



3100 112th Street SW
 Everett, WA 98204-3500
 FAA Repair Station #HN6R593N

QUALITY CONTROL

Is there an established Quality Control Program?	X		
Does the company maintain a current RS & QC manual/MOE that complies with all EASA/FAA/NAA requirements?	X		
Does the manual detail duties, responsibilities and communication paths of the QA/QC department?	X		
Do Maintenance Staff have access to the Organization's Manuals?	X		
Does the company have an internal audit and surveillance program?	X		
Does the audit program ensure compliance with customer specifications?	X		
Does the audit program assure appropriate corrective action for non-compliances?	X		
Does the company have an organization adequate to perform the work intended?	X		
Do the repair station supervisors/inspectors hold aircraft Mechanic/repairman certificates or approval by the national authority?	X		
Does the company have an established procedure to provide corrective actions for discrepancies noted during repair/overhaul?	X		
Does the company maintain a list of subcontracted maintenance functions and approved vendors for those functions?	X		
Does the company ensure that the subcontractor complies with customer specifications and legal requirements?	X		
Does the company maintain certification for all subcontracted work?	X		
Does the company have a procedure for reporting defects or unairworthy conditions to the customer and EASA/FAA/NAA?	X		
Are inspectors properly trained and certified?	X		
Does the management exposition identify all supervisory and inspection personnel including all personnel authorised for return to service?	X		
Does the company have an employment summary for all staff identified in the management exposition?	X		
Does the company operate an acceptable receiving inspection system?	X		
Does the company have an acceptable procedure for identifying customer-owned parts?	X		
Does the company maintain traceability certification on all parts and raw material?	X		
Does the company operate a sampling procedure to ensure quality?			X
Does the company operate an acceptable system for controlling stamps for both inspection and production personnel?	X		



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(If stamps are not issued, a signature is acceptable)			
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NON-DESTRUCTIVE TESTING

Does the company hold approvals for and perform N.D.T. Inspection?	X		
<u>Specifications for which approvals are held.</u> Magnetic Particle: Manufacturers Fluorescent Penetrant: Manufacturers Ultrasonic: Manufacturers Eddy Current: Manufacturers X-Ray: Subcontracted service* Acid Etch:			

TECHNICAL DATA CONTROL

Does the company have the required NAA Approved and Accepted data to perform the repair/overhaul?	X		
Are there established procedures for controlling the revision status of the technical data?	X		
Does the company have a system to ensure all technical data is current?	X		
Does the company maintain a record of manual revisions?	X		
Are overhaul (CMM) manuals correctly identified and available to maintenance staff?	X		
Are the issued working copies at the same revision level as the masters?	X		
Is all technical data adequately stored and protected?	X		
Are adequate viewing devices, in good condition, available for viewing technical data not available in hardcopy?	X		
Is a nominated individual, by title, responsible for the control of technical data?	X		

SHELF LIFE PROGRAM

Does the company have a documented shelf life program?	X		
Does the program list parts and materials that are subject to shelf life limitations?	X		
Does the program assign program responsibility to a specific person by title?	X		
Is each shelf life item labelled to show the specified expiration date?	X		
Is there an adequate system to ensure that no items past the expiration date are issued?	X		
Are items in use within the specified shelf life limits?	X		



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TOOL & TEST EQUIPMENT CALIBRATION

Does the company have a calibration program?	X		
Does the program specify the person, by title, responsible for the calibration program?	X		
Are all items of equipment in use listed in the calibration program?	X		
Are the standards used in calibration traceable to National Standards?	X		
Is there a system to identify each item of equipment in the program, its calibration frequency and calibration due date?	X		
Does the company operate a procedure to prevent out-of-service or calibration due tools & equipment from being used?	X		
Does the company have a procedure for controlling the calibration of personal equipment (if permitted)?	X		
Did a sample check of the calibrated equipment indicate the item is within the specified calibration?	X		
Are all tools and equipment in a serviceable condition?	X		
<u>Do calibration records:</u> Show date of calibration? Identify individual or vendor that performed the calibration? Show calibration due date? Contain a copy of the calibration certificate? Record details of adjustments and repairs? Show the P/N and S/N of the standard used to perform the calibration?	X X X X X X		

TRAINING

Does the company have an FAA approved training manual?	X		
Does the company have a documented training program to address the continuous training requirements of the FAA/EASA/NAA/Airline customers?	X		
Does it include all mechanics, inspectors and technical supervisors?	X		
Is formal and On-The-Job training documented?	X		
Are the training records retained for a minimum of two years after the person leaves the company?	X		

HOUSING AND FACILITIES

Does the company have adequate facilities to house all the necessary tooling, equipment, material and parts to perform the work?	X		
Does the housing adequately protect the parts, materials and customer units from contamination, theft or damage?	X		



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Is the environment appropriate to protect workers so that the quality of workmanship is not impaired?	X		
Does the facility have adequate lighting?	X		
Are storage facilities separate from shop and work areas?	X		
Do all storage areas have adequate space, shelving and security?	X		

STORAGE

Are parts and material correctly identified and properly stored?	X		
Does the company have a quarantine area for rejected parts and material waiting disposal?	X		
Do the parts in the bins match the part numbers indicated on the bin?	X		
Are parts and material properly protected from damage and deterioration?	X		
Are flammable, toxic or volatile materials properly identified and stored?	X		
Are sensitive parts and equipment (oxygen parts, o-rings, E.S.D.'s etc.) properly packaged, identified and stored to protect from damage?	X		
Are oxygen and other high-pressure bottles correctly identified and stored?	X		

WORK PROCESSING

Does the company have adequate tooling and equipment to perform the work being undertaken?	X		
<u>If the company uses test equipment that differs from the OEM specified equipment:</u>			
Is it properly certified as equivalent?	X		
Does the company have operating and maintenance manuals?	X		
Is maintenance and servicing carried out per manual instructions?	X		
Is maintenance and servicing recorded and are records retained for a minimum of two years?	X		
Is the equipment listed in the calibration program?	X		
Has the equipment been accepted by the EASA/FAA/NAA?	X		
Are, supervisors, inspectors and mechanics properly trained, authorized and certified (if required) for the work that they perform?	X		
Are customers' parts correctly identified throughout the rework procedure and in storage?	X		
During the rework procedure, are serviceable and unserviceable parts segregated?	X		
Are work cards/records complete, in order and legible?	X		



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Do the work records contain: Description of the work performed and reference to data acceptable to the administrator?	X		
The date the work was completed?	X		
The name of the person performing the work?	X		
The name of the person inspecting the work?	X		
The name of the person certifying the work?	X		
The signature, certificate number, and type of certificate issued to return the article to service?	X		
Are all inspections, tests and test data recorded in the work package?	X		
Are records maintained for the period specified by the EASA/FAA/NAA?	X		
Do the company facilities offer adequate protection of parts during rework, e.g. filtered air and clean room/assembly areas where required?	X		
Are fluid dispensing containers and servicing units correctly identified?	X		
Are hydraulic fluids subjected to regular cleanliness testing?	X		
Are smoking, drinking and eating forbidden in the work areas?	X		

SHIPPING

Does the company verify the P/N, S/N stated on the despatch paperwork and detailed on the data plate match?	X		
Are the original release documents attached to the unit prior to despatch?	X		
Are components returned in an appropriate shipping container or as specified by the customer?	X		
Does the company have a system for identifying items requiring export licenses?	X		
Does the company clearly identify on the accompanying documentation and records items that may require an export license?	X		

SCRAPPED PARTS

Does the company have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?	X		
Does the program identify an individual, by title, responsible for verifying the mutilation of scrapped parts is accomplished?	X		
Do records show the P/N and S/N of the scrapped part and the date scrapped?	X		
Does the company maintain a record of life limited parts scrapped for seven years?	X		



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PLATING AND TREATMENTS

Does the company hold any plating approvals?		X	
Chromium Plating:			X
Cadmium Plating:			X
Nickel Plating:			X
Copper Plating:			X
Stylus (dalic) Plating:			X
Are the plating baths qualified to the requirements of the quoted plating specifications?			X
Are the elapsed times between the termination of the plating operations and the commencement of de-embrittlement heat treatments recorded?			X

Additional Comments:

General: Aviation Technical Services does not deal in non-aircraft parts or services.

Non-Destructive Testing: X-Ray* Subcontracted to an ATS authorized subcontractor.

Plating and Treatments: ATS does not have a plating operation. All plating is subcontracted to ATS authorized processors.