

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: ryan@fieldtechasia.com

Date of Audit: 31 January 2025

Company Name: Fieldtech Asia, Inc.

Address: Avionics Hangar, Manila International Aripport, General Aviation
Domestic Area, Pasay City 1300 Philippines

Company Website www.fieldtechasia.com

Email Addresses Quality ryan@fieldtechasia.com

General sales@fieldtechasia.com

Phone: (02) 8851-4610 Fax: Not Available

Years in Business: 16 Number of Employees 22 Inspection 5 Production 10

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 Federal Aviation Authority

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 Systems

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 19 February 2024 (By Mr. Stephen Phillips and Mr. Kamran Haider)

Name of FAA PMI or PAI: Mr. Stephen Phillips and Mr. Gabriel Serrano

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 Ryan Villaruel

General Manager Kevin Nelms Q.A. Manager Ryan Villaruel

Sales Ryan Villaruel 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

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

Processing Facilities and Controlling Spec.

<input type="checkbox"/> HEAT TREATING	<input type="checkbox"/> WELDING
<input type="checkbox"/> PLATING	<input type="checkbox"/> CHEMICAL FILMS
<input type="checkbox"/> PEENING	<input type="checkbox"/> STRIPPING/CLEANING
<input type="checkbox"/> FINISH	<input type="checkbox"/> OTHER (list)

Non-Destructive Testing

<input type="checkbox"/> MAGNETIC PARTICLE	<input type="checkbox"/> PENETRANT
<input type="checkbox"/> RADIOGRAPHIC	<input type="checkbox"/> ULTRASONIC
<input type="checkbox"/> EDDY CURRENT	<input type="checkbox"/> HARDNESS
<input type="checkbox"/> PRESSURE TESTING	<input type="checkbox"/> OTHER (list)

QUALITY ASSURANCE

(Circle appropriate response.)

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

Signature of Auditor:  Date: 31 January 2025