



AS9120B

Company Name:

Date:

Address:

Telephone :

Fax:

Website:

Vendor Category: (Check one or more)

Manufacturer	Parts Distributor	Spare Parts Dealer
Air Carrier	Repair Station	Other

Contacts

Title	Name	Telephone / Email
Customer Service		
Quality Manager		
Operations Manager		

Authorization / Quality System Accreditation

Yes	No	Yes	No	Yes	No
FAA		ISO 9000		ASA-100	
EASA		AS9100		TAC-2000	
TC		CASE		Other	

Please attach a copy of all your accreditation certificates.

A: Quality Control

Yes No N/A

1. Is there an established Quality Control Department?			
2. Does the Quality Control Department maintain an organization chart?			
3. Are supervisors, inspectors and technicians properly trained?			
4. Is there a written procedure for inbound inspections?			
5. Is there a written procedure for outbound inspections?			
6. Does Quality Control provide the final approval to release parts?			
7. Are Electronic Signatures used in any certifying/airworthiness documents?			
8. Are records are maintained and stored for a period of at least 7 years?			

B: Inspection

Yes No N/A

1. Does the company perform inbound inspections?			
2. Does the company perform outbound inspections?			
3. Are inspections conducted by approved personnel only?			
4. Does the company have a non-conforming parts control procedure?			
5. Are inspection stamps used?			

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C: Manuals, Records & Technical Data	Yes	No	N/A
1. Does the vendor have the correct shop manuals to perform the contracted services?			
2. Are Manufacturer Overhaul Manuals kept current and updated?			
3. Are Manufacturer Overhaul Manuals properly identified and organized?			
4. Does the vendor have a system of control to review technical data, revisions, service bulletins, etc.?			
5. Are vendors work records detailed, legible and complete?			
6. Is traceability maintained for all parts sold?			
7. Is a material certification (ATA-106) issued for all parts sold?			
D: Training	Yes	No	N/A
1. Are training records maintained for all personnel?			
2. Does the company have an adequate training program? OJT, classroom etc.			
3. Does the company have an adequate training program for Suspected Unapproved Parts (SUP)			
4. Does the company have a probationary period for newly hired personnel?			
E: Materials & Handling	Yes	No	N/A
1. Are procedures established to separate serviceable and unserviceable parts?			
2. Are incoming parts subjected to receiving inspection?			
3. Are serviceable parts identified and stored in a climate controlled area?			
F: Stores	Yes	No	N/A
1. Are parts properly stored and identified?			
2. Are parts properly packaged to prevent storage and handling damage?			
3. Are bearings properly packaged?			
4. Are "O" rings properly packaged and marked with expiration date?			
5. Are life limited materials controlled to prevent use / sale after expiration?			
G: Test & Calibration	Yes	No	N/A
1. Are tools properly maintained and calibrated?			
2. Is there a calibration control program?			
3. Are all certified equipment labeled?			
H: Facility	Yes	No	N/A
1. Are the storage and work areas climate controlled?			
2. Are fire extinguishers properly identified, marked and certified?			
3. Are flammable liquids and gas cylinders identified and properly stored?			
4. Are hazardous materials properly labeled, stored and disposed of?			
5. Are inspection and production areas kept clean & organized?			
I: Scrapped Parts	Yes	No	N/A
1. Is there a documented scrap procedure?			
2. Are records maintained for all scrapped serialized parts?			
3. Are parts scrapped in a manner to prevent them from returning to service?			
4. Are your scrap procedures imposed on your subcontractors?			



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J: Additional Comments

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

Certification

I certify that this self audit evaluation form has been answered to the best of my ability and that all information is correct.

Regional Airline Support Group reserves the right of access to perform an audit at the vendors facility.

Name:		Signature:	
Title:		Date:	

Return completed form and accompanying documents to:

Regional Airline Support Group
3550 NW 126th Ave
Coral Springs, FL 33065

Please remit to RASG via e-mail at quality@rasg.net
Fax: 954-979-8122
Phone: 954-979-8130

****For RASG use only****

For the work intended, I find the vendor:

Approved: Group A Group C Repair Shop
Not Approved: Group B Vendor

Comments: _____

Name:		Signature:	
Title:		Date:	

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