



# Quality Assurance Assessment Questionnaire

## Section 1. Company Information

### Address

Company Name: Aer Maven Ltd  
Address: House 6 Unit 2  
Lynderswood Farm Ind Estate  
Lynderswood Lane  
Black Notley  
Essex CM77 8JT  
United Kingdom

Mailing Address: Aer Maven Ltd  
House 6 Unit 2  
Lynderswood Farm Ind Estate  
Lynderswood Lane  
Black Notley  
Essex CM77 8JT  
United Kingdom

Phone Number: +44 (0) 1376 437011  
E-mail: [Sales@aermaven.com](mailto:Sales@aermaven.com)  
Company Website: [www.aermaven.com](http://www.aermaven.com)  
Cage Code: U0WP2 Code DUNS: 21-841-4388

### Nature of Business

- |   |   |
|---|---|
| <input type="checkbox"/> Original Equipment Manufacturer (OEM): | <input checked="" type="checkbox"/> Supplier:       |
| <input type="checkbox"/> EASA Part-145 Repair Station:          | <input checked="" type="checkbox"/> Distributer:    |
| <input type="checkbox"/> UK CAA Part-145 Repair Station:        | <input type="checkbox"/> Plating/Special Processor: |
| <input type="checkbox"/> CFR 14 Part-145 Repair Station:        | <input type="checkbox"/> Machine/Welding:           |
| <input type="checkbox"/> Calibration Laboratory:                | <input type="checkbox"/> Other (Please specify)     |

### Scope of Work

Supply of aftermarket aircraft components, structures and expendables.



## Section 2. Approvals Currently Held

Approval Type	Approval Number	Certificate Expiry
BS EN ISO 9001 : 2015	GB2005129	10th March 2025
For approval certificates see Section 6.		

## Section 3. Personnel & Facilities

### Key Management Positions

Managing Director:	Glen Stevenson	<a href="mailto:Glen@aermavencom">Glen@aermavencom</a>
Quality Manager:	Lianna Kearns	<a href="mailto:Lianna@aermaven.com">Lianna@aermaven.com</a>
C.O.O.:	Lianna Kearns	<a href="mailto:Lianna@aermaven.com">Lianna@aermaven.com</a>

### Employees (approx.)

Administration:	4
Inspection:	1
Quality Management:	1
<b>Total Number:</b>	<b>5</b>

### Facilities

Number of buildings:	2
Total area of facilities:	5,000 sq. ft.



## Section 4. Quality Control System and Procedures

### Administration

Is there a Quality Manual?	Yes
Are there procedures that apply to the companies' activities?	Yes
Are periodic audits undertaken?	Yes
Are inspection stamps used and adequately controlled?	Yes
Are organisation charts available?	Yes
Is there a training plan?	Yes

### Purchasing

Are written procedures in use for the Quality Control of purchased materials and services?	Yes
Do these procedures cover:	
a) Current list of approved vendors	Yes
b) Quality Requirements	Yes
c) Vendor rating system	Yes
Are these procedures regularly audited to ensure compliance?	Yes

### Goods Inwards Inspection

Are there Goods Inward procedure?	Yes
Are all Goods Inward records kept on file?	Yes
Do all records indicate acceptance/ rejection?	Yes
Are rejected items segregated?	Yes
Are adequate controls for handling and protection of received items in use?	Yes
Are individuals trained in the handling of hazardous goods?	No

### Handling and Storage

Are the procedures for the control and issuance of material adequate?	Yes
Is access to the bonded stores controlled?	Yes
Is the storage of material correct to prevent damage, loss, or contamination?	Yes



Does Quality inspect the bonded store?	Yes
Are certified and uncertified items segregated?	Yes
Are the records of the bonded store available?	Yes
Are stock items traceable?	Yes
Are shelf-life items controlled?	Yes
When items are issued, is traceability maintained into the workshop?	Yes

### **Inspection**

Are current inspection procedures regularly reviewed?	Yes
Are final inspection, acceptance &/or tests performed either by or under the Surveillance of, Quality Control?	Yes
Are products properly protected and handled to prevent damage?	Yes
Do the procedures provide for reporting of failures and action taken?	Yes

### **Packing and Shipping**

Is a current packing procedure in use?	Yes
Is the customers P.O. packing, shipping, and marking requirements complied with?	Yes
Do Quality ensure compliance to specification?	Yes

### **Documentation**

Does the company have adequate written procedures covering the use and the Control of documentation revisions?	Yes
Do records reflect the current revision status?	Yes
Is all documentation and drawings controlled?	Yes

### **Tools and Equipment**

Are written procedures in effect to control tools gauges and test equipment?	N/A
Does the system provide a monitoring process for the recall of calibrated equipment?	N/A
Are controls in effect to prevent production items from being used as gauges or test equipment without being proved for accuracy at stated intervals?	N/A
Is measuring and test equipment traceable to national standards?	N/A
Do Calibration/Inspection records reflect:-	
a) Items identify number and name?	N/A



- b) Frequency of calibration? N/A
- c) Procedure for calibration/inspection? N/A
- d) Date calibrated/inspected and/or date due for calibration inspection? N/A
- e) Person performing calibration/inspection? N/A
- f) Identify of 'Master' used to perform calibration or the certification document identity? N/A

Are tools, gauges and test equipment identified in such a manner to reflect:

- a) Date calibrated/inspected and/ or date due for calibration/inspection? N/A
- b) Person responsible for the calibration/inspection? N/A
- c) Identify or serial number? N/A

Are inactive items marked as 'Inactive' or 'Calibration not required'? N/A

### **Non-Conforming Material Control**

Do written procedures cover all areas of rejection separation, together with the review and corrective actions required? Yes

Is an area put aside for non-conforming material? Yes

When material is rejected, is there rejection documentation? Yes

Is Quality Control represented in the material review activity? Yes

Do records of non-conformance and material review action reflect adequate descriptions of deficiencies and corrective actions? Yes

Is an adequate system in place to control, investigate and correct customer Complaints? Yes

### **Corrective Action**

Does the supplier maintain a corrective action system? Yes

Is inspection data collected and analysed to determine cause and extent if there are discrepancies? Yes

Are corrective actions requests issued to suppliers if quality problems exist? Yes

Is corrective action initiated when an unsatisfactory trend is indicated? Yes

Is corrective action required within a stated time limit? Yes

Does the company maintain a follow up system? Yes



## Section 5.

### Quality Self-Assessment Form Completed by:











Name:	Lianna Kearns
Title:	Quality Manager
Telephone No:	+44 (0)1376 437011
E-mail:	Lianna@aermaven.com

Signature:

A handwritten signature in blue ink, consisting of a stylized, cursive-like mark.

Date: 29 Nov 2022

## Section 6. Approval Certificates

  <b>ISO 9001 : 2015 Certification</b>	<h3>Registration Certificate</h3> <p>This document certifies that the Quality Management System of</p> <p><b>AER Maven Limited</b></p> <p>House 6, Unit 2, Lynderswood Farm, Lynderswood Lane, Black Notley, Essex CM77 8JT</p> <p>Has been assessed and complies with the requirements of the following Management System Standard</p> <p><b>ISO 9001 : 2015</b></p> <p>The scope of this Certification applies to the Quality Management System relating to the following activities</p> <p><b>The Sale and Distribution of Aircraft Components</b></p>												
	<table border="0"> <tr> <td style="vertical-align: top;">   REGISTERED FIRM                 </td> <td style="vertical-align: top;">   INTERNATIONAL ACCREDITATION BOARD                 </td> </tr> <tr> <td colspan="2" style="text-align: center;">  </td> </tr> </table>	 REGISTERED FIRM	 INTERNATIONAL ACCREDITATION BOARD			<table border="0"> <tr> <td>Original Approval:</td> <td><u>2nd March 2016</u></td> </tr> <tr> <td>Certificate Issued:</td> <td><u>11th March 2024</u></td> </tr> <tr> <td>Certificate No:</td> <td><u>GB2005129</u></td> </tr> <tr> <td>Expiry Date:</td> <td><u>10th March 2026</u></td> </tr> </table> <p>Should verification of the validity of this certificate be required please email: <a href="mailto:verification@cqspltd.com">verification@cqspltd.com</a></p> <p>CQS (Certified Quality Systems) Ltd UK Head Office : +44(0)1684 571350</p> <p>On behalf of CQS (Certified Quality Systems) Limited</p>	Original Approval:	<u>2nd March 2016</u>	Certificate Issued:	<u>11th March 2024</u>	Certificate No:	<u>GB2005129</u>	Expiry Date:
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*This certificate remains valid while the holder maintains their Management System in accordance with the requirements of ISO 9001:2015, which will be audited by CQS (Certified Quality Systems) Ltd or its nominee. This certificate remains the property of CQS (Certified Quality Systems) Ltd and must be returned in the event of cancellation.*