**INTERNAL AUDIT**

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

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

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

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

Audit Recommendations:

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1. FACILITIES AND EQUIPMENT:

**YES NO N/A**

1. Is ventilation, lighting, temperature, and humidity? \_\_\_ \_\_\_ \_\_\_ control adequate?
2. Is the floor plan laid out in an efficient manner? \_\_\_ \_\_\_ \_\_\_
3. Are good housekeeping practices being maintained? \_\_\_ \_\_\_ \_\_\_
4. When problems arise, are they taken care of promptly? \_\_\_ \_\_\_ \_\_\_

**YES NO N/A**

1. STATION AUTHORITY AND LIMITATIONS VS. ACTUAL PRACTICES, INCLUDING CONTROLS OVER AND DEVIATION AUTHORITY:
2. Do employees thoroughly understand the ratings/limitations \_\_\_ \_\_\_ \_\_\_ of the Alta Avionics Repair Station?
3. Do employees adhere closely to the Repair Station \_\_\_ \_\_\_ \_\_\_ ratings/limitations?
4. Do employees consult a supervisor or inspector when \_\_\_ \_\_\_ \_\_\_ questions arise concerning Repair Station ratings/limitations?
5. PERSONNEL QUALIFICATIONS, TRAINING:
6. Are personnel properly trained for the functions they \_\_\_ \_\_\_ \_\_\_ are to perform?

* Supervisors \_\_\_ \_\_\_ \_\_\_
* Inspectors \_\_\_ \_\_\_ \_\_\_
* Receiving/Shipping \_\_\_ \_\_\_ \_\_\_
* Technicians \_\_\_ \_\_\_ \_\_\_

1. Are training records maintained on all applicable personnel? \_\_\_ \_\_\_ \_\_\_
2. Is there a program where employees can get recurrent \_\_\_ \_\_\_ \_\_\_ training?
3. Are qualifications monitored and upgraded through \_\_\_ \_\_\_ \_\_\_ training as often as the schedule of work allows?
4. MANUALS AND AIRWORTHINESS DATA:
5. Are all required manuals at hand or easily available to \_\_\_ \_\_\_ \_\_\_ all the employees?
6. Are all manuals up to date or properly labeled as For \_\_\_ \_\_\_ \_\_\_ Reference Only?

YES NO N/A

1. Are airworthiness records available to the employees? \_\_\_ \_\_\_ \_\_\_
2. Are drawings compiled from installation data for \_\_\_ \_\_\_ \_\_\_ aircraft records? (Installation Dept)
3. Is there a system to prohibit hand entries or corrections \_\_\_ \_\_\_ \_\_\_ to technical data?
4. SUPPLIER SELECTION APPROVAL AND SURVEILLANCE:

1. Does parts/equipment orderer have access to a list of \_\_\_ \_\_\_ \_\_\_ of approved suppliers from whom they can order parts/equipment/materials/services?

1. Is purchased material cycled through an inspection \_\_\_ \_\_\_ \_\_\_ process?
2. Is control maintained over procurement sources? \_\_\_ \_\_\_ \_\_\_
3. Does Alta Avionics have a system to approve suppliers? \_\_\_ \_\_\_ \_\_\_
4. PARTS AND MATERIALS HANDLING:
5. Are parts/materials stored properly? \_\_\_ \_\_\_ \_\_\_

1. Is material protected from damage, deterioration, \_\_\_ \_\_\_ \_\_\_ loss or substitution?
2. 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)?
3. Are aircraft parts stored separately from non aircraft parts? \_\_\_ \_\_\_ \_\_\_
4. Does the department adhere to the traceability and \_\_\_ \_\_\_ \_\_\_ record keeping requirements for the distribution of these parts?

**YES NO N/A**

1. Is the department able to identify the individual \_\_\_ \_\_\_ \_\_\_ parts and equipment suppliers?

1. Does the department follow acceptable packaging \_\_\_ \_\_\_ \_\_\_ preservation procedures?
2. Does the department use adequate packaging or \_\_\_ \_\_\_ \_\_\_ customers packaging when appropriate?
3. Are parts/materials properly identified? \_\_\_ \_\_\_ \_\_\_
4. Are parts which are susceptible to electrostatic \_\_\_ \_\_\_ \_\_\_ discharge damage properly packaged, handled and stored?
5. INSPECTION AND QUALITY CONTROL:
6. Is the department following quality control and \_\_\_ \_\_\_ \_\_\_ inspection procedures written into the Repair Station and Quality Control Manual?

1. Are the inspectors properly trained? \_\_\_ \_\_\_ \_\_\_
2. Is the inspection roster available to all employees of the \_\_\_ \_\_\_ \_\_\_ department?
3. Are all inspections for installation and repairs performed \_\_\_ \_\_\_ \_\_\_ at the proper intervals?
4. If the department inspector is absent, do the employees’ \_\_\_ \_\_\_ \_\_\_ of the department know where to find the alternate inspector?
5. Are inspections properly documented? \_\_\_ \_\_\_ \_\_\_
6. Are inspections conducted by authorized personnel only? \_\_\_ \_\_\_ \_\_\_
7. Do inspectors have access to current data necessary \_\_\_ \_\_\_ \_\_\_to support an acceptable inspection process?

**YES NO N/A**

1. Do inspectors have access to the proper tools, gauges, \_\_\_ \_\_\_ \_\_\_ instruments, and test equipment to properly inspect the characteristics of the product?
2. TOOL ADEQUACY AND CALIBRATION:

1. Is all test equipment within the department marked with \_\_\_ \_\_\_ \_\_\_ a CAL tag giving the CAL date, CAL due date, and CAL BY info?

1. Do the employees of the department, including department \_\_\_ \_\_\_ \_\_\_ head, check the CAL dates on a regular basis?
2. Do the department supervisors know where the test \_\_\_ \_\_\_ \_\_\_ equipment quarantine area is for test equipment found defective or out of CAL?
3. Is the test equipment properly cared for while in use or in \_\_\_ \_\_\_ \_\_\_ storage?
4. Does the department have available to it all of the required \_\_\_ \_\_\_ \_\_\_ test equipment for the range of jobs it performs?
5. Does the department have available to it all of the required \_\_\_ \_\_\_ \_\_\_ tooling, crimpers, removal and insertion tools?
6. MAINTENANCE RELEASE PROCESS:
7. Are all of the forms properly filled out for receiving an \_\_\_ \_\_\_ \_\_\_ aircraft for an installation?

1. When the equipment or aircraft repair is completed, are \_\_\_ \_\_\_ \_\_\_ the return to service forms properly filled out, and complete with all required inspections?
2. When outside work is required, are the proper maintenance \_\_\_ \_\_\_ \_\_\_ releases received from them and documented?
3. DEFECT REPORTING:
4. Are defects being reported when they occur in paperwork \_\_\_ \_\_\_ \_\_\_ equipment, parts, or any process thereof?

**YES NO** **N/A**

1. RECORDS AND RECORD KEEPING PROCEDURES:

1. Are records for the department for parts, repairs, and \_\_\_ \_\_\_ \_\_\_ ongoing inspections being complied with as described in Alta Avionics, Inc. Repair Station Manual?

1. Are the above mentioned records being kept in storage \_\_\_ \_\_\_ \_\_\_ for the required time?
2. Does each part have a traceability certificate that can be \_\_\_ \_\_\_ \_\_\_ linked to an approved vendor?
3. 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?
4. Is serial number traceability maintained when applicable? \_\_\_ \_\_\_ \_\_\_
5. SHELF LIFE ITEMS:

1. Does the department follow Alta Avionics documented \_\_\_ \_\_\_ \_\_\_ shelf life program?

1. Are expired shelf life items properly disposed of? \_\_\_ \_\_\_ \_\_\_