

**CALIBRATION VENDOR AUDIT**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Division of: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Years of Business: \_\_\_\_\_ Size-Number of Personnel: \_\_\_\_\_

## Company Contacts:

Quality Control: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

Inspection: \_\_\_\_\_ Inspection: (\_\_\_\_) \_\_\_\_\_

**Alta Avionics, LLC Use Only****Vendor Category:** \_\_\_\_\_

Audit Type: Pre-Award Survey \_\_\_\_\_ Surveillance \_\_\_\_\_ Follow-up \_\_\_\_\_

Auditor recommendations of surveillance audit interval \_\_\_\_\_ months

Accept: \_\_\_\_\_ Cond. Accept: \_\_\_\_\_ Not Accept: \_\_\_\_\_

Alta Avionics, LLC. , Register (Circle One): Add Delete Update Does Not Qualify

Next Scheduled Audit Date: \_\_\_\_\_

\_\_\_\_\_  
Auditor's Signature\_\_\_\_\_  
Date

CSR# JN1R0210  
 1887 SOUTH 1800 WEST  
 Woods Cross, UT 84087



1. QUALITY ASSURANCE SYSTEM

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
A. Is there an established Quality Assurance Program?	___	___	___
B. Does the Quality Assurance Manual describe the complete Quality Assurance Program?	___	___	___
C. Is the Quality Assurance Manual current?	___	___	___
D. Does the Quality Assurance Manual identify persons, by title, responsible for various functions and programs?			
1. Quality Program	___	___	___
2. Inspection	___	___	___
3. Calibration	___	___	___
4. Technical Data Control	___	___	___
5. Shelf Life Program	___	___	___
E. Does the Quality Assurance Manual identify back-up persons, by title, for the various functions and programs?	___	___	___
F. Is there a roster of:			
1. Persons authorized to perform calibrations, and:	___	___	___
2. A list of calibrations they are authorized to perform?	___	___	___
G. Is current technical data available, and used, by calibration technicians?	___	___	___
H. Are calibrations performed by only authorized persons?	___	___	___
I. If inspection stamps are used:			
1. Is the control of stamps described in the Quality Assurance Manual?	___	___	___
2. Does each stamp have a unique number to identify Each inspector?	___	___	___
J. Do inspectors have all necessary technical data, tools, and instruments available to inspect the calibration process?	___	___	___

2. TECHNICAL DATA

- |    |  |     |     |     |
|----|--|-----|-----|-----|
| A. | Is there a documented system for obtaining technical data and maintaining it up to date? | ___ | ___ | ___ |
| B. | Is the appropriate, current technical data available to personnel that need it?          | ___ | ___ | ___ |
| C. | Is there a system to prohibit hand entries or corrections to technical data?             | ___ | ___ | ___ |

3. TRAINING

- |    |   |     |     |     |
|----|---|-----|-----|-----|
| A. | Does the facility have sufficient personnel with the necessary training, technical knowledge, and experience, for their assigned functions? | ___ | ___ | ___ |
| B. | Are training records:   |     |     |     |
|    | 1. Maintained on applicable personnel?  | ___ | ___ | ___ |
|    | 2. Kept for two years after an employee leaves employment?  | ___ | ___ | ___ |

4. MEASURING AND TEST EQUIPMENT CALIBRATION (STANDARDS)

- |    |   |     |     |     |
|----|---|-----|-----|-----|
| A. | Is there an established program to ensure the standards used are in current calibration, and traceable to the National Institute of Standards and Technology? | ___ | ___ | ___ |
| B. | Is there a procedure to prevent standards from being used that are out of calibration?  | ___ | ___ | ___ |
| C. | Is there a listing showing the current calibration status of all calibration standards?   | ___ | ___ | ___ |

5. WORK PROCESSING

- |    |  |     |     |     |
|----|--|-----|-----|-----|
| A. | Are all items to be calibrated properly identified?                  | ___ | ___ | ___ |
| B. | Are abnormalities from standard condition recorded?                  | ___ | ___ | ___ |
| C. | Are customers notified when suitability for calibration is in doubt? | ___ | ___ | ___ |



D.	Is there a procedure before returning out of tolerance equipment to the customer?	___	___	___
6.	<u>RECORDS</u>			
A.	Are records maintained with sufficient information to permit the repeat of the calibration?	___	___	___
B.	Do these records include the names of personnel involved in the calibration process?	___	___	___
C.	Are all records, reports, certificates, safely stored and held secure, and in confidence to the customer, for a period of time specified in the Quality Assurance Manual?	___	___	___
7.	<u>FACILITIES</u>			
A.	Are the facilities such as to facilitate the proper performance of calibrations and verifications?	___	___	___
B.	Does the facility have the environmental conditions appropriate for the calibrations being conducted?	___	___	___
C.	Does the facility provide adequate security, and protection from fire?	___	___	___
D.	Are the security, fire protection systems, reviewed to assure they are adequate?	___	___	___
E.	Are operations conducted in a safe manner to avoid personnel injury and/or damage to customer property?	___	___	___
8.	<u>CERTIFICATES/REPORTS</u>			
A.	Are calibration certificates/reports issued with the following information:			
	1. Name/address of calibration facility?	___	___	___
	2. Name/address of customer?	___	___	___
	3. Identification of equipment calibrated?	___	___	___
	4. Characterization and condition of the calibration?	___	___	___
	5. Calibration date?	___	___	___
	6. Calibration procedure used?	___	___	___

7. Any deviation or exclusion from the calibration method?

\_\_\_ \_\_\_ \_\_\_

8. Date of issue, and the person's signature and title, who accepted responsibility for the certificate or report content?

\_\_\_ \_\_\_ \_\_\_

9. Special limitations of used?

\_\_\_ \_\_\_ \_\_\_

10. Traceability to National Institute of Standards and Technology statement?

\_\_\_ \_\_\_ \_\_\_

9. SHIPPING

A. Are tools and/or test equipment returned to the customer in appropriate shipping containers, or one provided by the customer?

\_\_\_ \_\_\_ \_\_\_

B. Are part, model, serial, and I.D. numbers recorded on calibration/report and shipping documents?

\_\_\_ \_\_\_ \_\_\_

10. SHELF LIFE PROGRAM

A. Is there a documented shelf life program?

\_\_\_ \_\_\_ \_\_\_

B. Is there a listing of shelf life limited materials and/or parts, and their limits?

\_\_\_ \_\_\_ \_\_\_

11. ELECTROSTATIC DISCHARGE PROCEDURES (E.S.D.)

A. Is there an E.S.D. program/procedure to prevent damage to electrostatic discharge sensitive devices (E.S.D.S.)?

\_\_\_ \_\_\_ \_\_\_

12. DRUG/ALCOHOL

A. Attach copy of drug/alcohol program.

\_\_\_ \_\_\_ \_\_\_

13. REPAIR STATION

A. Attach copy of Repair Station Certificate, Operations Specifications.

\_\_\_ \_\_\_ \_\_\_

