2910 SW 42nd Ave

Palm City, FL 34990

ph:(888) 777-2960

fx:(772) 405-1086

Quality Manual - Rev 2017b

Issued to: **Aviation Suppliers Association**

Manual #: **5**

Table of Contents/List of Effective Pages

Record of Revisions

Revision #	Revision Date	Date Inserted	Inserted by
Original	N/A	July 25, 2008	JNC
2008a	09/08/2008	September 08, 2008	JNC
2009a	09/18/2009	September 18, 2009	JNC
2010a	05/15/2010	May 15, 2010	JNC
2010b	12/27/2010	December 27, 2010	JNC
2011a	08/24/2011	August 24, 2011	JNC
2012a	10/17/2012	October 17, 2012	JNC
2013a	01/22/2013	January 22, 2013	JNC
2014a	07/09/2014	July 09, 2014	JNC
2014b	09/19/2014	September 19, 2014	JNC
2016a	03/01/2016	March 01, 2016	DSC
2016b	08/05/2016	August 05, 2016	DSC
2017a	04/04/2017	April 04, 2017	MRB
2017b	07/20/2017	July 20, 2017	DSM

Quality System and Quality Manual

A. The purpose of this manual is to define and assure that STS Component Solutions 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.

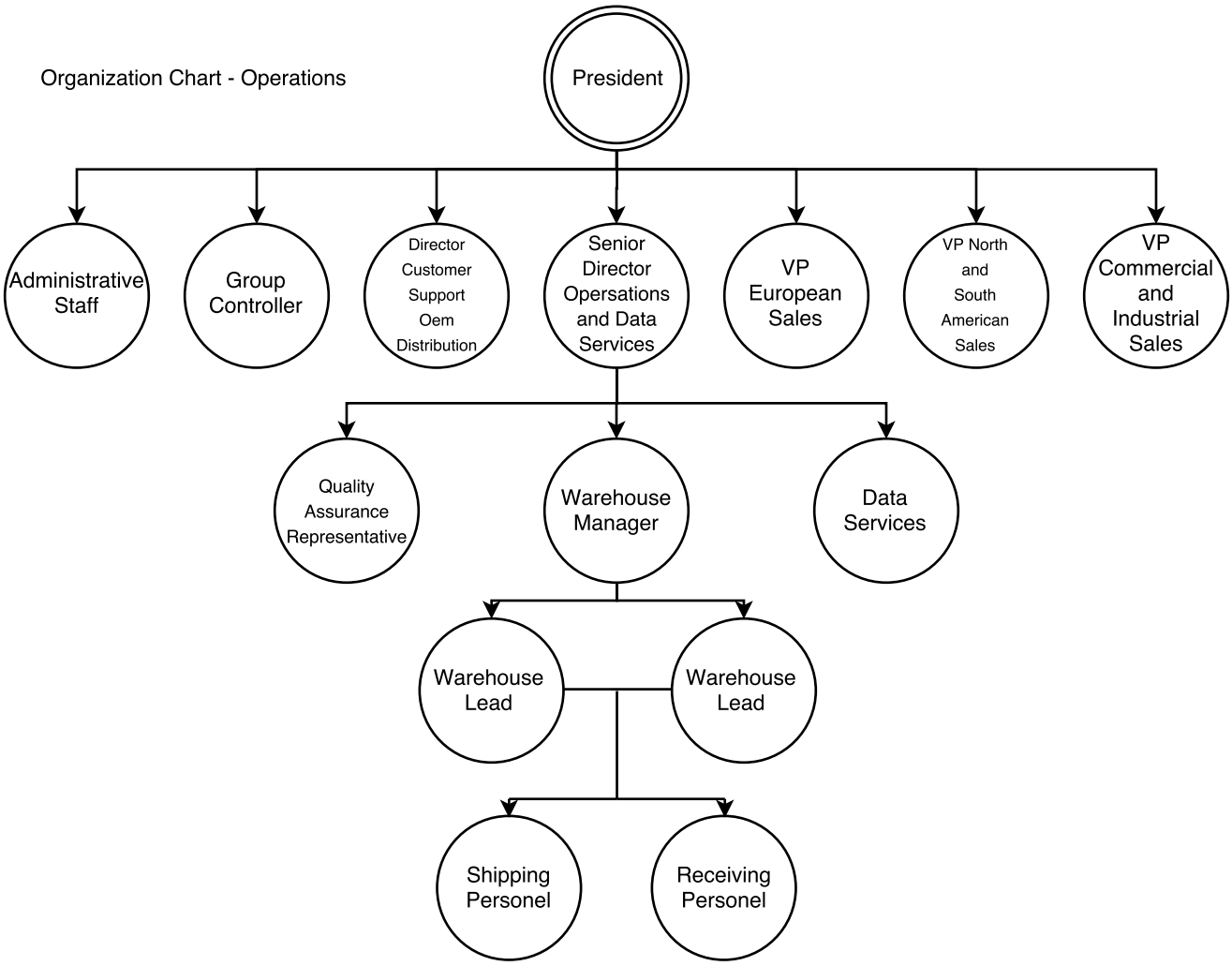
B. This manual shall be made readily available to management and supervisory personnel responsible for the activities described. This system shall contain all of the applicable elements of the adopted governing specification, which are the ASA-100 and FAA AC 00-56, and be described in sufficient detail 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 Quality Assurance Representative (QAR) shall maintain 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 and 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.1) Organization Chart



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 Director of Operations shall assume duties performed by the President.

Q AR: The Quality Assurance Representative reports to the Director of Operations and has the following functions:

1. Maintenance of the QAM, QAM distribution roster, and Inspector rosters
2. Training of personnel
3. Self Audit program
4. The receiving and shipping inspection functions
5. Assuring any publications referred to in this manual are kept current
6. Maintenance of the approved supplier list and quality history
7. Assuring shelf life and limited life products are properly documented and stored
8. Records
9. Material control of parts in the storage area
10. Corrective Action Process

In the absence of the QAR the Director of Operations shall carry out the duties of the QAR .

Director of Operations: The Director of Operations reports to the President, and is responsible to accomplish delegated tasks as required. The Director of Operations is also responsible to assure that operations, business development, sales, and customer support employees follow company policy.

Inspectors: These employees perform shipping and receiving inspections in accordance with QAMFORM’s 6, 6a, 7, 7a (STS/B&H Form UK-OPS-FM-29 will be used by B&H Personnel in place of QAMFORM's 6, 6a, 7, 7a) and must be so authorized by the MOQ 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) Self Audit program: See section 2

E.5) The storage facilities and applicable specifications. See section 3

E.6) Training requirements and records: See section 4

E.7) Receiving Inspection: See section 6

E.8) Control of inspection stamps: See section 6 D

E.9) Tool and test equipment calibration program: See section 7

E.10) Parts identification: See section 8

E.11) Discrepant parts control: See section 8

E.12) Shelf life material control: See section 9

E.13) Record keeping: See section 12

E.14) Environmental Controls: At this time STS Component Solutions does not store any parts that require specific storage temperatures. Nonetheless, the warehouse area is heated and/or cooled appropriately for the climates experienced.

E.15) Corrective Action Process: See section 14

Self-Audit Program

A. The purpose of STS Component Solutions 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 QAR 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. When the self-audit identifies nonconformity, STS Component Solutions 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. STS Component Solutions' 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 40,000 square feet of storage space in our 50,000 square foot facility. See detailed floor plan of the storage facility starting on page 2.

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. STS Component Solutions does not engage in aircraft/component maintenance.

C. STS Component Solutions deals with aviation and non-aviation parts in its brokering and distribution operation.

D. Aviation parts shall be segregated from Non-Aviation parts in a manner that will control the issuance of those parts. Such segregation shall include physically storing these parts in designated areas and by indicating their type in STS Component Solutions' computerized inventory/sales system.

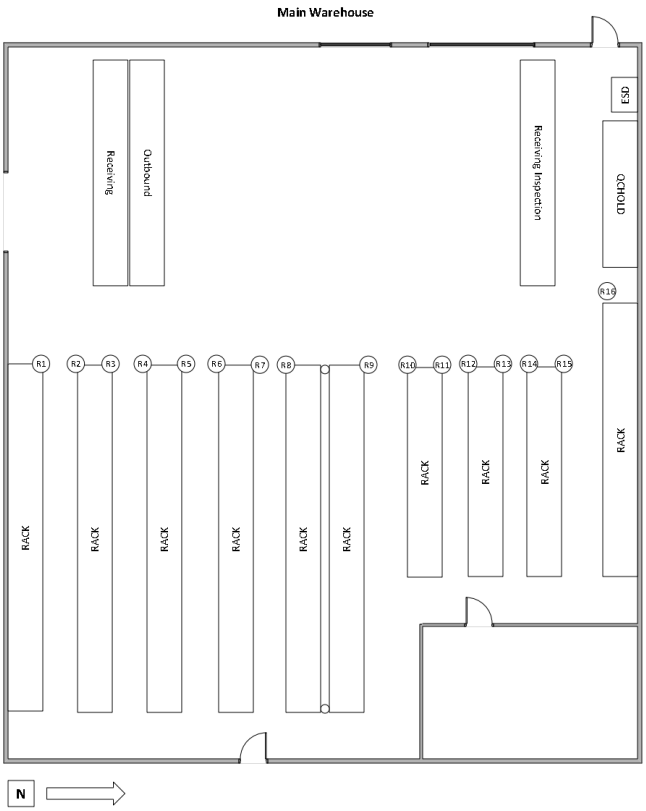
E. Serviceable parts (including new, overhauled, inspected, repaired etc.) shall be segregated from unserviceable parts (including unserviceable, as removed, as is, repairable, etc.) in a manner that will control the issuance of those parts. Such segregation shall include physically storing these parts in designated areas, and by indicating their condition in STS Component Solutions' computerized inventory/sales system.

F. STS has two off-site remote storage facilities. One at London Heathrow Airport in the United Kingdom and the other at the Singapore Changi Airport in China. These facilities are managed by B&H Worldwide which is an AS9120 accredited company and facility. The approval of B&H Worldwide is valid based on their accreditation and expires simultaneously with their AS9120 certificate expiration. B&H Worldwide's approval is managed in conjunction with STS's approved vendor list. All material received and shipped by B&H Worldwide on behalf of STS Component Solutions complies with STS Component Solutions Quality Requirements.

- Inbound and Outbound checklists are saved on B&H's "OnTrack" inventory management system. At time of final shipment to STS' customer, the checklist is downloaded and saved to STS Inventory Management system.
- Pictures are taken of material received and shipped by B&H. At time of final shipment outbound pictures are saved to STS Inventory Management system and linked to the corresponding customershipping order.
- No material is released to STS's customer without final certification and authorization of STS. STS will provide copies of all certification, trace, 8130 documentation that is to accompany theshipment

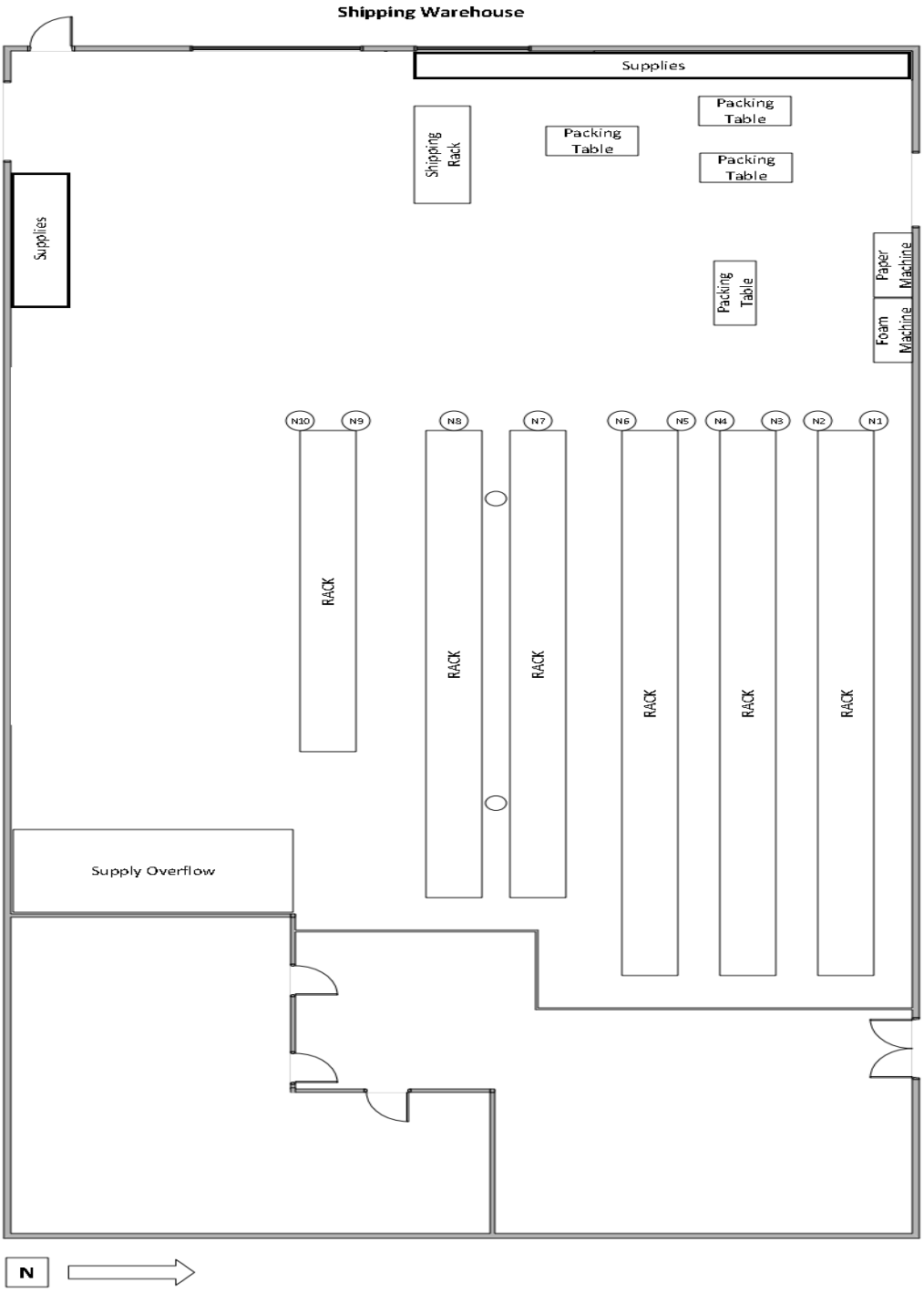
Facilities

Warehouse #1 – Inspection / Bin Storage/ QC Hold /Quarantine



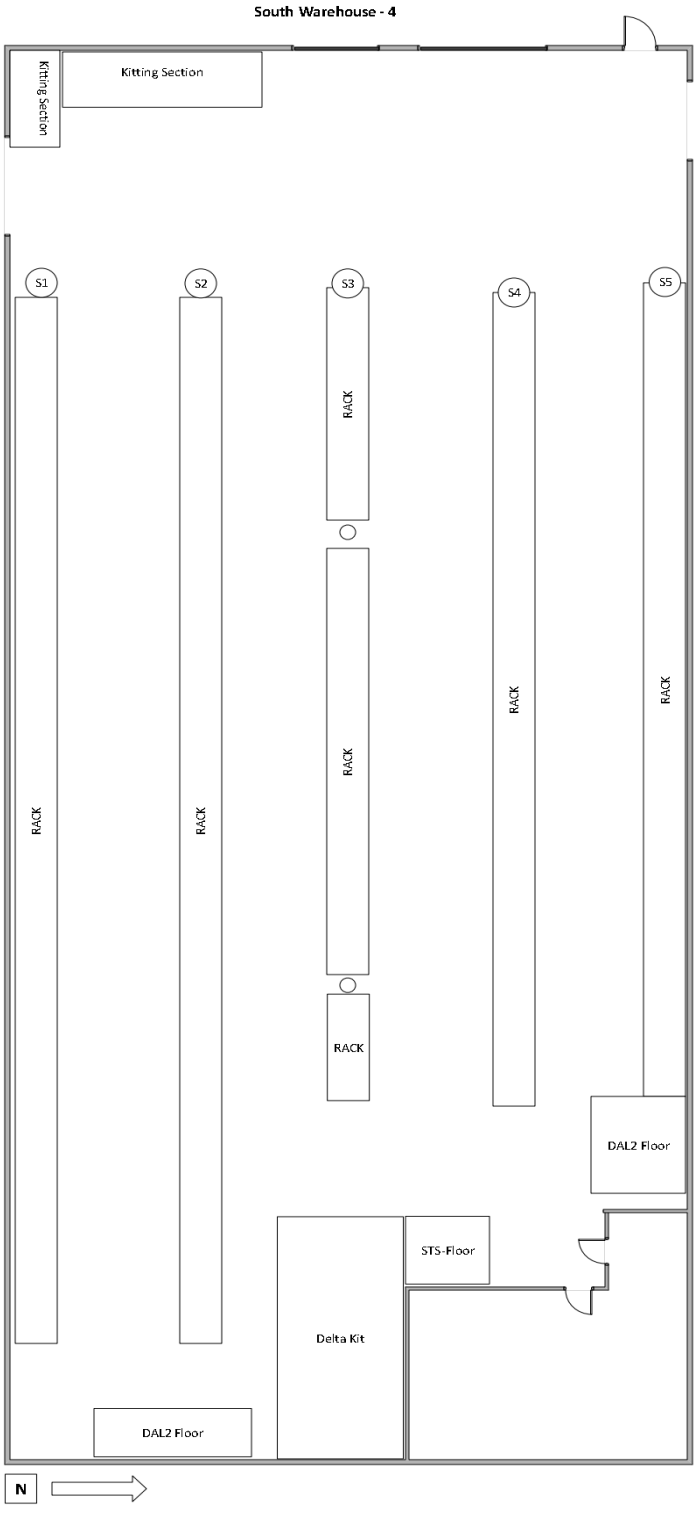
Facilities

Warehouse #2 - Pallet Storage and Shipping



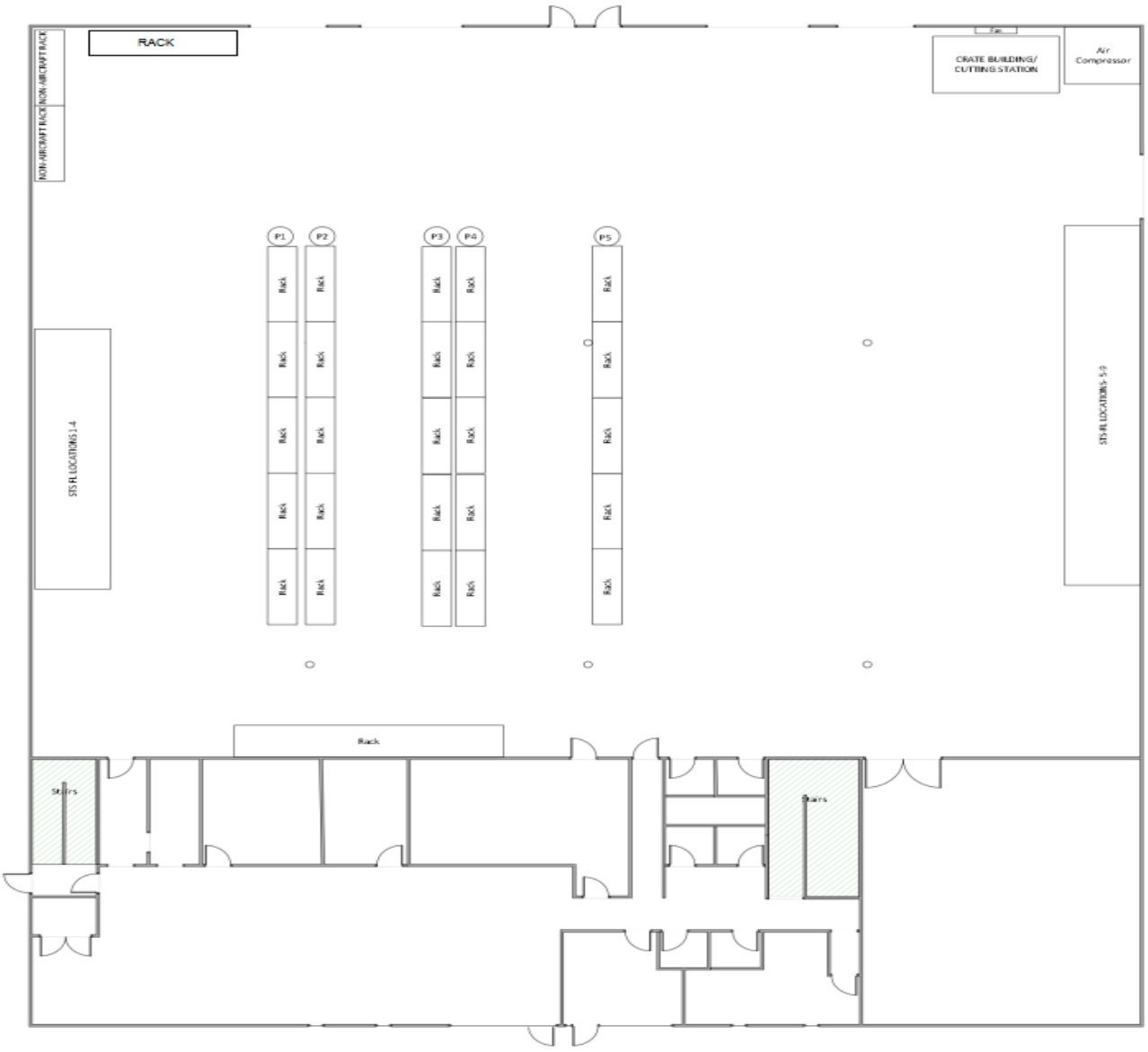
Facilities

Warehouse #3 - Pallet Storage



Facilities

Warehouse # 4 - Southern Pallet Storage



BULK Warehouse - 1

North

Training and Authorized Personnel

A. STS Component Solutions 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. STS Component Solutions personnel authorized to perform receiving inspections, shipping inspections, and to sign STS Component Solutions certifications shall be so authorized on QAMFORM2 (Inspection Roster) and QAMFORM2a (B&H Inspector Roster). A blank sample is included in this manual. The QAR shall be responsible for ensuring this roster is current. Due to expected routine changes in this roster, the form shall be maintained separate from this manual, but available to any interested party. The Master QAM shall contain the roster of names. In order to be placed on this roster, personnel must at a minimum have the following training criteria documented on QAMFORM4. B&H Worldwide personnel will be trained on using the specified training guidelines indicated. B&H only issues stamps after all training has been conducted.

- **I.** Unapproved Parts and counterfeit parts and materials **(ASA – SUP Manual, FAA SUP training program) - (B&H Not applicable).**
  - B&H will be excluded from this training as all material they will be inspecting will either be provided directly from the PAH or STS.
- **II.** Receiving and Shipping Inspection **(QAMFORM 6a, QAMFORM7a) -(B&H 12.1 Aircraft Component Inspection & Documentation Training)**
- **III.** ASA-100 Familiarization, FAA AC00-56 **(ASA – SUP Manual) - (B&H Not applicable)**
- **IV.** Parts, Warehousing, and Standard Terminology **(Aviation Basic Training) - (B&H 12.1 Aircraft Component Inspection & Documentation Training)**
- **V.** ESD Handling (ESD Best Practices) - (B&H 12.6 Use of ESD equipment and safe handling of ESD sensitive devices)
- **VI.** Company Corrective Action Process – for so authorized personnel

C. All training, both OJT and Classroom, shall be documented on QAMFORM4, or be documented on a certificate of training (or equivalent) in the event the training was performed by organizations external to STS Component Solutions. Such training may include HAZMAT training. Training records shall be retained for at least two years after the employee has left employment with the company. QAMFORM4 (Training Record) 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 organizations name providing the training, and the instructor's name
- **V.** Any additional information required by law or regulation

Training and Authorized Personnel

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) training on the FAA's categories of approved and unapproved parts, and on identification of counterfeit parts and materials.

Procurement

A. STS Component Solutions' procurement system shall assure that parts purchased must have traceability to a prior source and bear acceptable documentation that conforms to at least one of the receipt requirements as specified in appendix A of the ASA-100 Standard. STS Component Solutions' record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of such purchased materials and components (with the exception of as-is/as removed items in the Q cage, or in the discrepant area). This record of traceability shall be supplemented by STS Component Solutions' computerized inventory, sales, and purchasing system. Such information will be provided to interested parties uponrequest.

B. In cases where a customer informs STS Component Solutions of any special requirements regarding a part to be purchased, STS Component Solutions 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, QAMFORM5a will be used to document any orders that Deviate from the customer's requirements.

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

- Purchases from PAH's such as prime manufacturers, PMA holders, TSO Mfg's, Airlines, Repair Stations, or Accredited Distributors are unrestricted and not subject to being approved via use of QAMFORM5, the Supplier Audit form or QAMFORM5a, the Request for Deviation/Waiver form.
- Purchases from all other sources are subject to the Approved Vendor list. The QAR is responsible for monitoring and control of companies on this list, and ensures 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 Vendor Listing.
- If vendor is unable to supply QAMFORM5 in order to be added onto the Approved Vendor Listing, then QAMFORM5a must be completed on each individual purchase order. The vendor will only be approved for one purchase order at a time, and limited to 4 orders per calendar year. If the vendor will be used for more than 4 orders within one calendar year, QAMFORM5 must be completed prior to issuing a 5th order.
- The receiving discrepancy log, QAMFORM8 shall serve to establish the quality history of all suppliers.

Procurement

D. STS Component Solutions shall assure that:

1. A part from an aircraft or engine that is known to have been subjected to extreme stress or heat 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. STS Component Solutions' Purchase Order to its suppliers requires that such parts be identified. When so identified, STS Component Solutions 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 QAR or Inspectors, Sales and Purchasing staff are responsible to carry out the requirements herein.

Receiving Inspection

A. Inspectors will 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, the Receiving Inspection Guide, QAMFORM6a, the Quantum Receiving QA Document, or UK-OPS-FM-29 (STS/B&H Combined Receipt & Dispatch Check Sheet). Documents shall be copied and/or scanned during the receiving inspection process. When a part is drop shipped to STS Component Solutions' customers, all traceability documentation shall be forwarded to STS Component Solutions for review and approval prior to the part being shipped to the customer. STS Component Solutions shall forward their own certificate of conformance to the customer.

- For material being received into STS's remote locations being managed by B&H Worldwide, inspections will be carried out by completing STS/B&H Form UK-OPS-FM-29 (STS Combined Receipt & Dispatch Check Sheet). This form is controlled by both STS and B&H Worldwide for use during receiving and shipping.
- The sheet will be scanned into B&H's OnTrack management system and attached to each stockline being received.
- Photos will be taken of material during inbound receipt and available by STS for confirmation of part number / serial number, damage inspection, etc.
- After receipt, B&H will forward all original OEM documentation to STS's main facility in Palm City, FL for document retention.

B. Sample inspections of fasteners for workmanship and documentation shall be performed during the receiving process. Certifications provided to STS Component Solutions 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 21-29B.

D. Inspection stamps are not currently used.

E. At this time STS Component Solutions makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. However, the same inspection criteria apply as with 6 B when these items are received.

Measuring and Test Equipment

A. Calibration of Desco Jewel ESD Monitors will be conducted annually in accordance with suggested manufacturer procedures. The calibration will be done using the Desco Calibration Unit. This frequency may be modified based on manufacturer suggestions.

B. Records of calibration shall be maintained and made available for review at STS Component Solutions for customer or agency review.

Material Control

A. Material in STS Component Solutions' 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, STS Component Solutions 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, STS Component Solutions 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 lot batch/lot number, and quantity. STS Component Solutions 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. STS Component Solutions 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, STS Component Solutions shall use only the manufacturer's part number in their storage and labeling of parts. STS Component Solutions 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 or returned to service. Records of such mutilation shall be kept for all serialized and life limited parts. In addition, trace documents shall be maintained on all serialized parts scrapped. The QAR shall be responsible to verify that the part was mutilated before being discarded. QAMFORM9 shall be used to record P/N, description, serial number and the date of mutilation. QAMFORM9 records shall be maintained for at least 7 years. Subcontractors and/or repair stations utilized by STS Component Solutions may perform the scrapping process; however these businesses shall provide a certificate of destruction for parts scrapped at their facility.

J. STS Component Solutions shall report suspected unapproved parts to the FAA according to AC 21-29 or to the appropriate CAA.

K. All material being stored in STS's remote locations being managed by B&H Worldwide will comply with STS's Material Control requirements stated above as applicable in addition to any requirements of B&H's AS9120 requirements.

Shelf Life Control

A. Parts which have shelf life limitations shall be placed in an area of the warehouse so designated for such parts. Parts placed in this area are maintained in STS Component Solutions' inventory control system, and reported on QAMFORM10, Shelf Life Controlled Parts. The form contains provisions for location, part number, quantity, and expiration dates. 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 the Q Cage for further disposition. The QAR 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. STS Component Solutions 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. STS Component Solutions shall provide the customer with documentation in accordance with the "Required for Shipment" column of Appendix A of the ASA-100 standard unless the customer has approved a deviation to the requirements and QAMFORM5a, Waiver Form, is scanned to the respective Sales Order. When a Certified True Copy is required for shipment the document shall be stamped with a statement that it is a Certified True Copy of the original document.
B. The following conditions, when disclosed to STS Component Solutions, shall likewise be disclosed to the customer on STS Component Solutions' material certification.
    I. Parts removed from an aircraft or engine, that was subjected to extreme stress of 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 any Government or military sources
C. STS Component Solutions' 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 STS Component Solutions' computerized inventory, sales, and purchasing system. Such information regarding approval status and part source will be provided to interested parties upon request.
D. The following procedure shall be followed when copies are made for redistribution shipments and when the approval tags are copied:

    An example would be: 100 parts were received and there is a single cert for all 100.

    I. A copy of the original cert is sent with a stamped statement on it "True Certified Copy". This statement is certified by authorized inspector 'Name', 'Signature,' 'date.'"
        a. If the document is not able to be stamped with the "True Certified Copy" stamp, a copy of the original will be notarized by a Public Notary and certified by the Notary that the copy is a True Certified Copy.
    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 STS Component Solutions for 7 years from the date of sale to the customer.

Table of Contents

Shipping

A. STS Component Solutions shall use ATA-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, the Shipping Inspection Guide, QAMFORM7a, Quantum SM Advice Note, and QAMFORM5 the Request for Deviation/Waiver, as applicable.

Table of Contents

Records

A. STS Component Solutions' records consist of two areas of storage:
   I. Records of purchases and sales as kept on its computerized inventory, purchases and sales system.
      a. All documentation applicable to the sale is accessible with the scanned documentation attached to the Sales Order.
      b. All documentation applicable to purchase/repair, such as airworthiness tags, material certifications, traceability, is accessible with the scanned documentation attached to the individual stockline and will include documents that contain information such as serial number and lot or batch numbers when applicable. See section 6A.
   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.

   Through the combination of these records, STS Component Solutions 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 STS Component Solutions makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. When however, certs are provided to STS Component Solutions 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 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 periodically backed up in accordance with STS Aviation Group IT policies.

Table of Contents

Technical Data Control

STS Component Solutions does not maintain any technical data such as manufacturers illustrated parts catalogs or overhaul manuals. Outdated or any technical data, that may be held on-site, not on revision service shall be conspicuously marked “For Reference Only.”

Table of Contents

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 make sure a similar issue doesn't occur.

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

- Identification of suspect or nonconforming material
- Identification of a nonconformity during an internal audit
- Identification of a nonconformity during a third party audit

B. STS Component Solutions 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.

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 Manager of Quality shall be responsible for the Corrective Action Process.

Forms

Table of Contents

Forms Control Page

FORM #	FORM NAME	PAGE	REV
QAMFORM1	QAM Distribution List	1	2017a
QAMFORM2	Inspector Roster	1	2017b
QAMFORM2a	B&H Inspector Roster	1	2017a
		2	2014b
QAMFORM3	Corrective Action Report	1	2016a
QAMFORM4	STS Training Record	1	2010a
QAMFORM4a	B&H Training Record	1	Original
QAMFORM5	Supplier Audit Form	1	2012a
		2	2016a
		3	2012a
		4	2012a
QAMFORM5a	Request for Deviation/Waiver	1	2010b
QAMFORM6	Receiving Inspection Guide	1	2016a
QAMFORM6a	Quantum Receiving QA Document	1	2011a
QAMFORM7	Shipping Inspection Guide	1	2012a
QAMFORM7a	Quantum SM Advice Note	1	2011a
QAMFORM7b	ATA-106 Material Certification	1	2009a
QAMFORM8	Receiving/Material Discrepancy Log	1	2015a
QAMFORM9	Scrapped Parts Log	1	2009a
QAMFORM10	Shelf Life Items Control Log	1	2009a
QAMFORM11	End Use Certificate	1	2012a
APPENDIX A	Documentation Matrix	1	2016a
UK-OPS-FM-29	STS / B&H Combined Receipt & Dispatch Check Sheet	1	2014b / Version 1

Table of Contents

Quality Assurance Manual Distribution List

Manual #	Issued To	Date Issued
1	Shane Clowdus	03/01/2016
2	Sam Rodriguez	03/01/2016
3	Tom Covella	03/01/2016
4	Aviation Suppliers Association	03/01/2016
5	Mike Brady	03/01/2016
5	Dan McNamara	06/01/2017

Inspection Roster

Roster revision date: 7/20/2017

Name	Receiving Inspection	Shipping Inspection	Material Certifications	Hazardous Materials	ESD
Aristide, Paul	X	X		X	X
Bennett, William	X	X	X	X	X
Briggs, Roger	X	X	X	X	X
Jones, Keith	X	X		X	X
Chow, Tony	X	X		X	X
Dasilva, Fedna	X	X		X	X
Fowler, Jonathan	X	X	X	X	X
Fowler, Sam	X				X
Law, Chris		X		X	X
McNamara, Daniel	X	X	X	X	X
Rogers, Brandon		X		X	X
Rose, Eric	X	X		X	X
Varley, Josh	X	X	X	X	X

B&H Inspection Roster

Roster revision date: 07/20/2017

Name	Receiving Inspection	Shipping Inspection	Material Certifications	Hazardous Materials	ESD
Adam B(B&H23)UK	X	X		X	X
Andy M(B&H20)UK	X	X		X	X
Lisa B(B&H12)UK	X	X		X	X
Mark V(B&H10)UK	X	X		X	X
Russell D(B&H16)UK	X	X		X	X
Mark H(B&H32)UK	X	X		X	X
Joss N(B&H19)UK	X	X		X	X
Amardeep S(B&H31)UK	X	X		X	X
Clarence P(B&H22)UK	X	X		X	X
Mindy K(B&H27)UK	X	X		X	X
Stuart P(B&H26)UK	X	X		X	X
Jamie B(B&H9)UK	X	X		X	X
Sean B(B&H15)UK	X	X		X	X
Lee H(B&H34)UK	X	X		X	X
Ren M(B&H21)UK	X	X		X	X
Paul R(B&H25)UK	X	X		X	X

B&H Inspection Roster

Roster revision date: 03/01/2017

Name	Receiving Inspection	Shipping Inspectio	Material Certifications	Hazardous Materials	ESD
Malik (B&H 4) SIA	X	X		X	X
Darren (B&H 6) SIA	X	X		X	X
Hui Chai (B&H 7) SIA	X	X			X
Arul (B&H 9) SIA	X	X		X	X
Nazzir (B&H 1) SIA	X	X		X	X
Wilfred (B&H 3) SIA	X	X		X	X
Manikandam (B&H 10) SIA	X	X		X	X
Kalai (B&H 2) SIA	X	X			X

Corrective Action Report

STANDARD:_____ DATE: _____

DISCREPANCY/CONCERN NUMBER:

DO SIMILAR DISCREPANCIES EXIST IN OTHER AREAS? HAVE THEY BEEN CORRECTED?

CONTAINMENT:

WHAT WAS THE ROOT CAUSE?

IS FOLLOW-UP ACTION REQUIRED?

CORRECTIVE ACTION:

Signature of person implementing corrective action: _____ Date: _____

Table of Contents

STS COMPONENT SOLUTIONS LLC QUALITY SYSTEM

Training Record

Name of Employee: Connor Perdisatt Authorized Quality Signature? F

TRAINING_COD	DESCRIPTION	DATE	Hours	TRAINER	TRAINING_COMMENTS	TRAINING_TYPE
INTERMEDIATE	1.00 ASA MANUAL	08/01/2008	4.00	TRADEWINDS AIRCRAFT SERVICES	PREVIOUS EXPERIENCE	OTJ
ADVANCED	1.02a QAMFORM6A - RECEIVING	08/01/2008	0.50	NICK CHAMBERS		OTJ
ADVANCED	1.02a QAMFORM6A - RECEIVING	08/01/2008	0.50	NICK CHAMBERS		CLASSROOM
ADVANCED	1.02b QAMFORM7A - SHIPPING	08/01/2008	0.50	NICK CHAMBERS		OTJ
ADVANCED	1.02b QAMFORM7A - SHIPPING	08/01/2008	0.50	NICK CHAMBERS		CLASSROOM
INTERMEDIATE	1.04a WAREHOUSING	08/01/2008	0.50	NICK CHAMBERS		OTJ
INTERMEDIATE	1.04b PARTS IDENTIFICATION	08/01/2008	0.50	NICK CHAMBERS		OTJ
INTERMEDIATE	1.05 ESD HANDLING	08/01/2008	0.25	NICK CHAMBERS		OTJ
INTERMEDIATE	1.08 HAZMAT	08/01/2008	8.00	TRADEWINDS AIRCRAFT SERVICES	CURRENT CERTIFICATION	OTJ
INTERMEDIATE	4.00 QUANTUM	08/01/2008	4.00	TRADEWINDS AIRCRAFT SERVICES	PREVOIUS EXPERIENCE	OTJ
BASIC	5.00 TSWEB	08/01/2008	0.50	DAVID LOEWE		OTJ
INTERMEDIATE	1.01 ASA-SUP MANUAL	08/15/2008	2.00	NICK CHAMBERS		CLASSROOM
INTERMEDIATE	1.07 FORKLIFT	08/15/2008	0.50	NICK CHAMBERS		OTJ
INTERMEDIATE	1.07 FORKLIFT	08/15/2008	0.50	INSTRUCTIONAL DESIGNS, LLC		CLASSROOM
BASIC	2.00 AVIATION BASIC TRAINING MANUAL	11/20/2008	1.00	NICK CHAMBERS		CLASSROOM
INTERMEDIATE	1.08 HAZMAT	01/07/2009	8.00	TRANSPORTATION DEVELOPMENT GROUP		CLASSROOM
BASIC	1.06 SELF AUDIT	02/15/2009	1.00	NICK CHAMBERS		OTJ

QAMFORM4 REV:2010a

STS Component Solutions LLC
2910 SW 42nd Ave, Palm City, FL 34990
Telephone: (888) 777-2960 Facsimile: (772) 405-1086

7/2/2012

\\STSCS\Files\Crystal Reports\STS - New Crystal Reports\Quality\QCL.SCS.QAM.TRAINING RECORDS.2009.12.21.rpt

Table of Contents

		Section 17.3	Personnel Information & Training Records		Approved
		Version 1.1	Updated 06/12/2011		Regional Director

NAME		Bhupesh Malik		Azali Bin Salni		Kumar s/o Suppiah		Darren Tng		Khor Chai Hui		Arul s/o Raman		MD Nazib		Wilfred Cheng		Veerasamy Manikandam		Shanmuga Kalaiyarasan	
POSITION		Station Manager		Operations Supervisor		Operation Officer		Operation Duty Officer		Operation Duty Officer		Operation Duty Officer		Operation Duty Officer		Operation Duty Officer		Operation Duty Officer		Logistic Coordinator	
BRH STAMP		B&H 4		B&H 5		B&H 8		B&H 6		B&H 7		B&H 9		B&H 1		B&H 3		B&H 10		B&H 2	
LINE MANAGER		Regional Director		Customer Solution Manager		Customer Solution Manager		Customer Solution Manager		Customer Solution Manager		Customer Solution Manager		Customer Solution Manager		Customer Solution Manager		Customer Solution Manager		Customer Solution Manager	
BASIC TRAINING	QMS Section	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date	Completed Date	Refresher Date
Aircraft Component Inspection & Documentation	12.1	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Inventory Management (Receiving Process)	8.4	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Inventory Management (Dispatch Process)	8.2	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
ESD Protective Handling & Monitoring	12.5	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Material Certificate Verification	12.1.3/4	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Dangerous Goods by Air Training (IATA)	External Training	Jul-15	Jul-17	Sep-15	Sep-17			May-15	May-17	Jul-15	Jul-17	Sep-14	Sep-16			Oct-15	Oct-17				
Introduction to Dangerous Goods	15.1	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Stores & Stock Control	12.3	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Calibration Program	7.6	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
The Importance of Data Accuracy within B&H	12.4	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Daily Check Sheet for Temperature Record	2.8	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Daily Check Sheet for ESD Device Record	2.9	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16
Quarantine Units Handling Process	12.3	Mar-16	Mar-18	Jan-15	Jan-17	Aug-14	Aug-16	Jul-14	Jul-16	Aug-14	Aug-16	Dec-14	Dec-16	Sep-15	Sep-17	Mar-16	Mar-18	Sep-14	Sep-16	Nov-14	Nov-16

Please email completed form to:
Daniel.McNamara@sts-cs.com

SUPPLIER AUDIT FORM

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

Please include copies of any Certificates attesting to the quality system in use.

Company	
Address	
City	
State	
Zip	
Country	

Quality Manager	
Title	
Phone	
Fax	
Email	

Quality System in use	

I certify that the information contained within this doucment is true and correct.

By typing your name here, you are acknowledging your electronic signature of this agreement.	
Date:	

Submit

	Approved	**Not Approved**
Comments:		
Appv By:		
Date:		

SUPPLIER AUDIT FORM

				Yes	No	N/A
1.			**Quality System and Manual**			
	A.		Is there an established quality system and a quality manual?			
	B.		Is the quality manual available to appropriate personnel?			
	C.		Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?			
	D.		Does the quality control manual include a detailed description of:			
		1)	The organization and relationship of the QC department to the rest of the organization?			
		2)	The assignment of personnel by title, for specific functions within the quality system?			
		3)	The revision control system for the quality system documentation?			
		4)	Record Keeping System?			
		5)	Training requirements and records?			
		6)	Shelf life control system?			
		7)	Control of incoming discrepeant parts and supplies?			
		8)	Receiving inspection procedures?			
		9)	Test and inspection equipment calibration program?			
		10)	Storage facilities and specifications?			
		11)	Part identification system?			
		12)	Environmental Controls?			
		13)	Inspection stamp control?			
		14)	Self-audit/evaluation program?			
		15)	Corrective action process?			
2.			**Self-Audit/Evaluation Program**			
	A.		Is there an established documented self-audit/evaluation program, which identifies who within the company is responsible for conducting self-audits, the frequency of audits, audit documentation and corrective action?			
3.			**Facilities**			
	A.		Does the storage areas provide:			
		1)	Adequate space and appropriate racks to prevent damage or mishandling?			
		2)	Adequate security from unauthorized access?			
		3)	Segregation of aircraft from non-aircraft functions?			
		4)	Segregation of serviceable from non-serviceable parts?			
4.			**Training and Authorized Personnel**			
	A.		Are personnel who perform inspection, shipping and receiving functions properly trained?			
	B.		Are inspection personnel properly authorized?			
	C.		Are both formal classroom and on-the-job training documented and maintained?			
	D.		Is a roster of personnel authorized to perform inspection functions maintained?			
	E.		Does training program address unapproved and counterfeit parts?			

SUPPLIER AUDIT FORM

				Yes	No	N/A
5.			**Procurement**			
	A.		Does the system assure that parts procured conform to the documentation requirements of ATA Spec 106?			
	B.		Does the quality system assure that parts conform to the customer's purchase request and that deviations are disclosed and approved by the customer?			
	C.		Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source?			
	D.		Does the quality system assure that parts procured for sale:			
		1)	Which are known to have been subjected to conditions of extreme stress, heat or environment are identified?			
		2)	That all represented Airworthiness Directives (AD's) which have been accomplished are documented?			
		3)	That are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?			
6.			**Receiving Inspection**			
	A.		Does the quality system provide for a visual inspection of all items received and accompanying documentation?			
	B.		Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?			
	C.		Is there an accountability system in place to control stamp issuance, usage and replacement?			
7.			**Measuring and Test Equipment**			
	A.		Is there an effective calibration program for test equipment?			
8.			**Material Control**			
	A.		Is material handled in an appropriate manner and is the material protected from damage & deterioration?			
	B.		Is batch/lot control maintained for parts so identified by the manufacturer?			
	C.		Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?			
	D.		Whenever practical, is material stored & delivered in the manufacturer's original packaging?			
	E.		Does the system specify material control requirements for material subject to damage by electrostatic discharge?			
	F.		Does the system assure that serviceable parts/components are adequately protected against the environment?			
	G.		Does the system assure that no part number ambiguity exists?			
	H.		Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?			
		1)	Are aircraft parts being segregated from non aircraft parts?			
	I.		Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?			
			Are suspected unapproved parts reported to th			

SUPPLIER AUDIT FORM

				Yes	No	N/A
9.			**Shelf Life Control**			
	A.		Does the distributor have a system for identifying and controlling shelf life limited parts?			
10.			**Certification and Release of Materials**			
	A.		Does the system call for providing the customer with appropriate material/part certification?			
	B.		Does the system provide for the issuance of a certified statement disclosing that the material or parts were or were not:			
		1)	Subjected to conditions of extreme stress, heat or environment;			
		2)	Obtained from the any government or military services			
11.			**Shipping**			
	A.		Does the quality system require shipments in ATA-300 containers or equivalent as appropriate for the unit being shipped, or as specified by the customer?			
	B.		Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?			
12.			**Records**			
	A.		Does the record system require record retention for at least 7 years from the date of sale to the customer?			
	B.		Does the system require all life-limited parts have records confirming life limited status?			
	C.		Are records protected against damage, alteration, deterioration and loss?			
13.			**Technical Data**			
	A.		Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?			

REQUEST FOR DEVIATION / WAIVER

1. NAME AND ADDRESS:	2. VENDOR CODE	3. DATE
		11/23/2010
	4. PAYMENT TERMS	5. # OF ORDERS YTD

7. ITEMS REQUIRED FOR DEVIATION / WAIVER:

PART NUMBER	COND	QTY	TAG INFORMATION	PRICE

8. AVAILABLE APPROVED SOURCES ITEMS COULD BE PURCHASED FROM:

9. DESCRIPTION OF DEVIATION / WAIVER (TRACE, TAG, VENDOR):

10. NEED FOR DEVIATION OR WAIVER (REASON - DESCRIBE WHY APPROVED SOURCES CANNOT BE USED):

11. EFFECT ON CUSTOMER DELIVERY SCHEDULE:	12. EFFECT ON CUSTOMER QUALITY:
13. EFFECT ON PO PRICE:	14. QUANTITY OF ITEMS INVOLVED:
15. PURCHASING AGENT: DATE	16. QUALITY MANAGER: DATE
11/23/2010	
16. CUSTOMER APPROVAL (IF REQUIRED):	DATE:

QAMFORM5a Rev 2010b

Table of Contents

RECEIVING INSPECTION GUIDE

1. RMA material shall be reviewed to determine if return was due to nonconforming material. If so, then the corrective action process shall be initiated and recorded on Receiving/Material discrepancy Log QAMFORM8.
2. If the part has ESD indicators, perform this inspection on the ESD Station.
3. Check for material damage.
4. 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
5. 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. Documentation must comply with receiving requirements as specified in Appendix A.
6. 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.
7. Verify that vendor documentation includes Non-Government / Non-Incident statement from every source since last operator to receipt of goods.
8. Scan all pertinent documentation into individual stock line within the inventory management system.
9. 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.
10. 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.
11. Assure that the received material came from an approved supplier in accordance with the QAM section 5 C.
12. If the part or documentation shows signs that this is a HAZMAT part, bring this to the attention ofthe designated person

Table of Contents

QA Document

Company: INFINITY AIR, INC
Address: 18321 VENTURA BLVD
SUITE # 400
TARZANA, CA 91356

Receiver #: D40013184
Order #: P20007711
Entered: 8/23/2011

Part Number	Description	Qty Rec	Cond	Consign	Location	Serial #	Hologram #
Receiver Findings:							
UNIT DROP SHIPPED TO SHOP AWB 470368195862 -NC							
PO Notes:PLEASE BE SURE TO RECEIVE PIECE PARTS/PIECE PART FOR R30001832							
774636-3	BELLOWS	1	NE	STK	STS-REC	8602	
Stockline Findings:							

Finding:		Finding:	
False	Hazmat / Dangerous Goods Material (IATA)	True	Signatures on all certs and airworthiness documents In Accordance with Appendix A
False	ESD Inspection Required	True	Non-Government / Non-Incident Statement received from all sources.
False	Evidence of Physical Damage	True	Received docs match PO requirements
False	All caps and plugs properly installed	True	SUP Inspection: Data Plate, unusual physical appearance, irregularity of documentation. Notify DOQ for handling in accordance with FAA AC 21-29
True	Material received from approved supplier	True	All documentation scanned to individual stockline
False	Visual inspection aircraft fasteners. Verify certifications		
True	Part Number, Serial Number, Lot or Batch Correct (Part and Docs)		

If unit is rejected, enter squawk details in the findings, and update stockline notes to reflect corrective action taken to clear rejection

NonConformance Control Number: **Inspector: NICK.CHAMBERS**

10/17/2012 10:23:36 AM QAMFORM6a - Rev 2011a Page: 1

Table of Contents

SHIPPING INSPECTION GUIDE

1. If the part has ESD indicators, perform this inspection on the ESD Station.
2. Check for any obvious 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 part's P/N, serial number or batch/lot number, and condition match the accompanying documentation.
5. Verify all appropriate documentation such as maintenance releases, Material certs, Trace documents etc., are on hand properly completed and signed. Documentation must comply with requirement for shipment of Appendix A.
6. 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 has been met. If material does not meet customer requirements, but customer has approved material to be shipped, verify QAMFORM5a, Request for Deviation/Waiver, has been completed and is scanned to the corresponding Sales Order.
7. Assure the Packing slip contains all items required of the customer.
8. 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.
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.
11. Scan final signed STS documentation (ATA-106, Quantum SM Advice Note, Airway bill and HAZMAT documentation) by Invoice Number into corresponding Sales Order within inventory management system.

Table of Contents

2910 SW 42nd Ave Palm City, FL 34990
PH: 888-777-2960 FX: 772-405-1086

Packing Slip

No: A80024457

Bill To:

LATAM AIRLINES GROUP SA
EDIFICIO CORPORATIVO
AMERICO VESPUCIO 0901-RENCA
SANTIAGO

Ship To:

LATAM AIRLINES GROUP SA
1701 NW 63rd
Av. Building 712 Door 15
MIAMI, FL 33126

Customer PO	Invoice #	Ship Date	Ship Acct #	Ship Via	Airway Bill
P0252257	T70021767	10/4/2012		FEDEX GROUND	795086715021234

Contact:MARICEL AGUILERA Phone: **Fax:**

Part No.	Description	Serial Number	S/L	Cond	Qty	Origin
336-401-402-0	MANIFOLD	NSN	1	NE	1	
1591M24G01	LINK		2	NE	1	

FINAL INSPECTION CHECKLIST

	YES	NO		YES	NO
Hazmat / Dangerous Goods Material (IATA)	☐	☐	Documentation Complete and Correct	☐	☐
Packaging (ATA Spec 300)	☐	☐	AD Status Information Checked	☐	☐
Part Number(s) Correct (Part and/or Docs)	☐	☐	Drop Shipment (Paperwork Only)	☐	☐
Serial Number(s) Correct (Part and/or Docs)	☐	☐	QA Acceptance	☐	☐
Condtion(s) Correct (Part and/or Docs)	☐	☐	Rejected to Quarantine Cage	☐	☐
Cure Date_____Exp Date_____	☐	☐	Picture Taken	☐	☐
Any Evidence of Physical Damage	☐	☐	Waived by Customer - QAMFORM5a	☐	☐

Release Comments:

All claims for damages incurred during shipping must be made against carriers and insurance companies. STS Component Solutions must be notified of any shortages within 5 (five) days of receipt of material. Any parts purchased for resale outside of the US must be shipped only in accordance with US export laws and regulations, and is the responsibility of the Buyer and the Buyers agents. Buyer and Buyers agents are not to site STS Component Solutions as exporter on any export documents without prior written consent. This material is intended for civilian aircraft only. These commodities, technology, and/or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to United States Law is strictly prohibited.

Signed: _____

For and on behalf of STS Component Solutions, LLC

ROGER BRIGGS

Inspectors Name

QAMFORM7a - Rev 2011a

Original

PART OR MATERIAL CERTIFICATION FORM

ATA SPECIFICATION 106

2. Seller's Name: **STS Component Solutions, LLC**	3. Reference #
4. Organization: STS Component Solutions — 2910 SW 42nd Ave, Palm City, FL 34990, USA, Ph: 888-777-2960, Fax: 772-405-1086, sales@sts-cs.com	4b. Certification Prepared For: Phone#: 888-777-2960
5A. Seller's Contract #: 1	5B. Buyer's PO #:

6. Item	7. Description	8. Manufacturer & Part Number	9. App Code	10. Qty	11. Serial/Batch #	12. Status
	DU -DISPLAY UNIT	C19298AF05	TBV by Installer	0	C1929801043	SV

13A. Remarks: THE MATERIAL (S) LISTED ABOVE WAS NOT (WERE NOT) OBTAINED FROM ANY GOVERNMENT OR MILITARY SOURCE. ADDITIONALLY, THE PART(S)HAS NOT (HAVE NOT) BEEN SUBJECTED TO EXTREME STRESS OR HEAT (AS IN A MAJOR ENGINE FAILURE, ACCIDENT, OR FIRE)

13B. Traceable To: VOLARIS AIRLINES	13C. Last Certificated Agency:
14. New Parts/Material Verification: THE FOLLOWING SIGNATURE ATTESTS THAT THE PART(S) OR MATERIAL(S) IDENTIFIED ABOVE WAS (WERE) MANUFACTURED BY A FAA PRODUCTION APPROVAL HOLDER (PAH), OR TO AN INDUSTRY COMMERCIAL STANDARD.	18. Used, Repaired or Overhaul Parts Verification: THE FOLLOWING SIGNATURE ATTESTS THAT THE DOCUMENTATION SPECIFIED ABOVE OR ATTACHED IS ACCURATE WITH REGARD TO THE ITEM(S) DESCRIBED.
15. Signature:	19. Signature:
16. Name: JOSH VARLEY 17.	20. Name: JOSH VARLEY 21.

NOTICE: The above signature binds the seller and the SIGNER to the accuracy of the information provided in the FORM. Should the information provided in this Form contain inaccuracies or misrepresentations, the signer and SELLER may be liable for damages and be subject to criminal prosecution under state and federal law. Seller makes no independent repr[illegible] airworthiness. Airworthiness is to be determined by the installer at time of installation.

ASA-100 ACCREDITED — ASA AVIATION SUPPLIERS ASSOCIATION

QAMFORM7b - Rev 2009a

Table of Contents

QAMFORM8 - Receiving Discrepancy Log

REC_DAT	PN	DESCRIPTION	SL#	SERIAL_NUMBER	Cond	STATUS_CODE	ORDER_NUMBER	QTY_REC	NonConformance #
2009							**# Discrepancies per Year**		**25**
AVTRADE (UK) LTD							**# Discrepancies per Year**		**3**
07/02/2009	143844	HOSE	1		NE	QC-PPW-DIS	P20001490	2	D40002235
SQUAWK: EXPIRED SHELF LIFE									
CORRECTIVE ACTION: SCRAPPED ON SITE									
07/02/2009	143844	HOSE	2		NE	QC-PPW-DIS	P20001490	1	D40002235
SQUAWK: EXPIRED SHELF LIFE. MB. 7/2/09									
CORRECTIVE ACTION: SCRAPPED ON SITE									
11/16/2009	LJ34944	DUCT	1		SV	QC-PPW MIS	P20002186	1	D40003278
SQUWAK: MISSING AVTRADE PPWK AND TRACE PPWK TO AIR SLOVAKIA, UNIT PUT ON QCHOLD...CPP 11/16/09									
RESOLUTION: RECEIVED AVTRADES AND AIR SLOVAKIA'S PACK SLIP AND ATA 106, SCANNED TO STOCK LINE... CPP 11/20/09									
AERO INVENTORY (UK) LIMITED							**# Discrepancies per Year**		**1**
10/20/2009	00871-1842-0001	CIRCUIT, CKT.CD.ASSY*POWI	1	MD1621	NE	QC-PPW-DIS	P20002029	1	D40003033
RECEIVED IN WITH OEM TRACE FROM ROSEMOUNT AEROSPACE. CERTIFIED COPY OF 8130 INCLUDED.									
SQUAWK: AERO INVENTORY DID NOT REFERENCE S/N MD1621 ON MATERIAL CERT FORM. MB 10/20/09									
RESOLUTION: AERO INVENTORY SUPPLIED MATERIAL CERT WITH SERIAL NUMBER ON IT. MB 10/21/09									
AERO SUPPORT, INC.							**# Discrepancies per Year**		**1**
09/24/2009	114508-47	RESITRICTOR	1		NE	QC-PPW MIS	P20001922	5	D40002832
MISSING NON-INCIDENT STATEMENT FROM AEROMEXICO. MB 9/24/09									
RECEIVED ATA 106, SCANNED INTO STOCKLINE...CPP 9/24/09									
AIRBASE PARTS, INC							**# Discrepancies per Year**		**1**
10/06/2009	0A011-0236-31	TANK ASSY	5	0921	BE	QC-DAM	P20001974	1	D40002917
UNIT RECEIVED IN W/ DAMAGE, SMALL HOLE ON SIDE OF UNIT, PICTURES TAKEN AND SENT TO ERIK, UNIT PUT ON HOLD....CPP 10/6/09									
unit written off due to damage. from conversation with repair vendor, unit is most likely not repairable. sending for evaluation prior to scrap. -NC									
ANSETT AIRCRAFT SPARES (US)							**# Discrepancies per Year**		**1**
12/10/2009	24-00034RED	WIRE	1		NE	QC-PPW MIS	P20002325	169	D40003480
RECEIVED IN WITH 129 TRACE TO THOMSONFLY AIRWAYS. NO MATERIAL CERT OR PACKSLIP PROVIDED FROM THOMSONFLY. MB 12/10/09									
WAITING ON PAPERWORK. UNIT IS ON HOLD. MB 12/10/09									
QTY SHIPPED IS 60 FT. ORDER IS FOR 169 FT. MB 12/10/09									
AVENGER LLC							**# Discrepancies per Year**		**1**
09/24/2009	PRRX0506250AB	RELIEF VALVE - NO PMA	1		NE	QC-PPW-DIS	P20001919	2	D40002831
WAITING ON CORRECTED PAPERWORK FROM MESSIER SERVICES. THE LOT ATTACHMENT DOES NOT MATCH UP. MB 9/24/09									
RECEIVED CORRECT DOCUMENTS FROM MESSIER, OKT Q SHIP OUT. MB 9/24/09									
AVIALL							**# Discrepancies per Year**		**1**

QAMFORM8
Rev 2009a

\\STSCS\Files\Crystal Reports\STS - New Crystal Reports\Quality
\QCL.SCS.QAM.QAMFORM8.2009.08.31.Receiving Discrepancy Log.rpt

Table of Contents

QAMFORM9 - Scrapped Parts Log

Scrap Date	Part Number	Description	Serial Number	Qty	Image Key
06/07/2007	VT-0107F	XMITTER	533	-1.00	49,983
02/29/2008	3790076-105	ACTUATOR	0387	1.00	39,566
03/05/2008	A3482-2	ROD	1377	0.00	39,538
03/05/2008	A3482-2	ROD	1377	1.00	39,538
03/17/2008	NP158801-3	WINDSHIELD, LH	99265H8596	1.00	40,154
09/12/2008	21SN04-159C	LP FILTER FUEL LOW PRESS WARN	T30573	1.00	49,963
09/17/2008	5779-1	FIRE DETECTOR	257	-1.00	50,041
09/17/2008	5779-1	FIRE DETECTOR	257	0.00	50,041
11/21/2008	901907	DETECTOR, FIRE ENGINE LOWER AI	5148F	1.00	51,702
12/16/2008	9058M91G06	UPPER BLOCKER DOOR	PMB07523	-1.00	52,221
02/23/2009	65B40435-13	MODULE-APU FIRE SHUT	D00167	-1.00	52,635
02/24/2009	65B40435-13	MODULE-APU FIRE SHUT	D00167	1.00	52,635
03/09/2009	396480-1	VALVE	685	1.00	50,436
03/09/2009	1N3289A	RECTIFIER-DIODE		-2.00	54,185
03/09/2009	2012-1	CHARGER ASSY, BATTERY	30052	0.00	54,186
05/19/2009	AC66670	VALVE	ND107	0.00	56,427
05/19/2009	AC66670	VALVE	ND107	-1.00	56,427
07/01/2009	30100022-3	EXTINGUISHER, LAVATORY	7994	-1.00	57,909
07/01/2009	30100022-3	EXTINGUISHER, LAVATORY	7994	0.00	57,909
07/20/2009	143844	HOSE		-1.00	58,440
07/20/2009	143844	HOSE		-2.00	58,441
07/28/2009	113A4600-2	SPOILER	000584	1.00	59,686
07/29/2009	224-9742-507	DETECTOR ASSY	AA19	0.00	58,478
07/29/2009	70-030-0000	PRINTER	487	0.00	58,434
07/29/2009	5930639-103	VALVE HPT CCV	0224	-1.00	58,762
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	217	-1.00	59,419
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	361	-1.00	59,421
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	363	-1.00	59,425
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	377	-1.00	59,428
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	377	0.00	59,428
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	361	0.00	59,421
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	363	0.00	59,425
08/18/2009	3399108-1	VALVE-PILOT FAN AIR	217	0.00	59,419
10/13/2009	FG1006AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0073	0.00	61,242
10/13/2009	FG1006AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0076	0.00	61,244
10/13/2009	FG1006AA50	TANK UNIT ASSY-MAIN TANK NO.1	G0397	0.00	61,245
10/13/2009	FG1006AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0073	0.00	61,735
10/13/2009	FG1006AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0076	0.00	61,736
11/16/2009	3399108-1	VALVE-PILOT FAN AIR	372	0.00	62,631
11/16/2009	5645105-505	DIFFERENTIAL		0.00	63,267
11/20/2009	21SN04-355	PRESSURE SWITCH	P123	0.00	63,469
11/20/2009	0851HV	PITOT PROBE	EJ4929A	0.00	63,480
12/10/2009	305IF	LAMP		0.00	64,097
01/06/2010	0851HV	PITOT PROBE	XNA785	0.00	64,978
01/13/2010	AD9380-5011	SCAVENGE OIL FILTER	APF00141	0.00	65,023
01/14/2010	2074-03-1	VSI	TC1066-1	-1.00	65,314
01/14/2010	2074-03-1	VSI	TC1066-1	0.00	65,315
01/14/2010	2074-03-1	VSI	TC1066-1	0.00	65,314
02/02/2010	0851FJ-1	PITOT TUBE	158945	1.00	66,248
02/12/2010	4361	FIRE DET,CORE	9021	0.00	66,804
02/22/2010	896698	BRKT AY		-1.00	67,368
03/10/2010	5822-11	POWER SUPPLY	NSN2	0.00	68,256
03/11/2010	887673	PUMP HYD ENG DRIVEN	MX678144	1.00	66,829
03/23/2010	5917233-521	TUBE ASSY-VENTRAIL STAIR		0.00	68,889
03/23/2010	654N0243-61	SKIN		-1.00	68,912
03/24/2010	8TJ163AAB1	SENSOR-N1	4021A	1.00	68,936
03/26/2010	6310-30	CONTROLLER-LIGHTING	300	0.00	69,072
04/12/2010	6310-30	CONTROLLER-LIGHTING	334	0.00	92,451

\\STSCS\Files\Crystal Reports\STS - New Crystal Reports\Quality\QCL.SCS.QAM.QAMFORM9.2009.08.31.Scrapped Parts Log.rpt

Table of Contents

QAMFORM10 - Shelf Life Items Control Log

		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
R10C5C								
2/2020								
MS29513-154	PACKING	14	NE	1		02/01/2005	02/01/2020	0
R10E2A								
3/2009								
M83461-1-224	O RING	19	NE	1		04/01/1999	03/29/2009	3,650
R10E2C								
3/2016								
MS28778-2	PACKING	32	NE	2		04/01/2001	03/28/2016	5,475
R10E2D								
5/2016								
21182-1250	PLATE	2	NE	1		06/01/2001	05/28/2016	5,475
R1A1B								
12/2010								
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	OH	154	R05-007939		12/15/2010	1,095
R1A1C								
4/2015								
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	NE	150	R10-003566		04/28/2015	1,095
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	NE	149	R10-003571		04/28/2015	1,095
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	NE	148	R10-003812		04/28/2015	1,095
R4F6A								
8/2012								
1151324-1	LOCATOR, ELT	1	NE	95	1151324-08034	08/15/2007	08/13/2012	1,825
R5G7F								
10/2011								
NC5G10	BEARING	10	NE	1		10/01/2006	10/01/2011	1,825
9/2014								
MS28775-017	PACKING	163	NE	4		09/07/2004	09/06/2014	3,650
4/2022								
265-34301-161-6050	SEAL ASSY	2	NE	16			04/24/2022	5,475
R9C2A								

		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)

QAMFORM10
Rev 2009a

Page 1

\\STSCS\Files\Crystal Reports\STS - New Crystal Reports\Quality \QCL.SCS.QAM.QAMFORM10.2009.08.31.SHELF LIFE ITEMS CONTROL LOG.rpt

Table of Contents

EXPORT COMPLIANCE / END USE/END USER CERTIFICATION

Subject: Compliance with United States Export Law and Regulations

It is STS Component Solutions LLC's policy to verify the end use and end user in all sales of all products to ensure compliance with U.S. export control laws and regulations. As the products you are purchasing are or may be for export outside the United States please certify the following:

1) I (We) will not sell, export or re-export any products, technology or software to ANGOLA, BURMA, CUBA, IRAN, IRAQ, LIBERIA, LIBYA, NORTH KOREA, RWANDA, SUDAN, SIERA LEONA, SYRIA, YEMEN, the former YUGOSLAVIA, or to any country which engages in armed conflict with the armed forces of the U.S. or to any other country to which shipment is prohibited by U.S. export law or regulations.

2) I (We) will not sell, transfer, export or re-export any of these products for use in activities which involve the development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use these products in any facilities which are engaged in activities related to such weapons.

3) I (We) acknowledge U.S. export laws and regulations prohibiting the sale, transfer, export or re-export or other participation in any sale or export transaction involving our products with individuals or companies listed in the U.S. Commerce Departments Table of Denial Orders, Entity List, Unverified List, the U.S. Treasury Department List of Specially Designed Nationals (SDNs) and Specially Designated Terrorists (SDTs) and the U.S. Department of State's Debarred List.

4) I (We) will abide by such U.S. export laws and regulations for any products purchased from STS Component Solutions LLC and will obtain any licenses or prior approvals required by the U.S. Government prior to export or re-export of U.S. supplied products, software or technology.

5) I (We) acknowledge that STS Component Solutions LLC is subject to U.S. export laws and regulations and agree not to act in any transaction with STS Component Solutions LLC in any manner that would place STS Component Solutions LLC in violation of U.S. export laws or regulations.

6) I (We) warrant that the products are being purchased for use on commercial aircraft for civil commercial uses and not for operations permitting the aircraft to fly to any restricted country or for transfer to, or transfer of possession of or operational control, to any restricted country.

7) I (We) agree that the requirements in Number 1-6 above shall survive the completion, early termination, cancellation or expiration of any purchase order, agreement or contract with STS Component Solutions LLC.

8) Should I (We) become aware of any violation or suspected violation of the terms of this certification, I (We) will immediately notify the STS Component Solutions LLC, Quality Department of the facts and circumstances and will fully cooperate with any investigation of same.

9) I (We) agree that this certification applies to the company listed below and includes all subsidiaries and affiliated companies.

10) I (We) agree confirmation of the above will not expire unless expressly rescinded in writing to STS Component Solutions LLC, Quality Department.

Signature (Company Official)	**Date**
Print Name	**Company**
Title	**Address**
End User Name and Country	**City, State, Zip**

Note: This certificate will be retained on file at STS Component Solutions LLC

QAMFORM11
Rev: 2012a

2910 SW 42nd Ave, Palm City, FL 34990
Office: 888-777-2960 - Fax: 772-405-1086

Table of Contents

APPENDIX A
DOCUMENTATION MATRIX

CLASS OF PARTS	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
Consumable materials intended to be consumed in the maintenance, alteration, or preventive maintenance of a product or article (e.g. tape, grease, paint, sealant, etc.).	Statement from seller as to identity.	Statement as to identity and that original seller's statement is on file.
Raw materials.	Physical and chemical properties reports traceable to heat code or lot number.	Certified true copy of the physical and chemical properties reports.
Standard parts.	Certificate of Conformity (C of C) from producer or seller verifying adherence to the appropriate requirements.	Certified true copy of the received C of C and statement that original certified statement is on file.
New parts produced by a U.S. type certificate (TC) holder and produced under TC only.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
New parts produced by a U.S. Production Approval Holder (PAH) that are accompanied by airworthiness approval or that bear part marking required by 14 CFR part 45.	FAA Form 8130-3 or part marking required by 14 CFR part 45.	Certified true copy of the regulatory airworthiness approval document or statement as to identity and condition for a part marked according to 14 CFR part 45.
New parts produced by a U.S. PAH that are not accompanied by airworthiness approval and that do not bear part marking required by 14 CFR part 45.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
New parts produced by a non-U.S. PAH and approved under the provisions of a bilateral agreement between the United States and a foreign country or jurisdiction.	Regulatory airworthiness approval document meeting the requirements of the bilateral agreement between the U.S. and the nation that issued the production approval; document should meet the requirements that were effective at the time that the part was imported into the United States.	Certified true copy of the regulatory airworthiness approval document.
New parts produced by a non-U.S. PAH that are not accompanied by airworthiness approval.	Certified statement from seller as to identity and condition.	Statement as to identity and condition and that original certified statement is on file.
Used parts that have been maintained under 14 CFR part 43 (including 14 CFR § 43.17).	Approval for return to service meeting provisions of 14 CFR §§ 43.9, 43.11, or 43.17.	Approval for return to service.
Used parts that have been maintained under foreign maintenance standards but not maintained under 14CFR part 43.	Approval for return to service meeting the requirements of the foreign maintenance standards.	Approval for return to service. The documentation should clearly identify the applicable airworthiness authority.
Used parts, products, and appliances without approval for return to service.	Certified statement from seller about identity and condition – must use an accurate descriptive term or narrative to describe condition, such as "as-is," or any other term that accurately describes the current condition and conveys to the distributor that the part may not meet other categories of this matrix.	Statement about identity and condition and that original certified statement is on file. Must use an accurate descriptive term or narrative to describe condition, such as "as-is," or any other term that accurately describes the current condition and conveys to the transferee that the part may not meet other categories of this matrix.

STS Combined Receipt & Dispatch Check Sheet

B&H Warehouse Reference	Boxtop Job Number

A visual inspection has been performed on this unit and the following information checked:

Paperwork Check	✓ if on RECEIPT	✓ if on DISPATCH
Original Release Documents		
Trace Documentation		
OEM Certification		
DG Declaration		
MSDS (Material Saftey Data Sheet)		
Shelf Life Applicable		
Material Certification / ATA 106		
Serviceable/Unserviceable Tag		
Reason for Removal Stated on Tag		
Packing Slip		
Original Certificates Returned		
Unused Statement		
Physical Checks to be completed	**RECEIPT** ✓ for yes / ✗ for no	**DISPATCH** ✓ for yes / ✗ for no
Part Number on Unit Matches Paperwork		
Serial Number on Unit Matches Paperwork		
Description on Unit Matches Paperwork		
All Paperwork carries the same part & serial number		
Blanks fitted to ALL ports		
Static Sensitive		
Warranty labels INTACT		
Following tasks MUST be completed on Receipt AND dispatch	✓ if on RECEIPT	✓ if on DISPATCH
Photos Taken		
OnTrack Updated		
Boxtop Updated		
Other (Specify)		
STS advised / pre-alert sent		
Completed by (Initial)		

Table of Contents