



(954) 793-8771



sales@tru-serv.com

www.tru-serv.com



613 Coolidge Ave, NE
Lake Placid, FL, 33852

NEW COMPANY SETUP FORM

Company Information:			
Company Name:			
Mailing Address:			
Warehouse Address:			
Phone Number:		E-mail:	
Fax Number:		Website:	
Entity Type:		Company Registration No:	
Tax ID Number:		Type of Business:	

Contact Information:				
Department	Name	Title	E-mail	Phone
Sales				
Purchasing				
Quality				
Accounting				
Repairs				

Other Information: <i>(Please attach supporting documentation.)</i>	
Accreditation:	
Resale Tax Certificate:	
Certifications: (FAA/EASA/CAAC)	
Other:	

Bank Information: <i>(Please attach supporting documentation.)</i>			
Bank Name:			
Bank Address:			
Contact:		Account Number / IBAN:	
Phone Number:		Routing Number:	
E-mail:		SWIFT Code:	



(954) 793-8771



sales@tru-serv.com

www.tru-serv.com



613 Coolidge Ave, NE
Lake Placid, FL, 33852

Comments or Additional Information:

Trade References: <i>(Please attach supporting documentation.)</i>			
Company Name:			
Address:			
Contact:			
Phone Number:		Credit Limit:	
E-mail:		Terms & Balance:	
Trade References: <i>(Please attach supporting documentation.)</i>			
Company Name:			
Address:			
Contact:			
Phone Number:		Credit Limit:	
E-mail:		Terms & Balance:	
Trade References: <i>(Please attach supporting documentation.)</i>			
Company Name:			
Address:			
Contact:			
Phone Number:		Credit Limit:	
E-mail:		Terms & Balance:	

A: CERTIFICATION	SAT	UNSAT	N/A
1. Obtain a copy of Certification & Limitation upon initial inspection.			
2. Specialized Services of the Repair Station meets Aircraft CRG, requirements?			
B: MANUALS, RECORDS & TECHNICAL DATA	SAT	UNSAT	N/A
1. Vendor has the required shop manual to perform the contract services?			
2. Manufacturer Overhaul Manuals are kept current and updated?			



3. Manufacturer Overhaul Manuals properly identified and organized?			
4. System of control to review technical data, revisions, service bulletins, etc.			
5. Vendors work records are detailed, legible and complete?			
C: QUALITY CONTROL	SAT	UNSAT	N/A
1. Is there an established Quality Control Department?			
2. Does the Quality Control Department have a manual showing organization chart and job description?			
3. Are supervisors, inspectors and technicians properly trained on overhaul procedures? Review training records.			
4. Receiving inspection established?			
5. Records are maintained and stored for a period of years.			
6. Does Quality Control provide the final approval prior to tagging the component serviced?			

D: TRAINING	SAT	UNSAT	N/A
1. Are training records maintained on production personnel?			
2. Does the company have an adequate training program? OJT, classroom			
3. Does the company have a probationary period for newly hired personnel?			
E: MATERIALS & HANDLING	SAT	UNSAT	N/A
1. Procedures are established to prevent serviceable and/or unserviceable intermix?			
2. Are incoming parts subjected to receiving inspection?			
3. Serviceable parts are stored in an environmentally acceptable storage area and are properly tagged?			



F: STORES	SAT	UNSAT	N/A
1. Parts are properly binned and identified?			
2. Do packages compare with bin identification?			
3. Parts are properly protected?			
4. Bearings are properly wrapped and packaged?			
5. "O" rings are properly packaged and marked to date?			
6. Shelf-life limited material properly controlled to prevent use after expiration?			
G: TEST & CALIBRATION	SAT	UNSAT	N/A
1. Tools are properly maintained for the work?			
2. Is there a test equipment control program for items that require routine calibration certification?			
3. Is equipment labeled and certified?			

H: FACILITY	SAT	UNSAT	N/A
1. Facility has sufficient work area, lighting, and ventilation?			
2. Fire extinguishers are properly identified and marked?			
3. Flammable liquids are properly stored?			
4. Gas cylinders are properly identified?			
5. Production areas are kept clean & organized?			
6. Hazardous materials are labeled, properly stored and disposed of?			



(954) 793-8771



sales@tru-serv.com
www.tru-serv.com



613 Coolidge Ave, NE
Lake Placid, FL, 33852

I: EASA 145/CASE/AC 00-56	SAT	UNSAT	N/A
1. Is the vendor EASA 145 accepted?			
2. Is the vendor CASE accepted?			
3. Is the vendor AC 00-56 certified?			
J: ADDITIONAL COMMENTS:			

I, _____, hereby certify that, to the best of my knowledge and after diligent inquiry, the information presented in this application for company setup is accurate, truthful, and complete.

Print Name: _____

Title: _____

Date: _____

Signature: _____