



# PRIMETURBINES

## Vendor Audit Questionnaire

### 1. Certification

- A. Does the vendor hold an FAA Air Agency certificate?
- B. Are all required certificates, operations specifications, licenses, repairman certificates and registrations available for review?
- C. If the repair station has "Limited Ratings," does the vendor have a capabilities listing that satisfies this standard?
- D. Does the vendor have an FAA approved and active anti-drug & alcohol misuse-testing plan?

### 2. Quality Control Programs

- A. Does the vendor have a current Quality Control Manual that covers the following:
  - 1) Performing preliminary inspections of all articles that are maintained?
  - 2) Inspection of all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or alteration is performed?
  - 3) Establishing and maintaining proficiency of inspection personnel?
  - 4) Establishing and maintaining current technical data for maintaining articles?
  - 5) Qualifying and surveying non-certificated persons who perform maintenance, preventive maintenance, or alterations for the repair station
  - 6) Performing final inspection and return-to-service of maintained articles?
  - 7) Calibrating measuring and test equipment used to maintain articles, including the intervals at which the equipment will be calibrated?
  - 8) Taking corrective action on discrepancies?
  - 9) References, where applicable, to manufacturer's inspection standards?
  - 10) Procedures for revising the Quality Control Manual?
- B. Does the vendor's program include procedures for controlling shelf life and scrapped parts?
- C. Does the vendor have a current Repair Station Manual that contains the following:
  - 1) An organizational chart identifying:
    - a) Each management position with authority to act on behalf of the repair station?

Yes	No	N/A
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	Yes	No	N/A
b) The area of responsibility assigned to each management position?	√		
c) Duties, responsibilities, and authority of each management position?	√		
2) Procedures for maintaining the roster?	√		
3) Procedures to govern work performed at another location?	√		
4) Procedures for maintenance, preventive maintenance or alterations performed?	√		
5) Procedures for maintaining and revising contract maintenance information, and notifying the FAA?	√		
6) A description of the record-keeping system?	√		
7) Procedures for revising the repair station's manual, and notifying the FAA?	√		
8) A description of the system used to identify and control sections of the Repair Station Manual?	√		
D. Is the Repair Station Manual current and available to employees?	√		
E. Does the vendor have an internal audit and surveillance function?	√		
F. Does the internal audit function ensure compliance with customer specifications?	√		
G. Does the internal audit program assure appropriate corrective action?	√		
H. Does the vendor maintain a list of sub-contracted maintenance functions and agencies including the type of certificate and rating, if any, held by each facility?	√		
I. Does the vendor ensure that sub-contractor quality meets customer specifications and legal requirements?	√		
J. Does the vendor have a procedure for reporting defects or un-airworthy conditions to the customer and the FAA?	√		
<b>3. Inspection Programs</b>			
A. Does the vendor have an acceptable receiving inspection system?	√		
B. Are acceptable sampling procedures adequate to ensure quality?	√		
C. Are your NDT inspectors currently certified?	√		
D. Do inspectors hold an FAA certificate( A&P or Repairman)?	√		
<b>4. Personnel</b>			
A. Has the vendor designated an employee as the "Accountable Manager"?	√		
B. Does the repair station roster identify all management, supervisory and inspection personnel?	√		
C. Does the roster identify all personnel authorized for return-to-service?	√		
D. Does the repair station have an employment summary for all personnel listed on the repair station roster?	√		

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	Yes	No	N/A
E. Are specific individuals, by title, responsible for the following programs?			
1) Technical Data?	√		
2) Shelf life?	√		
3) Calibrated tooling?	√		
4) Scrap parts?	√		
<b>5. Technical Data Program</b>			
<b>Note:</b> "Manuals" in this context includes any technical data, i.e., drawings, wiring diagrams, test specs., necessary to perform the required service.			
A. Does the vendor have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer specifications?	√		
B. Does the vendor have a documented system to ensure technical data is current?	√		
C. Does the vendor have records of manual revisions?	√		
D. Are manual revisions up to date?	√		
E. Is the technical data properly identified and available to mechanics?	√		
F. Is technical data stored in a manner that will protect it from dirt and damage?	√		
G. Are adequate viewing devices in good condition and available for viewing the technical data?	√		
<b>6. Shelf Life Program</b>			
A. Does the vendor have a documented shelf life program?	√		
B. Does the program list parts and materials that have shelf life limits?	√		
C. Does each shelf life item have the shelf life expiration limit displayed?	√		
D. Is there an adequate system to assure that no item will be issued or used past its expiration date?	√		
E. Were items sampled for shelf life within limits?	√		
<b>7. Calibration Program</b>			
A. Does the vendor have a documented tool calibration program?	√		
B. Are all tools requiring calibration identified and on the tool calibration list?	√		
C. Are standards used to calibrate tools acceptable to the FAA? e.g., The National Institute of Standards and Technology (NIST)?	√		
D. Is there a system to identify each tool in the program, its calibration frequency and its calibration due date?	√		

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	Yes	No	N/A
E. Does the vendor have a procedure for identifying, controlling and/or preventing out-of-service and due for- calibration tools & equipment from being used?	√		
F. Are the tools and test equipment in a serviceable condition?	√		
G. Do records:			
1) Show date calibrated?	√		
2) Show calibration due date?	√		
3) Identify individual or vendor that performed calibration.	√		
4) Contain a calibration certificate for each item calibrated by an outside agency?	√		
5) Show the P/N, S/N, and calibration due date of the standard used to perform the calibration?	√		
<b>8. Training</b>			
A. Does the vendor have a documented training program?	√		
B. Does the training program include all mechanics, inspectors and technical supervisors?	√		
C. Are mechanics, inspectors and supervisors properly trained, authorized and certificated, if required, for the work they perform?	√		
D. Is formal and OJT training documented?	√		
E. Are training records for mechanics, inspectors and supervisors retained for two years after the person leaves the company?	√		
<b>9. Housing and Facilities</b>			
A. Does the vendor have:			
1) Sufficient work space and areas for the proper segregation and protection of articles?	√		
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 a manner that does not adversely affect other maintenance?	√		
3) Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	√		
4) Space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance or alterations?	√		
5) Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by the part?	√		

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	Yes	No	N/A
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, and theft?	√		
<b>10. Safety / Security / Fire Protection</b>			
A. Does the vendor provide adequate security for customer parts in its possession?	√		
B. Are fire protection devices inspected periodically?	√		
C. Are fire stations identified and extinguishers in serviceable condition?	√		
D. Are fire lanes, doors and fire extinguishers clear of obstruction?	√		
E. Are safety guards in place on power equipment?	√		
<b>11. Storage</b>			
A. Are parts and materials correctly identified and properly stored?	√		
B. Does the vendor have a quarantine area for rejected parts and materials awaiting disposition?	√		
C. Are parts and material properly protected from damage and deterioration?	√		
D. Are flammable, toxic or volatile materials properly identified and stored?	√		
E. Are sensitive parts and equipment (oxygen parts, O-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage and contamination?	√		
F. Does the vendor maintain trace ability certification on all parts and raw materials?	√		
<b>12. Work Processing</b>			
A. Does the vendor only perform work for which it is authorized on its Operations Specifications?	√		
B. Does the vendor have adequate tooling and test equipment to perform the work?	√		
C. Are customers' parts properly identified throughout the maintenance actions and in storage?	√		
D. Does the facility provide adequate protection of parts in work? e.g., filtered air or clean room depending on type of part?	√		
E. Are smoking, eating and drinking forbidden in the work area or, does the vendor have a written program to ensure units are protected from contamination?	√		
F. Are fluid dispensing cans and servicing units properly identified?	√		
G. Are the vendor's work records complete, in order, and legible?	√		
H. Do the records contain:			
1) The description of the work performed or reference to data acceptable to the administrator?	√		

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	Yes	No	N/A
2) The date of completion of the work performed?	√		
3) The name of the person performing the work?	√		
4) The name of the person inspecting the work?	√		
5) The signature of the person returning the article to service?	√		
I. Are all test and inspection records in work package?	√		
J. Does the vendor's return-to-service document meet customer and FAA requirements?	√		
K. Does the vendor's record keeping system and retention time meet 14 CFR requirements?	√		
<b>13. Shipping</b>			
A. Are components returned in an appropriate shipping container or as specified by the customer?	√		
B. Does the vendor verify that the identifying data (P/N, S/N, nomenclature, mod. no.) on the documentation and the data plate match?	√		
<b>14. Scrapped Parts</b>			
A. Does the vendor have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?	√		