

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

Clear Form

Company Name: _____

DBA (if applicable) _____

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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Legal

Date Established	
Number of Employees	
Federal Tax ID	
DUNS #	
Office space (sq ft)	
Production / warehouse (sq ft)	

Type of Business

<input type="checkbox"/> Supplier	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Repair Station	<input type="checkbox"/> Part Dealer / Broker
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Products and Services

***Please attach a copy of your capabilities [if applicable]**

Certifications

Certification	Certification Number	Date Issued	Expiration Date
EASA			
FAA			
CAAC			
ASA100			
ISO9001			
Other:			

***Please attach a copy of your certificate / accreditation**

Type of Release Available [If Repair Station]

<input type="checkbox"/> EASA FORM ONE	<input type="checkbox"/> FAA 8130-3	<input type="checkbox"/> CANADA TCCA	<input type="checkbox"/> CHINA CAAC	<input type="checkbox"/> N/A
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Warranty [If Repair Station]

Inspected	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other:
Repaired	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other:
Overhauled	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	<input type="checkbox"/> Other:

Key Personnel

Position	Name	Email
CEO/President		
Quality Manager		
Accounting		
Repairs		
Purchasing		
Sales		

Trade References

Company Name	Point of Contact	Phone Number	Email Address

List of Major Customers

Company Name	Business Type	Phone Number	Email Address

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

Training	Y	N	N/A
Is there a documented training program?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are personnel who perform inspection, shipping and receiving functions properly trained?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do employees receive both "formal classroom" and "on the job" training?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Are NDT inspectors properly trained and certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all training files maintained for a minimum period of two years?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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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

Print Name

Date