



7545 WHEATLAND AVE • SUN VALLEY, CA 91352-5196 U.S.A.
(818) 767-0777

QUALITY ASSURANCE QUESTIONNAIRE

Personnel			
Number of Management Staff	2	Number of Quality Assurance	1
Number of Repair Technicians	3	Number of Office Staff	8
Number of Commercial Staff	0	Number of Warehouse Staff	4

Nature of Business	
<input type="checkbox"/> Original Equipment Manufacturer	<input checked="" type="checkbox"/> Spares Supplier
<input checked="" type="checkbox"/> Repair / Overhaul Facility	<input type="checkbox"/> Calibration Facility
<input type="checkbox"/> Air Carrier	<input type="checkbox"/> Raw Material Supplier

Senior Management	
Please supply the names of the following:	
President	Pat Lee
Vice President	Ted Lee

Facilities
6 Buildings
Plant 50,000 Sq. Ft.
Office 2,500 Sq. Ft.

Quality Control System			
<input checked="" type="checkbox"/> 14 CFR Part 145 Cert. No. BJ4R078M	<input checked="" type="checkbox"/> AS 9120 (Compliant)		
Copies of applicable Certificates and Ops Specs available on www.leeairinc.com			
Have regulatory authorities/government agencies/other companies undertaken an audit of your facilities?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Was certification, approval of authorization granted?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your company have an internal quality audit system?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your company operate a Suspected Unapproved Parts program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your company operate Safety Management Systems?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Are good housekeeping practices being maintained and ventilation, lighting, temperature, and humidity control adequate?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Approved Data			
Does your company have a system that ensures the latest revision of technical data are used?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your company have a method of verifying AD status?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is technical data stored in a manner that protects it from dirt or damage?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A



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Inspection

Are Inspection Personnel properly authorized?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is a Roster of Personnel authorized to perform inspection functions maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are all incoming materials and parts inspected and documented?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Does your facility adequately protect parts, materials, and customer units from damage, theft, and contamination?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are good housekeeping practices being maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are personnel who perform inspection, shipping and receiving functions properly trained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Purchasing

Are records maintained of parts purchased by source, part number, and quantity?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are records maintained of inspections/tests?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are records maintained that trace parts to the source of procurement and to the source of production or to an FAA certificate holder?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are all appropriate records maintained for a minimum of 7 years?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is a list of approved suppliers /sub-contractors maintained?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Items identified as "overhauled" were in fact overhauled and have appropriate documentation to substantiate the condition of the part?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Material Control

Does the system call for providing the customer with a certificate of conformity stating source and manufacturer?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is FAA approved documentation issued for all materials shipped in a serviceable or overhauled condition?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are specifications for repair/overhaul regarding Technical Manuals in accordance with customer specifications?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do you have a documented Shelf Life Program?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is there a bonded area and procedure for mutilating scrapped parts which will preclude their being returned to service?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is material susceptible to electrostatic discharge damage handled properly?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is all measurement and Test Equipment controlled and calibrated in accordance with FAA Regulations?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Are the standards used for calibration traceable to The National Institute of Standards and Technology?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Shipping

Is there a visual inspection of all parts/components being shipped?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Do part numbers, model numbers, etc. on parts/components being shipped match with all documentation?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
ATA 300 containers or equivalent, appropriate for the unit being shipped?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A