



**AIRCRAFT  
ELECTRIC  
MOTORS**

*We'll keep you flying*

*Serving the aviation industry since 1972*  
FAA Repair Station MO4R369M

5800 NW 163rd Street  
Miami Lakes, Florida 33014, USA  
T 305.885.9476  
T 800.248.7401  
F 305.885.2251  
[www.aem.us](http://www.aem.us)

Dear AEM Customer:

Please find the Aircraft Electric Motors, Inc. component repair/overhaul self-audit and company profile attached for your convenience.

We post the quality survey here in support of our commitment to timely customer service. We hope that you will use this survey to satisfy your quality system requirements.

If you need any additional quality information, please call or write us directly.

Sincerely,

**Aircraft Electric Motors, Inc.**

Rodger Reynolds,  
Quality Manager

[rodger@aem.us](mailto:rodger@aem.us)  
Fax 305-885-2251

# Aircraft Electric Motors, Inc. Self Audit and Company Profile

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## Component Repair/Overhaul Vendor

### Audit Checklist

Vendor Name: Aircraft Electric Motors, Inc.

FAA Certificate #: MO4R369M      EASA Certificate #: EASA.145.4098

Drug/Alcohol Plan #: E-EA-00111-U

Address: 5800 NW 163 Street

City: Miami Lakes      State: Florida

Country: USA      Zip Code: 33014

#### Personnel Contact:

Accountable Manager: Stephen J. Clot

Email: \_\_\_\_\_

Quality Manager: Rodger J. Reynolds

Email: [rodger@aem.us](mailto:rodger@aem.us)

Vice-President Sales: Lester R. Johnson

Email: [les@aem.us](mailto:les@aem.us)

Phone: 305-885-9476

Fax: 305-885-2251

Website: [www.aem.us](http://www.aem.us)

YES   NO   N/A

**1. Certification**

- A. Does the vendor hold an FAA Air Agency, or Transport Canada AMO certificate? X | \_\_\_\_\_ | \_\_\_\_\_
- B. Are all required certificates, operations specifications, licenses, repairman certificates and registrations available for review? X | \_\_\_\_\_ | \_\_\_\_\_
- C. Obtain a copy of certificate, Operations Specifications, and where applicable, the vendor's capabilities listing. X | \_\_\_\_\_ | \_\_\_\_\_
- D. If the repair station has "Limited Ratings," does the vendor have a capabilities listing that satisfies this standard? X | \_\_\_\_\_ | \_\_\_\_\_
- E. Does the vendor have an FAA approved and active anti-drug & alcohol misuse testing plan? X | \_\_\_\_\_ | \_\_\_\_\_

**2. Quality Control Programs**

- A. Does the vendor have a current Quality Control Manual? X | \_\_\_\_\_ | \_\_\_\_\_
- 1) Inspecting incoming raw material to ensure acceptable quality? X | \_\_\_\_\_ | \_\_\_\_\_
- 2) Performing preliminary inspections of all articles that are maintained? X | \_\_\_\_\_ | \_\_\_\_\_
- 3) Inspection of all articles that have been involved in an accident for hidden damage before maintenance, preventive maintenance, or alteration is performed? X | \_\_\_\_\_ | \_\_\_\_\_

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	<u><b>YES</b></u>	<u><b>NO</b></u>	<u><b>N/A</b></u>
4) Establishing and maintaining proficiency of inspection personnel?	<b>X</b>		
5) Establishing and maintaining current technical data for maintaining articles?	<b>X</b>		
6) Qualifying and surveying non-certificated persons who perform maintenance, preventive maintenance, or alterations for the repair station	<b>X</b>		
7) Performing final inspection and return-to-service of maintained articles?	<b>X</b>		
8) Calibrating measuring and test equipment used to maintain articles, including the intervals at which the equipment will be calibrated?	<b>X</b>		
9) Taking corrective action on discrepancies?	<b>X</b>		
10) References, where applicable, to manufacturer's inspection standards?	<b>X</b>		
11) Samples of and instructions for completing maintenance and inspection forms, or reference to a separate forms manual?	<b>X</b>		
12) Procedures for revising the Quality Control Manual?	<b>X</b>		
B. Does the vendor's program include procedures for controlling shelf life and scrapped parts?	<b>X</b>		
C. Does the vendor have a current Repair Station Manual that contains the following:	<b>X</b>		
1) An organizational chart identifying:			
a) Each management position with authority to act on behalf of the repair station?	<b>X</b>		
b) The area of responsibility assigned to each management position?	<b>X</b>		

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
c) Duties, responsibilities, and authority of each management position?	<b>X</b>		
2) Procedures for maintaining the roster?	<b>X</b>		
3) A description of the vendor's operations, equipment, and facility, including procedures for:	<b>X</b>		
a) Revising the capabilities list and notifying the applicable airworthiness authority?	<b>X</b>		
b) Self evaluation for revising the capabilities list?	<b>X</b>		
4) Procedures for revising the training program? (Effective April 6, 2006)	<b>X</b>		
5) Procedures to govern work performed at another location?	<b>X</b>		
6) Procedures for maintenance, preventive maintenance or alterations performed?	<b>X</b>		
7) Procedures for maintaining and revising contract maintenance information, and notifying the FAA?	<b>X</b>		
8) A description of the record-keeping system?	<b>X</b>		
9) Procedures for revising the repair station's manual, and notifying the FAA?	<b>X</b>		
10) A description of the system used to identify and control sections of the Repair Station Manual?	<b>X</b>		
D. Is the Repair Station Manual current and available to employees?	<b>X</b>		
E. Does the vendor have an internal audit and surveillance function?	<b>X</b>		
F. Does the internal audit function ensure compliance with customer specifications?	<b>X</b>		

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
G. Does the internal audit program assure appropriate corrective action?	<u>X</u>		
H. Does the vendor maintain a file of audit findings?	<u>X</u>		
I. Does the vendor maintain a list of sub-contracted maintenance functions and agencies including the type of certificate and rating, if any, held by each facility?	<u>X</u>		
J. Does the vendor ensure that sub-contractor quality meets customer specifications and legal requirements?	<u>X</u>		
K. Does the vendor maintain certification on sub-contractor work?	<u>X</u>		
L. Does the vendor have a contract allowing FAA to inspect non-certificated subcontractors			<u>X</u>
M. Does the vendor have a procedure for reporting defects or unairworthy conditions to the customer and the FAA?	<u>X</u>		
<b>3. Inspection Programs</b>			
A. Does the vendor perform any required inspections (RII) for any customer?			<u>X</u>
B. Are RII inspectors properly trained and certified?			<u>X</u>
C. Is there proper separation of maintenance and inspection responsibilities for vendors that perform required inspections?	<u>X</u>		
D. Does the vendor have an acceptable receiving inspection system?	<u>X</u>		

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
E. Does the vendor have an acceptable system for controlling stamps, for both inspection and production personnel?	<u>X</u>	_____	_____
F. Are acceptable sampling procedures adequate to ensure quality?	<u>X</u>	_____	_____
<b>4. Personnel</b>			
A. Has the vendor designated an employee as the “Accountable Manager”?	<u>X</u>	_____	_____
B. Does the repair station roster identify all management, supervisory and inspection personnel?	<u>X</u>	_____	_____
C. Does the roster identify all personnel authorized for return-to-service?	<u>X</u>	_____	_____
D. Does the repair station have an employment summary for all personnel listed on the repair station roster?	<u>X</u>	_____	_____
E. Do the vendor’s supervisory personnel satisfy the requirements of this standard?	<u>X</u>	_____	_____
F. Do the vendor’s inspection personnel satisfy the requirements of this standard?	<u>X</u>	_____	_____
G. Do the vendor’s return-to-service personnel satisfy the requirements of this standard?	<u>X</u>	_____	_____
H. Are specific individuals, by title, responsible for the following programs?			
1) Technical Data?	<u>X</u>	_____	_____
2) Shelf life?	<u>X</u>	_____	_____
3) Calibrated tooling?	<u>X</u>	_____	_____
4) Scrap parts?	<u>X</u>	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
I. Is there a back-up person identified by title for all programs requiring one?	<u>X</u>	_____	_____

**5. Technical Data Program**

**Note:** “Manuals” in this context includes any technical data, i.e., drawings, wiring diagrams, test specs., necessary to perform the required service.

A. Does the vendor have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer specifications?	<u>X</u>	_____	_____
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B. Are there established approved procedures controlling revisions in manuals deviating from OEM specifications? (e.g., EO or EA)	<u>X</u>	_____	_____
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C. Does the vendor have a documented system to ensure technical data is current?	<u>X</u>	_____	_____
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D. Does the vendor have records of manual revisions?	<u>X</u>	_____	_____
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E. Are manual revisions up to date?	<u>X</u>	_____	_____
-------------------------------------	----------	-------	-------

F. Is the technical data properly identified and available to mechanics?	<u>X</u>	_____	_____
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G. Does the vendor have a system to control working copies of manuals to ensure they are revised with the masters?	<u>X</u>	_____	_____
--	----------	-------	-------

H. Is technical data stored in a manner that will protect it from dirt and damage?	<u>X</u>	_____	_____
--	----------	-------	-------

I. Are adequate viewing devices in good condition and available for viewing the technical data?	<u>X</u>	_____	_____
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J. If the vendor has SFAR 36 authority, does it have a system for receiving customer approval prior to use of the data?	_____	_____	<u>X</u>
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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
K. Does the vendor have an approved SFAR-36 manual and roster?	_____	_____	<u>X</u>
<b>6. Shelf Life Program</b>			
A. Does the vendor have a documented shelf life program?	<u>X</u>	_____	_____
B. Does the program list parts and materials that have shelf life limits?	<u>X</u>	_____	_____
C. Does each shelf life item have the shelf life expiration limit displayed?	<u>X</u>	_____	_____
D. Is there an adequate system to assure that no item will be issued or used past its expiration date?	<u>X</u>	_____	_____
E. Were items sampled for shelf life within limits?	<u>X</u>	_____	_____
<b>7. Calibration Program</b>			
A. Does the vendor have a documented tool calibration program?	<u>X</u>	_____	_____
B. Are all tools requiring calibration identified and on the tool calibration list?	<u>X</u>	_____	_____
C. Are standards used to calibrate tools acceptable to the FAA? e.g., The National Institute of Standards and Technology (NIST)?	<u>X</u>	_____	_____
D. Is there a system to identify each tool in the program, its calibration frequency and its calibration due date?	<u>X</u>	_____	_____
E. Does the vendor have a procedure for identifying, controlling and/or preventing out-of-service and due-for-calibration tools & equipment from being used?	<u>X</u>	_____	_____
F. Does the vendor have a procedure to control the calibration of personal tools?	<u>X</u>	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
G. Did a sample check of the calibrated tooling indicate that the tooling is within calibration?	<u>X</u>	_____	_____
H. Are the tools and test equipment in a serviceable condition?	<u>X</u>	_____	_____
I. Do records:			
1) Show date calibrated?	<u>X</u>	_____	_____
2) Show calibration due date?	<u>X</u>	_____	_____
3) Identify individual or vendor that performed calibration or check?	<u>X</u>	_____	_____
4) Contain a calibration certificate for each item calibrated by an outside agency?	<u>X</u>	_____	_____
5) Record details of adjustments and repairs?	<u>X</u>	_____	_____
6) Show the P/N, S/N, and calibration due date of the standard used to perform the calibration?	<u>X</u>	_____	_____
<b>8. Training</b>			
A. Does the vendor have a documented training program?	<u>X</u>	_____	_____
B. Does the training program include all mechanics, inspectors and technical supervisors?	<u>X</u>	_____	_____
C. Are mechanics, inspectors and supervisors properly trained, authorized and certificated, if required, for the work they perform?	<u>X</u>	_____	_____
D. Is formal and OJT training documented?	<u>X</u>	_____	_____
E. Are training records for mechanics, inspectors and supervisors retained for two years after the person leaves the company?	<u>X</u>	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
<b>9. Housing and Facilities</b>			
A. If the vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions?	<b>X</b>		
B. Does the vendor have:			
1) Sufficient work space and areas for the proper segregation and protection of articles?	<b>X</b>		
2) Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, and machining to be done properly and in a manner that does not adversely affect other maintenance?	<b>X</b>		
3) Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	<b>X</b>		
4) Space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance or alterations?	<b>X</b>		
5) Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by the part?	<b>X</b>		
6) Areas for receiving and for shipping customers units with adequate space, lighting, shelving, security, and fire protection to accommodate customers' units in a manner that will preclude damage, loss, and theft?	<b>X</b>		
7) Adequate and appropriate storage area to safely store customers' reusable shipping containers and to protect them from environmental damage?	<b>X</b>		

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- |   | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| C. If the vendor has an airframe rating, is suitable permanent housing provided to enclose the largest type and model of aircraft listed on its Operations Specifications?                              | _____      | _____     | <u>X</u>   |
| D. If the vendor performs maintenance, preventive maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the FAA and its customers? | _____      | _____     | <u>X</u>   |
| E. Do facilities outside of the vendor's housing meet the requirements of this standard so that the work can be done in accordance with the requirements of 14 CFR 43?                                  | _____      | _____     | <u>X</u>   |

**10. Safety / Security / Fire Protection**

- |   |          |       |       |
|---|----------|-------|-------|
| A. Does the vendor provide adequate security for customer parts in its possession?  | <u>X</u> | _____ | _____ |
| B. Is the security system reviewed periodically by management or an outside vendor? | <u>X</u> | _____ | _____ |
| C. Are fire protection devices inspected periodically?                              | <u>X</u> | _____ | _____ |
| D. Are fire stations identified and extinguishers in serviceable condition?         | <u>X</u> | _____ | _____ |
| E. Are fire lanes, doors and fire extinguishers clear of obstruction?               | <u>X</u> | _____ | _____ |
| F. Are safety guards in place on power equipment?                                   | <u>X</u> | _____ | _____ |
| G. Are the vendor's shop operations conducted in a safe manner and environment?     | <u>X</u> | _____ | _____ |

**11. Storage**

- |  |          |       |       |
|--|----------|-------|-------|
| A. Are parts and materials correctly identified and properly stored? | <u>X</u> | _____ | _____ |
|--|----------|-------|-------|

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
B. Do parts in bins match part number on bins?	<u>X</u>	_____	_____
C. Does the vendor have a quarantine area for rejected parts and materials awaiting disposition?	<u>X</u>	_____	_____
D. Are parts and material properly protected from damage and deterioration?	<u>X</u>	_____	_____
E. Are flammable, toxic or volatile materials properly identified and stored?	<u>X</u>	_____	_____
F. Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage and contamination?	<u>X</u>	_____	_____
G. Are high pressure bottles correctly labeled, properly stored and secured?	<u>X</u>	_____	_____
H. Does the vendor maintain traceability certification on all parts and raw materials?	<u>X</u>	_____	_____
<b>12. Work Processing</b>			
A. Does the vendor observe duty time limitations?	<u>X</u>	_____	_____
B. Does the vendor only perform work for which it is authorized on its Operations Specifications?	<u>X</u>	_____	_____
C. Does the vendor have adequate tooling and test equipment to perform the work?	<u>X</u>	_____	_____
D. Where a vendor uses specified OEM test equipment and/or test equipment other than that specified by the OEM, does that vendor:	<u>X</u>	_____	_____
1) Have an operating manual and maintenance manual for the equipment?	<u>X</u>	_____	_____
2) Perform maintenance and servicing per the manual?	<u>X</u>	_____	_____

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	<u>YES</u>	<u>NO</u>	<u>N/A</u>
3) Maintain maintenance and servicing records for two years?	<b>X</b>		
4) Where applicable, list the equipment in their calibration program?	<b>X</b>		
E. Where a vendor uses non-OEM specified equipment, is the equipment properly certified?	<b>X</b>		
F. Are adequate tools and current manuals available or at the mechanics' work stations?	<b>X</b>		
G. Are customers' parts properly identified throughout the maintenance actions and in storage?	<b>X</b>		
H. Is there a work turnover procedure used?			<b>X</b>
I. Does the shop segregate serviceable from unserviceable components?	<b>X</b>		
J. Does the facility provide adequate protection of parts in work? e.g., filtered air or clean room depending on type of part?	<b>X</b>		
K. Are smoking, eating and drinking forbidden in the work area or, does the vendor have a written program to ensure units are protected from contamination?	<b>X</b>		
L. Are fluid dispensing cans and servicing units properly identified?	<b>X</b>		
M. Are the vendor's work records complete, in order, and legible?	<b>X</b>		
N. Do the records contain:			
1) The description of the work performed or reference to data acceptable to the administrator?	<b>X</b>		
2) The date of completion of the work performed?	<b>X</b>		
3) The name of the person performing the work?	<b>X</b>		

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- |   | <u>YES</u> | <u>NO</u> | <u>N/A</u> |
|---|------------|-----------|------------|
| 4) The name of the person inspecting the work?  | <u>X</u>   |           |            |
| 5) The signature, certificate number of the person returning the article to service?    | <u>X</u>   |           |            |
| O. Are all test and inspection records in work package?                                 | <u>X</u>   |           |            |
| P. Does the vendor's return-to-service document meet customer and FAA requirements?     | <u>X</u>   |           |            |
| Q. Does the vendor's record keeping system and retention time meet 14 CFR requirements? | <u>X</u>   |           |            |

**13. Shipping**

- |   |          |  |  |
|---|----------|--|--|
| A. Are components returned in an appropriate shipping container or as specified by the customer?                                      | <u>X</u> |  |  |
| B. Does the vendor verify that the identifying data (P/N, S/N, nomenclature, mod. no.) on the documentation and the data plate match? | <u>X</u> |  |  |

**14. Scrapped Parts**

- |  |          |  |          |
|--|----------|--|----------|
| A. Does the vendor have a documented procedure to assure that scrapped parts are either returned to the customer or mutilated beyond repair? | <u>X</u> |  |          |
| B. Does the vendor maintain a record of scrapped life limited parts for at least two years?  |          |  | <u>X</u> |
| C. Does the record include the P/N, S/N, and date of the scrapped part?  |          |  | <u>X</u> |