

# Self-Audit Checklist



**DUNCAN**  
**AVIATION**

Due to the overwhelming amount of incoming vendor audit forms being processed by Duncan Aviation, we have produced a generic audit form that will be returned in place of the form supplied by you. This will help us provide you with a quicker response to your inquiries. If you have any questions, please feel free to contact us at (402) 475-2611.

Thank you.

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## General:

### Company:

Address: 15745 South Airport Road  
Duncan Aviation  
Battle Creek Airport  
Battle Creek, MI 49015

Phone: (269) 969-8400  
FAX: (269) 969-8432  
Internet: <http://www.DuncanAviation.aero>

Repair Station Number: EBVR450D  
Federal Tax I.D. Number: 47-0461109  
Dun & Bradstreet Number: 62-613-6238  
FAA AMPP Number: B-CE-00006-S  
Number of Employees: 650+  
Employees Worldwide: 2600+  
Appr. Facility Size: 370,000 Sq. Ft.  
Security System: ID Badges  
Fire Protection System: Sprinklers  
Company Established: 1956

## Nomenclature:

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### Key Management Positions:

Chairman: Todd Duncan  
President: Jeff Lake  
Exec. Vice President/COO & Accountable Manager: Andy Richards  
Vice President, Aircraft Modifications: Nate Darlington  
Vice President, Aircraft Services: Travis Grimsley  
Manager, Regulatory Compliance: Mike Mertens  
Chief Inspector: Todd Wright\*

*\*Reports to the Manager, Regulatory Compliance, but can directly contact the Chairman with airworthiness issues.*

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1. Quality Control System*		Yes	No	N/A
<i>*Our Quality Assurance/Control program conforms to 14 CFR Part 145.</i>				
A.	Is there an established Quality Control Program?	✓		
B.	Is the complete Quality Program described in a current Quality Manual?	✓		
C.	Does the manual contain all information required by 14 CFR Part 145.209 and 145.211?	✓		
D.	Is the manual readily available to all employees?	✓		
E.	Does the Quality organization have clear authority to withhold items that do not meet acceptable quality standards?	✓		
F.	Is there an internal audit and surveillance program?	✓		
G.	Does the internal audit program ensure compliance with customer specifications?	✓		
H.	Does the audit program ensure appropriate corrective action?	✓		
I.	Are files of audit findings and corrective actions maintained for at least three years?	✓		
J.	Is there a list of subcontracted maintenance actions and approved vendors for those functions?	✓		
K.	Is there a procedure for reporting defects or un-airworthy parts or conditions to customers and the FAA?	✓		
<b>2. Inspection</b>				
A.	Is there proper separation of maintenance and inspection responsibilities?	✓		
B.	Are personnel authorized to inspect the work fully qualified by virtue of training and experience?	✓		
C.	Is there a list of inspections they are authorized to perform?	✓		
D.	Is there a roster of:			
	1. Supervisory and management personnel?	✓		
	2. Inspection and Return to Service personnel?	✓		
E.	Is there an employment summary on file for all personnel listed on the roster?	✓		
F.	Is there a documented inspection stamp control policy?	✓		
G.	Is there a receiving inspection procedure?	✓		
H.	Is there a procedure to control customer supplied parts?	✓		
I.	Is there a procedure to maintain traceability and certification on all parts, raw materials, and hardware?	✓		
<b>3. Technical Data</b>				
A.	Is the appropriate, current technical data readily available to personnel that need it?	✓		
B.	Is there a procedure to control revisions and ensure technical data is current?	✓		
C.	Are records of manual revisions on hand?	✓		
D.	Is there a system in place to control working copies of manuals to ensure they are revised with the masters?	✓		
E.	Is technical data stored in a manner to protect it from dirt and damage?	✓		
<b>4. Shelf Life Program</b>				
A.	Is there a documented shelf life program?	✓		
B.	Does the program list parts and materials that have shelf life limits?	✓		
C.	Is there a person, by title, responsible for the shelf life program?	✓		
D.	Does each shelf life item have the shelf life expiration limit displayed?	✓		
E.	Is there an adequate system to ensure no item will be issued or used past its expiration date?	✓		

**5. Measurement and Test Equipment**

	Yes	No	N/A
A. Is there a person, by title, responsible for the tool calibration program?	<u>✓</u>		
B. Are calibrated tools and equipment clearly marked to show the calibration status?	<u>✓</u>		
C. Are standards used to perform calibrations traceable to NIST?	<u>✓</u>		
D. Is there a system to identify each tool in the program, its calibration frequency, and calibration due date?	<u>✓</u>		
E. Is there a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used??	<u>✓</u>		
F. Is there a procedure to control the calibration of personal tools?	<u>✓</u>		
G. Do calibration records:			
1. Show date calibrated?	<u>✓</u>		
2. Identify individual or vendor who performed the calibration?	<u>✓</u>		
3. Show next calibration due date?	<u>✓</u>		
4. Contain a calibration certificate for each item calibrated by an outside source?	<u>✓</u>		
5. Record details of adjustments or repairs?	<u>✓</u>		
6. Show the P/N and S/N of the standard(s) used to perform the calibration?	<u>✓</u>		

**6. Training**

A. Is there a documented training program?	<u>✓</u>
B. Does it include all mechanics, inspectors and technical supervisors?	<u>✓</u>
C. Is formal and OJT training documented?	<u>✓</u>
D. Are training records for mechanics, inspectors, and technical supervisors retained for two years after an individual leaves the company?	<u>✓</u>
E. Do training records include both initial and recurrent training?	<u>✓</u>
F. Are all "hazmat employees" trained as required by Title 49 CFR, Part 172, Subpart H?	<u>✓</u>

**7. Housing and Facilities**

A. Is the facility of adequate size to house all necessary tooling, equipment, material, and parts to perform the work?	<u>✓</u>
B. Does the housing adequately protect parts, materials, and customer units from damage, theft, and contamination?	<u>✓</u>
C. Is the environment appropriate to protect workers so the quality of workmanship is not impaired?	<u>✓</u>
D. Are storage areas separate from work areas?	<u>✓</u>
E. Is the work area, including supervisors' offices, clean?	<u>✓</u>
F. Are ventilation, lighting, temperature, and humidity control adequate throughout the facility?	<u>✓</u>

**8. Safety / Security/ Fire Protection**

A. Is there adequate security for customer parts in Duncan Aviation's possession?	<u>✓</u>
B. Is the security reviewed periodically by management or an outside vendor?	<u>✓</u>
C. Are fire protection devices inspected periodically?	<u>✓</u>
D. Are fire stations identified and extinguishers in serviceable condition?	<u>✓</u>
E. Are fire lanes, doors, and fire extinguishers clear of obstructions?	<u>✓</u>
F. Are safety guards in place on power equipment?	<u>✓</u>
G. Are shop operations conducted in a safe manner and environment?	<u>✓</u>
H. Has a Fatigue Management program been implemented?	<u>✓</u>

**9. Material Control, Purchasing, Shipping & Receiving**

	Yes	No	N/A
A. Are parts and materials properly identified and stored?	✓		
B. Are damaged materials or materials whose qualities are questionable properly identified and segregated to preclude their inadvertent use?	✓		
C. Are parts and components adequately protected against the environment and damage?	✓		
D. Are flammable, toxic, or volatile materials properly identified and stored?	✓		
E. Are sensitive parts and components (oxygen parts, O-rings, electrostatic sensitive devices, etc.) packaged, identified and stored to prevent damage and contamination?	✓		
F. Are materials clearly identified with appropriate information to show traceability to the original manufacturing source?	✓		
G. Are records of inspection and testing maintained?	✓		
H. Is there a visual inspection of all parts/components being shipped?	✓		
I. Are components shipped in appropriate shipping containers?	✓		
J. Is shipping documentation verified to be correct?	✓		

**10. Work Processing**

A. Is adequate tooling and test equipment available to perform the work?	✓		
B. If the equipment used differs from the OEM specified equipment:			
1. Is it properly certified as equivalent?	✓		
2. Are there operating and maintenance manuals?	✓		
3. Is maintenance and servicing performed per the manual?	✓		
4. Is maintenance and servicing recorded?	✓		
5. Is the equipment included in the calibration program?	✓		
6. Has the equipment been accepted by the FAA?	✓		
C. Are mechanics, inspectors and supervisors properly trained, authorized, and certificated for the work they perform?	✓		
D. Are adequate tool and current manuals available to the mechanics?	✓		
E. Are customers' parts properly identified throughout the maintenance actions and while in storage?	✓		
F. Is there a work turnover procedure in place?	✓		
G. Are controls maintained throughout the maintenance process to ensure conformity with applicable standards?	✓		
H. Are serviceable components segregated from unserviceable?	✓		
I. Are smoking, eating, and drinking forbidden in the work areas, as appropriate?	✓		
J. Are fluid dispensing cans and servicing units properly identified?	✓		
K. Are work records complete, in order, and legible?	✓		
L. Are all test and inspection records in the work package?	✓		
M. Does the record keeping system and retention time meet the FAA requirement of two years?	✓		
N. Do the maintenance release documents meet customer and FAA requirements?	✓		

**11. Scrapped Parts**

A. Is there a documented procedure in place to ensure scrapped parts are either returned to the customer or mutilated beyond repair?	✓		
B. Is there a person, by title, responsible for the scrapped parts program?	✓		
C. Is a record of scrapped life limited parts retained for at least two (2) years?	✓		
D. Does the record show the P/N and S/N of the part and the date scrapped?	✓		

Documents listed below are available at <http://www.duncanaviation.aero/resources/certificates>.

- FAA Air Agency Certificate
- Repair Station Operations Specifications
- Anti-Drug Plan Approval, Page A449 of Ops Specs replaces Plan Identification #B-CE-00006-S
- EASA Certificate
- Other International CAA Certificates



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Todd Wright, Chief Inspector, BTL  
Mar 10, 2023