



1310 W. Drivers Way, Suite 101, Tempe, AZ Tel: (480) 940-1037 Fax: (480) 940-1038

August 29, 2011

Attn: Quality Control Personnel

Dear Valued Customer,

Due to the high volume of Vendor Audit Requests, we have created this universal response to accommodate all of our customers. The following information should satisfy all items related to the **ITS** Quality Assurance program.

ITS is an aftermarket surplus sales re-distributor of aviation components and is an **ISO 9001:2008 and AS 9120:2002** certified company, certificate attached.

Please feel free to contact us with any additional questions.

Cordially,

A handwritten signature in black ink, appearing to read 'R. Kohnke', is written in a cursive style.

Ryan Kohnke
Quality Assurance
Infinity Trading & Solutions, LLC.
An ISO9001:2000 and AS9120:2002 Company
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1.	Quality Control	YES	NO	NA
A.	Is there an established Quality Control Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Does the Quality Assurance Manual describe the complete Quality Program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	Shows record keeping and retention times?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D.	Complete with Organization Chart?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E.	Is the Quality Manual Current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F.	Is there a roster of persons authorized to perform inspections?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G.	Is there a self-audit program in place?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H.	Are self-audits documented including corrective actions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	Inspection			
A.	Are inspections conducted by authorized personnel only?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is the procedure documented in the QCM/Work Instructions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Shipping			
A.	Is there a visual inspection of all parts/components being shipped?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B.	Is there proper documentation, including P/N, S/N batch and lot where appropriate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C.	All parts/components are properly packaged to prevent contamination and damage	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Technical Data			
A.	Is there a documented system for obtaining technical data and maintaining it up to date?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

5. **Shelf Life Program**
- A. Is there a documented Shelf Life program?
- B. Is all information on shelf life limits maintained?
6. **Training**
- A. Is there a documented training program?
- B. Are classroom and OJT training documented?
- C. Are personnel who perform receiving, inspection, and shipping functions properly trained?
7. **Procurement**
- A. Does the system demonstrate ability to trace parts to source of procurement, source of production or to an FAA certificate holder?
- B. Does the surplus suppliers system assure that:
- 1) All parts subjected to extreme heat or stress are identified as such?
 - 2) All parts procured have traceability and/or airworthiness certifications
 - 3) All Airworthiness Directives (ADs) which have been accomplished and are documented appropriately?
 - 4) Part numbers conform to the customers' purchase order?
8. **Material Control**
- A. Is material handled in a manner to preclude damage/deterioration?
- B. Does packaging clearly identify contents?
- C. Is there a closed loop system for implementing corrective action following the the detection of non-conforming parts?
- D. Are non-conforming parts segregated from usable stock?

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|------------|---|-------------------------------------|--------------------------|-------------------------------------|
| E. | Is there a documented procedure in place for mutilating scrapped parts that will preclude their being returned to service? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. | Housing and Facilities | | | |
| A. | Is ventilation, lighting, temperature and humidity control adequate? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Are good housekeeping practices maintained? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Measuring/Calibration | | | |
| A. | Is there a documented Calibration system for all tools and equipment? | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. | Security/Safety | | | |
| A. | Is there adequate security to protect all parts, including customers' parts? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Are safety guards in place on power equipment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. | Are shop operations conducted in a safe manner and environment? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. | Parts Storage and Shipping | | | |
| A. | Are parts and materials properly identified and stored? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| B. | Are all non-conforming materials identified and segregated? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| C. | Do parts in bins match part number on bins? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| D. | Are parts and material protected from damage and deterioration? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| E. | Are sensitive parts/equipment (electrostatic devices, o-rings, etc.) properly packaged, identified, and stored to prevent damage? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

In summary, **Infinity Trading & Solutions (ITS)** is an aftermarket surplus sales company, with ISO 9001:2000 AS 9120:2002 accreditations: certificate is attached. No MRO operations take place in our facility. All parts are given an incoming and outgoing visual inspection to verify P/N, S/N, batch, lot, and any shelf-life information. This check also notes obvious defects or damage visually evident to the naked eye.