Quality Assurance Manual

Revision U
November, 01, 2024

Preparation and Approval Signatures

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PROCEDURE/SUBJECT **PAGES IN SECTION**

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ASA
AVIATION SUPPLIERS ASSOCIATION

This is to certify that the Quality System of

MITCHELL Aircraft

Mitchell Aircraft, LLC
1160 Alexander Court
Cary, Illinois 60013
UNITED STATES

has met the requirements of the Aviation Suppliers Association's Quality System Standard "ASA-100" and FAA Advisory Circular 00-56B.

Certificate Number:	37730797-9
Initial Accreditation Date:	July 3, 1997
ReAccreditation Date:	December 1, 2024
Certificate Reissue Date:	November 19, 2024
Certificate Expiry Date:	November 30, 2027

Michele Dickstein

Michele Dickstein
President
Aviation Suppliers Association

ASA-100 ACCREDITED
ASA
AVIATION SUPPLIERS ASSOCIATION

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INTRODUCTION AND CORPORATE POLICY STATEMENT

The policy and intent of Mitchell Aircraft LLC — **hereafter described as MITCHELL AIRCRAFT —** is to provide quality products and services which meet or exceed the requirements of all applicable Federal Aviation Regulations (FAR's), European Aviation Safety Agency (EASA) regulations, the Aviation Suppliers Association Quality System (ASA-100), and most importantly the specifications of our customers.

The entire MITCHELL AIRCRAFT organization is dedicated to becoming the **"Partner of Choice"** to its worldwide customers and service providers. This dedication stems from every employee's commitment and responsibility to continuously improve the quality of the products and services provided by their company. Accordingly, MITCHELL AIRCRAFT fosters a work ethic and environment in which every employee shares the responsibility for adherence to all policies and procedures addressed in this manual.

The policies and procedures contained in this manual describe the company's overall Quality System which is designed to provide for the receipt, inspection, storage, shipment and traceability of parts obtained from authorized Original Equipment Manufacturers (OEM's), FAR Part 121/135 Air Carriers, FAR Part 145 Repair Stations, and when approved by MITCHELL AIRCRAFT customers — Foreign Air Carriers. The policies also address long standing accepted industry practices.

MITCHELL AIRCRAFT has assigned primary responsibility for the continuous monitoring of this Quality System to the Inventory/Quality Assurance Manager who is directly responsible to the President.

RECORD OF REVISIONS

This manual has been developed, distributed and is maintained by the Quality Assurance Organization of Mitchell Aircraft LLC The manual details concise and easy-to-follow procedures covering all company quality assurance activities.

The manual is issued externally to our customers upon request on an un-controlled basis. Internally the manual is available as a "read only" file on the MITCHELL AIRCRAFT network. A master hard copy is retained by the Quality Assurance Manager and is available for viewing, additionally a **Digital copy** is issued to the Aviation Suppliers Association as the accreditation organization.

Interim revisions may be made to this manual, in advance of the normal revision cycle, when it is determined that a correction to the manual is immediately required. Interim revisions will be controlled and issued with an Interim Revision Number. Interim revisions are issued and controlled by the Quality Assurance Department and will be incorporated into the next regular scheduled manual revision.

ISSUE	DATE	COMMENTS	APPROVED
Initial	03-01-96	Initial Document Release	Init copy on file
Rev A	08-01-97	Actual changes not recorded in previous document format.	Init copy on file
Rev B	10-01-98	Actual changes not recorded in previous document format.	Init copy on file
Rev C	10-01-99	Actual changes not recorded in previous document format.	Init copy on file
Rev D	12-01-00	Actual changes not recorded in previous document format.	Init copy on file
Rev E	02-01-02	Actual changes not recorded in previous document format.	Init copy on file

Rev F	01-01-04	1.Revised Organizational Chart for Sales Department 2.Required OEM test reports with all Factory New (FN) aircraft fasteners and standard parts. 3.Tasked warehouse personnel with monitoring age sensitive materials and disposing of such when applicable. 4.Added currency re-training requirements for all HAZMAT employees. 5.Added password protection and retention policy for electronic Scrap Log.	Init copy on file
Rev G	07-01-04	1.Revised format for Record of Revisions. Included last documented changes for Rev F. 2.QAP 4.0 paragraph 1.g changed bi-annual to biennial. 3.Added a cross-reference in QAP 4.0 for Mitchell's policy regarding release of original certifications and the use of a "Certified True Copy" stamp. 4.QAP 4.0 paragraph 6.b deleted ", and copies of the agency's airworthiness Approval Tags and Return to Service Tags" from end of paragraph. 5.In QAP 13.0, detailed the policy for retention of original FAA 8130-3 when making multiple shipments from a single received lot.	Init copy on file

ISSUE	DATE	COMMENTS	APPROVED
Rev H	07-29-07	1.Changed all references to JAA and JAR (JAR's) to EASA and EASA Regulations. 2.Updated Organizational Chart to reflect loss of VP Sales Division Five (Dubai) and the Building Maintenance position under Operations. 3.Deleted OEM/Distributor relationship reference to Smith's Aerospace in QAP 4.0. 4.Removed reference to Customer Shipping Instructions checklist for every pre-shipment inspection. This section to be reinserted upon successful integration of this feature with Quantum. 5.Updated or added new forms to QAP-16 to reflect the new Quantum format: a. Sample Purchase Order Form b. Sample Repair Order Form c. Sample Invoice Form d. Sample Sales Order Acknowledgement. e. Sample Pick Ticket. f. Sample Proforma Invoice. g. Sample Invoice. h. Sample Packing List. i. Sample Inventory Control Tag. j. Sample ATA Spec 106 Material Certification Form. k. Sample Employee Training Record Continuation Page. l. Sample Certificate of Conformity 6.Removed the following forms: a. MAS Multiple-purpose Form (PO, RO, INVOICE). b. Shelf Life Limited Items Log. c. Scrapped Parts Log	Init copy on file
Rev I	01-29-09	1.Replaced the words "the U.S." with "any" in last line of paragraph F.2.b. of QAP 4.0. 2.In QAP 9.0, revised wording of paragraph F.5 to more clearly reflect the intention of the original statement. 3.Deleted reference to FAA Circular 21-38 in QAP 14.0 paragraph C.	Init copy on file

ISSUE	DATE	COMMENTS	APPROVED
Rev J	07-01-11	1.QAP 4.F.g, delete last sentence that no longer reflects current procedure. 2.QAP 5.F.1, add language to address the non-use of inspection stamps. 3.QAP 5.F.3, delete non-essential wording 4.QAP 5.F.4, change word “quarterly” to “annual” to reflect current inventory procedure. 5.QAP 15.E.3, delete non-essential wording in paragraph 2.	Init copy on file
Rev K	07-01-12	1.QAP 4.F.1.c, change language to comply with ASA-100 rev 3.6 2.QAP 4.F.2.a, change wording to reflect change in ASA-100, 5(A), rev 3.6. 3.QAP 9.F.4, add paragraph to comply with ASA-100 rev 3.6 (9(A)) Shelf Life Control. Renumber paragraphs 3 thru 7 to 4 thru 8 4.QAP 10.E.1.b, add bullet point to confirm training for “Unapproved & Counterfeit parts.” 5.QAP 12.E.1, add language to reference documentation requirements of ASA-100, rev 3.6 Appendix A, Required for Shipment. 6.QAP 12.E.3.a, change language from “Government agency or non-certified aircraft” to “A public aircraft, such as a government use or military aircraft.” 7.QAP 12.E.4, Remove language that restricts acceptance of electronic signatures. 8.QAP 14.C, remove reference to FAA Order 8120-11.	Init copy on file

ISSUE	DATE	COMMENTS	APPROVED
Rev L	12-01-12	1.Replaced the word “Airline” with “Aviation” in the first paragraph in the Introduction and Corporate Policy Statement. 2.QAP 2.A.f, amended paragraph to comply with ASA standard. 3.QAP 3.D.4, replaced the word “manger” with “manager” in the last sentence. 4.QAP 4.F.l, removed entire paragraph. 5.QAP 10.A, amended paragraph to comply with ASA standard. 6.QAP 10.D.4, inserted paragraph for the training program. 7.QAP 12.A, amended paragraph to comply with ASA standard. 8.QAP 12.3.a, revised wording to more clearly to reflect original statement. 9.QAP 13.D.12, added paragraph regarding drop shipments. 10.QAP 16, replaced the word "JAA" with "EASA" in the Instructions for Material Inspection Checklist image.	Init copy on file

Rev M	04-01-14	1.QAP 10.D.4, revised paragraph to include ESD procedure. Revised paragraph to reflect annual training. 2.QAP 10.E.2.f, added ESD Training 3.QAP 14, Removed Section C. - Related Materials 4.QAP 14.D.2, Replaced the words "Scrapped Parts Log" and "log" with record. Deleted non essential wording. 5.Updated forms to QAP-16 to reflect new formatting: a. Sample Purchase Order Form b. Sample Sales Order Acknowledgment c. Inventory Control Tags d. Sample Proforma Invoice e. Sample Invoice f. Sample Certificate of Conformance g. FAA Form 8130-3 DAR Export Approval Form h. Sample Repair Order i. Internal Audits Schedule j. Audit Finding Report k. Supplier Performance Report 6.Removed MAS Parts/Material Certification Form	Init copy on file

ISSUE	DATE	COMMENTS	APPROVED
Rev N	09-01-14	1.QAP 4.0 g, deleted non-essential wording 2.QAP 13.0.10, replaced paragraph with updated procedure 3.QAP 16, Added Split Shipment Statement form	Init copy on file
Rev O	09-01-15	1.QAP 2.0.F, change language to comply with ASA-100 rev 4.0 2.QAP 4.0.F.1.c, change language to comply with ASA-100 rev 4.0 3.QAP 4.0.F.1.f, change language to comply with FAA Advisory Circular #00-56B 4.QAP 4.0.2.a, change language to comply with ASA-100 rev 4.0 5.QAP 5.0.F.2.e, added wording to incorporate electronic version of form QAP 1e 6.QAP 12.0.E.1, change language to comply with ASA-100 rev 4.0 7.QAP 16.0, Updated to reflect new Material Inspection Checklists.	Init copy on file
Rev P	12-01-15	1.QAP 6.e.2, Amended paragraph for Corrective Action 2.QAP 15.0.A, Added word "all" 3.QAP 15.0.C, Added Corrective Action Form reference 4.QAP 15.0.D, Amended paragraph for Corrective Action 5.QAP 15.d.1, Added phrase "non-conformance" 6.QAP 15.0.7, inserted paragraphs for Corrective Action procedure.	Init copy on file

ISSUE	DATE	COMMENTS	APPROVED
Rev Q	05-01-17	1.QAP 1.0 - updated C.A.S.E section to reflect current standard. 2.QAP 3.0 - updated C.A.S.E section to reflect current standard. 3.QAP 4.0 - updated C.A.S.E section to reflect current standard. 4.QAP 4.5 - removed authorized distributor wording 5.QAP 4.6.a - updated wording to reflect OPS Spec A449 6.QAP 5.10 - changed FAA/JAA to FAA/EASA 7.QAP 6.0 - updated C.A.S.E section to reflect current standard. 8.QAP 9.0 - updated C.A.S.E section to reflect current standard. 9.QAP 10.0 - updated C.A.S.E section to reflect current standard. 10.QAP 11.0 - updated C.A.S.E section to reflect current standard. 11.QAP 12.A - corrected ASA-100 version from 3.6 to 4.0 12.QAP 14.0 - updated C.A.S.E section to reflect current standard. 13.QAP 15.0 - updated C.A.S.E section to reflect current standard.	Init copy on file
Rev R	11-26-18	1.QAP 16.0 - removed form sample images, removed Material Inspection Checklist (QAP 1e) reference. Added/changed form reference numbers. Added paragraph regrading form controls.	Init copy on file
Rev S	06-01-20	1.QAP 1.0 - updated organization chart. 2.QAP 3.0.e - Removed section E and building layout diagram. 3.QAP 12.0.e. - updated ASA-100 revisions number.	Init copy on file
Rev T	12-30-22	1.QAM Updated to show change in company name from Mitchell Aircraft Spares Inc. (MAS) to Mitchell Aircraft LLC. 2. Record of Revisions – Changed “hard copy” to “**Digital Copy**” as document supplied to the ASA as the accredited organization. 3. QAP 1 Shows revised Org Structure	Init copy on file

ISSUE	DATE	COMMENTS	APPROVED
Rev U	11-01-24	1. QAM- Removed all reference to CASE 3A. 2. QAP 4 C – Removed APIS reference 3. QAP 5F-7- Added Computer database to expiration date entry 4. QAP 12- Added ASA 2020 Form, updated ASA Revision number 5. QAP 15 E- Updated ASA self-Audit checklist, Removed Management review. 6. QAP 15E.6- Corrective action form QAP 8 ref added 7. QAP 16- Added ASA form 2020	Init copy on file

QAP – 1.0

ORGANIZATIONAL STRUCTURE

MITCHELL AIRCRAFT LLC.
ORGANIZATIONAL STRUCTURE
[Ref. ASA-100, Part 1]

A. GENERAL

This procedure describes the organizational layout of the MITCHELL AIRCRAFT LLC and details the general responsibilities of each department.

B. APPLICABILITY

The information contained in this procedure is intended for the knowledge and use of all company personnel.

C. RELATED MATERIALS

Quality Assurance Procedures QAP-1.0 through QAP-16.0.

D. PROCEDURE

1. Mitchell Aircraft LLC. consists of four separate departments which are Sales, Inventory/Quality Assurance, Overhaul/Warranty, and Office/Administration

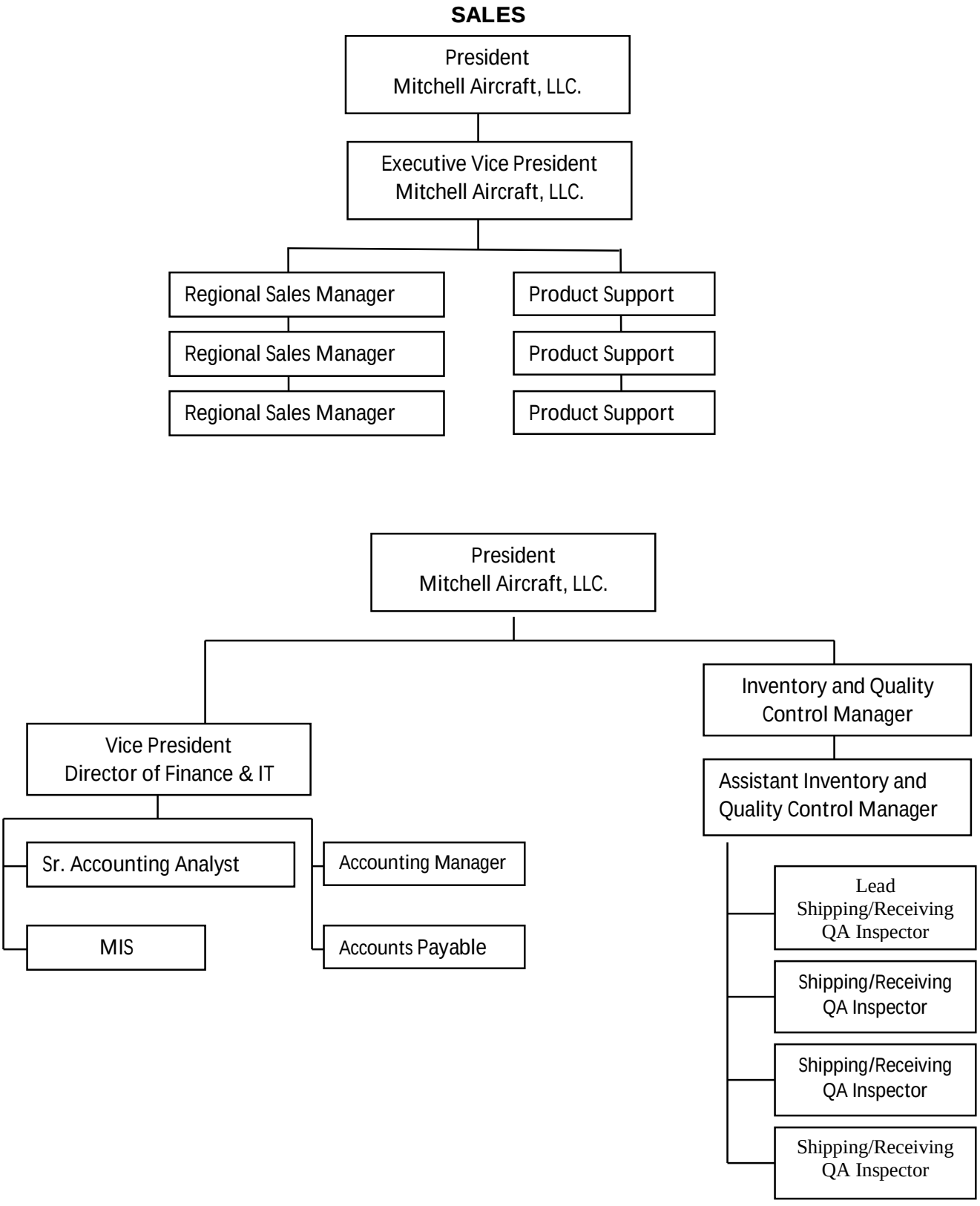
a. Office/Administration oversees and is responsible for all daily activities regarding accounts payable/receivable, customer records, and general office administrative functions.

b. Sales is responsible for all sales activities and for the purchase and procurement of parts, materials, and outside support services. The department is the primary contact and coordinator of all customer support service activities. Sales is also responsible for ongoing market development.

c. Inventory/Quality Assurance is responsible for the development of Quality Assurance Procedures, receipt, storage, and shipment of inventory, storage and maintenance of all related records, and the internal audit program.

d. Overhaul/Warranty is responsible for handling all warranty claims and for activities pertaining to the repair/overhaul of repairable parts received from outside sources.

e. The President is responsible for the overall business operations of MITCHELL AIRCRAFT. The Vice President shares this responsibility. Both principals are ultimately responsible for ensuring that the procedures contained in this manual are adhered to at all times.


SALES
President
Mitchell Aircraft, LLC.
Executive Vice President
Mitchell Aircraft, LLC.
Regional Sales Manager
Regional Sales Manager
Regional Sales Manager
Product Support
Product Support
Product Support
President
Mitchell Aircraft, LLC.
Vice President
Director of Finance & IT
Sr. Accounting Analyst
Accounting Manager
MIS
Accounts Payable
Inventory and Quality
Control Manager
Assistant Inventory and
Quality Control Manager
Lead
Shipping/Receiving
QA Inspector
Shipping/Receiving
QA Inspector
Shipping/Receiving
QA Inspector
Shipping/Receiving
QA Inspector

QAP–2.0

QUALITY ASSURANCE SYSTEM & PROCEDURES

QUALITY ASSURANCE SYSTEM & PROCEDURES

[Ref. ASA-100 Part 1]

A. GENERAL

1. Mitchell Aircraft LLC has established and implemented a comprehensive quality system that is described and documented in this Quality Assurance Manual. The manual contains Quality Assurance Procedures — **as applicable to MITCHELL AIRCRAFT's business operations** — which coincide with the functions listed in the Table of Contents. The procedures are designed to ensure that all products and services provided by MITCHELL AIRCRAFT meet or exceed the applicable FAR's, EASA, ASA-100, and all customer specifications. The Quality Assurance Organization is responsible for the development, documentation, implementation, and monitoring of procedures that comply with the applicable requirements and standards. The Quality System has been implemented through the application and monitoring of the following requirements:

a. The formally documented Quality Assurance Manual. Revisions to the manual will coordinated by the Manager - Inventory/Quality Assurance. All revisions will be approved and signed by the President.

b. Internal audits, which monitor all activities for compliance with customer specifications, regulatory requirements, and good industry, practice. The audit program is designed to provide a complete quality system review annually along with continuous quality improvement. Identification of non-compliance root causes and effective corrective action is a key focus of the internal audit program.

c. Control of non-conforming products.

d. Appropriate training of all personnel involved in the various quality system functions and activities.

e. A roster of personnel who are authorized to accomplish specific functions and inspections along with details of those activities.

f. All parts and materials must be traced to a prior source and bear acceptable documentation of at least one of the receipt requirements of ASA-100, Rev 5.0 Appendix A. MITCHELL AIRCRAFT recognizes it's responsibility to prevent Suspected Unapproved Parts (SUPS) from entering the supply chain, therefore, all concerned employees will be kept informed of FAA Advisory Circular 21-29
(Detecting and Reporting Suspected Unapproved Parts) and the reporting procedures contained therein.

QAP–3.0

HOUSING AND FACILITIES

HOUSING AND FACILITIES

[Ref.ASA-100, Part 3]

A. REQUIREMENT

1. MITCHELL AIRCRAFT will provide and maintain storage facilities, which ensure that stored inventory, is properly protected at all times to prevent damage. Appropriate storage racks will be provided so that sufficient space is provided for individual components as necessary. As practical, components will be stored in their original shipping container; other suitable storage containers will be provided as necessary.

2. Unserviceable components and material will be identified as such e.g., "Repairable", "Unserviceable", or "BER" and properly segregated from "Serviceable" material and components in a manner and fashion which will prevent the issuance of an unserviceable unit.

B. APPLICABILITY

1. MITCHELL AIRCRAFT is not involved in, and does not perform, any aircraft or component maintenance activities or related parts sales, therefore parts storage areas do not require controlled access to prevent cannibalization of components and materials by maintenance personnel.

2. MITCHELL AIRCRAFT does not deal with, nor does it sell non-aviation related products or materials.

3. This procedure is applicable to all components and materials under MITCHELL AIRCRAFT's custody and control.

C. POLICY

MITCHELL AIRCRAFT will provide appropriately secured storage areas of sufficient size so as to properly store all components and materials in its possession. Serviceable units which are too large or of too great a quantity to permit their storage in the Serviceable Storage Area may be stored in other appropriately identified areas as deemed necessary.

D. PROCEDURES

1. All inventories in MITCHELL AIRCRAFT's possession will be stored indoors in a secured facility having a concrete floor. Units will be stored on racks or in bin boxes so as to prevent damage from flooding or other sources of moisture.

2. Components will be stored in their original shipping containers whenever practical. Otherwise, they will be stored in plastic bags of sufficient mil thickness to adequately protect units from dirt, dust and moisture. Protective bags will be sealed at all times.

3. Serviceable components and materials are identified as "Serviceable" and are stored in areas segregated from "Unserviceable/Repairable" units.

4. Beyond Economical Repair (BER' components are identified as such and stored in the BER cage. The Manager - Inventory/Quality Assurance, controls access.

5. Non-conforming components and materials received from outside sources will be identified as such and held in the designated quarantine area until the discrepancies e.g., incorrect part numbers, quantities or missing required documentation are properly dispositioned by Quality Assurance.

6. Once accepted for receipt, all components and material will be entered into MITCHELL AIRCRAFT's inventory system. The condition of the unit, which is obtained from the accompanying certification documents and the storage location of the unit are entered into the inventory system at the same time.

END

QAP–4.0

PROCUREMENT

PROCUREMENT
[Ref. ASA-100, Part 5]

A. REQUIREMENT

MITCHELL AIRCRAFT will maintain a procurement system, which ensures that only quality components, materials, and services are purchased from outside sources.

B. APPLICABILITY

This procedure is applicable to all MITCHELL AIRCRAFT personnel.

C. DEFINITIONS

The following terms and Component/Material Codes are used and recognized by MITCHELL AIRCRAFT:

- **PC** (Production Certificate) conveys production approval for a complete aircraft, engines or propellers and associated spare parts, which pass through a PC holder's APIS.

- **PAH** (Production Approval Holder): a TC, PC, PMA, or TSO holder.

- **TC** (Type Certificate) conveys FAA design approval for a complete aircraft, engines or propellers.

- **OEM** (Original Equipment Manufacturer): An aircraft or engine manufacturer or other designated and authorized manufacturer that is the holder of a Production Certificate (P, Parts Manufacturer Approval (PMA), or Technical Standards Order (TSO).

- **PMA** (Parts Manufacturer Approval): PMA is issued for replacement or modification parts under FAR 21, Subpart K, Section 21.303. Such parts are permanently and legibly marked with the letters “FAA-PMA”, the name, trademark, or symbol of the holder of the PMA, the part number; and the name and model designation of each type certificated product on which the part is eligible for installation. Parts which are too small, or where it is otherwise impractical to mark the parts per the foregoing, may be tagged with the required information on the tag or as an alternative when necessary the tag may reference the specific readily available manual or catalog for part eligibility information.

•**TSO** (Technical Standard Order): FAA authorization for aircraft systems such as seats, wheels and brakes which meet a minimum performance standard. Most aircraft accessories, such as CSD's, pumps, actuators and valves must have a PMA and are ineligible for TSO. TSO's involve certain certificated aircraft subsystems, which may be used on several different aircraft.

•**FN** (Factory New): A new (unused) product, assembly, accessory, part or material produced in conformity with approved data that is accompanied by a manufacturer's material certification, and has no operating time or cycles.

•**NE** (New Unused): See FN above.

•**NS** (New Surplus): A new (unused) product, assembly, accessory, component, part or material produced in conformity with approved data which has been released as surplus by the manufacturer, owner-operator, repair facility, etc.; has no operating time/cycles, and which is being sold by a person other than the original equipment manufacturer.

•**OHC** (Overhauled & Certified): Part, which has been overhauled by an authorized OEM, Manufacturer's Maintenance Facility (MMF), or FAA/EASA Part 145 Repair Agency. The part will have a Time Since Overhaul (TSO) of 00:00 hours.

•**SV** (Serviceable): Part is used but certified as airworthy by a Part 121/129 airline or authorized FAA/EASA part 145 repair agency.

•**AR** (As removed): Part is used but not certified as airworthy. The part can usually be economically repaired and/or overhauled to SV or OHC condition.

•**AS** (As Is): Any part, the condition of which cannot certainly and accurately be classified and therefore its status is unknown.

•**BER** (Beyond Economical Repair): The part is being evaluated for disposition as "REPAIR" or "SCRAP".

D. RELATED MATERIALS

Purchase Order Form, QAP-16.0
Repair Order Form, QAP16.0
Material Inspection Checklist, QAP-16.0
FAA Advisory Circular 21-29
ASA 100 Appendix A

E. POLICY

MITCHELL AIRCRAFT has implemented a procurement system for controlling the purchase of the following items and services:

1. Surplus spare parts from certificated FAR Part 121 airlines and Part 145 repair stations, authorized OEM's, holders of PMA, and foreign airlines or other sources when approved by the customer.

2. Factory new components and material received from the authorized manufacturer.

3. Services provided by certificated FAR/EASA Part 145 repair stations.

F. PROCEDURE

1. General

a. Deviations from the following procedures must be communicated to, and approved, in writing, by the customer prior to the shipment of any part. In the event written approval cannot be obtained from the customer, MITCHELL AIRCRAFT personnel will make appropriate notes of verbal approval given by the customer.

b. The Sales Department has primary responsibility for controlling all purchases of components and materials for subsequent resale as well as outside repair services required by MITCHELL AIRCRAFT. All purchases and requested repair services will be documented on an appropriate Purchase Order or Repair Order and entered for tracking purposes into MITCHELL AIRCRAFT's computer system.

c. All parts and materials must be traced to a prior source and bear acceptable documentation of at least one of the receipt requirements of ASA-100, Rev 5.0 Appendix A. MITCHELL AIRCRAFT recognizes it's responsibility to prevent Suspected Unapproved Parts (SUPS) from entering the supply chain, therefore, all concerned employees will be kept informed of FAA Advisory Circular 21-29 (Detecting and Reporting Suspected Unapproved Parts) and the reporting procedures contained therein.

d. Any and all special customer requirements will be documented on the purchase order which is supplied to MITCHELL AIRCRAFT's supplier or service provider e.g., FAR/EASA Part 145 repair station.

e. Regarding the requirement to maintain records of component and material traceability, copies of all traceability documents e.g., Certificates of Conformance, air carrier documents, invoices, Maintenance Releases etc. will be retained for seven years. Every effort will be made to store and protect all such records against damage from moisture, fire etc. as practical.

f. MITCHELL AIRCRAFT selects suppliers and service providers with the provision that they have a satisfactory quality system. Vendors who are FAA/EASA certificated, or in compliance with FAA Advisory Circular #00-56B, or have a history of acceptable performance shall be considered

satisfactory. Suppliers are approved for continued use as long as they continue to meet MITCHELL AIRCRAFT quality standards and provide the required certification and traceability documents for all components and materials which they furnish.

g. MITCHELL AIRCRAFT will verify compliance with paragraph (f) above by means of a biennial audit.

h. A Material Inspection Checklist is prepared by the Receiving Inspector for all components and materials received into MITCHELL AIRCRAFT. The condition of the unit is noted on the checklist as appropriate. Materials received which do not meet MITCHELL AIRCRAFT quality standards or purchase order requirements are placed on hold, segregated, and placed in the Stage 2 quarantine area until the discrepancy is resolved with Quality Assurance. The original copy of the inspection checklist remains with the component until the part is shipped to the customer.

i. Supplier Performance Reports are prepared as necessary by Quality Assurance for review by Management to determine supplier performance e.g., unacceptable number of rejected or discrepant items and other key factors to determine if the supplier's approved status is to be deleted. Management and Quality Assurance shall meet as necessary, but no less than once in each of the second and fourth quarters, to review Supplier Performance Reports.

j. If the review determines that MITCHELL AIRCRAFT should no longer utilize a supplier, the Sales Department will be notified by memorandum. The supplier will then be noted in the computer database as an unapproved vendor. The computer data base will prevent purchase orders from being issued to that vendor.

k. The Receiving Inspector will initiate Return Material Checklists whenever overhauled or repaired parts are returned on a Warranty Claim. The item in question will then be routed to the approved repair station for teardown and evaluation. Upon return of the unit from the repair station, a copy of the teardown and evaluation report will be attached to the Return Material Checklist report. If the repair station report indicates “No Fault Found” and the unit is returned to service, the customer complaint will be considered invalid and the Return Material Checklist report will be retained in the appropriate file.

2. Procurement of Surplus Components and Materials

a. Every supplier utilized by MITCHELL AIRCRAFT must provide proper documentation and traceability of all aircraft parts delivered to the company. All parts and materials must be traced to the prior source and bear acceptable documentation of at least one of the receipt requirements of ASA-100, Rev 5.0, Appendix A.

b. All parts received in other than new condition must have certification stating that the part was not removed from an aircraft or engine that was subjected to extreme stress or heat (as in a major engine failure, accident or fire and that the parts themselves have not been subjected to extreme stress or heat (as in a warehouse fire) and were not obtained from any Government or from a military source.

c. Parts, which have been subjected to such conditions, shall be properly identified as such. In addition, parts subjected to such conditions or ones obtained from the government or military sources will not be shipped by MITCHELL AIRCRAFT until the customer is advised of these facts and elects to accept the parts in their "As Is" condition.

d. When applicable, the Time Since Overhaul (TSO), Time Since New (TSN), Cycles Since Overhaul (CSO), Cycles Since New (CSN), and other relevant and pertinent information must be traceable back to records from the last operator of the part.

e. Parts purchased in overhauled or repaired condition that are represented as having an Airworthiness Directive (AD) accomplished must be accompanied by a FAA form 8130-3 and work order report. The FAA form 8130-3 and work order report must indicate the AD number, date and method of accomplishment.

3. Procurement of Factory New Products

The OEM authorized manufacturer's or distributor's standard Certificate of Conformance is acceptable to MITCHELL AIRCRAFT.

4. Procurement of foreign manufactured parts (FAR 21.502)

A part manufactured in a foreign country with which the U.S. has an agreement for the acceptance of those parts is acceptable to MITCHELL AIRCRAFT when the country of manufacture issues a certificate of airworthiness for export certifying that the parts meets those requirements.

5. Procurement of Consignment and Distribution Products

MITCHELL AIRCRAFT will maintain all original documentation for parts and components. Original certifications will be provided for the customer when possible. If the original OEM documents and certifications contain multiple quantities and/or part numbers, a "Certified True" copy will be provided in accordance with procedures found in chapter 13.D.10.

6. FAR Part 145 Repair Stations

a. Only certificated repair stations having obtained an “Antidrug and Alcohol Misuse Prevention Program Operations Specifications” (A449) shall be utilized by

MITCHELL AIRCRAFT. Copies of FAA drug and alcohol testing program approval letters shall be obtained from all repair stations with which MITCHELL AIRCRAFT does business. OPS Spec A449 shall be digitally saved in the MITCHELL AIRCRAFT company database by the Quality Assurance Department.

b. Sales and Quality Assurance shall ensure that those FAR 145 Repair Stations provide copies of their Air Agency Certificates and Operation Specifications.

7. Repair Orders

a. Repairable parts that require identification, evaluation, repair, or overhaul will be sent to FAA certificated repair stations only. In such cases, the Sales Department, based on input from the customer and Quality Assurance, initiates a Repair Order.

b. EASA accepted FAR part 145 repair organizations will be used for EASA operators.

c. The Repair Order will specify the part number/description, quantity, serial number, condition and a complete description of the work required. The requirement for a copy of the work order (teardown report), and documentation pertaining to the accomplishment of any Airworthiness Directives (AD's) must also be stated on the Repair Order. Documentation of AD accomplishment provided by the repair station must include the AD number, accomplishment date, and the method used to comply with the AD.

d. Copies of repair orders will be retained on file for seven years.

END

QAP–5.0

RECEIVING INSPECTION

RECEIVING INSPECTION

[Ref. ASA-100, Part 6]

A. GENERAL

This procedure describes the receiving inspection system used during the receipt of aircraft components and materials from all MITCHELL AIRCRAFT approved suppliers.

B. APPLICABILITY

This procedure applies to all personnel involved with the inspection of aircraft parts and materials received into MITCHELL AIRCRAFT's inventory.

C. DEFINITIONS

1. Stage 1 Holding Area: The designated area where parts and material which have passed the Material Receiving Inspection are placed in preparation for shipment to the Customer.

2. Stage 2 Holding Area: The designated area where parts and materials which have not passed the Material Receiving Inspection are placed on hold and set aside until the related discrepancies are satisfactorily resolved with Quality Assurance.

3. BER Cage: The designated secured cage area where items deemed as Beyond Economical Repair by MITCHELL AIRCRAFT or its customer are held until dispositioned by Quality Assurance or the customer.

D. RELATED MATERIALS

Material Inspection Checklist
MITCHELL AIRCRAFT Purchase Order Form
MITCHELL AIRCRAFT Repair Order Form

E. POLICY

The policy of MITCHELL AIRCRAFT regarding receipt of parts into inventory is that all parts and materials shall be inspected as necessary to ensure that all units delivered to the company are free from shipping damage and other defects, conform to Purchase Order requirements, are in an airworthy or repairable condition, and are in an acceptable state of preservation. In addition, receiving inspections are developed to ensure that the supplier has provided all required documentation and that all documents conform to the requirements contained in the applicable Quality Assurance Procedures.

F. PROCEDURE

1. All aircraft components and materials delivered to MITCHELL AIRCRAFT are to be inspected by a company qualified and authorized Quality Assurance Inspector only. An Inspection Authorization Roster will be maintained by the Manager - Inventory/Quality Assurance which lists the names and functions which the individual is authorized to perform e.g., signing of MITCHELL AIRCRAFT Parts/Material Certification Form prior to part shipment.

MITCHELL AIRCRAFT inspectors do not use Inspections Stamps. All sign-offs will be accomplished by manual signature or initials as indicated on the Inspections Authorization Roster.

2. The inspector will conduct a thorough visual inspection of all incoming components and materials, which will include but is not limited to the following:

a. A check for physical damage which may have occurred during shipment of the part. This inspection will also ensure that all ports and openings are properly protected against dust and dirt with appropriate plastic caps or sealed plastic bags.

WARNING

TAPE SHALL NOT BE USED TO COVER ELECTRICAL CONNECTIONS OR FLUID FITTINGS/OPENINGS. ADHESIVE RESIDUE CAN INSULATE ELECTRICAL CONNECTIONS AND CONTAMINATE HYDRAULIC OR FUEL UNITS.

b. Components and materials purchased as new will be inspected for evidence of prior use.

c. Verification of part numbers — including dash numbers/letters — model numbers, serial numbers, quantity etc. to ensure that these items coincide with all purchase order requirements and accompanying documentation received with the part.

d. In cases where part numbers, model numbers, quantities, dash numbers/letters etc. are substituted, verify that the substituted items match what was requested on the MITCHELL AIRCRAFT purchase order and agreed to between the aircraft operator and supplier for part number substitution.

Substitutions made without MITCHELL AIRCRAFT's prior knowledge will be held in the Stage 2 quarantine area after being documented on the Material Inspection Checklist by the QA Receiving Inspector. The Sales Department will then be advised to request proof of interchangeability from the supplier. As appropriate, the customer will be notified for their consent regarding the substitution.

In the event an altered data plate is detected, the Receiving Inspector will contact the repair facility issuing the airworthiness release certificate and request an explanation. If a satisfactory answer is not received, the OEM will be contacted for verification of the serial number and possible modifications that could account for

the data plate change. If the findings are not satisfactory the component will be rejected and returned to the vendor or appropriate repair facility.

e. Verification that all required documentation and proof of traceability e.g., Maintenance Release, Certificates of Conformance, traceability documents have been provided by the supplier, are properly completed and contain all required signatures.

The Material Inspection Checklist form may be created in an electronic format (Form QA-1e) or by hand (Form QA-1) as noted in QAP 16.0.

All inspection findings will be noted on the Material Inspection Checklist as a P(PASS) or F(FAIL) with appropriate comments entered for each inspection step in the Comments section.

Material Insp Checklist will note the PASS, FAIL, YES, or NO etc. in the appropriate block area. Any noted comments will be entered in the Findings section.

f. Verification that all Factory New (FN) aircraft fasteners and standard parts are accompanied by OEM test reports.

3. Components and materials meeting the above criteria will then be received into inventory, entered into the computer inventory system, and moved to the assigned bin location. Original copies of the completed Material Inspection Checklist and all certification/traceability documents will be attached to the part and placed in its container. All documents are to remain with the unit and will be shipped with the component to the customer with the exception of the Material Inspection Checklist, which is then filed.

4. Inventory Control Labels will be issued which contain the part number, serial number, description, bin location, and condition of part e.g., FN/OHC/SV. Labels are to be attached to the parts container for use during annual inventory checks by warehouse personnel.

5. All components and materials received by MITCHELL AIRCRAFT will be logged into the computer inventory system by manufacturer's part number, serial number, description, and quantity. If a unit lacks a manufacturer's serial number a unique MITCHELL AIRCRAFT lot number will be assigned to that unit only by the computer inventory system. Materials are assigned a specific bin location and are segregated by the manufacturer's lot/batch number or the unique MITCHELL AIRCRAFT lot number.

NOTE

Specific lot/batch numbers will not be intermixed with other lot/batch numbers.

6. Materials received which do not meet MITCHELL AIRCRAFT quality standards or

purchase order requirements are documented on the Material Inspection Checklist, segregated, and placed in the Stage 2 quarantine area until the discrepancy is resolved to the satisfaction of Quality Assurance. The original copy of the inspection checklist remains with the component until the discrepancy is resolved and until the part is shipped to the customer

7. Items received having a Limited Shelf Life period with a specific expiration date e.g., passenger/crew life vests will have the expiration date entered into the computer database and onto a readily recognizable colored label which is attached to the parts container for monitoring during inventory checks.

NOTE

Refer to Quality Assurance Procedure QAP-9.0 for a complete description of the MITCHELL AIRCRAFT Shelf Life Program.

8. Post Overhaul/Repair Items: Items returned to MITCHELL AIRCRAFT from approved repair agencies after repair or overhaul will be inspected to verify that all ports and openings are properly protected, maintenance release documents are properly completed and signed, and have accompanying work order/teardown & evaluation reports attached. Correct part numbers, serial numbers, quantities, total time/cycles etc. will also be verified.

9. Incident Related Parts: QA Inspectors will immediately reject all incident related parts as described in procedure QAP-4.0, item 2.b. Parts will be identified as incident related parts and placed in the Stage 2 quarantine area until they are returned to the vendor. However, in some cases based on customer requirements and critical need, such parts may be sent to a FAA approved repair agency for evaluation and repair provided that the parts incident history is properly documented and provided to the repair agency.

NOTE

In all such cases, the potential customer will be fully apprised of the condition, history of and repairs made to all incident related parts.

10. Pre-Overhaul/Repair Inspections: For inspections of parts to be sent to a FAA/EASA approved repair agency for repair Refer to Procedure QAP-13.0.

END

QAP–6.0

MATERIAL CONTROL

MATERIAL CONTROL

[Ref. ASA-100, Part 8]

A. REQUIREMENT

All components and material are to be handled in an appropriate manner and shall be protected from damage and deterioration at all times. Aircraft parts storage areas will be periodically checked for overall effectiveness of storage practices and material identification methods and procedures.

B. APPLICABILITY

This procedure applies to all aircraft components and materials received into MITCHELL AIRCRAFT's inventory.

C. RELATED MATERIALS

Receiving Inspection Procedure, QAP-5.0.

D. POLICY

MITCHELL AIRCRAFT will aggressively manage its inventory so as to consistently meet or exceed all industry and customer requirements.

E. PROCEDURE

1. Whenever practical, materials shall be delivered and stored in the manufacturer's original packaging. Packaging shall identify the manufacturer, distributor, part number, serial number, lot or batch number if applicable, and the quantity. Special packaging shall be maintained as necessary.

2. Rejected or non-conforming materials will be documented on the Material Inspection Checklist, identified as such and segregated into the Stage 2 quarantine area. Any corrective actions will be implemented by QA Management and will be coordinated between Quality Assurance and the Sales Department.

3. Serviceable components and materials will be identified as such and segregated from unserviceable/repairable units. In addition, "Serviceable" and "Unserviceable" storage areas will be prominently identified with proper signage to clearly delineate the status of individual parts.

4. All components received into MITCHELL AIRCRAFT's inventory are tracked by their individual serial number or by a unique lot number assigned by the computer inventory system. The computer assigned lot number remains with the part until the part is sold at which time it is entered on the MITCHELL AIRCRAFT shipping document for tracking and traceability purposes.

5. In cases where multiples of the same manufacturer's part number are received unserialized, unique MITCHELL AIRCRAFT lot numbers are assigned by the computer system for each purchase and the parts are stored in individual and separate locations.

When a sale to a customer requires combining various lot numbers to make up the total quantity required, each lot number will be separately packaged and the lot number will be notated on the packaging.

NOTE

MITCHELL AIRCRAFT does not inventory large quantities of standard miscellaneous hardware, however, in all cases hardware will be identified and segregated by separate lot and batch numbers as required. This will help expedite a manufacturer's recall should one become necessary.

6. When appropriate, MITCHELL AIRCRAFT shall use ATA Specification No. 300 packaging — or equivalent — or the customer's specified packaging as required.

7. Flammable, toxic, or volatile materials shall be stored in a safe manner per the manufacturer's recommendations in flame retardant cabinets or as required by local fire regulations. Storage locations and cabinets will be clearly identified and labeled "FLAMMABLE MATERIALS ONLY" or in some other acceptable manner.

NOTE

Dispensing containers e.g., spray bottles shall be clearly identified or labeled as to contents.

8. Material subject to damage from electrostatic discharge shall be packaged, handled, and protected with all required precaution and in accordance with safe handling requirements for electrostatic sensitive devices [ESD]. Properly insulated tables and grounding straps will be provided to all persons involved in ESD handling.

9. No part number ambiguity will be permitted. MITCHELL AIRCRAFT's computer inventory system is such that parts cannot be labeled with multiple part numbers thus eliminating confusion as to the part's manufacture or applicable specifications.

NOTE

MITCHELL AIRCRAFT's personnel are not permitted to alter or replace a part's data plate or manufacturer's part number.

10. Batch segregation shall be maintained for all new materials requiring flammability testing, and for other items for which it is appropriate.

11. Annual Inventory Checks

a. Annual inventory audits shall be conducted against the computer inventory system listing. The audit requires every part container to be opened and the part inspected for proper protection, deterioration, damage, part number, serial number, description, and quantity. Accompanying paperwork will be inventoried to ensure that all required documentation is intact and contains all required entries and signatures.

WARNING

TAPE SHALL NOT BE USED TO COVER ELECTRICAL CONNECTIONS OR FLUID FITTINGS/OPENINGS. ADHESIVE RESIDUE CAN INSULATE ELECTRICAL CONNECTIONS AND CONTAMINATE HYDRAULIC OR FUEL UNITS.

_____ END_____

QAP–7.0

TECHNICAL DATA CONTROL

TECHNICAL DATA CONTROL

[Ref. ASA-100, Part 13]

A. REQUIREMENT

Technical data applicable to the supplier's products shall be maintained in a manner, which ensures such data is current and accessible, as appropriate.

B. APPLICABILITY

This procedure does not apply to MITCHELL AIRCRAFT because as a surplus parts supplier and not a distributor, the company is not required to maintain technical data and accordingly does not do so.

NOTE

Refer to Part C.3 below for handling of Airworthiness Directives [AD's].

C. POLICY

1. The Inventory/Quality Assurance Manager is responsible for ensuring that the policy regarding Technical Data is adhered to. In his absence the Assistant Manager will be responsible.

2. MITCHELL AIRCRAFT shall mark all technical data that is used for reference purposes only e.g., Illustrated Parts Catalogs [IPC] as **"UNCONTROLLED DATA**".

3. Airworthiness Directives

a. MITCHELL AIRCRAFT shall provide complete documentation that verifies the status of all Airworthiness Directives applicable on the date of sale of a particular part.

b. When applicable, all AD's which have been accomplished on a particular component, part or accessory will be specifically documented on the return to service FAA form 8130-3. The AD number, AD amendment number if applicable, date and method of compliance will be referenced on the airworthiness release documents.

END

QAP–8.0

RECORDS

RECORDS

[Ref. ASA-100, Part 12]

A. REQUIREMENT

MITCHELL AIRCRAFT shall have in place a system governing the storage, distribution, and retrieval of all documents and records having a seven year retention requirement and which are directly related to product quality and traceability.

B. APPLICABILITY

This procedure applies to all records and documentation concerning components and materials received and sold by MITCHELL AIRCRAFT.

C. RELATED MATERIALS

Procurement Procedure, QAP-4.0
Receiving Inspection Procedure, QAP-5.0
Training Procedure, QAP-10.0
Certification & Traceability Procedure, QAP-12.0

D. POLICY

MITCHELL AIRCRAFT's policy is to fully comply with the stated requirement.

E. PROCEDURE

1. Revision level and date will control all documents, e.g., Quality Assurance Procedures and company procedures.

2. All changes to company documents will be reviewed and approved by the President.

3. After receipt of a part, all documents associated with the part will be scanned into the MITCHELL AIRCRAFT computer database and stored as digital images. After sale of a part, copies of all purchase orders, invoices, certifications, traceability documents, shipping documents and all FAA/EASA repair station repair and/or overhaul work orders and teardown/evaluation reports will be filed by customer name in secure filing cabinets located in the facility. All records will be retained for a minimum of seven years on site.

4. Records for materials with flammability requirements shall be retained for a minimum of seven years after sale of the part or material. Such records shall verify conformance to applicable flammability requirements.

NOTE

Although MITCHELL AIRCRAFT stocks only minimal quantities of standard aircraft hardware such as fasteners, records confirming fastener integrity, including physical and chemical test reports, shall be retained for a minimum of seven years after sale of such items. Certificates of Conformance from authorized OEM's and distributor's supplying such material to MITCHELL AIRCRAFT shall be maintained, traceable, and readily retrievable.

NOTE

Refer to Quality Assurance Procedure QAP-12.0 for details of records concerning certification and traceability of parts and materials sold by MITCHELL AIRCRAFT.

END

QAP–9.0

SHELF LIFE PROGRAM

SHELF LIFE PROGRAM

[Ref. ASA-100, Part 9]

A. REQUIREMENT

MITCHELL AIRCRAFT shall maintain a program, which assures the identification and proper handling of shelf life limited materials. The program shall include component assemblies containing shelf life limited items.

B. APPLICABILITY

This procedure applies to all parts and materials received into MITCHELL AIRCRAFT, which are identified by the manufacturer as shelf life limited items.

C. DEFINITIONS

Age Sensitive Material: Material that is subject to deterioration by environmental factors in the normal course of manufacturing, storage or use.

Age Control: Control of materials to assure that a maximum period of time has not elapsed before its use.

Shelf Life: The usable life of material based on date of manufacture to date of expiration.

Cure Date: quarter and year shall indicate Cure date. The year will be divided into quarters as follows:

1st Quarter: January through March
2nd Quarter: April through June
3rd Quarter: July through September
4th Quarter: October through December

D. RELATED MATERIALS

Procurement Procedure, QAP-4.0
Receiving Inspection Procedure, QAP-5.0

E. POLICY

MITCHELL AIRCRAFT's policy is to periodically monitor all affected inventory to ensure that shelf life limits are accurately listed in MITCHELL AIRCRAFT's computerized inventory system.

F. PROCEDURE

1. The Inventory/Quality Assurance Manager is responsible for ensuring that the policy and procedures regarding the Shelf Life Program are adhered to. In the absence of the Inventory/Quality Assurance Manager, the Assistant Manager will be responsible.

2. Items received into MITCHELL AIRCRAFT which are identified as Shelf Life Limited by the manufacturer, and which have a specific expiration date, will have that date entered onto a readily recognizable, orange colored label which is then attached to the parts container. Items that are marked with a cure date will have the cure date entered onto a readily recognized, orange colored label which is then attached to the parts container.

All Shelf Life Limited and cure-dated items will be entered into MITCHELL AIRCRAFT's computerized inventory system. The inventory system list will contain the part number, serial number/lot number, description, quantity, bin location, and cure date or expiration date as applicable.

3. Sales will advise potential customers of the appropriate dates when quoting an item. It is the customer's responsibility to accept or reject individual items based on their requirements.

4. No expired material or part will be represented as having remaining shelf life.

5. For Shelf Life Limited materials MITCHELL AIRCRAFT's policy is to ship the oldest cure date or manufacture date, as applicable, first, unless customer requirements dictate otherwise.

6. Rotables with no specific expiration date will be considered by MITCHELL AIRCRAFT to have a 24-month shelf life. After 24 months, potential customers will be notified and given the opportunity to either accept or reject the item based on their requirements.

7. Material will be stored in a manner that will provide protection from circulating air, sunlight, water, and temperatures in excess of 120ºF.

8. Warehouse personnel are responsible for monitoring age sensitive material and for removing and properly disposing of materials when necessary.

_____ END_____

QAP–10.0

TRAINING

TRAINING
[Ref. ASA-100, Part 4]

A. REQUIREMENT

MITCHELL AIRCRAFT personnel shall be properly trained to perform inspection, parts handling and record keeping in accordance with all applicable quality assurance procedures. Personnel involved in procurement, receiving inspection, shipping inspection and material control will be trained in a program that addresses unapproved parts; and counterfeit parts and materials in accordance with all applicable quality assurance procedures.

B. APPLICABILITY

This procedure applies to all personnel performing the function and activities of supervisor, inspector, receiving, and shipping.

C. RELATED MATERIALS

Quality Assurance Manual - Quality Assurance Procedures
Employee Training Records

D. POLICY

1. MITCHELL AIRCRAFT inspection personnel must be properly trained, qualified, and authorized to perform the various inspection functions. Inspectors must be competent in the techniques, methods, and procedures of inspection as well as with all equipment used to evaluate product quality.

2. All training, both formal (classroom) and on-the-job (OJT) shall be properly documented.

3. Employee training records shall be retained for 2 years after an employee leaves the company.

4. MITCHELL AIRCRAFT shall have an annual training program that addresses unapproved parts, counterfeit parts and materials and ESD procedures. Personnel involved in procurement, receiving inspection, shipping inspection and material control shall be trained in these topics.

E. PROCEDURE

1. General

a. Training is accomplished primarily by on-the-job training [OJT] under the direction and supervision of the Manager - Inventory/Quality Assurance or his designee.

b. OJT training focuses on the following:

- Quality Assurance Procedures.
- Incoming Inspection Procedures.
- Pre-Shipment Inspection Procedures.
- E.S.D. Procedures
- Dangerous Goods (HAZMAT)
- Unapproved and counterfeit parts and materials.

c. All employees, especially those directly responsible for product quality must be thoroughly familiar with all Quality Assurance Procedures contained in the Quality Assurance Manual.

d. The Manager - Inventory/Quality Assurance, will maintain an "Employee Training Record" for each employee having responsibility for parts and materials handling. The training record will contain the employee name, hire date, position and a list of each training activity and category applicable to MITCHELL AIRCRAFT's business operation.

e. The record will also include the date of training, a comments section, and signature blocks for the employee and trainer. Signatures on the record signify that the employee has received the necessary training and understands each training item to the satisfaction of the trainer.

2. Inspection Training

Quality Assurance Inspectors will be specifically trained in the following:

a. Packaging: Packages will be inspected to ensure no shipping damage has occurred.

b. Condition and Identification: Parts will be inspected for visible damage, missing components, and proper protection of all ports and openings. Manufacturer's data plates will be checked for part numbers, serial numbers etc.

c. Repaired or Overhauled Units: Tags and teardown reports provided by the FAA repair agency will be inspected for all required information and signatures. Part numbers, serial numbers, quantities, descriptions, and modification dates will also be checked. Maintenance Release documents will be checked for required entries and signatures.

d. Certification and Traceability: All certification and traceability documents will be checked for required entries and proof of traceability back to the OEM having

PMA approval or to an FAA certificate holder. Parts with missing documentation will be held in quarantine for resolution or returned to the supplier. MITCHELL AIRCRAFT Purchase Order numbers must be on all shipping documents provided by the supplier and documents must agree with the Purchase Order requirements.

e. Dangerous Goods (HAZMAT): Employees will be trained to recognize Hazmat items and refer such items to properly trained personnel. Personnel designated by the Quality Assurance Manager will be trained and certified, in compliance with CFR 49, IATA & ICAO regulations, to handle and ship Hazmat. Recurrent training will be performed for all Hazmat Employees at time intervals as prescribed by 49 CFR § 172.704 and IATA Dangerous Goods Regulation 1.5.

f. ESD Procedures

_____ END_____

QAP–11.0

MEASURING & TEST EQUIPMENT

MEASURING & TEST EQUIPMENT

[Ref. ASA-100, Part 7]

A. REQUIREMENT

If required by contract or for sample inspection, measurement and test equipment [M&TE] shall be maintained under an effective calibration program.

B. APPLICABILITY

NOTE

MITCHELL AIRCRAFT does not currently have any requirements to perform dimensional inspections using calibrated equipment. Should such requirements become applicable MITCHELL AIRCRAFT will develop, document, and implement an appropriate procedure for inclusion in the Quality Assurance Manual.

END

QAP–12.0

CERTIFICATION & TRACEABILITY

CERTIFICATION & TRACEABILITY

[Ref. ASA-100, Part 10]

A. REQUIREMENT

MAS must have a system and related procedures which demonstrates that all parts and materials are traced to a prior source and bear acceptable documentation of at least one of the receipt requirements of ASA-100, Rev 5.0. Appendix A. MAS recognizes it's responsibility to prevent Suspected Unapproved Parts (SUPS) from entering the supply chain, therefore, all concerned employees will be kept informed of FAA Advisory Circular 21-29 (Detecting and Reporting Suspected Unapproved Parts) and the reporting procedures contained therein..

B. APPLICABILITY

This procedure applies to all components and materials purchased by MAS for resale.

C. RELATED MATERIALS

Procurement Procedure, QAP-4.0
Receiving Inspection Procedure, QAP-5.0
MAS Parts/Material Certification Form, QAP-16.0
ATA 106 Material Certification Form, QAP-16.0
ASA 2020 certification Form, QAP-16.0
ASA 100 Appendix A

D. POLICY

MAS shall provide each customer purchasing parts or materials from the company with certification that meets all FAA, EASA, ASA, and customer requirements.

E. PROCEDURE

1. MAS shall provide the customer with documentation in accordance with the "Required for shipment" column of ASA-100, Rev 5.0, Appendix A.

2. MAS shall provide either the ATA 106 Material Certification Form or MAS's computer generated Parts/Material Certification Form, or a computer-generated ASA 2020 form referenced in QAP -16.0, with all parts and materials as specified by the customer.

3. Spaces for the following information shall be included on the certification form:

- Customer Purchase Order Number
- Invoice Number
- Part number

•Date of Shipment
•Part Description
•Serial Number/Lot Number
•Quantity
•Total Time & Cycles Since New/Overhaul [TSN/CSN - TSO/CSO]
•Condition of Part
•FAA Approved Source of Part
•Name of Authorized OEM Manufacturer
•For All Time Controlled or Life Limited Parts: Time remaining to overhaul or scrapping.

In addition, if a particular part was obtained from any of the following, it will be so identified on the material certification form:

a. Obtained from any government or military services.

b. Aircraft or engine subjected to extreme stress or heat, major failure, accident, or fire.

4. When parts have been sent to an FAA/EASA certificated repair station for repair or overhaul, MAS shall also obtain a document from the repair station in the form of a Maintenance Release for return to service statement indicating that the part is in serviceable condition. A copy of the work order report from the repair station describing the condition found at repair/overhaul along with the significant parts, which were replaced, will also be obtained. Part numbers and serial numbers shall be included on all documents.

5. Parts received from a FAR Part 121/135/129 air carrier shall be accompanied by a document from the air carrier stating that the part is in serviceable or repairable condition (Not applicable to new parts unless work or a test was performed on the part).

6. Traceability to Original Equipment Manufacturer's (OEM's)

a. All Factory New parts and materials received or sold by MAS must have accompanying documentation showing traceability back to an OEM which holds a Production Certificate (P, Type Certificate [TC], Technical Standard Order (TSO), Parts Manufacturer Approval (PMA] or Supplemental Type Certificate [STC]. Compliance is accomplished by:

1. Inspecting the part for proper PMA marking, serialization, part numbers, inspection stamps etc.

2. Detailed scrutiny of all related paperwork e.g., Maintenance Release documents, Certificates of Conformance etc.

NOTE

Parts whose traceability cannot be determined will be held in Stage 2 quarantine for resolution or will be returned to the procurement source.

7. New Parts Other Than Surplus

MAS will maintain all supporting documentation tracing new parts back to the OEM. Records consisting of the following will be attached to the Sales Order and permanently filed:

- Shipping invoice document
- Packing Slip
- Certificates of Conformance

8. New Surplus Parts

MAS will maintain all supporting documentation from the FAA approved OEM, FAR Part 145 repair station, FAR part 121/135 or Foreign 129 operator from which the part was obtained indicating the part is new.

END

QAP–13.0

SHIPPING INSPECTION

SHIPPING INSPECTION

[Ref. ASA-100, Part 11]

A. REQUIREMENT

MITCHELL AIRCRAFT shall have a procedure in place, and appropriately trained personnel, to conduct a complete visual inspection of all items being shipped. Products shipped by MITCHELL AIRCRAFT shall meet all regulatory, ASA-100, and customer requirements.

B. APPLICABILITY

This procedure applies to all aircraft components and materials shipped by MITCHELL AIRCRAFT.

C. RELATED MATERIALS

ATA Specification No. 300
MITCHELL AIRCRAFT Parts/Material Certification Forms, QAP-16.0
Certification & Traceability Procedure, QAP-12.0
MITCHELL AIRCRAFT Customer Checklist

D. PROCEDURE

The Inventory/Quality Assurance Manager is responsible for ensuring that the policy and procedures regarding Shipping Inspection are adhered to. In the absence of the Manager, the Assistant Manager will be responsible.

It is MITCHELL AIRCRAFT policy that all materials receive two inspections before delivery to the customer, once during the receiving process and once during the shipping process. These inspections will be performed by different inspectors whenever possible. The shipping inspection shall include, but is not limited to:

1. A check for any obvious physical damage.

2. Verification that all appropriate plugs and caps are installed.

TAPE SHALL NOT BE USED TO COVER ELECTRICAL CONNECTIONS OR FLUID FITTINGS/OPENINGS. ADHESIVE RESIDUE CAN INSULATE ELECTRICAL CONNECTIONS AND CONTAMINATE HYDRAULIC OR FUEL UNITS.

3. Verification that part numbers [including dash numbers & letters], model numbers, serial numbers, etc. of the items being shipped match all accompanying documentation.

4. Verification that part numbers [including dash numbers & letters], model numbers, serial numbers, etc. of the items being shipped match the customer's request/purchase order, if available, and the MITCHELL AIRCRAFT sales order.

5. Verification that the MITCHELL AIRCRAFT packing slip contains all customer-required information.

6. Verification that the shipping container and packing is appropriate for the item(s) being shipped.

7. Verification that all applicable required documentation such as Maintenance Releases and repair orders, part/material certifications, Certificates of Conformance, traceability documents, invoices, and all related shipping documents are available, completed and properly signed.

8. Verification that AD's accomplished are properly documented on the FAA form 8130-3 or other airworthiness release documents.

9. Verification that copies of all records required for in-house retention are made and routed as required.

10. I In the event that multiple quantities of a particular lot or batch must be split, a split shipment statement will be completed by an authorized person within Mitchell Aircraft showing the approved document or FAA 8130-3 Form Tracking number and indicate the quantity being shipped. A Copy of the FAA 8130-3, or other approved document, will be provided for the customer. Mitchell Aircraft will retain the original or received true copy for use with the remaining quantity. After all quantities of a particular lot have been shipped, the original will be filed with the last Sales Order. In no event shall the total quantity shipped from a particular lot or batch against all sales orders exceed the quantity on the original document.

11. Any material that is classified as “Dangerous Goods” by CFR 49, IATA or ICAO regulations shall be packaged, identified and documented in compliance with all applicable Federal, State and local laws and regulations.

12. Drop shipments performed by Sales Personnel must be routed to Quality for review to assure that all documents comply with Mitchell’s Quality Procedures and ASA-100 Appendix A.

END

QAP–14.0

SCRAPPED PARTS

SCRAPPED PARTS

[Ref. ASA-100, Part 8]

A. REQUIREMENT

MITCHELL AIRCRAFT shall have a documented procedure in place to mutilate scrapped parts using methods which will prevent the part from being restored and returned to service.

B. APPLICABILITY

This procedure applies to all parts which are out of time due to an expired Life Limit, those having no marketable value or which are deemed Beyond Economical Repair [BER] by MITCHELL AIRCRAFT based on information provided by FAA/EASA repair stations with whom MITCHELL AIRCRAFT does business.

C. POLICY

MITCHELL AIRCRAFT shall mutilate all scrapped parts and materials sufficiently enough to prevent their restoration and subsequent return to service.

D. PROCEDURE

1. The Inventory/Quality Assurance Manager is responsible for ensuring that the policy and procedures regarding handling of scrapped parts are adhered to. In the absence of the Inventory/Quality Assurance Manager, the Assistant Manager will be responsible.

2. Quality Assurance shall maintain a record of all parts being scrapped. The record shall be maintained electronically and list the part number, serial number, description, date when each part was destroyed, and initials of the person witnessing the mutilation of the part. The log shall be retained for a minimum of seven years.

3. Parts being scrapped will be mutilated by designated MITCHELL AIRCRAFT personnel by grinding, cutting, drilling, crushing or other means as appropriate. Such parts must be rendered unusable, un-restorable and unable to be returned to service.

4. In the event MITCHELL AIRCRAFT chooses to use a sub-contractor to recycle scrapped materials, MITCHELL AIRCRAFT will determine, by on-site audit or other acceptable methods that the sub-contractor's procedures and controls are in compliance with industry standards.

5. Parts being returned from a MITCHELL AIRCRAFT approved repair station as Beyond Economical Repair shall be identified as such and immediately moved to the secured BER cage until scheduled for mutilation.

6. Any third party; i.e. repair station, customer or recycler, etc.; authorized by MITCHELL AIRCRAFT to scrap parts on it's behalf, must provide proof that the parts were scrapped in accordance with MITCHELL AIRCRAFT procedures

7. The Inventory/Quality Assurance Manager or his designee shall verify that all parts being scrapped are adequately mutilated before being discarded.

END

QAP–15.0

INTERNAL AUDITS AND SURVEILLANCE

INTERNAL AUDITS AND SURVEILLANCE

[Ref. ASA-100, Part 2]

A. REQUIREMENT

The MITCHELL AIRCRAFT Quality Assurance Manual shall include a detailed description of an internal audit and corrective action surveillance program. The program shall contain documented procedures and a scheduling system, which over the course of each year, are utilized to accomplish an in-depth review of the entire MITCHELL AIRCRAFT quality system. The quality system shall be reviewed for compliance with all applicable FAA, ASA-100, and customer requirements.

B. APPLICABILITY

This procedure applies to the entire MITCHELL AIRCRAFT Quality System.

C. RELATED MATERIALS

MITCHELL AIRCRAFT Quality Assurance Manual — Quality Assurance Procedures
ASA-100 Quality System and Related Checklist
Mitchell Aircraft Audit Finding report
MITCHELL AIRCRAFT Corrective Action Form, QAP - 16.0
Internal Audit Schedule

D. POLICY

The Inventory/Quality Assurance Manager is responsible for ensuring that a complete review of the entire MITCHELL AIRCRAFT Quality System is conducted each year by means of the internal audit program. The QA Manager is responsible for the implementation of a Corrective Action/Containment procedure for any non-conforming products. In the absence of the Inventory/Quality Assurance Manager, the Assistant Manager will be responsible. The purpose of the internal audit program is to:

1. Review internal functions and activities for compliance with established standards and procedures, and document all incidents of non-compliance/non-conformance for corrective action.

2. Ensure immediate action is taken to fix non-compliance/s and ensure that similar conditions do not exist elsewhere in the system.

3. Identify the root cause for the non-compliance/s.

4. Develop and implement effective plans and procedures, which will prevent the non-compliance/s from recurring.

E. PROCEDURE

1. Internal Audits

An internal audit program shall be developed and administered by the Inventory/Quality Assurance Manager. The manager shall ensure that:

a. Qualified Quality Assurance Inspectors using approved checklists conduct internal audits.

b. An Internal Audit Schedule is developed and maintained. The schedule shall list each procedure contained in the MITCHELL AIRCRAFT Quality Assurance Manual, which has a direct effect on product quality. The schedule shall indicate when each procedure is to be audited and the on-going status of each audit — from Scheduled to Closed-Out.

2. Audit Checklist/s

Audit shall be conducted using the ASA-100 self-audit checklist as a reference and the Quality Assurance Procedures contained in the MITCHELL AIRCRAFT Quality Assurance Manual. Other criteria may be used as deemed appropriate. Specific customer requirements shall be included in the checklists as appropriate.

3. Documentation of Audit Findings

Auditors shall document all incidents of non-compliance on a **MITCHELL AIRCRAFT Audit Finding Report — AFR** (Ref. QAP-16.0). The AFR shall be routed to the Inventory/Quality Assurance Manager, to supervisors directly responsible for the audited area.

The AFR shall include a description of the applicable quality system requirement not being complied with and a response due date.

4. Corrective Action and Follow-up

a. Corrective action responses shall be entered in the third section of the AFR form for review by the Inventory/Quality Assurance Manager.

b. Corrective actions shall be reviewed to ensure that the root cause of the non-compliance has been identified and that an effective program has

been implemented to prevent recurrence. As necessary, a re-audit of the deficient area shall be scheduled and conducted.

c. When corrective actions have been verified and deemed satisfactory, the finding will be closed-out, signed and dated by the Inventory/Quality Assurance Manager.

5. Audit Records

The Inventory/Quality Assurance Manager shall maintain records of all internal audits. Such records shall include.

a. Internal audit schedules.

b. Audit checklists.

c. Open Audit Finding Reports.

d. Implemented corrective actions.

e. Records of closed-out audits.

6. Corrective Action

Mitchell Aircraft will have a documented and implemented corrective action procedure that is designed to eliminate causes of non-conformities and helps prevent their recurrence.

Mitchell Aircraft Quality Assurance takes action necessary to contain the effect of the nonconformity on other products by use of the Quarantine procedure referenced in QAP 3.D.5, & QAP 4.F.1.h

The corrective action process includes investigation to determine root cause and implementing appropriate action to cancel the effects of the non-conformity and to effectively prevent its recurrence.

The Mitchell Aircraft corrective action system establishes and defines requirements for:

a. Reviewing non-conformities (including customer complaints),

b. Determining causes of non-conformities,

c. Evaluating the need for specific actions to ensure non-conformities do not recur,

d. Determining and implementing action needed,

e. Maintaining records of results of action taken, and

f. Reviewing the effectiveness of corrective actions taken.

g. Flow down corrective action requirements to supplier when supplier is the cause.

h. Specific actions when timely and/or effective corrective actions are not achieved,

i. Corrective action Form QA 8 will be used to document results

_____ END_____

QAP–16.0

FORMS

FORMS INDEX

Forms are presented for reference only. The forms presented may be revised as necessary, with out revision to the quality system manual. Forms may be added, or deleted, as required by Mitchell Aircraft.

FORM TITLE

Quality Assurance Procedure

Material Inspection Checklist

Sample Purchase Order

Sample Sales Order Acknowledgement

Sample Pick Ticket

Inventory Control Tag

Sample Invoice

Sample Packing List

Sample Certificate of Conformity

ATA 106 Material Certification

Sample Repair Order

Repair Order Workscope

Employee Training Record

Employee Training Record (Continuation Page

Internal Audits Schedule

Audit Finding Report

Vendor Quality Evaluation Report

Split Shipment Statement

Corrective Action Report

ASA Form 2020

END