



Self Audit Questionnaire

Company Name:	Gulf Coast Avionics Corp..
Address:	3650 Drane Field Rd Lakeland, FL. 33811
Phone:	863-709-9714
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Web Site:	www.gca.aero

Certified Repair Station #:	UB4R564M
JAR-145 Acceptance Certificate:	N/A
Date of Last FAA Audit:	2/2011
Name of FAA Principle Inspection:	Larry Penland; North Florida FSDO-15

Drug Plan/AMPP		Yes
Plan ID#		D-SO-00352-S
ISO 9001		No
Registration #	n/a	n/a

Business Information	
Type of Business	FAA Part 145 Repair Station
FAR145	Yes
PMA or TSO	No
Years in Business	25
Number of Employees	Approx 22
Facilities size	30,000 SQ.FT

Key Management Contacts	
President of Operations	Ricardo Garcia
Controller	George Groff
Quality Assurance Manager / Accountable Manager	Brad Miller

Quality Assurance		
1.	Is there an established Quality Assurance Program?	Yes
2.	Does the Quality Manual describe the Quality Program?	Yes
3.	Are copies of Quality Manual available to all employees?	Yes
4.	Does the supplier have an Internal Audit Program?	Yes
5.	Does the internal audit program ensure compliance with customer specifications?	Yes
6.	Does the supplier have a corrective actions system?	Yes
7.		Yes

Inspections/Test			
1.	Are inspections being performed to ensure a quality product or repair service?		Yes
2.	Are inspections conducted by authorized personnel only?		Yes
3	Do the inspectors have access to current specifications necessary to support an acceptable inspection process?		Yes
4.	Is there proper separation between maintenance and inspection responsibilities?		Yes
5.	Does the repair station roster identify all personnel authorized for return to service?		Yes
6	Does the repair station have an employment summary for all authorized for return to service?		Yes
7.	Does the supplier have an acceptable receiving inspection program?		Yes
8.	Does the supplier have an acceptable procedure to identify customer's parts?		Yes
9.	Does the supplier maintain traceability on parts?		Yes
10.	Do records show inspection/test status throughout the work process?		Yes
11.	Do inspectors have all necessary tools, gages and instruments required to inspect the characteristics of the product?		Yes
12.	If inspection stamps are used:		
	a.	Is adequate control described in the quality manual, and is the control being enforced?	n/a
	b.	Does each stamp have a unique number to identify each inspector?	n/a
	c.	Are stamps retired prior to being re-issued for use? Temporarily retired for 3 months	n/a
Technical Data Control			
1.	Does the supplier have the required shop manuals, technical data and specifications readily available to perform the repair/overhaul in accordance with customer requirements?		Yes
2.	Are there established approved procedures for document control?		Yes
3.	Is technical data stored in manner to prevent damage?		Yes
Manufacturing and Special Processes			
1.	Are procedures and work instructions maintained for manufacturing and test operations?		Yes
2.	Are special processes identified and controlled?		Yes
3.	Are process capabilities established and maintained?		Yes
4.	Are procedures for equipment and facilities maintenance established?		Yes
5.	Is the work environment affecting product quality controlled and maintained?		Yes
6.	Does the supplier have a Foreign Object Elimination Program?		Yes
Calibration			
1.	Is the calibration program detailed in the Quality manual?		Yes
2.	Are all measuring and test equipment listed on the calibration list?		Yes
3.	Are the calibration standards calibrated against instruments traceable to the National Institute of Standards and Technology?		Yes
4.	Is there a system to identify each equipment in the program and the calibration frequency and the next calibration due date?		Yes
5.	Does the supplier have a procedure to prevent out of service equipment and equipment over due calibration from being used?		Yes
6.	Does the supplier prevent personal equipment in work place?		Yes
7.	Do calibration records contain the following?		Yes
	a.	Date of calibration?	Yes
	b.	Next calibration due date?	Yes
	c.	A calibration certificate of each item processed by an outside agency?	Yes
	d.	Identification number of the standard used?	Yes
Training			
1.	Does the supplier have a documented training program?		Yes
2.	Does the program include all mechanics, inspectors and supervisors?		Yes
3.	Are all training records retained for two years after personnel leave the company?		Yes

Material Control		
1.	Are parts and material properly identified and stored?	Yes
2.	Is material protected from damage, deterioration, loss or substitution?	Yes
3.	Are parts which are susceptible to electrostatic discharge damage (ESD) properly packaged, handled and stored?	Yes
4.	Is there a system for segregation, review and disposition of non-conforming materials and are records retained?	Yes
5.	Has a secure area been set aside for storage of non-conforming or suspected material including separation of received material and marketable stock?	Yes
6.	Does the supplier have a documented shelf life program?	Yes
7.	Does the program list parts and materials that have a shelf life limit?	Yes
8.	Does each shelf life item have expiration date displayed?	Yes
9.	Is there a system to control expired items?	Yes
10.	Does the supplier have document procedure to assure that scrapped parts are returned to the customer or permanently marked to disallow reuse?	Yes
11.	Does the supplier maintain records for two years on all life limited parts which are scrapped?	Yes
12.	Does the program record the part number, serial number and date the part was scrapped?	Yes
Procurement		
1.	Is control maintained over procurement sources?	Yes
2.	Is an approved supplier list maintained for parts, material and services affecting product quality?	Yes
3.	Is there a system to monitor their supplier quality?	Yes
4.	Is purchased material routed through receiving inspection?	Yes
Housing and Facilities		
1.	Are facilities of adequate size to house all necessary tools, equipment and material required to perform the work?	Yes
2.	Does the facility adequately protect parts and customer units from damage, theft and contamination?	Yes
3.	Are storage facilities separate from work areas?	Yes
4.	Do shipping and receiving areas have adequate space, security and fire protection?	Yes
5.	Are good housekeeping practices being maintained?	Yes
Records		
1.	Can each finished product be linked to its final test records by some unique identifier?	Yes
2.	Is the serial number traceability maintained when applicable?	Yes
3.	Do all records contain:	Yes
	a. A description of the work performed?	Yes
	b. A reference to the acceptable data?	Yes
	c. The date work was accomplished?	Yes
	d. A record of the person performing the work?	Yes
	e. The signature, certificate type and number of the person returning the articles to service?	Yes
4.	Does the supplier record keeping system meet FAR and customer contractual requirement?	Yes
5.	Does the return to service document meet FAA and customer contractual requirements?	Yes
Shipping		
1.	Are components shipped in appropriate shipping containers?	Yes
2.	Does the supplier verify that the identifying data (part number, serial number, nomenclature) on the return to service documents and the data plate match?	Yes