

Part 145 & AS9110 Readiness Checklist

A new revision of the 9100-series quality standards — including AS9110 — is on its way, and every certified repair station will need to re-baseline. Before that, and before your next surveillance audit, this checklist shows where you stand today. **Tick every item you can confirm is current and in place.** Anything you can't tick is a gap an auditor could find first.

1 - Tooling, equipment & calibration

- Every measuring and test instrument requiring calibration is on a master register, with a defined interval and a known next-due date.
- All calibration is traceable to NIST or a recognized national standard, with certificates on file.
- No tool currently in service is past its calibration due date.
- You have an out-of-tolerance procedure that lets you identify and recall every article a tool touched since its last good calibration.
- Employee-owned tools used on articles fall under the same calibration control.
- Your equipment matches the ratings you hold — you have what's required for the work you're certificated to perform.

2 - Personnel, training & authorizations

- Your roster of management, supervisory, inspection, and return-to-service personnel is current and matches who is actually doing the work.
- An FAA-accepted training program is in place, with a training record for every employee.
- Recurrent training is current for all required personnel — nothing lapsed.
- Return-to-service and inspection authorizations are explicit: you can show who is authorized for which articles.
- When a person's training currency lapses, their authorization is actually pulled — not just noted.
- Initial training is documented before anyone works or signs off independently.

3 - Document & data control

- Your Repair Station and Quality manuals are current, revision-controlled, and the revision in use is the accepted one.
- Obsolete revisions are removed from the point of use; revision history is retained.
- You hold current technical data (manuals, ICAs, service bulletins, ADs) for every article you're rated to work — at the latest revision.
- A defined process checks for and incorporates new revisions and ADs — it isn't ad hoc.
- The forms in circulation are the controlled, current versions.
- Your capability list, if you use one, is current with documented self-evaluation dates.

4 - Parts, material & traceability

- A documented receiving inspection is performed on incoming parts and material.
- Every part and material has traceability on file — 8130-3, certificate of conformance, or equivalent.
- Shelf-life-controlled items are tracked, and nothing expired is in stock or in use.
- A suspected-unapproved-parts (SUP) screening process is in place.
- Serviceable, unserviceable, and quarantined material are physically segregated and controlled.
- Parts and material are traceable to the specific work order they were installed on.

5 - Corrective action & findings (CAPA)

- Every open finding — internal, customer, and regulatory — is tracked in one place, with an owner and a due date.
- No corrective action is past due.
- Root cause is documented for each finding (beyond “re-trained the technician”).
- Corrective-action effectiveness is verified before the finding is closed.
- Recurring and systemic issues are visible as trends, not just one-off entries.
- Customer complaints are captured and closed through the same loop.

6 - Internal audit & self-evaluation

- A scheduled internal audit program covers your full scope across the audit cycle.
- Internal audits are performed on schedule — none overdue.
- Internal-audit findings feed directly into your corrective-action process.
- Audit and quality records are retained for at least the required period.
- Management review of the quality system happens on a defined cadence.

How to read this

Anything left unticked is a gap waiting for an audit date — and if you had to hesitate, count it unticked: what you can't see, you can't defend. The shops that re-baseline calmly for the new standard are the ones who can answer every line on any given day, not just the week before the auditor arrives.

Be ready on Day 1 — every day

Day1.bot keeps every line on this checklist continuously current — green, amber, red — inside your own environment, so audit day is just another day. For a walkthrough against your shop: [\[your booking link \]](#).