

QUALITY SYSTEM QUESTIONNAIRE RESPONSE

GA Telesis Composite Repair Group -Certified FAA/EASA
Part 145 Repair Station

Attention: Quality Management

Subject: Quality System Information

Dear Customer,

Due to the large amount of customer surveys received at GA Telesis Composite Repair Group on a daily basis, we have generated the enclosed package with applicable information contained in these surveys. The following link allows you to view many of our Certifications listed under CERTIFICATIONS, Composite Repair Group on the GA TELESIS website.

<http://www.gatelesis.com/news/downloads/>

We hope this package helps in providing the information needed for your records. If, however, you find that more information is needed, please do not hesitate to contact me.

Veroniça Morozova

Quality Assurance Analyst

954.486.8797 ext. 4022

vmorozova@gatelesis.com

GENERAL INFORMATION	
Company Name: GA Telesis Composite Repair Group, LLC	
Address: 3420 NW 53 rd Street, Fort Lauderdale, Florida 33309 USA	
Phone No: 954.486.8797	Fax No: 954.486.7244
Website: www.gatelesis.com	
FAA Air Agency Certificate Number: UL6R925Y	
EASA Certificate Number: EASA.145.5380	
Principal Service/Product: Maintenance and alterations of aircraft nacelles and airframe parts from the accepted capability list	
ORGANIZATION	
Accountable Manager: Fabian Robinson	Title: VP/General Manager
Email: frobinson@gatelesis.com	Phone: 954.486.8797 ext 4009
Quality Contact 1: Jose Menendez	Title: Sr. Quality Manager
Email: jmenendez@gatelesis.com	Phone: 954.486.8797 ext 4019
Total Number of Personnel:	Number of Production Personnel:
Number of Inspection Personnel:	Number of Quality Personnel:
Quality Contact 2: Veronika Morozova	Title: Quality Assurance Analyst
Email: vmorozova@gatelesis.com	Phone: 954.486.8797 ext 4022
SURVEY COMPLETED BY	
Name/Title: Veronika Morozova/Quality Assurance Analyst	Audit Date:
Company Approvals/Certificates (attached)	
✓ FAA Air Agency Certificate Number: UL6R925Y (United States)	
✓ FAA Operations Specs Number: UL6R925Y (United States)	
✓ EASA U.S. Certificate and Re-Authorization Letter Number: EASA.145.5380 (Europe)	
✓ ISO 9001:2008 + AS9110B Number: GATC-001-01-17-1 (International)	
✓ CAAV VAR 145 Number VN-865NN-CAAV (Vietnam)	
Additional Relevant Information	
United States Employer Identification Number (EIN): 26-1557876	
Dunn & Bradstreet (DUNS) Number: 11-147-9981	
Cage Code: 3FZB1	
NAICS Code: 488190	
SIC Code: 3728	
Facility Total Square Footage: 58,000	

Quality System Questionnaire

Certifications		YES	NO	N/A
1.	Obtain and review a copy of the current FAA Air Agency Certificate, Operations Specifications and EASA approval documents. Are they accurate?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	If the Repair Station has limited ratings, does the vendor have a capabilities listing that satisfies the standard?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	Has the repair station designated an employee as the "Accountable Manager"?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does the repair station employ a minimum of three (3) persons?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does the roster (Do the rosters) identify all management, supervisory and inspection personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.	Does the roster (Do the rosters) identify all personnel authorized for return-to-service?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.	Does the repair station have an employment summary for all personnel listed on the repair station roster(s)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8.	Do the Repair Station's supervisory personnel satisfy the requirements of 14CFR145.153?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9.	Do the Repair Station's inspection personnel satisfy the requirements of 14 CFR 145.155?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10.	Do the Repair Station's return-to-service personnel satisfy the requirements of 14CFR145.157?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11.	Does the repair station have an FAA Approved and active anti-drug and alcohol misuse prevention program (A449and/or Registration?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Program		YES	NO	N/A
12.	Does the organization have an FAA accepted Repair Station (or equivalent) Manual and does it meet the requirements of the 14CFR 145.207, 145.209?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13.	Does the repair station have an FAA/NAA accepted Quality Control (or equivalent) Manual and does it meet the requirements of the 14 CFR 145.211(a) (c)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14.	Does the Quality Control Manual include references, where applicable, to manufacturer's inspection standards? C.A.S.E.[3C]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15.	Does the Quality Control Manual include samples of and instructions for completing maintenance and inspection forms, or reference a separate forms manual?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16.	Does the Repair Station maintain a list of sub-contracted maintenance functions and agencies which includes type of certificate and rating(s), if any, held by each agency?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17.	Does the vendor ensure that sub-contractor quality meets customer specifications and legal requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18.	Does the vendor have a contract allowing the FAA to inspect non-certificated sub-contractors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19.	Does the vendor have a procedure to obtain and subsequently retain, for a minimum of three (3) years from date of work, proof that their U.S. based sub-contracted maintenance/preventive maintenance providers, at all tiers (certificated and non-certificated), have an FAA approved and active anti-drug and alcohol misuse prevention program (A449 and/or Registration).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality Program (contd.)		YES	NO	N/A

Quality System Questionnaire

20.	Does the Repair Station have a procedure for reporting defects or Unairworthy conditions to the customer and the FAA/NAA? NOTE: EASA reporting time could be different and also requires notification be sent to the aircraft manufacturer.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21.	Is there proper separation of maintenance and inspection responsibilities for vendors that perform required inspections (RII)?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22.	Does the vendor have an acceptable receiving inspection system which includes verification of identifying data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
23.	Does the vendor have an acceptable system for controlling stamps for both inspection and production personnel?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24.	Does the vendor have a work turnover procedure?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25.	Does the vendor have a duty time limitation requirement?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26.	Does the vendor have controls in place to prevent foreign object damage to (or contamination of) all aviation products in any area where articles are stored or worked?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27.	Is the security system reviewed periodically by management or an outside vendor?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28.	Does the vendor identify specific individuals, by title, as responsible for the following programs:			
	a) Technical Data?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Shelf Life?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Calibrated tooling?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Scrap Parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29.	Is there a back-up person identified by title for all the above programs?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30.	Does the vendor maintain, for a minimum of 36 months, a file of audit findings and corrective actions from audits for which a VEL was signed? Is the file accessible to the auditor? C.A.S.E. [3H]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training Manual 14 CFR Part 145.163, 145.209		YES	NO	N/A
31.	Does the vendor have a documented training program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32.	Is formal OJT Training documented?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33.	Are training records for mechanics, inspectors and supervisors retained for a minimum of two (2) years after the person leaves the company?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34.	If the vendor is identified as a Hazmat employer per 49 CFR Part 171.8, do they have an approved Hazmat training program that meets the requirements of 49 CFR Part 172 subpart H?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Quality System Questionnaire

35.	Does the vendor have procedures to to: [13F]	YES	NO	N/A
	a) Obtain customer specifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	b) Incorporate customer specifications into their work processes and to ensure any subcontractor used also incorporates those specifications with adequate documentation?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	c) Verify that customer specifications were incorporated?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	d) Obtain approval for deviating, if necessary, from customer specifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	e) Have adequate checks, inspections, and tests to ensure work was performed to customer specifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36.	Does the vendor have a documented system to ensure technical data is current?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37.	Does the vendor have records of manual revisions?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38.	Does the vendor have a system to control working copies of manuals to ensure they are revised with the masters?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39.	Are there established approved procedures controlling revisions in manuals deviating from OEM specifications (e.g. EO, EA, Air Carrier Data, etc.)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
40.	If the vendor has ODA authority, does it have a system for receiving customer approval prior to use of the data?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
41.	Does the vendor have an approved ODA manual and roster?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Shelf Life Program-Reference 14CFR 43.13		YES	NO	N/A
42.	Does the vendor have a documented shelf life program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
43.	Does the program list parts and materials that have shelf life limits?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
44.	Is there an adequate system to assure that no item will be issued or used past its expiration date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Calibration Program CFR145.109, 145.211		YES	NO	N/A
45.	Does vendor have a document tool calibration program?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
46.	Does the program identify the calibration frequencies, limitations, and applicable tolerances or specifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
47.	Does the calibration program require test and inspection equipment/ tools to be traceable to a standard acceptable to the FAA/NAA (e.g., The National Institute of Standards and Technology (NIST))?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
48.	Does the calibration program require records to be kept for a minimum of two (2) years or two (2) calibration cycles?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
49.	Is there a system to identify each tool in the program, its calibration frequency and its calibration due date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
50.	Does vendor have a procedure for identifying, controlling and/or preventing out-of-service and due-for-calibration tools & equipment from being used?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51.	Does the vendor have a procedure to control the calibration of personal tools?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Quality System Questionnaire

Internal Audit Program- 14CFR145.211(c), EASA Supplement 14		YES	NO	N/A
52.	Does the vendor have an internal audit and surveillance function?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
53.	Does the internal audit function ensure compliance with customer specifications?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
54.	Does the internal audit program assure appropriate corrective action?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Scrap Parts Program-Ref. 14CFR Part 43.10, Part 21.303, FAA Order 8120.11		YES	NO	N/A
55.	Does the vendor have a documented procedure for controlling scrapped parts?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
56.	Does the scrap program assure that scrapped parts are either returned to the customer or mutilated beyond repair?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
57.	Does the vendor maintain a record of scrapped life limited parts of two years?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
58.	Does the record include the P/N and S/N of the part and the date scrapped?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Records				
59.	Does the vendor's record keeping system and retention time meet 14 CFR part 145.219 requirements?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>