



Dear Valued Customer / Vendor

Due to the amount of incoming vendor audit forms being processed by Jet Works Air Center, we have produced an internal generic audit form that will be returned in place of the form supplied by you. This will help us to provide you with a quicker response to your inquiries. If you have any questions, please feel free to contact us.

Thank you

General

<u>Company Address</u>	<u>Description</u>	
Jet Works Air Center	Repair Station Number	JW0R647N
5035 Warbird Drive	Federal Tax I.D. Number	20-2496260
Denton, TX 76207	Number of Employees	120
	Number of Quality Inspectors	29
Phone (940) 323-8700	Facility Size	100,125 Sq Ft
Fax (940) 591-9767	Fire Protection System	Sprinklers
Web Site www.jwac.aero	Company Established	1996

Key Management Positions

Chief Executive Officer:	Wayne Cecil
President	Trey Bryson
Vice President / Operations	Mark Haggard
Vice President / Technical Services	
and Repair Station Accountable Manager	Chris Hoskins
Maintenance Manager	Jeff Ostwinkle
Chief Inspector	Don Franklin

	Yes	No	N/A
1. Quality Control System			
A. Is there an established Quality Control Program	<u>X</u>		
B. Does the Quality Assurance Manual describe the complete Quality Program ?	<u>X</u>		
C. Does the manual identify specific persons, by title, responsible for various quality functions and programs ?			
1. Quality Program	<u>X</u>		
2. Inspections	<u>X</u>		
3. Tools and Test Equipment Calibration	<u>X</u>		
4. Technical Data Control	<u>X</u>		
5. Shelf Life Program	<u>X</u>		
D. Does the Manual identify back-up persons, by title, for these Programs?	<u>X</u>		
E. Is the Quality Assurance Manual Current?	<u>X</u>		
F. Is there a roster of:			
1. Persons that are authorized to perform inspection?	<u>X</u>		
2. A list of inspections they are authorized to perform?	<u>X</u>		
G. Is there a self audit program in place?	<u>X</u>		
H. Is there a work turnover procedure used?	<u>X</u>		
2. Inspection			
A. Are inspections conducted by authorized personnel only?	<u>X</u>		
B. Is purchased material routed to receiving department?	<u>X</u>		
C. Is there a documented inspection stamp control policy?	<u>X</u>		
3. Shipping			
A. Is there a visual inspection of all parts / components being shipped?	<u>X</u>		
B. Is there proper documentation?	<u>X</u>		
C. Are units wrapped or bagged to prevent contamination?	<u>X</u>		
4. Technical Data			
A. Is the appropriate, current technical data readily available to Personnel that need it?	<u>X</u>		
B. Is technical data stored in a manner that will protect it from dirt and damage?	<u>X</u>		
C. Does Jet Works Air Center have a method for verifying Airworthiness Directives?	<u>X</u>		
5. Training			
A. Are both formal classroom and on-the-job training documented and maintained?	<u>X</u>		
B. Are personnel who perform inspections, shipping and receiving functions properly trained?	<u>X</u>		
C. Does the company have an FAA approved training program?	<u>X</u>		

6. Material Control, Purchasing and Receiving	Yes	No	N/A
A. Are incoming purchases held until inspected?	<u>X</u>		
B. Are parts and components adequately protected against the environment and damage?	<u>X</u>		
C. Is there documented procedure in place for mutilating scrapped parts which will preclude their being returned to service?	<u>X</u>		
D. Are parts traceable to the original manufacturer's source?	<u>X</u>		
E. Is there an active shelf life program?	<u>X</u>		
F. Are records of inspection and testing maintained?	<u>X</u>		
7. Housing and Facilities			
A. Are good housekeeping practices being maintained?	<u>X</u>		
B. Is ventilation, lighting, temperature, and humidity control adequate?	<u>X</u>		
8. Measurement and Test Equipment			
A. Are calibrations traceable to NIST?	<u>X</u>		
B. Is there a current Certificate of Calibration for all required test equipment?	<u>X</u>		
C. Are historical records containing repair and calibration accuracy data maintained?	<u>X</u>		

Note: Our quality Assurance / Control program conforms to FAR Part 145

Attachments that can be found on the Jet Works Air Center Web site are as follows:

- FAA Air Agency Certificate
- Repair Station Operations Specifications
- Anti-Drug Plan Approval is listed on page A449 of the Repair Station Ops Specs
- Forward Edge Inc. Anti-Drug Consortium conformation letter
- This Vendor Audit Check List

Chris Hoskins
Vice President / Technical Services