



Due to the numerous requests for vendor self-audits and quality information, Zenith Aviation, Inc. has compiled this list of business and quality information questions and answers. If this information will not satisfy your vendor/quality self-audit requirements, please feel free to contact us for additional information.

Vendor Information

Company Name:	Zenith Aviation, Inc
Address:	1321 Lafayette Blvd Fredericksburg, VA 22401
Phone:	540.361.7700
Fax:	540.361.7800
Website:	www.zenithaviation.com
Email:	info@zenithaviation.com
Principal product or services:	Aircraft Parts Sales
Years in Business:	13
Employees:	25

Facilities

Square Feet:	50,000
Type:	Metal – Fully conditioned storage space
Has the FAA ever investigated your facility (other than audit)?	No

Quality Management System

Does the company have a Quality Management System (QMS)?	Yes		
Is the QMS certified by a qualified third party organization?	Yes		
What are the standards that the QMS is certified to?	ISO9001:2008 & AS9120, Rev A & FAA		
AC00-56A Name of Certifying Agency:	National Quality Assurance, USA (NQA)		
ISO9001 / AS9120 Cert. #:	16528	FAA AC00-56A Cert #:	15871
Expires:	06/11/2017	Expires:	05/20/2018

Management Contacts

President/CEO	Robert F. Stanford	rstanford@zenithaviation.com
Executive V.P.	Angela Shawaryn	ashawaryn@zenithaviation.com
C.F.O.	Carter Leake	cleake@zenithaviation.com
Sr. V.P., Sales/Marketing	Scott Nordstrom	snordstrom@zenithaviation.com
Controller	Barbra Waller	bwaller@zenithaviation.com
Quality Director	Christina Moy	cmoy@zenithaviation.com

Quality Manual

Does your company have a quality manual?	Yes
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Management Responsibility

Does your company have a Quality Policy in place?	Yes
Is there an organizational chart?	Yes
Are Management Review meetings held?	Yes
Are quality procedures in place and available to all employees effecting quality?	Yes



Contract Review / Purchasing

Is there a qualification process for suppliers?	Yes
Is there an approved supplier list available to purchasing?	Yes
Are purchase orders reviewed for accuracy to customer requirements and specifications?	Yes
Are these reviews recorded?	Yes
Are purchase orders used?	Yes
Are Purchase Orders reviewed by Quality Assurance to ensure customer requirements are met?	Yes
Are these customer requirements flowed down to suppliers?	Yes
Are these reviews recorded?	Yes
Are suppliers evaluated to assure that material supplied meets customer requirements?	Yes

Customer Supplied Product

Are customer supplied material/items supplied to your company?	Yes
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Design Control

Is design control a part of your operations?	No
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Inspection

Are incoming materials inspected for conformity to specifications?	N/A
Are receiving inspections documented?	Yes
Are Purchase Orders available to receiving inspection?	Yes
Are certification records available for received items?	N/A
Does your company perform In-Process Inspections?	N/A
Does your company perform Final Inspection?	NA
Are there written work instructions that provide directions or specific data?	Yes
Is there a system for documenting inspections that have been performed?	Yes
Are stamps required to indicate inspections that have been performed?	N/A
Are rejected items segregated from other materials to keep from erroneously shipping to a customer?	Yes
Are records of inspection and acceptance maintained that show or are traceable to: Aviation Metals Part Number, Purchase Order Number, Drawing revision, heat/lot number, the identity of the inspector, etc?	Yes
Are copies of these records available as a part of each shipments certification?	Yes

Measuring & Test Equipment Calibration

Are all measurement devices used for acceptance parts periodically checked for accuracy?	Yes
Are written records kept on each piece of measuring or test equipment?	Yes
Are there written work instructions for calibrating or certifying each piece of measuring or test equipment?	N/A
Is there a system for recalling measuring and test equipment on a periodic basis?	Yes
Does the system ensure traceability to the National Institute of Standards and Technology?	N/A

Document Control

Are procedures in place to control the use of the latest drawing for all areas?	N/A
Are there procedures for controlling all documentation affecting product configuration?	Yes
Is there a procedure for assuring the adequacy of all documents (including changes)?	Yes



Non-Conforming Material

Are there segregated areas for the retention and storage of non-conforming materials?	Yes
Is there a procedure for segregating and dispositioning non-conforming material?	Yes
Are non-conforming materials & scrap clearly marked as such?	Yes
Is there a system in place to notify customers of potential non-conforming material?	Yes

Corrective & Preventative Action

Are there corrective action procedures to eliminate the causes of non-conformities?	Yes
Are there preventive action procedures in place to prevent product defects or non-conformities?	Yes
Are these corrective and preventive actions retained?	Yes
Does management review these corrective and preventive actions?	Yes
Are materials stored in such a manner to prevent damage or deterioration?	Yes
Are materials identified adequately?	Yes
Is proper packaging used to eliminate the possibility of damage?	Yes

Control of Quality Records

Do you assure traceability between your supplier and you customers?	Yes
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Internal Audit

Is there a documented internal auditing program?	Yes
Are internal audits recorded and retained?	Yes
How often are these audits performed?	Twice per Year
Is there objective evidence that corrective action is taken when findings are noted?	Yes

Training

Is there a documented training program?	Yes
Is formal and OJT training documented?	Yes

Shelf Life

Is there a documented shelf life program?	Yes
Is there a list of materials that have shelf life limits?	Yes

Safety & Fire Protection

Is the facility adequately secured for visitors, customers, and vendors entering the building?	Yes
Are MSDS sheets kept on file and available to personnel?	Yes
Are fire protection devices inspected periodically?	Yes
Are fire lanes, doors, and fire extinguishers clear of obstruction?	Yes
Are fire stations identified and extinguishers in serviceable condition?	Yes
Are shop operations conducted in a safe manner and environment?	Yes



Certificate of Registration

This is to certify that the Quality Management System of:

Zenith Aviation, Inc.

1321 Lafayette Blvd
Fredericksburg VA 22401

applicable to:

The stocking, distribution and supply chain management of parts, components, assemblies and related hardware for the aviation and aerospace industries

has been assessed and approved by National Quality Assurance, U.S.A., against the provisions of:

ISO 9001:2008 and AS9120A

and in accordance with the requirements of AS9104/1:2012.

Certificate Number: 15628

EAC Code: 29

Valid Until: June 11, 2017

Certified Since: September 8, 2008

Reissued: July 7, 2015

Cycle Issued: June 12, 2014

Site Structure: Single Site

For and on behalf of NQA, USA



Certificate of Registration



global assurance

This is to certify that the Management System of:

Zenith Aviation

1321 Lafayette Blvd
Fredericksburg, VA 22401

applicable to:

The stocking and distribution of manufacturer-certified / repair station certified aircraft components, parts and assemblies for the aviation industry.

has been assessed and approved by
National Quality Assurance, U.S.A., against the provisions of:

AC-00-56A

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Certificate Number: 15871

Valid Until:

May 20, 2018

EAC Code: 29

Certified Since: May 21, 2015

For and on behalf of
NQA, USA, 4 Post Office Square,
Acton, MA 01720

