



Vendor Qualification Quality Audit Checklist

In order for your firm to be placed on our Approved Vendor List, it is necessary that the person responsible for the Quality system in your firm fill out this audit form and return it to us via mail, fax, or e-mail.

Please include copies of any Certificates attesting to the quality system in use
Repair Stations please also include a copy of your Operation Specifications and Drug Approval Letter

Date of Audit: _____

Audit Type: XX Self-Audit/Evaluation

Organization: _____ Phone: _____
Address Line1: _____ Fax: _____
Address Line2: _____ Web Site: _____
City: _____
State: _____
Postal Code: _____
Country: _____

Type Business: Airline
 Repair Station
 Manufacturer
 Distributor
 Supplier
Years in Business: _____
of Employees: _____

Agency Certifications:

Approval Numbers	Expiration/Renewal Date
FAA: _____	ASA: _____
TCCA: _____	ISO: _____
EASA: _____	Other: _____
CAA: _____	(List): _____
CAAC: _____	

Quality Assurance Manager name:

(Please type or Print) (Signature) (Date)

QA Mgr. Email Address: _____



MITCHELL Aircraft

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	Y	N	N/A
1. Quality System and Manual			
A. Is there an established quality system and a quality manual?			
B. Is the quality manual available to appropriate personnel?			
C. Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?			
D. Does the quality control manual include a detailed description of:			
1) the organization and relationship of the QC department to the rest of the organization?			
2) the assignment of personnel by title, for specific functions within the quality system?			
3) the revision control system for the quality system documentation?			
4) record keeping system?			
5) training requirements and records?			
6) shelf life control system?			
7) control of incoming discrepant parts and supplies?			
8) receiving inspection procedures?			
9) test and inspection equipment calibration program?			
10) storage facilities and specifications?			
11) part identification system?			
12) environmental controls?			
13) inspection stamp control?			
14) self-audit/evaluation program?			
2. Self-Audit/Evaluation Program			
A. Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action?			
3. Facilities			
A. Does the storage areas provide:			
1. adequate space and appropriate racks to prevent damage or mishandling?			
2. adequate security from unauthorized access?			
3. segregation of aircraft from non-aircraft functions?			
4. segregation of serviceable from non-serviceable parts?			
4. Training and Authorized Personnel			
A. Are personnel who perform inspection, shipping and receiving functions properly trained?			
B. Are inspection personnel properly authorized?			
C. Are both formal classroom and on-the-job training documented and maintained?			
D. Is a roster of personnel authorized to perform inspection functions maintained?			
E. Is there a training program in place for personnel involved in procurement, receiving inspection, shipping inspection and material control, that addresses unapproved parts, and counterfeit parts and materials?			



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	Y	N	N/A
5. Procurement			
A. Does the system assure that parts procured conform to the customer's documentation requirements?			
B. Does the quality system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?			
C. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source?			
D. Does the quality system assure that parts procured for sale:			
1) which are known to have been subjected to conditions of extreme stress, heat or environment are identified?			
2) that all represented Airworthiness Directives (AD's) which have been accomplished are documented?			
3) that are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?			
6. Receiving Inspection			
A. Does the quality system provide for a visual inspection of all items received and accompanying documentation?			
B. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?			
C. Is there an accountability system in place to control stamp issuance, usage and replacement?			
7. Measuring and Test Equipment			
A. Is there an effective calibration program for test equipment?			
8. Material Control			
A. Is material handled in an appropriate manner and is the material protected from damage & deterioration?			
B. Is batch/lot control maintained for parts so identified by the manufacturer?			
C. Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?			
D. Whenever practical, is material stored & delivered in the manufacturer's original packaging?			
E. Does the system specify material control requirements for material subject to damage by electrostatic discharge?			
F. Does the system assure that serviceable parts/components are adequately protected against the environment?			
G. Does the system assure that no part number ambiguity exists?			
H. Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?			
1) are aircraft parts being segregated from non-aircraft parts?			
I. Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?			
J. Are suspected unapproved parts reported to the FAA according to AC 21-29 or to the appropriate CAA?			



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	Y	N	N/A
9. Shelf Life Control			
A. Does the distributor have a system for identifying and controlling shelf life limited parts?			
10. Certification and Release of Materials			
A. Does the system call for providing the customer with appropriate documentation?			
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
1) subjected to conditions of extreme stress, heat or environment;			
2) obtained from any government or military services			
11. Shipping			
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?			
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?			
12. Records			
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?			
B. Does the system require all life-limited parts have records confirming current life limited status?			
C. Are records protected against damage, alteration, deterioration and loss?			
13. Technical Data Control			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?			



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APPENDIX A

DOCUMENTATION MATRIX

CLASS OF PARTS	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
Consumable materials intended to be consumed in the maintenance, alteration, or preventive maintenance of a product or article (e.g. tape, grease, paint, sealant, etc.).	Statement from seller as to identity.	Statement as to identity and that original seller's statement is on file.
Raw materials.	Physical and chemical properties reports traceable to heat code or lot number.	Certified true copy of the physical and chemical properties reports.
Standard parts.	Certificate of Conformity (C of C) from producer or seller verifying adherence to the appropriate requirements.	Certified true copy of the received C of C and statement that original certified statement is on file.
New parts produced by a U.S. type certificate (TC) holder and produced under TC only.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
New parts produced by a U.S. Production Approval Holder (PAH) that are accompanied by airworthiness approval or that bear part marking required by 14 CFR part 45.	FAA Form 8130-3 or part marking required by 14 CFR part 45.	Certified true copy of the regulatory airworthiness approval document or statement as to identity and condition for a part marked according to 14 CFR part 45.
New parts produced by a U.S. PAH that are not accompanied by airworthiness approval and that do not bear part marking required by 14 CFR part 45.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
New parts produced by a non-U.S. PAH and approved under the provisions of a bilateral agreement between the United States and a foreign country or jurisdiction.	Regulatory airworthiness approval document meeting the requirements of the bilateral agreement between the U.S. and the nation that issued the production approval; document should meet the requirements that were effective at the time that the part was imported into the United States.	Certified true copy of the regulatory airworthiness approval document.
New parts produced by a non-U.S. PAH that are not accompanied by airworthiness approval.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
Used parts that have been maintained under 14 CFR part 43 (including 14 CFR § 43.17).	Approval for return to service meeting provisions of 14 CFR §§ 43.9, 43.11, or 43.17.	Approval for return to service.
Used parts that have been maintained under foreign maintenance standards but not maintained under 14CFR part 43.	Approval for return to service meeting the requirements of the foreign maintenance standards.	Approval for return to service. The documentation should clearly identify the applicable airworthiness authority.



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CLASS OF PARTS	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
Used parts, products, and appliances without approval for return to service.	Certified statement from seller about identity and condition – must use an accurate descriptive term or narrative to describe condition, such as “as-is,” or any other term that accurately describes the current condition and conveys to the distributor that the part may not meet other categories of this matrix.	Statement about identity and condition and that original certified statement is on file. Must use an accurate descriptive term or narrative to describe condition, such as “as-is,” or any other term that accurately describes the current condition and conveys to the transferee that the part may not meet other categories of this matrix.