



FIRST CLASS AIR REPAIR

FAA APPROVED REPAIR STATION V7ER424Y
15380 CR565A STE G GROVELAND, FL 34736
352-241-7684 FAX 352-241-7682

VENDOR SELF-AUDIT CHECKLIST

DATE COMPLETED: 17 AUG 2012

FAA REPAIR STATION #: V7ER424Y

EASA CERTIFICATE #: EASA 145.5998

VENDOR NAME: FIRST CLASS AIR REPAIR INC.

ADDRESS: 15380 COUNTY ROAD 565A, SUITE G

GROVELAND, FL 34736

TELEPHONE #: 352-241-7684 FAX #: 352-241-7682

WEBSITE: WWW.FCAR.CO

PERSONNEL CONTACT:

RYAN MORAN ACCOUNTABLE MANAGER

EMAIL: RMORAN@FCAR.CO

NICK MCDONALD QUALITY CONTROL MANAGER

EMAIL: NMCDONALD@FCAR.CO

NUMBER OF EMPLOYEES: 21

CAPABILITIES: ACCESSORY CLASS 1, 2, 3 RATING



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YES NO N/A

1. Certifications

- A. Does the vendor hold and FAA Air Agency, or Transport Canada AMO certificate? X
- B. Are all required certificates, operations specifications, licenses, repairman certificates and registrations available for review? X
- C. If the repair station has "Limited Ratings," does the vendor have a capabilities listing that satisfies this standard? X
- D. Does the vendor have an FAA approved and active anti-drug and Alcohol misuse prevention program? X

2. Quality Programs

- A. Does the vendor have a Quality Control Manual that includes descriptions of the system and procedures used for:
 - 1) Inspecting incoming raw material to ensure acceptable quality? X
 - 2) Performing preliminary inspections of all articles that are maintained? X
 - 3) Inspection of all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or alteration is performed? X
 - 4) Establishing and maintaining proficiency of inspection personnel? X
 - 5) Establishing and maintaining current technical data for maintaining articles? X
 - 6) Qualifying and surveying non-certificated persons who perform maintenance, preventive maintenance, or alterations for the repair station? X
 - 7) Performing final inspection and return-to-service of maintained articles? X
 - 8) Calibrating, measuring and test equipment used to maintain articles, including the intervals at which the equipment will be calibrated? X



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	YES	NO	N/A
9) Taking corrective action on discrepancies?	<u>X</u>	_____	_____
10) References, where applicable, to manufacturer's inspection standards?	<u>X</u>	_____	_____
11) Samples of and instructions for completing maintenance and Inspection forms, or reference to a separate forms manual?	<u>X</u>	_____	_____
12) Revising the Quality Control Manual?	<u>X</u>	_____	_____
B. Is the Quality Control Manual current?	<u>X</u>	_____	_____
C. Does the vendor's program include procedures for controlling shelf life and scrapped parts?	<u>X</u>	_____	_____
D. Does the vendor have a Repair Station Manual that contains the following:			
1) An organizational chart identifying:			
a) Each management position with authority to act on behalf of the repair station?	<u>X</u>	_____	_____
b) The area of responsibility assigned to each management position?	<u>X</u>	_____	_____
c) Duties, responsibilities, and authority of each management position?	<u>X</u>	_____	_____
2) Procedures for maintaining the roster?	<u>X</u>	_____	_____
3) A description of the vendor's operations, equipment and facility, including procedures for:			
a) Revising the capabilities list and notifying the applicable airworthiness authority?	<u>X</u>	_____	_____
b) Self evaluation for revising the capabilities list?	<u>X</u>	_____	_____
4) Procedures for revising the training program and submitting revisions to the CHDO for approval?	<u>X</u>	_____	_____
5) Procedures to govern work performed at another location?	<u>X</u>	_____	_____



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	YES	NO	N/A
6) Procedures for maintenance, preventive maintenance or alterations performed?	<u>X</u>	_____	_____
7) Procedures for maintaining and revising contract maintenance information, and notifying the FAA?	<u>X</u>	_____	_____
8) A description of the record-keeping system?	<u>X</u>	_____	_____
9) Procedures for revising the repair station's manual, and notifying the FAA?	<u>X</u>	_____	_____
10) A description of the system used to identify and control sections of the Repair Station Manual?	<u>X</u>	_____	_____
E. Is the Repair Station Manual current and available to employees?	<u>X</u>	_____	_____
F. Does the vendor have an internal audit and surveillance function?	<u>X</u>	_____	_____
G. Does the internal audit function ensure compliance with customer specifications?	<u>X</u>	_____	_____
H. Does the internal audit program assure appropriate corrective action?	<u>X</u>	_____	_____
I. Do the vendor maintain a file of audit findings performed to the 1-A standard, and corrective action for three years? Is it accessible to the auditor?	<u>X</u>	_____	_____
J. Does the vendor maintain a list of sub-contracted maintenance functions and agencies including the type of certificate and rating, if any, by each facility?	<u>X</u>	_____	_____
K. Does the vendor ensure that sub-contractor quality meets customer specifications and legal requirements?	<u>X</u>	_____	_____
L. Does the vendor maintain certification on sub-contractor work?	<u>X</u>	_____	_____
M. Does the vendor have a procedure for reporting defects or unairworthy condition to the customer and the FAA?	<u>X</u>	_____	_____
3. Inspection Programs			
A. Is there proper separation of maintenance and inspection responsibilities for vendors that perform required inspections?	<u>X</u>	_____	_____



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	YES	NO	N/A
B. Does the vendor have an acceptable receiving inspection system?	<u>X</u>	_____	_____
4. Personnel			
A. Has the vendor designated an employee as the “Accountable Manager”?	<u>X</u>	_____	_____
B. Does the repair station roster identify all management, supervisory and inspection personnel?	<u>X</u>	_____	_____
C. Does the roster identify all personnel authorized for return-to-service?	<u>X</u>	_____	_____
D. Does the repair station have an employment summary for all personnel Listed on the repair station roster?	<u>X</u>	_____	_____
E. Do the vendor’s supervisory personnel, inspection personnel and return-to-service personnel satisfy the requirements of this standard?	<u>X</u>	_____	_____
F. Are specific individuals, by title, responsible for the following programs?			
1) Technical Data?	<u>X</u>	_____	_____
2) Shelf life?	<u>X</u>	_____	_____
3) Calibrated tooling?	<u>X</u>	_____	_____
4) Scrap parts?	<u>X</u>	_____	_____
G. Is there a back-up person identified by title for all programs requiring one?	<u>X</u>	_____	_____
5. Technical Data Program			
A. Does the vendor have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer specifications?	<u>X</u>	_____	_____
B. Are there established approved procedures controlling revisions in manuals deviating from OEM specifications (EO or EA)?	<u>X</u>	_____	_____
C. Does the vendor have a documented system to ensure technical data is current?	<u>X</u>	_____	_____
D. Does the vendor have records of manual revisions?	<u>X</u>	_____	_____
E. Are manual revisions up to date?	<u>X</u>	_____	_____



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	YES	NO	N/A
F. Is the technical data properly identified and available to mechanics?	<u>X</u>	_____	_____
G. Does the vendor have a system to control working copies of manuals to ensure they are revised with the masters?	<u>X</u>	_____	_____
H. Is technical data stored in a manner that will protect it from dirt and damage?	<u>X</u>	_____	_____
I. Are adequate viewing devices in good condition and available for viewing the technical data?	<u>X</u>	_____	_____
6. Shelf Life Program			
A. Does the vendor have a documented shelf life program?	<u>X</u>	_____	_____
B. Does the program list parts and materials that have shelf life limits?	<u>X</u>	_____	_____
C. Does each shelf life item have the shelf life expiration limited displayed?	<u>X</u>	_____	_____
D. Is there and adequate system to assure that no item will be issued or used past its expiration date?	<u>X</u>	_____	_____
E. Were items sampled for shelf life within limits?	<u>X</u>	_____	_____
7. Calibration Program			
A. Does the vendor have a documented tool calibration program?	<u>X</u>	_____	_____
B. Are all tools requiring calibration identified and on the tool calibration list?	<u>X</u>	_____	_____
C. Are standards used to calibrate tools acceptable to the FAA? (NIST)	<u>X</u>	_____	_____
D. Is there a system to identify each tool in the program, its calibration frequency and its calibration due date?	<u>X</u>	_____	_____
E. Does the vendor have a procedure for identifying, controlling and/or Preventing out-of-service and due-for-calibration tools and equipment from being used?	<u>X</u>	_____	_____
F. Did a sample check of the calibrated tooling indicate that the tooling is within calibration?	<u>X</u>	_____	_____



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G. Are the tools and test equipment in serviceable condition?	<u>X</u>	_____	_____
H. Do records:			
1) Show date calibrated?	<u>X</u>	_____	_____
2) Show calibration due date?	<u>X</u>	_____	_____
3) Identify individual or vendor that performed calibration or check?	<u>X</u>	_____	_____
4) Contain a calibration certificate for each item calibrated by an outside agency?	<u>X</u>	_____	_____
5) Record details of adjustments and repairs?	<u>X</u>	_____	_____
6) Show the P/N, S/N and calibration due date of the standard used to Perform the calibration?	<u>X</u>	_____	_____
8. Training			
A. Does the vendor have a documented training program?	<u>X</u>	_____	_____
B. Doe the training program include all mechanics, inspectors and technical supervisors?	<u>X</u>	_____	_____
C. Are mechanics, inspectors and supervisors properly trained, authorized and certificated, if required, for the work they perform?	<u>X</u>	_____	_____
D. Is formal and OJT training documented?	<u>X</u>	_____	_____
E. Are training records for mechanics, inspectors and supervisors retained for a minimum of two years after the person leaves the company?	<u>X</u>	_____	_____
9. Housing and Facilities			
A. Are non-aircraft parts, materials and/or maintenance activities adequately Segregated from the aircraft functions?	<u>X</u>	_____	_____
B. Doe the vendor have:			
1) Sufficient work space and areas for the proper segregation and protection of articles?	<u>X</u>	_____	_____



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YES NO NA

2) Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, and machining to be done properly and in a manner that does not adversely affect other maintenance?

X _____ _____

3) Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?

X _____ _____

4) Space sufficient to segregate articles and materials stock for installation from those undergoing maintenance, preventive maintenance, or alterations?

X _____ _____

5) Ventilation, lighting, and control of temperature, humidity, and other climatic condition sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by the part?

X _____ _____

6) Areas for receiving and for shipping customers' units with adequate space, lighting, shelving, security, and fire protection to accommodate customers' units in a manner that will preclude damage, loss and theft?

X _____ _____

7) Adequate and appropriate storage area to safely store customers' reusable shipping containers and to protect them from environmental damage?

X _____ _____

C. If the vendor has an airframe rating, is suitable permanent housing provided to enclose the largest type and model of aircraft listed on its Operations Specifications?

X _____ _____

D. If the vendor performs maintenance, preventive maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the FAA and its customers?

X _____ _____

10. Safety/ Security/ Fire Protection

A. Does the vendor provide adequate security for customer parts in its possession?

X _____ _____

B. Is the security system reviewed periodically by management or an outside vendor?

X _____ _____

C. Are fire protection devices inspected periodically?

X _____ _____



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- D. Are fire stations identified and extinguishers in serviceable condition? X _____ _____
- E. Are fire lanes, doors and fire extinguishers clear of obstruction? X _____ _____
- F. Are the vendor's shop operations conducted in a safe manner and environment? X _____ _____

11. Storage

- A. Are parts and materials correctly identified and properly stored? X _____ _____
- B. Does the vendor have a quarantine area for rejected parts and materials awaiting disposition? X _____ _____
- C. Are parts and materials properly protected from damage and deterioration? X _____ _____
- D. Are flammable, toxic or volatile materials properly identified and stored? X _____ _____
- E. Are sensitive parts and equipment (oxygen parts, orings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage and contamination? X _____ _____
- F. Are high pressure bottles correctly labeled, properly stored and secured? X _____ _____
- G. Does the vendor maintain traceability certification on all parts and raw materials? X _____ _____

12. Work Processing

- A. Does the vendor only perform work for which it is authorized on its Operations Specifications? X _____ _____
- B. Does the vendor have adequate tooling and test equipment to perform the work? X _____ _____
- C. Are adequate tools and current manuals available or at the mechanics' work stations? X _____ _____
- D. Are customers' parts properly identified throughout the maintenance actions and in storage? X _____ _____



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E. Is there a work turnover procedure used?	<u>X</u>	_____	_____
F. Does the shop segregate serviceable from unserviceable components?	<u>X</u>	_____	_____
G. Are smoking, eating and drinking forbidden in the work area or, does the vendor have a written program to ensure units are protected from contamination?	<u>X</u>	_____	_____
H. Are fluid dispensing cans and servicing units properly identified?	<u>X</u>	_____	_____
I. Are the vendor's work records complete, in order, and legible?	<u>X</u>	_____	_____
J. Do the records contain:			
1) The description of the work performed or reference to data, including revision level, acceptable to the administrator?	<u>X</u>	_____	_____
2) The date of completion of the work performed?	<u>X</u>	_____	_____
3) The name of the person performing the work?	<u>X</u>	_____	_____
4) The name of the person inspecting the work?	<u>X</u>	_____	_____
5) The signature, certificate number of the person returning the article to service?	<u>X</u>	_____	_____
K. Are the test and inspection records in the work package?	<u>X</u>	_____	_____
L. Does the vendor's return-to-service document meet customer and FAA requirements?	<u>X</u>	_____	_____
M. Does the vendor's record keeping system and retention time meet 14 CFR requirements?	<u>X</u>	_____	_____
13. Shipping			
A. Are components returned in an appropriate shipping container or as specified by the customer?	<u>X</u>	_____	_____
B. Does the vendor verify that the identifying data (P/N, S/N, nomenclature, Mod. No.) on the documentation and the date plate match?	<u>X</u>	_____	_____



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YES NO N/A

14. Scrapped Parts Program

- A. Does the vendor have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair? X _____ _____
- B. Does the vendor maintain a record of scrapped life limited parts for at least two years? X _____ _____
- C. Does the record include the P/N, S/N, and date of the scrapped part? X _____ _____