



QUALITY AUDIT DEPARTMENT

VENDOR COMPONENT REPAIR/OVERHAUL

DATE _____

AUDIT ACCOMPLISHED BY _____

VENDOR NAME _____

AUDITOR'S SIGNATURE _____

TYPE OF AUDIT: ON SITE _____ SELF AUDIT _____

INSTRUCTIONS FOR THE QUALITY AUDIT SPECIALIST:

1. SEND ORIGINAL TO: WESTERN AERO SERVICES, INC.
 1859 JASPER STREET
 AURORA, CO 80011-4616

2. MAINTAIN COPY FOR QUALITY AUDIT SPECIALIST'S RECORDS.

THE AUDITOR SHALL ATTEMPT, WHENEVER FEASIBLE, TO RESOLVE DISCREPANCIES ON A LOCAL LEVEL. HOWEVER, IT IS TO BE EMPHASIZED THAT PROMPT RESOLUTION OF KNOWN DISCREPANCIES IS CRITICAL TO BRING THE TARGETED VENDOR INTO COMPLIANCE WITH APPLICABLE FEDERAL AVIATION REGULATIONS AND COMPANY POLICY.



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	SAT	UNS	N/A
A. <u>CERTIFICATION</u>			
1. Does the repair station hold an F.A.A. station Certificate?	_____	_____	_____
2. Record Certificate number _____.			
3. Obtain a copy of the certificate and limitations.	_____	_____	_____
4. Is the certificate displayed unobscured in an area accessible to the public?	_____	_____	_____
B. <u>ANTI-DRUG TESTING PROGRAM</u>			
1. Does the repair station have an F.A.A. approved anti-drug testing program?	_____	_____	_____
C. <u>GENERAL</u>			
1. Does the repair station perform work for which they are authorized on their operations spec's?	_____	_____	_____
2. If the vendor deals in non-aircraft parts, materials, and/or maintenance activities, are they adequately segregated from the aircraft functions?	_____	_____	_____
D. <u>QUALITY ASSURANCE SYSTEM</u>			
1. Is there an established Q.C. program with up-to-date written procedures?	_____	_____	_____
2. Does the quality manual adequately describe the quality system?	_____	_____	_____
3. Is the quality manual available for use by appropriate personnel?	_____	_____	_____



	SAT	UNS	N/A
4. Does the quality manual or other manual detail the following:			
a. The organization?	_____	_____	_____
b. Reporting relationship of the QA/QC Department?	_____	_____	_____
c. Assignment of personnel and specific responsibilities?	_____	_____	_____
d. Revision control system for the quality manual?	_____	_____	_____
e. Record keeping system?	_____	_____	_____
f. Training requirements and records retention?	_____	_____	_____
g. Shelf life control system?	_____	_____	_____
h. Control of nonconforming material?	_____	_____	_____
i. Receiving inspection procedures?	_____	_____	_____
j. Test and inspection equipment calibration program?	_____	_____	_____
k. Part identification system?	_____	_____	_____
l. Environmental controls (if appropriate)?	_____	_____	_____
m. Inspection stamp control?	_____	_____	_____
5. Does the QA/QC department maintain an up-to-date signature roster?	_____	_____	_____
6. Does the repair station return to service documents meet customer and F.A.A. requirements?	_____	_____	_____
7. Does the repair station have a method of controlling the quality of sub-contractor work?	_____	_____	_____



- | | SAT | UNS | N/A |
|---|-------|-------|-------|
| 8. Does the repair station have an audit and surveillance program to ensure sub-contractor quality? | _____ | _____ | _____ |
| 9. Does the sub-contractor audit program assure appropriate corrective action? | _____ | _____ | _____ |
| 10. Is there proper separation of inspection and maintenance responsibility? | _____ | _____ | _____ |
| 11. Does the repair station have an established procedure to provide corrective action for discrepancies noted during overhaul or repair? | _____ | _____ | _____ |
| 12. Does the repair station maintain an approved vendor list? | _____ | _____ | _____ |

E. SELF EVALUATION AND SELF AUDIT PROGRAM

- | | | | |
|---|-------|-------|-------|
| 1. Is there an established self-evaluation program? | _____ | _____ | _____ |
| 2. Is there an established self- audit program? | _____ | _____ | _____ |

F. FACILITIES

- | | | | |
|--|-------|-------|-------|
| 1. Does the storage facilities provide for the following: | | | |
| a. Adequate space and appropriate racks to preclude damage, theft and contamination? | _____ | _____ | _____ |
| b. Secure from unauthorized personnel? | _____ | _____ | _____ |
| c. Segregation of aircraft from non-aircraft functions? | _____ | _____ | _____ |
| d. Segregation of serviceable from non-serviceable parts? | _____ | _____ | _____ |
| 2. Are parts and materials properly identified and properly stored? | _____ | _____ | _____ |



- | | SAT | UNS | N/A |
|--|-------|-------|-------|
| 3. Do parts in bins match part numbers on bins? | _____ | _____ | _____ |
| 4. Are flammable, toxic or volatile materials properly identified and stored? | _____ | _____ | _____ |
| 5. Are sensitive parts and equipment, i.e. oxygen parts, o-rings, ESD's properly packaged, identified and stored to protect from damage and contamination? | _____ | _____ | _____ |
| 6. Are oxygen and other high pressure bottles correctly identified and stored? | _____ | _____ | _____ |
| 7. Is the storage area periodically checked for overall effectiveness? | _____ | _____ | _____ |

G. TRAINING AND AUTHORIZED PERSONNEL

- | | | | |
|--|-------|-------|-------|
| 1. Are personnel who perform inspection, shipping and receiving functions properly trained? | _____ | _____ | _____ |
| 2. Are inspection personnel properly authorized? | _____ | _____ | _____ |
| 3. Is there a documented training program and are both formal and on-the-job training documented and maintained? | _____ | _____ | _____ |
| 4. Is a roster of personnel authorized to perform inspection functions maintained? | _____ | _____ | _____ |
| 5. Are training records maintained indefinitely, even after the person leaves the company? | _____ | _____ | _____ |

H. PROCUREMENT

- | | | | |
|---|-------|-------|-------|
| 1. Is there a process to assure that parts have adequate traceability? | _____ | _____ | _____ |
| 2. Is there a process to assure that special requirements are communicated to the procurement source? | _____ | _____ | _____ |



- | | SAT | UNS | N/A |
|---|-------|-------|-------|
| 3. Is there a process to assure that parts procured have the following: | | | |
| a. State if they have been subjected to extreme stress or heat? | _____ | _____ | _____ |
| b. Are traceable as required by the customer? | _____ | _____ | _____ |
| c. Have Airworthiness Directives (AD's) which have been accomplished documented? | _____ | _____ | _____ |
| d. Have part numbers that conform to the customers purchase request? | _____ | _____ | _____ |
| e. Have appropriate signed documentation for overhauled, repaired and modified parts? | _____ | _____ | _____ |

I. INSPECTION

- | | | | |
|--|-------|-------|-------|
| 1. Does the inspection program include the following: | | | |
| a. A check for obvious physical damage? | _____ | _____ | _____ |
| b. Verification of appropriate plugs and caps installed? | _____ | _____ | _____ |
| c. Verification that part number, model number, serial number, etc. match the documentation? | _____ | _____ | _____ |
| d. Verification that quantity, part number, serial number or noted substitutions match the purchase order? | _____ | _____ | _____ |
| e. Verification that all appropriate documentation is available, properly completed and signed? | _____ | _____ | _____ |
| f. Procedure for reporting unapproved parts in accordance with F.A.A. Advisory Circular 21-29B? | _____ | _____ | _____ |



	SAT	UNS	N/A
2. Does the repair station have an acceptable procedure to identify customer parts?	_____	_____	_____
3. Does the repair station maintain traceability certification?	_____	_____	_____
4. Does the repair station obtain certification on all raw materials received?	_____	_____	_____
5. Are acceptable sampling procedures adequate to ensure quality?	_____	_____	_____
6. Are inspection stamps controlled by a formal system?	_____	_____	_____
7. Does the system include an inspection program for standard parts?	_____	_____	_____

J. WORK PROCESSING

1. Are current manuals being used by mechanics at their work stations?	_____	_____	_____
2. Are customer parts properly identified throughout the maintenance actions and in storage?	_____	_____	_____
3. Is there a work turnover procedure when there is more than one (1) shift?	_____	_____	_____

K. MEASURING AND TEST EQUIPMENT

1. Are measuring and test equipment calibrated per the National Institute of Standards and Technology (NIST) standards or one recommended by the manufacturer?	_____	_____	_____
2. Is there a program in place to assure documentation of current calibration status is available?	_____	_____	_____



	SAT	UNS	N/A
3. Does each tool have a specified frequency when calibration is due?	_____	_____	_____
4. Is there a backup person responsible for the program when the primary individual is out?	_____	_____	_____
5. Are all tools in use listed on the tool calibration list?	_____	_____	_____
6. Is there a system to identify each tool in the program and its calibration due date?	_____	_____	_____
7. Is there a procedure to prevent out-of-service and due-for-calibration tools and equipment from being used?	_____	_____	_____
8. Is there a procedure to control the calibration of personal tools?	_____	_____	_____
9. Are tools stored in an orderly manner?	_____	_____	_____
10. Do records show the following:			
a. Date calibrated?	_____	_____	_____
b. Individual or vendor who performed the calibration or check?	_____	_____	_____
c. Calibration due date?	_____	_____	_____

L. MATERIAL CONTROL

1. Is material handled in an appropriate manner to prevent damage and deterioration?	_____	_____	_____
2. Is batch segregation maintained for parts so identified by the manufacturer?	_____	_____	_____
3. Whenever practical, is material stored and delivered in the manufacturer's original packaging?	_____	_____	_____



- | | SAT | UNS | N/A |
|---|-------|-------|-------|
| 4. Does the program have a procedure for packaging of flammable, toxic or volatile materials? | _____ | _____ | _____ |
| 5. Does the program specify material control requirements for material subject to damage by electrostatic discharges? | _____ | _____ | _____ |
| 6. Does the program assure that serviceable parts are adequately protected against the environment? | _____ | _____ | _____ |
| 7. Does the program assure that no part number ambiguity exists? | _____ | _____ | _____ |
| 8. Is there a closed loop system to implement corrective action following rejection or detection of non-conforming parts? | _____ | _____ | _____ |
| 9. Does the program require segregation of non-conforming material from usable stock? | _____ | _____ | _____ |
| 10. Is there a documented procedure for the mutilation of scrapped parts? | _____ | _____ | _____ |
| 11. Is there a requirement to keep records and documentation on all serialized parts? | _____ | _____ | _____ |

M. SHELF LIFE PROGRAM

- | | | | |
|--|-------|-------|-------|
| 1. Is there a system for identifying and controlling shelf life limited parts? | _____ | _____ | _____ |
| 2. Does the program assign responsibility to a specific person or position? | _____ | _____ | _____ |
| 3. Does each shelf life item have the shelf life limit displayed? | _____ | _____ | _____ |
| 4. Is there an adequate system to assure that no item will be issued or used past its expiration date? | _____ | _____ | _____ |
| 5. Were items sampled for shelf life within limits? | _____ | _____ | _____ |



	SAT	UNS	N/A
N. <u>CERTIFICATION AND RELEASE OF MATERIAL</u>			
1. Does the program require providing the customer with a certificate of traceability?	_____	_____	_____
2. Does the program require the issuance of a material certification on sales disclosing that the material or parts were or were not:			
a. Removed from an aircraft or engine that was subjected to extreme stress or heat (as in major engine failure, accident or fire)?	_____	_____	_____
b. Themselves been subjected to extreme stress or heat (i.e. warehouse fire)?	_____	_____	_____
c. Obtained from the U.S. Government or military service?	_____	_____	_____
3. Is a signed maintenance release document from an F.A.A. approved repair station or air carrier provided for each serviceable part?	_____	_____	_____
O. <u>SHIPPING</u>			
1. Are parts shipped in ATA-300 containers (or equivalent) as appropriate for the unit being shipped?	_____	_____	_____
2. Does the program allow for a visual inspection of all items and accompanying documentation prior to shipping?	_____	_____	_____
P. <u>RECORDS</u>			
1. Does the system require record retention for at least seven years from the date of sale to the customer?	_____	_____	_____
2. Does the program provide for the serial number or lot and batch traceability?	_____	_____	_____



	SAT	UNS	N/A
3. Does the repair station maintain traceability of parts and materials?	_____	_____	_____
4. Are records readily available and identifiable for each customer and each purchase or repair?	_____	_____	_____
5. Do records contain a description of work performed, date work was accomplished and name of the individual who performed the work?	_____	_____	_____
6. Are all test and inspection records in the work package?	_____	_____	_____
7. Does the repair station maintain certification on sub-contract work?	_____	_____	_____
8. Is there a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties of fasteners and raw stock material?	_____	_____	_____
9. Does the program require all life limited parts have records confirming life limited status?	_____	_____	_____

Q. TECHNICAL DATA CONTROL

NOTE: "Manuals" in this context includes any technical data, i.e. drawings, wiring diagrams, test specs, necessary to perform the required services.

1. Does the program provide for maintaining technical data in a manner that ensures such data is up-to-date and accessible?	_____	_____	_____
2. Does the repair station have records of manual revisions?	_____	_____	_____
3. Are manual revisions up-to-date?	_____	_____	_____



- | | SAT | UNS | N/A |
|--|-------|-------|-------|
| 4. Does the repair station have a system to control working copies of manuals to ensure they are revised with the masters? | _____ | _____ | _____ |
| 5. Is technical data stored in a manner that will protect it from dirt and damage? | _____ | _____ | _____ |

