



Vendor Audit Form.

RSM-2010-0015 Rev 4.

Concorde Jet Center is an FAA Certified Repair Station and is required to perform an audit of your facility to meet the requirements of Federal regulations 14 CFR 145.211 ©(1)(vi) & 145.223 which allow us to have your organization as an approved Vendor/Supplier. It is acceptable to return your “ Standard Packet” in lieu of completing this document so long as it contains the information requested. For assistance in completing this form please contact The Director of Quality: 321-946-7625.

Date: _____

Company: _____

ATTN: Quality Control Department

Attached please find our **VENDOR SELF AUDIT SURVEY**

Please complete and return the survey as soon as possible. Please provide copies of the following:

Quality Standard Certifications Quality System Program Anti-drug and Alcohol Misuse Prevention Program

Thank you in advance for your time and support.

Sincerely,

Concorde Jet Center

Phone: 207-406-2151.

Email: mwarren@concordeas.com

CONCORDE JET CENTER

RSM-2010-0015 Rev 4.

Legal Company Name: _____

Address: _____ City: _____

State: _____ Zip Code: _____ Web Address: _____

Telephone #: _____ Fax #: _____

Contact: _____ Email: _____

Personnel: QA: _____ Admin: _____ Mfg: /Mech: _____ Total: _____

Note: Please supply copies of the following:

Quality Standard Certifications

Quality System Program

Antidrug and Alcohol Misuse Prevention Program

Brief description of Items/Services your company provides:

Key Management Personnel:

Name Shaun Halligan
Position Accountable Manager/ D.O.M.
Contact number 207-852-0853
Contact Email shalligan@concordeas.com

Type of Business:

Certified Manufacturer _____

Distributor/Parts Provider _____

Broker _____

Service Provider XX Please Specify: Scheduled and Unscheduled MX.

Other _____ Please Specify: _____

Mark the statement(s) that best fits your company: (mark all that apply)

Small Business: _____ Woman Owned: _____ Minority Owned: _____ Corporation: _____ Sole
Proprietor _____.

A. General.

Yes NO N/A

- | | |
|---|--------|
| 1.) Does your business currently have a quality system in place? What standard does your quality system follow? | ____ _ |
| 2.) Is your quality program adequately described in a manual? | ____ _ |
| 3.) Is your QA manual kept current? | ____ _ |
| 4.) Are employees trained, certified, and experienced for the performance of assigned tasks? | ____ _ |
| 5.) Do Supervisor/Leads hold appropriate licenses/certificates? | ____ _ |
| 6.) Is training verifiable through the use of training records or other forms of documentation? | |
| 7.) Do you outsource maintenance? If so, do you audit vendors and maintain a list of approved vendors? | |
| 8.) Are manuals and work instructions current and readily available to employees? | |

B. Materials and Material Inspection

- 1.) Do you perform receiving inspections and inspections prior to shipping?
- 2.) Are incoming materials identified and segregated until acceptance?
- 3.) Are shelf-life items properly identified and tracked?
- 4.) Is there a system to control life-limited parts?
- 5.) Do life-limited parts have full traceability with verification of the time remaining?
- 6.) Do materials sold by your company come with warranty agreements and paperwork? Provide details of the warranty, bill back and return, parts received DOA, and core/exchange policies in the comments section.
- 7.) Are materials sold by your company traceable to an aviation authority source? FAA / EASA / JAA

- 8.) Do you segregate serviceable parts from unserviceable parts?
- 9.) Do you provide tear down/maintenance reports for repair/overhaul parts?
- 10.) Do you provide part certification forms? FAA form 8130-3 or C of C?
- 11.) Do you verify that material was not removed from an aircraft or engine that was involved in an accident, incident, extreme stress, or heat, and that the material itself was not subjected to extreme heat or stress?
- 12.) Do you verify that material was not obtained from a military or government source?
- 13.) Do you have an adequate secured storage area for parts and components including climatic control?
- 14.) Do you mutilate scrapped parts to the extent that they will preclude the possibility of being restored and returned to service?

C. Maintenance Inspection

- 1.) Are inspections and maintenance activities based on product acceptance criteria?
- 2.) Are products and/or service carried out under controlled conditions?
- 3.) Do you perform in-process inspections?
- 4.) Does a relevant authority approve the final release of a product or service?

D. Work Processing

- 1.) Is adequate tooling and test equipment available to perform the work?
- 2.) Are parts properly identified throughout the maintenance action and in storage?
- 4.) Is teardown report provided with service material that details the initial condition of the material, the work done, and the lists of the parts replaced?
- 5.) Are Serviceable tags/8130/C of C properly used and completed?



RSM-2010-0015 Rev 4.

E. Calibration

Yes NO N/A

1.) Are standards used for calibration traceable to a NIST / Z540 standard?

2.) Do you maintain records of calibration?

3.) Does the records program identify each tool in the program, calibration frequency, and next due date?

COMMENTS: _____

Note: Your Company must allow Concorde Jet Center to inspect or observe any work done for Concorde Jet Center if required.

Prepared by: _____ Title: _____

Signature: _____ Date: _____