Self-Audit Checklist

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.

General:

Company:

Address:	3701 Aviation Road
	Duncan Aviation
	Lincoln Airport
	Lincoln, NE 68524
OR	PO Box 81887
	Lincoln, NE 68501
Phone:	(402) 475-2611
FAX:	(402) 475-5541
Internet:	http://www.DuncanAviation.aero

Nomenclature:

Repair Station Number:	JGVR194F
Federal Tax I.D. Number:	47-0461109
Dun & Bradstreet Number:	62-613-6238
FAA AMPP Number:	B-CE-00006-S
Number of Employees:	1300+
Employees Worldwide:	2100+
Facility Size:	665,000 Sq. Ft.
Security System:	ID Badges
Fire Protection System:	Sprinklers
Company Established:	1956

Key Management Positions:

Chairman:	Todd Duncan
President:	Aaron Hilkemann
Exec. Vice President/COO & Accountable Manager	Jeff Lake
Vice President, Completions & Modifications:	Mike Cox
Vice President, Avionics, Accessories & Satellites:	Mark Cote
Manager, Regulatory Compliance:	Mike Mertens
Chief Inspector:	Paul Lewandowski*

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

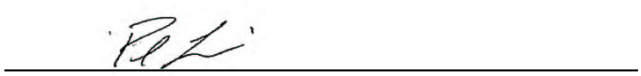
		Yes	No	N/A
1. Quality Control System*	**Our Quality Assurance/Control program conforms to 14 CFR Part 145.*			
A.	Is there an established Quality Control Program?	✓		
B.	Is the complete Quality Program described in a current Quality Manual?	✓		
C.	Does the manual contain all information required by 14 CFR Part 145.209 and 145.211?	✓		
D.	Is the manual readily available to all employees?	✓		
E.	Is there an internal audit and surveillance program?	✓		
F.	Does the internal audit program ensure compliance with customer specifications?	✓		
G.	Does the audit program ensure appropriate corrective action?	✓		
H.	Are files of audit findings and corrective actions maintained for at least three years?	✓		
I.	Is there a list of subcontracted maintenance actions and approved vendors for those functions?	✓		
J.	Is there a procedure for reporting defects or un-airworthy parts or conditions to customers and the FAA?	✓		
2. Inspection				
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?	✓		
3. Technical Data				
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?	✓		
4. Shelf Life Program				
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?	✓		
B.	Are calibrated tools and equipment clearly marked to show the calibration status?	✓		
C.	Are standards used to perform calibrations traceable to NIST?	✓		
D.	Is there a system to identify each tool in the program, its calibration frequency, and calibration due date?	✓		
E.	Is there a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used??	✓		
F.	Is there a procedure to control the calibration of personal tools?	✓		
G.	Do calibration records:			
1.	Show date calibrated?	✓		
2.	Identify individual or vendor who performed the calibration?	✓		
3.	Show next calibration due date?	✓		
4.	Contain a calibration certificate for each item calibrated by an outside source?	✓		
5.	Record details of adjustments or repairs?	✓		
6.	Show the P/N and S/N of the standard(s) used to perform the calibration?	✓		
6. Training				
A.	Is there a documented training program?	✓		
B.	Does it include all mechanics, inspectors and technical supervisors?	✓		
C.	Is formal and OJT training documented?	✓		
D.	Are training records for mechanics, inspectors, and technical supervisors retained for two years after an individual leaves the company?	✓		
E.	Do training records include both initial and recurrent training?	✓		
F.	Are all “hazmat employees” trained as required by Title 49 CFR, Part 172, Subpart H?	✓		
7. Housing and Facilities				
A.	Is the facility of adequate size to house all necessary tooling, equipment, material, and parts to perform the work?	✓		
B.	Does the housing adequately protect parts, materials, and customer units from damage, theft, and contamination?	✓		
C.	Is the environment appropriate to protect workers so the quality of workmanship is not impaired?	✓		
D.	Are storage areas separate from work areas?	✓		
E.	Is the work area, including supervisors’ offices, clean?	✓		
F.	Are ventilation, lighting, temperature, and humidity control adequate throughout the facility?	✓		
8. Safety / Security/ Fire Protection				
A.	Is there adequate security for customer parts in Duncan Aviation’s possession?	✓		
B.	Is the security reviewed periodically by management or an outside vendor?	✓		
C.	Are fire protection devices inspected periodically?	✓		
D.	Are fire stations identified and extinguishers in serviceable condition?	✓		
E.	Are fire lanes, doors, and fire extinguishers clear of obstructions?	✓		
F.	Are safety guards in place on power equipment?	✓		
G.	Are shop operations conducted in a safe manner and environment?	✓		

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



Paul Lewandowski, Chief Inspector, LNK
Sept 6, 2017