

Quality System Manual			
1	Is there an established Quality System and does the Quality Manual adequately describe the system?	YES	NO N/A
		X	
2	Are there Quality Procedures available to the employees?	YES	NO N/A
		X	
3	Are the electronically stored manual and the procedures kept up to date?	YES	NO N/A
		X	
4	Is there an Internal Audit Plan and will you make this available to the customer?	YES	NO N/A
		X	
5	Are corrective actions registered and actioned?	YES	NO N/A
		X	
Facilities			
6	Is there adequate storage space to avoid damage and mishandling?	YES	NO N/A
		X	
7	Are the premises secure?	YES	NO N/A
		X	
8	Are aircraft parts and components segregated from non-aviation parts and material?	YES	NO N/A
		X	
9	Are serviceable and un-serviceable parts and components segregated?	YES	NO N/A
		X	
10	Is there a quarantine facility segregated from the rest of parts and components?	YES	NO N/A
		X	
Training & Authorized Personnel			
11	Are employees who perform inspection, shipping and receiving properly trained?	YES	NO N/A
		X	
12	Are both formal classes and on-the-job trainings documented and updated?	YES	NO N/A
		X	
13	Do you keep records of employees with inspection stamps which gives them authorization to sign quality documents?	YES	NO N/A
		X	

Procurement			
14	Does the system assure that parts and components conform to the documentation and requirements of PART145?	YES X	NO N/A
15	Does the system assure special requirements are adequately communicated to the procurement source?	YES X	NO N/A
16	Does the system assure that the parts and components conform to the customer's purchase request and that deviations are approved in writing by the customer?	YES X	NO N/A
17	Does the system require Leki to keep a list of approved suppliers?	YES X	NO N/A
18	Does the system assure that parts and components procured has not been subject to extreme stress of heat and are identified as such?	YES X	NO N/A
19	Does the system assure that parts and components procured are identified as overhauled, serviceable or modified and that all have the appropriate documentation and/or tags?	YES X	NO N/A
Receiving Inspection			
20	Does the inspection program include:		
20a	A check for obvious physical damage?	YES X	NO N/A
20b	Verification of appropriate plugs, caps etc.?	YES X	NO N/A
20c	Verification of appropriate certificates and documentation ?	YES X	NO N/A
20d	Verification of part numbers, quantities matches	YES X	NO N/A
20e	Inspection stamps that are controlled by a formal system?	YES X	NO N/A
21	Is there any electronic test equipment in use?	YES X	NO N/A
22	Is the electronic equipment controlled & calibrated? <i>(Equipment: Temperature & Humidity Meter and ESD, Wrist Strap Tester)</i>	YES X	NO N/A

Material Control			
23	Is the material handled in an appropriate manner and protected from damage and deterioration?	YES X	NO N/A
24	Is the storage area periodically checked for overall effectiveness?	YES X	NO N/A
25	Is batch/lot control maintained?	YES X	NO N/A
26	Is there a system in place for recall control that ensures that parts and components can be traced and recalled?	YES X	NO N/A
27	Is material stored and delivered (whenever practical and feasible) in the manufactures original packaging?	YES X	NO N/A
28	Does the system have a procedure for storage of flammable, toxic or volatile materials?	YES X	NO N/A
29	Does the system specify material control requirements for materials subject to damage by electrostatic discharge?	YES X	NO N/A
30	Is there a system in place for identifying non- conforming parts or components?	YES X	NO N/A
31	Is there a documented procedure on how to handle scrapped parts or components?	YES X	NO N/A
32	Does the system require records and documentation of all serialized parts & components?	YES X	NO N/A
33	Are there procedures and trained personnel for the shipment of dangerous goods?	YES X	NO N/A
34	Are aircraft tires/tires stored on racks and shielded from daylight and/or fluorescent light?	YES X	NO N/A
35	Do you have a system to control life-limited parts and components?	YES X	NO N/A

Certification and Release of Materials				
36	Does the system call for providing the customer with a certificate in accordance with PART145?	YES	NO	N/A
		X		
37	Does the system allow for a certified statement disclosing that the part or component were or were not:			
37b	Removed from an aircraft or engine that was subject to extreme stress or heat?	YES	NO	N/A
		X		
37b	Themselves subjected to extreme stress or heat (e. g. warehouse fire)	YES	NO	N/A
		X		
37c	Obtained from the US Government or military service?	YES	NO	N/A
		X		
38	Is a signed documents from a PART145-approved repair station or airline provided for each serviceable part, indicating that the part or component is serviceable?	YES	NO	N/A
		X		
39	Does the quality system provide, upon request, information pertaining to the approval status of the parts or components?	YES	NO	N/A
		X		
Shipping				
40	Does the Quality system require shipments in ATA300 containers or equivalent as appropriate to the unit being shipped, or as specified by the customer?	YES	NO	N/A
		X		
41	Does the Quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?	YES	NO	N/A
		X		
Records				
42	How long do you keep records?			
	<i>Electronic records are stored indefinitely. Hard copies are stored for seven years.</i>			
43	Is serial number traceability maintained?	YES	NO	N/A
		X		
44	Are test and inspection records for parts and components available for inspection, if requested?	YES	NO	N/A
		X		
45	Are life-timed part/components required to state calendar time, hours and/or cycles?	YES	NO	N/A
		X		
		YES	NO	N/A

46 Is the storage of the records adequate to prevent deterioration? **X**

Technical Data

47	Does the company comply with current EASA/FAA regulations?	YES	NO	N/A
		X		

48	Is technical information stored in a manner to prevent it from damage?	YES	NO	N/A
		X		

49	Does the company have a method to verify the AD status of a part/component?	YES	NO	N/A
	<i>Not applicable. Leki Aviation is a sales and distribution company.</i>			X

End of the self-assessment form



Certificate of Registration

This certificate has been awarded to

Leki Aviation Pte Ltd.

11 Tampines, Street 92, Level 3, Unit 13, 528872, Singapore

in recognition of the Organization's Quality Management System which Complies with and has been Audited in Accordance with the Aerospace Sector Certification Scheme EN9104-001:2013 and Meeting the Requirements of ISO 9001:2015 and the Relevant AS Scheme Documentation as Defined below, for the Activities Described in the Scope of this Certificate (URS is Accredited under the control of the ICOP Scheme) which complies with

AS 9120B & ISO 9001:2015

The scope of activities covered by this certificate is defined below

Please refer to the Appendix

Certificate Number:

17014/A/0001/UK/En

Date of Issue:

25 March 2019

Re-Issue Date:

25 March 2019

Issue No:

8

Expiry Date:

24 March 2022

Issued by:

On behalf of the Schemes Manager





Appendix to Certificate

Stockist, Distributor, Purchaser and Seller of Aircraft Expendables and Rotable Aircraft components and the Exchange and Repair Management of Rotable aircraft components for the worldwide aviation industry with or without full traceability. (Multisite structure)

Certificate Number:

17014/A/0001/UK/En

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aerospace
sector
certification
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in recognition of the organization's Quality Management System which complies with

FAA Advisory AC 00-56B

The scope of activities covered by this certificate is defined below

Stockist, Distributor, Purchaser and Seller of Aircraft Expendables and Rotable Aircraft components and the Exchange and Repair Management of Rotable aircraft components for the worldwide aviation industry with or without full traceability.

Certificate Number:

17014/B/0003/NA/En

Date of Issue: (Original)

28 February 2018

Date of Issue:

28 February 2021

Issue No:

4

Expiry Date:

27 February 2024

Issued by:

On behalf of the Schemes Manager

