

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.

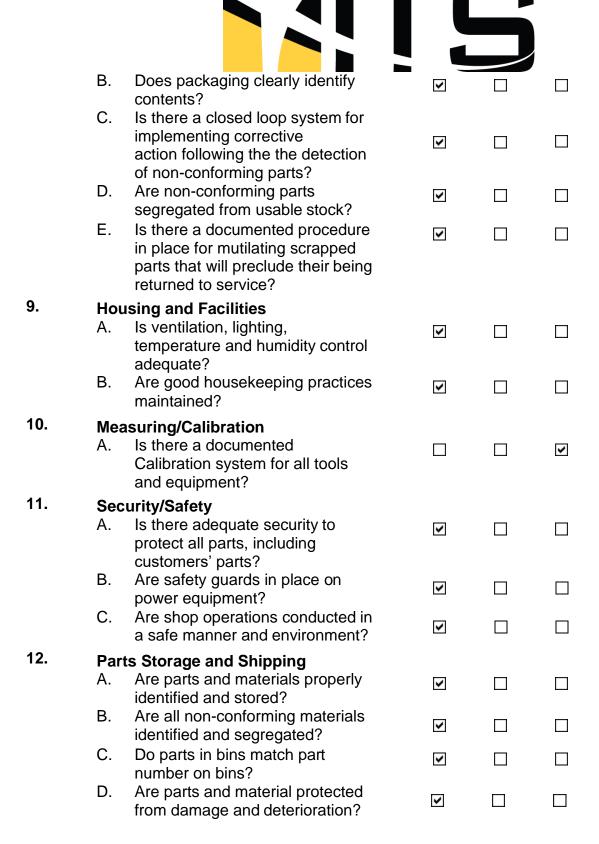
**ITS** is an aftermarket surplus distributor of commercial aviation product and articles. ITS is an **ISO9001:2015** and **AS9120B** certificated company as well as conforming to the requirements of **FAA AC 00-56B**. ITS is also currently compliant with **ASA-100**'s most current revision, Rev 4.0.



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



5.	She	If Life Program		
	A.	Is there a documented Shelf Life program?	~	
	B.	Is all information on shelf life limits maintained?	~	
6.	Trai	ning		
	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	V	
	D.	trained? Is there a documented SUPS Training Program?	V	
7.	Pro	urement		
	A.	Does the system demonstrate ability to trace parts to source of procurement, source of production or to an FAA certificate holder?	V	
	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.	Mat	rial Control		
	A.	Is material handled in a manner to preclude damage/deterioration?	✓	





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