Advanced Aerospace Components, LLC
7824 NW 57th Street
Doral, Florida 33166

Quality Assurance Manual
Revision 4.3

Original Issue:	**2014-10-17**
Revision 4.3 Release Date:	**2023-09-28**
Effective Date:	**2023-10-04**

Advanced Aerospace Components, LLC
7824 NW 57th Street
Doral, Florida 33166
+1 305.267.8927

Table of Contents

Definitions....4
(This page is intentionally left blank)....4
List of Effective Pages....5
Record of Revisions....6
Cancellation....7
1. Quality System and Quality Manual....8
2. Self Audit Program....11
3. Facilities....12
4. Training and Authorized Personnel....13
5. Procurement....15
6. Receiving Inspection....18
7. Measuring and Test Equipment....19
8. Material Control....20
9. Shelf Life....23
10. Certificate and Release of Materials....24
11. Shipping....26
12. Records....27
13. Technical Data Control....29
14. Corrective Action Process....30
15. Hazmat Control and Transport....31
Required Documents Per FAA AC 00-56B....32
Forms Control Page....34
QAMFORM1 Quality Assurance Manual Distribution List....35
QAMFORM2 Inspection Roster....36
QAMFORM3 Corrective Action Report....37
QAMFORM4 Training Record....38
QAMFORM5 Supplier Audit Form....39
QAMFORM6 Receiving Inspection Guide....40
QAMFORM6a Receiving Inspection Form....41
QAMFORM7 Shipping Inspection Guide....42
QAMFORM7a Shipping Inspection Form....43
QAMFORM8 Receiving Discrepancy Log....44

QAMFORM9 Scrapped Parts Log.....45
QAMFORM10 Shelf Life Items Control Log.....46

Definitions

(This page is intentionally left blank)

List of Effective Pages

Page	Rev #	Rev Date	Page	Rev #	Rev Date
1	Original	10-17-2014	24	Original	10-17-2014
2	1	12-10-2015	25	1	12-10-2015
3	3	11-6-17	26	1	12-10-2015
4	3	11-6-17	27	Original	10-17-2014
5	Original	10-17-2014	28	Original	10-17-2014
6	Original	10-17-2014	29	Original	10-17-2014
7	Original	10-17-2014	30	Original	10-17-2014
8	Original	10-17-2014	31	Original	10-17-2014
9	Original	10-17-2014	32	Original	10-17-2014
10	2	12-28-2016	33	Original	10-17-2014
11	3	11-6-2017	34	Original	10-17-2014
12	3	11-6-2017	35	Original	10-17-2014
13	Original	10-17-2014	36	Original	10-17-2014
14	Original	10-17-2014	37	Original	10-17-2014
15	Original	10-17-2014	38	Original	10-17-2014
16	Original	10-17-2014	39	Original	10-17-2014
17	Original	10-17-2014	40	Original	10-17-2014
18	Original	10-17-2014	1,4,5,7,11,31-43,	4	2019-01-08
19	Original	10-17-2014	1,4,5,7,28,29	4.1	2020-10-28
20	Original	10-17-2014	1,4,5,7,11	4.2	2022-06-15
21	Original	10-17-2014	1,2,3,4,5,7,18,19	4.3	2023-09-28
22	Original	10-17-2014			
23	Original	10-17-2014			

Record of Revisions

Retain this record in the manual. Any change affecting our QCM is documented in writing to the accrediting organization and will be implemented upon proper approval.

Upon receipt of revisions, insert revised pages in the manual and enter the revision number, revision date, insertion date, and initials of the person incorporating the revision, in the appropriate block on the record of revisions.

All personnel are expected to suggest revision requirements, when the need is apparent, to the *Director of Quality*.

Revision	Revision Date	Insertion Date	Inserted By
Original	2014-10-17	2014-10-17	Anthony Clavero President
1	2015-12-10	2015-12-10	Anthony Clavero President
2	2016-12-28	2016-12-28	Anthony Clavero President
3	2017-11-06	2017-11-06	Anthony Clavero President
4	2019-01-08	2019-01-08	Carlos Fuentes Lead Engineer/DOQ
4.1	2020-10-28	2020-10-28	Carlos Fuentes Lead Engineer/DOQ
4.2	2022-06-15	2022-06-15	Carlos Fuentes Lead Engineer/DOQ
4.3	2023-09-28	2023-10-03	Carlos Fuentes Lead Engineer/DOQ

Cancellation

Advanced Aerospace Components Quality Assurance Manual Revisions 4.2 and earlier are canceled as of the effective (insertion) date of this revision.

1. Quality System and Quality Manual

A. The purpose of this manual is to define and assure that Advanced Aerospace Components has a system sufficiently adequate to assure a quality product that complies with customer specifications.

   1) The quality system, including procedures and operations, are described in detail in this manual.

   2) All elements of the ASA-100 standard may not be outlined in this manual as they do not fall within the scope of this company's current operations. These will be noted as non-applicable in appropriate sections of the manual. All elements of the ASA-100 standard will be listed in the Table of Contents.

B. This manual will be made readily available to management and supervisory personnel responsible for the activities described. This system contains all of the applicable elements of the adopted governing specification, which are the ASA-100 and FAA AC 00-56, and are described in sufficient detail to be used as operating instructions.

C. This manual is kept current and readily available to employees, the customer's auditor or designee and the Aviation Suppliers Association. Other quality system documents maintained current include: ASA-100, AC 00-56, AC 21-29, ASA Best Practice Disposition of Unsalvageable Aircraft Parts and the ATA Specification 300 (2000 or later version). The Director of Quality (DOQ) maintains a list of controlled copies of this manual on QAMFORM1, QAM Distribution List. Revisions to the manual will be identified with a vertical bar in the left column, approved by the DOQ and recorded on the revision page. Copies of revised pages or the entire manual will be sent to holders of controlled copies of this manual.

D. Significant changes to this manual (those changes involving the processes and procedures used to comply with the ASA-100 and AC 00-56) will be submitted to the ASA for written acceptance of the changes prior to implementation. Minor changes

involving administrative or editorial changes (changes in title for example) may be made unilaterally and distributed without prior written acceptance from the ASA. All changes (significant or otherwise) made to the manual shall still be sent to the Aviation Suppliers Association for inclusion into their controlled copy.

E. Responsibilities and duties in the organization are as follows:

1) **President:** The President is ultimately responsible to assure that the integrity of the quality system is maintained. Such responsibility for routine functions is delegated to staff members as may be described in this manual. In the absence of the President, the DOQ shall assume duties performed by the President.

2) **DOQ:** The Director of Quality reports to the President and is responsible for the following functions:

a) Maintenance of the QAM, QAM distribution list, and inspection roster

b) Training of personnel

c) Self-audit program

d) The receiving and shipping inspection functions

e) Assuring any publications referred to in this manual are kept current

f) Maintenance of the approved supplier list and quality history

g) Assuring shelf life and limited life products are properly documented and stored

h) Records

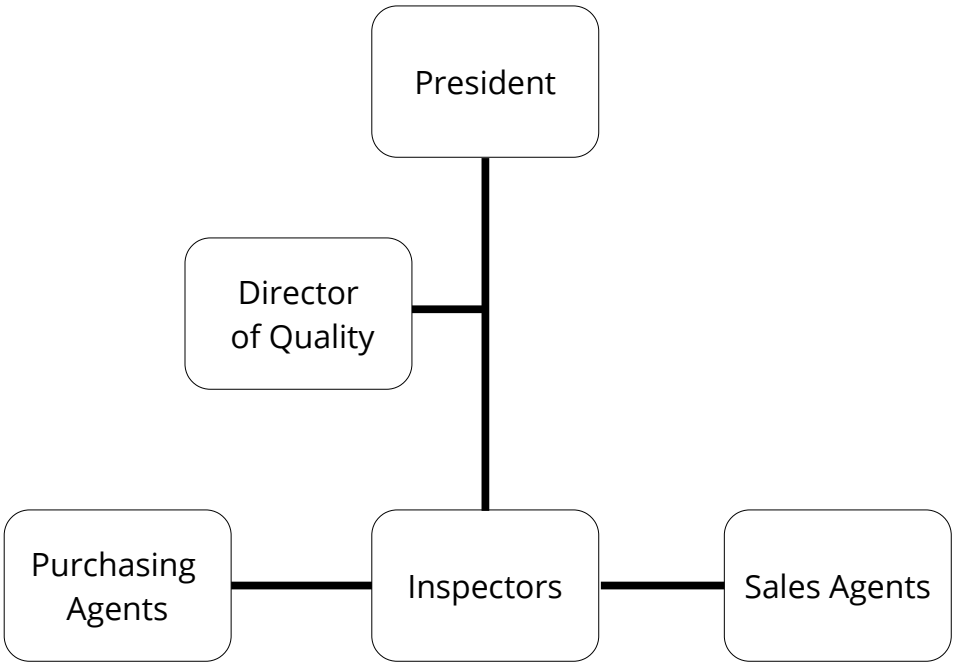
I) Material control of parts in the storage area

In the absence of the DOQ, the President shall carry out the duties of the DOQ.

3) **Inspectors:** Inspectors perform shipping and receiving inspections in accordance with QAMFORM's 6, 6a, 7 and 7b must be so authorized by the DOQ as noted on the inspection roster.

4) **Purchasing:** Purchasing agents are in charge of all the purchasing needs of the company, both aviation related and non-aviation related.

5) **Sales:** Sales agents are in charge of sales of parts in the company. They are the primary contact for customers and are highly skilled in customer relations.



2. Self Audit Program

The purpose of Advanced Aerospace Components self-audit program is to assure that the adopted AC 00-56 and ASA-100 quality system has been implemented, and to provide the necessary feedback for continuous improvement in the operation. The DOQ or a qualified and appropriately authorized designee will perform the self-audit. The audit shall be conducted annually using the ASA-100 self-audit checklist available at www.aviationsuppliers.org. The audit may be accomplished in sections scheduled throughout the year. However all elements of the ASA-100 must be covered within the year. Findings shall be recorded on QAMFORM3, Corrective Action Report. When a self-audit identifies a non-conformity, we will follow the Corrective Action Process described in section 14, page 30 of QAM.

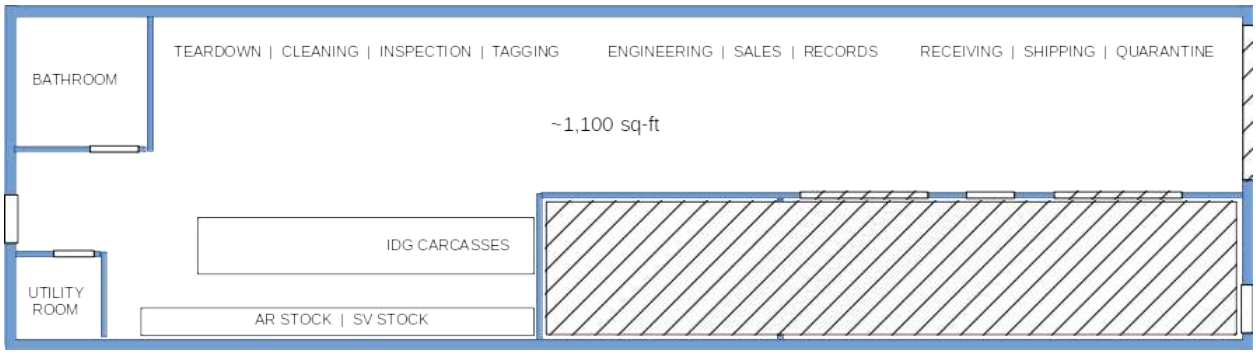
3. Facilities

A. Advanced Aerospace Components facility is configured to assure that storage does not damage inventory. Storage areas shall have adequate space and appropriate racks so that parts are stored in a manner that will preclude damage. The existing site has approximately 1,100 square feet of storage and office spaces. There is no "off-site" storage facility. A detailed floor plan of the facility is shown below.

B. The storage area is secured to prevent unauthorized access. The entire facility is secure, and contains a 24-hour monitored security and smoke detecting system. Handheld fire extinguishers are placed throughout the facility. Advanced Aerospace Components does not engage in aircraft/component maintenance.

C. Advanced Aerospace Components deals solely with aircraft parts in its brokering and distribution operation.

D. Serviceable parts (including new, overhauled, inspected, repaired etc.) shall be segregated from unserviceable parts (including unserviceable, as removed, as is, repairable, etc.) in a manner that will control the issuance of those parts. Such segregation shall include physically storing these parts in designated areas, and indicating their condition in Advanced Aerospace Components computerized



4. Training and Authorized Personnel

A. Advanced Aerospace Components has personnel in place who are properly trained to perform inspection, handling and record keeping procedures to support the adopted quality system, which is the ASA-100 and AC 00-56.

B. Inspection personnel shall be properly trained and authorized. Advanced Aerospace Components personnel authorized to perform receiving inspections, shipping inspections, and to sign Advanced Aerospace Components certifications shall be so authorized on QAMFORM2, Inspection Roster. The DOQ shall be responsible for maintaining a current roster on file. In order to be placed on this roster, personnel must at a minimum have the following training criteria documented on QAMFORM4:

   1) Unapproved parts and counterfeit parts and materials
   2) Receiving and shipping inspection
   3) ASA-100 familiarization
   4) Parts and warehousing
   5) Standard terminology
   6) FAA AC 00-56
   7) ESD handling
   8) Company self-audit procedure – for authorized personnel.

C. All training, both OJT and classroom, shall be documented on QAMFORM4, Training Record, or be documented on a certificate of training (or equivalent) in the event the training was performed by organizations external to Advanced Aerospace Components. Training records shall be retained for at least two years after the employee has left employment with the company. QAMFORM4 includes:

   1) Description of the training;

2) Date(s) and length of instruction;

3) Name of the employee receiving training;

4) Signature of the instructor within the organization, or in the case of training received outside the company, the name of the organization providing the training, and the instructor's name;

5) Any additional information required by law or regulation.

D. The roster of personnel authorized to perform inspection functions and their alternates shall be maintained on QAMFORM2 as previously described. Because there are multiple names on the roster, the list itself serves to designate alternates.

E. Training program for personnel involved in procurement, receiving inspection, shipping inspection and material control shall include (but not be limited to) identification and recognition of unapproved parts, and counterfeit parts and material.

5. Procurement

A. Advanced Aerospace Components procurement system assures that materials and components purchased are traceable to a prior source and bear acceptable documentation that conforms to at least one of the receipt requirements listed in appendix A of the ASA-100 Standard. Advanced Aerospace Components record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of such purchased materials and components. This record of traceability will be supplemented by Advanced Aerospace Components computerized inventory, sales, and purchasing system. Such information will be provided to interested parties upon request.

B. In cases where a customer informs Advanced Aerospace Components of any special requirements regarding a part to be purchased, Advanced Aerospace Components shall communicate such special requirements to its procurement sources via its purchase order. Deviations of customer's purchase orders shall be disclosed and approved by the customer.

C. Purchasing personnel shall adhere to the following conventions regarding use of approved suppliers, here summarized:

1) Purchases from PAHs (prime manufacturers, PMA holders, TSO MFG's) and their authorized distributors, airlines, repair stations, or FAA AC 00-56 accredited distributors are unrestricted. These suppliers will be automatically marked as approved in our computer software

2) In special case-by-case situations, purchases may be made from unapproved sources as long as all documentation and trace is correct. If the unapproved source will be used on a frequent basis, they may be sent a QAMFORM5, Supplier Audit Form. After the audit form is completed they will be marked as approved in our computer software.

3) Verification that a repair station has the capability to perform the work requested.

4) All approved suppliers shall be marked as approved in our computer software. The DOQ shall be responsible for the monitoring and control of companies in our computer software.

5) QAMFORM8, Receiving Discrepancy Log, shall serve to establish the quality history of all suppliers.

D. Advanced Aerospace Components shall assure that:

1) A part from an aircraft or engine that is known to have been subjected to conditions as defined in FAA AC 20-62 (as revised) Paragraph 8 (C) 2, severe stress, heat (As in a major engine failure, accident, fire, or submerged in salt water) and were not obtained from a military or government source. In addition, parts that are known to have been otherwise subjected to extreme stress or heat (i.e., a warehouse fire) shall also be identified as such to the customer. Advanced Aerospace Components Purchase Order to its suppliers requires that such parts be identified. When so identified, Advanced Aerospace Components will disclose this to the customer upon initial contact, and in the documentation supplied to the customer with the part.

2) All Airworthiness Directives (AD's) that are represented as having been accomplished are documented. Certification of compliance shall specify AD number, AD amendment number, date, and method of compliance, i.e., "AD xx-xx-xx terminated (date). Replaced shaft seal with P/N _____ shaft seal (signature)." Receiving inspection shall check for such documentation.

3) Items identified as overhauled, rebuilt, repaired, inspected, or modified have the appropriate signed (not stamped or preprinted) and dated documentation attached to substantiate the condition of the part. Receiving inspection shall check for the presence of such documentation.

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

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

6. Receiving Inspection

A. Inspectors shall conduct a complete visual inspection of all incoming parts and materials, and check for presence of appropriate documentation. Inspections shall be carried out in accordance with QAMFORM6 Receiving Inspection Guide and QAMFORM6a Receiving Inspection Form. Documents shall be copied and/or scanned during the receiving inspection process. Pictures will be taken of all incoming parts.

B. Sample visual inspection of fasteners for workmanship and documentation shall be performed during the receiving process. Certifications provided to Advanced Aerospace Components containing information such as physical and chemical properties of fasteners or conformity statements shall be kept on file.

C. Suspected Unapproved Parts shall be reported in accordance with FAA AC 21-29.

D. Signatures shall be used for acceptance and rejection of parts and material. Signature and initials imprint of each individual will be found on the company roster.

E. At this time Advanced Aerospace Components makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. However, sample visual inspection shall be performed when these items are received.

7. Measuring and Test Equipment

At this time Advanced Aerospace Components does not use any measuring and test equipment, either required by contract or for conducting sample inspections. Any measuring equipment that may be held on site is used for quality control purposes and shall be marked/labeled “For Reference Only.”

8. Material Control

A. Material in Advanced Aerospace Components possession shall be handled in an appropriate manner and shall be protected from damage and deterioration. Special packaging shall be maintained as necessary. A visual check of the storage area shall be performed periodically in conjunction with the self-audit to assure the effectiveness of storage and identification methods. Any flammable materials shall be stored in protective cabinets/lockers.

B. Batch/Lot control: Segregation of batch and lot shipments for parts so identified by the manufacturer shall be observed. This extends to parts of the same kind and part number received to be stored on the same purchase order. Records of purchases less sales shall equal inventory. Different lot or batch numbered parts shall be stored separately.

C. In the event of a recall by a manufacturer or other operator, Advanced Aerospace Components shall use its records and computerized history of sales and purchases to effect a recall and notification of its parts either in inventory, or already shipped to customers.

D. Whenever practical, Advanced Aerospace Components shall store and deliver parts in the manufacturer's original packaging. Packaging or attached paperwork shall identify the manufacturer or distributor, the P/N, serial number or batch/lot number, and the quantity. Advanced Aerospace Components shall use ATA Spec 300 packaging or equivalent, or use customer specified packaging when so stated, for example, on the customer's purchase order. In the event flammable, toxic, or volatile materials are to be shipped, they shall be packaged in a safe manner per manufacturer's instructions, local regulations, or HAZMAT regulations as applicable.

E. Electro-Static Sensitive Devices: Advanced Aerospace Components does not procure and/or handle electrical sensitive devices or parts.

F. Advanced Aerospace Components shall assure that serviceable parts or components are adequately protected against the environment and damage by being properly wrapped, packaged, boxed etc., as appropriate. All fluid passages, lines, or electrical connections shall be capped or plugged. When specified by the manufacturer or repair station, parts whose performance would be adversely affected by an 'unclean' environment will be protected in accordance with instructions from those sources.

G. In order to preclude part number ambiguity, Advanced Aerospace Components shall use only the manufacturer's part number in their storage and labeling of parts. Advanced Aerospace Components shall not alter or replace any data plates under any circumstances.

H. If, during the receiving inspection process, a shipment is found to be discrepant or non-conforming, the part shall be segregated and placed in an area so designated until such time that the discrepancy is cleared or part is returned to the supplier. Parts that cannot be cleared of such discrepancies in a timely manner shall be placed in quarantine. All discrepant or non-conforming shipments shall be documented on QAMFORM8, Receiving Discrepancy Log. Corrective action shall be logged on this form as well. This log shall form the basis of a quality history for affected suppliers.

   1) Aircraft parts and materials shall be segregated from non-aircraft products.

   2) Where discovery of non-conforming material is made after the material has been shipped to a customer, AAC shall notify the customer in writing, in a timely manner.

I. Parts to be scrapped shall be mutilated by drilling, grinding, weld cutting, or other means as necessary to the extent that will preclude the possibility of their being restored and returned to service. Records of such mutilation shall be kept for all serialized and/or life limited parts. The DOQ shall be responsible to verify that the part was adequately mutilated before being discarded. QAMFORM9, Scrapped Parts Log, shall be used to record part number, description, serial number (if applicable), and the date the part was scrapped. QAMFORM9 records shall be maintained for at least 7 years. Subcontractors and/or repair stations utilized by Advanced Aerospace

Components may perform the scrapping process; however these businesses shall provide a certificate of destruction for parts scrapped at their facility.

J. Advanced Aerospace Components shall report suspected unapproved parts to the FAA according to AC 21-29 or to the appropriate CAA.

9. Shelf Life

A. Parts which have shelf life limitations, including component subassemblies containing shelf life-limited parts, shall be placed in an area of the warehouse so designated for such parts. Parts placed in this area shall be entered on QAMFORM10, Shelf Life Items Control Log. The form contains provisions for location, part number, quantity, and expiration date. The form shall be posted in the designated area of storage and checked prior to removing and issuing stock. Parts that have reached the end of their useful shelf life shall be removed from this stock and placed in quarantine for further disposition. No expired material or part will be represented as having remaining shelf life. The DOQ is responsible for the administration of the shelf life control program.

B. The determination of whether a part is shelf life-limited is determined solely by the manufacturer or other certificate holder, such as an airline, or repair station. Advanced Aerospace Components shall rely on supplied documentation, part marking, teardown reports, or package marking to determine if shelf life limits exist.

10. Certificate and Release of Materials

A. Advanced Aerospace Components shall provide the customer with documentation in accordance with the "Required for Shipment" column of Appendix A of the ASA-100 standard. When a Certified True Copy is required for shipment the document shall be stamped with a statement asserting that it is a Certified True Copy of the original.

B. The following conditions, when disclosed to Advanced Aerospace Components, shall likewise be disclosed to the customer on Advanced Aerospace Components material certification.

   1) A part from an aircraft or engine that is known to have been subjected to conditions as defined in FAA AC 20-62(As Revised) Paragraph 8 (C) 2, severe stress, heat (As in a major engine failure, accident, fire, or submerged in salt water) and were not obtained from a military or government source. In addition, parts that are known to have been otherwise subjected to extreme stress or heat (i.e., a warehouse fire) shall also be identified as such to the customer

C. Advanced Aerospace Components record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of purchased materials. This record of traceability shall be supplemented by Advanced Aerospace Components computerized inventory, sales, and purchasing system.

D. The following procedure shall be followed when copies are made for redistribution shipments and when the approval tags are copied:

   1) A Certified True Copy of the document shall be sent with the shipment. It shall be stamped with a statement asserting that it is a Certified True Copy of the original.

   2) As parts are issued quantity in stock shall be decreased in the inventory control system.

3) The original document shall remain with the inventory until sold. At which time it shall be kept on file at Advanced Aerospace Components for 7 years from the date of sale to the customer.

11. Shipping

A. Advanced Aerospace Components shall use ATA Spec 300 packaging or equivalent, or as specified by the customer. Parts shall be packed in such a manner as to preclude damage from rough handling of the container.

B. Shipping inspections shall be carried out in accordance with QAMFORM7 Shipping Inspection Guide and QAMFORM7a Shipping Inspection Form. Pictures will be taken of all outgoing parts.

12. Records

A. Advanced Aerospace Components records consist of three areas of storage:

1) Records of purchases and sales as kept on its computerized inventory, purchases and sales system.

2) Hard copies of applicable documents such as airworthiness tags, material certs, certificates of conformity etc. This shall include those documents that contain information such as serial number and lot or batch numbers when applicable. See section 6A.

3) Scanned copies of applicable documents such as airworthiness tags, material certs, certificates of conformity etc. This shall include those documents that contain information such as serial number and lot or batch numbers when applicable. See section 6A.

B. Through the combination of these records, Advanced Aerospace Components maintains a system such that data is readily available and identifiable for each customer, and each purchase. Such records shall be maintained for at least 7 years from the date of sale to the customer.

C. At this time Advanced Aerospace Components makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. When however, certifications are provided to Advanced Aerospace Components containing information such as physical and chemical properties of fasteners or raw stock, or conformity statements, copies shall also be kept on file for at least 7 years from the date of sale to the customer.

D. See paragraph 12 B.

E. Copies of records, traceable to a FAA-certificated source or other acceptable source (in accordance with AC 00-56 para. 4(h)), confirming current life-limited status shall be kept on file when applicable.

F. Records are stored in an area of the operation protected against damage, alteration, deterioration, or loss. Computer records are backed up periodically.

13. Technical Data Control

Advanced Aerospace Components does not maintain any technical data, such as manufacturer's illustrated parts catalogs or overhaul manuals. Outdated or any technical data that may be held on-site that is not on revision service shall be conspicuously marked "For Reference Only".

14. Corrective Action Process

A. The following process describes when and how this organization performs corrective actions.

B. The following requirements will be met every time a corrective action is taken on a discrepancy:

1) The root cause of the discrepancy will be identified;

2) The discrepancy will be corrected immediately if it is deemed necessary;

3) The process shall include procedures designed to ensure corrective action is appropriate and prompt;

4) Depending of the type of discrepancy and if required, a containment method will be implemented. (Ex: Moving a discrepant unit to the quarantine area);

5) Once a discrepancy is found other similar areas will be audited to assure that similar discrepancies do not exist. If there are similar discrepancies found in other areas, they will be corrected as explained in this section.; and

6) Follow up actions will be performed to assure the discrepancy does not re occur and to verify the effectiveness of the corrective action. The corrective action will note the interval in which follow ups are to be performed.

C. QAMFORM3 shall be used to document the Corrective Action Process. All fields shall be completed, and in cases where the entry is not applicable, “N/A” shall be entered. The Director of Quality shall be responsible for the Corrective Action Process.

15. Hazmat Control and Transport

A. Advanced Aerospace Components, a non-hazmat employer, does not sell any material that is classified as a hazardous material or a dangerous good as determined by the U.S. Department of Transportation (DOT) as follows: (1) Explosives, (2) Gases, (3) Flammable Liquids, (4) Flammable Solids, (5) Oxidizing Substances, (6) Toxic & Infectious Substances, (7) Radioactive Material, (8) Corrosives and (9) Miscellaneous Dangerous Goods.

B. Advanced Aerospace Components does not list any hazardous material or dangerous good in its Enterprise Resource Planning (ERP) system. Any aviation product received, shipped and/or sold by AAC must be digitally picked and validated through the ERP system. All digitally cataloged materials (piece parts and assemblies) do not have a manufacturer's Safety Data Sheet (SDS.)

C. It is the responsibility of the Director of Quality (DOQ) to upload any new product into the ERP's catalog and to keep the catalog free of hazardous materials and dangerous goods.

D. As per Shipping Inspection Guide (QAMFORM7), the packing slip generated by the ERP system will list items picked only from the catalog. The shipper is responsible for packing and shipping items listed only in the packing slip.

E. If the receiver identifies an unsolicited receiving shipment with a hazardous material marking or label as described in the DOT Chart 15 (www.phmsa.dot.gov/news/dot-chart-15), the receiver is to segregate (quarantine) the entire shipment and bring the issue to the DOQ's attention. The shipper/receiver shall NOT re-introduce the package back into the transportation system until the issue is resolved by the DOQ.

Required Documents Per FAA AC 00-56B

Advanced Aerospace Components sells aircraft parts/assemblies which can be categorized in two of the eleven classes described in the Document Matrix of the FAA AC 00-56B document:

A. Used parts, identified as "Serviceable," which has been maintained under14 CFR part 43;

B. Used parts, identified as "As Removed," which has no approval for return to service.

During a transfer of ownership, the correct document must accompany the parts.

On receipt,

A. *Serviceable* parts must be accompanied with the following documents as approval for return to service meeting provision of 14 CFR part 43:

   1) Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag

   2) Traceability

B. *As Removed* parts must be accompanied with a certified statement from the seller about the identity and condition of the parts as follows:

   1) Certificate of Conformance (CoC) or a material certification form such as ATA Form 106

   2) Traceability

For shipment,

A. *Serviceable* parts must be accompanied with documents for approval for return to service as follows:

   1) Authorized Release Certificate, FAA Form 8130-3, Airworthiness Approval Tag

2) Traceability

B. *As Removed* parts must be accompanied with a statement about the identity and condition of the parts, and that the original certified statement is on file:

1) Certificate of Conformity (CoC) or a material certification form such as ATA Form 106

2) Traceability

Forms Control Page

Form #	Form Name	Pages	Rev.	Date Revised/Added
QAMFORM1	QAM Distribution List	1	1	2019-01-08
QAMFORM2	Inspection Roster	1	1	2019-01-08
QAMFORM3	Corrective Action Report	1	1	2014-12-10
QAMFORM4	Training Record	1	1	2019-01-08
QAMFORM5	Supplier Audit Form	1-6	1	2019-01-08
QAMFORM6	Receiving Inspection Guide	1	1	2019-01-08
QAMFORM6a	Receiving Inspection Form	1-2	Original	2019-01-08
QAMFORM7	Shipping Inspection Guide	1	1	2019-01-08
QAMFORM7a	Shipping Inspection Form	1-2	Original	2019-01-08
QAMFORM8	Receiving Discrepancy Log	1	1	2019-01-08
QAMFORM9	Scrapped Parts Log	1	1	2019-01-08
QAMFORM10	Shelf Life Items Control Log	1	1	2019-01-08

QAMFORM1
Quality Assurance Manual Distribution List

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

QAM Distribution List

	Manual #	Issued to:	Date
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

QAMFORM2
Inspection Roster

AEROSPACE COMPONENTS

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Inspection Roster

	Name	Receiving Inspection	Shipping Inspection	Material Certification	Hazmat
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

QAMFORM2 Rev 1

Inspection Roster

QAMFORM3
Corrective Action Report

Corrective Action Report						
A. CAR INFORMATION						
1. Department:				2. Date:		
3. Responsible Person:				4. CAR/Finding Number:		
5. Repeat Finding:	☐ Yes ☐ No	6. Previous Finding Number:		7. Systemic Finding:	☐ Yes ☐ No	
B. FINDING WRITTEN BY:						
7. Classification:		☐ Non-Conformance ☐ Concern				
9. ASA-100 Section / Organization QMS:						
10. **Discrepancy**:						
11. **Objective Evidence**:						
C. RESPONSE TO CORRECTIVE ACTION (complete the section below)						
NOTE: Correction, Containment (as required), Root Cause Analysis, Corrective Action/Corrective Action Plan and Objective Evidence shall be detailed.						
12. **Correction:**						
13. **Containment (as required):**						
14. **Root Cause:**						
15. **Corrective Action (include plan if applicable):**						
16. Responsible Person:		17. Projected Completion Date:		18. Completion Date:		
19. Follow Up Verification of Corrective Action:						
20. Responsible Person:		21. Date of Verification:				

QAMFORM3 Rev 1

QAMFORM4
Training Record

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Training Record

Name of employee: _____

Description	Date	Duration	Organization/Instructor's name/Signature	OJT	Classroom

QAMFORM4 Rev 1

Training Record

QAMFORM5
Supplier Audit Form

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Supplier Audit Form

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

Company name:	
Address:	
City:	
State:	
Zip code:	
Country:	

Name:	
Title:	
Phone Number:	
Fax number:	
E-mail:	

Quality system in use:	

Please include copies of any:

- Certificates attesting to the quality system in use
- Air Agency Certificate, and/or FAA/EASA/TCCA/CAA Repair Station Certificate, and Operations Specifications
- Authorized Distributor Letter when applicable

QAMFORM6
Receiving Inspection Guide

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Receiving Inspection Guide

1) If the part has ESD indicators, perform this inspection on the ESD Station.
2) Check for any material damage.
3) Verify that the appropriate caps and plugs are installed, and that tape has not been used to cover electrical connectors or fluid fittings and openings.
4) Verify that the P/N, serial number, lot or batch number on the part matches the documentation. Check for signatures on certifications and airworthiness documents as applicable.
5) Verify that the received documentation matches the purchase order for P/N, QTY, condition, traceability, or any other special requirements, and that there have been no substitutions not previously approved.
6) If you are receiving aircraft fasteners, perform a sample visual inspection for general workmanship and the presence of certifications from the manufacturer or FAA regulated source.
7) Unapproved/Counterfeit Parts: If the parts show signs of tampering with the data plate, unusual coloration, markings or appearance, or if the documentation shows any evidence of tampering, forgery, or any other irregularities, bring this to the attention of the DOQ for possible handling in accordance with FAA AC 21-29.
8) Assure that the received material came from an approved supplier in accordance with the QAM section 5 C.
9) If the part or documentation shows signs that this is a HAZMAT part, bring this to the attention of the designated person.
10) Assure that shelf life items are identified and controlled in accordance with the QAM section 9.

QAMFORM6 Rev 1 **Receiving Inspection Guide**

QAMFORM6a
Receiving Inspection Form

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Receiving Inspection Form

Purchase Order / Vendor: _____/_____

Part Number / Serial Number: _____/_____

	Yes	No	NA
Container and Material Check			
1. Is the shipping crate/box/package damaged?	[ ]	[ ]	[ ]
2. Is there obvious physical damage to the exterior of the part/assembly?	[ ]	[ ]	[ ]
3. Are the appropriate caps and plugs installed, and the tape has not been used to cover electrical connectors or fluid fittings and openings.	[ ]	[ ]	[ ]
4. Are the appropriate identification and date plates attached?	[ ]	[ ]	[ ]
5. Were receiving photos taken?	[ ]	[ ]	
Unit and Paper Work Matching			
1. Does the part number, serial number, lot or batch number on the part/assembly matches the accompanying documentation?	[ ]	[ ]	[ ]
2. Are signatures present on the applicable documents, (i.e., certifications, airworthiness, etc.)?	[ ]	[ ]	[ ]
3. Do the received documentation match the purchase order document for (1) part number, (2) quantity, (3) condition, (4) traceability and (5) special requirements?	[ ]	[ ]	[ ]
4. Is there a substitution that has not been previously approved?	[ ]	[ ]	[ ]

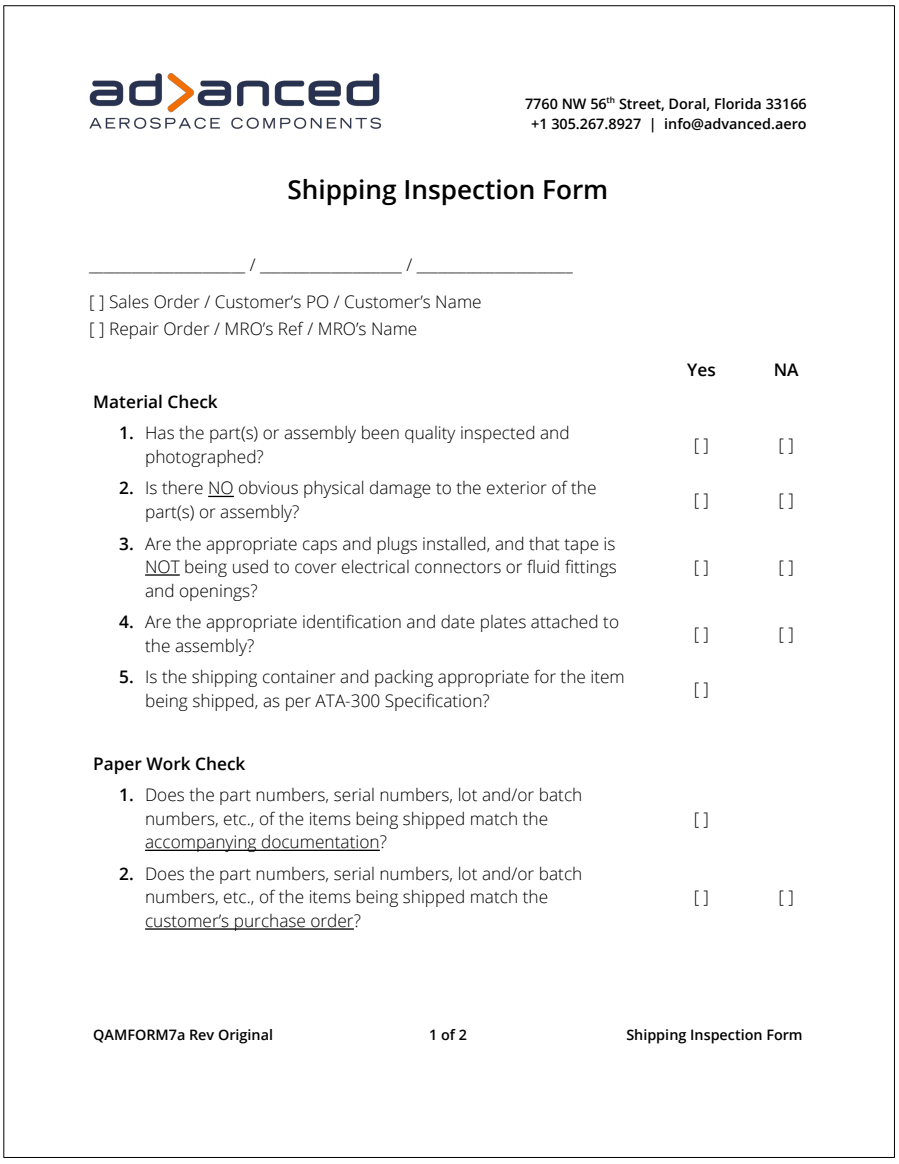
QAMFORM7
Shipping Inspection Guide

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Shipping Inspection Guide

1) If the part has ESD indicators, perform this inspection on the ESD Station.
2) Check for obvious damage.
3) Verify all plugs or caps are installed, and that tape has not been used to cover electrical connections or fluid fittings and openings.
4) Verify that the part's P/N, serial number or batch/lot number, and condition match the accompanying documentation.
5) Verify that all the paperwork required by the customer is provided. Verify that any additional special requirements asked for by the customer's purchase/sales order have been met.
6) Assure the packing slip contains all items required by the customer.
7) Assure that the shipping container and packing is appropriate for the part being shipped. If the customer has specified ATA Spec 300 packaging, refer to that document for packing instructions.
8) Verify all appropriate documentation such as maintenance releases, material certs, trace documents etc., are on hand properly completed and signed.
9) If the part or documentation shows signs that this is a HAZMAT part, bring this to the attention of the designated person.
10) Verify that shelf life items are identified and meet customer requirements.

QAMFORM7a
Shipping Inspection Form



ad>anced
AEROSPACE COMPONENTS

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Shipping Inspection Form

_____ / _____ / _____

[ ] Sales Order / Customer's PO / Customer's Name
[ ] Repair Order / MRO's Ref / MRO's Name

	Yes	NA
Material Check		
1. Has the part(s) or assembly been quality inspected and photographed?	[ ]	[ ]
2. Is there NO obvious physical damage to the exterior of the part(s) or assembly?	[ ]	[ ]
3. Are the appropriate caps and plugs installed, and that tape is NOT being used to cover electrical connectors or fluid fittings and openings?	[ ]	[ ]
4. Are the appropriate identification and date plates attached to the assembly?	[ ]	[ ]
5. Is the shipping container and packing appropriate for the item being shipped, as per ATA-300 Specification?	[ ]	
Paper Work Check		
1. Does the part numbers, serial numbers, lot and/or batch numbers, etc., of the items being shipped match the accompanying documentation?	[ ]	
2. Does the part numbers, serial numbers, lot and/or batch numbers, etc., of the items being shipped match the customer's purchase order?	[ ]	[ ]

QAMFORM7a Rev Original 1 of 2 Shipping Inspection Form

QAMFORM8
Receiving Discrepancy Log

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Receiving Discrepancy Log

Date	PO Number	Part Number	Serial Number	Qty	Vendor	Discrepancy	Corrective Action

QAMFORM9
Scrapped Parts Log

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Scrapped Parts Log

Date	Part Number	Serial Number	Description	Verified by

QAMFORM9 Rev 1

Scrapped Parts Log

QAMFORM10
Shelf Life Items Control Log

7760 NW 56th Street, Doral, Florida 33166
+1 305.267.8927 | info@advanced.aero

Shelf-Life Items Control Log

Part Number	Location	Expiration/Cure Date	Disposition

QAMFORM10 Rev 1

Shelf-life Items Control Log