

# Vendor Audit Checklist



**DUNCAN  
AVIATION®**

Dear Vendor,  
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 (269) 969-8400.

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>

### Nomenclature:

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: 500+  
Company Established: 1956  
Facility Size: 325,000 Sq. Ft.  
Security System: ID Badges  
Fire Protection System: Sprinklers

## Key Management Positions:

President:  
Executive Vice President/Chief Operating Officer:  
Vice President, Aircraft Services:  
Chief Financial Officer:  
Manager, Regulatory Compliance:  
Chief Inspector:

Aaron Hilkemann  
Tom Burt  
John Biever  
Cindy Morris  
Mike Mertens  
Pete Mills\*

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

## 1. Quality Control System\*

- Yes      No      N/A
- \*Our Quality Assurance/Control program conforms to FAR Part 145.*
- A. Is there an established Quality Control Program? ✓
  - B. Does the Quality Assurance Manual describe the complete Quality Program? ✓
  - C. Does a manual identify specific persons, by title, responsible for various quality functions and programs? ✓
    - 1. Quality Program ✓
    - 2. Inspections ✓
    - 3. Tools and Test Equipment Calibration ✓
    - 4. Technical Data Control ✓
    - 5. Shelf Life Program ✓
  - D. Does the manual identify back-up persons, by title, for these programs? ✓
  - E. Is the Quality Assurance Manual Current? ✓
  - F. Is there a roster of:
    - 1. Persons that are authorized to perform inspections? ✓
    - 2. A list of inspections they are authorized to perform? ✓
  - G. Is there a self audit program in place? ✓
  - I. Is there a work turnover procedure used? ✓

## 2. Inspection

- A. Are inspections conducted by authorized personnel only? ✓
- B. Is purchased material routed to receiving department? ✓
- C. Is there a documented inspection stamp control policy? ✓

## 3. Shipping

- A. Is there a visual inspection of all parts/components being shipped? ✓
- B. Is there proper documentation? ✓
- C. Are units wrapped or bagged to prevent contamination? ✓

## 4. Technical Data

- A. Is the appropriate, current technical data readily available to personnel that need it? ✓
- B. Is technical data stored in a manner that will protect it from dirt and damage? ✓
- C. Does Duncan Aviation have a method for verifying Airworthiness Directive status? ✓

## 5. Training

- A. Are both formal classroom and on-the-job training documented and maintained? ✓
- B. Are personnel who perform inspections, shipping and receiving functions properly trained? ✓

## 6. Material Control, Purchasing and Receiving

- A. Are incoming purchases held until inspected? ✓
- B. Are parts and components adequately protected against the environment and damage? ✓
- C. Is there a documented procedure in place for mutilating scrapped parts which will preclude their being returned to service? ✓
- D. Are parts traceable to the original manufacturing source? ✓
- E. Is there an active shelf life program? ✓
- F. Are records of inspection and testing maintained? ✓

**7. Housing and Facilities** Yes    No    N/A

- A. Are good housekeeping practices being maintained? ✓
- B. Is ventilation, lighting, temperature, and humidity control adequate? ✓

**8. Measurement and Test Equipment**

- A. Are calibrations traceable to NIST? ✓
- B. Is there a current Certificate Of Calibration for all required test equipment? ✓
  
- C. Are historical records containing repair and calibration accuracy data maintained? ✓

**Attachments:**

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

*Pete Mills*

Pete Mills, Chief Inspector, BTL  
06/03/2011