This checklist is based upon the requirements of FAR-145 and EASA-145.

1. CERTIFICATION

	YES	NO	N/A
A. Does the supplier hold an FAA Domestic Repair Station certificate? [FAR 145.5]	☑	☐	☐
B. Record Repair Station certificate number: __J88R907Y__ see enclosed copy.			
C. Is the certificate displayed in a prominent area accessible to the public? [FAR 145.5]	☑	☐	☐
D. Does the supplier hold an EASA-145 Approval Certificate?	☑	☐	☐
E. Record EASA Reference Number: __EASA.145.5448__ see enclosed copy.			

2. ANTI-DRUG TESTING PLAN

	YES	NO	N/A
A. Does the supplier's Domestic Repair Station comply with the requirements of 14 CFR Part 120 and 49 CFR Part 40 for its Antidrug and Alcohol Program?	☑	☐	☐
B. Record supplier's Drug and Alcohol Plan certificate number: __E-WP-00027-U__ .			
C. Is the Drug Plan a Consortium's?	☑	☐	☐

3. GENERAL

	YES	NO	N/A
A. Does the Repair Station only perform work for which they are authorized on their Operations Specifications? [CASE 1-A, 1D, 1L, FAR 145.107, 145.201, 145.203]	☑	☐	☐
B. If the Repair Station deals in non-aircraft parts, materials, and/or maintenance activities are they adequately segregated from the aircraft functions? [CASE 1-A, 1K]	☐	☐	☑

4. QUALITY SYSTEM

	YES	NO	N/A
A. Is there an established quality control program? [FAR 145.205]	☑	☐	☐
B. Does the Repair Station have an up-to-date QC Manual available to all employees, that covers all of the manual requirements of FAR 145? [FAR 145.155, 145.211]	☑	☐	☐
C. Does the manual detail duties, responsibilities and reporting relationship of the QA / QC department? [FAR 145.155, 145.211, 121.365]	☑	☐	☐
D. Are the QA/QC manuals current and available to employees? [FAR 145.155, 145.211]	☑	☐	☐
E. Does the Repair Station have an internal inspection and surveillance function? [FAR 145.155, 145.211]	☑	☐	☐
F. Does the function ensure compliance with customer specifications? [FAR 145.205, 145.155, 145.211]	☑	☐	☐
G. Does the audit program assure appropriate corrective action? [EASA MIP-G]	☑	☐	☐

	YES	NO	N/A
H. Does the Repair Station have an organization adequate to perform the work Intended? [145.201]	☑	☐	☐
I. Do supervisors have A & P or Repairman certificates? [FAR 145.51, 145.153]	☑	☐	☐
J. Does the Repair Station have an established procedure to provide preliminary inspection and corrective action for discrepancies noted during repair / overhaul? [FAR 145.155, 145.211]	☑	☐	☐
K. Does the Repair Station maintain a list of "sub-contracted" maintenance actions and approved vendors for those functions? [FAR 145.51, 145.53, 145.107, 145.217]	☑	☐	☐
L. Does the Repair Station ensure that sub-contractor quality meets customer specifications and legal requirements? [FAR 145.155, 145.211, 145.109, 145.217]	☑	☐	☐
M. Does the Repair Station maintain certification on sub-contracted work? [FAR 145.109, 145.217, 145.219]	☑	☐	☐
N. Does the Repair Station have a procedure for reporting defects or unairworthy conditions to the customer and the FAA? [FAR 145.221, 121.703]	☑	☐	☐

5. INSPECTION

	YES	NO	N/A
A. Are RII inspectors properly trained and certificated? [FAR 145.205]	☐	☐	☑
B. Is there proper separation of maintenance and inspection responsibilities for vendors that perform required inspections (RII)? [FAR 145.205]	☐	☐	☑
C. Does Repair Station maintain a list of RII items each inspector is authorized to inspect? [FAR 145.205]	☐	☐	☑
D. Does Repair Station perform any required inspections (RII) for any customers?	☐	☑	☐
E. Does the Repair Station roster identify all supervisory and inspection personnel? [FAR 145.161]	☑	☐	☐
F. Does the Repair Station roster identify all inspection personnel authorized for return to service? [FAR 145.161]	☑	☐	☐
G. Does the Repair Station have an employment summary for all personnel listed on the Repair Station roster? [FAR 145.161]	☑	☐	☐
H. Does the Repair Station have an acceptable receiving inspection system? [FAR 145.155, 145.211]	☑	☐	☐
I. Does the Repair Station have an acceptable procedure to identify customer parts? [FAR 145.155, 145.211, 145.109, 145.217]	☑	☐	☐
J. Does the Repair Station maintain traceability certification on all parts and raw materials? [FAR 145.155, 145.211]	☑	☐	☐

K. Are acceptable sampling procedures adequate to ensure quality? ☑ ☐ ☐
   [FAR 145.155, 145.211]

L. Does the Repair Station have an acceptable system for controlling stamps, ☑ ☐ ☐
   for both inspection and production personnel? [RSM / QCM]

6. TECHNICAL DATA CONTROL

	YES	NO	N/A

Note: "Manuals" in this scope include any technical data, drawings, wiring diagrams, CMM, OHM, SRM, Standard Practices, test specifications, etc. necessary to perform the required repairs or overhauls.

A. Does the Repair Station have the required shop manuals and specifications to ☑ ☐ ☐
   perform the repair / overhaul in accordance with customers requirements?
   [FAR 145.109, 145.201]

B. Are there established approved procedures controlling revisions in manuals ☑ ☐ ☐
   deviating from OEM specifications? E.g. EO or EA FAR 145.205]

C. Does the Repair Station have a system to ensure technical data is current? ☑ ☐ ☐
   [FAR 145.109, 145.201]

D. Does the Repair Station have records of manual revisions? ☑ ☐ ☐
   [FAR 145.109, 145.201]

E. Are manual revisions up to date, properly identified, and available to mechanics? ☑ ☐ ☐
   [FAR 145.109, 145.201]

F. Does Repair Station have a system to control working copies of manuals to ☑ ☐ ☐
   ensure they are revised with the masters? [FAR 145.109, 145.201]

G. Is technical data stored in a manner that will protect if from dirt and damage? ☑ ☐ ☐
   [RSM /QCM]

H. Are adequate viewing devices in good condition available for viewing the ☑ ☐ ☐
   technical data? [FAR 145.201]

I. Is a specific individual, by title, responsible for the Technical Data Program? ☑ ☐ ☐
   [RSM /QCM]

J. Does Repair Station have an approved SFAR 36 authority, manual and roster? ☐ ☐ ☑

7. SHELF LIFE PROGRAM

	YES	NO	N/A

A. Does Repair Station have a documented shelf life program? ☑ ☐ ☐
   [FAR 43.13]

B. Does the program list parts and materials that have shelf life limits? ☑ ☐ ☐
   [FAR 145].

C. Does the program assign responsibility to a specific person by title? ☑ ☐ ☐
   [RSM/QCM]

	YES	NO	N/A
D. Does each shelf life item have the shelf life expiration limit displayed? {RSM/QCM]	☑	☐	☐
E. Is there an adequate system to assure that no item will be issued or used past its expiration date: [RSM/QCM]	☑	☐	☐
F. Were items sampled for shelf life within limits? [RSM/QCM]	☑	☐	☐

8. TOOL & TEST EQUIPMENT CALIBRATION

	YES	NO	N/A
A. Does the Repair Station have a tool calibration program? [FAR 145.109, 145.217]	☑	☐	☐
B. Does the Repair Station have a person, by title, responsible for the tool calibration program? [FAR 145.109, 145.217]	☑	☐	☐
C. Are tools in use listed on the tool calibration list? [FAR 145.109, 145.217]	☑	☐	☐
D. Are standards used to calibrate tools traceable to the controlling government agency, e.g. National Institute of Standards and Technology (NIST)? [FAR 145.109, 145.217]	☑	☐	☐
E. Is there a system to identify each tool in the program, its calibration frequency and its calibration due date? [FAR 145.109, 145.217]	☑	☐	☐
F. Does Repair Station have a procedure for controlling and / or preventing out-of-service and due-for-calibration tools and equipment from being used? [FAR 145.109, 145.217]	☑	☐	☐
G. Does the Repair Station have a procedure to control the calibration of personal tools? [FAR 145.109, 145.217]	☐	☐	☑
H. Did a sample check of the calibrated tooling indicate that the tooling is within calibration? [FAR 145.109, 145.217]	☑	☐	☐
I. Are the tools and test equipment in a serviceable condition? [FAR 145.155, 145.211]	☑	☐	☐
J. Do records: [CASE 1-A, 6H]			
1. show date calibrated?	☑	☐	☐
2. identify individual or vendor that performed calibration or check?	☑	☐	☐
3. Show calibration due date?	☑	☐	☐
4. Contain a calibration certificate for each item calibrated by an outside agency?	☑	☐	☐
5. Record details of adjustments and repairs?	☑	☐	☐
6. Show the P/N & S/N of the standard used to perform the calibration?	☑	☐	☐

9. TRAINING

	YES	NO	N/A
A. Does the Repair Station have a documented training program? [FAR 145.51, 145.153]	☑	☐	☐
B. Does the training program include all mechanics, inspectors, and technical supervisors? [FAR145.51, 145.153, 145.161, 145.155, 145.211,145.157, 145.213]	☑	☐	☐
C. Is formal and OJT training documented? [FAR 145.51, 145.153, 145.155, 145.211, 121.371, 121.375]	☑	☐	☐
D. Are training records retained for a minimum of two years after the person leaves the company? [RSM/QCM]	☑	☐	☐

10. HOUSING AND FACILITY

	YES	NO	N/A
A. Does the Repair Station have a facility of adequate size to house all necessary tooling, equipment, material, and parts for which it is rated? [FAR 145.103]	☑	☐	☐
B. Does the housing adequately protect parts, materials, and customer units From damage, theft, and contamination? [FAR 145.103]	☑	☐	☐
C. Is the environment appropriate to protect workers so that the quality of workmanship is not impaired by physical efficiency? [FAR 145.103]	☑	☐	☐
D. Does the facility have adequate lighting? [FAR 145.35]	☑	☐	☐
E. Are storage facilities separate from shop and work areas? [FAR 145.103]	☑	☐	☐
F. Do shipping and receiving areas have adequate space, lighting, shelving, security, and fire protection? [FAR 145.103]	☑	☐	☐
G. Is there adequate and appropriate storage space to safely store customers shipping containers and protect them from damage? [FAR 145.103]	☑	☐	☐
H. Is the work area, including supervisors' offices clean? [FAR 145.103]	☑	☐	☐

11. SAFETY / SECURITY / FIRE PROTECTION

	YES	NO	N/A
A. Does Repair Station provide adequate security for customer parts in their possession? [RSM/QCM]	☑	☐	☐
B. Is the security system reviewed periodically by management or an outside vendor? [RSM/QCM]	☑	☐	☐
C. Are fire protection devices inspected periodically? [RSM/QCM]	☑	☐	☐
D. Are fire stations identified and extinguishers in serviceable condition? [RSM/QCM]	☑	☐	☐

	YES	NO	N/A
E. Are fire lanes, doors and fire extinguishers clear of obstruction? [RSM/QCM]	☑	☐	☐
F. Are safety guards in place on power equipment? [RSM/QCM]	☑	☐	☐
G. Are Repair Station shop operations conducted in a safe manner and environment? [RSM/QCM]	☑	☐	☐

12. STORAGE

	YES	NO	N/A
A. Are parts and material properly identified and properly stored? [FAR 145.35]	☑	☐	☐
B. Does Repair Station have a quarantine area for rejected parts and materials awaiting disposition? [FAR 145. 103]	☑	☐	☐
C. Do parts in bin match part number on bins? [FAR 145.103]	☑	☐	☐
D. Are parts and material properly protected from damage and deterioration? [FAR 145.103]	☑	☐	☐
E. Are flammable, toxic, or volatile materials properly identified and stored? [FAR 145.103 & NFPA 30]	☑	☐	☐
F. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage and contamination? [FAR 145.103]	☑	☐	☐
G. Are oxygen and other high-pressure bottles correctly identified and stored? [RSM/QCM]	☐	☐	☑

13. WORK PROCESSING

	YES	NO	N/A
A. Does Repair Station have adequate tooling & test equipment to perform the work? [FAR 145.51, 145.153, 145.155, 145.211,145.157, 145.213, 121.375]	☑	☐	☐
B. If the Repair Station uses test equipment that differs from the OEM specified equipment: [RSM/QCM]	☑	☐	☐
1. Is it properly certified as equivalent?	☑	☐	☐
2. Does the Repair Station have operating and maintenance manuals?	☑	☐	☐
3. Is maintenance and servicing performed per the manual?	☑	☐	☐
4. Is maintenance and servicing recorded and records retained for 2 yrs?	☑	☐	☐
5. Is equipment listed in the calibration program?	☑	☐	☐
6. Has equipment been accepted by the FAA?	☑	☐	☐
C. Are mechanics, inspectors, and supervisors properly trained, authorized, and certificated, if required, for the work they perform? [FAR 145.51, 145.153, 145.161, 145.155, 145.211, 145.213, 121.371, 121.375]	☑	☐	☐

D. Are adequate tools and current manuals available or at the mechanics work station? [FAR 145.155, 145.211]   ☑ ☐ ☐

E. Are customers' parts properly identified throughout the maintenance actions and in storage? [FAR 145.103]   ☑ ☐ ☐

F. Is there a work turnover procedure used? [FAR 121.3]   ☐ ☐ ☑

G. Does the shop segregate serviceable from unserviceable components? [FAR 145.103]   ☑ ☐ ☐

H. Does the Repair Station provide adequate protection of parts in work? E.g. filtered air or clean room depending on type of part?   [FAR 145.103]   ☑ ☐ ☐

I. Are smoking, eating, and drinking forbidden in the work area as appropriate? [FAR 145.103]   ☑ ☐ ☐

J. Are fluid dispensing cans and servicing units properly identified? [FAR 145.103]   ☑ ☐ ☐

K. Are Repair Station work records complete, in order, and legible? [FAR 145.219, 43.9]   ☑ ☐ ☐

L. Do the records contain:

   1. The description of the work performed or reference to data acceptable to the administrator?   ☑ ☐ ☐

   2. The date of completion of the work performed?   ☑ ☐ ☐

   3. The name of the person performing the work?   ☑ ☐ ☐

   4. The name of the person inspecting the work?   ☑ ☐ ☐

   5. The name of the certificated mechanic or repairman who performed or supervised the work?   ☑ ☐ ☐

   6. The signature, certificate number, and type of certificate of the person returning the article to service?   ☑ ☐ ☐

M. Are all test and inspection records in the work package? [FAR 145.219, 43.9]   ☑ ☐ ☐

N. Does the Repair Station record keeping system and retention time meet FAR requirements? [FAR 145.219, 43.9]   ☑ ☐ ☐

O. Does the Repair Station's return-to-service documents meet customer and FAA requirements? [FAR 43.5, 43.9, 145.157, 145.213, 145.61]   ☑ ☐ ☐

14. SHIPPING	YES	NO	N/A
A. Are components returned in an appropriate shipping container or as specified by the customer? [RSM/QCM]	☑	☐	☐
B. Does the Repair Station verify that the data (PN / SN / nomenclature / mod number) on the parts tag and data plate match? [RSM/QCM]	☑	☐	☐

15. SCRAPPED PARTS	YES	NO	N/A
A. Does the Repair Station have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair? [RSM/QCM]	☑	☐	☐
B. Does the program identify an individual, by title, responsible for verifying that mutilation is accomplished? [RSM/QCM]	☑	☐	☐
C. Does the Repair Station maintain a record of life-limited parts scrapped for two years, and does the record include the P/N and S/N of the part and the date scrapped? [RSM/QCM]	☑	☐	☐

QUALITY SYSTEM

The Quality system at Jet Transport Actuators LLC is established in accordance with the following guidelines:

FAR Part 145 ☑   EASA Part 145 ☑

I hereby certify to the best of my knowledge the information supplied is accurate, complete, and current. I am authorized to sign this certification.

Questionnaire completed by:

Phillip H. James
Accountable Manager
Jet Transport Actuators LLC