

**SHERWOOD AVIONICS & ACCESSORIES (DBA: Sherwood Aviation)**

SHERWOOD AVIATION - CONFIDENTIAL &amp; PROPRIETARY

**FAA REPAIR STATION NO.: OOWR599L**

4690 N.W. 128th Street - Opa-Locka, FL. 33054 - P: 305-477-2994 - F: 305-477-3367

**SELF AUDIT QUESTIONNAIRE****See page 5 for Additional Company Information**

<b>CERTIFICATION:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is the air agency certificate up to date (145.51, .57, .53, & 43.5)?	X			
2. Is the EASA and if applicable, the CAA part-145 approval certificate(s) up to date?	X			
3. Has there been any changes to the facility (145.57, .103, & .105)?		X		
<b>GENERAL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is work performed that is only authorized on the OpSpecs (145.5, .109, .157, .201, .205 & 43.5)?	X			
2. Are non-aircraft parts segregated (145.103)?	X			
3. Are audit findings maintained for 3 years (145.219) (CASE)?	X			
4. Is there a list of backup personnel for programs that require them (CASE)?	X			
5. Have all subcontractors been audited in the last 24 months (EASA/CAA)?	X			
6. Are subcontractors properly certificated and when required are they also EASA and/or CAA certified or meet EASA and/or CAA requirements of approval (145.5, 145.217)?	X			
7. Is the organizational chart in line with 145.209?	X			
<b>QUALITY CONTROL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there an established quality control program (145.155, .205, & .211)?	X			
2. Is there an up to date Repair Station & Quality Control Manual (145.207 & .209)?	X			
3. Do the manuals detail duties, responsibilities, and reporting relationships of the Q.A. / Q.C. department (145.209)?	X			
4. Are the manuals available to the employees (145.207)?	X			
5. Is there an internal audit and surveillance program (145.109, .201, & .211)?	X			
6. Are customers specifications complied with (145.109, .155, .211, & .217)?	X			
7. Does audit program assure appropriate corrective actions (CASE)?	X			
8. Do supervisors & inspectors have an A&P or Repairmen Certificate (145.153, 145.159, & 43.7)?	X			
9. Is there a list of subcontractors maintained (145.217)?	X			
10. Is there a procedure for reporting defects and unairworthy conditions to the Customer, EASA and/or CAA, and the FAA (145.221)?	X			
<b>REPAIR STATION MANUAL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Are the Repair Station Manuals up to date (145.207, .209, & .211)?	X			
2. Are the Repair Station Manuals available to all employees (145.207, .209, & .211)?	X			
3. Are the Repair Station Manuals control logs up to date (145.207, .209, .211)?	X			
<b>EASA MANUAL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is the EASA manual up to date?	X			
2. Is the EASA manual available to all employees?	X			
3. Is the EASA manual control log up to date?	X			
<b>CAA MANUAL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is the CAA manual up to date?	X			
2. Is the CAA manual available to all employees?	X			
3. Is the CAA manual control log up to date?	X			

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<b>INSPECTION:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Does the repair station roster identify all supervisors and inspection personnel (145.161, & .151)?	X			
2. Does the roster identify personnel authorized for return to service (145.161, & 43.7)?	X			
3. Does the repair station have an employment summary of all management, supervisory, & inspection personnel on roster (145.161)?	X			
4. Does the repair station have an acceptable receiving inspection system (145.155 & .211)?	X			
5. Does the repair station have a procedure to identify customers parts (EASA/CAA)?	X			
6. Are trace certificates maintained on parts and materials (145.155 & .211)?	X			
7. Are sampling system adequate to ensure quality (145.155 & .211)?	X			
8. Are all self & product audits completed and reviewed by accountable manager (EASA/CAA)?	X			
9. Are all audits maintained for a minimum of 3 years (EASA/CAA)?	X			
10. Are inspection personnel in compliance with §145.155?	X			
11. Are personnel authorized to approve an article for return to service in compliance with §145.157?	X			
12. Are the testing of the articles being performed properly and witnessed by an inspector and does the inspector properly verified the required test equipment or equivalency per evidence of previous product audits?	X			
13. Are proper inspection procedures outlined in the QCM and in compliance with 145.211(c) & 145.211(c)(1)(vii) and are they been followed?	X			
14. Do inspectors inspects the article on which Sherwood has performed work and determines it to be airworthy with respect to the work performed? 145.213(b) (2)	X			
15. Does repair station have personnel records of the accountable persons available and maintained on a roster? (ED DCT 1.4.1)	X			
<b>TECHNICAL DATA:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there an approved and established manual control system (145.205)?	X			
2. Is there a system to ensure technical data is current (145.109, & .201)?	X			
3. Are there records of manual revisions (145.205)?	X			
4. Are the manuals in use up to date (145.155 & .211)?	X			
5. Are component manuals properly identified and available to technicians (145.109, & .201)?	X			
6. Are manuals stored in a manner that will protect them from damage (145.109, & .201)?	X			
7. Is there a person by title, responsible for the manuals (C.A.S.E.)?	X			
<b>SHELF LIFE:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there a documented shelf life program (145.51, .155, & .211)?	X			
2. Is there a person by title, responsible for shelf life items (C.A.S.E.)?	X			
3. Are expiration dates displayed on all shelf life items (145.51, .155, & .211)?	X			
4. Are there any shelf life items found expired?		X		
<b>TOOLS AND TEST EQUIPMENT CALIBRATION:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there a documented tool calibration program (145.109 & .217)?	X			
2. Is there a person by title, responsible for calibration (C.A.S.E.)?	X			
3. Are standards used traceable to "NIST" (145.109 & .217)?	X			
4. Are out of service equipment quarantined (145.109, & .217)?	X			
5. Is there a tool control policy in effect and followed?	X			
6. Are tools properly identified and asset controlled?	X			
7. Is tool equivalency program properly followed and all required data available?	X			

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<b>TRAINING:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there a documented training program (145.151, .153, .155, & .211)?	X			
2. Does training records include tech's, inspectors, and supervisors? (145.151, .153, .155, .157, .161, .211, & 43.3)?	X			
3. Is formal and OJT training documented (145.151, .153, .155, 2 11)?	X			
4. Are training records maintained for 2 years after personnel leave (145.219)?	X			
5. Is human factors training completed and documented (EASA/CAA)?	X			
6. Are the methods of training effective?	X			
7. Are the training curriculums appropriate and effective?	X			
8. Are the required inspectors proficiently trained and effectively performing their duties? (145.211)	X			
9. Are the inspectors thoroughly familiar with the applicable regulations, inspection methods, techniques, practices, aids, equipment and tools for the articles or tasks being inspected? (145.155)	X			
<b>HOUSING AND FACILITY:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is the facility of adequate size (145.103)?	X			
2. Is there adequate security against fire, theft, and other damages (145.103)?	X			
3. Has the alarm system been tested once a year (C.A.S.E.)?	X			
4. Does the shops have the appropriate environmental conditions (145.103)?	X			
5. Does the shops have adequate lighting (145.103)?	X			
6. Is the shipping and receiving area adequate (C.A.S.E.)?	X			
7. Are the work areas and office spaces clean and organized (145.103)?	X			
<b>SAFETY/ SECURITY/ FIRE PROTECTIONS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there an adequate security and theft deterrent system (C.A.S.E.)?	X			
2. Are fire protection devices periodically inspected (C.A.S.E.)?	X			
3. Are fire stations identified and in serviceable condition (C.A.S.E.)?	X			
4. Are safety equipment and exits properly labeled (C.A.S.E.)?	X			
5. Are shop operations performed in a safe manner (145.103)?	X			
6. Is there effective safety program that identifies safety concerns and implements corrective actions? (ED 1.1.6)	X			
<b>PERSONNEL:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there a designated accountable manager (145.151)?	X			
2. Do the supervisory personnel meet FAA requirements (145.153, & .159)?	X			
<b>STORAGE:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Are all parts and materials properly identified, tagged, and stored (145.103)?	X			
2. Is there a quarantine area and procedures followed (145.103)?	X			
3. Do parts in bins match parts number on bins (145.103)?	X			
4. Are sensitive parts and materials properly stored (145.103)?	X			
5. Are high pressure bottles correctly identified and stored (C.A.S.E.)?	X			
6. Do parts in the stockroom have historical records (43.1)?	X			
<b>WORK PROCESSING (PROCEDURAL AUDIT):</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Does the shops have adequate tooling and test equipment to perform work (145.51, .153, .155, .157, .159, .211, & .213)?	X			
2. Are technicians properly trained (145.51, .153, .155, .157, .159, .211, .213, & 43.3)?	X			
3. Are the correct tools, equipment and manuals at the work station and being used by the technicians (145.13, .51, .153, .155, .157, .159, .211, & .213)?	X			

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4. Are units properly identified throughout its time in the repair station (C.A.S.E., EASA/CAA)?	X			
5. Are serviceable and unserviceable units and parts segregated (145.103)?	X			
6. Is there adequate protection for units during maintenance (145.103)?	X			
7. Are fluid dispensers properly identified (C.A.S.E.)?	X			
8. Are work orders in order legible and completed to the point necessary (145.219)?	X			
9. Are test and inspection records in work order package, if applicable (145.219)?	X			
10. Are maintenance records maintained for 3 years or more (145.219 & EASA/CAA)?	X			
11. Does the return to service documents meet Customers and FAA requirements (145.157, .213, .219, & 43.9)?	X			
12. Are the inspectors performing the return to service properly authorized (145.157)?	X			
13. Are 8130-3 filled out correctly as per FAA order 8130.21 (145.219)?	X			
14. Do processes comply with required aircraft/aircraft component standards and adequacy of the maintenance procedures? (EASA/CAA MAG)	X			
<b>ANTI-DRUG &amp; ALCOHOL PREVENTION PLAN:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Does the company have an approved and active anti-drug & alcohol misuse testing plan (121 app. I & j)?	X			
2. Does Sherwood subcontract any work?	X			
3. IF YES TO NO. 2 then, is there a flow down to all subcontractors to verify they are on an approved drug & alcohol testing program (14 CFR Part 120)?	X			
<b>SHIPPING:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Are units returned in appropriate shipping containers (C.A.S.E.)?	X			
2. Is the work order, return to service and unit verified prior to shipping (C.A.S.E.)?	X			
3. Do random sampling shows good quality and enough quantities of pictures taken prior to shipping?	X			
<b>SCRAPPED PARTS:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>	<b>NOTES</b>
1. Is there a documented scrap program (C.A.S.E.)?	X			
2. Is there a person identified by title responsible (C.A.S.E.)?	X			


**By Jesus Barcenilla / Director of Quality**

February 24, 2023


**Reviewed By: Ben Farrell, Accountable Manager**

February 24, 2023

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**ADDITIONAL COMPANY INFORMATION**

**AOG Phone Number:** 305-477-2994  
**AOG and General Email:** [info@sherwoodaviation.com](mailto:info@sherwoodaviation.com)  
**Website:** [www.sherwoodaviation.com](http://www.sherwoodaviation.com)  
**Founded:** 1992  
**Incorporated:** May 1992  
**Facility consist of two buildings (MRO and Manufacturing) with 70,000.00 sq/ft.**  
**Business Classification:** Small Business

**Cage Code:** 3EM37  
**Federal ID:** 65-0401687  
**DUN & BRADSTREET #:** 947446969  
**UEI SAM:** M42FB4JKXQS4  
**NAICS Code:** 336413  
**OIN Number (OASIS):** 6148430882  
**Aviation Products and General Liability Insurance**

**For Capabilities & Products, please visit** [www.sherwoodaviation.com](http://www.sherwoodaviation.com)

**For below certifications, please visit** [www.sherwoodaviation.com](http://www.sherwoodaviation.com) → "MEDIA CENTER" → "DOWNLOADS":

**Ratings: Instruments II, III, IV, Radio I, II, III and Accessories I, II, III with Limited Instruments I.**

**FAA Certificate & OpSpecs (Including A449) :** OOWR599L  
**EASA Certificate:** 145.4866  
**AS9100D with ISO 9001:2015:** C0039654-AS3  
**FAA Drug Program:** D-SO-00786-S  
**Export Compliance:** M29270

**Average of Total Employees:** >120  
**Average Production Personnel:** >50  
**Average Engineering and Manufacturing Personnel:** > 20  
**Average Quality Personnel:** >10  
**Average Inspection Personnel:** >12  
**Average Repairmen Certificated Personnel:** >13  
**Average Airframe & Powerplant (A&P) Personnel:** >11  
**Average Management & Supervisory Personnel:** >19

**MAIN POINTS of CONTACTS:**

President/General Manager	Ben Farrell	<a href="mailto:ben@sherwoodaviation.com">ben@sherwoodaviation.com</a>
VP, Operations	Jessie Fortes	<a href="mailto:jessie@sherwoodaviation.com">jessie@sherwoodaviation.com</a>
Director of Quality	Jesus Barcenilla	<a href="mailto:jesus@sherwoodaviation.com">jesus@sherwoodaviation.com</a>
VP, Business & Product Development	Brant Farrell	<a href="mailto:brant@sherwoodaviation.com">brant@sherwoodaviation.com</a>
VP, Marketing & Strategic Supply	Dawn Balla	<a href="mailto:dawn@sherwoodaviation.com">dawn@sherwoodaviation.com</a>
HR	Diana Gil	<a href="mailto:diana@sherwoodaviation.com">diana@sherwoodaviation.com</a>
Director of Materials - Purchasing	Alyson Gil	<a href="mailto:alyson@sherwoodaviation.com">alyson@sherwoodaviation.com</a>
Director of Repairs	Bryan Farrell	<a href="mailto:bryan@sherwoodaviation.com">bryan@sherwoodaviation.com</a>
Accounting Manager	Shirley Gonzalez	<a href="mailto:shirley@sherwoodaviation.com">shirley@sherwoodaviation.com</a>