

Vendor Audit Form

Please use the following legend to answer each of the following questions:

Y=Yes I=Inadequate N=No N/A=Not Applicable

I. Administration

	Y	I	N	N/A
1. Is your company accredited per AC No, 00-56?			√	
2. Is there an established Quality Control System?			√	
Please specify:	QCM FAA Approved			
3. Are corrective actions documented?	√			
4. Are the procedures reviewed and upgraded to assure compliance?	√			
5. Is the Quality manual and/or inspection plan approved by the company management?	√			
6. Are revisions to the manual approved by accreditation/registration organization prior to release?	√			
7. Are work instructions, drawing and procedures readily available at each operation and is the company personnel familiar with them?	√			
8. Are inspection stamps used; and are they adequately controlled?				√
9. Is there a program in effect for recurrent training?	√			

II. Data Control

	Y	I	N	N/A
1. OEM technical data is used for all pertinent operations?	√			
2. OEM data is current and up to date?	√			
3. Data is available at all locations where it will be used?	√			
4. Are all drawings, specs, standards, work instructions and other product information current with latest OEM information?	√			
5. All items are processed and tested in accordance with the latest OEM specifications?	√			
6. Information change is controlled to ensure accomplishment?	√			
7. Deviations from OEM specifications are properly approved?	√			

III. Records

	Y	I	N	N/A
1. Are inspection records available for review?	√			
2. Are material certifications and test results available?	√			
3. How long are records retained?	Two Years or longer			

IV. Calibration

	Y	I	N	N/A
1. Is a calibration system for final acceptance tools and gages in use?	√			
2. Is the system traceable to the NIST (National Institute of Standards Technology)?	√			

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3. Is there a scheduled recall system?
 4. Are dates of calibration on the applicable equipment?

√			
√			

V. Procurement

1. Control is maintained over procurement sources?
 2. Purchases are controlled to ensure incorporation of pertinent requirements and changes?
 3. Purchases are evaluated to assure conformance with specifications?
 4. Incoming purchases are withheld from use until inspected?
 5. Certified test results are accepted in lieu of actual testing of raw materials?

Y	I	N	N/A
√			
√			
√			
√			
√			

VI. Supplier's Control Practices

1. Does supplier use OEM approved sources?
 2. Do you have means of performing internal audits?
 3. Does your company have an audit and surveillance program to ensure supplier quality?
 4. Are these records reflecting results of the inspections and corrective actions where applicable?

Y	I	N	N/A
√			
√			
√			
√			

VII. Material Storage and Handling

1. Is access to stock rooms and material storage areas controlled to prevent unauthorized stocking or removal?
 2. Is "open" or free issue stock adequately maintained and controlled?
 3. Is material protected and marked during storage and handling?
 4. Are cure dated products properly identified?
 5. When material is issued from stock, is the shop traveler/stock order identified with the certification of material, test reports, or purchase order?

Y	I	N	N/A
√			
√			
√			
√			
√			

VIII. Quarantine Storage Control

1. Are the nonconforming materials stocked in quarantine storage?
 2. Has the company written procedures defining accessibility to quarantine storage?
 3. Is there a procedure describing the documentation of material stocked in the quarantine area?

Y	I	N	N/A
√			
√			
√			

IX. Shops

1. Work is protected from:

Y	I	N	N/A

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- * Damage
- * Weather
- * Loss
- * Deterioration

2. Workspace is arranged to prevent damage or contamination of work in progress.

3. Competent personnel are provided to :

- * Do the work
- * Inspect the work
- * Supervise the work

4. Equipment used is OEM specified or equivalent.

6. Material used is OEM specified or equivalent.

√			
√			
√			
√			
√			
√			
√			
√			
√			
√			

X. Packaging and Shipping

1. Are adequate controls in use to assure good commercial packaging?

2. Are adequate written instructions covering packaging, marking and shipping used by shipping and inspection personnel?

Y	I	N	N/A
√			
√			