

AVIATECHNIK CORPORATION

QUALITY ASSURANCE AUDIT CHECKLIST

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Key Personnel:

Accountable Executive:	<u>Andrey Rastorguev</u>	e-mail:	<u>andrey@aviatechnikcorp.com</u>
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Sales Manager:	<u>Nataliya Nechyporenko</u>	e-mail:	<u>nataliya@aviatechnikcorp.com</u>

Number of employees:

Production:	<u>24</u>	Engineering:	<u>2</u>	Quality:	<u>3</u>
Other:	<u>8</u>				

Company Overview:

Aviatechnik Corporation is Approved Maintenance Organization under TCCA CAR573 and EASA Part145 approval.

Aviatechnik Corporation operates in a twenty two thousand square foot climate controlled building in Mississauga, Ontario, and specializes in three major areas. The first is Repair and Overhaul of aircraft mechanical, electrical, pneumatics and hydraulic components. The second is Repair of aircraft composite structure. The third is machining carried out to meet approved specifications, i.e. repair schemes contained within component maintenance manuals, AD'S, SB's, or technical drawings generated by an OEM for the repair of a component.

TCCA CAR573 Approval Certificate No.	<u>50-12</u>
EASA Part145 Approval Certificate No.	<u>145.7264</u>
CAAC Part 145 Approval Certificate No.	<u>F011008817</u>
ANAC RBAC 145 Approval Certificate No.	<u>1805-31/ANAC</u>
CAAB Approval Certificate No.	<u>CAAB.145.F-034</u>
CAGE Code	<u>L06F7</u>

Note:

- This Quality Assurance Audit 1A Checklist is created based on requirements of C.A.S.E 1A Standard.
- References to the C.A.S.E. 1A Standard are indicated by ().
- © Denotes Coordinating Agency for Supplier Evaluation (C.A.S.E.) only, specific requirements.

AUDIT ELEMENTS		Yes	No	N/A
1. GENERAL INFORMATION				
A. Refer to C.A.S.E 1A Standard.		X		
2. CERTIFICATION				
A. Does the AMO hold an TCCA/FAA/EASA certificate? (2A)		X		
B. Are all required certificates, operation specifications/limitations/capability listing, and registrations available for review? (2A)		X		
C. If the AMO has "Limited Ratings", does the vendor have a capabilities listing that satisfies this standard? (2B)		X		
D. Does the AMO have a FAA approved & active anti-drug & alcohol misuse testing plan? (2B(5))				X
3. QUALITY CONTROL PROGRAMS				
A. Does the AMO have a current Quality Program Manual that covers all the requirements of the 1A Standard? (3C)				
1	Inspecting incoming raw material to ensure acceptable quality?	X		
2	Performing preliminary inspections of all articles that are maintained?	X		
3	Inspection of all articles that have been involved in an accident/incident for hidden damage before maintenance, preventive maintenance, or alteration is performed?	X		
4	Establishing and maintaining proficiency of inspection personnel?	X		
5	Establishing and maintaining current technical data for maintaining articles?	X		
6	Qualifying and surveying non-certificated persons (subcontractors) who perform maintenance, preventive maintenance, or alterations for the AMO?	X		
7	Performing final inspection and return-to-service of maintained articles?	X		
8	Calibrating measuring and test equipment used to maintain articles, including the intervals at which the equipment will be calibrated?	X		
9	Taking corrective action on discrepancies?	X		
10	References, where applicable, to manufacturer's inspection standards?	X		
11	Samples of an instructions for completing maintenance and inspection forms, or reference to a separate forms manual?	X		
12	Procedures for revising the Quality Program Manual?	X		
B. Does the AMO's program include procedures for controlling shelf life and scrapped parts? (3D)		X		
C. Does the AMO have a current AMO Manual that contains the following: (3E)				
An organizational chart identifying:				
1	a Each management position with authority to act on behalf of the AMO?	X		
	b The area of responsibility assigned to each management position?	X		
	c Duties, responsibilities, and authority of each management position?	X		
2	Procedures for maintaining the roster?	X		
3	A description of the AMO's operations, equipment, and facility, including procedures for:	X		
	a Revising the capabilities list and notifying the applicable airworthiness authority?	X		
	b Self evaluation for revising the capabilities list?	X		
4	Procedures for revising the training program?	X		

5	Procedures to govern work performed at another location?			X
6	Procedures for maintenance, preventive maintenance, or alterations performed?	X		
7	Procedures for maintaining and revising contract maintenance information, and notifying the Authority?			X
8	A description of the record keeping system?	X		
9	Procedure for revising the AMO's manual, and notifying the TCCA?	X		
10	A description of the system used to identify and control sections of the AMO' manual?	X		
D. Is the AMO manual current and available to employees? (3E)		X		
E. Does the AMO have an internal audit and surveillance function? (3F)		X		
F. Does the internal audit function ensure compliance with customer specifications? (3F)		X		
G. Does the internal audit program assure appropriate corrective action? (3G)		X		
H. Does the AMO maintain a file of audit findings performed to the 1A Standard, and corrective action for three years? Is this accessible to the auditor? (3H)		X		
I. Does the AMO maintain a list of sub-contracted maintenance functions and agencies including the type of certificate and rating, if any, held by each facility? (3I)		X		
J. Does the AMO ensure that sub-contractor quality meets customer specifications and legal requirements? (3J)		X		
K. Does the AMO maintain certification on sub-contractor work? (3J)		X		
L. Does the AMO have a contract allowing TCCA to inspect non-certificated sub-contractors? (3J)				X
M. Does the AMO have a procedure for reporting defects or unairworthy conditions to the customer and to the TCCA? (3K)		X		
4. INSPECTION				
A. Does the AMO perform any required inspections (RII) for any customers? (5E)		X		
B. Is there proper separation of maintenance and inspection responsibilities for AMO that perform required inspections? (4A)		X		
C. Are RII inspectors properly trained and certified? (5E)		X		
D. Does the AMO have an acceptable receiving inspection system? (4B)		X		
E. Are acceptable sampling procedure adequate to ensure quality?		X		
F. Does the AMO have an acceptable system for controlling stamps, for both inspection and production personnel? (4C)		X		
5. PERSONNEL				
A. Has the AMO designated an employee as the "Accountable Manager"? (5A)		X		
B. Does the AMO identify all management, supervisory, and inspection personnel? (5B)		X		
C. Does the roster identify all personnel authorized for return-to-service? (5B)		X		
D. Does the AMO have employment summary for all personnel listed on the AMO roster? (5C)		X		
E. Do the AMO's supervisory personnel satisfy the requirements of this standard? (5D)		X		
F. Do the AMO's inspection personnel satisfy the requirements of this standard? (5E)		X		
G. Does the AMO's return-to-service personnel satisfy the requirements of this standard? (5F)		X		
H. Are specific individuals, by title, responsible for the following programs?				
1	Technical Data? (5G)	X		
2	Shelf Life? (5H)	X		
3	Calibrated Tooling? (5I)	X		

4	Scrap Parts? (5J)	X		
I. Is there a back-up person identified by title for all programs requiring one? (5K)				
1	Technical Data?	X		
2	Shelf Life? (5H)	X		
3	Calibrated Tooling? (5I)	X		
4	Scrap Parts? (5J)	X		
6. TECHNICAL DATA AND CONTROL				
Note: Manual in this context includes any technical data, drawings, maintenance manuals, IPC, test specs, etc. necessary to perform the required service.				
A. Does the AMO have the required shop manuals and specifications to perform the maintenance tasks in accordance with customer specifications? (6A)		X		
B. Are there established, approved procedures, controlling revisions in manuals deviating from OEM specifications? (EO, EC, RDC,etc.)(6A)		X		
C. Does the AMO have a system to ensure technical data is current? (6B)		X		
D. Does the AMO have a record of manual revisions? (6B)		X		
E. Are manual revisions up to date? (6B)		X		
F. Is the technical data properly identified and available to technicians? (6B)		X		
G. Does the AMO have a system to control working copies of manuals to ensure they are revised with masters? (6C)		X		
H. Is technical data stored in manner that will protect it from dirt and damage? (6D)		X		
I. Are adequate viewing devices in good condition and available for viewing the technical data? (6E)		X		
J. If the AMO has SFAR36 authority, does he have a system for receiving customer approval prior to use of the data? (6F)				X
K. Does the ROV have an approved SFAR36 manual and roster? (6F)				X
7. SHELF LIFE PROGRAM				
A. Does the AMO have a documented shelf life program? (7A)		X		
B. Does the program list parts and materials that have shelf life limits? (7A)		X		
C. Does each shelf life item have the shelf life expiration limit displayed? (7B)		X		
D. Is there an adequate system to assure that no item will be issued or used past its expiration date? (7C & 7D)		X		
E. Were items sampled for shelf life within limits?		X		
8. CALIBRATION PROGRAM				
A. Does the AMO have a documented tool calibration program? (8B)		X		
B. Are all tools required calibration, identified and listed on the tool calibration list? (8B)		X		
C. Are standards used to calibrate tools acceptable to the TCCA? (e.g. The National Institute of Standards and Technology (NIST)? (8C)		X		
D. Is there a system to identify each tool in the program, its calibration frequency and its calibration due date? (8D)		X		
E. Does the AMO have a procedure for identifying, controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used? (8E)		X		
F. Does the AMO have a procedure to control the calibration of personal tools? (8F)		X		
G. Did a sample check of the calibrated tooling indicate that the tooling is within calibration?		X		
H. Are tools and test equipment in a serviceable condition?		X		

I. Do Records: (8G)				
1	Show date calibrated?	X		
2	Show calibration due date?	X		
3	Identify individual or vendor that performed calibration or check?	X		
4	Contain a calibration certificate for each item calibrated by an outside agency?	X		
5	Record details of adjustment and repairs?	X		
6	Show the Part No. and Serial No. and calibration due data of the standard(s) used to perform the calibration?	X		
9. TRAINING				
A. Does the AMO have a documented training program? (9A & D, 5D, E & F)		X		
B. Does the training program include all technicians, inspectors, and technical supervisors? (9A, 5D, E & F)		X		
C. Are technicians, inspectors and supervisors properly trained, authorized, and certified, if required, for the work they perform? (5D, E, F, 9A & 13B)		X		
D. Is formal and OJT training documented? (9B)		X		
E. Are training records for technicians, inspectors and supervisors retained for two years after the person leaves the company? (9C)		X		
10. HOUSING AND FACILITIES				
A. If the AMO deals in non-aircraft parts, materials, and/or maintenance activities, are they adequately segregated from aircraft function? (10A)		X		
B. Does the AMO have: (10B(2))				
1	Sufficient work space, and areas for the proper segregation and protection of articles?	X		
2	Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, and machining to be done properly and in manor that does not adversely affect other maintenance?	X		
3	Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	X		
4	Space sufficient to segregate articles and materials stoked for installation from those undergoing maintenance, preventative maintenance, or alterations?	X		
5	Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventative maintenance, or alterations to the standards required by the aircraft part?	X		
6	Areas for receiving and for shipping customers units with adequate space, lighting, shelving, security, and fire protection to accommodate customers units in a manner that will preclude damage, loss, theft?	X		
7	Adequate and appropriate storage area to safely store customers reusable shipping containers and to protect them from environmental damage?	X		
C. If the AMO has an airframe rating, is suitable permanent housing provided to enclose the largest type and model of aircraft listed on its Operation Specifications? (10C)				X
D. If the AMO performs maintenance, preventative maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the TCCA and its customers? (10D)				X
E. Do facilities outside of the AMO's housing meet the requirements of these standard so that the work can be done in accordance with the requirements of 14 CFR 43? (10D)				X
11. SAFETY/SECURITY/FIRE PROTECTION				

A. Does the AMO provide adequate security for customer parts in his possession? (11A)	X		
B. Is the security system reviewed periodically by management or an outside vendor? (11B)	X		
C. Are fire protection devices inspected periodically? (11C)	X		
D. Are fire station identified and extinguishers in serviceable condition? (11D)	X		
E. Are fire lanes, doors, and fire extinguishers clear of obstructions? (11E)	X		
F. Are safety guards in place on power equipment? (11F)	X		
G. Are the AMO's shop operations conducted in a safe manner and environment? (11G)	X		
12. STORAGE			
A. Are parts and material properly identified and properly stored? (12A)	X		
B. Does the AMO have a quarantine area for rejected parts and materials awaiting disposition? (12C)	X		
C. Do parts in bins match part numbers on bins? (12A)	X		
D. Are parts and material properly protected from damage and deterioration? (12D)	X		
E. Are flammable, toxic, or volatile materials properly identified and stored? (12E)	X		
F. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified, and stored to protect from damage and contamination? (12F)	X		
G. Are high-pressure bottles correctly labeled, properly stored, and secured? (12G)	X		
H. Does the AMO maintain traceability certification on all parts and raw materials? (12H)	X		
13. WORK PROCESSING			
A. Does the AMO observe duty time limitations? (13A)			X
B. Does the AMO only perform work for which it is authorized on its Operation Specifications? (2A & 2B)	X		
C. Does the AMO have adequate tooling and test equipment to perform the work? (10B)	X		
D. Where an AMO uses specified OEM test equipment and/or test equipment other than specified by OEM, does the AMO: (13C (1))			
1 Have an operating manual and maintenance manual for the equipment?	X		
2 Perform maintenance and servicing per the manual?	X		
3 Maintain maintenance and servicing records for two years?	X		
4 Where applicable, list the equipment in their calibration program?	X		
E. Where an AMO uses non-OEM specified equipment, is the equipment properly certified? (13C(2))	X		
F. Are adequate tools and current manuals available or at the technicians' work stations? (13B(2) & 6B)	X		
G. Are customers' parts properly identified throughout the maintenance actions and in storage? (13D)	X		
H. Is there a work turnover procedure used? (13E)			X
I. Does the shop segregate serviceable from unserviceable components? (10B(2)(a))	X		
J. Does the facility provide adequate protection of parts in work (e.g. filtered air or clean room depending on type of part)? (10B(2))	X		
K. Are smoking, eating and drinking forbidden in the work area, or does the AMO have a written program to ensure units are protected from contamination? (13G)	X		
L. Are fluid dispensing cans and servicing units properly identified? (13H)	X		
M. Are the AMO work complete, in order, and legible? (13I & 13J)	X		
N. Do the records contain: (13I & 13J)			

1	The description of the work performed or a reference to data acceptable to the administrator?	X		
2	The date of completion of the work performed?	X		
3	The name of the person performing the work?	X		
4	The name of person inspecting the work?	X		
5	The signature, and certificate number of the person returning the article to service?	X		
O. Are all test and inspection records in work package? (13I & 13J)		X		
P. Does the AMO record keeping system and retention time meet 14 CFR requirements? (13J)		X		
Q. Does the AMO return-to-service documents meet customer and TCCA/FAA requirements? (13I(5))		X		
14. SHIPPING				
A. Are components returned in an appropriate shipping container or as specified by customer? (14A)		X		
B. Does the AMO verify that identifying data (P/N, S/N, nomenclature, model number) on the documentation and the data plate match? (14B)		X		
15. SCRAPPED PARTS				
A. Does the AMO have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair? (15A)		X		
B. Does the AMO maintain a record of life-limited parts scrapped for at least two years? (15B)		X		
1	Does the record indicate the P/N, S/N of the part and the date scrapped? (15B)	X		

Quality Manager



(Signature)

Date:

20.05.2020

CUSTOMER QUALITY ASSURANCE USE ONLY

