



# Faa 145 Audit Checklist Example

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## Section 1: Certification & Ratings

- ☐ Certificate Number: \_\_\_\_\_
- ☐ Valid through: \_\_\_\_\_
- ☐ Displayed prominently: Y/N
- ☐ Location accurate: Y/N
- ☐ Ratings & Limitations
- ☐ Airframe: Class \_\_\_\_\_ Limited to: \_\_\_\_\_
- ☐ Powerplant: Class \_\_\_\_\_ Limited to: \_\_\_\_\_
- ☐ Propeller: Class \_\_\_\_\_ Limited to: \_\_\_\_\_
- ☐ Radio: Class \_\_\_\_\_ Limited to: \_\_\_\_\_
- ☐ Instrument: Class \_\_\_\_\_ Limited to: \_\_\_\_\_
- ☐ Accessory: Class \_\_\_\_\_ Limited to: \_\_\_\_\_
- ☐ Specialized Service: \_\_\_\_\_

## Section 2: Manual Compliance

- ☐ RSM Revision: \_\_\_\_\_ Date: \_\_\_\_\_
- ☐ FAA accepted: Y/N Date: \_\_\_\_\_
- ☐ Distribution list current: Y/N
- ☐ All required sections present: Y/N
- ☐ Organizational chart accurate
- ☐ Inspection procedures adequate
- ☐ Training program documented
- ☐ Quality control procedures complete
- ☐ Required forms included
- ☐ Records procedures defined

## Section 3: Personnel

- ☐ Accountable Manager
- ☐ Supervisory Personnel
- ☐ Inspection Personnel

## Section 4: Training Records

- ☐ Employee 1: \_\_\_\_\_
- ☐ Initial training date: \_\_\_\_\_
- ☐ Recurrent due: \_\_\_\_\_
- ☐ Human factors: Y/N
- ☐ Specialized training: Y/N

- ☐ Employee 2: \_\_\_\_\_
- ☐ Initial training date: \_\_\_\_\_
- ☐ Recurrent due: \_\_\_\_\_
- ☐ Human factors: Y/N
- ☐ Specialized training: Y/N

## Section 5: Facilities

- ☐ Building adequate for work performed: Y/N
- ☐ Environmental conditions:
- ☐ Temperature controlled: Y/N
- ☐ Humidity controlled: Y/N
- ☐ Dust/contamination control: Y/N
- ☐ Lighting adequate: Y/N
- ☐ Work areas:
- ☐ Properly segregated: Y/N
- ☐ Adequate space: Y/N
- ☐ Safety equipment present: Y/N
- ☐ Tool control visible: Y/N

## Section 6: Equipment & Tools

- ☐ Calibration Program
- ☐ Procedure documented: Y/N
- ☐ Schedule maintained: Y/N
- ☐ Standards traceable: Y/N
- ☐ Tool/Equipment: \_\_\_\_\_
- ☐ Cal due date: \_\_\_\_\_
- ☐ Certificate #: \_\_\_\_\_
- ☐ Traceable to NIST: Y/N
- ☐ Special Tooling
- ☐ Inventory current: Y/N
- ☐ Availability verified: Y/N
- ☐ Condition acceptable: Y/N

## Section 7: Technical Data

- ☐ Maintenance Manual Library
- ☐ Current revisions: Y/N
- ☐ Revision service active: Y/N
- ☐ Electronic access working: Y/N
- ☐ AD Compliance
- ☐ AD listing current: Y/N
- ☐ Compliance tracking: Y/N
- ☐ Method of compliance documented: Y/N
- ☐ Service Bulletins
- ☐ Tracking system active: Y/N
- ☐ Customer notification process: Y/N

☐ Incorporation documented: Y/N

## Section 8: Materials

- ☐ Receiving Inspection
- ☐ Documentation verified: Y/N
- ☐ Certification present: Y/N
- ☐ Condition acceptable: Y/N
- ☐ Properly stored: Y/N
- ☐ Suspected Unapproved Parts
- ☐ Reporting procedure exists: Y/N
- ☐ Quarantine area designated: Y/N
- ☐ Reports filed as required: Y/N

## Section 9: Work Orders

- ☐ W/O Number: \_\_\_\_\_
- ☐ Customer approval obtained: Y/N
- ☐ Work scope clear: Y/N
- ☐ Parts/materials documented: Y/N
- ☐ Inspections recorded: Y/N
- ☐ RII performed if required: Y/N
- ☐ Release proper: Y/N

## Section 10: Quality Control

- ☐ Internal Audit
- ☐ Last audit date: \_\_\_\_\_
- ☐ Findings addressed: Y/N
- ☐ Corrective actions effective: Y/N
- ☐ Corrective Action System
- ☐ Procedure exists: Y/N
- ☐ Root cause analysis done: Y/N
- ☐ Preventive actions taken: Y/N

## Findings Summary

- ☐ Major: \_\_\_\_\_
- ☐ Minor: \_\_\_\_\_
- ☐ Observations: \_\_\_\_\_

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