FORM2: RELAERO LIMITED, SUPPLIER AUDIT FORM

Organisation: **RELAERO LIMITED**	City: DUBLIN
Division of:	State:
Address: Finance House 46 Prussia Street D07 VW0Y Dublin, Ireland	Country: IRELAND
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SITA:	

Is your Quality System certified in accordance with (if yes please attach all copy's of Certificates):

PART-145 ☐   CASE/EASE ☐

FAR-145 ☐   ISO 9000 ☑

Other _____

Are you an approved distributor for any manufacturer?   Yes ☐   No ☑

(If yes please attach all copy's of Approvals)
Which ones? _____
_____
_____
_____

We declare that information herein is, to the best of our knowledge, correct and truthful.

For and behalf of

2021.05.06	RELAERO LIMITED
Date	Signature
DIRECTOR	DIRECTOR
Title	Please type or print your name here

Quality System Standard Questionnaire

1.	**Quality System and Manual**	yes	no	n/a
1.1.	Is there an established, documented and maintained quality system?	✓	☐	☐
1.2.	Is a Quality Manual established in accordance with the applicable International standard?	✓	☐	☐
1.3.	Does the Quality Manual adequately describe the quality system?	✓	☐	☐
1.4.	Are the contents of the procedures in accordance with the complexity of the activities and with personnel ability?	✓	☐	☐
1.5.	Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?	✓	☐	☐
1.5.	**Does the Quality Manual and/or other documentation include a detailed description of:**	yes	no	n/a
1.6.a	The organisation and relationship of the QC department to the rest of the organisation?	✓	☐	☐
1.6.b	An assignment of personnel and specific responsibilities?	✓	☐	☐
1.6.c	The revision control system for the quality system documentation?	✓	☐	☐
1.6.d	Record keeping system?	✓	☐	☐
1.6.e	Control of incoming discrepant parts and supplies?	✓	☐	☐
1.6.f	Receiving inspection procedures?	✓	☐	☐
1.6.g	Test and inspection equipment calibration program?	✓	☐	☐
1.6.h	Storage facilities and specifications?	✓	☐	☐
1.6.i	Part identification program?	✓	☐	☐
1.6.j	Environmental controls as appropriate?	✓	☐	☐
1.6.k	Internal audit/evaluation program?	✓	☐	☐
1.6.l	Training requirements and records?	✓	☐	☐
1.6.m	Shelf life control system?	✓	☐	☐
1.6.n	Inspection stamp control?	✓	☐	☐
2.	**Internal Quality Audit**	yes	no	n/a
2.1.	Do you have established, documented and maintained internal audit procedure?	✓	☐	☐
2.2.	Do the quality audits verify that quality activities and results conform to the provided dispositions and allow to determine the quality system efficiency?	✓	☐	☐
2.3.	Are the results of the internal quality audits recorded?	✓	☐	☐
2.4.	Are the implementation and effectiveness if corrective actions taken verified by follow-up audits?	✓	☐	☐
2.5.	Are the follow-up audit activities recorded?	✓	☐	☐
3.	**External Quality Audit**	yes	no	n/a

		yes	no	n/a
3.1.	Are you willing to let the authorities or other interested parties to do an audit and surveillance of your quality program?	☑	☐	☐
3.2.	Are you willing to supply your Quality Manual to Relaero Limited if required?	☑	☐	☐
4.	**Training and Authorized Personnel**	**yes**	**no**	**n/a**
4.1	Is personnel who perform inspection, shipping and receiving functions properly trained?	☑	☐	☐
4.2.	Is inspection personnel properly authorized?	☑	☐	☐
4.3.	Is inspection personnel trained to identify unapproved and bogus parts?	☑	☐	☐
4.4.	Are both formal classroom and on-the-job training documented and maintained?	☑	☐	☐
4.5.	Is a roster of personnel authorized to perform inspection functions maintained?	☑	☐	☐
4.6.	Does training program address unapproved and counterfeit parts?	☑	☐	☐
5.	**Purchasing**	**yes**	**no**	**n/a**
5.1.	Is there established a documented procedure to ensure that purchase products conform to applicable requirements?	☑	☐	☐
5.2.	Does the system assure that parts conform to the customer's purchase request and that deviations are approved in writing by the customer?	☑	☐	☐
5.3.	Are purchases performed only from authority approved manufacturer as applicable?	☑	☐	☐
5.4.	Do you purchase from sources other than original manufacturer? *	☑	☐	☐
5.5.	* If yes, does the system require original manufacturer's certificate or approved maintenance organisation's certificate?	☑	☐	☐
5.6.	Does the system require to maintain a list of approved sources and a quality history of each source?	☑	☐	☐
5.7	Materials/parts are certified traceable to:	☑ FAA, EASA approved Airline ☑ FAA, EASA approved Repair Station ☑ FAA approved Manufacturer (OEM, FAR Part21) ☑ FAA approved Manufacturer Maintenance Facility ☑ OEM approved Vendor/Distributor ☑ Accepted Industry Standards (Standard Parts only)		
5.8.	**Does the quality system assure that parts procured for sale:**	**yes**	**no**	**n/a**
5.8.a	Which are known to have been subjected to conditions of extreme stress, heat or environment are identified?	☑	☐	☐
5.8.b	That all represented Airworthiness Directives (AD's) which have been accomplished are documented?	☑	☐	☐
5.8.c	That are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?	☑	☐	☐
6.	**Receiving Inspection**	**yes**	**no**	**n/a**
6.1.	Is all incoming material held in a separate area or shelf until accepted by receiving inspection?	☑	☐	☐
6.2.	Is there a segregated shelf for rejected items?	☑	☐	☐
6.3.	**Does the inspection program include:**	**yes**	**no**	**n/a**
6.3.a	Inspection of the package for transportation damage?	☑	☐	☐

		yes	no	n/a
6.3.b	Inspection of the material for transportation damage?	☑	☐	☐
6.3.c	Check for compliance with the purchase order in regards to quality and quantity?	☑	☐	☐
6.3.d	Verification of part number, model number, etc. to match the documentation?	☑	☐	☐
6.3.e	Visual inspection for surface treatment, corrosion etc.?	☑	☐	☐
6.3.f	Check of appropriate markings in the product?	☑	☐	☐
6.3.g	Check of material certification, other applicable certificates, certificate of origin as may be required?	☑	☐	☐
6.3.h	Check of certification matching in accordance with specification (or ordered work)?	☑	☐	☐
6.4.	Does the system include an inspection program for new standard parts?	☑	☐	☐
7.	**Storage**	**yes**	**no**	**n/a**
7.1.	Do storage areas provide adequate space and relevant racks to preclude damage or mishandling?	☑	☐	☐
7.2.	Is the storage area secure from unauthorized access?	☑	☐	☐
7.3.	Is there segregation of aircraft from non-aircraft functions?	☑	☐	☐
7.4.	Is there segregation of serviceable from non-serviceable parts?	☑	☐	☐
7.5.	Does the system have a procedure for storage of flammable, toxic or volatile materials?	☑	☐	☐
7.6.	Does the system have a procedure for storage and handling of materials against damage by electrostatic discharge?	☑	☐	☐
7.7.	Does the system have a procedure for storage and handling of materials against the corrosion?	☑	☐	☐
7.8.	Are the temperature and humidity in the storage areas controlled?	☑	☐	☐
7.9.	Is the environmental control system periodically checked and calibrated?	☑	☐	☐
7.10.	Are there established procedures to verify, at appropriate intervals, the condition of products in stock in order to detect deterioration?	☑	☐	☐
8.	**Material Control**	**yes**	**no**	**n/a**
8.1	Is material handled in an appropriate manner and protected from damage and deterioration?	☑	☐	☐
8.2.	Is the storage area periodically checked for overall effectiveness?	☑	☐	☐
8.3.	Is batch/lot control maintained for parts so identified by the manufacturer?	☑	☐	☐
8.4.	Whenever practical, is material stored and delivered in the manufacturer's original packaging?	☑	☐	☐
8.5.	Does the system require the packaging to identify the manufacturer, distributor, serial number, etc?	☑	☐	☐
8.6.	Does the system assure that no part number ambiguity exists?	☑	☐	☐
8.7.	Does the system require segregation of nonconforming material from usable stock?	☑	☐	☐
8.8.	Is there a documented procedure in place to mutilate scrapped parts?	☑	☐	☐
8.9.	Does the system require records and documentation to be kept on all serialized scrapped parts?	☑	☐	☐
9.	**Material Certification**	**yes**	**no**	**n/a**
9.1.	Have you ATA 106 certification?	☑	☐	☐
10.	**Shipping**	**yes**	**no**	**n/a**

10.1	Do the shipping instructions require an inspection to ensure that the product conforms to the purchase order and that applicable documents and certificates are attached?	☑	☐	☐
10.2.	Are the packages in accordance with ATA requirements for packing as applicable?	☑	☐	☐
10.3	Does the system require to supply the original manufacturer's certificate to the customer?	☑	☐	☐
10.4.	Should the copy be sent in case the customer purchases only a part of the certified batch/lot?	☑	☐	☐
11.	**Record System**	**yes**	**no**	**n/a**
11.1.	Does the record system require retention for at least 7 years from the date of sale to the customer?	☑	☐	☐
11.2.	Does the system provide product traceability (batch/lot and serial number) to original manufacturer and/or maintenance organisation for at least 5 years?	☑	☐	☐
11.3.	Are records readily available and identifiable to each customer; each purchase?	☑	☐	☐
11.4.	Does the quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties if fasteners and raw material?	☑	☐	☐
11.5.	Are records confirming fastener integrity required to be maintained for 7 years?	☑	☐	☐
11.6.	Does the system require all life limited part to have records confirming life limited status?	☑	☐	☐
11.7.	Are records protected against damage, alternation, deterioration and loss?	☑	☐	☐
12.	**Technical Data Control**	**yes**	**no**	**n/a**
12.1.	Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?	☑	☐	☐
13.	**Measuring and Test Equipment**	**yes**	**no**	**n/a**
13.1.	Is there an effective calibration program for test equipment?	☑	☐	☐
14.	**Shelf Life Control**	**yes**	**no**	**n/a**
14.1.	Does the distributor have a system for identifying and controlling shelf life-limited parts?	☑	☐	☐

REMARKS: