



Supplier Audit Checklist

Tools and Equipment

- ✓ We have the necessary tools to undertake the work we are authorized to perform.
- ✓ All of our tools are tracked and calibrated as required by regulation.

Quality Control System

- ✓ We have a fully functional quality assurance program in place.
- ✓ Our audit program uses a detailed checklist that covers all areas of responsibility.
- ✓ All audit findings are identified and actioned in a timely manner by determining short term action, long term action and follow-up procedures.
- ✓ We perform a full audit on all subcontractors.
- ✓ All critical tasks are reviewed to detect any errors or omissions.
- ✓ All maintenance release authorizations are controlled and in compliance with regulatory requirements.
- ✓ All quality assurance steps associated with each procedure are identified and included as an integral part of that procedure.

Parts and Materials

- ✓ All parts obtained are from approved suppliers and the receiving process determines that the parts are in fact serviceable and are accompanied by acceptable documentation.
- ✓ We have a secure, clean, organized, bonded stores area and have the sufficient parts and materials in stock to support the repair and overhaul of authorized components.
- ✓ All parts, supplies and materials are identified, batched and traceable to the original manufacturer and the original certification is filed and available upon request.
- ✓ All inventory shelf life is controlled to ensure that time expired items are identified and removed from stock as required.
- ✓ All parts found in the bonded stores area are clearly identified by part number, serial number, and batch number as required.
- ✓ All non-conforming parts or materials are held in quarantine pending disposition.

Process Control

- ✓ All airworthiness directives and service bulletins are reviewed and incorporated as required by the manufacturer and/or the regulator.
- ✓ We have a specific procedure in place to process work orders, checklists and component travelers.
- ✓ Some critical inspection and/or procedures may be carried out by more than one qualified person.
- ✓ We have documented processes and procedures in place that meet or exceed technical requirements of the manufacturer.

Technical Library

- ✓ Our technical library meets the requirements of the regulations and the manufacturers of the products being maintained.
- ✓ A process is in place to assure that the library is kept current.

Technical Records

- ✓ Records are kept per regulatory requirements.
- ✓ All technical records associated with a part or component assemblies are reviewed to ensure that it is complete in every respect prior to the signing of a maintenance release.
- ✓ All technical records contain documented certification of critical processes such as NDT, rework, and modifications undertaken and include all required initials and/or signatures.

Training and Training Records

- ✓ Training records are maintained and kept up to date on all personnel.
- ✓ All employees are trained to a level commensurate to their level of responsibility.
- ✓ We have a documented system in place whereby all employees are made aware of all revisions to the manufacturer's technical manuals.
- ✓ All initial, recurrent and additional training is carried out per regulatory requirements and is reflected in the employee training record.

As an authorized Manager of Aircraft Specialties Services Ltd., I have reviewed and completed this supplier self-audit form.

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