



VENDOR AUDIT CHECKLIST

COMPANY: _____ TEL: _____

ADDRESS: _____ FAX: _____

City/State/Zip/Country _____ E-MAIL: _____

CONTACT: _____

TYPE OF PRODUCT OR SERVICE:

IN ACCORDANCE WITH WHAT SPECIFICATION (S) ie: ISO9001; AS9100, etc.

NOTE: Be advised that as an approved vendor for Stark Aerospace, Inc., your facility may be subject to surveillance by our customers if specified by contract.

Audit conducted (circle one) A: By Stark Aerospace b: Self Audit

Name of person completing this audit: _____
(Please Print)

Signature: _____ Date: _____

This section for Stark Aerospace use only:

Circle one: APPROVED NOT APPROVED

Quality Manager (or designee) Signature When Approved:

Signature: _____ Date: _____



ITEMS AUDITED	YES	NO	N/A
1. Does the subcontractor have any FAA approvals? If yes, please list on page 4 of 4 and attach copies of certificates to this survey. COMMENTS: _____			
2. Is there a Quality Assurance manual, which covers the operations that would be performed for us? COMMENTS: _____			
3. Is there a system for on going maintenance and updating of this manual? COMMENTS: _____			
4. Does the Quality Assurance system meet one of the following specifications: <input type="checkbox"/> ISO9001 <input type="checkbox"/> AS9100 <input type="checkbox"/> FAR PART 21 <input type="checkbox"/> OTHER COMMENTS: _____			
5. Does a FAA designee or any government representative service the facility? COMMENTS: _____			
6. Do quality assurance personnel clearly have the authority and responsibility to withhold items that do not meet acceptable quality standards? COMMENTS: _____			
7. Does the quality assurance organization operate a receiving inspection system? COMMENTS: _____			
8. Does the subcontractor have a supplier control/survey/audit system? COMMENTS: _____			
9. Does the subcontractor maintain a list of suppliers which they have audited/approved? COMMENTS: _____			
10. Does the subcontractor subcontract any of the functions that would be performed for us? If yes, please specify on last page. COMMENTS: _____			
11. Does the subcontractor have a separate bond area for scrap or re-workable parts, and if so, are all parts properly segregated? COMMENTS: _____			



ITEMS AUDITED	YES	NO	N/A
12. Does the subcontractor have a copy of the required specifications to which the work is to be performed? COMMENTS: _____			
13. Does the subcontractor have a system for documenting personnel training and qualifications? COMMENTS: _____			
14. Are shop travelers, process sheets, and/or inspection instructions furnished to indicate inspections performed during the required operations? COMMENTS: _____			
15. Does the subcontractor maintain material certification on raw material and/or traceability on hardware? If yes, how long are the records kept? COMMENTS: _____			
16. Is adequate measuring equipment available to verify the conformance of supplies and services to required specifications? COMMENTS: _____			
17. Are measuring equipment calibration due dates indicated on each piece, and are they calibrated with standards traceable to N.I.S.T.? COMMENTS: _____			
18. Is there a calibration recall system? COMMENTS: _____			
19. Does the subcontractor have all of the tooling, equipment and personnel required by the applicable specification? COMMENTS: _____			
20. Is there a system for tracking products with shelf life? COMMENTS: _____			
21. Are all operations completed in accordance with the applicable specification, to include signing off the operation quoting the spec.? COMMENTS: _____			
22. Is the subcontractor an approved supplier for any U.S. Aviation organizations? If yes, please list on page 4 of 4. COMMENTS: _____			
23. Is it practical to observe a demonstration of the process to be subcontracted? If so, accomplish and record observations on pg. 4 of 4. COMMENTS: _____			

