



## Supplier/Vendor/Repair Agency Self Evaluation Questionnaire

Name of Company: EMC Aerospace, Inc.	Telephone: 954-316-6015
Address: 570 NE 185 <sup>th</sup> Street, North Miami Beach, FL 33179 USA	Fax: 954-316-6421

### 1. General Information

Type of Business (please indicate below):

☐ Manufacturer's maintenance facility

☒ Repair Station

☐ Parts Distributor

☐ OEM

☐ Calibration Services

☐ Others (please state): \_\_\_\_\_

List primary services/products to be provided to: **E.M.C. Aerospace, Inc.**

1. MRO CLASS I, II AND III ACCESSORIES (UNLIMITED)

2. LIMITED NON-DESTRUCTIVE INSPECTION

3.

4.

5.

6.

Regulatory Approval:

**Yes**

**No**

**N/A**

Is your company approved by any aviation regulatory authority?

**X**

**If Yes, list the certificate approval number, expire date and attach photocopy of each certificate.**

Aviation Regulatory Authority	Certificate Approval No.	Expire Date
FEDERAL AVIATION ADMINISTRATION	E2PR084Y	INDEFINITE
EUROPEAN AVIATION SAFETY AGENCY	EASA.145.5274	DEC. 01, 2020

### Drug & Alcohol

**Yes**

**No**

**N/A**

Do you have an FAA approved and active anti-drug and alcohol misuse prevention program (A449 and/or Registration)?

**X**

Have you ever been audited by any regulatory authority or customer previously?

**X**

If yes, who conducted the last audit and when? **FAA, JUL. 23, 2020**



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**NOTE: If your company is currently an FAA Certificated Repair Station, an EASA Approved Agency, or currently accredited to an ISO 9001:2008, AS9110, AS9120, ASA100, GAPSA100, please complete this questionnaire and send a copy of the certifications, operations specifications, accreditation or registrations (including copy of AAMP registration). Also send copy of liability insurance certificate.**

<b>2. Personnel</b>			
Accountable Manager: MIKE LOPEZ	Telephone: 954-316-6015	Fax: 954-316-6421	Email: mlopez@emcaerospace.com
Operations Manager: IFEANYI UDOYE	Telephone: 954-316-6015	Fax: 954-316-6421	Email: iudoye@emcaerospace.com
Quality Manager: MIKE LOPEZ	Telephone: 954-316-6015	Fax: 954-316-6421	Email: mlopez@emcaerospace.com
Total number of employees:	15		
Number of production staff:	06		
Number of quality staff:	03		

<b>3. Facilities</b>	Facility 1	Facility 2	Facility 3	Facility 4	Facility 5	Facility 6
Number of facilities:	42,000	N/A	N/A	N/A	N/A	N/A
Total area of facility:	42,000	N/A	N/A	N/A	N/A	N/A

	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is repair/overhaul process performed at another location?		X	
If Yes, state location(s) below:			
1. N/A			
2. N/A			
3. N/A			
4. N/A			
5. N/A			
6. N/A			



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4. Housing and Facilities	Yes	No	N/A
Is the facility of adequate size to house all necessary tooling, equipment, material and parts to perform work?	X		
Does the housing adequately protect parts, materials, and customer units from damage, theft and contamination?	X		
Is the environment appropriate to protect workers so that the quality of workmanship is not impaired by physical efficiency?	X		
Does the facility have adequate lighting?	X		
Do shipping and receiving areas have adequate space, lighting, shelving, security and fire protection?	X		
Is there adequate and appropriate storage space to safely store customer's shipping containers and protect them from damage?	X		
Is the work area, including supervisors' offices clean?	X		
Are storage facilities separated from shop and work areas?	X		
Does the facility provide adequate protection of parts in work? E.g. filtered air or clean room depending on type of part.	X		
Temperature Control/Air Conditioning?	X		
Humidity Control?	X		
Security?	X		

5. Personnel Training and Qualifications	Yes	No	N/A
Is there a documented training program?	X		
Does the training include all mechanics, inspectors and technical supervisors?	X		
Is formal and OJT training documented?	X		
Is there a system to re-qualify these personnel periodically (e.g. through re-current training, medical examination, etc) to ensure currency of approvals? What is the interval of recurrent training? <b>Monthly, Quarterly and Yearly</b>	X		
Are inspectors required to be specifically certified? If Yes, by whom? <b>EMC Aerospace OJT, Letter of Recommendation and/or Repairman</b>	X		
Are there nominated inspectors approved to carry out specialized processes (e.g. welding, NDT, etc.)?	X		
Are there nominated inspectors approved to issue Authorized Released Certificates, Certificates of Conformity or equivalent, for new or reworked parts?	X		
Are training records maintained for each inspector and production staff? What is the duration of storage? 2 Years after Employment	X		
Does the quality department maintain a roster of signatures of authorization holders?	X		
Are personnel knowledgeable in CMM and regulatory manuals?	X		
Are personnel using the required manuals at the work area?	X		



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6. Tools and Equipment	Yes	No	N/A
Are there adequate tools and equipment available to perform all of the tasks undertaken by the Company? If No, provide details. Attach additional sheets as necessary.	X		
Are all tools and equipment available in accordance with OEM/CMM requirements? If No, provide details. Attach additional sheets as necessary.	X		
Is there a tool calibration program?	X		
Are all precision measuring tools/instruments used in the various processes calibrated? If Yes, state reference standard: <b>NIST</b>	X		
Are standards used to calibrate tools traceable to the controlling government agency, e.g. The National Institute of Standards and Technology?	X		
Is there a person, by title, responsible for the tool calibration program? If yes, provide designation: <b>Quality Manager</b>	X		
Are all calibrated measuring and test equipment marked to indicate calibration status and date of next calibration?	X		
Is the calibration status of the tools/equipment being used apparent to the user?	X		
Is the calibration frequency in accordance with the equipment manufacturer's instructions? If No, is there an acceptable alternative procedure?	X		
Is there a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used?	X		
Is production or inspection staff allowed to maintain personal measuring and test equipment and tools?	X		
Are personal tools and measuring equipment covered under the calibration system?	X		
Are the tools & test equipment in a serviceable condition?	X		
Did a sample check of the calibrated tooling indicate that the tooling is within calibration?	X		
Are historical records of calibration, containing repair, and calibration accuracy data available on file?	X		
Do records show date calibrated?	X		
Do records identify individual or vendor that performed calibration or check?	X		
Do records show calibration due date?	X		
Do records contain a calibration certificate for each item calibrated by an outside agency?	X		
Do records provide details of adjustments and repairs?	X		
Do records show the P/N and S/N of the standard used to perform the calibration?	X		
Are fluid dispensing cans and servicing units properly identified and stored?	X		
Is there a maintenance program for servicing units and equipment?	X		



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7. Material & Parts Storage, Inspection and Control	Yes	No	N/A
Is there a specially designated area for handling in-coming parts?	X		
Are procedures available for performing in-coming inspections?	X		
If Yes, are records of in-coming inspections kept?			
Are acceptable sampling procedures adequate to ensure quality?	X		
Is there a quarantine area for rejected parts and materials awaiting disposition?	X		
Is there a system for material review and evidence of proper action taken on non-conformance parts and materials? How long are records retained?	X		
Is there a clearly identified means of segregating discrepant in-coming parts from serviceable spares?	X		
Is there a system in place for batching of in-coming parts and allocating batch numbers for traceability?	X		
Are all parts stored in specifically identified and secure storage areas, with restricted access?	X		
Is there an acceptable procedure to identify customer's parts?	X		
Are parts & material properly protected from damage and deterioration?	X		
Are flammable, toxic or volatile materials properly identified & stored?	X		
Is there a designated store available for temperature/humidity sensitive parts/materials?	X		
Are procedures available for monitoring and controlling life-limited parts/materials?	X		
Are there procedures in place for re-validating the life of shelf life expired materials?	X		
Do parts in bin match part number on bins?	X		
Are oxygen and other high-pressure bottles correctly identified and stored?	X		
Are sensitive parts and equipment (oxygen parts, O-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage & contamination?	X		
Are facilities available for the handling of Electro-Static Discharge Sensitive (ESDS) parts and equipment?	X		
Are non-aircraft parts (e.g. ground equipment) stored in the same area as aircraft parts?	X		
Are records maintained for all parts issued out of the storage areas?	X		
Are facilities available to ensure that all components and parts are adequately packed to prevent damage, prior to shipping?	X		
<b>Do the work records contain the following:</b>			
Description of work performed?	X		
Date of work completion?	X		
Parts used?	X		
Tests results?	X		
Identity of person performing work?	X		
Identity of person inspecting work?	X		
Signature, certificate number, and approval certificate of person returning article to service?	X		



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<b>8. Shelf Life Program</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Is there a documented shelf life program?	X		
Does the program list parts and materials that have shelf life limits?	X		
Does the program assign program responsibility to a specific person by title?	X		
Does the shelf item have the shelf life expiration limit displayed?	X		
Is there an adequate system to assure that no item will be issued or used past its expiration date?	X		
Are items sampled for shelf life within limits?	X		

<b>9. Technical Publications and Worksheets</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are manuals and other reference documents required to perform contracted/parts distribution activities available?	X		
Are engineering drawings provided by customer, controlled and kept current?	X		
Are the applicable ADs and manufacturer's Repair/Overhaul Manuals and Service Bulletins available or easily accessible at the work area?	X		
Is there a system in place to maintain manuals, reference documents and technical data current?	X		
Are there established approved procedures controlling revisions in manuals deviating from OEM specifications? e.g. EO or EA.	X		
Is there a specific individual, by title, responsible for the Technical Data Program?	X		
Are there adequate viewing devices and in good condition for viewing the technical data?	X		
Are there records of manual revisions?	X		
Are manual revisions up to date?	X		
Is there a system to control working copies of manuals to ensure they are revised with the masters?	X		
Is technical data stored in a manner that will protect it from dirt & damage?	X		
Are worksheets & task cards used as a means to provide work/process instructions?			X
Are these worksheets/task cards checked regularly for accuracy against OEM's data?			X
Do worksheets & task cards contain data or work instructions not found in OEM's publications? If Yes, state sources of additional data: <u>N/A</u>			X



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10. Quality System	Yes	No	N/A
Is there an established Quality Control Program?	X		
Are Quality/Inspection Procedure Manuals available and accessible for reference by inspection personnel?	X		
Does manual detail duties, responsibilities and reporting relationship of the QA/QC department?	X		
Is the Quality Manual revised/reviewed regularly to ensure adherence to industry/regulatory authority's requirements? If Yes, state frequency: <b>Quarterly</b>	X		
Is there an acceptable system for controlling stamps for both inspection and production personnel?	X		
Is the QA department independent from production responsibilities?	X		
<b>Do the following inspection functions exist?</b>			
1. Receiving Inspection	X		
2. Preliminary Inspection	X		
3. Hidden inspection	X		
4. In-Process Inspection	X		
5. Final Inspection	X		
6. Customer Review	X		
7. Non-destructive Testing/Inspection	X		
Are inspection records retained? If Yes, state period of retention: <b>2 Years</b>	X		
Are inspection records available for examination by customers?	X		
Is a list of sub-contractors and approved vendors being maintained?	X		
Do you ensure that sub-contractor quality meets customer specifications and legal requirements?	X		
Is there a procedure for reporting defects or un-airworthy conditions to the customer and the regulatory authorities (CAAC, CAAS, EASA and FAA)?	X		
Is there a system of qualifying inspectors who can perform duplicate inspections (RII)?	X		
Is a list of RII items that each inspector is authorized to inspect being maintained?			X
Are required inspections (RII) for customers being performed?			X
Is there a documented Audit plan/program?	X		
Are internal audits on the organization's quality system functions conducted?	X		
Are external audits on your vendors and sub-contractors conducted?	X		
Are procedures in place to investigate and correct the root cause of the discrepancies revealed by internal audits and external auditors?	X		
Are the findings of internal audits, and external auditors, reviewed by the organization's senior management?	X		
Is there an established procedure to provide corrective action for discrepancies noted during repair/overhaul?	X		
Is traceability certification on all parts and raw materials being maintained?	X		
Is there a documented procedure for handover of uncompleted work?	X		
Is there a system in place to ensure that all components are tagged and identified during all phases of operation?	X		
Is there a documented procedure to ensure that scrapped parts do not re-enter the production system e.g. either returning scrapped parts to their owner or to mutilate them by drilling, grinding, cutting, or other appropriate means?	X		
Are the part and serial numbers of scrapped/mutilated parts recorded?	X		
Does the vendor's manual identify the person responsible for mutilating scrapped parts?	X		



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**I HEREBY DECLARE THAT THE INFORMATION PROVIDED IN THIS QUESTIONNAIRE IS COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

Print Name of Person Completing Form:

MIKE LOPEZ

Title:

ACCOUNTABLE MANAGER / DIRECTOR OF QUALITY

Signature:

Date:

JUL. 27, 2020

### For Internal Use Only:

		Yes	No	N/A
<i>If Vendor works from a capability list, did vendor supply E.M.C. Aerospace, Inc. with a capability list if "No" check off Unacceptable in the following block below</i>			X	
X	Recommend Approval of Supplier / Vendor / Repair Agency			
	Corrective Action Required Prior To Approval			
	Continuance of Service by Supplier / Vendor / Repair Agency Contingent Upon Completion of Required Corrective Action By Date in next block (Discrepancy List Attached)	Date:		
	Follow Up Required			
	Unacceptable			
Comments: N/A				
Auditor Signature:		Date:		
		JUL. 27, 2020		