

In response to an overwhelming increase in customers asking us to fill out Vendor Quality Questionnaires, we have put together this Self-Audit Checklist to fulfill these requests. The checklist below is based on the Coordinating Agency for Supplier Evaluation (C.A.S.E.) 1-A Standard for Component Repair/Overhaul Vendors. If there is any additional information you require that is not included on this page, please contact us and we will respond as quickly as possible.

			YES	NO	N/A
<b>1.</b>		<b>Certification</b>			
	A.	Does CASP hold a Transport Canada AMO certificate?	X		
	B.	Record certificate Number: #327-91			X
	C.	Obtain copies of certificates and limitations (See <a href="http://www.caspaerospace.com/approvals.htm">www.caspaerospace.com/approvals.htm</a> )			X
	D.	Are certificates clearly displayed in an area accessible to the public?	X		
<b>2.</b>		<b>Anti-drug &amp; Alcohol Misuse Prevention Plan</b>			
	A.	Does CASP have an FAA approved and active anti-drug & alcohol misuse testing plan?			X
<b>3.</b>		<b>General</b>			
	A.	Does CASP only perform work for which it is authorized on it's operations specifications?	X		
	B.	If CASP deals in non-aircraft parts, materials and /or maintenance activities, are they adequately segregated from aircraft functions?	X		
	C.	Does CASP maintain files of audit findings and corrective action for a minimum of three years?	X		
	D.	Are these files accessible to auditors?	X		
	E.	Are back-up persons identified for all programs that require it?	X		
	F.	Does the vendor observe duty time limitations?	X		
<b>4.</b>		<b>Quality Control</b>			
	A.	Is there an established quality program?	X		
	B.	Does CASP have an up-to-date QA/QC manual that covers all the Maintenance Policy Manual requirements of chapter 573 of the Canadian Aviation Regulations?	X		
	C.	Does the manual detail the duties, responsibilities and reporting relationships of the QA/QC department?	X		
	D.	Are the QA/QC manuals current and available to employees?	X		
	E.	Does CASP have an internal audit and surveillance function?	X		
	F.	Does the internal audit and surveillance function ensure compliance with customer specifications?	X		
	G.	Does the audit program assure appropriate corrective action?	X		
	H.	Does CASP have an organization adequate to perform the work intended?	X		

		YES	NO	N/A
	I. Does CASP have an established procedure to provide corrective action for discrepancies noted during repair/overhaul?	X		
	J. Does CASP maintain a list of "sub-contracted" maintenance actions and approved vendors for those functions?	X		
	K. Does CASP ensure that sub-contractor quality meets customer specifications and regulatory requirements?	X		
	L. Does CASP maintain certification on subcontracted work?	X		
	M. Does CASP have a procedure for reporting defects or unairworthy conditions to the customer and Transport Canada?	X		
<b>5.</b>	<b>Inspection</b>			
	A. Are inspectors properly trained and certified?	X		
	B. Is there a proper separation of maintenance and inspection responsibilities?	X		
	C. Does CASP maintain a list of all items each inspector is authorized to inspect?	X		
	D. Does CASP maintain a roster that identifies all supervisory and inspection personnel?	X		
	E. Does the roster identify all personnel that have been granted Shop Certification Authority?	X		
	F. Does CASP have an employment summary for all personnel listed on the roster?	X		
	G. Does CASP have an acceptable receiving inspection system?	X		
	H. Are all parts inspected for physical damage and preservation?	X		
	I. Are standard parts verified as meeting technical specifications?	X		
	J. Are all purchased parts inspected for condition, presence of certifications and test reports?	X		
	K. Does CASP have an acceptable procedure to identify customer parts?	X		
	L. Does CASP maintain traceability certification on all parts and raw materials?	X		
	M. Are acceptable sampling procedures used to ensure quality? (100% inspection)			X
	N. Does CASP have an acceptable system for controlling stamps, for both inspection and production personnel?	X		
	O. Are inspection stamps retired for at least two years after an inspector leaves?	X		
<b>6.</b>	<b>Technical Data Control</b>			
	A. Does CASP have the required shop manuals and specifications to perform the repair/overhaul in accordance with regulatory requirements and customer specifications?	X		
	B. Are there established approved procedures controlling revisions in manuals deviating from OEM specifications?			X
	C. Does CASP have a documented system for obtaining technical data to ensuring that the data is current?	X		
	D. Does CASP have records of manual revisions?	X		

		YES	NO	N/A
	E. Are manual revisions up to date?	X		
	F. Are component overhaul manuals properly identified and available to production personnel?	X		
	G. Does CASP have a system to control working copies of manuals to ensure they are revised with the masters?	X		
	H. Is technical data stored in a manner that will protect it from dirt and damage?	X		
	I. Are adequate viewing devices in good condition and available for viewing technical data?			X
	J. Is a specific individual, by title, responsible for the technical data program?	X		
<b>7.</b>	<b>Shelf Life Program</b>			
	A. Does CASP have a documented shelf life program?	X		
	B. Does the program list parts and materials that have shelf life limits?	X		
	C. Does the program assign program responsibility to a specific person, by title?	X		
	D. Does each shelf life item have the shelf life expiration limit clearly identified?	X		
	E. Is there an adequate system to assure that no item will be issued or used past it's expiration date?	X		
<b>8.</b>	<b>Tools and Test Equipment Calibration</b>			
	A. Does CASP have a tool calibration program?	X		
	B. Does CASP have a person, by title, responsible for the tool calibration program?	X		
	C. Are all inspection and test equipment in use listed on a master tool calibration list?	X		
	D. Are standards used to calibrate tools traceable to the controlling government agency (e.g., NIST)	X		
	E. Is there a system to identify each tool in the program, its calibration frequency and its calibration due date?	X		
	F. Does CASP have a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used?	X		
	G. Does CASP have a procedure to control the calibration of personal tools?			X
	H. Are the tools and test equipment in serviceable condition?	X		
	I. Do calibration records:			
	1) show date calibrated?	X		
	2) Identify individual or vendor that performed the calibration or check?	X		
	3) Show calibration due date?	X		
	4) Contain a calibration certificate for each item calibrated by an outside agency?	X		
	5) Record details of adjustments and repairs?	X		
	6) Show the part and serial number the standard used to perform the calibration?	X		

			YES	NO	N/A
<b>9.</b>		<b>Training</b>			
	A.	Does CASP have a documented training program?	X		
	B.	Does the training program include all personnel who perform supervisory, inspection, record keeping, parts handling, shipping and receiving functions?	X		
	C.	Is the training documented?	X		
	D.	Are training records for mechanics, inspectors and other technical personnel retained for a minimum of two years after the person leaves the company?	X		
	E.	Is Human Factors training part of the training program?	X		
<b>10.</b>		<b>Housing and Facilities</b>			
	A.	Is CASP's facility of adequate size to house all necessary tooling, equipment, material and parts to perform the work?	X		
	B.	Does the facility adequately protect parts, materials and customer units from damage, theft and contamination?	X		
	C.	Is the environment appropriate to protect workers so that the quality of workmanship is not impaired by physical inefficiency?	X		
	D.	Does the facility have adequate lighting?	X		
	E.	Are storage facilities separate from shop and work areas?	X		
	F.	Do shipping and receiving areas have adequate space, lighting, shelving and fire protection?	X		
	G.	Is there adequate and appropriate storage space to safely store customer's shipping containers and protect them from damage?	X		
	H.	Are work areas, including supervisor' offices, clean?	X		
<b>11.</b>		<b>Safety/security/Fire Protection</b>			
	A.	Does CASP provide adequate security for customer parts in its possession?	X		
	B.	Is the security system reviewed periodically by management or an outside vendor?	x		
	C.	Are fire protection devices inspected regularly?	X		
	D.	Are fire stations identified and extinguishers in serviceable condition?	X		
	E.	Are fire lanes, doors and fire extinguishers clear of obstruction?	X		
	F.	Are safety guards in place on power equipment?	X		
	G.	Are CASP's shop operations conducted in a safe manner and environment?	X		
<b>12.</b>		<b>Storage</b>			
	A.	Are parts and materials properly identified and properly stored?	X		

		YES	NO	N/A
	B. Does CASP have a quarantine area for rejected parts and materials awaiting disposition?	X		
	C. Do parts in bins match part numbers on bins?	X		
	D. Are parts and materials properly protected from damage and deterioration?	X		
	E. Are flammable, toxic or volatile materials properly identified and stored?	X		
	F. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect them from damage and contamination?	X		
	G. Are oxygen and other high pressure supply cylinders correctly identified and stored?	X		
<b>13.</b>	<b>Work Processing</b>			
	A. Does CASP have adequate tooling and test equipment to perform the work?	X		
	B. When CASP uses specified OEM test equipment and/or test equipment other than that specified by the OEM, does CASP:			
	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 the equipment?	X		
	4) When applicable, is the equipment listed in the calibration program?	X		
	C. Are technicians, inspectors and supervisors properly trained, authorized and certificated, if required, for the work they perform?	X		
	D. Are adequate tools and current manuals available at work stations?	X		
	E. Are customer's parts properly identified throughout the maintenance actions and in storage.	X		
	F. Is there a work turnover procedure used?			X
	G. Are serviceable and unserviceable components in the shop adequately segregated?	X		
	H. Does the facility provide adequate protection of parts in process?	X		
	I. Are smoking, eating and drinking forbidden in the work area?	X		
	J. Are fluid dispensing cans and servicing units properly identified?	X		
	K. Are CAP work records, complete, in order and legible?	X		
	L. Do the records contain:			
	1) A description of the work performed or reference to data acceptable to Transport Canada?	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 the person inspecting the work?	X		
	5) The signature, certificate number and type of certificate, if applicable, of the person returning the article to service?	X		
	M. Are all test and inspection records in the work package?	X		

		YES	NO	N/A
	N.	Does CASP's record keeping and retention time meet Transport Canada requirements?	X	
	O.	Do CASP's return to service documents meet customer and Transport Canada requirements?	X	
<b>14.</b>		<b>Shipping</b>		
	A.	Are components shipped in an appropriate shipping container or as specified by the customer?	X	
	B.	Does CASP verify that identifying data (P/N, S/N, nomenclature, mod.no.) on documents in the shipment match those on the component data plate match.	X	
<b>15.</b>		<b>Scrapped Parts</b>		
	A.	Does CASP have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?	X	
	B.	Does the scrap program identify an individual, by title, responsible for verifying that mutilation is accomplished?	X	
	C.	Does CASP maintain records of all parts scrapped for a minimum of 2 years?	X	

Survey Completed by:

  
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