



**POL-MTC-01**

**EA EQUIPMENT PURCHASING POLICY**

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**PURPOSE**

This policy provides information on purchasing equipment for ground operations.

**POLICY**

When a need has been identified to purchase equipment for ground operations the following requirements must be met:

- A minimum of three quotes must be provided unless a single source has been approved by President and CEO
- A statement of modifications must be requested to identify any non-OEM parts
- An in-service checklist must be used to verify that all parts meet the manufacturers specifications and that safety features can be verified and in good condition
- All documentation must be filed and maintained for one year after the unit has been removed from service

**PREPARED BY**

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**APPROVED BY**

Nelson Bradshaw, President & C.E.O.

**FOR FURTHER INFORMATION**

N/A



EXECUTIVE AVIATION

**POLICY DOCUMENT**

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