

Airbus NZ Limited
1 Tancred Crescent
Blenheim Airport
Blenheim 7240,
Marlborough
New Zealand

Attention Quality Manager

In an effort to efficiently address the numerous requests for information from our worldwide aviation customer base, Airbus has developed this Self-Audit Questionnaire which contains the following information most commonly requested by our valued customers:

COMPANY INFORMATION

- Company profile
- Key Management Contacts
- General Self Audit information

COMPANY APPROVAL CERTIFICATES

QUALITY STANDARDS

- ISO 9001: 2008 – 732560

CIVIL AIRWORTHINESS APPROVALS

- CAANZ
 - Part 145 Maintenance Organisation - MO12884
 - Part 146 Design Organisation - DO12884
 - Part 148 Manufacturing Organisation - AM12884
 - Part 19F Supply Organisation - SUP12884
- EASA Part 145 Maintenance Organisation - 145.0123

MILITARY AIRWORTHINESS APPROVALS

- Royal NZ Air Force - Approved Maintenance Organisation

Our desire is to thoroughly answer your questions and to provide your business with an indication of our quality processes. If our response is not adequate to satisfy your requirements, please let us know and we will further attempt to assist you.

Yours faithfully,



Emma Blackburn
Business Compliance & Risk Manager
Airbus NZ Limited

Postal Address

Airbus NZ Limited
P.O. Box 244
Blenheim 7240,
Marlborough
New Zealand

Telephone: +64 3 572 7750
Fax: +64 3 572 7657
Emma.blackburn@airbus.com

Key Management Contacts

Accountable Manager Heather Deacon, Director of NZ Operations
Quality Assurance Emma Blackburn, Business Compliance and Risk Manager
Engineering: Winni Finkeldei, Operations Manager
Mike Nicholls, Propulsion Operations Manager

Scope of Services

Supporting documentation attached:

CERTIFICATES

ISO 9001:2008

CAANZ Approved Maintenance Organisation,

CAANZ Approved Design Organisation

CAANZ Approved Manufacturing Organisation

CAANZ Approved Supply Organisation

EASA Approved Maintenance Organisation

RNZAF Approved Maintenance Organisation

Survey Approval

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

Printed Name and Title: Emma Blackburn, Business Compliance and Risk Manager

MRO Facility Self Audit Questionnaire

A General

Yes No N/A

| | | | | |
|---|---|---|--|--|
| 1 | Do you only perform work for which you are authorised on your approved operations specification? | ✓ | | |
| 2 | If you deal in non-aircraft parts, materials and or maintenance activities, are they adequately segregated from the aircraft functions? | ✓ | | |

B Quality Management System

Yes No N/A

| | | | | |
|----|--|---|--|--|
| 1 | Is there an established Quality Management System documented? | ✓ | | |
| 2 | Is there current documentation in the form of QA Manuals, Expositions, MOE's, IPM's that comply with the requirements of all the regulatory authorities the Company holds? | ✓ | | |
| | Does the Quality Management System include procedures which notify the Accreditation Organisation of any significant changes to the quality system and for receiving their approval? | ✓ | | |
| 3 | Is the "Quality Management System" documentation kept current and readily available to employees, auditors and customers? | ✓ | | |
| 4 | Are duties, responsibilities and reporting relationships of the Accountable Management and of the QA/ departments documented? | ✓ | | |
| 5 | Is there a procedure for reporting defects or non-airworthy conditions to your customer and respective Regulatory Authority? | ✓ | | |
| 6 | Is the audit function ensuring compliance with the customer's technical directives, specifications/requirements? | ✓ | | |
| 7 | Is there a documented process for conducting self audit, identifying who within the Organisation is responsible for the process, the frequency of audits, recording audit documentation and any corrective action? | ✓ | | |
| 8 | Are the internal auditors independent of other duties? | ✓ | | |
| 9 | Are you receptive to customer audits? | ✓ | | |
| 10 | Is a file maintained of audit findings and corrective actions for 3 years? | ✓ | | |
| 11 | Are the audit findings accessible to customers? | ✓ | | |
| 12 | Are sub-contractors: Audited on-site? | ✓ | | |
| | Self audit document? | ✓ | | |
| 13 | Is certification maintained for all sub-contracted work? | ✓ | | |

C Inspection -Parts

Yes No N/A

| | | | | |
|---|--|---|--|--|
| 1 | Do you have a documented Dispatch & Receiving Inspection procedure? | ✓ | | |
| | Is there an inspection system to verify the quantity, part numbers or noted substitution, that they conform to the documentation supplied, conform to the customer purchase request, and ensure they match the purchase order? | ✓ | | |
| 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? | ✓ | | |
| 6 | Does your system maintain a list of approved suppliers and a quality history for each source? | ✓ | | |
| 7 | Is there a procedure for reporting unapproved parts in accordance with regulatory authorities? | ✓ | | |
| 8 | Are parts and equipment properly packaged, identified, stored to protect from damage? | ✓ | | |
| 9 | Is there a quarantine area for reject parts or material awaiting disposal or non conformance action? | ✓ | | |
| 10 | Do storage areas provide segregation of serviceable from non serviceable parts? | ✓ | | |
| 11 | Are your NDI Level 3 personnel re-assessed per NAS-410 (latest revision)? | ✓ | | |
| 12 | If NDI Level 3 personnel are re-assessed per an equivalent standard please specify standard used | | NAS410 | |
| Inspection/Certification | | | | |
| 13 | Does your "Quality Management System" identify all Supervisory and Inspection personnel authorised to provide certification for Release to Service? | ✓ | | |
| 14 | Are inspectors properly trained and certified? | ✓ | | |

D Data Control

Yes No N/A

| | | | | |
|---|---|---|--|--|
| 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 | Are they readily available to staff? | ✓ | | |
| 3 | Do you have a procedure to ensure that technical data/Airworthiness data is current? | ✓ | | |
| 4 | Do you maintain a record of manual revisions? | ✓ | | |
| 5 | Do you have approved procedures to control Airworthiness Data i.e. CMM, Service Bulletins, AD's etc including manual revisions that deviate from O.E.M. specifications? | ✓ | | |
| 6 | Do you maintain a file of applicable Regulatory Authority regulations? | ✓ | | |

NOTE: "Manuals" in this context include any technical data (i.e. drawings, overhaul manuals, service bulletins, wiring diagrams, test specifications) necessary to perform the required services.

E Shelf Life

Yes No N/A

| | | | | |
|---|--|---|--|--|
| 1 | Do you have a documented shelf life program? | ✓ | | |
| 2 | Is each shelf life item labelled to show the specified expiry date? | ✓ | | |
| 3 | Is the system adequate to ensure that no item will be issued or used past its expiration date? | ✓ | | |

F Tool Calibration

Yes No N/A

| | | | | |
|---|---|---|--|--|
| 1 | Do you have a tool calibration procedure documented? | ✓ | | |
| 2 | Are all calibrated tools listed? | ✓ | | |
| 3 | Are the standards used to calibrate tools traceable back to a controlling government agency or to National standards? | ✓ | | |

MRO Facility Self Audit Questionnaire

| | | | | |
|---|--|---|--|--|
| 4 | Are there procedures to prevent uncalibrated tools from being used? | ✓ | | |
| 5 | Do calibration records: Show date calibrated? Identify individual who performed calibration? Show calibration due date? Show part # and serial # of standard used? | ✓ | | |
| 6 | Are calibrated tools and test equipment issued with a record of the calibration, and/or rectification and certified as calibrated? | ✓ | | |

G Training

Yes No N/A

| | | | | |
|---|--|---|--|--|
| 1 | Is there a documented Training Program to address the required "competencies" of your personnel involved in planning, performing, supervising, inspecting or certifying? | ✓ | | |
| 2 | Is formal and on the job training documented? | ✓ | | |
| 3 | Is continuation training provided to ensure procedural changes are maintained current? | ✓ | | |
| 4 | Are training records retained for a minimum of two years even after the employee has left the Organisation? | ✓ | | |

H Facilities

Yes No N/A

| | | | | |
|---|---|---|--|--|
| 1 | Are your facilities of adequate size to house all equipment, operations, tooling, & material? | ✓ | | |
| 2 | Are storage areas separate from the work areas? Is there adequate space, lighting, storage to protect parts, materials and customer units from contamination, theft or damage? | ✓ | | |
| 3 | Are the receiving and shipping areas separate & do they have adequate shelving and space? | ✓ | | |
| 4 | Do you have a parts quarantine area? | ✓ | | |
| 5 | Are your storage and work areas environmentally controlled? | ✓ | | |

I Security/Fire Protection

Yes No N/A

| | | | | |
|---|---------------------------------------|---|--|--|
| 1 | Do you have a security system? | ✓ | | |
| 2 | Do you have a fire protection system? | ✓ | | |

J Work Processing

Yes No N/A

| | | | | |
|---|---|---|--|--|
| 1 | Do you have tooling and test equipment that differs from that as specified by the O.E.M? (a) Is it certified as being an equivalent by the OEM? (b) Does it have operating and maintenance manuals? (c) Has this equipment been accepted by the FAA/EASA (d) Is this equipment acceptable to the FAA/EASA etc.? | ✓ | | |
| 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 | If welding is performed - are welders requalified per MIL STD 1595 (latest revision)? | ✓ | | |
| 11 | Is smoking, eating and drinking permitted in the work place? | | ✓ | |
| 12 | Do your work records contain: | | | |
| | (a) A description of the work performed? | ✓ | | |
| | (b) Date of work completion? | ✓ | | |
| | (c) Name of person(s) who carried out the work or inspections? | ✓ | | |
| | (d) Name of person who certified the work? | ✓ | | |
| | (e) A referencing system to allow traceability of all parts fitted? | ✓ | | |
| | (f) A work package reference number to allow full traceability back to customers Technical Directive? | ✓ | | |
| 13 | Do you have an established procedure to provide corrective action for discrepancies noted during the repair/overhaul process? | ✓ | | |
| 14 | Are work records retained in accordance with the Regulatory Authorities requirements? | ✓ | | |

K 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? | ✓ | | |

L 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 life limited parts that are scrapped? | ✓ | | |
| 3 | Are these records kept for 7 years? | ✓ | | |



CERTIFICATE OF REGISTRATION

The Quality Management Systems of

AIRBUS NEW ZEALAND LIMITED

Blenheim Airport, Blenheim, Marlborough 7206, New Zealand

has been audited and found to conform to

ISO 9001:2008

for the following activities

Maintenance of aircraft, aircraft components and equipment and associated manufacturing. Design changes for aircraft and design of aircraft equipment. Special processes – non-destructive testing (NDT), electroplating and welding, mechanical testing. Supply of aircraft parts.

Date of Issue: 31 July 2017

Date of Expiry: 15 September 2018

Initial Certification: 29 September 2006

Certificate No. 732560

The validity of this certificate can be verified from the following website

www.gicg.co.uk

A handwritten signature in black ink, appearing to read 'D. R. R. R.', positioned above a horizontal line.

Guardian Independent Certification Ltd

Registered in England

Sovereign House 212-224 Shaftesbury Avenue London England WC2H 8HQ

Accredited by Member of the IAF MLA

JAS-ANZ registration no. S3510506UL, www.jas-anz.org/register





**CIVIL AVIATION AUTHORITY
OF NEW ZEALAND**

Maintenance Organisation Certificate

This is to certify that

Airbus New Zealand Limited

is authorised to maintain and release to service aircraft and aircraft components under the following ratings:

A1 Aircraft with MCTOW more than 13610 kg
A3 Aircraft not included in A1 or A2, with 10 PAX seats or more
A4 Aircraft with MCTOW of 5700kg or less; or maximum 9 PAX seats
C1 Aircraft Engines and Propellers
C2 Aircraft Components
C3 Aircraft Electrical Equipment
C4 Aircraft Instrument Equipment
C5 Aircraft Radio Equipment
P1 Processing

as defined in the organisation's exposition.

This certificate is not transferable, and shall come into force on the 13th day of March 2013 and remain in force until the 12th day of March 2018 unless otherwise suspended or revoked.

Granted this 7th day of July 2017

A handwritten signature in black ink, appearing to be a stylized 'A' followed by a long horizontal stroke.

for Director of Civil Aviation

This certificate is granted pursuant to Civil Aviation Rule Part 145

No. MO12884





**CIVIL AVIATION AUTHORITY
OF NEW ZEALAND**

Design Organisation Certificate

This is to certify that

Airbus New Zealand Limited

*is authorised to design aircraft products, appliances and components
under the following ratings:*

D2 Design Changes to Products and Components thereto

D3 Design of Appliances and Changes thereto

as defined in the organisation's exposition.

*This certificate is not transferable, and shall come into force on the
6th day of July 2017 and remain in force until the 16th day of July
2019 unless otherwise suspended or revoked.*

Granted this 6th day of July 2017

A handwritten signature in black ink, appearing to be a stylized 'S' followed by a long horizontal stroke.

for Director of Civil Aviation

This certificate is granted pursuant to Civil Aviation Rule Part 146

No. DO12884





CIVIL AVIATION AUTHORITY
OF NEW ZEALAND

Manufacturing Organisation Certificate

This is to certify that

Airbus New Zealand Limited

is authorised to manufacture aircraft products under the following ratings:

M2 - manufacture of aircraft components

M3 - manufacture of parts or appliances

as defined in the organisation's exposition.

This certificate is not transferable, and shall come into force on the 6th day of July 2017 and remain in force until the 4th day of November 2021 unless otherwise suspended or revoked.

Granted this 6th day of July 2017

A handwritten signature in black ink, appearing to be the name of the Director of Civil Aviation.

for Director of Civil Aviation

This certificate is granted pursuant to Civil Aviation Rule Part 148

No. AM12884





**/// CIVIL AVIATION AUTHORITY
OF NEW ZEALAND**

Supply Organisation Certificate

This is to certify that

Airbus New Zealand Limited

is authorised to supply aeronautical products under the following ratings:

- S1 - Aircraft Parts
- S2 - Materials
- S3 - Fluids

as defined in the organisation's exposition.

This certificate is not transferable, and shall come into force on the 13th day of March 2013 and remain in force until the 12th day of March 2018 unless otherwise suspended or revoked.

Granted this 7th day of July 2017

A handwritten signature in black ink, appearing to be a stylized 'A' followed by a long horizontal line.

for Director of Civil Aviation

This certificate is granted pursuant to Civil Aviation Rule Part 19F

No. SUP12884



MAINTENANCE ORGANISATION APPROVAL CERTIFICATE

Reference: EASA.145.0123

Pursuant to Regulation (EC) N° 216/2008 of the European Parliament and of the Council and to Commission Regulation (EC) N°1321/2014 for the time being in force and subject to the conditions specified below, the Agency hereby certifies:

SAFE AIR LIMITED

1 Tancred Crescent
Marlborough Airport
Blenheim 7206
New Zealand

7 Plane Tree Avenue
Dingley 3172
Victoria
Australia

as a maintenance organisation in compliance with Section A of Annex II (Part-145) of Regulation (EC) N° 1321/2014, approved to maintain the products, parts and appliances listed in the attached approval schedule and issue related certificates of release to service using the above references.

CONDITIONS:

1. This approval is limited to that specified in the scope of work section of the approved maintenance organisation exposition as referred to in Section A of Annex II (Part-145), and
2. This approval requires compliance with the procedures specified in the approved maintenance organisation exposition, and
3. This approval is valid whilst the approved maintenance organisation remains in compliance with Annex II (Part-145) of Regulation (EC) N° 1321/2014.
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration unless the approval has previously been surrendered, superseded, suspended or revoked.

Date of original issue: **20 June 1996**

Date of this revision: **19 July 2016**

Revision N°: **03**

Signed: 

For the Agency

MAINTENANCE ORGANISATION APPROVAL SCHEDULE

Reference: **EASA.145.0123**
 Organisation: **SAFE AIR LIMITED**

| | |
|---------------------|---------------------|
| 1 Tancred Crescent | 7 Plane Tree Avenue |
| Marlborough Airport | Dingley 3172 |
| Blenheim 7206 | Victoria |
| New Zealand | Australia |

| CLASS | RATING | LIMITATION |
|--|----------------|---|
| COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs | C16 Propellers | Components in accordance with the Capability List defined in the Company MOE. |

This approval schedule is limited to those products, parts and appliances and to the activities specified in the scope of work section of the approved maintenance organisation exposition,

Maintenance Organisation Exposition Reference: **Technical Library Reference: 348**

Date of original issue: **20 June 1996**

Date of last revision approved: **24 June 2016**

Issue N°: **7** Revision N°: **2**

Signed:



For the Agency



**Certificate
Of
Approved Maintenance Organisation**

This certificate awards Approved Maintenance Organisation status to Safe Air Limited for the overhaul and repair of RNZAF aircraft and components under RNZAF Contract DAPC1537. The award of this certificate acknowledges that Safe Air Limited meets RNZAF requirements to perform maintenance on NZDF aircraft and components. In exercising this authority, Safe Air Limited is to comply with the terms and conditions outlined in the RNZAF Letter of Maintenance Approval, number AMO 1.13.

Issued by:

**I.J. MOWER
GPCAPT**

NZDF Technical Airworthiness Authority

On this 4 day of Jun 2013.