



Perform Air International Product/Process Audit Check List

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| <div style="border-bottom: 1px solid black; width: 100%;"></div> Auditor: | <div style="border-bottom: 1px solid black; width: 100%;"></div> Date: | <div style="border-bottom: 1px solid black; width: 100%;"></div> P/N: |
| Personnel | Record ID | No ID Available |
| 1. Personnel performing maintenance are on the Maintenance Roster (SL.05). | Acceptable _____ | Not Acceptable _____ |
| 2. Training Records reviewed to ensure PN training accomplished. Record Training Record ID: | Acceptable _____ | Not Acceptable _____ |
| 3. Mechanic has Documentation open and available, | Acceptable _____ | Not Acceptable _____ |
| 4. Mechanic understand the Work Scope and has read and understood prior to beginning work. | Acceptable _____ | Not Acceptable _____ |
| Manuals and Documentation | | |
| 5. All Techs performing maintenance have access to the air carrier's manuals and tech data | Acceptable _____ | Not Acceptable _____ |
| 6. Tech's have ready access to air carrier's maintenance control and tech support when needed | Acceptable _____ | Not Acceptable _____ |
| 7. Work records are maintained a minimum of three years. Storage is secure and organized | Acceptable _____ | Not Acceptable _____ |
| 8. Maintenance work scope is easily identified without ambiguity. Carrier Supplemental Data, and applicability is easily understood. | Acceptable _____ | Not Acceptable _____ |
| 9. Repairs beyond the scope of routine maintenance are accomplished with supporting documentation from engineering and FAA-DER. Customer has consented to prescribed maintenance prior to commencement in writing. | Acceptable _____ | Not Acceptable _____ |
| 10. Parts required for completion of maintenance have proper identification tags/documents. Tech is aware of what needs to be checked to verify authenticity before installation. | Acceptable _____ | Not Acceptable _____ |
| Tooling and Equipment | | |
| 11. Maintenance requiring the use of specialized equipment such as Test Boxes, lifts, stands, or any equivalent equipment can be readily obtained and documented as an approved substitute. | Acceptable _____ | Not Acceptable _____ |
| 12. There is an effective contingency plan for equipment categorized as critical to the daily/weekly operation in case of failure. | Acceptable _____ | Not Acceptable _____ |
| 13. Standard tooling is sufficient for maintenance commonly assigned per the work scope agreement. | Acceptable _____ | Not Acceptable _____ |
| 14. Records show equipment is maintained on a regular basis. | Acceptable _____ | Not Acceptable _____ |
| 15. Test Equipment used for maintenance is current. Calibration records correspond to the tooling/equipment sticker date. | Acceptable _____ | Not Acceptable _____ |

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| 16. Safety equipment is readily available for use. | Acceptable _____ | Not Acceptable _____ |
| Maintenance | | |
| 17. Aircraft maintenance is carried out under a clearly defined program in accordance with FAA/EU requirements. | Acceptable _____ | Not Acceptable _____ |
| 18. Disposal of consumable product waste is per local regulations. Records maintained match per local/state requirements. | Acceptable _____ | Not Acceptable _____ |
| 19. Maintenance performed is accurately documented on the hard card. Calibrated tooling utilized during maintenance or test is recorded on hard card. Consumables used are recorded by sequence number and Expiration date. Testing results are documented in the work order package. | Acceptable _____ | Not Acceptable _____ |
| Parts and Storage | | |
| 20. Customer supplied parts are stored securely. Periodic inventory is maintained and customer notified (if required). Log is maintained. | Acceptable _____ | Not Acceptable _____ |
| 21. Adequate segregation of CF parts from other airline materials is maintained. | Acceptable _____ | Not Acceptable _____ |
| 22. A part quarantine area is clearly identified. An identification tag is utilized for parts awaiting return to the customer. | Acceptable _____ | Not Acceptable _____ |
| 23. Flammable liquids and toxic liquids are properly stored and cabinet is identified. | Acceptable _____ | Not Acceptable _____ |
| 24. Personnel are aware of hazardous materials standards Per Spec 300. | Acceptable _____ | Not Acceptable _____ |
| 25. Incoming parts are subjected to proper receiving inspection requirements per QSM II.01 and EASA Supplement and MAG guidance. | Acceptable _____ | Not Acceptable _____ |
| 26. Immediate notification of part failures, malfunctions, or defects to the Quality Department and Air Carrier is understood by all technicians. | Acceptable _____ | Not Acceptable _____ |
| 27. Tech's have adequate knowledge of performing a conditional check on received carrier parts. | Acceptable _____ | Not Acceptable _____ |

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| <u>Calibrated Tooling</u> | | |
|---|------------|----------------|
| 28. All calibrated tools/instruments have current calibration due date sticker or an Out of Service tag if unserviceable. | Acceptable | Not Acceptable |
| 29. Calibrated tools are stored in containers as applicable to minimize damage. | Acceptable | Not Acceptable |
| 30. All calibrated tools have to a current calibration certification. Due dates, Serial numbers on the tool match the certificate. Certificates are maintained 2 years minimum. | Acceptable | Not Acceptable |
| 31. Torques wrenches are stored at their lowest torque value. | Acceptable | Not Acceptable |

| <u>Non-Acceptable Details</u> |
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| Please provide details on any non-acceptable that is selected Details may be listed on next page. |

| | Y | N |
|--|--------------------------|--------------------------|
| Receiving of the part, work order identification and system entry adequate. | <input type="checkbox"/> | <input type="checkbox"/> |
| Planning schedule for part within contract requirements (if applicable). | <input type="checkbox"/> | <input type="checkbox"/> |
| Scheduled Teardown assigned to appropriately rated technician. | <input type="checkbox"/> | <input type="checkbox"/> |
| Work performed per CMM or acceptable ICA (SB, AD, DER, Supplemental Data). | <input type="checkbox"/> | <input type="checkbox"/> |
| Testing performed per CMM with equipment identified in the document. Test results attached to work order package. (If equipment is different from CMM, is equivalency provided by Eng. Dept.). | <input type="checkbox"/> | <input type="checkbox"/> |
| After Test: component preservation requirements met, protective devices used such as caps, plugs, seals, etc. | <input type="checkbox"/> | <input type="checkbox"/> |
| Paperwork reviewed by Oversight (if required), work order status reviewed for completion with appropriate initials, dates, stamps as required for the work performed. | <input type="checkbox"/> | <input type="checkbox"/> |
| Part moved to Final Inspection for disposition, documentation, verification of initials, dates, stamps, test data, part marking, and outgoing photographs of data tags, ports, connectors. | <input type="checkbox"/> | <input type="checkbox"/> |
| Shipping procedures are compliant with RO instructions or Standard ATA Spec 300. | <input type="checkbox"/> | <input type="checkbox"/> |