



AEROSPACE ASSET TRADING

1850-1854 NW 82nd Ave, Doral, FL. 33126 | P: (855) 704-2220 | F: (786) 332-2397
Email: trading@aerospaceasset.com | Web: www.aerospaceasset.com

Vendor Quality Control Audit Form Quality Assurance Survey

Vendor/Supplier Information									
Company Name:				Company Phone:					
Street Address:				Company Fax Number:					
City:	State:		Zip Code:		Country:				
Contact Name (Quality Manager):				Contact Phone:					
Contact Email:			Company Website:			Years in Business:			
Type of Business:		<input type="checkbox"/> Repair & Overhaul <input type="checkbox"/> Plating <input type="checkbox"/> Distributor <input type="checkbox"/> NDT <input type="checkbox"/> Airline <input type="checkbox"/> Broker <input type="checkbox"/> OEM <input type="checkbox"/> Other (Specify):							

Key Management / Principle Personnel (i.e. Officers / Owners, CEO, CFO, President)					
Name:			Title:		
Name:			Title:		
Name:			Title:		
Name:			Title:		

Facility / Personnel / Quality Information					
Total Facility Area (Sq. Ft):		Number of Buildings:		Type of Building:	
Number of Employees:		Production Employees:		Quality Inspectors:	

*** Aerospace Asset Trading, LLC. Use ONLY ***					
Comments:					
Approved:		Vendor /Supplier #:		Type:	
<input type="checkbox"/> YES <input type="checkbox"/> NO				<input type="checkbox"/> Purchase <input type="checkbox"/> Repair / Overhaul	
This Vendor Quality Control Audit Form has been reviewed and complies with the Quality and Standard Operating Procedures mandated by Aerospace Asset Trading, LLC.			Quality Manager (Print Name):		
			Date:		Signature:



Quality Assurance Survey

Authorization / Quality System Accreditation		
(Please attach copies of supporting documentation as appropriate)		
Approving Body	Certification Number	Last Audit
Air Agency Certificate (FAA)	<input type="checkbox"/> YES <input type="checkbox"/> NO	
EASA	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Transport Canada	<input type="checkbox"/> YES <input type="checkbox"/> NO	
CAAC	<input type="checkbox"/> YES <input type="checkbox"/> NO	
ISO 9000	<input type="checkbox"/> YES <input type="checkbox"/> NO	
ISO 14001	<input type="checkbox"/> YES <input type="checkbox"/> NO	
AS9100 / AS9120 Certificate	<input type="checkbox"/> YES <input type="checkbox"/> NO	
ASA-100	<input type="checkbox"/> YES <input type="checkbox"/> NO	
CASE Registered	<input type="checkbox"/> YES <input type="checkbox"/> NO	
Mil-Q-9858	<input type="checkbox"/> YES <input type="checkbox"/> NO	
SFAR 36 Authority	<input type="checkbox"/> YES <input type="checkbox"/> NO	
TAC – 2000	<input type="checkbox"/> YES <input type="checkbox"/> NO	
FAA / PMA or TSO Approval	<input type="checkbox"/> YES <input type="checkbox"/> NO	
FAA AC 00-56A	<input type="checkbox"/> YES <input type="checkbox"/> NO	

Please attach copies of supporting documentation as appropriate:	
<input type="checkbox"/>	Company Organization Chart
<input type="checkbox"/>	FAA OPS Spec. & Capabilities List
<input type="checkbox"/>	FAA Anti-Drug Program Approval Letter
<input type="checkbox"/>	FAA PMA Parts Approval Listing
<input type="checkbox"/>	Letter from OEM / Manufacture authorizing any distributorship
<input type="checkbox"/>	W-9 Request for Tax Payer Identification number and Certificate (U.S. Companies Only)



Quality Control System			
	YES	NO	N/A
1. Do you have a current Quality Assurance Manual? (if yes, please provide a copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Is there an established Quality Control Program and is it defined in the Quality Assurance Manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Does the Quality Assurance Manual clearly identify the people responsible for the following duties and tasks, including their reporting relationships and back-up person for the various quality functions below?			
a. Quality Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Tool & Test Equipment Calibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Technical Data Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Shelf Life Program and Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Control and disposal of scrap parts / components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Do you have an internal audit system?			
a. Does the audit program assure appropriate corrective/preventive action for non-compliance findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Are there corrective/preventive actions documented accordingly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is there a verification process for the corrective/preventive actions? i.e. is there checks to see if the non-compliance is properly addressed.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Are the audit findings accessible to the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are the internal auditors independent of other duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



AEROSPACE ASSET TRADING

1850-1854 NW 82nd Ave, Doral, FL. 33126 | P: (855) 704-2220 | F: (786) 332-2397
Email: trading@aerospaceasset.com | Web: www.aerospaceasset.com

	YES	NO	N/A
7. Is the following information available:			
a. Current list of approved inspection staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. List of inspection they are authorized to perform.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. List of current suppliers (e.g. OEM, MMF, PAH, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Does your company have an Environmental Management System Re: ISO 14001?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Does work performed involve disassembly, recycling of engine or aircraft?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Does the work performed involve disassembly, recycling of engine or aircraft? If yes -	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Are you currently certified or have processes that confirm to “Best Management Practice” of “Aircraft Fleet Recycling Association” (AFRA).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspection			
11. Does your company carry out incoming inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Are inspections conducted by approved personnel only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. What form of inspection is accomplished?			
a. Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Dimensional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Sampling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other (please specify):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



AEROSPACE ASSET TRADING

1850-1854 NW 82nd Ave, Doral, FL. 33126 | P: (855) 704-2220 | F: (786) 332-2397
Email: trading@aerospaceasset.com | Web: www.aerospaceasset.com

	YES	NO	N/A
14. If “Sampling”, is there a sampling specification procedure in place? (Explain briefly):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Does the company have a non-conforming materials control procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Are inspection stamps used? If “Yes”...			
a. Is there an inspection stamp control policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Does this policy identify procedure for retiring inspections stamps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Is there a controlled register of stamp holders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Who controls the issue/withdrawal of inspection stamps? Name / Title: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Technical Data			
Note: Technical data includes any documents used to verify that the parts complies with OEM requirements / specifications i.e. drawings, manuals			
17. Is the appropriate, current technical data readily available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Is there a documented system for obtaining Technical data and maintaining it up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Is there an approved procedure to control and maintain a record of manual revisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Is technical data stored in a manner that will protect it from dirt and damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Does the company maintain a current set of FAA/EASA regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Does the company have a method for verifying AD status of a part/component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Procurement			
	YES	NO	N/A
23. Do company procedures demonstrate the ability to:			
a. Trace parts/components to the source of procurement and to the source of production or to an FAA/EASA/TC certificate holder?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Provide, upon request, information pertaining to the production approval status of each part/component in accordance with the applicable FARs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Where the part/component is not in NEW condition can the company assure the following:			
a. Part/component has not been subjected to extreme heat or stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. All part/components procured have traceability and/or airworthiness certification as required by FARs/JARs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. All Airworthiness Directives (AD) which have been accomplished are documented on release documentation? (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Where a part/component is identified as "Overhauled/Repaired" that the appropriate documentation to substantiate the condition of the part/component will be provided at time of shipment?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Part number conforms to the customer purchase order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Material Control			
25. Is batch segregation utilized for material requiring batch control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Is material handled/protected in such a manner to preclude damage and/or deterioration from (i.e. blanking caps, plugs, protective packing)?			
a. Environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Electrostatic discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. FOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	YES	NO	N/A
27. Is the original packaging used where practical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Does the packing clearly identify:			
a. Part Number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Shelf Life (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Batch/lot number (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Is there a system/procedure for identifying non-conforming parts of materials? Explain: _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Is the non-conforming stock identified in item 5 segregated from usable stock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shelf Life Control Program			
31. Is there a documented shelf life program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Does the program list parts and materials that have shelf life limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Does each shelf life item show evidence of a shelf life limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Is there a system to assure that no item will be issued past its expiration date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records			
35. Can company provide Certificate of Conformance/FAA 8130-3 Form/EASA Form One (Dual Release) for all parts supplied showing the approved source and origin of the parts/components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Is serial number traceability maintained where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Can company purchase records/sales orders show chain of ownership to a production approval holder (e.g. PMA, TSO, PC, TC, STC, holder) or a manufacturer of standard parts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	YES	NO	N/A
38. Can you supply a Material Certificate conforming to ATA 106 for all components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Are records protected against damage, alteration, deterioration and loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40. Are test and inspection records for parts/components supplied with all repaired/over hauled material supplied?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and Authorized Personnel			
41. Is training provided for personnel who perform inspection, supervisory, shipping and receiving functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42. Is both formal classroom and on-the-job training documented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43. Is a list of certifying staff maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scrapped Parts			
44. Is there a documented procedure for handling, mutilating of scrapped parts which will preclude their being returned to service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45. Does the supplier identify by the title or position of the individual responsible for verifying compliance with this procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46. Are records maintained of all serialized parts that are scrapped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Measuring and Test Equipment			
47. Does your company use measuring or test equipment to ensure part of component meets manufacturer's specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48. Is there a program/procedure to calibrate and maintain to calibrate and maintain serviceability of these tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



	YES	NO	N/A
49. Are precision tools stored in a manner that will ensure that they:			
a. Do not get damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Maintain their accuracy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50. Calibration records, do they contain the following information:			
a. Calibration next due date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Inspection interval?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Tool part number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Tool serial number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Date of calibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Reference standard used to calibrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51. Are Reference Standards used traceable to National/International Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52. Is employee-owned measuring equipment allowed to be used on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53. If "Yes", is this measuring equipment subject to the control of the calibration program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Housing and Facility			
54. Is your facility of adequate size to house all materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
55. Is the receiving and shipping area separate and do they have adequate shelving and space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56. Is your facility environmentally controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



AEROSPACE ASSET TRADING

1850-1854 NW 82nd Ave, Doral, FL. 33126 | P: (855) 704-2220 | F: (786) 332-2397
Email: trading@aerospaceasset.com | Web: www.aerospaceasset.com

	YES	NO	N/A
57. Is there adequate:			
a. Lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Humidity control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58. Is there a separate:			
a. Bonded stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. U/S stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Quarantine Stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Scrap Stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shipping			
59. Is there a visual inspection of all parts/components being shipped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60. Are all parts/components packaged to preclude the possibility of contamination i.e. blanks, caps, plugs, bagged, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61. Are units shipped in containers that comply with or equivalent to ATA 300 container specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62. Is a checklist used to verify shipping requirements and documentation to be enclosed in the shipment i.e. customer requirements, part/serial number, certification, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Additional Comments

Please provide an explanation or brief description to any answers that were marked “No” or “N/A”



Survey Approval

Confirmation of Contractors Authority Limit

The statement below applies to all FAA/EASA & Transport Canada Repair Stations ONLY:

Any supplemental instructions must be noted on the Repair Order and approved by the appropriate person(s).

1. A written supplemental instruction issued to the vendor in an acceptable manner of changing work instructions or other pertinent concern as long as it is issued by the buyer who is listed as a buyer on the specific Repair Order.
2. SFAR 36 repairs are NOT approved on any part without the prior and expressed written authorization of Aerospace Asset Trading, LLC.
3. FAA authorized major repairs (i.e. 8110, DER) are NOT approved without the prior written authorization of Aerospace Asset Trading, LLC.
4. Aerospace Asset Trading, LLC. repair orders only authorize repairs and limits specified as approved by the manufacturer of the engine, airframe or component unless specifically noted otherwise (e.g. ESOs, POSH, etc.).
5. Written communication is the only means of authorizing a change in workscope, authorizing repairs other than manufacture repair or communicating any other pertinent change such as the use of PMA material, price, etc.
6. Material on Aerospace Asset Trading, LLC. Repair Orders is **NOT** to be exchanged without prior written authorization of the buyer identified on the repair order.

BY SIGNING BELOW, YOU ARE CONFIRMING RECEIPT AND UNDERSTANDING OF THE CONFIRMATION OF CONTRACTORS AUTHORITY LIMIT NOTICE.

Company Officer or Manager – Quality Control		Date:	
---	--	--------------	--

THE SECTION BELOW MUST BE SIGNED BY ALL PURCHASE AND REPAIR SUPPLIERS.

BY SIGNING BELOW, YOU ARE CONFIRMING RECEIPT AND WILL COMPLY WITH ALL REQUIREMENTS CONTAINED IN THE AEROSPACE ASSET TRADING, LLC. CERTIFICATION AND TRACEABILITY STANDARD AND THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS TRUE AND ACCURATE AT THE TIME OF ISSUE.

Company Officer or Manager – Quality Control		Date:	
---	--	--------------	--

Return completed survey and accompanying form to:
 Aerospace Asset Trading, LLC.
 1850 NW 82nd Ave, Doral, FL. 33126
 Phone: (855) 704-2220 | Fax: (786) 332-2397

Attention: Yosniel Romero, yromero@aerospaceasset.com