



Vendor Qualification Quality Audit Checklist

In order for your firm to be placed on our Approved Vendor List, it is necessary that the person responsible for the Quality system in your firm fill out this audit form and return it to us via mail, fax, or e-mail.

Please include copies of any Certificates attesting to the quality system in use
Repair Stations please also include a copy of your Operation Specifications and Drug Approval Letter

Date of Audit: _____

Audit Type: XX Self-Audit/Evaluation

Organization: _____ Phone: _____
Address Line1: _____ Fax: _____
Address Line2: _____ Web Site: _____
City: _____
State: _____
Postal Code: _____
Country: _____

Type Business: Airline Years in Business: _____
 Repair Station # of Employees: _____
 Manufacturer
 Distributor
 Supplier

Agency Certifications:

Approval Numbers	Expiration/Renewal Date
FAA: _____	ASA: _____
TCCA: _____	ISO: _____
EASA: _____	Other: _____
CAA: _____	(List): _____
CAAC: _____	

Quality Assurance Manager name:

_____ (Please type or Print) _____ (Signature) _____ (Date)

QA Mgr. Email Address: _____



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	Y	N	N/A
1. Quality System and Manual			
A. Is there an established quality system and a quality manual?			
B. Is the quality manual available to appropriate personnel?			
C. Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?			
D. 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?			
2) the assignment of personnel by title, for specific functions within the quality system?			
3) the revision control system for the quality system documentation?			
4) record keeping system?			
5) training requirements and records?			
6) shelf life control system?			
7) control of incoming discrepant parts and supplies?			
8) receiving inspection procedures?			
9) test and inspection equipment calibration program?			
10) storage facilities and specifications?			
11) part identification system?			
12) environmental controls?			
13) inspection stamp control?			
14) self-audit/evaluation program?			
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?			
3. Facilities			
A. Does the storage areas provide:			
1. adequate space and appropriate racks to prevent damage or mishandling?			
2. adequate security from unauthorized access?			
3. segregation of aircraft from non-aircraft functions?			
4. segregation of serviceable from non-serviceable parts?			
4. Training and Authorized Personnel			
A. Are personnel who perform inspection, shipping and receiving functions properly trained?			
B. Are inspection personnel properly authorized?			
C. Are both formal classroom and on-the-job training documented and maintained?			
D. Is a roster of personnel authorized to perform inspection functions maintained?			
E. Is there a training program in place for personnel involved in procurement, receiving inspection, shipping inspection and material control, that addresses unapproved parts, and counterfeit parts and materials?			



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	Y	N	N/A
5. Procurement			
A. Does the system assure that parts procured conform to the customer's documentation requirements?			
B. Does the quality system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?			
C. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source?			
D. Does the 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?			
2) that all represented Airworthiness Directives (AD's) which have been accomplished are documented?			
3) that are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?			
6. Receiving Inspection			
A. Does the quality system provide for a visual inspection of all items received and accompanying documentation?			
B. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?			
C. Is there an accountability system in place to control stamp issuance, usage and replacement?			
7. Measuring and Test Equipment			
A. Is there an effective calibration program for test equipment?			
8. Material Control			
A. Is material handled in an appropriate manner and is the material protected from damage & deterioration?			
B. Is batch/lot control maintained for parts so identified by the manufacturer?			
C. Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?			
D. Whenever practical, is material stored & delivered in the manufacturer's original packaging?			
E. Does the system specify material control requirements for material subject to damage by electrostatic discharge?			
F. Does the system assure that serviceable parts/components are adequately protected against the environment?			
G. Does the system assure that no part number ambiguity exists?			
H. Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?			
1) are aircraft parts being segregated from non-aircraft parts?			
I. Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?			
J. Are suspected unapproved parts reported to the FAA according to AC 21-29 or to the appropriate CAA?			

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	Y	N	N/A
9. Shelf Life Control			
A. Does the distributor have a system for identifying and controlling shelf life limited parts?			
10. Certification and Release of Materials			
A. Does the system call for providing the customer with appropriate documentation?			
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
1) subjected to conditions of extreme stress, heat or environment;			
2) obtained from any government or military services			
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?			
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?			
12. Records			
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?			
B. Does the system require all life-limited parts have records confirming current life limited status?			
C. Are records protected against damage, alteration, deterioration and loss?			
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?			



MITCHELL Aircraft

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Aviation Suppliers Association Quality System Standard

APPENDIX A

CLASS OF PART	REQUIRED ON RECEIPT	REQUIRED FOR SHIP
Raw Materials	Physical & chemical properties reports traceable to heat code or lot number	Certification that test reports are on file
Standard Parts as in 14 CFR section 21.303 (b) (4)	Certificate of conformity (C of C) from producer	Certification that C of C is on file
New parts, products, and appliances with regulatory airworthiness approval documents	FAA Form 8130-3 , JAA Form One, EASA Form One, TC 24-0078, or other regulatory airworthiness approval documents from nations that have signed bilateral agreements with the United States	Certified true copy of the regulatory airworthiness approval document
New parts, products, and appliances without regulatory airworthiness approval documents, including new Parts Manufacturer Approval of Technical Standard Order Authorization parts identified only through markings (in accordance with 14 CFR Part 21 and Part 45)	Certified Statement from seller as to identity and condition	Statement as to identify and condition and that original certified statement is on file
Used parts products, and appliances with approval for return to service	Approval for return to service meeting provisions of the 14 CFR sections 43.9, 43.11, or 43.17	Approval for return to service attached to part, product, or appliance
Used parts, products, and appliances without approval for return to service	Certified statement from seller as to identity and condition – must use “as is” or comparable term to describe condition	Statement as to the identity, condition and that original certified statement is on file – must use “as is” or comparable term to describe condition