



FAA # IOVR072L / DGAC 145/54300/01/
EASA 4563 / ISO 9001:2008: C2010-01846
8225 Country Club Place – Indianapolis, IN 46214
PH: 1(317) 271-0195 FAX: 1(317)271-0345

Vendor Audit Checklist

Dear Vendor,

Due to the overwhelming amount of incoming vendor audit forms being processed by INAir Aviation Services Company, we have produced a generic audit form that will be returned in place of the form supplied by you. This will help us provide you with a quicker response to your inquiries. You may access printable copies of certificates and the Op Specs for this repair station on our website under the heading "certificates".

If you have any questions, please feel free to contact us at (317) 271-0195.

General:

Company:

Address: INAir Aviation Services Co
8225 Country Club Pl
Indianapolis, IN 46214
Phone: (317) 271-0195
Fax: (317) 271-0345
Internet: <http://www.inairaviation.com>

Nomenclature:

Repair Station #: IOVR072L
EASA #: 145.4563
DGAC#: 145/54300/01
ISO 9001-2008#: C2010-01846
Dun & Bradstreet#: 624499224
No. of Employees: <20
Company Established: 1990
Facility Size: 7,250 sf

Key Management Positions:

Accountable Manager: Greg Mathias
Office Manager: Wendy Domino
Shop Manager: Art McKinney
Chief Inspector: William Fink



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VENDOR QUALITY ASSURANCE QUESTIONNAIRE

		Yes	No	N/A
A.	Facilities:			
1.	Are Serviceable parts segregated from Non-serviceable parts?	X		
2.	Are shelf life limited parts properly identified?	X		
3.	Does facility have ESD program?	X		
4.	Are aircraft parts segregated from non-aircraft products?	X		
B.	Quality Control Manual:			
1.	Does company have a Quality Control program?	X		
2.	Is program adequately described in Quality Control Manual?	X		
3.	Is a copy of current manual available upon request?	X		
C.	Documentation:			
1.	Is material certification provided with traceability to an FAA approved source available for all items sold by your company?	X		
2.	How long are material certification records stored?			Minimum 3 years
3.	Is a SCRAP control program in place?	X		
4.	Is a list of approved suppliers maintained?	X		
5.	Are Military/Government surplus parts identified as such?	X		
6.	Are Incident/Accident Related parts identified as such?	X		
7.	Is teardown included with all overhauled parts?	X		
D.	Receiving/Shipping:			
1.	Number of Inspection personnel.			4
2.	Is there an inspection stamp control program?	X		
3.	Have all inspection personnel been properly trained?	X		
4.	Is a receiving inspection checklist utilized?	X		
5.	Are all unapproved parts reported under AC 21-29A?	X		
6.	Is material certification shipped with all parts sold?	X		
7.	Are all shipped parts packaged to prevent contamination and damage?	X		
E.	Other Information:			
1.	Does your organization carry product liability insurance?	X		
2.	If answer to question 1 of this section "yes" what is coverage amount?			\$3.5 Million
3.	Does your company have an anti-drug and alcohol policy?	X		

I certify the above information to be true and correct to the best of my knowledge.

William Fink

(Signature)

William Fink
(Print Name)

Chief Inspector
(Print Title)