

8. Tooling	YES	NO	N/A
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- A. Does your Quality Manual describe how the inspection/measuring and test equipment are controlled?
- B. Is there a calibration program?

9. Shipping	YES	NO	N/A
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- A. Does your system require the use of ATA spec 300 packaging?
- B. Is a check done for obvious physical damage or contamination prior to shipping?
- C. Are part, model and serial numbers matched against documentation and purchase order prior to shipping?
- D. Are documents properly completed, signed and checked prior to shipping?

10. Records	YES	NO	N/A
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- A. Does your company require record retention for at least seven (7) years from the date of sale to the customer?
- B. Are records protected against damage, alteration, deterioration or loss?

11. Technical Data Control	YES	NO	N/A
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- A. Does your quality system provide for maintaining technical data to ensure it is up to date and accessible?

Name of person responsible for quality system at your company:

(Please Print Name/Title)	(Signature)	(Date)

Name of person performing audit:

(Please Print Name/Title)	(Signature)	(Date)