(Please Print)

Date	Supplier Name	FAA Certificate No. and Type
Address:		Phone No.
City, State, Zip Code		Fax No.
Total Facility Area (No. Buildings, Sq. Ft.)		Email
Years in Operation	Total No. Employees In production	Total No. Employees
Person Contacted, Name & Title		
Supplier Quality Assurance Signature/Title		

D3 AVIATION USE ONLY

Acceptable: _____   Conforms to requirements, procedures & control exists to control the product.

Unacceptable: _____ Does not conform to requirements, nor intend to revise and conform.

Conditional: _____   Minor discrepancies, agrees to take action to bring areas to acceptable level.

Resurvey date: _____

Form reviewed by: _____ Title: _____ Date: _____

Signature: _____

Print Name: _____

Certification	Yes	No	N/A
Does provider hold an FAA Air Agency Certificate?			
Record certificate Number:			
Provider holds a JAA/JAR-145 Acceptance Certificate?			
Record Reference Number:			
Certificates displayed in an area accessible to the public?			
Is there an FAA approved active anti-drug and alcohol testing plan in effect?			
Record Plan Number:			
Circle Plan Type: Consortium Vendors Air Carrier			
General			
Does the provider only perform work for which it is authorized on its Ops Specs?			
If the provider deals in non-aircraft parts, materials, and or maintenance activities, are they adequately segregated from the aircraft functions?			
Does the provider maintain a file of audit findings and corrective actions for 3 years? Is it accessible to the auditor?			
Is there a back-up person identified for all programs that require it?			
Does the provider observe duty time limitations for its technicians?			
Quality Control			
Is there an established quality control program?			
Does the provider have a current Q.A/Q.C. manual?			
Does the manual detail duties, responsibilities, and reporting relationship of the Q.A/Q.C. department?			
Are the Q.A./Q.C. manuals current and available to employees?			
Does the provider have an internal audit system?			
Does the provider's manual ensure compliance with air carrier specifications?			
Does the provider have an organization adequate to perform the work intended?			
Do persons directly in charge have an A&P or repairman certificate?			
Does the provider have an established procedure to provide corrective action for discrepancies noted during repair or overhaul?			
Does the provider maintain a list of "sub-contracted" maintenance actions and approved vendors for those functions?			
Does the provider ensure that sub-contractor quality meets air carrier customer specifications and FAA requirements?			
Does the provider maintain certification on sub-contracted work?			
Does the provider have a procedure for reporting defects or un-airworthy conditions to the air carrier customer and the FAA?			
Does the provider have a procedure for identifying and handling aircraft components and materials containing hazardous materials?			

Inspection	Yes	No	N/A
Are inspectors properly trained and certified?			
Is there proper separation of maintenance and inspection responsibilities for providers that perform required inspections?			
Does the provider maintain a list of items each inspector is authorized to inspect?			
Does the provider perform any required inspections (RII)?			
Does repair station roster identify all supervisory and inspection personnel?			
Does the roster identify all personnel authorized for return-to-service?			
Does the repair station have an employment summary for all personnel listed on the repair station roster?			
Is there an acceptable receiving inspection system?			
Does the provider have an acceptable procedure to identify customer parts?			
Does the provider maintain traceability certification on all parts and raw materials?			
Are acceptable sampling procedures adequate to ensure quality?			
Does the provider have an acceptable system for controlling stamps, both inspection and personnel?			
Technical Data Control			
Does the provider have the required shop manuals and specifications to perform the repair/overhaul?			
Are there established approved procedures controlling revisions in manuals deviating from OEM specifications?			
Does the provider have a system to ensure technical data is current?			
Does the provider have records of manual revisions?			
Are the manual revisions up to date?			
Are component maintenance manuals properly identified and available to mechanics?			
Does the provider have a system to control working copies of manuals to ensure they are revised with the masters?			
Is technical data stored in a manner that will protect it from dirt and damage?			
Are adequate viewing devices in good condition and available for viewing technical data?			
Is a specific individual, by title, responsible for the technical data program?			
If the provider performs major alterations, does it have a system for receiving the air carrier's approval prior to use of the data?			
Does the provider have SFAR 36 approval?			

Shelf Life Program	Yes	No	N/A
Does provider have a documented shelf life program?			
Does the program list parts and materials have shelf life limits?			
Does the program assign responsibility to a specific person by title?			
Does each shelf life item have the shelf life expiration limit displayed?			
Is there an adequate system to assure that no item will be issued or used past its expiration date?			
Were items sampled for shelf life within limits?			
Training			
Does provider have a documented training program?			
Does it include all mechanics, inspectors, and technical supervisors?			
Is formal and OJT training documented?			
Are training records for mechanics, inspectors, and supervisors retained for two years after the person leaves the company?			
Tools and Test Equipment Calibration			
Does the provider have a tool calibration program?			
Does the provider have a person responsible for the tool calibration program?			
Are all tools in use on the calibration list?			
Are standards used to calibrate tools traceable to the controlling government agency, e.g., The National Institute of Standards and Technology?			
Is there a system to identify each tool in the program, a calibration frequency and calibration date?			
Does the provider have a procedure for controlling and or preventing out-of–service and due-for-calibration tools and equipment from being used?			
Did a sample check of the calibrated tooling indicate that the tooling is within calibration?			
Are the tools and test equipment in a serviceable condition?			
Do records:			
Show the part no. and serial no. of the standard use to perform the calibration?			
Show date calibrated?			
Identify individual or vendor that performed calibration or check?			
Show calibration due date?			
Contain a calibration certificate for each item calibrated by an outside agency?			
Record details of adjustments and repairs?			
Housing and Facilities			
Does the provide have a facility of adequate size to house all necessary tooling, equipment, materials, and parts to perform work?			
Does the housing adequately protect parts, materials, and air carrier units from damage, theft, and contamination?			
Is the environment appropriate to protect workers so the quality of workmanship is not impaired by physical efficiency?	**Yes**	**No**	**N/A**
Does the facility have adequate lighting?			
Are storage facilities separate from shop and work areas?			

Do shipping and receiving areas have adequate space, lighting, shelving, security, and fire protection?			
Is there adequate and appropriate storage space to safely to store air carrier's shipping containers and protect them from damage?			
Is the work area, including supervisors' offices, clean?			
Safety, Security, and Fire Protection			
Does the provider provide adequate security for an air carrier's parts in it's possession?			
Is the security system reviewed periodically by management or an outside agency?			
Are fire detection devices inspected periodically?			
Are fire stations identified and extinguishers in serviceable condition?			
Are fire lanes, doors, and fire extinguishers clear of obstruction?			
Are safety guards in place on power equipment?			
Are provider's shop operations conducted in a safe manner and environment?			
Storage			
Are parts and materials properly identified and properly stowed?			
Does the provider have a quarantine area for rejected parts and materials awaiting disposition?			
Do parts in storage bins match part numbers in storage bins?			
Are parts and material properly protected from damage and deterioration?			
Are flammable, toxic or volatile materials properly identified and stored?			
Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified, and stored to protect from damage and contamination?			
Are oxygen and other high pressure bottles correctly identified and stored?			
Work progress			
Does the provider have adequate tooling and test equipment to perform the work?			
If the provider uses test equipment that differs from OEM specified equipment;			
1. Is it properly certified as equivalent?			
2. Does vendor have operating and maintenance manuals?			
3. Is maintenance and servicing performed per the manual?			
4. Is maintenance and servicing recorded and records retained for two years?			
5. Is the equipment listed in the calibration program?			
6. Has equipment been accepted by the FAA			

	Yes	No	N/A
Are mechanics, inspectors, and supervisors properly trained, authorized, and certificated, if required, for the work they perform?			
Are adequate tools and current manuals available or at the mechanics work station(s)			
Are air carrier parts properly identified throughout the maintenance actions and in storage?			
Is there a work turnover procedure used?			
Does the shop segregate serviceable from unserviceable components?			

Does the facility provide adequate protection of parts in work?			
Are smoking, eating, and drinking prohibited in the work area, or does the provider have a written program to ensure units are protected from contamination?			
Are fluid dispensing cans and servicing units properly identified?			
Are vendor work records complete, in order, and legible?			
Do records contain:			
1. The description of the work performed or reference to the data acceptable to the administrator?			
2. The date of completion of work performed?			
3. The name of the person performing the work?			
4. The name of the person inspecting the work?			
5. The name of the certified mechanic or repairperson that performed or supervised the work?			
6. The signature, certificate of the person returning the article to service?			
Shipping			
Are components returned in an appropriate shipping container or as specified by an air carrier?			
Does the vendor verify that identifying data "P/N, S/N, nomenclature, mod, and number on the parts tag and data plate match?			
Scrapped parts			
Does the provider have a documented procedure to assure scrapped parts are either returned to the air carrier or mutilated beyond repair?			
Does the program identify an individual by title that is responsible for verifying that mutilation is accomplished?			
Does the provider maintain a record of life limited parts scrapped for two years?			
Does the record include the P/N, S/N of the part and the date part was scrapped?			

Comments:

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Audit/Self-Examination Performed By:

_____

Signature

_____ **Date: _____**

Print Name