



OHLINGER INDUSTRIES, INC.

FAA APPROVED AIR AGENCY #OHRR712K  
1211 W. MELINDA LANE PHOENIX, ARIZONA 85027  
PH 602-285-0911 FAX 602-285-5511

Attention: Quality Assurance Department

Subject: Vendor Quality Survey

In order to remain on or to be added to Ohlinger Industries, Inc. approved sub-contractor and vendor list we must maintain records of periodic quality system surveys performed on our sub-contractors and vendors.

Please take a few minutes to complete the attached quality survey, sign and return mail/fax or e-mail to Ohlinger Industries, Inc. Attention: Robert Miller, Quality Manager. Email me at [robertm@ohlingerind.com](mailto:robertm@ohlingerind.com)

**Please include your latest FAA Air Agency Certificate; EASA Certificate; Operations Specifications including section A449 or other FAA approved Drug Program Certificate, NADCAP Certificates and any other applicable approvals.**

**All subcontractors must have an FAA approved Antidrug and Alcohol Program in place per CFR 120.1. This applies to all sub-tier contractors.**

**Additional sub-tier contracting is not permissible without approval from Ohlinger Industries, Inc. quality assurance department.**

If you should require any assistance you can contact me at 602-285-0911.

Thank you for your attention and prompt response.

Regards,

Robert Miller  
Quality Manager

**Ohlinger Industries, Inc.**  
**FAA Approved Repair Station OHRR712K**  
**SUB-CONTRACTOR / VENDOR SURVEY**

Date:

Company Name:

Address:

Phone:

Fax:

Years in Business:

No. of Employees:

No. of Supervisors:

No. of Inspectors:

**QUALITY STANDARDS**

**Please check all that apply.**

FAA Repair Station # \_\_\_\_\_  CAAC Repair Station # \_\_\_\_\_

EASA Repair Station # \_\_\_\_\_  ISO / AS9100 # \_\_\_\_\_

ISO 17025 # \_\_\_\_\_

Please provide a copy of the following documentation when returning this survey; FAA 145 Certification, EASA Certification, Approved Drug and Alcohol Program Letter and the most recent cover page of the annual "Drug and Alcohol Testing MIS Data Collection Form, OP Specs A449, AS9100/ISO/NADCAP.

Other approvals:

Points of Contacts:	Please Provide Name and Extensions
QA / Control	
Engineering	
Other Position	

**Please Note: If you previously completed this audit last year and there have been no changes to your quality system, sign and date below and disregard the remainder of the survey.**

Survey completed by: (Name and Position)

Ohlinger Industries Approval:

Date: \_\_\_\_\_

<b>Ohlinger Industries, Inc. Vendor Survey Self Audit Evaluation</b>	Y	N	N/A
<b>1. Quality System and Manual</b>			
A. Is there an established quality system?			
B. Is there an established quality manual?			
C. Is the quality manual available to all personnel?			
D. Is the quality system documentation current and readily available?			
E. Does the quality manual and / or documentation include a detailed description of:			
1) the organizational structure and relationship of the Q.C. department to the rest of the organization?			
2) an assignment of personnel and specific responsibilities?			
3) the revision control system for quality system documentation?			
4) record keeping system?			
5) training requirements and records?			
6) shelf life control?			
7) control of incoming discrepant parts, materials and supplies?			
8) receiving inspection procedures?			
9) test and inspection system calibration?			
10) storage facilities and procedures?			
11) part identification system?			
12) environmental controls ( as appropriate ) ?			
13) inspection stamp control?			
14) self-audit / evaluation program?			
15) Is there an established program or procedure for duty time limitations?			
<b>2. SELF-AUDIT EVALUATION PROGRAM</b>			
A. Is there an established documented self-audit / evaluation program which identifies who within the company is responsible for conducting self-audits, the frequency of the audits, audit documentation and corrective action?			
<b>3. FACILITIES</b>			
Do storage areas provide for the following:			
A. adequate space and appropriate racks to preclude damage or mishandling?			
B. secured from unauthorized access?			
C. segregation of aircraft and non aircraft parts and functions?			
D. segregation of serviceable and non-serviceable parts?			
<b>4. TRAINING AND AUTHORIZED PERSONNEL</b>			
A. Are personnel who perform inspection, shipping and receiving functions properly trained ?			
B. Are inspection personnel properly authorized?			
C. Are both formal classroom and on-the-job training documented and maintained?			
D. Is a roster of personnel authorized to perform inspection functions maintained?			
E. Does your company have "Human Factors" training?			
<b>5. PROCUREMENT</b>			
A. Does the system assure that parts conform to the customer's purchase order request and that deviations are approved by the customer?			
B. Does the system assure special requirements are adequately communicated?			

Ohlinger Industries, Inc. Vendor Survey Self Audit Evaluation	Y	N	N/A
<b>6. RECEIVING INSPECTION</b>			
A. Does the inspection program include:			
1) a check for obvious physical damage?			
2) verification of appropriate plugs and caps are installed?			
3) verification of part number, serial number, model number, etc. match the documentation?			
4) verification that all documentation is at hand and properly completed?			
<b>7. MEASURING AND TEST EQUIPMENT</b>			
A. Are measuring & test equipment controls in place which provide for appropriate storage, usage, and calibration traceable to the National Institute of Standards and Technology when applicable?			
B. Is a system in place to assure documentation of current calibration status?			
<b>8. MATERIAL CONTROL</b>			
A. Is material handled in an appropriate manner and protected from damage & deterioration?			
B. Is the storage areas periodically checked for overall effectiveness?			
C. Is there a system in place for trace and recalled of shipped parts?			
D. Whenever practical, is material stored and delivered in ATA 300 packaging?			
E. Does the system have a procedure for storage of flammable, toxic or volatile materials?			
F. Is batch/lot control maintained for parts?			
G. Does the system assure that serviceable parts/components are adequately protected against the environment?			
H. Does the system assure that no part number ambiguity exists?			
I. Does the system provide for separation of non-conforming material from usable stock?			
J. Does your system comply with AS6174 Counterfeit Part Prevention			
<b>9. SHIPPING</b>			
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped or as specified by the customer.			
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?			
<b>10. RECORDS</b>			
A. Does the record system require retention for at least 7 years from the date of sale to the customer?			
B. Does the quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties?			
C. Are records protected against damage, alterations, deterioration and loss.			
<b>11. TECHNICAL DATA CONTROL</b>			
Does the quality system provide for maintaining technical data in a manner which ensures such data is current and accessible?			