

Material Documentation and Certification Requirements

AS9120:2016, Clause 8.4





Approvals

Refer to the Documented Information Register.

Revision History

Listed below are records of modifications (e.g., contextual additions or omissions).

<i>Revision</i>	<i>Date</i>	<i>Section</i>	<i>Description of Changes</i>
A	2016-05-09	N/A	Initial release
B	2017-06-20	N/A	Format change, and removed reference to former QMR
C	2020-01-10	N/A	Changed references to AvAir, LLC from AvAir Inc.
D	2020-05-14	1 4.1 6 6.9	Added references to AvAir EMEA Limited Added reference to EASA POA Re-worded requirement for NIS Added reference to EU Directive 2008/68



CONTENTS

1. PURPOSE.....	3
2. SCOPE AND APPLICATION	3
3. ASSOCIATED DOCUMENTS	3
4. TERMS AND DEFINITIONS.....	3
4.1. Regulated Sources (as defined by AvAir).....	4
4.2. Unregulated Sources	4
5. RESPONSIBILITIES DEFINED	4
6. REQUIREMENTS (DOCUMENTATION, CERTIFICATION, TRACEABILITY, SHIPMENT, ETC.).....	5
6.1. Factory New Part.....	5
6.2. New Surplus (unused) Part.....	5
6.3. Overhauled, Repaired, Inspected, or Modified Part.....	6
6.4. Repairable, As Is, As Removed Material.....	7
6.5. Conditional Requirements.....	7
6.6. Lot Purchase or Consignments.....	7
6.7. Aircraft / Engine Teardown Parts.....	8
6.8. Life Limited Parts.....	8
6.9. Hazardous or Dangerous Goods	9
6.10. Packaging and Delivery.....	9



1. PURPOSE

To describe the minimum documentation and certification requirements in order to sell, consign and/or supply material to AvAir, LLC, and AvAir EMEA Limited, collectively referred to herein as "AvAir".

2. SCOPE AND APPLICATION

This applies to all qualified and potential suppliers who will provide products and services to AvAir. This excludes external providers for office and stationary supplies, catering, grounds keeping/landscaping, janitorial services, and anything not directly related to the procurement and sale of stockist rotatable parts.

All material supplied to AvAir must be traceable to a regulated source.

Additional and/or unique requirements may be specified on AvAir's purchase order.

AvAir expects their suppliers to honor all requirements. Any deviations require written approval from AvAir's Quality Management prior to shipment.

3. ASSOCIATED DOCUMENTS

Listed below are additional documents associated with this procedure.

Title/Description
Purchasing Quality Clauses
Supplier Quality Audit
Purchase Orders
ASA-100 Standard

4. TERMS AND DEFINITIONS

Defined in the table below are the terms and acronyms in use throughout this document. The definition, if applicable, is from *ISO 9000:2015* and the appropriate clause referenced.

Term/Acronym	Reference	Definition
AD	–	Airworthiness Directives
Conformity	3.6.11	Fulfillment of a requirement
Corrective Action	3.12.2	Action to eliminate the cause of a nonconformity and to prevent <i>recurrence</i>
EASA	–	European Aviation Safety Administration
Nonconformity	3.6.9	A nonfulfillment of a need or expectation that is stated, generally implied, or obligatory
OEM	–	Original Equipment Manufacturers
PAH	–	Production Approval Holders
PO	–	Purchase Order. The document that details the entire purchase agreement. These may include, but is not limited to, procurement documents such as



Material Documentation and Certification Requirements

		contract work orders, purchase agreements and referenced documents such as specifications, trace documentation, maintenance manuals, tear down lists etc.
POA	–	Production Organization Approval (EASA Only)
Preventive Action	3.12.1	Action to eliminate the cause of a potential nonconformity or other potential undesirable situation (risk)
QA	–	Quality Assurance
QMS	–	Quality Management System
SCAR	–	Supplier Corrective Action Report
SB	–	Service Bulletins
Supplier/Seller	–	The party to the purchase agreement supplying material, parts, assemblies, subassemblies, systems, or services in accordance with the provisions of the purchase order.

4.1. Regulated Sources (as defined by AvAir)

- 4.1.1. OEMs that are the PAH, EASA POA, or are the Approved Manufacturer of an Aircraft Type Certified for Commercial Production under the manufacturers' home country's National Aviation Authority.
- 4.1.2. All scheduled airlines and operators, including freight carriers.
- 4.1.3. Major airframe and powerplant certified repair stations (FAA, JAA, EASA, TC or CAAC) whose capability allows them to perform C & D checks, repair, or modify the aircraft structure or repair the major modules of an engine.
- 4.1.4. Certified Component Repair Stations (FAA, JAA, EASA, TC or CAAC), provided the material they are supplying is within the repair capabilities of their Air Agency Certificate.

4.2. Unregulated Sources

- 4.2.1. Any source not meeting the definition for "Regulated Sources" above are considered by AvAir to be "Unregulated Sources".
- 4.2.2. Further examples of Unregulated Sources are other surplus parts suppliers, dealers, brokers, aircraft and/or engine leasing companies, or certified repair stations selling material outside of their repair capabilities.

5. RESPONSIBILITIES DEFINED

Supplier/Seller – Responsible for managing their organization, as well as their entire supply chain, to ensure compliance to all AvAir requirements as contained in, but not limited to, the purchase order, flowed down requirements, specifications, and this procedure. In case of conflict with this document and any other requirements, the order of precedence shall be:

- a) AVAIR Incorporated Purchase Order
- b) Flowed down requirements and specifications



c) This Procedure

Quality – Responsible for reviewing and qualifying new suppliers and requalifying existing suppliers.

Sales – Responsible for providing new suppliers the *Supplier Quality Audit* form, this procedure, and to adhere to only purchasing products from the approved suppliers located in Quantum.

All Employees – Responsible for identifying and reporting nonconformities or potential nonconformities (risks) in accordance to this procedure.

6. REQUIREMENTS (DOCUMENTATION, CERTIFICATION, TRACEABILITY, SHIPMENT, ETC.)

All material supplied to AvAir – All packing slips, invoices, and material certifications MUST reference AvAir purchase order number. All material supplied must be accompanied by certification and traceability back to the last operator and/or Regulated Source, including a non-incident/non-military statement from EACH entity having had ownership of said part as well as documentation meeting the requirements listed below. Any exceptions to this requirement must be pre-approved by AvAir and must meet the minimum requirements of *ASA-100 Appendix A*.

6.1. Factory New Part

6.1.1. The original certification is from the OEM.

6.1.2. Appropriate documentation includes one or more of the following:

- FAA Form 8120-3
- EASA Form 1
- JAA Form 1
- SEG VOO 003
- TC Form 1
- Certificate of Conformance
- Packing Slip
- Transfer Ticket
- Invoice.

6.2. New Surplus (unused) Part

6.2.1. Certification and traceability back to a Regulated Source stating that the material is new.

6.2.2. Appropriate documentation may include one or more of the following:



Material Documentation and Certification Requirements

- FAA Form 8130-3
- EASA Form 1
- JAA Form 1
- SEG VOO 003
- TC Form 1
- Certificate of Conformance
- Packing Slip
- Transfer Ticket
- Material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification.

6.3. Overhauled, Repaired, Inspected, or Modified Part

- 6.3.1. Certification and traceability back to the last operator and/or Regulated Source, including a non-incident/non-military statement.
- 6.3.2. Original material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification stating the part is in the same condition as listed on the Authorized Release Certificate.
- 6.3.3. The original FAA Form 8130-3, JAA Form 1, EASA Form 1, CAAC AAC 038, SEG VOO 003 or TC Form 1 (Dual FAA/EASA or JAA release) issued by a repair facility that is approved to perform the repair by the relevant airworthiness regulatory authority.
- 6.3.4. Details of work performed or teardown report, including Service Bulletins (SB) number, Modification number or Airworthiness Directives (AD), with revision number and date.
- 6.3.5. Name of the service manual and/or part number or ATA chapter reference used to perform the repair and the revision level and revision date of the manual.
- 6.3.6. Any repairs incorporated into the part must be repairs listed in the OEM's service, repair, or overhaul manual.
- 6.3.7. FAA DER 8110-3, Internal Engineering Notices (IENs), Engineering Orders (EOs), Technical orders (TOs) Customer Departure Records (CDR's), or Departure records (DR's) type repairs will not be accepted by AvAir without prior written approval.
- 6.3.8. The repair manual numbers must be listed on the Authorized Release Certificate along with the revision number and date.
- 6.3.9. Copies of the repair manual explanation must be included in the shipment.



6.4. Repairable, As Is, As Removed Material

- 6.4.1. Certification and traceability back to last operator and/or Regulated Source including a non-incident/non-military use statement.
- 6.4.2. Original material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification stating the part is repairable, as-is, where is, or as removed.

6.5. Conditional Requirements

- 6.5.1. In the event the certification and/or traceability is incorrect, missing or altered, or if the condition of the part is not in accordance with the condition stated on the certification or the condition as stated on AvAir's purchase order, the part(s) will be rejected by and returned for full credit, including transportation costs.
- 6.5.2. The original Authorized Release Certificate is required for each line item on the purchase order.
- 6.5.3. If the item is not serialized and the quantity being supplied is less than the quantity identified on the Authorized Release Certificate then a certified true copy of the Authorized Release Certificate will be acceptable.
- 6.5.4. The Authorized Release Certificate or Certificate of Conformance must specify all ADs that are represented as having been accomplished, including the AD number(s), AD amendment number(s), and date(s) and method(s) of compliance.
- 6.5.5. Hardware items (i.e., nuts, bolts, washers, etc.) will only be accepted if the parts are in new condition and in unopened OEM packaging.
- 6.5.6. Industry standard hardware items (i.e., NAS, AN, MS MIL, etc.) must be accompanied by chemical and physical test documentation in addition to the traceability documentation listed previously.
- 6.5.7. Any material identified as being involved in either an incident or accident will require prior authorization by AvAir otherwise it will not be accepted.
- 6.5.8. Any material traceable to any military or government source will not be accepted by AvAir.

6.6. Lot Purchase or Consignments

- 6.6.1. In addition to the specific certification and traceability requirements listed in this document, certification documentation for lot purchases or consignments must comply with specific contractual or purchase order requirements.



Material Documentation and Certification Requirements

- 6.6.2. When an individual ATA106 material certification or similar document is impractical for each part, a manifest of the contents must contain the following information on each page of the manifest:
- Name of the company selling/consigning the material
 - AvAir Purchase or Contract number
 - Part Number
 - Serial or Batch Number (if applicable)
 - Condition
 - Quantity
 - OEM
- 6.6.3. Each manifest page must be numbered "1 of x", "2 of x", etc., and be signed by an authorized representative of the Seller/Consignor, when applicable.
- 6.6.4. Any lot purchase or consignment material received by AvAir that is either inconsistent with or omitted from the manifest will be considered nonconforming and held by AvAir in a nonconformity quarantine cage pending disposition and/or returned at the cost of the Seller/Consignor.

6.7. Aircraft / Engine Teardown Parts

- 6.7.1. For aircraft/engines parted out by a FAA, JAA, EASA, TC, or CAAC Certified repair facility on behalf of AvAir, a removal tag must bear the repair facility's certificate number.
- 6.7.2. Information on the tag must include the manufacturer's part number, serial number (as applicable), part description, quantity, aircraft registration number and/or aircraft manufacturer's serial number or engine serial number and model number (as applicable), date removed, and total time and total cycle of the airframe or engine (as applicable) from which the part was removed;
- 6.7.3. The removal tag must be signed or stamped and dated by the repair facility or agency representative performing the disassembly.
- 6.7.4. At a minimum, parts must have documented traceability to a specific aircraft or engine, and there should be a way of establishing clear title to all parts.

6.8. Life Limited Parts

All life limited parts must meet the previously described requirements in addition to the following requirements.

- 6.8.1. A non-incident statement from the last operator.



Material Documentation and Certification Requirements

- 6.8.2. Each life limited part shall be accompanied by a document, produced at the time the part was removed from the engine, module or aircraft (as the case may be), detailing the manufacturer's part number, serial number, current total time, and current total cycles. The document shall also include the serial number, total time, total cycles, and model number of the next higher assembly, aircraft or engine (as the case may be), and must be signed by an authorized representative of the company that prepared it.
- 6.8.3. If the part was installed on more than one engine or aircraft, the requirements of the above paragraph must be met, plus disk sheets, or log book entries with the manufacturer's part number and serial number of the part, plus the serial numbers and model numbers of all engines or airplanes that the part was installed on. All such sources of information (i.e., maintenance release tags, disk removal/installation sheets, log book entries, etc.) must accurately trace the history of all life limited parts back to new.
- 6.8.4. Complete history of all vendor/manufacturer/repair facility modifications to life limited parts relative to any service bulletins and/or airworthiness directives which affects part number, life limit or re-inspection requirements.

6.9. Hazardous or Dangerous Goods

- 6.9.1. Any Hazardous and/or Dangerous goods supplied to AvAir must be identified, handled, and shipped in accordance with Code of Federal Regulations Title 49, EU Directive 2008/68, and/or applicable IATA Requirements.
- 6.9.2. Current Material Safety Data Sheet (MSDS) must accompany each shipment.

6.10. Packaging and Delivery

- 6.10.1. When shipping internationally, all wood packaging material manufactured out of coniferous and non-coniferous raw wood must meet the requirements of ISPM 15-2002.
- 6.10.2. Material must be packaged in accordance with ATA 300 Spec.
- 6.10.3. Packing slips must be on the exterior of each shipping container and enclosed inside the box.
- 6.10.4. AvAir purchase order number(s) must be clearly visible on outside of shipping container. All packing slips, invoices, and material certifications must reference AvAir purchase order number.