

Aviation Suppliers Association Quality System Standard Checklist

Audit Type: Self-Audit/Evaluation
 Pre-Accreditation Audit
 Accreditation Audit
 Annual Surveillance
 Re-Accreditation Audit
 Special Audit

Organization:	AERO TECHNOLOGY				
Address:	3333 E. SPRING STREET				
City:	LONG BEACH	Date of Audit:	DECEMBER 30, 2009		
Country:	U.S.A.	State:	CA	Zip:	90806
Division of:		Phone:	562-595-6055		
Years in business:	24	Fax:	562-595-8416		
Number of Employees:	32	Email:	rbermudez@aerotechnology.org		
Date of last audit to this standard: (If first, print "FIRST")					
Date this quality system was adopted:					

Name of person responsible for quality system at the above location:

Richard Bermudez (Signature on File) December 30, 2009
(Please type or print) (Signature) (Date)

Auditor Information:

Richard Bermudez (Signature on File) December 30, 2009
(Please type or print) (Signature) (Date)

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	Y	N	N/A
1. Quality System and Manual			
A. Is there an established quality system and a quality manual?	x		
B. Is the quality manual available to appropriate personnel?	x		
C. Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?	x		
D. Does the quality system include a program by which the accreditation organization is notified of any significant changes to the quality system and that a written approval is receive for the changes prior to implementation?	x		
E. Does the quality control manual include a detailed description of:			
1) the organization and relationship of the QC department to the rest of the organization?	x		
2) the assignment of personnel by title, for specific functions within the quality system?	x		
3) the revision control system for the quality system documentation?	x		
4) record keeping system?	x		
5) training requirements and records?	x		
6) shelf life control system?	x		
7) control of incoming discrepant parts and supplies?	x		
8) receiving inspection procedures?	x		
9) test and inspection equipment calibration program?	x		
10) storage facilities and specifications?	x		
11) part identification system?	x		
12) environmental controls?	x		
13) inspection stamp control?	x		
14) self-audit/evaluation program?	x		
2. Self-Audit/Evaluation Program			
A. Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action?	x		
1) are corrective actions appropriate and prompt?	x		
B. Has the Aviation Suppliers Association been contacted to arrange for an independent audit of the quality program?			x
3. Facilities			
Does the storage areas provide:			
A. adequate space and appropriate racks to prevent damage or mishandling?	x		
B. adequate security from unauthorized access?	x		
C. segregation of aircraft from non-aircraft functions?	x		
D. segregation of serviceable from non-serviceable parts?	x		

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4. Training and Authorized Personnel			
A. Are personnel who perform inspection, shipping and receiving functions properly trained?	X		
B. Are inspection personnel properly authorized?	X		
C. Are both formal classroom and on-the-job training documented and maintained?	X		
D. Is a roster of personnel authorized to perform inspection functions maintained?	X		
5. Procurement			
A. Does the system assure that parts procured conform to the documentation requirements of Appendix A?	X		
B. Does the system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?	X		
C. Does the system require the distributor to maintain a list of approved suppliers and a quality history for each source?	X		
D. Does the distributor's quality system assure that parts procured for sale:			
1) which are known to have been subjected to conditions of extreme stress, heat or environment are identified?	X		
2) that all represented Airworthiness Directives (AD's) which have been accomplished are documented?	X		
3) that are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?	X		
6. Receiving Inspection			
A. Does the inspection program include:			
1) a check for obvious physical damage?	X		
2) verification that all appropriate plugs and caps are properly installed?	X		
3) verification of part number, model number, etc. to ensure they match the documentation?	X		
4) verification of quantity, part numbers or noted substitution, to ensure they match the purchase order?	X		
5) verification that all appropriate documentation is on hand and are properly completed & signed?	X		
B. Does the inspection system include a procedure for receiving aircraft fasteners?	X		
C. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?	X		
D. Is there an accountability system in place to control stamp issuance, usage and replacement?	X		
E. Does the system include an inspection program for new standard parts?	X		
7. Measuring and Test Equipment			
A. Does the distributor have an effective calibration program for test equipment?	X		
B. Is a system in place to assure documentation of current calibration status?	X		

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8. Material Control			
A. Is material handled in an appropriate manner and is the material protected from damage & deterioration?	x		
B. Is batch/lot control maintained for parts so identified by the manufacturer?	x		
C. Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?	x		
D. Whenever practical, is material stored & delivered in the manufacturer's original packaging?	x		
1) does the system require the use of ATA specification 300 packaging, an equivalent packaging to ATA Spec 300 or customer specified packaging?	x		
E. Does the system specify material control requirements for material subject to damage by electrostatic discharge?	x		
F. Does the system assure that serviceable parts/components are adequately protected against the environment?	x		
G. Does the system assure that no part number ambiguity exists?	x		
H. Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?	x		
1) are aircraft parts being segregated from non aircraft parts?	x		
I. Is there a documented procedure in place to mutilate scrapped parts?	x		
1) does the system require records and documentation to be kept on all serialized scrapped parts?	x		
2) does the distributor maintain records on all life-limited parts scrapped?	x		
3) does the distributor impose their scrap requirements on their contractors?	x		
J. Does the distributor have a system to control parts that have been materially misrepresented?	x		
1) is the distributor notifying the customer and the accreditation organization when the distributor ships parts that are materially misrepresented?	x		
2) is the distributor notifying the sender when the distributor receive parts that are materially misrepresented?	x		
K. Does the distributor have a procedure for reporting Suspected Unapproved Parts?	x		
9. Shelf Life Control			
A. Does the distributor have a system for identifying and controlling shelf life limited parts?	x		

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10. Certification and Release of Materials			
A. Does the system call for providing the customer with a certificate in accordance with Appendix A?	x		
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:	x		
1) subjected to conditions of extreme stress, heat or environment;	x		
2) obtained from the U. S. Government or military services.	x		
C. Is a signed document from an FAA approved repair station or air carrier provided for each serviceable part indicating that the part is serviceable?	x		
D. Can the distributor trace parts in its system to either the source of production or to an FAA certificate holder?	x		
E. Does the quality system have a procedure for accountability when copies are made for redistribution shipments and approval tags are copied?	x		
11. Shipping			
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?	x		
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping? Does the inspection include:	x		
1) a check for any obvious physical damage?	x		
2) verification that all appropriate plugs and caps are properly installed?	x		
3) verification of part numbers, (including dash numbers & letters), model numbers, serial numbers, etc., to ensure items being shipped match the accompanying documentation?	x		
4) verification of part numbers, (including dash numbers & letters), model numbers, serial numbers, etc., to ensure the items being shipped match the customer's request/purchase order?	x		
5) verification of packing slips to ensure it contains all the information required by the customer?	x		
6) verification that shipping containers and the packaging used are appropriate for the items being shipped?	x		
7) verification that all appropriate documentation (maintenance release, material certification, traceability documents, etc.) are at hand, properly completed, and signed?	x		

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12. Records			
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?	x		
B. Does the quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties of fasteners and raw stock materials?	x		
C. Are records confirming fastener integrity required to be maintained for seven years?	x		
D. Does the system require all life-limited parts have records confirming life limited status?	x		
E. Are records protected against damage, alteration, deterioration and loss?	x		
13. Technical Data Control			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible.	x		