



# Civil Aviation Authority of Nepal Aviation Safety Department

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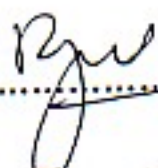
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## **NOTICE TO ALL OPERATORS**

Ref: SUP guidelines

This is to inform all operators that the guidelines for reporting the suspected unapproved parts (SUP) have developed by CAA Nepal. All are required to follow the procedures accordingly as stated in the guidelines attached herewith.

  
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Raju Shrestha

Manager

Airworthiness Inspection Division

# CIVIL AVIATION AUTHORITY OF NEPAL

## Aviation Safety Department

AAC 04/2009

Ref: **Detecting and Reporting Suspected Unapproved Parts**

### 1. Introduction:

This circular provides guidance to the aviation community for detecting suspected unapproved aircraft parts and reporting thereof to the Civil Aviation Authority of Nepal. (Any member of the aviation community, including aircraft maintenance personnel and organizations, and suppliers of aeronautical products)

- 1.1 The concept of airworthiness of an aeronautical product is that the product conforms to an approved design and is in a condition for safe operation. In order for the product to continue to be airworthy, any replacement or modification parts installed must also conform to an approved design.
- 1.2 The airworthiness of an aeronautical product containing unapproved parts is questionable because the part's type design and quality are unknown. Positive identification of unapproved parts is often difficult, due to the similarity of unapproved part's characteristics to those of approved parts.
- 1.3 The phrase 'Suspected Unapproved Parts' is utilized throughout this circular because of their unknown status or insufficient information about the parts at the time of their discovery.

### 2. Definition

**Approved Part.** A part manufactured with approval from the state of design or recognized by state of design.

**Counterfeit Part.** A part made or modified so as to imitate or resemble an 'approved part' without authority or right, and with the intent to mislead or defraud by passing the imitation as original or genuine.





**Distributors.** Brokers, dealers, resellers, or other persons or agencies engaged in the sale of parts for installation in type certificated aircraft, aircraft engines, propellers, and in aeronautical products.

**Part(s) Not Acceptable For Installation.** A part which is not acceptable for installation on a type certificated product, including parts that are determined to be 'approved parts' but are awaiting maintenance.

**Reporter.** Any person who furnishes information regarding a SUP.

**Standard Part.** A part manufactured in complete compliance with an established industry or acceptable international specification which includes design, manufacturing, test and acceptance criteria, and uniform identification requirements; or for a type of part which the Authority has found demonstrates conformity based solely on meeting performance criteria, is in complete compliance with an established industry or acceptable international specification which contains performance criteria, test and acceptance criteria, and uniform identification requirements. The specification must include all information necessary to produce and conform the part, and be published so that any party may manufacture the part. Examples include, but are not limited to, U.S. National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE).

**Supplier:** Any person who furnishes aircraft parts or related services at any tier to the producer of a product or part thereof.

**Suspected Unapproved Part SUP):** A part, component, or material that is suspected of not meeting the requirements of an 'approved part'. A part that, for any reason, may not be 'approved'. Reasons may include findings such as a different finish, size, color, improper or lack of identification, incomplete or altered paperwork.

- (1) Parts shipped directly to the user by a manufacturer, supplier, or distributor, where the parts were not produced under the authority of, and in accordance with a production approval issued by an NAA for the part. For example, production





overruns where the parts did not pass through an approved quality system.

- (2) Parts that have been maintained, modified, overhauled, or approved for return to service by persons or facilities not authorized to carry out such services under regulations of an NAA.
- (3) Parts that have been maintained, modified, overhauled, or approved for return to service which are subsequently found not to conform to approved/acceptable data.
- (4) Counterfeit parts.

### 3. Detection procedures

3.1 Organizations involved in the manufacture, distribution or maintenance of aeronautical products should ensure that their quality control systems include procedures for detection of unapproved parts. The following guidelines offer a means by which 'approved parts' and their sources may be assessed.

#### 3.2 PROCUREMENT PROCESS

3.2.1 A procedure to ensure procurement of approved parts should be established prior to purchasing parts and materials for installation in type certificated products. This procedure should include the following as a minimum:

- Methods to establish qualified suppliers who are authorized to manufacture and distribute parts they supply. In addition, they should have a documentation system and receiving inspection system ensuring traceability of part to an approved source.
- Criteria to identify and screen potential unapproved parts suppliers. The criteria should include the following considerations:
  - The quoted price or the price advertised in trade magazines is significantly lower than the price quoted by other suppliers of the same part.
  - A delivery schedule that is significantly shorter than that of other suppliers of the same part when existing stocks are exhausted.





- The inability of a supplier to provide drawings, specifications, overhaul manuals, or substantiating data demonstrating the conformity of the part's repair/overhaul.
- A distributor and/or supplier's inability or unwillingness to provide substantiating documentation that the part was produced pursuant to an NAA's approval; or inspected, repaired, overhauled, preserved or modified in accordance with the regulations.
- Sales quotes or discussions that create the perception that an unlimited supply of parts, components, or material are available to the end user.

### 3.3 ACCEPTANCE PROCEDURES

3.3.1 These procedures should include a means of identifying SUPs during the receiving inspection and prevent their acceptance. Suggested areas to be addressed include the following:

- (1) Confirm the packaging of the part identifies the supplier or distributor, and is free from alteration or damage.
- (2) 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.
- (3) Verify that the identification on the part has not been tampered with. For example, serial number stamped over, label or part/serial numbers improper or missing, vibro-etch or serial numbers located at other than the normal location.
- (4) Ensure that the shelf life and/or life limit has not expired, if applicable.
- (5) Conduct a visual inspection of the part and supporting documents to the extent necessary to determine if the part is traceable to an NAA's approved source. The following are examples of positive forms of identification:
  - (a) CASA Australia Form 917, Authorized Release Certificate.
  - (b) FAA Form 8130-3, Airworthiness Approval Tag.
  - (c) EASA Form One.
  - (c) NZ Form 1, Authorized Release Certificate.






- (d) Maintenance records or release document with approval for return to service.
  - (e) Appropriate TSO markings.
  - (f) Appropriate PMA markings.
  - (f) Shipping ticket
  - (g) Direct ship authority letter.
- (6) Evaluate any visible irregularities. For example, altered or unusual surface, absence of required plating, evidence of prior usage, scratches, new paint over old, attempted exterior repair, pitting or corrosion.
- (7) Conduct random sampling of standard hardware packaged in large quantities in a manner which corresponds to the type and quantity of the parts.
- (8) Segregate parts of questionable nature and attempt to resolve issues regarding questionable status of part. For example, obtain necessary documentation if inadvertently not provided, or determine if irregularities are a result of shipping damage and handle accordingly.

### 3.4 SUPPLIER EVALUATIONS

3.4.1 Procedures to conduct audits of suppliers on a scheduled basis, to ensure that suppliers have established and continue to maintain the quality system specified in purchase orders, should be developed. The following are examples of elements that should be included in an audit program:

- Continued validity of NAA's approval, if applicable
  - Design data control, to include latest revision, if applicable
  - Supplier control
  - Material handling/control
  - Manufacturing/assembly controls
  - Tool and gauge control
  - Tests and inspections
  - Records.
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# SUSPECTED UNAPPROVED PARTS REPORT

|   |                              |          |
|---|------------------------------|----------|
| Aircraft/Major Equipment Manufacturer and Model | Part Name                    |          |
| Part Number                                     | Part Serial Number           | Quantity |
| Higher Assembly Name                            | Higher Assembly Model/Number |          |

## Who supplied or repaired the part?

|         |              |       |
|---------|--------------|-------|
| Name    | Organisation | Phone |
| Address |              |       |

## Where part was discovered?

|   |   |       |
|---|---|-------|
| Date part was discovered  | If part was fitted to aircraft, registration mark |       |
| Name  | Organisation                                      | Phone |
| Address   |   |       |
| Check one that applies<br><input type="checkbox"/> AOC Holder <input type="checkbox"/> Maintenance Organisation <input type="checkbox"/> LAME <input type="checkbox"/> Distributor <input type="checkbox"/> Other _____ |   |       |

## Description of event (Include circumstances when part was found, identification and marking ,why you think the part is not approved))

|  |
|--|
| Continue on other side of form if required |
|--|

## Reporter's details

|  |              |  |      |
|--|--------------|--|------|
| Name   | Organisation | Phone  | Date |
| Address  |              |  |      |
| Do you wish to remain confidential? <input type="checkbox"/> Yes <input type="checkbox"/> No |              | Do wish to receive an acknowledgement letter? <input type="checkbox"/> Yes <input type="checkbox"/> No |      |

