

Pacific Southwest Instruments

**1721 Railroad Street
Corona, CA 92878**

Quality Assurance Vendor Audit Information

Business Information

Type of Business: FAA / EASA Certified Repair Station and
Instrument / Avionics Sales and Distribution

Name of FAA PMI: Christina Wall / Riverside FSDO

Date of last FAA Audit: April 10, 2024

Years in Business: 42 Years

Number of Employees: 63 Employees

Inspection: 7 Inspectors

Production: 36 Production Technicians

Facilities: Sq. Ft. 37,000 Type 20,000 SHOP, 7,000 OFFICE, 10,000 WAREHOUSE

Cage Code: 02JG3

Key Management Contacts

General Manager: Kenneth Houser

Vice-President Sales / Customer Service: Ray McDonald

Quality Control Manager / Chief Inspector: Kenneth Houser

Phone Numbers

Main Line..... 951-737-0790

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REPAIR VENDOR AUDIT CHECKLIST

CERTIFICATION			
Does the repair On-call Vendor (ROV) hold a FAA Air Agency, EASA, & UK certificate? (CFR 145)	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> <u>X</u> — — —	Is the certificate displayed unobstructed in an area accessible to the public?	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> <u>X</u> — — —
Certificate Numbers:	<u>KD3R627L</u> <u>EASA.145.4723</u> <u>UK.145.50180</u>		_____
ANTI-DRUGS & ALCOHOL			
Does the ROV have a FAA approved and active Anti-drug & alcohol misuse testing plan? (CFR 120 Subparts D, E, and F)	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> <u>X</u> — — —	Is the Anti-Drug/Alcohol program: 1) The Vendors 2) A Consortium's 3) An Air Carrier Please answer under "OTHER" Consortium/Air Carrier name	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> — — — — <u>X</u> — — — — — — —
Plan Number	<u>E-SW-00099-U</u>		First Advantage
GENERAL			
Does the ROV only perform work for which it is authorized on it's operations specifications	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> <u>X</u> — — —	If the Vendor deals in non-aircraft parts, materials, and/or maintenance activities, are they adequately segregated from the aircraft functions?	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> — — <u>X</u> —
Does the vendor maintain a file of audit findings and corrective action for three years & is it accessible to the auditor	<u>X</u> — — —	Is there a backup person identified for all programs that require it?	<u>X</u> — — —
Does the vendor observe duty time limitation	<u>X</u> — — —	Does the IPM/PPM contain samples of forms & instructions for their completion?	<u>X</u> — — —
QUALITY CONTROL			
Is there an established quality control program? CFR 145	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> <u>X</u> — — —	Does the vendor have an up-to-date QA/QC manual that covers all the manual requirements of the 1A Standard	<u>YES</u> <u>NO</u> <u>N/A</u> <u>OTHER</u> <u>X</u> — — —
Does the manual detail duties, responsibilities, and reporting relationship of the QA/QC Department	<u>X</u> — — —	Are the QA/QC manuals current and available to employees?	<u>X</u> — — —
Does the ROV have an internal audit and surveillance function?	<u>X</u> — — —	Does function ensure compliance with customer specifications?	<u>X</u> — — —
Does the ROV have an organization adequate to perform the work intended?	<u>X</u> — — —	Do supervisors have an A&P or repairman certificate?	<u>X</u> — — —
Does the ROV have an established procedure to provide corrective action for discrepancies noted during repair/overhaul?	<u>X</u> — — —	Does the ROV maintain a list of "sub-contracted" maintenance actions and approved vendors for those functions?	<u>X</u> — — —
Does the ROV ensure that sub-contractor quality meets customer specifications and legal requirements?	<u>X</u> — — —	Does the ROV maintain certification on file for sub-contracted work?	<u>X</u> — — —
		Does the ROV have a procedure for reporting defects or un-airworthy conditions to the customer and the FAA?	<u>X</u> — — —

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INSPECTION			
	YES NO N/A OTHER		YES NO N/A OTHER
Are the RII inspectors properly trained and Certified?	<u> </u> <u> </u> <u>X</u> <u> </u>	Is there proper separation of maintenance and Inspection responsibilities for vendors that Perform required inspections?	<u>X</u> <u> </u> <u> </u> <u> </u>
Does the ROV maintain a list of RII items each Inspector is authorized to inspect?	<u> </u> <u> </u> <u>X</u> <u> </u>	Does the roster identify all personnel Authorized for return-to-service?	<u>X</u> <u> </u> <u> </u> <u> </u>
Does the repair station have an employment Summary for all personnel listed on the repair Station roster?	<u>X</u> <u> </u> <u> </u> <u> </u>	Does the ROV have an acceptable procedure to identify customer parts?	<u>X</u> <u> </u> <u> </u> <u> </u>
Does the ROV have an acceptable receiving Inspection system?	<u>X</u> <u> </u> <u> </u> <u> </u>	Are acceptable sampling procedures adequate to ensure quality?	<u>X</u> <u> </u> <u> </u> <u> </u>
Does the ROV maintain traceable certification on all parts and raw material?	<u>X</u> <u> </u> <u> </u> <u> </u>	Does the vendor have an acceptable system for Controlling stamps/signatures for both, inspection and production personnel?	<u>X</u> <u> </u> <u> </u> <u> </u>
TECHNICAL DATA CONTROL			
NOTE: 'Manuals' in this context includes any technical data, i.e., drawings, wiring diagrams, test specs, necessary to perform the required service.			
	YES NO N/A OTHER		YES NO N/A OTHER
Does the ROV have the required shop manuals and specifications to perform the Repair/overhaul in accordance with customer Specifications?	<u>X</u> <u> </u> <u> </u> <u> </u>	Are there established approved procedures Controlling revisions in the manuals deviating From OEM specifications? (e.g., EO or EA)	<u>X</u> <u> </u> <u> </u> <u> </u>
Does the ROV have a system to ensure technical data is current?	<u>X</u> <u> </u> <u> </u> <u> </u>	Does the ROV have records of manual Revisions?	<u>X</u> <u> </u> <u> </u> <u> </u>
Are manual revisions up to date?	<u>X</u> <u> </u> <u> </u> <u> </u>	Are component overhaul manuals properly Identified and available to mechanics?	<u>X</u> <u> </u> <u> </u> <u> </u>
Does the ROV have a system to control Working copies of manuals to ensure they are Revised with the masters?	<u>X</u> <u> </u> <u> </u> <u> </u>	Is the technical data stored in a manner that Will protect it from dirt and damage?	<u>X</u> <u> </u> <u> </u> <u> </u>
Are adequate viewing devices in good condition, and available for viewing the technical data?	<u>X</u> <u> </u> <u> </u> <u> </u>	Is a specific individual, by title, responsible for the technical data program?	<u>X</u> <u> </u> <u> </u> <u> </u>
If the ROV has SCFR 36 authority, does it have A system for receiving customer approval prior To completion of the data?	<u> </u> <u> </u> <u>X</u> <u> </u>	Does the ROV have an approved SCFR 36 Manual and roster?	<u> </u> <u> </u> <u>X</u> <u> </u>
SHELF-LIFE PROGRAM			
	YES NO N/A OTHER		YES NO N/A OTHER
Does the ROV have a documented shelf-life Program?	<u>X</u> <u> </u> <u> </u> <u> </u>	Does the program list parts and material that have shelf-life limits?	<u>X</u> <u> </u> <u> </u> <u> </u>
Does the program assign program responsibility to a specific person? If so, please list title under 'other'	<u>X</u> <u> </u> <u>Chief Inspector</u>	Does each shelf-life item have the shelf-life Expiration limit displayed?	<u>X</u> <u> </u> <u> </u> <u> </u>
Is there an adequate system to assure that no Item will be issued or used past it's expiration Date?	<u>X</u> <u> </u> <u> </u> <u> </u>	Were items sampled for shelf life within Limits?	<u>X</u> <u> </u> <u> </u> <u> </u>

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TOOLS & TEST EQUIPMENT CALIBRATION			
	YES	NO	N/A OTHER
Does the ROV have a tool calibration program?	<u>X</u>	-	___
Are all tools in use listed on the tool's calibration List?	<u>X</u>	-	___
Is there a system to identify each tool in the Program, it's calibration frequency and it's Calibration due date?	<u>X</u>	-	___
Does the ROV have a procedure to control the Calibration of personal tools?	<u>X</u>	-	___
Are all tools and equipment in a Serviceable condition?	<u>X</u>	-	___
Do records identify individual or vendor that Performed calibration or check?	<u>X</u>	-	___
Do records contain a calibration certificate for Each item calibrated in an outside agency?	<u>X</u>	-	___
Do the records show the P/N and S/N of the Standard used to perform the calibration?	<u>X</u>	-	___
Do records show all mechanics, inspectors, and technical supervisors?	<u>X</u>	-	___
<div>Does the ROV have a person, by title Responsible for the tool calibration program?</div> <div>Are the standards used to calibrate tools traceable to the controlling government agency, e.g., The national Institute of Standards and Technology (NIST)?</div> <div>Does the ROV have a procedure for controlling and/or preventing "out of service" and "due for calibration" tools and equipment from being used?</div> <div>Did a sample check of the calibrated tooling Indicate that the tooling is within calibration/</div> <div>Do records show date calibrated?</div> <div>Do records show calibration due date?</div> <div>Do records record details of adjustments and Repairs?</div>			
<div>YES</div> <div>NO</div> <div>N/A</div> <div>OTHER</div>			
TRAINING			
Does the ROV have a documented training Program?	<u>X</u>	-	___
Are training records for mechanics retained for Two years after the person leaves the company?	<u>X</u>	-	___
<div>Are formal and OJT training documented?</div> <div>Have your Hazmat employees been trained as required?</div>			
HOUSING AND FACILITIES			
Does the ROV have a facility of adequate size to House all necessary tooling, equipment, Material and parts to perform work?	<u>X</u>	-	___
Is the environment appropriate to protect Workers so that the quality of workmanship is Not impaired by physical inefficiency?	<u>X</u>	-	___
Are storage facilities separated from shop and Work areas?	<u>X</u>	-	___
Is there and adequate and appropriate storage Space to safely store customer's shipping Containers and protect them from damage?	<u>X</u>	-	___
<div>Does the housing adequately protect parts, material, and customer units from damage, theft and contamination?</div> <div>Does the facility have adequate lighting?</div> <div>Do shipping and receiving areas have adequate Space, lighting, shelving, security and fire Protection?</div> <div>Is the work area, including supervisor's offices, Clean?</div>			
<div>YES</div> <div>NO</div> <div>N/A</div> <div>OTHER</div>			

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SAFETY/SECURITY/FIRE PROTECTION			
	YES	NO	N/A OTHER
Does the ROV have adequate security for Customer parts in its possession?	<u>X</u>	-	___
Are fire protection devices inspected Periodically?	<u>X</u>	-	___
Are fire lanes, doors, and fire extinguishers Clear of obstructions?	<u>X</u>	-	___
Are ROV shop operations conducted in a safe Manner and environment?	<u>X</u>	-	___
Is the security system reviewed periodically by Management or an outside vendor?			
<u>X</u> - ___			
Are the fire stations identified and extinguishers in serviceable condition?			
<u>X</u> - ___			
Are safety guard in place on all power Equipment?			
<u>X</u> - ___			
STORAGE			
	YES	NO	N/A OTHER
Are parts and material properly identified and properly stored?	<u>X</u>	-	___
Do parts in bins match part number on bins?	<u>X</u>	-	___
Are flammable, toxic or volatile materials Properly identified and stored?	<u>X</u>	-	___
Are oxygen and other high-pressure bottles Correctly identified and stored?	<u>X</u>	-	___
Does the ROV have a quarantine area for Rejected parts and materials awaiting Disposition/			
<u>X</u> - ___			
Are parts and materials properly protected from Damage and deterioration?			
<u>X</u> - ___			
Are sensitive parts and equipment (oxygen Parts, O-rings, electrostatic sensitive devices, Etc.) properly packaged, identified and stored to protect from damage and contamination?			
<u>X</u> - ___			
SHIPPING			
	YES	NO	N/A OTHER
Are components returned in an appropriate Shipping container or as specified by the Customer?	<u>X</u>	-	___
Does the ROV verify that identifying data (P/N, S/N, nomenclature, mod. No.) on the part tag and the data plate match?			
<u>X</u> - ___			
SCRAPPED PARTS			
	YES	NO	N/A OTHER
Does the ROV have a documented procedure to assure that scrapped parts are either Returned to the customer or mutilated beyond Repair?	<u>X</u>	-	___
Does the ROV maintain a record of life limited Parts scrapped for two years which contains P/N and S/N of the part and the date part Was scrapped?	<u>X</u>	-	___
Does the program identify an individual by title, Person/persons responsible for verifying that mutilation is accomplished?			
<u>X</u> - ___			

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WORK PROCESSING			
	YES	NO	N/A OTHER
Does the ROV have adequate tooling and test Equipment to perform the work?	<u>X</u>	-	___
Is it properly certified as equivalent?	<u>X</u>	-	___
Is maintenance and service performed per the OEM's manuals?	<u>X</u>	-	___
Is equipment listed in the calibration program?	<u>X</u>	-	___
Are mechanics, inspectors and supervisors Properly trained, authorized and certified, if required, for the work they perform?	<u>X</u>	-	___
Are customer's parts properly identified Throughout the maintenance actions and in Storage?	<u>X</u>	-	___
Does the shop segregate serviceable from Unserviceable components?	<u>X</u>	-	___
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?	<u>X</u>	-	___
Are the ROV records complete, in order, and Legible?	<u>X</u>	-	___
Do the records contain description of all Service work performed?	<u>X</u>	-	___
Do the records contain the name of the person Inspecting the work?	<u>X</u>	-	___
Do the records contain the signature, Certificate number, of the person returning Article to service condition?	<u>X</u>	-	___
Does the ROV record keeping system and Retention time meet CFR requirements?	<u>X</u>	-	___
If the ROV uses test equipment that differs From the OEM specified, is it certified as Equivalent?	<u>X</u>	-	___
Does the ROV have all required operating and maintenance manuals?	<u>X</u>	-	___
Is all maintenance and service recorded and Records retained for two years?	<u>X</u>	-	___
Has the equipment been accepted by the FAA?	<u>X</u>	-	___
Are adequate tools and current manuals Available or at the mechanic's workstations?	<u>X</u>	-	___
Is there a work turnover procedure and is that Procedure used?	___	___	<u>X</u>
Does the facility provide adequate protection of Parts in work? E.g. filtered air or clean room Depending on type of part?	<u>X</u>	-	___
Are fluid dispensing cans and servicing units Properly identified?	<u>X</u>	-	___
Do the records contain the description of the Work performed or reference to data acceptable to the administrator?	<u>X</u>	-	___
Do the records contain the name of the Certified mechanic or repairman who Performed or supervised the work?	<u>X</u>	-	___
Are all test and inspection records in work Packages?	<u>X</u>	-	___
Does the ROV return to service documents meet Customer and FAA requirements?	<u>X</u>	-	___

We will permit access to our facility by an approved representative of your company's QA, National Aviation Authority and/or directly involved customer for the purpose of audit or inspection of the product or services provided to you.

Audit completed by Kenneth Houser

Title Quality Control Manager

Signature Kenneth Houser

Date 28 February 2025