

Company Name and Contact Information

Leki Tech is the trading name of:
 25+ Repair Centre Ltd.
 Chichester Business Park
 City Fields Way
 Tangmere, West Sussex
 PO20 2FT

phone +44 (0)1243 755540
 email UKRepairs@lekitech.com
 website www.lekitech.com

Company Details

Leki Tech UK is a CAA, FAA and EASA approved 145 repair facility covering Ratings C5, C6 and C15 in ATA chapters 24, 25, 33, 35 and 38. The company prides itself on managing all aspects of repair projects, from conception to end product, through decades of experience and expertise.

CEO Kim Kroejby
 Accountable/
 Operations Manager Karen Greene
 Quality Manager Abbey Simmons

Quality Assurance Approvals

CAA 145 APPROVAL

Certified Repair Station Number:
 Issued by EASA

Originally Issued: 05 August 2009
 UK.145.01169
 Non expiring

EASA 145 APPROVAL

Certified Repair Station Number:
 Issued by EASA

Originally Issued: 01 January 2021
 EASA.UK.145.01169
 Non expiring

FAA 145 APPROVAL

Certified Repair Station Number:
 Issued by FAA

Originally Issued: 15 February 2015
 25RY339C
 Expiration: 30 November 2021

Tangmere, UK February 2021



Karen Greene | Accountable Manager

The information provided in this Quality Self-Assessment Form is true and correct as of the date signed below.

If you need any further information, please contact Karen Greene/Accountable Manager at +44 (0) 1243 755542 or send an email to kareng@lekitech.com

Quality System

- | | | | | | | | | |
|----------|--|--|-----|----|-----|----------|--|--|
| 1 | Is there an established Quality System and does the Quality Manual adequately describe the system? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |
| 2 | Are there Quality Procedures available to the employees? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |
| 3 | Are the electronically stored manuals and the procedures kept up to date? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |
| 4 | Is there an Internal Audit Plan and will you make this available to the customer? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |
| 5 | Are corrective actions registered and actioned? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |

Facilities

- | | | | | | | | | |
|----------|--|--|-----|----|-----|----------|--|--|
| 6 | Is there adequate storage space to avoid damage and mishandling? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |
| 7 | Are the premises secure? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |
| 8 | Are aircraft parts and components segregated from non-aviation parts and material? | <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">N/A</td> </tr> <tr> <td colspan="3" style="text-align: center;">X</td> </tr> </table> | YES | NO | N/A | X | | |
| YES | NO | N/A | | | | | | |
| X | | | | | | | | |

- | | | | | | |
|----|--|-----|----|-----|----------|
| 9 | Are serviceable and un-serviceable parts and components segregated? | YES | NO | N/A | X |
| 10 | Is there a quarantine facility segregated from the rest of parts and components? | YES | NO | N/A | X |

Training & Authorized Personnel

- | | | | | | |
|----|---|-----|----|-----|----------|
| 11 | Are employees who perform inspection, shipping and receiving properly trained? | YES | NO | N/A | X |
| 12 | Are both formal classes and on-the-job trainings documented and updated? | YES | NO | N/A | X |
| 13 | Do you keep records of employees with inspection stamps which gives them authorization to sign quality documents? | YES | NO | N/A | X |

Procurement

- | | | | | | |
|----|--|-----|----|-----|----------|
| 14 | Does the system assure that parts and components conform to the documentation and requirements of PART145? | YES | NO | N/A | X |
| 15 | Does the system assure special requirements are adequately communicated to the procurement source? | YES | NO | N/A | X |
| 16 | Does the system assure that the parts and components conform to the customer's purchase request and that deviations are approved in writing by the customer? | YES | NO | N/A | X |
| 17 | Does the system require Leki Tech to keep a list of approved suppliers? | YES | NO | N/A | X |

- 18 Does the system assure that parts and components procured has not been subject to extreme stress of heat and are identified as such?

YES	NO	N/A
-----	----	-----

X
- 19 Does the system assure that parts and components procured are identified as overhauled, serviceable or modified and that all have the appropriate documentation and/or tags?

YES	NO	N/A
-----	----	-----

X

Receiving Inspection

- 20 Does the inspection program include:
- 20a A check for obvious physical damage?

YES	NO	N/A
-----	----	-----

X
- 20b Verification of appropriate plugs, caps etc.?

YES	NO	N/A
-----	----	-----

X
- 20c Verification of appropriate certificates and documentation?

YES	NO	N/A
-----	----	-----

X
- 20d Verification of part numbers, quantities match

YES	NO	N/A
-----	----	-----

X
- 20e Inspection stamps that are controlled by a formal system?

YES	NO	N/A
-----	----	-----

X
- 21 Is there any electronic test equipment in use?

YES	NO	N/A
-----	----	-----

X
- 22 Is the electronic equipment controlled & calibrated?

YES	NO	N/A
-----	----	-----

X

Material Control

23	Is the material handled in an appropriate manner and protected from damage and deterioration?	YES	NO	N/A
		X		
24	Is the storage area periodically checked for overall effectiveness?	YES	NO	N/A
		X		
25	Is batch/lot control maintained?	YES	NO	N/A
		X		
26	Is there a system in place for recall control that ensures that parts and components can be traced and recalled?	YES	NO	N/A
		X		
27	Is material stored and delivered (whenever practical and feasible) in the manufactures original packaging?	YES	NO	N/A
		X		
28	Does the system have a procedure for storage of flammable, toxic or volatile materials?	YES	NO	N/A
		X		
29	Does the system specify material control requirements for materials subject to damage by electrostatic discharge?	YES	NO	N/A
		X		
30	Is there a system in place for identifying non- conforming parts or components?	YES	NO	N/A
		X		
31	Is there a documented procedure on how to handle scrapped parts or components?	YES	NO	N/A
		X		

32 Does the system require records and documentation of all serialized parts & components?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

33 Are there procedures and trained personnel for the shipment of dangerous goods?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

34 Do you have a system to control life-limited parts and components?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Certification and Release of Materials

35 Does the system call for providing the customer with a certificate in accordance with PART 145?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

36 Does the system allow for a certified statement disclosing that the part or component were or were not:

36b Removed from an aircraft or engine that was subject to extreme stress or heat?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

36c Themselves subjected to extreme stress or heat (e. g. warehouse fire)

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

37 Is an CAA/EASA Form 1, FAA 8130-3 or OEM CofC provided for each serviceable part, indicating that the part or component is serviceable?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

38 Does the quality system provide, upon request, information pertaining to the approval status of the parts or components?

YES	NO	N/A
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Shipping

- 39 Does the Quality system require shipments in ATA300 containers or equivalent as appropriate to the unit being shipped, or as specified by the customer? YES NO N/A
X
- 40 Does the Quality system provide for a visual inspection of all items and accompanying documentation prior to shipping? YES NO N/A
X

Records

- 41 How long do you keep records?
Electronic records are stored indefinitely. Hard copies are stored for three years.
- 42 Is serial number traceability maintained? YES NO N/A
X
- 43 Are test and inspection records for parts and components available for inspection, if requested? YES NO N/A
X
- 44 Are life-timed part/components required to state calendar time, hours and/or cycles? YES NO N/A
X
- 45 Is the storage of the records adequate to prevent deterioration? YES NO N/A
X

Technical Data

- 46 Does the company comply with current CAA/EASA/FAA regulations? YES NO N/A
X

47 Is technical information stored in a manner to prevent it from damage?

YES NO N/A

X

48 Does the company have a method to verify the AD status of a part/component?

YES NO N/A

X

end of the self-assessment form