# GENERAL INFORMATION:

NAME: SkyOne Aerospace

FAA REPAIR STATION #: 8KNR650C

CAGE: 7HCZ1

ADDRESS: 10305 E Buckeye Lane

 Spokane Valley WA 99206

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# QUALITY ASSURANCE:

Quality Assurance Manager with AA Applied Science / Quality Control ASNT Level II

Shawn Williams – ShawnW@skyoneaerospace.com

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|  | Quality System | Yes No N/A |
| 1. | Does SkyOne Aerospace (SkyOne) have an established and documented quality program/system? |  ∎ □ □ |
| 2. | Do the Repair Station and Quality Control Manuals meet the requirements outlined in 14 CFR Part 145? |  ∎ □ □ |
| 3. | Are the Repair Station Manual and Quality Control Manuals accepted by the FAA? | ∎ □ □ |
| 4. | Do the personnel requirements for supervisors, inspectors, and return-to-service employees meet the requirements of the FARS. | ∎ □ □ |
| 5. | Does the Forms Manual include samples of and instructions for completing maintenance and inspection forms? | ∎ □ □ |
| 6. | Does SkyOne have an active FAA Drug and Alcohol program? |  ∎ □ □ |
| 7. | Does the SkyOne have a procedure for reporting defects, or unairworthy conditions and suspected unapproved parts to the customer and the FAA? |  ∎ □ □ |
| 8. | Does SkyOne have an acceptable receiving inspection system that includes verification of identifying data? |  ∎ □ □ |
| 9. | Does SkyOne have an acceptable system for controlling stamps for both inspection and production personnel? |  ∎ □ □ |
| 10. | Does SkyOne have a work turnover procedure? |  ∎ □ □ |
| 11. | Does SkyOne have a duty time limitation requirement? |  ∎ □ □ |
| 12. | Does SkyOne have controls in place to prevent foreign object damage to (or contamination of) all aviation products in any area where articles are stored or worked? |  ∎ □ □ |
| 13. | Does SkyOne identify specific individuals, by title, as responsible for the following programs?1. Technical Data
2. Shelf Life
3. Calibrated Tooling
4. Scrap Parts
 |  ∎ □ □ |
| 14. | Is a back-up person identified by title for all of the programs identified in 13? |  ∎ □ □ |
| 15. | Does SkyOne’s record keeping system and retention time meet 14 CFR requirements? |  ∎ □ □ |
|  | Training Program | Yes No N/A |
| 1. | Does SkyOne have a documented training program that is approved by the FAA? |  ∎ □ □ |
| 2. | Is formal and OJT training documented? |  ∎ □ □ |
| 3. | Are training records for mechanics, inspectors, and supervisors retained for a minimum of two (2) years after the person leaves the company? |  ∎ □ □ |
|  | Subcontracted Maintenance | Yes No N/A |
| 1. | Does SkyOne maintain a list of contracted maintenance functions and agencies which includes types of certificates and ratings, if any, held by each agency? |  ∎ □ □ |
| 2. | Does SkyOne ensure that contractor quality meets all customer specifications and legal requirements? |  ∎ □ □ |
| 3. | Does SkyOne have a contract allowing the FAA and customers “Right of Entry” as required? |  ∎ □ □ |
| 4. | Does SkyOne have a process to ensure that US based contracted maintenance providers, at all tiers, have an FAA approved and active anti-drug and alcohol prevention program? |  ∎ □ □ |
|  | Technical Data Program | Yes No N/A |
| 1. | Does SkyOne have a documented system to ensure technical data is current? |  ∎ □ □ |
| 2. | Does SkyOne have a record of manual revisions? |  ∎ □ □ |
| 3. | Does SkyOne have a system to control working copies of manuals to ensure they are revised with the masters? |  ∎ □ □ |
| 4. | Does SkyOne have procedures to obtain customer specifications and incorporate these specifications into work processes and ensure any subcontractor used also incorporates these specifications with adequate documentation? |  ∎ □ □ |
|  | Shelf Life Program | Yes No N/A |
| 1. | Does SkyOne have a documented shelf life program? |  ∎ □ □ |
| 2. | Does the program list parts and materials that have shelf life limits? |  ∎ □ □ |
| 3. | Is there an adequate system to assure that no item will be issued or used past its expiration date? |  ∎ □ □ |
|  | Calibration Program | Yes No N/A |
| 1. | Does SkyOne have a documented calibration program? |  ∎ □ □ |
| 2. | Does the program identify the calibration frequencies, limitations, and applicable tolerances or specifications? |  ∎ □ □ |
| 3. | Does the calibration program require test and inspection equipment/ tools to be traceable to a standard acceptable to the FAA (e.g., The National Institute of Standards and Technology (NIST))? |  ∎ □ □ |
| 4. | Does the calibration program require records to be kept for a minimum of two (2) years or two (2) calibration cycles? |  ∎ □ □ |
| 5. | Is there a system to identify each tool in the program, its calibration frequency, and its calibration due date? |  ∎ □ □ |
| 6. | Does SkyOne have a procedure for identifying, controlling, and/ or preventing out-of-service, non-calibrated, for reference only, and due-for-calibration tools and equipment from being used? | ∎ □ □ |
| 7. | Does SkyOne have a procedure to control the calibration of personal tools? | ∎ □ □ |
| 8. | Is tooling/test equipment properly serviced and maintained, and where applicable included in the calibration program? | ∎ □ □ |
| 9. | Is non-OEM specific tooling/test equipment properly substantiated as equivalent? | ∎ □ □ |
|  | Internal Audit Program | Yes No N/A |
| 1. | Does SkyOne have an internal audit and surveillance function? |  ∎ □ □ |
| 2. | Does the internal audit function ensure compliance with customer specifications? |  ∎ □ □ |
| 3. | Does the internal audit program assure appropriate corrective action? |  ∎ □ □ |
|  | Internal Audit Program | Yes No N/A |
| 1. | Does SkyOne have a documented procedure for controlling scrapped parts? |  ∎ □ □ |
| 2. | Does the scrap program assure that scrapped parts are either returned to the customer or mutilated beyond repair? |  ∎ □ □ |
| 3. | Does the scrap program require a record of scrapped life-limited parts to be maintained for a minimum of two (2) years? |  ∎ □ □ |
| 4. | Does the record include the P/N, S/N and date of the scrapped part? | ∎ □ □ |
|  | Facilities | Yes No N/A |
| 1. | Are non-aircraft parts, materials and/or maintenance activities adequately segregated from the aircraft functions? |  ∎ □ □ |
| 2. | Does SkyOne have sufficient work space and areas for the proper segregation and protection of articles? |  ∎ □ □ |
| 3. | Do segregated work areas enable environmentally hazardous or sensitive operations such as painting, cleaning, avionics work, and machining to be done properly and in a manner that does not adversely affect other maintenance? |  ∎ □ □ |
| 4. | Are suitable racks, hoists, trays, stands, and other segregations means for the storage and protection of all articles? | ∎ □ □ |
| 5. | Does SkyOne have ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventative maintenance, and alterations to the standards required by customers and regulatory requirements? | ∎ □ □ |
| 6. | Does SkyOne have 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. | Does SkyOne have adequate and appropriate storage area to safely store customers’ reusable shipping containers and to protect them from environmental damage? | ∎ □ □ |
| 8. | Does SkyOne have adequate safety procedures in place and are the operations conducted in a safe manner and environment? | ∎ □ □ |
|  | Materials Control Process | Yes No N/A |
| 1. | Are parts and materials correctly identified and properly stored? |  ∎ □ □ |
| 2. | Does SkyOne have a quarantine area for rejected parts and materials awaiting disposition? |  ∎ □ □ |
| 3. | Are parts and material properly protected from damage and deterioration? | ∎ □ □ |
| 4. | Are flammable, toxic or volatile materials properly identified and stored? | ∎ □ □ |
| 5. | Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, temperature/humidity controlled item, etc.) properly packaged, identified and stored to protect from damage and contamination? | ∎ □ □ |
| 6. | Are high pressure bottles correctly labeled, properly stored and secured? | ∎ □ □ |
| 7. | Does SkyOne maintain traceability certification on all parts and raw materials? | ∎ □ □ |