

QUALITY SYSTEM STANDARD CHECKLIST

SELF AUDIT

Organization:	BETTER AVIATION PRODUCTS, INC.				
Address:	3695 NW 124th Avenue				
City:	Coral Springs	State:	Florida	ZIP:	33065
Country:	United States	Phone:	954-752-8536		
Years in Business:	20 Years	Fax:	954-752-8538		
Number of Employees:	14	web-site:	bapinc@betteraviation.com		
Type of Organization:	FAA Certified Repair Station No.: BP6R516N				
	EASA Part 145 Approval No.: EASA.145.5100				
Date of last audit to this standard:	January 12, 2017				
Date this Quality System was adapted:	January 13, 2004				

Name of person responsible for quality system at the above location:



 Scott Smith
 Quality Assurance Manager

Last Updated: January 3, 2018

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ITEM	QUESTION	YES	NO	N/A
A.	HOUSING AND FACILITIES Vendor shall have a system for storage and protection of customer parts and materials.			
1.	Does your facility have adequate space to perform contracted work?	X		
2.	Does your facility have sufficient storage of necessary equipment and material to perform services?	X		
3.	Does your facility have protection against theft and damage (e.g. fire, contamination, environment, etc)?	X		
B.	CERTIFICATION AND TRAINING Vendor shall ensure that each employee is properly trained for the work he/she performs.			
1.	Does your program certify people to a particular or special process?		X	
2.	Does your program regularly monitor certification files for continuous update?	X		
3.	Does your program continuously update employee training and all associated records?	X		
4.	Does your program continuously update training methods and materials?	X		
5.	Does your program store training and certification records on a long term basis?	X		
6.	Does your program include regularly maintained employee, supervisory and inspection personnel rosters?	X		
C.	RECORDS OF WORK Vendor shall maintain adequate records of all work performed.			
1.	Do your records include who performed and inspected the work?	X		
2.	Do your records include records of maintenance, all inspections and testing with qualified and proper certification?	X		
3.	Do your records include retention of records for at least two (2) years?	X		

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D.	TOOL CALIBRATION Vendor shall maintain a documented program to ensure continuous accuracy in compliance with a verification of required customer specifications.			
	1. Does your program require separated and equal identification of both company and personal tools and equipment?	No personal tools X		
	2. Does your program specify frequency of calibration and relevant tolerance or specification?	X		
	3. Does your program require standards traceable to the National Institute of Standards and Technology?	X		
	4. Does your program employ a system to identify the calibration status and due dates for each piece of calibrated equipment?	X		
	5. Does your program require calibration labels to show last/next calibration dates and calibration technician identity?	X		
	6. Does your program employ an in-house program of calibration?		X	
	7. Does your program require an outside program for calibration? If yes, please name calibrating agency: R&R Instruments	X		
	E. MATERIAL CONTROL Vendor shall have a documented procedure for control of all types of material used in product(s) and/or services delivered.			
	1. Does your material control procedure control and track traceability of material lots and/or parts received?	X		
	2. Does your material control procedure provide for identification and control of scrap?	X		
	3. Does your material control procedure provide for identification and control of customer provided materials and tools and for segregation of same from in-house materials and tools?	X		
	4. Does your material control procedure control and track material shelf-life and identity to ensure no expired or nonconforming materials are used?	X		
	5. Does your material control procedure provide for receiving inspection and disposition (conforming, nonconforming) of all received materials from other vendors or customers?	X		

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ITEM	QUESTION	YES	NO	N/A
F.	QUALITY CONTROL / INSPECTION DEPARTMENT Vendor shall have a system/procedure for inspection to ensure that products and services delivered are in accordance with the latest applicable purchase order requirements, engineering orders and technical standards.			
	1. Does your Inspection Department effectively determine internal compliance with customer and/or company requirements?	X		
	2. Does your Inspection Department have separate dedicated inspection personnel?	X		
	3. Does your Inspection Department report to another department? If yes, please name department:		X	
	4. Does your Inspection Department maintain a quality control manual?	X		
	5. Does your Inspection Department maintain the latest/current applicable inspection tools and standards to perform inspection per a specific customer requirement?	X		
	6. Does your Inspection Department provide for inspection stamp/sign-off control?	X		
	7. Does your Inspection Department provide assurance of conformance of end item to all contracted requirements and specifications?	X		
	8. Does your Inspection Department provide Nondestructive Testing and Inspection Capability?	X		
G.	OPERATIONS AND ORGANIZATION Vendor shall maintain an organization suitable to perform contracted work.			
	1. Does your operation maintain an organization chart showing departmental relationships and reporting chains in a clear fashion?	X		
	2. Does your operation maintain a system of in-house process specifications and procedures to ensure control over the entire work package?	X		
	3. Does your operation maintain a system for maintaining current revision of all released in-house documents and relevant required customer provided documents?	X		
	4. Does your operation maintain a system to ensure physical configuration control over all work performed in-house for a customer including tools, drawings, material and/or planning?	X		
	5. Does your operation maintain a corrective action procedure that will effectively determine the root cause of any discrepancy generated by the work process and determine the proper method for their permanent elimination?	X		