



GA Telesis
Supplier Evaluation Audit Form
F100-02

Revision: 3
Revision Date: 3/30/2017
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QUALITY CONTROL SYSTEM

1. Are you accredited to any of the following? (Please check all that apply)

- | | |
|-----------------------------------|---|
| <input type="checkbox"/> ASA-100 | <input type="checkbox"/> AS9100/AS9110/AS9120 |
| <input type="checkbox"/> TAC-2000 | <input type="checkbox"/> FAA |
| <input type="checkbox"/> ISO-9001 | <input type="checkbox"/> EASA |
| <input type="checkbox"/> CAAC | <input type="checkbox"/> Other |

If accredited to any of the above, please send copies of applicable certifications along with this survey. You may skip questions 2 -20 and complete the signature section. FAA Repair Stations send capability list & provide proof of Anti-Drug & Alcohol Program.

If you are not accredited to any of the above, please complete the entire survey and provide a copy of your quality manual.

2. Do you have an established Quality System and a Quality Manual kept current and readily available to employees, customers, auditors or designee(s)?

- Y N N/A

RECEIVING PROCEDURES

3. Does the supplier have an established system of receiving Inspection and do the receiving records indicated acceptance or rejection of material?

- Y N N/A

4. Does the supplier obtain certification on material received as applicable to requirements and maintain traceability as it pertains to the material?

- Y N N/A

DOCUMENTATION

5. Are the records and documentation received as originals properly completed and signed?

- Y N N/A

6. Do life-limited parts have full traceability with verification of time remaining?

- Y N N/A

7. Do you provide an 8130-3/EASA FORM 1 or TCCA Form one Maintenance Release documents with parts as required by regulatory standards?

- Y N N/A

8. Can you supply an ATA specification 106 Material certification with the parts you provide?

- Y N N/A

9. Do you verify that parts were not removed from an aircraft/engine that was subjected to extreme stress or heat; or that the parts were not obtained from any government or military source?

- Y N N/A

10. Do you keep the Records and documentation for 7 Years?

- Y N N/A



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MATERIAL STORAGE

11. Does the supplier have adequate space to preclude damage to parts and does the supplier properly tag/Identify all parts?

Y N N/A

12. Is there a system to segregate and identify serviceable from unserviceable and aviation from non-aviation material?

Y N N/A

13. Do you mutilate scrapped articles to the extent that will preclude the possibility of them being restored and returned to service? (Reference AC21-38/FAA ORDER 8120.11)

Y N N/A

14. Do you have an ESD work station in place?

Y N N/A

15. Do you have a shelf life program in place?

Y N N/A

SHIPPING/PACKING

16. Does the supplier verify parts against paperwork prior to the parts shipping out?

Y N N/A

17. Are adequate controls in place to insure proper packaging of material in accordance with ATA specification 300 or equivalent?

Y N N/A

TRAINING & PERSONNEL

18. Do you have a training program in place and do you keep records of all trained personnel?

Y N N/A

19. Do you maintain a training roster of the personnel and their alternates authorized to perform inspections and other company functions they are able to perform?

Y N N/A

20. Is the Quality manual available for our review?

Y N N/A

21. Do you have a process to ensure all sub-contracted maintenance/preventative maintenance providers, at all tiers (certified and non-certified) have an FAA approved and active anti-drug and alcohol prevention program?

Y N N/A

Do you have an FAA approved and active anti-drug and alcohol program in line with 49 Code of Federal Regulations (CFR) part 40 and 14 CFR Part 120?

Y N N/A

F100-02 Rev. #3

GA Telesis LLC

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SIGNATURE

The results of this survey will be verified by GA Telesis Quality Department,
Along with this survey, please include the following documentation:

- 1) Copies of your accreditation certificates, minority business certification or any other approvals you may have.**
- 2) Letters of approval from major customers (if available).**
- 3) Copy of your Quality Manual if not approved under any standards in step #1**

Please forward this signed, completed survey along with certifications to your contact at GA Telesis.

Note: If certifications are revoked or suspended the supplier or vendor shall notify GA Telesis immediately upon suspension.

Person Completing Form

Name:	Date:
Email:	Phone Number:
Title:	