

# Annual Self Survey – 2023

Name	Unison Industries, LLC		Parent Company	GE Aerospace	
Address	5345 State Hwy. 12	City	Norwich	State/ Zip code	NY, 13815
Website	www.unisonindustries.com				
<b>SCOPE:</b> To verify that Unison Industries LLC complies with the requirements of FAA/EASA Supplement CAAC and CASE					

## Contact Information

	Name	Email	Phone
Accountable Manager	Shannon Slack	Shannon.slack@unisonindustries.com	(607)335-5282
Quality Manager	Christine Hannon	Christine.hannon@unisonindustries.com	(607)244-2186
Maintenance Supervisor (Coach)	Brian Merritt	Brian.merritt@unisonindustries.com	(607)335-5384
Order Management	Frances Powers	Frances.powers@unisonindustries.com	(904)739-4026
Fulfillment	Eric O'Connor	Eric.oconnor@unisonindustries.com	(607)335-5106
Sales Manager	See Website	www.unisonindustries.com/contact/	
Others			

## Aviation Authority Approvals

	Certificate Number	Expiration date	
FAA Part 145	SMVR502K	Indefinite	
EASA Part 145	EASA.145.4977	31 July 2024	
CCAR 145	F00100149	30 June 2024	
Others			

## Certified Quality & EHS Management Approvals

	Certificate Number	Expiration date	
ISO 9001			
EN/AS 9100/9110/9120	C0106705-AS9	12 June 2024	
EHS / SMS			
NADCAP (welding/brazing)	4998208437	31 August 2024	
Other			

## Facility

Number of buildings	1
Location size (sq. ft.)	1500

## Personnel

Management	4
Operators/Technicians	18
Inspectors/RTS	2
Quality	2
Safety	3

## Total

29
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# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
1.	Are the Maintenance Organization Certificate and Operations Specifications/Limitations available on the premises for inspection by the public and Regulatory Authorities? FAR 145.5,b	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Do the manuals, i.e. RS&QM, MOE, MOM, identify when the facility must apply for a change in its certificate (i.e., change in accountable manager, in location, housing and facilities, change in ownership, revise rating, etc.)? Is the timeframe for notifying the authority listed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are the Maintenance Organization ratings appropriate for the work being performed? FAR 145.201,(b), EASA 145.A.75.a	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the facility provide adequate housing and facilities, equipment, materials, and personnel consistent with its ratings, and are these items described in the appropriate manuals? (FAR 145.103, FAR 145.109, FAR 145.151, EASA 145.A.25.a, EASA 145.A.40, CCAR 145.20(1)(i), CCAR 145.21)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the Maintenance Organization have the facilities to perform the work for which it is rated? (FAR 145.103.a.2, EASA 145.A.25.a, CCAR 145.20(1))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Are shop facilities segregated and of a size to prevent contamination of assembled or partially assembled work? (FAR 145.103.a.2.i & ii & iii, EASA 145.A.25.a, CCAR 145.20(1))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Are shop areas which require critical cleanliness maintained properly (bearing work, Avionics, Controls/Accessories, Composites, etc.)? (FAR 145.103.a.2.ii, EASA 145.A.25.c, CCAR 145.20(2)(v))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Does the facility provide storage facilities for the exclusive use of storing standard parts, spare parts, and raw materials, and is the area separated from shop and working space? (FAR 145.103.a.2.iv, EASA 145.A.25.d, CCAR 145.20(5))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Does the facility provide adequate environmental controls, protection from weather elements and lighting for all work being done so that the quality of the work being done is not impaired? (FAR 145.103.a.2.v, EASA 145.A.25.c.1-c.5, CCAR 145.20(2))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Are all stockrooms clean, orderly and materials protected from damage? (FAR 145.103.a.2, EASA 145.A.25.d, CCAR 145.20(5)(i))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
11.	Is there provision for the segregation of non-serviceable/nonconforming material from serviceable/conforming material? (FAR 145.103.a.2.iv, EASA 145.A.25.d, EASA 145.A.42.a & d, CCAR 145.20(5)(ii))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12.	Are facilities (trays, racks, stands, etc.) provided for protecting parts and subassemblies during disassembly, cleaning, inspection, repair, alteration and assembly? (FAR 145.103.a.2.iii, EASA 145.A.42, CCAR 145.20(5))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	For Maintenance Organizations with an airframe rating, has the FAA approved the permanent housing used for the largest aircraft on the Operations Specifications? (FAR 145.103.b, EASA 145.A.40.a.3, CCAR 145.20(1)(ii))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	If approved to perform work outside of its housing and facilities, are suitable facilities acceptable to the FAA or applicable Regulatory Authority provided for the work in accordance with requirements of part 43? (FAR 145.103.c, EASA 145.A.30.j, CCAR 145.20(1ii))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15.	If the Maintenance Organization has made changes in its location or housing was written approval along with any special requirements or instructions obtained from the applicable Regulatory Authorities? (FAR 145.105, EASA 145.A.85, CCAR 145.16 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	If the Maintenance Organization operates satellite facility with its own certificates issued by the FAA, does the satellite facility comply with the same requirements as the main facility? (FAR 145.107)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17.	Does the Maintenance Organization have all the required equipment, tools, and material necessary to perform the maintenance or if equivalent to those recommended by manufacturer are acceptable to NAA? (FAR 145.109.a-c & FAR 43.15, EASA 145.A.40, CCAR 145.21)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Does the facility maintain in current condition a library of Manufacturer's maintenance/overhaul manuals, component maintenance manuals, standard practices manuals, tool and equipment manuals, etc., for the articles it is rated to perform maintenance, preventive maintenance or alterations on? (FAR 145.109.d/FAR 43.15, EASA 145.A.45.a & g, CCAR 145.24)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Are the required manuals and other maintenance data and any changes thereto available to maintenance personnel at the shop level to perform the certified maintenance actions? (FAR 145.109.d, FAR 145.211.c.1.v, EASA 145.A.45.f, CCAR 145.24)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20.	Do work procedures/inspection forms reflect the current technical data as contained in the appropriate maintenance manuals or other technical documents? (FAR 145.109.d, FAR 43.2, EASA 145.A.45.e, EASA 145.A.47, EASA Supplement paragraph 7 Customer Works Orders, CCAR 145.24))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
21.	Has the site accountable manager, with responsibility for ensuring that the Maintenance Organization is in compliance with regulatory requirements, been nominated and accepted (as required) by the authority? (FAR 145.151.a, EASA 145.A.30.a/EASA Supplement paragraph 4 Accountable Manager's Commitment Statement, CCAR 145.23(1) & (3))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22.	Does the Maintenance Organization provide qualified personnel to plan, perform, supervise and approve for return to service, work performed at the Maintenance Organization? (FAR 145.151.b, FAR 43.3, EASA 145.A.30.b & c, CCAR 145.23(2))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Does the Maintenance Organization have a sufficient number of employees with the training and/or knowledge and experience to perform work under the Maintenance Organizations certificate and Operations Specifications and in accordance with part 43? (FAR 145.151.c, EASA 145.A.30.d, CCAR 145.23(5))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Does the Maintenance Organization have a documented process for determining the abilities of its noncertificated employees performing maintenance functions based on training, knowledge, experience or practical tests? (FAR 145.151.d, EASA 145.A.30.e, CCAR 145.23(4))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	For US domestic Repair Stations only, are all supervisors certificated under part 65 ? Note: Certification may be as appropriately rated mechanics or repairman. (FAR 145.153.b.1)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	For Foreign Repair Stations only, do all supervisors have a minimum of 18 months practical experience in the work being performed or the equivalent in training and familiarity with the work? (FAR 145.153.b.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Does the Maintenance Organization ensure all supervisors can understand, read and write English? (FAR 145.153.c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Does the Maintenance Organization have a documented process to ensure all persons performing inspections under the FAA part 145 certificate are 1.) thoroughly familiar with applicable regulatory requirements, 2.) thoroughly familiar with the inspection methods, techniques, equipment and tools used in the work they perform, 3.) thoroughly proficient in using various types of inspection equipment and visual inspection aids appropriate for the articles inspected, 4.) are able to understand, read, and write English? (FAR 145.155)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
29.	Does the Maintenance Organization have a documented process to ensure each person authorized to return to service articles are: 1.) for US Maintenance Organizations certificated under part 65, 2.) for non US Maintenance Organizations, trained in or 18 months practical experience with techniques, tools and equipment used to perform the work, 3.) thoroughly familiar with FAA part 145 regulations requirements, 4.) proficient in use of various inspection methods, techniques, equipment and tools appropriate for the article being returned to service, 5.) are able to understand, read, and write English? ((FAR 145.157, EASA 145.A.30.e & f, CCAR 145.23(5) & (6)))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Does the Maintenance Organization have a documented process for recommending persons for certification as a repairman to the FAA in an acceptable format, including statements that the persons: 1.) employed by the Maintenance Organization, 2.) meets the eligibility requirements of part 65.101? (FAR 145.159, EASA 145.A.35, CCAR 145.23(5v))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
31.	Does the facility maintain a roster of supervisory, inspection, and personnel providing return to service? (FAR 145.161.a.1-3, EASA 145.A.35.j, CCAR 145.23(5) & (6))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Does the facility maintain a summary of employment for all personnel on the rosters of supervisory, inspection, and personnel providing return to service? (FAR 145.161.a.4, EASA 145.A.35.j, CCAR 145.23(5) & (6))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Do these rosters include present title, total years of experience and type of maintenance work performed, relevant past employment including names of employers and periods of employment, scope of present employment and the type of mechanic or repairman certificate held and ratings on the certificate? ((FAR 145.161.a.4, EASA 145.A.35.j, CCAR 145.23(5) & (6)))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	Does the Maintenance Organization have a documented process for changing the employment rosters required by FAR 145.161.a.4 within 5 business days of a change caused by termination, reassignment, change in duties or scope of assignment or addition of personnel? (FAR 145.161.b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35.	Does the Maintenance Organization have a training program approved by the applicable Regulatory Authorities? (FAR 145.163(a), EASA 145.A.35.e, EASA, CCAR 145.29)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Has the site established documented procedures for identifying training requirements/needs for all employees, including Human Factors? (EASA145.A.30(e), CCAR145.29(1) Supplement paragraph 17 Human Factors)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
37.	Does the Part-145 Approved Maintenance Organization training program contain requirements for initial and recurrent training for all employees? (FAR145.163, EASA145.A.35.d, CCAR145.29(2))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Does the training program identify, by title, the person or function responsible for the administration of the program? (FAR145.163.b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Does the training program contain record keeping requirements including a requirement to maintain for employees for 2 years after they leave the company? (FAR145.163.c, CCAR145.29(4), EASA145.A.35(j))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	Does the site retain appropriate records of education, training, OJT, skills, certificates, and experience as quality records (NDT Level 1, 2, 3, welding, inspectors, mechanics, repairmen, etc.)? (FAR145.163(c), EASA145.A.30(f), CCAR145.29)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41.	Has the Maintenance Organization established an annual training program for each position per CCAR 145.23. (CCAR 145.29(3))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
42.	Does the Maintenance Organization maintain or alter only articles within the limitations of its certificate and Operations Specifications? (FAR 145.201.a.1, EASA 145.B.25, CCAR 145.12)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	If the Maintenance Organization subcontracts a maintenance function to a noncertificated person, is there a documented process that ensures the noncertificated person follows a quality control system equivalent to the system used by the certificated Maintenance Organization? (FAR 145.201.a.2, EASA 145.A.75.b)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
44.	Does the Maintenance Organization have documented process to ensure that it maintains or alters and returns to service only articles for which it is rated and for which it has all the necessary special technical data, equipment, and facilities available to it? (FAR 145.201.a.3 & 145.201.b, EASA 145.A.50.a, CCAR 145.28 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
45.	Does the Maintenance Organization have documented process that ensures all articles it maintains or alters in accordance with applicable technical data acceptable to or approved by the NAA? (FAR 145.201.c.1, EASA 145.A.45.a, CCAR 145.28)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
46.	Does the Maintenance Organization Manual contain adequate procedures to ensure FAA approved data is used for major repairs and major alterations? (FAR 145.201.c.2)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Does the Maintenance Organization meet the requirements of Rolls Royce SABRe when performing service/s in accordance with customer purchase and sales documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Does the Maintenance Organization have documented process to ensure work performed for air carrier or commercial operator certificated under parts 121 or 135 follows the program and applicable sections of the maintenance manual of the operator/carrier? ((FAR 145.205.a, CCAR 145.30))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Does the Maintenance Organization have documented process to ensure work performed for a certificate holder that operates under part 125 performs such work under the operators FAA approved inspection program? ((FAR 145.205.b))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Does the Maintenance Organization have documented process to ensure work performed for a Non-US carrier or person operating a US registered aircraft under part 129 performs such work under the operators FAA approved maintenance program? ((FAR 145.205.c))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	Does the repair Station have a documented process to ensure that line maintenance performed for a air carrier certificated under part 121 or 135 or non US carrier or person operating a US registered aircraft under part 129 is 1.) in accordance with the operators manual and if applicable approved maintenance program, 2.) the Maintenance Organization has the necessary equipment, personnel, and technical data to perform the work, 3.) the Maintenance Organization Operation Specification includes authorization for line maintenance? ((FAR 145.205.d, EASA 145.A.30.g, CCAR 145.30))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
52.	Is the Repair Station operating in accordance an approved RS&QM, MOE, MOM etc. that has been accepted by the NAA? (FAR 145.207.a & b and 145.211.a, CCAR 145.30)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Is the facility's RS&QM and MOM accessible for use to all inspectors, supervisors, and return to service personnel as required by these regulations? (FAR 145.207.c, CCAR 145.24)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	Does the Maintenance Organization manual contain a statement by the accountable manager with a commitment to ensure that the repair station remains in compliance with the appropriate regulations FAA,EASA, CAAC, etc.? (EASA 145.A.70.a.1, CCAR 145.30 Part 1 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
55.	Do the facility's regulatory manuals contain an organization chart? (FAR 145.209.a, EASA 145.A.70.a.5, CCAR 145.30 (Part 5 of the MOM) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	Do the facility's regulatory manuals contain descriptions of the duties, responsibilities, and authorities of each management position? (FAR 145.209.a.3, EASA 145.A.70.a.4, CCAR 145.30 (Parts 6 & 7 of the MOM) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	Do the facility's regulatory manuals contain procedures for maintaining and revising the rosters required by part 145.161? (FAR 145.209.b, CCAR 145.30 (Parts 4 & 11 of the MOM) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.	Do the facility's regulatory manuals contain a description of Maintenance Organizations operations, housing, facilities, equipment, and materials? (FAR 145.209.c, EASA 145.A.70.a.8, CCAR 145.30 (Part 3 of the MOM))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
59.	Do the facility's regulatory manuals contain procedures for revising the capability listing? (FAR 145.209.d.1, CCAR 145.30 (Part 8 of the MOM) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
60.	Do the facility's regulatory manuals contain procedures for management of technical documents, staff training, calibration, materials, subcontractors, maintenance records, and maintenance process? (CCAR 145.30 Part 9 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
61.	Do the facility's regulatory manuals contain procedures that address maintaining a list of subcontractor maintenance functions and approval process? (FAR 145.217, CCAR 145.30 (Part 12 of the MOM) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
62.	Do the facility's regulatory manuals contain procedures for revising and notifying regulatory NAA of changes to the capability list and submission of annual reports? (FAR 145.209.d.1, CCAR145.13(1) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
63.	Do the facility's regulatory manuals contain procedures for self-evaluation required to make changes to capability lists including methods, frequency, and reporting results to management? (FAR 145.209.d.2 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
64.	Do the facility's regulatory manuals contain procedures for revising the training program and submitting revisions to the NAA for approval? (FAR 145.209.e, CCAR145.29(1) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
65.	Do the facility's regulatory manuals contain procedures for performing work for carriers under parts 121, 125, 135, and Non-US carriers under part 129? (FAR 145.209.g )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
66.	If the Maintenance Organization is approved to perform work outside of its normal housing and facilities, are suitable facilities, acceptable to the NAA, provided for the work in accordance with requirements of part 43? (FAR 145.103.c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
67.	Do the facility's regulatory manuals contain procedures for maintaining and revising contract maintenance information and notifying the NAA of changes? (FAR 145.209.h.1, 209.h.2, EASA 145.A.70.a.16, EASA Supplement paragraph 16 Contracted Maintenance )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
68.	Does the facility's Quality system contain procedures that address changes/revisions to the Quality Control and/or Maintenance Organization manuals and how the Regulatory Authority is notified of the revisions, including how often notification will be made? (FAR 145.209.j, 145.211.c.4, EASA 145.A.70.a.11, 145.A.70.b & c, CCAR145.16 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
69.	Do the facility's regulatory manuals contain procedures that describe how the Maintenance Organization manual sections are identified and controlled? (FAR 145.209.k, EASA 145.A.70, CCAR145.25 & .30 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
70.	Does the Quality Control system contain procedures for the inspection of incoming raw materials? (FAR 145.211.c.1.I, EASA 145.A.42.a.5, CCAR145.22(6))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
71.	Is there a documented program for auditing shelf-life materials? (FAR 145.103.c.1.I, CCAR145.22(6))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
72.	Are shelf-life items properly identified, organized, and subjected to periodic checks to ensure that they are not expired and that storage conditions are proper? ((FAR 145.103.c.1.I, CCAR145.22(6)))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
73.	Does the shelf-life program list all parts and materials that have shelf-life limits or unique storage requirements? (FAR 145.103.c.1.I, CCAR145.22(6))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
74.	Does the Maintenance Organization have instructions and procedures in place that ensure proper source documentation and traceability is required and obtained before parts are accepted and placed in stock? (FAR 145.211.c.1.i)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
75.	Can the Maintenance Organization trace randomly selected parts from their stock and determine the Airworthiness status? (FAR 145.211.c.1.I, CCAR145.22)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
76.	Are parts procured as “new surplus” from part distributors or brokers, if so can the material certifications received with the part be verified? (FAR 145.211.c.1.I, CCAR145.22))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
77.	Does the Quality Control system contain procedures for preliminary inspection of articles maintained? (FAR 145.211.c.1.ii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
78.	Does the Quality Control system contain procedures for hidden damage inspections when notified that articles have been involved in accident or incident before maintenance? (FAR 145.211.c.1.iii))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
79.	Does the Quality Control system contain procedures to ensure proficiency of inspection personnel? (FAR 145.211.c.1.iv, EASA 145.A.35.c))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
80.	Does the Quality Control system contain procedures for establishing, maintaining and making available current technical data for articles maintained, including customer manuals, FARs, ADs, ACs, Orders and Bulletins? (FAR 145.211.c.1.v, EASA 145.A.45.g, CCAR145.24)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
81.	Does the Quality Control system contain procedures for the qualification and surveillance of noncertificated persons performing maintenance for the Repair Station (FAR 145.211.c.1.vi, EASA 145.A.35.e, CCAR145.23)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
82.	Does the Quality Control system contain procedures for performing required final inspections and tests prior to the return to service of any articles maintained? (FAR 145.211.c.1.vii)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
83.	Does the Quality Control system contain procedures for the calibration of all Measuring and Test Equipment (MTE)? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
84.	Does the Quality Control system contain procedures for the use of an MTE recall system and is this recall system effective? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5i))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
85.	Does the Quality Control system contain procedures that address the content of calibration labels including the date of the next calibration and a requirement to attach the labels to calibrated items, when possible? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5ii))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
86.	Does the Quality Control system contain procedures that address how out of calibration, inactive, damaged or obsolete MTE are controlled to preclude reissue or use? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5iii))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
87.	Does the Quality Control system contain procedures that ensure that all standards and 'master' MTE (e.g. the national or other standard used as the basis for calibration) are calibrated to a standard acceptable to the appropriate regulatory authority, FAA, EASA, CAAC, etc.? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
88.	1.92 Does the Quality Control system contain procedures that address maintaining records of calibrations and the standards used? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
89.	Does the site maintain an inventory of these monitoring and measuring devices, and define the processes employed for their calibration including details of equipment type, unique identification, location, frequency of checks, check method and acceptance criteria? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
90.	Does the Quality Control system contain procedures that address how calibrated items are handled, stored and transported in a manner that will not adversely affect the calibration of the equipment? (FAR 145.211.c.1.viii, EASA 145.A.40.b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
91.	Does the Quality Control system contain procedures that address adjustment of calibration intervals? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(5))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
92.	Does the Quality Control system contain procedures that address personally owned MTE, used for acceptance, are in the calibration database and properly calibrated? (FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR145.21(6))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
93.	Is Calibration test software or comparative reference software controlled in accordance with a Software Management Program (including test cell software)? (FAR 145.109.b, CCAR145.21(7))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
94.	Does the Quality Control system contain procedures that address processes for the selection, assessment, and control of sub-contractors providing calibration services, including Purchase Order requirements and the incoming review of records? ((FAR 145.211.c.1.viii, EASA 145.A.40.b, CCAR 145.21))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
95.	Does the Quality Control system contain procedures that address corrective action on deficiencies to Measuring and Test Equipment? ((FAR 145.211.c.1.ix))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
96.	Do the various Maintenance Organization Manuals contain procedures that address work/inspection forms, routers, work sheets, etc. and that define accept/reject criteria when appropriate? ((FAR 145.211.c.2, EASA 145.A.45.e, EASA Supplement paragraph 7 Customer Work Orders, CCAR 145.27) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
97.	Does the Quality Control Manual contain examples of all the forms used, and instructions for the completion of forms? (FAR 145.211.c.3, CCAR 145.30 Part 13)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
98.	Does the Quality system contain procedures that address changes/revisions to the Quality Control and/or Maintenance Organization manuals and how the Regulatory Authority is notified of the revisions, including how often notification will be made? (FAR 145.211.c.4, EASA 145.A.70.a.11, 145.A.70.b & c, CCAR145.16 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
99.	Does the facility employ procedures to ensure that all articles it maintains or alters are inspected by a qualified inspector and receive proper NAA authorized documentation prior to its approval for return to service? (FAR 145.213.a, CCAR145.33 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
100.	If the Maintenance Organization holds a limited ratings, is a capability list or operations specification available and acceptable to the NAA? (FAR 145.215.a, CCAR145.19)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
101.	Does the capability list identify each article by make and model or other means acceptable to the NAA? (FAR 145.215.b)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
102.	Is there evidence of the self-evaluation for revising the capability list, including methods and frequency of such evaluations? (FAR 145.215.c)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
103.	Is there evidence the Maintenance Organization has provided the NAA with all revisions to the capability list? (FAR 145.215.d, CCAR145.16)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
104.	Does the Maintenance Organization have a list of maintenance functions approved by the FAA, to be performed for it by contract? (FAR 145.217.a.1, CCAR145.15)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
105.	Does the contract maintenance function list include the name of each facility contracted by the Maintenance Organization and the type of certificate and rating held (if any)? (FAR 145.217.a(2.ii), CCAR145.15)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
106.	If work is contracted to a non-certificated person is there evidence the contractor has a quality system equivalent to that of the Maintenance Organization? (FAR 145.217.b.1)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
107.	If work is contracted to a non-certificated person is there evidence the Maintenance Organization remains directly in charge of the work performed? ((FAR 145.217.b.2, EASA 145.A.75.b))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
108.	If work is contracted to a non-certificated person is there evidence the Maintenance Organization verifies by inspection or test that the work is satisfactory, and the article is airworthy prior to approving for return to service? ( (FAR 145.217.b.3))	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
109.	Review some completed work order packages to ensure that the Maintenance Organization is not providing only return to service of a complete type-certificated product following maintenance or alteration? (Review should ensure compliance with each certificate held)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
110.	Does the facility keep work records in English for at least two years For EASA the required timeframe is 3 years) after the work it applies has been done? (FAR 145.219.a. & c, FAR 43.5, EASA 145.A.55.a & c, EASA Supplement paragraph 10 Release of Components after Maintenance, CCAR145.32) )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
111.	Does the Maintenance Organization provide a maintenance release document for all articles maintained or altered (sample records)? (FAR 145.219.b, EASA 145.A.55.b, EASA Supplement paragraph 10 Release of Components after Maintenance, CCAR145.33))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
112.	Are required Maintenance Organization records available for review and inspection by the FAA and National Transportation Safety Board (NTSB) and other Governmental bodies as appropriate to certifications held.? (FAR 145.219.d, CCAR145.33)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
113.	Does the Maintenance Organization have a documented procedure for reporting defects or unairworthy conditions within 96 hours of discovery to the customer, and FAA? (FAR 145.221.a)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
114.	Does the Part-145 Approved Maintenance Organization have a documented procedure for reporting defects or unairworthy conditions within 72 hours of discovery to the customer or operator, and Regulatory Authority? (EASA 145.A.60/EASA Supplement paragraph 13 Reporting of Unairworthy Conditions, CCAR145.34)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
115.	Does the Repair Station/AMO roster identify all personnel authorized for Return-To-Service? (FAR 145.161, (a), EASA Supplement paragraph 10 Release of Components after Maintenance) CCAR145.30, 5, (11))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
116.	After AD compliance by the Repair Station/AMO are accurate records provided to the customer? (Review return to service documents for accuracy)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
117.	Do the work records indicate the name of the person who performed the work and the person who inspected that work (inspection stamps)? (FAR 43.9a, EASA Supplement paragraph 10 Release of Components after Maintenance, CCAR145.27)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
118.	Does the Maintenance Organization document major repair in accordance with FAR 43 Appendix B and provide a signed copy to the aircraft owner? (FAR 43.9a, CCAR145.32)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
119.	Does the Maintenance Organization records show that the work was performed per maintenance manuals or other approved documents, and return to service reflects the work performed to assure against false entry into records of compliance with requirements? (FAR 43.12, CCAR145.32)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
120.	Does the facility have procedures to ensure that engine test cells are certified by the manufacturers' representatives and that a correlation of the test cells are conducted in accordance with the manufacturers requirements? (FAR 43.13)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
121.	Does the Maintenance Organization complete the FAA form 337 for each major alteration in accordance with FAR 43 Appendix B?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
122.	Does the facility (US Maintenance Organization only) have an FAA approved Drug and Alcohol Misuse Prevention Program approved by the FAA? (FAR 120)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
123.	Are all employees who perform inspection, overhaul, repair, etc. covered by an FAA approved Drug and Alcohol Misuse Prevention Program (US Maintenance Organization only)? (FAR 120)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
124.	Are Subcontractors who perform repair work for the facility (US Maintenance Organization only) covered by a FAA approved Drug and Alcohol Misuse Prevention Program? (FAR 120)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
125.	Are employees in positions requiring certification (NDI/NDT (level 1, 2, or 3 as appropriate), welding, etc.) properly trained, tested and certified? (FAR 145.163.(b) COVERS TRAINING ONLY, EASA 145. A.30.f)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
126.	Does the facility Approved Maintenance Organization Manual provide procedures which ensure the work performed away from the facility is performed in the same manner as at the facility? (EASA 145.A.75.b, EASA Supplement paragraph 16 Contracted Maintenance))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
127.	Does the Part-145 Approved Maintenance Organization site maintain a record of all certifying staff and includes details of the scope of their certification authority? (EASA 145.A.35.h)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
128.	Has the Part-145 Approved Maintenance Organization site have approval to modify maintenance instructions in accordance with a procedure specified in the site Maintenance Organization Exposition (MOE)? ((EASA 145.A.45.d))	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
129.	Has the Part-145 Approved Maintenance Organization site been approved as an engineering organization to classify modifications/repairs as major or minor and approve modifications/repairs subject to compliance with EASA Part-21 requirements? (For FAA repair stations is an ODA held, EASA 145.A.45.d, 14 CFR Part 43.9 Major/Minor Repairs/Alterations/Modifications)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
130.	Has the Part-145 Approved Maintenance Organization site provided a copy of each certificate of release to service to the aircraft operator, and copy of any specific approved data used for repair/modifications carried out? (EASA 145.A.55.b, EASA Supplement paragraph 8 Approved Design Engineering Data, EASA Supplement paragraph 11 Release of Components after Maintenance, CCAR145.33 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
131.	Has the Part-145 Approved Maintenance Organization established a Safety and Quality policy? (EASA 145.A.65.a, CCAR145.33 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
132.	Does the Maintenance Organization manual contain a requirement for independent self-audit program? (FAR 145.209,(d),(2), EASA 145.A.65.c.1, CCAR 145.30 Part 10 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
133.	Does the Part-145 Approved Maintenance Organization have an independent internal audit procedure? (EASA 145.A.65.c.1, EASA Supplement paragraph 14 Quality Assurance System, CCAR145.26 )	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

# Annual Self Survey – 2023

	Requirement	YES	NO	N/A
134.	Is the Part-145 Approved Maintenance Organization independent internal audit program compliant with requirements and effective? (Review audit schedules, audit completions and implementation of committed. Use Gensuite as basis for audit.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
135.	Is corrective action being taken on items noted during the internal audits? (EASA 145.A.65.c.2, CCAR145.26)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
136.	Is site top management being informed of audit result and actions taken to resolve audit findings? (EASA 145.A.65.c.2, CCAR145.26)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
137.	Does the Part-145 Approved Maintenance Organization have an approved MOE that contains the items listed in Part-145.A.70 (signed by the accountable manager, etc.)? (EASA 145.A.70)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
138.	Does the CAAC Approved Maintenance Organization have an approved MOM that contains the items listed in CCAR 145.30 (signed by the accountable manager, etc.)? (CCAR145.30)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
139.	If the site is EASA Part-145 approved, does it have quality procedures that are acceptable to the authority? (EASA 145.A.70)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
140.	Does the Approved Maintenance facility have procedures that describe the process for managing & controlling Advisory Directives (AD's), distribution and use of AD's, how a non,-compliance to an AD is communicated to the customer. EASA Supplement Section 9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
141.	If the Repair Station is requested to perform work away from station or EU articles located outside of the US, does the RSM/QCM contain written procedures as authorized and does the Repair Station have D100 authorization in its Operations Specification (EASA Supplement 19)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



# Annual Self Survey – 2023

Comments:

Completed by:

Name	Position	Email	Date
Brett Gates	Quality Engineer	<a href="mailto:brett.gates@unisonindustries.com">brett.gates@unisonindustries.com</a>	12/16/2022