

QUALITY CONTROL VENDOR AUDIT FORM

COMPANY NAME:	
ADDRESS:	
PHONE NUMBER:	
QUALITY MANGER:	
QUALITY EMAIL:	

If you are a U.S. Part 145 Repair Station and/or EASA Part-145, please complete the section below.

FAR Part 145 Repair Stations must include copies of:

- ❖ Air Agency Certificates
- ❖ FAA approved Drug and Alcohol Testing Program
- ❖ Operation Specifications

FAA #:	
EASA #:	
ASA-100 #:	
OTHER:	

A: CERTIFICATION	SAT	UNSAT	N/A
1. Obtain a copy of Certification & Limitation upon initial inspection.			
2. Specialized Services of the Repair Station meets Aircraft CRG, requirements?			
B: MANUALS, RECORDS & TECHNICAL DATA			
1. Vendor has the required shop manual to perform the contract services?			
2. Manufacturer Overhaul Manuals are kept current and updated?			
3. Manufacturer Overhaul Manuals are properly identified and organized?			
4. System of control to review technical data, revisions, service bulletins, etc.?			
5. Vendors work records are detailed, legible and complete?			
C: QUALITY CONTROL			
1. Is there an established Quality Control Department?			
2. Does the Quality Control Department have a manual showing organization chart and job description?			
3. Are supervisors, inspectors and technicians properly trained on overhaul procedures? Review training records.			
4. Receiving inspection established?			
5. Records are maintained and stored for a period of years.			
6. Does Quality Control provide the final approval prior to tagging the component serviced?			



D: TRAINING	SAT	UNSAT	N/A
1. Are training records maintained on production personnel?			
2. Does the company have an adequate training program? OJT, classroom etc.			
3. Does the company have a probationary period for newly hired personnel?			
E: MATERIALS & HANDLING			
1. Procedures are established to prevent serviceable and/o unserviceable parts intermix?			
2. Incoming parts are subjected to receiving inspection?			
3. Serviceable parts are stored in an environmentally acceptable storage area and are properly tagged?			
F: STORES			
1. Parts are properly binned and identified?			
2. Do packages compare with bin identification?			
3. Parts are properly protected?			
4. Bearings are properly wrapped and packaged?			
5. "O" rings are properly packaged and marked to date?			
6. Shelf-life limited material properly controlled to prevent use after expiration?			
G: TEST & CALIBRATION			
1. Tools are properly maintained for the work?			
2. Is there a test equipment control program for items that require routine calibration certification?			
3. Is equipment labeled and certified?			



H: FACILITY	SAT	UNSAT	N/A
1. Facility has sufficient work area, lighting, and ventilation?			
2. Fire extinguishers are properly identified and marked?			
3. Flammable liquids are properly stored?			
4. Gas cylinders are properly identified?			
5. Production areas are kept clean & organized?			
6. Hazardous materials are labeled, properly stored and disposed of?			
I: EASA 145/CASE/AC 00-56			
1. Is the vendor EASA 145 accepted?			
2. Is the vendor CASE accepted?			
3. Is the vendor AC 00-56 certified?			

J: ADDITIONAL COMMENTS:



I hereby certify that the information provided in this form is complete, true, and correct to the best of my knowledge.

Name (print)

Title

Signature

Date

DO NOT WRITE BELOW LINE - FOR TRUSERV AVIATION USE ONLY

SATISFACTORY:

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UNSATISFACTORY:

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AUDITOR:

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APPROVED FOR SUBCONTRACT SERVICES

SIGNATURE:

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DATE:

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