



FAA Certificate No. 1ARR023B

Subject: Self Audit Quality Survey

The purpose of this cover letter is to inform you of all applicable company certificates, provide you with a completed self-quality survey, and related information to all customers for compliance with FAR Part 145 requirements information to update Xtra Aerospace, LLC d/b/a Xtra Aerospace in your quality records. The completed questionnaire is based on the C.A.S.E 1A Standard Checklist requirements. Please contact us should you require further.

Company Certificate Listing:

Description	Certificate Number	Expiration Date	Last Audit Date
Air Agency Certificate	1A0RR23B	Indefinitely	Mar 2017
EASA Certificate	EASA.145.6136	01 Apr 2020	Mar 2018
CAAT Certificate	CAAT 524/2557	17 Aug 2020	Aug 2017
ANAC Certificate	1307-31/ANAC	Indefinitely	-
Spec 2000 accreditation	X141016A	14 Oct 2018	Oct 2017

Key management personnel:

Title	Name	Contact	E-mail
General Manager Accountable Manger	Imran George	(954) 318-5073	imran.george@xtaero.com
Contracts/Customer Service Manager	Carmelo Vazquez	(954) 318-5073 AOG (954) 453-2892	carmelo.vazquez@xtaero.com
Director of Engineering	Gawain Mundy	(954) 318-5073	gawain.Mundy@xtaero.com
Director of Quality	Martin Espinoza	(954) 331-8901	martin.espinoza@xtaero.com
Director of Sales	Alvaro Rojas	(954) 331-8928	alvaro.rojas@xtaero.com

Employee breakdown:

Production	45
Inspection	6
Engineering	3
Other	16
Total	70

Best regards,

Martin Espinoza
Director of Quality

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FAA REPAIR STATION # 1ARR023B

VENDOR AUDIT CHECK LIST

AREA	QUESTION	YES	NO	N/A
C	CERTIFICATION REQUIREMENTS			
1	Is the Agency Certificate display in an area accessible to the public? [CFR 145.55] [CFR 145.57][CASE 1A]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the EASA Approval Certificate current [EASA MAG 4]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are there any significant changes to the Facility /Location? [CFR 145.105]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is there an active FAA approved anti-drug & alcohol program? [FAR 121][CASE 1M]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G	GENERAL			
1	Is the work only performed for which it is authorized on the operations specification? [FAR 43.7][CFR 145.107][CFR 145.201] [CASE 1D,1L]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there a file of audit findings and corrective action for three years? [CASE 1H]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q	QUALITY CONTROL			
1	Does the QUALITY PUBLICATIONS describe the organization, job functions, quality control, and repair/overhaul procedures and policies? [CFR 145.51][CFR 145.53][CFR 145.203][CFR.211] [EASA MAG 7][CASE 2A,2B]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the company structured such that the inspection function is separate from the production function? [CASE 2]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are the QUALITY PUBLICATIONS current and available to employees? [CASE 2]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is there an internal audit and surveillance function? [EASA MAG 14][CASE 2D]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Is there a subcontractor audit and surveillance function to ensure quality? [CFR 145.217] [EASA MAG 16][CASE 2D]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	A review of the past internal audits illustrates reporting of discrepancy, correction and follow up action where required? [EASA 14][CASE 2E]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XTRA AEROSPACE

FAA REPAIR STATION # 1ARR023B

VENDOR AUDIT CHECK LIST

AREA	QUESTION	YES	NO	N/A
7	Is there a current approved vendor list? [CFR 145.217] [EASA MAG 16][CASE 2G]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Q	QUALITY CONTROL			
8	Is there sufficient inspectors readily available and familiar with all inspection procedures and regulations at all times to ensure no undue delays and experienced in the repair or overhaul production areas? [CFR 145.103] [CFR 145.153] [CFR 145.155]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are final test performed using OEM specified equipment or equivalent? [FAR 43.13] [CFR 145.109]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Is there a procedure in place to report defects or unairworthy condition? [CFR 145.221] [EASA MAG 13]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Is there training program in place? [CFR 145.155] [CFR 145.163] [EASA MAG 17][CASE 8]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are there records that recurrent training has taken place within the past year? [CFR 145.163]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Is there a recall procedure in place in case an unairworthy condition has been detected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	Is the roster of key personnel current? [CFR 145.103] [CFR 145.161][CASE 3D]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Is there an authorized signature list and is it current? [FAR 43.3][FAR 43.5][CFR 145.157][CASE 3]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Is there a list of personnel with repairman certificates and A&P licenses maintained and current? [FAR 43.3][FAR 43.5] [CFR 145.153][CFR 145.157][CFR 145.159][CASE 1J, 3C,11A]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Is there an individual designated as the Accountable Manager? [CFR 145.151] [EASA MAG 4]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Are records of job training being maintained? [CFR 145.163] [CASE 7B]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19	Are MSDS maintained and available to employees?[CFR 145.103]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Are safeguards in place to prevent out of date equipment from being used? [CASE6F]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XTRA AEROSPACE

FAA REPAIR STATION # 1ARR023B

VENDOR AUDIT CHECK LIST

AREA	QUESTION	YES	NO	N/A
21	Do the programs in place identify specific persons, by title, responsible for the following functions? [CASE 1N]			
	a. Quality Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b. Inspection	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c. Tool & Test Equipment Calibration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d. Shelf Life Program	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e. Scrapped Parts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S	SHOPS			
1	Is the shop clean and free of clutter? [CFR 145.103][CASE 8C]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the shop properly lighted? [CFR 145.103][CASE 8C]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Is the environment control [CFR 145.103][CASE 8B]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Is the general appearance of the test equipment indicated in good shape? [CFR 145.103][CFR 145.109][CASE 11A]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Verify the following on a unit in work:			
6	Technician using the appropriated CMM? [FAR 43.13][CFR 145.109] [EASA MAG 8][EASA MAG 10][CASE 4A]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Technicians understand the process for CMM verification? [CFR 145.109]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	All applicable tools as called for by the CMM or equivalents are available to the technicians? [FAR 43.13][CFR 145.109]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are all calibrated tools used for this equipment within calibration period? [FAR 43.13][CFR 145.109][CASE 12][CASE 6F]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Does the technician have training records for this unit? [CFR 145.163][CASE 7]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Does the facility have adequate protection equipment for ESD in place? [FAR 43.13][CFR 145.109][CASE 8]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Is the equipment in use by technicians while they are working on sensitive components? [CFR 145.109]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Find 3 random units. Are they properly identified as to customer and condition? [CFR 145.103]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XTRA AEROSPACE
FAA REPAIR STATION # 1ARR023B
VENDOR AUDIT CHECK LIST

AREA	QUESTION	YES	NO	N/A
14	Find 3 random units that had parts replaced. Does the technician know if they are approved parts? Are they identified as to source? [FAR 43.13]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	Ask 3 technicians where the MSDS sheets are kept. Do they know the location and what they are for? [CFR 145.163]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	Are chemicals used in the shop properly identified as to their name, expiration dates as applicable? [FAR 43.13][CASE 11]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17	Are bulk chemicals kept in the shop and are they properly stored in an approved chemical cabinet? [CFR 145.103][CASE 11]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18	Is the shop clearly identified as a no smoking area? [CFR 145.103][CASE 11F]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
S				
19	Are the removed items properly disposed of at the time of replacement? [CFR 145.103][CASE 13]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20	Are workbenches clear of unidentified or uncontrolled parts? [CFR 145.103][CASE 8]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21	Identify all personnel with repairman certificates and A & P licenses. Are they present in their immediate work area? [CFR 65.89] [CFR 65.105][CASE 3]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22	Are personal tools in used in the shop and are they, adequately controlled? [CFR 145.109][CASE 6]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23	Are cabinets, draws and shelves clear of unidentified parts? [CFR 145.103][CASE 10]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24	Do technicians use only approved data for servicing the units and do they know what approved data is? [FAR 43.13][CFR 145.109] [EASA MAG 8][CASE4]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25	Are customers units and subassemblies properly segregated and identified? [CFR 145.103][CASE 10]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26	Are technicians familiar with the QUALITY PUBLICATIONS and the location? [CFR 145.163][CASE 2]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R	RECORDS			
1	Are records of all production, inspection, and testing activities retained for at least 2 years? [CFR 145.219][CASE11]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XTRA AEROSPACE

FAA REPAIR STATION # 1ARR023B

VENDOR AUDIT CHECK LIST

AREA	QUESTION	YES	NO	N/A
2	Are records reviewed to assure that all work has been inspected in accordance with specified requirements?[FAR 43.2][FAR43.9] [FAR 43.12][CFR 145.213][CFR 145.219][CASE 11H] Do records contain:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f. Name of the person certifying the work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g. Name and number of person certifying the work performed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h. Date work was inspected?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i. Description of work performed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j. All test and inspection records?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k. Are records complete and legible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are items returned to the customer BER or returned as is tagged as unserviceable? [CASE 10K]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
R	RECORDS			
4	Does the return to service documents meet the customer and FAA and EASA requirements? [EASA MAG 9] [EASA MAG 10][CASE 2B, 11J]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Certifications for new materials and or parts are maintained on file? [CFR 145.219]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SP	SHIPPING			
1	Is there a visual inspection of all components and documentation being shipped? [CASE 12]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the ATA 300 container, customer supplied or equivalent, appropriate for the component being shipped? [CASE 12]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SC	SCRAPPED PARTS			
1	Is there a documented procedure for handling scrapped parts? [CASE 13]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is the procedure being followed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Does the procedure identify an individual responsible for verifying that mutilation is accomplished? [CASE 1C]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XTRA AEROSPACE
FAA REPAIR STATION # 1ARR023B
VENDOR AUDIT CHECK LIST

AREA	QUESTION	YES	NO	N/A
4	Are records kept for scrap parts? [CASE 13]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Are scrap records indicating the P/N and S/N of the part and the date the item was scrapped? [CASE 13]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
P	PROCUREMENT & MATERIAL CONTROL			
1	Are controls maintained on parts and materials from receipt until usage? [CASE 10]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Are Airworthy parts segregated from non-airworthy parts? [CASE 10K]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Do the purchasing personnel use the approved vendor list when placing order? [CFR 145.217][EASA MAG 16]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Has purchasing personnel been trained on detecting unapproved parts? [CFR 145.109][FAR 43] [CASE 9]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Do the Stores have adequate space and storage provisions to prevent damage to items processed? [CASE 10H]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Are ESD products properly secured? [CASE 10]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Is access to the Stores controlled? [CFR 145.103][CASE 8]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Are lube dates and cure dates indicated on packages? [CASE 5]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Are items that expired their usable life properly disposed of? [CASE 5]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Are adequate controls in place to prevent use of expired material? [CASE 5]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Are adequate controls in place to show traceability for parts received (Pick 3 items for review)? [CASE 10]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Are items in warehouse clearly marked as to status (serviceable / unserviceable)? [CASE10]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Is batch segregation utilized and packing clearly identifying its contents? [CASE 10C] [CASE 10E]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

XTRA AEROSPACE
FAA REPAIR STATION # 1ARR023B
VENDOR AUDIT CHECK LIST

AREA	QUESTION	YES	NO	N/A
L	TECHNICAL LIBRARY			
1	Are manuals maintained in a controlled manner to prevent damage? [CFR 145.109] [CASE 4D]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Is there a system in place to verify currency of manuals and prevent an out of data technical manual from being used? [CFR 145.109][CASE 4B]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Are manuals free from unauthorized notes (Sample 5 manuals)? [CASE 5D]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Are all personnel made aware of any service bulletins and Airworthiness Directives available for products being serviced? [CFR 145.109][EASA MAG 9][CASE 4]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>