

COMPONENT REPAIR/OVERHAUL VENDOR

AUDIT CHECKLIST

We are not a repair station facility, nor a parts manufacturer. We are a parts supplier/distributor only.

Vendor's Name: Aviation Enterprises, LLC

Address: 360 W. Aviation Way

City: Newnan

State: GA

Zip: 30263

Phone: 770-254-0520

Fax: 770-254-1502

Business established: February 18, 2002

Number of personnel: 7

Vendor Contacts:

Name: Ernie Kennemore

Position: President

Name: Denise Robinette

Position: Accounting

Name: Roddy Vaughn

Position: Sales/Purchasing

Evaluation conducted by:

Name: Ernie Kennemore

Position: President

1. RSM/QSM MANUAL REVISION AND CONTROL

YES NO N/A

- A. Is the position identified in the RSM/QSM responsible for initiating, writing, and submitting revisions to the FAA for review and acceptance? _____ _____ X
- B. Is the FAA's acceptance of the RSM/QSM noted on the page identified in the RSM/QSM? _____ _____ X
- C. Is documentation of all changes being maintained for at least a two year retention period? _____ _____ X

2. ORGANIZATION

- A. Is the organization chart in the RSM/QSM current and represent the true functional working/reporting relationships? _____ _____ X
- B. At the functional level does the separation of maintenance and inspection exist? _____ _____ X

3. PERSONNEL

- A. In general, does the real time duties and responsibilities including the areas of responsibilities, match those described in the RSM? X _____ _____
- 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. _____ _____ X
- C. Are the employment summaries being maintained for each person whose name is on the rosters? _____ _____ X

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? X _____ _____
- 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? _____ _____ X

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
5. <u>CAPABILITY LIST</u>			
A. Does the RSM/QSM identify a position and or person to maintain the capability list?	_____	_____	<u>X</u>
B. Are there RSM/QSM procedures, for clearly identifying any changes to the capability list and the effective date of the change?	_____	_____	<u>X</u>
6. <u>TRAINING PROGRAM REVISION</u>			
A. Is a position and or person identified in the RSM/QSM procedures as being responsible for submitting training program revisions to the FAA?	_____	_____	<u>X</u>
7. <u>WORK PERFORMED AT ANOTHER LOCATION</u>			
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?	_____	_____	<u>X</u>
B. If the CRS performs work at a satellite repair station are there RSM/QSM procedures in place to describe and record the maintenance?	_____	_____	<u>X</u>
8. <u>MAINTENANCE PERFORMED FOR AN AIR CARRIER</u>			
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?	_____	_____	<u>X</u>
9. <u>CONTRACT MAINTENANCE INFORMATION</u>			
A. Is there a position identified in the RSM/QSM procedures that is currently responsible for a contract maintenance program?	_____	_____	<u>X</u>
B. Are there RSM/QSM procedures, that determines how the CRS evaluations and qualifies a non-certificated source?	_____	_____	<u>X</u>
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?	_____	_____	<u>X</u>

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
10. <u>PROFICIENCY OF INSPECTION PERSONNEL</u>			
A. Are there RSM/QSM procedures, determining minimum qualifications for inspection personnel and how minimum qualification are to be established?	_____	_____	<u>X</u>
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?	_____	_____	<u>X</u>
C. Are there RSM/QSM procedures, that identify required special training for inspectors performing NDT inspections?	_____	_____	<u>X</u>
11. <u>CURRENT TECHNICAL DATA</u>			
A. Is there a position identified in the RSM/QSM procedures that is responsible for revising and maintaining the technical data program?	_____	_____	<u>X</u>
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?	_____	_____	<u>X</u>
12. <u>INSPECTION SYSTEM</u>			
A. Are there RSM/QSM procedures, that determine how the CRS ensures that receiving/incoming and preliminary inspections are performed?	<u>X</u>	_____	_____
B. Are there RSM/QSM procedures, that determine how the CRS ensures that hidden damage inspections are performed?	<u>X</u>	_____	_____
C. Are there RSM/QSM procedures, that determine how the CRS ensures that in-process inspections are performed?	<u>X</u>	_____	_____
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?	<u>X</u>	_____	_____
13. <u>REQUIRED RECORDS AND RECORDKEEPING</u>			
A. Are there RSM/QSM procedures, that identify what documents are included in a typical records package and what additional forms may be included?	_____	_____	<u>X</u>
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?	_____	_____	<u>X</u>

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
14. <u>CALIBRATION OF MEASURING AND TEST EQUIPMENT</u>			
A. Is there a position identified in the RSM/QSM procedures that is currently responsible for performing the calibration of measuring and test equipment?	_____	_____	<u>X</u>
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?	_____	_____	<u>X</u>
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?	_____	_____	<u>X</u>
15. <u>TAKING CORRECTIVE ACTION ON DEFICIENCIES</u>			
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?	<u>X</u>	_____	_____
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?	<u>X</u>	_____	_____
16. <u>SAFETY/SECURITY/FIRE PROTECTION</u>			
A. Is there a position identified in the RSM/QSM procedures that is currently responsible for having the safety/security/fire protection inspection performed?	<u>X</u>	_____	_____
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?	<u>X</u>	_____	_____
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?	<u>X</u>	_____	_____
17. <u>HANDLING, STORAGE AND ISSUE OF APPROVED PARTS</u>			
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?	<u>X</u>	_____	_____
B. Are there RSM/QSM procedures that determine the inspection for shipping damage, order verification and labeling/tagging for ESD and shelf-life articles?	<u>X</u>	_____	_____