















Company

Name	Business Type
Address	Products
Web	Size

Contacts

 General Manager				
 Sales				
 Accounting				
 Quality Management				
 Marketing				
 General Manager				
				

Standards

QM System Standards
Certification

Certificates Provided

<input type="checkbox"/>	FAA 8130-3
<input type="checkbox"/>	EASA Form 1
<input type="checkbox"/>	Certificate of Conformity
<input type="checkbox"/>	Other

1. FACILITIES & STAFF		YES	NO	N/A
1.1.	Are staff members trained on airworthiness regulations and compliance?			
1.2.	Are staff members trained on safety and security?			
1.3.	Are staff members trained on dangerous goods handling?			
1.4.	Are staff members trained on customs/import/export regulations?			
1.5.	Are your facilities environmentally controlled (temperature, humidity, UV)?			
1.6.	Do you hold insurance for theft loss?			

2. QUALITY SYSTEM		YES	NO	N/A
2.1.	Does your organization maintain a list of approved suppliers?			
2.2.	Does your organization maintain a list of approved repair facilities?			
2.3.	Does your organization track component reliability via warranty claims?			
2.4.	Does your organization maintain a Quality Manual?			
2.5.	Latest Version:			
2.6.	Does your organization have any other quality approvals?			
2.7.	Does management review your quality system at least annually?			
2.8.	Are there procedures to report any defective parts that could seriously affect flight safety?			

3. DOCUMENT CONTROL		YES	NO	N/A
3.1.	Does your organization maintain copies of all certification documents?			
3.2.	Does your organization have the ability to generate its own component certificates?			
	Specify capability:			

4. PART PROCESSING		YES	NO	N/A
4.1.	Is there an established procedure for incoming inspection of serviceable parts?			
4.2.	Are serviceable parts clearly identified as such?			
4.3.	Do your facilities maintain a parts quarantine area?			
4.4.	Do you have specific procedure for incoming inspection of unserviceable parts?			

5. SHIPPING & HANDLING		YES	NO	N/A
5.1.	Are all parts packaged by your organization?			
5.2.	Are there procedures in place to prevent damage to aircraft parts during packing and shipping?			
5.3.	Are parts packaged in accordance with international standards (ATA 300)?			
5.4.	Are labels available to properly mark specific handling instructions (Fragile, Do not Bend etc...)?			
5.5.	Prior to dispatch, is there a specific procedure in place to ensure all part certification documents are checked and included with the packaged part?			
5.6.	Is there a specific mandate to use recyclable materials where practical?			
5.7.	Does your organization separately segregate and process hazardous waste?			
5.8.	Does your organization allow use of Customer-specified freight forwarders?			
5.9.	Are shipments insured for loss or damage?			

The information contained in this questionnaire is true and correct at the time of submission.

Date

Signature