



First Class Air Support, Inc.

1830 CARGO COURT 8530 NW 30 TERRACE 3984 GARCON POINT RD
LOUISVILLE, KY 40299 MIAMI, FL 33122 MILTON, FL 32585
www.firstclassairsupport.com



Company:

Date:

Quality Department:

Attached to this cover letter is First Class Air Support's Quality System Supplier Self-Evaluation Form. Please note that we utilize the standard form as outlined per the Aviation Suppliers Association (ASA-100) guidance.

If you are an OEM, a 121 Airline, a 145 FAA/EASA approved repair station, or a vendor with a current ASA-100 certificate you are not required to complete the entire checklist. Please complete the first two pages and attach a copy of your current certificates, capabilities list, and a copy of your drug program approval letter if it is not included in your Ops Spec's.

If you are a vendor (supplier/broker and/or distributor), we are required to obtain a copy of your Quality Assurance Program approval certificate from your approved quality process for our records.

Once the attached self-evaluation form is completed, please return it to:

First Class Air Support, Inc.
1830 Cargo Court
Louisville, KY 40299
Fax: (502) 240 0966

Or email to: quality@firstclassairsupport.com

ATTN: Vendor Audits

Please be advised that non-compliance with this request can result in removal of your company from our approved vendor/supplier list.

Thank you for your cooperation and attention in this matter.

Sincerely,

Isac Roths

President/ General Manager



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FCAS FORM # QA-1



SUPPLIER SELF-EVALUATION

BUSINESS PROFILE SECTION

SECTION 1 – COMPANY DETAILS							
Company Name:							
Address:							
	City/State	Zip Code	Country:				
Telephone Number:				Cage Code:			
Fax Number:				D&B Number:			
Website:				Tax ID Number:			
KEY Contacts:							
Name:				Email Address			
President/Owner:							
Accounting:							
Quality Manager:							
Sales:							
Customer References							
1.	2.	3.	4.				
SECTION 2 – TYPE OF BUSINESS							
OEM/PMA Manufacturer:		Repair/Overhaul:			Distributor:		
Supplier:		Broker/Surplus:			Other:		
SCOPE OF THE SUPPLIES AND/OR SERVICES PROVIDED							
ACCREDITATIONS							
FAA		ASA-100		AS 9100		AS 9120	
EASA		ISO 9001		AS 9110		OTHER	



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SUPPLIER SELF-EVALUATION

Accreditation	Certificate Number	Issue Date	Expiration Date

SECTION 3 - FACILITIES

No of Buildings:		Type of Construction:		Sq. Footage:	
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SECTION 4 - EMPLOYEES

Total:		Quality		Sales		Product.		Other	
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SECTION 5 – AUTHORIZED SIGNATURE

Print Name:	Date:
Title:	Signature:

NOTE

If your company is registered to one or more of the certifications listed in Section 2, you may stop here and return pages 1 and 2 of this survey with copies of your current certificates. If not please answer all the questions in the QSM section starting on page 3.

*****FCAS USE ONLY*****				
Approval Status:	Approved	Un-approved	Conditional Approval:	
System Conforms to:	FAA/EASA	ASA/AC00-56	ISO/AS	OTHER:
Approval Notes:				
Evaluation Completed by:	Name:		Title:	
Signature:			Date:	



SUPPLIER SELF-EVALUATION

QUALITY MANAGEMENT SECTION

SECTION 1 – QUALITY MANAGEMENT SYSTEM		YES	NO	N/A
A	Is there an established quality system and 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, auditor or designee(s)?			
D	Does the quality system include a program which the accreditation organization is notified of any significant changes to the quality system and that written approval is received for the changes prior to implementation?			
E	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?			
	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. Parts identification system?			
	12. Environmental controls?			
	13. Inspection stamps control?			
	14. Self-audit/evaluation program?			
SECTION 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?			
	1. Are corrective actions appropriate and prompt?			
B	Has the Aviation Suppliers Association been contacted to arrange for independent audit of the quality program?			
SECTION 3 - FACILITIES				
A	Do storage areas provide:			
	1. Adequate space and appropriate racks to prevent damage or mishandling?			
	2. Adequate security from unauthorized access?			
	3. Segregation of aircraft parts from non-aircraft parts?			
	4. Segregation of serviceable from unserviceable parts?			



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SECTION 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 OJT training documented and maintained?			
D	Is a roster of personnel authorized to perform inspection functions maintained?			
SECTION 5 – PROCUREMENT				
A	Does the system assure that parts procured conform to the documentation requirement of Appendix “A” of ASA standard?			
B	Does the system assure that parts conform to the customer’s purchase request and that deviations are disclosed and approved by customer?			
C	Does the system require the distributor to maintain a list of approved suppliers/vendors and a quality history for each source?			
D	Does the distributor’s quality system assure that parts for sale:			
	1. Which are known to have been subjected to conditions of extreme stress, heat or environmental 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?			
SECTION 6 – RECEIVING INSPECTION				
A	Does the receiving inspection include:			
	1. A check for obvious damage?			
	2. Verification that all appropriate plugs and caps are properly installed?			
	3. Verification of part number, model number, etc., to ensure they match the documentation?			
	4. Verification of quantity, part numbers, or noted substitution, to ensure they match the purchase order?			
	5. Verification that all appropriate documentation is on hand and is properly completed and signed?			
	6. Verification of part number, model number etc., to ensure they match the documentation?			
	7. Verification of quantity, part numbers, or noted substitution, to ensure they match the purchase order?			
	8. Verification that all appropriate documentation is on hand and is properly completed and signed?			
B	Does the inspection system include procedure to receive fasteners?			
C	Is there a procedure for reporting unapproved parts (SUP) in accordance with FAA Advisory Circular 21-29?			



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D	Is there an accountability system in place to control issuance, usage and replacement of stamps?			
E	Does the system include an inspection program for new standard parts?			
SECTION 7 – MEASURING AND TEST EQUIPMENT				
A	Does the distributor have an effective calibration program for test equipment?			
B	Is a system in place to assure documentation of current calibration status?			
SECTION 8 – MATERIAL CONTROL				
A	Is material handled in an appropriate manner and is the material protected from damage and deterioration?			
B	Is batch/lot control maintained for parts so identified by 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 packing?			
	1. Does the system require using ATA Specification 300 packaging, an equivalent packaging to ATA Spec 300 or customer specified packaging?			
E	Does the system specify material control requirements for material subject to damage by electrostatic discharge (ESD)?			
F	Does the system assure that serviceable parts/components are adequately protected against environmental damage?			
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?			
	1. Are aircraft parts being segregated from non-aircraft parts?			
I	Is there a documented procedure in place to mutilate scrapped parts?			
	1. Does the system require records and documentation to be kept on all serialized scrapped parts?			
	2. Does the distributor maintain records on all life limited parts scrapped?			
	3. Does the distributor impose their scrap requirements to their contractors?			
J	Does the distributor have a system to control parts that have been materially misrepresented?			
	1. Is the distributor notifying the customer and accreditation organization when the distributor ships parts that are materially misrepresented?			



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K	Does the distributor have a procedure for reporting SUPs?			
SECTION 9 – SHELF LIFE CONTROL				
A	Does the distributor have a system for identifying and controlling shelf life limited parts?			
SECTION 10 – CERTIFICATION AND RELEASE OF MATERIALS				
A	Does the system call for providing the customer with a certificate in accordance with Appendix “A” on ASA-100 standard?			
B	Does the system provide for the issuance of a certified statement disclosing that the material or parts were on were not:			
	1. Subject to conditions of extreme stress, heat or environmental damage?			
	2. Obtained from US Government or military services?			
C	Is a signed document from the FAA approved repair station or air carrier for each serviceable part?			
D	Can the distributor trace parts in its system to either the source of production or to a FAA certificate holder?			
E	Does the quality system have a procedure for accountability when copies are made for redistribution shipments and approval tags are copied?			
SECTION 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 visual inspection of all items and accompanying documentation prior to shipping? Does the inspection include:			
	1. A check for obvious physical damage?			
	2. Verification that all appropriate plugs and caps are properly installed?			
	3. Verification of part numbers (including dash numbers & letters) model number, serial number, etc., to ensure items being shipped matches the accompanying documentation and customer request/purchase order?			
	4. Verification of packing slips to ensure that they contain all information required by the customer?			
	5. Verification that shipping containers and packing used are appropriate for the items being shipped?			
	6. Verification of all appropriate documentation (maintenance release, material certification, traceability documents, etc.)?			
SECTION 12 – RECORDS				
A	Does the record system require record retention for at least seven (7) years from the date of sale to the customer?			



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B	Does the quality system include a system governing the storage, distribution and retrieval of documents confirming the physical and chemical properties of fasteners and raw stock material?			
C	Are records confirming fasten integrity required to be maintained for seven years?			
D	Does the system require that all life limited parts have records confirming life limited status?			
E	Are records protected against damage, alteration, deterioration and loss?			
SECTION 13 – TECHNICAL DATA				
A	Does the quality system provide for maintaining technical data in a manner which ensures such data is up to date and accessible?			