



## VENDOR AUDIT FORM

West Star Aviation, Inc is an FAA Certified Repair Station and is required to perform an audit of your facility to meet the requirements of Federal Regulations 14CFR §145.211 (c)(1)(vi) & §145.223 which will allow us to have your organization as an approved Vendor/Supplier. It is acceptable to return your "standard packet" in lieu of completing this document so long as it contains the information requested. For assistance in completing this form, please contact the Quality Assurance Manager, Kevin Bostwick, at 800-255-4193 or 970-243-7500 Ext. 273.

Company Name: West Star Aviation

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Street Address: 796 Heritage Way

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Mailing Address: Same

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City: Grand Junction

State: CO

Postal Code: 81506

Country: USA

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Phone: (970) 243-7500

Fax: (970) 683-4846 Quality Assurance

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### This form was completed by:

Print Name: Kevin Bostwick

Title or Position: Quality Assurance Manager

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Signature: *Kevin J. Bostwick*

Date Completed: January 5, 2012

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Email Address: kbostwick@wsa.aero

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### Please fax, send or email the completed vendor audit form and supporting documents to:

West Star Aviation, Inc.

Attn: Debra Miles, QA/Maintenance Tracking Analyst

796 Heritage Way

Grand Junction, CO 81506

Phone (970) 243-7500, Ext. 298

Fax (970) 683-4846

E-mail [dmiles@wsa.aero](mailto:dmiles@wsa.aero)

### Please include copies of all supporting documents that apply:

- Air Agency Certificate
- Anti Drug and Alcohol Plan
- Operations Specifications
- 3<sup>rd</sup> Party Quality Certification (i.e. ISO, ASA, etc.)
- Capabilities List
- FAA Production Authorization Certificate

### Indicate which of the following vendor categories apply to your organization:

- Parts Distributor
- FAA Certified Repair Station
- FAA Certified PMA Manufacturer
- FAA Certified DAR-T, (Designated Airworthiness Representative for Maintenance)
- Other \_\_\_\_\_

Mark any non-applicable items by notating "N/A" in the "Yes" column.

<b>FAA Certificated Maintenance Vendors</b>		Yes	No
As required by the Federal Aviation Regulation are you willing to allow the Federal Aviation Administration (FAA) to conduct an inspection of your facility as required.		X	
Does your Repair Station comply with all applicable requirements of Subpart C of 14 CFR 145 – Housing, Facilities, Equipment, Materials, and Data?		X	
Does your Repair Station comply with all applicable requirements of Subpart D of 14 CFR 145 – Personnel?		X	
Does your Repair Station comply with all applicable requirements of Subpart E of 14 CFR 145 – Operating Rules?		X	
If applicable, does your Repair Station comply with all requirements of SFAR 36?			X
<b>Quality Organization</b>		Yes	No
Is an established Quality Program in place and in use?		X	
To which standards does the Quality Program conform (i.e. ISO 9000, FAA)? (List below)			
<b>FAA Part 145</b>			
Are Quality personnel's authorities and responsibilities clearly defined in writing?		X	
Do Quality personnel clearly have the authority to withhold items, which do not meet acceptable quality standards?		X	
Do Quality personnel have direct access to the appropriate levels of company management to correctly and effectively resolve quality problems and issues?		X	
Are current work instructions, drawings, procedures, etc., readily available at each operation or workstation, and are personnel familiar with them?		X	
If inspection stamps are used, are they adequately controlled?		X	
Do Quality personnel maintain records relative to item acceptance/rejection and disposition of rejected items?		X	
Do written procedures provide for the following:			
Control of Documents .....		X	
Purchasing Control (Approved Vendors) .....		X	
Receiving Inspection Procedures .....		X	
Product Identification and Traceability Requirements .....		X	
Process Control .....		X	
Inspection and Testing Procedures .....		X	
Inspection and Test Status of In-Process Items .....		X	
<b>Material Receiving Control</b>		Yes	No
Are all incoming items checked against the Purchase Order and/or referenced specifications prior to being placed in inventory?		X	
Are incoming materials identified to the applicable Purchase Order or material specifications?		X	
Are test reports or certificates of chemical and physical analysis maintained on file?		X	
Do Receiving Inspection records indicate acceptance or rejection of incoming material, including quantities?		X	
Are adequate controls for the handling and protection of received materials in use?		X	
Are inspected items properly segregated from material awaiting inspection?		X	
Does Receiving Inspection check the acceptability of items returned to stock from production (manufacturing, maintenance, assembly, etc.) areas?		X	
Are controls adequate to properly segregate customer furnished materials and ensure their use in the intended end item?		X	
Does QA or QC approve company vendors?		X	
Is there a list of approved suppliers and subcontractors?		X	
Are only approved vendors used?		X	
<b>Material Storage and Handling</b>		Yes	No
Are materials properly handled and stored to prevent damage, contamination, and/or loss?		X	
Is access to stock rooms and material storage areas controlled to prevent unauthorized stocking or removal?		X	
Does Quality Assurance periodically inspect stock rooms?		X	
Are materials properly identified as to their contents or chemical/physical characteristics to preclude error during issuance?		X	

Are materials traceable to the chemical/physical analysis Certificates of Compliance, test documents, or purchase orders?	<b>X</b>	
<b>Packaging and Shipping</b>		<b>Yes No</b>
Are adequate controls in place to ensure good commercial packaging?	<b>X</b>	
Is product configuration verified prior to shipment?	<b>X</b>	
Are adequate storage facilities available and in use to safeguard the quality of the product between final acceptance and shipping?	<b>X</b>	
<b>Nonconforming Material Control</b>		<b>Yes No</b>
Do written procedures provide for the following:		
Rejection forms? .....	<b>X</b>	
Identification of discrepant material? .....	<b>X</b>	
Segregation of nonconforming material from normal production? .....	<b>X</b>	
Re-inspection after authorized (MRB) repair? .....	<b>X</b>	
Maintaining records of rejected items? .....	<b>X</b>	
Control of scrap material? .....	<b>X</b>	
Control of material review activity? .....	<b>X</b>	
Is a bonded area used for nonconforming materials?	<b>X</b>	
Is an adequate system in effect to control, investigate, and correct customer complaints?	<b>X</b>	
Is non-conforming material identified to the applicable rejection document?	<b>X</b>	
<b>Sub-Tier Supplier/Vendor Control</b>		
Is there a system to audit suppliers for materials and services?	<b>X</b>	
Does the audit verify material and processes traceably?	<b>X</b>	
Is appropriate documentation kept on file for each approved vendor, stating the date of the previous audit, who performed the audit, and when the next audit is due?	<b>X</b>	
Is there a procedure in place to assure that the audit intervals for approved vendors are not exceeded?	<b>X</b>	