

Vendor Audit Checklist



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 (402) 475-2611.

Thank you.

General:

Company:

Address: Duncan Aviation
3432 West Mike Jense Parkway
Provo, UT 84601
Phone: (801) 342-5600
FAX: (801) 342-5506
Internet: <http://www.DuncanAviation.aero>

Federal Tax I.D. Number: 47-0461109
Dun & Bradstreet Number: 62-613-6238
FAA AMPP Number: B-CE-00006-S
Number of Employees: 18
Employees Worldwide: 1800+
Facility Size: 20,000 Sq. Ft.
Security System: ID Badges
Fire Protection System: Sprinklers
Company Established: 1956

Nomenclature:

Repair Station Number: EBV2450D

Key Management Positions:

Chairman:	Todd Duncan
President:	Aaron Hilkemann
Exec. Vice President/COO & Accountable Manager	Bill Prochazka
Manager, Regulatory Compliance:	Mike Mertens
Chief Inspector:	Mike Mertens

1. Quality Control System*		Yes	No	N/A
<i>*Our Quality Assurance/Control program conforms to FAR Part 145.</i>				
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. Supervisory and management personnel?	✓		
	2. Inspection and Return to Service personnel?	✓		
G.	Is there a self audit program in place?	✓		
H.	Is there a work turnover procedure used?	✓		
I.	Is there a list of subcontracted maintenance actions and approved vendors for those functions?	✓		
2. Inspection				
A.	Are personnel authorized to inspect the work fully qualified by virtue of training and experience?	✓		
B.	Is there a list of inspections they are authorized to perform?	✓		
C.	Are all inspectors familiar with the Quality Manual, and do they have ready access to the Manual?	✓		
D.	Is there a documented inspection stamp control policy?	✓		
3. Training				
A.	Are training records kept for all technicians, inspectors, and supervisors?	✓		
B.	Do training records include both initial and recurrent training?	✓		
C.	Are all "hazmat employees" trained as required by Title 49 CFR, Part 172, Subpart H?	✓		
D.	Are both formal classroom and on-the-job training documented and maintained?	✓		
E.	Are personnel who perform inspections, shipping and receiving functions properly trained?	✓		
F.	Does the company have an FAA approved training program?	✓		
4. Material Control, Purchasing, Shipping & Receiving				
A.	Are incoming purchases held until inspected?	✓		
B.	Are parts and components adequately protected against the environment and damage?	✓		
C.	Are damaged materials or materials whose qualities are questionable properly identified and segregated to preclude their inadvertent use?	✓		
D.	Is there a documented procedure in place for mutilating scrapped parts which will preclude their being returned to service?	✓		
E.	Are materials clearly identified with appropriate information to show traceability?	✓		
F.	Are parts traceable to the original manufacturing source?	✓		
G.	Is there an active shelf life program?	✓		
H.	Are records of inspection and testing maintained?	✓		
I.	Is there a visual inspection of all parts/components being shipped?	✓		
J.	Is there proper documentation?	✓		
K.	Are units wrapped or bagged to prevent contamination?	✓		

5. Technical Data

	Yes	No	N/A
A. Is the appropriate, current technical data readily available to personnel that need it?	<u>✓</u>		
B. Is technical data stored in a manner that will protect it from dirt and damage?	<u>✓</u>		
C. Does Duncan Aviation have a method for verifying Airworthiness Directive status?	<u>✓</u>		

6. Measurement and Test Equipment

A. Is all test equipment used for final inspection calibrated at appropriate intervals?	<u>✓</u>
B. Are calibrated tools and equipment clearly marked to show the calibration status?	<u>✓</u>
C. Are calibrations traceable to NIST?	<u>✓</u>
D. Is there a current Certificate Of Calibration for all required test equipment?	<u>✓</u>
E. Are there mechanisms and procedures for removing tools from service that fail to meet calibration requirements?	<u>✓</u>
F. Are historical records containing repair and calibration accuracy data maintained?	<u>✓</u>

7. Housing and Facilities

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

Attachments:

- FAA Air Agency Certificate (To view go to www.duncanaviation.aero/company/certificates/certificates.php)
- Repair Station Operations Specifications
- EASA Certificate
- Anti-Drug Plan Approval, Page A449 of Ops Specs replaces Plan Identification #B-CE-00006-S



Mike Mertens, Manager of Regulatory Compliance, LNK
Feb. 28, 2012