



RE: Mint Turbines LLC request for Approved Vendor response

To: *****

Dear *****,

In response to your recent request for completion of your Supplier Quality Assurance Evaluation, please see the attached Questionnaire response. This response was developed in light of the many similar requests that we receive throughout the year. It contains the information normally asked by most of our customers. Also enclosed you will find copies of our current certifications.

I hope that this meets your requirements and if you should require anything further or have any questions regarding this survey response, please do not hesitate to contact me at any time.

Sincerely,

Kenneth R. Arnold



Kenneth R. Arnold

Quality Assurance Supervisor

karnold@mintturbines.com

MINT Turbines LLC

2915 North State Highway 99

Stroud, OK 74079

Phone: 918.968.9561 ext. 227

Fax: 918.968.1080



Mint Turbines LLC

Customer/Vendor Survey Response

This completed questionnaire is being issued to you in lieu of your Questionnaire recently received by Mint Turbines LLC. This self-audit questionnaire contains all the normal and customary questions asked by most of our customers and/or vendors. Also included are copies of our FAA Repair Station Certification, EASA Certification, ISO Certification, Operational Specifications and Drug/Alcohol program approval letter.

I trust that this completed audit questionnaire will serve your requirements. I have initiated this standard self-audit response due to the large number of similar requests I receive each year.

If you should require any further information or have any concerns about this standard response, Please feel free to contact our Quality Assurance Office at (918) 968-9561 or fax at (918) 968-9564



CURRENT NAME AND LOCATION OF COMPANY

Name:	Mint Turbines LLC				
Street Address	2915 N. State Highway 99				
Mailing Address	PO Box 460				
City	Stroud	State	OK	Zip Code	74079
Phone No	(918) 968-9561		Fax No.	(918) 968-1080	
Primary Contact	Alfred Weser				
Title	General / Accountable Manager				

TYPE OF BUSINESS (mark appropriate boxes)

<input checked="" type="checkbox"/>	FAA Repair Station	<input checked="" type="checkbox"/>	Non-Destructive Testing
	Original Equipment Manufacturer	<input checked="" type="checkbox"/>	Machining and/or Welding
<input checked="" type="checkbox"/>	Component Overhaul and/or Repair		Plating and/or Heat Treating
	Accessory Overhaul and/or Repair		Fabrication
	Calibration Laboratory		Parts Broker

LIST OF DEPARTMENTS (mark appropriate boxes)

<input checked="" type="checkbox"/>	Shipping/Receiving	<input checked="" type="checkbox"/>	Field Service	<input type="checkbox"/>	Plating
<input checked="" type="checkbox"/>	Inspection	<input checked="" type="checkbox"/>	Power Plant	<input type="checkbox"/>	Heat Treating
<input checked="" type="checkbox"/>	Material Stores	<input checked="" type="checkbox"/>	Component Repair	<input type="checkbox"/>	Airframe
<input checked="" type="checkbox"/>	Quality	<input checked="" type="checkbox"/>	Non-Destructive Test	<input type="checkbox"/>	Avionics
<input checked="" type="checkbox"/>	Engineering	<input checked="" type="checkbox"/>	Machine Shop	<input type="checkbox"/>	Calibration Laboratory
<input checked="" type="checkbox"/>	Administration	<input checked="" type="checkbox"/>	Paint Shop	<input type="checkbox"/>	Other



PERSONNEL (Personnel Numbers may be approximated)

Total Number of Employees	46		
Total Number of Production Personnel	21		
Total Number of Quality Personnel	12		
Total Number of Certificated Personnel	19		
Accountable Manager	Al Weser	Phone No.	918-968-9561
Quality Manager	Robert S. Moffitt	Phone No.	918-968-9561

RATINGS AND AUTHORIZATIONS

FAA Certificate #	5MNR431B
EASA Certificate #	145.6197
DGAC Indonesia #	145/30700
Honeywell Agreement #	2011-5143
ISO Certificate #	US007966-1
South African Certification #	1308
Korean AMO	2015-AMO-F03
DGAC Chilean #	E-437



1.0 QUALITY SYSTEM AND MANUAL

		YES	NO	NA
1.1	Is there an established Quality Control program adequate to ensure a quality product or service that complies with customer and FAA requirements?	X		
1.2	Does the Repair Station Manual/Quality Manual adequately describe the Quality System?	X		
1.3	Is the Repair Station/Quality Manual available to appropriate personnel?	X		
1.4	Are the Quality procedures kept current and readily available to appropriate personnel?	X		
1.5	Does the Repair Station /Quality Manual include the following:			
a	Organizational chart showing the relationship between Quality Control and other departments?	X		
b	Detailed description of assignment of personnel and specific responsibilities?	X		
c	Manuals and other technical data distribution and revision control?	X		
d	Record keeping system and retention times?	X		
e	Personnel training requirements and records?	X		
f	Shelf life control program?	X		
g	Control of discrepant parts and supplies?	X		
h	Calibration program for inspection, measuring and test equipment?	X		
i	Receiving inspection procedures?	X		
j	Procedure for identification of parts throughout the process	X		
k	Environmental controls, as appropriate?	X		



l	Storage facilities and specifications?	X		
m	Self audit/evaluation program?	X		
n	Inspection stamp control?	X		
1.6	Do the established procedures for internal audits:			
a	Identify who is responsible for conduction audits?	X		
b	Define the frequency of audits?	X		
c	Define required audit documentation?	X		
d	Assure appropriate corrective actions?	X		
e	Assure independence of internal auditors to other duties?	X		

2.0 INSPECTION

2.1	Do you have a documented Receiving Inspection procedure?	X		
2.2	Can you provide traceability of parts back to certification documentation?	X		
2.3	Do you retain documentation for received material?	X		
2.4	Do you carry out product sampling to ensure product quality?	X		
2.5	Do you have a procedure to identify customer parts?	X		
2.6	Are your NDT personnel re-assessed as per regulatory requirements?	X		
2.7	Do supervisors and Inspection personnel hold FAA Certification?	X		

3.0 DATA CONTROL

3.1	Do you have all of the required shop manuals and/or specifications to perform the repair/overhaul in accordance with the customer/manufacture requirements?	X		
3.2	Do you have a procedure to assure that technical data is correct?	X		
3.3	Do you maintain a record of manual revisions?	X		



3.4	Do you have approved procedures to control manual revisions that deviate from OEM specifications?	X		
3.5	Do you maintain a file of applicable FAA Regulations?	X		
4.0 SHELF LIFE				
4.1	Do you have a documented shelf life program?	X		
4.2	Is the system adequate to assure that no item will be issued or used past its time?	X		
5.0 CALIBRATION OF MEASURING & TEST EQUIPMENT				
5.1	Do you have a calibration system for measuring and test equipment?	X		
5.2	Are all measuring and test equipment controlled?	X		
5.3	Are the standards used to calibrate measuring and test equipment traceable back to a controlling government agency or to National Standards?	X		
5.4	Are there procedures to prevent uncalibrated measuring and test equipment from being used?	X		
5.5	Do calibration records: Show date calibrated? Identify the individual who performed the calibration? Show calibration due date? Show the part number and serial number of the standard used?	X		
5.6	If calibrations are done in house, does the testing comply with a National Standard and is it traceable?	X		
6.0 TRAINING				
6.1	Is all training done to a documented training program?	X		
6.2	Are mechanics, inspectors, and supervisors included in the training program?	X		
6.0 TRAINING				



7.0 FACILITIES				
7.1	Are your facilities of adequate size to house all equipment, operations, tooling and materials? Total facility area is 54,259 sq/ft.	X		
7.2	Are storage areas separate from the work areas?	X		
7.3	Are the shipping and receiving areas separate and do they have adequate shelving and space?	X		
7.4	Do you have a parts quarantine area?	X		
7.5	Are your storage and work areas environmentally controlled?	X		
8.0 WORK PROCESSING				
8.1	Do you use equipment recommended by the manufacture or equivalent to that recommended?	X		
8.2	Is final inspection test equipment on a regular maintenance program?	X		
8.3	Do you identify customers' parts at all times during the work process?	X		
8.4	Do you maintain unserviceable parts segregation?	X		
8.5	Are all parts identifies as to serviceability status?	X		
8.6	Is there an effective tool control program?	X		
8.7	Is there an effective FOD control system?	X		
8.8	Are fluid dispensing and servicing units identified for contents?	X		
8.9	Any flammable, toxic, or volatile materials identified and stored correctly?	X		
8.10	Are NDT inspectors re-qualified per regulatory requirements?	X		
8.11	Do your work records contain:			
a	A description of work performed?	X		
b	Date of work completion?	X		
c	Name of persons who carried out the work?	X		
d	Name of the person who certified the work?	X		



e	A referencing system to allow traceability of all parts fitted?	X		
f	A work package reference number to allow full traceability back to customer's technical directives?	X		
8.13	Do you have an established procedure to provide correction action for discrepancies noted during the repair/overhaul process?	X		
8.14	Are work records retained in accordance with the national Authorities requirements?	X		
9.0 SHIPPING				
9.1	Are parts shipped in containers sufficient to prevent damage?	X		
9.2	Are all parts identified by an inspector prior to shipping to ensure part and serial number match and that they have been mutilated beyond repair? (if applicable)	X		
10.0 PARTS DISPOSITION OF NON-CONFORMING PRODUCT				
10.1	Is there a documented procedure to assure that all scrapped parts are either returned to customer or that they have been mutilated beyond repair?	X		
10.2	Are records retained by part and serial number for life limited parts that are scrapped?	X		
11.0 SECURITY / FIRE PROTECTION				
11.1	Do you have a security system?	X		
11.2	Do you have a fire protection system?	X		
11.3	Do you have insurance to cover all customer property?	X		

Signature: *Robert S. Moffitt* (signature on file)

Title: Quality Manager

Email: bmoffitt@minturbines.com