



### Supplier Awareness Memo

From:	Tammy Jordan, Compliance Officer	Date:	12-05-17
To:	Cascade Gasket Suppliers	Purpose:	Product Safety & Awareness

Dear Suppliers,

According to the new AS9100 Rev. D it is required that we ensure the following expectations are clearly communicated to our suppliers.

Thank you and have a nice day,

Tammy

### *Leads and Supervisors*

1. Are Leads and Supervisors aware of their duties within the Quality Management System?
2. How are Leads and Supervisors incorporating “Risk Based Thinking” into their roles?
3. How do Leads and Supervisors regularly and effectively communicate Quality Objectives to floor personnel?
4. Do Leads and Supervisors know who their Internal Customers are?  
How do they go about achieving Internal Customer Satisfaction?
5. Do Leads and Supervisors know how to describe the In-Puts and Outputs of their process(s)?



## *Questions to Ask*

**1. Do you know the Quality Policy and how to find it?**

**2. In your own words, what does the Quality Policy mean?**

**3. What are operational risks in your area?**

**4. Can you explain what you are doing? Are there any special instructions / written requirements you are using?**

**5. Do any materials you use have a shelf life?**

**6. Who are your internal customers? How do you go about achieving internal customer satisfaction?**



## *Questions to Ask*

7. What are the inputs and outputs of your process?

## *Product Safety*

*Product Safety is Equivalent to Product Conformity*

1. Material Sensibility = *Attention to Time and Temperature*
2. Identify Product Considered Fragile or High-Cost = *Manage Risk Accordingly*
3. Effective Handling Process(s) = *Identify Parts and Materials that can effect Part / Product Safety*
4. Ask Questions = *Make No Assumptions*