SUNVAIR ✈

Self Audit Form

Company Name Sunvair, Inc

Address 29145 THE OLD RD, VALENCIA, CA 91355

Phone Number (661) 294-3777

Email Address AHORNE@SUNVAIR.COM

Person to contact and title Alison Horne, Snr Mgr QA and Records

Total Number of Employees 205

Number of Direct Production Employees 160

Number of Inspectors 25

Number of Supervisors 12

Organizational Head Bob Dann

Title SR VP/GM

Quality Manager's Name Alison Horne

Title Snr Mgr QA and Records

QM reports to Mike Waschak

Title Accountable Mgr

SUNVAIR, INC SURVEY

A. Certification

	Questions	Yes	No	N/A
1.	Do you hold an FAA repair station certificate?	■	☐	☐
2.	Record certificate number:	WI2R267L		
3.	Certifications can be downloaded from https://sunvair.com/certifications			
4.	Is the certificate available on the premises for inspection by the public and the FAA?	■	☐	☐

B. Antidrug and Alcohol Misuse Prevention Program (ADAMPP)

	Questions	Yes	No	N/A
1.	Do you have an FAA approved anti-drug testing plan?	■	☐	☐
2.	The plan is:	☐ The vendor's ■ A consortium's ☐ An air carrier's		
3.	Please choose one of the following: ☐ No work is subcontracted. ■ All subcontractors have a FAA approved Anti drug testing plan and have provided written documentation to us as required.			

C. General

	Questions	Yes	No	N/A
1.	Do you only perform work for which you are authorized on your operations specifications?	■	☐	☐
2.	Do you perform work for a FAR 121 carrier?	■	☐	☐
2a.	(if yes) Do you comply with FAR 121.377 Work Cycle Limits?	■	☐	☐
3.	Do you have an approved Training Program? And does it meet requirements under FAR 121.375 ☐ or FAR 145.163 ■	■	☐	☐
4.	If you deal in non-aircraft parts, materials, and/or maintenance activities, are they adequately segregated from the aircraft functions?	☐	☐	■

D. Quality Control

	Questions	Yes	No	N/A
1.	Is there an established Quality Control Program?	■	☐	☐
2.	The Quality Control System is derived from one of the following systems: ☐ -MIL-Q-9858　☐ -MIL-I-45208　☐ -FAR 21　■ -FAR 145　■ -EASA ■ -ISO 9001/AS 9100　☐ -C.A.S.E.　■ -Other, specify			
3.	Does manual detail duties, responsibilities and reporting relationship of the QA/QC department?	■	☐	☐
4.	Does the QA/QC department maintain an up-to-date signature roster?	■	☐	☐
5.	Do your return-to-service documents meet FAA requirements?	■	☐	☐
6.	Does QA/QC function ensure compliance with customer specifications.	■	☐	☐
7.	Do you have a method of controlling quality of sub-contractor work?	■	☐	☐
8.	Do you have an audit and surveillance program to ensure sub-contractor quality?	■	☐	☐
9.	Does the audit program ensure appropriate corrective action?	■	☐	☐
10	Is there proper separation of inspection and maintenance responsibilities?	■	☐	☐
11	Do supervisors, inspectors, & mechanics have A&P or Repairman certificates?	■	☐	☐
12	Do you have an established procedure to provide corrective action for discrepancies noted during repair/overhaul?	■	☐	☐
13	Do you maintain an approved vendor list?	■	☐	☐

E. Inspection

	Questions	Yes	No	N/A
1.	Are inspectors properly trained and certified?	■	☐	☐
2.	Do you maintain a list of items each inspector is authorized to inspect?	■	☐	☐
3.	Do you perform any required inspections (RII) for any customers?	☐	■	☐
4.	Does inspection roster identify RII qualified/certified inspectors?	☐	☐	■
5.	Do you have an established receiving inspection system?	■	☐	☐
6.	Do you have an acceptable procedure to identify customer's parts?	■	☐	☐
7.	Do you maintain traceability certification?	■	☐	☐
8.	Do you have an approved vendor list?	■	☐	☐
9.	Do you obtain certification on all raw materials received?	■	☐	☐
10.	Are acceptable sampling procedures adequate to ensure quality?	■	☐	☐

F. Technical Data Control

NOTE: For the purpose of the following questions "Manuals" includes any technical data, i.e. drawings, overhaul manuals, service bulletin, wiring diagrams, test specs., necessary to perform the required service.

	Questions	Yes	No	N/A
1.	Do you have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer manufacturer's requirements?	■	☐	☐
2.	Are there established approved procedures controlling revisions in manuals deviating from OEM specifications? i.e. EO or EA.	■	☐	☐
3.	Do you have an acceptable revision service?	■	☐	☐
4.	Do you have records of manual revisions?	■	☐	☐
5.	Are manual revisions up-to-date?	■	☐	☐
6.	Are component overhaul manuals properly identified and available to mechanics?	■	☐	☐
7.	Do you have a system to control working copies of manuals to ensure they are revised with the masters?	■	☐	☐
8.	Is technical data stored in a manner that will protect it from dirt & damage?	■	☐	☐
9.	Are adequate viewing devices in good condition available for viewing the technical data?	■	☐	☐
10.	Do you maintain a file of applicable FAA regulations?	■	☐	☐
11.	Please list FAR Parts you maintain.			
12.	Do you receive and maintain FAA Airworthiness Directives for large aircraft on a subscription basis?	■	☐	☐
13.	Are inspection manuals controlled to provide current inspection procedures?	■	☐	☐
14.	Did a sample audit of the manuals show they are up-to-date?	■	☐	☐
15.	Is a specific individual responsible for the Technical Data Program?	■	☐	☐

G. Shelf Life Program

	Questions	Yes	No	N/A
1.	Do you have a documented shelf-life program.	■	☐	☐
2.	Does the program list parts, materials and applicable shelf-life limits?	■	☐	☐
3.	Does the program assign program responsibility to a specific person/position?	■	☐	☐
4.	Is there an adequate system to ensure that no item will be issued or used past its expiration date?	■	☐	☐
5.	Were items sampled for shelf life within limits?	■	☐	☐

H. <u>Tool & Test Equipment Calibration</u>

	Questions	Yes	No	N/A
1.	Do you have a tool calibration program?	■	☐	☐
2.	Do you have a person responsible for the tool calibration program?	■	☐	☐
3.	Is there a backup person responsible for the program when the primary individual is out?	■	☐	☐
4.	Are all tools in use that require calibration listed on the tool calibration list?	■	☐	☐
5.	Does each tool have a specified frequency when its calibration is due to be checked?	■	☐	☐
6.	Are standards used to calibrate tools traceable to the controlling government agency, i.e. The National Institute of Standards and Technology?	■	☐	☐
7.	Is there a system to identify each tool in the program and its calibration due date?	■	☐	☐
8.	Do you have a procedure for controlling/preventing out-of-service and due-for-calibration tools & equipment from being used?	■	☐	☐
9.	Do you have a procedure to control the calibration of personal tools?	■	☐	☐
10.	Did a sample check of the calibration program indicate you are monitoring for compliance?	■	☐	☐
11.	Are the tools & test equipment in a serviceable condition?	■	☐	☐
12.	Are tools stored in an orderly manner?	■	☐	☐
13.	Do records? --Show date calibrated? --Identify individual or vendor that performed calibration or check? --Show calibration due date? --Show traceability to applicable standards	■	☐	☐

I. <u>Training</u>

	Questions	Yes	No	N/A
1.	Do you have a documented training program?	■	☐	☐
2.	Does it include all mechanics, inspectors, technical supervisors, and sub-contractors?	■	☐	☐
3.	Is formal and OJT properly documented?	■	☐	☐
4.	Do you maintain training records for your mechanics, inspectors & supervisors at least two years even after the person leaves the company?	■	☐	☐
5.	Are all hazmat employees required by 49 CFR 171.8 for the repair station and its subcontractors trained as required by 49 CFR Part 172 Subpart H?	■	☐	☐

J. Records and Reports

	Questions	Yes	No	N/A
1.	Are your work records complete, in order and legible?	■	☐	☐
2.	Do the records contain a description of the work performed, the date the work was done, and the name of the person doing work?	■	☐	☐
3.	Are all test and inspection records in work package?	■	☐	☐
4.	Do records contain the name, certificate number, and type of certificate of the person certifying the part as serviceable?	■	☐	☐
5.	Are the persons doing the repair/overhaul, inspection, and test activities authorized by your procedure manual?	■	☐	☐
6.	Do you maintain traceability of parts and materials?	■	☐	☐
7.	Do you maintain certification on sub-contract work?	■	☐	☐
8.	Does your record keeping system and retention time meet FAR requirements?	■	☐	☐
9.	Do you have a procedure for reporting defects or unairworthy conditions?	■	☐	☐

K. Housing and Facilities

	Questions	Yes	No	N/A
1.	Do you have a facility of adequate size to house all necessary tooling, equipment, material, and parts to perform the work?	■	☐	☐
2.	Does the housing adequately protect parts, materials and customer units from damage, theft, and contamination?	■	☐	☐
3.	Is the environment appropriate to protect workers so that the quality of workmanship is not impaired by physical efficiency?	■	☐	☐
4.	Does the facility have adequate lighting?	■	☐	☐
5.	Are storage facilities separate from shop and work areas?	■	☐	☐
6.	Do shipping and receiving areas have adequate space, lighting, shelving, security, and fire protection?	■	☐	☐
7.	Is there adequate and appropriate storage space to safely store customer's shipping containers and protect them from damage?	■	☐	☐

L. Safety/Security/Fire Protection

	Questions	Yes	No	N/A
1.	Do you have a security system?	■	☐	☐
2.	Do you provide adequate security for customer parts in your possession?	■	☐	☐
3.	Is the security system reviewed periodically by management or an outside vendor?	■	☐	☐
4.	Are fire protection devices inspected periodically to local fire code or fire department requirements?	■	☐	☐
5.	Are fire stations identified and extinguishers in serviceable condition?	■	☐	☐
6.	Are fire lanes, doors, and fire extinguishers clear of obstructions?	■	☐	☐
7.	Are safety guards in place on power equipment?	■	☐	☐
8.	Does your shop environmental controls meet industry standards?	■	☐	☐
9.	Are no smoking areas clearly identified?	■	☐	☐

M. Storage

	Questions	Yes	No	N/A
1.	Are parts and material properly identified and properly stored?	■	☐	☐
2.	Do you have a method to separate serviceable and non-serviceable parts?	■	☐	☐
3.	Do parts in bin match part number on bins?	■	☐	☐
4.	Are flammable, toxic, or volatile materials properly identified and stored?	■	☐	☐
5.	Are sensitive parts and equipment, i.e. oxygen parts, o-rings, ESD's, properly packaged, identified and stored to protect from damage and contamination?	■	☐	☐
6.	Are oxygen and other high pressure bottles correctly identified and stored?	■	☐	☐

N. Work Processing

	Questions	Yes	No	N/A
1.	Do you have adequate tooling and test equipment to perform the work?	■	☐	☐
2.	Are mechanics, inspectors, and supervisors properly trained, authorized and certificated for the work they perform?	■	☐	☐
3.	Are adequate tools available at the mechanic's workstations?	■	☐	☐
4.	Are proper current manuals available at mechanics' workstations?	■	☐	☐
5.	Are mechanics using the manuals at the workstation?	■	☐	☐
6.	Are customers' parts properly identified throughout the maintenance actions and in storage?	■	☐	☐
7.	Is there a work turnover procedure used?	■	☐	☐
8.	Does the shop segregate serviceable from unserviceable components?	■	☐	☐
9.	Does the facility provide adequate protection of parts in work? I.E. filtered air or clean room depending on type of part.	■	☐	☐
10.	Is the work area, including supervisor's offices, clean?	■	☐	☐
11.	Are smoking, eating and drinking forbidden in the work area as appropriate?	■	☐	☐
12.	Are fluid dispensing cans and servicing units properly identified?	■	☐	☐

O. Shipping

	Questions	Yes	No	N/A
1.	Are components shipped in ATA-300 containers or equivalent as specified by the OEM or the customer?	■	☐	☐
2.	Do you verify that identifying data (PN/SN nomenclature/mod. no.) on the parts tag and the data plate match ?.	■	☐	☐

P. Scrapped parts

	Questions	Yes	No	N/A
1.	Do you have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?	■	☐	☐
2.	Does the program identify an individual responsible for verifying that mutilation is accomplished?	■	☐	☐

SUNVAIR, INC SURVEY

I hereby certify that to the best of my knowledge the information supplied is accurate, complete and current and that I am an official of the supplier who is duly authorized to sign this certification. I also understand that in accordance with FAA regulations, suppliers/vendors are hereby subject to FAA surveillance and investigation. A "Right of Entry" clause is in effect for all purchase orders/ contracts. This provision shall allow for customer and regulatory agencies to determine and verify the quality of work, records and material at any place, including the plant of any applicable sub-contractor.

Alison Horne   *A Horne*
Name/(Signature)

Snr Manager, QA and Records
Title

10/1/2025
Date