

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

Recommended Disposition: _____	
Conditions: _____	
Evaluated by: _____	Date: _____
Approved by: _____	Date: _____

PROGRAMS

Check if in full compliance

☐ MIL-Q-9858A ☐ ANSI/NCSL Z540-1 ☐ DOT/FAA ANTI-DRUG/AMPP ☐ ASA 100 (AC 00-56) ☐ ISO 10012-1	☐ MIL-I-45208A ☐ MIL-STD-45662A ☐ ISO 9000 series ☐ ISO 17025 ☐ OTHER (list if applicable)
---	---

Processing Facilities and Controlling Spec.

☐ HEAT TREATING ☐ PLATING ☐ PEENING ☐ FINISH	☐ WELDING ☐ CHEMICAL FILMS ☐ STRIPPING/CLEANING ☐ OTHER (list)
---	---

Non-Destructive Testing

☐ MAGNETIC PARTICLE ☐ RADIOGRAPHIC ☐ EDDY CURRENT ☐ PRESSURE TESTING	☐ PENETRANT ☐ ULTRASONIC ☐ HARDNESS ☐ OTHER (list)
---	---

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: _____