

The Zee Company, Inc.
123 Braniff Dr. San Antonio, TX 78216

Date: _____

QUALITY ASSURANCE ANNUAL VENDOR SELF AUDIT

The contents as stated in this report are subject to an audit by The Zee Company, Inc., Quality Assurance Department.

Please provide copies of the following as applicable:

- FAA Certified Repair Station certification or other regulatory certification.
- FAA Operations Specifications or other regulatory specifications.
- FAA Anti-Drug Approval Letter/FAA Alcohol Misuse Prevention Program approval
- JAA Approval Letter (if applicable).
- Any other industry certifications accomplished.

Company: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____

QA E-Mail: _____

Website: _____

President/Owner _____ Accountable Manager _____

Quality Manager _____ Contact (Name & Title) _____

Type of Business: FAA Certified Repair Station JAA Accepted Repair Station Manufacturer Distributor
 Calibration Vendor Supplier Broker Other

Employee Breakdown: A. Administration _____ D. Manufacturing _____ G. Others _____
(By number) B. Inspection _____ E. Quality Control _____ H. Total _____
 C. Production _____ F. Clerical _____

Current Approvals Held By Company:

Issuing Authority	Approval Number	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Principal product or services: _____

Have facilities previously been audited by The Zee Company, Inc.? Yes () No ()

Date of Last FAA Audit _____

QUALITY CONTROL SYSTEM

1. Is a written Quality Control Procedures Manual available and maintained for use by all inspection personnel? Yes () No () N/A ()
2. Is the Quality Control Manual revised continually to the latest industry and government specifications as required?
If yes, date of last revision: _____ Yes () No () N/A ()
3. Does the Manual of Procedures include an authorized statement describing the assigned responsibilities and delegated authority of the quality control organization, together with quality control organizational charts indicating the functional relationship to management and other organizational components? Yes () No () N/A ()
4. Is the Quality Control or Inspection organization separate from the production? Yes () No () N/A ()
5. What quality system does your manual follow? _____
6. Are management and workers who are affected by the quality program trained in, and familiar with the program? Yes () No () N/A ()
7. Does the quality control department maintain an up-to-date signature roster? Yes () No () N/A ()
8. Do supervisors, inspectors, and mechanics have A & P or Repairman certificate? Yes () No () N/A ()
9. Does vendor hold an FAA Repair Certification? Yes () No () N/A ()
10. If yes, is the certificate displayed unobscured in an area accessible to the public? Yes () No () N/A ()

TECHNICAL DATA CONTROL

NOTE: "Manuals" in this context include any technical data (drawings, wiring diagrams, and test specs) necessary to perform the required service.

1. Does vendor have the required shop manuals and specifications to perform the repair/overhaul/test in accordance with customer requirements? Yes () No () N/A ()
2. Are component overhaul manuals properly identified and made available to mechanics? Yes () No () N/A ()
3. Are there established approved procedures controlling revisions in manuals deviating from OEM specifications (i.e., EO or EA)?
Yes () No () N/A ()
4. Does vendor have an acceptable revision service? Yes () No () N/A ()
5. Does vendor have records of manual revisions? Yes () No () N/A ()
6. Are manual revisions up to date? Yes () No () N/A ()
7. Does vendor have a system to control working copies of manuals to ensure they are revised with the masters?
Yes () No () N/A ()
8. Is technical data stored in a manner that will protect it from dirt and damage? Yes () No () N/A ()
9. Are inspection manuals controlled to provide current inspection procedures? Yes () No () N/A ()
10. Is a specific individual responsible for the Technical Data Program? Yes () No () N/A ()

TRAINING

1. Does vendor have a documented training program? Yes () No () N/A ()
2. Does it include all mechanics, inspectors, and sub-contractors (as applicable)? Yes () No () N/A ()
3. Does the training program documentation include all other individuals involved in any part of the quality control process?
Yes () No () N/A ()
4. Is formal and on-the job training properly documented? Yes () No () N/A ()
5. Are shop personnel trained on a recurring basis (in-house or by an outside source) so as to keep current on manufacturing repair standards? Yes () No () N/A ()
6. Are training records for all pertinent personnel retained indefinitely, even after he/she leaves the company? Yes () No () N/A ()
7. Is a specific individual named by title as being responsible for ensuring a quality training program? Yes () No () N/A ()

DOCUMENTATION AND WORK PROCESSING

1. Are FAA certified overhaul/repair facilities used for all parts components requiring overhaul, repair, test, and inspection?
Yes () No () N/A ()
2. Is a Work Order/Teardown Report provided with serviced components that describes the condition of the component found at servicing, the work done, and lists the parts replaced? Yes () No () N/A ()
3. Is there a properly completed maintenance release (FAA 8130-3 form) or other serviceability document from an aviation certified/approved overhaul/repair facility attached to or with each airworthy component? Yes () No () N/A ()
4. Can you verify the status of applicable Airworthiness Directives? Yes () No () N/A ()
5. Do records contain the name, certificate number, and type of certificate of the person certifying the part as serviceable?
Yes () No () N/A ()
6. Does vendor record keeping system and retention time meet FAR requirements? Yes () No () N/A ()
7. Does vendor have a procedure for reporting defects or unairworthy conditions? Yes () No () N/A ()
8. Are customer's parts properly identified throughout the maintenance actions and in storage? Yes () No () N/A ()

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|---|---------|--------|---------|
| 9. Does vendor verify that the identifying data (P/N, S/N, and nomenclature) coincides with customer paperwork? | Yes () | No () | N/A () |
| 10. Are controls maintained to prevent damage or defects to parts in process? | Yes () | No () | N/A () |
| 11. Are controls maintained to assure conformance to OEM or Operator approved specifications? | Yes () | No () | N/A () |
| 12. Are inspections and tests performed in accordance with OEM/Operator specifications? | Yes () | No () | N/A () |
| 13. Does vendor perform only work for which what they are authorized to do on their operations specification? | Yes () | No () | N/A () |

TOOL AND TEST EQUIPMENT CALIBRATION

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|--|---------|--------|---------|
| 1. Does vendor have a tool calibration program? | Yes () | No () | N/A () |
| 2. Does vendor name a person responsible, by title, for the tool calibration program? | Yes () | No () | N/A () |
| 3. Are all tools in use that require calibration listed on the tool calibration list? | Yes () | No () | N/A () |
| 4. Does each tool have a specified frequency when its calibration is due to be checked? | Yes () | No () | N/A () |
| 5. Are standards used to calibrate tools traceable to the controlling government agency, i.e., The National Institute of Standards and Technology? | Yes () | No () | N/A () |
| 6. Is there a system to identify each tool in the program and its calibration due date? | Yes () | No () | N/A () |
| 7. Are procedures in place that will remove any tools or test equipment from use if they are shown to be out of calibration? | Yes () | No () | N/A () |
| 8. Do records show dates of calibration? | Yes () | No () | N/A () |
| 9. Do records identify the individual or vendor that performed the calibration or check? | Yes () | No () | N/A () |
| 10. Are all tools/testing devices clearly and legibly identified? | Yes () | No () | N/A () |
| 11. Are personal tools/equipment controlled to the same degree as company controlled tools/equipment? | Yes () | No () | N/A () |
| 12. Are tools/testing devices clearly identified as being out of service (e.g., "Do Not Use-Out of Calibration") when appropriate? | Yes () | No () | N/A () |

MANUFACTURING/PRODUCTION CONTROL

- | | | | |
|--|---------|--------|---------|
| 1. Do production personnel have access to technical data if required during the manufacturing process? | Yes () | No () | N/A () |
| 2. Is production tooling/equipment inspected before use? | Yes () | No () | N/A () |
| 3. Is there traceability for each batch/lot of raw materials used? | Yes () | No () | N/A () |
| 4. Are there safeguards to insure that only the material(s) specified are used in the manufacturing process? | Yes () | No () | N/A () |
| 5. Is there traceability for all material(s) used, and are these materials marked/tagged after the incoming inspection? | Yes () | No () | N/A () |
| 6. Is the manufacturing area clean and properly lighted? | Yes () | No () | N/A () |
| 7. Are inspections documented and maintained for a period of at least two years from the final inspection date? | Yes () | No () | N/A () |
| 8. Do incoming items undergo a receiving inspection prior to being placed in stock or issued? | Yes () | No () | N/A () |
| 9. Are rejected materials identified and segregated from accepted materials? | Yes () | No () | N/A () |
| 10. Are appropriate "work-in-process" inspections performed and documented? | Yes () | No () | N/A () |
| 11. Is there a final inspection performed on finished products, and does the final inspection insure that the product(s) conform to the applicable design data? | Yes () | No () | N/A () |
| 12. Does the final inspection documentation show the methods used and inspector(s) signature? | Yes () | No () | N/A () |
| 13. Are the items accepted during final inspection identified to insure their traceability? | Yes () | No () | N/A () |
| 14. Does the supplier have an established policy to provide corrective action or recall of finished products if a defect or discrepancy in the manufacturing process is discovered after the material has left the quality system? | Yes () | No () | N/A () |
| 15. Are steps in place to insure that fabrication procedures are performed in accordance with approved design data? | Yes () | No () | N/A () |
| 16. Are manufacturing steps/procedures defined on a work sheet, checklist, travelers, etc., for use during production? | Yes () | No () | N/A () |
| 17. Are there adequate safeguards to insure separation of batches/lots throughout production? | Yes () | No () | N/A () |
| 18. Does vendor use a Material Review Board (MRB)? | Yes () | No () | N/A () |
| 19. Does management review findings of the MRB? | Yes () | No () | N/A () |
| 20. Does the MRB have authority to recommend corrective action in order to prevent repetitive discrepancies? | Yes () | No () | N/A () |
| 21. Does the vendor notify end user of nonconforming items accepted by the MRB? | Yes () | No () | N/A () |
| 22. Has vendor granted MRB authority to sub-tier supplier? | Yes () | No () | N/A () |
- If yes, explain the nature of the delegation: _____

PROCUREMENT/RECEIVING/SHELF-LIFE

1. Does vendor provide material certifications identifying the source with all parts/components sold? Yes () No () N/A ()
2. Do you provide packing slips, invoices, etc. validating the chain of custody back to the OEM, operator, or aircraft for parts/components sold? Yes () No () N/A ()
3. Are new equipment/new-surplus parts traceable to an FAA Authorized Source (i.e. a Part 121 Operator-U.S Carrier, a Part 129 Operator-Foreign Carrier authorized to operate in the U.S.A., a Part 135 Operator-Cargo or Carrier, a Part 145 FAA Repair Station Authorized Distributor (OEM or FAA), a CAA Authorized Source such as a foreign airline or independent overhaul facility, an OEM Distributor, or the OEM)? Yes () No () N/A ()
4. Does vendor ensure that parts/components sold have not been subjected to severe stress or heat (as in an aircraft incident, engine failure, or fire)? Yes () No () N/A ()
5. Does vendor ensure that parts/components sold were not obtained from a government or military source? Yes () No () N/A ()
6. Does vendor obtain certification on all raw materials received? Yes () No () N/A ()
7. Are acceptable sampling procedures adequate to ensure quality? Yes () No () N/A ()
8. Does vendor have an internal audit and surveillance function? Yes () No () N/A ()
If yes, date of last internal audit: _____
9. Does vendor have an external audit and surveillance program to ensure supplier/sub-contractor quality? Yes () No () N/A ()
If yes, date of last external audit: _____
10. Does the external audit program assure appropriate corrective action? Yes () No () N/A ()
11. Does a documented process exist to qualify and approve suppliers/sub-contractors of aircraft parts and materials resulting in a listing of "approved" suppliers/sub-contractors? Yes () No () N/A ()
12. Does vendor maintain an approved supplier/sub-contractor list? Yes () No () N/A ()
13. Are incoming purchases withheld from access/use until inspected? Yes () No () N/A ()
14. Are receiving records of serial numbers, batch numbers, FAA certification, certified test reports, and/or shop purchase orders issued and maintained? Yes () No () N/A ()
15. Are non-aircraft parts, materials and supplies segregated from those certified for use on aircraft? Yes () No () N/A ()
16. Does vendor have a documented shelf-life program? Yes () No () N/A ()
17. Does the program list parts, materials, and applicable shelf-life limits? Yes () No () N/A ()
18. Does the program identify responsibility to a specific person/title for the shelf-life program? Yes () No () N/A ()
19. Does each shelf-life item have the shelf-life limit displayed? Yes () No () N/A ()
20. Is there an adequate system to assure that no item will be issued or used past its expiration date? Yes () No () N/A ()

SCRAPPED PARTS/CUSTOMER AND LIFE-LIMITED

1. Is there a documented procedure in place to either to return scrapped parts to the customer or to dispose locally of scrapped parts by mutilation, grinding, drilling, or other appropriate means? Yes () No () N/A ()
2. Are all items to be scrapped (either customer or life-limited) segregated from items accepted for work processing? Yes () No () N/A ()
3. Are scrapped parts mutilated to the extent that will preclude the possibility of their being restored and returned to service? Yes () No () N/A ()
4. Is an individual named by title or position for being responsible that parts were adequately damaged before discard? Yes () No () N/A ()
5. Is a record maintained for all life-limited parts scrapped out, which contains part description, part number, serial number (if applicable), and the date the part was scrapped? Yes () No () N/A ()
6. Are records of all scrapped items maintained for at least two years? Yes () No () N/A ()

HOUSING/FACILITIES/STORAGE

1. Does vendor have a facility of adequate size to house all necessary tooling, equipment, material, and parts to perform the work required? Yes () No () N/A ()
 2. Does the housing adequately protect parts, materials, and customer units from weather, dust, heat/cold, damage, theft, fire, and contamination from other shop activities (i.e., paint spraying, grinding, plating fumes, etc.)? Yes () No () N/A ()
 3. Is the environment appropriate to protect workers so that the quality of workmanship is not impaired by physical efficiency? Yes () No ()
- N/A ()
4. Are parts and material properly identified and placed in an area suitable and exclusively designated for storage? Yes () No () N/A ()
 5. Does vendor have a method to separate serviceable from non-serviceable parts/non-aircraft related items? Yes () No () N/A ()

- 6. Are sensitive parts and equipment, i.e., oxygen parts, o-rings, ESD's properly packaged, identified, and stored to protect from damage and contamination? Yes () No () N/A ()
- 7. Do the housing, facility, and storage areas have adequate lighting, shelving, security, and fire protection? Yes () No () N/A ()
- 8. Are good housekeeping practices exercised to prevent loss, damage, contamination of parts, and for personnel safety? Yes () No () N/A ()

PACKAGING/SHIPPING

- 1. Is surveillance maintained over shipping, packing, and marking? Yes () No () N/A ()
- 2. Does facility has packaging available which will prevent any parts/components from being contaminated? Yes () No () N/A ()
- 3. Are parts/components properly and securely packed for shipment as appropriate for the item being shipped? Yes () No () N/A ()
- 4. Is there a visual inspection of all parts/components being shipped? Yes () No () N/A ()
- 5. Do shipping documents list or reference the following: customer name, date of shipment, customer purchase/work order number, nomenclature, and serial number (as applicable)? Yes () No () N/A ()
- 6. Is there a final visual inspection to ensure that part numbers, model numbers, etc. on parts/components being shipped match with all documents? Yes () No () N/A ()
- 7. Does a teardown report (if applicable) accompany parts/components being shipped? Yes () No () N/A ()
- 8. Do the necessary certifying documents (e.g. serviceable tags, FAA Form 8130-3, certificate of compliance, test reports, etc.) accompany all materials/parts/components being shipped? Yes () No () N/A ()
- 9. Does vendor state and include batch number, lot number, bar codes, or other identifying marks for necessary parts/materials which allows for traceability back to an FAA Authorized Source (reference Section I, Number 3 for sources) with all shipping documents? Yes () No () N/A ()

SAFETY/SECURITY/FIRE PROTECTION

- 1. Is there a safety program in effect that includes a training program and pertinent documentation that is filed with personnel records? Yes () No () N/A ()
- 2. Is a Hazardous Material Awareness Program which includes a training program that covers employee knowledge of Material Safety Data Sheets as required by OSHA? Yes () No () N/A ()
- 3. Are eye protection and safety guards in place and serviceable on all power equipment? Yes () No () N/A ()
- 4. Are fire lanes, doors, and fire extinguishers properly identified/labeled and clear of obstructions? Yes () No () N/A ()
- 5. Are fire extinguishers in serviceable condition and inspected periodically in accordance with local fire codes? Yes () No () N/A ()
- 6. Are flammable liquids properly identified and stored in flame proof lockers? Yes () No () N/A ()
- 7. Are high pressure bottles (such as oxygen) properly segregated and stored securely? Yes () No () N/A ()
- 8. Is a security system in place to provide adequate protection of customer parts? Yes () No () N/A ()
- 9. If smoking is permissible, are smoking areas clearly identified? Yes () No () N/A ()
- 10. Are "No Smoking" areas clearly identified? Yes () No () N/A ()
- 11. Is personal protective equipment and first aid supplies made available to individuals if needed? Yes () No () N/A ()
- 12. Are all exits clearly identified throughout the buildings in case of an emergency? Yes () No () N/A ()

Please use the following space to explain "NO" answers to questions contained in this audit. Please indicate section/question number, and attach additional sheets if necessary.

The answers to the questions above are correct to the best of my knowledge.	
Name (Print)	Title
Signature	Date