

Appendix F Audits

November 21, 2002

HTS

Attn: Gary Salogub

Dear Gary,

On November 5, 2002, Air Midwest, Inc. conducted a maintenance station audit on your facility. This audit was conducted in accordance with Air Midwest, Inc. Audits Manual. You have 30 days to respond to these findings.

1. Facilities, lights, heat are not adequate. Pg. A.8, Item #2.
2. There is not sufficient staffing for each shift. Pg. A.8, Item #10.
3. The fire extinguishers do not have location identifiers painted on the floors and walls. Pg. A.8, Item #11.
4. Needs drip pans and heat lamps that are not available. Pg. A.17, Item #16.
5. No system for informing mechanics of revisions to manuals. Pg. A.17, Item #23.

I need in writing, when these items are complete. If you have any questions, please feel free to contact me.

Sincerely,



Diana L. Specht
Quality Assurance Auditor
Air Midwest, Inc.
2203 Air Cargo Rd.
Wichita, KS. 67209
(316) 944-2544
Fax (316) 945-8657

Air Midwest, Inc.

Maintenance Audit Manual

MANUAL: 250
 REVISION: 0
 DATE: 09/28/01
 PAGE: A.8

MTX STATION AUDIT GUIDE CHECKLIST GENERAL

STATION: <u>HUNTINGTON, WV</u>	DATE: <u>11-5-02</u>
MANAGER: <u>GARY SALOGUB</u>	TEL: <u>304 453 2400</u>
AUDITOR(S): <u>DAVID GAGE</u>	CARR.:

TYPES OF AUDIT: SCHEDULED UNSCHEDULED FOLLOW-UP
 S = SATISFACTORY C = COMMENT

1. Work area neat, clean, orderly?
2. Facilities, Lights, Heat, Power, adequate? *MORE LIGHTS ARE GOING TO BE ADDED
HEAT WILL BE ADDED - THERE IS NO INSULATION ON WALLS - WITHOUT INSULATION THE
HEAT WILL NOT BE SUFFICIENT*
3. Telephone numbers posted Fire, Police, Ambulance, etc.?
4. Is there adequate Security?
5. Is there adequate communications within the Department?
6. How often are Management / Supervisor meetings held?
7. Is proper training provided for new hires, are training records kept up to date, do they have a recurrent training program?
8. Is the shift overlap adequate, and are turnovers used properly?
N/A
9. What is the attitude of Managers, Supervisors, Personnel?
10. Is there sufficient staff for each shift? *ONLY ONE FOREMAN + ONE INSPECTOR
SHOULD BE TWO OF EACH*
11. Is there adequate number of fire extinguishers, are they properly inspected?
NEED LOCATION IDENTIFIER PAINTED ON FLOOR + WALLS

Audit Conducted By: DAVID GAGE

Department Manager/Supervisor: GARY SALOGUB

January 3, 2003

Attn: Diana L. Specht

Dear Diana,

In response to your letter concerning the maintenance station audit conducted in Huntington WV.

1. Facilities, lights, heat are not adequate:
I have purchased nine Metal Halide 400 watt ceiling mounted lamp assemblies, which are currently being installed.
I have installed two 130000 BTU "U" tube radiant heaters, and we are currently exploring adding insulation to the hanger.
2. There is not sufficient staffing for each shift:
We have increased our maintenance staff 20% in the last month.
3. The fire extinguishers do not have location identifiers on the floors and walls:
The identifiers have been added to the floors and walls.
4. Needs drip pans and heat lamps that are not available:
Purchased two drip pans and two heat lamps.
5. No system for informing mechanics of revisions to manuals:
We instituted a "Read and Sign" file for revisions to manuals.

I hope these actions meet the standards of Air Midwest, Inc. If you have any questions, please feel free to contact me.

Sincerely,

Gary Salogub
Site Manager
Raytheon Aerospace L.L.C.
1459 Airport Road.
Unit 2, Box 1,
Huntington, WV. 25704
(304) 453-2400
Fax (304) 453-2575

Done

January 17, 2003

HTS

Attn: John Oxley

Dear John,

On January 14, 2003, Air Midwest, Inc. conducted a maintenance station audit on your facility. This audit was conducted in accordance with Air Midwest, Inc. Audit Manual. You have 30 days to respond to these findings.

1. Facilities power is not adequate. Pg. A.8, Item #2.
2. Proper training provided for new hires, are training records kept up to date. Pg. A.8, Item #7.
3. Is the shift overlap adequate, and are turnovers used properly. Pg. A.8, Item #8.
4. Is there sufficient staff for each shift. Pg. A.8, Item #10.
5. Maintenance manuals revisions are not complete. Pg. A.9, Item #7.
6. Safety shields installed or readily available on power equipment. Pg. A.16, Item #11.
7. Supervision ensuring that training forms are being properly filled out are not being completed. Pg. A.17, Item #17.
8. Facility used adequately and acceptable and well kept. Pg. A.27, Item #8.

I need in writing, when these items are complete. If you have any questions, please feel free to contact me.

Sincerely,

Diana L. Specht

Diana L. Specht

Quality Assurance Auditor

Air Midwest, Inc.

2203 Air Cargo Rd.

Wichita, KS. 67209

(316) 944-2544

Fax (316) 945-8657

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MTX STATION AUDIT GUIDE CHECKLIST GENERAL

STATION:	HTS	DATE:	1/14/03
MANAGER:	JOHN OXLEY	TEL:	
AUDITOR(S):	MARTIN D. WALT	CARR.:	
TYPES OF AUDIT: <input checked="" type="checkbox"/> SCHEDULED <input type="checkbox"/> UNSCHEDULED <input type="checkbox"/> FOLLOW-UP			
S = SATISFACTORY C = COMMENT			

1. Work area neat, clean, orderly?
2. Facilities, Lights, Heat, Power, adequate?
3. Telephone numbers posted Fire, Police, Ambulance, etc.?
4. Is there adequate Security?
5. Is there adequate communications within the Department?
6. How often are Management / Supervisor meetings held?
7. Is proper training provided for new hires, are training records kept up to date, do they have a recurrent training program?
8. Is the shift overlap adequate, and are turnovers used properly?
9. What is the attitude of Managers, Supervisors, Personnel?
10. Is there sufficient staff for each shift?
11. Is there adequate number of fire extinguishers, are they properly inspected?

Audit Conducted By: Martin D. Walt

Department Manager/Supervisor: John Oxley

2. HEAT AND LIGHTING IS INADEQUATE
6. DAILY
7. SOME TRAINING RECORDS MISSING INSTRUCTOR STAMPS
- 8 & 10 > STAFFED FOR ONE OVERNIGHT MAINT. SHIFT.

Air Midwest, Inc.

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MTX STATION AUDIT GUIDE CHECKLIST MAINTENANCE

- 16. Is there sufficient equipment available (stands, ladders, jacks, etc.)?
- 17. Is supervision ensuring that training forms are being properly filled out?
FOREMEN NOT ENSURING INSTRUCTOR STAMPS ARE COMPLETED
- 18. Do Inspector Designee personnel have a copy of proper training forms and the authorization letter in their file?
- 19. Are Mechanics using proper sign-off procedures in accordance with the Maintenance Procedures Manual?
- 20. Is there an excessive amount of paperwork signed off by supervisory personnel?
- 21. Is the company doing preventative maintenance on fluid servicing units, and are the records available for review? *N/A*
- 22. Is there evidence of obsolete or surplus equipment stored either inside or outside the hangar?
- 23. Is there a system for informing Mechanics of revisions to manuals?
- 24. Are personnel trained on evacuation of the Hangar in case of fire?
- 25. Are proper hand signals used when marshaling aircraft?
N/A
- 26. Do personnel use proper procedures while taxiing and running up aircraft?
- 27. Are all unknown persons challenged or appropriate identification?
- 28. Is the Department following procedures outlined in the Maintenance Procedures Manual?

Audit Conducted By: *Mason D. Webb*

Department Manager/Supervisor *John [Signature]*


February 20, 2003

ATTN: Diana Specht

In response to the maintenance station audit conducted on January 14, 2003.
The following is a list of the findings and how they were or are being corrected.

1. Facilities power is not adequate.
Corrective action: Overhead lights have been installed. Heat is not adequate at this time. I am currently getting estimates for hangar insulation.
2. Proper training provided for new hires, are training records kept up to date.
Corrective action: A number of items on the mechanics OJT training records have been signed of by the mechanic, but the instructors have not signed. All of these items have been corrected and I have explained to the mechanics that when they sign something in their OJT records the instructor has to sign at that time.
3. Is the shift overlap adequate, and are turnovers used properly.
Corrective action: Currently there is one person working days and he comes in before the night shift foreman leaves for a verbal turnover. There is also a written turnover provided daily from nightshift foremen.
4. Is there sufficient staff for each shift?
Corrective action: Due to the extremely high turnover rate staffing is inadequate at this time. Raytheon is in the process of hiring more people. Also the total number of maintenance personnel will increase from 9 to 11.
5. Maintenance manual revisions are not complete.
Corrective action: Verified that all manual revisions that have been received have been installed, properly documented and that all manuals are up to date.
6. Safety shields installed or readily available on power equipment.
Corrective action: Safety shields have been located near or on power equipment as required.
7. Is supervision ensuring that training forms are being properly filled out?
Corrective Action: See # 2
8. Facilities used adequately and acceptable and well kept.
Corrective action: What facilities that we have here are used adequately. It is true that there is no training classroom but there is no space for a training classroom.

Thank You


John Oxley
Air Midwest
Regional Quality Assurance Manager
Huntington (HTS)