



Flight Director, Inc.
equipment ▪ information ▪ solutions

Flight Director Inc.
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Austin TX 78728

Quality Assurance Manual

Issued to: www.flightdirector.com

Manual #: MASTER COPY

Revision #: Original

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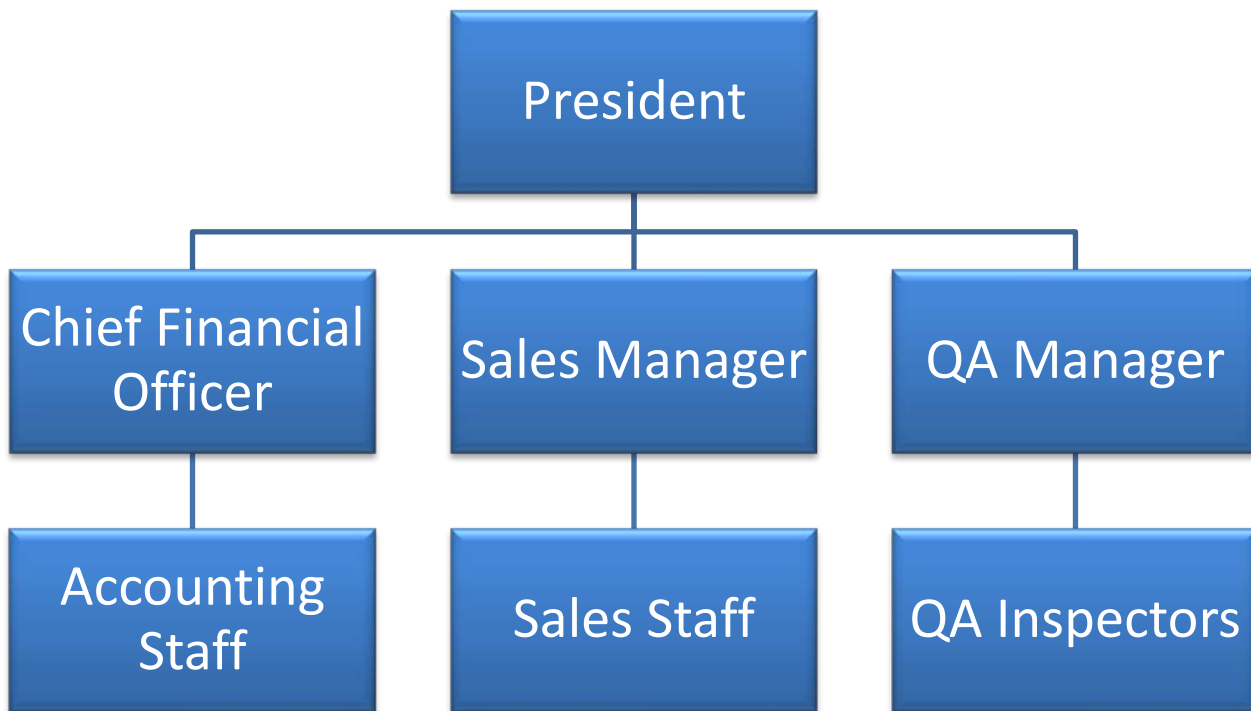
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Quality System and Quality Manual

- A.** This manual describes the quality system along with all procedures and systems that Flight Director Inc. has implemented in order to supply a quality product that complies with customer specifications. The quality system is based on FAA Advisory Circular 00-56 and the ASA-100 standard. Any elements of the ASA-100 standard that are not applicable to Flight Director's operations will be so identified.
- B.** This manual will be readily available to all employees via the company website. The manual will describe all applicable elements of the ASA-100 standard and FAA Advisory Circular 00-56 in sufficient detail to be used as operating instructions.
- C.** This manual and supporting documents will be kept current and readily available to all employees, customers, and auditors via the company website www.flightdirector.com. Other external documents to maintain include: ASA-100 , AC 00-56 , AC 21-29 , ASA Best Practice Disposition of Unsalvageable Aircraft Parts, and ATA Spec 300. The QA Manager will be responsible for maintaining and updating the QA Manual on the website. Revisions to the QA Manual will be marked with a vertical bar in the left margin, and the appropriate revision number will be changed in the Table of Contents/List of Effective Pages and the Record of Revisions sections. The newly revised QA Manual will be posted at www.flightdirector.com and an email notification with imbedded link to the revised QA Manual will be sent out to all employees and the accreditation organization.
- D.** Prior to implementing any significant changes to the quality system, the QA Manager will notify the accreditation organization in writing for their approval. This does not include minor administrative or editorial changes.

Quality System and Quality Manual

E.1: Organization Chart



Quality System and Quality Manual

E.2: Personnel Responsibilities

President : The President is ultimately responsible to assure that the integrity of the quality system is maintained. Responsibility for routine functions is delegated to staff members as described in this manual. In the absence of the President, the Sales Manager will assume the duties performed by the President.

QA Manager: The QA Manager reports to the President and is responsible for the following functions:

- a. Maintenance of the QA Manual , QA Manual distribution list, and inspection roster
- b. Training of personnel
- c. Self-audit program
- d. Receiving and shipping inspection functions
- e. Maintaining current revisions of any external documents referred to in the QA Manual
- f. Maintenance of the approved supplier list and quality history
- g. Tracking and storage of life limited and shelf life limited parts
- h. Records
- i. Proper identification , segregation and storage of parts in the warehouse

QA Inspectors: QA Inspectors report to the QA Manager. They perform shipping and receiving inspections in accordance with QAMForm 6 and 7, and must be authorized by the QA Manager and noted on the inspection roster.

Sales / Purchasing Staff: See section 5

Quality System and Quality Manual

The QA Manual shall include, but not be limited to, a detailed description of:

E.3: The distribution and revision control system for the quality documentation and other technical data, where required. (see Section 1C and Section 13)

E.4: Record keeping (see Section 12)

E.5: Training requirements and records (see Section 4)

E.6: Shelf life material control (see Section 9)

E.7: Control of discrepant material (see Section 8)

E.8: Receiving inspection procedures (see Section 6)

E.9: Tool and test equipment calibration program (see Section 7)

E.10: Storage facilities and applicable specifications (see Section 3)

E.11: Parts identification (see Section 8)

E.12: Environmental Controls (see Section 3)

E.13: Inspection stamp control (see Section 6)

E.14: Self-audit program (see Section 2)

Self-Audit / Evaluation Program

Flight Director's self-audit program assures that the elements of the AC 00-56 / ASA-100 quality system have been fully implemented. The self-audit system also provides necessary feedback for continuous quality improvement within the organization. The QA Manager or authorized designee will perform the self-audit annually using the ASA-100 self-audit checklist. The self-audit may be performed in sections throughout the year, as long as all elements of the ASA-100 standard are audited within the year.

Any findings will be recorded on QAMFORM3 to assure that:

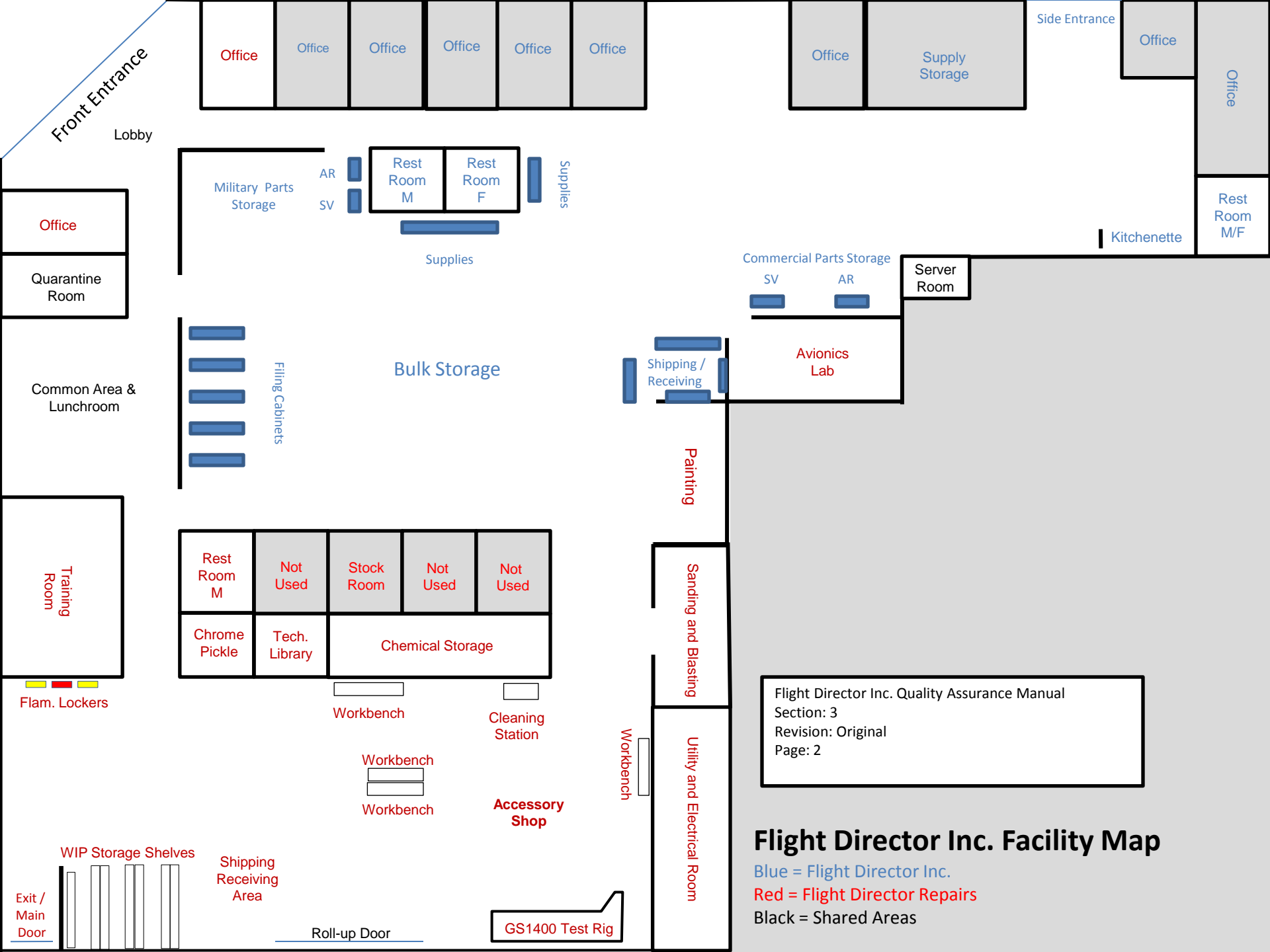
- 1.** Responses are appropriate and prompt
- 2.** Corrective action sufficiently corrected the discrepancy
- 3.** Similar issues in areas not specifically audited are addressed
- 4.** Root causes are addressed
- 5.** Follow-up actions are implemented to prevent recurrence

Facilities

- A. Flight Director's facility is maintained so as to insure that storage does not damage the inventory. Storage areas are set up with adequate space and appropriate racks in a manner to preclude damage to parts. The facility has approximately 15000 square feet of storage and office space. There is no "off-site" storage facility. See detailed floor plan of the storage facility on the following page.
- B. The storage area is secured to prevent unauthorized access. The entire facility is secure and contains smoke detecting devices as well as posted fire extinguishers. Flight Director Inc. does not engage in aircraft/component maintenance.
- C. Flight Director Inc. deals solely with aircraft parts in its brokering and distribution operation.
- D. Serviceable (New, New Surplus, Overhauled , Serviceable) parts are segregated from unserviceable (As Removed, Beyond Economical Repair) parts. Segregation is accomplished with physically separated storage racks, color coded condition labels, and bar-codes showing the condition. The condition is also fully tracked and identified in Flight Director's inventory control database. Additionally, parts obtained from a military or government related source are identified and segregated from parts intended for commercial use.

Inventory Label Colors by Condition/Source

White FDI Barcode:	Commercial Serviceable
Green background:	Commercial As Removed
Orange background:	Military Serviceable
Yellow background:	Military As Removed
Teal background:	Commercial Shelf Life Limited
Red background:	Commercial and Military Beyond Economical Repair



Front Entrance

Side Entrance

Lobby

Office

Office

Office

Office

Office

Office

Office

Supply Storage

Office

Office

Rest Room M/F

Kitchenette

Office

Quarantine Room

Common Area & Lunchroom

Training Room

Military Parts Storage

AR

SV

Rest Room M

Rest Room F

Supplies

Supplies

Commercial Parts Storage

SV

AR

Server Room

Avionics Lab

Shipping / Receiving

Bulk Storage

Filing Cabinets

Painting

Sanding and Blasting

Utility and Electrical Room

Rest Room M

Not Used

Stock Room

Not Used

Not Used

Chrome Pickle

Tech. Library

Chemical Storage

Flam. Lockers

Workbench

Cleaning Station

Workbench

Workbench

Workbench

Accessory Shop

Workbench

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Flight Director Inc. Facility Map

Blue = Flight Director Inc.

Red = Flight Director Repairs

Black = Shared Areas

Exit / Main Door

WIP Storage Shelves

Shipping Receiving Area

Roll-up Door

GS1400 Test Rig

Training and Authorized Personnel

- A.** Flight Director shall have personnel who are properly trained to perform inspection , receiving, shipping, handling , and record keeping in accordance with the ASA-100 quality standard and FAA Advisory Circular 00-56.
- B.** Inspection personnel shall be properly trained and authorized. Flight Director personnel authorized to perform receiving inspections, shipping inspections, and to sign Flight Director certifications shall be so authorized on QAMFORM2 Inspection Roster. The QA Manager shall be responsible for maintaining a current roster on file. In order to be placed on this roster, personnel must at a minimum have the following training criteria documented on QAMFORM4:
 - 1. Unapproved parts and counterfeit parts and materials
 - 2. Receiving and shipping inspection
 - 3. ASA-100 familiarization
 - 4. Parts and warehousing
 - 5. Standard terminology
 - 6. FAA AC 00-56
 - 7. Company self-audit procedure- for so authorized personnel
- C.** All training, both On the Job (OJT) and classroom, shall be documented on QAMFORM4, Training Record, or be documented on a certificate of training (or equivalent) in the event the training was performed by organizations external to Flight Director. Training records shall be retained for at least two years after the employee has left employment with the company. QAMFORM4 includes:
 - 1. Description of training
 - 2. Date and length of instruction
 - 3. Name of the employee receiving the training
 - 4. Signature of the instructor within the organization, or in the case of training received outside the company, the name of the organization providing the training and the instructor's name.
 - 5. Any additional information required by law or regulation
- D.** The roster of personnel authorized to perform inspection functions and their alternates shall be maintained on QAMFORM2 as previously described. Because there are multiple names on the roster, the list itself serves to designate alternates.
- E.** Training for personnel involved in procurement, receiving inspection, shipping inspection, and material control shall include , at a minimum, identification and recognition of unapproved parts, and counterfeit parts and materials.

Procurement

- A.** Flight Director's procurement system shall assure that materials and components purchased are traceable to a prior source and bear acceptable documentation that conforms to at least one of the receipt requirements listed in appendix A of the ASA-100 standard. Flight Director's record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of such purchased materials and components. This record of traceability shall be supplemented by Flight Director's computerized inventory, sales, and purchasing system. Such information will be provided to interested parties upon request.
- B.** In cases where a customer informs Flight Director of any special purchase order requirements, those special requirements will be communicated to the vendor via the Flight Director purchase order. Any deviations from the customer's purchase order will be pre-approved by the customer prior to shipment.
- C.** Purchasing personnel shall adhere to the following conventions regarding the use of approved vendors:
 - 1.** Purchases from Production Approval Holders (prime manufacturers, PMA holders, TSO manufacturers) and their authorized distributors, Airlines, Repair Stations, or FAA AC 00-56 accredited distributors are unrestricted.
 - 2.** All other suppliers are subject to approval via QAMFORM5, Supplier Audit Form. The QA Manager shall ensure that no purchases are made unless QAMFORM5 has been sent, and subsequently approved and on file. Continued approval of all vendors will be contingent on the vendor's consistent supply of quality parts and documentation. If issues arise with a vendor, their vendor file will be notated accordingly, and at the QA Manager's and/or President's discretion, a vendor may either be placed in a probationary status (in which paperwork, pictures of the part, etc, must be supplied in advance) or an unapproved status.
 - 3.** Verification that a repair station has the capability to perform the work requested. (FAA 145 Certificate and Operations Specifications and/or Capability list)
 - 4.** Vendor usage is controlled by the QA Manager via the inventory control database. Vendor approval by the QA Manager allows purchase orders or repair orders to be issued.
 - 5.** QAMFORM8, Receiving Discrepancy Log, shall serve to establish the quality history of all vendors.

Procurement

D. Flight Director shall assure that:

1. A part from an aircraft or engine that is known to have been subjected to extreme stress, heat or environment is identified accordingly. In addition, parts that are known to have been otherwise subjected to extreme stress or heat (such as a warehouse fire) shall also be identified to the customer. Flight Director's purchase order to its vendors requires that such parts be identified. When so identified, Flight Director will disclose this to the customer upon initial contact, and in the documentation supplied with the part. Additionally, if Flight Director is having such a part repaired or overhauled, this information will be disclosed on the Flight Director repair order to ensure any required hidden damage inspections are carried out.
2. All Airworthiness Directives (AD's) that are represented as having been accomplished are documented. Certification of compliance shall specify AD number, AD amendment number, date, and method of compliance, ie. "AD xx-xx-xx terminated (date). Replaced shaft seal with P/N _____ shaft seal (signature). Receiving inspection shall check for such documentation.
3. Items identified as overhauled, rebuilt, repaired, inspected, or modified have the appropriate signed (not stamped or reprinted) and dated documentation attached to substantiate the condition of the part. Receiving inspection shall check for the presence of such documentation.

With the exception of activities mentioned in this section to be performed by the QA Manager or Inspectors, Sales and Purchasing staff are responsible to carry out the requirements herein.

E. When a part is drop shipped to Flight Director's customer, all traceability documentation shall be forwarded to Flight Director for review and approval prior to the part being shipped to the customer. Flight Director shall provide the customer with documentation in accordance with the Required for Shipment column of Appendix A of the ASA-100 standard.

Receiving Inspection

- A.** Inspectors shall conduct a complete visual inspection of all incoming parts and materials, and check for presence of appropriate documentation. Inspections shall be carried out in accordance with QAMFORM6, Receiving Inspection Guide. Documents shall be copied and/or scanned during the receiving inspection process.
- B.** Receiving inspection for aircraft fasteners shall include a sample visual inspection for general workmanship and presence of certifications from the manufacturer or an FAA regulated source. Certifications provided to Flight Director containing information such as physical and chemical properties of fasteners or conformity statements shall be kept on file.
- C.** Suspected Unapproved Parts shall be reported in accordance with FAA AC 21-29.
- D.** Authorized inspectors will sign or initial to record their inspection activity. Inspection stamps are not employed at Flight Director.
- E.** At this time, Flight Director makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. However, sample visual inspection shall be performed when these items are received.

Measuring and Test Equipment

At this time, Flight Director does not use any tools, measuring equipment, or test equipment, either required by contract or for conducting sample inspections, that requires calibration.

To assist in the safe handling of Electro-Sensitive Devices (ESD), Flight Director maintains an ESD workstation monitor and table mat. Per the manufacturer of the device, calibration is not required.

Material Control

- A.** Material in Flight Director's possession shall be handled in an appropriate manner and shall be protected from damage and deterioration. Special packaging shall be maintained as necessary. A visual check of the storage area shall be performed periodically in conjunction with the self audit to assure the effectiveness of storage and identification methods. Any flammable materials shall be stored in protective cabinets/lockers.
- B.** Batch/Lot Control: Segregation of batch and lot shipments for parts so identified by the manufacturer shall be observed. This extends to parts of the same kind and part number received to be stored on the same purchase order. Records of purchases less sales shall equal inventory. Different lot or batch numbered parts shall be stored separately.
- C.** In the event of a recall by a manufacturer or other operator, Flight Director shall use its records and computerized history of sales and purchases to effect a recall and notification of its parts either in inventory, or already shipped to customers.
- D.** Whenever practical, Flight Director shall store and deliver parts in the manufacturer's original packaging. Packaging or attached paperwork shall identify the manufacturer or distributor, the part number, serial number or batch/lot number, and the quantity. Flight Director shall use ATA Spec 300 packaging or equivalent, or use customer specified packaging when contractually required. In the event that flammable, toxic, or volatile materials are to be shipped, they shall be packaged in a safe manner per manufacturer's instructions, local regulations, or hazardous materials regulations as applicable. Flight Director does not currently ship hazardous materials.
- E.** ESD protection: Material subject to electrostatic damage shall be packaged, handled, and protected with necessary precaution in accordance with ATA Spec 300 guidelines. Parts determined to be electrostatic sensitive devices (ESD) shall not be removed from their protective packaging. In the event that the part must be removed from the protective packaging for the purpose of inspection, a grounded ESD mat and wrist strap will be used. Only ESD trained and authorized personnel shall handle this type of part.

Material Control

- F.** Flight Director shall assure that serviceable parts and components are adequately protected against the environment and damage by being properly wrapped, packaged, boxed, etc, as appropriate. All fluid passages, lines, or electrical connections shall be capped or plugged. When specified by the manufacturer or repair station, parts whose performance would be adversely affected by an unclean environment will be protected in accordance with those sources.
- G.** In order to preclude part number ambiguity, Flight Director shall use only the manufacturer's part number in their storage and labeling of parts. Flight Director shall not alter or replace data plates under any circumstances.
- H.** If, during the receiving process, a shipment is found to be discrepant or non-conforming, the part shall be segregated and placed in an area so designated until such time that the discrepancy is cleared or the part is returned to the vendor. Parts that cannot be cleared of such discrepancies in a timely manner shall be placed in quarantine. All discrepant or non-conforming shipments shall be documented on QAMFORM8, Receiving Discrepancy Log. Corrective action shall be logged on this form as well. This log shall form the basis of a quality history for affected vendors. Aircraft parts and materials shall be segregated from non-aircraft products. At this time, Flight Director does not deal with any non-aircraft related products.
- I.** Parts to be scrapped shall be mutilated by drilling, grinding, weld cutting, or other means as necessary to preclude the possibility of their being restored and returned to service. Records of such mutilations shall be kept for all serialized or life limited parts. The QA Manager shall be responsible to verify that the part was adequately mutilated before being discarded. QAMFORM9, scrapped parts log, shall be used to record part number, description, serial number (if applicable), and the date the part was scrapped. QAMFORM9 records shall be maintained for at least seven years. Subcontractors and/or repair stations utilized by Flight Director may perform the scrapping process and provide a certificate of destruction for parts scrapped at their facility.
- J.** Flight Director shall report suspected unapproved parts to the FAA according to AC 21-29 or to the appropriate CAA.

Shelf Life Control

- A. Parts which have shelf life limits, including component subassemblies containing shelf life limited parts, shall be placed in an area of the warehouse so designated for such parts. Parts placed in this area shall be entered on QAMFORM10, Shelf Life Items Control Log. The form shall be posted in the designated area and checked monthly for expired items, as well as just prior to shipping the part. Additionally, these parts will be identified by a teal colored inventory control tag marked with the shelf life data. No expired material or part will be represented as having remaining shelf life. Parts that are beyond their shelf life will be removed from inventory and scrapped by the QA Manager.

The QA Manager is responsible for the tracking and disposition of all shelf life controlled items. Shelf life will be determined by part marking, packaging, and/or documentation provided by the manufacturer or other FAA certificate holder.

Certification and Release of Materials

- A.** Flight Director shall provide the customer with documentation in accordance with the “Required for Shipment” column of Appendix A of the ASA-100 standard. When a Certified True Copy is required for shipment, the document will be stamped with a statement asserting that it is a Certified True Copy of the original.

- B.** The following conditions, when disclosed to Flight Director, shall likewise be disclosed to the customer on Flight Director’s material certification:
 - 1.** Parts removed from an aircraft or engine that was subjected to extreme stress , heat, or environment such as major engine failure, accident, fire, or saltwater immersion
 - 2.** Parts subjected to extreme stress or heat (ie. warehouse fire)
 - 3.** Parts previously installed in a public aircraft, such as a government use aircraft or a military aircraft.

- C.** Flight Director’s record keeping system described in Section 12 of this manual shall serve as the record to demonstrate traceability of purchased materials. This record of traceability shall be supplemented by Flight Director’s inventory , sales, and purchasing database.

- D.** The following procedure shall be followed when copies are made for redistribution shipments and when the approval tags are copied:
 - 1.** A Certified True Copy of the document shall be sent with the shipment. It shall be stamped with a statement asserting that is a true copy of the original. It will also be notated with the quantity being shipped, the date of shipment, and the QA Manager or Inspector’s signature.
 - 2.** As parts are issued, the quantity in stock shall be decreased in the inventory control system.
 - 3.** The original document shall remain with the remaining inventory until sold, with a copy being kept on file for seven years from the date of sale to the customer.

Shipping

- A. Flight Director shall use ATA Spec 300 packaging or equivalent, or as specified by the customer. Parts shall be packed in a manner as to preclude damage from rough handling of the container.
- B. Shipping inspections shall be carried out in accordance with QAMFORM7, Shipping Inspection Guide.
- C. **Export Compliance:** As a distributor with customers around the globe, Flight Director employees must remain aware at all times of any applicable US export regulations that might affect international transactions. To that end, the following procedures shall be followed:
 - 1. A denied party screening will be accomplished on international customers to ensure exports are allowed to that country, company , or entity.
 - 2. An end use certificate will be requested for any international shipments of parts that could be deemed of a sensitive or potentially licensable nature. This will also apply to domestic shipments of known licensable material.
 - 3. If the item is licensable, an export license will be applied for and received prior to shipment.

Records

A. Flight Director's records consist of three areas of storage:

- 1.** Records of purchases, repairs, and sales are tracked by the inventory control database Quantum Control.
- 2.** Hard copies of applicable documents such as airworthiness tags, material certifications, certificates of conformity, etc. This shall include those documents that contain information such as serial and lot/batch numbers when applicable. See Section 6A. Records are filed by Purchase or Repair Order, year received and vendor.
- 3.** A matching set of documents is also scanned electronically and attached to the associated stock line or PO/RO in the Quantum database.

Through the combination of these records, Flight Director maintains a system such that data is readily available and identifiable for each customer, each purchase. Such records shall be maintained for at least seven years from the date of sale to the customer.

- B.** At this time Flight Director makes only occasional purchases of standard parts, fasteners, or raw materials. They do not comprise a significant percentage of sales. Flight Director maintains certifications regarding the physical and chemical properties of any fasteners sold for at least seven years after date of sale to the customer.
- C.** Records of all life limited parts , traceable to an FAA certificated source or other acceptable source (in accordance with AC 00-56 par. 4(h)) , shall be kept on file. These records will serve to confirm the current life-limited status of such parts.
- D.** Records are stored in an area of the operation protected against damage, deterioration, or loss. Computer records are backed up periodically.

Technical Data Control

Flight Director does not maintain any technical data, such as manufacturer's illustrated parts catalogs or overhaul manuals. Any technical data onsite for reference purposes shall be conspicuously marked "For Reference Only".

Quality Assurance Manual Distribution List

Manual #	Issued To	Date
MASTER COPY	www.flightdirector.com	6/15/2015

Self Audit Finding Report

Standard: Date:

Discrepancy/Concern Number:

Description

Do similar discrepancies exist in other areas? Have they been corrected?

What was the root cause?

Is follow-up action required?

Corrective Action

Signature of person implementing corrective action: _____ Date: _____

Flight Director Inc. Supplier Audit Form

In order for your firm to be placed on our Approved Supplier List, it is necessary that the responsible person in your firm fill out this audit form and return it to us via mail, fax, or e-mail.

Please note: If you have a current quality certification such as ASA-100, AC 00-56 or ISO9000, you may submit the certificate instead of completing this form.

Company	
Address	
City	
State	
Zip Code	
Country	

Name	
Title	
Phone	
Fax	
E-mail	
Quality System in use	

I certify that the information contained within this document is true and correct.

Signature:	Date:
-------------------	--------------

Approved	Not Approved
Comments	
By:	
Date:	

Flight Director Inc. Supplier Audit Form

	Y	N	N/A
1. Quality System and Manual			
A. Is there an established quality system and a quality manual?			
B. Is the quality manual available to appropriate personnel?			
C. Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?			
D. 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?			
2) the assignment of personnel by title, for specific functions within the quality system?			
3) the revision control system for the quality system documentation?			
4) record keeping system?			
5) training requirements and records?			
6) shelf life control system?			
7) control of incoming discrepant parts and supplies?			
8) receiving inspection procedures?			
9) test and inspection equipment calibration program?			
10) storage facilities and specifications?			
11) part identification system?			
12) environmental controls?			
13) inspection stamp control?			
14) self-audit/evaluation program?			
2. Self-Audit/Evaluation Program			
A. Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action?			
3. Facilities			
A. Does the storage areas provide:			
1. adequate space and appropriate racks to prevent damage or mishandling?			
2. adequate security from unauthorized access?			
3. segregation of aircraft from non-aircraft functions?			
4. segregation of serviceable from non-serviceable parts?			
4. Training and Authorized Personnel			
A. Are personnel who perform inspection, shipping and receiving functions properly trained?			
B. Are inspection personnel properly authorized?			
C. Are both formal classroom and on-the-job training documented and maintained?			
D. Is a roster of personnel authorized to perform inspection functions maintained?			
E. Does training program address unapproved and counterfeit parts?			

Flight Director Inc. Supplier Audit Form

	Y	N	N/A
5. Procurement			
A. Does the system assure that parts procured conform to the customer's documentation requirements?			
B. Does the quality system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?			
C. Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source?			
D. Does the quality system assure that parts procured for sale:			
1) which are known to have been subjected to conditions of extreme stress, heat or environment are identified?			
2) that all represented Airworthiness Directives (AD's) which have been accomplished are documented?			
3) that are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?			
6. Receiving Inspection			
A. Does the quality system provide for a visual inspection of all items received and accompanying documentation?			
B. Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?			
C. Is there an accountability system in place to control stamp issuance, usage and replacement?			
7. Measuring and Test Equipment			
A. Is there an effective calibration program for test equipment?			
8. Material Control			
A. Is material handled in an appropriate manner and is the material protected from damage & deterioration?			
B. Is batch/lot control maintained for parts so identified by the manufacturer?			
C. Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?			
D. Whenever practical, is material stored & delivered in the manufacturer's original packaging?			
E. Does the system specify material control requirements for material subject to damage by electrostatic discharge?			
F. Does the system assure that serviceable parts/components are adequately protected against the environment?			
G. Does the system assure that no part number ambiguity exists?			
H. Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?			
1) are aircraft parts being segregated from non-aircraft parts?			
I. Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?			
J. Are suspected unapproved parts reported to the FAA according to AC 21-29 or to the appropriate CAA?			

Flight Director Inc. Supplier Audit Form

	Y	N	N/A
9. Shelf Life Control			
A. Does the distributor have a system for identifying and controlling shelf life-limited parts?			
10. Certification and Release of Materials			
A. Does the system call for providing the customer with appropriate documentation?			
B. Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
1) subjected to conditions of extreme stress, heat or environment;			
2) Parts previously installed in a public aircraft, such as a government use aircraft or a military aircraft.			
11. Shipping			
A. Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?			
B. Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?			
12. Records			
A. Does the record system require record retention for at least 7 years from the date of sale to the customer?			
B. Does the system require all life-limited parts have records confirming current life limited status?			
C. Are records protected against damage, alteration, deterioration and loss?			
13. Technical Data Control			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?			

Receiving Inspection Guide

- 1. If the part has ESD indicators, perform this inspection on the ESD Station if it is deemed necessary to remove the part from its ESD protective packaging to perform the inspection.**
- 2. Check for any material damage.**
- 3. Verify that the appropriate caps and plugs are installed, and that tape has not been used to cover the electrical connectors or fluid fittings and openings.**
- 4. Verify that the P/N, S/N lot or batch number on the part matched the documentation. Check for signatures on certifications and airworthiness documents as applicable. Verify that the received documentation matches the purchase order for P/N, QTY, condition, traceability, or any other special requirements, and that there have been no substitutions not previously approved.**
- 5. If you are receiving fasteners, perform a sample visual inspection for general workmanship and the presence of certifications from the manufacturer or FAA regulated source.**
- 6. Unapproved/Counterfeit Parts: If the part shows signs of tampering with the data plate, unusual coloration, markings or appearance, or if the documentation shows any evidence of tampering, forgery, or any other irregularities, bring this to the attention of the QA Manager for possible handling in accordance with FAA AC 21-29.**
- 7. Assure that the received material came from an approved supplier in accordance with QAM Section 5C.**
- 8. If the part or documentation shows signs of being hazardous materials (pressurized containers, batteries, oxygen generators, fuel in apparatus, etc), bring this to the attention of the QA Manager. All hazardous materials shipments must be handled by a fully trained and authorized individual.**
- 9. Assure that shelf life items are identified and controlled in accordance with QAM Section 9.**
- 10. If the part or documentation is discrepant, place into the Quarantine area and notate on the Receiving Discrepancy Log. The part will not be released until the discrepancy has been satisfactorily resolved.**

<h2>Shipping Inspection Guide</h2> <p>Sales Order _____ Category _____</p> <p>Initial each block in order. Do not submit shipment for invoicing without all blocks complete.</p>	<p>Third Party Check: QA Mgr, Warehouse Mgr, or third party not involved in receiving or packing this item. _____</p>
<h3>Visually Inspect Part for Damage / Deterioration:</h3> <p>Parts have protective caps/plugs installed. ESD sensitive items are in ESD safe bags. No tape over electrical connectors allowed.</p>	
<h3>Correct Part Number:</h3> <p>Inspect P/N, S/N on Part. Compare P/N on part to P/N on Pick Ticket, 8130-3 ,SV Tag, C of C, Trace .</p>	
<h3>Correct Qty:</h3> <p>Count number of parts, compare to qty on Pick Ticket.</p>	
<h3>Correct Condition:</h3> <p>Verify there is an 8130-3, SV tag, OEM C of C, or Surplus trace (NS Only) confirming the condition of part. Ensure 8130-3 is fully completed and signed. Ensure 8130-3 is Dual Release if required. Look for any special repairs such as DER or Weld repairs which may not be accepted by customer. Look for any applicable required information such as Cat A compliant, Delta Spec, -80 or -50 manual, etc.</p>	
<h3>Traceability:</h3> <p>Ensure traceability listed on pick ticket matches traceability documents.</p> <p>Ensure traceability is complete, packing slips, bill of sales, non-incident statements, removal tags, as applicable.</p>	
<h3>Review Customer Purchase Order:</h3> <p>Review customer PO requirements and compare to existing part and paperwork.</p>	
<h3>Take Pictures:</h3> <p>Take a minimum of three pictures of each part. More complex / sensitive items require more pictures. Ensure there is a picture of the part number and a picture showing the Qty shipped.</p> <p>In the event of any special crating / packing , take a final picture of the part documenting the method of packing.</p>	
<h3>External Packaging:</h3> <p>Hazardous Materials: All hazmat shipments must be handled by authorized personnel only!!!!!!!!!!!!!! Select shipping container appropriate to the item being shipped. Special containers from the OEM or 145 repair station will be used as applicable. ATA Spec 300 Guidelines will be followed.</p>	

