-conformance's?



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Design Information Control

A system should be in place to ensure that operating personnel have accurate, current and complete technical instructions for the manufacture and inspection, packaging and shipping of AAF products. This information includes drawings, specifications, engineering change order, inspection instructions, special purchase order instructions and other special information.

- How do employees access design/manufacturing specification? _____
- Are they computerized? _____
- To what level in the organization is this information available on production floor?

- Is there a documented procedure for reviewing, approving, and distributing specification changes?

- Do procedures ensure that only current documents are in circulation? _____
- Is there a master list showing who has controlled documents? _____
- How are revisions properly tracked? _____
- Does the operator have the authority to make necessary changes (up to shutting down machine if necessary)?

Final Acceptance

- Is there final acceptance procedures to ensure that all shipping units meet all specifications for product, packaging, markings, and documentation?

- Do you provide certificates of analysis and or conformity with your products? _____
- Who in authority signs certificates of conformity? _____
Name: _____
Title: _____

Continuous Improvement Process

A continuous quality improvement process should be actively working and should provide direct long-term benefits relative to all phases of the organization.

- Do you have a formalized continuous improvement program? _____
- Do you have a corporate statement endorsing continuous improvement? _____
If so please provide a copy.
- Do you use a consumer inquiry/complaint data base? _____



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Calibration Verification

Good manufacturing practices should include a calibration program, verification program, preventive maintenance program, adequate cross checks, and documentation to show calibration and verification checks.

- Are inspections and calibrations performed and documented at appropriate intervals for all process gauges and laboratory instruments? _____
- Are calibration checks documented? _____

Material Control

Procurement control should ensure that material sources meet specified quality standards and provide an uninterrupted source of supply.

- Do you have mutually agreed upon specifications with your suppliers? _____
- Do you have procedures to confirm that incoming materials meet specifications? _____
- Is there a process to track and improve your supplier's performance? _____
- Are "Non-Conforming" materials identified and segregated? _____
- Are "Non-Conforming" materials stored in a designated place, separated from good materials?

- Are provisions in place for customer approval of non-conforming materials disposition as "use as is"?

Facilities & Equipment Capability

- What is your current manufacturing schedule (2 shifts. 5 days per week)?

- Do you have a contingency plan for operating during a work stoppage (strike)?

- Do you have multiple manufacturing locations capable of producing the products used by AAF? _____
- Do you have facilities for in house testing of tolerances, performance, materials, etc., on your products?

- Is there a designated R & D Function? _____



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Customer Service

Customer Service function should be clearly defined and provide a direct channel of communication to assure timely material delivery, prompt response to inquiries/quotations, and accurate shipping and invoice documents.

- Do you monitor or track on-time delivery? _____
- What procedures exist to ensure and measure on-time delivery? _____

- Do procedures exist to ensure consistently accurate invoicing and documentation? _____
- Do procedures provide prompt resolution of rejected materials? _____
- Is there a procedure for inspecting and replacing non-conforming materials? _____
If so please provide a copy.
- Who is designated to handle issues with non-conforming materials? _____

- Is this person authorized to issue return goods authorizations? _____
- Do you have procedures to track and respond to inquiries, complaints, requests? _____
- Is a person designated to handle requests and inquiries? _____
- Is there a designated response time? _____ Is it tracked? _____
Are inquiries and requests logged? _____
- Do you have EDI capabilities? _____ What transits are
currently used and what is the software capability? _____
- For example: transmission of text, quotes, order receipt, order acknowledgment, advanced ship notices,
invoicing, EFT, etc. _____

- Are you capable of producing scannable codes to identify materials and products? _____
- Do you track lead-time? _____

Do you have efforts under way to analyze and reduce the various components of lead-time (i.e., queue time, set up time, run time, wait time, oven time, shipping time)?



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Cost Control

The supplier should be actively involved in cost control programs and should be able to demonstrate results of these activities.

Do you have programs to control and reduce costs in the areas of waste reduction, supplier cost control, productivity improvement, and technological advancement? _____

Do you have specific cost reduction goals? _____
If so please provide a copy.

Do you have a cost control program with your supplier? _____

What method are used to control supplier cost? _____

Do you use established cost standards? _____

Supplier questionnaire must be reviewed and accepted by Purchasing Agent.

Summary

Thank you for the time and effort to complete this questionnaire. We do not take this effort lightly. The above information is considered confidential and is important to our Approved Supplier Certification. We view our suppliers as an extension of our own resources and an essential part of meeting our customer's requirements. If you have any questions please call.

AAF International (American Air Filter)
Air Filter Products - Purchasing
P O Box 35690
Louisville, KY 40232
(502) 637-0603 phone
(502) 637-0315 fax