Fieldtech Asia, Inc.

Avionics Hangar, Manila International Airport,
General Aviation/Domestic Area, Pasay City 1300, Philippines

Quality Assurance Vendor Self Audit Questionnaire

Return by email: victor@fieldtechasia.com

Date of Audit: **31 January 2023**
Company Name: **Fieldtech Asia, Inc.**
Address: **Avionics Hangar, Manila International Airport, General Aviation/ Domestic Area, Pasay City 1300 Philippines**
Company Website **www.fieldtechasia.com**
Email Addresses   Quality **victor@fieldtechasia.com**
General **sales@fieldtechasia.com**
Phone: **(02)8851-4610**   Fax: **Not Available**
Years in Business: **14**   Number of Employees **25**   Inspection **6**   Production **6**
Facilities: Sq. Ft. **12,536**   Type **Concrete and steel structured hangar**
Does your company qualify as a small business as defined by federal law?   (Yes) No
Has your facility been audited for quality systems within the last 12 months?   (Yes) No
If yes, by whom **Civil Aviation Authority of the Philippines**

Indicate Type of Business

Repair/Overhaul **Yes** Manufacturer **No** Distributor/supplier **Yes** Calibration **Yes**
PMA or TSO **No** OEM **No** Other (please specify) _____
Principal product or services **Repair/Overhaul, Sales and Installation of Avionics System**
FAR 145 **Yes** FAA Class and rating: **Limited Airframe, Radio, Instruments and Accessories**
SFAR 36 **No** Limited ratings: **Not Applicable**
Date of Last FAA audit **17 March 2022 (By Mr. Steven Biglin & Mr. Jeffrey Penna)**
Name of FAA PMI or PAI: **Mr. Ross Petersen & Mr. Thomas Borland**
Has the FAA ever investigated your facility (other than audit)?   Yes (No)
    If YES, please explain: **Not Applicable**
Do you have a Drug Plan/AMPP   YES (NO)   Plan ID # **Not Applicable**
EASA-145 Ref. No: **Not Applicable**   Valid until **Not Applicable**
CAA **Yes**   Number **72-09**
Are you ASA100 registered **No**

Key Management Contacts

President **Maricris Nelms**   Service Manager **Honorato Castañeda, Jr.**
General Manager **Kevin Nelms**   Q.A. Manager **Victor Vonganakasame**
Sales **Jason Espinosa**   Accts. Payable **Maricris Estrella**

Box for Fieldtech quality department use only

> **Recommended Disposition:** _____
> **Conditions:** _____
> **Evaluated by:** _____ **Date:** _____
> **Approved by:** _____ **Date:** _____

PROGRAMS
Check if in full compliance

____ MIL-Q-9858A	____ MIL-I-45208A
____ ANSI/NCSL Z540-1	____ MIL-STD-45662A
____ DOT/FAA ANTI-DRUG/AMPP	____ ISO 9000 series
____ ASA 100 (AC 00-56)	____ ISO 17025
____ ISO 10012-1	____ OTHER (list if applicable)

_____

Processing Facilities and Controlling Spec.

____ HEAT TREATING	____ WELDING
____ PLATING	____ CHEMICAL FILMS
____ PEENING	____ STRIPPING/CLEANING
____ FINISH	____ OTHER (list)

_____

Non-Destructive Testing

____ MAGNETIC PARTICLE	____ PENETRANT
____ RADIOGRAPHIC	____ ULTRASONIC
____ EDDY CURRENT	____ HARDNESS
____ PRESSURE TESTING	____ OTHER (list)

QUALITY ASSURANCE
(Circle appropriate response.)

1. Is there an established, documented Quality Program covering all phases of operation? **Yes** No N/A
2. Does the supplier have a current Quality Manual? **Yes** No N/A
3. Are copies of Quality Manual available to all employees? **Yes** No N/A
4. Does the supplier have an Internal Audit Program? **Yes** No N/A
5. Does the internal audit program ensure compliance with customer specifications? **Yes** No N/A
6. Does the internal audit program ensure appropriate corrective actions? **Yes** No N/A
7. Do supervisors have A&P or Repairman Certificates? Yes No **N/A**
8. Does the supplier have a program to provide corrective actions for discrepancies noted during repair/overhaul? **Yes** No N/A
9. Does the supplier have an Approved Vendor List? **Yes** No N/A
10. Does the supplier have a program that ensures sub-contractor quality meets customer specifications? **Yes** No N/A
11. Does the supplier maintain certification on sub-contracted work? **Yes** No N/A
12. Does the supplier have a program to report defects or unairworthy conditions? **Yes** No N/A

Inspections

1. Does the supplier perform RII for any customers?   Yes (No) N/A
2. Is there proper separation between maintenance and inspection responsibilities?   (Yes) No N/A
3. Does the Repair Station Roster identify all personnel authorized for return to service?   (Yes) No N/A
4. Does the repair Station have an employment summary for all personnel listed on the Repair Station Roster?   (Yes) No N/A
5. Does the supplier have an acceptable receiving inspection program?   (Yes) No N/A
6. Does the supplier have an acceptable procedure to identify Customers' parts?   (Yes) No N/A
7. Does the supplier maintain trace ability certification on all parts?   (Yes) No N/A
8. Are inspection stamps used for inspections?   (Yes) No N/A
9. Do records show inspection status throughout the work process?   (Yes) No N/A
10. Do you agree to permit the FAA to inspect your facility?   (Yes) No N/A

Technical Data Control

1. Does the supplier have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer requirements?   (Yes) No N/A
2. Are there established, approved procedures for controlling revisions?   (Yes) No N/A
3. Does the supplier have a system to ensure technical data is current?   (Yes) No N/A
4. Does the supplier maintain a record of manual revisions?   (Yes) No N/A
5. Are manual revisions up to date?   (Yes) No N/A
6. Are manuals identified and available to technicians?   (Yes) No N/A
7. Is a system in place to ensure master and working copies are updated at the same time?   (Yes) No N/A
8. Is technical data stored in a manner to prevent damage?   (Yes) No N/A
9. Is a specific individual, by title, responsible for the technical data?   (Yes) No N/A
10. If the supplier has SFAR 36 Authority is a system in place requiring customer approval prior to use of the data?   Yes No (N/A)
11. Does the supplier have an SFAR 36 manual and roster?   Yes No (N/A)

Shelf Life

1. Does the supplier have a shelf life program?   (Yes) No N/A
2. Does the program list all parts and materials that have a shelf life limit?   (Yes) No N/A
3. Is a specific individual, by title, responsible for the shelf life program?   (Yes) No N/A
4. Does each shelf life item have expiration date displayed?   (Yes) No N/A
5. Is there a system to control expired items?   (Yes) No N/A

Tool and Equipment Calibration

1. Does the supplier have a tool/test equipment calibration program? **(Yes)** No N/A
2. Is there and individual, by title, responsible for the calibration program? **(Yes)** No N/A
3. Are all tools listed on the tool calibration list? **(Yes)** No N/A
4. Are the standards used to check tool calibration traceable to the controlling government agency (NIST)? **(Yes)** No N/A
5. Is there a system to identify all tools in the program, calibration, frequency and the next calibration due date? **(Yes)** No N/A
6. Does the supplier have a procedure to prevent "out of service" equipment and equipment due calibration from being used? **(Yes)** No N/A
7. Are personal tools included in the calibration program? Yes No **(N/A)**
8. Do Calibration records contain the following?
   a. Date of calibration **(Yes)** No N/A
   b. Supplier that performed the calibration **(Yes)** No N/A
   c. Next calibration due date. **(Yes)** No N/A
   d. A calibration certificate for each item processed by an outside Agency. **(Yes)** No N/A
   e. Part number, serial number and calibration due date of the standard used. **(Yes)** No N/A

Training

1. Does the supplier have a documented training program? **(Yes)** No N/A
2. Does the program include all mechanics, inspectors and supervisors? **(Yes)** No N/A
3. Are both formal and OJT documented? **(Yes)** No N/A
4. Are training records retained for two years after employees leave the company? **(Yes)** No N/A

Housing and Facilities

1. Are facilities of adequate size to house all necessary tools, equipment and material required to perform the work? **(Yes)** No N/A
2. Does the Facility adequately protect parts and customer units from damage, theft and contamination? **(Yes)** No N/A
3. Is the facility environmentally adequate to protect workers so that the quality of workmanship is not impaired? **(Yes)** No N/A
4. Are storage facilities separate from work areas? **(Yes)** No N/A
5. Do shipping and receiving areas have adequate space, security and fire protection? **(Yes)** No N/A
6. Are the facility work areas and offices clean? **(Yes)** No N/A

Safety/Security/Fire Protection

1. Does the supplier have adequate protection for customer parts? (Yes) No N/A
2. Is the security system review periodically by management or an outside agency? (Yes) No N/A
3. Are fire protection devices inspected periodically? (Yes) No N/A
4. Are fire extinguishers identified and in serviceable condition? (Yes) No N/A
5. Are fire lanes, doors, exits and fire extinguishers clear of obstructions? (Yes) No N/A
6. Are required safety guards in place on power equipment? (Yes) No N/A
7. Are safety equipment, ladders, signs etc. inspected periodically? (Yes) No N/A

Storage

1. Are parts and material properly identified and stored? (Yes) No N/A
2. Is there an adequate, secure area for quarantine of rejected parts and equipment awaiting disposition? (Yes) No N/A
3. Do part numbers match the part number on the bins? (Yes) No N/A
4. Are parts and material properly protected from damage (ESD)? (Yes) No N/A
5. Are flammable, toxic and volatile materials properly stored & identified? (Yes) No N/A
6. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices) properly identified, handled and stored to protect from damage and contamination? (Yes) No N/A
7. Are oxygen and other high-pressure bottles properly marked and stored? (Yes) No N/A

Work Processing

1. Does the supplier have adequate, serviceable tooling and test equipment to perform the work? (Yes) No N/A
2. If the supplier uses test equipment that differs from that specified by the OEM:
   a. Is it properly certified as equivalent? (Yes) No N/A
   b. Does the supplier have operating and maintenance manuals? (Yes) No N/A
   c. Is maintenance and service performed in accordance with the manual? (Yes) No N/A
   d. Are all maintenance and service actions recorded and are records kept for at least two years? (Yes) No N/A
   e. Are calibration standards removed from general use outside of the calibration program? (Yes) No N/A
   f. Has special equipment been approved by the FAA? (Yes) No N/A
3. Are mechanics, inspectors, and supervisors properly trained, authorized and Certificated for the work they perform or inspect? (Yes) No N/A
4. Are adequate tools and current manuals available for mechanics at their workstations? (Yes) No N/A
5. Are customer parts properly identified during all maintenance & storage? (Yes) No N/A
6. When required, is there a work turnover procedure utilized? (Yes) No N/A
7. Are serviceable and unserviceable parts identified and segregated? (Yes) No N/A

8. Does the facility provide adequate protection of parts while in work? (filtered air, clean room, ESD protection, etc.)   (Yes) No N/A
9. Are smoking, eating and drinking forbidden in work areas?   (Yes) No N/A
10. Are fluid dispensing containers and servicing units properly identified?   (Yes) No N/A
11. Are work records complete, in order and legible?   (Yes) No N/A
12. Do all records contain:
     a. A description of the work performed?   (Yes) No N/A
     b. A reference to the acceptable data?   (Yes) No N/A
     c. The date work was accomplished?   (Yes) No N/A
     d. A record of the person performing the work?   (Yes) No N/A
     e. The name of the person inspecting the work?   (Yes) No N/A
     f. The name of the Certificated person who performed or supervised the work?   (Yes) No N/A
     g. The signature, Certificate type and number of the person returning the article to service?   (Yes) No N/A
13. Are all test and inspection records contained in the work package?   (Yes) No N/A
14. Does the supplier record keeping system meet FAR and customer requirements?   (Yes) No N/A
15. Does the return to service documents meet FAA and customer requirements?   (Yes) No N/A

Shipping

1. Are components shipped in appropriate shipping containers?   (Yes) No N/A
2. Does the supplier verify that the identifying data (part number, serial number, nomenclature, modification status, etc.) on the return to service documents and the data plate match?   (Yes) No N/A

Scrap Parts

1. Does the supplier have a document procedure to assure that scrapped parts are returned to the customer or mutilated beyond repair?   (Yes) No N/A
2. Does the program identify a person, by title, responsible for verifying that mutilation is accomplished?   (Yes) No N/A
3. Does the supplier maintain records for two years on all life limited parts which are scrapped?   (Yes) No N/A
4. Does the program record the part number, serial number and date the part was scrapped?   (Yes) No N/A

The answers to the previous questions are correct to the best of my knowledge.

Auditor Name (Print): **JEANINE B. INGAY**   Title: **Asst. Quality Coordinator**

Signature of Auditor: _____ Date: **31 January 2023**