

## FALCON CREST ACCESSORIES, INC. VENDOR SELF AUDIT CHECKLIST

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### **1. Quality Control Systems\***

\*Our Quality Assurance/Control program conforms to FAR Part 145.

- 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 Programs
  - 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. Persons that are authorized to perform inspections?
  - 2. A list of inspections they are to perform?
- G. Is there a self audit program in place?
- H. Is there a work turnover procedure used?

### **2. Inspection**

- A. Are inspections conducted by authorized personnel only?
- B. Is purchased material routed to receiving department?
- C. Is there a documentation?

### **3. Shipping**

- A. Is there visual inspection of all parts/components being shipped?
- B. Is there proper documentation?
- C. Are units wrapped or bagged to prevent contamination?

### **4. Technical Data**

- A. Is the appropriate, current technical data readily available to personnel that need it?
- B. Is technical data stored in a manner that will protect it from dirt and damage?
- C. Does Falcon Crest Accessories have a method for verifying Airworthiness Directive status?

### **5. Training**

- A. Are both formal classroom and on-the-job training documented and maintained?
- B. Are personnel who perform inspections, shipping and receiving functions properly trained?
- C. Does the company have an FAA approved training program?

### **6. Material Control, Purchasing and Receiving**

- A. Are incoming purchases held until inspected?
- B. Are parts and components adequately protected against the environment and damage?

YES	NO	N/A
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		

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- C. Is there a documented procedure in place for mutilating scrapped parts which will preclude their being returned to service?
- D. Are parts traceable to the original manufacturing source?
- E. Is there an active shelf life program?
- F. Are records of inspection and training maintained?

YES	NO	N/A
X		
X		
X		
X		
X		
X		
X		
X		
X		
X		

**7. Housing and Facilities**

- A. Are good housekeeping practices being maintained?
- B. Is ventilation, lighting, temperature, and humidity control adequate?

**8. Measurement and Test Equipment**

- A. Are calibrations traceable to NIST?
- B. Is there a current Certificate Of Calibration for all required test equipment?
- C. Are historical records containing repair and calibration data maintained?

  
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**Mark Berkenmeier**  
 Chief Inspector

**Attachments:**

***All forms can be downloaded from our website @ FalconCrestAviation.com***

FAA Air Agency Certificate

Repair Station Operations Specifications

EASA Certificate

Anti-Drug Plan Approval