

# Aviation Mining Solutions, LLC

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## Quality Manual

Issued to: \_\_\_\_\_

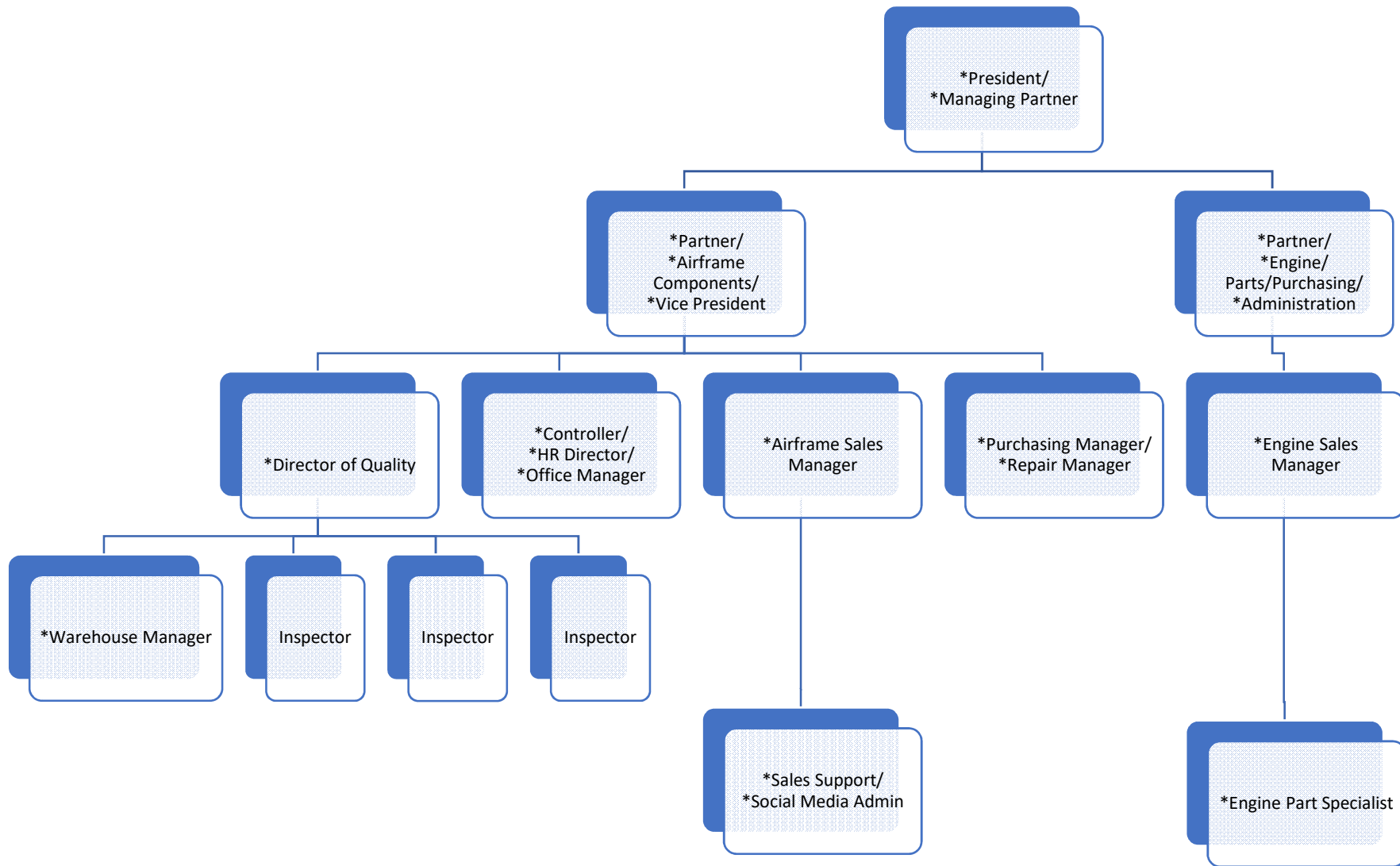
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E.1) Organizational Chart



## Quality System and Quality Manual

- A.** The purpose of this manual is to define and assure that Aviation Mining Solutions, LLC has a system sufficiently adequate to assure a quality product that complies with customer specifications.
- 1)** The quality system, including procedures and operations, shall be 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 shall be made readily available to management and supervisory personnel responsible for the activities described. This system shall contain all of the applicable elements of the adopted governing specification, which are the ASA-100 and FAA AC 00-56, and be described in sufficient detail to be used as operating instructions.
- C.** This manual shall be kept current and readily available to employees, the customer's auditor or designee and the Aviation Suppliers Association. Other quality system documents to be maintained current include: ASA-100, AC 00-56, AC 21-29, ASA-100 self audit checklist, ASA Best Practice Disposition of Unsalvageable Aircraft Parts, ASA Best Practice ESD, and the ATA Specification 300 (2000 or later version). The Director of Quality (DOQ) shall maintain a list of controlled copies of this manual on QAMFORM1, QAM Distribution List. Revisions to the manual will be recorded on the Table of Contents/List of Effective Pages. The latest manual revision # and date will be recorded on the Record of Revisions 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) shall 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. An electronic copy of the quality manual shall be sent to Aviation Suppliers Association for all changes (significant or otherwise) made to the manual.

## **Quality System and Quality Manual**

### **E.2) Personnel Responsibilities**

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

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) Assuring shelf life and limited life products are properly documented and stored
- g) Records
- h) Material control of parts in the storage area
- i) Corrective Action Process

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

Vice-President: The Vice-President reports to the President, and is responsible to accomplish delegated tasks as required. The Vice-President is also responsible to assure that sales, purchasing, and warehouse employees follow company policy.

Controller: Conducts maintenance of the approved supplier list and supplier audit form.

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

Sales/Purchasing personnel: See section 5

## **Quality System and Quality Manual**

- E.3)** The distribution and revision control system for quality documentation and other technical data. See Paragraph 1 C, and section 13
- E.4)** Record keeping: See section 12
- E.5)** Training requirements and records: See section 4
- E.6)** Shelf life material control: See section 9
- E.7)** Discrepant material control: See section 8
- E.8)** Receiving Inspection: See section 6
- E.9)** Tool and test equipment calibration program: See section 7
- E.10)** The storage facilities and applicable specifications. See section 3
- E.11)** Parts identification: See section 8
- E.12)** Environmental Controls: At this time Aviation Mining Solutions, LLC does not store any material that requires specific storage temperatures. Nonetheless, the warehouse area is heated and/or cooled appropriately for the climates experienced.
- E.13)** Control of inspection stamps: See section 6 D
- E.14)** Self-audit program: See section 2
- E.15)** Corrective Action Process: See section 14

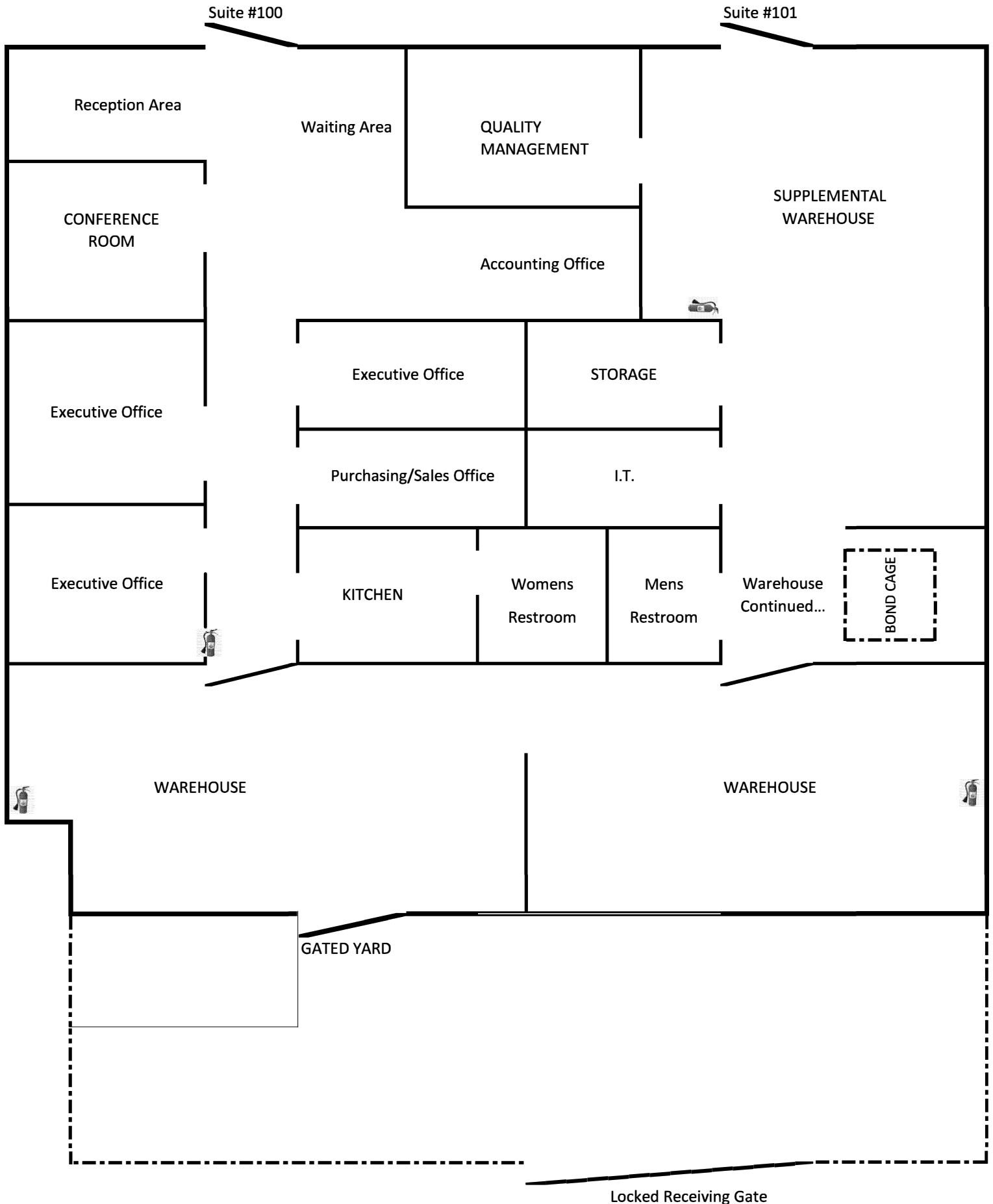
## **Self-Audit Program**

- A.** The purpose of Aviation Mining Solutions, LLC's 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](http://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. When the self-audit identifies a nonconformity, Aviation Mining Solutions, LLC shall follow the Corrective Action Process described in Section 14 of this quality manual to address the nonconformity. Nonconformities shall be recorded on QAMFORM3, Corrective Action Report.



## **Facilities**

- A.** Aviation Mining Solutions, LLC's facility shall be 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 3331 square feet of storage and office spaces. There is no "off-site" storage facility. See detailed floor plan of the storage facility on following page.
- B.** The storage area is secured to prevent unauthorized access. The entire facility is secure, and contains smoke detecting systems as well as posted fire extinguishers. Aviation Mining Solutions, LLC's does not engage in aircraft/component maintenance.
- C.** Aviation Mining Solutions, LLC 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 Aviation Mining Solutions, LLC computerized inventory/sales system.



## **Training and Authorized Personnel**

- A.** Aviation Mining Solutions, LLC shall have personnel 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. Aviation Mining Solutions, LLC personnel authorized to perform receiving inspections, shipping inspections, and to sign Aviation Mining Solutions, LLC 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:
- I)** Unapproved parts and counterfeit parts and materials
  - II)** Receiving and shipping inspection
  - III)** ASA-100 familiarization
  - IV)** Parts and warehousing
  - V)** FAA AC 00-56
  - VI)** ESD handling
  - VII)** Company corrective action process – for so 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 Aviation Mining Solutions, LLC. Training records shall be retained for at least two years after the employee has left employment with the company. QAMFORM4 includes:
- I)** Description of the training;
  - II)** Date(s) and length of instruction;
  - III)** Name of the employee receiving training;
  - IV)** 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;
  - V)** 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.

## **Training and Authorized Personnel**

**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 materials.

### **F. Training Requirements**

President: 150 hours

DOQ: 50 hours

Vice President: 100 hours

Inspectors: 50 hours or have demonstrated proficiency in required tasks as determined by the DOQ.

Sales/Purchasing: 50 hours

Shipping: 25 hours or have demonstrated proficiency in required tasks as determined by the DOQ

Receiving: 25 hours or have demonstrated proficiency in required tasks as determined by the DOQ.

### **G. Key and Stamp Control**

The DOQ and Adam Fraser or other partner retains keys to the lock box, the stamp storage and bond cage.

Stamps will be stored in locked Cabinet B or remain with the assigned person.

## Procurement

- A.** Aviation Mining Solutions, LLC's procurement system shall assure that materials and components purchased are traceable to a prior source and bear acceptable documentation that conforms to at least one of the receipt requirements listed in appendix A of the ASA-100 Standard. Aviation Mining Solutions, LLC's record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of such purchased materials and components. This record of traceability shall be supplemented by Aviation Mining Solutions, LLC's computerized inventory, sales, and purchasing system. Such information will be provided to interested parties upon request.
- B.** In cases where a customer informs Aviation Mining Solutions, LLC of any special requirements regarding a part to be purchased, Aviation Mining Solutions, LLC 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:
- Purchases from PAHs (prime manufacturers, PMA holders, TSO Mfgs) and their authorized distributors, Airlines, Repair Stations, or FAA AC 00-56 Accredited Distributors are unrestricted.
  - All other suppliers are subject to approval via QAMFORM5, Supplier Audit Form. The Controller shall ensure that no purchases are made unless QAMFORM5 has been sent, and subsequently approved and on file. QAMFORM5 is only issued upon initial setup of the supplier; the customer's continued provision of quality parts serves as the basis for the sustained approved supplier listing.
  - Verification that a repair station has the capability to perform the work requested.
  - All approved suppliers shall be placed on the approved supplier list. The Controller shall be responsible for the monitoring and control of companies on this list.
  - QAMFORM8, Receiving Discrepancy Log, shall serve to establish the quality history of all suppliers.

## Procurement

### D. Aviation Mining Solutions, LLC shall assure that:

- 1) A part from an aircraft or engine that is known to have been subjected to extreme stress, heat or environment is identified as having been exposed to such circumstances. 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. Aviation Mining Solutions, LLC's Purchase Order to its suppliers requires that such parts be identified. When so identified, Aviation Mining Solutions, LLC 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 Aviation Mining Solutions, LLC's customer, all traceability documentation shall be forwarded to Aviation Mining Solutions for review and approval prior to the part being shipped to the customer. Aviation Mining Solutions shall provide the customer with documentation in accordance with the "Required for Shipment" column of Appendix A of the ASA-100 standard.

## **Receiving Inspection**

- A.** Inspectors shall conduct a complete visual inspection of all incoming parts and materials, and check for presence of appropriate documentation. Inspections shall be carried out in accordance with QAMFORM6, Receiving Inspection Guide. Documents shall be copied and/or scanned during the receiving inspection process.
- B.** Sample visual inspection of fasteners for workmanship and documentation shall be performed during the receiving process. Certifications provided to Aviation Mining Solutions, LLC 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.** Inspection stamps shall be used for acceptance of parts and material. Stamp issuance and control shall be documented on QAMFORM11, Stamp Control Log. Inspection stamp identification imprints shall not be re-used for two years after an inspector to whom the imprint was assigned leaves the position; or the stamp with the imprint is lost or stolen.
- E.** At this time Aviation Mining Solutions, LLC makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. However, sample visual inspection shall be performed when these items are received.

## **Measuring and Test Equipment**

At this time Aviation Mining Solutions, LLC does not use any measuring and test equipment, either required by contract or for conducting sample inspections.

Aviation Mining Solutions, LLC uses an anti-static monitor and tester as recommended by the "ASA Best Practice Handling of ESD Sensitive Parts for Distributors" document. It is calibrated yearly per manufacturer's instructions.



## **Material Control**

- A.** Material in Aviation Mining Solutions, LLC's possession shall be handled in an appropriate manner and shall be protected from damage and deterioration. Special packaging shall be maintained as necessary. A visual check of the storage area shall be performed periodically in conjunction with the self audit to assure the effectiveness of storage and identification methods. Any flammable materials shall be stored in protective cabinets/lockers.
- B.** Batch/Lot control: Segregation of batch and lot shipments for parts so identified by the manufacturer shall be observed. This extends to parts of the same kind and part number received to be stored on the same purchase order. Records of purchases less sales shall equal inventory. Different lot or batch numbered parts shall be stored separately.
- C.** In the event of a recall by a manufacturer or other operator, Aviation Mining Solutions, LLC 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, Aviation Mining Solutions, LLC 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. Aviation Mining Solutions, LLC 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.** ESD protection: Material subject to ESD shall be packaged, handled and protected with necessary precaution, and in accordance with requirements for safe handling. Parts determined to be electrostatic sensitive devices shall not be removed from their protective packaging. If however, the part must be removed for the purpose of further inspection a grounded ESD mat and wrist strap will be used. Only ESD trained and authorized personnel shall handle this type of product.

## **Material Control**

- F.** Aviation Mining Solutions, LLC 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, Aviation Mining Solutions, LLC shall use only the manufacturer's part number in their storage and labeling of parts. Aviation Mining Solutions, LLC shall not alter or replace any data plates under any circumstances.
- H.** If material is identified as suspect or nonconforming the material shall be segregated and placed in an area so designated. All suspect or nonconforming material shall be documented on QAMFORM8, Receiving/Material Discrepancy Log. Action taken to address discrepancy shall be logged on this form as well. This log shall form the basis of a quality history for affected suppliers. This discrepancy log shall be reviewed on a regular basis and if a trend is observed the CAP shall be initiated. Parts that cannot be cleared of such discrepancies in a timely manner shall be placed in quarantine until such time that the suspect or nonconforming material is cleared through the Corrective Action Process described in Section 14 of this quality manual.
- 1)** Aircraft parts and materials shall be segregated from non-aircraft products.
- 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 Aviation Mining Solutions, LLC may perform the scrapping process; however these businesses shall provide a certificate of destruction for parts scrapped at their facility.
- J.** Aviation Mining Solutions, LLC shall report suspected unapproved parts to the FAA according to AC 21-29 or to the appropriate CAA.

## **Shelf Life Control**

- A.** Parts which have shelf life 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.

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. Aviation Mining Solutions, LLC shall rely on supplied documentation, part marking, teardown reports, or package marking to determine if shelf life limits exist.

## **Certification and Release of Materials**

- A.** Aviation Mining Solutions, LLC 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 Aviation Mining Solutions, LLC, shall likewise be disclosed to the customer on Aviation Mining Solutions, LLC material certification.
- I)** Parts removed from an aircraft or engine that was subjected to extreme stress, heat or environment such as major engine failure, accident, fire, or saltwater immersion.
  - II)** Parts subjected to extreme stress or heat (i.e., warehouse fire).
  - III)** Parts obtained from a government or military source.
- C.** Aviation Mining Solutions, LLC's record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of purchased materials. This record of traceability shall be supplemented by Aviation Mining Solutions, LLC's computerized inventory, sales, and purchasing system.

### **Certification and Release of Materials**

- D.** The following procedure shall be followed when copies are made for redistribution shipments and when the approval tags are copied:
- I)** 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.
  - II)** As parts are issued, quantity in stock shall be decreased in the inventory control system.
  - III)** The original document shall remain with the inventory until sold. At which time it shall be kept on file at Aviation Mining Solutions, LLC for 7 years from the date of sale to the customer.

## **Shipping**

- A.** Aviation Mining Solutions, LLC 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.

## **Records**

- A.** Aviation Mining Solutions, LLC's records consist of three areas of storage:
- I)** Records of purchases and sales as kept on its computerized inventory, purchases and sales system.
  - II)** Hard copies of applicable documents such as airworthiness tags, material certifications, certificates of conformity, etc. This shall include those documents that contain information such as serial number and lot or batch numbers when applicable. See section 6A.
  - III)** 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.

Through the combination of these records, Aviation Mining Solutions, LLC 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.

- B.** At this time Aviation Mining Solutions, LLC 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 Aviation Mining Solutions, LLC 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.
- C.** See paragraph 12 B.
- D.** 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.
- E.** Records are stored in an area of the operation protected against damage, alteration, deterioration, or loss. Computer records are backed up periodically.

## **Technical Data Control**

Aviation Mining Solutions, LLC 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".



## **Corrective Action Process**

- A. The corrective action process is a closed loop system that identifies the issue (nonconformity/discrepancy) and its cause; implements immediate containment and system correction; and proactively looks forward to making sure a similar issue doesn't occur.

The Corrective Action Process shall be conducted at minimum in the following cases:

- Identification of a nonconformity during an internal audit
- Identification of a nonconformity during a third-party audit

- B. Aviation Mining Solutions, LLC's Corrective Action Process shall:

- 1) Implement a corrective action to correct the immediate (short term) discrepancy when such correction is identified as necessary. The immediate corrective action shall be documented on QAMFORM3.
- 2) Ensure that the containment action when applicable is appropriate to limit the problem identified. The method of containment shall be documented on QAMFORM3.
- 3) Identify the root cause of the discrepancy using root cause analysis and implement corrective action if required. The corrective action if required, root cause and the method used to establish the root cause shall be identified on QAMFORM3.
- 4) Implement necessary actions, which may include a corrective action plan, that are appropriate for the problem identified. Immediate correction and containment actions if required shall be implemented as soon as reasonably possible, all other responses shall be obtained in a timely manner.
- 5) Locate and correct similar discrepancies, if they exist, by inspecting other areas that could be affected by the same discrepancy. Similar discrepancies shall be documented on QAMFORM3.
- 6) Implement follow-up action(s) to prevent recurrence of the discrepancy. The organization shall look for objective evidence that the corrective action implemented effectively eliminated the root cause. Follow-up action(s) shall be documented on QAMFORM3. Follow-up action(s) shall be taken in a timely manner.

- 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.

