SIRS Navigation Quality Questionnaire			
Company Information			
Company Name:	SIRS Navigation Ltd	**Date:**	25/01/2021
Address:	Compass House, Bowes Estate, Wrotham Road, Meopham, Kent, DA13 0QB		
Company Reg #:	1333068	**VAT #:**	GB 205 2325 13
D-U-N-S #:	28895674	**Cage Code:**	U8429

Contacts			
Position	**Name**	**Email**	**Telephone**
Quality Manager	Maisie Bylett	MaisieB@sirs.co.uk	+44 (0) 1474 816320
Chief Engineer	Bob Eady	BobE@sirs.co.uk	+44 (0) 1474 816320
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Sales	Maisie Bylett	MaisieB@sirs.co.uk	+44 (0) 1474 816320
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Logistics	Dan Knight	DanK@sirs.co.uk	+44 (0) 1474 816320

Certification			
Approval	**Certificate #**	**Approval Body**	**Expiry Date**
EASA-21 Part G	UK.21G.2539	CAA	NOT APPLICABLE
CAA-145	UK.145.00413	CAA	NOT APPLICABLE
EASA-145 THIRD COUNTRY	EASA.UK.145.00413	CAA	NOT APPLICABLE
CAA ADOAP	AP221	CAA	NOT APPLICABLE
AS9100D *(EN 9100:2018)*	UK1732017-1	BUREAU VERITAS	18/10/2021
ISO 9001:2015	UK1732017-1	BUREAU VERITAS	18/10/2021

Company Manual			
#	**Question**	**Yes / No**	**Evidence**
1.1	Is there a Quality Manual approved by the relevant Authority?	Yes	SIRS/9100/02
1.2	Is the manual current and accessible to all employees and other interested parties?	Yes	-
1.3	Does the manual detail duties, responsibilities and reporting relationships?	Yes	SQP-105-1-2 / SQP-105-3
1.4	Is there a system for notifying relevant Accreditation bodies and Customers prior to implementation of any significant changes to the quality system?	Yes	SQP-106 / SQP-108-1
1.5	Does the organisation conduct internal audits?	Yes	SQP-109-2
1.6	Does the organisation maintain an internal audit schedule?	Yes	SQP-109-2
1.7	Is there a system for training personnel to ensure that they perform their tasks correctly?	Yes	SQP-107-1 / SQP-107-2-4
1.8	Is there a process to ensure competence is assessed?	Yes	SQP-107-2-4
1.9	Are adequate tools and equipment provided to ensure tasks and manufacturing processes are completed?	Yes	SQP-107-1
1.10	Is there a tooling register to facilitate the maintenance of tooling?	Yes	SQP-107-1
1.11	Is calibration completed to national standards or by approved test houses?	Yes	SQP-107-1
1.12	Are procedures in place to ensure adequate storage, usage and calibration of such tools and equipment?	Yes	SQP-107-1 / SQP-108-5
1.13	Is there a procedure to ensure contract review is completed proficiently?	Yes	SQP-108-2

1.14	Where production planning is completed, is there a capacity review process in place?	Yes	SQP-108-2
1.15	Are risks assessed on a frequent basis and are proportionate mitigation actions applied where necessary?	Yes	SQP-106 / SQP-108-1
1.16	Are manufacturing processes conducted in accordance with a works procedure and associated control documentation?	Yes	SQP-108-5
1.17	Is there a shelf-life programme for life limited products?	Yes	SQP-108-5
1.18	Are products stored in adequate conditions, protected from damage or contamination?	Yes	SQP-108-5
1.19	Is Customer property handled and stored in adequate conditions to prevent damage or contamination?	Yes	SQP-108-5
1.20	Is traceability maintained from raw components through to finished goods?	Yes	SQP-108-5
1.21	Is there a system for the control and approval of signatories? *(Authorised Acceptance Media)*	Yes	SQP-108-5-2
1.22	Do receiving inspection procedures ensure that procured material is traceable to the original source and has relevant supportive documentation?	Yes	SQP-108-5
1.23	Is adequate inspection documentation provided to ensure the components conform to the intended requirements?	Yes	SQP-108-5
1.24	Is Non-Destructive Testing completed?	No	-
1.25	Is there a procedure for segregating incoming material found to have discrepancies or non-conformities?	Yes	SQP-108-5 / SQP-108-7
1.26	Does the organisation maintain a 'Quarantine' area for all non-conforming product?	Yes	SQP-108-5 / SQP-108-7
1.27	Do employees receive training on counterfeit goods?	Yes	SQP-108-5 / SQP-107-2-4
1.28	Does the organisation complete final inspection on all product prior to sending to the Customer?	Yes	SQP-108-5
1.29	Are suppliers selected, evaluated and approved prior to use?	Yes	SQP-108-4
1.30	Are suppliers re-evaluated and monitored?	Yes	SQP-108-4
1.31	Are requirements from approval authorities and customers flowed down to suppliers / external providers?	Yes	SQP-108-4 / SQD-108-4-3
1.32	Is root cause corrective action taken against non-conformities to determine corrective action and prevent re-occurrence?	Yes	SQP-108-7 / SQP-110
1.33	Does the organisation maintain a record of all non-conformances?	Yes	SQP-108-7
1.34	Does the organisation assign responsibility for the management of non-conformities and the associated actions?	Yes	SQP-108-7 / SQP-110
1.35	Is there a recall process in place to ensure 'product escapes' are adequately managed?	Yes	SQP-108-7
1.36	Does this recall process ensure all affected Customers are notified within 72 hours?	Yes	SQP-108-7
1.37	Is there a procedure for the maintenance and control of documented information?	Yes	SQP-107-5
1.38	Are documents maintained for a period of 30 years at minimum?	Yes	SQP-107-5
1.39	Does the organisation monitor its performance in all key departments?	Yes	SQP-109-1
1.40	Does the organisation adopt continuous improvement objectives?	Yes	SQP-110
1.41	Does the organisation hold management reviews?	Yes	SQP-109-3
1.42	Is there a process to ensure Approval Bodies and Customers are able to conduct on-site audits and access relevant documentation?	Yes	SQP-109-2

Should your organisation require any additional information, please do not hesitate to contact MaisieB@sirs.co.uk

Completed by:	Maisie Bylett	**Position:**	Quality Manager
Signed:		**Date:**	25/01/2021