LEKI TECH

SUPPLIER ASSESSMENT
Form No USQ008 Issue 2 March 2022

	Pre-Award:	Surveillance:	Follow-Up:
Audit Type:	☐	☐	☐
	Distributor:	Repair/Shop:	Other/Services:
Supplier Type:	☐	☐	☐

General Company Information:			
Audit Date:		Vendor Allocation #:	
C.A.S.E. Member #:		Auditor:	
Vendor Name:			
Years in Business:		Size-Number of Personnel:	
Quality System Type:		Certifying Body:	
U.S./Canadian Certificate #:		EASA Certificate #:	
Expiration Date:		Expiration Date:	
Address Line 1:			
Address Line 2:			
City:		State:	
Country:		Zip code:	
Website:			
Accountable Manager:			
Personnel (Sales) Contact:			
Quality Contact:			
Scope of Certification (services offered):			

Additional Supplier Contacts:			
Name:	Title:	Phone:	Email:
1.			
2.			
3.			

Leki Tech USA QA Assessment:			
Reviewer:	Supplier Approved	Supplier Not Approved	Findings:
	☐	☐	
Review Date:	Leki Tech USA QA Signature:		

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SUPPLIER ASSESSMENT
Form No USQ008 Issue 2 March 2022

Form completion instructions:

FOR **DISTRIBUTORS/PARTS SUPPLIERS**: Please complete Sections 1 and 4, skip sections 2 & 3

FOR **ALL REPAIR STATIONS**: Please complete Sections 2 and 4, skip section 1.

FOR **CANADIAN REPAIR STATIONS**: Please complete Sections 2, 3, and 4, skip section 1.

For each item within the enumerated sections, answer the appropriate [Yes], [No], or [N/A] tick-box appropriate to your company.

§1 | DISTRIBUTORS/PARTS SUPPLIERS		Y	N	N/A
§1.0 Quality System				
1	Is there a documented quality program? [2A]	☐	☐	☐
2	Does the quality manual describe the Quality Department and its relationship to the rest of the organization? [2A]	☐	☐	☐
3	Does the manual identify specific persons, by title, as responsible for the following quality functions? [3B]			
3a	Quality Program	☐	☐	☐
3b	Inspection	☐	☐	☐
3c	Tool and Test Equipment Calibration	☐	☐	☐
3d	Technical Data Control	☐	☐	☐
3e	Shelf Life Program	☐	☐	☐
3f	Scrapped Parts	☐	☐	☐
4	Is the quality manual current and made available to all employees? [3C]	☐	☐	☐
5	Is there a roster of: [3D]			
5a	Persons that are authorized to perform inspections?	☐	☐	☐
5b	A list of inspections they are authorized to perform?	☐	☐	☐
6	Does the distributor maintain a current list of manufacturers who officially authorize them as their distributor? [3E]	☐	☐	☐
§1.1 Inspection Procedures				
7	Are all parts inspected for physical damage and preservation? [4A]	☐	☐	☐
8	Are standard parts verified as meeting technical specifications? [4B]	☐	☐	☐
9	Are there acceptable sampling procedures used? [4C]	☐	☐	☐
10	Are fasteners and raw stock inspected for condition, presence of certifications, and test reports? [4D]	☐	☐	☐
11	If inspection stamps are used, does the policy require a stamp to be retired for a minimum of two (2) years after an inspector leaves? [4E]	☐	☐	☐
§1.2 Shipping Procedures				
12	Are all parts shipped in ATA 300 containers or equivalent? [5A]	☐	☐	☐
13	Do appropriately trained personnel conduct an inspection of items being shipped, including but not limited to: [5B]			
13a	Obvious physical damage?	☐	☐	☐
13b	Installation of plugs and caps?	☐	☐	☐
13c	Verification of quantity, part number, serial number, model number, etc.?	☐	☐	☐

		Y	N	N/A
13d	Packing slip information as required by customer?	☐	☐	☐
13e	Verification of airworthiness approval, material certification, traceability documents, etc.?	☐	☐	☐
13f	HAZMAT materials properly inspected?	☐	☐	☐
§1.3 | Technical Data				
14	Is there a documented system to obtaining technical data and maintaining it up to date? [6A]	☐	☐	☐
15	Is the appropriate and current technical data readily available to personnel?	☐	☐	☐
16	Is AD status verification provided on date of sale? [6B]	☐	☐	☐
17	Is there a system to prohibit hand entries or corrections to technical data? [6A]	☐	☐	☐
18	Is technical data stored in a manner that will protect it from dirt and damage? [6C]	☐	☐	☐
§1.4 | Record Keeping				
19	Does distributor request adequate test and inspection records with each order of parts? [7A]	☐	☐	☐
20	Are records confirming fastener integrity maintained for a minimum of two (2) years (i.e. chemical and physical properties)? [7B]	☐	☐	☐
21	Are records with flammability requirements retained for a minimum of two (2) years after sale? [7C]	☐	☐	☐
22	Is traceability and certification documentation maintained for a minimum two (2) years after sale? [7D]	☐	☐	☐
23	Does the vendor's purchase records/sales orders chain of custody lead to a production approval holder (e.g. PMA, TSO, PC, TC, STC), FAA/NAA certificate holder, or manufacturer of standard parts? [7E]	☐	☐	☐
24	Do all life-limited parts records confirm their life-limited status from previous operator? [7F]	☐	☐	☐
25	Are records protected against damage, alteration, deterioration, and loss? [7G]	☐	☐	☐
26	Can each part, carton, or package of parts be linked to its certification and/or test records by some unique identifier? [7H]	☐	☐	☐
27	Are export Certificates of Airworthiness obtained for all non-U.S. manufactured parts? [7H]	☐	☐	☐
28	Do serviceable parts have airworthiness approval documents attached from an FAA/NAA certificate holder or air carrier? [7H]	☐	☐	☐
29	Are teardown reports provided for serviceable parts? [7I]	☐	☐	☐
30	Are parts subjected to extreme stress or heat identified? [7J]	☐	☐	☐

		Y	N	N/A
§1.5 Training				
31	Are personnel who perform supervisory, inspection, record keeping, parts handling, shipping and receiving functions properly trained and competent? [8A]	☐	☐	☐
32	Are inspection personnel properly authorized? [8B]	☐	☐	☐
33	Are both formal classroom and on-the-job training documented and maintained for a minimum of two (2) years after the person leaves the company? [8D]	☐	☐	☐
§1.6 Shelf Life Control				
34	Is there a documented shelf life program? [9A]	☐	☐	☐
35	Is there a list of shelf life-limited materials and parts and their limits? [9B]	☐	☐	☐
§1.7 Measuring and Test Equipment				
36	Does the distributor have the tools required to assure conformity of the inventory to specification? [10A]	☐	☐	☐
37	Is there a documented program to maintain service- ability and calibration of those tools? [10A, 10B]	☐	☐	☐
38	Are historical records containing repair and calibration accuracy data for that tooling maintained? [10C]	☐	☐	☐
39	Is the calibration of tools traceable to the National Institute of Standards and Technology, or appropriate governmental or OEM standards? [10C]	☐	☐	☐
40	If personally owned measuring tools are allowed on the premises, are they controlled by the program? [10C]	☐	☐	☐
§1.8 Procurement				
41	Are approved quality materials and parts purchased and are proprietary and licensing rights observed? [11A]	☐	☐	☐
42	Does the system assure that special requirements are adequately communicated to the distributor's sources? [11B]	☐	☐	☐
43	Are new parts purchased from approved manufacturers or distributors authorized by the manufacturer? [11C]	☐	☐	☐
44	Is a list of approved suppliers maintained, including a quality history of each? [11D]	☐	☐	☐

		Y	N	N/A
§1.9 Material Control				
45	Is material handled to preclude damage and deterioration? [12A]	☐	☐	☐
46	Are storage areas periodically checked for overall effectiveness? [12B]	☐	☐	☐
47	Is there a closed loop system for implementing corrective action following the detection of non- conforming parts and materials? [12C]	☐	☐	☐
48	Is the non-conforming part/material segregated from useable stock? [12C]	☐	☐	☐
49	Are non-aircraft parts segregated from aircraft parts? [12D]	☐	☐	☐
50	Is batch segregation utilized for aircraft fasteners, materials requiring flammability testing, and other material requiring batch control? [12E, 12F]	☐	☐	☐
51	Do purchases, less sales, equal inventory? [12E]	☐	☐	☐
52	If practical, is the manufacturer's original packaging used? [12E]	☐	☐	☐
53	Does packaging clearly identify contents? [12G]	☐	☐	☐
54	Is material susceptible to electrostatic discharge damage, and flammable, toxic, or volatile material handled in accordance with proper requirements? [12H, 12I]	☐	☐	☐
55	Is a system in place to preclude part number ambiguity? [12I, 12J]	☐	☐	☐
56	Are serviceable and unserviceable parts segregated? [12L]	☐	☐	☐
§1.10 Housing and Facilities				
57	Are good housekeeping and storage practices being maintained to ensure inventory is not damaged? [13A]	☐	☐	☐
58	Is storage secure to prevent cannibalization of parts for a repair process? [13A]	☐	☐	☐
§1.11 Internal Audit and Surveillance				
59	Is there an internal surveillance function that audits programs to ensure compliance with customer and regulatory requirements? [14A]	☐	☐	☐
60	Are audit results documented including effective corrective action? [14A]	☐	☐	☐
§1.12 Scrapped Parts Procedure				
61	Is there a documented procedure in place for mutilating scrapped parts which will preclude their being returned to service? [15A]	☐	☐	☐
62	Does the Distributor maintain record of scrapped life limited parts for a minimum of two (2) years? [15B]	☐	☐	☐
63	Does the distributor identify the individual responsible for verifying compliance with this procedure? [15C]	☐	☐	☐
64	Does the distributor impose the procedure on subcontractors and repair facilities with which they do business? [15D]	☐	☐	☐
§1.13 Certification Forms				
65	Does the quality manual contain instructions and samples of forms? [16A]	☐	☐	☐

§2 | ALL REPAIR STATIONS		Y	N	N/A
	§2.0 Policy/Certifications			
1	Obtain and review a copy of the current FAA Air Agency or Transport Canada AMO certificate, Operations Specifications (if applicable), and EASA/Canadian approval documents (if applicable). Are they accurate? [2A]	☐	☐	☐
2	If the repair station has "Limited Ratings," does the vendor have a capabilities listing that satisfies the standard? [2C]	☐	☐	☐
3	Does the vendor only perform work authorized on its Operations Specifications? [2A]	☐	☐	☐
4	Does the vendor have an FAA approved anti-drug and alcohol misuse prevention program (A449 and/or Registration)? [2D, E]	☐	☐	☐
5	Does the vendor have a process to ensure that their U.S. based contracted/sub-contracted maintenance/preventive maintenance providers, at all tiers (certificated and non-certificated), have an FAA approved anti-drug and alcohol misuse prevention program (A449 and/or Registration). [2E]	☐	☐	☐
6	Does the vendor have a documented procedure to verify the validity of FAA mechanic certificates through the FAA? [2B]	☐	☐	☐
	§2.1 Quality Program			
7	Does the vendor have an FAA/NAA accepted Repair Station (or equivalent) Manual and does it meet the requirements of the 1-A standard? [3D]	☐	☐	☐
8	Does the vendor have an FAA/NAA accepted Quality Control (or equivalent) Manual and does it meet the requirements of the 1-A standard? [3C]	☐	☐	☐
9	Does the Quality Control Manual include references, where applicable, to manufacturer's inspection standards? [3C]	☐	☐	☐
10	Does the Quality Control Manual include samples of and instructions for completing maintenance and inspection forms, or reference a separate forms manual? [3C]	☐	☐	☐
11	Does the vendor have a documented internal audit and surveillance function and schedule, and are personnel performing internal audits trained? [3E]	☐	☐	☐
12	Does the vendor identify specific individual primarily responsible for the internal audit program? [3E]	☐	☐	☐
13	Does the internal audit function ensure compliance with air carrier specifications? [3E]	☐	☐	☐
14	Does the internal audit program assure appropriate corrective actions to prevent reoccurrence and follow-up for effectiveness and include a yearly review? [3E, F]	☐	☐	☐
15	Does the vendor maintain internal audit reports for at least 36 months and two (2) complete audit cycles and are the results communicated to the Accountable Manager? [3E]	☐	☐	☐

		Y	N	N/A
16	Does the vendor ensure that contractor/sub-contractor quality meets air carrier specifications, legal requirements and the requirements of paragraph 3.J of the C.A.S.E. 1-A standard? [3J]	☐	☐	☐
17	Does the vendor maintain, for a minimum of 36 months, a file of audit findings, corrective actions and the signed CACS-7 from audits for which a VEL was signed? Is the file accessible on-site to the auditor? [3G]	☐	☐	☐
18	Does the vendor maintain a list of contracted/sub-contracted maintenance functions and agencies which includes type of certificate and rating(s), if any, held by each agency? [3H]	☐	☐	☐
19	Does the repair station perform surveillance of all sub-contracted, contracted and vendor maintenance agencies at a frequency not to exceed 36 calendar months? [3I]	☐	☐	☐
20	Does the repair station perform a self-evaluation to determine that the repair station has all of the housing, facilities, equipment, material, technical data, processes, and trained personnel in place to perform the work on the article prior to listing it on the capability list (and retain the evaluation)? [2C]	☐	☐	☐
21	Does the vendor have a contract allowing the FAA to inspect non-certificated contractor/sub-contractors? [3J]	☐	☐	☐
22	Does the vendor have a procedure for reporting defects, or unairworthy conditions to the air carrier and the FAA/NAA? [3K] *NOTE: EASA reporting time could be different and also requires notification be sent to the aircraft manufacturer.*	☐	☐	☐
23	Does the vendor have a documented procedure for handling suspected unapproved parts (SUP) which includes formal training, detecting SUP, and reporting SUP to the air carrier prior to or in conjunction with reporting SUP to the FAA/NAA. [3L]	☐	☐	☐
§2.2 Inspection Program				
24	Is there proper separation of maintenance and inspection responsibilities for vendors that perform required inspections (RII)? [4A]	☐	☐	☐
25	Does the vendor properly execute air carriers' required inspections (RII)? [4A]	☐	☐	☐
26	Does the vendor comply with its receiving process? [4B]	☐	☐	☐
27	Does the vendor have an acceptable receiving inspection system which includes verification of identifying data (P/N, S/N, nomenclature, mod. No.) on the documentation and the data plate match? [4B]	☐	☐	☐
28	Does the vendor ensure incoming parts and materials comply with specifications including certification documentation and traceability? [4B]	☐	☐	☐
29	Do final inspection personnel ensure that adequate checks, tests, and inspections are performed to air carrier specifications? [13F]	☐	☐	☐
30	Do personnel follow the return to service procedures? [3B, 5G]	☐	☐	☐

		Y	N	N/A
31	Does the vendor have an acceptable, documented system for controlling stamps for both inspection and production personnel? [4C]	☐	☐	☐
§2.3 Personnel				
32	Has the vendor designated an employee as the "Accountable Manager"? [5A] ***NOTE: Managers for FAA and EASA could be different.***	☐	☐	☐
33	Does the vendor employ a minimum of two (2) persons? [5B]	☐	☐	☐
34	Does the roster (Do the rosters) identify all management, supervisory, inspection and personnel authorized for return to service? [5C]	☐	☐	☐
35	Does the repair station have an employment summary for all personnel listed on the repair station roster(s)? [5D]	☐	☐	☐
36	Do the vendor's supervisory personnel satisfy the requirements of this standard? [5E]	☐	☐	☐
37	Do the vendor's inspection personnel satisfy the requirements of this standard? [5F]	☐	☐	☐
38	Do the vendor's return-to-service personnel satisfy the requirements of this standard? [5G]	☐	☐	☐
§2.4 Technical Data				
39	Is the appropriate technical data being utilized (e.g. current CMM, AMM, SRM, etc.)? [6A, B]	☐	☐	☐
40	Does the vendor have a documented system to ensure technical data is current? [6B]	☐	☐	☐
41	Does the vendor have records of manual revisions? [6B]	☐	☐	☐
42	Does the vendor have a system to control working copies of manuals to ensure they are revised with the masters? [6C]	☐	☐	☐
43	Are there established approved procedures controlling revisions in manuals deviating from OEM specifications (e.g. EO, EA, Air Carrier Data, etc.)? [6A]	☐	☐	☐
44	If the vendor has ODA authority, does it have a documented system for receiving air carrier approval prior to use of the data? [6F]	☐	☐	☐
45	Does the vendor have an approved ODA manual and roster? [6F]	☐	☐	☐
46	Is technical data stored in a manner that will protect it from dirt and damage? [6D]	☐	☐	☐
47	Are adequate viewing devices in good condition and available for viewing the technical data? [6E]	☐	☐	☐
48	If the technician is observed deviating from OEM technical data (e.g. alternate tooling/procedures, Process Specs., DER repairs, per an ODA, etc.), have those deviations been approved by the air carrier? [6F]	☐	☐	☐
49	Does the vendor have a process to furnish copies of all revised repair Station Manual(s) and/or Quality Manual(s) promptly to all organizations and persons whom the manual(s) has been issued? [3M]	☐	☐	☐

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		Y	N	N/A
§2.5 Shelf Life Program				
50	Does the vendor have a documented shelf life program? [7A]	☐	☐	☐
51	Does each shelf life item have the shelf life expiration limit displayed? [7B]	☐	☐	☐
52	Were items sampled for shelf life within limits? [7C, D]	☐	☐	☐
§2.6 Tool Calibration, Control, and Equivalency				
53	Does the vendor have a documented calibration program and do they comply with it? [8B, 13B]	☐	☐	☐
54	Does the program identify the calibration frequencies, limitations, and applicable tolerances or specifications? [8B]	☐	☐	☐
55	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))? [8C]	☐	☐	☐
56	Does the calibration program require records to be kept for a minimum of two (2) years or two (2) calibration cycles (whichever is greater)? [8H]	☐	☐	☐
57	Is there a system to identify each tool in the program, its calibration frequency, and its calibration due date? [8D, I]	☐	☐	☐
58	Does the vendor have a procedure for identifying, controlling, and/ or preventing out-of-service, non-calibrated, for reference only, and due-for-calibration tools and equipment from being used? [8E, I]	☐	☐	☐
59	Does the vendor have a procedure to control the calibration of personal tools? [8F]	☐	☐	☐
60	Did the sample checks of the calibrated tooling indicate that the tooling is within calibration limits? [8A-G]	☐	☐	☐
61	Do calibration records for tools and test equipment available for use: [8G]			
61a	Show date calibrated?	☐	☐	☐
61b	Show calibration due date?	☐	☐	☐
61c	Identify the person that performed calibration or check?	☐	☐	☐
61d	Contain a calibration certificate for each item calibrated by an outside agency?	☐	☐	☐
61e	Record details of adjustments and repairs?	☐	☐	☐
61f	Show the P/N, S/N, and calibration due date of the standard used to perform the calibration?	☐	☐	☐
62	Where tooling/test equipment is used, does the vendor: [8J]			
62a	Have an operating manual and maintenance manual for the equipment?	☐	☐	☐
62b	Perform maintenance and servicing per the manual?	☐	☐	☐
62c	Maintain maintenance and servicing records for two years?	☐	☐	☐
62d	Where applicable, list the equipment in their calibration program?	☐	☐	☐
63	Where a vendor uses non-OEM specified tooling/test equipment, is it properly substantiated as equivalent? [8J]	☐	☐	☐
64	Are the tools and test equipment in serviceable condition? [8D, E]	☐	☐	☐

		Y	N	N/A
§2.7 Training Program				
65	Are RII inspectors properly trained and certified? [5F]	☐	☐	☐
66	Did the sampled names indicate the mechanics, inspectors, receiving inspectors, return to service personnel, auditors and supervisors were properly trained, authorized and certificated, if required, for the work they perform? [5D - F, 9A, 9D, and 13B]	☐	☐	☐
67	Are the training records retained for a minimum of two (2) years after the employee leaves the company? [9C]	☐	☐	☐
68	Do records indicate the vendor provides initial and recurrent training to personnel? [9E]	☐	☐	☐
69	Does the vendor have and use a documented training program? [9A, D(1), E, 5E - G]	☐	☐	☐
70	Is formal and OJT training documented? [9B, E]	☐	☐	☐
71	Does the vendor's training program include knowledge of regulations, standards, human factors and procedures in accordance with customer requirements? [9D, E]	☐	☐	☐
72	Does the vendor's training program include initial and recurrent training? [9D]	☐	☐	☐
§2.8 Housing and Facilities/Safety/Security/Fire Protection				
73	If the vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions? [10A]	☐	☐	☐
74	Does the vendor have: [10B]			
74a	Sufficient workspace and areas for the proper segregation and protection of articles?	☐	☐	☐
74b	Segregated work areas enabling environmentally hazardous or sensitive operations such as painting, cleaning, welding, avionics work, and machining to be done properly and in a manner that does not adversely affect other maintenance?	☐	☐	☐
74c	Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles?	☐	☐	☐
74d	Space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance, or alterations?	☐	☐	☐
74e	Ventilation, lighting, and control of temperature, humidity, and other climatic conditions sufficient to ensure personnel perform maintenance, preventive maintenance, or alterations to the standards required by the part?	☐	☐	☐
74f	Areas for receiving and for shipping air carriers' units with adequate space, lighting, shelving, security and fire protection to accommodate air carriers' units in a manner that will preclude damage, loss, and theft?	☐	☐	☐

		Y	N	N/A
74g	Adequate and appropriate storage area to safely store air carriers' reusable shipping containers and to protect them from environmental damage?	☐	☐	☐
75	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 (e.g. fuel controls, hydraulic units, instruments, electronic components, structural components, etc.), including such from smoking, eating, or drinking? [13G]	☐	☐	☐
76	If the vendor performs maintenance, preventive maintenance, or alterations on articles outside of its housing, does it provide suitable facilities that are acceptable to the FAA/NAA and its air carriers? [10C]	☐	☐	☐
77	Do facilities outside of the vendor's housing meet the requirements of this standard so that the work can be done in accordance with the requirements of 14 CFR 43? [10C]	☐	☐	☐
78	Does the vendor have adequate safety procedures in place and are the operations conducted in a safe manner and environment? [11A-G]	☐	☐	☐
79	Is the security system adequate to ensure safety and security of air carrier's parts and aircraft? [11B]	☐	☐	☐
§2.9 Storage				
80	Are parts and materials correctly identified and properly stored? [12A, B]	☐	☐	☐
81	Does the vendor have a quarantine area for rejected parts and materials awaiting disposition? [12C]	☐	☐	☐
82	Are parts and material properly protected from damage and deterioration? [12D]	☐	☐	☐
83	Are flammable, toxic or volatile materials properly identified and stored? [12E]	☐	☐	☐
84	Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, temperature/humidity controlled item, etc.) properly packaged, identified and stored to protect from damage and contamination? [12F]	☐	☐	☐
85	Are high pressure bottles correctly labeled, properly stored, secured, and traceable? [12G]	☐	☐	☐
86	Does the vendor maintain traceability certification on all parts and raw materials? [12H, I]	☐	☐	☐
§2.10 Records				
87	Does the vendor's record keeping system and retention time meet 14 CFR requirements? [13J]	☐	☐	☐

		Y	N	N/A
	§2.11 Work Processing			
88	Does the vendor have a duty time limitation requirement? [13A]	☐	☐	☐
89	Are all required licenses and repairman certificates available for review? [2A]	☐	☐	☐
90	Does the vendor have appropriate tools and test equipment (including equivalent non-OEM) to perform the work? [13B(2)]	☐	☐	☐
91	Are calibrated tools and equipment labels showing within calibration and are they legible? [13B]	☐	☐	☐
92	Are air carriers' parts properly identified throughout the maintenance actions and in storage? [13D]	☐	☐	☐
93	Does the vendor have a work turnover procedure and are they following it? [13E]	☐	☐	☐
94	Does the vendor have procedures to: [13F]			
94a	Obtain air carrier specifications?	☐	☐	☐
94b	Incorporate air carrier specifications into their work processes and to ensure any subcontractor used also incorporates those specifications with adequate documentation?	☐	☐	☐
94c	Verify that air carrier specifications were incorporated?	☐	☐	☐
94d	Obtain approval for deviating, if necessary, from air carrier specifications?	☐	☐	☐
94e	Have adequate checks, inspections, and tests to ensure work was performed to air carrier specifications?	☐	☐	☐
94f	Procedures to ensure the work documents returned from a subcontractor (at any tier) are adequate to support a major/minor determination?	☐	☐	☐
95	Is the unit/aircraft protected from FOD? [13G]	☐	☐	☐
96	Are fluid dispensers, blast media cabinets, cleaning tanks, and similar equipment properly marked with contents and stored to prevent spillage? [13H]	☐	☐	☐
97	Are the vendor's work records complete, in order, and legible? [13I]	☐	☐	☐
98	Do the work package records contain: [13I]			
98a	The description of the work performed, reference to data and revision level?	☐	☐	☐
98b	The date of completion of the work performed?	☐	☐	☐
98c	The name of the person performing the work?	☐	☐	☐
98d	The name of the person inspecting the work?	☐	☐	☐
98e	The signature, certificate number of the person returning the article to service?	☐	☐	☐
98f	Are all test and inspection records in work package?	☐	☐	☐
99	Does the vendor's return-to-service document meet air carrier and FAA/NAA requirements? [13I(5)]	☐	☐	☐

		Y	N	N/A
100	Does the vendor maintain certification on sub-contractor work? [3I]	☐	☐	☐
101	Were Major repairs/alterations properly documented? [13I]	☐	☐	☐
102	Were ADs properly evaluated, accomplished, and documented? [13F]	☐	☐	☐
103	Do Personnel properly interpret maintenance requirements and obtain approval to deviate from specified customer maintenance data? [13C]	☐	☐	☐
104	Do Personnel notify supervisor/lead mechanic of mistakes requiring rectification to meet required customer specified maintenance data? [13C]	☐	☐	☐
105	Do Personnel inform and await instructions from their supervisor/lead mechanic in any case where it is impossible to complete the specialized maintenance in accordance with the customer specified maintenance data? [13C]	☐	☐	☐
106	Is maintenance properly performed and documented for: [1D, 3A-B]			
106a	Preliminary inspection?	☐	☐	☐
106b	Functional test?	☐	☐	☐
106c	Hidden damage inspection?	☐	☐	☐
106d	Unit disassembly per instructions?	☐	☐	☐
106e	Unit cleaning per instructions?	☐	☐	☐
106f	Parts inspection/checking per instructions?	☐	☐	☐
106g	Parts repairing per instructions?	☐	☐	☐
106h	Properly taking and recording fits and clearances?	☐	☐	☐
106i	Unit reassembly per instructions?	☐	☐	☐
106j	Unit functional testing per instructions?	☐	☐	☐
106k	Final Return to Service inspection?	☐	☐	☐
107	Are components returned in an appropriate shipping container or as specified by the air carrier? [14A]	☐	☐	☐
§2.12 Scrap Parts Program				
108	Does the vendor have a documented procedure for controlling scrapped parts? [15A]	☐	☐	☐
109	Does the scrap program require a record of scrapped life-limited parts to be maintained for a minimum of two (2) years? [15B]	☐	☐	☐
110	Does the record include the P/N, S/N and date of the scrapped part? [15B]	☐	☐	☐
111	Does the vendor comply with its scrapped parts procedure to ensure they are either returned to the air carrier or mutilated beyond repair? [15A]	☐	☐	☐
§2.13 Hazmat Program				
112	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? [16A]	☐	☐	☐

		Y	N	N/A
§2.14 Electrostatic Sensitive Device (ESD) Program				
113	Does the vendor, which works on or handles ESD components, have a documented ESD Program in place? [17]			
113a	Are shop floor grids grounded if installed?	☐	☐	☐
113b	Are all ESDs only handled using grounding wrist or heel straps and conductive desk mats?	☐	☐	☐
113c	Are devices contained in ESD conductive packaging sealed with conductive tape?	☐	☐	☐
113d	Are ESDs prevented from being stored on shelving covered with carpet, foam, vinyl or any other material that can store or produce an electrical charge?	☐	☐	☐
113e	Are appropriate warnings and caution signs and decals placed in areas where ESDs are handled?	☐	☐	☐
113f	Are wrist/heel straps, and grounding mats tested for conductivity at regular intervals or prior to use, or by use of a constant monitor and such test results are recorded?	☐	☐	☐
113g	Are maintenance personnel trained on ESD handling?	☐	☐	☐

**§3	CANADIAN REPAIR STATIONS**		Y	N	N/A
§3.0 Policy/Certifications				
The following checklist questions in section 2 are not applicable to Canadian Approved Maintenance Organizations (AMOs) and may be marked "N/A": #s 2, 4, 6, 19, 30, 31, 87, and 88.				
1	Do Return-to-Service personnel hold an ACA or SCA? [3A]	☐	☐	☐
2	Do SCA holders have a diploma or certificate from a course in an appropriate field or documented experience working under the supervision of an ACA or SCA holder for at least 1800 hours for engine/propeller overhaul, or 300 hours for other components (as applicable)? [3A]	☐	☐	☐
3	Have AMO personnel performing technical functions received human factors and MPM training? [3B]	☐	☐	☐
4	Do vendors performing airframe maintenance for 14 CFR Part 121 or 135 Air Carriers have :			
4a	An approved Safety Management System? [3C]	☐	☐	☐
4b	A BASA MIP supplement approved by TCCA? [3D]	☐	☐	☐

§4 Notes & Signoff

Signoff

I hereby attest that the information and statements contained in this survey/audit are trustworthy and may be subject to verification at the next Audit.

Signature:	
Name:	
Title:	
Date:	

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Air Agency Certificate

Number **25LR519D**

This certificate is issued to

25+ Repair Center, Inc.,
DBA LEKi TECH
whose business address is

**14251 NW 4th Street,
Sunrise, Florida 33325**

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 Accessories
Emergency Equipment**

This certificate, unless canceled, suspended, or revoked, shall continue in effect **Indefinitely**

By direction of the Administrator

Date issued:

February 27, 2019

SERGIO LOPEZ Digitally signed by SERGIO LOPEZ
Date: 2022.07.12 10:39:21 -04'00'
**Sergio Lopez
Manager, FSDO SO-19**

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

Any alteration of this certificate is punishable by a fine of not exceeding $1,000, or imprisonment not exceeding 3 years, or both

FAA Form 8000-4 (1-67)   **SUPERSEDES FAA FORM 390.**   Electronic Forms (PDF)

Table of Contents

Part A

		HQ CONTROL DATE	EFFECTIVE DATE	AMENDMENT NUMBER
001	Issuance and Applicability	05/06/2022	07/13/2022	1
002	Definitions and Abbreviations	12/14/2017	02/27/2019	0
003	Ratings and Limitations	04/03/2017	12/12/2022	6
004	Summary of Special Authorizations and Limitations	09/23/1998	02/27/2019	0
007	Designated Persons	09/08/2021	03/24/2022	2
449	Drug and Alcohol Testing Program	08/30/2021	03/24/2022	1

A003 . Ratings and Limitations

HQ Control: 04/03/2017
HQ Revision: 01a

The certificate holder is authorized the following Ratings and/or Limitations:

Class Ratings

None authorized

Limited Ratings

Rating	Manufacturer	Make/Model	Limitations
Accessories	From the Capability List, as amended.	From the Capability List, as amended.	
Emergency Equipment	From the Capability List, as amended.	From the Capability List, as amended.	

Limited Ratings - Specialized Services

Rating	Specifications	Limitations

1. Issued by the Federal Aviation Administration.

2. These Operations Specifications are approved by direction of the Administrator.

Digitally signed by Jahangir Jahangirnezhad, Principal Avionics Inspector (SO19)
[1] EFFECTIVE DATE: 12/12/2022, [2] AMENDMENT #: 6
DATE: 2022.12.12 13:23:11 -06:00

3. I hereby accept and receive the Operations Specifications in this paragraph.

Joseph C. Rodriguez   12/DEC/2022

Joseph Rodriguez, Operations Manager   Date

Lorenzo PELLEGRINI
Maintenance Organisation Oversight Section Manager
Flight Standards Directorate

2023 **/IFPF39112/**Flight Standards
Cologne, 26 July 2023

The Quality Manager
25+ REPAIR CENTER, Inc. d/b/a LEKI TECH
14251 NW 4TH STREET
33325 SUNRISE FLORIDA
UNITED STATES

Subject: **Renewal of EASA Part-145 approval in accordance with the provisions of the Agreement between the United States of America and the European Community on Cooperation in the Regulation of Civil Aviation Safety.**

Enclosure: EASA Part-145 approval certificate

Dear Sir or Madam,

Following a positive recommendation from the FAA the European Union Aviation Safety Agency is pleased to confirm the renewed validity of Part-145 approval:

EASA.145.6888

Subject to continued compliance with the FAR 145 and the EASA special conditions as detailed in the Agreement between the United States of America and the European Community on Cooperation in the Regulation of Civil Aviation Safety and associated Maintenance Annex Guidance (MAG), your renewal date will be:

06 August 2025

To ensure that the FAA and EASA have sufficient time to process your renewal please provide your renewal paperwork package at least 90 days before the date above. Do refer to the latest renewal procedures and documents available from https://www.easa.europa.eu/ to avoid delays.

This certificate supersedes the previous revision of the approval certificate. Please destroy the superseeded certificate. There is no need for you to return it to the Agency.

Should you have further queries, please do not hesitate to contact us at the e-mail indicated below. Please assist us by always quoting your EASA approval number in any correspondence with the Agency.

Yours faithfully,

Lorenzo PELLEGRINI

This is a computer generated document valid without a signature

TE.GEN.00101-006

An Agency of the European Union

Postal address: Postfach 10 12 53,
50452 Cologne, Germany
Visiting address: Konrad-Adenauer Ufer, 3
50668 Cologne, Germany

Tel.: +49 221 8999 6208
E-mail: foreign145@easa.europa.eu
Web: www.easa.europa.eu
ISO 9001:2008 Certified

Page 1 of 1

U.S. APPROVAL CERTIFICATE

EASA.145.6888

Taking into account the provisions of Article 68 of Regulation (EU) 2018/1139 of the European Parliament and of the Council and the bilateral agreement currently in force between the European Community and the Government of the United States of America, the European Union Aviation Safety Agency (EASA) hereby certifies:

25+ REPAIR CENTER, Inc.
d/b/a LEKI TECH
FAA Number: 25LR519D

14251 NW 4TH STREET
33325 SUNRISE FLORIDA
UNITED STATES

as a Part-145 maintenance organization approved to maintain the products listed in the FAA Air Agency Certificate and associated Operations Specifications and issue related certificates of release to service using the above reference, subject to the following conditions:

1. The scope of the approval is limited to that specified on the 14 CFR part 145 repair station Air Agency Certificate, and the associated Operations Specifications for work carried out in the United States (unless otherwise agreed in a particular case by EASA).
2. The approval scope shall not exceed the permitted EASA Part-145 ratings as detailed in Regulation EC (No) 1321/2014.
3. This approval requires continued compliance with 14 CFR part 145 and the differences as specified in the Maintenance Annex Guidance (MAG), including the use of the FAA Form 8130-3 for release/return to service of components up to and including power plants.
4. Certificates of return to service must quote the EASA Part-145 approval reference number quoted above and the 14 CFR part 145 Air Agency Certificate number.
5. Subject to compliance with the foregoing conditions, this approval shall remain valid until:

06 August 2025

unless the approval is surrendered, superseded, suspended or revoked.

Date of issue: **26 July 2023**

Signed:

For the European Union Aviation Safety Agency

THIS LETTER IS TO CERTIFY THAT:

The below referenced company is an **ACTIVE MEMBER** participating in a Drug and Alcohol program administered by **O.M. Management, Inc**., a Third-Party Administrator, as required in 14 CFR Part 120 and 49 CFR Part 40 as set forth by the Department of Transportation.

25+ Repair Center, Inc.,
DBA LEKi TECH
14251 NW 4th Street
Sunrise, Florida 33325

Designated Employer Representative:	Kyle Yaeger / Joseph Rodriguez
OMM Date of Enrollment:	December 21, 2018
Start Date of Anti-Drug & Alcohol Program:	February 27, 2019
Part 145 Air Agency Certificate Number:	25LR519D
Expiration Date:	December 21, 2023

This letter serves as affirmation that the above-named company's covered employees are actively listed in the Eligible Pool proof list and are subject to quarterly computer-generated random selections for drug and/or alcohol testing.

Should you have any questions regarding this matter, do not hesitate to contact our Compliance Department at 305-888-4050 Option 3.

Best Regards,

Angie Banks

Angie Banks
Compliance Manager
O.M. Management, Inc.   Date Printed: 12/21/2022

Accepted Capabilities List

25+ Repair Center, Inc.

d.b.a LEKI TECH

FAA REPAIR STATION # 25LR519D

14251 NW 4th Street

Sunrise

Florida 33325

Table of Contents

Revision Number: Original
Revision Date:22/DEC/2022

Record of Revisions

Revision number	Revision Date	Actioned by
Original Issue	08/DEC/2022	J.E. Rodriguez
1	07/JUL/2023	J.E. Rodriguez

List of Effective Pages

Page Number	Revision Number	Revision Date
1	Original	08/DEC/2022
2	Revision 1	07/JUL/2023
3	Revision 1	07/JUL/2023
4	Revision 1	07/JUL/2023
5	Revision 1	07/JUL/2023

Approved By: *Joseph E. Rodriguez*   Date: July 10th 2023

Leki Tech Operations Manager
Mr. Joseph E. Rodriguez

FAA/PMI:

MARK W FISHER
Digitally signed by
MARK W FISHER
Date: 2023.08.02
07:36:06 -04'00'

3

Capabilities List

Part Number	Part Name	MFG	ATA / CMM
3250-SERIES	BALLAST	DIEHL	33-24-17,33-24-16, 33-24-15
10-1733-SERIES	BALLAST	HONEYWELL/GRIMES	33-21-39
10-1327-SERIES	BALLAST	HONEYWELL/GRIMES	33-20-51
70-0366-SERIES	BALLAST	HONEYWELL/GRIMES	33-21-43
S417N511-SERIES	BALLAST	HONEYWELL/GRIMES	33-21-43
S6-06-0102 (SERIES)	SURVIVAL KIT	DME / ASTRONICS	N/A (MFG SPECS)
S6-01-0005-SERIES	FIRST AID KIT	DME / ASTRONICS	N/A (MFG SPECS)
S6-01-0026-001	UPK / UNIVERSAL PRECAUTION KIT	DME / ASTRONICS	N/A (MFG SPECS)
15-40F	PBE (AMDT A THRU G)	AIR LIQUIDE	35-30-02
15-40F-11	PBE (AMDT A THRU C)	AIR LIQUIDE	35-30-02
15-40F-80	PROTECTIVE BREATHING EQUIPMENT	AIR LIQUIDE	35-30-02
S1840501-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-07
S1820502-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-05
S1821502-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-05
S1822502-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-05
S1823502-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-05
S1824502-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-05
S1850501-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-08
S1851501-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-08
S1852501-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-08
S1854501-SERIES	EMERGENCY LOCATOR TRANSMITTER (ELT)	KANNAD	25-63-08
106-1-1100-SERIES	ACTUATOR - APU	ELEKTRO-METALL	49-16-51
41-2-1100-SEERIES	ACTUATOR - EMERGENCY RAM AIR	ELEKTRO-METALL	21-55-51
94-1-1100-SERIES	ACTUATOR – EMERGENCY RAM AIR	ELEKTRO-METALL	21-55-52
1830T100-SERIES	ACTUATOR – APU	TELAIR	49-50-02
4041-SERIES	BALLAST	DIEL	33-21-14
4042-SERIES	BALLAST	DIEL	33-21-14

Capabilities List

Part Number	Part Name	MFG	ATA / CMM
S417N514-SERIES	BALLAST	DIEL	33-21-14
4136290003	ACTUATOR	ZODIAC ACTUATION SYSTEMS	25-11-01
4136290004	ACTUATOR	ZODIAC ACTUATION SYSTEMS	25-11-01
4136290005	ACTUATOR	ZODIAC ACTUATION SYSTEMS	25-11-01
4136290006	ACTUATOR	ZODIAC ACTUATION SYSTEMS	25-11-01
4136290007	ACTUATOR	ZODIAC ACTUATION SYSTEMS	25-11-01