



Certificated Repair Station Quality System Audit Checklist

Company Name Aero Instruments & Avionics, Inc. Division of None

Address 7290 Nash Road City North Tonawanda

State New York Zip 14120 Years in Business 51 Number of People 104

Repair Station Certificate Number NC1R343K

General & Accountable Manager

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Maintenance Provider for (Air Carrier)

Commercial aircraft Instrument class 1 thru 4, Radio class 1 thru 3, and Accessory class 2 & 3 repair, overhaul, and certification services per our current support list. We currently provide such services to Boeing, FedEx, UPS, Intertrade, Avtrade Limited, and Atlas Air, just to name a few.

To view or download our current support list please visit our website using the link shown below:

<http://customer.aeroinst.com/SearchSupportList/SearchSupportList.aspx>

Note: The CFR No. in the parentheses of the following check items reference the US 14 CFR requirements that are applicable to the check items, but are not complete quotes of the regulations.

For any items checked with "N/A", the reason is given prior to or after the item checked "N/A".

1. CERTIFICATION

(Please provide copies of the following documents as applicable)

- A. Does Vendor hold an FAA approved Air Agency Certificate and Operations Specifications? (14 CFR 145.53/59/61) X
- B. Does Vendor hold an EASA 145 Approval Certificate and Terms of Approval? X
- C. Does Vendor hold other National Aviation Authorization repair station certificate and terms of approval? X
- D. Are the relevant repair station certificates available on the premises to the public? (14 CFR 145.5) X
- E. Does the vendor have an FAA approved and active anti-drug and alcohol misuse prevention program A449 and/or Registration? (14 CFR 120.105/215) X

2. GENERAL

- A. Does Vendor only perform work for which they are authorized on their operations specifications? (14 CFR 145.5/109/201/205) X
- B. If the Vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions? X
No non-aircraft related functions are done at Aero.
- C. Does the Vendor operate satellite repair stations? (14 CFR 145.107)
 If yes, please provide the copies of the satellite repair stations' certificates and check the following: Aero does not operate satellite repair stations. X
 - (1) Are the satellite repair stations located within the same country as the Vendor? (14 CFR 145.107) X
 - (2) Have the satellite repair stations established a Repair Station Manual and Quality Control Manual which is accepted by the FAA? (14 CFR 145.107) X

3. CERTIFICATED REPAIR STATION MANUALS

- A. Does the Vendor prepare and maintain the required certificated repair station manuals, such as Repair Station Manual (RSM), Quality Control Manual (QCM), Maintenance Organization Exposition, Approved Organization Exposition, etc.? (14 CFR 145.51/207/209/211) X
- B. Does the Vendor have an up-to-date RSM/QCM that covers all the requirements of National Aviation Authorities? (14 CFR 145.209/211) X
- C. Does the manual detail duties, responsibilities and reporting relationships of the QA/QC department? (14 CFR 145.209 & 121.365) X
- D. Are the manuals current and available to employees? (14 CFR 145.207/211) X

YES NO N/A

4. PERSONNEL

- A. Does Vendor designate an Accountable Manager? (14 CFR 145.151) X
- B. Does Vendor determine the abilities of its noncertificated employees based on training, knowledge, experience, or practical test? (14 CFR 145.151) X
- C. Does Vendor have a sufficient number of employees with the training or knowledge and experience in the performance of maintenance? (14 CFR 145.151) X
- D. Can the supervisory, inspection, and maintenance release personnel read, write, and understand English? (14 CFR 145.153/155/157) X
- E. Do the inspection and approve for return to service personnel have 14 CFR (applicable portions) training? (14 CFR 145.155/157) X
- F. Are the supervisory, final inspection, and maintenance release personnel appropriately certificated? (i.e. A&P +/- Repairman Certificates) (14 CFR 145.153/ 157/213) X
- G. Are the relevant rosters for managerial, supervisory, inspection and maintenance release personnel made and maintained? (14 CFR 145.161) X
- H. Is a summary of the employment of each individual whose name is on the personnel rosters maintained? (14 CFR 145.161) X
- I. Are personnel changes reflected on the relevant rosters within 5 business days? (14 CFR 145.161) X

5. CONTRACTED MAINTENANCE

- A. Is a list of the maintenance functions to be performed for the repair station under contract by another person maintained and approved by the FAA before contracted? (14 CFR 145.51/217) X
- B. Do maintenance functions contracted to a non-certificated person comply with the requirements of National Aviation Authorities? (14 CFR 145.217) X
[Aero only sub-contracts repairable component piece parts requiring specialized services to certified facilities. This is done to provide our customers with quality replacement parts quickly and at a significant cost savings.](#)
- C. Do maintenance functions contracted to a non-certificated person allow for the FAA to make an inspection and observe the performance of the non-certificated person's work? (14 CFR 145.223) X
- D. Does the Vendor ensure the subcontractors' quality meets customer specifications and legal requirements? (14 CFR 145.217) X
- E. Does the Vendor have a process to ensure that their U.S. based contracted/sub-contracted maintenance/preventive maintenance providers, at all tiers, have an FAA approved and active anti-drug and alcohol misuse prevention program A449 and/or Registration? (14 CFR 120.105/215) X

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
6. QUALITY CONTROL SYSTEM			
A. Is there an established Quality Control System? (14 CFR 145.151/211)	<u>X</u>	_____	_____
B. Does the Vendor have an internal audit/surveillance program that assures appropriate permanent corrective action? (14 CFR 145.211)	<u>X</u>	_____	_____
C. Does the Vendor internal audit/surveillance program meet customer specifications? (14 CFR 145.205/211 & FAR 121 Subpart L)	<u>X</u>	_____	_____
D. Does Vendor have an established procedure to provide corrective action for discrepancies noted during repair/overhaul? (14 CFR 145.211)	<u>X</u>	_____	_____
E. Does the Vendor maintain certification on subcontracted work? (14 CFR 145.209/ 217/219)	<u>X</u>	_____	_____
F. Does the Vendor have a procedure for reporting defects or unairworthy conditions to the customer and the FAA? (14 CFR 145.221)	<u>X</u>	_____	_____
G. Are samples of the inspection and maintenance forms and instructions for completing such forms established? (14 CFR 145.211)	<u>X</u>	_____	_____
H. Does the Vendor perform any required inspections (RII) for the Air Carrier? (14 CFR 145.205) <small>No customer specified RII items serviced at this time for any customer.</small>	_____	_____	<u>X</u>
I. Are RII inspectors properly trained, certified, qualified and authorized to perform RII inspection for the Air Carrier? (14 CFR 145.205 & 121.371)	_____	_____	<u>X</u>
J. Is there proper separation of inspection and maintenance responsibilities of personnel who perform required inspections (RII)? (14 CFR 121.365)	_____	_____	<u>X</u>
K. Does the Vendor maintain a list of RII items each inspector is authorized to inspect? (14 CFR 145.153)	_____	_____	<u>X</u>
L. Does the Vendor establish an acceptable receiving inspection system for purchased parts/materials? (14 CFR 145.211)	<u>X</u>	_____	_____
M. Are acceptable sampling procedures adequate to ensure quality? (14 CFR 145.211)	<u>X</u>	_____	_____
N. Does the Vendor establish a preliminary inspection of all articles that are subject to maintenance, preventive maintenance, or alteration in your facility? (14 CFR 145.211)	<u>X</u>	_____	_____
O. Does the Vendor establish a hidden damage inspection system for articles that have been involved in an accident before maintenance, preventive maintenance, or alteration is performed? (14 CFR 145.211)	<u>X</u>	_____	_____
P. Does the Vendor establish a final inspection and maintenance release system after maintenance, preventive maintenance, or alteration is performed? (14 CFR 145.151/157/201/211/213/217/223)	<u>X</u>	_____	_____

Q. Does the Vendor establish a system for control and surveillance of your suppliers? (14 CFR 145.103/109) X _____

R. Does the Vendor prepare and maintain an approved suppliers list for purchasing parts/materials? (14 CFR 145.103/109) X _____

7. TECHNICAL DATA CONTROL

NOTE: "Manuals" in this context includes any technical data, i.e. drawings, wiring diagrams, test specs, necessary to perform the required service.

A. Does the Vendor have the required manuals to perform the maintenance, preventive maintenance, or alteration in accordance with National Aviation Authorities' and customers' requirements? (14 CFR 145.205/211) X _____

B. Are the Vendor established procedures accepted for controlling revisions in manuals deviating from OEM specifications? (i.e., EO, MA) (14 CFR 145.211) X _____

C. Does the Vendor have a system to ensure that the technical data is current? (close loop system) (14 CFR 145.109/201/211) X _____

D. Does the Vendor have the records of manual revisions and are they up to date? (14 CFR 145.109/201/211) X _____

E. Are manuals properly identified and available to mechanics? (14 CFR 145.109/ 211) X _____

F. Does Vendor have a system to control working copies of manuals to ensure they are revised with the masters? (14 CFR 145.109/201/211) X _____

Only one paper copy utilized. We are in the process of digitizing, controlling and providing the technical data to our shop personnel via our in-house network that is backed up nightly. Our shop personnel now all have Microsoft Surfaces to view the digital data while they are on-site.

G. Is technical data stored in a manner that will protect it from dirt and damage? (14 CFR 145.109/211) X _____

H. Are devices in good condition and available for viewing the technical data? (14 CFR 145.109/211) X _____

I. Is an individual and backup, by title, responsible for the technical data control program? (14 CFR 145.109/211) X _____

J. If the Vendor has SFAR 36 authority, is there a system for receiving customer approval prior to use of the data? (SFAR 36) *Aero does not have SFAR 36 authority.* _____ X

K. Does the Vendor have an approved SFAR 36 manual and roster? (SFAR 36) _____ X

8. STORAGE & SHELF LIFE PROGRAM

- A. Does the Vendor adequately protect parts and materials from damage, theft and contamination? (14 CFR 145.103/109/209) X _____
- B. Are customers' stock properly segregated from yours? (14 CFR 145.103/109) X _____
- C. Does the Vendor have an acceptable procedure to identify customers' parts? (14 CFR 145.103/109/211) X _____
- D. Are unserviceable parts/materials properly segregated from serviceable ones? (14 CFR 145.103/109) X _____
- E. Is environment control provided in accordance with specifications? (14 CFR 145.103/109) X _____
- F. Does the Vendor maintain traceability certification on all parts and raw material? (14 CFR 145.103/109/211) X _____
- G. Does the Vendor have a documented shelf life program? (14 CFR 43.13 & 145.103/109) X _____
- H. Does the program list parts and materials that have shelf life limits? (14 CFR 43.13 & 145.103/109) X _____
- I. Is a specific individual and backup, by title, responsible for the shelf life program? (14 CFR 43.13 & 145.51/209) X _____
- J. Does each shelf life item show evidence of a shelf life limit? (14 CFR 43.13 & 145.103/109) X _____
- K. Is there a system to assure that no item will be issued or used past its expiration date? (14 CFR 43.13 & 145.103/109) X _____
- L. Does the Vendor have an inventory program for all aeronautic parts/materials? (14 CFR 145.103/109) X _____
- M. Are sensitive parts/equipment, i.e. oxygen parts, o-rings and ESD's properly packaged, identified and stored to protect them from damage & contamination? (14 CFR 145.103) X _____
- N. Do shipping/receiving areas have adequate space, lighting, shelving, security and fire protection? (14 CFR 145.103) X _____
- O. Does the Vendor have a quarantine area for rejected parts and materials awaiting disposition? (14 CFR 145.103) X _____
- P. Are storage facilities separate from shop and work areas? (14 CFR 145.103) X _____

YES NO N/A

9. TOOL & TEST EQUIPMENT CALIBRATION

A. Does the Vendor have a tool calibration program? (14 CFR 145.109) X _____

B. Does the Vendor have a person and backup, by title, responsible for the tool calibration program? (14 CFR 145.109) X _____

C. Are all tools that require calibration listed on the tool calibration list and is there a method to identify tool calibration frequency and cal. due date? (14 CFR 145.109) X _____

D. Are standards used to calibrate tools traceable to a standard acceptable to the Administrator? (14 CFR 145.109) X _____

E. Does the Vendor have a procedure for controlling and/or prevention of out-of-service and due-for-calibration tools & equipment from being used? (14 CFR 145.109) X _____

F. Does the Vendor have a procedure to control the calibration of personal tools? (14 CFR 145.109) [No personal tools allowed. All tools are supplied by Aero.](#) _____ X

G. Is identification used to indicate that the tools & test equipment are within calibration and in a serviceable condition? (14 CFR 145.109) X _____

H. Do calibration records (14 CFR 145.109)

1) Show date calibrated? X _____

2) Identify individual/Vendor that performed calibration or check? X _____

3) Show calibration due date? X _____

4) Have a calibration certificate for each item calibrated by an outside agency? X _____

5) Record details of adjustments and repairs? X _____

6) Show the P/N and S/N of the standard used to perform the calibration? X _____

10. TRAINING

A. Does the Vendor have a documented training program? (14 CFR 145.163) X _____

B. Are mechanics, inspectors, supervisors, and maintenance release personnel included? (14 CFR 145.163) X _____

C. Is formal and OJT training documented? (14 CFR 145.163) X _____

D. Are training records for the relevant personnel retained for at least two years after the person leaves the company? (14 CFR 145.163) X _____

11. HOUSING AND FACILITIES

- A. Does the Vendor have a facility of adequate size to house all necessary tooling, equipment, material and parts to perform the work? (14 CFR 145.103) X _____
- B. Is the environment appropriately controlled enabling environmentally hazardous or sensitive operations, while protecting workers so that the quality of workmanship is not impaired by physical efficiency? (14 CFR 145.103) X _____
- C. Does the facility have adequate lighting? (14 CFR 145.103) X _____
- D. Are suitable racks, hoists, trays, stands, and other segregation means provided for the storage and protection of all articles undergoing maintenance, preventive maintenance, or alterations? (14 CFR 145.103) X _____
- E. Are the shop operations conducted in a safe manner and environment? (14 CFR 145.103) X _____
- F. Are parts and materials in production properly identified and properly stored from damage and deterioration? (14 CFR 145.103) X _____
- G. Are flammable, toxic and volatile materials properly identified and stored? (14 CFR 145.103) X _____

12. WORK PROCESSING

- A. Does the Vendor have adequate tooling & test equipment to perform the work? (14 CFR 145.109) X _____
- B. Are mechanics, inspectors, supervisors, and maintenance release personnel properly trained, authorized, certificated and proficient for the work they perform? (14 CFR 145.151/153/155/163) X _____
- C. Does the Vendor use test equipment that differs from the OEM specified equipment? (14 CFR 43.13 & 145.109) If yes, complete the following items 1) to 6). X _____
 - 1) Is it properly certified as equivalent? X _____
 - 2) Does the Vendor have an operating and maintenance manual(s)? X _____
 - 3) Is maintenance and servicing performed per the manual? X _____
 - 4) Is maintenance and servicing recorded and are records retained for 2 years? X _____
 - 5) Is the equipment listed in the calibration program? X _____
 - 6) Has the equipment been accepted by the Administrator? X _____

YES NO N/A

- D. Are adequate tools and current manuals available at the mechanic's work stations? (14 CFR 145.109) X
- E. Does the shop segregate serviceable from unserviceable components? (14 CFR 145.103) X
- F. Are the Vendor work records complete, in order and legible? (14 CFR 43.9/11/12 & 145.219) X
- G. Does work records contain the following: (14 CFR 43.9 & 145.219)
- 1) Description of the work performed or references to data acceptable to the Administrator? X
 - 2) Date of completion of the work performed? X
 - 3) Name of the person performing the work? X
 - 4) Name of the person inspecting the work? X
 - 5) Name of the certificated mechanic or repairman who performed or supervised the work? X
 - 6) Signature, certificate number and type of certificate of the person returning the article to service? X
- H. Are all test and inspection records in the work package? X
- I. Does the Vendor's record keeping system and retention time meet the relevant aviation regulations requirements? (14 CFR 43.9 & 145.219) X
- J. Do the Vendor's return-to-service documents meet customer and the relevant Aviation Authorities' requirements? (14 CFR 43.9 & 145.219) X

I certify that the afore-mentioned is true and correct to the best of my knowledge.

Jamie A. Fox
SIGNATURE

May 8, 2019
DATE

Jamie A. Fox
PRINTED NAME

Quality Management Associate
TITLE