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Quality Manual - Rev 2020a

Issued to: Aviation Suppliers Association

Manual #: 5

Table of Contents/List of Effective Pages

Title	Section	Page	Rev
Table of Contents/List of EffectivePage	TOC/LEP	1	2020a
Record of Revisions	ROR	1	2020a
Quality System and QualityManual	1	1	2017a
		2	2020a
		3	2020a
		4	2016a
Self Audit Program	2	1	2016a
Facilities	3	1	2019a
		2	2019a
		3	2019a
		4	2019a
		5	2019a
Training and AuthorizedPersonnel	4	1	2017a
		2	2016a
Procurement	5	1	2020a
		2	2020a
Receiving Inspection	6	1	2016a
Measuring and TestEquipment	7	1	2019a
Material Control	8	1	2020a
		2	2019a
Shelf Life Control	9	1	2017a
Certification and Release of Materials	10	1	2012a
		2	removed 2012a
Shipping	11	1	2020a
Records	12	1	2012a
Technical Data Control	13	1	Original
Corrective Action Process	14	1	2016a
Hazmat Control and Transport	15	1	2020a
Forms	Forms	1	Original
Forms Control Page	Forms	2	2020a

STS Component Solutions LLC QAM

Section: ROR

Page 1

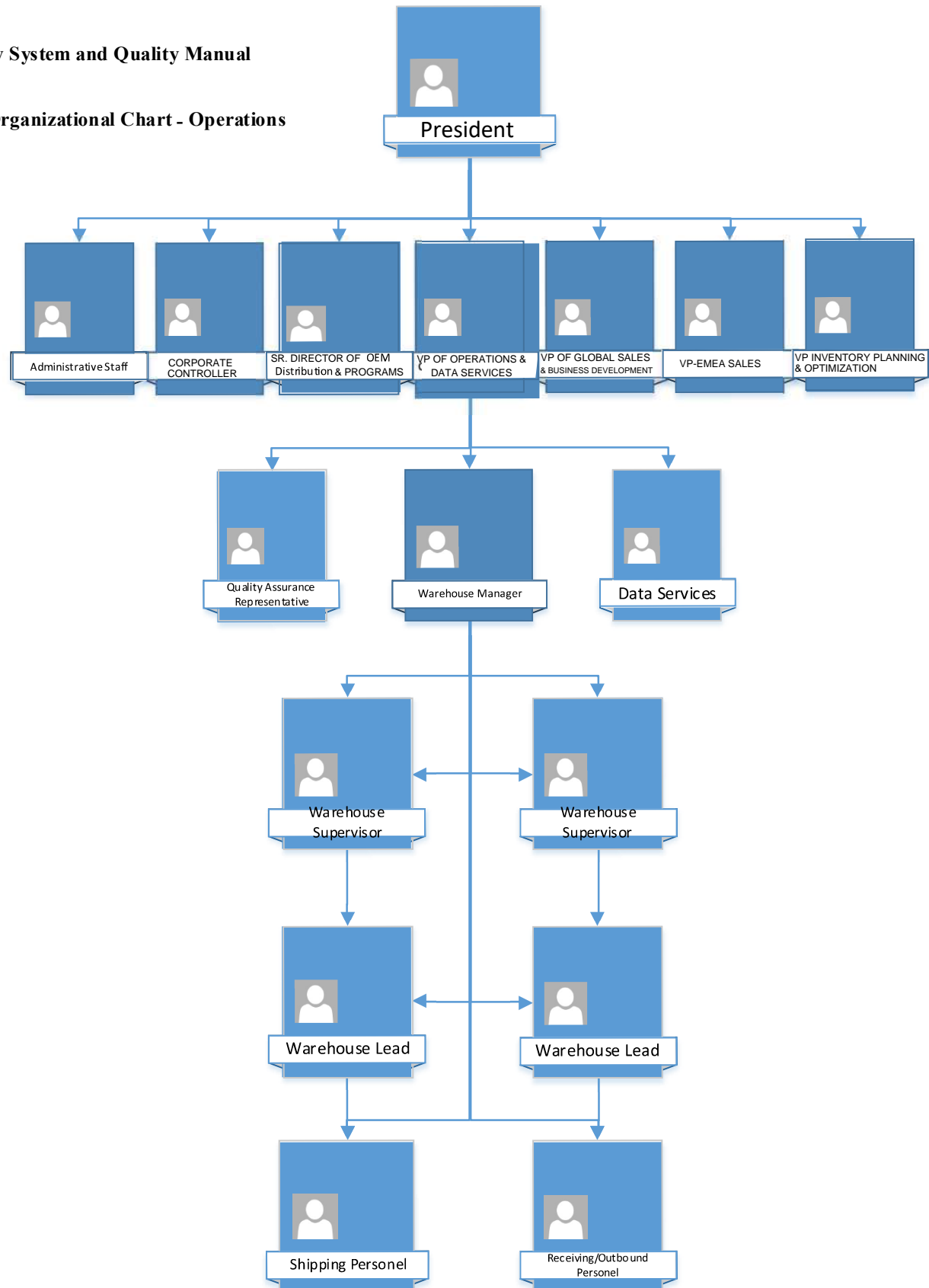
Rev: 2020a

Record of Revisions

Revision #	Revision Date	Date Inserted	Inserted By
Original	N/A	July 25, 2008	JNC
2008a	September 8, 2008	September 8, 2008	JNC
2009a	September 18, 2009	September 18, 2009	JNC
2010a	May 15, 2010	May 15, 2010	JNC
2010b	December 27, 2010	December 27, 2010	JNC
2011a	August 24, 2011	August 24, 2011	JNC
2012a	October 17, 2012	October 17, 2012	JNC
2013a	January 22, 2013	January 22, 2013	JNC
2014a	July 9, 2014	July 9, 2014	JNC
2014b	September 19, 2014	September 19, 2014	JNC
2016a	March 1, 2016	March 1, 2016	DSC
2016b	August 5, 2016	August 5, 2016	DSC
2017a	April 4, 2017	April 4, 2017	MRB
2017b	July 20, 2017	July 20, 2017	DSM
2019a	February 26, 2019	February 26, 2019	DSM
2019b	September 27, 2019	September 27, 2019	DSM
2020a	June 23, 2020	June 23, 2020	MRB

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) Organizational Chart - Operations**

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 VP of Operations shall assume duties performed by the President.

QAR: The Quality Assurance Representative reports to the VP 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 VP of Operations shall carry out the duties of the QAR.

Vp of Operations: The VP 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, and
- E.16) Hazmat control and transport: See section 15

STS Component Solutions LLCQAM
Section: 2

Page 1
Rev: 2020a

Self-Audit Program

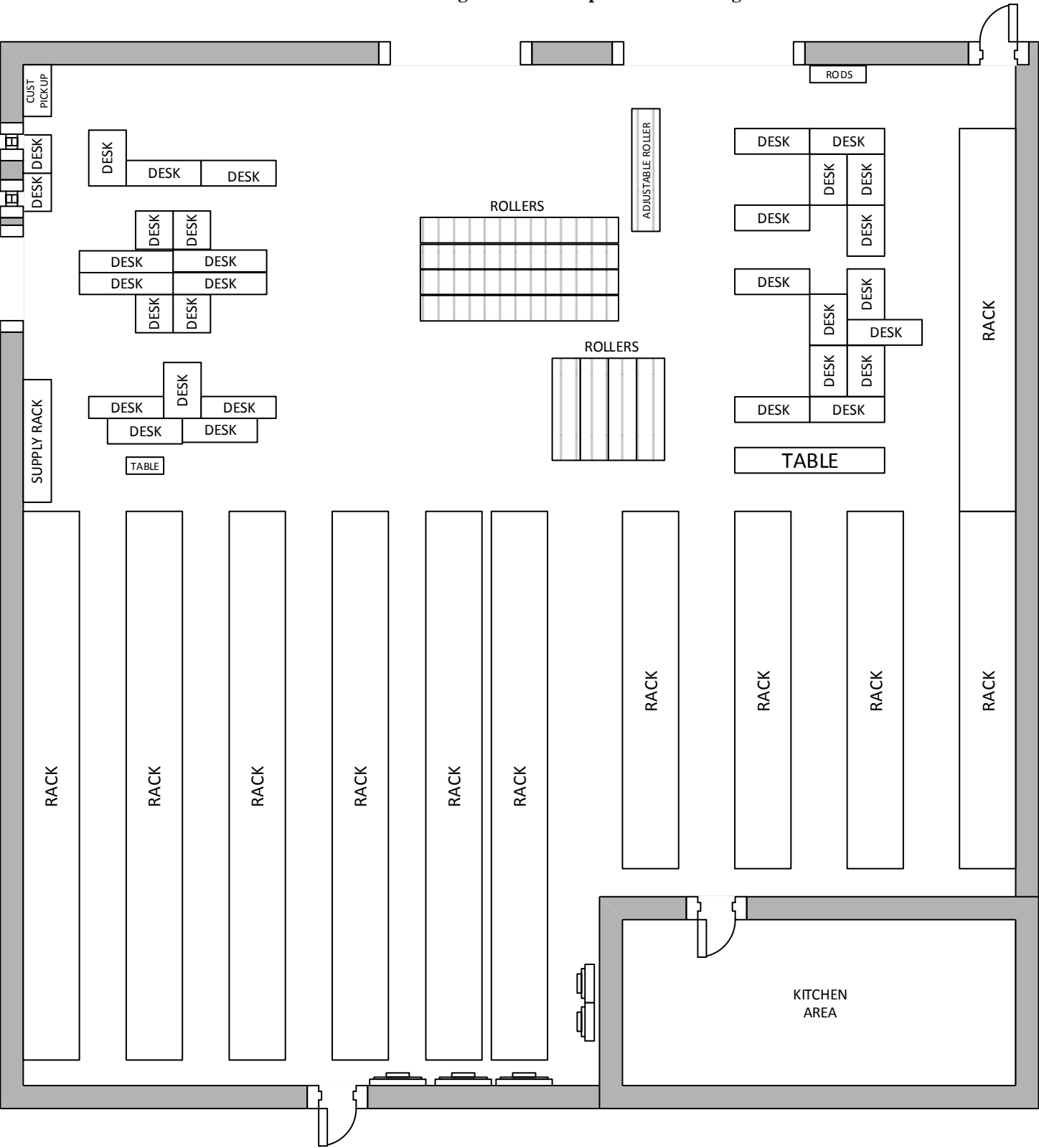
- A. The purpose of STS Component Solutions self-audit program is to ensure that the adopted AC 00-56 and ASA-100 quality system has been implemented, and to provide the necessary feedback for continuous improvement in the operation. The QAR or a qualified and appropriately authorized designee will perform 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 ensure 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 Aircraft parts, and parts that could be reasonably assumed to be sold for aircraft use, shall be segregated from non-aircraft 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 Four off-site remote storage facilities. 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 customer shipping 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 the shipment.

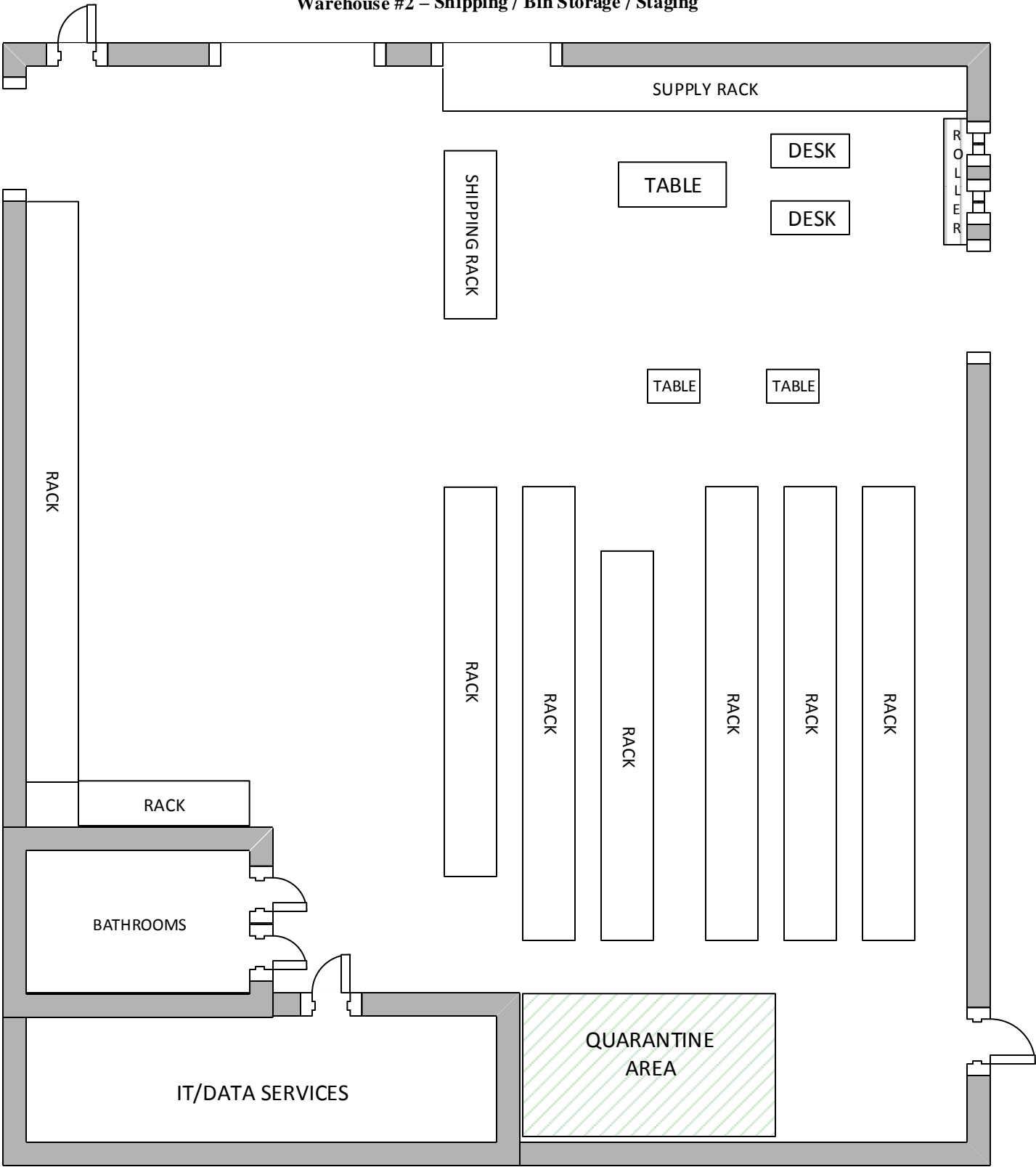
Facilities

Main Warehouse - Receiving / Outbound Inspection / Bin Storage



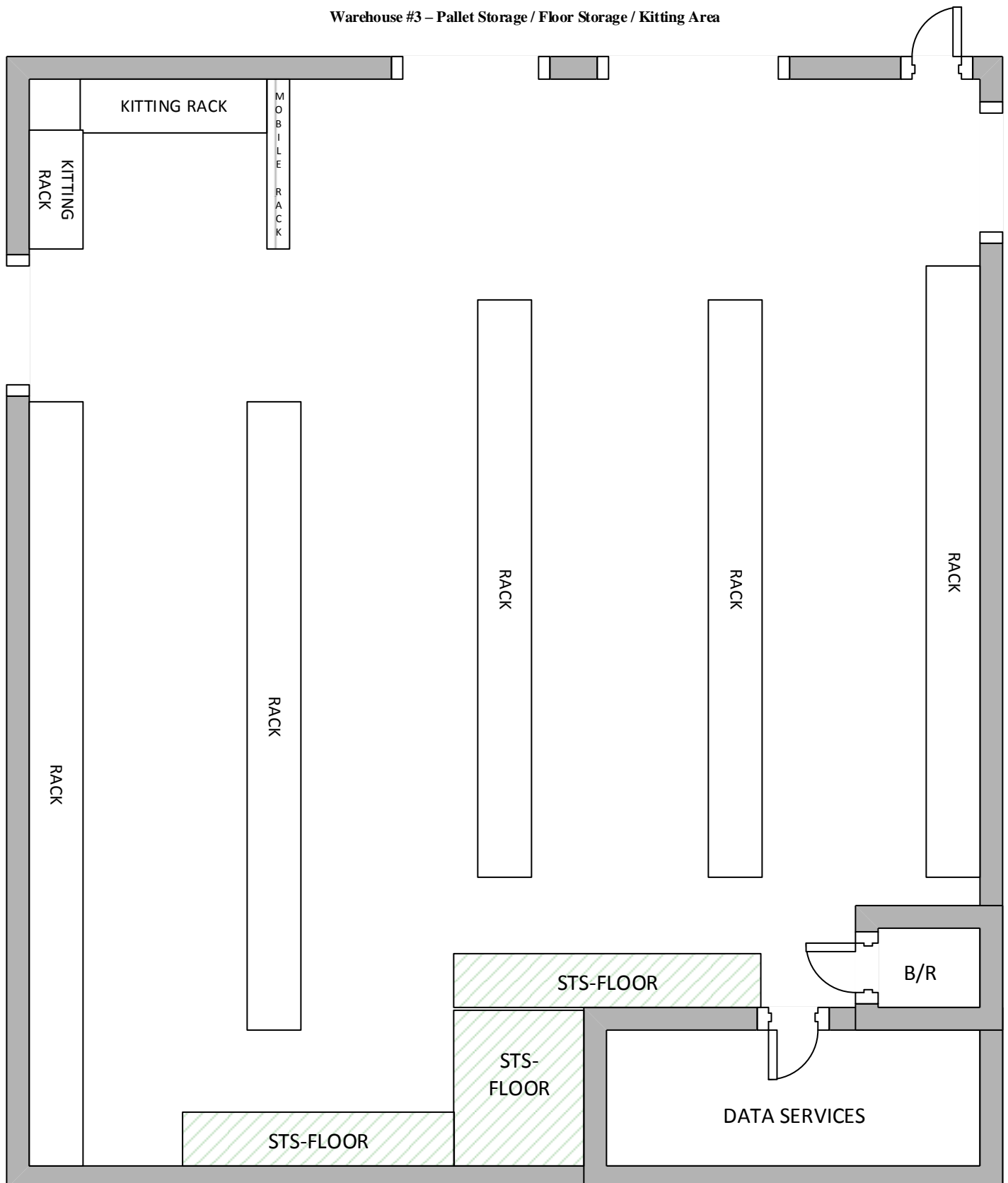
Facilities

Warehouse #2 – Shipping / Bin Storage / Staging



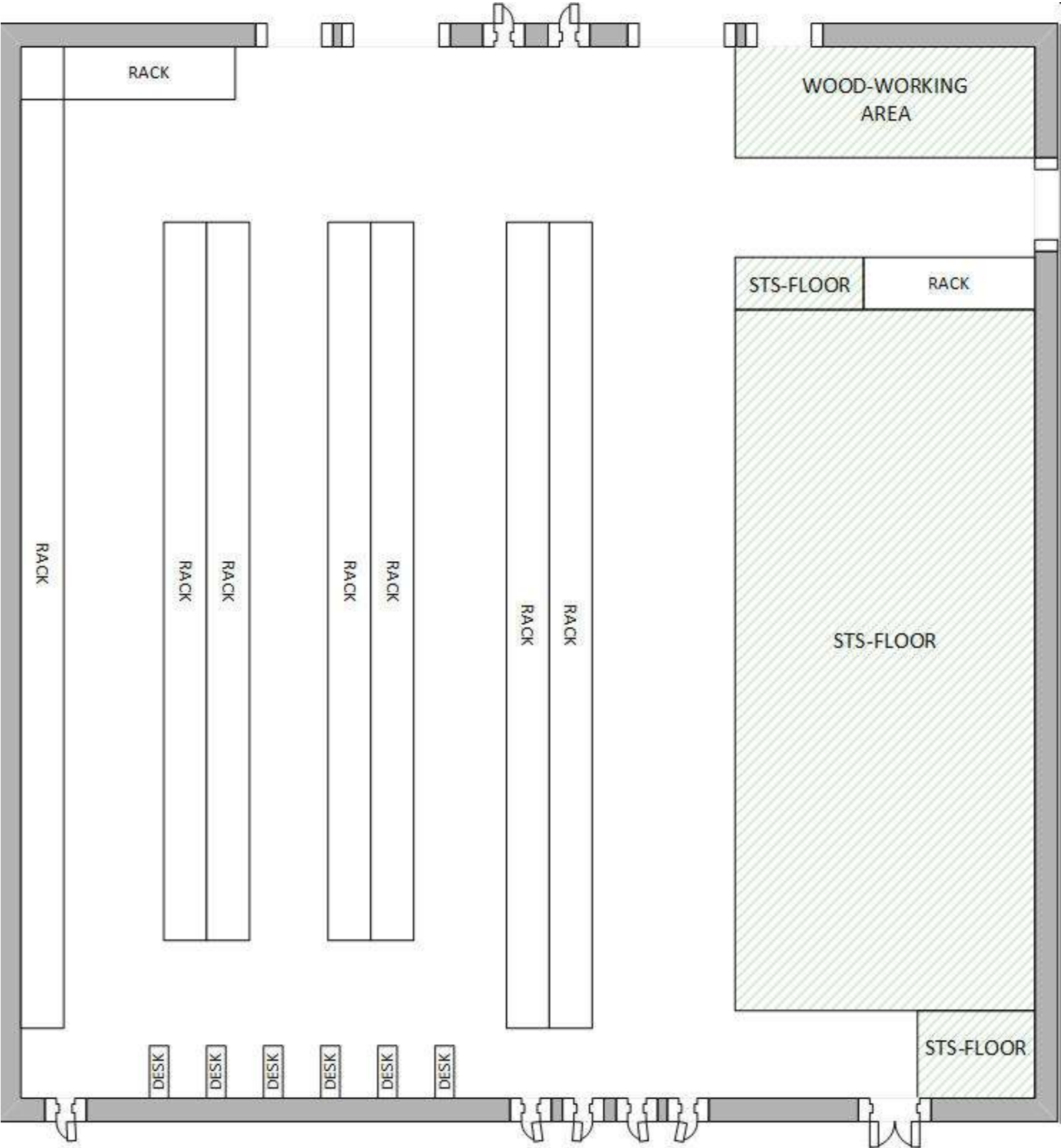
Facilities

Warehouse #3 – Pallet Storage / Floor Storage / Kitting Area



Facilities

Warehouse #4 - Pallet Storage / Floor Storage / Wood-Working Area



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. This shall include Drop Shipments.

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 upon request.

- 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.

STS Component Solutions LLC QAM
Section: 5

Page 2
Rev: 2020a

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 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 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. STS Component Solutions currently uses U-Line Anti-Static Mats for ESD inspection. These mats are hardwire grounded and do not require calibration, but are tested quarterly and logged. We test each mat with Desco wrist strap tester P/N 19350 and the wrist strap tester is calibrated once a year using Desco calibration unit P/N 07010 and logged as well.

Anti-Static Table Mat - Vinyl, 2 x 3'



Protect your electronic devices. Transfers static charges from work surface to ground.

- Mats include two snap fasteners and wrist grounding system.
- 3-layer construction. General packaging and assembly use.

MEETS ESD STANDARD 4.1, ESD STANDARD 20.20, EIA625, MIL-STD-1686

MODEL NO.	DESCRIPTION	SIZE	THICKNESS	RESISTIVITY
S-12743	3 Layer Vinyl	2 x 3'	1/8"	10^7 Ohms

- B. Records of testing are recorded on inspection labels on the underside of all mats and logged in an excel file and scanned into our Quantum database.

Material Control

- A. Material Control:** 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. Recall control:** In the event of a recall by a manufacturer or other operator, STS Component Solutions shall maintain records for parts and the quantities sold to each customer, to facilitate a recall notification,
- D. Packaging:** 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. Electro-static Sensitive Devices:**
Material subject to electro-static discharge 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. Storage of Parts:** 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. Part Numbering:** 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. Non-Conforming Material:**
If material is identified as suspect or non-conforming the material shall be segregated and placed in an area so designated. All suspect or non-conforming 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.
- I. Scrapped Parts:** 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.
- 1) 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. 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.
 - 2) The QAR shall be responsible to verify that the part was mutilated before being discarded.
 - 3) 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 '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.

STS Component Solutions LLC QAM
Section: 11

Page 1
Rev: 2020a

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.
- C. When processing an article to be shipped as a drop shipment, STS Component Solutions shall review and approve the documentation relating to each article in the drop shipment and process shipping documents to be included in the shipment

[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.

STS Component Solutions LLC QAM
Section: 13

Page 1
Rev: Original

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 QAR shall be responsible for the Corrective Action Process.

Hazmat Control and Transport

- A.** STS Component Solutions has a system in place governing the control of hazardous material and transport of hazardous material that meets Title 49 of the Code of Federal Regulations (49 CFR).
 - 1)** All personnel are trained via third party accreditation program and records kept on file for verification purposes under QAMFORM4. This training is valid for 2 years.
 - 2)** Hazmat shipments are processed through our internal system and logged during the receiving (QAMFORM6a) and shipping (QAMFORM7a) inspection processes. These documents are stored on file indefinitely and can be accessed when required.



Forms

Forms Control Page

Form #	Form Name	Page	Rev
QAMFORM1	QAM Distribution List	1	2020a
QAMFORM2	STS Inspector Roster	1	2020a
QAMFORM2a	B&H Inspector Roster	1	2020a
		2	2020a
		3	2020a
		4	2020a
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	2019a
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 Item Control Log	1	2009a
QAMFORM11	End Use Certificate	1	2019a
APPENDIX A	Documentation Matrix	1	2016a
UK-OPS-FM-29	STS / B&H Combined Receipt & Dispatch Check Sheet	1	2019a / Version 4

STS Component Solutions LLC QAM
Form #: QAMFORM1

Page 1
Rev: 2020a

Quality Assurance Manual Distribution List

Manual #	Issued To	Date Issued
1	Shane Clowdus	6/23/2020
2	Tom Covella	6/23/2020
3	Dan McNamara	6/23/2020
4	Michael Brady	6/23/2020
5	Aviation Suppliers Association	6/23/2020

STS Component Solutions LLC QAM
Form #: QAMFORM2

Page 1
Rev: 2020a

Inspection Roster

Roster Revision Date: 6/23/2020

Employee Name	Receiving Inspection	Shipping Inspection	Material Certifications	Hazardous Materials	ESD
BRANDONE ROGERS	X	X	X	X	X
CHRIS LAW	X	X	X	X	X
JOSH VARLEY	X	X	X	X	X
PAUL ARISTADE	X	X		X	X
DAN MCNAMARA	X	X	X		X
DUSTIN HOLBROOK	X	X			X
ERIC ROSE	X	X		X	X
ROGER BRIGGS	X	X	X	X	X
SAMUEL FOWLER	X	X	X	X	X
TONY CHOW	X	X		X	X
JONATHAN FOWLER	X	X	X	X	X
WILLIAM BENNETT	X	X	X	X	X
MICHAEL BRADY	X	X	X		X
Sonny Haas	X	X		X	X

[illegible]

[illegible]

[illegible]

[illegible]

STS Component Solutions LLC QAM
Form #: QAMFORM3

Page 1
Rev: 2016a

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 QAM
Form #: QAMFORM4

Page 1
Rev: 2010a

STS COMPONENT SOLUTIONS LLC QUALITY SYSTEM

<div align="center"> Training Record Name of Employee: <u>Connor Perdisatt</u> Authorized Quality Signature? <u>F</u> </div>						
TRAINING_CODE	DESCRIPTION	DATE	Hours	TRAINER	TRAINING COMMENTS	TRAINING TYPE
INTERMEDIATE	1.00 ASA MANUAL	06/01/2008	4.00	TRADEWINDS AIRCRAFT SERVICES	PREVIOUS EXPERIENCE	OTJ
ADVANCED	1.02a QAMFORM6A - RECEIVING	06/01/2008	0.50	NICK CHAMBERS		OTJ
ADVANCED	1.02a QAMFORM6A - RECEIVING	06/01/2008	0.50	NICK CHAMBERS		CLASSROOM
ADVANCED	1.02b QAMFORM7A - SHIPPING	06/01/2008	0.50	NICK CHAMBERS		OTJ
ADVANCED	1.02b QAMFORM7A - SHIPPING	06/01/2008	0.50	NICK CHAMBERS		CLASSROOM
INTERMEDIATE	1.04a WAREHOUSING	06/01/2008	0.50	NICK CHAMBERS		OTJ
INTERMEDIATE	1.04b PARTS IDENTIFICATION	06/01/2008	0.50	NICK CHAMBERS		OTJ
INTERMEDIATE	1.05 ESD HANDLING	06/01/2008	0.25	NICK CHAMBERS		OTJ
INTERMEDIATE	1.08 HAZMAT	06/01/2008	8.00	TRADEWINDS AIRCRAFT SERVICES	CURRENT CERTIFICATION	OTJ
INTERMEDIATE	4.00 QUANTUM	06/01/2008	4.00	TRADEWINDS AIRCRAFT SERVICES	PREVIOUS EXPERIENCE	OTJ
BASIC	5.00 TSWEB	06/01/2008	0.50	DAVID LOEWE		OTJ
INTERMEDIATE	1.01 ASA-SUP MANUAL	06/15/2008	2.00	NICK CHAMBERS		CLASSROOM
INTERMEDIATE	1.07 FORKLIFT	06/15/2008	0.50	NICK CHAMBERS		OTJ
INTERMEDIATE	1.07 FORKLIFT	06/15/2008	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
2010 SW 42nd Ave, Palm City, FL 34990
Telephone: (888) 777-2960 Facsimile: (772) 405-1060

7/2/2012

<https://cs.stsholdings.net/Reports/RapportUI/FrontEnd/Report/Preview/55>

[Table of Contents](#)

STS Component Solutions LLC QAM
Form #: QAMFORM4a

Page 1
Rev: Original

Section 17.3										Operational Performance & Training Records									
Version 1.1										Updated: 06/13/2011									
										Approved									
										Regional Director									



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 document 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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	B.	Is the quality manual available to appropriate personnel?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	C.	Is the quality system documentation kept current and readily available to employees, customers, auditors or designee(s)?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2)	The assignment of personnel by title, for specific functions within the quality system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3)	The revision control system for the quality system documentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4)	Record Keeping System?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	5)	Training requirements and records?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	6)	Shelf life control system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	7)	Control of incoming discrepant parts and supplies?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	8)	Receiving inspection procedures?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	9)	Test and inspection equipment calibration program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	10)	Storage facilities and specifications?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	11)	Part identification system?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	12)	Environmental Controls?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	13)	Inspection stamp control?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	14)	Self-audit/evaluation program?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.		Facilities			
	A.	Does the storage areas provide:			
	1)	Adequate space and appropriate racks to prevent damage or mishandling?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2)	Adequate security from unauthorized access?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3)	Segregation of aircraft from non-aircraft functions?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	4)	Segregation of serviceable from non-serviceable parts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.		Training and Authorized Personnel			
	A.	Are personnel who perform inspection, shipping and receiving functions properly trained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	B.	Are inspection personnel properly authorized?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	C.	Are both formal classroom and on-the-job training documented and maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	D.	Is a roster of personnel authorized to perform inspection functions maintained?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	E.	Does training program address unapproved and counterfeit parts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	C.	Does the system require the distributor/dealer to maintain a list of approved suppliers and a quality history for each source?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2)	That all represented Airworthiness Directives (AD's) which have been accomplished are documented?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	3)	That are identified as overhauled, repaired or modified have all appropriate signed and dated documentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.		Receiving Inspection			
	A.	Does the quality system provide for a visual inspection of all items received and accompanying documentation?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	B.	Is there a procedure for reporting unapproved parts in accordance with FAA Advisory Circular 21-29?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	C.	Is there an accountability system in place to control stamp issuance, usage and replacement?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.		Measuring and Test Equipment			
	A.	Is there an effective calibration program for test equipment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.		Material Control			
	A.	Is material handled in an appropriate manner and is the material protected from damage & deterioration?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	B.	Is batch/lot control maintained for parts so identified by the manufacturer?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	C.	Is there a system in place for recall control which ensures that parts shipped can be traced and recalled?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	D.	Whenever practical, is material stored & delivered in the manufacturer's original packaging?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	E.	Does the system specify material control requirements for material subject to damage by electrostatic discharge?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	F.	Does the system assure that serviceable parts/components are adequately protected against the environment?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	G.	Does the system assure that no part number ambiguity exists?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	H.	Does a closed loop system exist to implement corrective action following detection of substandard or nonconforming parts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	1)	Are aircraft parts being segregated from non aircraft parts?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	I.	Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
		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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.		Certification and Release of Materials			
	A.	Does the system call for providing the customer with appropriate material/part certification?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	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;	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	2)	Obtained from the any government or military services	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	B.	Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.		Records			
	A.	Does the record system require record retention for at least 7 years from the date of sale to the customer?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	B.	Does the system require all life-limited parts have records confirming life limited status?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	C.	Are records protected against damage, alteration, deterioration and loss?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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?	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

STS Component Solutions LLC QAM
Form #: QAMFORM5a

Page 1
Rev: 2010b

		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:	
		11/23/2010		
16. CUSTOMER APPROVAL (IF REQUIRED):			DATE:	

[Table of Contents](#)

STS Component Solutions LLC QAM
Form #: QAMFORM6

Page 1
Rev: 2019a

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 QAR 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 of the designated person

[Table of Contents](#)

STS Component Solutions LLC QAM
Form #: QAMFORM6a

Page 1
Rev: 2011a



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 R30001932								
774635-3	BELLOWS	1	NE	STK	STS-REC	8502		
Stockline Findings:								

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

STS Component Solutions LLC QAM
Form #: QAMFORM7a

Page 1
Rev: 2011a



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 YESFUCIO 9901-RENCIA
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	795060715921234

Contact: MARICEL AGUILERA Phone:

Fax:

Part No.	Description	Serial Number	S/L	Cond	Qty	Origin
338-401-402-0	MANIFOLD	NSN	1	NE	1	
1591M24G01	LINK		2	NE	1	

FINAL INSPECTION CHECKLIST

	YES	NO		YES	NO
Hazmat / Dangerous Goods Material (IATA)	<input type="checkbox"/>	<input type="checkbox"/>	Documentation Complete and Correct	<input type="checkbox"/>	<input type="checkbox"/>
Packaging (ATA Spec 300)	<input type="checkbox"/>	<input type="checkbox"/>	AD Status Information Checked	<input type="checkbox"/>	<input type="checkbox"/>
Part Number(s) Correct (Part and/or Docs)	<input type="checkbox"/>	<input type="checkbox"/>	Drop Shipment (Paperwork Only)	<input type="checkbox"/>	<input type="checkbox"/>
Serial Number(s) Correct (Part and/or Docs)	<input type="checkbox"/>	<input type="checkbox"/>	QA Acceptance	<input type="checkbox"/>	<input type="checkbox"/>
Condition(s) Correct (Part and/or Docs)	<input type="checkbox"/>	<input type="checkbox"/>	Rejected to Quarantine Cage	<input type="checkbox"/>	<input type="checkbox"/>
Cure Date: _____ Exp Date: _____	<input type="checkbox"/>	<input type="checkbox"/>	Picture Taken	<input type="checkbox"/>	<input type="checkbox"/>
Any Evidence of Physical Damage	<input type="checkbox"/>	<input type="checkbox"/>	Waived by Customer - QAMFORM5a	<input type="checkbox"/>	<input type="checkbox"/>

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

STS Component Solutions LLC QAM
Form #: QAMFORM7b

Page 1
Rev: 2009a

Original PART OR MATERIAL CERTIFICATION FORM							ATA SPECIFICATION 106
2. Seller's Name: STS Component Solutions, LLC						3. Reference #	
4. Organization:  2910 SW 42nd Ave Palm City, FL 34909 USA Ph: 888-777-2960, Fax: 772-406-1686 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	C19296AF05	TBV by Installer	0	C1929601043	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.						15. 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.	
16. Signature: JOSH VARLEY						19. Signature: JOSH VARLEY	
17. Name: JOSH VARLEY						21. Name: JOSH VARLEY	

NOTICE: The above signature binds the seller and the SIGNER to the accuracy of the information provided in this 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 representation as to the accuracy or worthiness. Worthiness is to be determined by the installer at time of installation.

QAMFORM7b - Rev 2009a



[Table of Contents](#)

STS Component Solutions LLC QAM
Form #: QAMFORM8

Page 1
Rev: 2015a

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	143644	HOSE	1		NE	QC-PPW-DIS	P20001450	2	D40002235
SQUAWK: EXPIRED SHELF LIFE									
CORRECTIVE ACTION: SCRAPPED ON SITE									
07/02/2009	143644	HOSE	2		NE	QC-PPW-DIS	P20001450	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	P20002166	1	D40003273
SQUAWK: MISSING AVTRADE PPWIK AND TRACE PPWIK TO AIR SLOVAKIA, UNIT PUT ON OCHOLD...CPP 11/16/09									
RESOLUTION: RECEIVED AVTRADES AND AIR SLOVAKIA'S PACK SLIP AND ATA 105, SCANNED TO STOCK LINE...CPP 11/20/09									
AERO INVENTORY (UK) LIMITED									
# Discrepancies per Year									1
10/26/2009	60871-1842-0001	CIRCUIT, CKT CD ASSY*POW	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 SN MD1621 ON MATERIAL CERT FORM, MB 10/26/09									
RESOLUTION: AERO INVENTORY SUPPLIED MATERIAL CERT WITH SERIAL NUMBER ON IT, MB 10/21/09									
AERO SUPPORT, INC.									
# Discrepancies per Year									1
06/24/2009	11150647	RESTRICTOR	1		NE	QC-PPW MIS	P20001922	5	D40002852
MISSING NON-INCIDENT STATEMENT FROM AEROMEXICO, MB 9/24/09									
RECEIVED ATA 105, SCANNED INTO STOCK LINE...CPP 9/24/09									
AIRBASE PARTS, INC									
# Discrepancies per Year									1
10/06/2009	6A011-0236-31	TANK ASSY	5	0621	BE	QC-OAM	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 10/06/09									
unit written off due to damage, from conversation with repair vendor, unit is most likely not repairable, sending for evaluation prior to scrap...-JC									
ANSETT AIRCRAFT SPARES (US)									
# Discrepancies per Year									1
12/18/2009	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 12/18/09									
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 PWA	1		NE	QC-PPW-DIS	P20001919	2	D40002031
WAITING ON CORRECTED PAPERWORK FROM MESSIER SERVICES, THE LOT ATTACHMENT DOES NOT MATCH UP, MB 9/24/09									
RECEIVED CORRECT DOCUMENTS FROM MESSIER, CKT Q SHIP OUT, MB 9/24/09									
AVIALL									
# Discrepancies per Year									1
QAMFORM8									
Rev 2009a									

<https://cs.stsholdings.net/Reports/RapportUI/FrontEnd/Report/Preview/57>

[Table of Contents](#)

STS Component Solutions LLC QAM
Form #: QAMFORM9

Page 1
Rev: 2009a

QAMFORM9 - Scrapped Parts Log

Scrap Date	Part Number	Description	Serial Number	Qty	Image Key
06/07/2007	VT-0107F	XMITTER	533	-1.00	49,963
02/29/2008	3790076-105	ACTUATOR	0357	1.00	39,566
03/05/2008	A3462-2	ROD	1377	0.00	39,538
03/05/2008	A3462-2	ROD	1377	1.00	39,538
03/17/2008	NP158001-3	WINDSHIELD, LH	99265H8596	1.00	40,154
09/12/2008	213N04-159C	LP FILTER FUEL LOW PRESS WARN	130573	1.00	49,963
09/17/2008	5775-1	FIRE DETECTOR	257	-1.00	50,041
09/17/2008	5775-1	FIRE DETECTOR	257	0.00	50,041
11/21/2008	901907	DETECTOR FIRE ENGINE LOWER AF	5148F	1.00	51,702
12/16/2008	9058M91G06	UPPER BLOCKER DOOR	PMR07523	-1.00	52,221
02/23/2009	65840435-13	MODULE-APU FIRE SHUT	D00167	-1.00	52,635
02/24/2009	65840435-13	MODULE-APU FIRE SHUT	D00167	1.00	52,635
03/09/2009	396493-1	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	3010022-3	EXTINGUISHER, LAVATORY	7994	-1.00	57,909
07/01/2009	3010022-3	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	000504	1.00	59,686
07/29/2009	224-9742-507	DETECTOR ASSY	AA19	0.00	58,478
07/29/2009	70-038-0000	PRINTER	487	0.00	58,434
07/29/2009	5930039-103	VALVE HPT CCV	0224	-1.00	56,762
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	217	-1.00	59,419
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	361	-1.00	59,421
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	303	-1.00	59,425
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	377	-1.00	59,428
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	377	0.00	59,428
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	361	0.00	59,421
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	363	0.00	59,425
08/18/2009	3396103-1	VALVE-PILOT FAN AIR	217	0.00	59,419
10/13/2009	FG1066AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0073	0.00	61,242
10/13/2009	FG1066AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0076	0.00	61,244
10/13/2009	FG1066AA50	TANK UNIT ASSY-MAIN TANK NO.1	G0397	0.00	61,245
10/13/2009	FG1066AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0073	0.00	61,735
10/13/2009	FG1066AA50	TANK UNIT ASSY-MAIN TANK NO.1	M0076	0.00	61,736
11/16/2009	3396103-1	VALVE-PILOT FAN AIR	372	0.00	62,631
11/16/2009	5645105-505	DIFFERENTIAL		0.00	63,267
11/20/2009	213N04-355	PRESSURE SWITCH	P123	0.00	63,469
11/20/2009	0851H-V	PITOT PROBE	EJ4929A	0.00	63,480
12/10/2009	305IF	LAMP		0.00	64,067
01/06/2010	0351H-V	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	TC1086-1	-1.00	65,314
01/14/2010	2074-03-1	VSI	TC1086-1	0.00	65,315
01/14/2010	2074-03-1	VSI	TC1086-1	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	896695	BRKT AY		-1.00	67,368
03/10/2010	5822-11	POWER SUPPLY	NSN2	0.00	68,256
03/11/2010	837673	PUMP HYD ENG DRIVEN	MX678144	1.00	66,820
03/23/2010	5917233-521	TUBE ASSY-VENTRIL STAIR		0.00	66,869
03/23/2010	654N0243-61	SKIN		-1.00	66,912
03/24/2010	8TJ163AA81	SENSOR-HI	4021A	1.00	68,936
03/26/2010	6316-30	CONTROLLER-LIGHTING	300	0.00	68,072
04/12/2010	6316-30	CONTROLLER-LIGHTING	334	0.00	92,451

QAMFORM9
Rev 2009a

QAMFORM9 - Scrapped Parts Log

Page 1 of 3

<https://cs.stsholdings.net/Reports/RapportUI/FrontEnd/Report/Preview/56>

[Table of Contents](#)

STS Component Solutions LLC QAM
Form #: QAMFORM10

Page 1
Rev: 2009a

QAMFORM10 - Shelf Life Items Control Log

R10C5C

2/2020		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
MS29513-154	PACKING	14	NE	1		02/01/2005	02/01/2020	0

R10E2A

3/2009		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
M83461-1-224	O RING	19	NE	1		04/01/1999	03/29/2009	3,850

R10E2C

3/2016		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
MS28178-2	PACKING	32	NE	2		04/01/2001	03/28/2015	5,475

R10E2D

5/2016		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
21182-1250	PLATE	2	NE	1		06/01/2001	05/28/2015	5,475

R1A1B

12/2010		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	OH	154	R05-007939		12/15/2010	1,095

R1A1C

4/2015		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	NE	150	R10-003566		04/28/2015	1,065
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	NE	149	R10-003571		04/28/2015	1,065
B42365-1	CYLINDER & VALVE ASSY; S475W001-4	1	NE	148	R10-003812		04/28/2015	1,065

R4F6A

8/2012		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
1151324-1	LOCATOR, ELT	1	NE	55	1151324-08034	08/15/2007	08/13/2012	1,825

R5G7F

10/2011		Qty OH	Cond	SL#	Serial Number	Mfg Date	Exp Date	Shelf Life (Days)
NC5G10	BEARING	10	NE	1		10/01/2006	10/01/2011	1,825
9/2014								
MS28175-017	PACKING	163	NE	4		09/01/2004	09/06/2014	3,850
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

<https://cs.stsholdings.net/Reports/RapportUI/FrontEnd/Report/Preview/54>

[Table of Contents](#)

STS Component Solutions LLC QAM
Form #: QAMFORM11

Page 1
Rev: 2019a



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 CUBA, IRAN, NORTH KOREA, SYRIA, SUDAN, or 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 Designated 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: 2019a

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

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.
CLASS OF PARTS	REQUIRED ON RECEIPT	REQUIRED FOR SHIPMENT
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 Component Solutions LLC QAM
Form #: UK-OPS-FM-29

Page 1
Rev: STS 2019a / B&H Version 4

Combined Inventory
Receipt & Dispatch
Check Sheet

**THIS DOCUMENT MAY ONLY BE
COMPLETED BY A PERSON THAT HAS
RECEIVED TRAINING AND BEEN ISSUED
WITH AN INSPECTORS STAMP**



B&H Warehouse Reference	Received Date	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 Safety Data Sheet)		
Shelf Life Applicable		
Material Certification / ATA 106		
US (unserviceable) Tag		
Reason for Removal Stated on Tag		
Packing Slip		
Original Certificates Returned		
Unused Statement		
Physical Checks to be completed	RECEIPT ✓ yes / ✗ no	DISPATCH ✓ yes / ✗ 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		
FOD evident in ports / connectors		
Static Sensitive		
Warranty labels INTACT		
Following MUST be completed on Receipt AND dispatch	✓ if on RECEIPT	✓ if on DISPATCH
Interior packaging sufficient to secure unit and weight of unit		
Component wrapped in static sensitive bubble / pouch		
Exterior packing condition acceptable for weight of unit		
Photos Taken - Package Exterior		
Photos Taken - Item and packaging		
Photos Taken - Component(s)		
Photos Taken - Data Plates and Connectors		
OnTrack Updated		
Other (Specify)		
Customer advised / pre-alert sent		
Completed by (Trained Inspector Stamp)		

UK-OPS-FM-29

Version: 4