

**11. RECORDS AND RECORD KEEPING PROCEDURES:**

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|--|-----|-----|-----|
| A. Are records for the department for parts, repairs, and ongoing inspections being complied with as described in Alta Avionics, Inc. Repair Station Manual?             | ___ | ___ | ___ |
| B. Are the above mentioned records being kept in storage for the required time?  | ___ | ___ | ___ |
| C. Does each part have a traceability certificate that can be linked to an approved vendor?  | ___ | ___ | ___ |
| D. Does Alta Avionics purchase records/sales order chain of custody lead to production approval holder (PMA, TSO, PC, TC, STC Holder) or manufacturer of standard parts? | ___ | ___ | ___ |
| E. Is serial number traceability maintained when applicable?   | ___ | ___ | ___ |

**12. SHELF LIFE ITEMS:**

- |  |     |     |     |
|--|-----|-----|-----|
| A. Does the department follow Alta Avionics documented shelf life program? | ___ | ___ | ___ |
| B. Are expired shelf life items properly disposed of?                      | ___ | ___ | ___ |

