

C.A.S.E.
AIR CARRIER SECTION
Guidance Checklists

Composite
Guidance Checklist

Audit Date: _____ Vendor Allocation #: _____

C.A.S.E. Member #: _____ Auditor: _____

Vendor Name: _____

U.S./Canadian Certificate #: _____ EASA Certificate #: _____

Expiration Date: _____

Address Line 1: _____

Address Line 2: _____

City: _____ State/Province: _____

Country: _____ Zip code: _____

Website: _____

Accountable Manager: _____

Personnel Contact:

| | Name | Title |
|----|-------|-------|
| 1. | _____ | _____ |

| | | |
|----|-------|-------|
| 2. | _____ | _____ |
|----|-------|-------|

Phone #: 1. _____ Phone #: 2. _____

E-mail: 1. _____

E-mail: 2. _____

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NOTE: Sections of this supplement that are not applicable to the specific facility audited shall be marked as N/A.

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Receiving

YES NO N/A

- | | | | | |
|----|--|--------------------------|--------------------------|--------------------------|
| 1. | When receiving composite material, are roll, batch number, and shelf life verified for each shipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. | Does the receiving process include review of the Certificate of Conformance (COC) and Certificate of Analysis (COA, if applicable)? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. | When receiving material with a shipment temperature, are these temperatures being verified, recorded, and maintained per vendor's program? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Storage

- | | | | | |
|----|---|--------------------------|--------------------------|--------------------------|
| 4. | Are Safety Data Sheets (SDS) available for all hazardous materials used in composite work tasks? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. | Are appropriate spill and containment control procedures and materials readily available in areas where composite materials are stored, dispensed or used? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. | Are composite materials, including resins and catalysts, stored IAW the manufacturer's instructions? (i.e. Supported by tubing, temperature control/tracking, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. | Are temperature controlled storage devices monitored per vendors program? (i.e. charts, logs, alarms, etc.) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. | Does the vendor have sufficient workspace and areas for the proper segregation and protection of material? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Work Processing

- | | | | | |
|-----|--|--------------------------|--------------------------|--------------------------|
| 9. | Are tools and equipment used in composite operations procured, installed, and maintained such that they pose no ignition source to chemicals, chemical by products and finished products of the operation? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Are paint booths equipped with filter monitoring to determine proper air flow? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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- | | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|--|------------|-----------|------------|
| 11. Are the work areas segregated enabling environmentally hazardous or sensitive operations such as painting, cleaning, sanding, grinding, and drilling to be done properly and in a manner that does not adversely affect other maintenance? | _____ | _____ | _____ |
| 12. Does the vendor have a procedure to monitor supplied air quality for equipment? (i.e. water/oil contamination) | _____ | _____ | _____ |
| 13. When using raw material (i.e. rolls, sheets, fabrics, etc.), is traceability maintained on removed material? | _____ | _____ | _____ |
| 14. Is the vendor monitoring the temperature sensitive out-time requirements? (i.e. RTV, pre-pregnant material, adhesives, sealants, primers, etc.) | _____ | _____ | _____ |

Tool Calibration, Control, and Equivalency

- | | | | |
|---|-------|-------|-------|
| 15. If templates are net (exact dimensions), are they approved? | _____ | _____ | _____ |
|---|-------|-------|-------|

Housing and Facilities/Safety/Security/Fire Protection

- | | | | |
|---|-------|-------|-------|
| 16. Is the appropriate PPE available and worn when handling composite materials and chemicals? (i.e. clean white gloves, lab coats, etc.) | _____ | _____ | _____ |
|---|-------|-------|-------|

Training Program

- | | | | |
|--|-------|-------|-------|
| 17. Are all workers and handlers of composite materials provided with the appropriate level of training associated with tasks and hazards related to the work environment? | _____ | _____ | _____ |
|--|-------|-------|-------|