Faa Part 145 Audit Checklist

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Administrative Requirements

- [ ] Repair station certificate valid
- [ ] Operations specifications current
- [ ] Ratings appropriate for work
- [ ] FAA notification of changes
- [ ] Application updates filed
- [ ] Management personnel identified
- [ ] Organizational structure defined
- [ ] Accountable manager designated
- [ ] Quality manager appointed
- [ ] Chief inspector assigned
- [ ] Supervisors qualified
- [ ] Contact information current

Manual Requirements

- [ ] Repair Station Manual complete
- [ ] Quality Control Manual current
- [ ] Training Manual approved
- [ ] FAA acceptance documented
- [ ] Distribution controlled
- [ ] Revisions tracked properly
- [ ] Available to personnel
- [ ] Procedures comprehensive
- [ ] Forms/checklists included
- [ ] Vendor requirements addressed
- [ ] Customer procedures defined
- [ ] Self-audit procedures documented

Personnel Qualifications

- [ ] Certificate requirements met
- [ ] Experience levels adequate
- [ ] Training requirements satisfied
- [ ] English proficiency demonstrated
- [ ] Background checks completed
- [ ] Drug/alcohol testing current
- [ ] Medical requirements met (if applicable)
- [ ] Recency of experience maintained

- ☐ Authorization procedures followed
- ☐ Supervision ratios proper
- ☐ Inspector qualifications verified
- ☐ Competency assessments documented

Training Program

- ☐ Initial training comprehensive
- ☐ Recurrent training scheduled
- ☐ OJT properly documented
- ☐ Human factors included
- ☐ Regulatory training current
- ☐ Technical training adequate
- ☐ Safety training completed
- ☐ Quality training provided
- ☐ Records properly maintained
- ☐ Instructor qualifications verified
- ☐ Training effectiveness measured
- ☐ Remedial training available

Facilities Requirements

- ☐ Adequate for ratings held
- ☐ Environmental conditions controlled
- ☐ Segregation of work areas
- ☐ Storage facilities appropriate
- ☐ Quarantine areas designated
- ☐ Office space adequate
- ☐ Customer property secure
- ☐ Safety equipment available
- ☐ Emergency exits marked
- ☐ Fire protection adequate
- ☐ Security measures implemented
- ☐ Utilities reliable

Equipment & Tooling

- ☐ Equipment list maintained
- ☐ Calibration program effective
- ☐ Calibration records current
- ☐ Standards traceable
- ☐ Special tools available
- ☐ Test equipment adequate
- ☐ Measuring devices controlled
- ☐ Tool control program active
- ☐ Personal tools managed
- ☐ Equipment maintenance performed
- ☐ Backup equipment available

☐ Storage proper

Technical Data

☐ Maintenance data current
☐ Manufacturer's manuals available
☐ Service bulletins tracked
☐ AD compliance monitored
☐ Type design data accessible
☐ STC data available
☐ ICA complete
☐ Revision service active
☐ Customer manuals available
☐ Data control procedures effective
☐ Electronic data managed
☐ Obsolete data removed

Material Control

☐ Receiving inspection performed
☐ Certifications verified
☐ Traceability maintained
☐ Shelf life controlled
☐ Storage conditions proper
☐ Segregation effective
☐ Quarantine procedures followed
☐ Scrap control adequate
☐ Suspected parts reported
☐ Issue procedures documented
☐ Inventory control effective
☐ Return procedures defined

Maintenance Procedures

☐ Work order system effective
☐ Work instructions clear
☐ Inspection points identified
☐ RII procedures followed
☐ In-process inspections done
☐ Final inspections complete
☐ Testing requirements met
☐ Functional checks performed
☐ Documentation complete
☐ Customer approval obtained
☐ Limitations observed
☐ Safety procedures followed

Quality System

- ☐ Quality policy defined
- ☐ Quality objectives set
- ☐ Internal audits conducted
- ☐ Corrective actions taken
- ☐ Preventive actions implemented
- ☐ Management review performed
- ☐ Customer feedback tracked
- ☐ Supplier control effective
- ☐ Process control demonstrated
- ☐ Continuous improvement shown
- ☐ Metrics tracked
- ☐ Trends analyzed

Contract Maintenance

- ☐ Contracts properly approved
- ☐ Procedures documented
- ☐ Oversight conducted
- ☐ Records obtained
- ☐ Quality extended
- ☐ FAA notification made
- ☐ Limitations defined
- ☐ Responsibilities clear
- ☐ Insurance verified
- ☐ Performance monitored
- ☐ Issues resolved
- ☐ Documentation complete

Records Management

- ☐ Work order records complete
- ☐ Inspection records maintained
- ☐ Test records kept
- ☐ Training records current
- ☐ Calibration records filed
- ☐ AD compliance documented
- ☐ Customer approvals retained
- ☐ Maintenance releases proper
- ☐ Retention periods followed
- ☐ Electronic records controlled
- ☐ Backup systems working
- ☐ Retrieval system effective