

**AIRWORTHINESS NOTICE**

**No 10**

**Issue 1**

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**Suspected Unapproved Parts Reporting**

**1 Introduction**

- 1.1 This Airworthiness Notice provides information to aircraft maintenance organisations, operators and licensed aircraft maintenance engineers about their responsibilities for ensuring that all parts used on an aircraft that are essential for its safe operation conform to approved design specifications and are serviceable.
- 1.2 It is essential for the purposes of continuing airworthiness that maintenance organisations, operators and licensed aircraft maintenance engineers implement a system of controls to ensure that only parts meeting the approved design data applicable to a particular aircraft are installed on that aircraft and that any suspected unapproved parts are identified and quarantined pending investigation.
- 1.3 When a suspect unapproved part has been identified this should be reported to the SCAA and the Type Certificate holder, paragraph 5 of this Airworthiness Notice refers.

**2 Approved parts**

- 2.1 An approved part is one meeting approved design data applicable to that part and which has been manufactured and subsequently maintained in accordance with the requirements of the State of Design, Manufacture or Registry, as applicable. In establishing the eligibility of the part, care must be taken to ensure that the configuration and modification standard of the aircraft allows the installation of the specific part.
- 2.2 Standard parts such as fasteners are considered as approved parts when in accordance with a national or industry accepted standard and when referenced in the type design of a particular aircraft.
- 2.3 A documentation process providing written evidence of the acceptability of a part is an essential element of any system designed to ensure that only approved parts are installed on an aircraft. This process is intended to provide all relevant information concerning the part to which it refers and is sufficient to enable the end user to readily ascertain its status.
- 2.4 Such documents, referred to as Authorised Release Certificates in Part M and Part 145 (for example the FAA Form 8130-3 and the EASA Form One) contain information relating to:
  - a) the authority under which it is issued;
  - b) reference identification for the purposes of traceability;
  - c) name, address and approval reference of the issuing organization;
  - d) work order, contract or invoice number;
  - e) quantity, description, part number and, if applicable, serial number of the part;
  - f) relevant information concerning any life limitations, compliance or non-compliance with any airworthiness directives, etc.;
  - g) the signature and approval reference of the person issuing the document; and
  - h) whether the part is new or used.

### **3 Unapproved parts**

- 3.1 Parts not meeting the criteria described in 2.1 and 2.2 above are considered to be unapproved. Unapproved parts also include those parts improperly returned to service, for example:
- a) parts supplied directly to the user by a subcontractor not entitled to do so;
  - b) parts maintained or approved for return to service by a person or organization not approved to do so;
  - c) parts not maintained in accordance with the requirements of the applicable approved data; and
  - d) parts having reaching their life limit, including, if applicable, any shelf-life limit.
- 3.2 Any part not accompanied by the appropriate documentation to establish its authenticity is considered to be unapproved.

### **4 The certifying person and user responsibility**

- 4.1 The certifying person (user) can be either an approved organisation, a person authorised in accordance with that organisation's Exposition, or an appropriately SCAA Type Rated Licensed Engineer, who issues the Certificate of Release to Service for installation of an aircraft part into an aircraft, its engine(s), propeller(s) or equipment.
- 4.2 Approved maintenance organisations should establish robust policy and procedures in their maintenance organisation exposition (MOE) for the ordering and acceptance of all aircraft parts. Procedures should include the evaluation of approval of suppliers and the quality assurance process should monitor supplier performance.
- 4.3 The procedures should also include a means of identifying suspected unapproved parts and prevent their acceptance into the stores supply system. The procedure should address the following subjects:
- (a) Confirm the packaging of the part identifies the supplier or distributor, and is free from alteration or damage.
  - (b) Verify that the actual part and delivery receipt reflect the same information as the purchase order regarding part number, serial number, and historical information (if applicable).
  - (c) Verify that the identification on the part has not been tampered with (e.g., serial number stamped over, label or part/serial numbers improper or missing, vibro-etch or serial numbers located at other than the normal location).
  - (d) Ensure that the shelf life and/or life limit has not expired, if applicable.
  - (e) Conduct a visual inspection of the part and supporting documents to the extent necessary to determine if the part is traceable to an approved source, see paragraph 2 above.
  - (f) Evaluate any visible irregularities (e.g., altered or unusual surface, absence of required plating, evidence of prior usage, scratches, new paint over old, attempted exterior repair, pitting, or corrosion).
  - (g) Conduct random sampling of standard hardware packaged in large quantities in a manner that corresponds to the type and quantity of the parts.
  - (h) Segregate parts of questionable nature and attempt to resolve issues regarding questionable status of part (e.g., obtain necessary documentation if inadvertently not provided, or determine if irregularities are a result of shipping damage and handle accordingly).

Note: Licensed aircraft maintenance engineers have responsibilities to ensure that authentic and approved parts are installed when they certify aircraft and should follow the information in this paragraph when receiving parts.

- 4.4 Organisations should ensure that all staff involved with the purchase and installation of aircraft parts, including buyers, stores personnel, mechanics and certifying staff are fully aware of the dangers posed by unapproved parts and their likely sources. Initial training for new staff should be provided and any changes to procedures or identified problems with the provision of aircraft parts can be included in the organisation's periodic continuation training programme.
- 4.5 It should be noted that documentary evidence of compliance with an approved process will not in itself provide a guarantee against the installation of unapproved parts if the original supplier of such parts knowingly provides false information or otherwise sets out to deceive.

## **5 Unapproved parts reporting and investigation**

- 5.1 End users are required to report suspected unapproved parts to the SCAA and to the Type Certificate holder in order to provide widespread warning of the detection of unapproved parts so that operators of similar equipment can be made aware as soon as possible. Approved organisations should include reporting procedures in their MOE
- 5.2 Reports are to be made to the SCAA on SCAA Form UAR10 (see appendix 1) and the report should include the following information:
- The part description and the source from where it was received;
  - The part number and (if applicable) serial number(s);
  - The particular colours, markings, dimensions and features common to the unapproved part which distinguish it from the genuine item;
  - The nature of any accompanying documentation and features rendering it suspect, as applicable;
  - Eligibility, the make and model number of the aircraft or component that the suspected unapproved part is applicable to, and
  - The identity of the reporting person, although an anonymous report would be accepted.
- 5.3 When a part is deemed to be suspect, the part together with any associated documentation should be quarantined and held until investigations by the organisation and SCAA are completed and the evidence is no longer required or the authenticity of the part has been established.
- 5.4 On receipt of a suspected unapproved parts report the SCAA will contact the organisation as soon as practical but no later than 10 days after receiving the report in order to confirm the details and agree action to be taken. SCAA may also contact the supplier(s) to determine the origin of the part and the circumstances that have lead to its distribution.
- 5.5 As part of the investigation process, the SCAA shall notify, as and when required, the Regulator of the State (the reporting State) from where the part(s) have been supplied or have originated.
- 5.6 The SCAA when satisfied that the investigation has confirmed the part(s) to be unapproved will advise the organization that submitted the report to dispose of the part(s) either by:
- (a) Providing them (or a sample, as appropriate) to the reporting State for further actions,
  - (b) Dispose of them as per their "unsalvageable parts procedure" contained in their MOE.
- 5.7 When satisfied the investigation does restore the part(s) legitimacy, the SCAA shall:
- (a) Advise the organization having reported the finding to remove the parts from quarantine,
  - (b) Classify the suspected unapproved part as "unconfirmed" and advise the reporter accordingly.

