



November 24, 2020

Attn: Quality Control Personnel

Dear Valued Customer,

Please accept this letter in response to your request to complete a Questionnaire. If it is required that ITS complete your company's own Questionnaire, please forward this document to my attention for completion.

ITS is an aftermarket surplus distributor of commercial aviation product and articles. ITS is an **ISO9001:2015** and **AS9120B** certificated company as well as conforming to the requirements of **FAA AC 00-56B**. ITS is also currently compliant with **ASA-100**'s most current revision, Rev 4.0.

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		YES	NO	NA
1.	Quality Control			
	A. Is there an established Quality Control Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Does the Quality Assurance Manual describe the complete Quality Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. Shows record keeping and retention times?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	D. Complete with Organization Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	E. Is the Quality Manual Current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	F. Is there a roster of persons authorized to perform inspections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	G. Is there a self-audit program in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	H. Are self-audits documented including corrective actions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Inspection			
	A. Are inspections conducted by authorized personnel only?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is the procedure documented in the QCM/Work Instructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shipping			
	A. Is there a visual inspection of all parts/components being shipped?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	B. Is there proper documentation, including P/N, S/N batch and lot where appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	C. All parts/components are properly packaged to prevent contamination and damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Data			
	A. Is there a documented system for obtaining technical data and maintaining it up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>



5. **Shelf Life Program**
- A. Is there a documented Shelf Life program?
 - B. Is all information on shelf life limits maintained?
6. **Training**
- A. Is there a documented training program?
 - B. Are classroom and OJT training documented?
 - C. Are personnel who perform receiving, inspection, and shipping functions properly trained?
 - D. Is there a documented SUPS Training Program?
7. **Procurement**
- A. Does the system demonstrate ability to trace parts to source of procurement, source of production or to an FAA certificate holder?
 - B. Does the surplus suppliers system assure that:
 - 1) All parts subjected to extreme heat or stress are identified as such?
 - 2) All parts procured have traceability and/or airworthiness certifications
 - 3) All Airworthiness Directives (ADs) which have been accomplished and are documented appropriately?
 - 4) Part numbers conform to the customers' purchase order?
8. **Material Control**
- A. Is material handled in a manner to preclude damage/deterioration?



- | | | | | |
|------------|--|-------------------------------------|--------------------------|-------------------------------------|
| B. | Does packaging clearly identify contents? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. | Is there a closed loop system for implementing corrective action following the the detection of non-conforming parts? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. | Are non-conforming parts segregated from usable stock? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. | Is there a documented procedure in place for mutilating scrapped parts that will preclude their being returned to service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Housing and Facilities | | | |
| A. | Is ventilation, lighting, temperature and humidity control adequate? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Are good housekeeping practices maintained? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Measuring/Calibration | | | |
| A. | Is there a documented Calibration system for all tools and equipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. | Security/Safety | | | |
| A. | Is there adequate security to protect all parts, including customers' parts? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Are safety guards in place on power equipment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. | Are shop operations conducted in a safe manner and environment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Parts Storage and Shipping | | | |
| A. | Are parts and materials properly identified and stored? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Are all non-conforming materials identified and segregated? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. | Do parts in bins match part number on bins? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. | Are parts and material protected from damage and deterioration? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |



- E. Are sensitive parts/equipment (electrostatic devices, o-rings, etc.) properly packaged, identified, and stored to prevent damage?

Please note, ITS performs no maintenance activities. All maintenance activities are contracted to an appropriately rated Certified Repair Station.

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<https://its.aero/terms-and-conditions>