



AIRWORTHINESS AND AIRCRAFT ENGINEERING DEPARTMENT
REPAIR STATION SELF ASSESSMENTS CHECKLIST

Name of Repair Station _____

Location _____

Repair Station Certificate Number _____

Accountable Manager _____

Quality Manager _____

QUESTIONNAIRE	YES	NO	N/A
1. CERTIFICATION			
A. Does Repair Organization hold a current FAA/EASA approved Air Agency Certificate and Operations Specifications?			
B. Does Repair Organization hold a current Local Authority Approval Certificate and Terms of Approval?			
C. FAA Certificate Number..... D. EASA Certificate Number..... E. Local Authority Certificate Number..... F. Other Certificate..... (Please attach the certificates in C, D, E and F with this checklist)			

2. GENERAL	YES	NO	N/A
A. Does Repair Organization only perform work for which they are authorized on their operations specifications?			
B. If the Vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions?			
C. Does the Repair Organization have a documented man-hour plan showing that the organization has sufficient staff to perform the maintenance activities (plan, supervise, perform, inspect, release)?			
D. Does the Repair Organization have a nominated manager/person with responsibilities for ensuring that the maintenance organization is in compliance with acceptable regulatory requirements?			
E. Does the Repair Organization have established means of communication (contacts) with the contractor (operator, maintenance organization, etc.)?			

2. GENERAL (cont'd)	YES	NO	N/A
F. If the organization intends to perform work at other locations on a regular basis, does the manuals include procedures for conditions, responsibilities, tool & equipment, etc.?			

3. QUALITY CONTROL / QUALITY ASSURANCE SYSTEM	YES	NO	N/A
A. Are there an established quality assurance program and quality control system?			
B. Are the QA/QC manuals current and available to employees?			
C. Does Repair organization have an internal independent audit system?			
D. Does the audit program assure appropriate compliance with manufacturer/regulatory standards?			
E. Does organization manage a suitable quality plan for each project by request of customer if necessary?			
F. Does the quality system assure appropriate corrective actions on deficiencies?			
G. Are samples of the inspection and maintenance forms and instructions for completing such forms established?			
H. Does the organization have procedures for control of sub-contractors and/or suppliers? (Including person responsible of such procedure and audit planning)			
I. Does the organization have a list of approved sub-contractors and/or suppliers?			
J. Does the organization have a procedure for reporting defect, unairworthy conditions and suspected unapproved parts to the customer and the regulatory agency as applicable? Is there proper separation of inspection and maintenance responsibilities of personnel who perform required inspections (RII)?			
K. Does the organization permit access to the operator/maintenance organization Quality Assurance department for the purpose of evaluating ongoing quality, if requested?			

4. INSPECTION	YES	NO	N/A
A. Does the organization roster identify all supervisory and inspection personnel?			
B. Does the organization have a documented receiving inspection system?			
C. Does the organization establish and maintain proficiency of inspection personnel?			

4. INSPECTION (cont'd)	YES	NO	N/A
D. Does the organization perform final inspection and return to service of maintained articles?			
E. Does the organization control that raw and consumable material used in the course of maintenance meets the required specification and has appropriate traceability?			
F. Does the organization have a system to control unsatisfactory product?			

5. TECHNICAL DATA	YES	NO	N/A
A. Does the organization hold and use current applicable maintenance data in the performance of maintenance?			
B. Do records reflect the current revision status of technical data?			
C. Are there established approved procedures controlling revisions in manuals deviating from OEM specifications?			
D. Is the technical data properly identified and readily available for use when required by maintenance personnel?			

6. SHELF LIFE / LIFE LIMIT PROGRAM	YES	NO	N/A
A. Does the organization have a documented life limit program?			
B. Does the organization carry out documented procedures for control of item that have shelf life limitations?			
C. Is there an adequate system to assure that no item will be issued or used past its expiration date?			

7. TOOL & TEST EQUIPMENT CALIBRATION	YES	NO	N/A
A. Does the organization have a documented tool calibration program?			
B. Is there a system to identify each tool, calibration frequency and calibration due date?			
C. Is measuring and test equipment traceable to an officially recognized standard?			
D. Does the organization have a procedure to control the calibration of personal tools?			
E. Does the organization have a procedure for controlling and/or prevention of out-of-service and due calibration tools/equipment from being used?			

8. TRAINING	YES	NO	N/A
A. Does the organization have a documented initial and recurrent training program?			

8. TRAINING (cont'd)	YES	NO	N/A
B. Are the mechanics, inspectors, supervisors properly trained, authorized and certificated (if required) for the work they perform?			

9. HOUSING AND FACILITIES	YES	NO	N/A
A. Does the Organization have sufficient work space and areas to perform the maintenance for which is rated?			
B. Does facility have adequate ventilation, lighting, and control of temperature, humidity and other climatic conditions to ensure that all maintenance comply with the required standards?			

10. STORAGE AND SHIPPING	YES	NO	N/A
A. Does facility have an area for proper storage of raw materials?			
E. Are storage facilities separated from shop and work areas?			
F. Are parts and materials properly identified, handled and stored?			
G. Does facility follow manufacturer storage and shipping recommendations or as specified by customer?			
H. Does facility have a quarantine area for reject parts and materials awaiting disposition?			
H. Does facility have documented procedures/program for proper management of electrostatic sensitive devices?			
H. Does the organization verify that identifying data (p/n, s/n, nomenclature, etc) on the documentation and data plate match?			
H. Does the organization have a system to manage operator/maintenance organization supplied product, when necessary?			

11. MAINTENANCE RECORD	YES	NO	N/A
A. Does the organization retain detailed maintenance records to show that all requirements for the signing of maintenance release have been met?			
B. Does the organization have a system of completing, reviewing, and retaining maintenance records?			
C. Does facility maintain traceability certification on all part and raw materials?			
D. Are maintenance records stored in a safe way with regard to fire, flood, theft and alteration?			

Sign: _____

(_____)

Date: