

29/01/18

To Whom It May Concern:

Due to the large number of requests for quality questionnaires to be completed, please accept the TEAM Accessories Ltd's Questionnaire as acceptance of your requirements.

Our latest Certification is available from our Web Site to download at the following link, <http://team-accessories.aero/quality/quality/>

If you require any additional information please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink that reads "Peter Hanratty". The signature is written in a cursive style with a horizontal line through the middle.

Peter Hanratty
Quality Manager
TEAM Accessories Limited





TEAM Accessories Ltd Postal Audit Questionnaire

Form QF-031
Date 06/13
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This questionnaire is sent to the Contractor / Vendor / Supplier from TEAM-Accessories Ltd, for the purpose of initial / renewing Contractor / Supplier approval.

Part 1

1. General Information

Company name TEAM Accessories Ltd

Company address Ridgewell House, Hollywood
Ballyboughal
Co Dublin, IRELAND, A41YV66

Primary contact Elva Donnelly

Title Customer Service Team Leader

Telephone +353 1 8433 466 Fax +353 1 8433 849

E-mail elva.donnelly@TEAM-Accessories.aero Website <http://team-accessories.aero/quality/quality/>

2. Key Personnel

(a) Top Management / Accountable Manager

Name Tom Gibbons Job title Accountable Manager

Telephone +353 1 8433 466 Fax +353 1 8433 849

E-mail Tom.Gibbons@TEAM-Accessories.aero

(b) Production/ Operation

Name Raymond Duff Job title Engineering Manager

Telephone +353 1 8433 466 Fax +353 1 8433 849

E-mail Raymond.Duff@TEAM-accessories.aero

(c) Quality

Name Peter Hanratty Job title Quality Manager

Telephone +353 1 8433 466 Fax +353 1 8433 849

E-mail Peter.Hanratty@TEAM-accessories.aero

3. Organisation

Total number of employees 31

No. of quality staff 2

4. Total area of facilities 30,000sqft

5. Number of years in this business 22



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Part 2 Release Certification

(Tick as appropriate and provide samples of certification)

1. Types of certificate provided	Aircraft Components/ Parts		Standard Parts	Materials/ Consumables
	New	Maintained		
EASA Form 1		X		
FAA Form 8130-3				
Certificate of Conformance (from Manufacturer)				
Others: Please specify: TCCA CAAC CARC		X		

Part 3 Vendor type

(Tick as appropriate)

1. a. Manufacturer (If yes, please complete Part 4, page 3)
- b. Authorised Distributor (If yes, please complete Part 5, Page 4)
- c. Stockist / Surplus Dealer (If yes, please complete Part 6, Page 5)
- d. Repair Station / Maintenance Organisation (If yes, please complete Part 7, Page6)
- e. Airline (If yes, please complete Part 8, Page 7)

Please complete the related part(s) of this questionnaire in accordance with the declared vendor type(s) identified in the Part 3 above,

and

Sign at Page 8 of this questionnaire



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Part 4 Manufacturer

1.	(a) Aircraft component / part manufacturer	Yes <input type="checkbox"/> No <input type="checkbox"/>
	FAA approval / authorised manufacturer <i>(i.e. FAA production approval, production certificate, part manufacturing approval, TSO authorisation)</i> Enter approval / authorisation / certificate number and expiry date. *Please refer NOTE: (1)	Approval / Authorisation / Certificate No.: Expiry date:
	EASA approved production organisation <i>(i.e. EASA 21G POA)</i> Enter approval number and expiry date. *Please refer NOTE: (1)	Approval No.: Expiry date:
	(b) Standard parts / materials / consumables manufacturer	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Quality system / manufacturing accreditation / certification <i>(i.e. AS/EN 9100, ISO 9001, Nadcap)</i> Enter accreditation / certification number and expiry date. *Please refer NOTE: (1)	Accreditation / Certification No. : Expiry date:

NOTE: (1) The referenced approval / authorisation / certification documents must be attached with this questionnaire. - Acknowledged Yes No

- 2.** Confirmation that the parts were not manufactured for military use. Yes No
- 3.** Does the organisation have any Antidrug and Alcohol Misuse Prevention Program in place in accordance with the FAA requirement? Yes No N/A
(For organisation located in the United States only - Refer 14 CFR part 120)
***If YES, please provide DOT/FAA approval letter.**

4. Attached documents:

Type of document	Document attached
Related production approval/ certificate	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Quality system accreditation / certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Approval letter for Antidrug & Alcohol Misuse Prevention Program <i>(For US organisation only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Sample(s) of release certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Others, please specify:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Part 5 **Authorised Distributor (authorised by manufacturer)**

1.	Name of Manufacturer	Type of product
	*Please refer NOTE: (1) (2)	

NOTE: (1) If representing various manufacturers and products, the vendor may use a separate document to provide this information. Please enter "see attached (Document reference)" and attach the document with this questionnaire.

NOTE: (2) Please attach authorisation letter / certificate from each manufacturer for which the vendor represents.

2.	Quality system accreditation / certification <small>(i.e. AS/EN 9100, ISO 9001, AC00-56A)</small>	Accreditation / certification No.:
	*Please refer NOTE: (3) (4)	Expiry:

NOTE: (3) The referenced accreditation / certification documents must be attached with this questionnaire.

NOTE: (4) If no related accreditation / certification, please complete **Checklist A**.

3. Confirmation that the parts were not manufactured for military use. **Yes** **No**

4. Attached documents:

Type of document	Document attached
Authorisation document from the manufacturer.	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Quality system accreditation / certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Sample(s) of release certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Checklist A – if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Others, please specify:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



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Part 6 Stockist / Surplus Dealer

1. Quality system accreditation / certification <i>(i.e. AS/EN 9100, ISO 9001, FAA AC00-56A)</i> *Please refer NOTE: (1) (2)	Accreditation / certification No.: <hr/> Expiry:
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NOTE: (1) The referenced accreditation / certification documents must be attached with this questionnaire.

NOTE: (2) If no related accreditation / certification, please complete checklist A.

2. Confirmation that the parts were not manufactured for military use. Yes No

3 Confirmation that the part has not been involved in an accident or incident. Yes No

4. Confirmation that appropriate certification / traceability, such as EASA Form 1 or FAA Form 8130-3, and C of C will be provided. Yes No

Note: Providing ATA 106 (CoC) only is not acceptable, original (or copy) of the manufacturers' release certificate must be provided.

5. Attached documents:

Type of document	Document attached
Quality system accreditation / certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Sample(s) of release certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Checklist A – if applicable	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Others, please specify:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>

Part 7 Repair Station / Maintenance Organisation

1.		
	Approval / certificate number <i>*Please refer NOTE: (1)</i>	Approval / Certificate expiry date <i>(if no expiry, enter "No Expiry")</i>
	EASA	IE.145.019 No Expiry
	FAA	J6RY718N 30/June/2018
	TCCA	899-21 01/March/2018
	CAAC	F35300226 31/Dec/2019
	CARC	917 18/June/2018
	Others (Please specify)	
	ISO9001:2008	48641A0001UKEn 14-Sep-2018

NOTE: (1) The referenced approval / certificate and operation specification must be attached with this questionnaire.

- 2.** Confirmation that release certification as requested by the repair order, such as EASA Form 1, FAA Form 8130-3, etc. will be provided. Yes No
- 3.** Does the organisation have any Antidrug and Alcohol Misuse Prevention Program approved by FAA in Operation Specification? (Refer 14 CFR part 120)
(For organisation located in the United States only - Refer 14 CFR part 120)
***If YES, please provide Operation Specification.** Yes No N/A

NOTE: (2) Use of PMA parts must seek prior approval from TEAM Accessories Ltd.

NOTE: (3) Use of FAA DER repair shall seek prior approval from TEAM Accessories Ltd.

5. Attached documents:

Type of document	Document attached
NAA approval certificate(s) & ops spec (Website)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Antidrug & Alcohol Misuse Prevention Program <i>(For US organisation only)</i>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Sample(s) of release certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Current Capability List (Website)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Others, please specify: CAAC, CARC (Website)	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



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Part 8 Airline (To provide surplus parts)

1.

ICAO Airline Designator	Code:
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2. Confirmation that the parts were not manufactured for military use. Yes No

3. Confirmation that the part has not been involved in an accident or incident. Yes No

4. Confirmation that appropriate certification, such as EASA Form 1, FAA Form 8130-3, C of C will be provided. Yes No

Note: Providing ATA 106 (CoC) only is not acceptable, original (or copy) of the manufacturers' release certificate must be provided.

5. **Attached documents:**

Type of document	Document attached
Sample(s) of release certification	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Others, please specify:	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>



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This is to confirm that the information given in the questionnaire is true and complete.

Print Name: Peter Hanratty

Title: Quality Manager

Signed: 

Date: 29/Jan/2016

- Notes:
- TEAM Accessories Ltd is to be advised in the case of significant change to any of the information provided in this questionnaire, including certification and approvals held.
 - Please send this completed questionnaire, together with the requested additional documentation, to:

(Sender of this questionnaire)
TEAM Accessories Limited
Ridgewell House
Hollywood
Ballyboughaul
Co Dublin
Ireland
A41YV66

support@TEAM-Accessories.aero

For a supplier / vendor that does not hold any quality system accreditation / certification referred in Part 5(2) & 6(1), please complete Checklist A.

TEAM Accessories Ltd Postal Audit Questionnaire Checklist A



Checklist A

For Distributor/ Stockist/ Surplus Dealer

To be completed by supplier / vendor that does not hold any quality system accreditation / certification referred in "Quality Surveillance Questionnaire – Supplier / Repair Agency" Part 5(2) & 6(1).

Quality Management System	Yes	No	N/A	Remarks / References
Does the organisation have a documented quality system that ensures its products / services conform to specified requirements?				
Does the organisation have procedures to control all documents, data and records used in business operation?				
Are the Quality Manual(s) revised/reviewed to comply the industry / regulatory authority's current requirements?				If Yes, how often?
Will the Quality Manual(s) be available to TEAM Accessories Ltd upon request?				
Are the management responsibility and management review documented in the Quality Manual(s) and implemented?				
Are inspection / quality records retained for minimum 3 years?				
Process Control				
Is the purchasing process documented in Quality Manual(s) to ensure that the organisation purchase only from sources that can meet the standard specified in purchase or repair order?				
Does the organisation have documented procedures for receiving inspection and / or testing activities in order to verify that the specified requirements for the product are met?				
Are Quality Manual(s) available for use by inspection personnel?				
Are product identification and traceability maintained for all items throughout the time under the organisation's control?				
Does the organisation have procedures for the control, calibration and maintenance of inspection, measuring and test equipment?				
Does the organisation have documented procedures for the handling, storage, packing, preservation and delivery of its products?				

TEAM Accessories Ltd

Postal Audit Questionnaire

Checklist A



Are storage facilities environmental controlled (temperature, humidity, etc.)?				
Is security measure in place?				
Is fire fighting/ protection equipment available?				
Does the organisation have a Quarantine Store for non-conforming items?				
Does the organisation have a bonded store that provides appropriate control and preservation of conforming parts and materials?				
Parts / Materials Certification				
When supplying "NEW" part, will the authorised release certificate be provided that is traceable to the manufacturing source?				
When supplying "NEW" part with FAA Form 8130-3 issued by DAR at the distributor facility (FAA Order 8130.21 refers), will the original (or copy) of the manufacturers' release certificates be provided as evidence of traceability to the manufacturing source?				
When supplying "maintained part", will the workshop / test report be provided with the required authorised release certificate?				
When supplying standard part / material, will the test report be provided together with the certificate of conformity from the manufacturer, to certifying that the part / material conformed to the required standard / specification? FAA Advisory Circular 21-29 (pdf)				
Audit and Corrective Action				
Is there a documented internal audit programme?				
Are procedures available/in place to investigate and correct the root cause of discrepancies identified by internal/external audits and customer feedbacks?				
Are the results of internal/external audits reviewed by the management?				How often?
Is there a procedure / programme to audit vendors/suppliers? (Desk-top or site) Provide Details:				
Is there a documented procedure to notify the customer when discrepancy / non-conformance is identify related to the supplied product / service, and to recall the product?				

TEAM Accessories Ltd Postal Audit Questionnaire Checklist A



Will the organisation permit access to its facility by representative of TEAM Accessories Ltd and/or national aviation authority or government agencies for the purpose of audit or inspection of the product or services provided?				
Personnel Requirements				
Are the competence and training requirements of personnel documented in the Quality Manual(s)?				
Are inspectors required to be authorised in accordance with company procedures? If Yes, by whom?				
Are training records maintained for each inspection personnel?				
Training provided to related staff, such as receiving inspection / dangerous goods handling / shipping, etc.				
(a) Dangerous goods / Hazardous material				
(b) Electro Static Device Sensitive (ESDS)				
(c) Suspected Unapproved Part (SUP)				
Control of Discrepant and Scrapped Parts				
Are all serviceable and unserviceable parts/components identified and physically segregated?				
Is there an area designated for discrepant new/used, and scrapped parts awaiting disposition?				
Are records maintained for all discrepant new/used parts, and scrapped parts in the Company?				
Is there a documented procedure to ensure that scrapped parts are mutilated properly?				