



Shier Aviation Corporation
 d.b.a. Corporate Helicopters
 CRS# IVSR655S

Vendor Audit

Company: _____ Phone: _____

Address: _____ Fax: _____

City: _____ State: _____

Zip Code: _____

Email: _____

		Questions	Yes	No	N/A
1.		General Information			
	1.1	Is the company an FAA Certified Repair Station? If Yes, please attach a copy of your certification. FAA Certificate # _____ EASA Certificate # _____			
	1.2	Has there been any new ratings or has any ratings been removed from the companies Repair Station Certificate			
	1.3	The company has been in operation since _____			
	1.4	Does the company have an FAA Approved Drug Testing Program? If yes please attach a copy of your A449 Alcohol Plan Approval Letter. Record plan number _____			
	1.5	Does the company have an FAA Approved Alcohol Misuse Prevention Program? If yes please attach a copy of your FAA Alcohol Plan Approval Letter. Record plan number _____			

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www.corporatehelicopters.com

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2.	Questions	Yes	No	N/A
	Quality Control			
2.1	Does your company have a quality control manual?			
2.2	Does the Quality Control System meet one of the following specifications? ____ ISO 9000 ____ ISO 9001 ____ ISO 9002 ____ ISO 9003 ____ AS910 ____ FAR Part 21 ____ Other			
2.3	Does the company have a Supplier and Vendor Approved list?			
2.4	Does the company have an Internal or External audit?			
3.	Tools and Test Equipment			
3.1	Does the company have a tool calibration program? If yes, what is the calibration conformity standard: ____ ISO 9001, ANSI/NCSL 2540			
3.2	Does the company's tool calibration program include a method of tracking personally owned tools?			
4.	Technical Data			
4.1	Does the company have the necessary technical manuals for all the work performed?			
4.2	Is the company's technical data up to date?			
4.3	Does the company have a system for tracking revisions on all technical data?			
5.	Training			
5.1	Does the company have a training manual/program?			
5.2	Does the company have a system for keeping records of training? How long are these file maintained? _____			
5.3	Please mark all the types of training that is encompassed within your companies training program. _____ On The Job Training _____ Formal Training _____ Factory/Manufacture Training _____ Outsourcing			

6.	Parts and Storage		Yes	No	N/A
6.1	Does the company have a documented shelf life analysis program?				
6.2	Does the company have a hazardous material and waste program?				
6.3	Does the company maintain certification on raw materials? If yes, how long are these records maintained? _____				
7.	Records				
7.1	Does the company provide work orders for services provided?				
7.2	Does the company provide Airworthiness Approval Tag with parts delivered?				
7.3	How many years does the company keep records on file? _____				

Thank you for your time spent completing this audit. Please include any supporting documentation and or certificate, which you feel would reflect your companies' qualifications.

Please note that Shier Aviation Corporation reserves the right to conduct on-site audits of its vendors.

If you have any questions please feel free to contact me at:

Completed by: (Print name and Title) _____

Signature: _____ Date: _____

