

**C.A.S.E.**  
**AIR CARRIER SECTION**  
**POLICIES AND PROCEDURES**

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**CONTRACT MAINTENANCE (ON-CALL) VENDOR**  
**AUDIT CHECKLIST**

**Audit Date:** \_\_\_\_\_ **Allocation #:** \_\_\_\_\_

**Station Code:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Vendor Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Primary Contact:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Auditor:** \_\_\_\_\_

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This Checklist has been divided into five (5) Subjects to assist the auditor in conducting audits.

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**NOTE:** This checklist is based on the requirements stated in the C.A.S.E. 4-A standard chapter 4-4-0 of this manual. The reference numbers enclosed in brackets [ ] that appear throughout this document refer to the applicable paragraph(s) in the standard.

<b>Policy</b>	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
1. Does the vendor maintain, for a minimum of 36 calendar months, a file of audit findings and corrective actions for which a VEL was signed? Is it accessible to the auditor? [1G]	_____	_____	_____
<b>General</b>			
2. Does the vendor have applicable access to member air carriers' Continuing Airworthiness Maintenance Program (CAMP)? [2A]	_____	_____	_____
3. Does the vendor operate under an FAA Air Agency certificate? If yes, obtain a copy of the current FAA Air Agency Certificate and Operations Specifications and review them for accuracy? [2B]	_____	_____	_____
4. Does the vendor have an FAA approved and active anti-drug and alcohol misuse prevention program (A449 and/or Registration)? Obtain and verify accuracy. [2D]	_____	_____	_____

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<b>General</b>		<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
5.	Do persons responsible for return-to-service read, write, and understand English to communicate technical details of logbook entries and manual requirements? [2E]	_____	_____	_____
6.	Does the vendor have a duty time limitation requirement and is it followed? [2F]	_____	_____	_____
7.	Are all required licenses and certificates available for review within the immediate area where he/she is exercising the privileges of the license/certificate? [2G]	_____	_____	_____
8.	Does the vendor have a work turnover procedure and is it followed? [2I]	_____	_____	_____
9.	Does the vendor have adequate safety procedures in place and are the operations conducted in a safe manner and environment? [2K]	_____	_____	_____
10.	Does the vendor have a procedure to verify the validity of FAA mechanic certificates through the FAA? [2C]	_____	_____	_____
<b>Training</b>				
11.	Are documented records available for all on-call maintenance personnel indicating that they have undergone the applicable member air carriers' required training? [3B]	_____	_____	_____
12.	Are on-call maintenance personnel meeting the FAA "recent experience" requirements? [3C]	_____	_____	_____
<b>Calibration</b>				
13.	If the vendor uses calibrated tools and/or test equipment, are calibration frequencies, limitations, and applicable tolerances or specifications identified? [4B]	_____	_____	_____
14.	Are calibrated test and inspection equipment/tools traceable to a standard acceptable to the FAA/NAA (e.g., The National Institute of Standards and Technology (NIST))? [4C]	_____	_____	_____
15.	Are calibration records kept for a minimum of two (2) years or two (2) calibration cycles (whichever is greater)? [4H]	_____	_____	_____

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		<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>Calibration</b>				
16.	Is there a system to identify each calibrated item and its calibration due date? [4D]	_____	_____	_____
17.	Does the vendor identify, control, and/or prevent out-of-calibration or past due tools and equipment from being used? [4E]	_____	_____	_____
18.	Does the vendor control the calibration of personal tools? [4F]	_____	_____	_____
19.	Do sample checks of calibrated tooling indicate that tooling is properly protected and within calibration limits? [4C]	_____	_____	_____
20.	Do calibration records for tools and test equipment available for use: [4G]			
	A. Show date calibrated?	_____	_____	_____
	B. Show calibration due date?	_____	_____	_____
	C. Identify the person that performed calibration or check?	_____	_____	_____
	D. Contain a calibration certificate for each item calibrated by an outside agency?	_____	_____	_____
	E. Record details of adjustments and repairs?	_____	_____	_____
	F. Show the P/N and S/N of the standard used to perform the calibration?	_____	_____	_____
<b>Materials</b>				
21.	Does the vendor have, or have access to, tools and/or equipment which could be used to work on member air carrier's aircraft? [5A]	_____	_____	_____
22.	Are member air carrier supplied aircraft fluids (e.g., oil, hydraulic, grease, etc.) and/or material (e.g., tires, brakes, components) protected from the environment, segregated, and controlled? [5B]	_____	_____	_____
23.	Are sensitive parts and equipment (e.g., oxygen, o-rings, and ESD) properly packaged, stored, identified, and protected from contamination and damage? [5C]	_____	_____	_____
24.	24. Does the vendor identify and control shelf life limited materials? [5D]	_____	_____	_____

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<b>Materials and Equipment</b>		<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
25.	Are shelf life limited materials within limits? [5D]	_____	_____	_____
26.	Does the vendor monitor member air carriers' shelf life limited materials, such as tires, if such materials are on location? [5D]	_____	_____	_____
27.	Are high pressure bottles correctly labeled, properly stored, and secured? [5E]	_____	_____	_____
28.	Does the vendor maintain traceability/certification for aviator's breathing oxygen bottles? [5E(2)]	_____	_____	_____
29.	Are fluid dispensing cans/bottles and servicing units properly identified? [5F]	_____	_____	_____
30.	Is support equipment (e.g., lift trucks, ladders, work stands, and harnesses) available, in good working condition, and appropriately protected to eliminate possible aircraft damage? [5A]	_____	_____	_____