



	<b>S &amp; T Aircraft Accessories, Inc.</b> <b>Self Quality System Audit</b>	FAA Approved Repair Station Certificate No. CC2R737K
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**Certification**

I certify that the information supplied is true and accurate, to the best of my knowledge, and that we can comply with the requirements indicated.

Any major changes to key personnel, business address, and company approvals will be notified if and when they occur.

Signed: Thomas L Durbin Date: 01/01/2023

Printed Name: Thomas L Durbin Title: Chief Inspector

Any questions regarding the contents of this Self Quality System Audit may be addressed to:

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<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>1. CERTIFICATIONS</b>				
A. Does the vendor hold a FAA Air Agency or Transport Canada AMO Certificate?	✓			
B. Are all required certificates, operations specifications, licenses, repairman certificates, and registrations available for review?	✓			
C. If the repair station has "Limited Ratings," does the vendor have a capabilities list?			✓	No Limited Ratings
D. Does the vendor have an FAA approved and active anti-drug and alcohol misuse testing plan?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>2. QUALITY CONTROL PROGRAMS</b>				
A. Does the vendor have a current Quality Control Manual?	✓			
<i>Does the manual include the following description of the system and procedures used for--</i>				
1. Inspecting incoming material to ensure acceptable quality?	✓			
2. Performing preliminary inspections of all articles that are maintained?	✓			
3. Inspecting all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or alteration is performed?	✓			
4. Establishing and maintaining proficiency of inspection personnel?	✓			
5. Establishing and maintaining current technical data for maintaining articles?	✓			
6. Qualifying and surveilling non-certified persons who perform maintenance, preventive maintenance, or alterations for the repair station?	✓			
7. Performing final inspection and return-to-service of maintained articles?	✓			
8. Calibrating measuring and test equipment used to maintain articles, including the intervals at which the equipment will be calibrated?	✓			
9. References, where applicable, to manufacturer's inspection standards?	✓			
10. Samples of and instructions for completing maintenance and inspection forms or a reference to a separate forms manual?	✓			
11. Procedures for revising the Quality Control Manual?	✓			
B. Does the vendor's program include procedures for controlling shelf life and scrapped parts?	✓			
C. Does the vendor have a current FAA-accepted Repair Station Manual?	✓			
1. Is it available to employees?	✓			
D. Does the vendor have an effective internal audit and surveillance program?	✓			
E. Does the internal audit program ensure				

appropriate root cause/permanent corrective action?	✓			
1. Are Internal Audits accessible to the auditor?	✓			
F. Does the vendor maintain an FAA approved list of sub-contracted maintenance functions and agencies including the type of certificate and rating held by each facility?	✓			
G. Does the vendor ensure that sub-contractor quality meets customer specifications and legal requirements?	✓			
H. Does the vendor maintain certification on sub-contractor work?	✓			
I. Does the vendor's non-certificated sub-contractors allow FAA inspections?			✓	No non-certificated contractors.
J. Does the vendor have a procedure for reporting defects or unairworthy conditions to the customer and the FAA?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>3. INSPECTION PROGRAMS/REQUIRED INSPECTION ITEMS/NON-DESTRUCTIVE INSPECTION</b>				
A. Are RII inspectors properly trained and certified?	✓			
B. Does the vendor have a documented Receiving Inspection Procedure?	✓			
C. Can the vendor provide traceability of parts back to certification documentation?	✓			When applicable.
D. Does the vendor retain documentation for all received material?	✓			
E. Does the vendor carry out product sampling to ensure product quality?	✓			
F. Does the vendor have a procedure to identify customer parts?	✓			
G. Does the vendor have an acceptable system for controlling stamps for both inspection and production personnel?			✓	No stamps used.
H. Does the vendor maintain an activity log for NDT'(Non-Destructive Testing) performed?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>4. PERSONNEL</b>				
A. Has the vendor designated an employee as the "Accountable Manager"?	✓			
B. Does the repair station roster identify all management, supervisory, and inspection personnel?	✓			
C. Does the roster identify all personnel authorized for return-to-service?	✓			
D. Does the repair station have an employment summary for all personnel listed on the repair station roster?	✓			
E. Are specific individuals responsible for the following programs listed by title?	✓			
1. Technical data?	✓			
2. Shelf life?	✓			
3. Calibrated tooling?	✓			

4. Scrap parts?	✓			
F. Is there a back-up person identified by title for all programs requiring one?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>5. TECHNICAL DATA PROGRAM</b>				
A. Does the vendor have all of the required shop manuals and or specifications to perform the repair/overhaul in accordance with customer and manufacturer's requirements?	✓			
B. Does the vendor have a procedure to ensure that technical data is current?	✓			
C. Is the technical data properly identified and available to mechanics?	✓			
D. Does the vendor have a system to control working copies of manuals to ensure they are revised with the masters?	✓			
E. Is technical data stored in a manner that will protect it from dirt and damage?	✓			
F. Does the vendor have approved procedures to control manual revisions that deviate from OEM specifications?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>6. SHELF-LIFE PROGRAM</b>				
A. Does the vendor have a documented shelf-life program?	✓			
B. Does the program list parts and materials that have shelf-life limits?	✓			
C. Does each shelf-life item have the shelf-life expiration limit displayed?	✓			
D. Is there an adequate system to assure that no item will be issued or used past its expiration date?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>7. CALIBRATION PROGRAM/TOOL &amp; TEST EQUIPMENT</b>				
A. Does the vendor have a documented tool calibration program?	✓			
B. Are all tools requiring calibration identified and on the tool calibration list?	✓			
D. Is there a system to identify each tool in the program, its calibration frequency, and its calibration due date?	✓			
E. Does the vendor have an effective procedure for identifying, controlling, and/or preventing out-of-service and due-for-calibration tools and equipment from being used?	✓			
F. Does the vendor have a procedure to control the calibration of personal tools?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>8. TRAINING PROGRAM</b>				
A. Does the vendor have a documented training program?	✓			

B. Does the training program include all mechanics, inspectors, and technical supervisors?	✓			
C. Are mechanics, inspectors, and supervisors properly trained, authorized, and certificated (if required), for the work they perform?	✓			
D. Is formal training and OJT documented	✓			
E. Are training records for mechanics, inspectors, and supervisors retained for two years after the person leaves the company?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>9. HOUSING AND FACILITIES</b>				
A. If the vendor deals in non-aircraft parts, materials, and/or maintenance activities, are they adequately segregated from the aircraft functions?	✓			
B. Does the vendor have:				
1. Sufficient workspace and areas for the proper segregation and protection of articles?	✓			
2. Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, and machining to be done properly and in a manner that does not adversely affect other maintenance?	✓			
3. Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	✓			
4. Space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance, or alterations?	✓			
5. Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by the part?	✓			
6. Areas for receiving and for shipping customers' units with adequate space, lighting, shelving, security, and fire protection to accommodate customers units in a manner that will preclude damage, loss, and theft?	✓			
7. Adequate and appropriate storage area to safely store customer's reusable shipping containers and to protect them from environmental damage?	✓			
C. If the vendor performs maintenance, preventive maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the FAA and its customers?			✓	No work performed at other locations.
D. Do facilities outside of the vendor's housing meet the requirements of this standard so that the work can be done in accordance with the requirements of 14 CFR 43?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>

<b>10. SAFETY/SECURITY/FIRE PROTECTION</b>				
A. Does the vendor provide adequate security for customer parts in its possession?	✓			
B. Is the security system reviewed periodically by management or an outside vendor?	✓			
C. Are fire protection devices inspected periodically?	✓			
D. Are fire stations identified and extinguishers in serviceable condition?	✓			
E. Are fire lanes, doors, and fire extinguishers clear of obstructions?	✓			
<b>Topic / Checklist Question</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>COMMENTS</b>
<b>11. WORK PROCESSING / RECORD OF MAINTENANCE</b>				
A. Does the vendor observe duty time limitations?	✓			
B. Does the vendor only perform work for which it is authorized on its Operations Specifications?	✓			
C. Does the vendor have adequate tooling and test equipment to perform the work?	✓			
D. Where a vendor uses specified OEM test equipment and/or test equipment other than that specified by the OEM, does that vendor:	✓			
1. Have an operating manual and maintenance manual for the equipment?	✓			
2. Perform maintenance and servicing per the manual?	✓			
3. Maintain maintenance and servicing records for two years?	✓			
4. List the equipment in their calibration program?	✓			
E. Where a vendor uses non-OEM specified equipment, is the equipment properly authorized and documented as such?	✓			
1. Does the vendor have a documented test equipment equivalency program that includes technical substantiation documentation?	✓			
F. Are adequate tools and current manuals available or at the mechanic's work station?	✓			
G. Are customer's parts properly identified throughout maintenance actions and storage?	✓			
I. Does the shop segregate serviceable from unserviceable components?	✓			
J. Does the facility provide adequate protection of parts in work (e.g., filtered air or clean room by type of part)?	✓			
K. Are smoking, eating, and drinking forbidden in the work area or does the vendor have a written program to ensure units are protected from contamination?	✓			
L. Are fluid dispensing cans and servicing units properly identified?	✓			
M. Are the vendor's work records complete, in order, and legible?	✓			

N. 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 persons performing the work?	✓			
4. The name of the person inspecting the work?	✓			
5. The signature and certificate number of the person returning the article to service?	✓			
O. Are all test and inspection records in work package?	✓			
P. Does the vendor's return-to-service document meet customer and FAA requirements?	✓			
1. Does the vendor identify major repairs/alterations on the release document?	✓			
Q. Does the vendor's recordkeeping system and retention time meet 14CFR requirements?	✓			
<b>Topic / Checklist Question</b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>	<b><u>COMMENTS</u></b>
<b>12. SHIPPING/DANGEROUS GOODS/HAZMAT AUDIT</b>				
A. Are components returned in an appropriate shipping container or as specified by the customer?	✓			
B. Does the vendor verify that the identifying data (P/N, S/N, nomenclature, model number, etc.) on the documentation and the data plate match?	✓			
C. Does the vendor have documented hazmat policies, qualifications, and procedures?	✓			
<b>Topic / Checklist Question</b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>	<b><u>COMMENTS</u></b>
<b>13. SCRAPPED PARTS</b>				
A. Does the vendor have a documented procedure to ensure that scrapped parts are either returned to the customer or mutilated beyond repair?	✓			
B. Does the vendor maintain a record of scrapped life- limited parts for at least two years?	✓			
1. Does the record include the P/N, S/N, and date of the scrapped part?	✓			