B and B Marketing Enterprises, Inc

61 N.E. 3rd Avenue.
Deerfield Beach, Florida 33441. USA

QUALITY ASSURANCE MANUAL

Manual Number_____

Manual Custodian_____

Manual Revision #: Original
Revision Date: 01 July 2006

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Table of Contents

Section I - General Page #

Introduction 3
Manual Control 4
Record of Revisions 6
List of Effective Pages 7

Section II - Organization

Housing & Facilities 9
Organizational Chart 11
Authority Delegation 12
Quality Assurance Inspector Qualifications 12
Roster of Authorized Inspection Personnel 12
Training 13
Company Self-Audit and Continuing Surveillance Procedures 13

Section III - Duties and Responsibilities

Quality Assurance Manager 15
Quality Assurance Inspectors 17
Sales Manager, Agents 18
Purchasing Agents 19
Stockroom Supervisor 20

Section IV - Inspection System

General 21
Inspection Personnel 21
Parts Receiving Inspection 22
Inspection Stamp Control 24
Rejection of Materials Received 24
Material Review Board 24
Quarantine Procedures for Rejected Material(s) 26
Disposal of Materials Scheduled for Scrap 26
General Storage Procedures 26
Handling of Parts 27

Table of Contents

Section IV - Inspection System (continued) Page #

Preservation of Parts 28
Deviation Authorization 28
Departmental Responsibility of Documents 28
Vendor Approval Procedures 29
Approved Vendors List 30
Recall Procedures 30
Completed Documents Routing 30
General Packaging Procedures 30
Export Procedures 31
Shelf Life Items 32
Final Inspection Prior to Shipment 32
Tagging Procedures 34
Data Control 34
Life Limited Parts 34
Parts Purchased In Bulk or Lots 34
Problem Resolution and Follow-up 35

Section V - Forms

Material Certification Form 36
Material Review Board Form 38
Scrap Order Form 41
Accept/Reject Notification Form 42
Receiving Inspection Form 44
Deviation Authorization Form 45
Company Internal Audit Form 47
Manual Revision Change Form 49
Manual Rapid Action Change Form 50
Employee Training Form 51
Certification Matrix 52
Sample Certification Statements 53

Appendix A

Vendor Audit Checklist 55

Manual Revision #: Original
Revision Date: 01 July 2006
Section - I

Introduction

This Quality Assurance Manual has been prepared and developed using the following references as its guidelines:

Federal Aviation Regulations
AC 00-56 Voluntary Industry Distributor Accreditation Program
AC 20-62 Eligibility, Quality and Identification of Approved Aeronautical Replacement Parts
AC 21-2 Export Airworthiness Approvals Procedures
AC 21-20 Supplier Surveillance Procedures
AC 21-29 Detection and Reporting Suspected Unapproved Parts AC
20-36 Index of Articles Certified Under the TSO System
AC 21-38 Disposition of Unsalvageable Aircraft Parts and Materials
AC 43-9 Maintenance Records
Order 8110.42 PMA Approval Procedures
Order 8130.21 Procedures for Completion and Use of FAA Form 8130-3
AC 145-3 Guide for Developing and Evaluating Repair Station Inspection Procedures
Manuals

This manual explains the internal inspection system in detail, including the continuity of inspection responsibility. It gives examples of company forms and their method of execution.
The manual gives detailed explanation covering all necessary elements as prescribed by AC 00-56.

B and B Marketing Enterprises, Inc is not an FAA Approved Repair Station nor does it claim to hold any other certificate issued by the Federal Aviation Administration under Title 14 CFR Chapter 1.
Therefore, certifications expedited by B and B Marketing Enterprises, Inc are affirmations to the certifications received from the applicable source of the unit(s).

Every department at B and B Marketing Enterprises, Inc has at least one current copy of this Quality Assurance Manual. Each department shall ensure the currency of this manual in accordance with the requirements contained herein.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - I

Manual Control

Each manual will have a control number and an assignment entry on the manual cover page and the record of revisions page. A master list of the manuals produced, their respective number and custodian will be kept in the office of the Quality Assurance Manager.

The Quality Assurance Manager shall receive a manual status report from each custodian following each manual revision to this Quality Assurance Manual. This report will confirm that the manual(s) are current and valid for that department or entities use or will identify needed changes.
The Quality Assurance Manager will periodically spot-check assigned manuals and review them for currency. Such spot check will be documented and filed as proof of on-going upkeep.

Note:
ALL REVISIONS MUST BE APPROVED BY THE ACCREDITATION ORGANIZATION PRIOR TO THE RELEASE OF ANY REVISIONS OR CHANGES.

All departments are encouraged to submit proposals for changes to the Quality Assurance Manager. Each proposal shall be reviewed and feedback provided to each department for further comments.
Accepted proposals shall be incorporated at the next scheduled manual revision. Rejected proposals shall be routed back to the originator of the proposal with an explanation describing the reason(s) for rejection.

Upon Receipt of a Manual Revision Change Form, each manual custodian will be responsible for:
1. Inserting the revised pages in their respective manual.
2. Recording the revision on the Record of Revisions page in this manual.
3. Return the acknowledgment section of the Manual Change Form to the Quality Assurance Manager within 10 calendar days of receipt.

Manual Control

Emergency changes requiring immediate response shall be handled by initiation of a Manual Rapid Action Change Form.
The Rapid Action Change Form must be entered into the manual upon receipt and the applicable instructions adhered to without exception. The cover page of the Rapid Action Change Forms will be inserted at the very front of the manual. These forms will remain in the manual until replaced by a formal Manual Change Form.

Note: RAPID ACTION CHANGE FORMS MUST HAVE AT LEAST A TELEPHONIC APPROVAL FROM THE ACCREDITATION ORGANIZATION PRIOR TO INCOPORATION.

A List of Effective Pages will be issued with each revision so each manual can be checked and kept current.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - I

Record of Revisions

Manual Number: Manual Custodian:

Retain this record in the manual.
Upon receipt of revisions, insert revised pages in the manual and enter the revision number, revision date and initials of the person incorporating the revision, in the appropriate block of the record of revisions.
Return acknowledgment section of the Manual Revision Change Form to the Quality Assurance Manager.

Revision Number	Revision Date	Insertion Date	Initials
Original	N/A	01 January 2004	BD

Manual Revision #: Original
Revision Date: 01 July 2006
Section - I

List of Effective Pages

Section	PAGE	REVISION#	DATE
I	I	Original	01 January 2004
I	ii	Original	01 January 2004
I	iii	Original	01 January 2004
I	iv	Original	01 January 2004
II	1	Original	01 January 2004
II	1A	Original	01 January 2004
II	2	Original	01 January 2004
II	3	Original	01 January 2004
II	4	Original	01 January 2004
III	1	Original	01 January 2004
III	2	Original	01 January 2004
III	3	Original	01 January 2004
III	4	Original	01 January 2004
III	5	Original	01 January 2004
IV	1	Original	01 January 2004
IV	2	Original	01 January 2004
IV	3	Original	01 January 2004
IV	4	Original	01 January 2004
IV	5	Original	01 January 2004
IV	6	Original	01 January 2004
IV	7	Original	01 January 2004
IV	8	Original	01 January 2004
V	1	Original	01 January 2004
V	2	Original	01 January 2004
V	3	Original	01 January 2004
V	4	Original	01 January 2004
V	5	Original	01 January 2004
V	6	Original	01 January 2004
V	7	Original	01 January 2004
V	8	Original	01 January 2004
V	9	Original	01 January 2004
V	10	Original	01 January 2004
V	11	Original	01 January 2004
V	12	Original	01 January 2004
V	13	Original	01 January 2004

Manual Revision #: Original
Revision Date: 01 July 2006
Section - I

List of Effective Pages

V	14	Original	01 January 2004
V	15	Original	01 January 2004
V	16	Original	01 January 2004
V	17	Original	01 January 2004

Appendix A Original 01 January 2004

Manual Revision #: Original
Revision Date: 01 July 2006
Section - II

Section II - Organization

Housing & Facilities

B and B Marketing Enterprises, Inc. location is 61
N.E. 3rd Avenue
Deerfield Beach, Florida 33441. USA

The facility houses the inventory and offices all with controlled systems The facility has 990 square feet of area available and is distributed as follows:

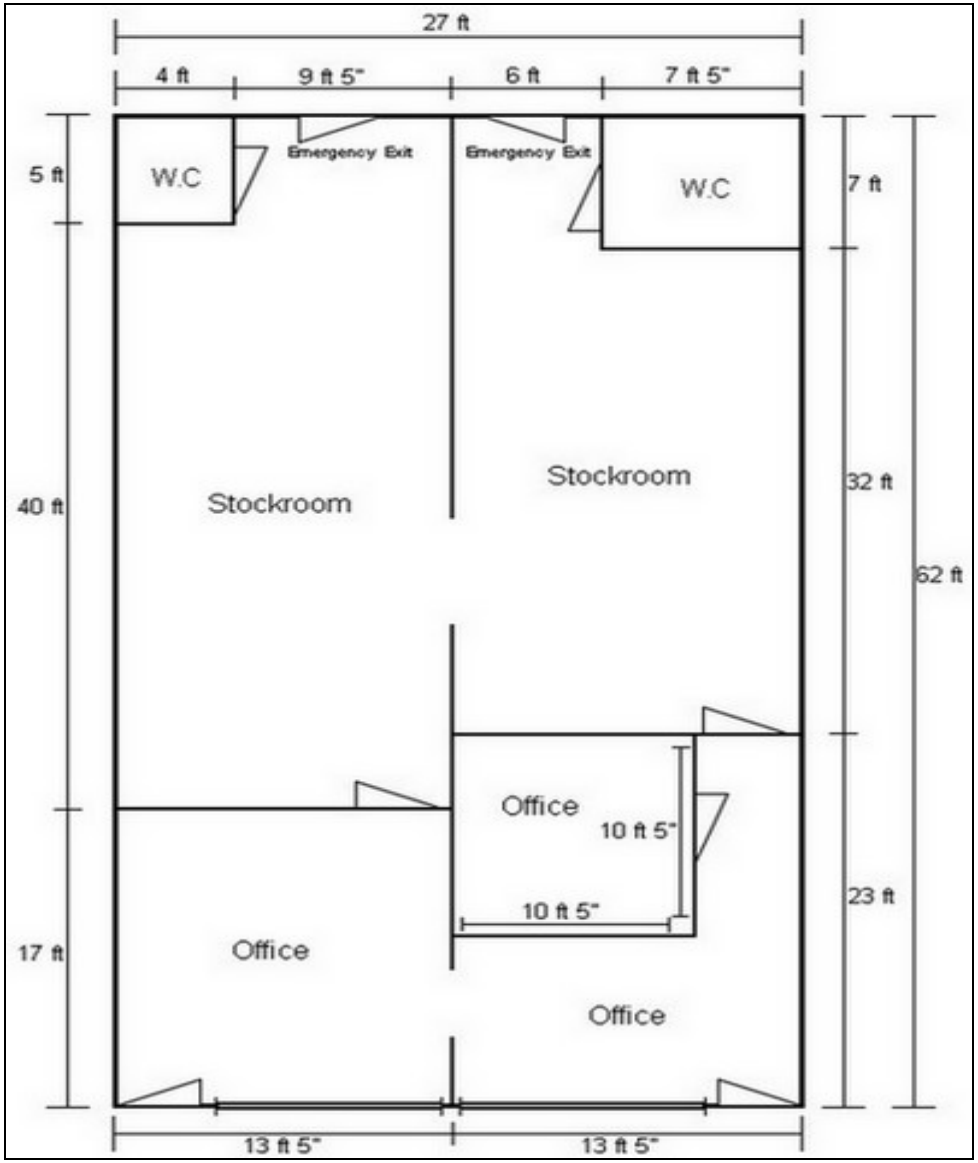
- Offices
- Temperature Controlled Storage Rooms • Receiving and Shipping (Temperature controlled)

The facility has electric power available at 110/220 volts @ 60 cycles. Fire fighting equipment is located throughout the facility and meets the South Florida Fire Code. Exit and instructional signs are placed throughout the facility and also meet the applicable safety code. Safety equipment is provided and available to all personnel whom have been properly trained in their use.

Quarantine area is segregated from all other activities to preclude any unapproved parts from being released to service or mixed with existing serviceable stock.
The quarantine area is caged and closely monitored by the Quality Control Department who is entirely responsible for its contents and disposition.

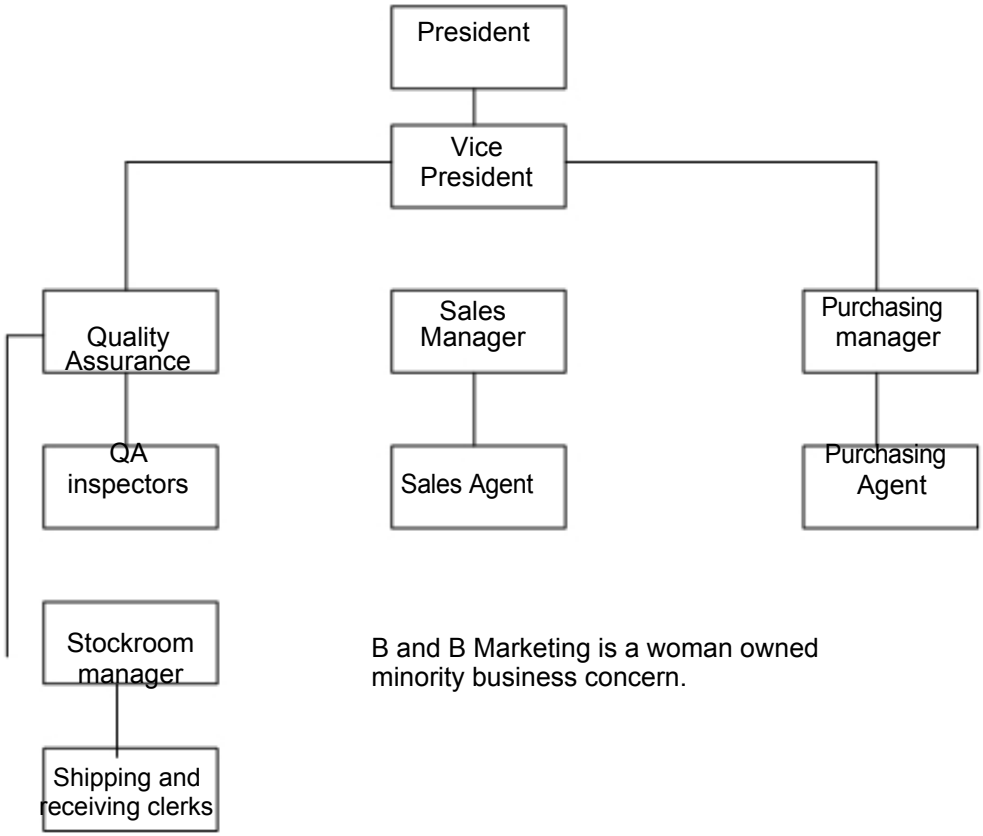
Manual Revision #: Original
Revision Date: 01 July 2006
Section - II

Floor Plan



Manual Revision #: Original
Revision Date: 01 July 2006
Section - II

Organizational Chart



B and B Marketing is a woman owned minority business concern.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - II

Management Commitment

Management must be committed to have total quality management at all levels, starting with the receptionist's desk.

Authority Delegation

The Quality Assurance Manager is responsible for the operation of the Quality Assurance Department and, as such, has the final authority to release for sale of any product stocked by B and B Marketing Enterprises, Inc.
The Quality Assurance Manager may delegate his authority to competent inspectors in the Quality Assurance Department. However, such delegation does not relieve the Quality Assurance Manager from the overall responsibility.

Quality Assurance Inspector Qualifications

1. Quality Assurance Inspectors should have a thorough working knowledge of the Federal Aviation Regulations.
2. All inspectors shall have a minimum of 3 years in the aircraft maintenance field.
3. An A&P mechanics license is highly desirable, however, not actually necessary.
4. All inspectors will be knowledgeable in interpreting Airworthiness Directives, Service Bulletins, Illustrated Parts Catalogs, and any other reference data used by B and B Marketing Enterprises, Inc.
5. All inspectors will be trained in the use of company's procedures as set forth in this Quality Assurance Manual including the performance of internal audits.

Roster of Authorized Inspection Personnel

In the interest of saving time and money to effect a new change to this Quality Assurance Manual for every instance that there is a change in personnel, a complete and current list of Authorized Inspection Personnel shall be kept in the office of the Quality Assurance Manager.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - II

Training

Training of all personnel shall be accomplished by formal classroom training, Factory training or On-The-Job training (OJT). Training of personnel shall be provided as the needs of the company shall dictate.
Every employee of the Quality Assurance Department shall have a training folder and shall have undergone at least the minimum requirements as described in the “Training Syllabus Form” shown in section V page 15 of this manual.
Credit for previous training and experience, may be awarded by the Quality Assurance Manager on a case-by-case basis.

Designated Airworthiness Representatives or other holders of appropriate FAA certificates may be utilized in providing necessary training as may be required.

The training folder should include the following information; Employee Name, Employee Number, Date of hire or date promoted to inspector status. Additionally, the training folder should contain copies of training certificates received either at this company or any other organization.

Company Self-Audit and Continuing Surveillance Procedures

B and B Marketing Enterprises, Inc. shall undergo self-audit performed by the Quality Assurance Department to denote any deficiencies of the company and its operation. This will also include a review of management. A copy of this inspection will be maintained on file, and all discrepancies must be corrected by the appropriate department, to the satisfaction of the Quality Assurance Department. Corrective action for discrepancies noted during the audit will be submitted in writing, within 48 hours after the finding and be physically corrected within a maximum of 5 working days. The preceding does not apply to situations or conditions requiring immediate corrective action.
In addition, all company personnel are encouraged to report any deficiencies to the Quality Assurance Department and suggest corrective action as required to maintain compliance with applicable sections of this Quality Assurance Manual and any other criteria deemed appropriate and conducive to effect maximum operating efficiency, safety and airworthiness of the products bought or sold by the company.

Monthly spot checks will be conducted on an unannounced basis and shall be recorded accordingly.
All discrepancies shall be corrected as previously described in the above paragraph. Monthly spot check forms will be kept on file for a minimum of three months in order to gauge any reoccurring discrepancies.
A sample copy of the company Internal Audit Form may be seen in
Section V page 12 of this Quality Assurance Manual.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - III

Section III - Duties and Responsibilities

Quality Assurance Manager

The Quality Assurance Manager is responsible to the President for the overall operation of the Quality Control department and, as such, will have the final authority in the release for sale of aircraft components, engines, appliances and the component parts thereof.
In addition, his responsibility for directing, planning and laying out the details of inspection standards, methods and procedures used by B and B Marketing Enterprises, Inc. to assure that aeronautical products that are bought and sold comply with applicable requirements.

It is the Quality Assurance Manager's duty to:

1. Assist, supervise and direct all personnel assigned to the Quality Assurance Department.

2. Ascertain that all inspections and evaluations are properly performed on all products and that proper records, reports and forms used by the company are properly executed prior to releasing the product for sale or stock.

3. Maintain a current file of pertinent regulatory documents applicable to the particular product being evaluated for purchase or sale.

4. Accomplish the final acceptance of all incoming materials, including new parts, supplies, and evaluate the airworthiness of articles on which work has been performed by FAA approved repair stations.

5. Oversee the proper tagging and identification of all parts and components as outlined in this manual.

6. Provide for the continuity of inspection responsibility assuring completion of required inspection when shift personnel or assignment changes occur.

7. See that rejected and unserviceable parts are handled in such a way as to prevent their sale as serviceable parts.

8. Preside as directing manager of the Material Review Board.

Note: The Quality Assurance Manager may delegate all duties assigned to any qualified individual; however, such delegation does not relieve him of the overall responsibilities.

Quality Assurance Inspectors

Quality Assurance Inspectors report directly to the Quality Assurance Manager and are responsible for:

1. Inspection and evaluation of products purchased or sold by B and B Marketing Enterprises, Inc.

2. Ensure that parts and paperwork conform to the requirements of B and B Marketing Enterprises, Inc, this Quality Assurance Manual and specific customer requirements.

3. Quarantine non-conforming parts or products.

4. Perform monthly spot checks throughout the company and deliver list of discrepancies to the Quality Assurance Manager for distribution and action.

5. Ensuring that corrective actions are carried out in a timely fashion.

6. Maintain a current list of approved vendors and suppliers.

7. Perform audits of vendors and suppliers.

8. Serve as member of Material Review Board, when delegated.

9. Identify and report to the FAA any suspected” Bogus parts”

10. Report instances of non-compliance during receiving inspections to accreditation Organization.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - III

Sales Department

The purpose of the Sales Department is to define the customer specifications that have been requested by the customer being serviced.
The Sales Department is responsible to the President for the accomplishment of the following:

Sales Manager

The Sales Manager is responsible for directing, supervising and providing assistance to the Sales Agents under his/her direction.
The Sales Manager will work closely with all other departments to ensure that customer requirements listed on the purchase order have been satisfied.

Sales Agents

The Sales Agent, is responsible for the customer being serviced, has the responsibility to ensure that all customer specifications are met.
This is to include all requirements as set forth by the customer in its corresponding purchase order, purchase agreement or purchase contract.

Purchasing Agents

The Purchasing Agents are responsible to the Purchasing Manager for the procurement of parts and supplies within the company.

Purchasing Agents are required to purchase these parts and supplies as specified by the applicable purchase order, purchase agreement or purchase contract and comply with all of the requirements contained therein.
All applicable purchases shall require Material Certifications, Tear-down Reports, Work Order, and/or Traceability to an approved source, as applicable.
Normal purchase order procedures shall be accomplished as follows:

1. All NEW Material supplied to the company must be accompanied by documented traceability back to the Production Approval Holder (PAH) or an FAA approved source.

2. All Overhauled or Serviceable parts should be accompanied by an approved maintenance release, Work Order Forms and/or Tear-down Report from an FAA approved or JAA approved 145 repair station working within the scope of their approval. In the case of Time Limited, Cycle Limited, Life Limited or Shelf Life Items the supplier must provide documentation of current times and cycles or expiration dated, as applicable, for the product being purchased.

3. All consumable materials must be in a NEW, unused condition accompanied by documentation that provides traceability back to an approved source.

4. All repairable or "As Is" products must be accompanied by an acceptable tag or written statement attesting that:

a. The subject part was removed from an aircraft or engine that was not immersed in salt water and was not subjected to extreme heat, nor exposed to extreme forces, and:
b. The part was not purchase from any Government or Military source. c. Traceability to the PAH or an FAA approved source.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - III

Stockroom Supervisor

The Stockroom Supervisor is responsible to the Quality Assurance Manager for the operation of the stockroom.

In addition, the Stockroom Supervisor is responsible:

For identifying, controlling, segregating, and maintaining all stock items to a serviceable or unserviceable category as designated by the Quality Assurance Department

For the preservation of all articles or parts, while carried in inventory, including parts that are subject to deterioration and shelf life specifications.

Assuring that required items are replenished in a timely manner.

For distributing to all pertinent departments any miscellaneous technical information, which is received by stockroom personnel.

For ascertaining that a sufficient supply of fire-fighting and safety equipment is provided for use at fire stations in the warehouse and office areas, and for their replacement after use.

Supervise subordinate stockroom clerks.

Maintain control over all products received and/or shipped.

Maintain a log of all units shipped and/or received.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Section IV - Inspection System

General

The Quality Assurance Manager is responsible for full compliance with all procedures outlined in this system as appropriate to any item bought or sold. The airworthiness of those items and compliance with record requirements of those items depends upon full conformity with this system. When financial resources permit, staff should attend relevant conferences, lectures, and/or seminars in both legislative and technical topics. Relevant internet teaching pages are highly recommended. Management must delegate its knowledge to other employees so that they may be habile.

Inspection Personnel

Quality Assurance Inspectors are required to be thoroughly familiar with all inspection methods, techniques and equipment used in their area of responsibility to determine the quality of airworthiness of an article purchased or sold.
All inspection personnel must also maintain proficiency in the use of the various types of visual inspection aids to be used for inspection of the items undergoing acceptance inspection.
Inspection personnel assigned to the company operations are required to familiarize themselves with FAA regulations applicable to such operations with particular emphasis on the following:
FAR Part 21 - Certification Procedures for Products and Parts
FAR Part 23 - Airworthiness Standards: Normal, Utility and Acrobatic Category Airplanes
FAR Part 25 - Airworthiness Standards: Transport Category Airplanes
FAR Part 39 - Airworthiness Directives
FAR Part 43 - Maintenance, Preventive Maintenance, Rebuilding and Alteration
FAR Part 65 - Certification: Airmen other than flight crew
FAR Part 121 - Air Carriers
FAR Part 125 - Certification and Operation Rules for certain large airplanes
FAR Part 135 - Air Taxi operators and Commercial Operators
FAR Part 145 - Repair Stations
All other parts may be found on the FAA website: www.faa.gov

Inspection personnel will signify acceptance of a part or material during the receiving inspection by affixing his/her inspection stamp to the appropriate block of the paperwork as described in this system. Additionally, an inspector will signify final acceptance for sale by affixing his/her inspection stamp on the appropriate block of the Material Certification Form.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Parts Receiving Inspection

The receiving Inspector (or designee) is responsible to see that all materials, hardware, parts, components, equipment and other aeronautical products procured for sale or use by the company are subject to receiving inspection to assure conformance to Part Number, Description, Serial Number, Lot Number, Batch Number, Purchase Order, appropriate paperwork and/or other applicable specifications.
A record of such inspections will be recorded on B and B Marketing Enterprises, Inc. Receiving Inspection Form.
Any part that fails to meet applicable specifications and/or Purchase Order requirements will be tagged as unacceptable and placed in the quarantine area. See Section V Pages 3 & 4.

Labels showing the expiration date of the item shall identify all materials having limited shelf life.
All shelf life items found in warehouse without such identification or with expired dates will be appropriately disposed of as directed by the Quality Assurance Manager.

CAUTION: ALL PARTS REPAIRED OR MAINTAINED BY A FOREIGN COUNTRY SHOULD BE FURTHER INVESTIGATED TO ENSURE THAT THE FOREIGN REPAIR FACILITY HELD AN FAA CERTIFICATION FOR THE WORK PERFORMED AT THE TIME THAT THE REPAIR OR MAINTENANCE. OF THE UNIT(s) WERE ACCOMPLISHED. (Ref: Order 8300.10, appendix 4, FSAW bulletin 96-14)

All parts should be visually inspected for, but not limited to, deficiencies such as corrosion, cracks, wear marks, signs of previous installation, mishandling, fungus growth, breached seals, cuts, abrasions, moisture, improper packaging, expiration date, shelf life, proper paperwork, and any other deficiency that would otherwise cause concern about the serviceability or airworthiness of the particular component being inspected.

Every reasonable effort should be expended to identify and capture “Bogus, and/or unapproved parts”.
These “Bogus, and/or unapproved parts” should be immediately brought to the quarantine area for final determination, final disposition, and FAA notification in accordance with Advisory Circular 21-29 Detecting and Reporting of Suspected Unapproved Parts, as applicable.

The Inspector or his delegated representative may request a functional check of components received from an FAA approved repair station or other approved source, prior to release for sale, when it has been determined by the Inspection Department that such components should be functionally tested.
An appropriate FAA approved repair station in accordance with the original equipment manufacturer's maintenance or overhaul manual, as applicable, shall perform functional testing.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Inspector Stamp Control

At the time of this current revision B and B Marketing Enterprises, Inc. does not use inspection stamps. The primary method of inspection acceptance is an authorized signature as delegated by the Quality Assurance Manager.

Rejection of Materials Received

Non-conforming parts or materials shall be transported to the quarantine area. The non-conforming parts shall be subject to Material Review Board process or await further evidence attesting to their current status. Non-conforming parts or materials shall not be entered into the system so as to prevent their sale or movement until such time as the parts or materials may be cleared for sale, movement to stock or returned to the vendor.

A Material Review Board Form shall be initiated for each individual part or lot as required. (See Section V - Forms) Upon satisfactory release from the quarantine area, a part or material shall complete the incoming receiving inspection, as required, and placed into stock for sale.

Material Review Board

The Material Review Board consists of the President, the Quality Assurance Manager, the Stockroom Manager, the Purchasing Manager or their delegated representatives. Upon notification of non-conforming parts and initiation of the Material Review Board Form, all interested parties shall utilize all appropriate and necessary data available to determine the status of the non-conforming part or material.
Consultation with the FAA or an authorized representative (DAR) should be considered in extreme instances where a difference of opinion may exist between Board Members.

It is beyond the scope of this manual to show every specific problem which may arise for non-conforming parts or materials. However, they may be broken down into two general categories:
1. Paperwork
2. Condition of Part or Material

It is the responsibility of the Material Review Board to ascertain the appropriate corrective action required and ensure that parts or materials released for sale are represented as stated on the applicable paperwork and comply with the requirements of this Quality Assurance Manual.

Completed Material Review Forms shall be signed by at least two members of the board and filed for a period of not less than 2 years from date of action taken.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Quarantine Procedures for Rejected Materials

Quarantine parts or materials rejected for cause shall be segregated in a secure area. Such parts shall be identified with a tag or other appropriate marking so as to prevent their introduction into active stock. No part may be removed from the quarantine area with the knowledge of the Quality Assurance Manager.

Disposal of Materials Scheduled for Scrap

Materials scheduled to be scrapped shall be reviewed by the Quality Assurance Department and assigned the appropriate method of disposal. The method of disposal may be:

1. Cutting component into two or more sections.
2. Burning
3. Return to vendor
4. Melting
5. Any other appropriate method suitable for the type of component being discarded.

Serialized life limited components should have the appropriate part number and serial number transmitted to the original equipment manufacturer along with a small statement attesting to the retirement of said component. (Ref: AC 21-38 Disposition of unsalvageable A/C parts & materials)

General Storage Procedures

The Stockroom Supervisor is responsible for the proper handling, preservation, storage, and protection from damage and/or the environment of all parts and materials within the warehouse.
Additionally, the Stockroom Supervisor is responsible for ensuring that:

1. All serviceable and unserviceable parts are segregated and adequately identified.
2. All products are adequately identified and paperwork attached or properly filed.
3. All spacers and knife edge seals are protected.
4. Avionics and electrical unit(s) are stored in an environmentally controlled area.
5. All scrap parts are transported to Quarantine Area for disposal.
6. All fluid lines and electrical connectors are properly capped or plugged.
7. All oxygen equipment is separated from any grease or oil bearing materials or parts.

8. All flammable products (paints, oils, grease, etc.) should be stored in a flame proof locker.

Handling of Parts

All items or components undergoing receiving or shipping process in the warehouse shall have the component handled in such a manner as to prevent damage or abuse while under the control of the stockroom. Suitable fixtures, racks, stands, and protective coverings (as required) are to be provided in the stock area to ensure maximum protection of all parts. Rejected parts will be identified by the use of RED tag and properly segregated.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Preservation of Parts

To protect parts against humidity, extreme temperatures, dust, rough handling or other damage, placing in suitable containers, plastic bags, and/or rigid boxes containing shock absorption materials will preserve the component.

Storage of company preserved components will be accomplished by storing in a location maintained by the stockroom personnel. The location shall provide maximum protection from physical and environmental damage.

WARNING: No one employed by B and B Marketing Enterprises, Inc. is allowed to apply any grease, oil, chemical or any other type of foreign substance to any product in stock.

Deviation Authorization

Deviations to established policies and procedures may be obtained through a written request authorized by the Quality Assurance Manager. These deviations may be of any nature or peculiar circumstance that may not necessarily be covered by this Quality Assurance Manual. Authorization for specific customer requests that may be in conflict with this manual may also be authorized in the same manner.
All Deviation Authorizations must be kept on file for a period of not less than two years from the date of the authorization under the specific Purchase Order or Sales Order under which the transaction had been effected.

Departmental Responsibility of Documents

Each Department Head is responsible for its own documents and safeguarding of said documents.
The data referred to is, but not limited to, Customer Purchase Orders, Company Purchase Orders, Invoices, Accounts Payable, Receiving Inspection Reports, Shipping Inspection Reports, Quality Assurance Audits (internal & external), Material Review Board Forms, etc...
Unless otherwise indicated, all data shall be kept on file for a period of not less than 2 years.

However, data may be removed from active files into a temporary storage after a period of 12 months. Data may be discarded, at the discretion of the cognizant department head with the approval of an executive, after 2 years.

Vendor Approval Procedures

It will be the responsibility of the Quality Assurance Department to develop and maintain a current checklist for use in the approval of outside vendors. A copy of this checklist is included in this Quality Assurance Manual in Appendix A. All FAA approved Air Agencies and persons operating under an AC 00-56 standard are automatically approved. All other entities shall be audited at an interval not to exceed 24 months from the last audit. (See Appendix A for the Vendor Audit Checklist.)

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Approved Vendors List

The Approved Vendors List is an ever-changing document that, for all intensive purposes, is best kept and maintained by the Quality Assurance Manager and the Purchasing Department.

Recall Procedures

Any product sold by B and B Marketing Enterprises, Inc, that does not meet any of the airworthiness or customer requirements shall be subject to recall utilizing the purchase order number to identify the appropriate customer. The customer shall be notified in writing and via telephone to alert the customer of the problem or suspected problem.
The scope of this manual is not to address each individual problem. However, it shall be required that all communications, verbal or written, be accurately documented so as to provide continuity during the resolve of the specific problem encountered and that a copy of these documents be place in the specific purchase order file.

Completed Documents Routing

Every department is responsible for its own document completion. Completed documents shall be maintained in a single file for each respective Purchase Order/client or may be identified in such a manner as can facilitate its retrieval.

All completed files should be reviewed by the manager of the respective department, or his delegated representative, prior to filing in the appropriate storage area. This action should be exercised at all times regardless of whether or not the file is electronic or paper form.

Customer approval

All emphasis will be on meeting and respecting the needs of the customers. We have an obligation to respond to our customers. If we have an RFQ AOG then we must respond within 4 hours and ship within the next 2 hours. If we only receive a generic RFQ, we should ship out within 24 hours, and ship within 48 hours beyond that. Beyond that, negative customer feedback must have a written reply explaining circumstances as to not have the same error in the future.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

General Packaging Procedures

All aeronautical parts shall be handled, preserved, and packaged in such a manner as to ensure that all articles being shipped will not be exposed to moisture or any shock that may otherwise cause damage to the product. Due to the diversity of the inventory owned by B and B Marketing Enterprises, Inc. document ATA 300 is recommended to be utilized as the required standard for all packaging requirements.

Export Procedures

The Quality Assurance Department is responsible for checking AC 21-2 for any requirements for export currently listed for products being exported to foreign countries. If the foreign customer does not request an export certificate of airworthiness and the country is listed in AC 21-2, then the customer should be made aware of the requirement and should respond, in writing, regarding the necessity of the export approval.
This action will preclude the situation where parts are shipped and the Export Certificate is requested after the fact.
REMEMBER: Parts are not eligible for export certification while they are located in a country or possession other than the United States. (Ref: FAR 21 Sub-part L.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Shelf-Life Items

All adhesives, sealers, primers, finishing, rubber products and other materials having limited shelf life shall be stored in such a manner that will allow the oldest units, not yet within 30 days of expiration, to be sold first. Whenever practical, all shelf-life items should be stored by grouping to facilitate their inspection and expedite the identification of out-dated products.
Inspectors shall dispose of all out-dated materials in a manner prescribed by the Quality Assurance Manager.

WARNING: Care should be exercised to avoid stocking petroleum products with products specifically designed for AVIATION OXYGEN SYSTEMS. Aviation Oxygen System products shall be stored separately from all other products and properly protected.

Final Inspection Prior To Shipment

The final inspection of all products sold or shipped by B and B Marketing Enterprises, inc, is an essential component of this Quality System.
Care must always be exercised to ensure that all products shipped via any method are properly protected at all times and that proper caution or warning labels are affixed to the exterior of the package.
All products must have a Material Certification form attached prior to shipment to end user.

All products should be inspected for proper identification, documentation, preservation and packaging. Each product being shipped should be afforded the same care and attention on the way out as it did when received. The supporting paperwork should reflect all customer criteria as set forth in the customer's Purchase Order. See Section V Page 16

Inspectors should be aware of the weight, size, and type of product being shipped to ensure that the packaging is not inadequate or substandard for the unit(s) being shipped.
Inspectors should inspect the product for proper preservation and consider the length of time the product may be subjected to during shipment.

All products should be packed utilizing ATA-300 Specification (recommended). The materials used in packaging application may include pre-formed foam, .Pop Corn., Bubble Wrap or any other material or container appropriate to the unit being shipped.

Inspectors shall verify the Shelf-Life items are not within 30 days of expiration prior to shipping.

All hazardous materials shall be packaged and shipped by approved shipping specialists.
Hazardous materials must be adequately stored dependent upon their nature and composition in accordance with acceptable industry standards.

Inspectors shall ensure that all pressurized vessels have a METAL safety cap installed at the outlet end of the vessel.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - IV

Tagging Procedures

All material received by B and B Marketing Enterprises, Inc must be tagged with the manufacturer's part number, description, serial number (if applicable), quantity and lot number.
Multiple part numbers should be avoided to prevent confusion as to the part's manufacturer or applicable specification.

Data Control

B and B Marketing Enterprises, Inc only maintains current copies of FAA publications and does not maintain current manufacturer's Illustrated Parts Catalogs.
In the event that such Catalogs do exist and they are not current the Catalogs shall be stamped with the words "FOR REFERENCE ONLY' on the face on the document.

Life Limited Parts

All Life Limited Parts must be received or shipped with required documentation attesting to the remaining hours and/or cycles. The document should identify at least, but not limited to, the following information:
1. The last operator of the unit
2. The date of removal from the aircraft engine, propeller or appliance
3. The hour and or cycle limit
4. The amount of hours and/or cycles used
5. The amount of hours and/or cycles remaining
6. The part number of the unit
7. The serial number of the unit
8. The model of the end item from which it was removed
9. An authorized signature of the last operator of the unit
10. Traceability to an FAA approved source

Parts Purchased In Bulk or Lot

It is the policy of B and B Marketing Enterprises, Inc, that parts and/or materials that have been purchased in bulk or lots be handled in the following manner.
When parts are purchased in this manner and only one original Certificate of Conformity and/or Packing List, partial sales may be made by making copies of the original documentation to prove where the parts originated.

The original documentation must remain on file for a period of not less than 5 years.

Problem Resolution and Follow-up

The General Manager shall be notified of any and all problems arising at B and B Marketing Enterprises, Inc.
The General Manager is completely responsible for resolving the situation and the followup to the problem.
The General Manager is further tasked with implementing necessary controls to prevent the reoccurrence. In the absence of the General Manager, the Quality Assurance Manager shall act in this capacity.

PART OR MATERIAL CERTIFICATION FORM (ATA 106)

1.

2. Seller's Name: B & B Marketing Enterprises Inc

3. Reference No.:

4. Organization: **B&B Marketing Enterprises**

Address: 910 NE 2nd Street Unit C
Deerfield Beach FL 33441

Phone #: (954) 725-3535
Fax #: (954) 725-3537
Sita/Wire Code: Not Available
Status: Parts Re distributor

5a. Seller's Contract No.

5b. Buyer's Contract No.

6.

Item	7. Description	8a. Manufacturer	8b. Mfg Part #	9. Eligibility	10. Qty	11.Serial/Batch #	12. Status/Work

13a. Remarks.
The material shipped against the above Purchase Order is in the condition stated on this material certification and/or maintenance release tag and was manufactured by the O.E.M. or an authorized licensee. It was not obtained from any U.S. Government source. All used parts were not subjected to severe
stress or heat (as in major engine failure, accident or fire).

13b. Traceable to:

13c. Last Certificated Agency.

14. New Parts/Material Verification.

The following signature attest that the part(s) or material(s) identified above was (were) manufactured by a FAA Production Approval Holder (PAH) or to an industry or commercial standard.

15. Signature.

16. Name.

17. Date

18. 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.

19. Signature.

20. Name.

21. Date

Notice: The above signature binds the signer and the SELLER to the accuracy of the information provided in the Form. Should the information provided in the form contain inaccuracies or misrepresentations, the signer and the SELLER may be liable for damages and are subject to criminal prosecution under state and federal law.

Revised: 05/00

Material Certification Form

The Material Certification Form will be filled out and signed by any authorized company employee. The following are numbered instructions are for each block as applicable.

Block 1: Pre-printed. No further data required.
Block 2: Pre-printed. No further data required.
Block 3: Enter: Seller's Contract Number
Block 4: Pre-printed. No further data required.
Block 5A: Enter: Seller's Contract Number
Block 5B: Enter: Buyer's contract number
Block 6: Enter the chronological sequence number for each item listed on the form.
Block 7: Enter the description of the item for each item listed on the form.
Block 8: Enter the Manufacturer's name and part number for each item listed on the form.
Block 9: Enter the type of aircraft or equipment for which that item listed is eligible for installation.
Block 10: Enter the quantity in this block.
Block 11: Enter the serial number of the individual unit or the batch number of the lot listed.
Block 12: Enter the condition of the component, material, or part. I.e. New, As Is, OVHL, etc.
Block 13A: The remarks block is a general purpose block for personnel to add extra information that is pertinent to the items listed on the form.
Block 13B: Enter the source from where the part, component, or material was purchased.
Block 13C: Enter the last Certified Agency where the part was last serviced, if applicable.
Block 14: Pre-printed. No further data required.
Block 15: Signature of authorized representative required for New Parts Only.
Block 16: Name of person signing block 15.
Block 17: Date of signature on block 15
Block 18: Pre-printed. No further data required.
Block 19: Signature of authorized representative required for Used, Repaired or Overhauled Parts Only.
Block 20: Name of person signing block 19.
Block 21: Date of signature on block 19.

Material Review Board Form (Return to Supplier)

1. Vendor/Supplier	2. R.O./P.O. #
3. Vendor/ Address:	
4. Vendor/Supplier Code:	5. Condition:
6. Part Number:	7. Serial Number:
8. Quantity:	9. Part Description:

10. Reason for Rejection:

11. Inspector:	12. Date:

13. Material Review Board Recommendation

☐ Return unit to Vendor

☐ Suspected Bogus part. Quarantine and hold for FAA Review

☐ Hold for supplier's corrected documentation or other remedy(s), as noted below.

☐ Return unit to vendor for warranty repair.

☐ Scrap. Dispose of unit as per Q.C. Manual procedures.

☐ BER. Evaluate unit for salvageable parts.

14. Corrective Action:	
15. Inspector:	16. Date:

Manual Revision #: Original
Revision Date: 01 July 2006
Section - V

Material Review Board Form

The Material Review Board Form will be filled out and signed by any authorized company inspector.
The following are instructions for each block as applicable. (See Form on previous page for Reference)
The Material Review Board Form may be used for existing stock parts, new incoming parts, or parts returned from a customer due to any problem arising from the sale.

1. Vendor/Supplier Block:
   Enter the name of the Vendor/Supplier of the product(s) in question.
2. R.O/P.O. # Block:
   Enter the repair order or purchase order number of the product.
3. Vendor Address Block:
   Enter the address of the Vendor.
4. Vendor/Supplier Code Block:
   RESERVED
5. Condition Block:
   Enter the condition of the product as stated on the R.O. or P.O.
6. Part Number Block:
   Enter the part number of the product.
7. Serial Number Block:
   Enter the serial number or the batch number, if applicable.
8. Quantity Block:
   Enter the quantity of the product(s).
9. Part Description Block:
   Enter the description of the product.
10. Reason for Rejection Block:
    Enter an accurate and comprehensive account of problem,
11. Inspector Block:
    Signature or Stamp of Inspector filing the form
12. Date:
    Enter date the form was signed.
13. Material Review Board Recommendation Block:
    Check the appropriate box(s) of the proposed action to be taken for that product under investigation.

14. Corrective Action Block:
    Enter an accurate and comprehensive account of the final action taken to resolve the problem with that product.
15. Inspector Block:
Signature of inspector entering corrective action.
16. Date Block:
    Enter date form was signed for corrective action.

SCRAP ORDER FORM

Part Number:	Part Description:
Serial Number:	Quantity:

Reason For Scrap:

Inspector Signature:	Date:

Method of Disposal:

Date of Disposal:	Signature:

Scrap Order Form

The Scrap Order Form will be filled out and signed by any authorized company inspector. The following are instructions for each block as applicable. See Form above for reference: The Scrap Order Form may be used for existing stock parts, new incoming parts, or parts returned from a buyer due to any problem arising from the sale. The Scrap Order Form is self explanatory and therefore requires no elaboration.
The Quality Control Department should be aware of Life Limited products that should be reported to the OEM or FAA as having been destroyed. (i.e. Engine Compressor or Turbine Disks, Complete Engines, Complete Aircraft, etc.)

Accept / Reject Notification Form

1.P.O.#	2. Date_____	
3. Part #	4. Description_____	5. S/N_____
6. Qty._____	7. Received From_____	8. Cond._____
9. Accepted By_____	10. Loc._____	
11. Inspector's Signature		
12.Rejected By_____	13. Loc. Quarantine	
14. Inspector's Signature		
15. Reason:		

Accept/Reject Notification Form (mandatory)

The inspector performing the incoming receiving inspection of each item received will fill out the Accept/Reject Notification Form. This form will serve as a manual mode of notification to the sales/purchasing departments when the B and B Marketing
Enterprises. Inc when the computer system is down or whenever the need arises to ensure that vital information is passed along to all concerned departments in a timely manner. The form carries only the necessary information
required to alert all concerned departments to the status of the incoming part(s) or material(s). It is mandatory and must then be filed with the certification.
See Form on previous page for reference:

After the receiving inspector has inspected the unit and has made a finding as to the status of the unit the receiving inspector shall fill out the form as follows:

1. P.O. # Block - Enter the Purchase Order Number.
2. Date Block - Enter the date of the receiving inspection.
3. Part # Block - Enter the Part Number of the unit(s).
4. Description Block - Enter the Description of the unit(s)
5. S/N Block - Enter the Serial Number or Batch Number of the unit(s)
6. Qty. Block - Enter the Quantity of the unit(s) received.
7. Received from Block - Enter the name of the shipper or source of the unit(s).
8. Condition Block - Enter the condition of the unit as stated on the accompanying paperwork.

If the unit(s) are accepted by the receiving inspector:

9. Accepted by Block - The receiving inspector will sign this block only.
10. Location Block - Enter the stock location where the unit(s) have been properly stored.
11. No further entries are required.

If the unit(s) are rejected by the receiving inspector:

12. Rejected by Block - The receiving inspector will print name in this block only.
13. Location Block - This Block is preprinted with the word .Quarantine... No entry required.
14. Signature Block - The receiving inspector will sign in this block only
15. Reason Block - The receiving inspector will briefly describe the problem encountered during the receiving inspection.

This form shall be retained with the P.O. file, regardless of the final disposition, until at least 30 days from date information is entered into the computer system.

B and B Marketing Receiving Inspection Form					1. Date_____			2. Page__of__
3. P/N	4. Description	5.S/N	6.Cond.	7.Qty	8. Accept	9. Reject	10.Loc	11.Source / Tag Date
12.Inspector								

Receiving Inspection Form (mandatory)

This Form shall serve as a daily activity log to record any and all incoming materials and parts received in the stockroom. The Form will be filled out by an authorized company employee, but must be signed off by an authorized company inspector only. One Form will be opened for every day the stockroom is active. It is mandatory for receiving and must be kept for a minimum of 2 years with certification. See sample Form above for reference.

All parts and materials shall be logged in as follows:

1. Date Block - Enter today's date.
2. Page ___of___ Block- Self-explanatory.
3. P/N Block - Enter the Part Number of the unit(s) as stated on the packing slip.
4. Description Block - Enter the description of the unit(s) as stated on the packing slip.
5. S/N Block - Enter the Serial Number of the unit(s), when applicable, as stated on the packing slip.
6. Cond. Block - Enter the Condition of the unit(s) as stated on the packing slip.
7. Qty. Block - Enter the Quantity of the unit(s) as stated on the packing slip.
8. Accept Block - Place a check mark in this block, if the unit(s) have been accepted for stock.
9. Reject Block - Place a check mark in this block, if the unit(s) have been rejected for stock.
10. Loc. Block - Enter the stock location where the parts have been stored. If the unit(s) have been rejected; enter the letters REJ in this block.
11. Source/Tag Block - Enter the name and address of the vendor as shown on the packing slip as well as the date as shown on the Serviceable tag of the unit, if applicable.
12. Inspector Block - The receiving inspector will sign this block at the completion of the inspection, whether accepted or rejected.

Deviation Authorization Form

1. Vendor:	2. Name of Buyer:	3. P.O. #	4.Date:
5. Part Number	6. Serial Number	7.Description	8. Qty.

9. Reason_____

10. Signature:	11. Date:

☐ 12. Approved

☐ 13. Rejected (justify)

14..Justification:_____

15. Signature:	16. Date:

Manual Revision #: Original
Revision Date: 01 July 2006
Section - V

Deviation Authorization Form

Deviations to established policies and procedures may be obtained through written requests authorized by the Quality Assurance Manager. These deviations may be of any nature or peculiar circumstance which may not necessarily be covered by this Quality Assurance Manual.
Authorization for specific customer requests which may be in conflict with this manual may also be authorized in the same manner. All Deviation Authorizations must be kept on file for a period of not less than two years from the date of the authorization under the specific purchase order or sales order under which the transaction had been effected. The Deviation Authorization Form will be filled out as follows:

1. Vendor Block: Enter the name of the vendor from where unit(s) are to be purchased.

2. Name Block:	Enter the name of the person requesting the deviation.
3. P.O. # Block:	Enter the Gas Turbines International, LLC Purchase Order Number
4. Date Block:	Enter the date of the request.
5. Part Number Block:	Enter the part number of the unit(s).
6. Serial Number Block:	Enter the serial number(s) of the unit(s).
7. Description Block:	Enter the description of the unit(s).
8. Qty. Block:	Enter the quantity of the unit(s).
9. Reason Block:	Enter the specific reason for the deviation:
10. Signature Block:	The person requesting the deviation shall sign this block and then route this form to the Quality Assurance Manager or delegated representative for approval or rejection.
11. Approved Block:	The Quality Assurance Manager or delegated representative shall, upon approval, check this block.
12. Rejection Block:	The Quality Assurance Manager or delegated representative shall, upon rejection of the request, check this block.
13. Justification Block:	This block shall be filled out, upon rejection only, by the Quality Control Manager to include all pertinent data which supports the rejection of the request.
14. Signature Block:	This block shall be signed by the Quality Assurance Manager or delegated representative upon approval or rejection of the request.
15. Date Block:	The Quality Assurance Manager or delegated representative shall enter the date of the approval or rejection in this block.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - V

Company Internal Audit Form

Inspector Name: Date:

	Sat	Unsat
1. General Cleanliness		
2. Fire Stations		
3. Restrooms		
4. Receiving Area		
5. Receiving Procedures, Files and Forms		
6. Shipping Area		
7. Shipping Procedures, Files and Forms		
8. Inspection Area		
9. Manual, Forms, Inspections aids and Files		
10.General Storage Areas		
11.Oxygen Storage Area		
12.Avionics Storage Area		
13.Shelf Life Items Storage Area		
14.Filing System		
15.Document Retrieval System		
16.Department Quality Assurance Manuals		
17.Approved Vendor's List		
18.Approved Inspector's List		
19.Personnel Safety Equipment		
20.Packaging Station		
21.Receiving Inspection Reports		
22.Quarantine Area		
23.Purchase Order Filing System		
24.Sales Order Filing System		
25.Parts Traceability Records		
26.Approved Repair Stations List		
27.Other_____		

Quality Assurance Manager Signature of Acknowledgement_____

Manual Revision #: Original
Revision Date: 01 July 2006
Section - V

Company Internal Audit Form

The Company Internal Audit Form shall be used to document discrepancies noted during monthly, Spot Check or Annual inspections of the B and B Marketing Enterprises, Inc, facility. During these inspections of the facility all Q.C. inspectors should, as a minimum, inspect for the following:

1. Cleanliness of the facility.
2. Segregation of serviceable and unserviceable unit(s).
3. Fire extinguisher expiration date.
4. Condition of safety equipment.
5. Expired shelf life items.
6. Improper storage of unit(s) or equipment.
7. Quarantine area security.
8. Obvious hazards. I.e. Oil spills, broken ladders, frayed electric wires, etc...
9. Fire lane blockage.
10. Any other deficiency noted during inspection.

The form shall be filled out as follows:

Name Block: Enter the name of the inspector performing the inspection.
Date Block: Enter the date of the inspection:
Discrepancy Block: Enter any and all discrepancies noted during inspection. Use extra forms as required.
Signature Block: The inspector shall sign the form in this block at the end of his/her inspection.

This form shall be routed to the Quality Assurance Manager or delegated representative for distribution to the appropriate department responsible for corrective action within 5 working days after notification of the discrepancies. See sample form on previous page for reference.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - V

Manual Revision Change Form	
Custodian_____	Manual Number_____
Revision Number_____	Date_____
Remove and/or insert the following pages as directed below:	
Remove Page()	Insert Page()
tear off at line	
I certify that I have inserted revision #_____ into the Quality Assurance Manual in my possession and, therefore, attest that the manual is complete and up-to-date	
Custodian_____	Manual # _____
Date_____	
Return this bottom portion to the office of the Quality Assurance Manager within 10 calendar days.	

Manual Revision Change Form

The Manual Revision Change Form is used to deliver required changes to the custodians of B and B Marketing Enterprises, Inc., LLC Quality Assurance Manuals.
The bottom of the form shall be returned to the office of the Quality Assurance Manager within 10 calendar days after receipt of the change.
Custodians are required to insert and/or removed the required pages as directed by the instructions included on the face of the Manual Revision Change Form.
The Form is self explanatory and, therefore, requires no elaboration. See sample form above.

Manual Rapid Action Change Form

Custodian_____ Manual Number_____

Date_____ Rapid Action Change Number_____

Instructions:

I certify that I have carried out the instructions above and have entered the required information into the Quality Assurance Manual in my possession.

Custodian_____ Manual Number _____

Date_____

Return this bottom form to the office of the Quality Assurance Manager no later than 5 Working days from when data information is entered into the manual.

Manual Rapid Action Change Form

The Manual Rapid Action Change Form is utilized when an urgent change is required and time does not allow for a formal change to be submitted.
Normally the Rapid Action Change shall be fully incorporated into the manual at the next issuance of a formal change request. See Sample form above.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - V

Employee Training Form

Name_____ Position_____
Employee #_____
Date Hired_____ Department _____
Supervisor_____

All Employees

1. Tour of Facility for orientation	1 Hour	Instructor_____
2. Read Quality Assurance Manual Sec. II & Sec. III	1 Hour	Instructor_____
3. Read Quality Assurance Manual Section IV	4 Hours	Instructor_____

Additional requirements for Stockroom Clerks

4. OJT on proper unpacking of components	8 Hours	Instructor_____
5. OJT on proper packing of components	8 Hours	Instructor_____
6. OJT on proper handling of components	3 Hours	Instructor_____
7. OJT on proper preservative wrapping of components	1 Hour	Instructor_____
8. OJT on proper receiving of components	2 Hours	Instructor_____
9. OJT on proper shipping of components	2 Hours	Instructor_____

Additional requirements for Inspection Personnel

10. Introduction to Company library of data	2 Hours	Instructor_____
11. Perform 3 supervised receiving inspections.	3 Hours	Instructor_____
12. Perform 3 supervised shipping inspections	3 Hours	Instructor_____
13. Demonstrate proper procedure for Quarantine	2 Hours	Instructor_____
14. Explain sequence of events for MRB	2 Hours	Instructor_____

Note: Credible proof of prior accomplishment of the above requirements is deemed satisfactory for Instructor acceptance at the sole discretion of the Quality Assurance Manager.

Certification Matrix

CLASS OF PART	REQUIRED ON RECEIPT	REQUIRED FOR SHIP.
RAW MATERIALS	PHYSICAL & CHEMICAL PROPERTIES REPORTS TRACEABLE TO HEAT OR LOT NUMBERS	CERTIFICATION THAT TEST REPORTS ARE ON FILE
STANDARD PARTS AS IN 14 CFR PART 21, SECTION 21.303(b) (4)	CERTIFICATE OF CONFORMITY (CofC) FROM PRODUCER	CERTIFICATION THAT (CofC) ARE ON FILE
NEW AIRCRAFT COMPONENTS	FAA FORM 8130-3/ JAR FORM ONE, FROM PAH/OEM	CERTIFIED TRUE COPY FAA FORM 8130-3/ JAR FORM ONE
USED AIRCRAFT COMPONENTS ATTACHED (other than std. parts)	FAA FORM 8130-3/ JAR FORM ONE, FROM SELLER FORM ONE, FROM SELLER OF SECTIONS 43.9 & 43.11	FAA FORM 8130-3/ JAR FORM ONE IS TO COMPONENT
COMPONENTS WITHOUT FORM 8130-3 OR JAR FORM ONE	CERTIFIED STATEMENT FROM SELLER AS TO IDENTITY AND CONDITION	STATEMENT AS TO IDENTITY, CONDITION AND THAT ORIGINAL CERTIFIED STATEMENT IS ON FILE

The above Certification Matrix is intended for use with receiving and shipping procedures as prescribed by this Quality Assurance Manual. See Section IV Page 2 & Page 7.

Use sample certification statements as listed on page 17 section V with Material Certification Form.

Manual Revision #: Original
Revision Date: 01 July 2006
Section - V

Sample Certification Statements

1. SAMPLE STATEMENT FOR RAW MATERIAL:
As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and the original chemical and physical properties test reports of the material listed below are on file at this place of business.

SIGNATURE DATE

2. SAMPLE STATEMENT FOR STANDARD PARTS:
As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and we have the original certificate of conformity (CofC) of the material listed below on file at this place of business.

SIGNATURE DATE

3. SAMPLE STATEMENT FOR NEW AIRCRAFT COMPONENTS:
As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and are enclosing a certified true copy of the applicable FAA FORM 8130-3 /JAR FORM ONE from the PAM/OEM. The original is being maintained on file at this place of business.
The original quantity of as reflected in the applicable FAA Form 8130-3 /JAR FORM ONE is being reduced by to cover the number being shipped under this certification.

SIGNATURE DATE

4. SAMPLE STATEMENT FOR USED AIRCRAFT COMPONENTS:
As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and the original of the applicable FAA FORM 8130-3 /JAR FORM ONE) from the seller is attached to the component, and a true certified copy is on file at this place of business.

SIGNATURE DATE

5. SAMPLE STATEMENT FOR "AS IS" COMPONENTS:
As a management official of (name of distributor), I hereby certify that we are an accredited distributor under the provisions of AC 00-56, and we have the original statement of condition on file at this place of business.

SIGNATURE DATE

Manual Revision #: Original
Revision Date: 01 July 2006
Appendix: A

B and B Marketing Enterprises, Inc.
910 NE. Second Street. Unit C
Deerfield Beach FL, 33441
Quality Control Vendor Audit Form

Name & Address of Vendor:

Phone Number:
Contact: (Quality Manager)
Repair Station Certificate Number:

A: Certification SAT UNSAT NA
1. Obtain a copy of Certification & Limitation upon initial inspection. (FAR 145.19)

2. Specialized Services of the Repair Station meets Gas Turbines International, LLC requirements? (FAR 145.31/33)

B: Manuals, Records & Technical Data

1. Vendor has the required shop manual to perform the contract services? (FAR 145.57)

2. Manufacturer Overhaul Manuals are kept current and updated? (FAR 145.57)

3. Manufacturer Overhaul Manuals are properly identified and organized? (FAR145.57)

4. System of control to review technical data, revisions, service bulletins, etc.?

5. Vendors work records are detailed, legible and complete? (FAR145.61/63/79)

C: Quality Control

1. Is there an established Quality Control Department? (FAR145.39/45/55)

2. Does the Quality Control Department have a manual showing organization chart and job description?

3. Are supervisors, inspectors and technicians properly trained on overhaul procedures? (FAR 145.75) Review training records.

4. Receiving inspection established? (FAR 145.59)
5. Records are maintained and stored for a period of _____ years. (FAR 145.61/63/79)

6. Does Quality Control provide the final approval prior to tagging the component serviced? (FAR 145.75)

D: Training

1. Are training records maintained on production personnel?

2. Does the company have an adequate training program? OJT, classroom etc. (FAR 145.75)

3. Does the company have a probationary period for newly hired personnel?

E: Materials & Handling

1. Procedures are established to prevent serviceable and/or unserviceable parts intermix? (FAR145.55)

2. Incoming parts are subjected to receiving inspection?

3. Serviceable parts are stored in an environmentally acceptable storage area and are properly tagged? (FAR145.55)

Manual Revision #: Original
Revision Date: 01 July 2006
Appendix: A

F: Stores

1. Parts are properly binned and identified? (FAR145.470)

2. Do packages compare with bin identification?

3. Parts are properly protected? (FAR145.35/37)

4. Bearings are properly wrapped and packaged?

5. O. rings are properly packaged and marked to date?

6. Shelf life limited material properly controlled to prevent use after expiration? (FAR 145.37)

G: Test & Calibration

1. Tools are properly maintained for the work?
(FAR145.45/47

2. Is there a test equipment control program for items that require routine calibration certification?
(FAR145.45)

3. Is equipment labeled and certified?
H: Facility

1. Facility has sufficient work area, lighting and ventilation?

2. Fire extinguishers are properly identified and marked?

3. Flammable liquids are properly stored?

4. Gas cylinders are properly identified?

5. Production areas are kept clean & organized?

6. Hazardous materials are labeled, properly stored and disposed of?

Manual Revision #: Original
Revision Date: 01 July 2006
Appendix: A

I: JAA/JAR 145/CASE/ASA

1. Is the vendor JAR 145 accepted?
2. Is the vendor CASE accepted?
3. Is the vendor AC 00-56 certified?

J: Additional Comments:

Do not write below Line- for B and B Marketing use only
For the work intended, I find the applicant
Satisfactory_____
Unsatisfactory___

Auditor_____

Approved for Subcontract Services

Signature_____

Date _____