

**Fieldtech Avionics and Instruments, Inc.**  
**4151 North Main St. Fort Worth, Texas 76106**

**Quality Assurance Vendor Self Audit Questionnaire**

Return by email: qa@ftav.com

Date of Audit \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Company Website \_\_\_\_\_  
Email Addresses   Quality \_\_\_\_\_  
                          General \_\_\_\_\_  
Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Years in Business \_\_\_\_\_ Total Number of Employees \_\_\_\_\_ Inspection \_\_\_\_\_ Production \_\_\_\_\_  
Facilities: Sq. Ft \_\_\_\_\_ Type \_\_\_\_\_  
Does your company qualify as a small business as defined by federal law?   Yes \_\_\_\_\_ No \_\_\_\_\_  
Has your facility been audited for quality systems within the last 12 months?   Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, by who? \_\_\_\_\_

**Indicate Type of Business**

Repair/Overhaul \_\_\_\_\_ Manufacturer \_\_\_\_\_ Distributor/supplier \_\_\_\_\_ Calibration \_\_\_\_\_  
PMA or TSO \_\_\_\_\_ OEM \_\_\_\_\_ Other (please specify) \_\_\_\_\_  
Principal product or services \_\_\_\_\_  
FAR 145 \_\_\_\_\_ FAA Class and rating \_\_\_\_\_  
Date of Last FAA audit \_\_\_\_\_  
Name of FAA PMI or PAI \_\_\_\_\_  
Has the FAA ever investigated your facility (other than audit)?                   Yes \_\_\_\_\_ No \_\_\_\_\_  
If YES, please explain \_\_\_\_\_  
Do you have a Drug Plan/AMPP Yes \_\_\_\_\_ No \_\_\_\_\_ Plan ID # \_\_\_\_\_  
EASA-145 Ref. No \_\_\_\_\_ Valid until \_\_\_\_\_  
CAA \_\_\_\_\_ Number \_\_\_\_\_  
Are you ASA100 registered Yes \_\_\_\_\_ No \_\_\_\_\_

**Key Management Contacts**

President \_\_\_\_\_ Service Manager \_\_\_\_\_  
General Manager \_\_\_\_\_ Q.A. Manager \_\_\_\_\_  
Sales \_\_\_\_\_ Accts. Payable \_\_\_\_\_

**Box for Fieldtech quality department use only**

<b>Recommended Disposition:</b> _____	
<b>Conditions:</b> _____	
<b>Evaluated by:</b> _____	<b>Date:</b> _____
<b>Approved by:</b> _____	<b>Date:</b> _____

## PROGRAMS

Check if in full compliance

<input type="checkbox"/> MIL-Q-9858A <input type="checkbox"/> ANSI/NCSL Z540-1 <input type="checkbox"/> DOT/FAA ANTI-DRUG/AMPP <input type="checkbox"/> ASA 100 (AC 00-56) <input type="checkbox"/> ISO 10012-1	<input type="checkbox"/> MIL-I-45208A <input type="checkbox"/> MIL-STD-45662A <input type="checkbox"/> ISO 9000 series <input type="checkbox"/> ISO 17025 <input type="checkbox"/> OTHER (list if applicable)
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### Processing Facilities and Controlling Spec.

<input type="checkbox"/> HEAT TREATING <input type="checkbox"/> PLATING <input type="checkbox"/> PEENING <input type="checkbox"/> FINISH	<input type="checkbox"/> WELDING <input type="checkbox"/> CHEMICAL FILMS <input type="checkbox"/> STRIPPING/CLEANING <input type="checkbox"/> OTHER (list)
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### Non-Destructive Testing

<input type="checkbox"/> MAGNETIC PARTICLE <input type="checkbox"/> RADIOGRAPHIC <input type="checkbox"/> EDDY CURRENT <input type="checkbox"/> PRESSURE TESTING	<input type="checkbox"/> PENETRANT <input type="checkbox"/> ULTRASONIC <input type="checkbox"/> HARDNESS <input type="checkbox"/> OTHER (list)
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## QUALITY ASSURANCE

(Circle appropriate response.)

	Yes	No	N/A
1. Is there an established, documented Quality Program covering all phases of operation?	_____	_____	_____
2. Does the supplier have a current Quality Manual?	_____	_____	_____
3. Are copies of Quality Manual available to all employees?	_____	_____	_____
4. Does the supplier have an Internal Audit Program?	_____	_____	_____
5. Does the Internal Audit Program ensure compliance with customer specifications?	_____	_____	_____
6. Does the Internal Audit Program ensure appropriate corrective actions?	_____	_____	_____
7. Do supervisors have A&P or Repairman Certificates?	_____	_____	_____
8. Does the supplier have a program to provide corrective actions for discrepancies noted during repair/overhaul?	_____	_____	_____
9. Does the supplier have an Approved Vendor List?	_____	_____	_____
10. Does the supplier have a program that ensures sub-contractor quality meets customer specifications?	_____	_____	_____
11. Does the supplier maintain certification on sub-contracted work?	_____	_____	_____
12. Does the supplier have a program to report defects or unairworthy conditions?	_____	_____	_____

## Inspections

	Yes	No	N/A
1. Does the supplier perform RII for any customers?	_____	_____	_____
2. Is there proper separation between maintenance and inspection responsibilities?	_____	_____	_____
3. Does the Repair Station Roster identify all personnel with Return To Service authorization?	_____	_____	_____
4. Does the repair station have an employment summary for all personnel listed on the Repair Station Roster?	_____	_____	_____
5. Does the supplier have an acceptable receiving inspection program?	_____	_____	_____
6. Does the supplier have an acceptable procedure to identify customer parts?	_____	_____	_____
7. Does the supplier maintain traceability certification on all parts?	_____	_____	_____
8. Are inspection stamps used for inspections?	_____	_____	_____
9. Do records show inspection status throughout the work process?	_____	_____	_____
10. Do you agree to permit the FAA to inspect your facility?	_____	_____	_____

## Technical Data Control

1. Does the supplier have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer requirements?	_____	_____	_____
2. Are there established, approved procedures for controlling revisions?	_____	_____	_____
3. Does the supplier have a system to ensure technical data is current?	_____	_____	_____
4. Does the supplier maintain a record of manual revisions?	_____	_____	_____
5. Are manual revisions up to date?	_____	_____	_____
6. Are manuals identified and available to technicians?	_____	_____	_____
7. Is a system in place to ensure master and working copies are updated at the same time?	_____	_____	_____
8. Is technical data stored in a manner to prevent damage?	_____	_____	_____
9. Is a specific individual, by title, responsible for the technical data?	_____	_____	_____

## Shelf Life

1. Does the supplier have a shelf life program?	_____	_____	_____
2. Does the program list all parts and materials that have a shelf life limit?	_____	_____	_____
3. Is a specific individual, by title, responsible for the shelf life program?	_____	_____	_____
4. Does each shelf life item have expiration date displayed?	_____	_____	_____
5. Is there a system to control expired items?	_____	_____	_____

## Tool and Equipment Calibration

	Yes	No	N/A
1. Does the supplier have a tool/test equipment calibration program?	_____	_____	_____
2. Is there an individual, by title, responsible for the calibration program?	_____	_____	_____
3. Are all tools listed on the tool calibration list?	_____	_____	_____
4. Are the standards used to check tool calibration traceable to the controlling government agency (NIST)?	_____	_____	_____
5. Is there a system to identify all tools in the program, calibration, frequency and the next calibration due date?	_____	_____	_____
6. Does the supplier have a procedure to prevent "out of service" or equipment due to be calibrated from being used?	_____	_____	_____
7. Are personal tools included in the calibration program?	_____	_____	_____
8. Do Calibration records contain the following:			
a) Date of calibration	_____	_____	_____
b) Supplier that performed the calibration	_____	_____	_____
c) Next calibration due date	_____	_____	_____
d) A calibration certificate for each item processed by an outside agency	_____	_____	_____
e) Part number, serial number and calibration due date of the standard used	_____	_____	_____

## Training

1. Does the supplier have a documented training program?	_____	_____	_____
2. Does the program include all mechanics, inspectors and supervisors?	_____	_____	_____
3. Are both formal and OJT documented?	_____	_____	_____
4. Are training records retained for two years after employees leave the company?	_____	_____	_____

## Housing and Facilities

1. Are facilities of adequate size to house all necessary tools, equipment and material required to perform the work?	_____	_____	_____
2. Does the facility adequately protect parts and customer units from damage, theft, and contamination?	_____	_____	_____
3. Is the facility environmentally adequate to protect workers so that the quality of workmanship is not impaired?	_____	_____	_____
4. Are storage facilities separate from work areas?	_____	_____	_____
5. Do shipping and receiving areas have adequate space, security and fire protection?	_____	_____	_____
6. Are the facility work areas and offices clean?	_____	_____	_____

## Safety/Security/Fire Protection

	Yes	No	N/A
1. Does the supplier have adequate protection for customer parts?	_____	_____	_____
2. Is the security system reviewed periodically by management or an outside agency?	_____	_____	_____
3. Are fire protection devices inspected?	_____	_____	_____
4. Are fire extinguishers identified and in serviceable condition?	_____	_____	_____
5. Are fire lanes, doors, exits and fire extinguishers clear of obstructions?	_____	_____	_____
6. Are required safety guards in place on power equipment?	_____	_____	_____
7. Are safety equipment, ladders, signs etc. inspected periodically?	_____	_____	_____

## Storage

1. Are parts and material properly identified and stored?	_____	_____	_____
2. Is there an adequate, secure area for quarantine of rejected parts and equipment awaiting disposition?	_____	_____	_____
3. Do part numbers match the part number on the bins?	_____	_____	_____
4. Are parts and material properly protected from damage (ESD)?	_____	_____	_____
5. Are flammable, toxic and volatile materials properly stored & identified?	_____	_____	_____
6. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices) properly identified, handled, and stored to protect from damage and contamination?	_____	_____	_____
7. Are oxygen and other high-pressure bottles properly marked and stored?	_____	_____	_____

## Work Processing

1. Does the supplier have adequate, serviceable tooling and test equipment to perform the work?	_____	_____	_____
2. If the supplier uses test equipment that differs from that specified by the OEM:			
a. Is it properly certified as equivalent?	_____	_____	_____
b. Does the supplier have operating and maintenance manuals?	_____	_____	_____
c. Is maintenance and service performed in accordance with the manual?	_____	_____	_____
d. Are all maintenance and service actions recorded and are records kept for at least two years?	_____	_____	_____
e. Are calibration standards removed from general use outside of the calibration program?	_____	_____	_____
f. Has special equipment been approved by the FAA?	_____	_____	_____
3. Are mechanics, inspectors, and supervisors properly trained, authorized, and properly certified for the work they perform or inspect?	_____	_____	_____
4. Are adequate tools and current manuals available for mechanics at their workstations?	_____	_____	_____
5. Are customer parts properly identified during all maintenance & storage?	_____	_____	_____
6. When required, is there a work turnover procedure utilized?	_____	_____	_____
7. Are serviceable and unserviceable parts identified and segregated?	_____	_____	_____

	Yes	No	N/A
8. Does the facility provide adequate protection of parts while in work? (filtered air, clean room, ESD protection, etc.)	_____	_____	_____
9. Are smoking, eating and drinking forbidden in work areas?	_____	_____	_____
10. Are fluid dispensing containers and servicing units properly identified?	_____	_____	_____
11. Are work records complete, in order and legible?	_____	_____	_____
12. Do all records contain the following:			
a. A description of the work performed	_____	_____	_____
b. A reference to the acceptable data	_____	_____	_____
c. The date work was accomplished	_____	_____	_____
d. A record of the person performing the work	_____	_____	_____
e. The name of the person inspecting the work	_____	_____	_____
f. The name of the person who performed and supervised the work	_____	_____	_____
g. The signature, Certificate type, and number of the person returning the article to service	_____	_____	_____
13. Are all test and inspection records contained in the work package?	_____	_____	_____
14. Does the supplier record keeping system meet FAR and customer requirements?	_____	_____	_____
15. Does the return to service documents meet FAA and customer requirements?	_____	_____	_____

### Shipping

1. Are components shipped in appropriate shipping containers?	_____	_____	_____
2. Does the supplier verify that the identifying data (part number, serial number, nomenclature, modification status, etc.) on the return to service documents and the data plate match?	_____	_____	_____

### Scrap Parts

1. Does the supplier have a documented procedure to assure that scrapped parts are returned to the customer or destroyed beyond repair?	_____	_____	_____
2. Does the program identify a person, by title, responsible for verifying that the unit has been destroyed beyond repair?	_____	_____	_____
3. Does the supplier maintain records for two years on all life limited parts which are scrapped?	_____	_____	_____
4. Does the program record the part number, serial number and date the part was scrapped?	_____	_____	_____

**The answers to the previous questions are correct to the best of my knowledge.**

Auditor Name (Print): \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Auditor: Randy Cross Date: \_\_\_\_\_