

Flight Director, Inc.
Policy/Procedures Manual

10.0 INSPECTION AND TESTING

FDI has documented procedures for inspection activities to ensure that the requirements of both FDI and the customer are met.

Receiving inspection is documented to ensure parts received are verified as conforming to specified requirements of the order.

Final inspection is documented by the person performing the activity. No product is released until all procedures have been satisfactorily completed and the required data and documentation confirmed.

10.1 Receiving Inspection

FDI Inspectors shall conduct a complete visual inspection of all incoming parts and materials and record the results on the PO/RO Receiver Form. Work Instructions on "Traceability", "Condition Verification", "Incoming Inspection", and "Shipping" are in place as training/reference aids to ensure the QA Inspector's compliance with this section. The inspection shall include:

- 1) A check for any obvious physical damage.
- 2) Verifying that all appropriate plugs and caps or protective coverings are present.
- 3) Verifying that part numbers (including dash numbers and letters), model numbers, serial numbers, lot and/or batch numbers, etc., of the items match the accompanying documentation.
- 4) Verifying that the quantity, part numbers or noted part number substitutes (including dash number and letters), model numbers, etc., of the items match the request/purchase/repair order and agreed upon method between the aircraft operator and supplier of the part number substitution.
- 5) Verifying that all appropriate required documentation (maintenance release, material certification, traceability documents, etc.) are at hand, and are properly completed and signed.
- 6) Receiving inspection for aircraft fasteners shall include a visual inspection for general workmanship and presence of certifications from the manufacturer or an FAA regulated source. When applicable, certification that the fastener complies with the Fastener Quality Act will be required.
- 7) Unapproved parts should be reported in accordance with FAA Advisory Circular AC21 - 29. Any items reported will be filed with the QA Manager.

All material received at FDI shall be processed through receiving inspection via the FDI operating system. Any discrepancies will be noted on the purchase/repair order receiver. Any discrepancy will cause the material to be rejected and placed

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in the secured Bond Cage with a completed Material Rejection tag. Upon resolution of the discrepancy, the Q.A. Inspector will accept and/or disposition the material by checking off the appropriate space and signing. It shall be the final responsibility of the QA Manager to ensure that discrepancies are resolved prior to shipment of the material. All scrap, BER, and non-conforming items not returned to the vendor will be placed in the secured BER Cage.

FDI is not an authorized distributor of factory new standard parts.

Digital pictures of all incoming parts will be taken, showing the dataplate and all angles of the part. The pictures will be archived by date of receipt.

10.2 Final Inspection

FDI Inspectors will visually inspect all parts prior to shipment to ensure that they meet the requirements of the customer's purchase order and FDI quality standards. All appropriate required documentation must accompany the part and be properly completed and signed (maintenance release, material certification, traceability documents, etc.). The Pre-Shipment Inspection Procedure ensures that the part meets the customer's requirements, and that the part has not deteriorated on the shelf or exceeded its shelf life. The Shipping Inspection checklist will be completed for each shipment and retained on file with the shipping records.

The Inspector will:

1. Review the physical condition of the part for cracks, dents, corrosion or other damage.
2. Verify that all appropriate plugs and caps are installed.
3. Verify that tape has not been used to cover electrical connections or fluid fittings/openings. (Adhesive residue can insulate electrical connections and contaminate hydraulic or fuel lines).
4. Verify that part numbers (including dash numbers and letters), model numbers, serial numbers, etc. of the items being shipped match the accompanying documentation.
5. Verify that the quantity, part numbers (including dash numbers & letters), model numbers, etc. of the items being shipped match the customer's request/purchase order.
6. Verify that packing slips contain all information required by the customer and that the waybill matches the "ship to" address.
7. Verify the shipping container and packing is appropriate for the items being shipped.

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8. Verify that all appropriate required documentation (maintenance release, material certification, traceability documents, etc) are at hand, properly completed, and signed.

Pictures will be taken of all outgoing shipments. Pictures will include the dataplate and detailed pictures of the part being shipped.

Parts issued out on repair orders will also be inspected for correct part number, qty, serial number, and ship to address on airwaybill prior to release to the repair vendor. The inspection will be documented on the Repair Order form with initials of the shipping inspector next to the part number, serial number, and ship to address.

Certification and Release of Material for Shipping:

1. At minimum, FDI will provide the customer, unless otherwise requested, with certification in accordance with Appendix A of the ASA-100 Quality Standard.
2. Additionally, FDI will provide a **Part or Material Certification Form** disclosing the following about the material or parts certifying they were or were not:
 - 1.) Removed from an aircraft or engine that was subjected to extreme stress
or heat (as in a major engine failure, accident or fire).
 - 2.) Themselves subjected to extreme stress or heat (i.e., a warehouse fire).
 - 3.) Obtained from the U.S. Government or military services.

Parts may be processed without the issuance of the **Part or Material Certification Form** as long as the parts meet the terms and conditions of the customer. Individual customers may require documentation other than FDI's **Part or Material Certification Form**. In these cases, FDI may elect to custom tailor a certification per the customer's request, as long as no information is represented without substantiating documentation on file, and as long as it does not conflict with FAA AC 00-56 or ISO9001:2008 standards.

3. FDI shall provide a document from an FAA approved repair station or air carrier for each serviceable part indicating that the part is serviceable (not applicable to new parts unless work or test was performed on the part). The document must contain a maintenance release statement for return to service signed by an authorized individual of the repair station. The maintenance release must be the original signed document. Inspection stamps, or symbols or printed/stamped names are not acceptable. A copy of the teardown report that describes the condition found at overhaul and a list of significant parts replaced

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should be included. Non-civil aircraft parts (i.e., military, test equipment) may require certification deemed appropriate by the end user.

4. FDI's Procurement system and receiving system has been established to demonstrate the ability to trace parts to the source of production or to an FAA certificate holder. FDI can also provide, upon request, information pertaining to the approval status of each part.

5. FDI's customers will be afforded the opportunity to conduct onsite inspection and acceptance of material prior to shipment from FDI's facility. Shipments requiring source inspection will be segregated in the receiving area to facilitate the inspection process.

6. During the repair/overhaul process, FDI shall notify the repair facility of any incident or any unusual circumstances regarding the part, and request that a hidden damage inspection be performed.