

SAFE AIR LIMITED
P.O. Box 244
Blenheim 7240, Marlborough
New Zealand

Attention Safety Standards Manager

In an effort to efficiently address the numerous requests for information from our worldwide aviation customer base, Safe Air Limited has developed this Self-Audit package.

This package contains the following information most commonly requested by our valued customers:

- Company profile
- Key Management Contacts
- Information on Approvals
- General Self Audit information
- Company Organisational Chart
- FAA Certificate
- EASA Certificate
- NZCAA Pt 145, Pt 146, Pt 148 and Part 19F Certificates
- Bureau Veritas ISO9001:2000/AS9100 Certificate

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



Alex Ridley
Safety Standards Manager
Safe Air Limited



**MRO Facility Self Audit
Questionnaire**

SAFE AIR LIMITED
P.O. Box 244
Blenheim 7240, Marlborough
New Zealand

Telephone: +64 3 5727812
 Fax: +64 3 5727657
 alex.ridley@safeair.co.nz

Key Management Contacts

Accountable Manager Heather Deacon, General Manager
 Quality Assurance Owen Stewart, Quality & Risk Manager
 Engineering: Clive Harragan, Airframes Business Manager
 Wayne Price, Business Strategy Manager
 Marketing: Heather Deacon, Strategic Business Manager

Background & Business

Safe Air is owned by Air New Zealand. The Company works closely with Air New Zealand Engineering Services (ANZES) but operates as a separate entity with its own Board, Management, Quality Management System, labour contract and cost structure. 70% of the Company's work is from offshore. Safe Air was formed as a freight airline in 1950 and diversified into contract work on aircraft, avionics, engine, propeller overhaul and aeronautical component maintenance and manufacture. The Company ceased flying in 1990 but contract work has expanded dramatically. The Company's facility is located on Blenheim's Woodbourne airfield. The Royal New Zealand Air Force (RNZAF) Base Woodbourne and Blenheim's Marlborough Airport are also located on the airfield. The facility includes, a propeller repair and overhaul facility, three large aircraft maintenance hangars, Standards and Calibration Laboratory, numerous repair and manufacturing bays, and an engineering design office. Engineering services provides customer support in the repair and overhaul of Aircraft, Engines, Components and Services as detailed in the Maintenance Organisation/Repair Station Certificates.

Quality Programmes: Safe Air is approved and regularly audited by EASA, the FAA, NZCAA, CAAC, Royal New Zealand Air Force, and the Civil and Military Aeronautical Authorities of several other nations. In addition the Company is qualified to the ISO9001:2000/AS9100 Quality Standard. Civil approvals include Pt 145 Maintenance, Pt 146 Design, Pt 19F Supply, and Pt 148 Manufacture.

Principle Products & Services: Refer to attached certificates. A detailed capability list is available for viewing on application.

Maintenance Organisation/Repair Station Certificate	Certificate No.
FAA	S3LY258J
EASA	EASA 145.0123
CAANZ – A/C Maintenance, Manufacture, Design & Supply	MO12884,AM12884, DO12884, SUP12884
BV(ISO 9001/AS9100)	257784

Supporting documentation attached:

- | | |
|--|--|
| <input checked="" type="checkbox"/> FAA Air Agency Certificate and Op Specifications | <input checked="" type="checkbox"/> ISO 9001:2000/AS9100 Certificate |
| <input checked="" type="checkbox"/> EASA Certificate | <input checked="" type="checkbox"/> Company Organisational Chart |
| <input checked="" type="checkbox"/> CAANZ Certificate (4). | |

Survey Approval

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

Printed Name and Title Alex Ridley, Safety Standards 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 customers 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	✓		

Continued over

	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

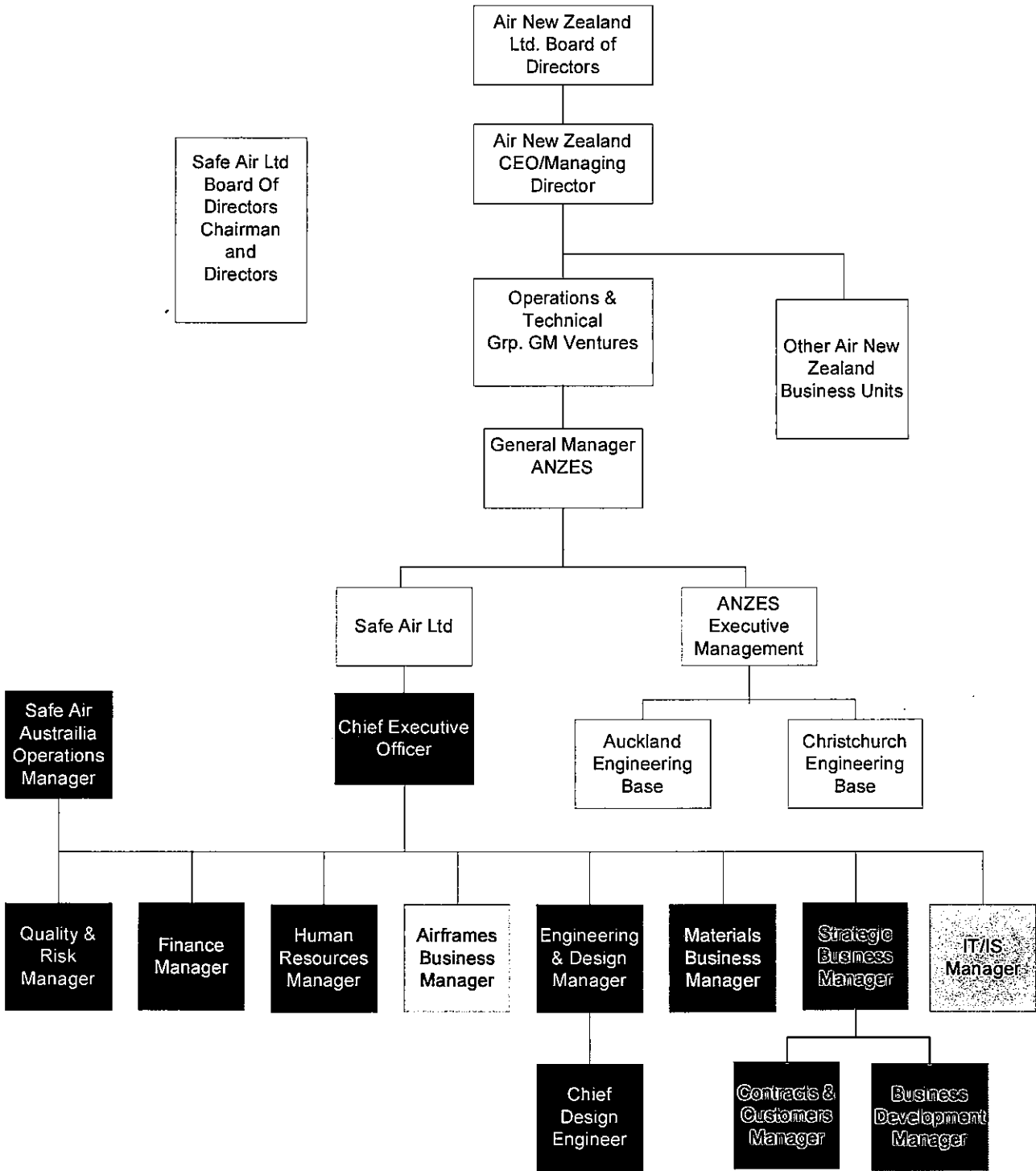
1	Are parts shipped in containers that meet ATA-300 standards?	✓		
2	Are all parts identified by an inspector prior to shipping to ensure part and serial numbers match and that customers Technical Directive requirements have been met?	✓		

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?	✓		

Safe Air Limited
Group Organisation Chart
 Rev Date: 31 March 2008





CIVIL AVIATION AUTHORITY
OF NEW ZEALAND

Maintenance Organisation Certificate

This is to certify that

Safe Air Ltd

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 2008 and remain in force until the 12th day of March 2013 unless otherwise suspended or revoked.

Granted this 12th day of March 2008

for Director of Civil Aviation

This certificate is granted pursuant to Civil Aviation Rule Part 145

No. MO12884



CIVIL AVIATION AUTHORITY
OF NEW ZEALAND

Supply Organisation Certificate

This is to certify that

Safe Air Ltd

is authorised to supply aeronautical products under the following ratings:

S1 - Aircraft Parts
S2 - Materials

as defined in the organisation's exposition.

This certificate is not transferable, and shall come into force on the 13th day of March 2008 and remain in force until the 12th day of March 2013 unless otherwise suspended or revoked.

Granted this 12th day of March 2008

for Director of Civil Aviation

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

No. SUP12384



Manufacturing Organisation Certificate

This is to certify that

Safe Air Ltd

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 2nd day of November 2006 and remain in force until the 2nd day of November 2011 unless otherwise suspended or revoked.

Granted this 2nd day of November 2006

A handwritten signature in black ink, appearing to read 'A. Brown', is written over a faint circular stamp or watermark.

for Director of Civil Aviation

This certificate is granted pursuant to Civil Aviation Rule Part 148

No. AM12884



Design Organisation Certificate

This is to certify that

Safe Air Ltd


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 17th day of August 2009 and remain in force until the 16th day of July 2014 unless otherwise suspended or revoked.

Granted this 17th day of August 2009



for Director of Civil Aviation

This certificate is granted pursuant to Civil Aviation Rule Part 146

No. DO12884

BUREAU VERITAS
Certification



Certificate of Approval

This is to certify that the Quality Management System of :

SAFE AIR LIMITED
PO BOX 244
BLENHEIM AIRPORT 7240
MARLBOROUGH,
NEW ZEALAND

*has been audited in accordance with the requirements of EN9104 by
Bureau Veritas Certification and conforms to the following
Quality Management Systems Standards:-*

STANDARD

BS EN ISO 9001:2000
EN9100:2003
AS9100 Rev B

The Quality Management System is applicable to:

SCOPE OF SUPPLY

THE MAINTENANCE OF AIRCRAFT COMPONENTS AND
EQUIPMENT AND ASSOCIATED MANUFACTURING. DESIGN CHANGES
FOR AIRCRAFT AND DESIGN OF AIRCRAFT EQUIPMENT.
SPECIAL PROCESSES - NDT, PLASMA SPRAY, ELECTROPLATING AND
WELDING, MECHANICAL TESTING. SUPPLY OF AIRCRAFT PARTS AND
MATERIALS.

This certificate is valid only in association with the certificate schedule bearing the same number on
which the locations applicable to this approval are listed.

This certificate forms part of the approval identified by certificate number: 257784

Original ISO Approval: 29 SEPTEMBER 2006

Original ASCS Approval: 29 SEPTEMBER 2006

Current Certification: 29 SEPTEMBER 2006

Certificate Expiry: 29 SEPTEMBER 2012

Date Issued: 28 SEPTEMBER 2009

Vic Bowen
Managing Director
On behalf of:



aerospace
sector
certification
scheme



For Bureau Veritas Certification UK Ltd
Great Guildford House
30 Great Guildford Street,
London SE1 0ES

Further clarifications regarding the scope of this certificate and the applicability of the
management system requirements may be obtained by consulting the organisation.

MANAGING OFFICE: Bureau Veritas Certification Great Guildford House, 30 Great Guildford Street, London SE1 0ES
ISSUING OFFICE: Bureau Veritas Certification Great Guildford House, 30 Great Guildford Street, London SE1 0ES



European Aviation Safety Agency

APPROVAL CERTIFICATE

REFERENCE EASA.145.0123

Pursuant to Commission Regulation (EC) N°2042/2003 for the time being in force and subject to the conditions specified below, the Agency hereby certifies:

SAFE AIR, LTD
PO BOX 244
BLENHEIM AIRPORT
MARLBOROUGH
NEW ZEALAND

As a Part-145 maintenance organisation approved to maintain the products listed in the attached approval schedule and issue related certificates of release to service using the above reference:

1. This approval is limited to that specified in the scope of approval section of the Part-145 approved maintenance organisation exposition, and
2. This approval requires compliance with the procedures specified in the Part-145 approved maintenance organisation exposition, and
3. This approval is valid whilst the approved maintenance organisation remains in compliance with Part-145
4. Subject to compliance with the foregoing conditions, this approval shall remain valid for an unlimited duration until the approval is surrendered, superseded, suspended or revoked.

Date of issue: **30 March 2009**

Signed

For the Agency

Date of attached schedule of Approval:.....(optional) for the Agency

APPROVAL SCHEDULE

Organisation Name: **SAFE AIR, LTD**
Reference: **EASA.145.0123**


CLASS	RATING	LIMITATION
COMPONENTS OTHER THAN COMPLETE ENGINES OR APUs	C5 Electrical Power C16 Propellers	Components in accordance with the Capability List defined in the Company MOE.

This approval schedule is limited to those products and activities specified in the scope of approval section contained in the Part-145 approved maintenance organisation exposition.

Reference: Maintenance Organisation Exposition at latest amendment

Date of issue: **30 March 2009**

Signed:



For the Agency

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number S3LY258J

This certificate is issued to

Safe Air Limited

whose business address is

Blenheim Airport
Marlborough, New Zealand

upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency, and is empowered to operate an approved Repair Station

with the following ratings:

Limited - Propellers
Limited - NDI

This certificate, unless canceled, suspended, or revoked, shall continue in effect Until October 31, 2010

Date issued:

Original November 29, 1994

By direction of the Administrator


Lori L. Aquilino

Assistant Manager, SFO-IFO

This Certificate is not Transferable, and any major change in the basic facilities, or in the location thereof, shall be immediately reported to the appropriate regional office of the Federal Aviation Administration