Note: not all areas of the repair station are subject to all of the audit elements contained in this Audit Checklist.

Where audit elements are not applicable, place an X in the N/A column for that element.

1. Enter Vendor Company name
2. Enter Vendor address
3. Enter Vendor city
4. Enter Vendor State
5. Enter Vendor Zip Code
6. Annotate the particular division of the Vendor Company
7. Enter the Vendor telephone number
8. Enter the Vendor fax number
9. Enter the number of years the Vendor has been in operation at the specific location
10. Enter the number of employees maintained by the Vendor
11. Company Contacts;
    1. Enter the name of the primary point of contact for Vendor Quality Control
    2. Enter the phone number of the Quality Control contact
    3. Enter the name of the primary point of contact for Vendor Inspection
    4. Enter the phone number of the Inspection contact
12. Alta Avionics Audit Details
    1. Enter Vendor Category
    2. Enter an X on the appropriate line for Audit Type
    3. Enter the recommended audit interval in months
    4. Status;
    5. Enter an X on the appropriate line for Acceptance, Conditional Acceptance, or Not Accepted
    6. Circle one of the recommendations of Vendor status (approved vendor list); Add, Delete (remove), Update, Does not Qualify
    7. Enter the date at which the next scheduled audit will take place
    8. Auditor applies signature and date the form and audit are completed
13. Quality Assurance System; these audit element questions are self-explanatory, review and answer all audit element questions
14. Technical Data; these audit element questions are self-explanatory, review and answer all audit element questions
15. Training; these audit element questions are self-explanatory, review and answer all audit element questions
16. Measuring and Test Equipment Calibration (standards); these audit element questions are self-explanatory, review and answer all audit element questions
17. Work Processing; these audit element questions are self-explanatory, review and answer all audit element questions
18. Records; these audit element questions are self-explanatory, review and answer all audit element questions
19. Facilities; these audit element questions are self-explanatory, review and answer all audit element questions
20. Certificates and Reports; these audit element questions are self-explanatory, review and answer all audit element questions
21. Shipping; these audit element questions are self-explanatory, review and answer all audit element questions
22. Shelf Life Program; these audit element questions are self-explanatory, review and answer all audit element questions
23. Electrostatic Discharge Procedures; these audit element questions are self-explanatory, review and answer all audit element questions
24. Drug and Alcohol Program; these audit element questions are self-explanatory, review and answer all audit element questions
25. Repair Station; these audit element questions are self-explanatory, review and answer all audit element questions

**NOTE**: Not all fields always require text entry. Contact your supervisor if there are questions. In cases where data is not required, DO NOT leave blank; enter N/A.