QUALITY ASSURANCE MANUAL

Tracer Repair and Overhaul, LLC
2005 Burnwood Court
Brookfield, WI 53045

COPY: President

Table Of Contents/List Of Effective Pages

REVISION	REVISION DATE	DATE INSERTED	INITIALS OF STAFF INSERTING REVISION
Original	11/25/13		

Approved By: _____

Tracer Repair and Overhaul Overview

Tracer Repair and Overhaul is a firm with its principle place of business at:

2005 Burnwood Court
Brookfield, WI 53045
414-875-1234

This place of business is a residence with segregated areas for its office and storage of any parts. At this time, off-site storage of oversized or heavy parts is accomplished by:

Jet AirWerks
3015 N. Summit Street
Arkansas City, KS 67005

Tracer Repair and Overhaul's primary line of business consists of the following:

- Distribution of new and aftermarket aircraft parts
- Brokering of new and aftermarket aircraft parts
- Sourcing of parts requiring maintenance

Most sales consist of brokering parts, meaning parts are shipped from approved suppliers directly to the customer in accordance with the Drop Ship procedures of section 11.C. In some cases, sales may consist of parts which were harvested from a next higher assembly in accordance with the procedures listed in section 8.K

Tracer Repair and Overhaul uses the Quantum ERP system which has provisions for tracking inventory, issuing built-in sales and purchasing orders, tracking suppliers, creating unique batch numbers known as control numbers, and creating reports among other functions. Tracking and control of off-site stored inventory is accomplished in Quantum.

Quality System and Quality Manual

1.A) The purpose of this manual is to define and assure that Tracer Repair and Overhaul has a system sufficiently adequate to assure a quality product that complies with customer specifications. The quality system, including procedures and operations shall be described in detail in this manual, and address all elements/paragraphs of the ASA-100.

1.B) This manual shall be made readily available to management and supervisory personnel responsible for the activities described. This system shall contain all of the applicable elements of the adopted governing specification, which is the ASA-100 and FAA AC 00-56, and be described in sufficient detail to be used as operating instructions.

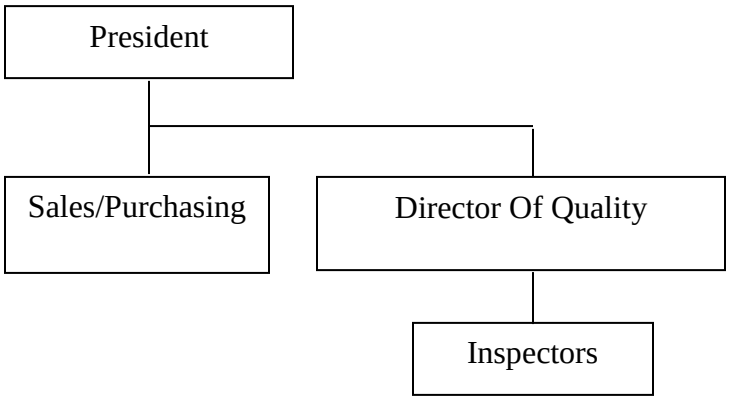
Quality System and Quality Manual (continued)

1.C) This manual shall be kept current and readily available to employees, the customer's auditor or designee, and the ASA.

1.D) Significant changes to this manual (those changes involving the processes and procedures used to comply with the ASA-100 and AC 00-56) shall be submitted to the ASA for written acceptance of the changes prior to implementation. Minor changes involving administrative or editorial changes (changes in title for example) may be made unilaterally and distributed without prior written acceptance from the ASA. Note that the ASA is on distribution for the Manual, which includes all revisions, significant or minor.

1.E) This manual shall include, but not be limited to a detailed description of the following:

1.E.1) The Quality Department including an organization chart showing the relationship of Quality to the rest of the organization:



1.E.2) Assignment of personnel by title responsible for the specific functions within the quality system:

-President: The President is ultimately responsible to assure that the integrity of the quality system is maintained. Such responsibility for routine functions is delegated to staff members as may be described in this manual. The President currently performs the duties of the DOQ, Sales and Purchasing, and Inspectors.

Quality System and Quality Manual

-DOQ: The Director Of Quality is responsible for the following functions:
a) Maintenance of the QAM, QAM distribution roster, and Inspector rosters
b) Training of personnel
c) Self Audit program
d) The receiving and shipping inspection functions
e) Assuring any publications referred to in this manual are kept current
f) Maintenance of the approved supplier list and quality history
g) Assuring shelf life and limited life products are properly documented and stored
h) Records
i) Material control of parts in the storage area

Inspectors: These employees perform shipping and receiving inspections in accordance with QAMFORMs 6 and 7, and must be so authorized by the DOQ as noted on the Inspection Roster.

-Sales/Purchasing personnel: Performs sales to customers and purchases from suppliers in accordance with the applicable procedures of this manual.

1.E.3) The distribution and revision control system for quality documentation and other technical data. See section 13 for Technical Data.

The Director of Quality (DOQ) shall maintain a list of those on distribution for controlled copies of the manual. The form used to track distribution is QAMFORM 1. Due to the anticipated changes in distribution, the entries on this form shall be kept separately from this manual by the DOQ, but the list shall be available and posted in the Master copy.

The QAM's record of revision page is used to note the latest revision date and revision level, and the List of Effective Pages lists the revision level of every page. The DOQ's QAM is the Master QAM, and all copies of controlled QAM's shall be kept to its level of revision.

The DOQ shall approve all revisions, as noted on the space provided on the Record Of Revision page. In order to ease identification of revised passages, a vertical line shall be placed in the left margin adjacent the change of the affected page.

Persons who are assigned controlled copies of the QAM shall initial the Record of Revision page, indicating they understand the revision, and acknowledging the filing of the changes.

Quality System and Quality Manual (continued)

1.E.4) Record keeping: See section 12

1.E.5) Training requirements and records: See section 4

1.E.6) Shelf life control: See section 9

1.E.7) Discrepant parts control: See section 8

1.E.8) Receiving Inspection: See section 6

1.E.9) Tool and test equipment calibration program: At this time Tracer Repair and Overhaul does not utilize any tools or test equipment requiring calibration in its distribution operation

1.E.10) The storage facilities and applicable specifications. See section 3

1.E.11) Parts identification: See section 8

1.E.12) Environmental Controls: At this time Tracer Repair and Overhaul does not store any parts which ***require*** peculiar storage temperatures. Nonetheless, the storage areas as described in section 3 are protected from environmental damage.

1.E.13) Control of stamps: At this time Tracer Repair and Overhaul does not use inspection or signature stamps.

1.E.14) Self Audit program: See Section 2

Self-Audit Program

2.A) The purpose of Tracer Repair and Overhaul's Self Audit program is to assure that the adopted AC 00-56 and ASA-100 quality system has been implemented, and to provide the necessary feedback for continuous improvement in the operation. The audit shall be conducted in its entirety, yearly. The checklist to be used for this purpose is the checklist developed by the ASA (latest available at the time of performance). Findings shall be recorded on QAMFORM3. Findings shall be categorized as either a Discrepancy or a Concern, defined as follows:

Discrepancy: A finding that fails to meet the requirements of the standard or QAM

Concern: A finding that if left unattended could develop into a discrepancy

Additionally, use of QAMFORM3 shall assure that:

I) Responses are appropriate and prompt as required- Usually no more than 1 month from date of finding
II) Corrective action has been performed and documented
III) If similar findings exist in other areas they are addressed
IV) Root causes are identified
V) Follow-up action if required, is implemented.

2.B) Accreditation: A distributor that is seeking accreditation to the ASA-100 Standard shall contact ASA. ASA-100 is subject to both copyright and trademark protection. ASA is the only entity who is authorized to provide a certification statement certifying compliance to the ASA-100 Standard. In order to participate in the ASA Accreditation program the distributor is required to sign a contract and ASA shall audit the distributor under a preset audit plan determined by ASA as stated in the contract. Upon notification by ASA of a successful audit, ASA shall provide the distributor with the appropriate documentation needed to participate in FAA AC 00-56 accreditation. A distributor is not considered accredited until it meets the requirements of FAA AC 00-56. An acceptable audit result does not relieve the distributor from maintaining its quality system.

Facilities

3.A) Tracer Repair and Overhaul's facility shall be configured to assure that storage does not damage inventory. Storage areas shall have adequate space and appropriate racks so that parts are stored in a manner that will preclude damage.

3.B) The storage area is secured to prevent unauthorized access. The entire facility is secure.

3.C) Tracer Repair and Overhaul deals solely with aircraft parts in its brokering and distribution operation

3.D) Serviceable parts (including new, overhauled, inspected, repaired etc.) shall be segregated from unserviceable parts (including unserviceable, as removed, as is, repairable, etc.) in a manner that will control the issuance of those parts. Such segregation shall include physically storing these parts in designated areas, and by indicating their condition in Tracer Repair and Overhaul's computerized inventory/sales system.

Training and Authorized Personnel

4.A) Tracer Repair and Overhaul shall have personnel who are properly trained to perform inspection, handling and record keeping procedures to support the adopted quality system, which is the ASA-100 and AC 00-56.

4.B) Inspection personnel shall be properly trained and authorized. Tracer Repair and Overhaul personnel authorized to perform receiving inspections, shipping inspections, and to sign Tracer Repair and Overhaul certs shall be so authorized on QAMFORM2, Inspection Roster. A blank sample is included in this manual. In order to be placed on this roster, personnel must at a minimum have the following training criteria documented on QAMFORM4 (Record of training/OJT):

I) Suspected Unapproved Parts (SUPs) including Counterfeit Parts
II) Receiving and Shipping Inspection
III) ASA-100 Familiarization
IV) Parts and warehousing
V) Standard Terminology
VI) FAA AC 00-56 Familiarization
VII) ESD Handling

4.C) All training, both OJT or Classroom, shall be documented on QAMFORM4, or be documented on a certificate of training (or equivalent) in the event the training was performed by organizations external to Tracer Repair and Overhaul. Training records shall be maintained by employee name, and kept on file for up to two years after having left employment. In order to demonstrate skill and experience, records may include documents from past employment, credentials, diplomas, military records, etc., as applicable. The DOQ is responsible for maintaining training records.

4.D) The roster of personnel authorized to perform inspection functions and their alternates shall be maintained on QAMFORM2 as previously described. The DOQ shall be responsible to maintain this roster current including their alternates. Due to expected routine changes in this roster, the form shall be maintained separate from this manual, and each time the list is updated, the date shall be noted on the form. The Master QAM shall contain the roster of names.

4.E) Tracer Repair and Overhaul shall have a training program that addresses unapproved parts, counterfeit parts and materials. Personnel involved in procurement, receiving inspection, shipping inspection and material control shall be trained in these topics, and the same shall be recorded on QAMFORM4.

Procurement

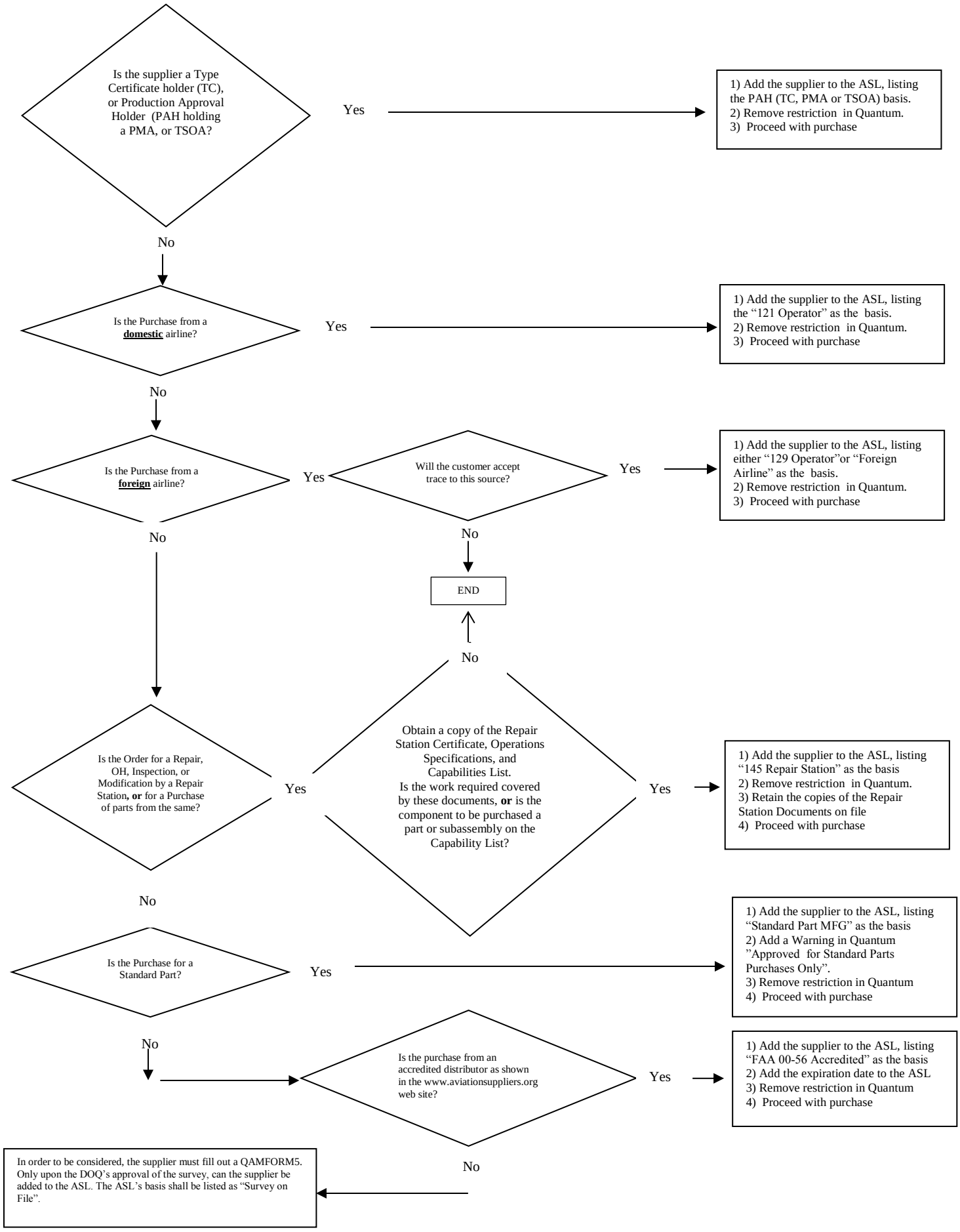
5.A) Tracer Repair and Overhaul's procurement system shall assure that parts purchased conform to the specified documentation requirements contained in Appendix A: Documentation Matrix. Tracer Repair and Overhaul's record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of such purchased materials to at least its prior source. This record of traceability is supplemented by Tracer Repair and Overhaul's computerized inventory, sales, and purchasing system, Quantum.

5.B) In cases where a customer informs Tracer Repair and Overhaul of any special requirements regarding a part to be purchased, Tracer Repair and Overhaul shall communicate such special requirements to its procurement sources via its purchase order. Deviations of customer's purchase orders shall be disclosed and approved by the customer.

5.C) Tracer Repair and Overhaul maintains an Approved Suppliers List (ASL). The ASL shall consist of the following information: Name, Scope of Service, approval basis, certificate expiration dates if applicable, and any comments. Purchasing personnel shall adhere to the following conventions regarding use of approved vendors, here summarized, and illustrated in the flow chart:

- Purchases from PAH's, Airlines, repair stations, Standard Parts Manufacturers, or Accredited Distributors are not subject to being approved via use of QAMFORM5, the Supplier Audit form, but must be listed on the ASL
- Purchases from all other sources must be sent the QAMFORM5. The DOQ is responsible to ensure that no purchases are made unless QAMFORM5 has been sent, and subsequently approved and on file. QAMFORM5 is only issued upon initial setup of the supplier; the customer's continued provision of quality parts serves as the basis for the sustained approved supplier listing
- The receiving discrepancy log, QAMFORM8 shall serve to establish the quality history of all suppliers.

SEE THE FLOWCHART ON FOLLOWING PAGE WHICH
DETAILS THE APPROVED SUPPLIER PROCESS


Is the supplier a Type Certificate holder (TC), or Production Approval Holder (PAH holding a PMA, or TSOA?
Yes
1) Add the supplier to the ASL, listing the PAH (TC, PMA or TSOA) basis.
2) Remove restriction in Quantum.
3) Proceed with purchase
No
Is the Purchase from a domestic airline?
Yes
1) Add the supplier to the ASL, listing the "121 Operator" as the basis.
2) Remove restriction in Quantum.
3) Proceed with purchase
No
Is the Purchase from a foreign airline?
Yes
Will the customer accept trace to this source?
Yes
1) Add the supplier to the ASL, listing either "129 Operator"or "Foreign Airline" as the basis.
2) Remove restriction in Quantum.
3) Proceed with purchase
No
No
END
No
Is the Order for a Repair, OH, Inspection, or Modification by a Repair Station, or for a Purchase of parts from the same?
Yes
Obtain a copy of the Repair Station Certificate, Operations Specifications, and Capabilities List.
Is the work required covered by these documents, or is the component to be purchased a part or subassembly on the Capability List?
Yes
1) Add the supplier to the ASL, listing "145 Repair Station" as the basis
2) Remove restriction in Quantum.
3) Retain the copies of the Repair Station Documents on file
4) Proceed with purchase
No
Is the Purchase for a Standard Part?
Yes
1) Add the supplier to the ASL, listing "Standard Part MFG" as the basis
2) Add a Warning in Quantum "Approved for Standard Parts Purchases Only".
3) Remove restriction in Quantum
4) Proceed with purchase
No
Is the purchase from an accredited distributor as shown in the www.aviationsuppliers.org web site?
Yes
1) Add the supplier to the ASL, listing "FAA 00-56 Accredited" as the basis
2) Add the expiration date to the ASL
3) Remove restriction in Quantum
4) Proceed with purchase
No
In order to be considered, the supplier must fill out a QAMFORM5. Only upon the DOQ's approval of the survey, can the supplier be added to the ASL. The ASL's basis shall be listed as "Survey on File".

Procurement

5.D) Tracer Repair and Overhaul shall assure that:

1) A part from an aircraft or engine that is known to have been subjected to extreme stress, heat or environment is identified as having been exposed to such circumstances. Tracer Repair and Overhaul's Purchase Orders to its suppliers requires that such parts be identified. When so identified, Tracer Repair and Overhaul will disclose this to the customer upon initial contact, and on the Material Certification Form supplied to the customer with the part.

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)." Receiving Inspection shall check for such documentation.

3) Items identified as overhauled, rebuilt, repaired, inspected, or modified have the appropriate signed and dated documentation attached to substantiate the condition of the part. Receiving Inspection shall check for the presence of such documentation.

Receiving Inspection

6.A) Receiving inspections shall be carried out in accordance with QAMFORM6, the Receiving Inspection Guide.

6.B) Sample inspections of fasteners for workmanship and documentation shall be performed during the receiving process. Original Certified Statements are subject to the requirements of Section 11 regarding records.

6.C) Suspected Unapproved Parts shall be reported in accordance with FAA AC 21-29

6.D) At this time Tracer Repair and Overhaul does not use inspection stamps

6.E) At this time Tracer Repair and Overhaul makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities.

Measuring and Test Equipment

At this time Tracer Repair and Overhaul does not use any measuring and test equipment, either required by contract or for conducting sample inspections.

Material Control

8.A) Material in Tracer Repair and Overhaul's possession shall be handled in an appropriate manner and shall be protected from damage and deterioration. Special packaging shall be maintained as necessary. A visual check of the storage area shall be performed periodically in conjunction with the self-audit to assure the effectiveness of storage and identification methods. Any flammable materials shall be stored in protective cabinets/lockers.

8.B) Batch/Lot control: Segregation of batch and lot shipments for parts so identified by the manufacturer shall be observed. This extends to parts of the same kind received to be stored on the same purchase order. These parts will not be co-mingled with parts of the same P/N of another batch/lot. The Quantum system is used to track quantities of the same batch/lot reduced by successive sales by use of unique assigned control numbers

8.C) In the event of a recall by a manufacturer or other operator, Tracer Repair and Overhaul shall use its records and computerized history of sales and purchases to effect a recall and notification of its parts either in inventory, or already shipped to customers.

8.D) Whenever practical, Tracer Repair and Overhaul shall store and deliver parts in the manufacturer's original packaging. Packaging or attached paperwork shall identify the manufacturer or distributor, the P/N, serial number or lot batch/lot number, and quantity. Tracer Repair and Overhaul shall use ATA Spec 300 packaging or equivalent, or use customer specified packaging when so stated, for example, on the customer's purchase order. In the event flammable, toxic, or volatile materials are to be shipped, they shall be packaged in a safe manner per manufacturer's instructions, local regulations, or HAZMAT regulations as applicable.

8.E) ESD protection: Material subject to ESD shall be packaged, handled and protected with necessary precaution, and in accordance with requirements for safe handling as stated in its training program.

8.F) Tracer Repair and Overhaul shall assure that serviceable parts or components are 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. When specified by the manufacturer or Repair Station, parts whose performance would be adversely affected by an 'unclean' environment will be protected in accordance with instructions from those sources.

8.G) In order to preclude part number ambiguity, Tracer Repair and Overhaul shall use only the manufacturer's part number in their storage and labeling of parts. Tracer Repair and Overhaul shall not alter or replace any data plates under any circumstances.

Material Control

8.H) If, during the receiving inspection process, a shipment is found to be discrepant or non-conforming, the part shall be segregated and placed in an area so designated until such time that the discrepancy is cleared or returned to the supplier. Parts that cannot be cleared of such discrepancies in a timely manner shall be placed in an area so designated. All discrepant or non- conforming shipments shall be documented on QAMFORM8, Receiving Discrepancy Log. Corrective action shall be logged on this form as well. This log shall form the basis of a quality history for affected suppliers. Suppliers without any entries are considered in good standing. Note that Tracer Repair and Overhaul does not deal in non-aircraft transactions.

8.I) Parts to be scrapped shall be mutilated by drilling, grinding, weld cutting, or other means as necessary to the extent that will preclude the possibility of their being restored or returned to service.

1. Records of such mutilation shall be kept for any scrapped parts including serialized and life limited parts. Any person on the Inspection Roster shall be responsible to Witness the part was mutilated before being discarded. The DOQ however, is responsible for the overall scrap program. QAMFORM9 shall be used to record P/N, description, serial number or lot/batch number, the method of mutilation, and a signature of the Inspector attesting to its mutilation and a witness. Customers wishing for a receipt of the action may have a copy of the QAMFORM9.
2. This procedure is applicable to scrapping of all Life Limited Parts and the QAMFORM9 must list the affected serial numbers. All scrap records shall be retained for at least seven years.
3. In the event parts are scrapped at a subcontractor or repair station on behalf of Tracer Repair and Overhaul, these same procedures shall be flowed down.

8.J) SUPs shall be addressed in accordance with the FAA's AC-21-29 Guidance.

8.K) Parts removed from a Next Higher Assembly (NHA):
This section describes the process used to track parts removed from a NHA. In most cases the part removed from the NHA is sold immediately, but in some cases the part removed is stored in stock until sold.

a) The NHA: The purchase of the NHA already created a traceability record and unique control number in Quantum. When parts are harvested from that Assembly, QAMFORM11 shall be used to visibly track the removed parts. QAMFORM11 is affixed to the NHA and contains provisions for comments and entry of the control number of the part removed.
b) The part(s) removed: In Quantum, the removed part is assigned its own unique control number which serves to document its traceability to the NHA. In cases where the removed part is to remain in stock, the QAMFORM12 Tag is attached to the part to visibly show its trace while in stock.

Shelf Life Control

9.A) Parts which have shelf life limitations shall be placed in an area of the warehouse so designated for such parts. The inventory control system shall designate the storage area as 'SL xx.' Parts placed in this area shall be entered in QAMFORM10, Shelf Life Controlled Parts. The form contains provisions for location, part number, quantity, and expiration dates. The form shall be posted in the area of storage and checked prior to removing and issuing stock. Parts that have reached the end of their useful shelf life shall be removed from this stock and placed in the Q Cage for further dispositioning. The DOQ is responsible for the administration of the Shelf life control program.

The determination of whether a part is shelf life limited is determined solely by the manufacturer or other certificate holder, such as an airline, or repair station. Tracer Repair and Overhaul shall rely on supplied documentation, part marking, teardown reports, or package marking to determine if shelf life limits exist. Parts that typically have been known to have limitations may include:

I) Certain O rings, gaskets, and seals, greases, paint, and sealants.
II) Certain parts with batteries contained in the assembly. These may include Flight Data Recorders, Voice Recorders, life vests, life rafts, and Emergency Locator Transmitters (ELTs). It is the batteries in these units that establish shelf life
III) Certain parts are required to be tested every 24 months according to FAR requirements regardless of whether they are installed or not. This includes ATC transponders governed by FAR 91.413.
IV) Parts that are pressure vessels such as oxygen bottles, or fire extinguisher bottles. These usually require periodic hydrostatic testing

These are just examples of typical shelf life commodities. The determination of whether a part is shelf life limited is determined solely by the manufacturer or other certificate holder, such as an airline, or repair station.

Certification and Release of Materials

10.A) It is Tracer Repair and Overhaul's experience that most customers want the original certs that came with the part. Because of this, all original certs are sent to the customer. Certs shall conform to the requirements of Appendix A in the column labeled "Required For Shipment". Paragraph 10D of this section details procedures for "CERTIFIED TRUE COPY".

10.B) The following conditions, when disclosed to Tracer Repair and Overhaul, shall likewise be disclosed to the customer on Tracer Repair and Overhaul's material cert.

I) Parts removed from and aircraft, engine or that were subjected to extreme stress of heat or environment such as major engine failure, accident, fire, or salt water immersion.
II) Parts subjected to extreme stress or heat (i.e., warehouse fire)
III) Parts obtained from Government, public aircraft or military sources

10.C) Tracer Repair and Overhaul's record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of purchased materials as required by section 5.

10.D) Accountability procedure when copies are made for redistribution shipments and Certs are copied:
This procedure applies to the instance where for example, 100 parts were received and there is a single cert for all 100, and a partial shipment is required.

I) As previously mentioned, it is Tracer Repair and Overhaul's policy to store parts together that arrived on the same purchase order, batch and/or lot number. These parts will not be co-mingled with other parts of the same P/N with other lot/batch numbers.
II) The single cert shall remain with the parts
III) The Inventory control system shall designate the location and quantity of the part number
IV) As parts are issued (which are not the total quantity) the inventory control system decrements the number of those in stock.
V) A copy of the original cert is sent with a stamped statement on it "Certified True Copy" of original. This statement is certified by an authorized inspector's 'Name', 'Signature,' 'date.'"
VI) With the last shipment of the parts from this cert, either the original will be sent or kept on file depending on the requirements of the customer.

Shipping

11.A) Tracer Repair and Overhaul shall use ATA-300 packaging or equivalent, or as specified by the customer**.** Parts shall be packed in such a manner to preclude damage from rough handling of the container

11.B) Shipping inspections shall be carried out in accordance with QAMFORM7, the Shipping Inspection Guide.

11.C) Drop Shipping: Drop shipping is the process whereby a part is shipped from the supplier straight to the customer without having the interim stop at Tracer Repair and Overhaul. This process shall adhere to the following procedure:

A. Before the shipment, a Tracer Repair and Overhaul Inspector shall be provided copies of the supplier's trace documents. Only upon the Inspector's satisfaction shall the shipment be made.
B. The Tracer Repair and Overhaul Material Cert shall either be conspicuously stamped or electronic remarks entered stating "NOTE: This part was drop-shipped to you and because of this, was not physically inspected by a Tracer Repair and Overhaul Inspector."

Records

12.A) Tracer Repair and Overhaul's records consist of two areas of storage:

I) Records of purchases and sales as kept on its computerized inventory, purchases and sales system, Quantum
II) Hard copies of applicable documents such as tags, material certs, certificates of conformity etc. This shall include those documents that contain information such as serial number and lot or batch numbers when applicable

Through the combination of these records, Tracer Repair and Overhaul maintains a system such that data is readily available and identifiable for each customer, and each purchase. The indexing of the records is tied to the control number assigned by Quantum. Such records shall be maintained for at least 7 seven years from the date of sale to the customer.

12.B) For new purchases of fasteners or raw stock, records of physical and chemical test properties, and conformity statements with applicable technical specifications, copies and records as described in 12.A shall also be kept on file for at least 7 years from date of sale to the customer.

12.C) See paragraph 12.B

12.D) All life-limited parts shall have records, traceable to a FAA-certificated source or other acceptable source (in accordance with AC 00-56 para. 4(h)), confirming current life-limited status.

12.E) Records are stored in an area of the operation protected against damage, alteration, deterioration, or loss. Computer records are periodically backed up.

Technical Data Control

13.A) At this time, Tracer Repair and Overhaul does not maintain any technical data, per-se. It is understood however, that documents referred to in this QAM shall be kept current. This includes the ASA-100, AC 00-56, AC 21-29, and ATA Spec 300. Outdated, or any technical data not on revision service shall be conspicuously marked “For Reference only.”

Policies regarding revisions to this manual have already been put forth in section 1.

APPENDIX A

DOCUMENTATION MATRIX

CLASS OF PART	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
Raw Materials	Physical & chemical properties reports traceable to heat code or lot number	Certification that test reports are on file
Standard parts as in 14 CFR section 21.303(b)(4)	Certificate of Conformity (C of C) from producer	Certification that C of C is on file
New parts, products, and appliances with regulatory airworthiness approval documents	FAA Form 8130-3, JAA Form One, EASA Form One, TC 24-0078, or other regulatory airworthiness approval documents from nations that have signed bilateral agreements with the United States	Certified true copy of the regulatory airworthiness approval document
New parts, products, and appliances without regulatory airworthiness approval documents, including new Parts Manufacturer Approval or Technical Standard Order Authorization parts identified only through markings (in accordance with 14 CFR Part 21 and Part 45)	Certified statement from seller as to identity and condition	Statement as to identity and condition and that original certified statement is on file
Used parts, products, and appliances with approval for return to service	Approval for return to service meeting provisions of 14 CFR sections 43.9, 43.11, or 43.17	Approval for return to service attached to part, product, or appliance
Used parts, products, and appliances without approval for return to service	Certified statement from seller as to identity and condition – must use “as is” or comparable term to describe condition	Statement as to identity and condition and that original certified statement is on file - must use “as is” or comparable term to describe condition

Forms

This section contains the following blank forms:

QAMFORM1	QAM Distribution List
QAMFORM2	Inspector Roster
QAMFORM3	Self Audit Findings
QAMFORM4	Record of OJT/Training
QAMFORM5	Supplier Audit
QAMFORM6	Receiving Inspection Guide
QAMFORM7	Shipping Inspection Guide
QAMFORM8	Receiving Discrepancy Log
QAMFORM9	Record of Scrapped Parts
QAMFORM10	Shelf life controlled parts
QAMFORM11	Log of Parts Removed
QAMFORM12	Parts Removed From NHA Tag

Use/Instructions

QAMFORM1	The DOQ maintains this list in front of the Master QAM. The fields are self-explanatory
QAMFORM2	The DOQ maintains this list in front of the Master QAM. The fields are self-explanatory. Whenever names are added or deleted, the form's "Roster revision date;" shall be updated.
QAMFORM3	The self-auditor fills out this form during the self-audit process. This form and the checklist are kept in the Self Audit binder. The fields are self-explanatory
QAMFORM4	The DOQ is responsible to assure that when training or OJT is given, that such training is documented. These records shall be kept in a binder and maintained for each employee up to two years after their departure. The fields are self-explanatory
QAMFORM5	The DOQ is responsible to assure that suppliers fill this out when required by section 5 of this manual. After the Supplier returns the form, the DOQ indicates the Supplier's approval status by filling in the applicable block on page 1. The fields are self-explanatory
QAMFORM6	The guide shall be referred to during the Receiving Inspection Process
QAMFORM7	The guide shall be referred to during the Shipping Inspection Process
QAMFORM8	The Receiving Inspector shall log discrepancies observed during the receiving process in this log. The log shall be maintained in the like- titled binder at the receiving bench. The fields are self-explanatory
QAMFORM9	This form shall be maintained by the DOQ and kept in a binder. Section 8 contains instructions, and the all fields are self-explanatory
QAMFORM10	Receiving Inspectors placing shelf life limited parts into the SL location shall be responsible to fill in the form. The DOQ is responsible to assure that all out of date parts are segregated. Section 9 contains some instructions and all the fields are self-explanatory
QAMFORM11	This form is affixed to the NHA which parts are being removed from. The "Control Number" refers to the unique control number created for the part removed as reflected in Quantum. Section 8 contains some instructions, and the other fields are self-explanatory
QAMFORM12	This form is affixed to parts removed from a NHA and which are being kept in stock. The "Control Number" refers to the unique control number created for the part removed as reflected in Quantum. Section 8 contains some instructions, and the other fields are self-explanatory
MATERIAL CERT	The Material Certification form is provided to the customer to contain in single form, items of information important to the sale, and most of the blocks are self-explanatory. Block 13A Remarks, contains provisions to attest to issues as may be necessary for disclosure when applicable and required by the QAM. Blocks 13B and 14-17 shall be used for New Parts, and blocks 13C and 18-21 shall be used for Used, Repaired, or Overhauled Parts.

Quality Assurance Manual Distribution List

COPY 1:

COPY 2:

END OF ASSIGNED HARD COPIES

INSPECTION ROSTER

Roster Revision date:

Receiving Inspections:	**Name:**	**Initials**	**Signature**
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Shipping Inspections:			
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Material Certifications:			
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
HAZMAT:			
	_____	_____	_____

QAMFORM2 Rev: original

Documentation of findings discovered during the Self Audit process

STANDARD: _____ DATE: _____

DISCREPANCY/CONCERN NUMBER_____:

_____
_____
_____
_____
_____
_____
_____
_____
_____

DO SIMILAR DISCREPANCIES EXIST IN OTHER AREAS? HAVE THEY BEEN CORRECTED?

_____
_____
_____

WHAT WAS THE ROOT CAUSE?

_____
_____
_____
_____
_____

IS FOLLOWUP ACTION REQUIRED?

_____
_____
_____
_____

CORRECTIVE ACTION

_____
_____
_____
_____
_____

Signature and date of person implementing corrective action _____

QAMFORM3 Rev: original

Record of OJT and Training

Name of employee_____

TITLE **CLASSROOM**	**NAME/SIG. OF INSTRUCTOR**	**ORGANIZATION**	**DATE/LENGTH**	**OJT or**	

QAMFORM4 Rev: original

Bill Morales
2005 Burnwood Crt
Brookfield, WI 53045
Phone (414) 875.1234
Fax (866) 925.3455
www.Tracer-Reps.com

Dear Sir/Madam

In order for your firm to be placed on our Approved Supplier List, it is necessary that the responsible person in your firm fill out this audit form and return it to us at the address noted below. Alternatively, you may fax the information to the noted number. Please include copies of any Certificates attesting to the quality system in use.

Supplier Audit Form

Company: _____

Address: _____

_____

_____

Phone: _____

Fax: _____

Person to contact regarding the information provided on this form.

Name: _____ Title: _____
(Please Print)

I certify the information contained within this surveillance form is true and correct.
Signature: _____ Date: _____

Approved: _____ Not Approved: _____

Comments: _____

_____

By _____ Date: _____
DOQ

Vendor Surveillance Form

	Y	N	N/A
1. Quality System and Manual at a Glance			
A. Is there an established quality system?			
Does the quality manual adequately describe the quality system?			
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?			
D. Does the quality assurance manual and/or other documentation include a			
detailed description of:			
1) the organization and relationship of the QA department to the rest of the organization?			
2) an assignment of personnel and specific responsibilities?			
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 (as appropriate)?			
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.			
3. Facilities			
Do storage areas provide:			
A. adequate space and appropriate racks to preclude damage or mishandling?			
B. secure from unauthorized access?			
C. segregation of aircraft from non-aircraft functions?			
D. segregation of serviceable from non-serviceable parts?			
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?			

	Y	N	N/A
5. Procurement			
A. Does the system assure that parts procured conform to the documentation requirements of ASA-100 Appendix A?			
B. Does the system assure special requirements are adequately communicated to the procurement source?			
Does the system assure that parts conform to the customer's purchase request and that deviations are approved in writing by the customer?			
Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source?			
C. Does the quality system assure that parts procured for sale:			
1) which have been subjected to extreme stress or heat are identified as such?			
2) that all represented Airworthiness Directives (AD's) which have been accomplished are documented?			
3) if 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 of appropriate plugs & caps installed?			
3) verification of part number, model number, etc. match the documentation?			
4) verification of quantity, part numbers or noted substitution, match the purchase order?			
5) verification that all appropriate documentation is at hand, properly completed & signed?			
6) sample visual check for general workmanship and presence of certification & test report of aircraft fasteners?			
7) procedure for reporting unapproved parts in accordance with FAA Advisory Circular, AC 21-29?			
B. Are inspection stamps controlled by a formal system?			
C. Does the system include an inspection program for new standard parts?			
7. Material Control			
A. Is material handled in an appropriate manner and protected from damage & deterioration?			
Is the storage area periodically checked for overall effectiveness?			
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?			
Does the system require the packaging to identify the manufacturer, distributor, P/N, serial number, etc.?			
Does the system have a procedure for storage of flammable, toxic or volatile materials?			
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?			

	Y	N	N/A
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?			
Does the system require segregation of nonconforming material from usable stock?			
I. Is there a documented procedure in place to mutilate scrapped parts? Does the system require records and documentation to be kept on serialized scrapped parts?			
8. Shelf Life Control			
A. Does the quality system include a system for identifying and controlling shelf life limited parts?			
9. Certification and Release of Materials			
A. Does the system call for providing the customer with appropriate certs?			
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
1) removed from an aircraft or engine that was subjected to extreme stress of heat (as in a major engine failure, accident or fire),			
2) themselves subjected to extreme stress or heat (i.e., a warehouse fire);			
3) 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. Does the quality system require providing, upon request, information pertaining to the approval status of the parts?			
10. 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?			
11. Records			
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?			
Does the system provide serial number or lot & batch traceability?			
Are records readily available and identifiable for each customer; each purchase?			
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?			
12. 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?			

RECEIVING INSPECTION GUIDE

1) **IF the part has ESD indicators, perform this inspection at an ESD Station.**

2) **Check for any material damage**

3) **Verify that the appropriate caps and plugs are installed, and that tape has not been used to cover electrical connectors or fluid fittings and openings**

4) **Verify that the P/N, serial number, lot or batch number on the part matches the documentation. Check for signatures on certs and airworthiness documents as applicable**

5) **Verify that the received documentation matches the purchase order for P/N, QTY, condition, traceability, or any other special requirements, and that there have been no substitutions not previously approved.**

6) **If you are receiving aircraft fasteners, perform a sample visual inspection for general workmanship and the presence of certifications from the manufacturer or FAA regulated source**

7) **SUPs Inspection: If the parts show signs of tampering with the data plate, unusual coloration, markings or appearance, or if the documentation shows any evidence of tampering, forgery, or any other irregularities, bring this to the attention of the DOQ for possible handling in accordance with FAA AC 21-29**

8) **Assure that the received material came from a supplier as noted on the Approved Supplier List (ASL)**

9) **If the part or documentation shows signs that this is a HAZMAT part, bring this to the attention of the DOQ**

SHIPPING INSPECTION GUIDE

1) **IF the part has ESD indicators, perform this inspection on an ESD Station.**

2) **Check for obvious damage.**

3) **Verify all plugs or caps are installed, and that tape has not been used to cover electrical connections or fluid fittings and openings.**

4) **Verify that the part's P/N, serial number or batch/lot number, and condition match the accompanying documentation**

5) **Verify that all the paperwork required by the customer is provided. Verify that any additional special requirements asked for by the customer's purchase/sales order has been met.**

6) **Assure the Packing slip contains all items required of the customer**

7) **Assure that the shipping container and packing is appropriate for the part being shipped. If the customer has specified ATA Spec 300 packaging, refer to that document for packing instructions.**

8) **Verify all appropriate documentation such as maintenance releases, Material certs, Trace documents etc., are on hand properly completed and signed.**

9) **If the part or documentation shows signs that this is a HAZMAT part, bring this to the attention of the designated person**

RECEIVING DISCREPANCY LOG

PO NUMBER	P/N	COMPANY	DISCREPANCY	CORRECTIVE ACT.

SCRAP LOG

P/N/ and S/N or lot batch no	NOMENCLATURE	METHOD OF SCRAP	SCRAPPED BY AND DATE	WITNESSED BY INSP

QAMFORM9 Rev original

SHELF LIFE CONTROLLED PARTS

Part Number	Location	Expiration/Cure Date
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	
	SL	

QAMFORM10 Rev original

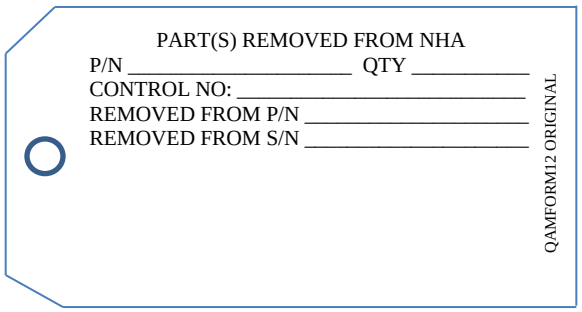
LOG OF PARTS REMOVED

ASSEMBLY P/N_____ ASSY S/N _____

REMOVED P/N	QTY	CONTROL NUMBER	COMMENTS

QAMFORM11 Original

Size and format are approximate



Original

PART OR MATERIAL CERTIFICATION FORM

2. Seller's Name:	3. Reference #:
Tracer R&O, Inc.	

4. Organization:	
Tracer R&O, Inc. Address: 2005 Burnwood Crt Brookfield, WI 53045 UNITED STATES Ph: 414-875-1234, Fax: 866-925-3455 info@tracer-reps.com	Phone#: 414-875-1234 Fax#: 866-925-3455 SITA/Wire Co Status:
5A. Seller's Contract	5B. Buyer's PO

6.Item	7. Description	8. Manufacturer & Part Number	9.App Code	10.Qty	11. Serial/Batch	12.Status

13A. Remarks: TRACER R&O INC ATTESTS THAT ALL MATERIAL SUPPLIED AGAINST THIS ORDER, TO THE BEST OF OUR KNOWLEDGE BASED ON DOCUMENTS AVAILABLE AT TIME OF PURCHASE, WAS NOT OBTAINED FROM GOVERNMENT OR MILITARY SOURCE AND WAS NOT SUBJECTED TO SEVERE STRESS, HEAT OR IMMERSED IN SALT WATER (AS IN A MAJOR ENGINE FAILURE, ACCIDENT, INCIDENT OR FIRE)

13B. Traceable To:	13C. Last Certificated Agency:
14. New Parts/Material Verification: THE FOLLOWING SIGNATURE ATTESTS THAT THE PART(S) OR MATERIAL(S) IDENTIFIED ABOVE WAS (WERE) MANUFACTURED BY A FAA PRODUCTION APPROVAL HOLDER (PAH), OR TO AN INDUSTRY COMMERCIAL STANDARD.	18. Used, Repaired or Overhaul Parts Verification: THE FOLLOWING SIGNATURE ATTESTS THAT THE DOCUMENTATION SPECIFIED ABOVE OR ATTACHED IS ACCURATE WITH REGARD TO THE ITEM(S) DESCRIBED.
15. Signature:	19. Signature:
16. Name: 17. Date:	20. Name: 21. Date:

NOTICE: The above signature binds the seller and the SIGNER to the accuracy of the information provided in the FORM. Should the information provided in this Form contain inaccuracies or misrepresentations, the signer and SELLER may be liable for damages and be subject to criminal prosecution under state and federal law.