

## QUALITY MATTERS

Every Step of the Way

Proper certification and quality assurance are essential in aviation. Leki Aviation understands that potential customers would like to verify the credentials before they commit to any kind of transaction. This is why we have gathered all our relevant documentation in one easy to browse document.



## Quality Assurance

We understand the value of proper certification and make sure that all our relevant documentation is not only up-to-date, but also readily accessible to everyone. If you have any questions or concerns regarding this issue, we cordially invite you to contact Mr. Peter Østergaard, Leki's Head of Quality Assurance at +45 3692 4492, or Mr. Lim Wee Kiat, Quality Manager Singapore at +65 6671 0155.

### AS9120 Rev. A & ISO 9001

AS 9120 is the international quality management standard specifically for the aerospace industry, designed to improve quality and to assure the integrity of supplies to the industry for stockist distributors. Leki is a proud member of the global aerospace supply chain, and has demonstrated a commitment to the highest standards of quality in the aerospace industry.

### EASO

Regulating aftermarket civil aviation part suppliers and maintenance organizations is an important factor in establishing the highest possible quality control standards. The pan-European EASO organization was established in 1995 to represent this industry. It maintains and updates a register of Certified Suppliers and promotes aviation safety amongst member organizations and the wider aerospace community.

### FAA AC00-56

FAA Advisory Circular 00-56 establishes a civil aircraft parts accreditation system that involves voluntary industry oversight. The FAA strongly endorses participation in this system. Leki Aviation is an FAA AC 00-56 accredited company.

### CAGE code

The Commercial And Government Entity code is a five-character ID number used extensively within the federal government, assigned by the Department of Defense's Defense Logistics Agency (DLA). The code provides a standardized method of identifying a given legal entity at a specific location.

### TRAC number

TRAC is a global identification system designed to quickly and cost-effectively establish a TRAC holder's identity, address, and information, to allow the holder to share information with customers and to allow companies to have real-time insight into their supply chains.

# Quality Self-Assessment Form

## Company Name and Contact Information

Leki Aviation Pte Ltd	phone	+65 6787 6251
11 Tampines Street 92	fax	+65 6787 6851
Singapore 528872	email	info@lekiaviation.com
	website	<a href="http://www.lekiaviation.com">www.lekiaviation.com</a>

## Company Details

Company UEN 20-0207165-E	CEO	Kim Kroejby
Cage Codes: QB727	Executive VP	Peter Kjeldsen
	VP	Andrew Newell
	Finance Manager	Jens B. Harrington
	Leki Aviation has been in active in the aviation industry since 1990. The company specializes in the supply and distribution of aircrafts parts, interiors and components. The facility in Singapore is approximately 519m <sup>2</sup> and currently has over 90 employees worldwide.	

## Quality Assurance Approvals

<b>AS9120 Rev. A &amp; ISO 9001:2008</b>	Originally approved: 03 April 2014
Certificate no. 61421/A/0001/UK/En	Certificate issued: 03 April 2017
Issued by URS, United Kingdom	Expiry date: 15 September 2018

Singapore, April, 2017

The information provided in this Quality Assessment Form is true and correct as of the date signed below.

\_\_\_\_\_  
Lim Wee Kiat | Quality Manager

If you need any further information, please contact Mr. Lim Wee Kiat, Quality Manager at +65 6787 6251 (direct) or send an email to [weekiatl@lekiaviation.com](mailto:weekiatl@lekiaviation.com)

# Quality Self-Assessment Form

## Quality System Manual

- |   |  |          |    |     |
|---|--|----------|----|-----|
| 1 | Is there an established Quality System and does the Quality Manual adequately describe the system? | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |
| 2 | Are there Quality Procedures available to the employees?   | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |
| 3 | Are the electronically stored manual and the procedures kept up to date?                           | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |
| 4 | Is there an Internal Audit Plan and will you make this available to the customer?                  | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |
| 5 | Are corrective actions registered and actioned?  | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |

## Facilities

- |   |  |          |    |     |
|---|--|----------|----|-----|
| 6 | Is there adequate storage space to avoid damage and mishandling?                   | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |
| 7 | Are the premises secure?   | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |
| 8 | Are aircraft parts and components segregated from non-aviation parts and material? | YES      | NO | N/A |
|   |  | <b>X</b> |    |     |

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9 Are serviceable and un-serviceable parts and components segregated?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10 Is there a quarantine facility segregated from the rest of parts and components?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Training & Authorized Personnel

11 Are employees who perform inspection, shipping and receiving properly trained?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12 Are both formal classes and on-the-job trainings documented and updated?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13 Do you keep records of employees with inspection stamps which gives them authorization to sign quality documents?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Procurement

14 Does the system assure that parts and components conform to the documentation and requirements of PART145?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

15 Does the system assure special requirements are adequately communicated to the procurement source?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

17 Does the system require Leki to keep a list of approved suppliers?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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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	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

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	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

## Receiving Inspection

20 Does the inspection program include:

20a A check for obvious physical damage?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

20b Verification of appropriate plugs, caps etc.?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

20c Verification of appropriate certificates and documentation ?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

20d Verification of part numbers, quantities matches

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

20e Inspection stamps that are controlled by a formal system?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

21 Is there any electronic test equipment in use?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

22 Is the electronic equipment controlled & calibrated?  
(Equipment: Temperature & Humidity Meter and ESD, Wrist Strap Tester)

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

# Quality Self-Assessment Form

## Material Control

23	Is the material handled in an appropriate manner and protected from damage and deterioration?	YES	NO	N/A
		<b>X</b>		
24	Is the storage area periodically checked for overall effectiveness?	YES	NO	N/A
		<b>X</b>		
25	Is batch/lot control maintained?	YES	NO	N/A
		<b>X</b>		
26	Is there a system in place for recall control that ensures that parts and components can be traced and recalled?	YES	NO	N/A
		<b>X</b>		
27	Is material stored and delivered (whenever practical and feasible) in the manufactures original packaging?	YES	NO	N/A
		<b>X</b>		
28	Does the system have a procedure for storage of flammable, toxic or volatile materials?	YES	NO	N/A
		<b>X</b>		
29	Does the system specify material control requirements for materials subject to damage by electrostatic discharge?	YES	NO	N/A
		<b>X</b>		
30	Is there a system in place for identifying non- conforming parts or components?	YES	NO	N/A
		<b>X</b>		
31	Is there a documented procedure on how to handle scrapped parts or components?	YES	NO	N/A
		<b>X</b>		

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32	Does the system require records and documentation of all serialized parts & components?	YES	NO	N/A
		<b>X</b>		
33	Are there procedures and trained personnel for the shipment of dangerous goods?	YES	NO	N/A
		<b>X</b>		
34	Are aircraft tires/tires stored on racks and shielded from daylight and/or fluorescent light?	YES	NO	N/A
		<b>X</b>		
35	Do you have a system to control life-limited parts and components?	YES	NO	N/A
		<b>X</b>		

## 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
		<b>X</b>		
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
		<b>X</b>		
37b	Themselves subjected to extreme stress or heat (e. g. warehouse fire)	YES	NO	N/A
		<b>X</b>		
37c	Obtained from the US Government or military service?	YES	NO	N/A
		<b>X</b>		

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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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

39 Does the quality system provide, upon request, information pertaining to the approval status of the parts or components?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**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
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

41 Does the Quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

## Records

42 How long do you keep records?  
*Electronic records are stored indefinitely. Hard copies are stored for seven years.*

43 Is serial number traceability maintained?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

44 Are test and inspection records for parts and components available for inspection, if requested?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

45 Are life-timed part/components required to state calendar time, hours and/or cycles?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**

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

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**X**



# Quality Self-Assessment Form

## Technical Data

- |    |   |          |    |          |
|----|---|----------|----|----------|
| 47 | Does the company comply with current EASA/FAA regulations?                  | YES      | NO | N/A      |
|    |   | <b>X</b> |    |          |
| 48 | Is technical information stored in a manner to prevent it from damage?      | YES      | NO | N/A      |
|    |   | <b>X</b> |    |          |
| 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>   |          |    | <b>X</b> |

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, Singapore 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 9001:2008 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 9120A & ISO 9001:2008

The scope of activities covered by this certificate is defined below

### Sales and Distribution of Aircraft Parts

Having been audited in accordance with the Aerospace Sector Certification Scheme EN9104 and meeting the requirements of ISO 9001:2008 and the relevant AS Scheme documentation as defined above, for the activities described in the scope of this certificate

URS is accredited under the control of the Aerospace Sector Certification Scheme

Certificate Number:

61421/A/0001/UK/En

Date of Issue:

03 April 2017

Re-Issue Date:

n/a

Issue No:

2

Expiry Date:

15 September 2018

Issued by:

On behalf of the Schemes Manager

