SUBJECT: SUPPLIER QUALITY MANAGEMENT SYSTEM EVALUATION

Dear Supplier:

As this is a general checklist based on AS9100 (aerospace requirements), some sections may not apply to your operation. Please complete the applicable sections and return it as soon as possible.

PLEASE NOTE: If your company is presently AS9100 or ISO 9001 registered, have a NADCAP certified Aerospace Quality System with applicable Process Approval(s), or an ISO/IEC 17025 accredited laboratory for services you supply ....., please send evidence of such approval via e-mail and *only complete page two (information section) of the attached document.*

*****For FAA /EASA repair station suppliers*****

Please complete the Repair Station evaluation section. If the conditions listed below are met, ***only section one on page six is required to be completed***. If the conditions are not met, the completion of the entire repair station evaluation is required.

- If your company has submitted an evaluation in the past 12 month
- The company's OpSpecs, Ratings, or FAA/EASA Repair Station Certifications have not changed or expired- See page six.

Should you have any questions, please contact either a buyer or the Supplier Quality Engineer at your convenience. Your cooperation in fulfilling this requirement will be greatly appreciated.

Sincerely,
.....

SUPPLIER EVALUATION CHECKLIST

Vendor:	**Date:**
Address:	**Telephone:**
City, State, Zip:	**Fax:**
Web Site:	**Completed by:**

Key Company Personnel	Name	Title	Phone	Email
Management				
Quality Manager				
Production Manager				
Open Order Statusing				
Sales Contact				

Type of processes/services provided:

Manufacturing		Heat Treatment		Surface Treatment	
Complete to drawing		Annealing		Plating	
Semi-Finished to drawing		Stress Relief		Black Oxide	
Raw Material		Tempering		Dry Film Lube	
Forgings		Aging		Coating	
Castings		Quenching		Passivation	
Electro Discharge Mach.		Controlled atmosphere		Electropolish	
Other		Other		Other	

NDT		Testing		Calibration Service (only)	
Penetrant		Chemical		Gage Blocks	
Magnetic Particle		Physical		Hardness Testors	
Ultrasonic		Metallographic		Measuring Instruments	
Radiographic		Salt Spray		Pressure Gages	
Other		Other		Surface Plates	
				Surface Analyzer	
Joining & Fabrication		**Distributor**		CMM's	
Welding		Raw Material		Pyrometry & Thermal Equip	
Brazing		Parts		Weights	
Other		Other		Other	

Number of Employees:				Is your system:	Certified in? (Y/N)	Comply with? (Y/N)
Manufacturing		Engineering		MIL-I-45208		
Inspection		Quality		MIL-Q-9858		
Other		Total		ISO 9001, AS9100, QS-9000		
To be completed by.....				ISO/IEC 17025		
Vendor Status- Vendor Code: _____				ISO10012-1, MIL-STD-45662 or Z540-1		
				Nadcap Process Approval(s)		
Comments:				FAA or EASA Certified Repair Station		
				Any OEM Prime Customer, Government Agency or Third Party approvals?		
.....Quality Approval:		*Date:*		If so, please list - Attach Copies of Certifications and Registrations		
.....Quality Disapproval:		*Date:*		FAA or EASA Antidrug and Alcohol Misuse Program	Yes ☐	No ☐
				Please provide verification of compliance		

	Quality Management System	Compliant	Non-Compliant	N/A
	Does the organization have:			
	documented statements of a quality policy and quality objectives,			
	a quality manual,			
	documented procedures and records required by this International Standard,			
	documents, including records, determined by the organization to be necessary to ensure the effective planning, operation and control of its processes.			
	Does the organization ensure that personnel have access to, and are aware of, relevant quality management system documentation and changes?			
	Does the Quality Manual include:			
	the scope of the quality management system, including details of and justification for any exclusions			
	the documented procedures established for the quality management system, or reference to them			
	a description of the interaction between the processes of the quality management system.			
	Are documents required by the quality management system controlled?			
	Does the organization have an established, documented procedure to define the controls needed for the identification, storage, protection, retrieval, retention and disposition of records?			
	Management Responsibility	Compliant	Non-Compliant	N/A
	Does the Organization conduct Management Reviews?			
	Top management shall appoint a member of the organization's management who, irrespective of other responsibilities, shall have responsibility and authority that includes:			
	ensuring that processes needed for the quality management system are established, implemented and maintained,			
	reporting to top management on the performance of the quality management system and any need for improvement,			
	ensuring the promotion of awareness of customer requirements throughout the organization,			
	the organizational freedom and unrestricted access to top management to resolve quality management issues.			
	Executive Management reviews the Quality Management System at defined intervals to ensure suitability and effectiveness, and records of these reviews are maintained?			
	Resource Management	Compliant	Non-Compliant	N/A
	The organization shall determine and provide the resources needed:			
	to implement and maintain the quality management system and continually improve its effectiveness			
	to enhance customer satisfaction by meeting customer requirements.			
	Is there evidence that personnel performing work affecting product quality are competent based on appropriate education, training, skills and experience?			
	Does the organization determine, provide and maintain the infrastructure and work environment needed to achieve conformity to product requirements?			
	Product Realization	Compliant	Non-Compliant	N/A
	All customer process requirements are determined?			
	Does the organization determine and implement effective arrangements for communicating with customers in relation to:			
	product information,			
	enquiries, contracts or order handling, including amendments			
	Customer feedback, including customer complaints.			
	Is purchased product is determined to conform to specified purchase requirements?			
	Sub-tier suppliers are selected based on their ability to supply product and/or processes in accordance with stated requirements?			
	A register of approved sub-tier suppliers is maintained, performance is periodically reviewed, and necessary actions are taken if requirements are not met?			
	All applicable customer requirements, including key characteristics, are flowed down to sub-tier suppliers?			
	Does purchasing include information on records retention requirements?			
	Customers and regulatory authorities are assured the "Right of Access" to the suppliers facilities and records pertaining to a customer's order. This requirement is also flowed down to sub-tier suppliers?			
	All raw material is received with certification test reports and the data in the reports is compared to the applicable specifications before the material can be accepted?			
	At defined intervals samples of raw material are either sent to an independent laboratory for chemical and physical analysis or the test analysis is performed in-house? (Chemical Spectroscopic Analysis - Physical Tensile/Ductility Test and Hardness Testing)			
	Process controls are established and control plans are developed, including key characteristics, when identified by the customer?			
	In-process verification points are identified when verification can not be confirmed at a later stage of production?			

	Product Realization - Continued	Compliant	Non-Compliant	N/A
	Design, manufacture and use of tooling is considered in planning so that variable measurements can be taken, particularly on key characteristics (KPC)?			
	The supplier plans and carries out production and/or services under controlled conditions including:			
	Availability of information that describes the characteristics of the product			
	Availability of work instructions, as necessary			
	Use of suitable equipment, e.g., mills, jigs, fixtures, tooling, etc.			
	Availability & use of monitoring & measuring devices, e.g., calipers, micrometers, CMM, etc.			
	Implementation of monitoring and measuring devices			
	Implementation of product release, delivery and post-delivery activities			
	Accountability for all product during manufacturing, e.g., parts quantities, split orders, non-conforming product, etc.			
	Evidence that all mfg. & inspection operations are completed as planned, or as otherwise documented and authorized			
	Provisions for prevention, detection, and removal of foreign objects (FOD)			
	Monitoring and control of utilities and suppliers that affect product quality, (e.g., water, compressed air, chemical product), to the extent that they affect conformity to product requirements.			
	Criteria for workmanship written in the clearest practical way (e.g., written standards, representative samples or illustrations)			
	Production operations are performed in accordance with approved data - drawings, parts lists, work instructions, inspection documents, etc.?			
	Are personnel authorized to approve changes to production processes shall be identified?			
	Does the organization control and document changes affecting processes, production equipment, tools or software programs?			
	Does the organization assess results of changes to production processes to confirm that the desired effect has been achieved without adverse effects to product conformity?			
	Regulatory authority and/or customer approval is obtained prior to any customer requirement changes?			
	Production equipment, tools and numerical controlled programs are validated prior to use. They are maintained and inspected periodically?			
	Storage requirements, including periodic preservation/condition checks, are defined for production equipment or tooling in storage.			
	Does the supplier validates any processes for production and/or services where the resulting output cannot be verified by subsequent monitoring or measurement?			
	Does the organization identify the product by suitable means where appropriate throughout product realization?			
	Care is exercised with customer property, records are maintained and property deemed lost, damaged or unsuitable is reported to the customer?			
	Is conformity of product preserved during internal processing and delivery to the intended destination?			
	Does preservation of product also include, where applicable in accordance with product specifications and applicable statutory and regulatory requirements, provisions for:			
	cleaning,			
	prevention, detection and removal of foreign objects,			
	special handling for sensitive products,			
	marking and labeling including safety warnings,			
	shelf life control and stock rotation, and			
	special handling for hazardous materials.			
	Does the supplier determine the monitoring and measurement to be undertaken and the monitoring and measuring devices needed to provide evidence of conformity of product to requirements?			
	Does the organization maintain a register of the monitoring and measuring equipment and define the process employed for their calibration/verification including details of equipment type, unique identification, location, frequency of checks, check method and acceptance criteria?			
	Is measuring equipment, when necessary:			
	calibrated or verified, or both, at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification shall be recorded			
	adjusted or re-adjusted as necessary;			
	identified in order to determine its calibration status;			
	safeguarded from adjustments that would invalidate the measurement result;			
	protected from damage and deterioration during handling, maintenance and storage.			
	The calibration system adequately recalls monitoring and measuring devices?			
	Supplier takes appropriate action on the equipment and any affected product, when calibrated equipment is found not to conform to requirements?			
	Intentionally left blank	X	X	X

SUPPLIER EVALUATION CHECKLIST

	Measurement, Analysis and Improvement	Compliant	Non-Compliant	N/A
	Does the organization have a defined method for determining customer satisfaction?			
	Does the organization perform Internal Audits of the Quality Management System at planned intervals to determine that it is effectively implemented and maintained?			
	Does the organization have suitable methods for monitoring and, where applicable, measurement to determine the ability of the processes to achieve requirements?			
	In the event of nonconformity, does the organization:			
	take appropriate action to correct the nonconforming process,			
	evaluate whether the process nonconformity has resulted in product nonconformity,			
	determine if the process nonconformity is limited to a specific case or whether it could have affected other processes or products			
	identify and control any nonconforming product			
	Organization does not allow product to be used prior to being inspected or verified as conforming?			
	Are the measurement requirements for product acceptance documented and do they include			
	Criteria for acceptance and/or rejection, including when applicable the actual variable data			
	Where in the sequence measurement and testing operations are performed			
	required records of the measurement results (at a minimum, indication of acceptance or rejection),			
	any specific measurement instruments required and any specific instructions associated with their use.			
	When critical items, including key characteristics, have been identified does the organization ensure they are controlled and monitored in accordance with the established processes?			
	Where product is released for production use pending completion of all required measurement and monitoring activities, is it identified and recorded to allow recall and replacement if it is subsequently found that the product does not meet requirements?			
	Does the organization have a documented procedure to ensure that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery?			
	Where applicable, does the organization shall deal with nonconforming product by one or more of the following ways:			
	by taking action to eliminate the detected nonconformity;			
	by authorizing its use, release or acceptance under concession by a relevant authority and, where applicable, by the customer;			
	by taking action to preclude its original intended use or application;			
	by taking action appropriate to the effects, or potential effects, of the nonconformity when nonconforming product is detected after delivery or use has started***;***			
	by taking actions necessary to contain the effect of the nonconformity on other processes or products.			
	Does the organization make timely notification to their customer in the event that nonconforming product is released and delivered to the customer?			
	Does the organization determine, collect and analyze appropriate data to demonstrate:			
	Customer satisfaction			
	Conformity to product requirements			
	Characteristics and trends of processes and products			
	Suppliers' performance			
	Does the organization monitor the implementation of improvement activities and evaluate the effectiveness of the results?			
	Does the organization have a documented procedure established to define requirements for			
	reviewing nonconformities (including customer complaints),			
	determining the causes of nonconformities,			
	evaluating the need for action to ensure that nonconformities do not recur,			
	determining and implementing action needed,			
	records of the results of action taken			
	reviewing the effectiveness of the corrective action taken,			
	flowing down corrective action requirements to a supplier when it is determined that the supplier is responsible for the nonconformity,			
	specific actions where timely and/or effective corrective actions are not achieved,			
	determining if additional nonconforming product exists based on the causes of the nonconformities and taking further action when required.			
	Does the organization have a documented procedure established for:			
	determining potential nonconformities and their causes,			
	evaluating the need for action to prevent occurrence of nonconformities			
	determining and implementing action needed			
	records of results of action taken			
	reviewing the effectiveness of the preventive action taken			

Sub-Contractor's Surveillance Audit Guide
FOR REPAIR STATION ONLY

ITEM 1.	VENDOR INFORMATION					
Company:						
Address:						
Phone:			**Fax:**			
QC Manager:			**Title:**			
Email:			**Phon**			
Completed By:		**Title**		**Date:**		
FAA Certificate:						
EASA Certificate:		**Misc Certificate:**				
PLEASE PROVIDE A DESCRIPTION OF THE PRODUCT OR SERVICE TO BE SUPPLIED BELOW						

EXCEPTION:

After completing or verifying the fields in Item 1, the company does not need to answer the remaining portion of the questionnaire if the following conditions are met:

- If your company has submitted a recent Sub-Contractor's Surveillance Audit Guide (within the last 12 months).
- The company's OpsSpecs, Ratings, or FAA/EASA Certification has not changed.

If these conditions are met, the QC manager must signify by:

- Entering their name, title, and the date in the appropriate space provided below.
- The QC Manager must also return the questionnaire back to the SQE as an email attachment.

Name: _____ Title: _____ Date: _____

ITEM 2.	CERTIFICATES AND CAPABILITIES	YES	NO	N/A
1	Does the company hold a current certificate FAA Air Agency, Operation Specifications, EASA, ISO or AS certificate?	☐	☐	☐
2	For first time audits, please provide a copy of the company's certificates, Operations Specifications, and where applicable, the capabilities listing. Otherwise, select N/A.	☐	☐	☐
3	If previously audited by ..... and the company's OpsSpecs have changed since the last audit, please attach the updated OpsSpecs and highlight the changes. Otherwise, select N/A	☐	☐	☐

ITEM 3.	QUALITY MANUAL	YES	NO	N/A
1	Does the company maintain a Quality Manual?	☐	☐	☐
2	Is Quality Manual approved by any aeronautical agency? Specify: _____	☐	☐	☐
3	Is the Quality Control Manual current? Please provide revision number and date of latest revision. Revision #: _____ Revision Date: _____	☐	☐	☐
4	Do company's personnel follow the quality control system established in the Quality Manual?	☐	☐	☐
5	Is the Quality Manual current and available to employees?	☐	☐	☐
6	Does Quality Manual include a description of the operations, including housing, facilities, equipment, and materials?	☐	☐	☐
7	Does Quality Manual include an organizational structure?	☐	☐	☐
8	Does the company have a procedure for maintaining the roster(s)?	☐	☐	☐
9	Does the company have a procedure for establishing and maintaining proficiency of inspection personnel?	☐	☐	☐
10	Does the company have a procedure for Qualifying and surveying non-approved persons to perform a specific task?	☐	☐	☐

ITEM 4.	QUALITY SYSTEM	YES	NO	N/A
1	Does the company have an internal audit and surveillance program?	☐	☐	☐
2	Does the internal audit function ensure compliance with customer specifications?	☐	☐	☐
3	Does the internal audit program assure appropriate corrective action?	☐	☐	☐
4	How long does the company keep the file of audit findings and corrective actions from audits? Please specify: _____	☐	☐	☐

ITEM 5.	TECHNICAL DATA	YES	NO	N/A
NOTE: "Manuals" in this context includes any technical data (e.g. drawings, wiring diagrams, test specs, etc.) necessary to perform the required service.				
1	Does the company have the required shop manuals and specifications to perform the process required?	☐	☐	☐
2	Does the company have a documented system to ensure technical data is current?	☐	☐	☐
3	Are manual revisions up to date?	☐	☐	☐
4	Does the company have a system to control working copies of manuals to ensure they are revised with the masters?	☐	☐	☐
5	Does the company use samples of and instructions for completing tasks and inspection forms, or reference to a separate forms manual?	☐	☐	☐
6	Is technical data stored in a manner that will protect it from dirt and damage?	☐	☐	☐
7	Are adequate viewing devices in good condition and available for viewing the technical data?	☐	☐	☐
8	Does the company have a procedure about record-keeping system?	☐	☐	☐

ITEM 6.	WORK PROCESSING	YES	NO	N/A
1	Does the company have adequate tooling and test equipment to perform the work?	☐	☐	☐
2	Does the company: 1) Have operating and maintenance manuals for the equipment? 2) Perform maintenance and servicing per the manuals? 3) Maintain maintenance and servicing records for a minimum of two (2) years?	☐	☐	☐
3	Are customers' parts properly identified throughout the process actions and in storage?	☐	☐	☐
4	Does the company have a procedure for inspecting incoming raw material to ensure acceptable quality?	☐	☐	☐
5	Does the company have a procedure for performing preliminary inspections of all articles that are processed?	☐	☐	☐
6	Does the shop segregate serviceable from unserviceable components?	☐	☐	☐
7	Does the facility provide adequate protection of parts in work (e.g. filtered air or clean room—depending on type of part)?	☐	☐	☐
8	Does the company have procedures to obtain customer specifications?	☐	☐	☐
9	Does the company incorporate customer specifications into their work processes?	☐	☐	☐
10	Does the company verify that customer specifications were incorporated?	☐	☐	☐
11	Does the company obtain approval for deviating, if necessary, from customer specifications?	☐	☐	☐
12	Does the company have adequate checks, inspections, and tests to ensure work was performed to customer specifications?	☐	☐	☐
13	Does the company have procedures for performing final inspection and return-to-service of maintained articles?	☐	☐	☐
14	Does the company observe duty time limitations per FAR 121.377?	☐	☐	☐
15	Are smoking, eating, and drinking forbidden in the work area or does the vendor have a written program to ensure units are protected from contamination?	☐	☐	☐
16	Are fluid dispensing cans and servicing units properly identified?	☐	☐	☐
17	Are the company's work records complete, in order, and legible?	☐	☐	☐

18	Do the records contain: 1) The description of the work performed or reference to data, including revision level? 2) The date of completion of the work performed? 3) The name of the person performing the work? 4) The name of the person inspecting the work? 5) The signature, certificate number of the person returning the article to service?	☐	☐	☐
19	Are all test and inspection records in a work package?	☐	☐	☐

ITEM 7.	**SHELF LIFE PROGRAM**	**YES**	**NO**	**N/A**
1	Does the company have a documented shelf life program?	☐	☐	☐
2	Does the program list parts and materials that have shelf life limits?	☐	☐	☐
3	Does each shelf life item have the shelf life expiration limit displayed?	☐	☐	☐
4	Is there an adequate system to assure that no item will be issued or used past its expiration date?	☐	☐	☐
ITEM 8.	**CALIBRATION PROGRAM**	**YES**	**NO**	**N/A**
1	Does the company have a documented calibration program?	☐	☐	☐
2	Are all calibrated tools calibrated to the National Institute of Standards and Technology (NIST), or equivalent?	☐	☐	☐
3	Is each item requiring calibration identified and on the calibration list?	☐	☐	☐
4	Is there a system to identify each item in the program, its calibration frequency, and its calibration due date?	☐	☐	☐
5	Does the company have a procedure for identifying, controlling and/or preventing out-of-service, limited calibration, and due-for-calibration tools and equipment from being used?	☐	☐	☐
6	Does the company have a procedure to control the calibration of personal tools?	☐	☐	☐
7	Are the tools and test equipment in a serviceable condition and environmentally protected (as applicable)?	☐	☐	☐

ITEM 9.	TRAINING	YES	NO	N/A
1	Does the company have a documented training program?	☐	☐	☐
2	Is training program FAA/EASA approved?	☐	☐	☐
3	Is formal and OJT training documented?	☐	☐	☐
4	Does the training program include all mechanics, inspectors and technical supervisors?	☐	☐	☐
5	Are mechanics, inspectors and supervisors properly trained, authorized and certificated, if required, for the work they perform?	☐	☐	☐
6	Are training records for mechanics, inspectors and supervisors retained for a minimum of two (2) years after the person leaves the company?	☐	☐	☐

ITEM 10.	HOUSING AND FACILITIES	YES	NO	N/A
1	Does the company have sufficient work space and areas for the proper segregation and protection of articles?	☐	☐	☐
2	Does the company have segregated work areas enabling environmentally hazardous or sensitive operations (e.g. painting, cleaning, machining) to be done in a manner that does not adversely affect other maintenance?	☐	☐	☐
3	Does the company have suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	☐	☐	☐
4	Does the company have space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance, or alterations?	☐	☐	☐
5	If the company deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions?	☐	☐	☐
6	Does the company have ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by the part?	☐	☐	☐
7	Does the company have areas for receiving and for shipping customers' units with adequate space, lighting, shelving, security, and fire protection to accommodate customers' units in a manner that will preclude damage, loss, and theft?	☐	☐	☐
8	Does the company have adequate and appropriate storage area to safely store customers' reusable shipping containers and to protect them from environmental damage?	☐	☐	☐

ITEM 11.	SAFETY /SECURITY /FIRE PROTECTION	YES	NO	N/A
1	Does the company provide adequate security for customer parts in its possession?	☐	☐	☐
2	Is the security system reviewed periodically by management or an outside vendor?	☐	☐	☐
3	Are fire protection devices inspected periodically?	☐	☐	☐
4	Are fire stations identified and extinguishers in serviceable condition?	☐	☐	☐
5	Are fire lanes, doors and fire extinguishers clear of obstruction?	☐	☐	☐
6	Are safety guards in place on power equipment?	☐	☐	☐

ITEM 12.	STORAGE	YES	NO	N/A
1	Are parts and materials correctly identified and properly stored?	☐	☐	☐
2	Does the company have a procedure to keep materials and parts in a warehouse?	☐	☐	☐
3	Are parts and material properly protected from damage and deterioration?	☐	☐	☐
4	Are flammable, toxic, and/or hazardous materials stored in an appropriate, properly identified cabinet or facility?	☐	☐	☐
5	Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, temperature/ humidity controlled items, etc.) properly packaged, identified and stored to protect from damage and contamination?	☐	☐	☐
6	Are high pressure bottles correctly labeled, properly stored and secured?	☐	☐	☐
7	Does the company maintain traceability certification on all parts and raw materials?	☐	☐	☐
8	Does the company have a quarantine area for rejected parts and materials awaiting disposition?	☐	☐	☐

ITEM 13.	SHIPPING	YES	NO	N/A
1	Are components returned in an appropriate shipping container or as specified by the customer?	☐	☐	☐
2	Does the company verify that the identifying data (P/N, S/N, nomenclature, mod. no.) on the documentation and the data plate match?	☐	☐	☐

ITEM 14.	SCRAP PROGRAM	YES	NO	N/A
1	Does the company have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?	☐	☐	☐
2	Does the company maintain a record of scrapped life limited parts for a minimum of two (2) years?	☐	☐	☐
3	Does the record include the P/N, S/N, and date of the scrapped part?	☐	☐	☐
4	Is the company's scrap program adequate to avoid mixing of materials?	☐	☐	☐

ITEM 15.	ANTIDRUG/ALCOHOL PROGRAM	YES	NO	N/A
1	Does the company have an active anti-drug and alcohol misuse prevention program?	☐	☐	☐
2	Is anti-drug and alcohol misuse prevention program approved by FAA?	☐	☐	☐
3	Does the company require sub-contracted vendors to have an FAA approved anti-drug and alcohol program?	☐	☐	☐

ITEM 16.	SUB-CONTRACTED MAINTENANCE	YES	NO	N/A
1	Does the company maintain a list of sub-contracted maintenance functions and agencies which includes type of certificate and rating(s), if any, held by each agency?	☐	☐	☐
2	Does the company ensure that sub-contractor quality meets customer specifications and legal requirements?	☐	☐	☐
3	Does the company maintain certification on subcontractor work?	☐	☐	☐
4	Does the company carry out audits to sub-contracted companies?	☐	☐	☐
5	Does the company maintain a file with sub-contracted companies' information?	☐	☐	☐

ITEM 17.	NON-CERTIFICATED SUB-CONTRACTORS	YES	NO
1	Does the company understand and agree to the requirement that they must permit immediate & unimpeded access to FAA/EASA inspections and to allow inspectors to observe any maintenance work for any article performed on behalf of .....? (Ref. 14 CFR 145.223)	☐	☐
2	Does the company follow a quality control system equivalent to the system followed by the certificated repair station?	☐	☐
3	Is the company's drug and alcohol program must be equivalent to the program followed by the certificated repair station?	☐	☐

ITEM 18.	PLEASE USE THIS SECTION TO EXPLAIN QUESTIONS ANSWERED "NO" OR "N/A"

ITEM 18.	PLEASE ENTER ANY MISCELLANEOUS NOTES BELOW

ITEM 18.	ADDITIONAL INFORMATION

PLEASE CHECK OFF THE DOCUMENTATION ATTACHED TO THIS QUESTIONNAIRE, AS REQUIRED

DESCRIPTION	Yes	No
ISO/AS Registration Certificates	☐	☐
NADCAP / Industry Approvals	☐	☐
Aviation Authority (FAA, EASA, etc.)	☐	☐
Limited Ratings Capability List	☐	☐
FAA Antidrug Plan Certification Letter	☐	☐
Operations Specifications	☐	☐
Repair Station/Quality Manual(s)	☐	☐
Company Brochure & Organization Chart	☐	☐
Sub-Contracted Companies FAA Antidrug Plan Certification Letter	☐	☐

Completed By **Date**