Supplier Audit Form

Fill in all of the following information and forward this form to the contact provided below.

Organization:					
Address:					
City:			**Date of Audit:**		
Country:		**State:**		**Zip:**	
Division of:		**Phone:**			
Years in Business:		**Fax:**			
Number of Employees:		**Email:**			

Date of last audit to this standard: (If first, print "FIRST")	
Date this quality system was adopted:	
Organization President's name and email:	
Quality Representative's name and email:	
Finance Representative's name and email:	
Does the company hold any aviation certificates, for example, FAA Part 145, EASA Part 145, etc.	
Is the company listed on the FAA AC 00-56 Database?	
Is the company ASA-100 Accredited?	
Is the company ISO 9001 Accredited?	
Is the company AS 9100, 9110, or 9120 Accredited?	

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	Y	N	N/A
1. Quality System and Manual			
A. Is there an established quality system?			
1) Is there a quality manual?			
2) Does the manual address all elements of the ASA-100 standard?			
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 system include a program by which the accreditation organization is notified of any significant changes to the quality system and that a written approval is received for the changes prior to implementation?			
E. 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?			
*15) the corrective action process?			
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, and corrective action of non-compliance? When a self-audit identifies a non-conformity, the distributor shall follow its Corrective Action Process to address the non-conformity			
B. Has the Aviation Suppliers Association been contacted to arrange for an independent audit of the quality program?			
3. Facilities			
Does the storage areas provide:			
A. adequate space and appropriate racks to prevent damage or mishandling?			
B. adequate security from unauthorized access?			
C. segregation of aircraft from non-aircraft functions?			
D. segregation of serviceable from non-serviceable parts?			

	Y	N	N/A
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. Does training program address unapproved and counterfeit parts?			
5. Procurement			
A. Does the system assure that parts procured are traceable to a prior source and conform to the documentation requirements of Appendix A?			
B. Does the 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 to maintain a list of approved suppliers and a quality history for each source?			
D. Does the distributor's 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 inspection program include:			
1) a check for obvious physical damage?			
2) verification that all appropriate plugs and caps are properly installed?			
3) verification of part number, model number, etc. to ensure they match the documentation?			
4) verification of quantity, part numbers or noted substitution, to ensure they match the purchase order?			
5) verification that all appropriate documentation is on hand and is properly completed & signed?			
B. Does the inspection system include a procedure for receiving aircraft fasteners?			
C. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?			
D. Is there an accountability system in place to control stamp issuance, usage and replacement?			
E. Does the system include an inspection program for new standard parts?			
7. Measuring and Test Equipment			
***A.** If used by the distributor for inspection, then test and measuring equipment shall be maintained under an effective calibration program. The distributor shall have procedures which provide for appropriate storage, usage, and calibration traceable to an international or national measurement standard for all measuring and test equipment (when applicable).			
B. Is a system in place to assure documentation of current calibration status?			

	Y	N	N/A
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?			
1) does the system require the use of ATA specification 300 packaging, an equivalent packaging to ATA Spec 300 or customer specified 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.** The distributor quality system shall have a procedure for removing suspect or nonconforming material that is identified during receiving inspection (or later), and placing the removed material in a separate area until such suspicion or nonconformance can be properly resolved through the Corrective Action Process. The separate area may be physically segregated or it may be procedurally segregated, as long as the segregation is effective in preventing inadvertent sale or transfer of the suspect or nonconforming material prior to the identification of an appropriate disposition.			
*1) are aircraft parts being segregated from non aircraft parts? When the distributor chooses to scrap a part, the parts shall be mutilated to the extent necessary to preclude the possibility of it being restored and returned to service.			
I. Is there a documented procedure in place to mutilate scrapped parts?			
* 1) The distributor shall maintain a record of all serialized and/or life-limited parts scrapped out. The record shall contain a description of the part, its part number, serial number (if applicable), and the date the part was scrapped. The distributor shall retain this record for at least seven years. Retaining any other records for the scrapped parts shall be at the discretion of the distributor			
*2) The procedure shall identify, by title or position, the individual responsible for verifying that parts were adequately mutilated before being discarded.			
*3) The distributor shall impose these same requirements on their subcontractors and/or repair facilities that scrap parts as agents of the distributor?			
J. Does the distributor have a procedure for reporting Suspected Unapproved Parts?			
9. Shelf Life Control			
A. Does the distributor have a system for identifying and controlling shelf life limited parts?			

	Y	N	N/A
10. Certification and Release of Materials			
A. Does the system call for providing the customer with documentation in accordance with Appendix A?			
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) previously installed in a public aircraft.			
C. Can the distributor trace parts in its system to a prior source and does documentation conform to requirements of Appendix A?			
D. Does the quality system have a procedure for accountability when copies are made for redistribution shipments and approval tags are copied?			
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? Does the inspection include:			
1) a check for any obvious physical damage?			
2) verification that all appropriate plugs and caps are properly installed?			
3) verification of part numbers, (including dash numbers & letters), model numbers, serial numbers, lot/batch numbers, etc., to ensure items being shipped match the accompanying documentation?			
4) verification of part numbers, (including dash numbers & letters), model numbers, serial numbers, etc., to ensure the items being shipped match the customer's request/purchase order?			
5) verification of packing slips to ensure it contains all the information required by the customer?			
6) verification that shipping containers and the packaging used are appropriate for the items being shipped?			
7) verification that all appropriate documentation (maintenance release, material certification, traceability documents, etc.) are at hand, properly completed, and signed?			

	Y	N	N/A
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 quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties of fasteners and raw stock materials?			
C. Are records confirming fastener integrity required to be maintained for seven years?			
D. Does the system require all life-limited parts have records confirming current life-limited status?			
E. 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?			
***14. Corrective Action Process**			
A. The quality manual shall include a written process describing when and how the organization performs corrective action.			
B. The process for addressing corrective actions shall include the procedures that accomplish the following requirements:			
1) The distributor shall identify the root cause of the discrepancy;			
2) Describe how the distributor corrects the immediate discrepancy when correction is identified as necessary;			
3) The process shall include procedures designed to ensure corrective action is appropriate and prompt;			
4) The distributor shall select a containment method that is appropriate to the discrepancy;			
5) The distributor shall locate and correct similar discrepancies, if they exist, in other areas; and			
6) Describe how the distributor implements follow-up action(s) to prevent recurrence of the discrepancy; the intent of the follow-up is to verify the effectiveness of the corrective action, to ensure that the distributor does not experience a recurrence.			
C. The quality manual shall describe the forms used to document the corrective actions.			