

World Aircraft Accessories
 7485 West 2nd Court
 Hialeah, Florida 33014
 Telephone: 305-863-8040
 Fax: 305-884-0339

Audit Check List
 FAA Certified #: WZ9R738Y

Dear Vendor:

In order to remain a valued, active vendor in our system please complete the ROV Audit Checklist and return within thirty (30) days. In addition, please provide copies of the following documents and respond accordingly to the Supplier Anti-Drug & Alcohol Misuse Prevention Program letter.

- Air Agency Certificate
- A449 Drug and Alcohol Certification
- Operations Specification
- Any other certification documentation

Note: Failure to comply within thirty (30) days to this audit may cause deactivation from our vendor list, if you need more time please notify us accordingly.

Please send the above required documents to:

World Aircraft Accessories
 7485 West 2nd Court
 Hialeah, Florida 33014
 By Fax to: 305-884-0339

Your cooperation is greatly appreciated.
 We thank you in advance for your prompt attention to this matter.

VENDOR AUDIT

Vendor Name:	Accy. Overhaul
	Pneumatic
Address:	Electrical
	Hydraulic
	Fuel Comp.
Telephone #:	Avionics
A.O.G. #:	Instruments
Fax #:	Air Frame
Hours of Service:	Other

PERSONNEL CONTACT:

Name: _____ Title: _____

Name: _____ Title: _____

For WAA Quality Assurance Only		
Accepted ()	Cond. Accepted ()	Not Accepted ()
Auditor's Signature: _____	Date: _____	
ADD ()	DELETE ()	UPDATE ()
NEXT AUDIT DUE DATE: _____		

1. <u>CERTIFICATION</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Does VENDOR hold an FAA Repair Station Certificate?	_____	_____	_____
Record certificate number _____			
Obtain a copy of certificate, limitations and capabilities list.			
2. <u>QUALITY CONTROL</u>			
Is there an established Quality Control Program?	_____	_____	_____
Does vendor have a QA/QC manual?	_____	_____	_____
Does manual detail duties, responsibilities and report relationship of the QA/QC Departments?	_____	_____	_____
Does QA/QC dept. maintain an up-to-date signature roster?	_____	_____	_____
Does vendor have an audit and surveillance function?	_____	_____	_____
Does vendor's return to service documents meet customer and FAA requirements?	_____	_____	_____
Does vendor have an audit and surveillance program to ensure sub-contractor quality?	_____	_____	_____
Does vendor maintain a list of items each inspector is authorized to inspect?	_____	_____	_____
Does vendor have an established procedure to provide corrective action for discrepancies noted during maintenance?	_____	_____	_____
3. <u>TOOLS & TEST EQUIPMENT CALIBRATION</u>			
Does vendor have adequate tooling and test equipment to perform the service?	_____	_____	_____
Does vendor have a tool and calibration program?	_____	_____	_____
Are standards used to calibrate tools traceable to the National Institute of Standard Technology?	_____	_____	_____
Does vendor have a procedure for controlling/preventing out-of-service and due for calibration tools and equipment from being used?	_____	_____	_____
Are tools stored in an orderly manner?	_____	_____	_____

4. **DATA CONTROL/MANUALS**

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

4. **DATA CONTROL/MANUALS(cont'd)** **YES** **NO** **N/A**

Does the vendor have the required shop manuals and specifications to perform the repair/overhaul? _____

Does the vendor have an acceptable revision service? _____

Are there established approved procedures controlling revisions in manuals deviating from OEM specifications? _____

Does vendor have records of manual revisions? _____

Are manual revisions up-to-date? _____

Does vendor have a system to control working copies of manuals to ensure they are revised with the masters? _____

Is a specific individual responsible for the Technical Data program? _____

5. **PROCUREMENT & RECEIVING**

Does the vendor have an established inspection system? _____

Does the vendor have an acceptable procedure to identify customers parts? _____

Does vendor maintain traceability certification? _____

Does vendor obtain certification on all raw materials received? _____

Are acceptable sampling procedures adequate to ensure quality? _____

6. **MATERIAL / STORES**

Does vendor have a method to separate serviceable and non-serviceable parts? _____

Are parts and material properly stored? _____

Do parts in bin match part number on bins? _____

Does vendor have an adequate shelf life policy? _____

Were items sampled for shelf life within limits? _____

Are parts and material properly protected from damage and deterioration? _____

Is there adequate space to safely store customer's shipping containers? _____

Are fluid dispensing cans and servicing units properly identified? _____

7. **RECORDS** **YES** **NO** **N/A**

Does vendor record keeping system and retention time meet FAR requirements? _____

Are vendor work records complete, in order, and legible? _____

Do the records contain corrective actions and the name of the person doing the work? _____

Are all test and inspection records in work package? _____

Are the mechanics doing the maintenance authorized by the vendor procedures manual? _____

Are M.R.B. items returned to customer with unserviceable parts tag? _____

8. **SHOPS**

Does vendor have a facility of adequate size to house all necessary tooling and equipment to perform the work? _____

Does the shop segregate serviceable from unserviceable components? _____

Does the facility provide adequate protection of parts in work? _____

Are adequate tools available at the mechanics work stations? _____

Are mechanics using the manuals at the work station? _____

Does facility have adequate lighting? _____

Is the work area, including supervisor's offices clean? _____

Are fluid dispensing cans and servicing units properly identified? _____

Are smoking, eating, and drinking forbidden in the work area? _____

9. **TRAINING**

Does vendor have a training program? _____

Is OJT properly documented? _____

Does vendor maintain training records for its mechanics, inspectors, And supervisors? _____

10. <u>SAFETY AND SECURITY</u>	<u>YES</u>	<u>NO</u>	<u>N/A</u>
Does vendor have a safety program?	_____	_____	_____
Are fire lanes, doors, and fire extinguishers clear of obstructions?	_____	_____	_____
Are flammable liquids properly identified and stored?	_____	_____	_____
Are oxygen and other high-pressure bottles correctly stored?	_____	_____	_____
Are fire stations identified and extinguishers in serviceable conditions?	_____	_____	_____
Are no smoking areas clearly identified?	_____	_____	_____
Does vendor maintain shop personnel safety records?	_____	_____	_____
Are safety guards in place on power equipment?	_____	_____	_____
Do vendor shop environmental controls meet industry standards?	_____	_____	_____
Does the vendor shop have a security system?	_____	_____	_____
Does vendor provide adequate security for customer parts in his possession?	_____	_____	_____

11. HUMAN RELIABILITY PROGRAM

Does vendor have a drug testing program?	_____	_____	_____
What is the frequency? <u>Random / Pre-Employment</u>			

VENDOR: _____ DATE: _____

Audited by –
 COMPANY: _____ AUDITOR: _____

DEFINITIONS OF ABBREVIATIONS

- OEM - Original Equipment Manufacture
- OJT – On-the-Job Training
- QA/QC – Quality Assurance / Quality Control Dept.
- TSO – Tech Service Order
- TSN – Time Since New
- TSO – Time Since O/H