

2. Audit Date:		3. Auditor Name	/Title:			
		4. GEN	ERAL INFORM	ATION		
Company Name:						
Address:						
Quality Contact						
E-mail:						
Telephone No.				Fax:		
. QUALITY SYSTEM	М					
NDICATE CURRENT UALITY SYSTEM	☐ AS-9100	☐ ISO-9001	Part 21		Boeing D6-82479	EASA
	☐ QS-9000	☐ ISO-9002	Part 145		OTHER:	
Please provide us	with a copy	of your certification	ate and limitat	ions		
*Please provide us	with a copy	of your certification	ate and limitat	ions		
*Please provide us 6. Description of S		of your certifica	ate and limitat	ions		

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YES NO N/A	
1. CERTIFICATION (FAR 145.5)	
Do you hold an FAA Repair Station Certificate	
FAA Anti-drug A449	
Is the certificate displayed un-obscured in an area accessible to the public?	
2. ANTI-DRUG TESTING PLAN (121 Appendix I & J)	
1. Do you confirm that your company complies with the FAA and DOT regulation covering Anti-drug and Alcohol	
Misuse Prevention Programs?	
2- Does your company ensure that all your safety-sensitive employees are subject to all testing listed in 14 CFR Part 121 Appendices I & J, including random drug and alcohol testing requirements?	
3- Have two-year drug and alcohol history checks been performed on all safety-sensitive employees?	
4- Does your company audit or confirm that sub-contract suppliers and/or maintenance technicians that perform safety-sensitive functions are in compliance with 14 CFR Part 121 appendices I & J, including random drug and alcohol testing requirements?	
5- Upon our request, is your company readily prepared to present a list of the employees (and/or subcontractors) assigned to work on our aircraft, or aircraft parts / components, with the dates the pre-employment drug test results were received?	
6- Do you subcontract any safety-sensitive functions (maintenance / preventive maintenance)? Note: if your answer to this question is "Yes", please include an example of the letter distributed to your sub-tier suppliers exhibiting the flow-down requirement for compliance to the FAA final rule amending the anti-drug and alcohol misuse testing program.	
Provide A copy of your Operations Specification A-449 or the formal letter acknowledging your FAA regulated anti-drug and alcohol misu	se
testing program.	
3. GENERAL	
Does ROV only perform work for which they are authorized on their operations specifications? (FAR 145.107, .201, .203)	
If the vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated	
from the aircraft functions? (C.A.S.E.)	
Does the vendor maintain a file of audit findings and corrective action for three years? Is it accessible to the	
auditor? (C.A.S.E.)	
Is there a back-up person identified for all programs? (C.A.S.E.)	
Does the vendor observe duty time limitations? (C.A.S.E.)	
4. QUALITY CONTROL	
Is there an established Quality Control Program? FAR 145.211	
Does the vendor have an up-to-date QA/QC manual that covers all of the manual requirements of FAA/EASA 145 standards? FAR 145.211	
Does the manual detail duties, responsibilities and reporting relationship of the QA/QC department? (C.A.S.E.)	
Are the QA/QC manuals current and available to the employees? FAR 145.209, .211	
Does ROV have an internal audit and surveillance function? (C.A.S.E.) FAR 145.211	-
Does the function ensure compliance with customer specifications? (C.A.S.E.) FAR 145.211	
Does the audit program assure appropriate corrective action? (C.A.S.E.)	
Does the ROV have an organization adequate to perform the work intended? FAR 145.151, 43.2	
Do supervisors have A&P or Repairman Certificates? FAR 145.153, 43.3	
Does ROV have an established procedure to provide corrective action for discrepancies noted during	
repair/overhaul? FAR 43.2, (C.A.S.E.)	
Does ROV maintain a list of "Sub-Contracted" maintenance actions and approved vendors for those functions?	
Does ROV ensure that sub-contractor quality meets customer specifications and legal requirements? FAR 145.217	

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	YES	NO	N/A
Does ROV maintain certification on sub-contract work? FAR 145.217	Щ.		
Does ROV have a procedure for reporting defects of un-airworthy conditions to the customer and the FAA? FAR 145.221			
5. INSPECTION		•	
Are RII inspectors properly trained and certificated? FAR 145.205			
Is there proper separation of maintenance and inspection responsibilities for vendors that perform required	T		
Inspections? FAR 145.217			
Does ROV maintain a list of RII items each inspector authorized to inspect? (C.A.S.E.)			
Does ROV perform any required inspections for any customers? FAR 145.205			
Does ROV designate a repair station employee as the Accountable Manager? FAR 145.151			
Does Repair Station Roster identify all supervisory and inspection personnel? FAR 145.51, .153, .155, .159			
Does the roster identify all personnel authorized for return to service? FAR 145.157, .161, .213, 43.5, 43.7,43.9			
Does the Repair Station have an employment summary for all personnel listed on the Repair Station Roster? FAR			
145.161	<u> </u>		
Does the ROV have an acceptable receiving inspection system? FAR 145.211			
Does the ROV have an acceptable procedure to identify customer parts? (C.A.S.E.)			
Does ROV maintain traceability certification on all parts and raw materials? FAR 145.211			
Are acceptable sampling procedures adequate to ensure quality? (C.A.S.E.)			
Does the vendor have an acceptable system for controlling stamps, for both inspection and production personnel? C.A.S.E.			
Does the ROV have an acceptable procedure for Approved Major Repairs & Alterations? FAR 43.9			
6. Technical Data Control	<u>, — </u>		
NOTE: "Manuals" in this context includes any technical data, i.e. drawings, wiring diagrams, test specs, necessary to perfo	rm the requ	iired servic	e.
Does ROV have the required shop manuals and specifications to perform the repair/overhaul in accordance with			
customer requirements? FAR 145.205	<u> </u>		
Are there established approved procedures controlling revisions in manuals deviating from OEM specifications?			
(C.A.S.E.)	-		
Does ROV have a system so ensure technical data is current? FAR 145.215	Н—		
Does ROV have records of manual revisions? (C.A.S.E.)	 - - - - - - - - -		
Are manual revisions up to date? (C.A.S.E.)	 		
Are component overhaul manuals properly identified and available to mechanics? (C.A.S.E.)	Щ_		
Does ROV have a system to control working copies of manuals to ensure they are revised with the DARters?			
Is the technical data stored in a manner that will protect it from dirt and damage? (C.A.S.E.)			
Are adequate viewing devices in good condition available for viewing the technical data? (C.A.S.E.)			
Is a specific individual, by title, responsible for the Technical Data Program? FAR 145.209			
If the ROV has SFAR 36 Authority, does it have a system for receiving customer approval prior to use of the data?			
(C.A.S.E.)	_		
Does ROV have an approved SFAR 36 Manual and Roster? (C.A.S.E.)			
7. Shelf Life Program		T	T
Does ROV have a documented shelf life program? FAR 43.10	↓ Ц		<u> </u>
Does the program list parts and materials that have shelf life limits? (C.A.S.E.)	_		1 <u> </u>
Does the program assign program responsibility to a specific person by title? (C.A.S.E.)			
Does each shelf life item have the shelf life expiration limit displayed? (C.A.S.E.)			
Is there an adequate system to assure that no item will be issued or used past its expiration date? (C.A.S.E.)			

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Were items sampled for shelf life within limits? (C.A.S.E.) 8. Tool & Test Equipment Calibration Does ROV have a tool calibration program? FAR 145.211 Does ROV have a person, by life, responsible for the tool calibration program? FAR 145.209 Are all tools in use listed on the tool calibration list? (C.A.S.E.) Are standards used to calibrate tools traceable to the controlling government agency, e.g. National Institute of Standards and Technology? (C.A.S.E.) Are standards used to calibrate tools traceable to the controlling government agency, e.g. National Institute of Standards and Technology? (C.A.S.E.) Is there a system to identify each tool in the program, its calibration frequency and its calibration Led daft? (C.A.S.E.) Does ROV have procedure to control the calibration of personal tools? (C.A.S.E.) Does ROV have a procedure to control the calibration of personal tools? (C.A.S.E.) Does ROV have a procedure to control the calibration of personal tools? (C.A.S.E.) Does ROV have a procedure to control the calibration of personal tools? (C.A.S.E.) Does ROV have a procedure to control the calibration of personal tools? (C.A.S.E.) 1. Show date calibrated? (C.A.S.E.) 1. Show date calibrated? (C.A.S.E.) 1. Show date calibrated? (C.A.S.E.) 1. Show date calibrated? (C.A.S.E.) 1. Show date calibrated? (C.A.S.E.) 1. Show the PN 8 SN of the standard used to perform the calibration? FAR 145.211 9. Training Does ROV have a documented training program? FAR 145.163 Is one sit include all mechanics, inspectors and supervisors? FAR 145.161 Is formal and OJT training documented? (C.A.S.E.) 7. Are training records for mechanics, inspectors and supervisors? FAR 145.161 Is formal and oJT training documented? (C.A.S.E.) 8. Tool and mechanics, inspectors and supervisors? FAR 145.161 Is formal and oJT training adequate size to house all necessary tooling, equipment, material, and least to proceed to the part of the part		\/F0	l No	N/A
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Is the work area, including supervisors' offices clean? (C.A.S.E.)	Is there adequate and appropriate storage space to safely store customer's shipping containers and			
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	YES	NO	N/A				
11. Safety/ Security/Fire Protection							
Does ROV provide adequate security for customer parts in their possession? (C.A.S.E.)							
Is the security system reviewed periodically by management or an outside vendor? (C.A.S.E.)							
Are fire protection devices inspected periodically? NEPA 10							
Are fire stations identified and extinguishers in serviceable condition? NEPA 10							
Are fire lanes, doors and fire extinguishers in clear of obstruction? NEPA 10							
Are safety guards in place on power equipment? (C.A.S.E.)		$\overline{\Box}$					
Are ROV shop operations conducted in a safe manner and environment? FAR 145.103							
12. Storage							
Are parts and material properly identified and properly stored? FAR 145.103							
Does ROV have a quarantine area for rejected parts and materials awaiting disposition? (C.A.S.E.)							
Do parts in bin match part number on bins? (C.A.S.E.)							
Are parts & material proper protected from damage and deterioration? FAR145.103							
Are flammable, toxic, or volatile materials properly identified & stored? NEPA - 30		一					
Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified							
and stored to protect from damage and contamination? FAR 145.103							
G. Are oxygen and other high pressure bottles correctly identified and stored? (C.A.S.E.)							
Does ROV have adequate tooling & test equipment to perform the work? FAR 145.109							
If the ROV uses test equipment that differs from the OEM specified equipment:							
1. Is it properly certified as equivalent? FAR 145.109							
2. Does ROV have operating and maintenance manuals? (C.A.S.E.)							
3. Is maintenance and servicing performed per the manuals? (C.A.S.E.)							
4. Is maintenance and servicing recorded and records retained for two years? FAR 145.219 (C.A.S.E.)							
5. Is equipment listed in the calibration program? FAR 145.109							
6. Has equipment been accepted by the FAA? FAR 145.109							
Are mechanics, inspectors & supervisors properly trained, authorized & certificated, if required, for the work they perform?							
FAR 145.151							
Are adequate tools and current manuals available or at the mechanics work station? FAR 145.109		<u> </u>					
Are customers' parts properly identified throughout the maintenance actions and in storage? (C.A.S.E.)							
Is there a work turnover procedure used? (C.A.S.E.)							
Does the shop segregate serviceable from unserviceable components? FAR 145.103							
Does the facility provide adequate protection of parts in work? e.g. filtered air or clean room depending on type of part?							
FAR 145.103 Are smoking, eating and drinking forbidden in the work area as appropriate? (C.A.S.E.)							
Are fluid dispensing cans and servicing units properly identified? (C.A.S.E.)							
Are ROV work records complete, in order, and legible? FAR 145.219							
Do the records contain: FAR 145.213		\vdash					
The description of the work performed or reference to data acceptable to the administrator?	H						
2. The date of completion of the work performed?	<u> </u>	<u> </u>	H				
3. The name of the person performing the work?			 				
4. The name of the person inspection the work?							

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				YES	NO	N/A
5. The name of the cert	tificated mechanic or repairm	an who performed or supervised the work	?			
6. The signature, certific	cate number, and type of cer	tificate of the person returning the article to	o service?		同	
Are all test and inspection reco					同	†Ħ
		FAR requirements? FAR 145.205, .219, 43	3.9121315	П	同	一
		nd FAA requirements? FAR 145.213		H	Ħ	† #
14. Shipping						
	annronriate shinning contai	ner or as specified by the customer? (C.A.	SF)			ПП
		e/mod no) on the parts tag and data plate		H	H	╁╫╴
-	iy data (FN/SN/Homenciatur	e/mod no) on the parts tag and data plate	match! (C.A.G.L.)			<u> </u>
15. Scrapped Parts		 				$\overline{}$
	I procedure to assure that sc	rapped parts are either returned to the cus	tomer or mutilated			
beyond repair? FAR 43.10	adividual by title reapensible	e for verifying that mutilation is accomplishe				+
			30 FAR 43.10	H		╁╫╴
Does the ROV maintain a reco						ዙ
Does the record include the P/I	N and S/N of the part and the	e date scrapped? FAR 43.10				
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CONFIRMATION OF CONTRACTORS AUTHORITY LIMIT The statement below applies to all FAA/EASA & Transport Canada Repair Stations only

- Any supplemental instructions must be noted on the Repair Order and approved by the appropriate person(s).
- A <u>written</u> supplemental instruction issued to the vendor is an acceptable manner of changing work instructions or other pertinent concern as long as it is issued by the buyer who is listed as a buyer on the specific Repair Order, (i.e. Director of Quality Control, or Purchasing Manager).
- SFAR 36 repairs are NOT approved on any DAR part without the prior and expressed written authorization of DAR.
- FAA authorized major repairs (i.e. 8110, DER) are NOT approved without the prior written authorization of DAR.
- DAR Repair orders only authorize repairs, and limits specified as approved by the manufacturer of the engine or airframe.
- Written communication is the only means of authorizing a change in work scope, authorizing repairs other than manufacture repair, or communicating any other pertinent change such as the use of PMA material, price, etc.
- Material on DAR Repair Order is **NOT** to be exchanged without prior written authorization of the buyer identified on the repair order.
- Any defect/discrepancy to any DAR part reportable under 14 CFR 145.221 must be reported within 96 hours

The statement below applies to non-FAA-certificated Facilities only

Non-FAA Certificated Facilities must allow the FAA to make inspections and observe facility's work on the article. The individual in charge of the contract maintenance program or a delegated assistant may be required to accompany the FAA during these inspections. These inspections will determine if the repair station is able to continue to contract the maintenance function(s) to a non-certificated source (Ref. Part 145.217).

8. VENDOR SIGNATURE	TITLE	DATE

This approval shall remain valid until amended, suspended or withdrawn by Diversified Aero Repair. LLC. Please note that your performance as a vendor will be subject to ongoing evaluation of compliance with this approval and quality requirements.

Thank you for your cooperation and assistance during the assessment.

9. FOR DIVERSIFIED AERO REPAIR, LLC. USE ONLY					
QUALITY APPROVAL:		DATE:			
☐ APPROVED	☐ DISAPPROVED	APPROVAL LENGTH:			
COMMENTS:					

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