

Certificated Repair Station Checklist for Quality System Audit

Company name Aero Instruments & Avionics, Inc. Division of None

Address 7290 Nash Road City North Tonawanda

State New York Zip 14120 Years in Business 44 Number of People 108

Repair Station Certificate Number NC1R343K

Accountable Manager

Name: Timothy J. Williams

Title: President & Accountable Manager

E-mail: timw@aeroinst.com

Phone: (716) 694-7060 Ext. # 316

FAX: (716) 694-7594

Quality Control

Name: John G. Baldi

Title: VP of Quality Management

E-mail: john@aeroinst.com

Phone: (716) 694-7060 Ext. # 317

FAX: (716) 694-7594

Maintenance Provider for (air carrier)

Commercial aircraft Instrument class 1 thru 4, Radio class 1 thru 3, and Accessory class 2 & 3 repair, overhaul, and certification services per our current support list. We currently provide such services to United Parcel Services, United Airlines, GECAS-AMS, Evergreen International Airlines, and Atlas Air just to name a few.

Note: The FAR No. in the parentheses of the following check items are the FAR requirements that are applicable to the check items, but are not complete quotes of the FAR.

For any items checked with "N/A", the reason is given prior to or after the item checked "N/A".

1. CERTIFICATION

(Please provide the copies of following documents as applicable)

- A. Does Vendor hold an FAA approved Air Agency Certificate and Operations Specifications? (FAR 145.53/59/61) X ___ ___
- B. Does Vendor hold an EASA (JAA) 145 Approval Certificate and Terms of Approval? X ___ ___
- C. Does Vendor hold other National Aviation Authorization repair station certificate and terms of approval? X ___ ___
- D. Are the relevant repair station certificates available on the premises by the public? (FAR 145.5) X ___ ___

2. GENERAL

- A. Does Vendor only perform work for which they are authorized on their operations specifications? (FAR 145.5/109/201/205) X ___ ___
- B. If the Vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions? ___ ___ X
No non aircraft related functions are done at Aero.
- C. Does the Vendor operate satellite repair stations? (FAR 145.107)
 If yes, please provide the copies of the satellite repair stations' certificates and check the following: Aero does not operate satellite repair stations. ___ ___ X
 - (1) Are the satellite repair stations located within the same country of the Vendor? (FAR 145.107) ___ ___ X
 - (2) Have the satellite repair stations established the Repair Station Manual and Quality Control Manual which accepted by the FAA? (FAR 145.107) ___ ___ X

3. CERTIFICATED REPAIR STATION MANUALS

- A. Does the Vendor prepare and maintain the required certificated repair station manuals, such as Repair Station Manual (RSM), Quality Control Manual (QCM), Maintenance Organization Exposition, Approved Organization Exposition, etc.? (FAR 145.51/207/209/211) X ___ ___
- B. Does the Vendor have an up-to-date RSM/QCM that covers all the requirements of National Aviation Authorities? (FAR 145.209/211) X ___ ___
- C. Does the manual prescribe detail duties, responsibilities and reporting relationships of the QA/QC department? (FAR 145.209 & 121.365) X ___ ___
- D. Are the manuals current and available to employees? (FAR145.207/211) X ___ ___

4. PERSONNEL

- A. Does Vendor designate an accountable manager? (FAR 145.151) X ___ ___
- B. Does Vendor determine the abilities of its noncertificated employees based on training, knowledge, experience, or practical test? (FAR 145.151) X ___ ___

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| C. Does Vendor have a sufficient number of employees with the training or knowledge and experience in the performance of maintenance? (FAR 145.151) | <u>X</u> | ___ | ___ |
| D. Can the supervisory, inspection, and maintenance release personnel read, write, and understand English? (FAR 145.153/155/157) | <u>X</u> | ___ | ___ |
| E. Do the inspection and approve for return to service personnel have FAR training? (FAR 145.155/157) | <u>X</u> | ___ | ___ |
| F. Do the supervisory, final inspection, and maintenance release personnel appropriately certificated? (i.e. A&P or Repairman Certificates) (FAR 145.153/157/213) | <u>X</u> | ___ | ___ |
| G. Are the relevant rosters for managerial, supervisory, inspection, and maintenance release personnel made and maintained? (FAR 145.161) | <u>X</u> | ___ | ___ |
| H. Is summary of the employment of each individual whose name is on the personnel rosters maintained? (FAR 145.161) | <u>X</u> | ___ | ___ |
| I. Do the personnel changes reflect on the relevant rosters within 5 business days? (FAR 145.161) | <u>X</u> | ___ | ___ |
| 5. CONTRACTED MAINTENANCE | | | |
| A. Is a list of the maintenance functions to be performed for the repair station under contract by another person maintained and approved by the FAA before contacted? (FAR 145.51/217) | <u>X</u> | ___ | ___ |
| B. Does maintenance functions contracted to a non-certificated person comply with the requirements of National Aviation Authorities? (FAR 145.217) | | | |
| <small>Aero only sub-contracts repairable component piece parts requiring specialized services to certified facilities. This is done to provide our customers with quality replacement parts quickly and at a significant cost savings.</small> | ___ | ___ | <u>X</u> |
| C. Are maintenance functions not allowed to be contracted to a non-certificated person except for the FAA may make an inspection and observe the performance of the non-certificated person's work? (FAR 145.223) | ___ | ___ | <u>X</u> |
| D. Does the Vendor ensure the subcontractors' quality meets customer specifications and legal requirements? (FAR 145.217) | <u>X</u> | ___ | ___ |
| 6. QUALITY CONTROL SYSTEM | | | |
| A. Is there an established Quality Control System? (FAR 145.151/211) | <u>X</u> | ___ | ___ |
| B. Does the Vendor have an internal audit/surveillance program that assures appropriate permanent corrective action? (FAR145.211) | <u>X</u> | ___ | ___ |
| C. Does the Vendor internal audit/surveillance program meet customer specifications? (FAR 145.205/211 & FAR 121 Subpart L) | <u>X</u> | ___ | ___ |
| D. Does Vendor have an established procedure to provide corrective action for discrepancies noted during repair/overhaul? (FAR 145.211) | <u>X</u> | ___ | ___ |

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|-------------|-------------|-------------|
| E. Does the Vendor maintain certification on subcontracted work? (FAR 145.209/217/219) | <u>X</u> | <u> </u> | <u> </u> |
| F. Does the Vendor have a procedure for reporting defects or unairworthy conditions to the customer and the FAA? (FAR 145.221) | <u>X</u> | <u> </u> | <u> </u> |
| G. Are samples of the inspection and maintenance forms and instructions for completing such forms established? (FAR 145.211) | <u>X</u> | <u> </u> | <u> </u> |
| H. Does the Vendor perform any required inspections (RII) for the Air Carrier? (FAR 145.205) <small>No customer specified RII items serviced at this time for any customer.</small> | <u> </u> | <u> </u> | <u>X</u> |
| I. Are RII inspectors properly trained, certified, qualified and authorized to perform RII inspection for the Air Carrier? (FAR 145.205 & 121.371) | <u> </u> | <u> </u> | <u>X</u> |
| J. Is there proper separation of inspection and maintenance responsibilities of personnel who perform required inspections (RII)? (FAR 121.365) | <u> </u> | <u> </u> | <u>X</u> |
| K. Does the Vendor maintain a list of RII items each inspector is authorized to inspect? (FAR 145.153) | <u> </u> | <u> </u> | <u>X</u> |
| L. Does the Vendor establish an acceptable receiving inspection system for purchased parts/materials? (FAR 145.211) | <u>X</u> | <u> </u> | <u> </u> |
| M. Are acceptable sampling procedures adequate to ensure quality? (FAR 145.211) | <u>X</u> | <u> </u> | <u> </u> |
| N. Does the Vendor establish a preliminary inspection of all articles that are subject to maintenance, preventive maintenance, or alteration in your facility? (FAR 145.211) | <u>X</u> | <u> </u> | <u> </u> |
| O. Does the Vendor establish a hidden damage inspection system for articles that have been involved in an accident before maintenance, preventive maintenance, or alteration performed? (FAR 145.211) | <u>X</u> | <u> </u> | <u> </u> |
| P. Does the Vendor establish final inspection and maintenance release system after maintenance, preventive maintenance, or alteration performed? (FAR 145.151/157/201/211/213/217/223) | <u>X</u> | <u> </u> | <u> </u> |
| Q. Does the Vendor establish a system for control and surveillance of your suppliers? (FAR 145.103/109) | <u>X</u> | <u> </u> | <u> </u> |
| R. Does the Vendor prepare and maintain an approved suppliers list for purchasing parts/materials? (FAR 145.103/109) | <u>X</u> | <u> </u> | <u> </u> |

7. TECHNICAL DATA CONTROL

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

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Does the Vendor have the required manuals to perform the maintenance, preventive maintenance, or alteration in accordance with Nation Aviation Authorities' and customers' requirements? (FAR 145.205/211)	<u>X</u>	___	___
B. Are the Vendor established approved procedures for controlling revisions in manuals deviating from OEM specifications? (i.e., EO, MA) (FAR 145.211)	<u>X</u>	___	___
C. Does the Vendor have a system to ensure that the technical data is current? (close loop system) (FAR 145.109/201/211)	<u>X</u>	___	___
D. Does the Vendor have the records of manual revisions and are they up to date? (FAR 145.109/201/211)	<u>X</u>	___	___
E. Are manuals properly identified and available to mechanics? (FAR 145.109/211)	<u>X</u>	___	___
F. Does Vendor have a system to control working copies of manuals to ensure they are revised with the masters? (FAR 145.109/201/211) <small>Only one hard copy utilized.</small>	<u>X</u>	___	___
G. Are technical data stored in a manner that will protect it from dirt and damage? (FAR 145.109/211)	<u>X</u>	___	___
H. Are devices in good condition and available for viewing the technical data? (FAR 145.109/211)	<u>X</u>	___	___
I. Is an individual and backup, by title, responsible for the technical data control program? (FAR 145.109/211)	<u>X</u>	___	___
J. If the Vendor has SFAR 36 authority, is there a system for receiving customer approval prior to use of the data? (SFAR36) <small>Aero does not have SFAR authority.</small>	___	___	<u>X</u>
K. Does the Vendor have an approved SFAR manual and roster? (SFAR 36)	___	___	<u>X</u>
8. STORAGE & SHELF LIFE PROGRAM			
A. Does the Vendor adequately protect parts and materials from damage, theft and contamination? (FAR 145.103/109/209)	<u>X</u>	___	___
B. Are customers' stock properly segregated from yours? (FAR 145.103/109)	<u>X</u>	___	___
C. Does the Vendor have an acceptable procedure to identify customers' parts? (FAR 145.103/109/211)	<u>X</u>	___	___
D. Are unserviceable parts/materials properly segregated from serviceable ones? (FAR 145.103/109)	<u>X</u>	___	___
E. Are environment control provided in accordance with specified specifications? (FAR 145.103/109)	<u>X</u>	___	___
F. Does the Vendor maintain traceability certification on all parts and raw material? (FAR 145.103/109/211)	<u>X</u>	___	___

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
G. Does the Vendor have a documented shelf life program? (FAR 43.13 & 145.103/109)	<u>X</u>	_____	_____
H. Does the program list parts and materials that have shelf life limits? (FAR 43.13 & 145.103/109)	<u>X</u>	_____	_____
I. Is a specific individual and backup, by title, responsible for the shelf life program? (FAR 43.13 & 145.51/209)	<u>X</u>	_____	_____
J. Does each shelf life item show evidence of a shelf life limit? (FAR 43.13 & 145.103/109)	<u>X</u>	_____	_____
K. Is there a system to assure that no item will be issued or used past its expiration date? (FAR 43.13 & 145.103/109)	<u>X</u>	_____	_____
L. Does the Vendor have an inventory program for all aeronautic parts/materials? (FAR 145.103/109)	<u>X</u>	_____	_____
M. Are sensitive parts/equipment, i.e. oxygen parts, o-rings and ESD's properly packaged, identified and stored to protect them from damage & contamination? (FAR 145.103)	<u>X</u>	_____	_____
N. Do shipping/receiving areas have adequate space, lighting, shelving, security and fire protection? (FAR 145.103)	<u>X</u>	_____	_____
O. Does the Vendor have a quarantine area for rejected parts and materials awaiting disposition? (FAR 145.103)	<u>X</u>	_____	_____
P. Are storage facilities separate from shop and work areas? (FAR 145.103)	<u>X</u>	_____	_____
9. TOOL & TEST EQUIPMENT CALIBRATION			
A. Does the Vendor have a tool calibration program? (FAR 145.109)	<u>X</u>	_____	_____
B. Does the Vendor have a person and backup, by title, responsible for the tool calibration program? (FAR 145.109)	<u>X</u>	_____	_____
C. Are all tools that required calibration listed on the tool calibration list and is there a method to identify tool calibration frequency and cal. due date? (FAR 145.109)	<u>X</u>	_____	_____
D. Are standards used to calibrate tools traceable to a standard acceptable to the Administrator? (FAR 145.109)	<u>X</u>	_____	_____
E. Does the Vendor have a procedure for controlling and/or prevention of out-of-service and due-for-calibration tools & equipment from being used? (FAR 145.109)	<u>X</u>	_____	_____
F. Does the Vendor have a procedure to control the calibration of personal tools? (FAR 145.109) <i>No personal tools allowed.</i>	_____	_____	<u>X</u>
G. Is identification used to indicate that the tools & test equipment are within calibration and in a serviceable condition? (FAR 145.109)	<u>X</u>	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
H. Do calibration records (FAR 145.109)			
1) Show date calibrated?	<u>X</u>	_____	_____
2) Identify individual/Vendor that performed calibration or check?	<u>X</u>	_____	_____
3) Show calibration due date?	<u>X</u>	_____	_____
4) Have a calibration certificate for each item calibrated by an outside agency?	<u>X</u>	_____	_____
5) Record details of adjustments and repairs?	<u>X</u>	_____	_____
6) Show the P/N and S/N of the standard used to perform the calibration?	<u>X</u>	_____	_____
9. TRAINING			
A. Does the Vendor have a documented training program? (FAR 145.163)	<u>X</u>	_____	_____
B. Are mechanics, inspectors, supervisors, and maintenance release personnel included? (FAR 145.163)	<u>X</u>	_____	_____
C. Is formal and OJT training documented? (FAR 145.163)	<u>X</u>	_____	_____
D. Are training records for the relevant personnel retained for at least two years after the person leaves the company? (FAR 145.163)	<u>X</u>	_____	_____
10. HOUSING AND FACILITIES			
A. Does the Vendor have a facility of adequate size to house all necessary tooling, equipment, material and parts to perform the work? (FAR 145.103)	<u>X</u>	_____	_____
B. Is the environment appropriately controlled enabling environmentally hazardous or sensitive operations, while protecting workers so that the quality of workmanship is not impaired by physical efficiency? (FAR 145.103)	<u>X</u>	_____	_____
C. Does the facility have adequate lighting? (FAR 145.103)	<u>X</u>	_____	_____
D. Are suitable racks, hoists, trays, stands, and other segregation means provided for the storage and protection of all articles undergoing maintenance, preventive maintenance, or alterations? (FAR 145.103)	<u>X</u>	_____	_____
E. Are the shop operations conducted in a safe manner and environment? (FAR 145.103)	<u>X</u>	_____	_____
F. Are parts and materials in production properly identified and properly stored from damage and deterioration? (FAR 145.103)	<u>X</u>	_____	_____
G. Does the Vendor have a quarantine area for rejected parts and materials awaiting disposition? (FAR 145.103)	<u>X</u>	_____	_____
H. Are flammable, toxic and volatile materials properly identified and stored? (FAR 145.103)	<u>X</u>	_____	_____

11. WORK PROCESSING

- A. Does the Vendor have adequate tooling & test equipment to perform the work? (FAR 145.109) X
- B. Are mechanics, inspectors, supervisors, and maintenance release personnel properly trained, authorized, certificated and proficient for the work they performed? (FAR 145.151/153/155/163) X
- C. Does the Vendor use test equipment that differs from the OEM specified equipment? (FAR 43.13 & 145.109) If yes, completed the following items 1) to 6). X
 - 1) Is it properly certified as equivalent? X
 - 2) Does the Vendor have an operating and maintenance manual(s)? X
 - 3) Is maintenance and servicing performed per the manual? X
 - 4) Is maintenance and servicing recorded and are records retained for two years? X
 - 5) Is the equipment listed in the calibration program? X
 - 6) Has the equipment been accepted by the Administrator? X
- D. Are adequate tools and current manuals available at the mechanic's work stations? (FAR 145.109) X
- E. Does the shop segregate serviceable from unserviceable components? (FAR 145.103) X
- F. Are the Vendor work records complete, in order and legible? (FAR 43.9/11/12 & 145.219) X
- G. Does work records contain the following: (FAR 43.9 & 145.219)
 - 1) Description of the work performed or references to data acceptable to the Administrator? X
 - 2) Date of completion of the work performed? X
 - 3) Name of the person performing the work? X
 - 4) Name of the person inspecting the work? X
 - 5) Name of the certificated mechanic or repairman who performed or supervised the work? X
 - 6) Signature, certificate number and type of certificate of the person returning the article to service? X

- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| H. Are all test and inspection records in the work package? | <u>X</u> | ___ | ___ |
| I. Does the Vendor's record keeping system and retention time meet the relevant aviation regulations requirements? (FAR 43.9 & 145.219) | <u>X</u> | ___ | ___ |
| J. Do the Vendor's return-to-service documents meet customer and the relevant Aviation Authorities' requirements? (FAR 43.9 & 145.219) | <u>X</u> | ___ | ___ |

I certify that the afore-mentioned is true and correct and correct to the best of my knowledge.



 SIGNATURE

January 19, 2012

 DATE

John G. Baldi

 PRINTED NAME

VP of Quality Management

 TITLE