

Company Name:	Metro Aircraft Instruments		
Address:	2135 Airport Road Waterford, Michigan 48327		
Phone Number:	248-666-3670	Fax Number:	248-666-1628
Contact Person	Eric Schulte	Position:	Vice President
Years in business:	48	Qualify as Small Business:	Yes
Number of buildings:	1	Sq. Ft. Floor Space:	6,000
Number of Employees:	18	Number Production Personnel:	12
Number Material Control Personnel:	2		

<b>Certification</b>	
Does Provider hold an FAA Air Agency Certificate?	Yes
Record Certificate Number:	<u>JY2R943K</u>
Does Provider hold a JAA/JAR – 145 Acceptance Certificate?	Yes
Record Reference Number:	<u>EASA.145.5112</u>
Are the certificates displayed in an area accessible to the public?	Yes
Is there an FAA approved and active anti-drug & alcohol misuse testing plan?	Yes
Record Plan Number:	<u>EGL00144U</u>
Is the plan a Consortium	Yes

<b>General</b>	
Does the Provider only perform work for which it is authorized on it's Ops Specs?	Yes
If the Provider deals in non-aircraft parts, materials, and/or maintenance activities, are they adequately segregated from the aircraft functions?	Yes
Does the Provider maintain a file of audit findings and corrective action for three years? Is it accessible to the auditor?	Yes
Is there a back-up person identified for all programs that require it?	Yes
Does the Provider observe duty time limitations for it's technicians?	Yes

**Quality Control**

Is there an established quality control program?	Yes
Does the Provider have a current Q.A./Q.C. manual?	Yes
Does the manual detail duties, responsibilities and reporting relationship of the Q.A./Q.C. department?	Yes
Are the Q.A./Q.C. manuals current and available to employees?	Yes
Does Provider have an internal audit system?	Yes
Does the Provider's manual ensure compliance with air carrier specifications?	Yes
Does the Provider have an organization adequate to perform the work intended?	Yes
Do persons directly in charge have an A & P or repairman certificate?	Yes
Does the Provider have an established procedure to provide corrective action for discrepancies noted during repair/overhaul?	Yes
Does the Provider maintain a list of "sub-contracted" maintenance actions and approved vendors for those functions?	Yes
Does the Provider ensure that sub-contractor quality meets air carrier customer specifications and FAA requirements?	Yes
Does the Provider maintain certification on sub-contracted work?	Yes
Does the Provider have a procedure for reporting defects or un-airworthy conditions to the air carrier customer and the FAA?	Yes
Is there a procedure for identifying and handling aircraft components and materials containing hazardous materials?	Yes

**Inspection**

Are Inspectors properly trained and certified?	Yes	
Is there proper separation of maintenance and inspection responsibilities for Providers that perform required inspections?	Yes	
Does the Provider maintain a list of items each inspector is authorized to inspect?	Yes	
Does the Provider perform any required inspections (RII)?		N/A
Does repair station roster identify all supervisory and inspection personnel?	Yes	
Does the roster identify all personnel authorized for return-to-service?	Yes	
Does the repair station have an employment summary for all personnel listed on the repair station roster?	Yes	
Is there an acceptable receiving inspection system?	Yes	
Does the Provider have an acceptable procedure to identify customer parts?	Yes	
Does Provider maintain traceability certification on all parts and raw materials?	Yes	

**Inspection Continued**

Are acceptable sampling procedures adequate to ensure quality?	Yes	
Does the Provider have an acceptable system for controlling stamps, for both inspection and production personnel?		N/A

**Technical Data Control**

Does the Provider have the required shop manuals and specifications to perform the repair/overhaul?	Yes	
Are there established approved procedures controlling revisions in manuals deviating from OEM specifications?	Yes	
Does the Provider have a system to ensure technical data is current?	Yes	
Does the Provider have records of manual revisions?	Yes	
Are manual revisions up to date?	Yes	
Are component maintenance manuals properly identified and available to mechanics?	Yes	
Does the Provider have a system to control working copies of manuals to ensure they are revised with the masters?		N/A
Is technical data stored in a manner that will protect it from dirt and damage?	Yes	
Are adequate viewing devices in good condition and available for viewing technical data?		N/A
Is a specific individual, by title, responsible for the Technical Data Program?	Yes	
If the Provider performs major alterations, does it have a system for receiving the air carrier's approval prior to use of the data?	Yes	
Does the Provider have SFAR 36 approval?		No

**Shelf Life Program**

Does Provider have a documented shelf life program?	Yes
Does the program list parts and materials that have shelf life limits?	Yes
Does the program assign program responsibility to a specific person by title?	Yes
Does each shelf life item have the shelf life expiration limit displayed?	Yes
Is there an adequate system to assure that no item will be issued or used past it's expiration date?	Yes
Were items sampled for shelf life within limits?	Yes

### **Tools & Test Equipment Calibration**

Does the Provider have a tool calibration program?	Yes
Does the Provider have a person responsible for the tool calibration program?	Yes
Are all tools in use on the calibration list?	Yes
Are standards used to calibrate tools traceable to the controlling government agency, e.g., The National Institute of Standards and Technology?	Yes
Is there a system to identify each tool in the program, it's calibration frequency, and it's calibration due date?	Yes
Does the provider have a procedure for controlling and/or preventing out-of-service and due-for-calibration tools and equipment from being used?	Yes
Did a sample check of the calibrated tooling indicate that the tooling is within calibration?	Yes
Are the tools and test equipment in a serviceable condition?	Yes
Do records	
Show date calibrated?	Yes
Identify individual or vendor that performed calibration or check?	Yes
Show calibration due date?	Yes
Contain a calibration certificate for each item calibrated by an outside agency?	Yes
Record details of adjustments and repairs?	Yes
Show the P/N and S/N of the standard use to perform the calibration?	Yes

### **Training**

Does Provider have a documented training program?	Yes
Does it include all mechanics, inspectors and technical supervisors?	Yes
Is formal and OJT training documented?	Yes
Are training records for mechanics, inspectors and supervisors retained for two years after the person leaves the company?	Yes

### **Housing And Facilities**

Does the Provider have a facility of adequate size to house all necessary tooling, equipment, material and parts to perform work?	Yes
Does the housing adequately protect parts, materials and air carrier units from damage, theft and contamination?	Yes
Is the environment appropriate to protect workers so that the quality of workmanship is not impaired by physical efficiency?	Yes
Does the facility have adequate lighting?	Yes
Are storage facilities separate from shop and work areas?	Yes
Do shipping and receiving areas have adequate space, lighting, shelving, security and fire protection?	Yes
Is there adequate and appropriate storage space to safely store an air carrier's shipping containers and protect them from damage?	Yes
Is the work area, including supervisors' offices, clean?	Yes

### **Safety/Security/Fire Protection**

Does the Provider provide adequate security for an air carrier's parts in it's possession?	Yes
Is the security system reviewed periodically by management or an outside agency?	Yes
Are fire detection devices inspected periodically?	Yes
Are fire stations identified and extinguishers in serviceable condition?	Yes
Are fire lanes, doors and fire extinguishers clear of obstruction?	Yes
Are safety guards in place on power equipment?	Yes
Are Provider's shop operations conducted in a safe manner and environment?	Yes

### **Storage**

Are parts and materials properly identified and properly stored?	Yes
Does the Provider have a quarantine area for rejected parts and materials awaiting disposition?	Yes
Do parts in bins match part number on bins?	Yes
Are parts and material properly protected from damage and deterioration?	Yes
Are flammable, toxic or volatile materials properly identified and stored?	Yes
Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage and contamination?	Yes
Are oxygen and other high pressure bottles correctly identified and stored?	Yes

## Work Processing

Does the Provider have adequate tooling and test equipment to perform the work?	Yes	
If the Provider uses test equipment that differs from OEM specified equipment;		
Is it properly certified as equivalent?	Yes	
Does Vendor have operating and maintenance manuals?	Yes	
Is maintenance and servicing performed per the manual?	Yes	
Is maintenance and servicing recorded and records retained For 2 years?	Yes	
Is the equipment listed in the calibration program?	Yes	
Has equipment been accepted by the FAA?	Yes	
Are mechanics, inspectors and supervisors properly trained, authorized & certificated, if required, for the work they perform?	Yes	
Are adequate tools and current manuals available or at the mechanics work stations?	Yes	
Are air carrier parts properly identified throughout the maintenance actions and in storage?	Yes	
Is there a work turnover procedure used?		N/A
Does the shop segregate serviceable from unserviceable components?	Yes	
Does the facility provide adequate protection of parts in work?	Yes	
Are smoking, eating & drinking prohibited in the work area, or does the Provider have a written program to ensure units are protected from contamination?	Yes	
Are fluid dispensing cans and servicing units properly identified?	Yes	
Are Vendor work records complete, in order and legible?	Yes	
Do the records contain:		
The description of the work performed or reference to the data acceptable to the administrator?	Yes	
The date of completion of the work performed?	Yes	
The name of the person performing the work?	Yes	
The name of the person inspecting the work?	Yes	
The name of the certificated mechanic or repairman who performed or supervised the work?	Yes	
The signature, certificate number and type of certificate of the person returning the article to service?	Yes	
Are all test and inspection records in work package?	Yes	
Does the Provider's record keeping system and retention time meet FAR requirements?		
Does the Provider's return-to-service documents meet customer and FAR requirements?	Yes	

**Shipping**

Are components returned in an appropriate shipping container or as specified by an air carrier? Yes

Does the Vendor verify that identifying data (P/N, S/N, nomenclature, mod. no.) on the parts tag & the data plate match? Yes

**Scrapped Parts**

Does the Provider have a documented procedure to assure that scrapped parts are either returned to the air carrier or mutilated beyond repair? Yes

Does the program identify an individual, by title, that is responsible for verifying that mutilation is accomplished? Yes

Does the Provider maintain a record of life-limited parts scrapped for 2 years? Yes

Does the record include the P/N and S/N of the part and date scrapped? Yes

Audit/Self-Examination Performed by:

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Eric Schulte  
Vice President