



Last Modified: January 2014

1. INTRODUCTION

In order to ensure quick replies to countless Quality System surveys every year, we at Pointer Avionics have created this generic “self survey”. This survey contains business and quality system information requested by the majority of our customers. Supporting materials, (copies of our Transport Canada certificates) can be found under Documents and Schematics on our website at www.SkyHunter406.com. We hope the information provided will fully satisfy your request.

2. ORGANIZATION

Manufacturing and Repair Facility:

Pointer Avionics Ltd.
500 Dotzert Court 519 648 3778
Waterloo, ON N2L 6A7
www.SkyHunter406.com
Sales@SkyHunter406.com

Mailing address:

Pointer Avionics Ltd
PO Box 271
Breslau, ON N0B 1M0

Type of Business:

Manufacturer, Maintenance of Aircraft Emergency Locator Transmitter and accessory equipment

Years in Business : Operating since 1978

3. PERSONNEL

a.	Number of People Employed	6
b.	President	<i>Bruce McPherson</i>
c.	Technical Services	<i>Justin Peszleny</i>
d.	QA/QC Manager	<i>Paul McPherson</i>

4. PRODUCT/SERVICES

a.	List the main products and/or services your company is responsible for.	<i>Emergency Locator Transmitters</i>
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5. QUALITY SYSTEM

a.	Does your organization have an established Quality Program?	Yes
b.	Which standard does your program conform to?	<i>Transport Canada</i>
c.	How many QC inspectors does your company employ?	2
d.	Does your organization have a Quality Program Manual?	Yes
	Does your organization have written Quality Procedures for the following:	
e.	Contract Review?	Yes
f.	Document Control?	Yes
g.	Purchasing?	Yes
h.	Purchaser Supplied Product?	Yes
i.	Product Identification and Traceability?	Yes
j.	Process Control?	Yes
k.	Inspection and Testing?	Yes
l.	Inspection, Measuring and Test Equipment?	Yes
m.	Inspection and Test Status?	Yes
n.	Control of Nonconforming Product?	Yes
o.	Corrective Action?	Yes
p.	Handling, Storage, Packaging and Delivery?	Yes
q.	Quality Records?	Yes
r.	Quality Audits?	Yes
s.	Training?	Yes
t.	Are written quality procedures available to supervisors and co-workers?	Yes

6. DOCUMENT CONTROL

a.	Are documents such and drawings, specifications, procedures and QA forms controlled?	Yes
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7. PURCHASING

a.	Is there a list established of approved suppliers?	Yes
b.	When applicable, are certifications and/or test reports requested to accompany shipments from suppliers?	Yes

8. PRODUCT IDENTIFICATION AND TRACEABILITY

a.	Are shop orders, travelers, work instructions, etc., used during maintenance or manufacturing?	Yes
b.	Does your company maintain a system for material and part identification?	Yes
c.	When applicable, does your company maintain raw material and component traceability?	Yes
d.	When applicable, are traceability records available for verification by the QC representative?	Yes

9. INSPECTION AND TESTING

a.	Are all incoming raw materials, parts and assemblies inspected?	Yes
b.	Is rejected material tagged and segregated?	Yes
c.	Does your company maintain a quarantine area?	Yes
d.	Are final acceptance inspection and tests performed on completed items prior to submitting to the customer?	Yes
e.	Does your company maintain written workmanship standards?	Yes
f.	Do inspection personnel conduct or witness all testing which determines product performance?	Yes
g.	Are these tests documented?	Yes

10. INSPECTION, MEASURING AND TEST EQUIPMENT

a.	Does your company maintain a system for periodic calibration of test equipment?	Yes
b.	Is calibration performed on a scheduled basis?	Yes
c.	Are calibration records available for verification by the customer QA representative?	Yes
d.	Are calibration standards traceable to Nationally recognized standards?	Yes
e.	Is equipment identified as to due date for next calibration?	Yes

11. CONTROL OF NONCONFORMING PRODUCT

a.	Are nonconforming items identified and segregated?	Yes
b.	Are records maintained of all nonconformance items?	Yes

12. CORRECTIVE ACTION

a.	Does your company have a formal corrective action program?	Yes
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13. HANDLING, STORAGE, PACKAGING AND DELIVERY

a.	Does your company have a system of control for storing products having a defined shelf life?	Yes
b.	Does your company have a system of control to prevent unauthorized release of materials or parts?	Yes
c.	Are inspections performed during packaging and prior to shipping?	Yes
d.	Is inspection acceptance signified on or within your shipments?	Yes
e.	Is scrapped material mutilated prior to disposal or returned to customer?	Yes
f.	Are the facilities and environment adequate to protect materials and components?	Yes

14. QUALITY RECORDS

a.	Does your company maintain all inspection records generated?	Yes
b.	How long are these records on file?	3yrs
c.	Are all records reviewed for completeness prior to filing?	Yes
d.	Are quality records analyzed by management to assess quality program effectiveness?	Yes
e.	Are inspection records available for verification by the customer QA representative?	Yes

15. QUALITY AUDITS

a.	Does your company maintain a quality audit program?	Yes
b.	Are internal audits performed?	Yes
c.	Are audit checklists used?	Yes
d.	Are external quality audits performed on major suppliers?	Yes
e.	Is there an Internal annual audit schedule maintained?	Yes
f.	Is there an External annual audit schedule maintained?	Yes
g.	Are all quality audits documented?	Yes

16. TRAINING

a.	Does your company maintain a formalized quality training and indoctrination program?	Yes
b.	Are training files kept for personnel?	Yes