

Vendor's Name: Berry Aviation Inc.

Address: 2175 Airport Drive

City: San Marcos State: Texas Zip: 78666

Division of: N/A Phone: 512-353-2379

E-mail: rdrennan@berryaviation.com Fax: 512-353-0685

Years in Business: 22

Audit Completed By: Ryan Drennan Completed Date: June 20, 2019

Quality System Approvals:

FAR Part 145 EASA Part 145 AS9110 AS9100 Other

If Other, state which: _____

Repair Station # : HKGR701E Expiration: Infinite

EASA Certificate # : 145.6837 Expiration: 30, August 2020

ISO 9001 #: N/A Expiration: N/A

AS9100 #: N/A Expiration: N/A

Vendor Contacts:

Administration: Gary McCracken Phone: (512) 353-2379

Quality: Ryan Drennan Phone: (512) 353-2379

Production: Jay Hromadka Phone: (512) 353-2379

Number of Personnel

Production 7
Inspection/Quality 3
Administration 5
Other _____

Size of Facilities

Production Area 29860
Stores Area 2100
Office Area 4000
Other _____

Thank you for your interest in Berry Aviation Inc. We send out this standard response rather than completing individual surveys. The questions within this response are based upon the C.A.S.E. Repair /Overhaul Vendor Audit Checklist (CAS-20). If you have any questions regarding this survey response, please contact Ryan Drennan, at rdrennan@berryaviation.com

Attached to this survey is:

14CFR 145 Certificate
EASA Certificate
Operations Specifications
Capability List
Drug and Alcohol Plan (A449)

I certify that this audit was completed on the date listed below:

Auditor: _____

Date: 08/20/2019

| Policy Certifications | | YES | NO | N/A |
|------------------------------|---|------------|-----------|------------|
| 1 | Obtain 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? Comments: See Attached Certification Package | X | | |
| 2 | If the repair station has "Limited Ratings," does the vendor have a capabilities listing that satisfies the standard? | X | | |
| 3 | Does the vendor only perform work authorized on its Operations Specifications? | X | | |
| 4 | Does the vendor have an FAA approved anti-drug and alcohol misuse prevention program (A449 and/or Registration)? | X | | |
| 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). | X | | |
| Quality Program | | YES | NO | N/A |
| 1 | Does the vendor have an FAA accepted Repair Station Manual and does it meet the requirements of 14 CFR 145.207 & 145.209? | X | | |
| 2 | Does the vendor have an FAA accepted Quality Control Manual and does it meet the requirements of 14 CFR 145.211? | X | | |
| 3 | Does the Quality Control Manual include references, where applicable, to manufacturer's inspection standards? | X | | |
| 4 | Does the Quality Control Manual include samples of and instructions for completing maintenance and inspection forms, or reference a separate forms manual? | X | | |
| 5 | Does the vendor have an internal audit and surveillance function and are personnel performing internal audits trained? | X | | |
| 6 | Does the internal audit function ensure compliance with air carrier specifications? | X | | |
| 7 | Does the internal audit program assure appropriate corrective actions to prevent reoccurrence and follow-up for effectiveness? | X | | |
| 8 | Does the vendor maintain internal audit reports for at least 24 months and two (2) complete audit cycles and are the results communicated to the Accountable Manager? | X | | |
| 9 | Does the vendor ensure that contractor/sub-contractor quality meets air carrier specifications and legal requirements? | X | | |
| 10 | Does the vendor maintain, for a minimum of 24 months, a file of audit findings and corrective actions? | X | | |
| 11 | 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? | X | | |

| Quality Program - Continued | | YES | NO | N/A |
|------------------------------------|---|------------|-----------|------------|
| 13 | Does the vendor have a contract allowing the FAA to inspect non-certificated contractor/sub-contractors? | X | | |
| 14 | Does the vendor have a procedure for reporting defects, or un-airworthy conditions and suspected unapproved parts to the air carrier and the FAA? | X | | |
| 15 | Does the vendor have a procedure for reporting defects, or un-airworthy conditions and suspected unapproved parts to the air carrier and the FAA? | X | | |
| Inspection Programs | | YES | NO | N/A |
| 1 | Is there proper separation of maintenance and inspection responsibilities for vendors that perform required inspections (RII)? | X | | |
| 2 | Does the vendor properly execute air carriers' required inspections (RII)? | X | | |
| 3 | 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? | X | | |
| 4 | Does the vendor ensure incoming parts and materials comply with specifications including certification documentation and traceability? | X | | |
| 5 | Do final inspection personnel ensure that adequate checks, tests, and inspections are performed to air carrier specifications? | X | | |
| 6 | Do personnel follow the return to service procedures? | X | | |
| 7 | Does the vendor have an acceptable system for controlling stamps for both inspection and production personnel? | | | X |
| Personnel | | YES | NO | N/A |
| 1 | Has the vendor designated an employee as the "Accountable Manager"? | X | | |
| 2 | Does the vendor employ a minimum of two (2) persons? | X | | |
| 3 | Does the roster (Do the rosters) identify all management, supervisory, inspection and personnel authorized for return to service? | X | | |
| 4 | Does the repair station have an employment summary for all personnel listed on the repair station roster(s)? | X | | |
| 5 | Do the vendor's supervisory personnel satisfy the requirements of 14 CFR 145.153? | X | | |
| 6 | Do the vendor's inspection personnel satisfy the requirements of 14 CFR 145.155? | X | | |
| 7 | Do the vendor's return-to-service personnel satisfy the requirements of 14 CFR 145.157? | X | | |
| 8 | Do Personnel properly interpret maintenance requirements and obtain approval to deviate from specified customer maintenance data? | X | | |
| 9 | Do Personnel notify supervisor/lead mechanic of mistakes requiring rectification to meet required customer specified maintenance data? | X | | |
| 10 | 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? | X | | |

| Technical Data | | YES | NO | N/A |
|----------------------------|---|------------|-----------|------------|
| 1 | Is the appropriate technical data being utilized (e.g. current CMM, AMM, SRM, etc.)? | X | | |
| 2 | Does the vendor have a documented system to ensure technical data is current? | X | | |
| 3 | Does the vendor have records of manual revisions? | X | | |
| 4 | Does the vendor have a system to control working copies of manuals to ensure they are revised with the masters? | X | | |
| 5 | Are there established approved procedures controlling revisions in manuals deviating from OEM specifications (e.g. EO, EA, Air Carrier Data, etc.)? | X | | |
| 6 | If the vendor has ODA authority, does it have a system for receiving air carrier approval prior to use of the data? | | | X |
| 7 | Does the vendor have an approved ODA manual and roster? | | | X |
| 8 | Is technical data stored in a manner that will protect it from dirt and damage? | X | | |
| 9 | Are adequate viewing devices in good condition and available for viewing the technical data? | X | | |
| 10 | 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? | X | | |
| 11 | 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? | X | | |
| Shelf Life Program | | YES | NO | N/A |
| 1 | Does the vendor have a documented shelf life program? | X | | |
| 2 | Does each shelf life item have the shelf life expiration limit displayed? | X | | |
| 3 | Were items sampled for shelf life within limits? | X | | |
| Calibration Program | | YES | NO | N/A |
| 1 | Does the vendor have a documented calibration program and do they comply with it? | X | | |
| 2 | Does the program identify the calibration frequencies, limitations, and applicable tolerances or specifications? | X | | |
| 3 | 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))? | X | | |
| 4 | Does the calibration program require records to be kept for a minimum of two (2) years or two (2) calibration cycles (whichever is greater)? | X | | |
| 5 | Is there a system to identify each tool in the program, its calibration frequency, and its calibration due date? | X | | |

| Calibration Program - Continued | | YES | NO | N/A |
|--|--|------------|-----------|------------|
| 7 | Does the vendor have a procedure to control the calibration of personal tools? Comments: No Personnel Tools used within the facility. | | | X |
| 8 | Do calibration records for tools and test equipment available for use: | | | |
| 8a | Show date calibrated? | X | | |
| 8b | Show calibration due date? | X | | |
| 8c | Identify the person that performed calibration or check? | X | | |
| 8d | Contain a calibration certificate for each item calibrated by an outside agency? | X | | |
| 8e | Record details of adjustments and repairs? | X | | |
| 8f | Show the P/N, S/N, and calibration due date of the standard used to perform the calibration? | X | | |
| 9 | Where tooling/test equipment is used, does the vendor: | | | |
| 9a | Have an operating manual and maintenance manual for the equipment? | X | | |
| 9b | Perform maintenance and servicing per the manual? | X | | |
| 9c | Maintain maintenance and servicing records for two years? | X | | |
| 9d | Where applicable, list the equipment in their calibration program? | X | | |
| 10 | Where a vendor uses non-OEM specified tooling/test equipment, is it properly substantiated as equivalent? | X | | |
| 11 | Are the tools and test equipment in serviceable condition? | X | | |
| Training Program | | YES | NO | N/A |
| 1 | Are RII inspectors properly trained and certified? | X | | |
| 2 | Are the training records retained for a minimum of two (2) years after the employee leaves the company? | X | | |
| 3 | Do records indicate the vendor provides initial and recurrent training to personnel? | X | | |
| 4 | Does the vendor have and use a documented training program? | X | | |
| 5 | Is formal and OJT training documented? | X | | |
| 6 | Does the vendor's training program include knowledge of regulations, standards, human factors and procedures in accordance with customer requirements? | X | | |
| 7 | Does the vendor's training program include initial and recurrent training? | X | | |

| Housing and Facilities/Safety/Security/Fire Protection | | YES | NO | N/A |
|---|--|------------|-----------|------------|
| 1 | If the vendor deals in non-aircraft parts, materials and/or maintenance activities, are they adequately segregated from the aircraft functions? | X | | |
| 2 | Does the vendor have: | | | |
| 2a | Sufficient work space and areas for the proper segregation and protection of articles? | X | | |
| 2b | 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? | X | | |
| 2c | Suitable racks, hoists, trays, stands, and other segregation means for the storage and protection of all articles? | X | | |
| 2d | Space sufficient to segregate articles and materials stocked for installation from those undergoing maintenance, preventive maintenance, or alterations? | X | | |
| 2e | 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? | X | | |
| 2f | 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? | X | | |
| 2g | Adequate and appropriate storage area to safely store air carriers' reusable shipping containers and to protect them from environmental damage? | X | | |
| 2h | 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? | X | | |
| 3 | 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? | X | | |
| 4 | 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? | X | | |
| 5 | Does the vendor have adequate safety procedures in place and are the operations conducted in a safe manner and environment? | X | | |
| 6 | Is the security system adequate to ensure safety and security of air carrier's parts and aircraft? | X | | |
| Storage | | YES | NO | N/A |
| 1 | Are parts and materials correctly identified and properly stored? | X | | |
| 2 | Does the vendor have a quarantine area for rejected parts and materials awaiting disposition? | X | | |
| 3 | Are parts and material properly protected from damage and deterioration? | X | | |
| 4 | Are flammable, toxic or volatile materials properly identified and stored? | X | | |

| Storage - Continued | | YES | NO | N/A |
|----------------------------|---|------------|-----------|------------|
| 5 | 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? | X | | |
| 6 | Are high pressure bottles correctly labeled, properly stored and secured? | X | | |
| 7 | Does the vendor maintain traceability certification on all parts and raw materials? | X | | |
| Records | | YES | NO | N/A |
| 1 | Does the vendor's record keeping system and retention time meet 14 CFR requirements? | X | | |
| Work Processing | | YES | NO | N/A |
| 1 | Does the vendor have a duty time limitation requirement? | | | X |
| 2 | Are all required licenses and repairman certificates available for review? | X | | |
| 3 | Does the vendor have appropriate tools and test equipment (including equivalent non-OEM) to perform the work? | X | | |
| 4 | Are the tools and test equipment in serviceable condition? | X | | |
| 5 | Are calibrated tools and equipment labels showing within calibration and are they legible? | X | | |
| 6 | Are air carriers' parts properly identified throughout the maintenance actions and in storage? | X | | |
| 7 | Does the vendor have a work turnover procedure and are they following it? | X | | |
| 8 | Does the vendor have procedures to: | | | |
| 8a | Obtain air carrier specifications? | X | | |
| 8b | Incorporate air carrier specifications into their work processes and to ensure any subcontractor used also incorporates those specifications with adequate documentation? | X | | |
| 8c | Verify that air carrier specifications were incorporated? | X | | |
| 8d | Obtain approval for deviating, if necessary, from air carrier specifications? | X | | |
| 8e | Have adequate checks, inspections, and tests to ensure work was performed to air carrier specifications? | X | | |
| 8f | Procedures to ensure the work documents returned from a subcontractor (at any tier) are adequate to support a major/minor determination? | X | | |
| 9 | Is the unit/aircraft protected from FOD? | X | | |
| 10 | Are fluid dispensing cans and servicing units properly identified? | X | | |

| Work Processing - Continued | | YES | NO | N/A |
|------------------------------------|--|------------|-----------|------------|
| 11 | Are the vendor's work records complete, in order, and legible? | X | | |
| 12 | Do the work package records contain: | | | |
| 12a | The description of the work performed, reference to data and revision level? | X | | |
| 12b | The date of completion of the work performed? | X | | |
| 12c | The name of the person performing the work? | X | | |
| 12e | The name of the person inspecting the work? | X | | |
| 12f | The signature, certificate number of the person returning the article to service? | X | | |
| 12g | Are all test and inspection records in work package? | X | | |
| 13 | Does the vendor's return-to-service document meet air carrier and FAA requirements? | X | | |
| 14 | Does the vendor maintain certification on sub-contractor work? | X | | |
| 15 | Were Major repairs/alterations properly documented? | X | | |
| 16 | Were ADs properly evaluated, accomplished, and documented? | X | | |
| 17 | Is maintenance properly performed and documented for: | | | |
| 17a | Preliminary inspection? | X | | |
| 17b | Functional test? | X | | |
| 17c | Hidden damage inspection? | X | | |
| 17d | Unit disassembly per instructions? | X | | |
| 17e | Unit cleaning per instructions? | X | | |
| 17f | Parts inspection/checking per instructions? | X | | |
| 17g | Parts repairing per instructions? | X | | |
| 17h | Properly taking and recording fits and clearances? | X | | |
| 17j | Unit reassembly per instructions? | X | | |
| 17k | Unit functional testing per instructions? | X | | |
| 17l | Final Return to Service inspection? | X | | |
| 18 | Are components returned in an appropriate shipping container or as specified by the air carrier? | X | | |

| Scrap Parts Program | | YES | NO | N/A |
|---|--|------------|-----------|------------|
| 1 | Does the vendor have a documented procedure for controlling scrapped parts? | X | | |
| 2 | Does the scrap program assure that scrapped parts are either returned to the air carrier or mutilated beyond repair? | X | | |
| 3 | Does the scrap program require a record of scrapped life-limited parts to be maintained for a minimum of two (2) years? | X | | |
| 4 | Does the record include the P/N, S/N and date of the scrapped part? | X | | |
| 5 | Does the vendor comply with its scrapped parts procedure to ensure they are either returned to the air carrier or mutilated beyond repair? | X | | |
| Hazmat Program | | YES | NO | N/A |
| 1 | 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? | X | | |
| Electrostatic Sensitive Device (ESD) Program | | YES | NO | N/A |
| 1 | Does the vendor, which works on or handles ESD components, have a documented ESD Program in place? | X | | |
| 2 | Are shop floor grids grounded if installed? | | | X |
| 3 | Are all ESDs only handled using grounding wrist or heel straps and conductive desk mats? | X | | |
| 4 | Are devices contained in ESD conductive packaging sealed with conductive tape? | X | | |
| 5 | 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? | X | | |
| 6 | Are appropriate warnings and caution signs and decals placed in areas where ESDs are handled? | X | | |
| 7 | Are wrist/heel straps, and grounding mats tested for conductivity at regular intervals or prior to use, and such test results are recorded? | X | | |
| 8 | Are maintenance personnel trained on ESD handling? | X | | |