Self-Audit Checklist

January 3, 2023

Due to the overwhelming amount of incoming vendor audit forms being processed by Collins Aerospace, The Burnsville MRO is providing a generic audit form that will be returned in place of the form supplied by our customers. This provides our customers a one stop source for required supplier information. All certificate requested may be found at the following location:
https://portal.rockwellcollins.com/web/repair/repair-location/-/document_library/VXzniJhIttOh/view/6554734?_com_liferay_document_library_web_portlet_DLPortlet_INSTANCE_VXzniJhIttOh_redirect=https%3A%2F%2Fportal.rockwellcollins.com%2Fweb%2Frepair%2Frepair-location%3Fp_p_id%3Dcom_liferay_document_library_web_portlet_DLPortlet_INSTANCE_VXzniJhIttOh%26p_p_lifecycle%3D0%26p_p_state%3Dnormal%26p_p_mode%3Dview

Self-Assessment completed By:

William Huntley

William (Bill) Huntley, ASQ, CQA, CSHO
MRO Manager, Quality System Compliance | Avionics
Raytheon Technologies
Rosemount Aerospace Inc. A Collins Aerospace Company
14300 Judicial Road, Burnsville, MN 55306
Tel: +1 952 892 4100 | **Fax:** +1 952 892 4800
William.huntley@collins.com | www.collinsaerospace.com
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Company Address: Rosemount (Collins) Aerospace
14300 Judicial Road
Burnsville, MN 55306
USA

Phone: +1 952-892-4100
FAX: +1 952-892-4800
Website: www.collinsaerospace.com

Facility Square Footage: 295,000

CAGE CODE: 59885
Cage code: 60678 (past Eagan site-now operating under 59885)

Legal language per local requirements.

General:
PRODUCTS/SERVICES: The company designs, manufactures and services sensors, and sensor-based subsystems, for the aerospace and other industries.

PRODUCT TYPES: Please note this is not an FAA approved repair capabilities list.

Air Data Attitude Heading Reference System	Micro Electromechanical Systems (MEMS)	Air Data Transducers and Computers	Angle of Attack & Stall Protection Systems
Current Monitor & Electronic Systems	Directional Surveying Equipment	Ice Detection Systems	Windshield Wiper/Washer Systems
Liquid Level Sensors	Air Data Sensing Probes	Position Sensors	Pressure Sensors and Transducers
Speed Sensors	Temperature Sensors	Temperature Standards	Inertial and Attitude Sensors
Video Surveillance Systems	SMART Products		

NAICS Codes: 334511, 334519			
G.I.D.E.P. No. AE7			
FACILITIES:	**BURNSVILLE WEST**	**BURNSVILLE NORTH**	**BURNSVILLE EAST**
Address	**14300 Judicial Road** **Burnsville, MN 55306-4898** Tel: 952-892-4000 Fax: 952-892-4800 CAGE CODE: 59885 www.collinsaerospace.com	**2900 County Road 42, Suite 150** **Burnsville, MN 55306-4898** Tel: 952-892-4000 Fax: 952-892-4800 CAGE CODE: 59885 www.collinsaerospace.com	**1901 143rd St. Burnsville, MN 55306-4898** Tel: 952-892-4000 Fax: 952-892-4800 CAGE CODE: 59885 www.collinsaerospace.com
TOTAL SQUARE FEET:	**295,000**	**45,000**	**58,000**

PERSONNEL: (NON-UNION)			
Quality	42	7	3
Engineering	353	66	129
Manufacturing	386	0	0
Manufacturing Support	105	0	0
Other Support	229	59	10
Total	**1345**	**132**	**142**

PERSONNEL - Target	**BURNSVILLE MRO**
Total Burnsville West Building	155
Repair Station / Maintenance Organization	
Certificated Supervisors / Certificated Repairmen	20
Certifying Staff (Return to Service Inspection)	7
Inspection Personnel (Including Delegated)	60
Repair Station Personnel (RS) Stamp	150

CERTIFICATIONS	CERT #	Date Registered/Issued/Expiration:
ISO 9001	FM517880	6-Apr-2007 / 10-Jun-2017 / 09-Jun-2023
AS9100 REV D	FM517880	6-Apr-2007 / 10-Jun-2017 / 09-Jun-2023

Part 145 Repair Station (MRO)	Ratings:	Date Registered/Issued/Expiration:
FAA - RJLR391K	Instrument Class 1,2,3,4, Accessory Class 2,3 Note: Capability List N/A	3-Nov-1989 / No expiration
EASA - EASA 145.4833	(Same as FAA)	5-Jul-2004 / 01-Aug-2018 / 31-JUL-2024
CAAC (China) - F00100104	Components (as listed on CAAC capability list)	01-Nov-1999 /31-Aug-2016 / 31-DEC-2024
FAA ANTIDRUG AND ALCOHOL MISUSE PROGRAM ON A449 OPERATIONS SPECIFICATION Records maintained at 14300 Judicial Road, Burnsville MN, 55306		

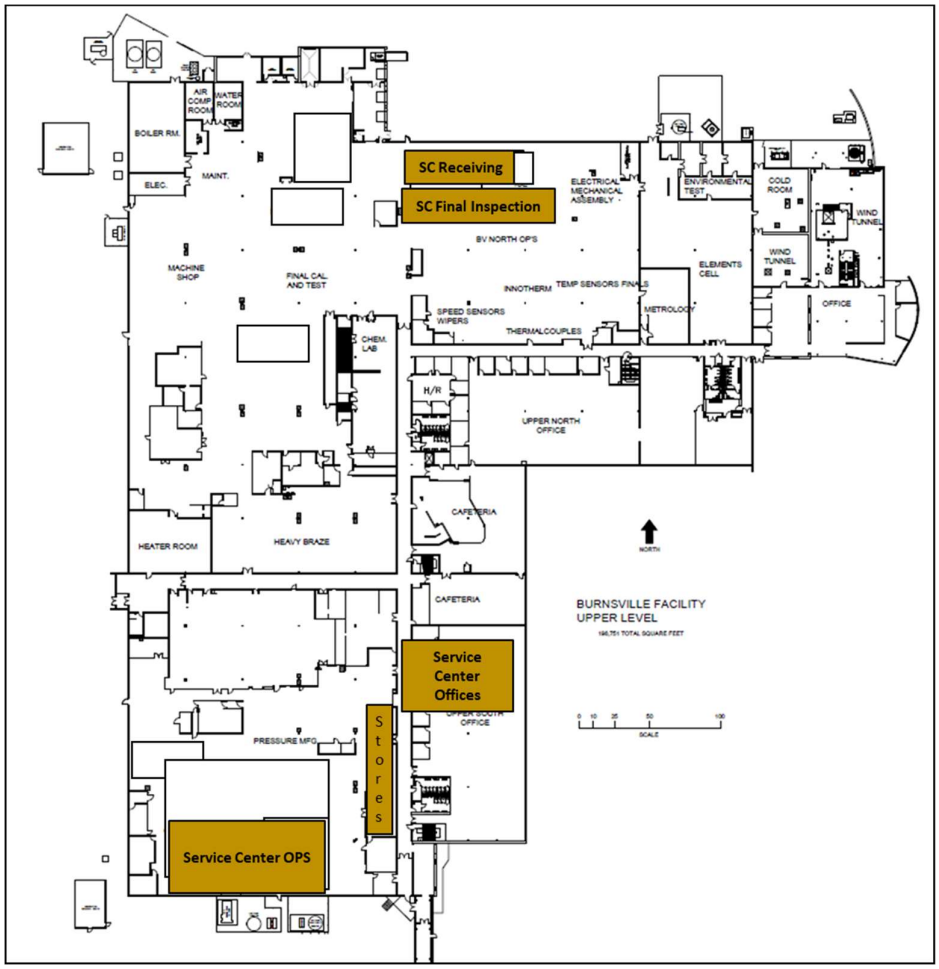
Typical External Audits/Approvals:	Description:
Regulatory Agencies: FAA, EASA, CAAC, etc.	System/Product audits
Major Air Carriers	System/Product audits
Government / Military	System/Product audits
ISO 9001 / AS 9100	Yearly surveillance conducted by BSI

Collins Aerospace

Company Contacts	Name	Telephone	Email
General Manager, Avionics	Mark Skarohlid	----------	----------
Director, General Manager	Carl Hensley	----------	----------
Associate Director, Quality Assurance	Brett Baker	----------	----------
Quality Manager (OEM Quality Engineering)	Steve Pahl	952-892-4491	steve.pahl@collins.com
Quality Manager (OEM FAA Compliance/Conformities)	Travis Tschepen	952-892-4878	travis.tschepen@collins.com
Quality Manager (OEM QA Inspection)	Marty Smith	952-892-4937	marty.smith@collins.com
Quality Manager (QMS)	Alan Stepanek	651-681-5827	alan.stepanek@collins.com
Repair Station (MRO)			
Accountable Manager	Andy Gentz	651-681-5859	andrew.gentz@collins.com
Quality Manager	William Huntley	952-892-4128	william.huntley@collins.com
Operations Manager (EMS)	David Ross	651-681-5875	david.ross@collins.com
Operations Manager (Pressure/ADS)	Christopher Powell	952-892-4134	christopher.powell@collins.com
Repair Station Administration Supervisor	Jordan Gerrish	952-892-4706	jordan.gerrish@collins.com
Chief Inspector	Allan Binion	952-892-4182	allan.binion@collins.com

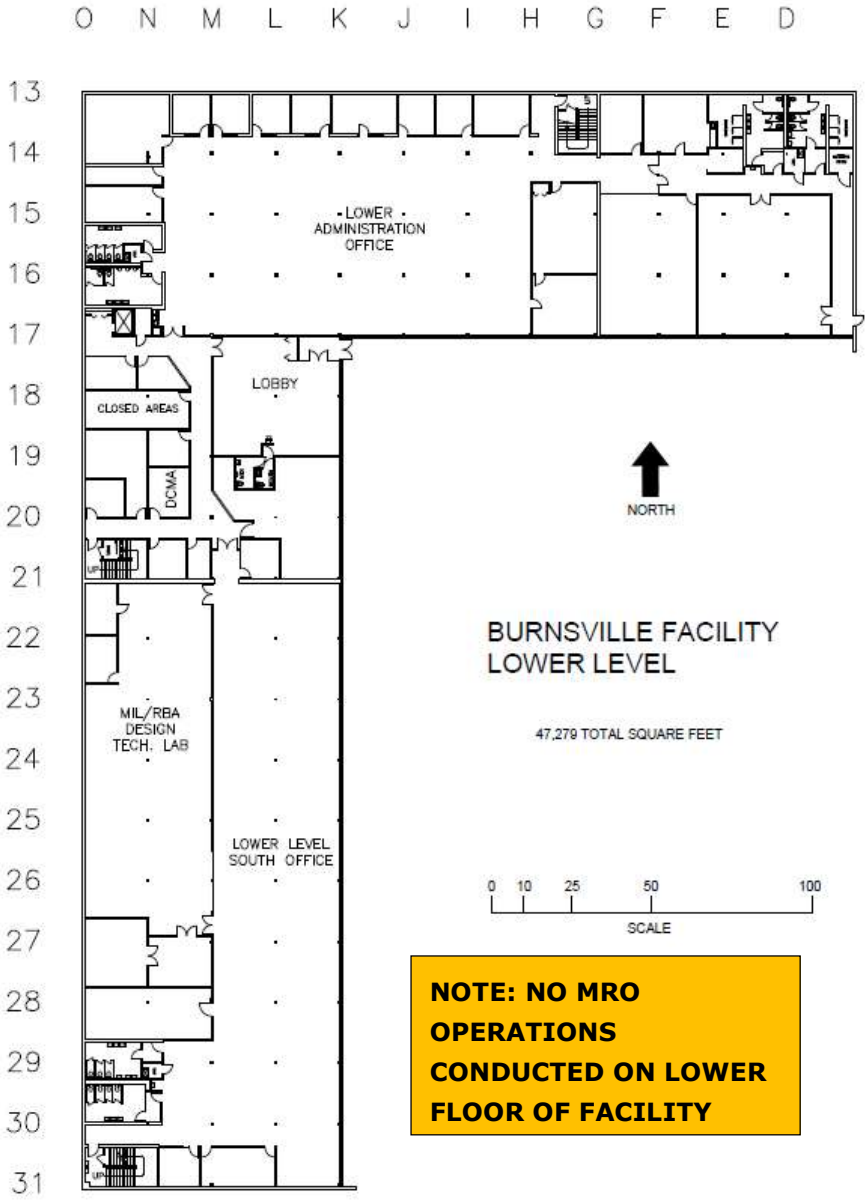
Housing and Facilities
Facilities Floor Plan – MRO Operations Highlighted

Burnsville - 14300 Judicial Road (Upper Level):



Collins Aerospace

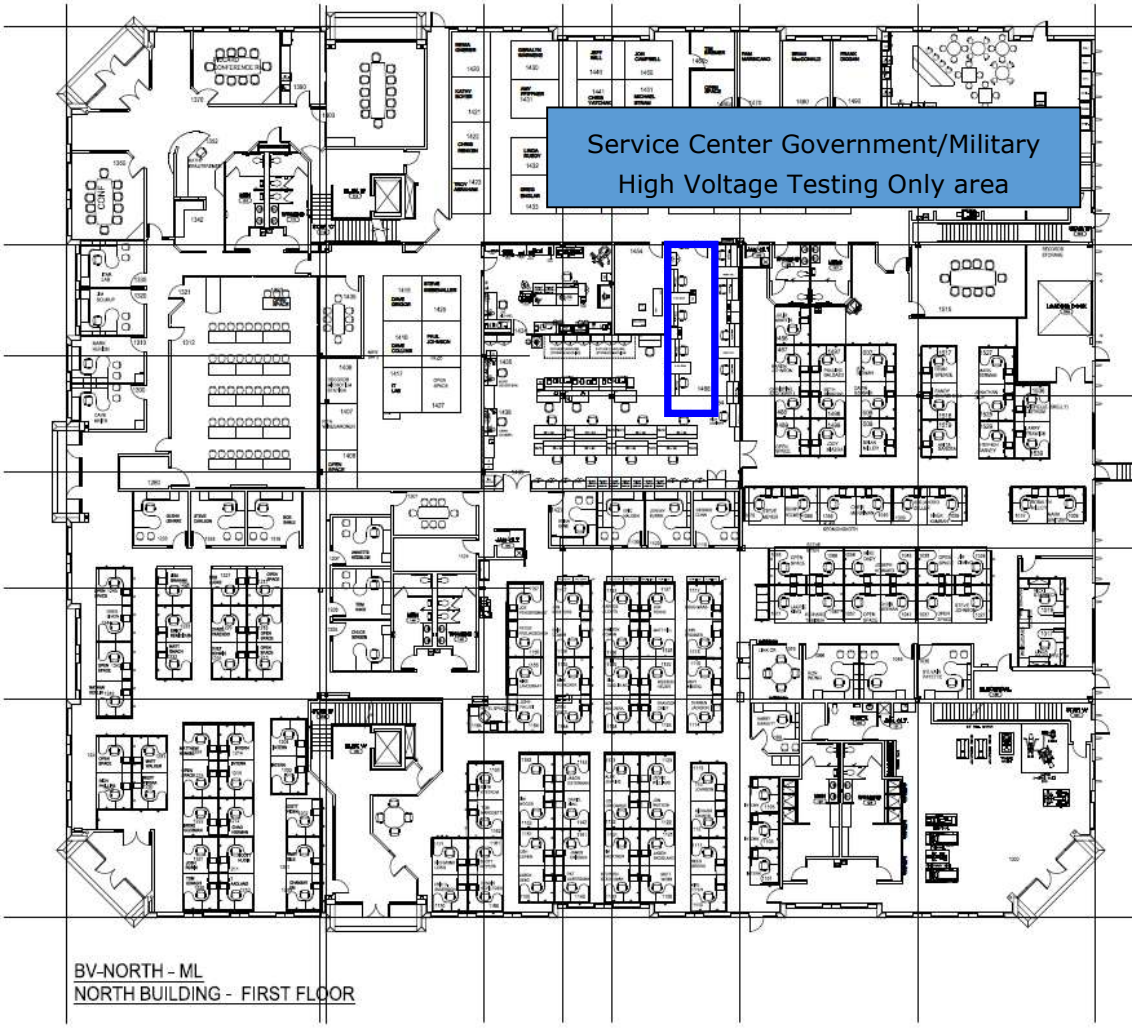
Burnsville - 14300 Judicial Road (Lower Level):



NOTE: NO MRO OPERATIONS CONDUCTED ON LOWER FLOOR OF FACILITY

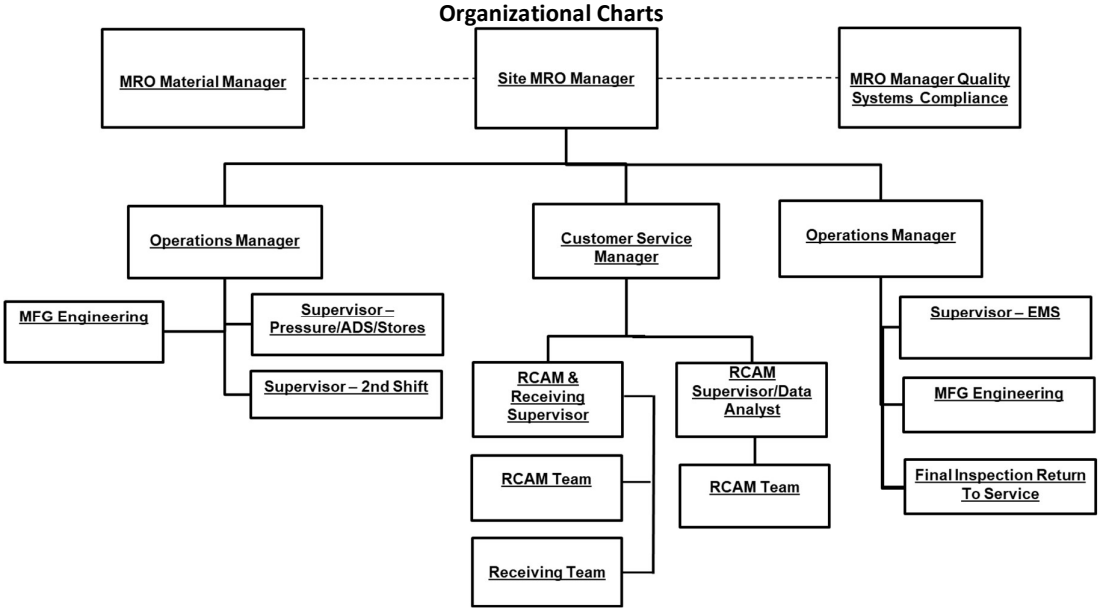
Collins Aerospace

Burnsville – 2900 County Road 42, Suite 150 (Lower Level):

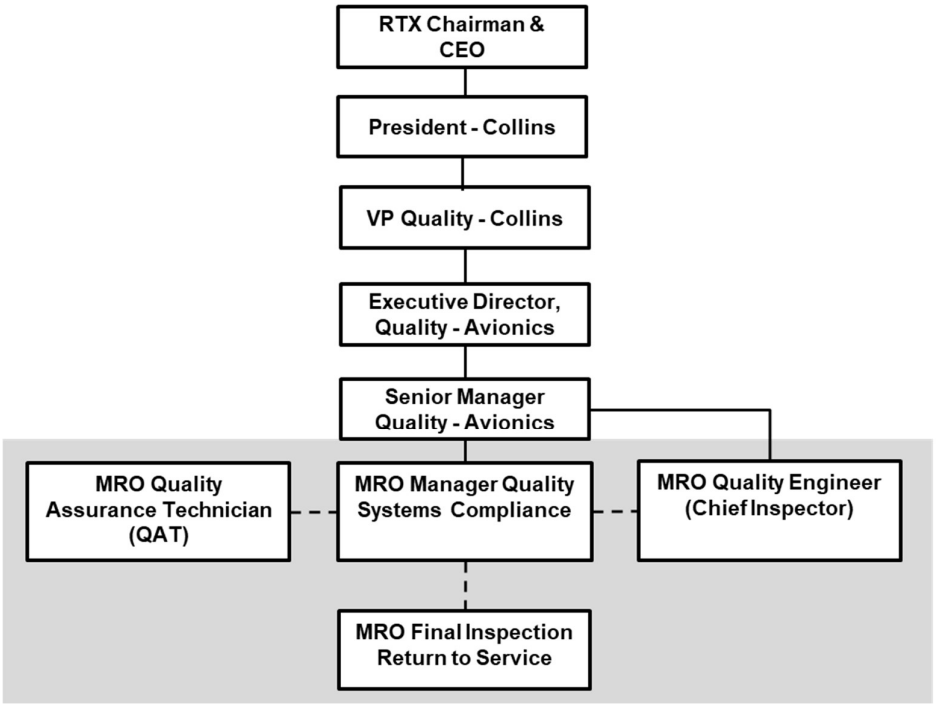


Collins Aerospace

Organizational Charts



Rosemount (Collins) Aerospace
Repair Station/Maintenance Quality Organizational Chart



Repair Station Internal Audit / Self-Survey Assessment

Note: This checklist is based on the requirements stated in the company's Business Quality System and applicable regulations (C.A.S.E 1-A standard, Title 14 CFR Part 145, 43, 65, 121, 135, EASA Maintenance Annex Guidance, and CAAC CCAR 145). References are provided for guidance only. It is not intended to be a restatement or replacement of any regulations.

INSTRUCTIONS

This checklist will guide you in determining the extent of compliance with all applicable requirements and standards. The checklist ensures the audit is conducted in a uniform manner and the audit results are appropriately documented. Applicable references are included in each section of the checklist.

Each question should be answered using one of the available choices by placing an X in the appropriate box (YES, NO, NOT APPLICABLE (N/A) or NOT OBSERVED N/O). All NOT APPLICABLE and NOT OBSERVED discrepancies should be entered in the Audit Summary Sheet with an explanation as to why it is N/A or N/O. Audit Summary Sheet is available at the end of checklist.

		YES	NO	N/A	N/O	REFERENCE
1.0	**General Information** Attached Company Information Sheet located on Portal					
2.0	**Certifications**					
2.1	The Company holds Regulatory Agency Approval/Certifications for :					RMT-MRO- 1910.1 Sec 8.1
2.2	FAA- PMA, FAA- TSOA	X				Various Models
2.3	FAA 14 CFR Part 145 (Class Rating)	X				FAA RJLR391K
2.4	EASA – Part 145	X				145.4833
2.5	CAAC – Part 145	X				F00100104
	Civil Quality System Standards Registration:					
2.6	AS 9100 / ISO 9001	X				Certificate No. 517880
2.7	Nadcap: NDT, Vacuum Braze (heat treat), Welding, Chemical Processing					
2.8	Are all certificates, Operations Specifications, licenses, repairman certificates, and registrations required by the Code of Federal Regulations for any individual, equipment, or facility current and available for inspection and verification?	X				RMT-MRO-1910.1 Sec 8.3 (Customer entrance /and on person) CFR 145.5
	Copies of certifications located on portal.					
2.9	Do certificates reflect the correct name, address and up to date?	X				RMT-MRO-1910.1 Sec 8.3 (Customer entrance/ and on person)
	Antidrug and Alcohol Misuse Prevention Program					

2.10	Is the repair station currently in compliance with the requirements of the FAA U.S. DOT approved Anti-Drug and Alcohol Misuse Prevention program? [14 CFR 120 subparts D,E, and F]	X				FAA/OPS Spec A449, RMT-MRO-1910.1 Sec 7.1.3
2.11	Is pre-employment DOT drug testing being performed and negative results received prior to hiring or transferring into a safety sensitive position?	X				(On file with Company DER/HR)
2.12	Do job titles for the repair station contain a statement that the position falls under the FAA Drug and Alcohol Program?	X				(Human Resources)
2.13	Does the repair station have a process to ensure their subcontracted repair stations (at all tiers) are actively participating in an approved Drug and Alcohol Misuse Prevention program? [14 CFR 120 subparts D,E, and F]	X				RMT-MRO-1910.1 Sec 12, and 9.6.2
2.14	Does the repair station have a procedure to obtain and retain, for a minimum of 3 years from the date of work, proof of Drug and Alcohol Misuse Prevention program compliance for each sub-contract repair station at all tiers at which work is performed?	X				RMT-MRO-1910.1 Sec 9.6.2, and 9.6.4.
2.15	Do inspection personnel know how to access the sub-contractors ADAMPP rosters?	**X**				RMT-MRO-1910.1 Sec 9.6.2, 9.6.4 (RMT-FRM-68524)
3.0	**Quality Programs (CFR 145.207, 145.211)**					
3.1	Does the repair station have a FAA accepted Repair Station Manual/Quality Manual?	X				RMT-MRO-1910.1 (Letter on file w/ MRO Quality)
3.2	Does the manual define the process for keeping the Repair Station Manual / Quality Manual accurate and updated?	X				RMT-MRO-1910.1 Sec 2
3.3	Is the RSM accessible to all personnel and auditors?	X				RMT-MRO-1910.1 Sec 2.1
3.4	Can employees demonstrate they can and know how to access the RSM?	X				RMT-MRO-1910.1 Sec 2.1 and section 7.
3.5	Does the repair station ensure personnel follow the repair station manual / quality manual?	X				RMT-MRO-1910.1 Scope and section 10 internal audit.
	Does the Repair Station Manual / Quality Manual contain a description of the systems and procedures for: (CFR 145.209, 145.211)					
3.6	Inspecting incoming raw material to ensure acceptable quality?	X				RMT-MRO-1910.1 Sec 9.4.3
3.7	Performing preliminary inspections of all articles maintained?	X				RMT-MRO-1910.1 Sec 9.8.5
3.8	Inspecting all articles that have been involved in an accident for hidden damage before any work is performed?	X				RMT-MRO-1910.1 Sec 9.8.5
3.9	Establishing and maintaining proficiency of inspection personnel?	X				RMT-MRO-1910.1 Sec 4.7
3.10	Establishing and maintaining current technical data?	X				RMT-MRO-1910.1 Sec 9.1

3.11	Qualifying and performing surveillance of non-certificated persons who perform work for the repair station?	X				RMT-MRO-1910.1 Sec 4.2, 9.2, and 11.1
3.12	Performing final inspection and return-to-service?	X				RMT-MRO-1910.1 Sec 9.8.8, 9.8.9
3.13	Calibrating measuring and test equipment procedures including the intervals at which equipment will be calibrated?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
3.14	Taking corrective actions on deficiencies?	X				RMT-MRO-1910.1 Sec 10.5, RMT-PRO-0005, RMT-PRO-0004 & RMT-PRP-0005
3.15	Include references, where applicable, to the manufacturer's inspection standards including references to any data specified by that manufacturer and/or owner operator?	X				RMT-MRO-1910.1 Sec 9.1.3, and 9.1.4
3.16	Include samples of and instructions for completing maintenance and inspection forms, or reference forms or reference a separate manual?	X				RMT-MRO-1910.2 Sec 13.
3.17	Organizational structure Including: - Each management position with the authority to act on behalf of the repair station - The area of responsibility assigned to each management position - The duties, responsibilities, and authority of each management position - Organizational chart	X				RMT-MRO-1910.1 Sec 4, 5, and Sec. 7
3.18	Is the Accountable Manager Statement signature in the RSM/MOM and EASA Supplement up to date?	X				RMT-MRO-1910.1 Sec 1. RMT-MRO1910.2 Sec 1
3.19	Maintaining and revising personnel rosters?	X				RMT-MRO-1910.1 Sec 11.
3.20	A description of the maintenance organizations operations, including housing, facilities, equipment, and materials?	X				RMT-MRO-1910.1 Sec 3.
3.21	Procedures for revising the capabilities list and notifying the FAA? *(N/A for FAA Class Rating / Yes for CAAC)*	X				RMT-MRO-1910.1 Sec 8.2.4, and Sec 8.2.4.1 RMT-MRO-1910.3 CAAC Manual
3.22	Procedures for performing a self- evaluation prior to revising the capabilities list? *(N/A for FAA / Yes for CAAC)*	X				RMT-MRO-1910.1 Sec 8.2.4.2 RMT-MRO-1910.3
3.23	Procedures for revising the training program and submitting revisions to the FAA for approval?	X				RMT-MRO-1810.4 Sec 6.7
3.24	Procedures for work performed away from its fixed location? (CFR 145.203)	X				RMT-MRO-1910.1 Sec 8.2.2, and RMT-MRO-1910.2 Sec 19
3.25	Procedures for maintenance, preventive maintenance, alterations, and inspections performed for an air carrier? (CFR 145.205)	X				RMT-MRO-1910.1 Sec 4.8, 8.2, 9.1.4,
3.26	Procedures for maintaining and revising the sub-contract maintenance list?	X				RMT-MRO-1910.1 Sec 12. & 9.6
3.27	A description of the required records and the record keeping system used to obtain, store and retrieve the required records?	X				RMT-MRO-1910.1 Sec 15, 9.7, and RMT-PRO-0002

3.28	Procedures for revising the RSM and notifying the FAA of revisions including how often?	X				RMT-MRO-1910.1 Sec 2.
3.29	A description of the system used to identify and control sections of the RSM.	X				RMT-MRO-1910.1 Table of Contents / LEP
3.30	Does the repair station have a procedure for reporting defects or un-airworthy conditions to the air carrier the FAA/EASA/CAAC, etc.?	X				RMT-MRO-1910.1 Sec 9.7.7
	Internal Audit Program					
3.31	Does the repair station have an internal audit and surveillance function that periodically reviews its CFR Part 145 Subpart C, D, E procedures that assure compliance with air carrier specifications, regulatory requirements, and good industry practices are in place?	X				RMT-MRO-1910.1 Sec 10, and RMT-FRM-70001
3.32	Does the internal audit verify operations are being done in accordance to its procedures?	X				RMT-MRO-1910.1 Sec 10, and RMT-FRM-70001
3.33	Are the results communicated to the Accountable Manager?	X				RMT-MRO-1910.1 Sec 10.4.1
3.34	Does the repair station maintain, for a min. of 3 years, a file of audit findings and corrective actions from audits?	X				RMT-MRO-1910.1 Sec 15
3.35	Are corrective actions taken on a timely manner to eliminate nonconformities and root cause corrected and documented?	X				RMT-MRO-1910.1 Sec 10.5, RMT-PRO-0005
3.36	Does the repair station do follow up audits to verify the effectiveness of corrective actions?	X				RMT-MRO-1910.1 Sec 10.5, RMT-PRO-0005, RMT-PRO-0007
3.37	Does the repair station allow audits of the facility by external organizations?	X				RMT-MRO-1910.1 Sec 3.6
3.38	Does the repair station use trained auditors for the performance of its internal audits, and are they familiar with FAA/EASA/CAAC, etc. regulations defined in RMT-MRO-1910.1?	X				RMT-MRO-1910.1 Sec 10.3 (RMT-FRM-70163)
	Sub-Contracting (CFR 145.217)					
3.39	Does the repair station maintain a list of sub-contracted maintenance functions approved by the FAA which includes the name of each outside facility, type of certificate and rating(s), if any, held by each facility?	X				RMT-MRO-1910.1 Sec 8.2.3, Sec 12. (RMT-FRM- 70150)
3.40	Does the repair station ensure that the sub-contractor's quality is equivalent and meets customer (air carrier) specifications and legal requirements?	X				RMT-MRO-1910.1 Sec 9.6
3.41	Does P.O. contain the minimum requirements found in Standard Work RMT-FRM-70066?	X				RMT-MRO-1910.1 Sec 9.6.1
3.42	Does the repair routing contain inspection requirements upon return from sub-contractor?	X				RMT-MRO-1910.1 Sec 9.6.4
3.43	Do completed work packages contain RMT-FRM-68524 or FAA 8130-3 for certificated repair stations?	X				RMT-MRO-1910.1 Sec 9.6.4

3.44	Does the repair station have a contract allowing the FAA to inspect non-certificated sub-contractors?	X				RMT-MRO-1910.1 Sec 9.6.1
3.45	Does the repair station use trained auditors for the performance of its sub-contractors?	X				RMT-MRO-1910.1 Sec 9.6.3
4.0	**Inspection Programs**					
4.1	Is there proper separation of maintenance and inspection responsibilities for repair stations that perform required inspections (RII) for air carriers? ***(N/A at this time no RII)***	X				RMT-MRO-1910.1 Sec 5 (Org Chart)
4.2	Does the repair station have a receiving inspection system?	X				RMT-MRO-1910.1 Sec 9.4.3 & RMT-PRO-0024
4.3	Does it ensure:					
4.4	Incoming parts and materials comply with specifications?	X				RMT-MRO-1910.1 Sec 9.4.3 & RMT-PRO-0024
4.5	Parts are free of defects or malfunctions?	X				RMT-MRO-1910.1 Sec 9.4.3 & RMT-PRO-0024
4.6	Parts are in a good state of preservation?	X				RMT-MRO-1910.1 Sec 9.4.3 & RMT-PRO-0024
4.7	Are records of inspections and tests maintained?	X				Iron Mountain (DRCI) / NETSEARCH prior to 2016
4.8	Are traceability certifications maintained?	X				Iron Mountain (DRCI) / NETSEARCH prior to 2016
4.9	Are age – controlled items inspected for date of manufacture and expiration date?	X				RMT-MRO-1910.1 Sec 9.4.7
	Stamps					
4.10	Does the repair station have a system for controlling stamps for both inspection and production personnel?	X				RMT-MRO-1910.1 Sec 9.5.4, RMT-QMS-1210
	Does it include:					
4.11	A facsimile of each stamp type?	X				RMT-QMS-1210
4.12	A means of identifying to whom stamps have been issued?	X				ASL
4.13	A policy for stamps that are lost or stolen?	X				RMT-QMS-1210
4.14	A requirement that no stamp will be reissued within a 1-year period to two (2) different employees?	X				RMT-MRO-1910.1 section 9.5.4 & RMT-QMS-1210
5.0	**Personnel (CFR 145.151)**					
5.1	Does the repair station identify an employee as the “Accountable Manager”	X				RMT-MRO-1910.1 Sec 1. and ASL
5.2	Does the repair station employ a minimum of two (2) persons?	X				RMT-MRO-1910.1 Sec 4.
	Does the repair station maintain an up to date roster(s) of:					

	(CFR 145.161)					
5.3	Management personnel including the “Accountable Manager”?	X				RMT-MRO-1910.1 Sec 6, 11 and ASL
5.4	Supervisory personnel?	X				RMT-MRO-1910.1 Sec 11 and ASL
5.5	The names of all inspection personnel which includes receiving inspectors?	X				RMT-MRO-1910.1 Sec 11 and ASL
5.6	The names of all personnel authorized to sign a return to service airworthiness release tag (FAA 8130-3, CAAC AAC-038 etc.)	X				RMT-MRO-1910.1 Sec 11 and ASL
5.7	Does the repair station ensure the roster(s) are updated within five (5) business days of any changes?	X				RMT-MRO-1910.1 Sec 11.2
	Employment Summary (CFR 145.161)					
5.8	Does the repair station maintain a summary of employment for each individual listed on the required rosters above?	X				RMT-MRO-1910.1 Sec 11.3 (RMT-FRM-68381 on file w/ MRO Quality)
	Does it include, in a stand- alone format the following required information:					
5.9	Each person’s present title?	X				RMT-MRO-1910.1 Sec 11.3 (RMT-FRM-68381 on file w/ MRO Quality)
5.10	The total years of experience and type of work performed?	X				RMT-MRO-1910.1 Sec 11.3 (RMT-FRM-68381 on file w/ MRO Quality)
5.11	Past relevant employment with names of employers and time periods?	X				RMT-MRO-1910.1 Sec 11.3 (RMT-FRM-68381 on file w/ MRO Quality)
5.12	The scope of their present employment?	X				RMT-MRO-1910.1 Sec 11.3 (RMT-FRM-68381 on file w/ MRO Quality)
5.13	The type of certificate held, mechanic or repairman, and the ratings on that certificate, if applicable?	X				RMT-MRO-1910.1 Sec 11.3 (RMT-FRM-68381 on file w/ MRO Quality)
5.14	Are supervisors certificated under CFR Part 65?	X				RMT-MRO-1910.1 Sec 7.2.6
5.15	Does each supervisor understand, read, and write English?	X				RMT-MRO-1910.1 Sec 7.2.6
5.16	Is each person who performs required inspections (RII) appropriately certificated, trained, and authorized to do so?			X		RMT-MRO-1910.1 Sec 4.8 **RII N/A – none at this time**
5.17	Are inspection personnel thoroughly familiar with the applicable regulations in CFR Part 145, inspection methods, techniques, practices, equipment, and tools used to determine airworthiness?	X				RMT-MRO-1910.1 Sec 4.7, and Sec 7.2.9

5.18	Is there a system to ensure inspection personnel maintain proficiency in using the various types of inspection equipment and the articles being inspected?	X				RMT-MRO-1910.1 Sec 4.7, 7.2.9 & section 10
5.19	Do inspection personnel have the applicable technical data available, understand all applicable tolerances and procedures, and able to identify defects?	X				RMT-MRO-1910.1 Sec 4.7, 7.2.9
5.20	Do inspection personnel understand, read, and write English?	X				RMT-MRO-1910.1 Sec 7.1.1, 7.2.9
5.21	Are Return-to-Service personnel certificated under Part 65?	X				RMT-MRO-1910.1 Sec 7.2.9
6.0	**Technical Data Program (CFR 145.109, 145.205)**					
6.1	Are specific individuals identified by title, responsible for the Technical Data Program.	X				RMT-MRO-1910.1 Sec 7.2.17
6.2	Does the repair station have a procedure to obtain the customer required manuals and specifications?	X				RMT-MRO-1910.1 Sec 9.1.4
6.3	Does the repair station ensure customer specifications are included into their work processes?	X				RMT-MRO-1910.1 Sec 9.1.5
6.4	Does the repair station verify that customer specifications were/are incorporated?	X				RMT-MRO-1910.1 Sec 9.8.8
6.5	Does the repair station obtain approval for deviating, if necessary, from customer specification?	X				RMT-MRO-1910.1 Sec 9.1.4
6.6	Does the repair station have procedures to have adequate checks, inspections, and tests to ensure work was performed to customer specifications?	X				RMT-MRO-1910.1 Sec 9.1.5, and Sec 9.8.8
6.7	Are there established approved procedures controlling revisions in manuals deviating from OEM specifications (e.g. EO, EA, air carrier data, etc.)?	X				RMT-MRO-1910.1 Sec 9.1.4 and 9.1.8.1
6.8	Does the repair station have records of manual (technical data) revisions?	X				RMT-MRO-1910.1 Sec 9.1.8.1
6.9	Does the repair station have a system to control working copies of manual to ensure they are revised with the masters?	X				RMT-MRO-1910.1 Sec 9.1.8.1
6.10	Is technical data stored in a manner that will protect it from loss or damage?	X				RMT-MRO-1910.1 Sec 9.1.2
6.11	Are there adequate viewing devices available, convenient, and in good condition for viewing the technical data?	X				RMT-MRO-1910.1 Sec 9.1.2
6.12	If the repair station is embedded and has manufacturing authority, does it have a system for receiving customer approval prior to use of the data (e.g. manufacturing design data, drawings, test procedures, manufacturing documents, etc.)	X				RMT-MRO-1910.1 Sec 9.1 and Sec 9.1.4
7.0	**Shelf Life Program**					

7.1	Does the repair station have a documented shelf life program?	X				RMT-MRO-1910.1 Sec 9.4.7
7.2	Are specific individuals, by title, responsible for the shelf life program?	X				RMT-MRO-1910.1 Sec 7.2.17
7.3	Does the program list parts & materials that have shelf life limits?	X				RMT-MRO-1910.1 Sec 9.4.7
7.4	Does each shelf life item have the shelf life expiration date displayed?	X				RMT-MRO-1910.1 Sec 9.4.7
7.5	Is there an adequate system to ensure that items will not be issued or used past its expiration date?	X				RMT-MRO-1910.1 Sec 9.4.7, SAP
7.6	Has the Manufacture's Reduced Shelf Life been identified and appropriate date indicated?	X				RMT-MRO-1910.1 Sec 9.4.7, SAP
8.0	**Calibration Program (CFR 145.109)**					
8.1	Does the repair station have a documented calibration program?	X				RMT-MRO-1910.1 Sec 9.3.3 and RMT-OPS-920
8.2	Are specific individuals, by title, responsible for the calibration program?	X				RMT-MRO-1910.1 Sec 7.2.17
8.3	Does it ensure all test, inspection equipment and tools used to verify specifications and make airworthiness determinations are calibrated?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.4	Does the program identify the calibration frequencies, limitations, and applicable tolerances, specifications, and due dates?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.5	Are standards used to calibrate each item acceptable to the FAA (National Institute of Standards and Technology)?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.6	Is there a procedure for identifying, controlling and /or preventing out-of-service and due-for-calibration tools and equipment from being used?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.7	Does the repair station allow for personal tools to be in the program? (Do not allow personal employee calibrated tools)		X			RMT-MRO-1910.1 Sec 9.3.5
8.8	Is the calibration frequency in accordance with the equipment manufacturer's instructions?	X				RMT-OPS-920
8.9	Are historical records of calibration, containing repair, and calibration accuracy data available on filed for a minimum of (2) two years?	X				RMT-PRO-0002, Metrak
	Do the records show:					RMT-MRO-1910.1 Sec 9.3.3 (Metrak)
8.10	Date of calibration	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.11	Calibration due date	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.12	Identify individual or vendor that performed calibration or check?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.13	Contain a calibration certificate if done by outside calibration agency?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)

8.14	Provide details of adjustments and repairs?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.15	Show PN, SN of the standard used to perform calibration?	X				RMT-MRO-1910.1 Sec 9.3.3, and RMT-OPS-920 (Metrak)
8.16	Are tools and/or test equipment on the premises that are not being used to verify specifications and make airworthiness determinations marked "For Reference Only", "Calibration Not Required", or similar wording?	X				RMT-OPS-920
	Tooling / Test Equipment (CFR 145.109)					
8.17	Does the repair station have an operating manual and maintenance manual for the equipment being used? (TPM Maintenance Database)	X				RMT-MRO-1910.1 Sec 9.3.1, RMT-OPS-920 Sec 6.5.1
8.18	Is maintenance and servicing being performed per the manual?	X				RMT-MRO-1910.1 Sec 9.3.1, RMT-OPS-920 Sec 6.5.1
8.19	Are maintenance and servicing records maintained for two years?	X				RMT-MRO-1910.1 Sec 9.3.1, RMT-OPS-920 Sec 6.5.1
8.20	When the repair station uses alternate tooling/test equipment, is it properly substantiated and documented as equivalent?	X				RMT-MRO-1910.1 Sec 9.3.8.2
9.0	**Training Program (CFR 145.163)**					
9.1	Has the FAA approved this facility's training program / manual?	X				RMT-MRO-1910.1 Sec. 9.2.1, RMT-MRO-1810.4 (Letter on file w/ MRO Quality)
9.2	Does the training program include knowledge of regulations, standards, human factors, and customer requirements?	X				RMT-MRO-1810.4, ASL
9.3	Is formal and OJT training properly documented?	X				RMT-MRO-1910.1 Sec. 9.2.3, RMT-MRO-1810.4
9.4	Does the training program consist of initial and recurrent training?	X				RMT-MRO-1810.4 Sec 6.1 and Sec 6.3
9.5	Are employees (assemblers, testers, technicians, inspectors, supervisors, etc.) trained and authorized, and certificated for the work they perform?	X				RMT-MRO-1910.1 Sec 9.2, RMT-MRO-1810.4
9.6	Are training records for inspectors, technicians, and supervisors retained for at least 2 years even after the person leaves the company?	X				RMT-MRO-1810.4 Sec 8
9.7	Has the repair station conducted Human Factors training as required by applicable regulations?	X				RMT-MRO-1910.1 Sec 9.8.11 RMT-MRO-1810.4 Sec 6.10
9.8	Has the repair station implemented control and training for compliance to 49 CFR172.h for hazardous material handling? (CFR 145.165)	X				RMT-MRO-1910.1 Sec 9.4.6.1 RMT-MRO-1810.4 Sec 6.11
9.9	Are personnel, who perform inspection and shipping and receiving functions properly trained?	X				RMT-MRO-1910.1 Sec 4.7, 7.2.9

9.10	Are maintenance personnel trained on ESD handling and FOD?	X				RMT-OPE-1510.1 & RMT-OPS-15.10.2
10.0	**Housing and Facilities (CFR 145.103)**					
10.1	Does the repair station deal in non-aircraft parts, materials and/or maintenance activities, and are they adequately segregated from other functions to ensure unapproved parts or material do not get installed on repair station in service units (e.g. military, manufacturing, etc.)	X				RMT-MRO-1910.1 Sec 3.4 **Do not deal with non-aircraft related materials**
10.2	Does the repair station have sufficient work space and areas for the proper segregation and protection of articles including those undergoing maintenance? (including aisle space is sufficient to allow emergency access)	X				RMT-MRO-1910.1 Sec 3.4
10.3	Does the repair station have segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, and avionics work, ESD, etc. and in a manner that doesn't adversely affect other work?	X				RMT-MRO-1910.1 Sec 3.4
10.4	Does the repair station have: suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	X				RMT-MRO-1910.1 Sec 3.4, 9.4.5.1
10.5	Does the repair station have ventilation, lighting, and control of temperature, humidity and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance and/or alterations to the standards required?	X				RMT-MRO-1910.1 Sec 3.4
10.6	Does the repair station have areas for receiving and for shipping customers units with adequate space, lighting, shelving, security and fire protection to preclude damage, loss and theft?	X				RMT-MRO-1910.1 Sec 3.4
10.7	If the repair station performs maintenance, preventative maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the FAA and its customers?			X		RMT-MRO-1910.1 Sec 8.2.2 work only conducted in one location.
10.8	Has the Company notified the FAA/CAAC when significant (major) changes have been made to location, housing and facilities?	X				RMT-MRO-1910.1 Sec 3.5 (CFR 145.105)
11.0	**Safety/Security/Fire Protection**					
11.1	Does the repair station provide adequate security and fire protection?	X				RMT-MRO-1910.1 Sec 3.2 and Sec 3.4
11.2	Are security systems reviewed periodically by a qualified outside firm to assure the system is still adequate?	X				RMT-MRO-1910.1 Sec 3.4
11.3	Are fire protection devices inspected periodically?	X				RMT-MRO-1910.1 Sec 3.4
11.4	Are firefighting equipment and its locations well identified and maintained in serviceable condition?	X				RMT-MRO-1910.1 Sec 3.4
11.5	Are fire lanes, doors and fire extinguishers kept clear of obstruction?	X				RMT-MRO-1910.1 Sec 3.4
11.6	Are appropriate safety devices being used and in good condition? (Equipment safety guards, hearing/eye protection, etc.)	X				RMT-MRO-1910.1 Sec 3.4
11.7	Are operations being conducted in a safe manner, and a safe	X				RMT-MRO-1910.1 Sec 3.4

	environment that will avoid personnel injury and damage to customer property? (EH&S Policies/Procedures)					(EH&S Site)
12.0	**Storage (CFR 145.109)**					
12.1	Does the repair station ensure parts and materials are correctly identified and properly stored so that only acceptable parts are issued to any job?	X				RMT-MRO-1910.1 Sec 9.4.5.1
12.2	Is the serviceability status of parts and materials clearly identified (serviceable form unserviceable)?	X				RMT-MRO-1910.1 Sec 9.4.10
12.3	Are rejected parts and materials, including questionable items awaiting disposition identified and stored separately from usable stock?	X				RMT-MRO-1910.1 Sec 9.4.10
12.4	Are parts properly protected from damage, contamination, loss, or substitution?	X				RMT-MRO-1910.1 Sec 9.4.5.1
12.5	Do parts stored in assigned bins/racks match part number identified on bins/racks?	X				RMT-MRO-1910.1 Sec 9.4.5
12.6	Are flammable, toxic and/or hazardous materials stored in an appropriate, properly identified cabinet or facility?	X				RMT-MRO-1910.1 Sec 9.4.8
12.7	Are sensitive parts and equipment (e.g. O-rings, ESD devices, temp/humidity controlled items, etc.) properly packaged, identified, & stored to protect from damage and contamination?	X				RMT-MRO-1910.1 Sec 9.4.9
12.8	Are high pressure bottles correctly labeled, properly stored and secured?	X				RMT-MRO-1910.1 Sec 9.4.8
12.9	Does the repair station maintain traceability certification on all parts and raw materials? (C of C, FAA 8130-3)	X				RMT-MRO-1910.1 Sec 9.4.3, 9.4.11
12.10	Does the repair station have a system to ensure only approved, traceable (at time of issue) parts are issued to the work areas?	X				RMT-MRO-1910.1 Sec 9.4.2 and Sec 9.4.3
12.11	Does the internal audit program periodically verify the integrity of the work process and checks the traceability of parts and materials? (perform random sampling for 8130-3's / C of C's on file)	X				RMT-MRO-1910.1 Sec 9.4.5.2
12.12	Are commercial & military supplies properly segregated?	X				RMT-MRO-1910.1 Sec 9.4.5.2
13.0	**Work Processing**					
13.1	Does the repair station have a duty time limitation requirement that meets CFR 121.377?	X				RMT-MRO-1910.1 Sec 7.1.4
13.2	Does the repair station only perform work for which it is authorized on its Operations Specification and verify customer requirements can be met? - Verify Capability - Document Contract Review - Document Exceptions - Maintain Records of Contract Review	X				RMT-MRO-1910.1 Sec 8.2, & 9.1.5

13.3	Does the repair station provide each customer with a service authorization (unless otherwise mutually agreed upon by contract) and document deviations, or changes to a customer's original work order, P.O. R.O. etc.?	X				RMT-MRO-1910.1 Sec 9.1.6.1
	Receiving Inspection					
13.4	Does the repair station verify that the identifying data (P/N, S/N, nomenclature, mod. No, etc.) on the documentation and the data plate match?	X				RMT-MRO-1910.1 Sec 9.8.2
13.5	Is there an acceptable procedure to identify customer parts throughout the maintenance process and in storage?	X				RMT-MRO-1910.1 Sec 9.4.11
13.6	Where work is turned over from one shift to another, is there a system of documentation that assures continuity of the work and that all work is accomplished?	X				RMT-MRO-1910.1 Sec 9.5.2
13.7	Does the repair station have procedures to obtain and incorporate customer (air carrier specifications into their work process? (CFR 145.205)	X				RMT-MRO-1910.1 Sec 9.1.4
	Maintenance Observation / Sampling					
	Is maintenance properly performed and documented:					Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.8	Functional Test?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.9	Hidden Damage Inspection?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.10	Unit disassembly per instructions?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.11	Unit Cleaning per instructions?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.12	Parts inspection/checking per instructions?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.13	Parts repairing per instructions?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.14	Properly taking and recording fits and clearances?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.15	Unit reassembly per instructions?	X				Duties and Responsibilities RMT-MRO-1910.1 Sec 7.2.14.
13.16	In-Process Inspections (to ensure certain quality characteristics of the work performed, and foreign objects have not been left behind prior to assembling, or access opening being covered/closed up.)	X				RMT-MRO-1910.1 Sec 9.8.6
13.1	Unit functional testing per instructions?	X				RMT-MRO-1910.1 Sec 7.2.14.

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13.18	Final / Return To Service Inspection? (CFR 145.213)	X				RMT-MRO-1910.1 Sec 9.8.8, and Sec 9.8.9
13.19	Are all the tools and test equipment available and in accordance with OEM/CMM requirements?	X				RMT-MRO-1910.1 Sec 9.3
13.20	Are all the tools & test equipment in a serviceable condition?	X				RMT-MRO-1910.1 Sec 9.3
13.21	Are calibrated tools and test equipment labels showing within calibration and are they legible?	X				RMT-MRO-1910.1 Sec 7.2.14.
13.22	Are serviceable and unserviceable components, parts, and materials segregated?	X				RMT-MRO-1910.1 Sec 9.4.3 and Sec 9.4.12
13.23	Is FAA/EASA/CAAC approved technical data being used (e.g. current CMM, drawing, test procedure, etc.)?	X				RMT-MRO-1910.1 Sec 9.1.3
13.24	Are engineering orders, authorizations etc. provided by customers, controlled and kept current?	X				RMT-MRO-1910.1 Sec 9.1.4
13.25	If the repair station is deviating from the (CMM) have those deviations been approved by the customer in writing?	X				RMT-MRO-1910.1 Sec 9.1.8.1
13.26	Is smoking, eating & drinking forbidden in the work area and does the vendor have a written program to ensure units are protected from FOD/contamination?	X				RMT-OPS- 1510.1 RMT-MRO-1910.1 Sec 9.8.7
13.27	Are fluid dispensers properly marked and stored to prevent spills?	X				RMT-MRO-1910.1 Sec 9.4.8
13.28	Does the repair station's record-keeping system and retention time meet 14 CFR requirements? (CFR 145.219) (10 Years)	X				RMT-MRO-1910.1 Sec 15 and Sec 9.7.3
	Are records legible and contain: (CFR 145.219)					
13.29	The description of the work performed, and reference data, including revision, and applicable test data?	X				RMT-MRO-1910.1 Sec 9.7.1, and Sec 9.7.2
13.30	Date of completion of the work performed?	X				RMT-MRO-1910.1 Sec 9.7.1, and Sec 9.7.2
13.31	Name (or stamp) of the person who performed the work?	X				RMT-MRO-1910.1 Sec 9.7.1, and Sec 9.7.2
13.32	Name (or stamp) of the person who inspected the work?	X				RMT-MRO-1910.1 Sec 9.7.1, and Sec 9.7.2
13.33	Return-to-service document (FAA 8130-3 or equivalent as applicable) with authorized individual's signature, date and repair station certificate number?	X				RMT-MRO-1910.1 Sec 9.7.1, and Sec 9.7.2
13.34	Are records complete, legible, and in ink?	X				RMT-MRO-1910.1 Sec 9.7.1, and Sec 9.7.2
13.35	Is test data being recorded correctly? (test data conversions)	X				RMT-MRO-1910.1 Sec 9.7.1, and Sec 9.7.2

13.36	Are errors being recorded correctly (lined through, reason, employee number, initialed and dated)	X				RMT-MRO-1910.1 Sec 9.7.2
13.37	Are major repairs/alterations properly documented?			X		Burnsville MRO does not perform major repairs or alterations
13.38	Are Airworthiness Directives evaluated, accomplished and documented (as applicable)?	X				RMT-MRO-1910.1 Sec 9.1.8.1, 9.1.7.2
	Electrostatic Discharge (ESD) Procedures					
13.39	Does the Repair Station have a documented ESD Program in place?	X				RMT-MRO-1910.1 Sec 9.4.9 and RMT-OPS- 1510.2
13.40	Does the repair station store ESD sensitive materials in sealed ESD conductive packaging?	X				RMT-MRO-1910.1 Sec 9.4.9 and RMT-OPS- 1510.2
13.41	When ESD sensitive parts are handled, does the repair station use approved grounding desk mats and wrist straps?	X				RMT-MRO-1910.1 Sec 9.4.9 and RMT-OPS- 1510.2
13.42	Are wrist straps and grounding mats tested and documented on regular intervals?	X				RMT-MRO-1910.1 Sec 9.4.9 and RMT-OPS- 1510.2
13.43	Does the repair station have ESD safety warnings, caution signs, etc. in ESD handling areas?	X				RMT-MRO-1910.1 Sec 9.4.9 and RMT-OPS- 1510.2
14.0	**Shipping**					
14.1	Are components returned in an appropriate shipping container or as specified by the customer?	X				RMT-MRO-1910.1 Sec 9.8.10 (ATA 300)
14.2	Does the repair station verify that the identifying data (P/N, S/N, nomenclature, mod. No, etc.) on the documentation and the data plate match?	X				RMT-MRO-1910.1 Sec 9.8.8, 9.8.9, 9.8.10
14.3	Does the repair station have adequate and appropriate storage area to safely store customer's reusable shipping containers and to protect them from environmental damage?	X				RMT-MRO-1910.1 Sec 9.8.10
15.0	**Scrapped Parts Program**					
15.1	Does the repair station have a documented scrap parts program?	X				RMT-MRO-1910.1 Sec 9.4.12
15.2	Are specific individuals, by title, responsible for the scrap parts program (primary and back-up)?	X				RMT-MRO-1910.1 Sec. 7.2.17
15.3	Does the repair station have a documented procedure to ensure that scrapped parts are either returned to the customer or mutilated beyond repair?	X				RMT-MRO-1910.1 Sec 9.4.12
15.4	Does the scrap program require a record of scrapped life-limited parts to be maintained for a minimum of two (2) years?	X				RMT-MRO-1910.1 Sec 9.4.12
15.5	Does the record include the description, P/N, S/N and the date the part	X				RMT-MRO-1910.1 Sec 9.4.12

	was scrapped?					Iron Mountain (DRCI)
15.6	Does the repair station have a procedure and records for outsourced mutilation of scrapped parts confirming mutilation was obtained and retained for two (2) years?	X				RMT-MRO-1910.1 Sec 9.4.12, RMT-PRO-0004
16.0	**Hazmat Program**					
16.1	Has the repair station implemented control and training for compliance to 49 CFR172.h for hazardous material handling? – Awareness Training – we do not ship HazMat.	X				RMT-MRO-1910.1 Sec 9.4.6.1 RMT-MRO-1810.4 Sec 6.11

AUDIT SUMMARY SHEET

Please explain any NO, N/A, or N/O answers (Explanations, Findings, Observations, etc.), referencing the section and question.

Section	Question	Result	Description
4.1	Is there proper separation of maintenance and inspection responsibilities for repair stations that perform required inspections (RII) for air carriers?	N/A	DO NOT PERFORM RII FUNCTIONS
5.16	Is each person who performs required inspections (RII) appropriately certificated, trained, and authorized to do so?	N/A	DO NOT PERFORM RII FUNCTIONS
8.7	Does the repair station allow for personal tools to be in the program? (Not Used)	N/A	PERSONAL TOOLS ARE NOT ALLOWED
9.8	Has the repair station implemented control and training for compliance to 49 CFR172.h for hazardous material handling? (CFR 145.165)	N/A	DO NOT SHIP ANY HAZARDOUS MATERIALS
10.7	If the repair station performs maintenance, preventative maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the FAA and its customers?	N/A	ALL WORK IS PERFORMED IN HOUSE AT THE BURNSVILLE LOCATION
13.37	Are major repairs/alterations properly documented?	N/A	WE DO NOT CONDUCT MAJOR REPAIRS OR ALTERATIONS
16.1	Has the repair station implemented control and training for compliance to 49 CFR172.h for hazardous material handling?	N/A	DO NOT SHIP ANY HAZARDOUS MATERIALS