**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: (\_\_\_)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **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. QUALITY CONTROL SYSTEM **YES NO N/A**

1. Is there an established Quality Assurance Program? \_\_\_ \_\_\_ \_\_\_
2. Does the Quality Assurance Manual describe the complete \_\_\_ \_\_\_ \_\_\_

Quality Program?

1. Is the Quality Assurance Manual current? \_\_\_ \_\_\_ \_\_\_
2. 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 \_\_\_ \_\_\_ \_\_\_
6. Is the Quality Assurance Manual current? \_\_\_ \_\_\_ \_\_\_
7. Is there a roster of:
8. Persons authorized to perform inspections: \_\_\_ \_\_\_ \_\_\_
9. A list of inspections they are authorized to perform? \_\_\_ \_\_\_ \_\_\_
10. Is current list of manufacturers who officially \_\_\_ \_\_\_ \_\_\_

Authorize the distributor maintained?

1. Are inspections being performed to ensure a quality \_\_\_ \_\_\_ \_\_\_

product or service?

1. Are inspections conducted by authorized personnel only? \_\_\_ \_\_\_ \_\_\_
2. Do the inspectors have access to current specifications

necessary to support an acceptable inspection process? \_\_\_ \_\_\_ \_\_\_

1. Do inspectors have all necessary tools, gages and instruments \_\_\_ \_\_\_ \_\_\_

available to inspect the characteristics of the product?

**YES NO N/A**

1. If inspection stamps are used:
2. Is adequate control described in the quality manual, \_\_\_ \_\_\_ \_\_\_ and is the control being enforced?
3. Does each stamp have a unique number to identify \_\_\_ \_\_\_ \_\_\_ each inspector?
4. Is the stamp reissued when the Inspector leaves the \_\_\_ \_\_\_ \_\_\_ position?

2. MEASURING AND TEST EQUIPMENT (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. TECHNICAL DATA

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. RECORDS

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. SHELF LIFE PROGRAM

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 pats?

H. Does the vendor have a system to identify parts source? \_\_\_ \_\_\_ \_\_\_

1. 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. HOUSING AND FACILITIES

A. Is ventilation, lighting, temperature, and humidity \_\_\_ \_\_\_ \_\_\_ control adequate?

B. Are good housekeeping procedures being maintained? \_\_\_ \_\_\_ \_\_\_

10. CERTIFIED REPAIR STATION

A. Is your company a certified repair station? \_\_\_ \_\_\_ \_\_\_

B. Please attach a copy of the Repair Station Certificate \_\_\_ \_\_\_ \_\_\_

11. DRUG & ALCOHOL POLICY

A. Is there a Drug & Alcohol Policy in place? \_\_\_ \_\_\_ \_\_\_

B. Please attach a copy of the Drug and Alcohol \_\_\_ \_\_\_ \_\_\_ Program.

NOTES: