QUALITY CONTROL MANUAL
FOR Worldwide Aerospace, LLC

1 INTRODUCTION

1.1 COMPANY HISTORY & OBJECTIVES

1.1.1 To introduce our ourselves we are Worldwide Aerospace, an aviation parts supplier located in Fort Worth, Texas USA. Founded in 2004 by aerospace seasoned professionals, our mission is to consistently procure excess inventory and consignments; and sell from stock with a high level of customer service.

1.1.2 We specialize in both high demand and hard to find parts for many aspects of the aerospace industry including helicopter, fixed wing and military.

1.1.3 Our low mark-up and efficient service make Worldwide Aerospace the best aerospace manager for your company.

1.1.4 Our staff is knowledgeable and respectful with customer service in mind. Our teamwork approach to sales and purchasing makes our company available 24/7.

1.2 GENERAL

1.2.1 This Quality Control Manual describes the inspection and quality control procedures used by Worldwide Aerospace.

1.2.2 The President is responsible for this Quality Control Manual.

1.2.3 This Quality Control Manual Requires ASA acceptance. The ASA standards satisfy FAA AC-00-56A and are either specified or inferred by the Federal Aviation Regulations (FARs) or other transportation regulations; or are required for the air carrier's or repair station's compliance with the FARs.

1.2.4 The content of this manual and quality system standard will be reviewed and revised as necessary to remain in compliance with the FARs as well as other government regulatory requirements. Additionally, the Aviation Suppliers Association will review this document and its related programs to provide the necessary feedback for continuous quality improvement.

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FOR Worldwide Aerospace, LLC

QUALITY MANAGEMENT SYSTEM

Figure 1

2 QUALITY MANAGEMENT SYSTEM

2.1 MANAGEMENT RESPONSIBILITY

2.1.1 The responsibility of management is to present the company with a quality policy, objectives and manual adequate to assure a quality product that complies with customer specification. It keeps the company striving to attain the goal of quality system standards and quality objectives.

2.1.2 The company also attains internal and external communications.

2.1.2.1 Internal communications consist of e-mailing co-workers for accurate data, management announcements towards any changes, phone access for any associate within the company, and company meetings.

2.1.2.2 External communications consist of direct access with all customers through phone and e-mail, newsletters to all customers about updates and price changes, good customer service to find the best rate, excellent sales skills.

2.1.3 All management of Worldwide Aerospace has control of quality records. These records are maintained documentation of traceability for at least 4 years from the date of sale to the customer. Documents shall demonstrate serial number, or lot & batch traceability, when applicable. The distributor shall maintain a filing system such that the data is readily available and identifiable for each customer, each purchase.

2.1.4 The distributor also shall have documentation of all products and data control.

2.1.4.1 All limited parts shall have records confirming life-limited status.

2.1.4.2 Records confirming fastener integrity, including physical and chemical test reports, shall be maintained for a minimum of seven years.

2.1.4.3 The distributor shall have a system in place governing the storage, distribution, and retrieval of documents confirming that the physical and chemical properties of fasteners are raw stock aircraft materials are in conformance with applicable technical specification.

2.1.5 Amongst the many responsibilities of management, the company will also conduct a management and business review to ensure that Worldwide Aerospace, Ltd. Is conducting its business in a well fashioned manner.

2.1.5.1 In compliance with the Accreditation Program and keeping a superior quality system the company shall conduct an audit every 36 months and a surveillance audit during the 36 month period.

2.1.5.2 Management shall review the business on a quarterly basis (at least 2 times a year) to make sure the guidelines on the manual are followed as well as quality control standards.

2.2 PRODUCT REALIZATION

2.2.1 Product realization deals with the incorporation of a contract review for all employees. This includes analyzing and critiquing the employee to make sure they are maintaining quality standards.

2.2.2 Planning unique quality standards within the company follows along the lines of purchasing the product. Then identifying the product with a particular system that coincides with having a quality product. The products identification, traceability, receiving, handling, shipping and packing are listed in detail in this quality control manual.

2.2.3 Control of customer supplied product will be described in detail in this quality control manual.

2.3 MEASUREMENT ANALYSIS & IMPROVEMENT

2.3.1 The measurement analysis & improvement condition to Worldwide Aerospace consists of an internal audit. Management will have an internal audit and check all components towards the company and keep them up to date.

2.3.2 Control of non-conforming product will be described in detail in this quality control manual.

2.3.3 Evaluation of customer satisfaction is highly important to working within this company. Management will send out an evaluation sheet to all customers asking

if they approve and support the quality system that Worldwide Aerospace has implemented.

2.3.3.1 Worldwide Aerospace shall be more than happy to correct any claims against the company that are displeasing to the customer. In addition, it will take preventative action against any negative claims made against the distributor. It always desires for continuous improvement.

2.3.3.2 The Statistical process control will be described in detail in this quality control manual.

2.4 RESOURCES

2.4.1 Management is responsible for maintaining a superior quality human resource atmosphere. The Human resource department will be described in detail in this quality control manual.

2.4.2 The Training of employees is done by all parts of management. It will be described in detail in this quality control manual.

2.4.3 The infrastructure of Worldwide Aerospace and work environment will be described in detail in this quality control manual.

Organization Chart for Worldwide Aerospace, LLC

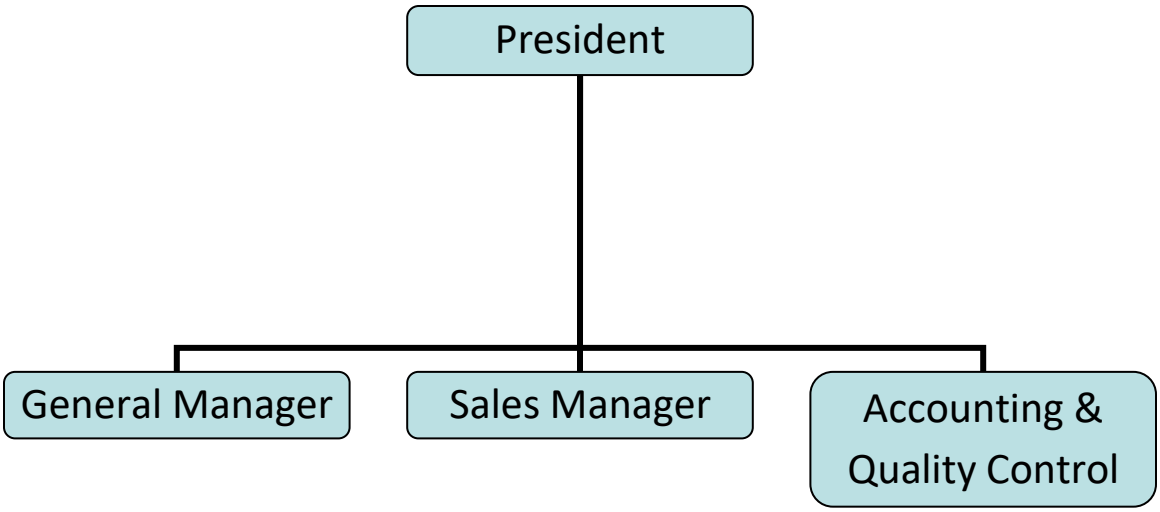

Figure 2

3 ORGANIZATIONAL CHART BY TITLE

3.1 The organizational chart of Worldwide Aerospace, LLC (shown on figure 2) is comprised of a chart with an assignment of personnel by title and their responsibilities for specific functions within the quality system.

3.2 The company has one President, Gene Casey, who holds all responsibilities for overall operations.

3.2.1 He is responsible for managing Worldwide Aerospace by providing guidance and assistance in developing and implementing the goals and objectives set for providing Quality Control System of high standards.

3.2.2 He provides the resources necessary to running the company and making it function as a unit.

3.2.3 He reviews every detail of a sale before it is made and make sure that customer service and the quality of the product being sold exceeds customer expectation.

3.3 Worldwide Aerospace also consists of one accountant/quality control manager who directs, promotes, and coordinates the operations of the company in a manner that will optimize the company's mission and goals resulting in outstanding customer service.

3.3.1 The accountant/quality control manager is responsible for supervising operations and providing excellent service, sales, and skills for the company.

3.3.2 The accountant/quality control manager must maintain a positive attitude to promote team work and unity.

3.3.3 The individual must develop great communication skills and excellent sales skills and attentiveness to his job in order to keep the company functioning collectively.

3.3.4 The accountant/quality control manager also has the responsibility for ensuring that funds are spent and managed according to the goals, objectives, and mission of the organization, to ensure that the funds are being spent according to a budgeted plan and that the allocation of expenditures is appropriate to the function identified for the account.

3.3.5 The accountant/quality control manager is responsible for ensuring that productivity and operational goals are met in order to deliver customer satisfaction. This individual works in a dynamic environment that focuses on delivering continuous measurable improvement to the customer. The position also gives assistance to all the other positions within the company and does everything possible to have their needs met as well as the customer.

3.4 Worldwide Aerospace also consists of one General Manager and one Sales Manager. They both provide an environment where entrepreneurial minded individuals can prosper and advance.

3.4.1 The General Manager and Sales Manager both make it a habit to provide excellent customer service and does whatever they possibly can to assist the customer.

3.4.2 The General Manager and Sales Manager also assume responsibility upon request that may occasionally require response to afterhours issues or other situations as needed on a 24/7 basis.

3.4.3 The position of General Manager and Sales Manager are individuals ready to work on any task that may be assigned to the individual at any given time.

4 INSPECTION PERSONNEL

4.1 TRAINING

4.1.1 The distributor shall have personnel who are properly trained to perform inspection, handling and recordkeeping procedures to support the organizations adopted quality system. This applies to personnel forming the function of supervisor, inspector, shipping and receiving.

4.1.2 Inspection personnel shall be properly trained and authorized. Such persons shall be knowledgeable of inspection techniques, methods and equipment used to determine part quality. Authorization criteria shall be identified in this Worldwide Aerospace manual.

4.1.3 All training, both formal (classroom) and on-the-job training (OJT), shall be documented and the records shall be maintained for all employees who underwent training. E.g., the distributor shall have on file records for all HAZMAT employees, as applicable.

4.1.4 The distributor shall maintain a roster of the personnel and their alternates authorized to perform inspection functions and identify the inspection function(s) that each person authorized to perform.

4.2 REQUIREMENTS

4.2.1 The General Manager is responsible for all inspection personnel.

4.2.2 The General Manager will establish minimum qualifications for inspection personnel in accordance with 12CFR65-101.

4.2.3 Qualifications based on previous experience will be document in the employee's employment summary.

4.2.4 Inspection personnel authorized to approve articles for return to service must be certificated under 14CFR65-101.

4.2.5 The General Manager will ensure that all inspection personnel are familiar with the applicable regulations.

4.2.6 The General Manager will ensure that all inspection personnel can read, write and understand the English language.

4.2.7 The General Manager will ensure that all inspection personnel are proficient at inspecting the articles that they are assigned to inspect. This will be done via classroom instruction, factory training, or on the job training.

4.2.8 The General Manager will ensure that all non-certified personnel who perform maintenance or alterations are supervised and that all work performed is inspected.

5 RECORDS

5.1 REQUIREMENTS

5.1.1 The distributor shall maintain documentation of traceability for at least 4 years from the date of sale to the customer. Documents shall demonstrate serial number, or lot & batch traceability, when applicable. The distributor shall maintain a filing system such that the data is readily available and identifiable for each customer, each purchase.

5.1.2 The distributor shall have a system in place governing the storage, distribution, and retrieval of documents confirming that the physical and chemical properties of fasteners and raw stock aircraft materials (materials that are installed on and become part of the aircraft) are in conformance with applicable technical specifications.

5.1.3 Records confirming fastener integrity, including physical and chemical test reports, shall be maintained for a minimum of seven years.

5.1.4 All life-limited parts shall have records confirming life-limited status.

5.2 DOCUMENTATION

5.2.1 All paperwork that comes into the factory shall be documented, scanned to the computer, and kept as a hard copy in file drawers.

5.2.2 Traceability information is scanned into the computer and matched up into a Quantum database. The documents are also kept in a different file in the computer system.

5.3 STORAGE

5.3.1 Storage of documents are in numerical and alphabetical order in file cabinets.

5.3.2 Physical and chemical test reports are stored for seven years in a separate file cabinet that has been labeled and put in order according to numerical and alphabetical order.

5.3.3 All paperwork which is deemed life-limited parts paperwork is recorded with life-limited status and filed according to this status.

6 STOCK/STORES

6.1 SUPPLIES

6.1.1 The quality system applied with supplies assures that serviceable parts/components adequately protected against the environment and damage by being properly wrapped, packaged, boxed, etc.., as appropriate. All fluid passages, lines, or electrical connections shall be capped or plugged. The distributor's quality system shall protect items who performance will be adversely affected by an "unclean" environment.

6.1.2 Material subject to damage from electro-static discharge shall be packaged, handled, and protected with necessary precaution and in accordance with requirements for safe handling of electro-static sensitive devices.

6.1.3 Batch segregation shall be maintained for parts so identified by the manufacturer, such as aircraft fasteners. The procedures of this system shall include splitting of lots and the documentation of such splitting. Purchases, less sales, should equal inventory, which shall balance on batch/lot numbered inventories.

6.1.4 Material shall be handled in an appropriate manner and shall be protected from damage and deterioration. Special packaging shall be maintained as necessary. The storage area for aircraft parts shall be periodically checked for overall effectiveness of storage and identification methods.

6.1.5 Supplies which are considered non-conforming parts or substandard shall be segregated from usable stock. These include aircraft parts, and parts that could be reasonable assumed to be sold for aircraft use, and they shall be segregated from non-aircraft parts.

6.2 SHELF LIFE CONTROL

6.2.1 This distributing company has a system that adequately identifies and controls shelf life-limited parts and materials. Out-of-time or outdated parts and materials shall either be segregated from serviceable items or discarded. The program implemented specifies a system that will assure that no expired material or part will be issued. This program included component subassemblies containing shelf life-limited parts.

6.3 PROCUREMENT

6.3.1 The distributing company maintains a procurement system such that materials purchased conform to specified documentation requirements according to the company's standard. The parts are documented in its quality manual, a system which demonstrates the ability to trace the parts to the source of procurement and to the source of production, or to a FAA certificate holder. In addition, the distributor shall provide, upon request, information pertaining to the production approval status of each part.

6.3.2 This system is in place to assure that special requirements are adequately communicated to the distributor's sources, so that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer.

6.3.3 The distributor shall maintain a list of their approved suppliers and a quality history for each source.

6.3.4 The procurement system assures that:

6.3.4.1 A part known to have been subjected to conditions of extreme stress, heat, or environment are so identified.

6.3.4.2 All Airworthiness Directives (AD's) that are represented as having been accomplished are documented. Certification of compliance shall specify AD number, Ad amendment number, date, and method of compliance, i.e., "AD xx-xx-xx terminated (date). Replaced shaft seal with P/N _____ shaft seal (signature."

6.3.4.3 Items identified as overhauled, repaired or modified have the appropriate signed and date documentation attached to substantiate the condition of the part.

7 INSPECTION

7.1 RECEIVING POLICY

7.1.1 REPAIRABLE ITEMS

7.1.1.1 The General Manager will be responsible for receiving al repairable items.

7.1.1.2 All repairable items will be subject to a REVEIVING INSPECTION. Reference section 2.2 REVEIVING INSPECTION for details and procedures.

7.1.1.3 All repairable items will be subject to a PRELIMINARY INSPECTION. Reference section 2.3 PRELIMINARY INPECTION (HIDDEN DAMAGE INSPECTION) for details and procedures.

7.1.1.4 The quality control manager will generate a component work order for all repairable items received. Reference section 8.1 COMPONENT WORK ORDER (METHOD OF EXECUTION) for details and procedures. This component work order will be attached to the item.

7.1.1.5 After the repairable item has completed the RECEIVING INSPECTION and has received a component work order, the item will be released to the avionics manager for repair.

7.1.2 STOCK ITEMS (CONSUMABLE AND RAW MATERIALS)

7.1.2.1 The quality control manager will be responsible for receiving all stock (consumable and raw materials).

7.1.2.2 Inspections of all stock items (consumable and raw materials) will:

7.1.2.2.1 Include a visual inspection of the shipping container and contents for shipping damage, packing, and proper paperwork.

7.1.2.2.2 Be checked with the purchase order to verify proper delivery receipt. This will include a check to verify that the physical and chemical properties are as specified in the purchase order.

7.1.2.2.3 Be inspected to ensure that the shelf life has not expired.

7.1.2.3 The quality control manager will print a parts label with a minimum part number and purchase order information. This label will be attached to all parts placed n stock.

7.1.2.4 The quality control manager will ensure that shelf life items are labeled with shelf life expiration date.

7.1.2.5 If there is any evidence of physical damage, or any discrepancies discovered, the chief inspector will be notified. The chief inspector will determine what additional actions or inspections are required. If the item requires return to the vendor, the chief inspector will coordinate with the logistics manager for proper return. Items found not acceptable will not be placed in stock. Rejected items will be segregated and identified to prevent their use.

7.1.2.6 The quality control manager will place acceptable stock items (consumable and raw materials) into stock.

7.1.2.7 The quality control manager will attach traceable paperwork to purchase order and file the purchase order package in the Worldwide Aerospace records section.

7.2 RECEIVING INSPECTION

7.2.1 The RECEIVING INSPECTION will be performed by the logistics manager

7.2.2 The RECEIVING INSPECTION will:

7.2.2.1 Include a visual inspection of the shipping container and contents for damage, packing, and proper paperwork.

7.2.2.2 Evaluate the item and the attached paper work to determine the scope of the requested work and the required maintenance actions.

7.2.2.3 Evaluate the item and verify the current technical data is available. Technical data is documented on the COMPONENT WORK ORDER.

7.2.2.4 Evaluate the item and verify that there are no Airworthiness Directives applicable to the unit.

7.2.2.5 Verify that the part identification (serial number and part number) correctly identify the part, have not been altered, and are correctly identified on all associated paper work.

7.2.3 If there is any evidence of physical damage or any discrepancies with the part identification, the chief inspector will be notified. The chief inspector will determine what additional actions or inspections are required. If the customer requires notification, the chief inspector will coordinate with the avionics manager for customer notification. Rejected items will be segregated and identified to prevent their use.

7.2.4 And defects noted during the REVEIVING INSPECTION will be documented in the Receiving Inspection section on the COMPONENT WORK ORDER.

7.2.5 And defects noted during the RECEIVING INSPECTION will be corrected before the item is approved for return to service.

7.3 PRELIMINARY INSPECTION (HIDDEN DAMAGE INSPECTION)

7.3.1 The PRELIMINARY INSPECTION will include a review of the repair stations Op Specs.

7.3.2 The PRELIMINARY INSPECTION will include a physical inspection to search for any evidence of hidden damage (HIDDEN DAMAGE INSPECTION). This search will also include an inspection of adjacent arias for obvious damage.

7.3.3 If there is any indication that the unit has been involved in an accident or fire or any evidence of physical damage the chief inspector will be notified. The chief inspector will determine what additional actions or inspections are required. If the customer requires notification, the chief inspector will coordinate with the avionics manager for customer notification.

7.3.4 Any defects noted during the PRELIMINARY INSPECTTION will be documented in the Inspection Findings section on the COMPONENT WORK ORDER.

7.3.5 Any defects noted during the PRELIMINARY INSPECTION will be corrected before the items approved for return to service.

7.4 HANDLING OF PARTS

7.4.1 Personnel will always exercise caution when handling aviation related articles, pars, and test equipment to prevent damage.

7.4.2 Articles and materials undergoing maintenance will be segregated from stocked articles and materials.

7.5 TAGGING AND IDENTIFICATION

7.5.1 All articles undergoing maintenance will be tagged with COMPONENT WORK ORDER. This COMPONENT WORK ORDER will stay with the unit throughout the entire maintenance process. Reference section 8.1 COMPONENT WORK ORDER for detailed method and execution of COMPONENT WORK ORDER

7.5.2 All parts in the stock room will be tagged with a parts label, reference section 7.1.2.3 for details. This parts label will reference the purchase order package to ensure traceability to an approved source.

7.6 SUSPECTED UNAPPROVED PARTS

7.6.1 Suspected unapproved parts will be reported to the FAA by submitting FAA form 8120-11 in accordance with AC 21-29B.

7.6.2 The chief inspector will report suspected unapproved parts.

7.7 MALFUNCTION OR DEFECT REPORT

7.7.1 This repair station will report to the FAA, within 96 hours after discovery, any serious defects in a recurring non-airworthy condition of an aircraft, power plant, or propeller, or any of their components.

7.7.2 The report will be made on FAA form 8010-4 (MALFUNCTION OR DEFECT REPORT) in accordance with AC 20-109.

7.7.3 If the defect or malfunction could result in an imminent hazard to flight, the repair station will notify the administrator, and or, the affected operator via fax within 96 hours.

7.7.4 The chief inspector is responsible for preparing and submitting a MALFUNCTION OR DEFECT report to the FAA FSDO located at Alliance airport.

7.8 CONTINUITY OF INSPECTION

7.8.1 The General Manager will ensure that the responsibilities of inspectors are properly performed n the absence of any inspector (CONTINUITY OF INSPECTION).

7.8.2 If an inspector fails to complete an inspection, they will document details of inspection portion completed and remaining inspections required on the work order under Inspection Findings.

7.9 MAINTENACE RELEASE AND APPROVAL FOR RETURN TO SERVICE

7.9.1 The following documents are required to be given to the customer and to accompany all items approved for return to service:

7.9.1.1 The completed and signed work order.

7.9.1.2 The completed and signed green tag.

7.9.1.3 The completed and signed FAA 8130-3.

7.9.2 Each work order shall contain a MAINTENANCE RELEASE statement, which shall be signed by an authorized inspector after al maintenance actions and paper work are completed and the article is approved for return to service.

7.9.3 The MAINTENACE RELEASE statement is as follows:

7.9.3.1 The aircraft and/or component identified above was repaired and inspected in accordance with current regulations of the FEDERAL AVIATION ADMINISTRATION and is approved for return to service.

7.9.4 Reference the section 8 (INSPECTIONS AND MAINTENANCE FORMS) for details and procedures on these forms.

7.10 WORK SIGN-OFF

7.10.1 The technician performing the work will sign:

7.10.1.1 The Technician block on the work order.

7.10.2 The inspector inspecting the work will sign:

7.10.2.1 The Inspector block on the work order.

7.10.2.2 The Authorized Signature block on the FAA 8130-3.

7.10.2.3 The Signed block on the green tag.

7.11 FINAL INSPECTION

7.11.1 The General Manager will perform the FINAL INSPECTION.

7.11.2 THE FINAL INSPECTION must be performed on each article before it is approved for return to service.

7.11.3 A FINAL INSPECTION will include a review of the repair stations OpSpecs to ensure that only those articles for which the repair station is rated are approved for return to service.

7.11.4 The FINAL INSPECTION will include a review of all documents, technical data, and test equipment used during maintenance on the article.

7.11.5 THE FINAL INSPECTION will include an inspection of the work order document package.

7.11.6 The FINAL INSPECTION will include an inspection of the article

7.11.7 The FINAL INSPECTION will be documented by WORK SIGN-OFF. Reference section 2.10 WORK SIGN-OFF for details.

7.11.8 Any deficiencies discovered will be corrected before the item is approved for return to service.

7.11.9 The General Manager will analyze any deficiencies and make a determination as to the corrective action required.

8 TAGGING FORMS

8.1 RED TAG (METHOD OF EXECUTION)

8.1.1 An example of a red tag is shown in Figure 3 (Red Tag) with a bracketed number in each field that will be explained below:

8.1.1.1 [1] Owner: Will be filled in with the owner's name.

8.1.1.2 [2] Date: Will be filled in with the current date.

8.1.1.3 [3] MFG Code: Will be filled in with the Manufacturer of the unit.

8.1.1.4 [4] Part Name: Will be filled in with the part name of the unit.

8.1.1.5 [5] Part Number: Will be filled in with the part number of the unit.

8.1.1.6 [6] Serial Number: Will be filled in with the serial number of the unit.

8.1.1.7 [7] Reason for removal: Will be filled in with a short description of the reason for removal of the unit.

8.1.1.8 [8] Removed by: Will be filled in with the initials of the person who removed the unit.

8.1.1.9 [9] Failure Description: Will be filled in with a short description of the units failure. This field will normally contain the following word "UNSERVICEABLE" but is not limited to just this word.

8.1.1.10 [10] Work Order No: Will be filled in with the work order number that repaired the unit.

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Unserviceable Part

[1]Owner: [2]Date:
[3]MFG Code:
[4]Part Name:
[5]Part Number:
[6]Serial Number:
[7]Reason for removal:
[8]Removed By:
[9]Failure Description:
[10]Work Order No:

Figure 3

8.2 GREEN TAGGING (METHOD OF EXECUTION)

8.2.1 Green tags are shown in two different ways.

8.2.1.1 An example of the first way a green tag will be shown is in Figure 4 (Green Tag) with the name in each field that will be explained below:

8.2.1.1.1 PN: Will be filled in with the part number of the unit.

8.2.1.1.2 DESC: Will be filled in the description of the unit.

8.2.1.1.3 SN: Will be filled in with the serial number of the unit.

8.2.1.1.4 MFG CODE: Will be filled in with the manufacturer of the unit.

8.2.1.1.5 PO: Will be filled in with the purchase order number of the unit.

8.2.1.1.6 COND: Will be filled in with the condition of the unit.

8.2.1.1.7 REC. DATE: Will be filled in with when the part was received.

8.2.1.1.8 LOCATION: Will be filled in with the location of the unit in the warehouse.

8.2.1.1.9 REVEIVER #: Will be filled in with the receiver number of the unit.

8.2.1.1.10 EXP DATE: Will be filled in with the expiration date of the unit.

8.2.1.1.11 TAGGED BY: Will be filled in with the company that the unit was tagged by.

8.2.1.1.12 QTY: Will be filled in with the quantity of the unit

PN: 7000605-902
DESC: MODE SELECTOR
SN: 08083848
MFG CODE: HONEYWEL PO: P2919
COND: FN REC.DATE: 8/18/2008
LOCATION: LBJ01
RECEIVER #: 1961
EXP DATE: 0

Tagged By: Honeywell
Qty: 0

Figure 4

8.3.1. An example of the second way a green tag will be shown is in Figure 5 (Green Tag) with a bracketed number in each field that will be explained below.

8.3.1.1 [1] Part Number: Will be filled in with the part number of the unit.

8.3.1.2 [2] Description: Will be filled in with the description of the unit.

8.3.1.3 [3] Serial Number: Will be filled in with the description of the unit.

8.3.1.4 [4] MFG Code: Will be filled in with the manufacture of the unit.

8.3.1.5 [5] PO Number: Will be filled in with the purchase order number of the unit.

8.3.1.6 [6] Condition: Will be filled in with the condition of the unit.

8.3.1.7 [7] Rec. Date: Will be filled in with the date the part is received.

8.3.1.8 [8] Receiver #: Will be filled in with the receiver number of the part.

8.3.1.9 [9] Location: Will be filled in with the location of the part.

8.3.1.10 [10] Quantity: Will be filled in with the quantity of the part.

8.3.1.11 [11] EXP Date: Will be filled in with the expiration date of the part.

8.3.1.12 [12] Tagged By: Will be filled in with the company that the unit was tagged by.

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Repairable Part

[1]Part Number:	
[2]Description:	
[3]Serial Number:	
[4]MFG Code:	
[5]PO Number:	
[6]Condition:	
[7]Rec. Date:	[8]Receiver #:
[9]Location:	[10]Quantity:
[11]EXP Date:	
[12]Tagged By:	

Figure 5

9 SELF-AUDIT/EVALUATION

9.1 An Aviation Suppliers Association Quality System Standard Checklist (shown on figures 6-10) has been applied to this manual and will specify an annual review of what Worldwide Aerospace must have in order to maintain Quality Controlled products.

Aviation Suppliers Association Quality System Standard Checklist

Audit Type: _____ **Self-Audit/Evaluation**

_____ **Pre-Accreditation Audit**

_____ **Accreditation Audit**

_____ **Annual Surveillance**

_____ **Re-Accreditation Audit**

_____ **Special Audit**

Organization:					
Address:					
City:		**Date of Audit:**			
Country:		**State:**		**Zip:**	
Division of:		**Phone:**			
Years in business:		**Fax:**			
Number of Employees:		**Email:**			
Date of last audit to this standard: (If first, print "FIRST")					
Date this quality system was adopted:					

Name of person responsible for quality system at the above location:

_____ _____ _____
(Please type or print) (Signature) (Date)

Auditor Information:

_____ _____ _____
(Please type or print) (Signature) (Date)

Figure 6

Aviation Suppliers Association Quality System Standard Checklist

	Y	N	N/A
1. Quality System and Manual			
A. Is there an established quality system and a quality manual?			
B. Is the quality manual available to appropriate personnel?			
C. Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?			
D. Does the quality system include a program by which the accreditation organization is notified of any significant changes to the quality system and that a written approval is receive for the changes prior to implementation?			
E. Does the quality control manual include a detailed description of:			
1) the organization and relationship of the QC department to the rest of the organization?			
2) the assignment of personnel by title, for specific functions within the quality system?			
3) the revision control system for the quality system documentation?			
4) record keeping system?			
5) training requirements and records?			
6) shelf life control system?			
7) control of incoming discrepant parts and supplies?			
8) receiving inspection procedures?			
9) test and inspection equipment calibration program?			
10) storage facilities and specifications?			
11) part identification system?			
12) environmental controls?			
13) inspection stamp control?			
14) self-audit/evaluation program?			
2. Self-Audit/Evaluation Program			
A. Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action?			
1) are corrective actions appropriate and prompt?			
B. Has the Aviation Suppliers Association been contacted to arrange for an independent audit of the quality program?			
3. Facilities			
Does the storage areas provide:			
A. adequate space and appropriate racks to prevent damage or mishandling?			
B. adequate security from unauthorized access?			
C. segregation of aircraft from non-aircraft functions?			
D. segregation of serviceable from non-serviceable parts?			

Figure 7

	Y	N	N/A
4. Training and Authorized Personnel			
A. Are personnel who perform inspection, shipping and receiving functions properly trained?			
B. Are inspection personnel properly authorized?			
C. Are both formal classroom and on-the-job training documented and maintained?			
D. Is a roster of personnel authorized to perform inspection functions maintained?			
5. Procurement			
A. Does the system assure that parts procured conform to the documentation requirements of Appendix A?			
B. Does the system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?			
C. Does the system require the distributor to maintain a list of approved suppliers and a quality history for each source?			
D. Does the distributor's quality system assure that parts procured for sale:			
1) which are known to have been subjected to conditions of extreme stress, heat or environment are identified?			
2) that all represented Airworthiness Directives (AD's) which have been accomplished are documented?			
3) that are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?			
6. Receiving Inspection			
A. Does the inspection program include:			
1) a check for obvious physical damage?			
2) verification that all appropriate plugs and caps are properly installed?			
3) verification of part number, model number, etc. to ensure they match the documentation?			
4) verification of quantity, part numbers or noted substitution, to ensure they match the purchase order?			
5) verification that all appropriate documentation is on hand and are properly completed & signed?			
B. Does the inspection system include a procedure for receiving aircraft fasteners?			
C. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?			
D. Is there an accountability system in place to control stamp issuance, usage and replacement?			
E. Does the system include an inspection program for new standard parts?			
7. Measuring and Test Equipment			
A. Does the distributor have an effective calibration program for test equipment?			
B. Is a system in place to assure documentation of current calibration status?			

Figure 8

	Y	N	N/A
8. Material Control			
A. Is material handled in an appropriate manner and is the material protected from damage & deterioration?			
B. Is batch/lot control maintained for parts so identified by the manufacturer?			
C. Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?			
D. Whenever practical, is material stored & delivered in the manufacturer's original packaging?			
1) does the system require the use of ATA specification 300 packaging, an equivalent packaging to ATA Spec 300 or customer specified packaging?			
E. Does the system specify material control requirements for material subject to damage by electrostatic discharge?			
F. Does the system assure that serviceable parts/components are adequately protected against the environment?			
G. Does the system assure that no part number ambiguity exists?			
H. Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?			
1) are aircraft parts being segregated from non aircraft parts?			
I. Is there a documented procedure in place to mutilate scrapped parts?			
1) does the system require records and documentation to be kept on all serialized scrapped parts?			
2) does the distributor maintain records on all life-limited parts scrapped?			
3) does the distributor impose their scrap requirements on their contractors?			
J. Does the distributor have a system to control parts that have been materially misrepresented?			
1) is the distributor notifying the customer and the accreditation organization when the distributor ships parts that are materially misrepresented?			
2) is the distributor notifying the sender when the distributor receive parts that are materially misrepresented?			
K. Does the distributor have a procedure for reporting Suspected Unapproved Parts?			
9. Shelf Life Control			
A. Does the distributor have a system for identifying and controlling shelf life limited parts?			

Figure 9

	Y	N	N/A
10. Certification and Release of Materials			
A. Does the system call for providing the customer with a certificate in accordance with Appendix A?			
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
1) subjected to conditions of extreme stress, heat or environment;			
2) obtained from the U. S. Government or military services.			
C. Is a signed document from an FAA approved repair station or air carrier provided for each serviceable part indicating that the part is serviceable?			
D. Can the distributor trace parts in its system to either the source of production or to an FAA certificate holder?			
E. Does the quality system have a procedure for accountability when copies are made for redistribution shipments and approval tags are copied?			
11. Shipping			
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?			
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping? Does the inspection include:			
1) a check for any obvious physical damage?			
2) verification that all appropriate plugs and caps are properly installed?			
3) verification of part numbers, (including dash numbers & letters), model numbers, serial numbers, etc., to ensure items being shipped match the accompanying documentation?			
4) verification of part numbers, (including dash numbers & letters), model numbers, serial numbers, etc., to ensure the items being shipped match the customer's request/purchase order?			
5) verification of packing slips to ensure it contains all the information required by the customer?			
6) verification that shipping containers and the packaging used are appropriate for the items being shipped?			
7) verification that all appropriate documentation (maintenance release, material certification, traceability documents, etc.) are at hand, properly completed, and signed?			

Figure 10

	Y	N	N/A
12. Records			
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?			
B. Does the quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties of fasteners and raw stock materials?			
C. Are records confirming fastener integrity required to be maintained for seven years?			
D. Does the system require all life-limited parts have records confirming life limited status?			
E. Are records protected against damage, alteration, deterioration and loss?			
13. Technical Data Control			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible.			

Figure 11

10 APPENDIX A

10.1 MANUAL REVISION AND CONTROL

10.1.1 Reference the Quality Control Manual “MANUAL REVISION” and “MANUAL CONTROL” sections for revision and control procedures

10.2 RECORD OF REVISIONS

10.2.1 Retain this record in the manual. Upon receipt of revisions, insert revised pages in the manual and enter the revision number, revision date, and initials of the person incorporating the revision, in the appropriate block on the record of revisions in Table 10-1 (RECORD OF REVISIONS).

10.2.2 All personnel are expected to suggest revision requirements, when the need is apparent, to the President.

Table 10-1 (RECORD OF REVISIONS)

Revision Number	Revision Date	Insertion Date	Inserted By / Initials
Initial Release (00)	24 Aug 2007	N/A	Gene Casey / GC
Revision (01)	24 Aug 2008	N/A	Tita Foo / TF
Revision (02)	18 Dec 2014	N/A	Tita Foo / TF
Revision (03)	26 Jan 2017	N/A	Tita Foo / TF
Revision (04)	27 Apr 2019	N/A	Gene Casey / GC

10.3 RECORD OF CHANGES

10.3.1 A record of changes can be found in Table 10-3 (RECORD OF CHANGES)

REVISION NUMBER	PAGES EFFECTED	DATE
(01)	ALL SHEETS	24 Aug 2008
(02)	ALL SHEETS	18 Dec 2014
(03)	ALL SHEETS	26 Jan 2017
(04)	ALL SHEETS	27 Apr 2019

Table 10-3 (RECORD OF CHANGES)