

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
6. QUALITY CONTROL SYSTEM			
A. Is there an established Quality Control System? (14 CFR 145.151/211)	<u>X</u>	_____	_____
B. Does the Vendor have an internal audit/surveillance program that assures appropriate permanent corrective action? (14 CFR 145.211)	<u>X</u>	_____	_____
C. Does the Vendor internal audit/surveillance program meet customer specifications? (14 CFR 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? (14 CFR 145.211)	<u>X</u>	_____	_____
E. Does the Vendor maintain certification on subcontracted work? (14 CFR 145.209/ 217/219)	<u>X</u>	_____	_____
F. Does the Vendor have a procedure for reporting defects or unairworthy conditions to the customer and the FAA? (14 CFR 145.221)	<u>X</u>	_____	_____
G. Are samples of the inspection and maintenance forms and instructions for completing such forms established? (14 CFR 145.211)	<u>X</u>	_____	_____
H. Does the Vendor perform any required inspections (RII) for the Air Carrier? (14 CFR 145.205) <small>No customer specified RII items serviced at this time for any customer.</small>	_____	_____	<u>X</u>
I. Are RII inspectors properly trained, certified, qualified and authorized to perform RII inspection for the Air Carrier? (14 CFR 145.205 & 121.371)	_____	_____	<u>X</u>
J. Is there proper separation of inspection and maintenance responsibilities of personnel who perform required inspections (RII)? (14 CFR 121.365)	_____	_____	<u>X</u>
K. Does the Vendor maintain a list of RII items each inspector is authorized to inspect? (14 CFR 145.153)	_____	_____	<u>X</u>
L. Does the Vendor establish an acceptable receiving inspection system for purchased parts/materials? (14 CFR 145.211)	<u>X</u>	_____	_____
M. Are acceptable sampling procedures adequate to ensure quality? (14 CFR 145.211)	<u>X</u>	_____	_____
N. Does the Vendor establish a preliminary inspection of all articles that are subject to maintenance, preventive maintenance, or alteration in your facility? (14 CFR 145.211)	<u>X</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 is performed? (14 CFR 145.211)	<u>X</u>	_____	_____
P. Does the Vendor establish a final inspection and maintenance release system after maintenance, preventive maintenance, or alteration is performed? (14 CFR 145.151/157/201/211/213/217/223)	<u>X</u>	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Q. Does the Vendor establish a system for control and surveillance of your suppliers? (14 CFR 145.103/109)	<u>X</u>	_____	_____
R. Does the Vendor prepare and maintain an approved suppliers list for purchasing parts/materials? (14 CFR 145.103/109)	<u>X</u>	_____	_____
7. TECHNICAL DATA CONTROL			
<i>NOTE: "Manuals" in this context includes any technical data, i.e. drawings, wiring diagrams, test specs, necessary to perform the required service.</i>			
A. Does the Vendor have the required manuals to perform the maintenance, preventive maintenance, or alteration in accordance with National Aviation Authorities' and customers' requirements? (14 CFR 145.205/211)	<u>X</u>	_____	_____
B. Are the Vendor established procedures accepted for controlling revisions in manuals deviating from OEM specifications? (i.e., EO, MA) (14 CFR 145.211)	<u>X</u>	_____	_____
C. Does the Vendor have a system to ensure that the technical data is current? (close loop system) (14 CFR 145.109/201/211)	<u>X</u>	_____	_____
D. Does the Vendor have the records of manual revisions and are they up to date? (14 CFR 145.109/201/211)	<u>X</u>	_____	_____
E. Are manuals properly identified and available to mechanics? (14 CFR 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? (14 CFR 145.109/201/211)	<u>X</u>	_____	_____
<i>Only one paper copy utilized. We are in the process of digitizing, controlling and providing the technical data to our shop personnel via our in-house network that is backed up nightly. Our shop personnel now all have Microsoft Surfaces to view the digital data while they are on-site.</i>			
G. Is technical data stored in a manner that will protect it from dirt and damage? (14 CFR 145.109/211)	<u>X</u>	_____	_____
H. Are devices in good condition and available for viewing the technical data? (14 CFR 145.109/211)	<u>X</u>	_____	_____
I. Is an individual and backup, by title, responsible for the technical data control program? (14 CFR 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? (SFAR 36) <i>Aero does not have SFAR 36 authority.</i>	_____	_____	<u>X</u>
K. Does the Vendor have an approved SFAR 36 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? (14 CFR 145.103/109/209) X _____
- B. Are customers' stock properly segregated from yours? (14 CFR 145.103/109) X _____
- C. Does the Vendor have an acceptable procedure to identify customers' parts? (14 CFR 145.103/109/211) X _____
- D. Are unserviceable parts/materials properly segregated from serviceable ones? (14 CFR 145.103/109) X _____
- E. Is environment control provided in accordance with specifications? (14 CFR 145.103/109) X _____
- F. Does the Vendor maintain traceability certification on all parts and raw material? (14 CFR 145.103/109/211) X _____
- G. Does the Vendor have a documented shelf life program? (14 CFR 43.13 & 145.103/109) X _____
- H. Does the program list parts and materials that have shelf life limits? (14 CFR 43.13 & 145.103/109) X _____
- I. Is a specific individual and backup, by title, responsible for the shelf life program? (14 CFR 43.13 & 145.51/209) X _____
- J. Does each shelf life item show evidence of a shelf life limit? (14 CFR 43.13 & 145.103/109) X _____
- K. Is there a system to assure that no item will be issued or used past its expiration date? (14 CFR 43.13 & 145.103/109) X _____
- L. Does the Vendor have an inventory program for all aeronautic parts/materials? (14 CFR 145.103/109) X _____
- 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? (14 CFR 145.103) X _____
- N. Do shipping/receiving areas have adequate space, lighting, shelving, security and fire protection? (14 CFR 145.103) X _____
- O. Does the Vendor have a quarantine area for rejected parts and materials awaiting disposition? (14 CFR 145.103) X _____
- P. Are storage facilities separate from shop and work areas? (14 CFR 145.103) X _____

YES NO N/A

9. TOOL & TEST EQUIPMENT CALIBRATION

- A. Does the Vendor have a tool calibration program? (14 CFR 145.109) X ___ ___
- B. Does the Vendor have a person and backup, by title, responsible for the tool calibration program? (14 CFR 145.109) X ___ ___
- C. Are all tools that require calibration listed on the tool calibration list and is there a method to identify tool calibration frequency and cal. due date? (14 CFR 145.109) X ___ ___
- D. Are standards used to calibrate tools traceable to a standard acceptable to the Administrator? (14 CFR 145.109) X ___ ___
- 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? (14 CFR 145.109) X ___ ___
- F. Does the Vendor have a procedure to control the calibration of personal tools? (14 CFR 145.109) [No personal tools allowed. All tools are supplied by Aero.](#) ___ ___ X
- G. Is identification used to indicate that the tools & test equipment are within calibration and in a serviceable condition? (14 CFR 145.109) X ___ ___
- H. Do calibration records (14 CFR 145.109)
- 1) Show date calibrated? X ___ ___
 - 2) Identify individual/Vendor that performed calibration or check? X ___ ___
 - 3) Show calibration due date? X ___ ___
 - 4) Have a calibration certificate for each item calibrated by an outside agency? X ___ ___
 - 5) Record details of adjustments and repairs? X ___ ___
 - 6) Show the P/N and S/N of the standard used to perform the calibration? X ___ ___

10. TRAINING

- A. Does the Vendor have a documented training program? (14 CFR 145.163) X ___ ___
- B. Are mechanics, inspectors, supervisors, and maintenance release personnel included? (14 CFR 145.163) X ___ ___
- C. Is formal and OJT training documented? (14 CFR 145.163) X ___ ___
- D. Are training records for the relevant personnel retained for at least two years after the person leaves the company? (14 CFR 145.163) X ___ ___

11. 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? (14 CFR 145.103) X _____
- 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? (14 CFR 145.103) X _____
- C. Does the facility have adequate lighting? (14 CFR 145.103) X _____
- 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? (14 CFR 145.103) X _____
- E. Are the shop operations conducted in a safe manner and environment? (14 CFR 145.103) X _____
- F. Are parts and materials in production properly identified and properly stored from damage and deterioration? (14 CFR 145.103) X _____
- G. Are flammable, toxic and volatile materials properly identified and stored? (14 CFR 145.103) X _____

12. WORK PROCESSING

- A. Does the Vendor have adequate tooling & test equipment to perform the work? (14 CFR 145.109) X _____
- B. Are mechanics, inspectors, supervisors, and maintenance release personnel properly trained, authorized, certificated and proficient for the work they perform? (14 CFR 145.151/153/155/163) X _____
- C. Does the Vendor use test equipment that differs from the OEM specified equipment? (14 CFR 43.13 & 145.109) If yes, complete 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 2 years? X _____
 - 5) Is the equipment listed in the calibration program? X _____
 - 6) Has the equipment been accepted by the Administrator? X _____

YES NO N/A

- D. Are adequate tools and current manuals available at the mechanic's work stations? (14 CFR 145.109) X
- E. Does the shop segregate serviceable from unserviceable components? (14 CFR 145.103) X
- F. Are the Vendor work records complete, in order and legible? (14 CFR 43.9/11/12 & 145.219) X
- G. Does work records contain the following: (14 CFR 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
- H. Are all test and inspection records in the work package? X
- I. Does the Vendor's record keeping system and retention time meet the relevant aviation regulations requirements? (14 CFR 43.9 & 145.219) X
- J. Do the Vendor's return-to-service documents meet customer and the relevant Aviation Authorities' requirements? (14 CFR 43.9 & 145.219) X

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


SIGNATURE

Nov. 18, 2021
DATE

Norm Titterington
PRINTED NAME

Quality Assurance Manager
TITLE