Quality Assurance Manual

6991 NW 82nd Ave.
Bay 11
Miami, Florida 33166

Control Number

002

Copy Assigned To:

Quality Control Office

Table of Contents

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List of Effective Pages

PAGE NUMBER	REVISION NUMBER	REVISION DATE
i	Original	05/06/2024
ii	Original	05/06/2024
iii	1	06/12/2024
iv	1	06/12/2024
v	Original	05/06/2024
1	Original	05/06/2024
2	Original	05/06/2024
3	Original	05/06/2024
4	Original	05/06/2024
5	Original	05/06/2024
6	Original	05/06/2024
7	Original	05/06/2024
8	Original	05/06/2024
9	Original	05/06/2024
10	Original	05/06/2024
11	Original	05/06/2024
12	Original	05/06/2024
13	Original	05/06/2024
14	Original	05/06/2024
15	Original	05/06/2024
16	Original	05/06/2024
17	Original	05/06/2024
18	Original	05/06/2024
19	Original	05/06/2024
20	Original	05/06/2024
21	Original	05/06/2024
22	Original	05/06/2024
23	Original	05/06/2024
24	Original	05/06/2024
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26	1	06/12/2024
27	Original	05/06/2024
28	Original	05/06/2024
29	Original	05/06/2024
30	Original	05/06/2024
31	Original	05/06/2024
32	Original	05/06/2024
33	Original	05/06/2024
34	Original	05/06/2024
35	Original	05/06/2024
36	Original	05/06/2024
37	Original	05/06/2024
38	Original	05/06/2024
39	Original	05/06/2024
40	Original	05/06/2024
41	Original	05/06/2024
42	Original	05/06/2024

HCA, Inc. Approval Signature _____ Title _____ Date _____

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Bay 11
Miami, FL 33166

Record of Revisions

REVISION NUMBER	Revision Date
Original	05/06/2024
1	06/12/2024

Manual Distribution List

MANUAL	ASSIGNED	LOCATION	CONTACT INFORMATION
001	General Manager	HCA Warehouse	(305) 853-6593
002	Director of Quality – DOQ	Quality Control Office	(786) 390-4378

Section 1: Quality System and Quality Manual

A. The purpose of this manual is to define and assure that High Class Aero. Inc. "HCA" 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.

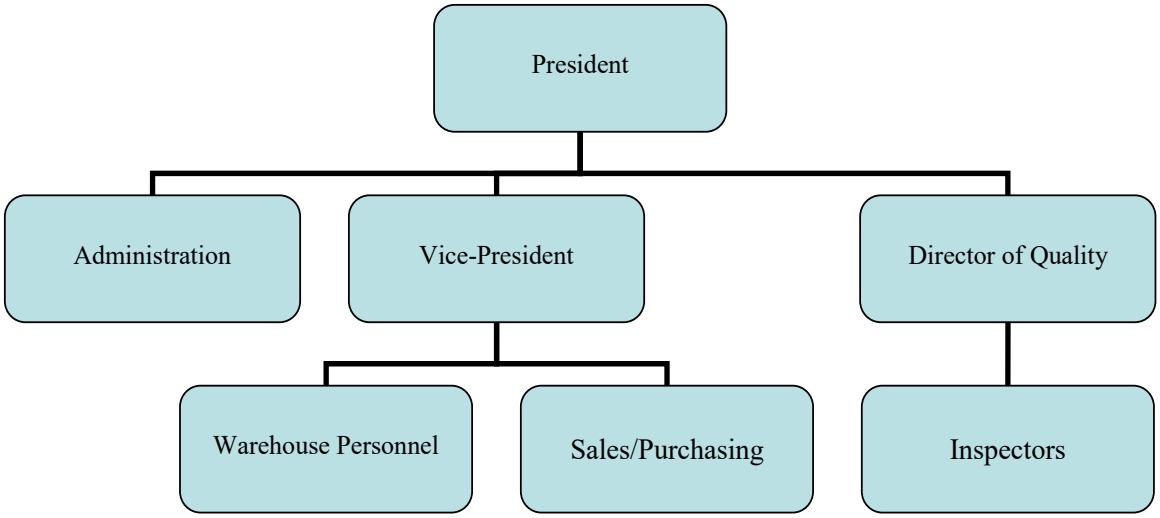
C. This manual shall be kept current and readily available to employees, the customer's auditor or designee and the Aviation Suppliers Association. Other quality system documents to be maintained current include ASA-100, AC 00-56, AC 21-29D, ASA-100 self-audit checklist, ASA Best Practice Disposition of Unsalvageable Aircraft Parts, ASA Best Practice ESD, and the ATA Specification 300 (2000 or later version). The Director of Quality (DOQ) shall maintain a list of controlled copies of this manual on page v. of this manual, Manual Distribution List. Revisions to the manual will be identified and recorded on page iv. of this manual, Record of Revisions. List of Effective Pages will be maintained in page iii of this manual, LEP. Copies of revised pages or the entire manual will be sent to holders of controlled copies of this manual. The quality manual revision process consists of the following steps:

- On the Record of Revision page, increment the next line to the next level and date.
- On the footer of each page in the lower left, page number is noted which revision is controlled by the List of Effective Pages.
- On each revised page, a vertical bar will be noted on the left-hand side of each line noting change for said revision. For example, if page 1 is revised at section C third line, a vertical bar will be placed at left hand side of start of line to reflect change.
- On the List of Effective Pages, fill the cell that corresponds to the page, revision & date.
- Perform a final check to see if the revision has changed the page numbers listed on the List of Effective Pages.

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 significant changes made to the manual.

E.1) Organization Chart



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 Vice-President shall assume duties performed by the President.

DOQ: The Director of Quality reports to the President and is responsible for the following functions:

a) Maintenance of the QAM, QAM distribution list, and inspection roster
b) Training of personnel
c) Self-audit program
d) The receiving and shipping inspection functions
e) Assuring any publications referred to in this manual are kept current
f) Maintenance of the approved supplier list and quality history
g) Assuring shelf life and limited life products are properly documented and stored
h) Records
i) Material control of parts in the storage area
j) Corrective Action Process
k) Scrap program

In the absence of the DOQ, the President shall carry out the duties of the DOQ

Vice-President: The Vice-President reports to the President and is responsible to accomplish delegated tasks as required. The Vice-President is also responsible to assure that sales, purchasing, and warehouse employees follow company policy.

Inspectors: These employees perform shipping and receiving inspections in accordance with HCA QAM Form's 6 and 7 and must be so authorized by the DOQ as noted on the inspection roster.

Sales / Purchasing personnel: See section 5

E.3) The distribution and revision control system for quality documentation and other technical data. See Paragraph 1 C, and section 13.

E.4) Record keeping: See section 12.

E.5) Training requirements and records: See section 4.

E.6) Shelf-life material control: See section 9.

E.7) Discrepant material control: See section 8.

E.8) Receiving Inspection: See section 6.

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

E.10) The storage facilities and applicable specifications. See section 3.

E.11) Parts identification: See section 8.

E.12) Environmental Controls: See section 3

E.13) Control of inspection stamps: See section 6 E.

E.14) Self-audit program: See section 2.

E.15) Corrective Action Process: See section 14.

E.16) Hazmat Control and Transport: See section 15.

Section 2: Self-Audit Program

A. The purpose of HCA 's 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 DOQ 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 a nonconformity, HCA shall follow the Corrective Action Process described in Section 14 of this quality manual to address the nonconformity. Nonconformities shall be recorded on HCA QAM Form 3, Corrective Action Report.

Section 3: Facilities

A. HCA 's 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 3,000 square feet of storage spaces and administrative offices. There is no "off-site" storage facility. See detailed floor plan of the storage facility on following page.

B. The storage area is secured to prevent unauthorized access. The entire facility is secure with video recording systems as well as posted fire extinguishers. HCA does not engage in aircraft/component maintenance on site.

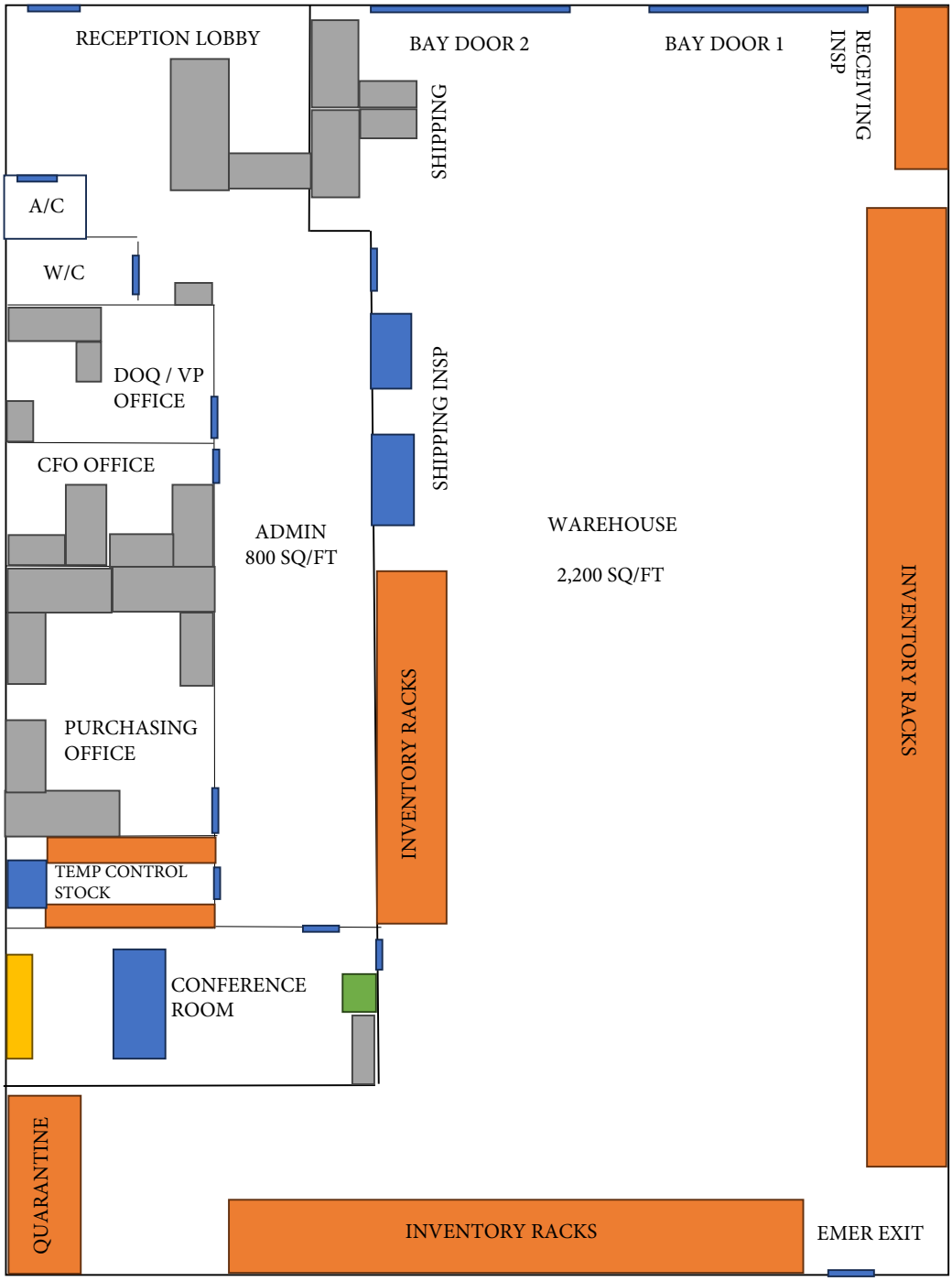
C. HCA deals primarily with repair management, rotable, expendable and major component sales in its operation.

D. 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 indicating their condition in HCA 's computerized inventory/sales system.

E. Environmental storage of parts is designated for those articles requiring controlled temperature and located within facility noted in Floor Plan.

Floor Plan:

Facility



Section 4: Training and Authorized Personnel

A. HCA 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. HCA personnel authorized to perform receiving inspections, shipping inspections, and to sign HCA certifications shall be so authorized on HCA QAM Form 15, Inspection Roster. The DOQ shall be responsible for maintaining a current roster on file. In order to be placed on this roster, personnel must at a minimum have the following training criteria documented on HCA QAM Form 4:

I. Unapproved parts and counterfeit parts and materials
II. Receiving and shipping inspection
III. ASA-100 familiarization
IV. Parts and warehousing
V. Recordkeeping
VI. FAA AC 00-56
VII. ESD handling
VIII. Hazmat/DG Awareness

C. All training, both OJT and classroom, shall be documented on HCA QAM Form 4, Training Record, or be documented on a certificate of training (or equivalent) in the event the training was performed by organizations external to HCA. Training records shall be retained for at least two years after the employee has left employment with the company. HCA QAM Form 4 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 name of the organization providing the training, and the instructor's name.
V. Any additional information required by law or regulation.

D. The roster of personnel authorized to perform inspection functions and their alternates shall be maintained on HCA QAM Form 15 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) identification and recognition of unapproved parts, and counterfeit parts and materials.

Section 5: Procurement

A. HCA's procurement system shall assure that materials and components purchased are traceable to a prior source and bear acceptable documentation that conforms to at least one of the receipt requirements listed in appendix A of the ASA-100 Standard. HCA's record keeping system described in section 12 of this manual shall serve as the record to demonstrate traceability of such purchased materials and components. This record of traceability shall be supplemented by HCA's computerized inventory, sales, and purchasing system. Such information will be provided to interested parties upon request.

1) When a part is drop shipped to HCA 's customer, all traceability documentation shall be forwarded to HCA for review and approval prior to the part being shipped to the customer. HCA shall provide the customer with documentation in accordance with the "Required for Shipment" column of Appendix A of the ASA-100 standard and use HCA QAM Form 12.

B. In cases where a customer informs HCA of any special requirements regarding a part to be purchased, HCA 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.

C. All approved suppliers shall be placed on the HCA 's approved supplier list; basis for approval for each supplier shall be identified. The DOQ shall be responsible for the monitoring and control of suppliers on this list via HCA's ERP system.

- PAHs (prime manufacturers, PMA holders, TSO MFG's) and their authorized distributors, Airlines, Repair Stations/AMOs, FAA AC 00-56 accredited distributors, ISO/AS/EN certified distributors, or AFRA accredited distributors are unrestricted, and not subject to approval via HCA QAM Form 5, Supplier Audit Form.
- All other suppliers are subject to approval via HCA QAM Form 5, Supplier Audit Form. The DOQ shall ensure that no purchases are made unless HCA QAM Form 5 has been sent, and subsequently approved and on file. HCA QAM Form 5 is only issued upon initial setup of the supplier; A supplier's quality history shall serve as the basis for the sustained approval on HCA QAM Form 14 Approved Suppliers List.
- The process is reflected in the flow chart on the following page.
- A one-time purchase from a supplier that is not on the approved supplier list may be authorized by the DOQ based on receipt of acceptable documentation IAW section 5 A of this quality manual.
- HCA QAM Form 7, Receiving/Material Discrepancy Log, shall serve to establish the quality history of all suppliers.

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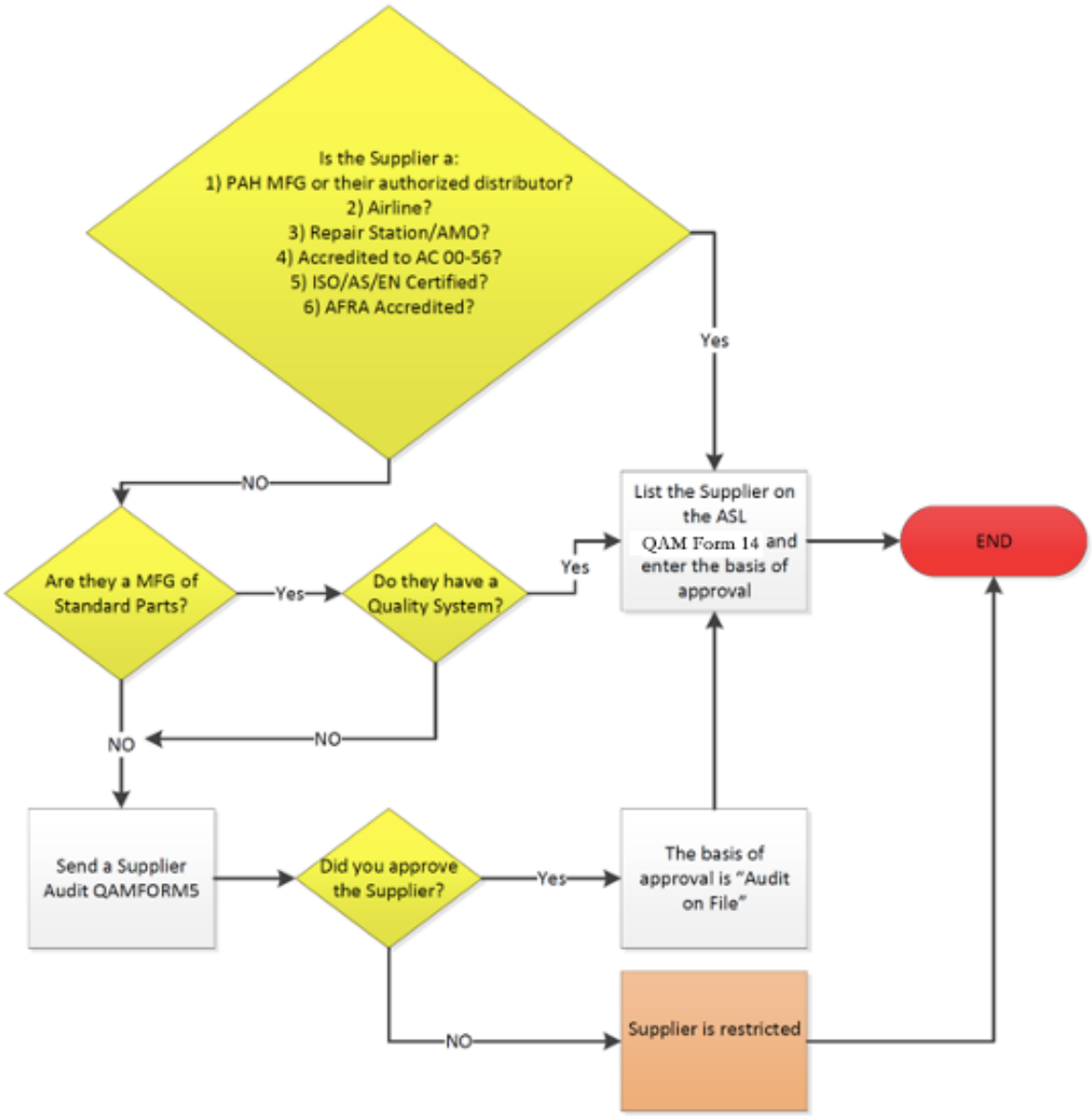
Supplier Approval Flow Chart



D. HCA shall assure that:

1) Apart from an aircraft or engine that is known to have been subjected to extreme stress, heat or environment 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. HCA 's Purchase Order and/or Repair Order to its suppliers/vendor requires that such parts be identified. When so identified, HCA 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 DOQ or Inspectors, Sales and Purchasing staff are responsible to carry out the requirements herein.

Section 6: Receiving Inspection

A. Inspectors shall conduct a complete visual inspection of all incoming parts and materials and check for presence of appropriate documentation. All Inspections must be conducted using HCA QAM Form 1, in addition to guidance in accordance with Appendix C, Receiving Inspection Guide. Documents shall be copied and/or scanned during the receiving inspection process to HCA servers for record keeping.

B. Perform visual inspection and sample 10% of fasteners for workmanship and 100% of documentation during the receiving process. Certifications provided to HCA 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 21-29D.

D. Any material or part found to be non-compliant and/or documentation not in order shall be placed in quarantine using HCA QAM Form 1 and logged in HCA QAM Form 7 until proper disposition is conducted by authorized personnel.

E. Inspection stamps or written initials shall be used for acceptance and rejection of parts and material. Stamp issuance and control shall be documented on HCA QAM Form 11, Stamp Control Log. Inspection stamp identification imprints shall not be re-used for two years after an inspector to whom the imprint was assigned leaves the position; or the stamp with the imprint is lost or stolen.

F. At this time HCA makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. However, a 10% sample visual inspection shall be performed when these items are received.

Section 7: Measuring and Test Equipment

At this time HCA does not use any measuring and test equipment, either required by contract or for conducting sample inspections.

Section 8: Material Control

A. Material in HCA 's 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, HCA 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, HCA 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 batch/lot number, and the quantity. HCA 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.

F. HCA 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, HCA shall use only the manufacturer's part number in their storage and labeling of parts. HCA shall not alter or replace any data plates under any circumstances.

H. Material identified as suspect or nonconforming during the receiving inspection, or later, shall be segregated and placed in Quarantine area using HCA QAM Form 13 as so designated until such suspicion or nonconformance can be properly resolved. All suspect or nonconforming

material shall be documented on HCA QAM Form 7, Receiving/Material Discrepancy Log as well as the action taken to address the discrepancy. This log shall form the basis of a quality history for affected suppliers; it shall be reviewed on a regular basis and if a trend is observed the Corrective Action Process described in Section 14 shall be initiated.

In the event HCA discovers that non-conforming material has been shipped to a customer, HCA shall notify the customer in writing within 24 hours.

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 and returned to service. Records of such mutilation shall be kept for all serialized and/or life limited parts and certified using HCA QAM Form 9. The DOQ shall be responsible to verify that the part was adequately mutilated before being discarded. HCA QAM Form 8, Scrapped Parts Log, shall be used to record part number, description, serial number (if applicable), and the date the part was scrapped. HCA QAM Form 8 & HCA QAM Form 9 records shall be maintained for at least 7 years. Subcontractors and/or repair stations utilized by HCA may perform the scrapping process; however, these businesses shall provide a certificate of destruction for parts scrapped at their facility.

J. HCA shall report suspected unapproved parts to the FAA according to AC 21-29D or to the appropriate CAA.

Section 9: Shelf-Life Control

A. Parts which have shelf-life limitations, including component subassemblies containing shelf life-limited parts, shall be placed in an area of the warehouse so designated for such parts. Parts placed in this area shall be entered on HCA QAM Form 10, Shelf-Life Items Control Log. The form contains provisions for location, part number, quantity, and expiration date. 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 quarantine for further disposition using HCA QAM Form 13. No expired material or part will be represented as having remaining shelf life. The DOQ 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. HCA shall rely on supplied documentation, part marking, teardown reports, or package marking to determine if shelf-life limits exist.

Section 10: Certification and Release of Materials

A. HCA shall provide the customer with documentation in accordance with the "Required for Shipment" column of Appendix A of the ASA-100 standard. When a Certified True Copy is required for shipment, the document shall be stamped with a statement asserting that it is a Certified True Copy of the original.

B. The following conditions, when disclosed to HCA, shall likewise be disclosed to the customer on HCA 's material certification.

I) Parts removed from an aircraft or engine that was subjected to extreme stress, 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 previously installed in a public aircraft, such as a government use aircraft or a military aircraft.

C. HCA 's 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 HCA 's computerized inventory, sales, and purchasing system.

D. The following procedure shall be followed when copies are made for redistribution shipments and when the approval tags are copied:

I) A Certified True Copy of the document shall be sent with the shipment. It shall be stamped with a statement asserting that it is a Certified True Copy of the original.
II) As parts are issued, quantity in stock shall be decreased in the inventory control system.
II) The original document shall remain with the inventory until sold. At which time it shall be kept on file at HCA for 7 years from the date of sale to the customer.
III) Customer will be provided an original copy of HCA QAM Form 6 Material Certification along will all traceability documentation related.

Section 11: Shipping

A. HCA shall use ATA Spec 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 Appendix B, Shipping Inspection Guide and HCA QAM Form 2.

C. When HCA causes an article to be shipped as a drop shipment, HCA shall review and approve the documentation relating to each article in the drop shipment. HCA QAM Form 12 shall be used for this purpose.

Section 12: Records

A. HCA 's records consist of three areas of storage:

I) Records of purchases and sales as kept on its computerized inventory, purchases and sales system.

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.

III) Scanned copies of applicable documents such as airworthiness tags, material certs, 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, HCA 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 HCA makes only occasional purchases of standard parts, fasteners, or raw materials; it is not a significant distributor of such commodities. When however, certifications are provided to HCA 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 the date of sale to the customer.

C. 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.

D. Records are stored in an area of the operation protected against damage, alteration, deterioration, or loss. Computer records are backed up periodically.

Section 13: Technical Data Control

HCA does not maintain any technical data such as manufacturer's illustrated parts catalogs, or overhaul manuals. Outdated or any technical data that may be held on-site that is not on revision service shall be conspicuously marked "For Reference Only".

Section 14: 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 (when a trend is observed)
- Identification of a nonconformity during an internal audit
- Identification of an RMA from a customer due to a quality issue

B. HCA 's 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 HCA QAM Form 3.
2) Ensure that the containment action when applicable is appropriate to limit the problem identified. The method of containment shall be documented on HCA QAM Form 3.
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 HCA QAM Form 3.
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 HCA QAM Form 3.
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 HCA QAM Form 3. Follow-up action(s) shall be taken in a timely manner.

C. HCA QAM Form 3 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 Director of Quality shall be responsible for the Corrective Action Process.

Section 15: Hazmat Control and Transport

HCA shall follow Title 49 of the Code of Federal Regulations (49 CFR). HCA 's training program for personnel involved with hazardous material (hazmat) shall include hazardous material awareness, control of hazardous material and shipping process for hazardous material. HCA may contract authorized third-party logistics for any HAZMAT.

Appendix A – ASA 100

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.

A

Appendix B – Shipping Inspection Guide

SHIPPING INSPECTION GUIDE

1) **If the part has ESD indicators such as,**  **perform this inspection on the ESD Station.**

2) **Check for obvious damage.**

3) **Verify all plugs or caps are installed, and that tape has not been used to cover electrical connections 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 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 have been met.**

6) **Assure the packing slip contains all items required by the customer.**

7) **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.**

8) **Verify all appropriate documentation such as maintenance releases, material certs, trace documents etc., are on hand properly completed and signed.**

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.**

Appendix C – Receiving Inspection Guide

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 discrepancy recorded on Receiving/Material discrepancy Log HCA QAM Form 7.**
2) **If the part has ESD indicators such as**  **, perform this inspection on the ESD Station.**
3) **Check for any 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, S/N, LOT or Batch Number on the part matches the documentation. Check for signatures on certifications and airworthiness documents as applicable.**
6) **Verify that the received documentation matches the PO for P/N, QTY, COND, traceability, or any other special requirements, and that there have been no substitutions not previously approved.**
7) **If you are receiving aircraft fasteners, perform a 10% sample visual inspection for general workmanship and the presence of certifications from the manufacturer or FAA regulated source.**
8) **<u>Unapproved/Counterfeit Parts:</u> 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 21-29D.**
9) **Assure that the received material came from an approved supplier in accordance with the QAM section 5 C.**
10) **If the part or documentation shows signs that this is a HAZMAT part, bring this to the attention of the designated person.**
11) **Assure that shelf-life items are identified and controlled I/A/W the QAM section 9.**
12) **Any suspect or nonconforming material, including documentation discrepancies, shall be segregated and the discrepancy shall be recorded on QAM FORM 7; even if the issue can be resolved quickly.**

HCA QAM Form 1 – Receiving Inspection Checklist

Receiving Inspection Checklist

RMA / PO / RO: _____

Date _____

Customer Ref.: _____

RECEIVING COMPLETE

YES _____ NO _____

PHYSICAL CONDITION	
Part Number(s) & Stock Line(s) verified	Yes ☐ No ☐ ; If no, why: _____
Serial Number(s), Lot, Batch verified	Yes ☐ No ☐ ; If no, why: _____
Quantity & Condition verified	Yes ☐ No ☐ ; If no, why: _____
Evident damages, scratches, non-conformance?	Yes ☐ No ☐ If yes, use HCA QAM Form 7 and HCA QAM Form 13
Check Applicable if verified:	Labels ☐ Cap/Plugs ☐ Log Book? Yes ☐ No ☐ Pictures ☐ ID Plate Legible ☐

DOCUMENT REQUIREMENTS	
Airworthiness Certification verified:	Yes ☐ No ☐ ; If no, why: _____
Traceability verified, Signatures Verified:	Yes ☐ No ☐ ; If no, why: _____
If HAZMAT, Check Applicable	MSDS enclosed Yes ☐ No ☐
Invoice & ATA 106 Form verified	Yes ☐ No ☐ ; If no, why: _____
Packing Slip, Teardown Report, Logbook verified	Yes ☐ No ☐ ; If no, why: _____
Advisory Directive "AD", Service Bulletin "SB" or Service Information Letter "SIL" to note:	Yes ☐ No ☐ ; If yes, Note: _____

SPECIAL INSTRUCTIONS	
Scanned documents / pictures to HCA server	Yes ☐ No ☐

HCA QAM Form 1
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Revision Date: 06/12/2024

HCA QAM Form 2 – Shipping Inspection Checklist

Shipping Inspection Checklist

Sales Order: _____

Invoice Number: _____

Customer P.O.: _____

APPROVED FOR RELEASE

YES _____ NO _____

PHYSICAL CONDITION	
Part Number(s) & Stock Line(s) verified	Yes ☐ No ☐ ; If no, why: _____
Serial Number(s), Lot, Batch verified	Yes ☐ No ☐ ; If no, why: _____
Quantity & Condition verified	Yes ☐ No ☐ ; If no, why: _____
Scratches? Debris? Damages?	Yes ☐ No ☐ ; If yes, quarantine & consult QC
Check Applicable if verified:	Labels ☐ Cap/Plugs ☐ Log Book Yes ☐ No ☐ Pictures ☐ ID Plate Legible ☐

DOCUMENT REQUIREMENTS	
Airworthy Release Certification verified:	Yes ☐ No ☐ ; If no, why: _____
Traceability verified, Signatures Verified:	Yes ☐ No ☐ ; If no, why: _____
If HAZMAT, Check Applicable	MSDS enclosed Yes ☐ No ☐
Invoice & ATA 106 Form verified	Yes ☐ No ☐ ; If no, why: _____
Packing Slip, Teardown Report, Logbook verified	Yes ☐ No ☐ ; If no, why: _____

SPECIAL INSTRUCTIONS	
Customer Shipping Instructions	Note: _____
Electronic Export Information (EEI) *if applicable*	Yes ☐ No ☐
Scanned documents to HCA server	Yes ☐ No ☐
Other:	Note: _____

HCA QAM Form 2
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HCA QAM Form 3 – Corrective Action Report

High Class Aero. Inc
CORRECTIVE ACTION REPORT

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

CORRECTIVE ACTION REPORT					
A. CAR Information					
1. Department:		2. Date:			
3. Responsible Person:		4. CAR #:			
5. Repeat Finding:	YES ☐ NO ☐	Prior Finding #:		Systemic Finding:	YES ☐ NO ☐
B. Finding Written By:					
8. Classification:	Non-Conformance ☐ Concern ☐				
9. ASA-100 Section / Organization QMS:					
10. Discrepancy:					
11. Objective Evidence:					
C. Response to CAR (complete below):					
12. Correction:					
13. Containment:					
14. Locate & Correct Similar Discrepancies:					
15. Root Cause:					
16. Corrective Action:					
17. Responsible Person:		18. Estimated Completion Date:		19. Completion Date:	
20. Verified by:		21. Date:			

HCA QAM Form 3
Original Issue: 05/06/2024
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HCA QAM Form 4 – Training Record

High Class Aero. Inc
Training Record

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Description	Date	Duration	Organization	Instructor Name	Signature	OJT	Class

HCA QAM Form 4
Original Issue: 05/06/2024
Revision Date: 05/06/2024

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HCA QAM Form 5 – Supplier Audit

High Class Aerospace.
6991 NW 82nd Ave, Bay 11
Miami, FL 33166
www.highclassaero.com

SUPPLIER AUDIT FORM

In order for your firm to be placed on our Approved Supplier List, it is necessary that the responsible person in your firm fills 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 Code	
Country	

Name	
Title	
Phone	
Fax	
E-mail	

Quality System in use	

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

Signature:	**Date:**

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

Page 1 of 4

HCA QAM Form 5
Original Issue: 05/062024
Revision Date: 05/06/2024

	Y	N	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 discrepant 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 parts?			
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?			

	Y	N	N/A
5. Procurement			
A. Does the system assure that parts procured conform to the customer's documentation requirements?			
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?			
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 21-29D?			
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?			
I. Is there a documented procedure in place to mutilate scrapped parts to prevent the possibility of their being restored and returned to service?			
J. Are suspected unapproved parts reported to the FAA according to AC 21-29D or to the appropriate CAA?			

	Y	N	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 documentation?			
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) parts previously installed in a public aircraft, such as a government use aircraft or a military aircraft.			
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?			
C. Does the quality system require documentation for each article that is shipped as a drop shipment to be reviewed and approved?			
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 current life limited status?			
C. Are records protected against damage, alteration, deterioration and loss?			
13. Technical Data Control			
A. Does the quality system provide for maintaining technical data in a manner which ensures such data is up-to-date and accessible?			
14. Corrective Action Process			
Does the quality system include a process for addressing corrective actions?			
15. Hazmat Control and Transport			
A. Is there 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)?			

HCA QAM Form 6 – ATA-106 Material Certification

	BILL TO:	**Date Created:** **Rep by:** **Created by:** **Traceback:**

1. PART OR MATERIAL CERTIFICATION FORM (ATA106)	
2. Seller's Name:	3. Reference #:
4A. Organization Address:	4B.
5A. Contract No. (Seller): Document #:	5B. Contract No. (Buyer):

6. #	7. Part#	8. DESCRIPTION	9. QTY	10. ELIGIBILITY	11.SERIAL/BATCH	12.CD/STATUS
1						

13A. Remarks: The above referenced part(s) or material was/were not obtained from any US Government or Military Source and was/were not subjected to severe stress or heat or immersed in salt water (as in major engine failure, accident, incident or fire).			
13B. Traceable to:		13C. Last Certifying Agency:	
14. New Parts Material Verfication: The following signature attests that the part(s) or material identified above was (were) manufactured by a FAA Production Approval Holder (PAH), or to an industry or commercial standard.		19. Used, Repaired or Overhauled Parts Verification The following signature attests that the documentation specified above or attached is accurate with regard to the item(s) described.	
15. Signature:		20. Signature:	
16. Title:		21. Title:	
17. Name:	18. Date:	22. Name:	23. Date:

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 misrepresentation, the signer and seller may be liable for damages and be subject to criminal prosecution under state and federal law.
Certificate Of Conformity

HCAQAM Form 6
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HCA QAM Form 7 – Receiving Material / Discrepancy Log

High Class Aero. Inc
Receving Material / Discrepancy Log

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Date	PO No.	Part No.	Serial No.	QTY	Vendor	Discrepancy	Initials / Stamp	Action Taken*	Initials / Stamp

HCA QAM Form 7
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* ACTION TAKEN KEY

Q - QUARANTINE
S - SCRAP
RMA - RETURN TO SUPPLIER / VENDOR.

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HCA QAM Form 8 – Scrap Parts Log

High Class Aero. Inc
Scrap Parts Log

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Description	Part Number	Serial Number	P.O.	S.O.	Date	Verified by:

HCA QAM Form 8
Original Issue: 05/06/2024
Revision Date: 05/06/2024

HCA QAM Form 9 – Scrap Certificate

High Class Aero. Inc
6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Scrap Certificate

This is to certify that the item listed below has been disposed of in accordance with all applicable local, state, Federal Regulations, Advisory Circular 21-38 and company procedures.

Mutilation may be accomplished by:

1. Grinding
2. Burning
3. Removal of major integral features
5. Permanent distortion of parts
6. Cutting a significant size hole
6. Melting
7. Sawing into many small pieces
8. Removing of all manufacturers I.D. including serial numbers

Vendor / Supplier: _____ **Description:** _____

Purchase Order: _____ **Part Number:** _____

Sales Order: _____ **Serial Number:** _____

RMA #: _____ **Method of Mutilation:** _____

Photographic evidence is will be attached to certificate and kept on file per quality assurance manual.

_____ _____
Quality Control Signature / Stamp **Date**

HCA QAM Form 9
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HCA QAM Form 10 – Shelf-Life Control Log

High Class Aero. Inc
Shelf-Life Control Log

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Description	Part Number	Location	Cure Data / Exp Date	Purchase Order	Disposition

HCA QAM Form 10
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HCA QAM Form 11 – Stamp Control Log

High Class Aero. Inc
Stamp Control Log

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

First Name	Last Name	Stamp Number / Identifier	Date Issued	Date Returned	Date Lost

HCA QAM Form 11
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HCA QAM Form 12 – Drop-Ship Checklist

High Class Aero. Inc
6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Drop-Ship Checklist

When a part is to be shipped from a supplier directly to the customer (bypassing our receiving and shipping process), this Checklist shall be completed by the person approving the transaction.

Date: _____

Customer: _____

PO Number: _____

☐ I have reviewed all the requirements from the customer.

☐ I have reviewed all available documents regarding the part condition and trace.

☐ I have reviewed any available pictures of the part.

☐ I have given our instructions to the supplier.

☐ I will assure all documents, pictures, PO, shipping documents, and this checklist are added to our applicable records.

Based on these reviews, I am satisfied this shipment meets the requirements of our customer and our quality system, and hereby approve this Drop Shipment:

Name: _____

Signature: _____

Date: _____

HCA QAM Form 12
Original Issue: 05/06/2024
Revision Date: 05/06//2024

t

HCA QAM Form 13 – Quarantine Material Log

High Class Aero. Inc
Quarantine Material Log

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Description	Part No.	Serial No.	PO / RO No.	Entry Date	Reason for Rejection	Entered By:	Disposition	Cage Out Date	Verified By:

HCA QAM Form 13
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*** DISPOSITION KEY**

R - REPAIR
STK - RETURN TO STOCK
RMA - RETURN TO SUPPLIER / VENDOR

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HCA QAM Form 14 – Approved Supplier List

High Class Aero. Inc

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

Approved Supplier List

SUPPLIER NAME	FAA AC 0056 ACCREDITED	AFRA ACCREDITED	AIRLINE	REPAIR STATION. / AMO	OEM OR THEIR AUTHORIZED DISTRIBUTOR	ISO / AS/ EN	SUPPLIER AUDIT FORM ON FILE	OTHER

HCA QAM Form 14
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Revision Date: 05/06//2024

HCA QAM Form 15 – Inspection Roster

High Class Aero. Inc
Inspection Roster

6991 NW 82nd Ave
Bay 11
Miami, FL 33166

First Name / Last Name	Receiving Inspection	Shipping Inspection	Material Certification	HAZMAT

HCA QAM Form 15
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