



SELF SURVEY

Supplier Name: AAR AIRCRAFT COMPONENT SERVICES – NEW YORK
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 U.S.A U.S.A
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Fax Number: +1 (516)-222-0987 **E-mail:** alvin.addison@aarcorp.com
AAR Capabilities: <http://www.aarcorp.com/mro/component-repair/capabilities-search/>
Type of Product of service: Repair Station
CAGE Code: 3Y015

Key Organization Personnel:

Name: Rodman Smith **Title:** General Manager
Name: Robert Sopp **Title:** Executive Vice President
Name: Salim Khamze **Title:** Director, Engineering
Name: Alvin Addison **Title:** Sr. Manager of Quality Systems

The Sr. Manager of Quality Systems reports to the Chief Quality Officer

Total Work Force: 154 **QA/QC Personnel:** 09
Production Personnel: 95 **Engineering Personnel:** 10

FAR 145 (USA) Air Agency **Certificate No.:** QW1R441K
EASA Part-145 (Europe) **Certificate No.:** EASA.145.4003
CAAC 145 (China) **Certificate No.:** F00100425
AS9110C **Certificate No.:** US014663
AS9100D **Certificate No.:** US014664

Copies of certificates can be downloaded from: <http://www.aarcorp.com/certifications/?c=1972>

Facilities

The facility consists of one building of steel reinforced concrete, concrete block, brick exterior and powdered granite-covered concrete floors, extending over 150,000 square feet. The building is fully heated, air conditioned and protected by fire alarm, sprinklers and security devices, including motion detection and video surveillance. Electrical power supplied to the building is 13,200 Volts split into 440 Volts at 3000 Kilovolt Amperes and 208 Volts at 1100 Kilovolt Amperes.

Major Customers:

Federal Express, Delta Airlines, Southwest Airlines, Air Canada, Alaska Airlines, Boeing.

Types of products and / or services supplied:

AAR Aircraft Component Services-NY is engaged in the repair, overhaul, Functional test, and modification of Aerospace Components for use in commercial and military applications.



A. Certifications

	Questions	Yes	No	N/A
1.	Does the vendor hold valid certifications for the assigned tasks?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the vendor work under bilateral agreements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	If Yes, with whom?	EASA		
3.	Are all required certificates, Operations Specifications, licenses, standards and regulations available for review?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the repair station work within the approved rating?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the vendor have an FAA approved and active anti-drug & alcohol misuse testing plan?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. Quality Control Programs

	Questions	Yes	No	N/A
1.	Does the vendor have a current Quality Control Manual that covers the following:			
	a) Inspecting incoming raw material to ensure acceptable quality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Performing preliminary inspections of all articles that are maintained?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Inspection of all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or alteration is performed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Establishing and maintaining proficiency of inspection personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Establishing and maintaining current technical data for maintaining articles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Qualifying and surveying non-certificated persons who perform maintenance, preventive maintenance, or alterations for the repair station?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) Performing final inspection and return-to-service of maintained articles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Calibrating measuring and test equipment used to maintain articles, including the intervals at which the equipment will be calibrated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) Taking corrective action on discrepancies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	j) References, where applicable, to manufacturer's inspection standards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	k) Samples of and instructions for completing maintenance and inspection forms, or reference to a separate forms manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	l) Procedures for revising the Quality Control Manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the vendor's program include procedures for controlling shelf life and scrapped parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



B. Quality Control Programs (Continue)

	Questions	Yes	No	N/A
3.	Does the vendor have			
	a) A current Repair Station Manual (Maintenance Organization Exposition) that contains the following:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	i) An organization chart identifying each management position with authority to act on behalf of the repair station?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) An organization chart identifying the area of responsibility assigned to each management position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii) An organization chart identifying duties, responsibilities, and authority of each management position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Procedures for maintaining the roster?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) A description of the vendor's operations, equipment, and facility, including procedures for revising the capabilities list and notifying the applicable airworthiness authority?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Procedures for revising the training program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Procedures to govern work performed at another location?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	f) Procedures for managing contracted maintenance?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	g) A description of the record keeping system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	h) Procedures for revising the repair station's manual, and notifying the applicable aviation authorities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is the Repair Station Manual current and available to employees?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the vendor have an internal audit and surveillance function?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the internal audit function ensure compliance with customer specifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the internal audit program assure appropriate corrective action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the vendor maintain a file of audit findings and corrective action for three years and can it be reviewed by customers and/or other interested parties?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does the vendor maintain a list of sub-contracted maintenance functions and agencies including the type of certificate and rating, if any, held by each facility?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Does the vendor ensure that sub-contractor quality meets customer specifications and legal requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Does the vendor maintain certification on sub-contractor work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Does the vendor have an agreement with non-certificated subcontractors allowing the applicable aviation authorities to inspect their activities when deemed necessary?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Does the vendor have a procedure for reporting defects of unairworthy conditions to the customer and the applicable aviation authorities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



C. Inspection programs

	Questions	Yes	No	N/A
1.	Are RII inspectors properly trained and certified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	Is there proper separation of maintenance and inspection responsibilities for vendors that perform required inspections?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	Does the vendor have an acceptable receiving inspection system?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the vendor have an acceptable system for controlling stamps, for both inspection and production personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are acceptable sampling procedures adequate to ensure quality?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. Personnel

	Questions	Yes	No	N/A
1.	Has the vendor designated an employee as the “Accountable Manager”?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the repair station roster identify all management, supervisory and inspection personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the roster identify all personnel authorized for return-to-service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the repair station have an employee summary for all personnel listed on the repair station roster?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are the vendor’s supervisory personnel competent i.a.w. the applicable aviation regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are the vendor’s inspection personnel competent i.a.w. the applicable aviation regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the vendor perform any required inspections (RII) for any customer?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	Are the vendors return-to-service personnel competent i.a.w. the applicable aviation regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Are specific individuals, by title, responsible for the following programs? i) Technical data? ii) Shelf Life? iii) Calibration tooling? iv) Scrap parts?	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
10.	Is there a back-up person identified by title for all programs requiring one?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



E. Technical Data Program

	Questions	Yes	No	N/A
1.	Does the vendor have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer specifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are there established approved procedures controlling revisions in manuals deviating from OEM specifications? (e.g., EO or EA)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the vendor have a documented system to ensure technical data is current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the vendor have records of manual revisions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are manual revisions up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is the technical data properly identified and available to mechanics?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the vendor have a system to control working copies of manuals to ensure they are revised with masters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is technical data stored in a manner that will protect it from dirt and damage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F. Shelf Life Program

	Questions	Yes	No	N/A
1.	Does the vendor have a documented shelf life program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the program list parts and materials that have shelf life limits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does each shelf life item have the shelf life expiration limit displayed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is there an adequate system to assure that no item will be issued or used past its expiration date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Were items sampled for shelf life within limits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



G. Calibration Program

	Questions	Yes	No	N/A
1.	Does the vendor have a documented tool calibration program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Are all tools requiring calibration identified and on the tool calibration list?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are standards used to calibrate tools acceptable to the applicable aviation authorities e.g., traceable to (inter)national standards?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is there a system to identify each tool in the program, its calibration frequency and its calibration due date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the vendor have a procedure for identifying, controlling and/or preventing out-of-service and due-for-calibration tools & equipment from being used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the vendor have a procedure to control the calibration of personal tools?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	Did a sample check of the calibrated tooling indicate that the tooling is within calibration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Are the tools and test equipment in a serviceable condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Do records:			
	i) Show date calibrated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Show calibration due date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Identify individual or vendor that performed calibration or check?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Contain a calibration certificate for each item calibrated by an outside agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	v) Record details of adjustments and repairs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	vi) Show the identification of the standard used to perform the calibration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

H. Training Programs

	Questions	Yes	No	N/A
1.	Does the vendor have a documented training program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the training program include all mechanics, inspectors and technical Supervisors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are mechanics, inspectors and supervisors properly trained, authorized and certified, if required, for the work they perform?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Is formal and OJT training documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are training records for mechanics, inspectors and supervisors retained for two years after the person leaves the company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the vendor maintain a Human Factors Training Program, both initial and recurrent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



I. Housing and Facilities

	Questions	Yes	No	N/A
1.	If the vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the vendor have:			
	i) Sufficient work space and areas for the proper segregation and protection of articles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance or alterations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	v) 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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	vi) Areas for receiving and for shipping customers units with adequate space, lighting, shelving, security, and fire protection to accommodate customer's units in a manner that will preclude damage, loss, and theft?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	vii) Adequate and appropriate storage area to safely store customer's reusable shipping containers and to protect them from environmental damage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	If the vendor has an airframe rating, is suitable permanent housing provided to enclose the largest type and model of aircraft listed on its Operations Specifications?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	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 aviation authorities and its customers?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	Do facilities outside of the vendor's housing meet the requirements so that the work can be done in accordance with the requirements of the aviation authorities?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



J. Safety/Security/Fire Protection

	Questions	Yes	No	N/A
1.	Does the vendor provide adequate security for customer parts in its possession?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is the security reviewed periodically by management or an outside vendor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are fire protection devices inspected periodically?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are fire stations identified and extinguishers in serviceable condition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are fire lanes, doors and fire extinguishers clear of obstruction?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are safety guards in place on power equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are the vendor's shop operations conducted in a safe manner and environment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

K. Storage

	Questions	Yes	No	N/A
1.	Are parts and materials correctly identified and properly stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do parts in bins match part number on bins?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the vendor have a quarantine area for rejected parts and Materials awaiting disposition?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Are parts and materials properly protected from damage and deterioration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Are flammable, toxic or volatile materials properly identified and stored?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are sensitive parts and equipment (oxygen parts, O-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage and contamination?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are high pressure bottles correctly labelled, properly stored and Secured?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the vendor maintain traceability certification on all parts and raw materials?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



L. Work Processing

	Questions	Yes	No	N/A
1.	Does the vendor observe duty time limitations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the vendor only perform work for which it is rated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the vendor have adequate tooling and test equipment to perform the work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Where a vendor uses specified OEM test equipment and/or test equipment other than that specified by the OEM, does that vendor:			
	i) Have an operating manual and maintenance manual for the equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) Perform maintenance and servicing per the manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii) Maintain maintenance and servicing records for two years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv) Where applicable, list the equipment in their calibration program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Where a vendor uses non-OEM specified equipment, is the equipment properly approved?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are adequate tools and current manuals available and at the mechanics' work stations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are customers' parts properly identified throughout the maintenance actions and in storage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Is there a work turnover procedure used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does the shop segregate serviceable from unserviceable components?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Does the facility provide adequate protection of parts in work? e.g. filtered air or clean room depending on type of part?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	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?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are fluid dispensing cans and servicing units properly identified?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Are the vendor's work records complete, in order, and legible?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Do the records contain:			
	i) The description of the work performed or reference to data acceptable to the administrator?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	ii) The date of completion of the work performed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iii) The name of the person performing the work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	iv) The name of the person inspecting the work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	v) The signature, certificate number of the person returning the article to service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Are all test and inspection records in work package?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Does the vendor's return-to-service document meet customer and regulatory requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Does the vendor's record keeping system and retention time meet regulatory requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



M. Shipping

	Questions	Yes	No	N/A
1.	Are components returned in an appropriate shipping container or as specified by the customer?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the vendor verify that the identifying data (P/N, S/N, nomenclature, mod. no.) on the documentation and the data plate match?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

N. Scrapped Parts

	Questions	Yes	No	N/A
1.	Does the vendor have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the vendor maintain a record of scrapped life limited parts scrapped for at least two years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Does the record include the P/N, S/N, and date of the scrapped part?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that to the best of my knowledge the information supplied is accurate, complete and current and that I am an official of AAR Aircraft Component Services – New York, who is duly authorised to sign this survey.

Questionnaire completed by:

Name

Alvin Addison

Title

Sr. Manager of Quality Compliance & Safety

Date

May 17, 2021