

DUMONT AVIATION, LLC. AUDIT SUMMARY

The purpose of this document is to provide our customers with a tool to help qualify our facility as maintenance providers. Audits are performed on a continuous basis utilizing internal self audit checklists which are reviewed and revised as needed to meet FAA regulations, company policies and procedures.

Company Manuals

1	Our Repair Station Manual, Quality Control Manual and Training Program Manual meet regulatory requirements including all requirements of FAR 145.209 and 145.211
2	All manuals are controlled, reviewed and revised to maintain current status
3	All manuals are available to all employees

Quality Control

1	A comprehensive quality assurance/quality control self evaluation is in place
2	The self evaluation program ensures compliance with customer specifications
3	The self evaluation includes oversight of contractors that ensures control and quality of all contracted work
4	A corrective action program is in place and used to correct discrepancies, propose actions, timelines and final actions taken.
5	Procedures are in place for revising, documenting and distributing revisions to our manuals and to notify the FAA and employees as appropriate
6	Procedures are in place for revising all rosters and organization charts as needed
7	Procedures are in place for determination (self evaluation) of capability, before adding articles to the capabilities list
8	Procedures are in place for revising the capabilities list and notifying the FAA
9	Sample forms with instructions are included in our Forms Manual

Inspection Process

1	There is separation of responsibility for maintenance and inspection personnel
2	Signatures and initials are used to indicate all approvals (stamps are not used)
3	Receiving inspections are performed on all materials and parts to be used
4	Preliminary inspections are performed on all articles to be maintained
5	Hidden damage inspections are performed on any article that have been accident
6	Final inspections are performed before approval for return to service is accomplished

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Personnel

1	The organization chart, employment summaries and roster indicate all managers, supervisors, inspectors and technicians to include their authority and duties
2	Duties and responsibilities are listed and defined in the RSM for all positions within the Repair Station
3	Procedures are in place to ensure sufficient supervisory, inspection and technical personnel are available before accepting work
4	All personnel are evaluated to determine capabilities/qualifications before being assigned to any position
5	Inspection authorities are separated into non-critical and critical items, final inspections and approval for return to service

Training

1	Dumont Aviation has an FAA approved Training Program
2	The program includes training needs assessment for all personnel initially and on an ongoing basis
3	The program ensures each person to be assigned a task is capable of properly performing the task
4	The program ensures that all training, formal and OJT is documented
5	Hazardous Material training is included as required by 14 CFR Part 145.165

Air Carrier Specific Details

1	Dumont Aviation has a registered drug and alcohol abatement program
2	Procedures are in place to ensure that all personnel hired in a safety sensitive position are enrolled in the D&A program
3	Procedures are in place to ensure that only inspectors approved in writing by each air carrier, will perform inspections of operator defined RII's
4	Procedures are in place to ensure supervisory and inspection personnel are aware of the need and will follow each air carriers GMM
5	Procedures are in place to ensure that no personnel place any Hazardous Materials onboard any aircraft
6	Personnel are made available to air carriers for any additional training the carrier chooses to provide
7	Additional records and forms required by the operators GMM are completed and filed

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Data Control

1	Procedures are in place to ensure current data is used before performing any work
2	Data is readily available to all personnel, and clearly marked as to its applicability
3	Data is stored and protected, either in our technical library or on electronic media
4	Data is reviewed for currency on a monthly basis, this review is documented

Shelf Life

1	Procedures are in place to ensure shelf life control
2	A list of items with shelf life limits is maintained
3	Each item or batch has the expiration date clearly marked
4	All shelf life controlled items are checked and marked for expiration date at receipt of item
5	Procedures are in place to ensure items expired are removed from inventory

Equipment/Tool Calibration

1	There is a documented tool calibration program in place
2	Manufacturer's standards or other standards acceptable to FAA are used for calibration
3	All testing standards are traceable to the NIST
4	All tools are listed on a computerized list, identifying the tool, last date and next due date
5	Procedures are in place to ensure damaged/out of tolerance tools are not used
6	Employees' personal tools requiring calibration are controlled in the same manner as company tooling
7	Certificates of each calibration are kept identifying the tool by nomenclature, P/N and S/N

Material Control/Receiving/Shipping/Storage

1	A receiving inspection is performed on all parts/materials received
2	Traceability is maintained for each part from receipt to installation
3	Parts/materials are segregated by condition, i.e., serviceable, repairable, rejected
4	All non-serviceable parts are quarantined
5	Parts are stored so as to protect them from damage/contamination
6	Removed parts are controlled/tagged
7	DOT/ICAO qualified shipping personnel are on staff and utilized for all HazMat shipping
8	Parts are returned to the customer at their request

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Work Processes

1	Procedures are in place to control all aspects needed to adhere to FAA, company and air carrier GMMs
2	Only articles on our OPS Specs and/or Capability Lists shall be maintained
3	Procedures are in place to ensure appropriate tooling and test equipment is available
4	Procedures are in place to govern work performed away from the repair station
5	Operations manuals for special equipment are made readily available to users
6	Mobile workstations are used at each aircraft, for inspections/projects
7	Removed parts are tagged and protected
8	Shift/work turnovers are utilized

Records

1	Work order packages complying with FAR Parts 43, 145 and each air carrier's GMM are Maintained for 2 years, longer in cases where needed
2	Inspection/test records, approval for return to service, traceability of parts and additional details as relevant are retained in all work orders
3	Records of any contracted work is retained as part of the work order package
4	Records of defects are given to customer and retained as part of the work order package
5	Equipment/tool calibration records are kept for at least two years
6	Training records are kept for at least two years after an employee leaves our employ
7	Parts traceability records are maintained for at least two years

Housing and Facilities

1	Housing and facilities meet requirements for repair station ratings held
2	Sufficient housing exists for all articles to be maintained
3	Work, storage, office, are properly separated, including segregation of parts by condition
4	Sufficient lighting, ventilation and environmental control is provided
5	Shipping area and receiving area have appropriate separation
6	Adequate racks, trays, lockers, etc are available for parts
7	Adequate stands, lifts, jacks, etc., are provided to allow for proper and safe maintenance

Safety/Security/Fire Protection

1	All housing, facilities and equipment is inspected and maintained in serviceable condition
2	Emergency exits and safety equipment are kept free of obstructions
3	Fire extinguishers, spill kits, eye wash stations, etc. are properly marked and maintained
4	MSDS are maintained in a current condition and readily accessible to all employees
5	Tool and equipment safety guards are maintained and used
6	Housekeeping is maintained to ensure safe working conditions
7	Security systems are in place, both to control access into the facility and internal protection of aircraft, parts and equipment