# **Company Policy and Procedures**

#### **1.** Receiving Procedures

- a) Physical Inspection for:
  - I) Shipping and Handling damages
  - II) Corrosions
  - III) Signs of use

Materials with Shipping and handling damages, corrosions and or sign of use will be rejected and placed at shelf of unserviceable material. Notification will be undertaken to insurance and supplier data.

- b) Documentary Inspection
  - I) Tags Tags must be current, valid and readable.
  - II) Certificate of Conformance / Certificate of conformity

Certificate to certify that material is obtained from approved sources and are not obtained from any US Government or Military source and was not subject to servere stress or heat or immersed in salt water (as in major engine failure, accident, incident, or fire) or Certificate arising from JAR/FAR/TC approved airline, JAR/FAR/TC approved Maintenance facility or OEM approved subcontractor/vendor.

- III) Original Equipment or Parts Manufacturer's certificate
- IV) JAR/FAR/TC approved workshops Certificates (Faa8130-3 or JAA Form One or TC24-0078). For all FAA8130-3 and/or TC24-0078 Certificates issued by approved MRO facilities JAR approval no. must appear on Certificate.

	V)	Certification as per IV) must include reference to any SB (Service Bulletin), SIL (Service instruction let- ter), AD (Airworthiness Directive), MOD (Modification Status) or any other mandatory or non-mandatory maintenance actions performed irrelevant whether such maintenance action are based on order request or by request from Aviation Authorities.	
c)	Tracea	ability	
	All material must be traceable to:		
	I)	The original equipment or part manufacturer (OEM)	
		Or	
	II)	JAR/FAR/TC approved source. (i.e. maintenance fa- cilities)	
		Or	
	III)	JAR/FAR/TC approved Civil Aviation Operator/Airlin	
d)	Life Limited Parts including TBO (Hard-Time) Parts		
	Subject to CMM and MPD procedures all life limited Parts must have		
	I)	Manufacturer's Part Number	
	II)	Manufacturer's Serial Numbers.	
	III)	Document stating Total Time since new (TSN).	
	IV)	Document station Total Cycles since new (CSN).	
	V)	Documents stating Total Time since overhaul (TSO).	
	VI)	Document stating Total Cycles since overhaul (CSO).	
	VII)	Documentation for part removal from Aircraft, Engine or Component.	
	VIII)	Where the Part Number or Dash Numbers have been modified, additional documents from the Manufactur- er or JAR/FAR/TC approved workshops (MRO) facili- ties, must be on-hand to authenticate the change whatever applicable as per unit CMM.	

#### Factory New Materials

All Factory New Materials must be received

- I) In Original OEM (or its authorized distributor) Packaging
- II) With the manufacturer's identification labels
- III) With manufacturer's tags
- IV) With manufacturer's data plate if applicable
- V) With manufacturer's seals intact if applicable. Seals must be kept intact and must not have any signs of being loose or having been opened for inspection.

#### 2. Storage Procedures

After the visual and documentary inspection procedures for receiving the material, the internal storage procedures are subject for following procedures

a) Labelling

A label is made out and attached to the material for easy identification. Information required on labelling is:

- I) Part Number
- II) Product description (keyword)
- III) Serial Number, Batch Number, whatever applicable.
- IV) Condition of the product (by certificates technical records)
- V) Quantity
- VI) Shelf life data When applicable.

#### b) Recording

- I) The material received is recorded and entered as Scan Parts stock
- II) The exact location and by location code must be recorded for easy retrieving of material

e)

- III) Trace documents are filed for reference and inspection.
- c) Storage
  - I) The material is placed in a bin or box as appropriate and stored in the storage shelves

Special attention must be applied to the following types of materials, and they are:

a) Time controlled items.

To periodically check for the shelf life remaining and to renew or extend the shelf life when necessary.

- b) Components with oil content II).
- II) Theese materials require rotation periodically to ensure all internal parts are oiled

# d) Store Locations & Climatic Conditions

All materials must be stored in conditions free of humidity and heat. Climate control equipment such as Air Conditioners will be installed where appropriate and applicable.

Specifications on Climate control is on file with ScanParts.

Humidity sensors are placed at stores facilities.

The store is also classified as a Custom Bonded Area.

#### **3. Outgoing Shipping Procedures**

a) Physical Check

The item is picked up from the bin/storage rack and a physical check is made for the correctness of the Part Number and Serial Numbers, and visible signs of damage and corrosions.

b) Documentation Check

The document for the item is checked for traceability, labels, Tags, Certification and the validity of these documents.

#### Packaging

The Material is packed in strong (Mammut) cardboard or plastic or wooden boxes, labelled and securely packed to ensure that the contents are well protected prior to shipment.

All packaging materials must conform to Pauschal Insurance (Insurance Policy of Transportation)

d) Labelling

c)

The Box is marked and labelled as necessary with identification marks as required by the customer and delivered to the dispath Department for preparation of the Shipping and costum documents

e) Shipping

> The appropriate Air Way Bills are prepared and bookings made with the scheduled Airlines and / or Couriers either directly or through our Air cargo handling Agent.

#### f) Time Controlled Items

For units being subject for storage shelf life, such units must be shipped to:

I) **Original Equipment Manufacturer** 

or

II) Approved (JAR/FAR/TC) MRO facilities.

For test, possible replacement of cured piece parts and recertification.

It should be noted that the appropriate certification (FAA8130-3 OR JAA FORM ONE OR TC24-0078) which are being released after recertification remains to contain the applicable operating data i.e. TSN/TSO/CSN/CSO - further to correspond to status of unit.

#### Serviceable Items

All serviceable units (units maintained on-condition) certification available must have been issued by:

- I) Original Equipment manufacturer
- II) Approved (JAR/FAR/TC)MRO facilities

q)

### h) Factory New Items

Note: Such units are normally released for shipment in their original packaging.

i) Accompanying Documents

The following documentation is attached with the material on shipment:

- I) Invoice
- II) Certificates (as per appendix A) whatever applicable
- III) Copy of airway bill

#### 4. Material Certification

See sample in Appendix A

# 5. Procurement and Vendor Controls

ScanParts procures a vast assortment of aircraft materials from the aviation industry. We classify our sources into the following categories:

- a) Civil Airlines
  - I) IATA and ERA Airline excess
  - II) IATA and ERA Airline Current Inventories
  - III) IATA and ERA Airline Consignment inventories
- b) Original Equipment Manufactures
- c) JAR/FAR/TC Approved Parts Manufacturer
- d) JAR/FAR/TC Airline Approved Suppliers and Vendors (authorized distributors

# 6. Repair and Overhaul (MRO)

All LRU and Reparable units are being serviced and maintained as and when required.

Following MRO facilities are being categorized as follows:

a) Original Equipment Manufacturer

- b) JAR/FAR/TC Approved Parts Manufacturer
- c) OEM Approved Repair Stations

#### 7. Warranty

Warranty conditions are similar to the warranty conditions of any cate-gory of para 6 above mentioned.

(Normal industry standard states warranty as follows:

"On-condition units (units without TBO or life limitation) are warranted 6 months and/or 500 flight hours whichever expires first."

"Hard-time (TBO including life limited) units are warranted 12 months and/or 1000 flight hours whichever esxpires first.")

For Factory New materials, the Manufactures Warranty will apply.

#### 8. Condition Codes

FN	Materials purchased from an JAR/FAR/TC approved Origi- nal Equipment (OEM), prime manufacturer or an authorized licensed distributor, or a manufacturer holding an FAA Part manufacture Approval (PMA) and certified by the manufac- turer as new material.
NEW	Materials obtainedfrom the OEM, PMA or JAR/FAR/TC, certi- fied air carrier, authorized distributor or prime manufacturer which has not been installed or used and has no operating time or cycles. It may be installed or used and has no oper- ating time or cycles. It may be accompanied by the manu- facturer's certification at the time of sales.
ОНС	Material that has been overhauled by OEM/JAR/FAR/TC Approved repair stations undergoing the overhaul procedures issued by manufacturer CMM and its revision service.
SERV	Material certified as Air Worthy/Serviceable Condition by an JAR/FAR/TC certified Airline or Repair Station.
AR	Material in condition as removed from Aircraft, engine or Component and subject for recertification.

- Repairable Material is used and does not have the required FAA/JAA certification designating that the material is serviceable, overhauled or new.
  BER Beyond economical repair. Repair cost is high compared with the market value of the material.
  ASIS Material is sold in this condition in whatever the condition it may be at the time of sale
- Shelf Life Expired Materials with shelf life expired and is sold in this condition only to repair stations or end user with facility to renew the shelf life by processing the material through the necessary cleaning, testing and checks at a JAR/FAR/TC Approved Repair station.

# **Appendix A:**

ScanParts Co. Ltd. - Quality Procedures and Certification

ScanParts Co. Ltd. - being an independent supplier of:

Rotable Equipment - Components

Consumable Equipment - Expendables

Tools for Engine and Propeller

Ground Support Equipment - Jacks and Towbar

Currently corresponds with following quality procedures and certification:

All components will be supplied with either JAA Form One, FAA8130-3 or TC24-0078 certificates.

All Consumables will be supplied with either manufactures COC or ScanParts CFC covering traceability to either an Airline, Manufacturer or JAR/FAR/TC approved Maintenance Facility.

All Tools and CSE will be supplied with ScanParts CFC covering and including traceability to either an Airline, Manufacturer or JAR/FAR/TC approved Maintenance Facility.

All documents covering traceabilit to Airline, Manufacturer or JAR/FAR/TC approved Maintenance Facility includes either Airline Serviceable Tags, Airline COC, Manufacturer COC or approved Maintenance Facility release certificate.

Warranty will be granted on Components based on the warranty terms offered by JAR/FAR/TC approved Component Maintenance Facility - however no less than Six Months and 500 Flight Hours for Serviceable units and Twelve Months and 1000 Flight Hours for Overhauled units, whatever occurs first. The warranty period will be active from date of delivery of subject units.

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