



A UAS HOLDINGS COMPANY
FAA APPROVED REPAIR STATION NUMBER 3UAR147C
EASA APPROVAL CERTIFICATE NUMBER EASA.145.6499
 1247 Apex Drive, Rock Hill, SC 29730
 PH: (803) 831-9390

FACILITY AUDIT

| General Company Information | |
|---------------------------------|----------------------------------|
| Name: | |
| Address: | |
| Phone: | Fax: |
| FAA Certificate Number: | Date of Issue: |
| EASA Approval Number: | Date of expiration: |
| Key Personnel | |
| Name | Title |
| 1. | |
| 2. | |
| 3. | |
| Facility | |
| Plant Size (sq. ft.): | Number of Production Employees: |
| Number of Inspection Employees: | Number of Certified Technicians: |
| Total Number of Employees: | |

Note: Explain any “NO” responses on the last page provided. Submit any applicable certifications (FAA & EASA Certificate, Operations Specifications, Capabilities Listing) along with this completed survey.

Completed By: _____

Date: _____

Signature: _____

| Quality Control | Yes | No | N/A |
|--|-----|----|-----|
| Does the company have a current FAA Operations Specifications Anti-Drug and Alcohol page? | | | |
| Is there an established Quality Control Program? | | | |
| Does the Quality Assurance Manual describe the complete Quality Program? | | | |
| Does the Quality Manual identify specific persons by title, responsible for the following quality functions and programs: | | | |
| Quality program? | | | |
| Inspection? | | | |
| Tool and Test Equipment Calibration? | | | |
| Technical Data Control? | | | |
| Shelf Life Program? | | | |
| Does the Q.C. Department maintain a current roster of repair station management supervisor and inspection personnel? | | | |
| Is there an approved sub-contracted maintenance/ vendor list? | | | |
| Does the company have an approved anti-drug and alcohol misuse prevention program? | | | |
| Is there an internal audit surveillance program to ensure internal and external quality and legality? | | | |
| Is the inspection system proportional in size and scope to production? | | | |
| Is there adequate and properly trained Q.C/ Q.A inspection coverage at all times? | | | |
| Is a written procedure in use to control inspection stamps? | | | |
| Is the company structure such that the inspection function is different from the maintenance function? | | | |
| Does the vendor ensure their sub-contractors quality system meets air carriers' specifications and legal requirements? | | | |
| <ul style="list-style-type: none"> a) Certificates, operations specifications, capability lists, and registrations required by the Code of Federal Regulations for any facility shall be kept current and available for inspection and verification. b) Evidence or availability of documents that U.S. based subcontracted maintenance/preventive maintenance providers, at all tiers (certificated and non-certificated), are actively participating in a anti-drug and alcohol misuse prevention program. c) If the vendor deals in non-aviation parts, materials, and/or maintenance activities, is there proper segregation from aviation activities. d) Procedures for maintenance, preventive maintenance, alterations, and inspections. e) Procedures for inspection of incoming materials to ensure acceptable quality. f) Procedures for performing final inspections of maintained articles. g) Procedures for establishing and maintaining current technical data for maintaining articles. h) Procedures for calibrating measuring and test equipment used to maintain articles. i) Procedures for training and maintaining proficiency of personnel. j) Procedures for controlling shelf life items and scrapped parts. k) If the sub-contractor is not a certificated repair station, the vendor itself must determine the airworthiness of the article involved by inspection or test and must have a contract allowing the FAA/ NAA to inspect the non-certificated repair facility. l) Procedures to determine major/minor repair scope. m) Comply with air carrier specifications including duty time limitations? | | | |

| Training | Yes | No | N/A |
|---|------------|-----------|------------|
| Is there a documented Training Program? | | | |
| Are personnel who perform inspection, shipping and receiving functions properly trained? | | | |
| Do employees receive both “formal classroom” and “on the job” training? | | | |
| Are NDT inspectors properly trained and certified? | | | |
| Are all training files maintained for a minimum period of two years? | | | |
| Technical Data | Yes | No | N/A |
| Is there a system for obtaining technical data and maintaining it up to date? | | | |
| Is there appropriate, current technical data readily available for personnel that need it? | | | |
| Is there a method for verifying AD status? | | | |
| Is technical data stored in a manner that will protect it from dirt or other damage? | | | |
| Is there a system in place to control working copies of technical data to ensure they are revised with the master? | | | |
| Are adequate viewing devices available for viewing the technical data? | | | |
| Shipping / Receiving | Yes | No | N/A |
| Is there at minimum a visual inspection prior to shipping? | | | |
| Is proper documentation checked prior to shipping? | | | |
| Are part numbers, serial numbers, model numbers, etc. verified against shipping documents prior to shipping? | | | |
| Is there an established receiving inspection system? | | | |
| Is there an acceptable procedure to identify customer parts? | | | |
| Is purchased material routed to receiving inspection? | | | |
| Processing | Yes | No | N/A |
| Is the facility of adequate size to house all necessary tooling and equipment to perform the work? | | | |
| Does the facility provide adequate protection of parts and subassemblies during disassembly, cleaning, inspection and assembly? | | | |
| Does the facility provide for properly storing, segregating and protecting customers’ material, parts and supplies including aviation and non-aviation items? | | | |
| Does the facility have a monitored security system? | | | |
| Are facilities equipped with automatic fire sprinklers? | | | |
| Are fire protection devices inspected periodically in accordance with local fire code of fire department requirements? | | | |
| Are proper manuals available at the technicians’ workstation? | | | |
| Is there a system in place to ensure accurate work turnover? | | | |
| Are forms provided in the process line describing the sequence of operation? | | | |
| Are inspection points located in the work forms where subsequent assembly would conceal significant characteristics? | | | |
| Are fluid dispensing cans and servicing units properly identified? | | | |
| Is the final testing equipment as specified by the OEM or equivalent to OEM requirements? | | | |
| Is eating and drinking prohibited in the work area? | | | |
| Are the work areas free of potential material contamination? | | | |
| Are ventilation, lighting and temperature/ humidity control adequate? | | | |

| Tooling and Test Equipment Calibration | Yes | No | N/A |
|--|------------|-----------|------------|
| Does the company have an effective documented tool calibration program, including a recall system? | | | |
| Does the company have adequate tooling and test equipment available to perform all test/measurement required assuring conformance to manufacturers specifications? | | | |
| Are the standards calibrated against instruments traceable to the National Institute of Standards and Technology? | | | |
| Can tools and test equipment be traced to the standard against which they were calibrated? | | | |
| Are there procedures in place to control the calibration of personal tools? | | | |
| Are historical records of calibrated equipment, containing repair and calibration accuracy data maintained? | | | |
| Are precision tools and instruments stored in an orderly manner? | | | |
| Is there a primary individual responsible for the tool calibration program? | | | |
| Materials/ Stores | Yes | No | N/A |
| Is control maintained on all parts from receipt usage? | | | |
| Is there a means of identifying the expiration date of each shelf life limited item? | | | |
| Does the shelf life program specify a system that would ensure that no expired materials or parts would be used? | | | |
| Does the company have a written procedure in place to either return scrapped parts to their owner or to mutilate them by drilling, grinding, cutting or other appropriate means? | | | |
| Does the companies Repair Station or Quality Manual identify the person responsible for mutilating scrapped parts? | | | |
| Is there a procedure for recording all life limited parts scrapped and are records retained for a minimum period of two years? | | | |
| Is oxygen and other high-pressure bottles correctly stored? | | | |
| Records | Yes | No | N/A |
| Are records of all production, inspection and testing activities retained to FAR required times? | | | |
| Are all records reviewed to assure that all work has been inspected in accordance with specified requirements? | | | |
| Do repair records contain: | | | |
| Description of work performed? | | | |
| Name of the person doing the work? | | | |
| Date of completion? | | | |
| Are the proper documents used to certify part airworthiness? | | | |
| Does the company provide all production, test and inspection records with each component? | | | |
| Are signatures being used on the maintenance release tags? | | | |
| Does the company return to service documents meet customer and FAA requirements? | | | |
| Can each part, carton or package of parts be linked to its certification and/ or test records by some unique identifier? | | | |
| Are records protected against damage, alteration, deterioration and loss? | | | |
| Safety | Yes | No | N/A |
| Are fire lanes, doors and fire extinguishers clear of obstruction? | | | |
| Are fire stations identified and extinguishers in serviceable condition? | | | |
| Are safety guards in place on power equipment? | | | |



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In the space provided below, please explain any “NO” responses from previous questionnaire pages:

The data furnished herein is applicable to the execution of contracts and the placement of orders from Tag Aero, L.L.C. It is agreed that Tag Aero, L.L.C. will be notified of any relocation or transfer of operations, or of any change of quality control organization or Tag Aero, L.L.C. procedures which affects compliance of relevant supplies or procedures. It is also understood that failure to furnish descriptions of such changes to Tag Aero, L.L.C. for review, or willful misrepresentation of any fact specified herein, constitutes a material breach of contract which may result in disapproval as a Tag Aero, L.L.C. approved vendor and void any existing contract or purchase order.

Signature of Q.C./ Q.A Manager: _____ Date: _____

Printed Name: _____ Direct phone or extension: _____