

SHERWOOD AVIONICS & ACCESSORIES

SELF AUDIT QUESTIONNAIRE

REPAIR STATION: Sherwood Avionics & Accessories D.B.A. Sherwood Aviation
REPAIR STATION NO.: OOWR599L **EASA No.:** 145.4866
 4690 N.W. 128th Street - Opa-Locka, FL. 33054 - P: 305-477-2994 - F: 305-477-3367

<u>CERTIFICATION:</u>	YES	NO	N/A
1. IS THE AIR AGENCY CERTIFICATE UP TO DATE (145.51, .57, .53, & 43.5)?	X		
2. IS THE EASA PART-145 APPROVAL CERTIFICATE UP TO DATE (EASA)?	X		
3. HAS THERE BEEN ANY CHANGES TO THE FACILITY (145.57, .103, & .105)?	X		
<u>GENERAL:</u>	YES	NO	N/A
1. IS WORK PERFORMED THAT IS ONLY AUTHORIZED ON THE OPSPECS (145.5, .109, .157, .201, .205 & 43.5)?	X		
2. ARE NON-AIRCRAFT PARTS SEGREGATED (145.103)?	X		
3. ARE AUDIT FINDINGS MAINTAINED FOR 3 YEARS (145.219) (CASE)?	X		
4. IS THERE A LIST OF BACKUP PERSONNEL FOR PROGRAMS THAT REQUIRE THEM (CASE)?	X		
5. HAVE ALL SUBCONTRACTORS BEEN AUDITED IN THE LAST 24 MONTHS (EASA)?	X		
6. ARE ALL SUBCONTRACTORS EASA CERTIFIED OR MEET EASA REQUIRMENTS OF APPROVAL (145.5, 145.217)?	X		
<u>QUALITY CONTROL:</u>	YES	NO	N/A
1. IS THERE AN ESTABLISHED QUALITY CONTROL PROGRAM (145.155, .205, & .211)?	X		
2. IS THERE AN UP TO DATE REPAIR STATION & QUALITY CONTROL MANUAL (145.207 & .209)?	X		
3. DO THE MANUAL DETAIL DUTIES, RESPONSIBILITIES, AND REPORTING RELATIONSHIPS OF THE Q.A. / Q.C. DEPARTMENT (145.209)?	X		
4. ARE THE MANUALS AVAILABLE TO THE EMPLOYEES (145.207)?	X		
5. IS THERE AN INTERNAL AUDIT AND SURVEILLANCE PROGRAM (145.109, .201, & .211)?	X		
6. ARE CUSTOMERS SPECIFICATIONS COMPLIED WITH (145.109, .155, .211, & .217)?	X		
7. DOES AUDIT PROGRAM ASSURE APPROPRIATE CORRECTIVE ACTIONS (CASE)?	X		
8. DO SUPERVISORS & INSPECTORS HAVE AN A&P OR REPAIRMEN CERTIFICATE (145.153, 145.159, & 43.7)?	X		
9. IS THERE A LIST OF SUBCONTRACTORS MAINTAINED (145.217)?	X		
10. IS THERE A PROCEDURE FOR REPORTING DEFECTS AND UNAIRWORTHY CONDITIONS TO THE CUSTOMER, EASA AND THE FAA (145.221)?	X		
<u>REPAIR STATION MANUAL:</u>	YES	NO	N/A
1. IS THE REPAIR STATION MANUALS UP TO DATE (145.207, .209, & .211)?	X		
2. ARE THE REPAIR STATION MANUALS AVAILABLE TO ALL EMPLOYEES (145.207, .209, & .211)?	X		
3. IS THE REPAIR STATION MANUAL CONTROL LOG UP TO DATE (145.207, .209, .211) (EASA)?	X		
<u>EASA MANUAL:</u>	YES	NO	N/A
1. IS THE EASA MANUALS UP TO DATE (EASA)?	X		
2. ARE THE EASA MANUALS AVAILABLE TO ALL EMPLOYEES (EASA)?	X		
3. IS THE EASA MANUAL CONTROL LOG UP TO DATE (EASA)?	X		
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INSPECTION:	YES	NO	N/A
1. DOES REPAIR STATION ROSTER IDENTIFY ALL SUPERVISORS AND INSPECTION PERSONNEL (145.161, & .151)?	X		
2. DOES THE ROSTER IDENTIFY PERSONNEL AUTHORIZED FOR RETURN TO SERVICE (145.161, & 43.7)?	X		
3. DOES THE REPAIR STATION HAVE AN EMPLOYMENT SUMMERY OF ALL PERSONNEL ON ROSTER (145.161)?	X		
4. DOES THE REPAIR STATION HAVE AN ACCEPTABLE RECEIVING INSPECTION SYSTEM (145.155 & .211)?	X		
5. DOES THE REPAIR STATION HAVE A PROCEDURE TO IDENTIFY CUSTOMERS PARTS? (EASA)?	X		
6. ARE TRACE CERTIFICATES MAINTAINED ON PARTS AND MATERIALS (145.155 & .211)?	X		
7. ARE SAMPLING SYSTEM ADEQUATE TO ENSURE QUALITY (145.155 & .211)?	X		
8. ARE ALL SELF & PRODUCT AUDITS COMPLETED AND REVIEWED BY ACCOUNTABLE MANAGER (EASA)?	X		
9. ARE ALL AUDITS MAINTAINED FOR A MINIMUM OF THREE YEARS (EASA)?	X		
10. ARE INSPECTION PERSONNEL IN COMPLIANCE WITH §145.155?	X		
11. ARE PERSONNEL AUTHORIZED TO APPROVE AN ARTICLE FOR RETURN TO SERVICE IN COMPLIANCE WITH §145.157?	X		
TECHNICAL DATA:	YES	NO	N/A
1. IS THERE AN APPROVED AND ESTABLISHED MANUAL CONTROL SYSTEM (145.205)?	X		
2. IS THERE A SYSTEM TO ENSURE TECHNICAL DATA IS CURRENT (145.109, & .201)?	X		
3. ARE THERE RECORDS OF MANUAL REVISIONS (145.205)?	X		
4. ARE THE MANUALS IN USE UP TO DATE (145.155 & .211)?	X		
5. ARE COMPONENT MANUALS PROPERLY IDENTIFIED AND AVAILABLE TO TECH (145.109, & .201)?	X		
6. ARE MANUALS STORED IN A MANNER THAT WILL PROTECT THEM FROM DAMAGE (145.109, & .201)?	X		
7. IS A PERSON BY TITLE, RESPONSIBLE FOR THE MANUALS (C.A.S.E.)?	X		
SHELF LIFE:	YES	NO	N/A
1. IS THERE A DOCUMENTED SHELF LIFE PROGRAM (145.51, .155, & .211)?	X		
2. IS A PERSON BY TITLE, RESPONSIBLE FOR SHELF LIFE ITEMS (C.A.S.E.)?	X		
3. ARE EXPIRATION DATE DISPLAYED ON ALL SHELF LIFE ITEMS (145.51, .155, & .211)?	X		
4. ARE ANY SHELF LIFE ITEMS FOUND EXPIRED?		X	
TOOLS AND TEST EQUIPMENT CALIBRATION:	YES	NO	N/A
1. IS THERE A DOCUMENTED TOOL CALIBRATION PROGRAM (145.109 & .217)?	X		
2. IS THERE A PERSON BY TITLE, RESPONSIBLE FOR CALIBRATION (C.A.S.E.)?	X		
3. ARE STANDARDS USED TRACEABLE TO "NIST" (145.109 & .217)?	X		
4. IS THERE A SYSTEM IN PLACE TO IDENTIFY EACH EQUIPMENT IN THE SYSTEM (145.155, & .211)?	X		
5. DID SAMPLE CHECK SHOW TOOLS IN CALIBRATION (145.109, and .217)?	X		
6. ARE OUT OF SERVICE EQUIPMENT QUARANTINED (145.109, & .217)?	X		
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<u>TRAINING:</u>	YES	NO	N/A
1. IS THERE A DOCUMENTED TRAINING PROGRAM (145.151, .153, .155, & .211)?	X		
2. DOES TRAINING RECORDS INCLUDE TECH'S INSPECTORS AND SUPERVISORS (145.151, .153, .155, .157, .161, .211, & 43.3)?	X		
3. IS FORMAL AND OJT TRAINING DOCUMENTED (145.151, .153, .155, 211)?	X		
4. ARE TRAINING RECORDS MAINTAINED FOR TWO YEARS AFTER PERSONNEL LEAVE (145.219)?	X		
5. IS HUMAN FACTORS TRAINING COMPLETED AND DOCUMENTED (EASA)?	X		
<u>HOUSING AND FACILITY:</u>	YES	NO	N/A
1. IS FACILITY OF ADEQUATE SIZE (145.103)?	X		
2. IS THERE ADEQUATE SECURITY AGAINST FIRE THEFT, AND OTHER DAMAGES (145.103)?	X		
3. HAS THE ALARM SYSTEM BEEN TESTED IN THE LAST SIX MONTHS (C.A.S.E.)?	X		
4. DOES THE SHOPS HAVE THE APPROPRIATE ENVIRONMENTAL CONDITIONS (145.103)?	X		
5. DOES THE SHOPS HAVE ADEQUATE LIGHTING (145.103)?	X		
6. IS THE SHIPPING AND RECEIVING AREA ADEQUATE (C.A.S.E.)?	X		
7. ARE THE WORK AREAS AND OFFICE SPACES CLEAN AND ORGANIZED (145.103)?	X		
<u>SAFETY/ SECURITY/ FIRE PROTECTIONS:</u>	YES	NO	N/A
1. IS THERE AN ADEQUATE SECURITY AND THEFT DETERRENT SYSTEM (C.A.S.E.)?	X		
2. ARE FIRE PROTECTION DEVICES PERIODICALLY INSPECTED (C.A.S.E.)?	X		
3. ARE FIRE STATION IDENTIFIED AND IN SERVICEABLE CONDITION (C.A.S.E.)?	X		
4. ARE SAFETY EQUIPMENT AND EXITS PROPERLY LABELED (C.A.S.E.)?	X		
5. ARE SHOP OPERATIONS PERFORMED IN A SAFE MANNER (145.103)?	X		
<u>PERSONNEL:</u>	YES	NO	N/A
1. IS THERE A DESIGNATED ACCOUNTABLE MANAGER (145.151)?	X		
2. DO THE SUPPERVISORY PERSONEL MEET FAA REQUIRMENTS (145.153, & .159)?	X		
<u>STORAGE:</u>	YES	NO	N/A
1. ARE ALL PARTS AND MATERIALS PROPERLY IDENTIFIED AND STORED (145.103)?	X		
2. IS THERE A QUARANTINE AREA (145.103)?	X		
3. DO PARTS IN BINS MATCH PARTS NUMBER ON BINS (145.103)?	X		
4. ARE SENSITIVE PARTS AND MATERIALS PROPERLY STORED (145.103)?	X		
5. ARE HIGH PRESSURE BOTTLES CORRECTLY IDENTIFIED AND STORED (C.A.S.E.)?	X		
6. DO ALL PARTS IN THE STOCKROOM HAVE HISTORICAL RECORDS (43.1)?	X		
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WORK PROCESSING:	YES	NO	N/A
1. DOES SHOP HAVE ADEQUATE TOOLING AND TEST EQUIPMENT TO PERFORM WORK (145.51, .153, .155, .157, .159, .211, & .213)?	X		
2. ARE TECHNICIANS PROPERLY TRAINED (145.51, .153, .155, .157, .159, .211, .213, & 43.3)?	X		
3. ARE THE CORRECT TOOLS, EQUIPMENT AND MANUALS AT THE WORK STATION AND BEING USED BY THE TECHNICIANS (145.13, .51, .153, .155, .157, .159, .211, & .213)?	X		
4. ARE UNITS PROPERLY IDENTIFIED THROUGHOUT ITS TIME IN THE REPAIR STATION (C.A.S.E., EASA)?	X		
5. ARE SERVICEABLE AND UNSERVICEABLE UNITS AND PARTS SEGREGATED (145.103)?	X		
6. IS THERE ADEQUATE PROTECTION FOR UNITS DURING MAINTENANCE (145.103)?	X		
7. ARE FLUID DISPENSERS PROPERLY IDENTIFIED (C.A.S.E.)?	X		
8. ARE WORK ORDERS IN ORDER LEGIBLE AND COMPLETED TO THE POINT NECESSARY (145.219)?	X		
9. ARE ALL TEST AND INSPECTION RECORDS IN WORK ORDER PACKAGE (145.219)?	X		
10. ARE RECORDS MAINTAINED FOR TWO YEARS OR MORE (145.219)?	X		
11. DOES THE RETURN TO SERVICE DOCUMENTS MEET CUSTOMERS AND FAA REQUIREMENTS (145.157, .213, .219, & 43.9)?	X		
12. ARE THE INSPECTORS PERFORMING THE RETURN TO SERVICE PROPERLY AUTHORIZED (145.157)?	X		
13. ARE 8130-3 FILLED OUT CORRECTLY AS PER FAA ORDER 8130.21 (145.219)?	X		
ANTI-DRUG & ALCOHOL PREVENTION PLAN:	YES	NO	N/A
1. DOES THE COMPANY HAVE AN APPROVED AND ACTIVE ANTI-DRUG & ALCOHOL MISUSE TESTING PLAN (14 CFR Part 120, subparts D, E, and F)?	X		
2. DOES SHERWOOD SUBCONTRACT ANY WORK?	X		
3. IF YES TO NO. 2 THEN, IS THERE A FLOW DOWN TO ALL SUBCONTRACTORS TO VERIFY THEY ARE ON AN APPROVED DRUG & ALCOHOL TESTING PROGRAM (14 CFR Part 120)?	X		
SHIPPING:	YES	NO	N/A
1. ARE UNITS RETURNED IN APPROPRIATE SHIPPING CONTAINERS (C.A.S.E.)?	X		
2. IS THE WORK ORDERS, RETURN TO SERVICE AND UNIT VERIFIED PRIOR TO SHIPPING (C.A.S.E.)?	X		
SCRAPPED PARTS:	YES	NO	N/A
1. IS THERE A DOCUMENTED SCRAP PROGRAM (C.A.S.E.)?	X		
2. IS THERE A PERSON IDENTIFIED BY TITLE RESPONSIBLE (C.A.S.E.)?	X		

By Jesus Barcenilla / Director of Quality



Signature

Date of audit: January 2021

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Reviewed By: Ben Farrell, Accountable Manager



Signature

Date: January 2021

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