ASAAP Audit Frequent CARs List

1.
1 C
There is no distribution list for assigned QM copies.
Assigned QM copies are not recorded on distribution list.
Organization chart does not show relationship of QC dept. to rest of the organization.
Manual pages do not contain revision date or revision level.
Quality documents are not current (TOC, LEP, Stamp Control Log etc.).
Quality documents are not available (ATA Spec 300, ASA-100, AC 00-56, various ACs etc.).
Forms or documents referenced in QM are not included in manual.

2.
4C
Training records are not maintained for all authorized personnel.
All training is not documented on training records (don't forget to include OJT).
Information is missing from training records (duration, names, dates, description)

3.
5C
There is no approved vendors list maintained.
Approved vendors list is not current.
Approved vendors list does not include all approved vendors.
No vendor surveys on file when required per manual procedures.

4.
2A
Required annual audit is not accomplished.
Self-audit is not accomplished within manual requirements' timeline.
Ineffective auditing.

5.
4D
There is no roster maintained for authorized personnel.
Roster does not list inspection functions authorized.
CoC was signed by unauthorized personnel.
Inspectors are not listed on inspection roster.
Inspectors on roster are not properly trained for functions authorized.

6.
3D
Inadequate systems for monitoring/assuring the segregation of parts.

8A
Inadequate material packaging.
Parts information incorrectly or not recorded on inventory list or computer system (location, condition, qty, P/N, S/N, etc.).
Material is not properly identified (tagged).
Warehouse areas are not properly marked for identification.

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7.
6A
Inadequate checklists or failure to rely on a manual required checklist.
Problems with identification of shelf-life or lot/batch control.
Parts are received into inventory without proper documentation.
Bypassing the complete receiving system for scrap or quarantined parts.

8.
1D
Significant changes to manual are not forwarded to ASA for acceptance prior to implementation.
4B
Inspector authorized without proper documented training.
5A
Lack of proper traceability documentation.
8E
Problems with ESD control or training – often attributable to lack of awareness.
No ESD mat.

9.
8H
Inadequate closed-loop control of corrective actions for non-conforming materials.
Parts on hold/quarantine are not properly recorded on logs or computer system.
9A
Inadequate monitoring of shelf life material.
Shelf life parts are not recorded on shelf life log or computer system.
Expired shelf life items are stored with serviceable items.

10.
1E3
Control system for revisions to quality data are not being kept current.

11.
12A
Incomplete or discrepant records on file.

12.
8I
Inadequate procedures or logs for control of scrap parts, including bypassing the complete receiving system for parts.