PAL
PRECISION ACCESSORIES
& INSTRUMENTS

A PAG Company

COMPONENT REPAIR/OVERHAUL VENDOR

AUDIT CHECKLIST

Please e-mail to tscarbrough@ismro.com or byarbrough@ismro.com

Fax to Toni Scarbrough or Brandon Yarbrough @ 404 767-5900 if more convenient.

Vendor's Name: _____

Address: _____

City: _____   State: _____   Zip: _____

Division of: _____   Phone: _____

                                           Fax: _____

Years in Business: _____   Size-Number of Personnel: _____

Management:

Name: _____   Position: _____

                                           Phone: (_____) _____

Name: _____   Position: _____

                                           Phone: (_____) _____

Name: _____   Position: _____

                                           Phone: (_____) _____

Evaluation conducted by:

Name: _____   Position: _____

Date: _____   Phone: (_____) _____

Please e-mail of fax a copy of the following if they cannot be down-loaded from your website:
   Air Agency Certificate and Operations Specifications
   Anti-Drug and Alcohol Misuse Prevention Plan certification statement approved by the FAA
   EASA Certificate if applicable

NOTE: Please comment on all questions answered NO or N/A on Page 6.

1..RSM/QSM MANUAL REVISION AND CONTROL

	YES	NO	N/A

A.   Is the position identified in the RSM/QSM responsible for initiating, writing, and submitting revisions to the FAA for review and acceptance?   ____ ____ ____

B.   Is the FAA's acceptance of the RSM/QSM noted on the page identified in the RSM/QSM?   ____ ____ ____

C.   Is documentation of all changes being maintained for at least a two year retention period?   ____ ____ ____

2. ORGANIZATION

A.   Is the organization chart in the RSM/QSM current and represent the true functional working/reporting relationships?   ____ ____ ____

B.   At the functional level does the separation of maintenance and inspection exist?   ____ ____ ____

3. PERSONNEL

A.   In general, does the real time duties and responsibilities including the areas of responsibilities, match those described in the RSM?   ____ ____ ____

B.   Are the following rosters required by § 145.161 being maintained and revised? Management and Supervisors, Inspection Personnel, Personnel authorized to sign the maintenance release for an article's return to service.   ____ ____ ____

C.   Are the employment summaries being maintained for each person whose name is on the rosters?   ____ ____ ____

4. OPERATIONS, HOUSING AND FACILITIES

A.   Is the drawing, showing the facility's basic floor plan, shops and major equipment (generic overview) located in the RSM/QSM and is it current?   ____ ____ ____

B.   If the CRS leases or rents equipment, are the RSM/QSM procedures, describing the lease/rent process functional, and is the position responsible for managing the program, including scheduling, identified and is the person functioning in this position identified?   ____ ____ ____

| | YES | NO | N/A |

5. CAPABILITY LIST

A.   Does the RSM/QSM identify a position and or person to maintain the capability list? ____ ____ ____

B.   Are there RSM/QSM procedures, for clearly identifying any changes to the capability list and the effective date of the change? ____ ____ ____

6. TRAINING PROGRAM REVISION

A.   Is a position and or person identified in the RSM/QSM procedures as being responsible for submitting training program revisions to the FAA? ____ ____ ____

7. WORK PERFORMED AT ANOTHER LOCATION

A.   If the CRS performs work at another location on a regular basis, are there RSM/QSM procedures in place to describe and record the maintenance? ____ ____ ____

B.   If the CRS performs work at a satellite repair station are there RSM/QSM procedures in place to describe and record the maintenance? ____ ____ ____

8. MAINTENANCE PERFORMED FOR AN AIR CARRIER

A.   Are there RSM/QSM procedures for maintenance, preventive maintenance, and alterations performed for specific certificate holders certificated under parts 121, 125, 135 and are there identified position(s) (by title) - that are responsible for the maintenance events? ____ ____ ____

9. CONTRACT MAINTENANCE INFORMATION

A.   Is there a position identified in the RSM/QSM procedures that is currently responsible for a contract maintenance program? ____ ____ ____

B.   Are there RSM/QSM procedures, that determines how the CRS evaluations and qualifies a non-certificated source? ____ ____ ____

C.   Are there RSM/QSM procedures, that require the CRS to verify, prior to sending an item to a contracted maintenance function provider, that the certificated and/or non-certificated contracted facilities and maintenance providers are on the CRS accepted listing? ____ ____ ____

10. PROFICIENCY OF INSPECTION PERSONNEL

A. Are there RSM/QSM procedures, determining minimum qualifications for inspection personnel and how minimum qualification are to be established?

B. Are there RSM/QSM procedures, that authorizes the appropriately certificated final inspector, if the article is acceptable, the authority for approval for return to service for work accomplished?

C. Are there RSM/QSM procedures, that identify required special training for inspectors performing NDT inspections?

11. CURRENT TECHNICAL DATA

A. Is there a position identified in the RSM/QSM procedures that is responsible for revising and maintaining the technical data program?

B. Are there RSM/QSM procedures, that determine how the CRS ensures that the minimum required technical data is current and available when the relevant work is being accomplished?

12. INSPECTION SYSTEM

A. Are there RSM/QSM procedures, that determine how the CRS ensures that receiving/incoming and preliminary inspections are performed?

B. Are there RSM/QSM procedures, that determine how the CRS ensures that hidden damage inspections are performed?

C. Are there RSM/QSM procedures, that determine how the CRS ensures that in-process inspections are performed?

D. Are there RSM/QSM procedures, that determine how the CRS ensures that final inspections, work sigh-off and approval for return to service are performed?

13. REQUIRED RECORDS AND RECORDKEEPING

A. Are there RSM/QSM procedures, that identify what documents are included in a typical records package and what additional forms may be included?

B. Are there RSM/QSM procedures, that identify the position(s) that is responsible for reviewing records for accuracy and completeness before approval for return to service?

14. CALIBRATION OF MEASURING AND TEST EQUIPMENT

A. Is there a position identified in the RSM/QSM procedures that is currently responsible for performing the calibration of measuring and test equipment? _____ _____ _____

B. Are there RSM/QSM procedures, which require recording and the retention of a unit's calibration/ certification records; to justify changes to calibration intervals; also for evaluating or initializing an article(s) recall due to improper/out of tolerance calibration? _____ _____ _____

C. Are there RSM/QSM procedures, that require the documentation of the calibrated measuring equipment's assigned identification number to be entered into the appropriate place in the work package to maintain traceability and an article's ability to be recalled? _____ _____ _____

15. TAKING CORRECTIVE ACTION ON DEFICIENCIES

A. Is there a position identified in the RSM/QSM procedures that is currently responsible for follow-up evaluation and overseeing the corrective action program? _____ _____ _____

B. Are there RSM/QSM procedures, for when a follow-up evaluation will be required and then the actual evaluation being accomplished using accepted evaluation procedures? _____ _____ _____

16. SAFETY/SECURITY/FIRE PROTECTION

A. Is there a position identified in the RSM/QSM procedures that is currently responsible for having the safety/security/fire protection inspection performed? _____ _____ _____

B. Is there a position identified in the RSM/QSM procedures that is currently responsible for HAZMAT training and use of MSDS information for new employees? _____ _____ _____

C. Are there RSM/QSM procedures, that determine how articles are to be grounded, including storage or use of flammables and the handling of ESD sensitive items? _____ _____ _____

17. HANDLING, STORAGE AND ISSUE OF APPROVED PARTS

   A.   Is there a position identified in the RSM/QSM procedures that is
        currently responsible for maintaining the handling, storage and issue of
        approved parts?   ____   ____   ____

   B.   Are there RSM/QSM procedures that determine the inspection for
        shipping damage, order verification and labeling/tagging for ESD and
        shelf-life articles?   ____   ____   ____

18. REPAIR PROCESS

   A.   Is your company the OEM (Original Equipment Manufacturer) for the
        Parts/service you provide?   ____   ____   ____

   B.   If the answer above is NO, do you use OEM parts in your repair/overhaul
        process?   ____   ____   ____

   C.   Does your company hold Parts Manufacturing Authority (PMA) for the
        parts/service you provide?   ____   ____   ____

Comments

Question No.

____   ____   ____

____   ____   ____

____   ____   ____

____   ____   ____

____   ____   ____