



Nov 21, 2024

To Mitchell Aircraft Customers: **Pre-Completed Self Survey**

In response to your quality self-audit request I am enclosing a copy of the following documents:

- 1) Company Profile
- 2) Aviation Suppliers Association Quality Audit form based on audit performed by ASA auditors
- 3) Aviation Suppliers Association ASA-100 certification (valid until November 30, 2027)

Should you require further information or would like to have a copy of our current Quality assurance manual, please contact me via e-mail at:

[coryr@mitchellair.com](mailto:coryr@mitchellair.com)

Best Regards,

A handwritten signature in blue ink, appearing to read "Cory", with a long, sweeping underline.

Cory Reisenbigler

Quality Assurance Manager



## Company Profile

### **Mitchell Aircraft , LLC**

**Chairman** (co-owner) - R.C. Sebion -  
**Vice Chairman** (co-owner) -G.L. Fletcher  
**President** -D. Sebion  
**V.P.** -J. Glockner

**V.P. Finance & IT** - K. Deblok  
**Inventory/Quality Manager** - C. Reisenbigler

### **Employees:**

Sales - 24  
Accounting - 5  
Quality - 8  
Total - 37

### **Certification Type:** ASA-100

Mitchell Aircraft is a current and active member of the Aviation Suppliers Association. Our quality system has been audited and found to be in compliance with the provisions of FAA Advisory Circular 00-56 and ASA-100.

### **Business Classification:**

Mitchell Aircraft is a surplus dealer/broker for rotatable, expendable, avionic, airframe and engine parts and components for Airbus, Bombardier, Boeing, McDonnell-Douglas, Lockheed aircraft, Pratt & Whitney, General Electric, Rolls Royce, CFM and IAE engines.

### **Facilities:**

Office - 7,500 sq. ft.  
Warehouse -11,100 sq. ft.



**This is to certify that the Quality System of**



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

A handwritten signature in black ink that reads "Michele Dickstein".

**Michele Dickstein**  
*President*  
Aviation Suppliers Association



2233 Wisconsin Avenue, NW • Suite 503 • Washington, DC 20007 • PH: 202-347-6899

ASA-100 Accreditation logo authorized for use only by companies accredited to ASA-100 Quality System Standard.

**Quality System Checklist**

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

**Quality System Checklist**

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

**Quality System Checklist**

	Y	N	N/A
<b>7. Measuring and Test Equipment</b>			
<b>A.</b> Does the distributor have an effective calibration program for test equipment?			x
<b>B.</b> Is a system in place to assure documentation of current calibration status?			x
<b>8. Material Control.</b>			
<b>A.</b> Is material handled in an appropriate manner and is the material protected from damage & deterioration?	x		
<b>B.</b> Is batch/lot control maintained for parts so identified by the manufacturer?	x		
<b>C.</b> Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?	x		
<b>D.</b> Whenever practical, is material stored & delivered in the manufacturer's original packaging?	x		
1) does the system require the use of ATA Specification 300 packaging, an equivalent packaging to ATA Spec 300 or customer specified packaging?	x		
<b>E.</b> Does the system specify material control requirements for material subject to damage by electrostatic discharge?	x		
<b>F.</b> Does the system assure that serviceable parts/components are adequately protected against the environment?	x		
<b>G.</b> Does the system assure that no part number ambiguity exists?	x		
<b>H.</b> Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?	x		
1) are aircraft parts being segregated from non-aircraft parts?	x		
<b>I.</b> Is there a documented procedure in place to mutilate scrapped	x		
1) does the system require records and documentation to be kept on all serialized scrapped parts?	x		
2) does the distributor maintain records on all life-limited parts scrapped?	x		
3) does the distributor impose their scrap requirements on their contractors?	x		
<b>J.</b> Does the distributor have a system to control parts that have been materially misrepresented?	x		
1) is the distributor notifying the customer and the accreditation organization when the distributor ships parts that are materially misrepresented?	x		
2) is the distributor notifying the sender when the distributor receives parts that are materially misrepresented?	x		
<b>K.</b> Does the distributor have a procedure for reporting Suspected Unapproved Parts?	x		

**Quality System Checklist**

	Y	N	N/A
<b>9. Shelf Life Control</b>			
A. Does the quality system include a system for identifying and controlling shelf life limited parts?	x		
<b>10. Certification and Release of Materials</b>			
A. Does the system call for providing the customer with a certificate in accordance with Appendix A?	x		
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:	x		
1) subjected to conditions of extreme stress or heat or environment;	x		
2) obtained from the U.S. Government or military services.	x		
C. Is a signed document from an FAA approved repair station or air carrier provided for each serviceable part indicating that the part is serviceable?	x		
D. Can the distributor trace parts in its system to either the source of production or to an FAA certificate holder?	x		
E. Does the quality system have a procedure for accountability when copies are made for redistribution shipments and approval tags are copied?	x		
<b>11. Shipping</b>			
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?	x		
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?	x		
<b>12. Records</b>			
A. Does the record system require record retention for a least 7 years from the date of sale to the customer?	x		
B. Does the quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties of fasteners and raw stock materials?			x
C. Are records confirming fastener integrity required to be maintained for seven years?	x		
D. Does the system require all life limited parts have records confirming life limited status?	x		
E. Are records protected against damage, alteration, deterioration and loss?	x		
<b>13. Technical Data Control</b>			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?			x



## Vendor Qualification Quality Audit Checklist

### APPENDIX A

#### DOCUMENTATION MATRIX

<b>CLASS OF PARTS</b>	<b>REQUIRED ON RECEIPT</b>	<b>REQUIRED FOR SHIPMENT</b>
Consumable materials intended to be consumed in the maintenance, alteration, or preventive maintenance of a product or article (e.g. tape, grease, paint, sealant, etc.).	Statement from seller as to identity.	Statement as to identity and that original seller's statement is on file.
Raw materials.	Physical and chemical properties reports traceable to heat code or lot number.	Certified true copy of the physical and chemical properties reports.
Standard parts.	Certificate of Conformity (C of C) from producer or seller verifying adherence to the appropriate requirements.	Certified true copy of the received C of C and statement that original certified statement is on file.
New parts produced by a U.S. type certificate (TC) holder and produced under TC only.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
New parts produced by a U.S. Production Approval Holder (PAH) that are accompanied by airworthiness approval or that bear part marking required by 14 CFR part 45.	FAA Form 8130-3 or part marking required by 14 CFR part 45.	Certified true copy of the regulatory airworthiness approval document or statement as to identity and condition for a part marked according to 14 CFR part 45.
New parts produced by a U.S. PAH that are not accompanied by airworthiness approval and that do not bear part marking required by 14 CFR part 45.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
New parts produced by a non-U.S. PAH and approved under the provisions of a bilateral agreement between the United States and a foreign country or jurisdiction.	Regulatory airworthiness approval document meeting the requirements of the bilateral agreement between the U.S. and the nation that issued the production approval; document should meet the requirements that were effective at the time that the part was imported into the United States.	Certified true copy of the regulatory airworthiness approval document.
New parts produced by a non-U.S. PAH that are not accompanied by airworthiness approval.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
Used parts that have been maintained under 14 CFR part 43 (including 14 CFR § 43.17).	Approval for return to service meeting provisions of 14 CFR §§ 43.9, 43.11, or 43.17.	Approval for return to service.
Used parts that have been maintained under foreign maintenance standards but not maintained under 14CFR part 43.	Approval for return to service meeting the requirements of the foreign maintenance standards.	Approval for return to service. The documentation should clearly identify the applicable airworthiness authority.





**Vendor Qualification Quality Audit Checklist**

<b>CLASS OF PARTS</b>	<b>REQUIRED ON RECEIPT</b>	<b>REQUIRED FOR SHIPMENT</b>
Used parts, products, and appliances without approval for return to service.	Certified statement from seller about identity and condition – must use an accurate descriptive term or narrative to describe condition, such as “as-is,” or any other term that accurately describes the current condition and conveys to the distributor that the part may not meet other categories of this matrix.	Statement about identity and condition and that original certified statement is on file. Must use an accurate descriptive term or narrative to describe condition, such as “as-is,” or any other term that accurately describes the current condition and conveys to the transferee that the part may not meet other categories of this matrix.