

**J.H. BUSCHER, INC.**

**Standard Specification SS00X**

**AUDITS**

Revision B, August 12, 2015

<i>Revision</i>	<i>By:</i>	<i>Date:</i>	<i>Approved By:</i>	<i>Date:</i>
~	Keith Randolph	09/09/97	John Buscher	09/09/97
A	Keith Randolph	05/16/01	John Buscher	05/16/01
B	Keith Randolph	08/12/15		

**REVISION STATUS and CONTENTS**

Reason for Change: FAA Requirement, General Update.

Description of Change: 1) Annexed Appendix 2 (now Section 4) into main document. 2) Section 3 Internal audit reference is to AS9100, was ISO 9000:2000, Par 4.17. 3) Added Section 5, re FAA Repair Station Activity.

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## 1) SCOPE

This specification covers self-audit and vendor audit procedures, and vendor assessment criteria.

### 1.1) Responsibility

Audits, internal and vendor, are to be performed by the Quality and Manufacturing Departments, who are also to render verdicts on vendor status.

## 2) DOCUMENTS

Reference documents are shown in Table 1. The latest revision of any document is to be used unless otherwise specified. In addition, JHBI Standards Specifications shown in Table 3, Internal Audit Items, are to be used as reference.

<i>Document</i>	<i>Title</i>	<i>Published By</i>
Part 145	Repair Stations	Federal Aviation Administration
AS9100	Quality Management Systems - Requirements for Aviation, Space and Defense Organizations	SAE Aerospace
ISO 19011	Guidelines for Quality Management Systems Auditing	International Standards Organization
SS00Q	Quality Manual	J.H. Buscher, Inc.
SS01J	FAA Repair Station Manual	J.H. Buscher, Inc.
SS00C	Purchasing	J.H. Buscher, Inc.
<b>TABLE 1, Reference Documents</b>		

## 3) VENDOR ASSESSMENT AND AUDIT

Any vendor not exempt under the provisions of 3.1 must meet the requirements of Paragraph 3.2 and 3.3.

### 3.1) Criteria

Vendors from whom we purchase exclusively the following are exempt from the requirements of this specification:

- a. Mil-Spec – e.g. MS, NAS, AN, JAN or equivalent – components.
- b. Commercially available off-the-shelf catalog components.

### 3.2) Quality System

Any vendor granted approved or certified status must have a documented quality system, including:

- a. Gage calibration system
- b. Corrective action system
- c. Discrepant material policy
- d. Material traceability

### 3.3) On-Site Accessibility

Any vendor granted approved or certified status must allow periodic visits by JHBI and JHBI customer representatives to inspect the facilities and quality system.

### 3.4) Vendor Audit Forms

Vendor audit forms and questionnaires form Appendix 1 of this document.

### **3.5) Vendor Status**

In response to audits, visits, quality history, results of other audits, delivery history, responses to corrective actions and discrepant material, representatives of the Quality and Manufacturing Departments are to make judgments on one of three vendor states: Approved, Certified or Qualified. See JHBI Standard Specification SS00C, *Purchasing*, for vendor selection criteria.

#### **3.5.1) Removal of Vendors**

Any vendor who does not meet, in the opinion of the Manufacturing and Quality auditors, the minimum acceptable level of quality is to be removed from the vendor list.

### **3.6) Records**

The Quality Department is responsible for maintaining results of vendor audits.

### **3.7) Corrective Action**

In the event an audit or survey reveals areas of a vendor quality system requiring vendor corrective action, the vendor should be notified. Corrective action must be taken within 60 days for vendor status to be awarded or maintained.

## **4) INTERNAL AUDITS**

### **4.1) When Conducted**

Annual internal quality audits are to be conducted during December or January for the calendar year just complete, beginning with 1998.

### **4.2) Corrective Action**

In the event an audit or survey reveals areas of our quality system requiring corrective action, the responsible departments should be notified. Corrective actions, being the responsibility of the department noted, must be taken within 60 days.

### **4.3) Internal Audit Documentation**

Section 4.5 and Table 3 provides a list of internal audit items.

### **4.4) Responsibility**

In accordance with AS9100 Paragraph 8.2.2, the internal audit for any activity must be carried out by personnel not responsible for the original activity. Table 2 suggests audit responsibilities by Department, but actual audits may be conducted by anyone in Design, Quality or Manufacturing who was not part of the original process.

<i>Department</i>	<i>Responsible Activity</i>	<i>Audit Suggestion</i>
Design	Contract Review, Design Control, Drawing and Design Requirements, Procedures Maintenance, Document Control	Quality
Purchasing & Production Control	Handling, Shipping, Preservation, Vendor Flowdown Requirements, Records Retention (unless otherwise directed)	Quality
Manufacturing	Process Control and Manufacturing Procedures, Product Identification, Inspection	Quality
Quality	Gage Calibration and Records, maintenance of Corrective Action Requests, Control of Customer-Supplied-Product, Training Administration, Incoming Product Inspection	Manufacturing
TABLE 2, Suggested Quality Audit by Department		

#### 4.5) Internal Audit Items

The items of Table 3 are to reviewed in accordance with the personnel requirements of 4.4. The latest revision the JHBI specification applies. Results may be in any form.

<i>Requirement</i>	<i>JHBI Standard Specification</i>
Inspection Records	SS00V, Inspection Requirements
Nonconforming Material	SS00Y, Material Handling
Customer Complaints	SS00Q, Quality Manual
Corrective Action	SS00K, Corrective Action Requests
Document Control	SS005, Revisions and Document Change Notices
Gage Calibration	SS01H, Gage Calibration Requirements
Purchased Material Control	SS00Y, Material Handling
Training	SS00Z, Training
Control of Customer-Owned Product	SS00Y, Material Handling
TABLE 3, Internal Audit Items and Specifications	

### 5) FAA REPAIR STATION ACTIVITY

#### 5.1) FAA-Certificated Vendors

JHBI will not contract any maintenance function that would require a FAA Repair Station certification. Any subcontracted work would be no different than original equipment manufacturer (OEM) requirements.

#### 5.2) Non-FAA-Certificated Vendors

Other than for routine manufacturing processes that are part of the original manufacturing process – e.g. Heat-treat, anodize, passivation – JHBI would not use non-FAA-Certificated Vendors for FAA Repair activity.

### 6) VENDOR AUDITS

Appendix 1 is part of this document. This form is to be filled by out by either JHBI or vendor personnel. An on-site evaluation may be required.