



VENDOR SELF AUDIT

Company Information

Thank you for your participation in our vendor self-audit. So that we may initiate or continue doing business, please complete the following survey in full and return to **TAG**.

Please detail any “no” responses in the designated area at the bottom of this audit form. **Please submit all certifications, operations specifications, and capabilities with completed survey.**

660 Garden Commerce Pkwy.
Winter Garden, FL 34787
O 407-654-9744
F 407-540-9375
W www.TAG.Aero

Company Name: _____

Address: _____

Phone: _____

Fax: _____

Website: _____

Date: _____

Note: If your organization holds a current ASA-100 certification from Aviation Suppliers Association, you may skip pages 3 & 4.

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Certifications

Certification	Certification Number	Date Issued	Expiration Date
EASA			
FAA			
CAAC			
Other			

Key Personnel

Position	Name	Email
Quality Control		
Accounting		
Repairs		
Sales		

Trade References

Company Name	Business Type	Phone Number

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Questionnaire

Quality Control	Y	N	N/A
Does the company have a current FAA Operations Specifications Anti-Drug and Alcohol page?			
Is there an established Quality Control Program?			
Does the Quality Assurance Manual describe the complete Quality Program?			
Does the Quality Manual identify specific persons by title, responsible for the following quality functions and programs:			
Quality program?			
Inspection?			
Tool and test equipment calibration?			
Technical data control?			
Shelf-life program?			
Does the QC department maintain a current roster of repair station management supervisor and inspection personnel?			
Is there an approved sub-contracted maintenance / vendor list?			
Is there an internal audit surveillance program to ensure internal and external quality and legality?			
Is the inspection system proportional in size and scope to production?			
Is there adequate and properly trained QC / QA inspection coverage at all times?			
Is a written procedure in use to control inspection stamps?			
Is the company structure such that the inspection function is different from the maintenance function?			

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Training	Y	N	N/A
Is there a documented training program?			
Are personnel who perform inspection, shipping and receiving functions properly trained?			
Do employees receive both "formal classroom" and "on the job" training?			
Are NDT inspectors properly trained and certified?			
Are all training files maintained for a minimum period of two years?			

Technical Data	Y	N	N/A
Is there a system for obtaining technical data and maintaining it up to date?			
Is there appropriate, current technical readily available for personnel that need it?			
Is there a method for verifying AD status?			
Is technical data stored in a manner that will protect it from dirt or other damage?			
Are adequate viewing devices available for viewing the technical data?			

Shipping & Receiving	Y	N	N/A
Is there at minimum a visual inspection prior to shipping?			
Is proper documentation checked prior to shipping?			
Are part numbers, serial numbers, model numbers, etc. verified against shipping documents prior to shipping?			
Is there an acceptable procedure to identify customer parts?			
Is purchased material routed to receiving inspection?			



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Summary

Please explain any "no" answers in the area below:

I certify that the information supplied in this vendor audit / self audit check list is true and complete and that the company will comply with these requirements as stated.

Signature: _____ **Position:** _____

Printed Name: _____ **Date:** _____



Export Compliance Statement

It is the policy of TAG Aero to ensure its compliance with United States export control regulations for all sales of U. S. products controlled by Export Administration Regulations (EAR) or the International Traffic in Arms Regulations (ITAR). Please complete the following Export Compliance Certificate. TAG Aero reserves the right to re-request a signed copy of this certificate to accommodate compliance requirements.

Please confirm the following:

1. I (We) will not export or re-export U.S. products, technology or software to **Cuba, Iran, North Korea, Syria or Sudan** - or to any restricted country unless otherwise authorized by the United States Government.

2. I (We) will not sell, transfer, export or re-export any U.S. products for use in activities which involve the development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use any of these products in any facilities which are engaged in activities related to such weapons.

3. I (We) acknowledge that U.S. law generally prohibits the sale, transfer, export or re-export or other participation in any export transaction involving U.S. products with individuals or companies listed in the U.S. Commerce Department's Table of Denial Orders, Entity List, Unverified List or any current General Order issued by the Department of Commerce, the U. S. Treasury Department's list of Specially Designated Nationals, or the U. S. Department of State's Debarred List or Nonproliferation Sanctions listing unless otherwise authorized by the United States Government

4. I (We) will abide by all applicable U.S. export control laws and regulations for any products purchased from TAG Aero, and will obtain any licenses or prior approvals required by the U.S. Government prior to export or re-export of U.S. supplied products, software or technology.

5. I (We) agree that the export control requirements in Number 1-4 above shall survive the completion, early termination, cancellation or expiration of the applicable purchase



order, agreement or contract. This certification applies to the company listed below and includes all subsidiaries and affiliated companies.

6. I (We) confirm that our authorized freight forwarder will be responsible for filing any applicable export documents and will provide any required information to TAG Aero. This shall apply to any transaction between us and TAG Aero unless specifically revoked. Or in the case of domestic shipments leaving the country, we authorize TAG Aero to act as our agent and file any required export documents on our behalf.

Signature (Company Official)

Date

Print Name

Company Name