# certificate of registration

This is to certify that the management systems of

## Aviation Safety Supplies Ltd

have been formally assessed by International Certifications and found to comply with the requirements of

## ISO 9001:2008

*Quality Management Systems - Requirements*

**Scope of Registration:**

Distributor of aviation safety and defence supplies

**Registered Site(s):**

138 Merrick Road, RD 3, Tauranga, 3173, New Zealand

**7 Jul 2011**

Issue Date

**03 Feb 2013**

Expiry Date

D. L. Evans
Managing Director
International Certifications Ltd

INTERNATIONAL CERTIFICATIONS • REGISTRATION NUMBER •

**101258.10**

JAS-ANZ

MEMBER OF MULTILATERAL RECOGNITION ARRANGEMENT IAF

ISO 9001

www.intlcert.com

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## Quality Warranty:2010

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**C27980**

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Record of Amendments

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| 01 | [145.67(a)(7)] | 19 | 08/10/2009 | L Klee | |
| 02 | CS-08F1 | 75 | 30/12/2009 | L Klee | |
| 03 | 145.63(a) | 76 | 30/01/2010 | L Klee | |
| 03 | 145.63(b)4(iii) | 84 | 30/01/2010 | L Klee | |
| 04 | 145.67(a)5 | 19 | 11/06/2011 | L Klee | |
| 04 | 145.53(b)1 | 30 | 11/06/2011 | L Klee | |
| 05 | 145.67(a)(2, 3, 4) | 17 | 12/03/2012 | L Klee | |
| 05 | 145.67(a)(7) | 19 | 12/03/2012 | L Klee | |
| 05 | 145.67(a)(12) | 20 | 12/03/2012 | L Klee | |
| 05 | 145.53(c) | 30 | 12/03/2012 | L Klee | |
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*Amendments listed do not include minor spelling or grammar changes etc*

## Distribution List

| Manual # | Location |
|---|---|
| 01 | Aviation Safety Supplies Ltd |
| 02 | Civil Aviation Authority |

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## Definitions & Abbreviations

| Abbreviation | Definition |
|---|---|
| | |
| CAA | **Civil Aviation Authourity** |
| CEO | **Chief Executive Officer** |
| ELT | **Emergency Location Transmitter** |
| LSA | **Life Saving Appliances** |
| MD | **Managing Director** |
| PLB | **Personal Locator Beacon** |
| *RTCA | **Radio Technical Commission for Aeronautics** |
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145.67(a)(1)(i) & (ii)
*CEO statement*

## Company Statement

**T**he following data is applicable to the application of a Part 145 Aircraft Maintenance Organisation
The exposition and manual is as follows:

(i) * The company is primarily supplying and servicing Life Saving Applliances & products to suit the Aviation Industry and will maintain CAA Part 19F Supply organisation, Part 145 maintenance Organisation, ISO9001 certification and all neccassary CAA approvals and compliance.
The company will also maintain ISO9001 Audits from International Certifications Ltd.

(ii) All personnel employed by the company are required to comply with as well as fully understand the requirements and the contents of the exposition.

(iii) The privleges sought under the certificate holder (Part145.11) are restricted to **C2** i.e. *"for the maintenance of components as detailed in the companies exposition"*

Lloyd Klee
CEO

Authorised By: _____ Date: 23/03/2012

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***145.67(a)(2)***
List of senior persons
The CEO, Lloyd Klee, is the person responsible for the continued approved activities as specified under CAA rule 145.67(a)(2).

***145.67(a)(3)***
Duties and responsibilities
The CEO has the total and final responsibility of all matters arising from being certified under part 145

**145.67(a)(4)**
*Organisational chart*

The current and future organisation chart is as per page 18 of this document. Where the positions are not fulfilled, the CEO will fulfil that role apart from that of internal auditor. The internal Auditor for the ISO9001 compliance is an approved supplier/subcontractor, Scarab Systems Ltd. The CEO will also undertake the responsibility of Quality Manager.

*Roles

| | |
|---|---|
| CEO | Lloyd Klee |
| Q.A | Lloyd Klee |
| Authority | Lloyd Klee |
| Maintenance | Lloyd Klee |

Authorised By: _____ Date: 23/03/2012

***145.67(a)(4)***
*Organisational chart*

1.0 ORGANISATION INTERFACES

1.1 The Managing Director has the responsibility authority to specify roles within the organisation and the interrelation of personnel who manage & perform work affecting quality. The following chart defines the responsibility & authority and the interrelation of personnel.
Note : Specific skills to match responsibilities are detailed in the staff skill assessment records.

**Managing Director**

- ✓ Budget / Profit
- ✓ Organisation
- ✓ Strategy
- ✓ Sales/Marketing
- ✓ Customer Liaison
- ✓ Administration
- ✓ Quotes, Pricing
- ✓ Staff Training
- ✓ R & D
- ✓ Human Resources
- ✓ Quality Assurance/Control
- ✓ Capital Expenditure
- ✓ Health & Safety (Safety Officer)
- ✓ Export, Planning

**Administration Manager/ Quality Manager**

- ✓ Accounts
- ✓ Customer Liaison
- ✓ Invoicing
- ✓ Payroll
- ✓ Despatch
- ✓ Administration
- ✓ Reception/Phones
- ✓ Sales
- ✓ Safety Officer
- ✓ Staff Training
- ✓ Product Knowledge
- ✓ Creditors/Debtors
- ✓ Word Processing
- ✓ Quality Control
- ✓ Human Resources
- ✓ Purchases
- ✓ Import/Export Docs
- ✓ Computer Systems
- ✓ Health and Safety

**Sales and Marketing**

- ✓ Purchases
- ✓ Health & Safety
- ✓ Reception
- ✓ Filing
- ✓ Housekeeping
- ✓ Quality Control
- ✓ Customer Liaison
- ✓ Sales
- ✓ Quotes
- ✓ Stores & Systems
- ✓ Product Knowledge
- ✓ Despatch
- ✓ Health & safety

Authorised by_____ Date_____

## Maintenance

*Maintenance and servicing / repair functions under Part 145 will be carried out and controlled by the CEO. For a list of maintenance tasks refer to page 19 ( Scope of work rule 145.67(a)(7)

Authorised By: _____ Date: 23/03/2012

***145.67(a)(5)***
*`Facilities*

.

*The location of the facility from 30 June 2011 is at 138 Merrick Road, RD3, Tauranga

***145.67(a)(6)***
*Staffing structure*
Current staffing is a sole operator, Lloyd Klee

****145.67(a)(7)***
*Scope of work*
No other authorisations have been made by the company to other persons for supply or maintenance functions.

*The scope and limitation of the companies Part 145 Approval is that of the supply, service and maintenance of product and OEM approved parts pertaining to;

Life Saving Appliances
Emergency Locator Transmitters (406MHz ELT's),
Personal Locator Beacons (406MHz PLB's),
Collision Avoidance Devices (PCAS)
CO Monitors

* The company will only service that product that it is approved to service by the manufacturer of that product (OEM) unless the OEM does not state that OEM service manuals must be held.

Authorised By: _____ Date: 23/03/2012

***145.67(a)(12)***
*Control of exposition*

## 1.0 PURPOSE

*1.1 To provide systems and procedures for the control of all documents and data that relate to the ISO9001 Quality System and CAA Expositions if held seperately.

1.2 The document control system will address;
- Controlled and uncontrolled documents
- The review and approval process for new documents
- The distribution of documents
- Modifications to documents

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 CONTROLLED AND UNCONTROLLED DOCUMENTS

*3.1 Controlled documents are:
- The Quality System Manual documents
- Procedures· Quotes, Costing, Letters, Faxes, etc. It is not practical to operate to the same degree of control for these documents as the Quality System manual documents. Correspondence files marked accordingly.
- Standard Price Lists. A master copy of the company “Standard Price List” will be held and updated by the CEO or alternatively the Exonet Prices will be valid.
- Copies of the Price list for clients / customers may be offered on CD or in Adobe PDF format. This will be dated version to reflect the most recent version.

3.2 Uncontrolled documents are:
- Documents which are not up-to-date and therefore may have current information. (These documents should be marked “Uncontrolled” where possible)
- Not to be used in the delivery of the companies services unless downloaded and printed specific to a service.

## 4.0 REVIEW AND APPROVAL PROCESS FOR NEW DOCUMENTS

4.1 New documents for a procedure may be drafted by anyone as authorised to do so by the company.

4.2 The continuous Improvement procedure MS-07 will be used for new documents.

4.3 An in-house review of the document/procedure will be carried out by the Quality Manager and/or the CEO to ensure compliance with manufacturers and ISO 9001 requirements prior to the document / procedure receiving an authorisation signature.

4.4 Final review and approval will be carried out by the CEO and / or the Quality Manager.

4.5 Approved documents will be distributed by the office Manager. A read receipt is acknowledgement if sent electronically

## 5.0 CHANGES/MODIFICATIONS TO QUALITY MANUAL DOCUMENTS

5.1 Any person from within the company can request document changes and modifications using the Continuous Improvement process MS-07.

5.2 The Continuous Improvement procedure MS-07 will be used for carrying out document changes and modifications.

5.3 Updated documents will be identified with the appropriate Continuous Improvement number and the version number will be raised accordingly.

5.4 Following an approved and implemented Continuous Improvement form as a quality record, all obsolete copies will be destroyed.

5.5 The master copy of the Quality System Manual held by the Quality Manager will be the master copy of all Quality System Manual documents. Where necessary, a check against the master copy can be carried out by any manual holder at any time to identify the current version status of a document.

5.6 The last change to a Quality System Manual document will be identified by an asterisk “*” next to the clause number.

5.7 The CEO and/or the Quality Manager will carry out final review and approval.

5.8 Approved documents will be signed and dated by the Quality Manager or CEO and distributed as appropriate.

*5.9 The exposition content of this manual should be considered evolving so that improvements should be continuous to ensure that the manual or exposition reflects best practice

## 6.0 DISTRIBUTION OF QUALITY SYSTEM MANUAL DOCUMENTS

6.1 Controlled copies of the Quality System Manual documents and procedures will be distributed as follows:

| Quality System Manuals Copy | Person Responsible For |
|---|---|
| Master copy : 01 | Quality Manager |
| CAA Copy : 02 | CEO |

6.2 Each staff member can access the master electronic copy of the manual as a copy is on the CEO computer

6.3 All affected staff members will be made aware of the document changes by the relevant Manager by e-mail. CAA will also be advised by email with a request to acknowledge receipt

## 7.0 EXTERNAL DOCUMENTS

7.1 The CEO has the overall responsibility and authority for keeping external documents up-to-date.

*7.2 External documents used by the organisation are:

- ISO 9001 Quality System
- Kannad 406MHz service manual and or electronic copies if newly downloaded
- CAA rules
- RTCA

## 8.0 CONTROL OF EXTERNAL DOCUMENTS

8.1 All approved “service manuals” must be kept on the premises and will be updated on receipt of amendments from the appropriate manufacturer. A list of external contolled documents will be provided within our ISO 9000 files

8.2 Kannad ELT service manuals are only electronic. Any printed manual is to be considered an uncontrolled document

8.3 CAA and RTCA rules are all on line. No printed copy will be guaranteed to be the latest and therefore will be treated as uncontrolled documents

Authorised By: _____ Date: 23/03/2012

***145.67(a)(14)***
*Changes to scope*

## 1.0 PURPOSE

*1.1 To provide systems and procedures for the control of all training related to the ISO9001 Quality System and CAA Expositions if held seperately.

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## **3.0** Procedure

*3.1 Any trainining that is required to be undertaken as a result of the change of scope of product will be carried in accordance with MS-08 ( see 145.67(a)8 & 145.51(b)(1) page 26 of this manual and Part 141 Subpart D if neccessary

Authorised By: _____ Date: 23/03/2012

***145.105***
*Changes to organisation*

1.0 PURPOSE

1.1 To provide systems and procedures for the control of all change of Scope related to the this Exposition

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 Procedure

3.1 Any changes must be undertaken within the scope of the ISO9001 procedures, refer MS07, Continuous Improvement

i) If any amendment is required to this exposition, a copy of each amendment will be supplied to the Director

ii) Any proposed amendment to any of the following must have prior acceptance by the Director prior to the amendment

a) The CEO
b) The listed senior persons
c) The maintenance ratings
d) The procedures for changing the scope within a rating
e) The locations at which maintenance is to be carried out
f) The procedure for authorising persons to certify maintenance

Authorised By: _____ Date: 23/03/2012

***145.51(b)(2)***
*Written authorisation*

Where and when applicable, the CEO will supply a certificate of competence as per page below

AVIATION SAFETY™

CERTIFICATE OF COMPETENCY

This is to certify that

.....

Has undertaken training and has been approved to service

406MHz Kannad PLB's

406MHz Kannad ELTs (all models

This certificate is valid for a period of ..... months or until withdrawn

Signed

.....

Chief Executive Officer

Dated ...../...../.....

Email sales@aviationsafety.co.nz Web. www.aviationsafety.co.nz

ISO 9001 www.intlcert.com

Authorised By: _____ Date: 23/03/2012

***145.52***
*Duty time limitations*

All persons must ensure that they are free from fatigue and undue stress prior to signing off any release or compliance certificate or supervise any maintenance.

Accordingly, no person may undertake any maintenance work as required to be performed under Part 145 unless they have been relieved from duty

1 a period of at least 8 consecutive hours in the previous 24 hours before exercising the authorisation

2 at least 4 periods of at least 24 consecutive hours each in the previous 30 day period immediately before exercising the authorisation

All staff when undertaking Part 145 maintenance must certify compliance with the duty time on the company copy of the release certificate

Authorised By: _____ Date: 23/03/2012

***145.53(b)(1)***
*Office*

* The location of the facility from 30 June 2011 is at 138 Merrick Road, RD3, Tauranga

**145.53(b)(2)(i)**
*Weather protection*
*The premises,built in 1996, are approximately 30 square metres as per attached plan layout. The office floor area is carpeted and the stores area is concrete floor.The premises are well lit with both natural light and adequate lighting. The building is weathertight
The premises are alarmed.
Computers and all neccassary electrical systems are provided with surge protection.

***145.53(b)(2)(ii)**
*Segregation of work areas*

The layout of the premises consists of administration (marked office) and workshop in an open plan style with the store area consisting of three bays of racking with number shelves to assist in materials locations. The store area is approximately 13 square metres. All goods within the stores area are accepted goods unless clearly stated to be “HOLD” or “Reject” by label or bin

***145.53(b)(3)(i)***
*Security of serviceable items*

The area adjacent to the offices will be used as a bulk inwards goods area and until goods are accepted then they are to stay within that area. Small consignments may be collated in the administration area until accepted.

The premises are kept in a clean and tidy condition commensurate with the company profile.

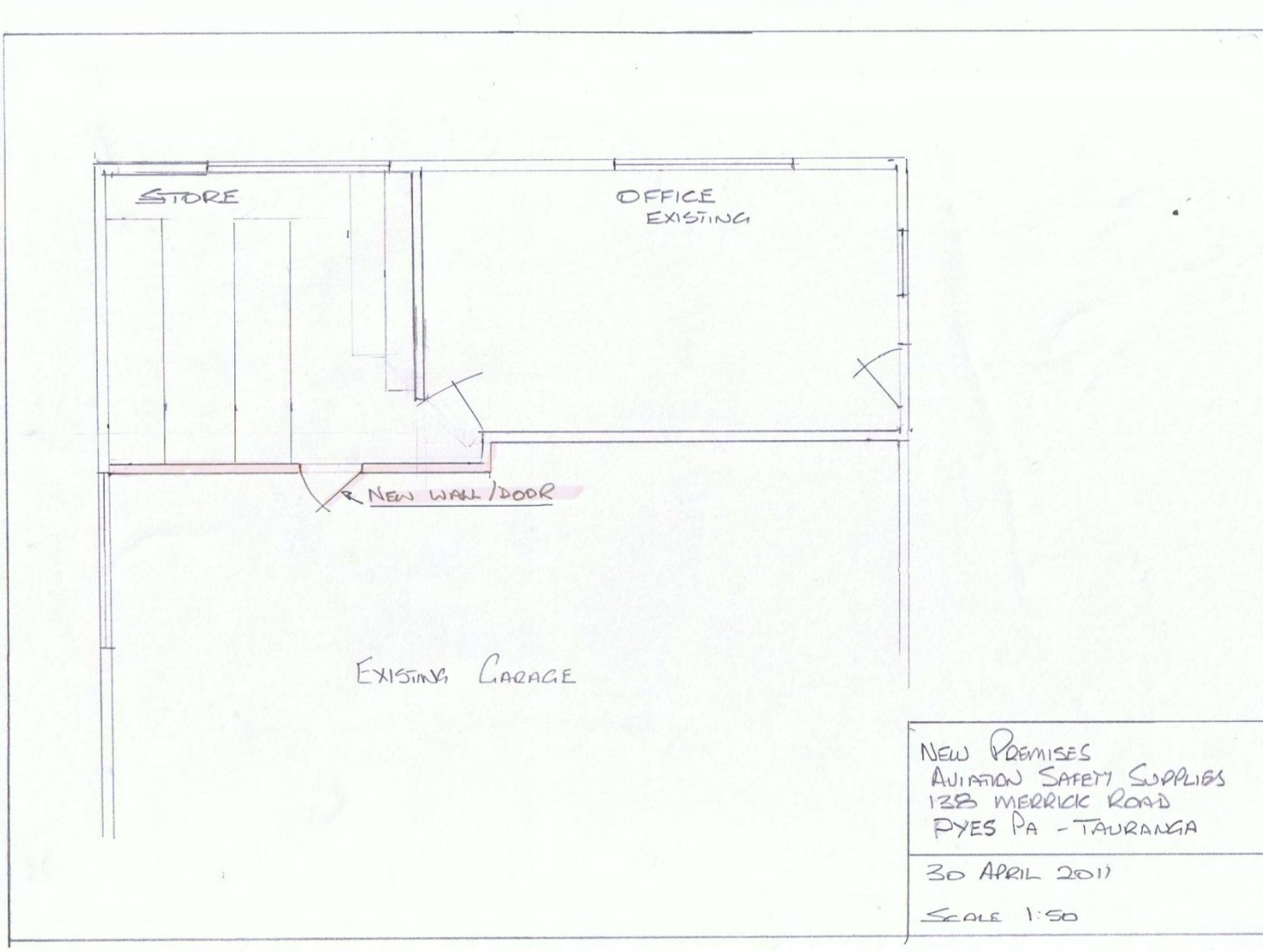
***145.53(b)(3)(ii)***
*Segregation of items*

All serviceable and non serviceable items are appropriately labeled or stored and all unserviceable items must be stowed or contained within red bins

***145.53(b)(3)(iii) & 145.53 (c)***
*Prevention of deteroration*

All items are stored within enviromentally controlled premises and will always be handled in such a way as to prevent damage. In addition the environment provided is appropriate for the tasks to be performed and meets any special requirements specified in the applicable airworthiness data.

Authorised By: _____ Date: 23/03/2012




Floor Plan location 138 Merrick Road

Authorised By: _____ Date: 23/03/2012

***145.55(1)***
*Access to equipment, tools, and material*

1.0 PURPOSE

1.1 To ensure inspection, measuring and test equipment and any tools are controlled, calibrated and maintained.

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is implemented.

2.2 The individual organising or carrying out inspection, measuring and test functions is responsible for following the procedures set out below.

3.0 IDENTIFICATION AND RECORDS

3.1 All inspection, measuring and test equipment will carry a unique indentifying number, which is clearly marked on the equipment.

3.2 A record will be made of all equipment in the equipment log MS-13F1 and the calibration/maintenance recorded on MS-13F2 where applicable

3.3 A record of all calibrations and maintenance completed will be maintained on equipment record forms MS-13F1 or MS-13F2.

3.4 All equipment records including external calibration certificates will be kept in a file marked “Inspection, Measuring & Test Equipment Records”.

3.5 A schedule of calibration/maintenance planned and completed will be maintained on the schedule MS-13F3

4.0 CALIBRATION

4.1 Calibration will be carried out by trained in-house personnel or by approved external calibration agencies and records updated on completion.

4.2 Calibrations will be carried out as specified in the equipment log or calibration/maintenance record.

4.3 The calibration status of all equipment will be clearly identified in the equipment log.

4.4 Procedures for in-house calibrations will be maintained in the Work-Instructions section of the Quality System Manual.

## 5.0 EQUIPMENT SELECTION AND CARE

5.1 Inspection, measuring and test equipment will be selected on the basis of capability to perform with the required accuracy and precision.

5.2 Equipment is to be handled, preserved and stored to ensure that accuracy and fitness for use are maintained.

## 6.0 SUSPECT OR FAULTY INSTRUMENTS

6.1 Suspect or faulty inspection, measuring and test equipment is to be clearly identified with a “Hold” label to prevent use and a “C.I form” (MS-07F1) raised.

6.2 The C.I. Form will carry the following information:

- Date faulty/suspect equipment detected
- What is wrong with the equipment?
- Name and signature of person who placed the “Hold” label on the faulty/suspect equipment.

*6.3 The Quality Manager and or the CEO will determine corrective action for products already produced / maintained/ repaired. When a suspect or out of date piece of equipment is the cause of non-compliance C.I. procedure MS-07 will be used.

*6.4 In the event that any items released to service have been tested or repaired with faulty or suspect equipment, those items will be recalled immediately for retesting and any recertification as appropriate

Authorised By: _____ Date: 23/03/2012

***145.55(2)***
*Control and calibration*
*(AC43-13)*

QUALITY SYSTEM MANUAL

Equipment Log
Version 2
MS-13F1

| Equipment No. | Description | *Serial # | Record Form 1.3 | CALIBRATION/MAINTENANCE Details (For equipment without Record Form as listed) | Status | DUE |
|---|---|---|---|---|---|---|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
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Authorised By: _____ Date: _____

CI No.:

Page 1 of 1

Authorised By: _____ Date: 23/03/2012

| INDENTIFICAITON NO. | | CALIBRATION/MAINTENANCE PROCEDURE NO.: | | | |
|---|---|---|---|---|---|
| DESCRIPTION: | | | | | |
| CALIBRATION FREQUENCY: | LOCATION: | | | | |
| MONTH/S SCHEDULED FOR CALIBRATION | | | | | |
| | | | | | |
| Date | **MEASUREMENTS if applicable** | Temp °C | Pass / Fail | C.I. Form | **SIGNED** |
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| | **MAINTENANCE / RESETTING LOG** | | | | |
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Authorised By: _____ Date: 23/03/2012

***145.59(b)(1)***
*Inspection*
*Control of supply activities*
*See also*
***19.325(a)(10)(iii) (Control of supply activities Rule 13.321)***

1.0 PURPOSE INWARDS Handling Procedure

1.1 To ensure all stock and raw material is handled and stored in an appropriate manner to prevent damage or deterioration.

1.2 To ensure all goods are packaged appropriately to prevent damage or deterioration and ensure conformance to specified requirements.

1.3 To ensure all inwards goods are preserved and segregated until the suppliers responsibility ceases.

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure all product is handled, stored, packaged and dispatched as outlined below.

2.2 The person carrying out any operation has the day to day responsibility and authority to follow this procedure.

3.0 GENERAL

3.1 The following procedures will be followed for handling, storage, packaging and delivery.

4.0 HANDLING

4.1 All product and stock will be handled in a manner that prevents damage and deterioration.
4.2 Items and raw product will be handled as per the manufacturers instructions.

5.0 INSPECTION

5.1 All items used within or to comply with this exposition must be original manufactures parts (OEM) where applicable. All parts, assemblies or sub-assemblies used in maintenance must be accompanied by an appropriate release certificate
5.2 All items must be inspected in accordance with any OEM instructions

Authorised By: _____ Date: 23/03/2012

***145.59(b)(2)***
*Non-conforming parts procedures*

PURPOSE

1.1 To identify, document and evaluate non-conforming product.

2.0 RESPONSIBILITY & AUTHORITY

2.1 The quality manager and or appropriate department Manager have the overall and day to day responsibility to ensure this process is carried out where required.

3.0 CONTROL OF NON-CONFORMING PRODUCT

3.1 Product which does not conform to specified requirements will be identified by a "REJECT" (CS-09F2) tag which will be attached to the product or if it is in a Reject marked bin, individual products do not need to be tagged.

3.2 Non-Conforming product will be segregated with its "Reject" tag attached and stored in a hold area awaiting customers instruction".

3.3 If the customer / owner requires the non-conforming product to be returned the product must be made non-operational, if appropriate, and identified as such.

4.0 DEFINITION OF NON-CONFORMING PRODUCT

4.1 A non-conforming product is any product that falls outside of the manufacturer's required design or performance criteria. A product that is submitted for service/repair is not deemed to be a non-conforming product unless the performance requirements cannot be met after service or repair has been carried out.

5.0

5.1 A defect register will kept and the OEM or Supplier will be notified of the defect


Authorised By: _____ Date: 23/03/2012

***145.59(b)(5)***
*Identification, handling and storage*
*See also*
***19.325(a)(10)(iii) (Control of supply activities Rule 13.321)***

1.0 PURPOSE

1.1 To ensure goods received by Aviation Safety are correct and checked against specified requirements prior use.

2.0 RESPONSIBILTY AND AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person receiving the goods has the day to day responsibility and authority to follow this procedure.

3.0 PROCEDURE

3.1 Receive bulk inward goods in the inwards goods area. Small consignments can be receipted in the administration area

3.2 Check packing slip and Goods against purchase order.
Physically check goods – type, colour, and quantity against packing slip and purchase order.

3.3 On aviation product, ensure appropriate conformity documentation is received- and file appropriately

*3.4 Do goods received match Packing Slip and purchase Order?
(Where Packing Slip is not supplied - check goods against order).
If YES - Proceed to step 3.10
If NO – Quarantine goods and proceed to step 3.5

3.5 Liaise with Supplier
Inform supplier of Non-conforming supply and discuss solution.

*3.6 Supplier Solution Acceptable
If YES – Goods, proceed to step 3.8
If NO – Return Goods and select another supplier as per 3.81

*3.7 Return Goods or Select Another Supplier
Return goods and obtain a credit if appropriate. Proceed to "Purchasing Procedure" CS-03.

**Note**: If returning goods complete "Product Return to Supplier Form" CS-08F1 sending a copy with the goods and attaching the original copy to the Purchase Order.

3.8 Record Amendment on Purchase Order/Packing Slip the action as agreed with the supplier is to be recorded on the packing slip and goods order where appropriate Where Exonet purchase order used, “Receipt Goods’ within Exonet

3.8.1 Obtain credit and return goods as appropriate
-Arrange for the goods to be returned and credit organised
-Or supply of the correct / satisfactory goods

***Note**: If returning or rejecting goods just received, complete “Product Return to Supplier Form” CS-08F1 sending a copy with the goods and attaching the original copy to the Purchase Order.
**See 3**.11

3.9 Wait for Goods
If replacement goods are being supplied - Proceed to step 3.1

3.10 Condition of Goods O.K.?
Check general condition of goods for quality and damage
If goods are O.K. - Proceed to step 3.12
If goods are Not O.K. - Proceed to step 3.11

3.11 Raise C.I. Form or Product return to supplier form CS-08F1

Raise a C.I. Form and follow the ‘Continuous Improvement” procedure where applicable. Goods must stay in inwards goods area with an appropriate HOLD label attached until resolved

3.12 Sign and Date Purchase Order.
The person inspecting the goods should sign and date the Purchase
Order or Packing Slip. (write received & date & sign) or receipt goods within Exonet system if appropriate

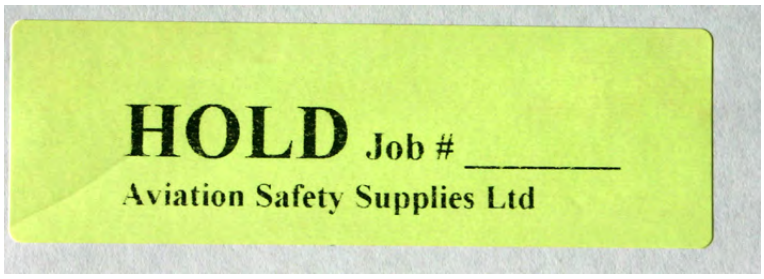
3.12.1 Where an invoice has been received with goods, attach the Invoice to the top of the purchase order after carrying out all the appropriate checks
(proceed to step 3.13)

3.12.2 Where a Packing Slip has been received with goods, attach Packing Slip to the back of the Purchase Order & refile in “Orders File” (awaiting invoice)
Proceed to step 3.13

3.12.3 If no packing slip or invoice arrives with the goods, re-file in
“Orders File” after sign & dating. (await invoice).
Proceed to step 3.13.

3.13 Place Goods into appropriate store area noting first in / first out.
Aviation Safety Supplies logo / address labels should be applied to all supplied product where and when applicable.

**YELLOW HOLD TAG AS BELOW**




Authorised By: _____ Date: 23/03/2012

***145.59(b)(3)(i)***
*Techniques and practices*

1.0 PURPOSE

1.1 To ensure all 406 ELT's and PLB's and other products are serviced in accordance with the manufacturers manual and meet the customers and authority's requirements.

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

3.0 406MHz PROCEDURE

3.1 Beacon ready for service.

3.2 Carry out Beacon Control in accordance with manual.

3.3 Is Programmable Data Present and Accurate?
YES - Proceed to step 3.6
NO - Proceed to step 3.4

3.4 Add Data As Supplied by Customer
Refer to the Mfg's manual for Data Programming procedure

3.5 If Data Altered Reprint Beacon Control
Refer to above step 3.2

3.6 Is Battery Replacement Required?
YES - Proceed to step 3.7
NO - Proceed to step 3.9

3.7 Carry Out Battery Replacement Process
Refer to the Manufacturers Manual for this process in full.

3.8 Carry Out Water Tight Test if required
Refer to manufacturers manual for test procedure.

3.9 Carry Out Test Using BT100 Tester.
- Using the the beacon tester carry out the requirements

3.10 Beacon okay? If Yes, proceed to 3.12, if not, follow manufacturers manual and communicate with client as to result and reason. If non repairable, Proceed to step 3.11 and deregister

3.11 Copies of De-registration form to be sent to client, RCC, and kept on file.

3.12 Complete ALL Documentation

3.13 File the documentation together with the invoice.

3.14 Check all labels and numbers are present and accurate. Replace and or update any labels necessary. Check Beacon. Clean as necessary.

3.15 Notify Customer
Inform the customer the Beacon is completed and ready for despatch
Refer to CS-01 Step 3.27

Note: If a cash-sale, advise the customer of the amount settlement prior to dispatch but open “cash sale” account number for future call up.

3.16 Service Complete when all approriate documentation is completed

4.0 Servicing of other products

4.1 At the date of this manual, the only other service activity is the testing of CO monitors in accordance with instruction from the Manufacturer. No repairs will be carried out

Authorised By: _____ Date: 23/03/2012

***145.59(b)(3)(ii)***
*Contractual obligations*

## 1.0 PURPOSE

1.1 To ensure all product serviced is in accordance with the the companies contractural obligations to the customers and or aircraft operators.

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

## 3.0 PROCEDURE

3.1 Before any service work is undertaken, it is a requirement to check all paperwork supplied with the item to be serviced to ensure that the company can comply with the customers requirements

3.2 The company can only comply with release certificates that it is authourised to supply

3.3 Refer to procedure 145.59(b)(5)

Authorised By: _____ Date: 23/03/2012

***145.59(b)(3)(iii)***
*Maintenance at other locations*

## 1.0 PURPOSE

1.1 To ensure all product tested in accordance with the manufacturers manual and meet the customers and authority's requirements if tested outside of base.

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

## 3.0 PROCEDURE

3.1 Only the testing ( not a repair) of an ELT or PLB can be performed away from the base facility utilising a BT100 tester.

Authorised By: _____ Date: 23/03/2012

***145.59(b)(4)(i)***
*Identification in exposition (subcontractor approved (key) supplier)*

1 1.0 PURPOSE

1.1 Key Sub-contractors and suppliers are evaluated to ensure that they are able to provide goods or services to meet the company expectations.
(refer to CS03 for definitions of Key Supplier)

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to evaluate Sub-Contractors and Supplier's.

2.2 The Administration manager has the responsibility of keeping Exonet up-dated and sending out supplier evaluation forms.

2.3 Individuals carrying out this function have the day to day responsibility and authority to follow this procedure.

3.0 SELECTION AND APPROVAL

3.1 The individual carrying out this function will forward a copy of "Sub-Contractor/Supplier letter" CS-04F1 (if necessary) together with "Supplier Evaluation Form CS-04F2 to the Sub-Contractor or Supplier.

3.2 Where possible written or verbal references will be obtained for all Sub-Contractors and Suppliers and attached to the completed Supplier Evaluation Form.

3.3 The Originator will select the Sub-Contractor/Supplier based on past performance and/ or the returned Evaluation Form CS-04F2 which will be approved be either the Quality Manager or CEO.

3.4 The list of approved Sub-Contractors and Suppliers will be maintained on the Company's computer system.

Note : Admin / Accounts Manager to be notified of new approved suppliers so as to add to creditor list on computer system.

3.5.1 Ongoing evaluation of key suppliers and contractors will be carried out at the management review meeting. Any supplier problems or issues will be addressed by the C.I. Procedure (MS-07) as necessary.

Authorised By: _____ Date: 23/03/2012

***145.59(b)(4)(ii)***
*Control*

1.0 PURPOSE

1.1 To ensure all items serviced by any approved subcontractor is in accordance with the manufacturers manual and meet the customers and authority's requirements.

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

3.0 PROCEDURE

3.1 Any work carried out by an approved contractor or key supplier that requires a Form one or Form two to be supplied may only be carried out by a suitably qualified and cerified company by CAA or equivilent holding the necessary certification

Authorised By: _____ Date: 23/03/2012

***145.59(b)(6)***
*Procedures for RTS (release to service)*

## 1.0 PURPOSE

1.1 To ensure all persons authorised in accordance with rule 145.6 to certify a component for release to service is authorised

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

## 3.0 PROCEDURE

3.1 Only the CEO will be authourised to sign off a release to service

3.2 The CEO may sign off a release to service when he is satisfied and or checked that all the requirements of the maintenance performed under this exposition has been complied with

Authorised By: _____ Date: 23/03/2012

***145.59(b)(7)***
*Procedures for Form Ones*

1.0 PURPOSE

1.1 To ensure the correct procedure is performed to allow any product or component to be released to service is authorised to issue a CAA Form One

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

3.0 PROCEDURE

3.1 Only the CEO will be authourised to sign off a release to service

3.2 The CEO may sign off a release to service when he is satisfied and or checked that all the requirements of the maintenance performed under this exposition has been complied with

*3.3 The form one is to be completed in accordance with as per AC00-5

Authorised By: _____ Date: 23/03/2012

***145.59(a)***
*Maintenance data availability*

1.0 PURPOSE

1.1 To ensure the correct and up to date manuals, TSO's, procedures and any other necessary documentation is available to allow the company to meet its obligations as required by this exposition

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

3.0 PROCEDURE

3.1 All manuals requred for servicing are "on line" unless clearly stated.

3.2 Any printed manual is to be considered an uncontrolled document unless clearly stated

3.3 Kannad Service manuals are on line via the Kannad website, login and password. www.kannad.com "maintavia" "belogois" (This is confidential to the company and is not to be divulged to a third party)

3.4 CAA documents including all rules and AC's are on line via www.caa.govt.nz

3.5 FAA documents including TSO are on line at http://www.airweb.faa.gov/

3.6 RTCA documents are on line using login and password on www.rtca.org

4.0 Manuals

4.1 Service Manuals that are Controlled Printed Manuals are as follows;

(i) AmeriKing 406MHz Manual

(ii) KWJ recalibration procedure (see SA-14 under ISO9000 system)

Authorised By: _____ Date: 23/03/2012

***145.59(b)(8)(i)***
*Reviewed and authorised*

1.0 PURPOSE

1.1 To ensure the correct and up to date manuals are reviewed prior to issue to allow the company to meet its obligations as required by this exposition

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

3.0 PROCEDURE

3.1 As previously stated, no printed manual unless stamped “CONTROLLED COPY” is to be considered suitable for performing any service activity

*3.2 Controlled printed manuals must be checked that all updates have been considered and noted accordingly. Printed Controlled manuals must be reviewed annually for any new updates unless the OEM issues regular updates because of a manual registration process. Any relevant update page within each manual must be certified accordingly.

Authorised By: _____ Date: 23/03/2012

***145.59(b)(8)(ii)***
*Availability*

## 1.0 PURPOSE

1.1 To ensure the correct and up to date manuals are available at each work location to allow the company to meet its obligations as required by this exposition

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

## 3.0 PROCEDURE

3.1 As there is only one location at the present time there are no duplicate manuals

Authorised By: _____ Date: 23/03/2012

***145.59(b)(8)(iii)***
*Removal of obsolete data*

1.0 PURPOSE

1.1 To ensure the removal of obsolete manuals or data is removed to allow the company to meet its obligations as required by this exposition

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

3.0 PROCEDURE

3.1 After replacing any data or manual that is controlled the removed data is to be shredded and the manual duly noted and recorded that the manual has been updated

Authorised By: _____ Date: 23/03/2012

***145.59(b)(8)(iv)***
*Changes reviewed and authorised*

## 1.0 PURPOSE

1.1 To ensure the changes to any documentation or data is reviewed and authorised to allow the company to meet its obligations as required by this exposition

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

3.1 All controlled manuals will include a format as follows to ensure the manual has been reviewed and duly noted and recorded that the manual has been updated, Refer Form MS12F1

# Certificate of Completed Action

( to be completed and retained by the recipients)

1. I certify that I have

   a) Read and understood the contents of this document

   b) Taken the necessary action in accordance with the procedures required under this exposition.

…….. …… ……..…
Signature Name Date

Authorised By: _____ Date: 23/03/2012

***145.59(b)(8)(v)***
*Revision status identifiable*

## 1.0 PURPOSE

1.1 To ensure the current version of documentation can be identified to allow the company to meet its obligations as required by this exposition

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

3.1 All controlled manuals will include a format as follows to ensure the manual has been reviewed and duly noted and recorded that the manual has been updated

## 4.0 CERTIFICATE OF COMPLETED ACTION

4.1

I certify that I have:
(a) Taken the neccassary action to update the attached manual and updated
(b) The following pages - (note pages updated)
(c) The revision number of the manual or data is clearly stated
(d) That I have destroyed the obsolete pages
(e) That I have advised any and all appropriate persons

Signed…… Dated……..

Authorised By: _____ Date: 23/03/2012

***145.59(b)(9)***
*Available to the Director*

## 1.0 PURPOSE

1.1 To ensure that maintenance information, engineering drawings technical standards & practicesincluding inspection records are made available to the Director upon request

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

3.1 All documents will be made available to the Director upon request upon request

Authorised By: _____ Date: 23/03/2012

***145.60(a)(1)***
43.51(a)(3)
*Authorised to perform and supervise*

## 1.0 PURPOSE

1.1 To establish procedures for authorising a person to perform the following types of maintenance activities under the authority of the maintenance organisation certificate

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

3.1 Only the CEO has the authority to perform maintenance

Authorised By: _____ Date: 23/03/2012

***145.60(a)(2)***
43.51(a)(3)
*Authorised to RTS*

## 1.0 PURPOSE

1.1 To establish procedures for authorising a person to provide a release to service under the authority of the maintenance organisation certificate

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

**3.1 Only the CEO has the authority to issue a authorised release certificate as per CAA Rule 43.105

| 1. Country<br>CAA New Zealand | 2. Civil Aviation Authority Form One<br>Authorised Release Certificate | | | | 3. Form Tracking Number |
|---|---|---|---|---|---|
| 4. Organisation<br>Aviations Safety Supplies Ltd<br>138 Merrick Road, RD3 Tauranga | | | | | 5. Work order / Contract |
| 6. Items | 7. Description | 8. Part Number | 9. Quantity | 10. Serial / batch # | 11. Status / Work |
| | | | | | |
| 12. Remarks | | | | | |
| 13a | | 14a.<br>☐ CAR 43.105(b) Release to Service ☐ Other regulation specified in block 12<br>Certifies that unless specified in block 12 the work identified in block 11 and described in block 12, was accomplished in accordance with Civil Aviation Rules Part 43 and in respect to that work the items are considered ready for release to service | | | |
| 13b | 13c | 14b. Authorised signature & Number<br>61752 | | 14c. Certificate / Approval Number<br>MO61463 | |
| 13d | 13e | 14d. Name<br>Lloyd K Klee | | 14e. Date (dd/mmm/yyyy) | |
| USER/INSTALLER RESPONSIBILITIES<br>This certificate does not automatically constitute authority to install.<br>Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1.<br>Statements in block(s) 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records are to contain an installation certification issued in accordance with national regulations of the user/installer before the aircraft may be flown | | | | | |

CAA Form One

Authorised By: _____ Date: 23/03/2012

Authorised By: _____ Date: 23/03/2012

***145.60(a)(3)***
*Conformity*

## 1.0 PURPOSE

1.1 To establish procedures for authorising a person certify the conformity of a major modification & or repair to aircraft components to an acceptable data

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

3.1 This Exposition does not allow for a major modification or major repair

Authorised By: _____ Date: 23/03/2012

***145.60(b)(1)***
*Rated LAME for aircraft or component RTS*

1.0 PURPOSE

1.1 To ensure that maintenance is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 No person will be authorised to release to service unless

(1) that person holds a current aircraft maintenance engineeer licence in an appropriate rating issued in accordance with Part 66

Authorised By: _____ Date: 23/03/2012

Or **145.60(b)(2) to**
(b)(5)
*Equivalency*

1.0 PURPOSE

1.1 To ensure that maintenance is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 No person will be authorised to release to service unless

(1) that person holds a current aircraft maintenance engineer licence in an appropriate rating issued in accordance with Part 66 & meets a standard at least equal to that required by subpart C of Part 66 for the grant of an aircraft maintenance engineer rating

Authorised By: _____ Date: 23/03/2012

***145.60(b)(6)***
*Limited authorisation*
***145.60(b)(7)***
*Part 43 Appendix A.1*

## 1.0 PURPOSE

1.1 To ensure that maintenance is performed by a suitably qualified person

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

3.1 No person will be authorised to release to service unless

(1) for a limited authorisation to certify an aircraft for release-to-service following limited maintenance activities as specified in the procedure, holds a current and appropriate aircraft maintenance engineer licence issued in accordance with Part 66 and has training and experience acceptable to the Director appropriate to the limitations in the authorisation; or

(2) for maintenance specified in appendix A.1 of Part 43, meets the requirement of rule 43.51(b) and is appropriately trained to perform the maintenance and certify the release-to-service for the aircraft type for which the authorisation is intended

Authorised By: _____ Date: 23/03/2012

***145.60(c)(1)***
*Training course or examination for component RTS*

1.0 PURPOSE

1.1 To ensure that maintenance is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 A person may be authorised to certify a component for release-to service after maintenance if the person has—

(3.2) successfully completed a course of training relevant to the component for which the authorisation is intended, or passed an examination acceptable to the Director relevant to the component for which the authorisation is intended; and

(a) The course of training specified in paragraph (1) must be—
(1) conducted by the holder of a maintenance organisation certificate issued in accordance with Part 145 with an E1 rating for the training of the organisation's staff; or
(2) conducted by the holder of an aviation training organisation certificate issued in accordance with Part 141 if the training organisation certificate authorises such a course; or
(3) conducted by the manufacturer of the applicable component; or
(4) approved by the aviation authority of an ICAO contracting State acceptable to the Director.

Authorised By: _____ Date: 23/03/2012

***145.60(c)(2)***
*36 months practical experience*

1.0 PURPOSE

1.1 To ensure that maintenance is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 A person may be authorised to certify a component

(a) 36 months of practical aviation related experience with the procedures, practices, materials, tools, machine tools, and equipment generally used in constructing, maintaining, or modifying airframes, power plants, or avionic equipment;

*3.2 Experience shall be recorded on Personnel Files (Rule 145.63(b)(1) and within ISO9001 Form MS08F2

Authorised By: _____ Date: 23/03/2012

***145.60(c)(3)***
*6 months supervised experience*

1.0 PURPOSE

1.1 To ensure that maintenance is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 A person may be authorised to certify a component for release-to service after maintenance if the person has—

(a) 6 months of supervised experience directly relevant to the component for which authorisation is sought.

*3.2 Experience shall be recorded on Personnel Files (Rule 145.63(b)(1) and within ISO9001 Form MS08F2

Authorised By: _____ Date: 23/03/2012

***43.67***
*NDT*
*(AC43-8)*

1.0 PURPOSE

1.1 To ensure that NDT is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 A person may be authorised to undertake NDT if they comply with the following

***43.67 Non-destructive testing***
*Each person performing maintenance on an aircraft or aircraft component where the applicable maintenance data requires a non-destructive test using fluorescent penetrant, magnetic particle, eddy current, ultrasonic or radiography methods shall—*

*(1) hold a certificate issued by the CBIP, appropriate to the technique being used, or an equivalent certificate acceptable to the Director; and*

*(2) perform the non-destructive testing using appropriate methods, techniques and practices acceptable to the Director.*

***This exposition does not allow for NDT to be carried out by Aviation Safety Supplies Ltd personnel***

Authorised By: _____ Date: 23/03/2012

***145.60(d)(1)***
***145.60(d)(2)***
***145.60(d)(3)***

*145& 141& M/U training*

1.0 PURPOSE

1.1 To ensure that training is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 A person may be authorised to provide training if

(1) conducted by the holder of a maintenance organisation certificate issued in accordance with Part 145 with an E1 rating for the training of the organisation's staff; or

(2) conducted by the holder of an aviation training organisation certificate issued in accordance with Part 141 if the training organisation certificate authorises such a course; or

(3) conducted by the manufacturer of the applicable component; or

(4) approved by the aviation authority of an ICAO contracting State acceptable to the Director.

Authorised By: _____ Date: 23/03/2012

***145.60(e)(1)(i)***
***145.60(e)(1)(ii)***

*Familiarity / Technical competence*

1.0 PURPOSE

1.1 To ensure that a certification of a component for a RTS is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 A person may be authorised to certify a component for release-to service after maintenance if the person has been examined by an appropriate senior person for—

(i) familiarity with the maintenance control procedures required by rule 145.59(b);

and

(ii) technical competence in respect of the authorisation to be held;

Authorised By: _____ Date: 23/03/2012

***145.60(e)(2)***
*Conformity authorisation*

1.0 PURPOSE

1.1 To ensure that a certification of major modifications and major repairs to aircraft components to acceptable technical data

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 To ensure that a certification of major modifications and major repairs to aircraft components to acceptable technical data by a person that is

(i) is the holder of an authorisation to certify the aircraft or component for release-to-service; and
(ii) has completed a course of training relevant to modification and repair conformity; and
(iii) has passed an examination acceptable to the Director relevant to modification and repair conformity.

*3.2 To ensure compliance with the above that person, if employed by the company must meet the requirements of 145.60(f)

Authorised By: _____ Date: 23/03/2012

***145.60(f)***
*Recent experience*

## 1.0 PURPOSE

1.1 To verify that the person holding an authorisation issued in accordance with the procedures required by paragraph 145.60(a) must not exercise the privileges of the authorisation unless the person

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3.0 PROCEDURE

3.1 A person holding an authorisation issued under paragraph (a) must not exercise the privileges of the authorisation unless that person satisfies the applicable recent experience requirements prescribed in rules 66.57 and 66.207 irrespective of whether the person holds an aircraft maintenance engineer licence issued in accordance with Part 66

*3.2 Experience shall be recorded on Personnel Files (Rule 145.63(b)(1) and within ISO9001 Form MS08F2

Authorised By: _____ Date: 23/03/2012

***145.60(g)***
*Equal or lesser*

1.0 PURPOSE

1.1 To ensure that a certification of a component for a RTS is performed by a suitably qualified person

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3.0 PROCEDURE

3.1 An authorisation issued under paragraph 145.60(a) to a person who meets the requirements of paragraphs (b) or (c) may not confer greater privileges than those conferred by an equivalent rating issued under subpart C of Part 66, or an equivalent certificate of maintenance approval issued in accordance with subpart D of Part 66

Authorised By: _____ Date: 23/03/2012

***145.61(a)(1)(i)***
*Advise design organisation*

1.0 PURPOSE

1.1 To ensure that a procedures are established for collecting, investigating & analysing information to defects in aircraft components maintained and distributing that information

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.2 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3 PROCEDURE

3.1 Any defect will be handled in accordance with the ISO 9000 procedures (CS-09) plus documentation as outlined in CS-09F1 (attached page 73).
3.2 This information will be collated and sent to the applicable design organisation

Authorised By: _____ Date: 23/03/2012

***145.61(a)(1)(ii)***
*Advise operator*

***145.61(a)(2)***
*Advise the CAA – Part 12 requirements*

1.0 PURPOSE

1.1 To ensure that a procedures are established for collecting, investigating & analysing information to defects in aircraft components maintained and distributing that information

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

3 PROCEDURE

3.1 Any defect will be handled in accordance with the ISO 9001 procedures (CS-09) plus documentation as outlined in CS-08F1 (attached).

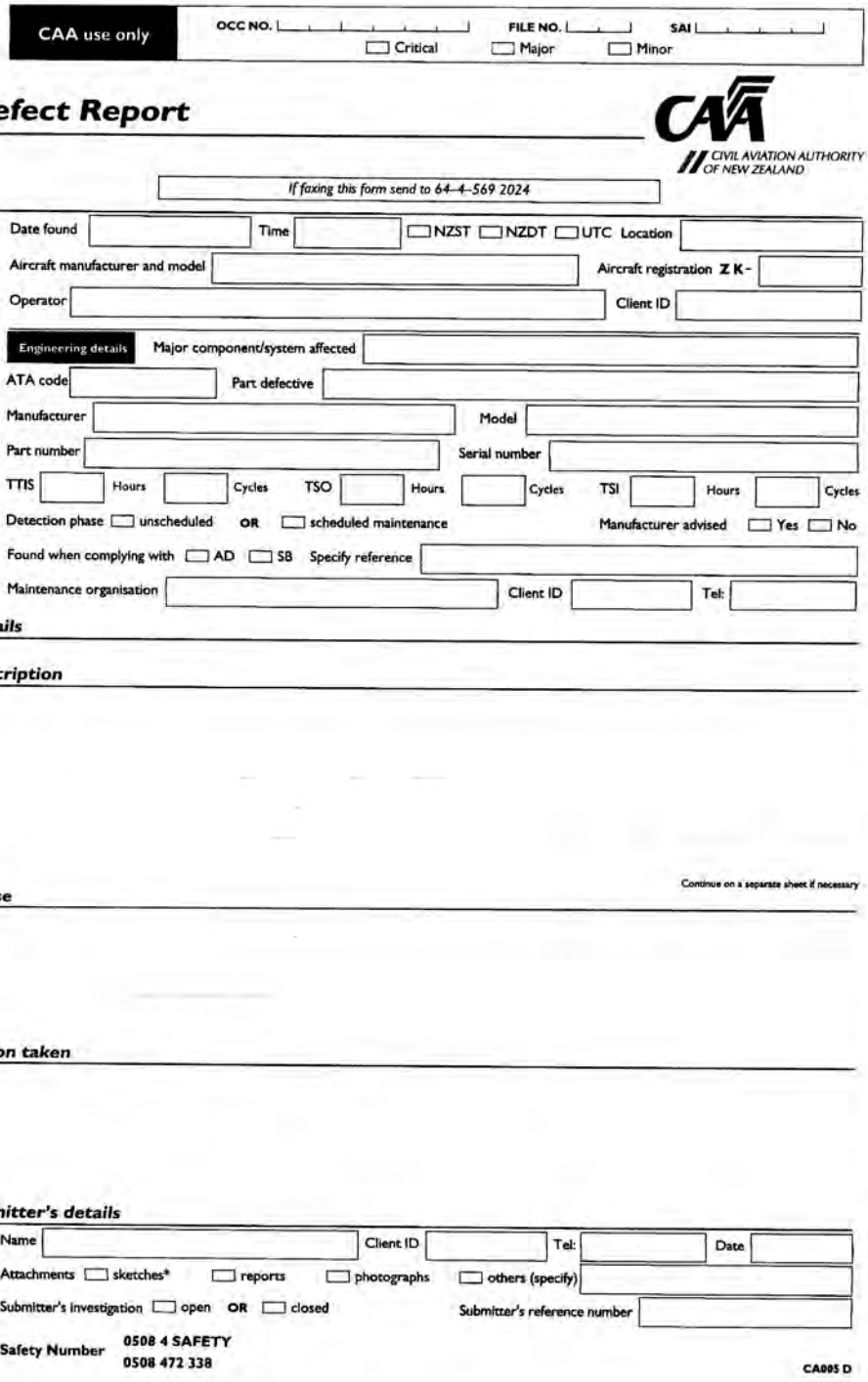
3.2 This information will be collated and copied to the owner or operator of that aircraft or component

And

3.3 * Within 14 days provide a defect incident information report to the Authority in accordance with Part12 Occurrence Reporting and form CA005D *if dealing directly with the operator or have the knowledge that it has not been reported by others*

Authorised By: _____ Date: 23/03/2012

Defect Report CAA Form



CAA use only | OCC NO. | FILE NO. | SAI | Critical | Major | Minor

**Defect Report**

CIVIL AVIATION AUTHORITY OF NEW ZEALAND

If faxing this form send to 64-4-569 2024

Date found | Time | NZST NZDT UTC | Location

Aircraft manufacturer and model | Aircraft registration ZK-

Operator | Client ID

Engineering details | Major component/system affected

ATA code | Part defective

Manufacturer | Model

Part number | Serial number

TTIS | Hours | Cycles | TSO | Hours | Cycles | TSI | Hours | Cycles

Detection phase unscheduled OR scheduled maintenance | Manufacturer advised Yes No

Found when complying with AD SB | Specify reference

Maintenance organisation | Client ID | Tel:

**Details**

**Description**

Continue on a separate sheet if necessary

**Cause**

**Action taken**

**Submitter's details**

Name | Client ID | Tel: | Date

Attachments sketches* reports photographs others (specify)

Submitter's investigation open OR closed | Submitter's reference number

Safety Number 0508 4 SAFETY 0508 472 338

CA005 D

Authorised By: _____ Date: 23/03/2012

***145.61(b)***
*Advise procedures*

1.0 PURPOSE

1.1 To ensure that a procedures are established for collecting, investigating & analysing information to defects in aircraft components maintained and distributing that information

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure

.

3.0 PROCEDURE

3.1 Form CS-08F1 will will be completed

3.2 Advice will be advised by way of a copy of Form CS-08F1 ( copy page 75) being distributed to all parties and the master copy duly completed and signed as completed

Authorised By: _____ Date: 23/03/2012

QUALITY SYSTEM MANUAL
Product Return to Supplier Form
Version 04
CS-08F1

AVIATION SAFETY

| DESPATCH VIA | CHARGES | TO: | Invoice number: (If applicable – Re-export) |
|---|---|---|---|
| Airfreight | Collect | | Date: |
| Courier | | | Purchase Order No |
| Fedex | Pre Paid | | PROCESSED BY: |
| POST | AWB TRACKING NO: | ATTN: | |
| Other | | SUPPLIER'S REFERENCE: | |

| ITEM # | Quantity | DESCRIPTION | PART / MODEL SERIAL NO. or RMA # | ORIGINAL Suppliers INVOICE # | Our original order # | ACTION Required | REASON FOR RETURN |
|---|---|---|---|---|---|---|---|
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| | # | ACTION | # | ACTION |
|---|---|---|---|---|
| ACTION REQUIRED: (By Item #) | 1 | Warranty, Replace goods at no charge | 6 | Repair & or Exchange at NO Charge |
| | 2 | No Replacement, CREDIT Note Required | 7 | Non warranty, Repair and or exchange required |
| | 3 | Suppliers property returned | 8 | OTHER: See attached |
| | 4 | Advice to Designer | 9 | Advice to operator |
| | 5 | Advice to CAA | | |

CI No.: Authorised by: Date:

Page 1 of 1

Authorised By: _____ Date: 23/03/2012

***145.63(a)***
*Control*) *(Control of records Rule 13.323) (a) &(b)*

1.0 RESPONSIBILITY AND AUTHORITY

1.1 The Quality Manager has the overall responsibility and authority to carry out this procedure.

1.2 The individual carrying out this function has the day to day responsibility to carry out this procedure.

2.0 RETENTION

The following quality records will be retained for a minimum time of:

| | | |
|---|---|---|
| 2.1 | Continuous improvement (CI) forms | - 36 months |
| 2.2 | Survey & Test Reports/Job Sheets | - 36 months |
| 2.3 | Customer orders, letters & Faxes | - 36 months |
| 2.4 | Training Records | - 36 months |
| 2.5 | Management Review Minutes | - 36 months |
| 2.6 | Inspection & Test Equipment Records | - 36 months |
| 2.7 | Supplier Evaluation Forms (Completed) - | -12 months |
| 2.8 | Internal audits | - 36 months |
| 2.9 | Type one / two Release forms | - 72 months |
| * 2.10 | Invoices | - 84 months |
| *2.11 | Maintenance records | -72 months |

3.0 LOCATION

3.1 All the above listed documents will be located in the CEOs office and or the Stores area

4.0 DISPOSITION

4.1 Upon expiry of the above retention dates, records not required to be maintained may be destroyed as directed by the CEO.

5.0 CERTIFICATION OF COMPLIANCE

5.1 Where specified in the contract, The Quality Manager will develop appropriate procedures and provide a certificate to the customer

6.0 ELECTRONICALLY STORED RECORDS IN THE COMPUTER

6.1 In-house:

*6.1.1 Data altered on the computer Exonet Debtors & Creditors modules of the Accounting software will be backed up daily.

*6.1.2 Data will be backed up onto a removable CD or Drive at appropriate intervals

* 6.1.3 *Annual Backup: A separate removable disc should be used at the end of each financial year.*

*6.1.4 Any removable disks will be stored in a steel filing cabinet

6.1.5 All removable disks will be controlled and identified with appropriate descriptions

7.0 KEEPING OF RECORDS

7.1 Quality records will be maintained to demonstrate achievement of the required quality and the effective operation of the quality system including any pertinent sub-contractor quality records.

8.0 AVAILABILITY OF RECORDS

8.1 Where agreed contractually, quality records will be made available to the purchaser or representative for evaluation and retention for an agreed period.

Authorised By: _____ Date: 23/03/2012

***145.63(b)(1)***
*Personnel files*

1.0 PURPOSE

1.1 To provide training and development of staff to ensure the quality of service provided meets customer's expectations.

2.0 RESPONSIBILITY AND AUTHORITY

2.1 The CEO has the overall responsibility and authority to implement this procedure.

3.0 STAFF TRAINING & DEVELOPMENT

3.1 Staff are encouraged to further their education appropriate to their job requirements.

3.2 The Quality System Manual will be used to train staff to perform functions to comply with the ISO 9001 standard.

4.0 ASSESSMENT OF TRAINING NEEDS

4.1 A list of skills for each position in the organisation is to be determined by by the CEO. The relevant staff Skill Assessment Form, (MS08F2) will be used.

4.2 Staff skill levels are to be assessed during induction and reassessed within the year. This function is to be carried out by the CEO and the applicable staff member and includes assessment of whether any health and safety training is required. The CEO does not require a skill assessment form.

4.3 The following table will be used to record employee skill and training requirements. These will be recorded on skill assessment forms.

4.3.1

A -Capable of teaching function
B -Capable of carrying out function unsupervised
C -Capable of carrying out function but requires some supervision
D -Capable of carrying out function but requires constant supervision
E -Undergoing training
F -Staff member requests training

Staff training needs are to be recorded on the Training Record Form MS-08F1

4.5 All managers or supervisors need to have a 3 or 4 grading on their competence form.

5.0 TRAINING RECORDS

5.1 Relevant qualifications & records of training completed are to be maintained on the training Record Form MS-08F1.

5.2 Practical demonstration to show success of training.

| Appraisal and Training Needs | Method of Training Procedure No/Course | Trainer/Organiser | Date | Accepted by (Trainee) |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Authorised By: _____ Date: 23/03/2012

***145.63(b)(2)***
*Job register*

## 1.0 PURPOSE

1.1 To ensure a record of all components that are maintained to allow the company to meet its obligations as required by this exposition

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is followed.

2.2 The person carrying out this procedure is responsible for ensuring all the following steps are carried out.

## 3.0 PROCEDURE

*3.1 For all ELT maintenance / repair work carried out under this exposition, Form SA-013-xx is recorded and filed with the invoice copy.

3.2 The Quotation #, if any, Sales order # and invoice # are consistent all the way with the job # that is arrived by entering a new Sales Order within the Exonet Accounting System

Authorised By: _____ Date: 23/03/2012

AVIATION SAFETY ™

SA013 -05 **ELT / PLB Service as per Manufacturers manual**

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| **Customer** | | | | | | | |
| **Date** | | | | | | | |
| **Location** | Base | | | | | | |
| **Tail Number** | ZK- | | | | | | |
| **CSN #** | | | | | | | |
| **Model Type** | | 406AF | *Integra | 406AS | Compact | 406AP | 406AF-H | Other |
| **Last service date** | | | | | | | |
| **Battery Expiry date** | | | | | | | |
| **Self Tests** | OK / Fail | | | | | | |
| **Tests/Transmissions** | / | | | | | | |
| **G Switch test** | OK / Fail / Not fitted | | | | | | |
| **Programmed correct** | Yes / No | | | | | | |
| **Battery replaced** | Yes / No | | | | | | |
| ***Upgrade undertaken** | Yes/ No | | | | | | |
| **Waterproof test** | Yes / No | | | | | | |
| **Re Programmed** | Yes / No | | | | | | |
| **BT100 test # attached** | | | | | | | |
| **CAA Form 1 #** | | | | | | | |
| **Next Service** | | | | | | | |
| **Order #** | | | | | | | |
| **Job #** | | | | | | | |

| **Components replaced** | Yes / No | Part # | Serial # | Expiry date (if applicable) | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |

**Comments**

| | |
|---|---|
| **Name** | **L K Klee** |
| **Signature** | |
| ***AME Licence #** | **61752** |

**15. Release to service;** The maintenance recorded has been carried out in accordance with the requirements of New Zealand Civil Aviation Authority Rule Part 43 and in respect of that maintenance the component is released to service

**Aviation Safety Supplies Limited**
138 Merrick Road, RD3, Tauranga, New Zealand
Phone +64 7 5430075 Fax. 64 7 5434443 Mobile +64 272806549
Email sales@aviationsafety.co.nz Web www.aviationsafety.co.nz

JAS-ANZ ISO 9001

***145.63(b)(3)***
*Calibrations*
*(AC43-13)*

## 1.0 PURPOSE

1.1 To ensure inspection, measuring and test equipment is controlled, calibrated and maintained.

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is implemented.

2.2 The individual organising or carrying our inspection, measuring and test functions is responsible for following the procedures set out below.

## 3.0 IDENTIFICATION AND RECORDS

3.1 All inspection, measuring and test equipment will carry a unique indentifying number, which is clearly marked on the equipment.

3.2 A record will be made of all equipment in the equipment log MS-13F1 and the calibration/maintenance recorded on MS-13F2 where applicable

3.3 A record of all calibrations and maintenance completed will be maintained on equipment record forms MS-13F1 or MS-13F2.

3.4 All equipment records including external calibration certificates will be kept in a file marked “Inspection, Measuring & Test Equipment Records”.

3.5 A schedule of calibration/maintenance planned and completed will be maintained on the schedule MS-13F3

## 4.0 CALIBRATION

4.1 Calibration will be carried out by trained in-house personnel or by approved external calibration agencies and records updated on completion.

4.2 Calibrations will be carried out as specified in the equipment log or calibration/maintenance record.

4.3 The calibration status of all equipment will be clearly identified in the equipment log.

4.4 Procedures for in-house calibrations will be maintained in the Work-Instructions section of the Quality System Manual.

*4.5 Uncalibrated equipment or tools will be clearly marked

## 5.0 EQUIPMENT SELECTION AND CARE

5.1 Inspection, measuring and test equipment will be selected on the basis of capability to perform with the required accuracy and precision.

5.2 Equipment is to be handled, preserved and stored to ensure that accuracy and fitness for use are maintained.

## 6.0 SUSPECT OR FAULTY INSTRUMENTS

6.1 Suspect or faulty inspection, measuring and test equipment is to be clearly identified with a “Hold” label to prevent use and a “C.I form” (MS-07F1) raised.

6.2 The C.I. Form will carry the following information:

- Date faulty/suspect equipment detected
- What is wrong with the equipment?
- Name and signature of person who placed the “Hold” label on the faulty/suspect equipment.

6.3 The Quality Manager and or the CEO will determine corrective action for products already produced. When a suspect or out of date piece of equipment is the cause of non-compliance C.I. procedure MS-07 will be used.

Authorised By: _____ Date: 23/03/2012

***145.63(b)(4)(i)***
*Legible and permanent*
***145.63(b)(4)(iii)***
*Retention*

## 1.0 RESPONSIBILITY AND AUTHORITY

1.1 The Quality Manager has the overall responsibility and authority to carry out this procedure.

1.2 The individual carrying out this function has the day to day responsibility to carry out this procedure.

## 2.0 RETENTION

The following quality records will be retained for a minimum time of:

| | | |
|---|---|---|
| 2.1 | Continuous improvement (CI) forms | - 36 months |
| 2.2 | Survey & Test Reports/Job Sheets | - 60 months |
| 2.3 | Customer orders, letters & Faxes | - 36 months |
| 2.4 | Training Records | - 60 months |
| 2.5 | Management Review Minutes | - 36 months |
| 2.6 | Inspection & Test Equipment Records | - 60 months |
| 2.7 | Supplier Evaluation Forms (Completed) | - 60 months |
| 2.8 | Internal audits | - 36 months |
| 2.9 | Type one / two Release forms | -72 months |
| *3.0 | Records required for IRD | -84 months |
| *3.1 | Maintenance records (CAA) | -72 months |

## 3.0 LOCATION

3.1 All the above listed documents will be located in the CEOs office and or the Stores area in either a permanent printed or electronic format

3.2 All records pertaining to any job will be recorded by the invoice number and filed with the copy of the invoice. All handwritten notes will be legible and of a permanent nature

Authorised By: _____ Date: 23/03/2012

***145.63(b)(4)(ii) & 145.63 (b) (4)iv**
*Availability*

## 1.0 PURPOSE

1.1 To ensure that any records required under this exposition and in particular Part 145.63(b) will be made available to the operator of the aircraft upon request.

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO has the overall responsibility and authority to ensure this procedure is implemented.

## 3.0 RECORDS

*3.1 Any records required or requested by the aircaft operator and or the Director will be made available upon request or when appropriate

Authorised By: _____ Date: 23/03/2012

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***145.65(b)(1)***
*Safety policy and procedures*

**Aviation Safety Supplies Ltd** and its subsidiary and or associated companies will develop, market and service products to satisfy customer's requirements while providing an acceptable return to shareholders.
Aviation Safety is committed to continual improvement of its facility, human resources and maintaining the company's quality system to ISO 9001 and following CAA rules and advisory circulars.
If the Company inspires a new commercial development then the Company will contract out the new designs and or developments with appropriate commercial protection in place.

Aviation Safety has a commitment to comply with all relevant Health and Safety standards & legislation. We will accurately report and record all workplace accidents.

The Management of will ensure this policy is understood, implemented and maintained at all levels of the organization, through staff training and awareness

See also ISO 9001 procedure MS-04

***145.65(b)(2)***
*Quality indicators*

Aviation Safety Supplies Ltd quality objectives are:

1. Develop and continually maintain a quality system that is in the best interests of the company's long-term goals.
2. Review development of the Quality System in conjunction with annual business planning.
3. Carry out training / evaluation of staff members for continual upskilling.
4. Continue to develop and market technical products for the military, law enforcement and aviation environments.
5. Focus on the customer's expectations by listening, discussing, evaluating and identifying customer requirements.
6. Provide products and services, which meet the quality and value expectations of the customer.
7. Develop long term business relationships with our customers by providing friendly, reliable and professional service.
8 .To comply with all CAA requirements and procedures
9 Obtain a select range of products where little competition is provided

Aviation safety is committed to the protection of its employees and property, from accidental damage within the work place.

Aviation Safety Supplies Ltd Health and Safety objectives are:

- To provide work procedures, areas and equipment which are safe.
- To train all staff in safe work habits and make them aware of their own

responsibilities.

- To provide general health and safety training for all new employees.
- To prevent accidents at work by involving staff in the continual identification of potential hazards assessed before each management meeting and discussed at the meetings. For Hazard Identification please see MS-15.
- To provide fire prevention, protection of people and buildings and to perform regular drills etc – see MS-16.
- To provide medical and first aid supplies kept in a kit located on the property and be restocked as needed by Health and Safety Officer.
- To review all health and safety issues on an annual basis
- To have an Accident Register which will be located with the first aid kit and that will be used by the Health and Safety officer or CEO to record all serious accidents that occur on site. All accidents will be reported to the health and safety rep. who documents this in the Accident Register. In the absence of the health and safety rep, the MD has the authority to fill in the accident register.
  In the event of serious harm the CEO verbally contact OSH ASAP and will advise OSH in writing within 7 days.
- To support the safe and early return to work of injured staff and assist in rehabilitation as we are able to.
- To review annually by self-assessment our Health and Safety Policy and procedures. To be done at final management meeting of the year.
- For Health and Safety for Onsite visitors, please refer to MS-17.

*Note: Due to the size of the company, the Health and Safety Committee will comprise of all fulltime staff members.*

Authorised By: _____ Date: 23/03/2012

***145.65(b)(3)***
*Corrective action*

***145.65(b)(4)***
*Preventative action*

## 1.0 PURPOSE

1.1 To ensure the following opportunities for improvement are identified and developed to provide short term solutions (*corrective action*) and to provide long term solutions (*preventive action*)

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 All staff have the responsibility and authority to raise a Continuous Improvement form when a non-conforming service/product is delivered or an opportunity for improvement is presented.

2.2 The Quality Manager has the overall responsibility and authority to verify Continuous Improvement Forms and provide reports for the Management Review Meetings.

2.3 The Quality Manager has the day to day responsibility and authority for maintaining the quality records.

2.4 The relevant staff have the day to day operational responsibility and authority for implementing the agreed corrective actions within the time frame specified to prevent re-occurrence.

## 3.0 PROCEDURE

3.1 Improvement Opportunity Identified.

3.2 Originator to obtain C.I. Forms
C.I. forms will be available from reception, the Quality Manager or a copy of MS-07F1 from the Quality System Manual.

3.3 Originator to describe problem.
Describe the problem/situation clearly & briefly on the C.I. form in the applicable box.

3.4 Administration to allocate C.I. No (and record) .
Administration is to allocate the next available number to the C.I. Form from the Continuous Improvement Log.

3.5 Quality Manager Review

3.5.1 The Quality Manager or CEO is to Accept or Reject the C.I. Form. If rejected the Quality Manager is to record reason on C.I. Form and discuss with the originator and advise Administration of the situation and close the C.I. Form in the Continuous Improvement Log..

3.5.2 If the C.I. Form is accepted the Quality Manager or CEO signs and dates the form.

3.6 The Quality Manager allocates a priority.
Priority/Time frame is allocated for the completion of the Continuous Improvement process.

3.7 The Quality Manager/ M.D. assigns corrective and preventative action.

3.7.1 The Corrective Action is to address the action required to correct the immediate problem/situation.
3.7.2 The Preventative Action will prevent re-occurrence of the problem or maximize the opportunity.

3.8 Staff assigned to implement corrective and preventative action.

3.9 Quality Manager verifies corrective & preventative actions
The Quality Manager is to carry out a mini audit of items completed on the C.I. Form to verify a solution has been developed. What is checked will be recorded in the Quality Assurance section of the C.I. form.

3.10 Review

Review O.K. - proceed to step 3.11
Review Not O.K. proceed to step 3.7

3.11 Quality Manager to sign & Date “Verified by” and “Date” blocks at the bottom of the C.I. form.

3.12 Administration to update C.I. Log MS-07F2 & MS-07F3

3.14 Management Review
Analysis of C.I. opportunities will be reviewed by the Quality Manager and reported at the Monthly Management Review Meetings.

4.0 DOCUMENT UPDATES

4.1 Obsolete Master Copies will be retained with the approved and completed C.I. Form as a quality record.
Other obsolete copies will be destroyed.

Authorised By: _____ Date: 23/03/2012

***145.65(b)(5)***
*Audit programme*

1.0 PURPOSE

1.1 To ensure that regular audits are carried out of the Company's activities to confirm procedures, inspections and records are correctly maintained.

1.2 To ensure improvements to the system are identified and updated.

2.0 RESPONSIBILITY & AUTHORITY

2.1 The day to day responsibility and authority for carrying out the audit of procedures lies with the Quality Manager.

2.2 The CEO and or selected sub-contractor will be responsible for performing independent internal audits. Trained auditors will conduct all audits. (Refer MS-03 section 2.2)

3.0 AUDIT TIMETABLE

3.1 The Quality System Manual shall be audited on an annual basis.

3.2 The internal audit of each section will be time-tabled by the Administrator on the Internal Audit Plan MS-06F1

4.0 AUDIT PROCEDURE

4.1 The Quality Manager or a selected sub-contractor will perform audits using quality system manual procedures and certify that they are carried out in practice as specified.

4.2 The auditor will evaluate a process from the procedure and record the evidence found during the audit.

4.3 Should any discrepancies be detected during the audit, A Continuous Improvement (C.I.) Form shall be raised by the auditor for the follow up actions.

5.0 MANAGEMENT REVIEW

5.1 All audit reports shall be reviewed at the Management Meetings and the Quality Manger and or CEO will assign timely corrective actions on the deficiencies found by the audit.

Authorised By: _____ Date: 23/03/2012

***145.65(b)(6)***
*Management review*

***145.65(c)***
*Implemented and understood*

## 1.0 RESPONSIBILITY AND AUTHORITY

1.1 The CEO has the overall responsibility and authority for Quality Management within the organisation.

1.2 In the absence of the CEO, the Administration Manager will perform the overall Quality Management functions.

1.3 The Quality manager has authority to initiate actions to prevent occurrence of non-conformity, identify and record any product quality problems, initiate, recommend or provide solutions through designated channels, verify the implemented solutions, and control further processing or delivery of non-conforming products by using the CI procedure (MS-07)

## 2.0 RESOURCES

2.1 Each employee or sub-contractor has the day to day responsibility and authority for carrying out their own tests/inspections to achieve the specified quality standards for products and services.

2.2 The Quality Manager has the day to day responsibility and authority for carrying out quality audits, ensuring internal audits are performed by trained personnel and verification for the functions performed within the organisation.

2.3 The CEO has the responsibility for identifying resource requirements and providing adequate resources for management and performance of work.

## 3.0 MANAGEMENT REPRESENTATIVE

3.1 The Quality Manager has authority and responsibility for ensuring that the requirements of ISO 9001 standard is implemented and maintained and will be the Management Representative with in the organisation for quality and Health and safety.

## 4.0 MANAGEMENT REVIEW MEETING

4.1 Management review meetings should be held six monthly or when necessary. The Quality Manager has the responsibility of calling, providing the agenda and chairing the meetings.
The meeting should be attended by all full time staff including the CEO. Any absent personnel will be provided with a copy of the meeting minutes.

The minutes will be recorded on form MS-03F1 and distributed by the Quality Manager to individuals with assigned tasks.

The Quality Manager has the responsibility to ensure all corrective actions are assigned and actioned.

4.2 The following will be a minimum agenda for the management review meeting:
Corrective and preventitive actions
Review CI Forms
Review of Supplier/Subcontractor records
Internal Audit reports
External Audit reports
Document Control
Customer Complaints/Satisfaction
Operational & managerial performance measurements
Any other business

4.3 The Management review meeting will review the suitability and effectiveness of the Quality System and the Quality Policy on an annual basis and a record will be maintained on MS-03F1. The annual review is to conducted at the end of each calendar year

4.4 If any full time staff are not present at the meeting they are to have a copy of minutes e-mailed to them, or given.

4.5 Health & Safety objectives – these are to be set annually, at the first management meeting of the year. "*to have an accident free workplace and environment"*

Authorised By: _____ Date: 23/03/2012

**Corrective Actions**

***145.65(d)(1)***
*Existing problems corrected*
***145.65(d)(2)***
*Follow up*

***145.65(d)(3)***
*Procedure amendment*

***145.65(d)(4)***
*Review of effectiveness*

## 1.0 PURPOSE

1.1 To ensure the following opportunities for improvement are identified and developed to provide short term solutions (corrective action) and to provide long term solutions (preventive action)

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 All staff have the responsibility and authority to raise a Continuous Improvement form when a non-conforming service/product is delivered or an opportunity for improvement is presented.

2.2 The Quality Manager has the overall responsibility and authority to verify Continuous Improvement Forms and provide reports for the Management Review Meetings.

2.3 The Quality Manager has the day to day responsibility and authority for maintaining the quality records.

2.4 The relevant staff have the day to day operational responsibility and authority for implementing the agreed corrective actions within the time frame specified to prevent re-occurrence.

## 3.0 PROCEDURE

3.1 Improvement Opportunity Identified.

3.2 Originator to obtain C.I. Forms
C.I. forms will be available from reception, the Quality Manager or a copy of MS-07F1 from the Quality System Manual.

3.3 Originator to describe problem.
Describe the problem/situation clearly & briefly on the C.I. form in the applicable box.

3.4 Administration to allocate C.I. No (and record) .
Administration is to allocate the next available number to the C.I. Form from the Continuous Improvement Log.

3.5 Quality Manager Review

3.5.1 The Quality Manager or CEO is to Accept or Reject the C.I. Form. If rejected the Quality Manager is to record reason on C.I. Form and discuss with the originator and advise Administration of the situation and close the C.I. Form in the Continuous Improvement Log..

3.5.2 If the C.I. Form is accepted the Quality Manager or CEO signs and dates the form.

3.6 The Quality Manager allocates a priority.
Priority/Time frame is allocated for the completion of the Continuous Improvement process.

3.7 The Quality Manager/ M.D. assigns corrective and preventative action.

3.7.1 The Corrective Action is to address the action required to correct the immediate problem/situation.

3.7.2 The Preventative Action will prevent re-occurrence of the problem or maximize the opportunity.

3.8 Staff assigned to implement corrective and preventative action.

3.9 Quality Manager verifies corrective & preventative actions
The Quality Manager is to carry out a mini audit of items completed on the C.I. Form to verify a solution has been developed. What is checked will be recorded in the Quality Assurance section of the C.I. form.

3.10 Review

Review O.K. - proceed to step 3.11
Review Not O.K. proceed to step 3.7

3.11 Quality Manager to sign & Date “Verified by” and “Date” blocks at the bottom of the C.I. form.

3.12 Administration to update C.I. Log MS-07F2 & MS-07F3

3.14 Management Review
Analysis of C.I. opportunities will be reviewed by the Quality Manager and reported at the Management Review Meetings.

## 4.0 DOCUMENT UPDATES

4.1 Obsolete Master Copies will be retained with the approved and completed C.I. Form as a quality record.
Other obsolete copies will be destroyed.

Authorised By: _____ Date: 23/03/2012

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**Preventative Actions**

***145.65(e)(1)***
*Potential problems corrected*
***145.65(e)(2)***
*Follow up*
***145.65(e)(3)***
*Procedure amendment*

***145.65(e)(4)***
*Review of effectiveness*

## 1.0 PURPOSE

1.1 To ensure the following opportunities for improvement are identified and developed to ensure that potential problems are corrected

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 All staff have the responsibility and authority to raise a Continuous Improvement form when a non-conforming service/product is delivered or an opportunity for improvement is presented.

2.2 The Quality Manager has the overall responsibility and authority to verify Continuous Improvement Forms and provide reports for the Management Review Meetings.

2.3 The Quality Manager has the day to day responsibility and authority for maintaining the quality records.

2.4 The relevant staff have the day to day operational responsibility and authority for implementing the agreed corrective actions within the time frame specified to prevent re-occurrence.

## 3.0 PROCEDURE

3.1 Potential problem identified.

3.2 Originator to obtain C.I. Forms (MS-07F1)
C.I. forms will be available from the CEO or Quality Manager or a copy of MS-07F1 from the Quality System Manual.

3.3 Originator to describe problem.
Describe the problem/situation clearly & briefly on the C.I. form in the applicable box.

3.4 Administration to allocate C.I. No (and record) .
Administration is to allocate the next available number to the C.I. Form from the Continuous Improvement Log.

3.5 Quality Manager Review

3.5.1 The Quality Manager or CEO is to Accept or Reject the C.I. Form. If rejected the Quality Manager is to record reason on C.I. Form and discuss with the originator and advise Administration of the situation and close the C.I. Form in the Continuous Improvement Log..

3.5.2 If the C.I. Form is accepted the Quality Manager or CEO signs and dates the form.

3.6 The Quality Manager allocates a priority.
Priority/Time frame is allocated for the completion of the Continuous Improvement process.

3.7 The Quality Manager/ M.D. assigns corrective and preventative action.

3.7.1 If a Corrective Action is to address the action required to correct the immediate problem/situation.

3.7.2 If a Preventative Action will prevent re-occurrence of the problem or maximize the opportunity.

3.8 Staff assigned to implement procedure for potential problem to be corrected.

3.9 Quality Manager verifies potential problem actions
The Quality Manager is to carry out a mini audit of items completed on the C.I. Form to verify a solution has been developed. What is checked will be recorded in the Quality Assurance section of the C.I. form.

3.10 Review

Review O.K. - proceed to step 3.11
Review Not O.K. proceed to step 3.7

3.11 Quality Manager to sign & Date “Verified by” and “Date” blocks at the bottom of the C.I. form.

3.12 Administration to update C.I. Log MS-07F2 & MS-07F3

3.14 Management Review
Analysis of C.I. opportunities will be reviewed by the Quality Manager and reported at the Management Review Meetings.

## 4.0 DOCUMENT UPDATES

4.1 Obsolete Master Copies will be retained with the approved and completed C.I. Form as a quality record.
Other obsolete copies will be destroyed.

Authorised By: _____ Date: 23/03/2012

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***145.65(f)(1)***
*Audit frequency and location*
***145.65(f)(3)***
*Audit report*

1.0 PURPOSE

1.1 To ensure that regular audits are carried out of the Company's activities to confirm procedures, inspections and records are correctly maintained.

1.2 To ensure improvements to the system are identified and updated.

2.0 RESPONSIBILITY & AUTHORITY

2.1 The day to day responsibility and authority for carrying out the audit of procedures lies with the Quality Manager.

2.2 The CEO and or selected sub-contractor will be responsible for performing independent internal audits. Trained auditors will conduct all audits. (Refer MS-03 section 2.2)

3.0 AUDIT TIMETABLE

3.1 The ISO9001 Quality System Manual and content of the Part 19F & Part 145 Expositions shall be audited on an annual basis.

3.2 The internal audit of each section will be time-tabled by the Administrator on the Internal Audit Plan MS-06F1

4.0 AUDIT PROCEDURE

4.1 The Quality Manager or a selected sub-contractor will perform audits using quality system manual procedures and certify that they are carried out in practice as specified.

4.2 The auditor will evaluate a process from the procedure and record the evidence found during the audit.

4.3 Should any discrepancies be detected during the audit, A Continuous Improvement (C.I.) Form shall be raised by the auditor for the follow up actions.

5.0 MANAGEMENT REVIEW

5.1 All audit reports shall be reviewed at the Management Meetings and the Quality Manger and or CEO will assign timely corrective actions on the deficiencies found by the audit.

Authorised By: _____ Date: 23/03/2012

***145.65(f)(2)***
*Trained auditors*

***145.65(f)(3)***
*Audit report*

## 1.0 PURPOSE

1.1 To ensure that trained auditors carry out of the Company's activities to confirm procedures, inspections and records are correctly maintained and reported.

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The day to day responsibility and authority for carrying out the audit of procedures lies with the Quality Manager.

2.2 The CEO and or selected sub-contractor will be responsible for performing independent internal audits. Trained auditors will conduct all audits. (Refer MS-03 section 2.2)

## 3.0 AUDIT PROCEDURE

3.1 The Quality Manager or a selected sub-contractor will perform audits using The ISO9001 quality system manual procedures and certify that they are carried out in practice as specified.

3.2 The current internal auditor is International Certifications approved subcontractor, Mr Oliver Evans of Scarab Systems Limited

## 4.0 MANAGEMENT REVIEW

4.1 The The appointment of the Internal auditor shall be reviewed annually at the Management Meetings and the Quality Manger and or CEO will approve the selection on an annual basis

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***145.65(f)(4)***
*Preventative and corrective actions*

***145.65(f)(5)***
*Follow up*

## 1.0 PURPOSE

1.1 To ensure the following opportunities for improvement are identified and developed to provide short term solutions (corrective action) and to provide long term solutions (preventive action)

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 All staff have the responsibility and authority to raise a Continuous Improvement form when a non-conforming service/product is delivered or an opportunity for improvement is presented.

2.2 The Quality Manager has the overall responsibility and authority to verify Continuous Improvement Forms and provide reports for the Management Review Meetings.

2.3 The Quality Manager has the day to day responsibility and authority for maintaining the quality records.

2.4 The relevant staff have the day to day operational responsibility and authority for implementing the agreed corrective actions within the time frame specified to prevent re-occurrence.

## 3.0 PROCEDURE

3.1 Improvement Opportunity Identified.

3.2 Originator to obtain C.I. Forms
C.I. forms will be available from reception, the Quality Manager or a copy of MS-07F1 from the Quality System Manual.

3.3 Originator to describe problem.
Describe the problem/situation clearly & briefly on the C.I. form in the applicable box.

3.4 Administration to allocate C.I. No (and record) .
Administration is to allocate the next available number to the C.I. Form from the Continuous Improvement Log.

3.5 Quality Manager Review

3.5.1 The Quality Manager or CEO is to Accept or Reject the C.I. Form. If rejected the Quality Manager is to record reason on C.I. Form and discuss with the

originator and advise Administration of the situation and close the C.I. Form in the Continuous Improvement Log.

3.5.2 If the C.I. Form is accepted the Quality Manager or CEO signs and dates the form.

3.6 The Quality Manager allocates a priority.
Priority/Time frame is allocated for the completion of the Continuous Improvement process.

3.7 The Quality Manager/ CEO. assigns corrective and preventative action.

3.7.1 The Corrective Action is to address the action required to correct the immediate problem/situation.

3.7.2 The Preventative Action will prevent re-occurrence of the problem or maximize the opportunity.

3.8 Staff assigned to implement corrective and preventative action.

3.9 Quality Manager verifies corrective & preventative actions
The Quality Manager is to carry out a mini audit of items completed on the C.I. Form to verify a solution has been developed. What is checked will be recorded in the Quality Assurance section of the C.I. form.

3.10 Review
Review O.K. - proceed to step 3.11
Review Not O.K. proceed to step 3.7

3.11 Quality Manager to sign & Date “Verified by” and “Date” blocks at the bottom of the C.I. form.

3.12 Administration to update C.I. Log MS-07F2 & MS-07F3

3.14 Management Review
Analysis of C.I. opportunities will be reviewed by the Quality Manager and reported at the Management Review Meetings.

## 4.0 DOCUMENT UPDATES

4.1 Obsolete Master Copies will be retained with the approved and completed C.I. Form as a quality record.
Other obsolete copies will be destroyed.

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145.65(g)(1)
Frequency of management reviews

***145.65(g)(2)***
*Responsibility*

***145.65(g)(3)***
*Evaluation and recording of results*

## 1.0 RESPONSIBILITY AND AUTHORITY

1.1 The CEO has the overall responsibility and authority for Quality Management within the organisation.

1.2 In the absence of the CEO, the Administration Manager will perform the overall Quality Management functions.

1.3 The Quality manager has authority to initiate actions to prevent occurrence of non-conformity, identify and record any product quality problems, initiate, recommend or provide solutions through designated channels, verify the implemented solutions, and control further processing or delivery of non-conforming products by using the CI procedure (MS-07)

## 2.0 RESOURCES

2.1 Each employee or sub-contractor has the day to day responsibility and authority for carrying out their own tests/inspections to achieve the specified quality standards for products and services.

2.2 The Quality Manager has the day to day responsibility and authority for carrying out quality audits, ensuring internal audits are performed by trained personnel and verification for the functions performed within the organisation.

2.3 The CEO has the responsibility for identifying resource requirements and providing adequate resources for management and performance of work.

## 3.0 MANAGEMENT REPRESENTATIVE

3.1 The Quality Manager has authority and responsibility for ensuring that the requirements of ISO 9001 standard is implemented and maintained and will be the Management Representative with in the organisation for quality and Health and safety.

## 4.0 MANAGEMENT REVIEW MEETING

4.1 Management review meetings should be held six monthly or lesser when necessary. The Quality Manager has the responsibility of calling, providing the agenda and chairing the meetings.
The meeting should be attended by all full time staff including the CEO. Any absent personnel will be provided with a copy of the meeting minutes.

The minutes will be recorded on form MS-03F1 and distributed by the Quality Manager to individuals with assigned tasks.

The Quality Manager has the responsibility to ensure all corrective actions are assigned and actioned.

4.2 The following will be a minimum agenda for the management review meeting:

- Review CI Forms
- Review of Supplier/Subcontractor records
- Internal Audit reports
- Customer Complaints/Satisfaction
- Any other business

4.3 The Management review meeting will review the suitability and effectiveness of the Quality System and the Quality Policy on an annual basis and a record will be maintained on MS-03F1. The annual review is to conducted at the end of each calendar year

4.4 If any full time staff are not present at the meeting they are to have a copy of minutes e-mailed to them, or given.

4.5 Health & Safety objectives – these are to be set annually, at the first management meeting of the year. "*to have an accident free workplace and environment*"

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***145.65(h)***
*Access to CEO*

1.0 PURPOSE

1.1 To ensure the senior person who is responsible for Internal Quality Assurance is available to accesss the CEO upon request on any matters affecting Safety

2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The senior person or Quality Manager will have the responsibility for any review.

3.0 PROCEDURE

3.1 The CEO will always be available upon request

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***145.67(a)(13)***
*Procedures equivalent to Part 141 Subpart D if training under E1*

*NOT APPLICABLE*

Authorised By: _____ Date: 23/03/2012

Part12 Occurrence Reporting
12.55(a) (4)
12.55(d) (2) [App.A(b)]
12.57(a) (1)
12.57(b) (1-3)
12.59(1)
12.59(2) (i-iii)
12.59(3)

## 1.0 PURPOSE

1.1 To ensure that a procedures are established for collecting, investigating & analysing information to defects in aircraft components maintained and distributing that information

## 2.0 RESPONSIBILITY & AUTHORITY

2.1 The CEO will have the overall responsibility and authority for this process.

2.2 The Quality Manager will have the responsibility for the review and approval of new and amended documents.

2.3 The person carrying out the document control process has the day to day responsibility to follow this procedure.

## 3 PROCEDURE

3.1 Any defect, in addition to CAA requirements under this manual will be handled in accordance with our ISO9000 procedures (CS-09) plus documentation as outlined in CS-08F1 and our Part 145 Manual.

3.2 This information will be collated and copied to the owner or operator of that aircraft or component

and

3.3 Provide a defect incident information report to the Authority in accordance with Part 12 and form CA005D

### 3.4 12.55 Notification of incident

3.4.1 (12.55(a) Although this clause should not be applicable given our range of products, we as a holder of a certificate issued under the Act and in accordance with the following Parts, will notify the Authority as soon as practicable of any associated incident if we, as the certificate holder, is involved in the incident and the incident is a serious incident or is an immediate hazard to the safety of an aircraft operation:

3.4.2 (12.55 (4) Parts 19, 47, 119, 129, 137, 145, 146, and 148 — defect incident:

3.4.3 (12.55d) The notification of an incident required by paragraphs (a), (b), (c) & (e) will be conveyed by a means acceptable to the Authority and contain, where ascertainable, information in accordance with Part 12 Clause 12.57 :

3.5 (12.55 (2) **for a defect incident, Refer CAA Manual Rule Part 12 Appendix A(b):**

**4.0 12.57 Details of Incident**

**(**a) Notwithstanding the notification of a serious incident or an immediate hazard to the safety of an aircraft operation under rule 12.55, the following persons who are involved in an incident must provide the Authority with the applicable details of the incident in accordance with information requested on the applicable form specified in paragraph (b)(1) or (b)(2):
(1) a holder of a certificate referred to in rule 12.55(a):
(2) a person referred to in rule 12.55(b):
(3) a pilot-in-command referred to in rule 12.55(c).

4.1 (b)
As a licence holder, we will, under paragraph (a) to provide the Authority with details of an incident must provide those details within 14 days of the incident—

on form CA005; or
on form CA005D for a defect incident; or
by another means that is acceptable to the Authority.

**5.0 12.59 Investigation and reporting**

As a holder of a certificate referred to in rule 12.55(a) who is required to provide details of an incident to the Authority under rule 12.57 we will, unless otherwise notified by the Authority,—

5.1 subject to section 14 of the Transport Accident Investigation Commission Act 1990, conduct an investigation to identify the facts relating to its involvement in the incident and establish, so far as those facts allow, the cause or causes of the incident; and

5.2 on completion of the investigation, submit a report of the investigation to the Authority no later than 90 days after the incident—

(i) on form CA005; or
1 November 2010 12 CAA of NZ Civil Aviation Rules Part 12 CAA Consolidation

(ii) on form CA005D for a defect incident; or
(ii) by a means acceptable to the Authority; and

5.3 advise the Authority of any actions taken to prevent recurrence of a similar incident.

**Appenix A(b)**
Defect incident – All information is required for notification of a defect incident under rule 12.55(d)(2):

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