# SELF ASSESSMENT QUESTIONNAIRE


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## KEY MANAGEMENT CONTACTS

| | | |
|---|---|---|
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| Quality Assurance | David Percy<br>Senior Manager, Quality & Compliance | david.percy@thomas-global.com |

## BACKGROUND & BUSINESS

Thomas Global Systems is a privately held, diversified supplier of electronic systems solutions for aerospace, defense and commercial markets. Thomas is a global leader in avionic display systems and has strong businesses in defense systems, simulation and technology support. With a 57+ year record of product innovation and reliability - our customers include global and regional airlines, MROs, defense forces and prime contractors.

## PRINCIPLE PRODUCTS, SERVICES & CERTIFICATIONS

A detailed component capability list is available for viewing on application.

Certifications held by Thomas Global Systems include:

| Maintenance Organisation / Repair Station Certificate | Location | Certificate No. | Initial Certification |
|---|---|---|---|
| FAA - Part 145 | Australia | T16Y169O | 1999 |
| EASA - Part 145 | Australia | EASA.145.0311 | 2006 |
| CASA - Part 145 | Australia | 1-TSPBB Issue 1 | 2013 (Previously CAR 30, 1989) |
| CAAC – CCAR 145 | Australia | F06100387 | 2005 |
| DCA Thailand – ADOA145 | Australia | 453 / 2553 | 2010 |
| Bureau Veritas – ISO 9001:2008 | Australia | SG 001050/QMS | 2010 (1998) |
| Bureau Veritas – EN 9100 / AS 9100c | Australia | UK182013-1 | 2010 |
| ANAC Brazil – RBAC 145 | Australia | 1405-41/ANAC | 2014 |
| FAA – Part 145 | USA | N1QR117B | 2009 |
| EASA Part 145 | USA | EASA.145.6622 | 2015 |
| Bureau Veritas – ISO 9001:2008 | USA | US006803-1 | 2014 |

*certificates are available for download at www.thomas-global.com

## SURVEY APPROVAL

I certify that the information supplied in this survey is true and complete at the time of issue.

David Percy 6th January 2016

Printed Name and Title David Percy – Senior Manager, Quality & Compliance

# SELF ASSESSMENT QUESTIONNAIRE

## QUALITY ASSURANCE

| General | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Do you have a quality management system composed of documented procedures? | ✓ | | |
| 2 | If you deal in non-aircraft parts, materials and or maintenance activities, are they adequately segregated from the aircraft functions? | ✓ | | |

| Quality Management System | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Do you have a current Quality Manual (QM)? | ✓ | | |
| 2 | Does the QM contain or reference the procedures in the QMS and describe their interaction? | ✓ | | |
| 3 | Are duties, responsibilities and reporting relationships of the Accountable Management and of the QA departments documented? | ✓ | | |
| 4 | Does the QC function ensure compliance with customer's technical directive? | ✓ | | |
| 5 | Do you have a formal process for continual improvement? | ✓ | | |
| 6 | Do you have an internal audit system? | ✓ | | |
| 7 | Does the audit program assure appropriate corrective action for findings? | ✓ | | |
| 8 | Do you maintain a file of audit findings and corrective actions for 3 years? | ✓ | | |
| 9 | Are the audit findings accessible to customers? | ✓ | | |
| 10 | Are suppliers / sub-contractors audited? | ✓ | | |

| Inspection | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Do you have a documented Receiving Inspection procedure? | ✓ | | |
| 2 | Can you provide traceability of parts back to certification documentation? | ✓ | | |
| 3 | Do you retain documentation for all received material? | ✓ | | |
| 4 | Do you carry out product sampling to ensure product quality? | ✓ | | |
| 5 | Do you have a procedure to identify customer parts? | ✓ | | |

| Data Control | | | | |
|---|---|---|---|---|
| 1 | Do you have all of the required shop manuals and or specifications to perform the repair/ overhaul in accordance with customer and manufacturer's requirements? | ✓ | | |
| 2 | Do you have a procedure to ensure that technical data is current? | ✓ | | |
| 3 | Do you maintain a record of manual revisions? | ✓ | | |
| 4 | Are current revisions of documents and manuals available for those who need to use them? | ✓ | | |
| 5 | Do you maintain a file of applicable regulations, i.e.) FAA, EASA, ISO, etc.? | ✓ | | |
| NOTE: "Manuals" in this context include any technical data (i.e. drawings, overhaul manuals, service bulletins, wiring diagrams and test specifications) necessary to perform the required services. | | | | |

| Shelf Life | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Do you have a documented shelf life program? | ✓ | | |
| 2 | Is the system adequate to ensure that no item will be issued or used past its expiration date? | ✓ | | |

| Training | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Is all training done to a documented training program? | ✓ | | |
| 2 | Are technicians, inspectors and supervisors included in the training program? | ✓ | | |

| Tool Calibration | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Do you have a tool calibration program? | ✓ | | |
| 2 | Are measuring and test equipment uniquely identified? | ✓ | | |
| 3 | Is measuring and test equipment used for acceptance calibrated against nationally accepted standards? | ✓ | | |
| 4 | Do you maintain records of calibrations? | ✓ | | |
| 5 | Do calibration records: Show date calibrated? Identify who performed the calibration? Show calibration due date? Show part # and serial # of standard used? | ✓ | | |
| 6 | If calibrations are done in-house; does the testing equipment comply with a National standard? | ✓ | | |

| Facilities | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Are the facilities of adequate size to house all equipment, operations, tools, & materials? | ✓ | | |
| 2 | Are storage areas separate from the work areas? | ✓ | | |
| 3 | Are the receiving and shipping areas separate & do they have adequate shelving and space? | ✓ | | |

# SELF ASSESSMENT QUESTIONNAIRE

| **Facilities** (continued) | | Yes | No | N/A |
|---|---|---|---|---|
| 4 | Do you have a parts quarantine area? | ✓ | | |
| 5 | Are your storage and work areas environmentally controlled? | ✓ | | |

| **Security/Fire Protection** | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Do you have a security system? | ✓ | | |
| 2 | Do you have a fire protection system? | ✓ | | |

| **Work Processing** | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Do you have tooling and test equipment that differs from that as specified by the OEM? | ✓ | | |
| | If 'Yes',<br>(a) Is it certified as being an equivalent?<br>(b) Does it have operating and maintenance manuals?<br>(c) Has this equipment been accepted by the FAA? | ✓<br>✓<br>✓ | | |
| 2 | Is final inspection test equipment on a regular maintenance program? | ✓ | | |
| 3 | Do you identify customers parts at all times during the work process? | ✓ | | |
| 4 | Do you maintain unserviceable and serviceable parts segregation? | ✓ | | |
| 5 | Are all parts identified as to their serviceability status? | ✓ | | |
| 6 | Is there an effective Tool Control program? | ✓ | | |
| 7 | Is there an effective Foreign Object Damage Control program? | ✓ | | |
| 8 | Do fluid/compound dispensing and servicing units identify contents? | ✓ | | |
| 9 | Are flammable, toxic or volatile materials identified and stored correctly? | ✓ | | |
| 10 | Is smoking, eating and drinking prohibited in the Avionics workshop? | ✓ | | |
| 11 | Do your work records contain:<br>(a) A description of the work performed?<br>(b) Date of work completion?<br>(c) Name of person(s) who carried out the work or inspections?<br>(d) Name of person who certified the work?<br>(e) A referencing system to allow traceability of all parts fitted?<br>(f) A work package reference number to allow full traceability back to customers Technical Directive | ✓<br>✓<br>✓<br>✓<br>✓<br>✓ | | |
| 12 | Do you have an established procedure to provide corrective action for discrepancies noted during the repair/overhaul process? | ✓ | | |
| 13 | Are work records retained in accordance with the National Authorities requirements? | ✓ | | |

| **Shipping** | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Are parts shipped in containers that meet ATA-300 standards? | ✓ | | |
| 2 | Are all parts identified by an inspector prior to shipping to ensure part and serial numbers match and that customers Technical Directive requirements have been met? | ✓ | | |

| **Parts Scrappage** | | Yes | No | N/A |
|---|---|---|---|---|
| 1 | Is there a documented procedure to assure that all scrapped parts are either returned to the customer or that they have been mutilated beyond repair? | ✓ | | |
| 2 | Are records retained by part and serial number for parts that are scrapped? | ✓ | | |

**Certifications held by Thomas Electronics of Australia Pty Ltd include:**

| **Certification** | **Ref No.** |
|---|---|
| ISO 9001:2008 | SG 001050/QMS |
| EN 9100 / AS 9100c | UK182013-1 |
| FAA - Part 145 | T16Y169O |
| EASA - Part 145 | EASA.145.0311 |
| CASA - Part 145 | 1-TSPBB Issue 1 |
| CAAC – CCAR 145 | F06100387 |
| DCA Thailand – ADOA145 | 453 / 2553 |
| ANAC Brazil – RBAC 145 | 1405-41/ANAC |
| CAGE Code | Z3472 |

**Certifications held by Thomas Global Systems LLC include:**

| | |
|---|---|
| FAA - Part 145 | N1QR117B |
| EASA – Part 145 | EASA.145.6622 |
| ISO 9001:2008 | US006803-1 |
| CAGE Code | 6ZT04 |