



9666 Owensmouth
 Unit Q
 Chatsworth, CA 91311
 PH: 818-462-5800
 FX: 818-462-5909
 www.jtaerospace.com

SELF AUDIT FORM

Dear Sir or Madam:

Due to the increased number of mail-in audits and the time required to process them in a timely manner, we have implemented the following process change.

When we receive a customer mail-in audit, we will review the audit form to ensure that your requirements are in our existing form. If new requirements are needed, we will ensure that they are incorporated into our system. (See comments at end of survey)

If there are no new requirements, we will send a copy of our last internal audit form which is a composite of the surveys we have received from many of our customers.

We would appreciate your cooperation and trust that you will find this action acceptable. If you require further information, please contact the undersigned.

Sincerely,
 Tim Bachman
COO
JT Aerospace, LLC.

Company	JT AEROSPACE, LLC
Address	9666 OWENSMOUTH, UNIT Q
City	CHATSWORTH
State	CA
Zip Code	91311
Country	USA

Name	TIM BACHMAN
Title	COO / DIRECTOR OF QUALITY
Phone	818-462-5800
Fax	818-462-5909
E-mail	tbachman@jtaerospace.com

Quality System in use	ASA-100 / FAA AC-0056
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I certify that the information contained within this document is true and correct.

Name: TIM BACHMAN	
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JT AEROSPACE, LLC Supplier Audit Form

	Y	N	N/A
1. Quality System and Manual			
A. Is there an established quality system and a quality manual?	X		
B. Is the quality manual available to appropriate personnel?	X		
C. Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?	X		
D. Does the quality control manual include a detailed description of:			
1) the organization and relationship of the QC department to the rest of the organization?	X		
2) the assignment of personnel by title, for specific functions within the quality system?	X		
3) the revision control system for the quality system documentation?	X		
4) record keeping system?	X		
5) training requirements and records?	X		
6) shelf life control system?	X		
7) control of incoming discrepant parts and supplies?	X		
8) receiving inspection procedures?	X		
9) test and inspection equipment calibration program?	X		
10) storage facilities and specifications?	X		
11) part identification system?	X		
12) environmental controls?	X		
13) inspection stamp control?	X		
14) self-audit/evaluation program?	X		
15) corrective action process	X		
2. Self-Audit/Evaluation Program			
A. Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action?	X		
3. Facilities			
A. Does the storage areas provide:			
1. adequate space and appropriate racks to prevent damage or mishandling?	X		
2. adequate security from unauthorized access?	X		
3. segregation of aircraft from non-aircraft functions?	X		
4. segregation of serviceable from non-serviceable parts?	X		
4. Training and Authorized Personnel			
A. Are personnel who perform inspection, shipping and receiving functions properly trained?	X		
B. Are inspection personnel properly authorized?	X		
C. Are both formal classroom and on-the-job training documented and maintained?	X		
D. Is a roster of personnel authorized to perform inspection functions maintained?	X		
E. Does training program address unapproved and counterfeit parts?	X		



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	Y	N	N/A
5. Procurement			
A. Does the system assure that parts procured conform to the customer's documentation requirements?	X		
B. Does the quality system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?	X		
C. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source?	X		
D. Does the quality system assure that parts procured for sale:			
1) which are known to have been subjected to conditions of extreme stress, heat or environment are identified?	X		
2) that all represented Airworthiness Directives (AD's) which have been accomplished are documented?	X		
3) that are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?	X		
6. Receiving Inspection			
A. Does the quality system provide for a visual inspection of all items received and accompanying documentation?	X		
B. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?	X		
C. Is there an accountability system in place to control stamp issuance, usage and replacement?	X		
7. Measuring and Test Equipment			
A. Is there an effective calibration program for test equipment?	X		
8. Material Control			
A. Is material handled in an appropriate manner and is the material protected from damage & deterioration?	X		
B. Is batch/lot control maintained for parts so identified by the manufacturer?	X		
C. Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?	X		
D. Whenever practical, is material stored & delivered in the manufacturer's original packaging?	X		
E. Does the system specify material control requirements for material subject to damage by electrostatic discharge?	X		
F. Does the system assure that serviceable parts/components are adequately protected against the environment?	X		
G. Does the system assure that no part number ambiguity exists?	X		
H. Does a closed loop system exist to implement corrective action following detection of standard or nonconforming parts?	X		
1) are aircraft parts being segregated from non-aircraft parts?	X		
I. Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?	X		
J. Are suspected unapproved parts reported to the FAA according to AC 21-29 or to the appropriate CAA?	X		



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	Y	N	N/A
9. Shelf Life Control			
A. Does the distributor have a system for identifying and controlling shelf life-limited parts?	X		
10. Certification and Release of Materials			
A. Does the system call for providing the customer with appropriate documentation?	X		
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
1) subjected to conditions of extreme stress, heat or environment;	X		
2) parts previously installed in a public aircraft, such as a government use aircraft or a military aircraft.	X		
11. Shipping			
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?	X		
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?	X		
12. Records			
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?	X		
B. Does the system require all life-limited parts have records confirming current life limited status?	X		
C. Are records protected against damage, alteration, deterioration and loss?	X		
13. Technical Data Control			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?	X		
14. Corrective Action Process			
Does the quality system include a process for addressing corrective actions?	X		
15. Hazmat Control and Transport			
A. Is there a system in place governing the control of hazardous material and transport of hazardous material that meets Title 49 of the code of Federal Regulations (49 CFR)?	X		
16. Inspection and Production Control			
Do you have procedures to:			
a Do you have an active F.A.A. approved Anti-Drug and Alcohol Misuse Preventive Program in accordance with 14 CFR Part 120? (Please attach proof. Examples: consortium invoice, pool roster)		N/A	
b Do you sub-contract Hawker Pacific work to a U.S. Based sub-contractor? If 'Yes' provide sub-contractor name and details on page 6.		N/A	
c Ensure that your U.S. based sub-contracted maintenance/preventive maintenance providers, at all tiers (certificated and non-certificated), are actively participating in the U.S. Department of Transportation anti-drug and alcohol misuse preventive program?		N/A	
d Obtain and retain the records for the proof of anti-drug for minimum of five (5) years?		N/A	