

**INTERNAL AUDIT**

Date of Audit: \_\_\_\_\_

Facility: \_\_\_\_\_ CRS#: \_\_\_\_\_

Department/Area: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Auditor: \_\_\_\_\_ Audit Interval: \_\_\_\_\_

Audit Recommendations:

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## 1. FACILITIES AND EQUIPMENT:

	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
A. Is ventilation, lighting, temperature, and humidity? control adequate?	___	___	___
B. Is the floor plan laid out in an efficient manner?	___	___	___
C. Are good housekeeping practices being maintained?	___	___	___
D. When problems arise, are they taken care of promptly?	___	___	___



**YES NO N/A**

2. STATION AUTHORITY AND LIMITATIONS VS. ACTUAL PRACTICES, INCLUDING CONTROLS OVER AND DEVIATION AUTHORITY:

- |   |     |     |     |
|---|-----|-----|-----|
| A. Do employees thoroughly understand the ratings/limitations of the Alta Avionics Repair Station?                    | ___ | ___ | ___ |
| B. Do employees adhere closely to the Repair Station ratings/limitations?   | ___ | ___ | ___ |
| C. Do employees consult a supervisor or inspector when questions arise concerning Repair Station ratings/limitations? | ___ | ___ | ___ |

3. PERSONNEL QUALIFICATIONS, TRAINING:

- |  |     |     |     |
|--|-----|-----|-----|
| A. Are personnel properly trained for the functions they are to perform?                               | ___ | ___ | ___ |
| • Supervisors  | ___ | ___ | ___ |
| • Inspectors   | ___ | ___ | ___ |
| • Receiving/Shipping   | ___ | ___ | ___ |
| • Technicians  | ___ | ___ | ___ |
| B. Are training records maintained on all applicable personnel?  | ___ | ___ | ___ |
| C. Is there a program where employees can get recurrent training?                                      | ___ | ___ | ___ |
| D. Are qualifications monitored and upgraded through training as often as the schedule of work allows? | ___ | ___ | ___ |

4. MANUALS AND AIRWORTHINESS DATA:

- |   |     |     |     |
|---|-----|-----|-----|
| A. Are all required manuals at hand or easily available to all the employees? | ___ | ___ | ___ |
| B. Are all manuals up to date or properly labeled as For Reference Only?      | ___ | ___ | ___ |



	<u>YES</u>	<u>NO</u>	<u>N/A</u>
C. Are airworthiness records available to the employees?	___	___	___
D. Are drawings compiled from installation data for aircraft records? (Installation Dept)	___	___	___
E. Is there a system to prohibit hand entries or corrections to technical data?	___	___	___
5. SUPPLIER SELECTION APPROVAL AND SURVEILLANCE:			
A. Does parts/equipment orderer have access to a list of approved suppliers from whom they can order parts/equipment/materials/services?	___	___	___
B. Is purchased material cycled through an inspection process?	___	___	___
C. Is control maintained over procurement sources?	___	___	___
D. Does Alta Avionics have a system to approve suppliers?	___	___	___
6. PARTS AND MATERIALS HANDLING:			
A. Are parts/materials stored properly?	___	___	___
B. Is material protected from damage, deterioration, loss or substitution?	___	___	___
C. Has a secured area been set aside for storage of non-conforming or questionable material, including separation of received materials and marketable stock (radios, instruments, equipment, parts)?	___	___	___
D. Are aircraft parts stored separately from non aircraft parts?	___	___	___
E. Does the department adhere to the traceability and record keeping requirements for the distribution of these parts?	___	___	___



	<u>YES</u>	<u>NO</u>	<u>N/A</u>
F. Is the department able to identify the individual parts and equipment suppliers?	___	___	___
G. Does the department follow acceptable packaging preservation procedures?	___	___	___
H. Does the department use adequate packaging or customers packaging when appropriate?	___	___	___
I. Are parts/materials properly identified?	___	___	___
J. Are parts which are susceptible to electrostatic discharge damage properly packaged, handled and stored?	___	___	___
7. INSPECTION AND QUALITY CONTROL:			
A. Is the department following quality control and inspection procedures written into the Repair Station and Quality Control Manual?	___	___	___
B. Are the inspectors properly trained?	___	___	___
C. Is the inspection roster available to all employees of the department?	___	___	___
D. Are all inspections for installation and repairs performed at the proper intervals?	___	___	___
E. If the department inspector is absent, do the employees' of the department know where to find the alternate inspector?	___	___	___
F. Are inspections properly documented?	___	___	___
G. Are inspections conducted by authorized personnel only?	___	___	___
H. Do inspectors have access to current data necessary to support an acceptable inspection process?	___	___	___



	<u>YES</u>	<u>NO</u>	<u>N/A</u>
I. Do inspectors have access to the proper tools, gauges, instruments, and test equipment to properly inspect the characteristics of the product?	___	___	___
8. TOOL ADEQUACY AND CALIBRATION:			
A. Is all test equipment within the department marked with a CAL tag giving the CAL date, CAL due date, and CAL BY info?	___	___	___
B. Do the employees of the department, including department head, check the CAL dates on a regular basis?	___	___	___
C. Do the department supervisors know where the test equipment quarantine area is for test equipment found defective or out of CAL?	___	___	___
D. Is the test equipment properly cared for while in use or in storage?	___	___	___
E. Does the department have available to it all of the required test equipment for the range of jobs it performs?	___	___	___
F. Does the department have available to it all of the required tooling, crimpers, removal and insertion tools?	___	___	___
9. MAINTENANCE RELEASE PROCESS:			
A. Are all of the forms properly filled out for receiving an aircraft for an installation?	___	___	___
B. When the equipment or aircraft repair is completed, are the return to service forms properly filled out, and complete with all required inspections?	___	___	___
C. When outside work is required, are the proper maintenance releases received from them and documented?	___	___	___
10. DEFECT REPORTING:			
A. Are defects being reported when they occur in paperwork equipment, parts, or any process thereof?	___	___	___



**YES   NO   N/A****11. RECORDS AND RECORD KEEPING PROCEDURES:**

- |  |     |     |     |
|--|-----|-----|-----|
| 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?                      | ___ | ___ | ___ |

