

ALTA AVIONICS, LLC.
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# 7AYR463B
1887 SOUTH 1800 WEST
Woods Cross, UT 84087



1. <u>QUALITY CONTROL SYSTEM</u>	<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 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?	___	___	___



		<u>YES</u>	<u>NO</u>	<u>N/A</u>
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?	___	___	___



		<u>YES</u>	<u>NO</u>	<u>N/A</u>
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?	___	___	___



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:

