



# Faa 145 Audit Checklist

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## Certificate & Operations Specifications

- ☐ Repair station certificate current
- ☐ Operations specifications accurate
- ☐ Ratings and limitations defined
- ☐ Certificate displayed properly
- ☐ Changes reported to FAA
- ☐ Certificate holder name correct
- ☐ Business address current
- ☐ Satellite locations listed
- ☐ Line station authorizations
- ☐ Contract maintenance approved
- ☐ Capability list current
- ☐ FAA approvals documented

## Repair Station Manual (RSM)

- ☐ RSM current and complete
- ☐ FAA accepted version available
- ☐ Distribution controlled
- ☐ Revisions tracked
- ☐ All sections complete
- ☐ Procedures adequate
- ☐ Forms and records defined
- ☐ Self-audit procedures included
- ☐ Training program documented
- ☐ Quality control procedures
- ☐ Inspection procedures detailed
- ☐ Manual readily available

## Personnel Requirements

- ☐ Accountable manager designated
- ☐ Supervisory personnel qualified
- ☐ Inspection personnel authorized
- ☐ Certificated mechanics employed
- ☐ Training records complete
- ☐ Competency assessments done
- ☐ Drug/alcohol testing current
- ☐ Background checks completed

- ☐ English proficiency verified
- ☐ Roster of personnel current
- ☐ Delegation of authority clear
- ☐ Repairmen certificates valid

## Training Program

- ☐ Training program FAA approved
- ☐ Initial training completed
- ☐ Recurrent training current
- ☐ OJT documented
- ☐ Training records maintained
- ☐ Instructors qualified
- ☐ Training materials adequate
- ☐ Testing/evaluation conducted
- ☐ Remedial training provided
- ☐ Human factors training included
- ☐ Regulatory training current
- ☐ Specialized training documented

## Housing, Facilities & Equipment

- ☐ Facilities adequate for ratings
- ☐ Environmental conditions suitable
- ☐ Storage facilities appropriate
- ☐ Segregation of materials
- ☐ Tool control program
- ☐ Calibration program current
- ☐ Test equipment certified
- ☐ Special tools available
- ☐ Technical data current
- ☐ Work areas properly identified
- ☐ Security measures adequate
- ☐ Safety equipment available

## Technical Data

- ☐ Maintenance manuals current
- ☐ Service bulletins available
- ☐ ADs accessible and current
- ☐ Type certificate data sheets
- ☐ STCs documentation available
- ☐ ICAs complete and current
- ☐ Approved data identified
- ☐ Data control procedures
- ☐ Revision service active
- ☐ Electronic data controlled
- ☐ Customer manuals available

- ☐ Manufacturer specifications

## Materials & Parts Control

- ☐ Receiving inspection performed
- ☐ Parts documentation verified
- ☐ Traceability maintained
- ☐ Shelf life controlled
- ☐ Storage conditions proper
- ☐ Quarantine procedures effective
- ☐ Scrap control procedures
- ☐ Suspected unapproved parts
- ☐ Parts issue procedures
- ☐ Inventory control system
- ☐ Material certifications kept
- ☐ Electrostatic sensitive devices

## Maintenance & Inspection

- ☐ Work orders complete
- ☐ Inspections performed properly
- ☐ RII procedures followed
- ☐ Preliminary inspections done
- ☐ Hidden damage inspections
- ☐ In-process inspections conducted
- ☐ Final inspections completed
- ☐ Test procedures followed
- ☐ Functional checks performed
- ☐ Inspection stamps controlled
- ☐ Checklist usage verified
- ☐ Time limits observed

## Quality Control System

- ☐ QC manual current
- ☐ QC procedures followed
- ☐ Audit program effective
- ☐ Corrective action system
- ☐ Preventive action taken
- ☐ Vendor audits conducted
- ☐ Customer feedback tracked
- ☐ Nonconformity control
- ☐ Service difficulty reports
- ☐ Continuous improvement shown
- ☐ Management review conducted
- ☐ QC inspector independence

## Records & Documentation

- ☐ Work order records complete
- ☐ Inspection records maintained
- ☐ Training records current
- ☐ Calibration records kept
- ☐ AD compliance documented
- ☐ Service bulletin tracking
- ☐ Customer approvals filed
- ☐ Maintenance releases proper
- ☐ Record retention adequate
- ☐ Electronic records controlled
- ☐ Backup systems functioning
- ☐ Privacy protection maintained

## Contract Maintenance

- ☐ Contracts properly executed
- ☐ Contract maintenance manual
- ☐ Procedures for contractors
- ☐ Contractor qualifications verified
- ☐ Oversight procedures effective
- ☐ Records from contractors
- ☐ Quality control extended
- ☐ FAA notification completed
- ☐ Work scope defined clearly
- ☐ Liability issues addressed
- ☐ Insurance verification done
- ☐ Performance monitoring active

## Return to Service

- ☐ Maintenance release proper
- ☐ Authorized person signs
- ☐ Work performed described
- ☐ Approval for return stated
- ☐ Certificate number included
- ☐ Signature and certificate
- ☐ Date of completion shown
- ☐ Total time recorded
- ☐ Customer notification complete
- ☐ Test flight requirements met
- ☐ Warranty provisions clear
- ☐ Documentation package complete

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