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Quality Policy Manual

Manual # 002

Version	1.6	Date	November 11, 2007
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2.0. Publication Revisions

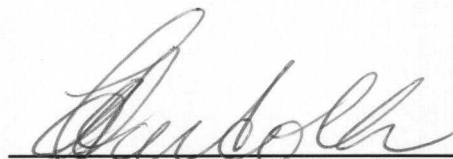
Date	Version	Detail	By	Approved
04/16/03	1.1	Changes to all pages per DOT requirements	SG	
05/15/03	1.2	Changes as per DOT requirements	SG	
05/30/03	1.3	Changes as per DOT requirements	SG	
03/14/05	1.4	Changes based on 01/05 Audit Findings	SG	
06/24/05	1.5	Change of address and Accountable Executive	SG	
11/21/07	1.6	Compliance with AWM561	SG	

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3.0. Company Certification Statement and Approvals

CERTIFICATION OF COMPLIANCE

This manual, and any incorporated documents, reflects this organization's means of compliance with the Regulations as required by CAR 561.07. In the event of a conflict between this manual and the CARs, the CARs will prevail. All personnel are required to understand their assigned duties as described in this manual. All incorporated documents identified herein, and every amendment thereto, shall meet the requirements established in this manual. The policies and procedures outlined in this manual, and all incorporated documents identified herein, will be strictly adhered to at all times.



Shane R Goedvolk
President & CEO

November 22, 2007
Date

Department of Transport (DOT) Approval

This manual is approved as meeting the requirements of an Approved Manufacturing Organization pursuant to Canadian Aviation Regulation 561.



Transport Canada Approval

52-03

DOT Manufacturer Certificate Number

NOV. 28, 2007
Date

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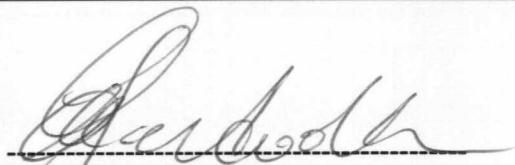
4.0. Document Control

- 4.1. Control of all documents other than the Quality Policy Manual shall be as per QCP001
- 4.2. When a Quality Manual amendment is submitted, two copies of the amendment will be sent to Transport Canada along with amendment instructions.
- 4.3. All amendments shall be shown by providing a vertical line in the left margin to indicate where changes in paragraphs or wording have been made. Each amended page will reflect the revised version number and amendment date.
- 4.4. Any amendments to the Quality Policy Manual shall be prepared and approved by the Quality Manager and approved by Transport Canada prior to release. Upon approval such amendment/s shall be implemented within 30 days. Such release shall be noted and include a signed confirmation from DOT.
- 4.5. All document changes shall be effected by reprinting and reissuing the entire manual.
- 4.6. All issued Quality Policy Manuals shall be revised simultaneously.
- 4.7. The following controlled Quality Policy Manuals are issued:

#001	Transport Canada
#002	Quality Manager
#003	Company President

List of Effective Pages

Page	Revision	Date	Page	Revision	Date
1	1.6	11/21/2007	13	1.6	11/21/2007
2	1.6	11/21/2007	14	1.6	11/21/2007
3	1.6	11/21/2007	15	1.6	11/21/2007
4	1.6	11/21/2007	16	1.6	11/21/2007
5	1.6	11/21/2007	17	1.6	11/21/2007
6	1.6	11/21/2007	18	1.6	11/21/2007
7	1.6	11/21/2007	19	1.6	11/21/2007
8	1.6	11/21/2007	20	1.6	11/21/2007
9	1.6	11/21/2007	21	1.6	11/21/2007
10	1.6	11/21/2007			
11	1.6	11/21/2007			
12	1.6	11/21/2007			



Quality Manager

NOVEMBER 22, 2007

Date



Transport Canada Approval

NOV. 28, 2007

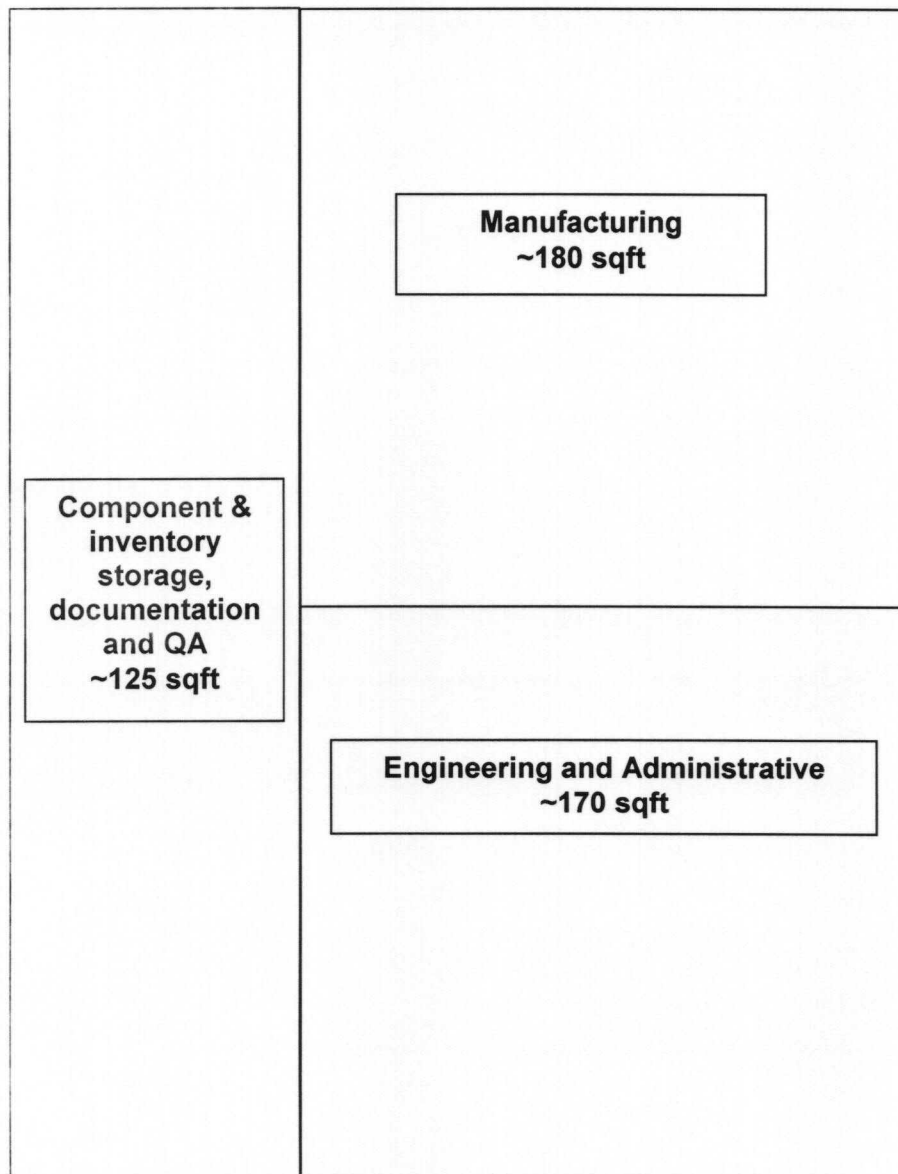
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5.0. Facility

Aerospace Logic Inc. leases a facility located at 180 James Street South, Suite 205, Hamilton, Ontario where it employs one full time staff member and two permanent part-time staff. This is the sole operating location of the company.

Aerospace Logic Inc. will provide rights of access to it's facility by customers and Transport Canada as required and will impose the same rights on its suppliers and subcontractors.



Drawing not to scale

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6.0. **Scope of Work**

It is the policy of Aerospace Logic Inc. to design, develop, manufacture and sell aeronautical engine instruments to it's customers that meet or exceed all the quality requirements stipulated by customers and the Transport Canada.

Approved products for manufacture are as per QPC008 – Appendix "A". A copy of which is provided to Transport Canada whenever it is amended.

7.0. **Management Functions**

While the management functions listed below are segregated they are all managed by one person at this time.

7.1 **Management Functions – President & CEO
(Accountable Executive)**

The President and CEO shall:

- Be responsible for overseeing the operations of the company
- Shall report any material changes in the company to Transport Canada
- Has final authority for and responsibility of the quality system
- Act on any quality and production related issues in conjunction with the Quality Manager
- Shall notify the minister, in writing, within 30 days of cessation of the manufacture of aeronautical product specified in the manufacturer certificate.

7.2 **Management Functions – Quality Manager**

The Quality Manager shall:

- Be responsible for all aspects on the quality system
- Act as a liaison between the Organization and Transport Canada regarding all aspects relating to the Quality System and product manufacturing
- Perform all final assembly product validation including conformance testing and design compliance inspections
- Perform random audits on all aspects of the quality system at least once a year
- Confirm raw materials and sub-assembly conformance on materials from suppliers
- Be responsible for all Service Difficulty Reporting

7.3 **Management Functions – Technical Services Manager**

The Technical Service Manager shall:

- Be responsible for all aspects of the physical production of product and the recording of appropriate process data
- Oversee all design and engineering operations
- Oversee all shipping and receiving operations

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8.0. Regulatory and Technical Data

8.1. Regulatory Data

- 8.1.1. The Quality Manager shall effect any and all regulatory data and/or document updates as soon as such information is available.
- 8.1.2. All such documentation shall be retained in an appropriate filing system.
- 8.1.3. Only original documents supplied to the production facility, by the Quality Manager, shall be used for production purposes. The Quality Manager shall release regulatory documentation to staff for such use where necessary. The Quality Manager shall be responsible for insuring that the most current revision of documentation is always in use.
- 8.1.4. The Quality Manager shall conduct a review of all regulatory documentation at least quarterly.

8.2. Technical Data

- 8.2.1. The Quality Manager will release to the manufacturing facility all documentation that pertains to product manufacture as and when such information is released to production.
- 8.2.2. The Quality Manager shall ensure that all documents in use are of the correct version.
- 8.2.3. All software used for products shall be released to manufacturing by the Quality Manager and shall only be usable from read only devices (CD-ROM or otherwise). No code programming shall be permissible from any other medium
- 8.2.4. All technical drawings and data files shall be available in either hard copy or electronic format. The Quality Manager shall release such to manufacturing. Electronic format documentation shall only be available on read only type devices.

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9.0. Design Compliance

- 9.1. All products shall be manufactured and controlled to comply with the certified designs.
- 9.2. All products shall be manufactured using approved Product Manufacturing Manuals (PMAN).
- 9.3. All raw materials and software code modules shall be as per the approved Product Manufacturing Manuals and shall be traceable to the necessary design data.
- 9.4. All design changes (both minor and major) shall be controlled as per QCP002 – Design Compliance

10.0. Supplier Qualification and Compliance

- 10.1. Aerospace Logic Inc. shall be fully responsible for all work performed by appointed sub-contractors.
- 10.2. Aerospace Logic Inc. shall inspect and approve all sub-contract manufactured parts prior to release to the production facility as per QCP003.
- 10.3. Commercial off the shelf product utilized in the manufacturing process may be accepted as compliant on inspection for physical damage and confirmation of the correct part number.
- 10.4. Sub-contractors shall be qualified and controlled as per QCP004.
- 10.5. Orders shall only be processed on the basis of an approved Aerospace Logic Inc. Purchase Order. Purchase Orders shall, at a minimum contain the following information:
 - 10.5.1. Date, supplier name and address, part number, quantity ordered
 - 10.5.2. Statement of access to audit
 - 10.5.3. Statement outlining sub-contract condition. If none, then a statement prohibiting the sub-contract of any portion of the work.
- 10.6. All sub-contractors must allow access to Aerospace Logic and Transport Canada as necessary.
- 10.7. Sub-contractors shall not be permitted to subcontract any portion of the work unless approved by Aerospace Logic Inc. In such a case Aerospace Logic Inc. shall follow the same approval process as for a sub-contractor (Qualification as per QCP004).

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- 10.8. Only suppliers and sub-contractors on the Approved Suppliers List shall be used.
- 10.9. Sub-contractors and supplier shall be approved for engagement in activities at least once in every 24 month cycle. The cycle shall commence on the date the supplier or subcontractor is listed on the approved supplier list.
 - 10.9.1. Suppliers and sub-contractors who supply commercial off-the-shelf parts shall be approved without audit or site visit provided they provide evidence of an appropriate quality management system and traceability of materials to source.
 - 10.9.2. For suppliers and sub-contractors not covered in 10.9.1 a site visit, inspection and/or audit will be required for initial and re-approval.
 - 10.9.3. In addition to the above requirements visit Aerospace Logic Inc shall satisfactorily obtain information to ensure that the party has sufficient human resource and financial means to meet the requirements of the task allocated. Such information shall be included as part of the evaluation when listing on the approved supplier list.

11.0. Product Identification and Traceability

11.1. Component Traceability

- 11.1.1. Components and raw materials shall be procured using a purchase order noting the supplier and part number.
- 11.1.2. Components used in the manufacture process shall be identified by a manufacturer part number and a batch number.
- 11.1.3. The "Production Travel Sheet" shall contain a list of all components used for the manufacture of the instrument and the batch number of each component used.
- 11.1.4. "Production Travel Sheets" shall be retained for a minimum period of 3 years from the date of certification.

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11.2. Manufacturing Process Traceability

- 11.2.1.** All manufacturing processes shall be recorded on the "Production Travel Sheet" and shall be signed off by the responsible person completing the specific phase.
- 11.2.2.** The manufacturing process is controlled as per QCP005
- 11.2.3.** The final traceability document shall be the copy of the Authorized Release Certificate

12.0. Production System

12.1. The production system shall include:

- 12.1.1.** Controlled parts and components ordering with traceability using:
 - 12.1.1.1.** Purchase orders for parts ordering.
 - 12.1.1.2.** Packing slips for confirmation of good received.
 - 12.1.1.3.** Control logs for the recording of received goods and assigning of batch numbers.
 - 12.1.1.4.** Inspection instructions for all items other than COTS components
- 12.1.2.** Controlled production system including:
 - 12.1.2.1.** Workmanship to IPC-A-610D Class 2 standard.
 - 12.1.2.2.** Individual product record keeping using a Production Travel Sheet document system which includes components used and batch numbers, work performed, inspections, calibrations and final sign-off of the product.
 - 12.1.2.3.** The use of calibrated test equipment as required in the specific Product Manufacturing Manual.
- 12.1.3.** Final inspection and record keeping procedures:
 - 12.1.3.1.** Confirming all inspections of the product.
 - 12.1.3.2.** Completion of all necessary documentation.
 - 12.1.3.3.** Compliance to all design and manufacturing requirements.
 - 12.1.3.4.** Retention of all records.

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- 12.2.** The production system and associated processes shall be under the control of the Quality Manager and the Technical Service Manager who shall insure that:
- 12.2.1.** All production related tasks are performed as per the documented and approved manufacturing instructions and reference material for the specific product.
 - 12.2.2.** All documentation is of the current revision.
 - 12.2.3.** All software code for instrument programming is of the correct revision.
 - 12.2.4.** Personnel possess the necessary competency and skill to perform the required tasks.
 - 12.2.5.** All necessary tools and equipment required for the task are provided for compliant manufacturing of the product.
- 12.3.** All in-production and post-production tasks shall be in the form of documented instructions for each specific task and instrument.
- 12.4.** All measurement equipment shall be used and maintained in accordance with QCP006 and calibrated on an annual cycle.
- 12.5.** All custom designed test equipment shall be maintained in accordance with QCP006 and shall be tested on an annual cycle.
- 12.6.** All non-conforming product or components, whether defective or not shall be confined to quarantine by the person discovering such non-conformance. All such occurrences shall be governed by the provisions of Section 17 – Non-conformance and Corrective Action.
- All non-conforming items or products shall be immediately tagged with a duly completed red non-conformance tag.
- The Quality Manager shall be advised of all non-conformances.
- The exception to this provision is in the case where a technician discovers a non-conformance that was a direct result of tasks they performed. If such task can be repeated correctly without any negative effect then this may be done. Examples of such cases are re-soldering, reprogramming and recalibrating of instruments or sub-assemblies.
- 12.7.** All test, calibration tasks and inspections shall be recorded on the "Production Travel Sheet". Traceability to the person performing the task is provided through this method.

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- 12.8. All deficiencies noted, either through non-conformance investigation or quality audits shall be corrected as per Section 17 – Non-Conformance and Corrective Action.

13.0. Quality Audit System

13.1. Audit Frequency

A comprehensive quality system audit shall be conducted at least once in every 12 month cycle, between May 1 and April 30, of operations in accordance with QCP007.

13.2. Audit Methods

13.2.1. Audits shall be conducted using a set of quality system checklists prepared by the Quality Manager. Such lists shall cover all aspects of the quality system and shall be approved by the Quality Manager.

13.2.2. No aspect of the audit may be conducted by the person who performed or was involved in the task.

13.2.3. The results of the audit shall be reviewed and a report tabled based on the findings.

13.2.4. Where follow-up is required as the result of a finding such follow-up shall be concluded in an appropriate time in relation to the finding but in no case greater than 30 days.

13.2.5. All findings shall be recorded as non-conformances and controlled as per Section 17 of this document. Causes, deficiencies, results and corrective actions shall be noted as part of the process.

13.3. Audit Results

13.3.1. All audit results shall be retained for a period not less than 3 years.

13.3.2. All results shall be reviewed by the President and the Quality Manager.

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14.0. Authority to Sign Authorized Release Certificate

- 14.1. The Quality Manager shall be the only person authorized to sign release certificates and shall be a permanent staff member of the company. No other person is authorized to sign release certificates.
- 14.2. QPC008 is the sole controlling procedure for the signing of release certificates. Prior to signing release certificates the number, name and signature of the person approved to sign must be recorded in Section 1 of the procedure. Numbers are assigned on a sequential basis, starting at 1.
- 14.3. Authorized Release Certificates may only be signed for products on the current Eligible Product List. The person authorized to sign will hold authorization for all products listed.
- 14.4. Prior to the signing the person authorized shall:
 - 14.4.1. Have fully inspected the product for design and performance compliance.
 - 14.4.2. Inspected all production records for completeness and accuracy.
 - 14.4.3. Inspected all accompanying documentation.
 - 14.4.4. Satisfied themselves that the product, as a whole, is fully compliant.
- 14.5. QPC008 outlines the detailed procedure for the completion of each aspect of the release form certificate.

15.0. Inspection, Measuring and Test Equipment

- 15.1. All instruments and tools used in the production process shall be calibrated by a registered calibration laboratory.
- 15.2. All calibration services shall be traceable to NIST standards.
- 15.3. Calibration intervals shall be as per the manufacturer specified calibration intervals or more frequent, as required.
- 15.4. The calibration validity and control of all test equipment shall be as per QCP006.

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16.0. Manufactured Parts Identification

All products manufactured by Aerospace Logic Inc. shall be identified as per CAR 201.10(1) as outlined in the published procedure QCP009 and per individual TSO requirements.

17.0. Non-conformance and Corrective Action

17.1. Product

All non-conformance of product manufactured, parts or components shall be governed by the provisions of this section. All references to "part" or "parts" shall include all these items.

17.1.1. Urgent and Critical Notification

The Quality Manager shall be immediately informed of any non-conformance that effects the quality of any manufactured parts or the traceability of such.

17.1.2. Identification

A part non-conformance may be identified and reported by any staff member who is competent to report such non-conformance. In the case where a probable non-conformance is identified by an unqualified staff member, such staff member shall refer such probable non-conformance to a qualified staff member for action.

When any part is identified as non-conforming it shall immediately be tagged with a red non-conformance tag.

The tag shall be completed by the person identifying the non-conformance and shall be signed and dated by this person.

The non-conformance shall be entered in the Non-Conformance Register (NCR) and the next available non-conformance tracking number assigned to it.

17.1.3. Storage

All non-conforming parts shall be stored in the Quarantine area.

Parts in quarantine shall be kept in the designated secure containment area.

Only the Quality Manager may remove non-conforming product from the quarantine containment area, or any staff member authorized to do so by the Quality Manager.

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17.2. Documents, Process and Procedures

All non-conformance of documents, processes or procedures shall be governed by the provisions of this section. All references to "Documents" shall include all these items.

17.2.1. Identification

Any staff member may identify a non-conformance relating to any documents.

On identification of the non-conformance, the person shall complete a Documents Non-Conformance Report (D-NCR).

On completion of the D-NCR document the person shall enter this non-conformance in the Non-Conformance Register (NCR) and the next available non-conformance tracking number shall be assigned to it.

17.2.2. Retention and Action

The person shall then hand deliver the D-NCR document to the Quality Manager who will review it for appropriate action.

Where immediate action is required the Quality Manager shall attend to the non-conformance without delay.

Where the non-conformance will not affect the quality of manufactured product and the execution of corrective action may be delayed, then the D-NCR shall be filed in the NCR for action.

17.3. Corrective Action

17.3.1. The Quality Manager shall review the Non-Conformance Register on a daily basis.

17.3.2. The Quality Manager shall execute, in the appropriate time, subject to the urgency of the non-conformance, any and all corrective action to rectify the non-conformance.

17.3.3. The Quality Manager shall document all corrective action and file such documentation with the closed Non-Conformance Report.

17.3.4. The Quality Manager shall execute any necessary document changes as part of the corrective action process, as and where necessary.

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17.3.5. The President shall be notified of all non-conformances and appropriate corrective action that has affected the quality of manufactured product.

18.0. Training

18.1. Requirements

It is the policy of Aerospace Logic Inc. that all staff members be trained to perform the various task before being authorized to perform such tasks that relate to any portion of the manufacturing process.

Initial training shall include the Quality Policy Manual and Company Procedures.

In addition to outlined training requirements, the Quality Manager shall meet the requirements of the Minister for appointment to such position in addition to complete document, regulatory and product training.

All training and staff qualification requirements are as per QCP010.

18.2. Reporting and Retention

18.2.1. Upon completion of training, such training shall be recorded on the Staff Training Log (STL).

18.2.2. Both the staff member receiving the training and the staff member providing the training shall sign and date the STL.

18.2.3. The Quality Manager shall review the STL and sign the Authority for Assignment for the specific staff member to the task. It is only at this point that the staff member shall be authorized to perform their allocated tasks.

18.2.4. The Quality Manager shall forward the completed STL document to the President who shall place such document in the staff member's personal file. A copy shall also be placed in the file/s of staff providing the training.

18.3. Recurrent Training

Where changes to procedures, products or any other items that effect the manufacture of product, retraining of staff shall be executed as per Sections 18.2. to 18.4.

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18.4. Additional Training

Where additional training is required either as part of the findings of a quality audit, changes in the Canadian Aviation Regulations or company procedures such training shall be carried out by an appropriately qualified staff member and in accordance with Sections 18.2. to 18.4.

19.0. Personnel Records

The President shall retain and control the personnel records for all company staff.

19.1. Personnel records shall be retained in secure location with controlled access.

19.2. Personnel records shall be retained in paper format.

19.3. Personnel records shall be retained for a minimum of three years after the termination of the staff member's employment.

19.4. Every personnel record shall, at a minimum, contain the following:

19.4.1. Personal information, sufficient to legally identify and locate the staff member over time should it be necessary.

19.4.2. A record of the staff member's qualifications, both educational and experiential.

19.4.3. All training records as per Section 18 and copies of training records for training given to other staff members.

19.4.4. If the staff member has approval to sign Authorized Release Certificates, then complete details identifying the limitations and extents of such approval shall be noted.

19.5. Staff shall have access to and the right to copy any documentation retained in their personnel record.

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20.0. Product Records

20.1. It is the policy of Aerospace Logic Inc. to retain all documentation pertaining to aeronautical product manufactured for a minimum period of 3 years, unless otherwise specified, and to control such documents as per QCP011.

The following documents shall be retained:

20.1.1. All product Purchase Orders.

20.1.2. All received product packing slips, Certificates of Conformity and any other qualifying documentation.

20.1.3. All parts batch assignment logs.

20.1.4. All Production Travel Sheets and test reports.

20.1.5. All invoices. Retained for a minimum period of 8 years.

20.1.6. All Non-conformance reports.

20.1.7. All Corrective action documentation.

20.1.8. All records relating to the issuance of Authorized Release Certificates.

20.1.9. All equipment calibration records

20.1.10. All internal audit records

20.1.11. All technical records, data, drawings and other related documentation, from design concept to final production manuals shall be retained for the life of the company.

Disposal of any such documents shall only be upon the written approval of Transport Canada. Furthermore, Transport Canada has the right to claim and retain any such documents after such time that Aerospace Logic Inc. no longer requires them.

20.2. Record Storage

20.2.1. All documentation referenced in Section 20.1. shall be retained on the premises of Aerospace Logic Inc. and stored in appropriate areas to protect such documents against loss and/or damage. Electronic documentation and Data shall be backed up to CD ROM on a regular basis but no less than one each month.

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20.2.2. Aerospace Logic Inc. reserves the right to store any documents in a secure, off-site location as and when necessary.

20.3. Record Changes

20.3.1. Where changes are made to records by persons completing them and such change does not require an unaltered document such change shall be made by:

20.3.1.1. A single line strikethrough of the information to be changed.

20.3.1.2. The correct information noted.

20.3.1.3. The date of the change.

20.3.1.4. An initial of the person making the change.

20.3.2. Changes shall not be permissible on the following documents:

20.3.2.1. Authorized Release Certificates

20.3.2.2. Permission to USE STC Certificates

21.0. Service Difficulty Reports

21.1. The Quality Manager is responsible for submitting Service Difficulty Reports (SDRs) in accordance with QCP012. Reports will be submitted to Transport Canada within 3 working days from the day the defect was first discovered using Transport Canada's web-based SDR program (<http://www.tc.gc.ca/wsdrs/>). If all of the information is not available within the three-day period the Quality Manager will submit an interim report to Transport Canada and the report will be updated within 14 days.

21.2. All product deficiencies are to be reported using the non-conformance procedure outlined in Section 17 of this document. Each non-conformance report is to be reviewed in accordance with the criteria set out in AC591-001. If there is any doubt if the item qualifies to be reported the Quality Manager will submit a report.

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22.0. List of Incorporated Documents

Document	Description
QCP001	Document Control
QCP002	Design Compliance
QCP003	Approval of Sub-contractor Manufactured Parts
QCP004	Sub-contractor Qualification and Control
QCP005	Manufacturing Process
QCP006	Measuring and Test Equipment
QCP007	Quality Audit System
QCP008	Authorized Release Certificates and Control
QCP009	Manufactured Parts Identification
QCP010	Staff Training
QCP011	Quality Record Control
QCP012	Service Difficulty Reporting

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