|  |  |
| --- | --- |
| Company Name |  |
| Address |  |
| Telephone |  |
| Fax |  |

**1. Key Personnel (This section is mandatory)**

|  |  |
| --- | --- |
| Managing Director / President |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Operations Director / President |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Quality Assurance Manager |  |
| Telephone |  |
| Email |  |

|  |  |
| --- | --- |
| Total No. of Employees: |  |
| Production Staff: |  |
| Quality Staff: |  |
| Total Plant Area: |  |

**2. Facility (This section is mandatory)**

|  |  |
| --- | --- |
| Air-conditioned. | YES  NO  N/A |
| Humidity controlled. | YES  NO  N/A |
| Security measures in place. | YES  NO  N/A |
| Fire-fighting equipment available. | YES  NO  N/A |

**3. Services Provided to SAESL**

a. Company Category

|  |  |
| --- | --- |
| Providers | Proceed to a1 |
| Repair Vendor | Proceed to a2 |

a1. Type of Providers

|  |
| --- |
| Kindly identify type of service(s) provided to SAESL. |
| Tools Provider  Calibration Lab  OMAT  Standard Parts  Other Services |

Kindly provide all documents listed in accordance to the services provided to SAESL as declared.

|  |  |  |
| --- | --- | --- |
| For  Tools Provider only | List of Product / Services | |
| ISO 9001 | Certificate No:  Expiry Date: |
| Authorized letter by OEM (if applicable) | |
| Company Registration letter (applicable for non-OEM) | |
| Others | Certificate No:  Expiry Date: |

|  |  |  |  |
| --- | --- | --- | --- |
| For  Calibration Laboratory only | ILAC MRA Accredited Lab | List of Product / Services | |
| ISO / IEC17025 | Certificate No:  Expiry Date: |
| Others | Certificate No:  Expiry Date: |
| Certificate No:  Expiry Date: |

*For more options please proceed to next page.*

*Continued.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| For  Calibration Laboratory only | OEM Calibration Lab | List of Product / Services | | |
| ISO9001 | Certificate No:  Expiry Date: | |
| Others | Certificate No:  Expiry Date: | |
| OEM Approved Calibration Lab | List of Product / Services | | |
| ISO9001 | Certificate No:  Expiry Date: | |
| Authorized letter by OEM | | |
| Others | Certificate No:  Expiry Date: | |
| Non-OEM Approved & Non-ILAC MRA Accredited Calibration Lab | List of Product / Services | | |
| If vendor is engaging 3rd party for calibration, kindly attach 3rd party oversight report | | Report No: |
| Audit by SAESL in accordance with EASA user guide is required. If previously carried out, kindly attach audit report. | | |
| Others | Certificate No:  Expiry Date: | |

|  |  |  |
| --- | --- | --- |
| For OMAT Provider only | List of Product / Services | |
| ISO9001 | Certificate No:  Expiry Date: |
| Authorized Letter by OEM (if applicable) | |
| Company Registration Letter (applicable for non-OEM) | |
| Others | Certificate No:  Expiry Date: |

|  |  |  |
| --- | --- | --- |
| Standard Parts | List of Product / Services | |
| ISO9001 | Certificate No:  Expiry Date: |
| FAA AC-0056 | Certificate No:  Expiry Date: |
| Part-145 certificate, Kindly provide details below. | |
| CAAS | Certificate No:  Expiry Date: |
| FAA | Certificate No:  Expiry Date: |
| EASA | Certificate No:  Expiry Date: |
| CAAC | Certificate No:  Expiry Date: |
| JCAB | Certificate No:  Expiry Date: |
| DCAM | Certificate No:  Expiry Date: |

*For more options please proceed to next page.*

*Continued.*

|  |  |  |
| --- | --- | --- |
|  | Others | Certificate No:  Expiry Date: |
| Others | Certificate No:  Expiry Date: |
| Others | Certificate No:  Expiry Date: |

|  |  |  |
| --- | --- | --- |
| Other Services | List of Product / Services | |
| ISO9001 | Certificate No:  Expiry Date: |
| Company Registration Letter (applicable for non-OEM) | |
| Others | Certificate No:  Expiry Date: |

a2. Type of Repair Vendor

|  |
| --- |
| Kindly identify if your company is Part-145 Approved. |
| YES, we are Part-145 Approved repair vendor.  NO, we are not Part-145 Approved repair vendor |

Kindly provide the following documents in accordance to the input provided above.

|  |  |  |
| --- | --- | --- |
| Part-145 approved repair vendor | Various authority’s capability list | |
| ISO9001 | Certificate No:  Expiry Date: |
| RR SABRe | Certificate No:  Expiry Date: |
| NADCAP  (applicable for special process) | Certificate No:  Expiry Date: |
| Certificate No:  Expiry Date: |
| Certificate No:  Expiry Date: |
| Certificate No:  Expiry Date: |
| Part-145 Certificate, Kindly provide details below. | |
| CAAS | Certificate No:  Expiry Date: |
| EASA | Certificate No:  Expiry Date: |
| FAA | Certificate No:  Expiry Date: |
| DGCA Indonesia | Certificate No:  Expiry Date: |

*For more options please proceed to next page.*

*Continued.*

|  |  |  |
| --- | --- | --- |
|  | UAE GCAA | Certificate No:  Expiry Date: |
| DCAM | Certificate No:  Expiry Date: |
| CAAT | Certificate No:  Expiry Date: |
| TCCA | Certificate No:  Expiry Date: |
| QCAA | Certificate No:  Expiry Date: |
| CAAC | Certificate No:  Expiry Date: |
| MOLIT | Certificate No:  Expiry Date: |
| JCAB | Certificate No:  Expiry Date: |
| CAAP | Certificate No:  Expiry Date: |
| DGAC Chile | Certificate No:  Expiry Date: |
| CAAV | Certificate No:  Expiry Date: |
| CASA | Certificate No:  Expiry Date: |
| HKCAD | Certificate No:  Expiry Date: |
| ANAC | Certificate No:  Expiry Date: |

*For more options please proceed to next page.*

*Continued.*

|  |  |  |
| --- | --- | --- |
|  | PACA Oman | Certificate No:  Expiry Date: |
| Others | Certificate No:  Expiry Date: |

|  |  |  |
| --- | --- | --- |
| Non-Part-145 approved repair vendor | List of Product / Services | |
| ISO9001 | Certificate No:  Expiry Date: |
| Company Registration Letter (applicable for non-OEM) | |
| SAESL Audit | Report No: |
| Others | Certificate No:  Expiry Date: |

**4. Quality System (This section is mandatory)**

|  |  |  |
| --- | --- | --- |
|  | | **Remarks** |
| 4.1. Are certificates, operation specifications and registrations required by the Code of Federal Regulations for any facility kept currently and available for inspection and verification? | YES NO N/A |  |
| 4.2. Is the facility plant area suitable/adequate for prescribed scope of work? | YES NO N/A |  |
| 4.3. Does the U.S based contracted/subcontracted maintenance/preventive maintenance providers, at all tiers (certificated and non-certificated) are actively participating in the anti-drug and alcohol misuse prevention program? | YES NO N/A |  |
| 4.4. Are procedures in place for maintenance, preventive maintenance, alterations, and inspections? | YES NO N/A |  |
| 4.5. Are procedures in place for inspection of incoming materials to ensure acceptable quality? | YES NO N/A |  |
| 4.6. Are procedures in place for detecting and reporting suspected approved parts (SUP)? | YES NO N/A |  |
| 4.7. Are procedures in place for performing final inspections of maintained articles? | YES NO N/A |  |
| 4.8. Are procedures in place for controlling shelf life items? | YES NO N/A |  |
| 4.9.a. Are procedures in place to determine the airworthiness of an article contracted to a non-certified repair station? | YES NO N/A |  |
| 4.9.b. Are there any contract allowing FAA / NAA to inspect the non-certified repair facility? | YES NO N/A |  |
| 4.10. Are procedures in place to determine major/minor repair scope? | YES NO N/A |  |
| 4.11. Are procedures in place to ensure compliance with air carrier specifications? | YES NO N/A |  |
| 4.12. Are Quality and Procedures Manuals available for use by inspection personnel? | YES NO N/A |  |
| 4.13. Are Quality and Procedures Manuals revised/reviewed continually to the industry/regulatory authority’s specifications as required? | YES NO N/A |  |
| 4.14. Is the Quality, and/or Procedures Manual available upon request? | YES NO N/A |  |
| 4.15. Is the quality assurance organization independent from production responsibilities? | YES NO N/A |  |
| 4.16. Are procedures in place to investigate and correct the root cause of discrepancies revealed by internal/external audits? | YES NO N/A |  |
| 4.17. Are results of internal/external audits reviewed by upper management?  **How often? :** | YES NO N/A |  |
| 4.18. Is there a program to audit vendors/suppliers/sub-contractors?  **Provide Details:** | YES NO N/A |  |
| 4.19. Are procedures in place for training and maintaining proficiency for personnel? | YES NO N/A |  |
| 4.20. Are training records maintained for each inspector? | YES NO N/A |  |
| 4.21. Are inspectors required to be certified?  **If Yes, by whom? :** | YES NO N/A |  |
| 4.22. Does the Quality Department maintain an up-to-date signature roster? | YES NO N/A |  |
| 4.23. Do airworthiness release certificates/Certificate of Compliance/Test Report attached to new/repaired/overhauled items contain at least the following data:   * Airworthiness Release Statement certifying approval for return to service i.a.w. applicable regulations, or Compliance statement certifying the component identified was manufactured/repaired/calibrated in accordance to specifications. * Condition of Part (New, Serviceable, Overhauled, Modified, etc.) * Part Number * Serial Number (when assigned) * Pertinent details of the repair, or reference to the work order on which the details are recorded. * Date of repair/overhaul/manufacture/calibration, etc. * Air Agency Certificate Number (Repair Station, Manufacturer’s Maintenance Facility, Airworthiness Authority’s organization approval number) * Signature of an authorized representative of the Repair/Overhaul Agency/Distributor/Manufacturer/Calibration Services | YES NO N/A |  |
| 4.24. Are repair/overhaul/calibration actions accomplished on the components/parts at locations other than the address stated at the top of this form?  **If Yes, provide details:** | YES NO N/A |  |
| 4.25. Are inspection records retain?  **If Yes, for how long:** | YES NO N/A |  |
| 4.26. Are inspection records available for examination by customer representatives? | YES NO N/A |  |

**5. Measuring and Test Equipment (This section is mandatory)**

|  |  |  |
| --- | --- | --- |
|  | | **Remarks** |
| 5.1. Are there any documented procedures describing the methods and frequency of calibration of measuring, test equipment, master gauges or standards? | YES NO N/A |  |
| 5.2. Are measuring and test equipment marked to indicate calibration status and date of calibration expiry? | YES NO N/A |  |
| 5.3. Are measuring and test equipment calibrated to an established reference standard? (E.g. national standard, industry standard, etc.)  **If Yes, please state standard:** | YES NO N/A |  |
| 5.4. Are sufficient measuring/test equipment available to inspection personnel? | YES NO N/A |  |
| 5.5 Is there a recall system to prevent measuring/test equipment from being used after the calibration expiry date? | YES NO N/A |  |

*Section 6, 7 and 8 is applicable for Engine/Component Repair Vendors only*

**6. Technical Publications (This section is applicable for Engine/Component Repair Vendors only)**

|  |  |  |
| --- | --- | --- |
|  | | **Remarks** |
| 6.1. Is the organization Rolls Royce approved supplier? | YES NO N/A |  |
| 6.2. Does your company use RR Aeromanager, RR lifeweb, RR Portal (SABRe), controlled CD from OEM or other RR documents | YES NO N/A |  |
| 6.3. Are the applicable manufacturer’s repair/overhaul manuals, ADs, and Service Bulletins available at your company’s premises? | YES NO N/A |  |
| 6.4. Is there a formal system/procedure in place to establish and maintain the manuals/documents/technical data mentioned above to current revision status? | YES NO N/A |  |
| 6.5 Are repairs/overhauls being accomplished in accordance with the applicable manufacturer’s current specifications? | YES NO N/A |  |
| 6.6. Is there a system to control working copies of work instructions to ensure they are revised to align with the Master copy? | YES NO N/A |  |
| 6.7. Are manuals properly identified and available to production staff? | YES NO N/A |  |
| 6.8. Are there any work instructions in use that deviate from the OEM’s specifications or recommendations?  **If Yes, attach list providing details.** | YES NO N/A |  |

**7. Control of Discrepant and Scrapped Parts (This section is applicable for Engine/Component Repair Vendors only)**

|  |  |  |
| --- | --- | --- |
|  |  | **Remarks** |
| 7.1. Does your company handle / distribute PMA parts? | YES NO N/A |  |
| 7.2. Are procedures in place for controlling scrapped parts? | YES NO N/A |  |
| 7.3. Are all serviceable and unserviceable parts/components identified and physically segregated? | YES NO N/A |  |
| 7.4. Are records maintained for all discrepant new/used parts and scrapped parts in the Company? | YES NO N/A |  |
| 7.5. Is there a documented procedure to ensure that scrapped parts are either returned to the customer or mutilated beyond repair? | YES NO N/A |  |

**8. Traceability / Certificate of Conformance (This section is applicable for Engine/Component Repair Vendors only)**

|  |  |  |
| --- | --- | --- |
|  |  | **Remarks** |
| 8.1. Are all parts and materials used in the repair, overhaul or servicing of SEASL’s components or parts traceable to an approved source named in the vendor’s supplier list? | YES NO N/A |  |
| 8.2. Does the procedure include complete disclosure regarding accident, incident, and other abnormal occurrences that the material was exposed to? | YES NO N/A |  |

**THE INFORMATION TRANSMITTED IN THIS QUESTIONNAIRE IS CERTIFIED COMPLETE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

**AUTHORISED COMPANY OFFICIAL**

**NAME (Print):**

**TITLE:**

**SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**DATE:**

**FOR SAESL USE ONLY**

Supply Planning / Procurement:

Accepted/ Rejected (delete as appropriate)  
  
Remarks:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

General Manager / Manager / Head

Stamp, Sign & Date

cs

Quality:

Accepted/ Rejected (delete as appropriate)  
  
Remarks:

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

General Manager / Manager / Head

Stamp, Sign & Date