



COMPONENT REPAIR/OVERHAUL VENDOR

AUDIT CHECKLIST

Please e-mail to byarbrough@ismro.com

Fax to 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: _____

Vendor Contacts:

Name: _____

Position: _____

Phone: (____) _____

Name: _____

Position: _____

Phone: (____) _____

Name: _____

Position: _____

Phone: (____) _____

Evaluation conducted by:

Name: _____

Position: _____

Date: _____

Phone: (____) _____

Please e-mail or 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

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
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?	_____	_____	_____

5. CAPABILITY LIST

YES NO N/A



- 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? _____
- YES NO N/A
- 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 sign-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? _____

YES NO N/A

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? _____

Question No. _____

Comments


