



3121 109<sup>th</sup> ST SW  
Everett, WA 98204-3500  
FAA Repair Station #HN6R593N

## QUALITY ASSURANCE SELF EVALUATION QUESTIONNAIRE

Completed by: *Kevin McNabb, Quality Assurance*

Dated: *January 7, 2013*

Company Name: **Aviation Technical Services, Inc.**

Address: **3121 109<sup>th</sup> ST SW Everett, Washington 98204-3500  
U.S.A.**

Product/Services Supplied: **Airframe Class 4;  
Accessory Class 1, 2, 3  
Limited Ratings: Powerplant, NDT inspection / testing Limited Ratings –  
Specialized services:  
Gas Tungsten, Arc welding, Fusion welding**

Tel No: **425-347-3030**  
Fax No: **425-423-3028**

QA/QC Email: [nick.heminger@atsmro.aero](mailto:nick.heminger@atsmro.aero)  
[kevin.mcnabb@atsmro.aero](mailto:kevin.mcnabb@atsmro.aero)

SITA:  
Website: <http://www.atsmro.com>  
CAGE Code: **53ZS6**

Facility Size: **1 million ft<sup>2</sup>/**

Key Mgmt. Personnel: **CEO: Matt Yerbic  
VP Operations: David Keimig  
Quality Manager: Nick Heminger**

Total Employees: **1022**

Production: **608**

Engineering: **30**

Quality (QC/QA): **65**

Administration: **65**

### APPROVALS HELD

FAA Air Agency: HN6R593N  
EASA Approved Maintenance Facility: EASA.145.4942  
QMS – AS 9110 and ISO 9001:2000 – Certificate No. FS 547205



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**GENERAL**

	Yes	No	N/A
Does the company have a FAA approved anti-drug plan?	X		
Does the company only perform work within the EASA/FAA/NAA Scope/ Limits of Approval?	X		
Does the company deal in non-aircraft parts, materials and/or maintenance activities and are they adequately segregated from the aircraft functions?			X
Does the company maintain a file of audit findings and corrective actions for the last three years, and is this accessible to the auditor?	X		
Is there a responsible manager for all programs that require it?	X		

**QUALITY CONTROL**

Is there an established Quality Control Program?	X		
Does the company maintain a current RS & QC manual/MOE that complies with all EASA/FAA/NAA requirements?	X		
Does the manual detail duties, responsibilities and communication paths of the QA/QC department?	X		
Do Maintenance Staff have access to the Organization's Manuals?	X		
Does the company have an internal audit and surveillance program?	X		
Does the audit program ensure compliance with customer specifications?	X		
Does the audit program assure appropriate corrective action for non-compliances?	X		
Does the company have an organization adequate to perform the work intended?	X		
Do the repair station supervisors/inspectors hold aircraft Mechanic/repairman certificates or approval by the national authority?	X		
Does the company have an established procedure to provide corrective actions for discrepancies noted during repair/overhaul?	X		
Does the company maintain a list of subcontracted maintenance functions and approved vendors for those functions?	X		
Does the company ensure that the subcontractor complies with customer specifications and legal requirements?	X		
Does the company maintain certification for all subcontracted work?	X		
Does the company have a procedure for reporting defects or unairworthy conditions to the customer and EASA/FAA/NAA?	X		
Are inspectors properly trained and certified?	X		
Does the management exposition identify all supervisory and inspection personnel including all personnel authorised for return to service?	X		



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Does the company have an employment summary for all staff identified in the management exposition?	X		
Does the company operate an acceptable receiving inspection system?	X		
Does the company have an acceptable procedure for identifying customer-owned parts?	X		
Does the company maintain traceability certification on all parts and raw material?	X		
Does the company operate a sampling procedure to ensure quality?			X
Does the company operate an acceptable system for controlling stamps for both inspection and production personnel? ( If stamps are not issued, a signature is acceptable )	X		

#### NON-DESTRUCTIVE TESTING

Does the company hold approvals for and perform N.D.T. Inspection?	X		
<u>Specifications for which approvals are held.</u> Magnetic Particle: <b>Manufacturers</b> Fluorescent Penetrant: <b>Manufacturers</b> Ultrasonic: <b>Manufacturers</b> Eddy Current: <b>Manufacturers</b> X-Ray: <b>Subcontracted service*</b> Acid Etch:			

#### TECHNICAL DATA CONTROL

Does the company have the required NAA Approved and Accepted data to perform the repair/overhaul?	X		
Are there established procedures for controlling the revision status of the technical data?	X		
Does the company have a system to ensure all technical data is current?	X		
Does the company maintain a record of manual revisions?	X		
Are overhaul (CMM) manuals correctly identified and available to maintenance staff?	X		
Are the issued working copies at the same revision level as the masters?	X		
Is all technical data adequately stored and protected?	X		
Are adequate viewing devices, in good condition, available for viewing technical data not available in hardcopy?	X		
Is a nominated individual, by title, responsible for the control of technical data?	X		

#### SHELF LIFE PROGRAM

Does the company have a documented shelf life program?	X		
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Does the program list parts and materials that are subject to shelf life limitations?	X		
Does the program assign program responsibility to a specific person by title?	X		
Is each shelf life item labelled to show the specified expiration date?	X		
Is there an adequate system to ensure that no items past the expiration date are issued?	X		
Are items in use within the specified shelf life limits?	X		

**TOOL & TEST EQUIPMENT CALIBRATION**

Does the company have a calibration program?	X		
Does the program specify the person, by title, responsible for the calibration program?	X		
Are all items of equipment in use listed in the calibration program?	X		
Are the standards used in calibration traceable to National Standards?	X		
Is there a system to identify each item of equipment in the program, its calibration frequency and calibration due date?	X		
Does the company operate a procedure to prevent out-of-service or calibration due tools & equipment from being used?	X		
Does the company have a procedure for controlling the calibration of personal equipment (if permitted)?	X		
Did a sample check of the calibrated equipment indicate the item is within the specified calibration?	X		
Are all tools and equipment in a serviceable condition?	X		
<u>Do calibration records:</u>			
Show date of calibration?	X		
Identify individual or vendor that performed the calibration?	X		
Show calibration due date?	X		
Contain a copy of the calibration certificate?	X		
Record details of adjustments and repairs?	X		
Show the P/N and S/N of the standard used to perform the calibration?	X		

**TRAINING**

Does the company have an FAA approved training manual?	X		
Does the company have a documented training program to address the continuous training requirements of the FAA/EASA/NAA/Airline customers?	X		
Does it include all mechanics, inspectors and technical supervisors?	X		
Is formal and On-The-Job training documented?	X		



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Are the training records retained for a minimum of two years after the person leaves the company?	X		
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**HOUSING AND FACILITIES**

Does the company have adequate facilities to house all the necessary tooling, equipment, material and parts to perform the work?	X		
Does the housing adequately protect the parts, materials and customer units from contamination, theft or damage?	X		
Is the environment appropriate to protect workers so that the quality of workmanship is not impaired?	X		
Does the facility have adequate lighting?	X		
Are storage facilities separate from shop and work areas?	X		
Do all storage areas have adequate space, shelving and security?	X		

**STORAGE**

Are parts and material correctly identified and properly stored?	X		
Does the company have a quarantine area for rejected parts and material waiting disposal?	X		
Do the parts in the bins match the part numbers indicated on the bin?	X		
Are parts and material properly protected from damage and deterioration?	X		
Are flammable, toxic or volatile materials properly identified and stored?	X		

Are sensitive parts and equipment (oxygen parts, o-rings, E.S.D.'s etc.) properly packaged, identified and stored to protect from damage?	X		
Are oxygen and other high-pressure bottles correctly identified and stored?	X		

**WORK PROCESSING**

Does the company have adequate tooling and equipment to perform the work being undertaken?	X		
<u>If the company uses test equipment that differs from the OEM specified equipment:</u>			
Is it properly certified as equivalent?	X		
Does the company have operating and maintenance manuals?	X		
Is maintenance and servicing carried out per manual instructions?	X		
Is maintenance and servicing recorded and are records retained for a minimum of two years?	X		
Is the equipment listed in the calibration program?	X		
Has the equipment been accepted by the EASA/FAA/NAA?	X		
	X		
Are, supervisors, inspectors and mechanics properly trained, authorized and certified (if required) for the work that they perform?	X		



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Are customers' parts correctly identified throughout the rework procedure and in storage?	X		
During the rework procedure, are serviceable and unserviceable parts segregated?	X		
Are work cards/records complete, in order and legible?	X		
<u>Do the work records contain:</u> Description of the work performed and reference to data acceptable to the administrator? The date the work was completed? The name of the person performing the work? The name of the person inspecting the work? The name of the person certifying the work? The signature, certificate number, and type of certificate issued to return the article to service?	X X X X X X		
Are all inspections, tests and test data recorded in the work package?	X		
Are records maintained for the period specified by the EASA/FAA/NAA?	X		
Do the company facilities offer adequate protection of parts during rework, e.g. filtered air and clean room/assembly areas where required?	X		
Are fluid dispensing containers and servicing units correctly identified?	X		
Are hydraulic fluids subjected to regular cleanliness testing?	X		
Are smoking, drinking and eating forbidden in the work areas?	X		

**SHIPPING**

Does the company verify the P/N, S/N stated on the despatch paperwork and detailed on the data plate match?	X		
Are the original release documents attached to the unit prior to despatch?	X		
Are components returned in an appropriate shipping container or as specified by the customer?	X		
Does the company have a system for identifying items requiring export licenses?	X		
Does the company clearly identify on the accompanying documentation and records items that may require an export license?	X		

**SCRAPPED PARTS**

Does the company have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?	X		
Does the program identify an individual, by title, responsible for verifying the mutilation of scrapped parts is accomplished?	X		



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Do records show the P/N and S/N of the scrapped part and the date scrapped?	X		
Does the company maintain a record of life limited parts scrapped for seven years?	X		

**PLATING AND TREATMENTS**

<u>Does the company hold any plating approvals?</u>		X	
Chromium Plating:			X
Cadmium Plating:			X
Nickel Plating:			X
Copper Plating:			X
Stylus (dalic) Plating:			X
Are the plating baths qualified to the requirements of the quoted plating specifications?			X
Are the elapsed times between the termination of the plating operations and the commencement of de-embrittlement heat treatments recorded?			X

**Additional Comments:**

**General:** Aviation Technical Services does not deal in non-aircraft parts or services.

**Non-Destructive Testing: X-Ray\*** Subcontracted to an ATS authorized subcontractor.

**Plating and Treatments:** ATS does not have a plating operation. All plating is subcontracted to ATS authorized processors.