

# Mitchell Aircraft Vendor Qualification Quality Audit Checklist

(Aviation Suppliers Association Quality System Standard Checklist)

Date of Audit: \_\_\_\_\_

Audit Type: XX Self-Audit/Evaluation

Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address Line1: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address Line2: \_\_\_\_\_ Web Site: \_\_\_\_\_  
City: \_\_\_\_\_  
State: \_\_\_\_\_  
Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_

Type Business: \_\_\_\_\_ Airline Years in Business: \_\_\_\_\_  
\_\_\_\_\_ Repair Station Number of Empl: \_\_\_\_\_  
\_\_\_\_\_ Manufacturer  
\_\_\_\_\_ Distributor  
\_\_\_\_\_ Supplier

### Agency Certifications:

(Approval Numbers)

Expiration/Renewal Date

FAA: \_\_\_\_\_ ASA: \_\_\_\_\_  
TCCA: \_\_\_\_\_ ISO: \_\_\_\_\_  
EASA: \_\_\_\_\_ Other: \_\_\_\_\_  
CAA: \_\_\_\_\_ (List:) \_\_\_\_\_  
CAAC: \_\_\_\_\_

Quality Assurance Manager name:

\_\_\_\_\_  
(Please type or Print) (Signature) (Date)

QA Mgr. Email Address: \_\_\_\_\_

- Instructions:**
1. Complete the attached checklist and return to Mitchell Aircraft.  
(Complete only if your company has no agency/quality certification.)
  2. Please attach a copy of all agency/quality certifications with your documentation to Mitchell Aircraft.
  3. Repair Stations please also include a copy of your Operation Specifications and Drug Approval Letter

<p>Return Address: Mitchell Aircraft Spares 1160 Alexander Court Cary, IL 60013</p> <p>Or, fax back to: 847-516-3999</p>
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	Y	N	N/A
<b>1. Quality System and Manual</b>			
<b>A.</b> Is there an established quality system and quality manual?			
<b>B.</b> Is the quality manual available to appropriate personnel?			
<b>C.</b> Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?			
<b>D.</b> 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?			
<b>E.</b> 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?			
<b>2. Self-Audit/Evaluation Program</b>			
<b>A.</b> 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, audit documentation, and corrective action?			
1) are corrective actions appropriate and prompt?			
<b>B.</b> Has the Aviation Suppliers Association been contacted to arrange for an independent audit of the quality program?			
<b>3. Facilities</b>			
Does the storage areas provide:			
<b>A.</b> adequate space and appropriate racks to prevent damage or mishandling?			
<b>B.</b> adequate security from unauthorized access?			
<b>C.</b> segregation of aircraft from non-aircraft functions?			
<b>D.</b> segregation of serviceable from non-serviceable parts?			

Revision 3.4

	Y	N	N/A
<b>4. Training and Authorized Personnel</b>			
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?			
<b>5. Procurement</b>			
A. Does the system assure that parts procured 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 approved in writing 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 have been subjected to 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?			
<b>6. Receiving Inspection</b>			
A. Does the inspection program include:			
1) a check for obvious physical damage?			
2) verification that all appropriate plugs & 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 are 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?			

	Y	N	N/A
<b>7. Measuring and Test Equipment</b>			
A. Does the distributor have an effective calibration program for test equipment?			
B. Is a system in place to assure documentation of current calibration status?			
<b>8. Material Control.</b>			
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. Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?			
1) are aircraft parts being segregated from non-aircraft parts?			
I. Is there a documented procedure in place to mutilate scrapped parts?			
1) does the system require records and documentation to be kept on all serialized scrapped parts?			
2) does the distributor maintain records on all life-limited parts scrapped?			
3) does the distributor impose their scrap requirements on their contractors?			
J. Does the distributor have a system to control parts that have been materially misrepresented?			
1) is the distributor notifying the customer and the accreditation organization when the distributor ships parts that are materially misrepresented?			
2) is the distributor notifying the sender when the distributor receives parts that are materially misrepresented?			
K. Does the distributor have a procedure for reporting Suspected Unapproved Parts?			

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	Y	N	N/A
<b>9. Shelf Life Control</b>			
A. Does the quality system include a system for identifying and controlling shelf life limited parts?			
<b>10. Certification and Release of Materials</b>			
A. Does the system call for providing the customer with a certificate 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 or heat or environment;			
2) obtained from the U.S. Government or military services.			
C. Is a signed document from an FAA approved repair station or air carrier provided for each serviceable part indicating that the part is serviceable?			
D. Can the distributor trace parts in its system to either the source of production or to an FAA certificate holder?			
E. Does the quality system have a procedure for accountability when copies are made for redistribution shipments and approval tags are copied?			
<b>11. Shipping</b>			
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, 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?			

Revision 3.4

**Mitchell Aircraft Spares/Expendables**  
**1160 Alexander Court, Cary IL 60013**

	Y	N	N/A
<b>12. Records</b>			
A. Does the record system require record retention for a 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 life limited status?			
E. Are records protected against damage, alteration, deterioration and loss?			
<b>13. Technical Data Control</b>			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?			

**APPENDIX A**

<b>CLASS OF PART</b>	<b>REQUIRED ON RECEIPT</b>	<b>REQUIRED FOR SHIP</b>
Raw Materials	Physical & chemical properties reports traceable to batch or lot number	Certification that test reports are on file
Standard Parts per FAR 21.303 (b) (4)	Certificate of conformity (CoC) from producer	Certification that C of C are on file
New aircraft components (other than standard parts)	FAA Form 8130-3 or JAA Form One, from the PAH/OEM	Certified true copy FAA Form 8130-3/JAA Form One
Used aircraft components (other than standard parts)	FAA Form 8130-3 or JAA Form One, from seller meeting provisions of sections 43.9 & 43.11	FAA Form 8130-3/JAA Form One is attached to component
Components without FAA Form 8130-3 or JAA Form One	Certified statement from seller as to identity and condition	Statement as to the identity, condition and that original certified