

Dear Vendor,

Thank you for taking the time to participate in our Vendor Audit Form. This Vendor Audit is performed Once per year to insure we continue to provide excellent quality insurance so that we may continue doing business. Please submit all certifications, operations specifications and capabilities with this completed survey. Any question, you may speak with our Quality Team for further details. Thank you.

Company Information

Name of Business:		Date Filled:	
DBA (If applicable):		Name of person filling this form:	
Business Type:	Airline	Supplier	Manufacture
		Repair Station	Part Dealer/Broker
Country:	Address:		
Suite #:	City:	State:	Zip Code:
Phone #:	Fax #:	Website:	

Legal Information

Date Established:	# of Employees:
Federal Tax ID:	DUNS #:
Office space (sq ft):	Warehouse (sq ft):

Key Personnel

Position	Full Name	Email
Accounting		
CEO/President		
Repair Team		
Purchasing Team		
Quality Manager		
Sales Team		

Authorization / Quality Certifications

Certification Approval	Certification Number		Date Issued	Expiration Date
	Y	N		
AS9100/AS9120 Certificate				
ASA-100 Certificate				
CAAC				
CASE Registered				
EASA				
FAA				
FAA/PMA or TSO				
ISO 14001				
ISO 9000				
Mil-Q-9858				
SFAR 36 Authority				
Transport Canada				
Other:				

*****Please attach copies of supporting documentation as appropriate *** Check off Doc. that apply and sent below*****

Company Organization Chart	FAA Anti-Drug Program Approval Letter
Letter from OEM / Manufacture	FAA OPS Spec. & Capabilities List
W-9 for Tax ID # & Certificate (U.S. Only)	FAA PMA Parts Approval Listing

For Repair Station Only

Type of Release Available

FAA 8130-3	EASA FORM ONE	Other:
CAAC - China	CAAT - Thailand	TCCA - CANADA

Warranty

Inspected	6 months	12 months	Other:
Repaired	6 months	12 months	Other:
Overhauled	6 months	12 months	Other:

Questionnaire

Quality Control System	Y	N	N/A
Does the company have a current FAA Operations Specifications Anti-Drug and Alcohol page?			
Is there an established Quality Control Program?			
Does the Quality Assurance Manual describe the complete Quality Program?			
Does the Quality Manual identify specific persons by title, responsible for the following quality functions and programs?			
Quality program?			
Inspection?			
Tool and test equipment calibration?			
Technical data control?			
Shelf-life program?			
Does the QC department maintain a current roster of repair station management supervisor and inspection personnel?			
Is there an approved sub-contracted maintenance / vendor list?			
Is there an internal audit surveillance program to ensure internal and external quality and legality?			
Is the inspection system proportional in size and scope to production?			
Is there adequate and properly trained QC / QA inspection coverage at all times?			
Is a written procedure in use to control inspection stamps?			
Is the company structure such that the inspection function is different from the maintenance function?			

Questionnaire – Cont.

Training	Y	N	N/A
Is there a documented training program?			
Are personnel who perform inspection, shipping and receiving functions properly trained?			
Do employees receive both “formal classroom” and “on the job” training?			
Are NDT inspectors properly trained and certified?			
Are all training files maintained for a minimum period of two years?			

Technical Data	Y	N	N/A
Is there a system for obtaining technical data and maintaining it up to date?			
Is there appropriate, current technical readily available for personnel that need it?			
Is there a method for verifying AD status?			
Is technical data stored in a manner that will protect it from dirt or other damage?			
Are adequate viewing devices available for viewing the technical data?			

Shipping & Receiving	Y	N	N/A
Is there at minimum a visual inspection prior to shipping?			
Is proper documentation checked prior to shipping?			
Are part numbers, serial numbers, model numbers, etc. verified against shipping documents prior to shipping?			
Is there an acceptable procedure to identify customer parts?			
Is purchased material routed to receiving inspection?			

Summary

Please explain any "no" answers in the area below:

By signing below, you are confirming receipt and will comply with all requirements contained in the NGA Trade certification and traceability standard and validate that the information contained in this Vendor Audit Form is true and accurate at the time of issue.

Please send the completed Vendor Audit Form along with all supporting documents to Quality@Ngatrade.com

Name:		Signature:	
Title:		Date:	

NGA TRADE USE ONLY

Approved?	Yes	No	Approval Date:	
Approved By?			Expiration Date:	
General Notes and Comments				