### QUALITY ASSURANCE MANAGER

The duties and responsibilities of the Quality Assurance Manager include, but are not limited to, the following:

* Establishing and maintaining a Quality Control Manual.
* Establishing, and maintaining internal and external Quality Assurance Audit programs;
  + The Repair Station’s Continuing Analysis and Surveillance (CAS) program to continually monitor operational matters such as repair scheduling, control and accountability of work forms, conformance to instructions pertaining to work forms, other technical instructions, and compliance with procedural requirements. The CAS addresses the adequacy of equipment and facilities, parts stocking, protection and competency of technicians, and housekeeping. Details are contained in the Quality Control Manual.
  + The Coordinating Agency for Supplier Evaluation (C.A.S.E.) program will be maintained in accordance with C.A.S.E. guidelines for Repair Stations at the Associate Member level.
* Securing and maintaining current technical data on all units overhauled, or repaired by the repair station. This material will consist of manufacturers overhaul manuals, service bulletins, and any other documentation acceptable to the administrator.
* Establishing and maintaining a shelf life program.

The Quality Assurance Manager may delegate all duties to any qualified assistant inspector, as he/she deems necessary; however, such delegation does not relieve the Quality Assurance Manager of the overall responsibility.

The Chief Inspector will assume the duties of the Quality Assurance Manager in his/her absence.

**\*These responsibilities will extend to all operating facilities under Kings Avionics, Inc.**