

VENDOR AUDIT

Distributor Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Division of: _____ Phone: _____ Fax: _____

Years of Business: _____ Size-Number of Personnel: _____

Distributor Contacts:

Quality Control: _____ Phone: (____) _____

Inspection: _____ Phone: (____) _____

Material Control: _____ Phone: (____) _____

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

CRS# JN1R0201

1887 SOUTH 1800 WEST

Woods Cross, UT 84087



1. <u>QUALITY CONTROL SYSTEM</u>	YES	NO	N/A
A. Is there an established Quality Assurance Program?	___	___	___
B. Does the Quality Assurance Manual describe the complete Quality Program?	___	___	___
C. Is the Quality Assurance Manual current?	___	___	___
D. Does the manual identify persons, by title, responsible for various quality functions and programs?			
1. Quality Program	___	___	___
2. Inspection	___	___	___
3. Tool and Test Calibration	___	___	___
4. Technical Data Control	___	___	___
5. Shelf Life Program and Administration	___	___	___
E. Is the Quality Assurance Manual current?	___	___	___
F. Is there a roster of:			
1. Persons authorized to perform inspections:	___	___	___
2. A list of inspections they are authorized to perform?	___	___	___
G. Is current list of manufacturers who officially Authorize the distributor maintained?	___	___	___
H. Are inspections being performed to ensure a quality product or service?	___	___	___
I. Are inspections conducted by authorized personnel only?	___	___	___
J. Do the inspectors have access to current specifications necessary to support an acceptable inspection process?	___	___	___
K. Do inspectors have all necessary tools, gages and instruments available to inspect the characteristics of the product?	___	___	___



		YES	NO	N/A
L.	If inspection stamps are used:			
1.	Is adequate control described in the quality manual, and is the control being enforced?	___	___	___
2.	Does each stamp have a unique number to identify each inspector?	___	___	___
3.	Is the stamp reissued when the Inspector leaves the position?	___	___	___
2.	<u>MEASURING AND TEST EQUIPMENT</u> (if applicable)			
A.	Is the calibration program detailed in the quality manual?	___	___	___
B.	Is there an effective calibration program, including a recall system, in effect?	___	___	___
C.	Are all precision tools/instruments, including personal tools, included in the calibration program?	___	___	___
D.	Do they have evidence of calibration?	___	___	___
E.	Are precision tools and instruments stored in a manner that will prevent damage or affect calibration?	___	___	___
F.	Are the calibration standards calibrated against instruments traceable to the National Institute of Standards and Technology?	___	___	___
G.	Is there a current certification for each standard?	___	___	___
3.	<u>TECHNICAL DATA</u>			
A.	Is there a documented system for obtaining technical data and maintaining it up to date? Note: Technical data includes any documents used to determine that the part complies with OEM requirements. Examples are, but are not limited to, drawings, manuals, parts, catalogs, and cross reference manuals.	___	___	___
B.	Is the appropriate, current technical data readily available to personnel that need it?	___	___	___
C.	Is there a system to prohibit hand entries or corrections to technical data?	___	___	___



		YES	NO	N/A
4.	<u>RECORDS</u>			
A.	Does the vendor request adequate test and inspection records with each order of parts?	___	___	___
B.	Are certifications and test reports being received and filed as required?	___	___	___
C.	Can each part or carton or package of parts be linked to its certification and/or test records by some unique identifier?	___	___	___
D.	Does the vendor's 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 the serial number traceability maintained when applicable?	___	___	___
F.	Are export Certificate of Airworthiness obtained for all foreign manufactured parts?	___	___	___
5.	<u>SHELF LIFE PROGRAM</u>			
A.	Is there a documented shelf life program?	___	___	___
B.	Is there a list of shelf life limited materials and parts and their limits	___	___	___
C.	Can the shelf life limit and status be readily identified on applicable material, parts, and assemblies?	___	___	___



YES NO N/A**6. 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?

7. PROCUREMENT

A. Is purchased material routed through receiving inspection?

B. Is control maintained over procurement sources?

C. Does the vendor have a list of suppliers from whom they procure their parts/materials/services?

D. Does the vendor have a system to approve suppliers?

E. Does the vendor have a system to monitor their rejects?

8. MATERIAL CONTROL

A. Are parts/materials properly stored?

B. Is material protected from damage, deterioration, loss or substitution?

C. Is there evidence of proper action taken on non-conforming materials and are records retained?

D. Is there a system for material review and rejection?

E. Has a secured area been set aside for storage of non-conforming or questionable material including separation of received material and marketable stock?

F. Are aircraft parts stored separately from non-aircraft parts?



		YES	NO	N/A
G.	Does the vendor maintain traceability and total batch/lot segregation, and are records kept on the distribution of those parts?	___	___	___
H.	Does the vendor have a system to identify parts source?	___	___	___
I.	Does the vendor follow acceptable preservation procedures?	___	___	___
J.	Does the vendor use adequate packaging or customer's specified packaging when appropriate?	___	___	___
K.	Are parts/materials properly identified?	___	___	___
L.	Are parts which are susceptible to electrostatic discharge damage properly packaged, handled and stored?	___	___	___
9.	<u>HOUSING AND FACILITIES</u>			
A.	Is ventilation, lighting, temperature, and humidity control adequate?	___	___	___
B.	Are good housekeeping procedures being maintained?	___	___	___
10.	<u>CERTIFIED REPAIR STATION</u>			
A.	Is your company a certified repair station?	___	___	___
B.	Please attach a copy of the Repair Station Certificate	___	___	___
11.	<u>DRUG & ALCOHOL POLICY</u>			
A.	Is there a Drug & Alcohol Policy in place?	___	___	___
B.	Please attach a copy of the Drug and Alcohol Program.	___	___	___

NOTES:

