



7319 NW 79th Terrace • Medley, FL 33166 USA

Issued: February 5, 2023

To whom it may concern,

The recent growth of the aerospace industry has increased the number of requests to fulfill evaluation questionnaires. We find it to be cost and time efficient to provide you with a list of our key personnel, a scope of business we provide and a pre-completed vendor approval evaluation questionnaire.

Please find attached and should you require additional information, please contact our Quality Department at: qa@overhaulaccessoryinc.com



OAQR260X



145.5516



AS9110C/ISO9001:2015

Kind Regards,

Rick Garcia
Quality Manager

WWW.OVERHAULACCESSORYINC.COM



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Facility Information

Company's Name:	Overhaul Accessory, Inc.
Ownership:	Gerardo Malagon
Registered Address:	7319 NW 79th Terrace, Medley, FL 33166 USA
Telephone:	305.558.4540
Fax:	305.556.5460
Info Email:	info@overhaulaccessoryinc.com
Website:	www.overhaulaccessoryinc.com
Established:	1999
Service/Products Offered:	Overhaul, Repair, Inspect, Test, Exchanges, Sales of Rotables and Expendables
Company Type:	FAA Certified Repair Station
Number of Employees:	15
Number of Employees in Quality Department:	1
Facility Size: (square feet)	Accessory Shop: 11,750 sq ft, Administrative 4,300 sq ft
Number of Buildings:	1
Tax Code:	65-0945506
First Time Customers:	Pre-payment/C.O.D. Terms

Key Personnel

Department/Position	Title	Name	Contact
Accountable Manager	C.E.O. / A.M.	Gerardo Malagon	305.558.4540 ext. 312 gmalagon@overhaulaccessoryinc.com
Quality Department	Quality Manager	Rick Garcia	305.558.4540 ext. 305 ga@overhaulaccessoryinc.com
Production Department *OH/RP/IN	Shop Manager	Hector Rodriguez	305.558.4540 ext. 304 hrodriguez@overhaulaccessoryinc.com
Purchasing Department	Purchasing	Vanessa Checa	305.558.4540 ext. 306 purchasing@overhaulaccessoryinc.com
Accounting Department	Accounting Assistant	Mercedes Cabrera	305.558.4540 ext. 303 accounting@overhaulaccessoryinc.com
Sales Department & Customer Service Rep.	Sales & CSR	Daniel Dulcey	305.558.4540 ext. 307 sales@oaistock.com
A.O.G.			305.887.1507



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Certifications and Accreditations

Certification Type	Certifying Organization	Certification Expiration	Certificate Number
Air Agency Certificate	FAA	N/A	OAQR260X
EASA-Part 145 Certificate	EASA	01/31/2025	145.5516
ISO9001:2015 and AS9110C Certificate	Perry Johnson Registrars, Inc.	08/22/2023	C2020-01794

Perry Johnson Registrars, Inc. approves Quality Management System of:

Overhaul Accessory, Inc. 7319 NW 79th Terrace • Medley, FL 33166 USA



Introduction

Overhaul Accessory, Inc. has been serving the aviation industry since 1999 as a Certified Repair Station under the Federal Aviation Administration (F.A.A.) and European Aviation Safety Agency (EASA). We specialize in Test/Inspect, Repair and Overhaul of Hydraulics, Pneumatics, Fuel, Electromechanical and Power Generations Components of Commercial and Regional Aircraft applications. Using sophisticated advanced Test Equipment and our highly trained technical team is dedicated to aviation safety by providing all of our customers with the highest quality components repairs in the aviation industry.

NOTE: Company held Certificates, OpSpecs, Cap List, Anti-Drug & Alcohol Program can be downloaded directly from our website at: www.overhaulaccessoryinc.com



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Pre-Completed Vendor Approval Evaluation Questionnaire

ANTI-DRUG AND ALCOHOL MISUSE PREVENTION PROGRAM		YES	NO	N/A
1.	Is there a FAA approved Anti-Drug and Alcohol Misuse Prevention Program?	✓		
	a. Program is maintained by: (AIRPORT MEDICAL SOLUTIONS)	✓		
	b. Are testing records stored separate from personnel records?	✓		

QUALITY SYSTEM AND MANUAL		YES	NO	N/A
1.	Is there an established quality assurance system?	✓		
	a. Is the quality assurance manual up to date and readily available to the appropriate personnel?	✓		
	b. Does the quality assurance manual and/or other documentation include a detailed description of:			
	1. An organizational chart separating sales from QA.	✓		
	2. An assignment of specific duties and responsibilities?	✓		
	3. Record keeping system.	✓		
	4. Training requirements and OJT records?	✓		
	5. Shelf-life control system?	✓		
	6. Control of incoming discrepant parts?	✓		
	7. Test and inspection equipment calibration program?	✓		
	8. Inspection stamp control? (OAI DOES NOT USE STAMPS)			✓
	9. Self-audit/Evaluation program?	✓		
	10. Hazardous Material handling?	✓		
	c. Is there a back-up person identified for all programs that require it?	✓		
2.	Procedures for reporting defects or un-airworthy conditions to the customer, the FAA and/or EASA?	✓		



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SELF AUDIT /EVALUATION PROGRAM		YES	NO	N/A
1.	Is there an established, documented self-audit/evaluation program?	✓		
	a. Does the program identify who within the company is responsible for conducting self-audits?	✓		
	b. Does the program identify the frequency of self-audits?	✓		
	c. Does the program identify the documentation trail and corrective actions?	✓		
2.	Does the organization:			
	a. Maintain a file of audit findings (self and/or externally done) and corrective actions for three (3) years?	✓		
	b. Is it accessible to the auditor?	✓		
3.	Maintain a vendor audit and surveillance function?	✓		
	a. Does function ensure compliance with customer specifications?	✓		
	b. Does audit program ensure appropriate corrective actions?	✓		

FACILITIES AND STORAGE		YES	NO	N/A
1.	Are smoking, eating and drinking forbidden in the work areas as appropriate?	✓		
2.	Does organization have a facility of adequate size to house all necessary tooling, equipment, materials and parts?	✓		
	a. Does the housing adequately protect parts, materials and customer units from damage, theft and contamination?	✓		
	b. Is the environment appropriate to protect workers so that the quality of workmanship is not impaired by physical efficiency?	✓		
	c. Does the facility have adequate lighting?	✓		
3.	Are the storage areas separate from work areas?	✓		
4.	Do the storage areas provide:			
	a. Segregation of serviceable/non-serviceable material?	✓		



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FACILITIES AND STORAGE (Cont'd)			YES	NO	N/A
	b.	Segregation from other non-aviation related material?	✓		
	c.	Is there adequate and appropriate storage space to safely store customer's shipping containers and protect them from damage?	✓		
5.		Are parts and material properly identified and properly stored?	✓		
6.		Does the organization have a quarantine area for rejected parts and materials awaiting disposition?	✓		
7.		Do parts in bin match part numbers on bins?	✓		
8.		Are flammable, toxic or volatile materials properly identified and stored?	✓		
	a.	Are sensitive parts and equipment (oxygen parts, o-rings, electrostatic sensitive devices, etc.) properly packaged, identified and stored to protect from damage and contamination?	✓		
	B	Are oxygen and other high-pressure bottles correctly identified and stored?	✓		
9.		Is the work area, including supervisor's offices, clean?	✓		

MATERIAL CONTROL			YES	NO	N/A
1.		Is material handled in a manner that protects it from damage and deterioration?	✓		
2.		Is the Batch/Lot and/or Serial Numbers maintained for material so identified by the OEM in case of potential recalls?	✓		
3.		Does a closed loop system exist to implement corrective actions following detection of substandard or non-conforming material?	✓		
4.		Segregation of non-conforming material from usable stock?	✓		



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OUTSIDE SUBCONTRACTOR		YES	NO	N/A
1.	Does the organization maintain a list of subcontracted maintenance actions and approved vendors for those functions?	✓		
a.	Does the organization ensure that subcontractors quality meets customer specifications and legal requirements?	✓		
b.	Does the organization maintain certification on subcontracted work?	✓		
c.	Does the organization have an established procedure to perform corrective action for discrepancies noted during work performed?	✓		

SHELF-LIFE CONTROL		YES	NO	N/A
1.	Is a specific individual, by title, responsible for the Shelf-Life Program?	✓		
2.	Is there a documented shelf-life control program?	✓		
a.	Is there an adequate system to ensure that no item will be issued or used past is expiration date?	✓		
3.	Are shelf-life limited parts properly identified and monitored?	✓		
a.	Does each item have the expiration limit displayed?	✓		



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MEASURING AND TEST EQUIPMENT/TOOL CALIBRATION		YES	NO	N/A
1.	Is there a documented tool calibration program?	✓		
2.	Is there an individual by name and title assigned for this task?	✓		
3.	Do records indicate date calibrated date, technician and due date?	✓		
a.	Does the organization have a procedure to control the calibration of personal tools? (OAI DOES NOT ALLOW THE USE OF PERSONAL TOOLS)			✓
4.	Are standards used to calibrate tools traceable to the controlling governments agency e.g. The National Institute of Standards and Technology (NIST)?	✓		
a.	Do records show the p/n and s/n of the standards used to perform the calibration?	✓		
5.	Does the organization have a procedure for controlling and/or preventing out-of-service and due for calibration tools and equipment from being used?	✓		

WORK PROCESSING		YES	NO	N/A
1.	Does the organization only perform work for which they are authorized on their operations specifications?	✓		
2.	Does the organization have adequate tooling and test equipment to perform the work?	✓		
3.	If the organization uses test equipment that differs from the OEM specified equipment:			
a.	Is it properly certified as equivalent?	✓		
b.	Does the vendor have operation and maintenance manuals?	✓		
c.	Is maintenance and servicing performed per the manuals?	✓		
d.	Is maintenance and servicing recorded and records retained for two years?	✓		
e.	Is equipment listed in the calibration program?	✓		
f.	Has equipment been accepted by the FAA?	✓		
4.	Are mechanics, inspectors and supervisors properly trained, authorized and certificated, if required, for the work they perform?	✓		



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WORK PROCESSING (Cont'd)		YES	NO	N/A
5.	Are adequate tools and current manuals available or at the mechanics work stations?	✓		
6.	Is there a work turnover procedure used? (OAI DOES NOT HAVE TURNOVERS)			✓
7.	Are customer's parts properly identified throughout the maintenance actions and in storage?	✓		
8.	Are fluid dispensing cans and servicing units properly identified?	✓		
9.	Are work records complete, in order and legible?	✓		
10.	Do the records contain:			
	a. The description of the work performed in reference to data acceptable to the administrator.	✓		
	b. The date of completion of the work performed.	✓		
	c. The name of the person performing the work.	✓		
	d. The name of the person inspecting the work.	✓		
	e. The name of the certificated mechanic or repairman who performed or supervised the work?	✓		
	f. The signature for the person returning the article to service.	✓		
11.	Are all test and inspection records in work packages?	✓		
12.	Does the record keeping system and retention time meet CFR requirements?	✓		
13.	Does return to service documents meet customer and FAA/EASA requirements?	✓		



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INSPECTION		YES	NO	N/A
1.	Does the organization have an acceptable receiving inspection system?	✓		
2.	Does the organization have an acceptable procedure to identify customer's parts?	✓		
3.	Does the organization maintain traceability certification on all parts and raw materials?	✓		
4.	Does the organization perform any RII for any customers? (OAI DOES NOT PERFORM ANY RII INSPECTIONS)		✓	
	a. Are RII inspectors properly trained and certified?			✓
	b. Does the vendor maintain a list of RII items each inspector is authorized to inspect?			✓
	c. Is there proper separation of maintenance and inspection responsibilities for vendors that perform required RII inspections?			✓

ROSTERS		YES	NO	N/A
1.	Does the repair station maintain rosters that:			
	a. Identify all personnel authorized for return to service?	✓		
	1. Include signatures?	✓		
	2. Include handwritten initials?	✓		
	b. Identify management personnel?	✓		
	1. Include signatures?	✓		
	c. Reflect an acceptable roster system controlling both inspection and production personnel?	✓		
	1. Include signatures?	✓		
	2. Include certification held (A&P or Repairman)?	✓		



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RECEIVING AND SHIPPING		YES	NO	N/A
1.	Are persons, who perform shipping and receiving inspection functions properly trained?	✓		
2.	Do shipping and receiving areas have adequate space, lighting, shelving, security and fire protection?	✓		
3.	Does the receiving and shipping inspection program includes:			
a.	Check for obvious physical damage?	✓		
b.	Verification of part number, model number, serial number, batch/lot number matching accompanied documentation?	✓		
c.	Verification of quantity, part number or noted replacement matches the requirement of purchase order?	✓		
d.	Verification that all appropriate documentation is at hand, legible and signed?	✓		
e.	Are Batch/Lot, Serial Numbers verified against supporting documents?	✓		
f.	A procedure set up for reporting unapproved parts in accordance with FAA advisory circular no: AC 21-29?	✓		
h.	Does the quality system provide for a visual inspection of all items and accompanying documentation prior to shipping?	✓		
11.	Are components returned in an appropriate shipping container or as specified by the customer?	✓		
12.	Does the organization verify that identifying data (p/n, s/n, nomenclature, mod. No.) on parts tag and the data plate match?	✓		



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RECORDS AND ARCHIVES		YES	NO	N/A
1.	Does the quality system require that supporting documentation is retained for a period no less than 2 years?	✓		
2.	Are records protected from deterioration and/or damage?	✓		
3.	Does the system provide a feature to record serial numbers, batch/lot numbers traceability?	✓		
4.	Does the quality system include a governing program for storage, distribution and retrieval of documents confirming the physical and chemical properties of fasteners and raw stock material?	✓		
5.	Does the system require that all life limited parts have records confirming life limited status?	✓		
6.	Are records on physical/chemical test maintained for a minimum of 2 years?	✓		

TECHNICAL DATA		YES	NO	N/A
Note: "Manuals" in this context includes any technical data (i.e. drawings, wiring diagrams, test specs, etc. necessary to perform the required service.				
1.	Is a specific individual, by title, responsible for the Technical Data Program?	✓		
2.	Does the organization have the required shop manuals and specifications to perform the repair/overhaul in accordance with customer requirements?	✓		
a.	Are manuals properly identified and available to technicians?	✓		
3.	Is there an established system that ensures maintaining technical data up to date and available to appropriate personnel?	✓		
4.	Is technical data stored in a manner that will protect it from dirt and damage?	✓		
5.	Are adequate viewing devices in good condition and available for viewing the technical data?	✓		



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TRAINING AND AUTHORIZED PERSONNEL			YES	NO	N/A
1.	Does the vendor have a documented training program?		✓		
	a.	Does it include all mechanics, inspectors and technical supervisors?	✓		
1.	Does the organization have an employment summary for all personnel listed on the rosters?		✓		
2.	Does the organization document all OJT/formal classroom/specialized training for personnel?		✓		
	a.	Are training records for technicians, inspectors and supervisors retained for during employment and two (2) years after the employee departures the company?	✓		

SCRAPPED PARTS			YES	NO	N/A
1.	Does the organization have a documented procedure in place to assure that scrapped parts are either returned to its owner and/or mutilate beyond repair?		✓		
2.	Is there a specific individual assigned for verification of mutilation?		✓		
3.	Does the organization maintain a scrap log for all material that is mutilated?		✓		
	a.	Does the organization maintain a record of life limited parts scrapped for three (3) years?	✓		
	b.	Does the record state the p/n and s/n of the part and the date item was scrapped?	✓		



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SAFETY/SECURITY/FIRE PROTECTION		YES	NO	N/A
1.	Does the organization provide adequate security for customer parts in his possession?	✓		
2.	Is the security system reviewed periodically by management or an outside vendor?	✓		
3.	Are fire protection devices inspected periodically?	✓		
	a. Are fire stations identified and extinguishers in serviceable condition?	✓		
	b. Are fire lanes, doors and fire extinguishers clear of obstruction?	✓		
4.	Are safety guards in place on power equipment?	✓		

END



QUALITY POLICY

OAI's vision is to continually improve our Quality Management system placing emphasis on our employees, our customers and our regulatory agencies.

Our mission is accomplished by establishing the highest standards of workmanship, exceeding customer satisfaction and product reliability while periodically reviewing our objectives for opportunities of improvement.

PRODUCT SAFETY POLICY

It is the policy of Overhaul Accessory Inc. to provide airworthy components and services with the highest regard for public safety and FAA regulations.

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