

VENDOR AUDIT

ADI Ref. No:	Date:
Company Name:	
Address:	
Telephone Number:	Fax Number:
Email Address (Quality):	Website:

Approvals Held	CAGE Code:
Authority	Approval Number
1.	
2.	
3.	
Managing Director/Accountable Manager:	Quality Manager/Chief Inspector:
Product/Services Supplied:	

NOTE:

1. IF YOU ARE APPROVED BY ISO9001, AS9100, FAA/EASA AND SUPPLYING PARTS ONLY, YOU MAY STOP AT THIS POINT, (PLEASE PROVIDE ALL APPLICABLE SUPPORTING DOCUMENTATION.)
2. IF YOU PERFORM AN FAA/EASA MAINTENANCE FUNCTION SUCH AS NDT, WELDING, ETC. PLEASE COMPLETE FORM ENTIRELY
3. ALL OTHERS PLEASE COMPLETE FORM IN ITS ENTIRELY

No	Subject	Y	N	N/A
CERTIFICATION Reference: FAR 145.5,.55,.61,.155,.157,.213,.215				
1	Is the company approved by the EASA in accordance with 145? Please provide a Copy of EASA Certificate			
2	Does the FAA approve the company as a Repair Station? Please provide a Copy of FAA Certificate, Operations Specifications			
3	Please provide copies of all Airworthiness Approval Certificates and limitations/Scope of Approval			
ANTI-DRUG TESTING Reference: FAR 135.251, .255, 14 CFR 120 Subparts E & F, 71 FR No. 6 & 73 FR No. 245 pg 77868				
4	a) If your company is an FAA certificated Part 145 Repair Station, please provide a copy of page A449 (2 pages) from your Operations Specification. If your company is <u>not</u> certificated by the FAA, please provide a copy of the Registration Format your company submitted to the FAA Office of Airgroup Medicine. (These documents show that the vendor elected to implement a D & A program)			
	b) If your company employs 50 or more safety sensitive employees, please provide a copy of your last MIS report submitted to the FAA. If your company employs fewer than 49 safety sensitive employees, please provide a copy of your last Statistical Summary Report, provided bi-annually to your company by your service provider / testing laboratory. (These documents show that a D & A plan is current and active)			
5	Provide a copy of the company Product Liability Insurance certificate?			
GENERAL Reference: 145.205				
6	Does the company only perform work within the EASA/FAA Scope/Limits of Approval?			
7	Does the company deal in non-aircraft parts, materials and/or maintenance activities and are they adequately segregated from the aircraft functions?			
8	Does the company maintain a file of audit findings and corrective actions for the last two years? Is this accessible to the auditor if needed?			
9	Are there individual(s) and a back-up, by title, responsible for all programs that require it?			

No	Subject	Y	N	N/A
QUALITY CONTROL Reference: 145.207,.211,.209				
10	Is there an established Quality Control Program?			
11	Does the company maintain a current QCM, RPM and does that comply with all the requirements of the EASA/FAA?			
12	Do the manuals detail duties, responsibilities and communication paths of the QA/QC department?			
13	Do Maintenance Staff have access to the Organization's Manuals?			
14	Does the company have an internal audit and surveillance program?			
15	Does the audit program ensure compliance with customer specifications?			
16	Does the audit program assure appropriate corrective action for non-compliances?			
17	Does the company have an organization adequate to perform the work intended?			
18	Are the supervisors/inspectors holders of aircraft licenses/repairman certificates or approved by the FAA?			
19	Does the company have an established procedure to provide corrective actions for discrepancies noted during repair/overhaul?			
20	Does the company maintain an FAA approved list of 'Sub-contracted' maintenance functions and acceptable vendors for those functions?			
21	Does the company ensure that the sub-contractor complies with customer specifications and legal requirements?			
22	Does the company maintain certification for all sub-contracted work?			
23	Does the company have a procedure for reporting defects or unairworthy conditions to the customer and EASA/FAA?			
QUALITY CONTROL Reference: 145.203,.215,.223,.217,.221				
24	Are inspectors properly trained and certified?			
25	Does the management exposition identify all supervisory and inspection personnel? Does it identify all personnel authorized for return to service?			
26	Does the company have an employment summary for all staff identified in the management exposition?			
27	Does the company operate an acceptable receiving inspection system?			
28	Does the company have an acceptable procedure for identifying customer-owned parts?			

No	Subject	Y	N	N/A
29	Does the company maintain traceability certification on all parts and raw material?			
30	Does the company operate a sampling procedure to ensure quality? If so, to what specification?			
31	Does the company operate an acceptable system for controlling stamps for both inspection and production personnel? (If stamps are not issued, a signature is acceptable)			
NON-DESTRUCTIVE TESTING				
32	Does the company hold approvals for N.D.T. Inspection?			
33	Please state the specifications for which approvals are held. Magnetic Particle: Fluorescent Penetrant: Ultrasonic: Eddy Current: X-Ray: Acid Etch:			
34	Please give details of the level of qualifications held by N.D.T. Inspectors for each specification. Magnetic Particle: Fluorescent Penetrant: Ultrasonic: Eddy Current: X-Ray: Acid Etch:			
35	Does the company carry out any N.D.T. Inspection?			
TECHNICAL DATA CONTROL Reference: 145.109,.201,.205,.207,.209,.211				
36	Does the company have the required Airworthiness data to perform the repair/overhaul? I.e. Component Maintenance Manuals (CMM), Service Bulletins, Airworthiness Directives etc?			
37	Are there established procedures for controlling the revision status of Airworthiness data held?			
38	Does the company have a system to ensure all technical data is current?			
39	Does the company maintain a record of manual revisions?			
40	Are all manual revisions up to date?			
41	Are overhaul (CMM) manuals correctly identified and available to maintenance staff?			

No	Subject	Y	N	N/A
42	Does the company have a system to control the working copies of manuals to ensure that they are up-to-date?			
43	Are the issued working copies at the same issue as the masters?			
44	Is all technical data adequately stored and protected?			
45	Are adequate viewing devices, in good condition, available for viewing technical data not available in hardcopy?			
46	Are there an individual(s) and a back-up, by title, responsible for the Technical Data Program?			
SHELF LIFE PROGRAM Reference: 145.211				
47	Does the company have a documented shelf life program?			
48	Does the program list parts and materials that are subject to shelf life limitations?			
49	Are there an individual(s) and a back-up, by title, responsible for the Shelf Life Program?			
50	Is each shelf life item labeled to show the specified expiry date?			
51	Is there an adequate system to ensure that no items past the expiry date are issued?			
52	Are items in use within the specified shelf life limits?			
TOOL & TEST EQUIPMENT CALIBRATION Reference: 145.109,.211				
53	Does the company have a calibration program?			
54	Are there an individual(s) and a back-up, by title, responsible for the Calibration Program?			
55	Are all items of equipment in use listed in the calibration program?			
56	Are the standards used in calibration traceable to NIST?			

No	Subject	Y	N	N/A
57	Is there a system to identify each item of equipment in the program, its calibration frequency and calibration due date?			
58	Does the company operate a procedure to prevent out-of-service or calibration due tools & equipment from being used?			
59	Does the company have a procedure for controlling the calibration of personal equipment (if permitted)?			
60	Did a sample check of the calibrated equipment indicate the item is within the specified calibration?			
61	Are all tools and equipment in a serviceable condition?			
62	Do calibration records: Show date of calibration? Identify individual or vendor that performed the calibration? Show calibration due date? Contain a copy of the calibration certificate? Record details of adjustments and repairs? Show the P/N and S/N of the standard used to perform the calibration?			
TRAINING Reference: 145.163				
63	Does the company have a documented training program to address the continuous training requirements of the FAA/EASA?			
64	Does it include all mechanics, inspectors and technical supervisors?			
65	Is formal and On-The-Job training documented?			
66	Are the training records retained for a minimum of two years after the person leaves the company?			
HOUSING AND FACILITIES Reference: 145.103,.201				
67	Does the company have adequate facilities to house all the necessary tooling, equipment, material and parts to perform the work?			
68	Does the housing adequately protect the parts, materials and customer units from contamination, theft or damage?			

No	Subject	Y	N	N/A
69	Is the environment appropriate to protect workers so that the quality of workmanship is not impaired?			
70	Does the facility have adequate lighting?			
71	Are storage facilities separate from shop and work areas?			
72	Do all storage areas have adequate space, shelving and security?			
STORAGE Reference: 145.101,.103				
73	Are parts and material correctly identified and properly stored?			
74	Does the company have a quarantine area for rejected parts and material waiting disposal?			
75	Do the parts in the bins match the part numbers indicated on the bin?			
76	Are parts and material properly protected from damage and deterioration?			
77	Are flammable, toxic or volatile materials properly identified and stored?			
78	Are sensitive parts and equipment (oxygen parts, o-rings, E.S.D.'s etc.) properly packaged, identified and stored to protect from damage?			
79	Are oxygen and other high-pressure bottles correctly identified and stored?			
WORK PROCESSING Reference: 145.101,.109,.151,.153,.155,.201,.211,.213,.219				
80	Does the company have adequate tooling and equipment to perform the work being undertaken?			
81	If the company uses test equipment that differs from the OEM specified equipment: Is it properly certified as equivalent? Does the company have operating and maintenance manuals? Is maintenance and servicing carried out per manual			

No	Subject	Y	N	N/A
	instructions? Is maintenance and servicing recorded and are records retained for a minimum of two years? Is the equipment listed in the calibration program? Has the equipment been accepted by the EASA /FAA?			
82	Are, supervisors, inspectors and mechanics properly trained, authorized and certified (if required) for the work that they perform?			
84	Are customers' parts correctly identified throughout the rework procedure and in storage?			
85	During the rework procedure, are serviceable and unserviceable parts segregated?			
86	Are work cards/records complete, in order and legible?			
87	Do the work records contain: Description of the work performed and reference to data acceptable to the administrator? The date the work was completed? The name of the person performing the work? The name of the person inspecting the work? The name of the person certifying the work? The signature, certificate number, and type of certificate issued to return the article to service?			
88	Are all inspections, tests and test data recorded in the work package?			
89	Are records maintained for the period specified by the EASA/FAA?			
90	Do the company facilities offer adequate protection of parts during rework, e.g. filtered air and clean room/assembly areas where required?			
91	Are fluid dispensing containers and servicing units correctly identified?			
92	Are hydraulic fluids subjected to regular cleanliness testing?			
93	Are smoking, drinking and eating forbidden in the work areas?			
SHIPPING				
94	Does the company verify the P/N, S/N and Mod.? Standard stated on the dispatch paperwork and detailed on the data plate match?			

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95	Are the original release documents attached to the unit prior to dispatch?			
96	Are components returned in an appropriate shipping container or as specified by the customer?			
SCRAPPED PARTS				
97	Does the company have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?			
98	Are there an individual(s) and a back-up, by title, responsible for the Scrapped Parts Program?			
99	Do records show the P/N and S/N of the scrapped part and the date scrapped?			
100	Does the company maintain a record of life limited parts scrapped for two years?			
PLATING AND TREATMENTS				
101	Does the company hold any plating approvals? Please give details of the specifications: Chromium Plating: Cadmium Plating: Nickel Plating: Copper Plating:			
102	Is the plating baths qualified to the requirements of the quoted plating specifications?			
103	Are the elapsed times between the termination of the plating operations and the commencement of de-embrittlement heat treatments recorded?			
104	Is the company approved for carrying out shot peening? Please give details of the specifications:			

Completed By

Name:

Position:

For Airgroup Dynamics, Inc Use Only

Conclusions and Recommendations:

Name:

Position:

Signed:

Date: