



**Supplier Self Audit Questionnaire
Quality Assurance Survey**

Supplier/Sub-contractor Details	
Name:	
Address (city/state/zip):	
Telephone No.:	
Fax Number:	
Email Address:	
Website:	

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

Personnel Numbers				
Production	Quality	Engineering	Admin.	Total

General Facility Information		
Total Facility Area (Sq. Ft.)	Number of Buildings:	
Type of Building (e.g. 3-Story Brick, etc.)		

** AerSale USE ONLY **		
Approved:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor #:
One time approval	<input type="checkbox"/> Yes <input type="checkbox"/> No	Export Approval:
Comments	TYPE: Purchase <input type="checkbox"/>	Repair/Overhaul <input type="checkbox"/> Both <input type="checkbox"/>
Expiration Date: _____		
Approved by:		
Date:		



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 Certificate	<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		
FAA/PMA or TSO Approval	<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



QUALITY ASSURANCE SURVEY

<input type="checkbox"/>	W-9 Request for Tax Payer Identification Number and Certificate (U.S. Companies Only)
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Quality Control System

	Yes	No	N/A
A. Do you have a current Quality Assurance Manual? <i>(If yes, please provide copy)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is there an established Quality Control Program and is it defined in the Quality Control manual?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Does the Quality Manual clearly identify the people responsible for the following Duties and tasks, including their reporting relationships and back-up person for Various quality functions below?			
i. Quality Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Tool & Test Equipment Calibration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Technical Data Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Shelf Life Program and Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Control and disposal of scrap parts/components	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Do you have an internal audit system?			
i. Does the audit program assure appropriate corrective/preventive action for non-compliance findings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Are the corrective/preventive actions documented accordingly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. 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"/>
E. Are the audit findings accessible to the customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are the internal auditors independent of other duties?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Is the following information available			
i. Current list of approved inspection staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. List of inspection they are authorized to perform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. List of current suppliers (e.g. OEM, MMF, PAH, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Environmental Management System
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A. Does your company have an Environmental Management System, Re: ISO 14001?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is worked performed involve disassembly, recycling of engine or aircraft? If yes - 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"/>



QUALITY ASSURANCE SURVEY

Inspection

	Yes	No	N/A
A. Does company carry out incoming inspection?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Are inspections conducted by approved personnel only?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. What form of inspection is accomplished?			
i. Visual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Dimensional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Sampling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. If "Sampling", is there a sampling specification procedure in place? (Explain briefly) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Does the company have a non-conforming materials control procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Are inspection stamps used? If "Yes" -			
i. Is there an inspection stamp control policy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Does this policy identify procedure for retiring inspection stamps?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Is there a controlled register of stamp holders?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. 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, parts catalogues, etc. *It also includes any software package used to control specialized equipment/process that are used in the maintenance of components or piece parts.*

A.	Is the appropriate, current technical data readily available to all staff?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is there a documented system for obtaining Technical data and maintaining it up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Is there an approved procedure to control and maintain a record of manual revisions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	Is technical data stored in a manner that will protect it from dirt and damage?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	Does the company maintain a current set of FAA/EASA regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.	Does the company have a method for verifying AD status of a part/component?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



QUALITY ASSURANCE SURVEY

Procurement

	Yes	No	N/A
A. Do company procedures demonstrate the ability to:			
i. 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"/>
ii. 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"/>
B. Where the part/component is <u>not</u> in new condition can the company assure the following:			
i. Part/component has not been subjected to extreme heat or stress?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. All part/components procured have traceability and/or airworthiness certification as required by FARs/JARs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. All Airworthiness Directives (A.D.s) which have been accomplished are documented on release documentation? (where applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. 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"/>
v. Part number conforms to the customer purchase order?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Material Control

A. Is batch segregation utilized for material requiring batch control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is material handled/protected in such a manner to preclude damage and/or deterioration from (i.e. blanking caps, plugs, protective packing)?			
i. environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. electrostatic discharge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. FOD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Is the original packaging used where practical?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Does the packing clearly identify:			
i. part number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. shelf life (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. batch/lot number (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Is there a system/procedure for identifying non-conforming parts of materials? (Explain briefly)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Is the non-conforming stock identified in item 5 segregated from usable stock?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



QUALITY ASSURANCE SURVEY

Shelf Life Control Program

	Yes	No	N/A
A. Is there a documented shelf life program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Does the program list parts and materials that have shelf life limits?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Does each shelf life item show evidence of a shelf life limit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. 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

A. Can company provide Certificate of Conformance/FAA 8130-3 Form/EASA Form 1's (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"/>
B. Is serial number traceability maintained where applicable?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. 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"/>
D. Can you supply a Material Certificate conforming to ATA 106 for all components?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are records protected against damage, alteration, deterioration and loss?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. 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

A. Is training provided for personnel who perform inspection, supervisory, shipping and receiving functions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is both formal classroom and on-the-job training documented and maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Is a list of certifying staff maintained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scrapped Parts

A. 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"/>
B. Does the supplier identify by title or position the individual responsible for verifying compliance with this procedure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are records maintained of all serialized parts that are scrapped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



QUALITY ASSURANCE SURVEY

Measuring and Test Equipment

	Yes	No	N/A
A. 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"/>
B. Is there a program/procedure to calibrate and maintain serviceability of these tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Are precision tools stored in a manner that will ensure that they:			
i. do not get damaged?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. maintain their accuracy?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Calibration records, do they contain the following information:			
i. Calibration next due date?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Inspection interval	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Tool part number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Tool serial number	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
v. Date of calibration?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
vi. Reference standard used to calibrate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Are Reference Standards used traceable to National/International Standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Is employee-owned measuring equipment allowed to be used on the premises?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. 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

A. Is your facility of adequate size to house all materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. Is the receiving and shipping area separate and do they have adequate shelving and space?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. Is your facility environmentally controlled?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. Is there adequate:			
i. lighting?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. humidity control?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. security?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Is there a separate:			
i. Bonded stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. U/S Stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Quarantine Stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iv. Scrap Stores?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Shipping

		Yes	No	N/A
A.	Is there a visual inspection of all parts/components being shipped?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	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"/>
C.	Are units shipped in containers that comply with or equivalent to ATA300 container specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	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".



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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 AerSale.
3. FAA authorized major repairs (i.e. 8110, DER) are **NOT** approved without the prior written authorization of AerSale.
4. AerSale 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 AerSale, Inc. 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: _____

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 AERSALE CERTIFICATION AND TRACEABILITY STANDARD AND THE INFORMATION CONTAINED IN THIS QUESTIONNAIRE IS TRUE AND ACCURATE AT THE TIME OF ISSUE.

(All supplemental instructions will be noted on a copy of the AerSale purchase/repair order issued at the time of purchase).

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

Return completed survey and accompanying form to:
AerSale, Inc.
121 Alhambra Plaza, Suite 1110
Coral Gables, FL 33134

Attention: Ron Wolf
Ron.Wolf@AerSale.com



QUALITY ASSURANCE SURVEY

Fax #: (305) 444-1275
Phone #: (305) 764-3244