


AEROKLASS SDN BHD & AEROKLASS PTE LTD QUALITY MANUAL

IN ACCORDANCE WITH ATA SPEC 106, C.A.S.E. STANDARD 3A
And AVIATION SUPPLIERS ASSOCIATION STANDARD ASA-100


The object and intent of this manual is to assure a quality product that complies with customer specifications and supports Aeroklass's Mission statement which reads:

Aeroklass's Mission is to be the Global Leader in Aerospace Aftermarket Products, Distribution and Information Services.

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3 REVISION HISTORY and CONTROL

Section Title	Page #	REV.	Effective Date
ADDED Scrapped Part Procedure for contracted scrapping	20	Original	25/10/04
ADDED Chapter 18 Misrepresented Part	20	Original	25/10/04
AMMENDED Chapter Numbering of 18, 19, 20	21, 22, 29	Original	25/10/04
ADDED Verification of plugs & caps and proper documentation for receiving Inspection.	7	Original	25/10/04
AMMENDED Section 12, Table 1 Procurement	15	Original	26/10/04
ADDED Extreme heat/stress notification in 12.7	14	Original	26/10/04
ADDED Packing Sheet in Appendix A	29	Original	28/10/04
ADDED Acceptance of quality system changes	5	Original	02/11/04
AMMENDED Quality Organization page to include Organization chart & Shipping Inspection	6	Original	30/11/04
ADDED Correction action procedures	21	Original	30/11/04
ADDED Approval Source procedure in 12.1	14	Original	30/11/04
AMMENDED Section 11 Training – 11.1	13	Original	30/11/04
AMMENDED Section 4, Qualified Inspector, Signature/ Stamp	5	Original	01/06/05
AMMENDED Yellow Tag Appendix A	23	Original	30/06/05
ADDED Section 12, Table 1 Procurement	15	Original	23/09/05
ADDED Not Applicable Note for section 9, 14.5 & 15	11, 18, 19	Original	17/02/06
AMMENDED Section 4, Qualified Inspector, Signature/ Stamp	5	Original	01/09/06
ADDED Section 10.6 - Certification	12	Original	14/12/06
ADDED Section 13 – 7. Shelf Life	16	Original	14/12/06
AMMENDED Section 16 - Facilities	20	Original	14/12/06
ADDED & AMMENDED Section 14 – ESD Precautions	17	Original	14/12/06
ADDED Definition List - ESD	33	Original	14/12/06
AMMENDED Section 18 – LI-100-01	20	Original	30/11/07
ADDED Appendix Section 20 : Self Audit – CAR	30	Original	30/11/07
IMPROVEMENT PAGES OF QUALITY MANUAL AFTER ASA-100 AUDIT ON 14/10/2008	1,2,3,4,16,17,20 & 21	Original	14/10/08
ADDED “EASA FORM 1” INTO QA RECEIVING CHECKLIST	24	Original	14/10/08

3.1 Revision Control

1. Revisions to the Aeroklass Quality Manual are either Major Revisions or Minor Revisions defined as follows:
Major Revisions (Noted by a letter A., .B., etc.) are those where the manual is rewritten to comply with a different accepted quality standard (i.e. ATA Spec 106 to ASA-100), regulatory body pronouncement (i.e. FAA AC), or a business entity change (i.e. from Distributor to Repair Station or Manufacturer).
Minor Revisions (Noted by a date) are any other changes, additions, deletions, modifications spelling changes, typos etc.
2. Each page of the manual will show the current revision level and most recent date of change in the footer of each page.
3. Manual change revision will also be noted in revision history and by highlighted text on each page of change.
4. Any revised page will be sent to Aeroklass customer recipients as well as any accreditation/regulation agencies with instruction to replace outdated pages. They will also receive an updated list of effective changes and written notification of the acceptance of the change prior to implementation. A list of Quality Manual recipients and approvals will be kept on file at Aeroklass.

4 SIGNATURE ACCEPTANCE AUTHORIZATION


(Dated 01/06/08)

I have read the updated Quality Assurance Manual of Aeroklass (First Edition) and understand its accompanying policies and procedures.

 Director Date:
 01/06/08

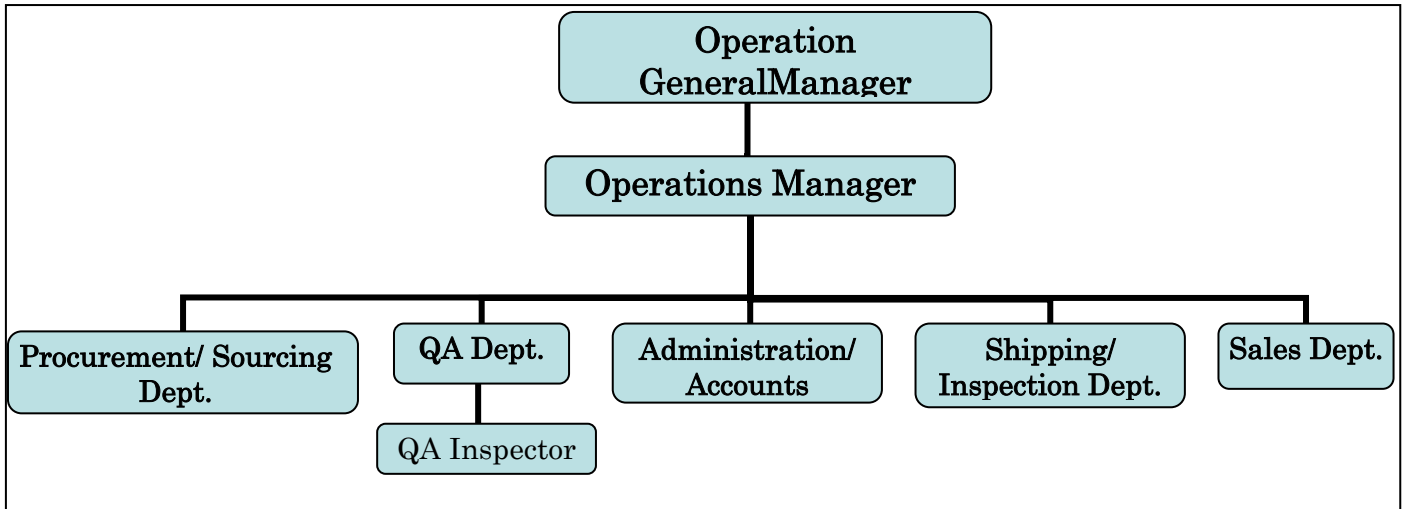
 Operation General Manager/Qualified Inspector Date:
 01/06/08

 Quality Assurance Executive/Qualified Inspector Date:
 01/06/08

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5 QUALITY ORGANIZATION

ORGANIZATION CHART



Aeroklass's Organization chart describes the relationship of quality control within the company organization. (Note: The Quality Organization Chart is shown here without names. Aeroklass will post a current Org Chart complete with names in the Inspection area and will not maintain a chart with names in this manual) Also, individuals at Aeroklass may fill more than one organization position.

General Duties and Responsibilities

QA Manager ~ Overall approval of quality system
 Quality organization
 Approves overall self-audit program
 Reviews and approves changes to Quality Manual
 Shipping & Receiving Inspection

Inspectors ~ Inspector Program
 Tech Data
 Record Storage
 Training Updates
 Procurement Material Changes
 Shelf Life / Cure Date / Serialized Parts
 Tool / Gauge Calibration
 Reject / Scrap System
 Self Audit Procedures
 Corrective Action Reports
 Quality System Documents
 Shipping & Receiving Inspection

6 RECEIVING INSPECTION PROCEDURES

6.1 Authorized Personnel

Authorized personnel shall perform all inspection of parts at Aeroklass only. (See posted list of authorized personnel, authorized tasks and issued inspection stamps)

6.2 Purchased Material

All purchased or acquired material is routed to receiving inspection where the following steps are performed.

6.3 Part Verification


- Verify incoming parts/material is free of defects and is in good state of preservation.
- Verify that all appropriate plugs and caps are installed, if applicable.
- Verify that parts are in stated condition and in the quantity indicated on the incoming pack sheet.
- Verify part number on the part is the same as the part number on the pack sheet and certification
- Verify that accompanying the part(s) is a certification statement, which states the following.
 - Sellers name
 - Part Number and Description
 - Quantity
 - Lot/batch numbers if applicable
 - Aeroklass's purchase order number
 - Sellers invoice / reference number
 - A statement of conformity to all applicable specifications
 - Condition of the part
 - Manufactures name if known
 - Aircraft eligibility of the part (if known)
 - Traceability of part to approved sources
 - Part was not incident related or subjected to fire or severe stress
 - Verify that part is compliant with any AD.s, SB.s or Mfg Service letters
 - Maintenance release forms available and properly endorsed if applicable
 - Material certification available and properly endorsed

6.4 Fastener Verification

Verify that any fasteners purchased new are accompanied by the applicable test reports.

6.5 Shelf Life Verification

Verify that any shelf life limited parts are accompanied by a cure date.

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6.6 Sampling Inspection

For any parts exceeding 100 in quantity, use Mil Std 105E sampling standard for visual inspections.

6.7 Part Acceptance

Acceptance of parts for receiving inspection shall be indicated on the QA Receiving Checklist Form in the receiving section of that form.

6.8 Discrepant Parts

Any parts found discrepant shall be indicated on the P.O Discrepancy Report Form.

6.9 Inspection and Processing

Once inspected, parts are processed as follows:


- Counted
- Tagged with Aeroklass's yellow (inventory/shipping) tag (Form YT) that reflects the following.
 1. Part Number
 2. Description
 3. Aeroklass P.O/Ref
 4. Expire date (if applicable)
 5. Authorised Signature (QA)
 6. Quantity
 7. Customer P.O/Ref
 8. Parts condition
 9. Lot/Serial No
 10. Inspection Stamp & Date

- Parts are bagged and routed to stock location or to shipping

6.10 For Direct Ships. See Section 14.7

6.11 Suspected Unapproved Parts (SUPS)

The provisions of Advisory Circular AC 21-29B are followed for the Detection and Reporting of Suspected Unapproved Parts.

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7 INSPECTION STAMP CONTROL

DUTIES:

STAMP TYPE


Incoming Inspection/Documentation

Shipping Inspection

Reject Stamp (Rejected Parts)

(See posted list of inspection personnel and related authorized stamps in inspection area).

Note: Issued stamp numbers will be retired for 2 years following the retirement / termination of any authorized inspection personnel or in the case of a lost or stolen stamp. If mutilated, stamp will be replaced with an identical stamp.

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8 SHIPPING INSPECTION

Prior to shipment to a customer authorized Aeroklass personnel will perform a complete visual inspection of all parts and accompanying paperwork. (See posted list of authorized personnel). Shipping inspection includes but is not limited to the following procedures:

- A. A check of any obvious physical damage or defect.
- B. Verify parts are within cure date parameters.
- C. Verify that all plugs or caps are installed (note: No tape of any kind will be affixed to the parts being shipped, adhesive residue can insulate electrical connectors and contaminate other hydraulic or fuel units)
- D. Verify that part numbers (including dash numbers and letters), model numbers, serial numbers etc of the item being shipped match the accompanying documentation.
- E. Verify the quantity of the items being shipped matches the customers purchase order.
- F. Verify the packing slip/invoice (form INV/PS) contains all of the information required by the customers P.O.
- G. Verify the shipping container and packing material are appropriate for the items being shipped and that ATA Spec 300 containers or equivalent are used.
- H. Verify that all appropriate required documentation, maintenance release tags, material certifications and traceability documents are on hand as well as an Aeroklass certification statement (per form CERT) properly completed and signed.
- I. Verify that an Aeroklass Yellow Tag (form YT) with an appropriate inspection stamp is accompanying the parts. This tag reflects:
 - 1. Part Number
 - 2. Description
 - 3. Aeroklass P.O/Ref
 - 4. Expire date (if applicable)
 - 5. Authorised Signature (QA)
 - 6. Quantity
 - 7. Customer P.O/Ref
 - 8. Parts condition
 - 9. Lot/Serial No
 - 10. Inspection Stamp & Date
- J. Acceptance of parts for shipping shall be indicated on QA Receiving Checklist in the shipping section by an inspector stamp, which also fixes accountability for all originals, and/or copies of original documents that will accompany parts.
- K. Redistribution documents will be stamped copy if applicable. Otherwise originals will accompany parts.
- L. For Direct Ships see Section 14.7
- M. Any parts found discrepant shall be indicated on the P.O Discrepancy Report Form.

9 Technical Data

A. Aeroklass's technical data consists of OEM parts catalogues, Illustrated Parts Catalogues (IPC.s), FAA Airworthiness Directives (AD's), Advisory Circulars (AC's), Cross reference manuals and current Federal Aviation Regulations Periodic updates of AC's, ATA Specs and other technical references are accomplished annually.

Note: IPC's are for reference only. AD's are accessed through the FAA Website.


B. All technical data is kept current by subscription and stored in binders in the company library. Hand entries, corrections or modifications are **NOT** allowed to be made to technical data.

C. The following procedures are followed when any updated technical data is received:

1. When update bulletins are received, they are checked against inventory to determine if they apply to Aeroklass stock.
2. If so, notations regarding airworthiness directives are made to computer files.
3. Past and present customers of the affected part are notified of any airworthiness issues in regards to parts purchased.
4. If customer issued subsequent purchase orders, Aeroklass certification will reflect the airworthiness directives or other updated technical data.
5. All such technical data will be kept on file.

D. Technical data is also accessed through FAA website.

NOTE: SECTION 9 IS CURRENTLY NOT APPLICABLE TO OUR OPERATION.

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10. Records & Record Keeping

Aeroklass's record keeping system revolves around its parts-based Manufacturing Resource Planning (MRP) computer system. These systems provide backup support for one another and guarantee that the following information is available and retrievable:

10.1 Parts Certification and Traceability

Parts certifications and traceability statements and any other documentation on each part are readily available.

10.2 New Part Documentation

If parts are new, such documentation must trace to a production approval holder, (PMA, TSO, PC, TC, STC Holder) or a manufacturer of standard parts.

10.3 Surplus Part Documentation

If parts are surplus, documentation must trace to an approved source (see procurement section)

All life limited parts will have records confirming and detailing the life limited status.

All cure date sensitive items will have records confirming and detailing the cure date. (See separate section on shelf life)

10.4 Record Retention


All records are kept for a minimum of seven years from time of sale to the customer.

10.5 Record Protection/Storage

All records are protected against damage, alteration, deterioration and loss by files set apart from others, original source documents, cross referencing integrity during the inventory cycle and backup computer systems.

10.6 Copies of Certification

If parts are purchased in bulk and only one original document is given for the certification of the bulk of parts, copies are allowed to be made for redistribution shipments and approval tags. The copies must however be signed and stamped as "Certified True Copy" by the Quality Inspector.

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11 TRAINING

11.1 TRAINING REQUIREMENTS:

- A) All Aeroklass inspection personnel are required to be properly trained to perform inspection, handling and recordkeeping procedures to support the organization's adopted quality system. This applies directly to those personnel involve in performing the function of supervisor, inspector, shipping and receiving.
- B) Inspection personnel shall be properly trained and authorized. Such person(s) shall be knowledgeable of inspection techniques, methods and equipment used to determine part quality. This must conform to the Quality System standard.
- C) All training, both formal (classroom) and on-the-job training (OJT), shall be documented and the records shall be maintained. Employees (Inspection personnel) that have gone through training/ education classes or OJT must submit proof and documentation of it.

11.2 RECORDS:

Records of qualification and training for all Aeroklass quality inspection personnel shall be maintained and made available for review at customer or agency request.

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12 PROCUREMENT

12.1 Procurement Procedures

Aeroklass only purchases approved quality parts and will honor all relevant proprietary and licensing rights. To accomplish this goal Aeroklass only purchases parts from approved sources and certification in accordance with Appendix A of ASA-100 QM, (see Table 1, this section). Aeroklass shall maintain a list of approved sources and shall make the list available for review at Aeroklass at customers or agency request. Sources/ Suppliers are automatically approved if they are Original Equipment Manufacturers (OEM), FAR 145 & 121 certified, or conform to accreditations such as ASA-100 and AC 00-56A. For those not in the category mentioned above, a survey will be sent out to establish their quality history.

12.2 Procurement . New Surplus

Aeroklass purchases factory new and new surplus of factory new material with acceptable traceability/ certification to an airline, a repair station (see Table 1, this section) or a production approval holder as described in Table 1. (i.e. TC, STC, PC, PMA or TSO).

12.3 Procurement . Repairable/Overhauled

Aeroklass purchases repaired serviceable or overhauled parts from approved sources and acquire certification in accordance with ASA standard. (See Table 1, this section)

12.4 Procurement . Standard Parts

Aeroklass purchases standard parts from approved sources and acquire certification in accordance with Appendix A of this standard. (See Table 1, this section for Appendix A)

12.5 Conformity to Procedures

Evidence of conformity to the above policy is required as parts are received and inspected and reviewed as part of the shipping inspection.

12.6 Unapproved Parts Prohibited


Aeroklass does not purchase any unapproved parts, uncertified parts (in the case of standards), undocumented parts (in the case of life limited, repaired or over hauled parts), parts without traceability or any parts subjected to extreme heat or stress.

12.7 Specific Procurement Procedures

Specific procedures for procurement of individual parts:

- Determine the validity of part number and obtain the approved mfg, if possible, from technical data and other sources.
- Verify AD, SB, Mfg. Mod Level compliance as applicable and any life limited/cure dated status.
- Certified Statement notifying if part were or were not subjected to conditions of extreme heat, stress or environment.
- Confirm any Aeroklass requirements for such parts.
- Determine availability of part from approved sources.
- Confirm supplier can and will provide Aeroklass required documentation, certification traceability statements and documentation.
- Issue Aeroklass Purchase Order for the part which includes the following statement on the order: (if purchased from another supplier/distributor)

Seller certifies that all aircraft material and components are traceable to an FAA approved certified source, thereby insuring airworthiness in compliance with FARS.

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- Seller certifies that the part(s) sold are manufactured under production approval (PMA, TC, PC, TSO, and Standard Parts) and that reference to such approval will accompany the parts, or be retained on file.
- If part is an FAA/PMA part; obtain the supplement page showing the FAA part number authorization from supplier before placing the order.

12.8 Lot Inventory Procurement

Specific procedures for procurement of package lots of inventory:

- Determine reliability of stated conditions, packaging, and history of the package motivation of seller behind the potential sale and all other relevant details to insure package will be accepted through Aeroklass’s inspection system.
- Review specific documentation, certification and traceability available for the package and then review in detail what the seller will be providing with the package upon sale. Each page of the lot inventory needs to be on company logo/ letterhead paper with a signed certification statement.
- Issue a Aeroklass purchase order.

12.9 Suspected Unapproved Parts (SUPS).


Aeroklass follows the provisions of AC21-29B for the Detection and Reporting of suspected unapproved parts.

SECTION 12, TABLE 1- PROCUREMENT		
CLASS OF PART	REQUIRED ON RECEIPT	REQUIRED FOR SHIP
Raw Materials	Physical & chemical properties reports traceable to batch or lot number	Certification that test reports are on file
Standard Parts per FAR 21.303 (b) (4)	Certificate of conformity (CofC) from producer	Certification that CofC reports are on file
New parts, products, and appliances with regulatory airworthiness approval documents	FAA Form 8130-3, JAA Form 1, EASA Form 1 TC 24-0078, or other regulatory airworthiness approval documents from nations that have signed bilateral agreements with the United States	Certified true copy FAA Form 8130-3/JAA Form 1, EASA Form 1 or any other 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 identify 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 provision 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 the identity, condition, and that original certified statement is on file – must use “as is” or comparable term to describe condition

* Source: Table is from ASA-100 Appendix A

13 Shelf Life/Cure Dated Control

1. Shelf life limited parts and cure-dated parts receive special treatment to insure an accurate information exchange between customer and Aeroklass sales personnel and inspection.
2. Cure dates are entered on the computer to allow better ease of communication with customers and insure a FIFO system.
3. Such a computer notion insures quality can monitor the cure dates so as to remove them from stock if they are not sold during their useful life.
4. Computer information is also updated as items are removed from stock and they are scrapped.
5. Parts are bagged and tagged by cure dates to insure proper material control.
6. In order to insure that rotatable parts are shipped with valid, unexpired cure dated components, no rotatables are shipped with tag dates older than 5 years from date of sale.
7. When parts with shelf life are received, the period of shelf life is to be entered in the system.
- 8. All shelf life parts will be stored in a separate location, from the normal parts (Non- shelf life parts)**

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14 Material Control

14.1 Part Care

Care will be taken to protect all incoming parts from damage and/or deterioration. Incoming parts will be inspected on a daily basis and prepared for shipment or placed in inventory per Aeroklass QA policies.

14.2 Manufacturers Packaging

Manufacturers packaging or other special packaging that may come in will be reused unless part identification and markings are not clear. The mfg packaging should identify the mfg, distributor (if applicable), part number, description, lot or batch number (if applicable), cure date (if applicable) and the quantity.


14.3 Non-Conforming Parts

Any parts that do not conform to any of Aeroklass's inspection procurement standards are rejected and segregated in a separate location / rack with clear indication, either return to supplier or scrapped.

14.4 Material Control Procedures

Specific procedures for material control are as follows:

- A. Items not previously included in Aeroklass's inventory are given warehouse location and placed into inventory with properly completed Aeroklass parts tag indicating location and inspection status.
- B. Items due to a customer are properly identified and are placed in a customer shipping area, awaiting shipment.
- C. Parts with existing stock balances are placed in the same stock box; however, they are kept separated from existing stock by separate bagging according to Aeroklass purchase order or lot/batch number.
- D. If parts are factory new or cure dated items, the oldest parts are placed in the front of the bin box.
- E. To insure lot/batch integrity of applicable parts, Aeroklass's reference number is used on all inventory and outgoing parts tags. The reference number is always Aeroklass's purchase order number for that part plus additional lot/ batch numbers if applicable.
- F. A copy of the pack sheet received with any parts that have lot/batch traceability (and pack sheet shows Aeroklass's purchase order number) is kept with the parts.
- G. No parts are received, inventoried or sold that have part number ambiguity. Parts are procured, stored and sold under the same part number. If the part is a FAA/PMA item, (and therefore, usually an alternative part number to the OEM's) appropriate FAA approved eligibility for replacement data is kept on file and with the parts and communicated on all documentation supplied to the customer.

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14.5 ESD Precautions and Proper Handling Procedures

Staff who handle or inspect ESD parts should observe the following:-

- a) Dissipate static electricity by touching grounded metal object or using antistatic devices such as wrist straps and floor mats.
- b) Always hold ESD parts by its edges. Avoid touching the contacts and components on the ESD parts.

If the original ESD packaging could not be re-used after the receiving inspection, the part will be individually packed in an appropriate ESD package and labeled with ESDS precautionary labels as per ATA Specification 300, chapter 6.


14.6 ATA Spec 300 Packing Materials

Aeroklass uses only ATA Spec 300 packing containers or equivalents in its shipments to its customers. (Exception to ATA-300 is the periodic use of looser fill packing peanuts when approved by customers).

14.7 Direct Ship

Periodically Aeroklass will authorize a direct ship from approved sources directly to a customer. In such cases first hand receiving and shipping inspection is accomplished at that approved source and Aeroklass requires all applicable part certification documents to be faxed at the time of shipment. Aeroklass, in turn, forwards its own cert (Form Cert) and pack sheet (Form INV/PS) to the approved source to accompany part.


NOTE: SECTION 14.5 IS CURRENTLY NOT APPLICABLE TO OUR OPERATION.

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15 Measuring and Test equipment

1. All measuring and test equipment used to inspect and accept parts shall be calibrated by an independent facility with traceability to the National Institute of Standards and technology (NIST)
2. Frequency shall be as recommended by calibration facility, or adjusted by Aeroklass's quality control as required.
3. Records of calibration shall be maintained and made available for review at Aeroklass at customer or agency request.

NOTE: SECTION 15 IS CURRENTLY NOT APPLICABLE TO OUR OPERATION.

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16 FACILITIES

Aeroklass facilities are clean and well ventilated with adequate lighting, temperature and humidity control. All parts are stored on shelves above the floor level at our warehouse at #03-03, Ruby Warehouse Complex, No.8, Kaki Bukit Road 2, Singapore 417841. The warehouse is approximately 1495 sq ft. It is located about 1km away from the Paya Lebar Air Force. The network systems in the warehouse are online with the server in the main office and it is protected with full security features.

Parts are stored in bin boxes. There are however, some parts, due to the sizes are stored on shelves by themselves. These parts are separated by packing materials in order to prevent damage. All "As Removed" (Non-serviceable) parts will be stored separately by location from the serviceable parts.

ONLY AUTHORIZED PERSONNEL HAVE ACCESS TO PARTS

17 Rejected Parts and Scrap Policy


Any parts found, through inspection, to be in non-conformance with Aeroklass quality assurance standards are rejected and processed as follows:

1. Counted.
2. Bagged, tagged and reject stamped on the tag and documents as required
3. A rejection form is properly completed, signed and stays with the parts, while copies are sent to the vendor and Aeroklass accounting department.
4. **Rejected and NON-conforming parts are stored in a separate location/rack with clear indication and update into system until they can be returned to the vendor or replacement or credit.**
5. If the rejected parts cannot be returned to the vendor they are scrapped immediately by an authorized inspector as follows:
 - A. Parts are mutilated by drilling grinding cutting or other appropriate means that will preclude the possibility that rejected parts could be returned to service.
 - B. Aeroklass maintains a record of any serialized parts scrapped out for seven years. The record shall contain a description of the parts its part number and serial numbers (if applicable) and the date the part was scrapped.
 - C. These same requirements are imposed by Aeroklass on our subcontractors and/ or repair facilities with which business is conducted with.
6. Inspector I (Quality Assurance Manager) shall ascertain that mutilation has adequately occurred prior to discard.

18 Misrepresented Parts


A system is implemented to manage materials/ items that are misrepresented.

1. Aeroklass has the responsibility to notify the customer of any shipped parts that are materially misrepresented, unless the customer is already aware of the problem
2. Aeroklass will notify the supplier in the event that the items received by them are materially misrepresented unless of course if the supplier is aware of the problem. (Wrong part number, condition is different from what was agreed). Upon discovery of problem, a written notification shall be done within 24 hours.

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19 SELF AUDIT AND QUALITY ASSURANCE REVIEW

1. The quality assurance system of Aeroklass will be reviewed on an annual basis. All authorized inspection personnel will accomplish the reviews.
2. Aeroklass's self-audits are performed using the latest version of ASA-100 Standard and the Aviation Suppliers Association Quality System Checklist. Any non-conformance found as a result of the audit requires immediate corrective action. Corrective action taken shall be documented on or attached to checklist. These corrections will be noted on a Corrective Action Report (CAR) whereby appropriate action will be taken within 1 week of notification. Once action has been addressed, the CAR documents are filed. Aeroklass will then implement follow-up action(s) to ensure no recurrence of the discrepancies. All self-audit and review records shall be maintained and made available for review at Aeroklass customer(s) or agency request.
3. **The quality manual shall include the procedure for addressing corrective actions as well as describing the forms used to document the self audit and corrective actions. The procedure shall include the following:**
 - a) **Corrective action shall be appropriate and prompt;**
 - b) **Corrective action shall correct the discrepancies reported;**
 - c) **Corrective action shall locate and correct similar discrepancies, if they exist, in areas not audited;**
 - d) **Corrective action shall correct the root cause of the problem evidenced by the discrepancies; and**
 - e) **Corrective action shall implement follow-up action(s) to assure no recurrence.**

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20 APPENDIX

Form #	Form Description	Page #
YT	Yellow Tag – Accompanies all parts. Reflects P/N, Description, Condition, and other detail.	23
RC	QA Receiving Checklist – Used for incoming parts.	24
SC	Shipping Checklist – Used prior to shipment out	25
CERT	Parts & Material Cert Form in accordance w/ATA Spec 106	26
PDR	P.O Discrepancy Report Sent to Vendors	27
RT	Reject Tag Used for non-conforming parts	28
INV/ PS	Packing Sheet Accompanies all shipments to customers	29
CAR	Corrective Action Report Used during internal audit	30

AEROKLASS PTE LTD	
YELLOW TAG	
PART NUMBER	QUANTITY
DESCRIPTION	CUSTOMER P.O/ REF
AEROKLASS P.O/ REF	PART'S CONDITION
(if Applicable) EXPIRY DATE:	LOT/ SN :
AUTHORISED SIGNATURE QUALITY ASSURANCE	INSPECTION STAMP DATE
REMARKS	

QA RECEIVING CHECKLIST

VENDOR'S NAME: _____			
PO#:	_____	P/N#:	_____
AWB#:	_____	S/N#:	_____

PHYSICAL INSPECTION OF PART

Please check mark the following if accepted

- _____ Physically inspected for damages on part?
- _____ Damage on part? (if yes, please explain)

- _____ (please inform Ops Manager & await further instructions. Then quarantine parts)
- _____ Verify P/N & S/N (if applicable) on item matches Documents received with item (Vendor's Packing List)
- _____ Verify Qty Received (physical count) matches Document received (Vendor's Packing List)
- _____ Manufacturing and expiring date
- _____ Verify all Plugs and Caps are installed (if applicable)
- _____ Verify UOM and Size (if applicable)

PHYSICAL INSPECTION OF DOCUMENTS

Please check mark the following if accepted

- _____ Vendor's Invoice received _____ Vendor's PL received
If yes, traceability of procurement has been met.
- _____ Verify that all appropriate required documentation (maintenance release, material certification, traceability documents, etc.,) are at hand, and are properly complete and signed.
- _____ Was a FAA 8130-3/JAA Form 1/EASA **Form 1**/Material Cert/C of C supplied with items?
- _____ Was the above supplied documents in accordance with PO issued?
- _____ Was a non-incident statement supplied by vendor?
- _____ *This is only necessary if item order is not for stock but for an immediate resale*
Did the item supply meet customer's request? SO: _____
(Please validate with Customer's PO)

Once all the above is completed & there is no discrepancy, please proceed to receive item in system then store item in designated area.

Approved Rejected

Inspected By: _____
Inspected Date: _____

Authorized Signature: _____
Quality Assurance

DIRECT SHIPMENT CHECK LIST

CUSTOMER NAME : _____ DATE: _____
 CUSTOMER P.O #: _____ SO #: _____

REMARKS/ NOTES: _____

PLEASE CHECK THE FOLLOWING BEFORE SHIPPING (DOCS IN AND OUT OF THE PACKAGE)

OUR PURCHASE ORDER	<input type="checkbox"/>	OUR PRO-INVOICE / D.O	<input type="checkbox"/>	OTHERS (specify below)	<input type="checkbox"/>
BANKING INFORMATION	<input type="checkbox"/>	OUR MATERIAL CERT	<input type="checkbox"/>	_____	
SUPP.CERT / FAA/JAA/OEM	<input type="checkbox"/>	PACKING LIST	<input type="checkbox"/>	_____	
T.T ADVICE	<input type="checkbox"/>	SUPP.COMM-INVOICE	<input type="checkbox"/>	_____	
SHIPPING INSTRUCTION	<input type="checkbox"/>	TRACE DOCUMENT	<input type="checkbox"/>	_____	

THE BELOW DOCUMENTS ARE TO BE PLACED WITH THE PART IN PACKAGE. PLEASE TICK ONE.

FOR DOMESTIC SHIPMENTS, ONE SET OF CI & PL MUST BE PLACED OUTSIDE BOX

FOR INTERNATIONAL SHIPMENTS, 4 SETS OF CI & PL MUST BE PLACED OUTSIDE BOX

SHIPPED VIA (PLEASE FILL IN WHERE APPROPRIATE)
 COURIER: _____ **AWB:** _____
 FREIGHT FORWARDER: _____ **AWB/BL:** _____
 OTHERS (PLEASE SPECIFY) _____

TOTAL VALUE: _____

FAXED DOCUMENT TO CUSTOMER YES NO

IN NET 30 DAYS, ORIGINAL INVOICED MUST BE MAILED. PLEASE TICK WHERE APPLICABLE

ORIGINAL MAILED YES NO

ACCOUNTS GIVEN A COPY YES NO

INVOICE DONE:

SHIPPED BY:

PART OR MATERIAL CERTIFICATION ATA SPECIFICATION 106

Seller's Name:				Reference #:	
Bill To:		Phone:			
Address:		Fax:			
		SITA/Wirw Code:			
		Status			
Seller's contract #:			Buyer's PO #:		
Item	Description	Mfg & Part #	Qty	Batch #	Status
Remarks: The part(s) listed above was (were) not obtained from any U.S Government or Military source and has (have)not been subjected to any Severe Stress or Heat (as in a major engine failure, accident, or fire, including warehouse fire).					
Traceable To:			Last Certificated Agency:		
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 OR TO AN INDUSTRY COMMERCIAL STANDARD			Used, Repaired or Overhauled Parts Verification: THE FOLLOWING SIGNATURE ATTESTS THAT THE DOCUMENTATION SPECIFIED ABOVE OR ATTACHED IS ACCURATE WITH REGARDS TO THE ITEM(S) DESCRIBED		
Signature:			Signature:		
Name:		Date:		Name	
				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 the SELLER may be liable for damage and be subject to criminal prosecution under state and federal law

AEROKLASS SDN BHD (Company No:614878-V)

No.13-5, 5th Floor,
Jalan USJ 9/5Q,
Subang Business Center,
47620 Subang Jaya,
Selangor, Malaysia
Tel: 603-80235145, Fax: 603-80235146
Email: info@aeroklass.com
Website: www.aeroklass.com

DATE: _____ COMPANY: _____

ATTN: _____ FAX #: _____

****P.O. DISCREPANCY REPORT****

Please be advised that the following items listed below shipped by your company has been rejected by our Quality Assurance Dept. for the following reasons. Please forward the requested information via fax number to ++(60)3-8023-5146, to my attention and then mail the original documentation to the address above. If requested documentation is not received by the Request Date, material will be return to you freight collect. If you have any question, please call Mr.Rajandra at ++(60)3-8023-5145 or email: rajan@aeroklass.com


Part Number: _____ Description: _____ Qty: _____

Serial Number: _____ PO#: _____ Request Date: _____

- Material Certification with non-incident statement or Certificate of Conformance.
Reason: _____
- Proof of Traceability (I.E Packing List/ Material Cert/ Bill of Sale/ etc.)
Reason: _____
- Packing list
Reason: _____
- Original Teardown Report/ Work Order
Reason: _____
- Removal Tag(Must include Part #/ Serial #/ Aircraft Tail # / A&P Mechanic Sign)
Reason: _____

Best Regards,

QA Department

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REF _____	
REJECT TAG	
PART NUMBER _____	VENDOR NAME _____
DESCRIPTION _____	PART NUMBER _____
AEROKLASS PO _____	DESCRIPTION _____
QTY REC'D _____	REC'D BY _____
DATE _____	QTY SHIPPED _____
QTY NON-COMFORMING _____	LOCATION _____
SHIP VIA _____	DATE _____
DESCRIPTION OF DISCREPANCY AND ACTION NEEDED/TAKEN:	
REJECTED BY:	

AEROKLASS SDN BHD(614878-V)
No 13-5, 5th Floor, Jalan USJ9/5Q, Subang Business Centre
47510 Subang Jaya, Selangor Darul Ehsan
Tel:603-80235145, Fax:603-80235146
Webpage:www.aeroklass.com
Email: info@aeroklass.com

PACKING SLIP

Customer:

Delivery Order No

Date:

Invoice No

Your P.O No.:

Attention:

Tel:

Terms:

QUANTITY	Description	UNIT MEASURE	
	<p>***** AIRCRAFT COMPONENTS *****</p> <p>THE VALUE IS FOR CUSTOM PURPOSE ONLY</p>	EA	


Received goods in order and good condition

Received
By

For AEROKLASS SDN BHD

Signature and company stamp

Authorised Signature

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Corrective Action Report		CAR No.:
Auditor:		Auditee:
Company Name/Contact		
Std. & Proc. Ref.:		
Date:	Nonconformity/Concern	Reference No.:
Auditee (Sign): _____	Auditor (Sign): _____	Repeat _____ Systemic
Date:	Corrective Action	Reference No.:
	Auditee (Sign): _____	Auditor (Sign): _____
Date:	Follow Up	New Due Date.:
Was action taken effective? Yes __ No __	New CAR Number (if necessary): _____	
Auditor (Sign, Date): _____	Auditor (Sign, Date): _____	

21 DEFINITIONS LIST

These definitions were compiled from various previously published aviation reference materials and sources and they represent a commonly accepted and understood meaning of the terms shared by the drafting committee. Many of these definitions were drawn from the World Airline Technical Operations Glossary (WATOG).

Accessory- A part, subassembly, assembly or component designed for use in conjunction with or to supplement another item.

A.D. (Airworthiness Directive)- Issued by the FAA to identify those products, which have been found to be in an unsafe condition, and the FAA has prescribed inspections and the conditions and limitations, if any, under which those products may continue to be operated.

Airworthiness- The condition of an item (aircraft, aircraft system or part) that meets its type design in that the item operates in a safe manner to accomplish its intended purpose.

Alternate Part Number- An alternate part number identifies a part which fully meets required functional and structural specifications, but differs either in overall dimensions, connections, installations and/or mounting provisions and may require additional parts, rework or modification to install it in a specific location as an alternate to the subject part number.


APIS (Approved Production Inspection System)- The system by which a Type Certificate holder is authorized to produce parts without a Production Certificate. (Ref. FAR Part 21, Subpart F)

Appliance- Any instrument, mechanism, equipment, part, apparatus, appurtenance, or accessory, including communications equipment, that is used or intended to be used in operating or controlling an aircraft in flight, is installed in or attached to the aircraft, and is not part of an airframe, engine, or propeller.

Approved Data- Data, which has been approved by the Administrator, FAA, and/or operator's engineering personnel. This may include design, maintenance and quality specifications, and manufacturer's service bulletins.

Approved Part- A part which has been approved under FAA regulations pursuant to an operator's engineering/quality assurance specifications applicable for installation on an aircraft or accessory by virtue of it being described, identified and included in design data utilized to establish the type certification, STC, TSO, or PMA.

As Is- Any airframe, aircraft engine, propeller, appliance, component part or material, the condition of which cannot certainly and accurately be classified and therefore its status is unknown.

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Assembly- An assembly may be an end item or a component of a higher-level assembly. A number of parts, subassemblies, or any combination thereof joined together to perform a specific function and which can be disassembled without destruction of designed use.

Broker- One who for a commission or free brings parties together and assists in negotiating a contract between them.

Catastrophic- A term applicable to parts, appliances, characteristics, processes, maintenance procedures, or inspections, which if failed, omitted, or non-conforming, may, considered separately and in relation to other systems, reduce safety margins, degrade performance, or cause loss of capability to conduct certain flight operations, so as to prevent the continued safe flight and landing of the aircraft. Such conditions may require use of the Emergency Procedures of the Flight Manual. The term catastrophic, implies a requirement for extraordinary care in technical evaluation and control to assure safety of product, personnel, and the public.

Certified Manufacturer- A manufacturer who holds a production approval under CFR 14, Part 21.

Certificate of Conformance- A document which certifies conformance to a manufacturer's process, design, specification and materials, as well as test reports or supporting data.

Certification of Airworthiness for Export- A certificate used between countries holding a bilateral agreement, to export aircraft parts. This certificate identifies the condition of an item (aircraft component/part), that it conforms to its type design, and that it is in a condition for safe operation. Examples of this are the JAA Form 1 and the FAA Form 8130-3.

Certification Document- A document/certification stating that a part conforms to an industry or U.S. specification.


NOTE: Manufacturers of standard parts are not all certificated by the FAA and therefore may not be subject to FAR requirements.

Certified Part - A part, which is approved by the FAA and manufactured by a certified person (e.g. Type Certificate Holder, Supplemental Type Certificate Holder, Production Certificate Holder, TSO Holder or PMA Holder). All of these certifications for manufacture are delineated in the FAR's. All of them are subject to an established and approved quality control system, which assures that a part in all ways, meets its designed data.

Commercial Parts - Material or parts not regulated by a government agency, and which are:

- (a) Manufactured to a unique specification;
- (b) Are marketed under the identification of the manufacturer, and;
- (c) Subjected to no particular quality control beyond the manufacturer's voluntary internal control system and part or material is not sensitive to safety of flight (1).

Examples are non-essential hardware such as curtain tiebacks, smoke alarms, doorknobs, etc. that are used on an aircraft but are not specifically designed for aircraft use.

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Component- Any self-contained part, combination of parts, subassemblies or units, which perform a distinctive function necessary to the operation of a system.

Conformity to FAA-Approved Design Data- An assessment of whether the material, part, or product is consistent with the FAA-Approved design data.

Consumables- Generally bulk-type materials such as fuel, lubricants, cements, compounds, paints, chemicals, dyes, splices, patches, etc., called out in maintenance and repair procedures for aircraft, engines, equipment, and component end items. These materials are items used only once.

Counterfeit Certification - A document that is a false certification with intent to deceive user.

Counterfeit Part - A part that has not been approved/certified. It does not meet the tolerances, limitations, and/or specifications delineated in its design data and/or which is not made from materials specified for that design. It is something different than what the original design calls for and it is made, and/or sold, or provided, with the intent to deceive the user.

Direct Ship Authority- A statement from a certificate holder and/or approved manufacturer to a supplier authorizing direct shipment to a buyer and date of the authorization. Domestic and foreign manufacturers (Production Certificate Holders) should authorize their suppliers of parts other than standard or commercial parts, who do not hold FAA certification for manufacture, in writing to provide any direct shipping authority and establish procedures which will ensure that the shipped parts will conform to the type design and are in an airworthy condition. A copy of the letter to the supplier from the certificate holder authorizing direct shipment and date of authorization should be included with the shipping ticket, invoice, or other transfer document containing a declaration that the individual part was produced under the terms of a FAA production approval. The shipping document should also identify the product on which the part is eligible for installation, and the Production Certificate holder's production certificate number.


Distributor- A business that does not manufacturer its own products but purchases and resells such products. Such a business usually maintains a finished goods inventory and may provide additional value added service. May be classified as authorized by the manufacturer assuring direct trace ability of the products.

D.O.T. - United States Department of Transportation.

ESD – Electrostatic Discharge

Expendable Parts- A part for which no authorized repair procedure exists or for which the cost of repair would not be economical.

FAA (Federal Aviation Administration)- The Civil Aviation Authority of the United States of America.

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FAA-Approved Design Data- All drawings and specifications necessary to show the configuration of the part and all information on dimensions, tolerances, material, processes, and procedures necessary to define all characteristics of an airworthy product and every part therein

FAA Form 8130-3- Airworthiness Approval Tag, the tag may be used by a DMIR or Production Approval Holder (PAH) to identify a part or group of parts for export approval, for identification or for conformity determinations. The form may also be used as an approval for return to service by a FAA approved repair station, or an air carrier operating under FAR 121, 127, or 135 with a continuous airworthiness maintenance program. Export Airworthiness Approval-DAR.

FAA-PMA- Parts Manufacturer Approval. FAA/PMA is issued under Subpart K of FAR Part 21 (see PMA Below).

FAA Regulated Manufacturer- One which manufacturers under FAA certification and has a FAA approved quality control system. Certifications are issued under FAR Part 21.

FAR- Federal Aviation Regulation

FAR 121/135 Air Carriers- Air Carriers certified under Part 121 or 135 of the Federal Aviation Regulations (FARs).

FAR 145 Repair Station- A repair station certified under Part 145 of the Federal Aviation Regulations (FARs).

IPC (Illustrated Parts Catalog)- A document provided by an O.E.M. (Original Equipment Manufacturer) (Original Equipment Manufacturer) containing all information for the identification and requisition of replaceable parts and units.

Note: ATA specification No. 100 describes the recommended content of the document.

Inspected- A used airframe, aircraft engine, propeller, appliance or component part which has been examined by means of visual or test procedures to establish conformity with acceptable data.

JAA- Joint Aviation Authority

JAA Form 1- The Joint Aviation Authorities form identifying an aircraft part or parts coming into the U.S. from a foreign country that holds a bilateral agreement with the United States for exchange of such parts. May also be used by U.S. certified foreign repair stations as a maintenance release. The document alone does not automatically constitute authority to install the part, component or assembly.

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Life Limited Parts- A part that has an established replacement criteria, inspection interval, or related procedure specified in the Airworthiness Limitations section of the instructions for Continued Airworthiness under FAR 21.50, 23.1529, 27.1529, 31.82, 33.4, and 35.4 or under a TSOA. This definition includes rotorcraft parts and materials identified therein which are non-redundant and the failure of which would result in a condition inhibiting or precluding an auto-rotational landing.

Major- A term applicable to parts, appliances, characteristics, processes, maintenance procedures or inspections, which if failed, omitted, or non-conforming, considered separately and related to other systems, are not catastrophic but would reduce capability of the aircraft or the ability of the crew, such as through increases in workload, to cope with adverse operating conditions or subsequent failures. Such conditions may require use of the Abnormal Procedures section of the Flight Manual. The term major, implies a requirement for careful technical evaluation and control to assure safety of product, personnel, and the public.

Manufacturer - An organization that makes components, units or piece parts for use in the construction or maintenance of aircraft and engines.

Manufacturer's Certification - A document which certifies conformance to manufacturer's process, design, specification and materials, as well as test reports or supporting data.

Manufacturers Prime - An organization that makes airframes, power plants or propellers.


Military Standards - Product standards and specifications for products manufactured for the U.S. military or defense contractors, units, suppliers, etc.

Minor - A term applicable to parts, appliances, characteristics, processes, maintenance procedures or inspections, which if failed, omitted, or non-conforming, considered separately and in relation to other systems, would not be major or catastrophic. Such conditions ordinarily imply no departure from use of the Normal Operating Procedures portion of the Flight Manual.

Modified - An airframe, aircraft engine, propeller, appliance, or component part, which has been altered in conformity with, approved data.

Modify - To change or alter through rework and/or through the installation or removal of an item.

New - A product, assembly, accessory, component, part or material produced in conformity with approved data that is accompanied by a manufacturer's material certification at the time of sale, and has no operating time or cycles.

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New-Unused (Surplus) - A product, assembly, accessory, component, part, or material produced in conformity with approved data which has been released as surplus by the military, manufacturer, owner-operator, repair facility, etc.; has no operating time cycles and may be accompanied by the manufacturer's material certification at the time of sale, and which is being sold by a person other than the original equipment manufacturer.

Non FAA Regulated Manufacturer - One, which is not regulated by the FAA. See Standard Parts and Commercial Parts.

Overhaul, Time Controlled - The reconditioning in accordance with a plan under which the time histories of individual items monitored. The monitoring system is used to schedule the removal of items before they exceed a specified time limit.

Overhauled - Describes a used aircraft, airframe, aircraft engine, propeller, appliance or component part which has been overhauled using methods, techniques, and practices acceptable to the FAA and has been disassembled, cleaned, inspected, repaired as necessary, and reassembled. In addition, it has been tested in accordance with approved standards and technical data acceptable to the FAA.

Part - One or more pieces joined together which are not normally subject to disassembly without destruction of designed use.

Parts History - Phrase used to illustrate the life of a part from its origin to the end of its useful/safe value.

PC (Production Certificate) - A certificate issued by the FAA authorizing the production of a type certified or supplemental type certified product. (Ref. FAR Part 21, Subpart G.)


PMA (Parts Manufacturer) - An approval issued by the FAA to produce a modification or replacement part for sale for installation on a type certified product. (Ref. FAR Part 21, Subpart K.) All parts produced under a PMA shall be marked in accordance with FAR § 45.15.

Product- A product is an aircraft, aircraft engine, or propeller.

PAH (Production Approval Holder) - The holder of a Type Certificate (TC), Production Certificate (PC), Parts Manufacturer Approval (PMA), or Technical Standard Order Authorized (TSOA) with respect to a particular product or part thereof.

Person- Means an individual, firm, partnership, corporation, company, association, joint stock ownership or governmental entity. It includes a trustee, receiver, assignee, or similar representative of any of them. (Reference 14 CFR Part 1.)

Production Overruns- Parts that a manufacturer produces in addition to what was authorized by the production approval holder.

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Proprietary Part- A part made and marketed by a company with legal rights or exclusive title to manufacture and sale.

Prototype- A product suitable for complete functional evaluation of mechanical and electrical design and performance.

Rebuilt- An airframe, aircraft engine, propeller, appliance, or component part which has been disassembled, cleaned, inspected, repaired as necessary, reassembled and tested to the same tolerance and limits as a new item, in conformity with approved data, using either new or used parts that conform to new part tolerance and limits or to approved oversized or undersized dimensions. An authorized manufacturer can only accomplish this.

Recoverables- Items, which may be repaired to a serviceable condition one or more times before scrapping. Repair is by rework, maintenance, preventative maintenance, rebuilding or alteration, such as welding, refinishing, recharging, etc.

Repaired- An airframe, aircraft engine, propeller, assembly, appliance, accessory, component or part which has been restored to a serviceable condition in conformity with data acceptable to the FAA.

Repairable Parts- An item, which is economically repairable and can be rehabilitated to a serviceable condition. Normally these items are assemblies but also include units without component parts, which can be reworked by maintenance, preventative, rebuilding, and alteration, cleaning, refinishing, patching, etc.

Reverse Engineering- The process of disassembling, evaluating, and redesigning a product for the purpose of duplicating a product with similar characteristics.


Rotable Parts- An item that can be economically restored to a serviceable condition and, in the normal course of operations, can be repeatedly rehabilitated to a fully serviceable condition over a period approximating the life of the flight equipment to which it is related. Rotable Parts must always utilize serialization per FAR 121.380.

Single Sourcing- A method whereby a part is procured from only one supplier.

Sole Source-The only supplier capable of meeting the requirements for an item.

Specification- A clear, complete, and accurate statement of the engineering and technical requirements for a material, an item, or a service, and the procedure to be followed to determine if the requirements are met.

STC (Supplemental Type Certificate)- A certificate issued by the FAA that authorizes the alterations of a product by introducing a major change in type design, not great enough to require a new application for a type certificate. (Ref. FAR Part 21, Subpart E.)

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Standard Parts- A part or material manufactured in conformity with a specification which is established by a U.S. or foreign standards organization or manufacturer; includes design, manufacturing, test and acceptance criteria and uniform identification requirements; and is made freely available by the establishing standards organization or manufacturer without proprietary limitation.

Subassembly- Two or more parts, which form a portion of an assembly or component replaceable as a whole, but having a part or parts, which are individually replaceable.

Supplier- An organization that sells aeronautical products for use by the air transport industry. The products may include spare parts, information and electronic data processing requirements.

Surplus- Indicates a specified quantity of an item, which is over and above that required to meet forecasted stock requirements in support of normal operations.

Surplus Dealer- A seller of parts, which are available on the market that are not sold directly from a manufacturer or a distributor or any other approved source.

TC (Type Certificate) - A certificate issued by the FAA that approves a design for an aircraft, aircraft engine, or propeller.

Time Control- See Overhaul, Time Controlled


Traceability- The ability via documentation to track aircraft parts, processes and materials by lot or serial number to the certified source or manufacturer of standard parts.

TSO (Technical Standard Order)- An order issued by the FAA and is a minimum standard for specified articles used on civil aircraft. (Ref. FAR Part 21, Subpart O).

TSOA (Technical Standard Order Authorization) - An FAA design and production approval issued to the manufacturer of an article, which has been found to meet a specific TSO.

Unapproved Part- A part or material intended to be installed on a type certificated product, which is not manufactured under the approval procedures in FAR 21.305. An unapproved part includes, but is not limited to:

- 1) Counterfeit or fraudulently marked parts or material;
- 2) Parts shipped directly to users by manufacturers, suppliers or distributors who do not themselves maintain or provide material certification and trace ability. (e.g., Production Overruns); and
- 3) Parts that have not been maintained or repaired in accordance with the requirements of FAR Part 43, or that have been maintained or repaired by persons not authorized to perform these functions under FAR Parts 43 and 145.

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Uncertificated Manufacturer- A manufacturer of standard or commercial parts, and does not hold any production approval issued under CFR 14, Part 21.

Undocumented Part- A part of material is undocumented when documentation is not sufficient to establish:

- (1) the part was manufactured in compliance with FAR Part 21.
- (2) The part was previously determined to be airworthy by an appropriately rated certificate holder;
- (3) The current status of a life limited part, (e.g. accumulated hours/cycles and history).
- (4) That a rotorcraft line limited part or material was manufactured under FAR Part 21.

Written Certification Documents- Any document that provides evidence that parts were produced by a manufacturer who maintains an FAA approved quality control inspections system and holds an FAA certification in accordance with any one of Subparts F, G, K, or O of FAR Part 21. The manufacturer's FAA issued certificate number should be evidence on the document. Standard parts should have a document/ certification stating that the part conforms to an established industry or U.S. specification.

Note: Manufacturers of standard parts are not all certificated by the FAA and therefore may not be subject to FAR requirements.

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