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Miami, Florida 33172  
USA

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SITA: MIAXSXD

**AAXICO  
SELF AUDIT FORM**

<b>Organization:</b>	AAXICO				
<b>Address:</b>	8881 NW 13 Terr.				
<b>City:</b>	Miami	<b>State:</b>	FL	<b>Zip:</b>	33172
<b>Country:</b>	USA	<b>Phone:</b>	305-592-4633		
<b>Division of:</b>	N/A	<b>Fax:</b>	305-592-6828		
<b>Years in business:</b>	59	<b>Number of Employees:</b>	37		

Name of person responsible for quality system at this location:

Don Ottens  
(Please type or print)

  
(Signature)

**PLEASE CHECK YOUR KIND OF BUSINESS**

Manufacturer

Repair Facility

Other

Distributor

Station # \_\_\_\_\_

Please Specify \_\_\_\_\_

Please list any approvals or certificates held

AS9120 \_\_\_\_\_

ISO 9001:2008 \_\_\_\_\_

AC 00-56 \_\_\_\_\_

**PLEASE INDICATE WHAT QUALITY STANDARD YOUR COMPANIES' QUALITY SYSTEM IS BASED ON**

ISO

C.A.S.E.

A.T.A.

A.S.A.

Other

Please Specify AS 9120 \_\_\_\_\_

		Yes	No.	N/A
<b>1</b>	<b>Management Responsibility Quality Policy</b>			
<b>a</b>	Has the Supplier's Management defined and documented the Quality Policy?	X		
<b>b</b>	Are the quality objectives and Interfaces established?	X		
<b>c</b>	Does the Supplier's Management ensure that this Policy is understood and implemented	X		
<b>2</b>	<b>Organization Responsibility and Authority</b>			
<b>a</b>	Has the Supplier's Management defined the responsibility, authority and the interrelation of personnel who:			
<b>b</b>	Verify work affecting Quality?	X		
<b>c</b>	Does the organization identify personnel who have the responsibility and authority to control the following key elements:			
<b>d</b>	The control and maintenance of the Quality System aimed at the prevention of Quality Deficiencies?	X		
<b>e</b>	The control of Correction Actions to prevent recurrence of Quality Deficiencies found on products, services or the Quality System?	X		
<b>f</b>	A control to ensure that Corrective Actions are taken and are effective?	X		
<b>g</b>	Management review of the Quality System to ensure that it remains appropriate to the Business' Objectives?	X		
<b>h</b>	Control further processing, delivery or installation of nonconforming products until the deficiency or unsatisfactory condition has been corrected?	X		
<b>i</b>	Changes of QS-measures / of the Quality System are communicated to the customer?	X		
<b>j</b>	Has the supplier's management assigned trained personnel for in-house verification activities?	X		
<b>k</b>	Do the management reviews include evaluation of the results of internal Quality Audits?	X		
<b>l</b>	Are these evaluations carried out by management personnel having direct responsibility for the system?		X	
<b>3</b>	<b>Quality System General</b>			
<b>a</b>	Has the Supplier established a documented Quality System?	X		
<b>b</b>	Does the Supplier maintain a documented Quality System?	X		
<b>c</b>	Do such documentation include written Quality System Procedures and instructions being in accordance with applicable requirements?	X		
<b>d</b>	As necessary, updating of Quality Control inspection and testing techniques, including the development of new instrumentation?			X
<b>e</b>	Does the supplier apply the quality system procedures and instructions efficiently?	X		
<b>4</b>	<b>Contract Review Records</b>			
<b>a</b>	Has the Supplier established and documented procedures for contract review and for co-ordination of these activities?	X		
<b>b</b>	Are records of such contract reviews maintained?	X		
<b>5</b>	<b>Document and Data Control</b>			

	a	Has the supplier established and does he maintain procedures to control all documents and data that are related to the requirements of the applicable Standard?	X		
	b	Does the documented supplier's Quality System ensure that the pertinent issues of appropriate documents are available at all locations where operations essential to the effective functioning of the Quality System are performed?	X		
	c	Are changes of documents reviewed?	X		
	d	Does the supplier have a method for verifying the AD/SB status?	X		
	e	Is there a system to prohibit handwritten entries or corrections to technical data?			X
	f	Technical data stored in a manner that will protect it from dirt and damage?	X		
6		<b>Purchasing</b>			
	a	Is there a list of accepted subcontractors maintained?	X		
	b	Do purchasing documents contain all data clearly describing the product ordered?	X		
	c	Are purchasing documents reviewed and approved for adequacy of special requirements before release?	X		
7		<b>Product Identification and Traceability</b>			
	a	Do individual products or batches have a unique identification where if traceability is a specified requirement?	X		
	b	Is such identification recorded?	X		
8		<b>Receiving Inspection and Testing</b>			
	a	Does the supplier ensure that incoming products are not used or processed until they have been inspected or otherwise verified as conforming to specified requirements?	X		
	b	Are all verifications in accordance with the Quality plan or documented procedures?	X		
	c	Does the supplier establish necessary records which give evidence that the product has passed inspection and/or test with defined acceptance criteria?	X		
	d	Does the supplier maintain such records?	X		
	e	Are inspections conducted by authorized personnel only?	X		
	f	Do inspectors have access to current specifications necessary to support an acceptable inspection process?	X		
	g	Does inspection function have available all necessary tools, Gages and instruments to inspect the characteristics of the product?			X
	h	Is adequate control of inspection stamps described in the Quality Manual and is the control being enforced?			X
	i	Does each stamp have a unique number to identify each inspector?			X
	j	Is the stamp number permanently retired when the inspector leaves the position?			X
9		<b>Control of Inspection Equipment</b>			
	a	To demonstrate the conformance of products to specified requirements, are the inspection, measuring and testing equipment kept by the supplier?			X

	<b>b</b>	Has the supplier established procedures to calibrate and adjust all inspection, measuring and test devices that can affect product Quality?			X
	<b>c</b>	Calibrate and adjust such equipment at prescribed intervals or prior to use?			X
	<b>d</b>	Ensure that such operations are carried out against certified equipment having a known valid relationship to nationally recognized standards?			X
	<b>e</b>	Perform calibrations according to documented methods, where no such standards exist?			X
	<b>f</b>	Is the inspection and test status identified by using: markings, authorized stamps, tags, labels, routing cards, inspection records, test software, physical location or other suitable means?			X
<b>10</b>		<b>Control of Nonconforming Products</b>			
	<b>a</b>	Has the supplier established and does he maintain procedures to ensure that products that do not conform to specified requirements are prevented from inadvertent use, installation or shipment?	X		
	<b>b</b>	Has the supplier provided for the control activity that:			
		• Non-conforming products are identified?	X		
		• Non-conforming products are documented?	X		
		• Non-conforming products are evaluated?	X		
		• Are Non-conforming products segregated?	X		
	<b>c</b>	Do written procedures exist of how to review non-conforming products?	X		
<b>11</b>		<b>Handling, Storage, Packaging &amp; Preservation</b>			
	<b>a</b>	Has the supplier established and does he maintain procedures for handling, storage, packaging and delivery of products?	X		
	<b>b</b>	Are such procedures documented?	X		
	<b>c</b>	Has the supplier provided methods and means of handling that prevent damage or deterioration?	X		
	<b>d</b>	Has the supplier provided sufficient and secure storage areas or stock rooms to prevent damage or deterioration of product?	X		
	<b>e</b>	Has the supplier established procedures to verify at appropriate intervals the conditions of product in stock in order to detect deterioration?	X		
	<b>f</b>	Is material susceptible to electrostatic discharge damage handled in accordance with proper requirements?	X		
	<b>g</b>	Are aircraft parts stored separately from non-aircraft parts?	X		
	<b>H</b>	Does the distributor maintain traceability and total batch/lot segregation and are records kept on the distribution of those parts?	X		
	<b>i</b>	Does the supplier control packaging, preservation and marking processes of product (including materials used)?	X		
<b>12</b>		<b>Shelf Life Program</b>			
	<b>a</b>	Is there a documented shelf life program?	X		
	<b>b</b>	Is there a list of shelf life limited materials and parts including their limits?	X		
	<b>c</b>	Can the shelf life limit and status be readily identified on applicable material, parts and assemblies?	X		
<b>13</b>		<b>Control of Quality Records</b>			

a	Has the supplier established and does he maintain procedures to identify Quality records?	X		
b	To collect Quality records?	X		
c	To file Quality records?	X		
d	To store Quality records	X		
e	Are Quality records legible?	X		
f	Are Quality records identifiable to the product involved	X		
g	Are the Quality records stored in such a way that they are readily retrievable?	X		
h	Are Quality record filed in a suitable storage container?	X		
i	Are the retention times of Quality record established and maintained?	X		
j	Can Quality records, where agreed contractually, be made available for evaluation by the purchaser or his representative for agreed period of time?	X		
k	Is serial number traceability maintained when applicable?	X		
14	Internal Quality Audits			
a	Does the supplier carry out internal Quality audits?	X		
b	Has the supplier planned such audits?	X		
c	Does the supplier document such audits?	X		
d	Are Quality audits planned on the basis of the status and importance of the activity?	X		
e	Are internal Quality audits and follow-up actions carried out in accordance with documented procedures?	X		
f	Are the results of the internal Quality audits documented?	X		
g	Brought to the attention of the personnel having responsibility in the area audited?	X		
h	Brought to the attention of the management representative?	X		
i	Are timely corrective actions taken on the nonconformity found by the audit?	X		
15	Training			
a	Has the supplier established and does he maintain procedures for identifying the training need of the personnel performing activities affecting Quality?	X		
b	Does the supplier provide means for training?	X		
c	Are the personnel performing specific assigned tasks qualified on the basis of appropriate education, training and/or experience?	X		
d	Does the supplier maintain appropriate records of training?	X		