ZEE Systems, Inc.
AIRBORNE AIR CONDITIONING and HEATING
406 W. RHAPSODY - SAN ANTONIO, TEXAS 78216 U.S.A.
PH: 210-342-9761 FAX ≈ 210-341-2609 (Plant) ≈ 210-349-9208 (Office)
EMAIL techsupport@zeesystemsinc.com www.zeesystemsinc.com

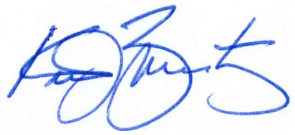
Dear Customer,

We at ZEE Systems, Inc. understand the importance of maintaining current files on approved vendors and suppliers and the need to periodically perform evaluations and quality audits. We have developed this Quality Information Response "Self Audit". The information in this "Self Audit" covers all areas regarding our quality controls and procedures. The Quality Information Response "Self Audit" document is updated as changes are incorporated into our quality system.

This prepared Quality Information Response document allows us the flexibility to fax or e-mail to you in minutes for your evaluation.

We respectfully submit our Quality Information Response "Self Audit" for your evaluation. We realize that you may have additional questions and comments, please feel free to contact Mr. Kevin Zaiontz at 210-342-9761x202 or by e-mail at kevin@zeesystemsinc.com.

Sincerely,



Kevin J. Zaiontz
Director

ZEE Systems, Inc. is a privately held corporation with no parent company.

Manufacturing Facility
406 W. Rhapsody
San Antonio, Texas, USA 78216
Phone: 210-342-9761
Office FAX: 210-349-9208
Mfg FAX: 210-341-2609
DIRECTOR, Kevin Zaiontz

Corporate Office
127 Braniff Dr.
San Antonio, Texas, USA 78216

e-mail: payables@zeecompanyinc.com
e-mail: techsupport@zeesystemsinc.com
e-mail: kevin@zeesystemsinc.com

SCOPE OF BUSINESS

Design and manufacture of air conditioning, both cooling and heating, components, kits, systems and controls for marine craft, land vehicles, transportable modules and aircraft. Customers include airlines, corporate operators, military, government, public use aircraft, FBO's and individuals. See www.zeesystemsinc.com for a list of Distributors. ZEE Systems, Inc. supports company owned Supplemental Type Certificates (STC) with

FAA-PMA components and other STC holders as approved supplier or via FAA-PMA licensing agreements for aftermarket support.

GENERAL

Corporation began 1978
Annual Sales: $1M-$2M
Federal Identification Number (FIN) 17420226007
ECCN: 9A991.d
ITAR: NLR (No License Required)
Harmonized Code: 8803.30.0010 Schedule B
Country of Origin (Manufacture): USA

CERTIFICATIONS and ATTACHMENTS

1. We hereby certify the ZEE Systems, Inc. has an FAA approved Quality Control and Fabrication Inspection System which meets 14 CFR Part 21 § 21.307 & § 21.308, latest FAA approved Revision No.IR, dated 4-16-2011.

2. We hereby certify the ZEE Systems, Inc. currently has FAA-Parts Manufacturer Approval No. PQ0490SW.

3. ZEE Systems, Inc. has a Designated Airworthiness Representative (DAR-F) and Designated Manufacturing Inspection Representative (DMIR) on staff for issuance of 8130-3 Airworthiness and Export tags.

4. FAA Part 21 approval holders are not required to have a DOT-FAA approved Anti-Drug and Alcohol Misuse Prevention Program. We do have a company plan which meets the DOT-FAA Anti-Drug and Alcohol Misuse Prevention Program requirements.

KEY PERSONNEL

Kevin Zaiontz	Director/Tech Support	x202, kevin@zeesystemsinc.com
Sabra Stallings	Office Manager/AR/AP	x311, payables@zeecompanyinc.com
Edie Zaiontz	Quality Manager	x201, edie@zeesystensinc.com
Carla Zaiontz	Production/Parts Coordinator	x203, carla@zeesystemsinc.com
Christopher Zaiontz	Logistics Manager	x317, chris@zeecompanying.com

NUMBER OF EMPLOYEES

ZEE Systems, Inc. is a small business in which duties and responsibilities overlap.

Total: 14
Administrative: 3
Production: 7
Quality: 4

FACILITIES

MANUFACTURING		**SUPPORT**	
Production:	4,500 sq.ft.	Business Office	500 sq.ft.
Stock Room/Storage:	1,500 sq.ft.	Shipping/Receiving	500 sq.ft.
Inspection/Quality	700 sq.ft.	Warehouse	1,200 sq.ft.
Engineering/Tech Support	650 sq.ft.		

All facility areas are air conditioned and humidity controlled.

TECHNICAL DATA CONTROL

Person responsible for technical data control is the Director. The Director is responsible to ensure that Engineering, Production and Quality Control departments have the latest version of all applicable documents.

Person responsible for coordination of technical data between ZEE Systems, Inc. and the FAA is the Director.

Technical data is maintained in an active file for a minimum of five (5) years after initial release.

MANUFACTURING CONTROL

The Director is responsible for manufacturing control.

A Manufacturing Order (MO) is assigned to all fabricated components and assemblies. This MO is assigned a unique number. The MO will follow the component and be included on all documents (shop travelers, inspection forms, test report, etc.) throughout the manufacturing process. The MO Number will be permanently marked on the finished part.

All documents related to manufacturing will be maintained on file (under the MO Number) for a minimum of five (5) years.

RECEIVING INSPECTION

The Quality Manager is responsible for compliance to ALL inspection procedures.

All raw material undergoes a receiving inspection to determine conformance to specifications. Materials are stored in a designated controlled quarantine area until the receiving inspection acceptance has been completed.

After raw material is accepted a control number is marked on the material by a suitable means to show material has passed inspection and traceability can be maintained until the material has been consumed.

After the control number has been marked the material can be placed in stock or issued to the floor.

The minimum required documents include 1) copy of the purchase order, 2) supplier shipper, 3) supplier Certificate of Conformance.

All vendor supplied parts and components undergo a receiving inspection to determine conformance to drawings and specifications. Items are stored in a designated controlled quarantine area until the receiving inspection acceptance has been completed. After vendor supplied parts are accepted a control number is marked on the item by a suitable means to show material has passed inspection and traceability can be maintained until the material has been consumed.

After the control number has been marked, items can be placed in stock or issued to the floor.

Defective or non-conforming material/part is stored in a controlled “Rejected Parts” area until it is returned to the supplier or scrapped.

All receiving records and documents are maintained for a minimum of five (5) years after acceptance of items.

WORK-IN-PROGRESS INSPECTION

Work in progress inspections are performed at appropriate stages of manufacture or assembly to insure conformance to specifications. These inspections are recorded on manufacturing documents.

FINAL INSPECTION

All manufactured components, sub-assemblies and assemblies undergo a final inspection before being placed in the stock room or release for shipment to the customer. The final inspection is recorded on manufacturing documents and the MO.

At this time a Certificate of Conformance, and if applicable a FAA Form 8130-3 is completed and attached to the item.

Defective or non-conforming material/part is stored in a controlled “Rejected Parts” area until it is scrapped.

SHIPPING INSPECTION

Prior to parts being packaged for shipping an inspection is conducted to ensure compliance with customer purchase order requirements.

All shipping records and documents are maintained for a minimum of five (5) years after shipment.

STORAGE OF MATERIAL AND PARTS

The Director is responsible to ensure the adequate facilities and resources are available for proper storage.

The following storage areas are provided and segregated from each other 1) "Quarantine", 2) "Rejected Parts", 3) work-in-progress, 4) stock room.

A Shelf-Life Program has been established to ensure that older stock is issued first and items that have exceeded their shelf life are removed and destroyed.

All areas are air conditioned and humidity controlled. All areas are of adequate size and have appropriate lighting.

NON-CONFORMING ARTICLE CONTROL

Materials, parts and articles that are out of specification and cannot be brought into conformance are separated from conforming items. They are stored in a quarantine or rejected parts area until final disposition is accomplished.

Final disposition of manufactured articles may include scrapping by destroying, disabling or mutilating. Vendor supplied parts may be returned to the supplier for credit or exchange.

TOOL AND GAUGE CONTROL

The Quality Control Manager is responsible for tool and gauge control.

A log of all tools and gauges is maintained. This log has a record of each instrument showing 1) assigned control number, 2) calibration interval, 3) method for calibration, 4) latest inspection and calibration records, 5) recall date.

Each instrument displays 1) control number, 2) recall date.

All records and documents are maintained for a minimum of 2 years of last calibration.

MATERIAL REVIEW BOARD

ZEE Systems, Inc. does not have a MRB. Defective or non-conforming material is returned to the supplier or scrapped.

No supplier has Drop Ship Authority.

ROSTER OF AUTHORIZED INSPECTORS

The Director is responsible to maintain a Roster of Authorized Inspectors.

This Roster of Authorized Inspectors has the 1) name, 2) signature, 3) initial and 4) stamp of each inspector.

ZEE Systems, Inc. has a FAA Designated Manufacturing Inspection Representative (DMIR) and FAA Designated Airworthiness Representative – Manufacturing (DAR-F) on staff.

TRAINING RECORDS

The Director maintains a log of training for each employee.

SUPPLIER AUDIT PROGRAM

The Quality Control Manager is responsible to maintain the Supplier Audit Program.

This audit program is to identify and qualify suppliers which can provide products or services which conforms to specifications and requirements.

A list of approved suppliers is maintained in the purchasing department.

INTERNAL AUDIT PROGRAM

The Director is responsible to maintain the Internal Audit Program.

QUALITY ESCAPES

ZEE Systems, Inc. has procedures in place to notify users of their products if non-conforming articles may have been released.

ZEE Systems, Inc. will issue a Notice Of Escape (NOE) if it is determined that non-conforming parts have been released from the quality system. The NOE will provide information on the disposition of items and any corrective action needed.

CORRECTIVE AND PREVENTIVE ACTION

ZEE Systems, Inc. has procedures in place for implementing corrective and preventive actions to eliminate the causes of an actual or potential nonconformity to approved design or noncompliance with the approved quality system.

U.S. Department
of Transportation
Federal Aviation Administration

Rotorcraft Directorate
San Antonio Manufacturing Inspection District Office

10100 Reunion Place, Suite 650
San Antonio, Texas 78216
Phone: (210) 308-3360
Fax: (210) 308-3370

November 14, 2012

Mr. Kevin Zaiontz
President
Zee Systems, Inc.
406 W. Rhapsody
San Antonio, Texas 78216

FEDERAL AVIATION ADMINISTRATION-PARTS MANUFACTURER APPROVAL

Dear Mr. Zaiontz:

On October 16, 2009, the Federal Aviation Administration (FAA) published a rule revising Title 14, Code of Federal Regulations (14 CFR) part 21, Certification Procedures for Products, Articles, and Parts, effective April 16, 2011. The revised part 21 contains changes that affect your Parts Manufacturer Approval (PMA) letter dated November 2, 1993. This letter serves as a replacement to that PMA letter which addresses the part 21 changes.

In accordance with 14 CFR, part 21, Certification Procedures for Products, Articles, and Parts subpart K, the FAA has found that the design data, as submitted by Zee Systems, Inc. (hereinafter referred to as "the manufacturer") on November 5, 2012, meets the airworthiness requirements of 14 CFR applicable to the product(s) on which the article(s) is to be installed. Additionally, the FAA has determined that the Manufacturer has established the quality system required by § 21.307 at 406 W. Rhapsody, San Antonio, Texas 78216. Accordingly, PMA is hereby granted to the Manufacturer to produce the replacement articles (or modification articles, as applicable) listed in the supplement(s) issued that are dated prior to this letter and in conformity with FAA-approved design data. Subsequent changes to these design data must be approved in a manner acceptable to the FAA.

The following terms and conditions apply to this approval:

1. The Manufacturer's quality system, methods, procedures, and manufacturing facilities, including suppliers, are subject to FAA surveillance and investigations. Accordingly, the Manufacturer must advise its suppliers that their facilities are also subject to FAA surveillance and investigations.

2. The manufacturer must obtain approval from the San Antonio Manufacturing Inspection District Office (MIDO) prior to relocating or expanding manufacturing facilities at which articles are produced; this includes the addition of associate facilities. Additionally, this requirement applies to Manufacturer's suppliers with major inspection authorization, and those suppliers who furnish articles or related services where a determination of safety and conformance to the approved design cannot or will not be made upon receipt at the approved receiving facility.

conformance to the approved design cannot or will not be made upon receipt at the approved receiving facility.

3. Upon request, the Manufacturer must make available to the FAA any pertinent information concerning their suppliers who furnish part/services. This includes:

a. A description of the part or service;

b. Where and by whom the part or service will undergo inspection;

c. Any delegation of inspection duies;

d. Any delegation of materials review authority;

e. The name and title of the FAA contact at the supplier facility;

f. The inspection procedures required to be implemented;

g. Any direct-shipment authority;

h. Results of the Manufacturer's evaluation, audit, and/or surveillance of their suppliers;

i. The purchase/work order number (or equivalent); and

j. Any feedback relative to service difficulties originating at the Manufacturer's suppliers.

4. Parts, appliances, or manufacturing services furnished by any suppliers located in a foreign country may not be used in the production on any article or appliance listed in the enclosed supplement unless:

a. That part or service can and will be completely inspected for conformity at the Manufacturer's U.S. facility; or

b. The FAA has determined that the location of the foreign supplier places no undue burden on the FAA in administering applicable airworthiness requirements. The Manufacturer must advise the FAA at least ten working days in advance when the use of such foreign suppliers is contemplated to allow the FAA time to make this determination.

5. Articles produced under the terms of this approval must be permanently marked with the identification information as required by 14 CFR part 45 §45.15, Identification and Registration Marking. Use the letters "FAA–PMA", the name, trademark, or symbol of the company, and the part number. If the FAA finds the article too small or impractical to mark, the manufacturer must attach the information required by §45.15 to the article or its container.

6. This approval is not transferable and it may be withdrawn for any reason that precludes its issuance or whenever the FAA finds that the quality system is not being maintained. A withdrawal may occur if unsafe or nonconforming articles are accepted under the quality system.

7. The San Antonio MIDO must approve any changes to the address shown in this approval.

8. The Manufacturer must maintain its quality system in continuous compliance with the requirements of § 21.307. The Manufacturer also must ensure that each article conforms to the approved design data and is safe for installation on type-certificated products.

9. A PMA holder has the privileges specified within the PMA letter and supplement. In addition, a PMA holder is eligible for the appointment of qualified individuals in its employ to represent the FAA as Designated Manufacturing Inspection Representatives (DMIRs), in accordance with the provisions of part 183. The DMIR may issue export airworthiness approvals for articles. The PMA holder may also be authorized to apply for and obtain an Organization Designation Authorization (ODA). Orders 8100.8 and 8100.15 contain procedures for the administration of DMIRs and ODAs, respectively.

10. The Manufacturer must report in a timely manner, to the San Antonio MIDO, information concerning service difficulties on any article produced under this approval. The Manufacturer also must report any failures, malfunctions, and defects that are required to be reported in accordance with § 21.3.

11. All technical data required by § 21.303 (a)(3) for the articles to be produced in accordance with this approval, must be readily available to the FAA at the facility where the articles are being produced.

12. The Manufacturer must notify the San Antonio MIDO immediately in writing of any changes to the quality system that may affect the inspection, conformity, or airworthiness of the articles approved in this letter.

13. The Manufacturer must produce all articles in accordance with the FAA approved FAA-PMA Quality Control Manual Revision IR dated August 27, 2012, that has been presented as evidence of compliance with § 21.307 and 21.308. Accordingly, any revisions to these data must be submitted to the San Antonio MIDO for approval prior to implementation.

Sincerely,

Ford J. Lauer III
Manager

ATTACHMENT 1

U.S. Department
of Transportation
Federal Aviation Administration

Rotorcraft Directorate
San Antonio Manufacturing Inspection District Office

10100 Reunion Place, Suite 650
San Antonio, Texas 78216
Phone: (210) 308-3360
Fax: (210) 308-3370

November 14, 2012

Mr. Kevin Zaiontz
President
Zee Systems, Inc.
406 W. Rhapsody
San Antonio, Texas 78216

Dear Mr. Zaiontz:

We have completed our review and evaluation of your quality system manual and find that it meets the intent of the requirements of 14 Code of Federal Regulations § 21.308, as effective on 04/16/2011. The Federal Aviation Administration (FAA) approves the submitted manual with an effective date of 04/16/2011. The FAA reserves the right to require changes, additions, or clarifications that may become necessary as a result of subsequent inspections, reviews and/or evaluations.

The FAA will validate the submitted quality system manual for compliance to the new requirements during scheduled certificate management visits.

Please retain this notification on file as evidence of FAA's approval of your quality system manual.

Document Name: FAA-PMA Quality Control Manual
Document Number: N/A
Revision Number: IR
Date: August 27, 2012

Sincerely,

David W Autrey

David W. Autrey
Aviation Safety Inspector
Manufacturing

ATTACHMENT 2