

Stores Inspection and Logistics MOE Procedures

2.1 Supplier Evaluation and Subcontract Control Procedures

[Part 145.A.42 (a) / AMC 145.A.42 (a) - Part 145.A.70 (a) 12, 14, 16 - Part 145.A.75 (b) / AMC 145.A.75 (b)]

2.1.1 Type of Suppliers

RAS Technic does not as a matter of routine purchase and supply aircraft spares to its customers/operators. Aircraft spares held in stock by RAS Technic are purchased by and remain the property of its various customers/operators and are subject to acceptance/ tagging procedures as detailed in Chapter 2.2 & 2.3 of this MOE.

However, suppliers are classified as providers, contractors and subcontractors depending on the nature of their role in the company supply chain as follows.

1. In case is needed, Logistics Manager provides all types of aircraft/aircraft component materials used in the company for aircraft maintenance purposes from either of the following sources:

- OEMs (Original Equipment Manufacturers),
- Part Manufacturing Approval (PMA) holders,
- Distributors which are ultimately approved by the OEMs or PMA holders,
- Airlines, (customers/operators),
- Stockists, Brokers, Retailers preferably which are ASA-100 certified,
- Contractors (EASA Part-145 approved maintenance organisations).

2. In case needed, Logistics Manager contracts all types of maintenance services on aircraft/aircraft components used in the company for maintenance purposes to either of the following sources:

- EASA Part-145 approved maintenance organisations,
- FAA or TCCA approved repair stations which also have dual release capability in terms of EASA Part 145 approval.

3. In case needed, Logistics Manager subcontracts processes and services on aircraft/aircraft components during maintenance under a clear contract or Work Order to:

- Non-certified service providers.

2.1.2 Monitoring the Suppliers

Should RAS Technic be requested as a matter of operational necessity to purchase aircraft spares by an operator these would be obtained from a parts manufacturer or parts supplier as directed by the operator. In either case the support documentation requested would be an EASA Form 1 or equivalent as defined in AMC 145.A.42(a).

In the event that RAS Technic does purchase either materials or services from particular suppliers the Quality Department would need to approve each supplier as an Approved Supplier. Such suppliers would need to satisfy the Quality Department of the standard of service or product by reference to either some form of external approval, such as EASA, RO CAA, ISO 9000 or other recognised national standard, or by experience of the standard of the supplied product built up over time. RAS Technic Quality Department will conduct random audits of suppliers as the situation demands.

Suppliers falling into categories 1. and 2. defined in **Section 2.1.1** may not need quality system extension because of the airworthiness specifications and certifications they already have. However, **subcontractors** mentioned in category 3 of **Section 2.1.1** need extension of the quality system to provide services on aircraft/aircraft components during maintenance. This is achieved as follows:

1/ Where the need arises to subcontract a process or a service (work), the person in charge finds the appropriate subcontractors from the industry.

2/ Upon decision on appropriate subcontractor, person in charge checks if the subcontractor is enlisted in Sub-contractors List (SC-LIST) considering the work acquired.

3/ If it is not listed, he/ she informs both Logistics Manager and Quality Manager.

4/ Quality Manager, together with the representative(s) from the user department, audits the subcontractor to determine its suitability for work. The audit shall include, but not limited to, the following areas:

- a. Capabilities,
- b. Quality system and approvals held,
- c. Organizational set-up and personnel including qualification, experience and competencies,
- d. Tools and equipment,
- e. Housing and facilities,
- f. Documentation system and procedures,
- g. Safety considerations both in terms of SMS and EHS,

h. Quality of finished products.

5/ APPROVAL: Upon satisfactory assessment of the subcontractor, the Quality Manager makes a decision whether to add that subcontractor to the SC-LIST with properly explained scope of work approved.

6/ When SC-LIST is revised, it is disseminated within the company in order to let Logistics Manager and User become informed of the approval.

7/ Whenever SC-LIST is revised as above, Logistics Manager updates Approved Supplier List (AS-LIST).

8/ This SC-LIST is maintained by Quality Manager. It will specify the scope of work for which the subcontractors have been approved.

9/ User department must ensure that the work performed by the subcontractor meets the following requirements:

a. All parts and materials used in process/service is procured from sources acceptable to the company and shall have traceability records. The company may supply the parts and materials where necessary.

b. A system of records of work accomplished is received from the sub-contractors.

c. Only appropriately qualified personnel in the sub-contractor is authorized to perform the work and certified for the work accomplished (certification here does not mean a CRS in terms of MOE **Chapter 2.16**, it covers appropriate signing off for work performed).

d. User must ensure that the work remains in the approved scope of work as defined in the SC-LIST.

10/ For continuing assessment, the sub-contractors are audited in accordance with MOE **Chapter 3.1 and 3.2** procedures as appropriate.

11/ Sub-contractors with unsatisfactory performance will be required to provide corrective actions in accordance with **Chapter 3.3** of this MOE.

RAS Technic does not have any approved sub-contractors but should this requirement change, the above procedure for evaluation and approval of sub-contractors would be used.

Records of Approved Suppliers are retained by the Quality Department. All request for aircraft spares are placed via each customer's maintenance control in the format and method dictated by each individual customer/operator procedures.

All requests for materials or services made on behalf of RAS Technic are made via each line station stores or, in the case of small line stations, by the engineer in charge. Request for purchase order numbers are made to the Logistics manager at head office who will log and approve all purchases.

2.2 Acceptance / Inspection of Aircraft Components and Materials from Outside Contractors

[Part 145.A.42 (a) 1, 4, 5 (c) / AMC 145.A.42 (a) (b) (c) (d) (e) -Part 145.A.55 (a) - Part 145.A.70 (a) 12, 14, 16]

2.2.1 Component/ Material Certification

All incoming materials, including components, standard parts, raw materials, and consumables (in short "Material") intended for use on aircraft or components maintenance are subject to an acceptance and a receiving inspection process.

For the purpose of the above Section;

- **Standard part** is a part manufactured in complete compliance with an established industry, EASA or other government specification.
- **Consumable material** is any material which is only used once, such as lubricants, cements, compounds, paints, chemicals dyes and sealants etc.
- **Raw material** is any material that requires further work to make it into a component part of the aircraft such as metals, plastics, wood, fabric etc.

Once materials have been checked and accepted, they are located for storage in sections (Serviceable storage area, Unserviceable storage area, Quarantine storage area) by store personnel. None of incoming material will be stored before inspection by the Receiving Inspectors authorized by QA Manager.

This procedure covers details, roles and responsibilities in acceptance/inspection of aircraft components and materials.

The release documents expected to accept each type of part/ material depending of their status (new or used) is described in **Section 2.2.2**.

2.2.2 Receiving Inspection Procedures

Material and aircraft components received from a customer/supplier will have their details entered in the Goods Inwards/Batch Book. They will be subject to a Goods Inwards inspection for conformity and evidence of prior inspection/release by way of Approved Certificate i.e. EASA Form 1 or equivalent as defined in AMC 145.A.42(a). Items will also be inspected for compliance with the details of the initial order, freedom from transit damage and security of specialist packaging. Where items fail the Goods Inwards Inspection they will have a RAS Technic **Quarantine/Hold Label** (Form RT005) securely attached and be placed in Quarantine Store awaiting confirmation of compliance or disposal instructions from the customer/supplier.

Items supplied as an acceptable alternative to those initially ordered are to be provided with written confirmation of acceptability. Where doubt exists, advice is to be sought from the RAS Technic Quality Department.

Materials intended for use on aircraft maintenance are accepted when the source is compliant to MOE **Chapter 2.1** and inspected i.a.w this Section.

Material after acceptance is tagged and stored i.a.w MOE **Chapter 2.2**. Material certificates are digitized and kept as electronic copies in the company system.

The following procedure is to be followed when inspecting materials to ensure that materials being accepted have:

- Required documents
- Been verified to purchase order
- Physical good condition

1/ Documents Check

Materials intended for use on aircraft maintenance are accepted when they have respective documents described in **Table 2.2-1**.

- Component life data must be stated in the remarks column of the respective document described in **Table 2.2-1** when it is a life limited part (LLP).
- PMA Parts can only be accepted if customer/operator permits so.
- Component returning from a repair shop must have shop report enclosed.
- Serial numbers (when applicable) must match with the respective documents described in **Table 2.2-1** and the other associated documents delivered.

Material Status: "NEW"			
Type of material	Document to be expected	Source	Limitation
Standard Parts, consumables and raw materials	Certificate of Conformity	Manufacturer	None
	Certificate of Conformity issued by Manufacturer and Statement from the supplier source	Third party (i.e. distributor, operator, maintenance organisation, etc.)	None
Components	EASA Form 1	EASA Part 21	None
	JAA Form 1	NAA Part 21	Issued prior to 28 Sep 2005
	JAA Form 1	JAR 21	Issued prior to 28 Sep 2004
	FAA Form 8130-3	JAR 21	None
	FAA Form 8130-4	FAR 21	Engines only and issued prior to 14 Apr 2010
	TCCA Form One	TC CAR 561	None
	TCCA Form 24-0078	TC CAR 561	Issued prior 30 Dec 2008
Material Status: "USED"			
Type of material	Document to be expected	Source	Limitation
Components	EASA Form 1 Single Release	EASA Part 145	None
	EASA Form 1 Dual Release	EASA Part 145	None
	JAA Form 1 Single Release	JAR 145	Issued prior to 28 Nov 2004

Table 2.2-1: Acceptance Documents

	JAA Form 1 Dual Release	JAR 145	Issued prior to 28 Nov 2004
	FAA Form 8130-3 Dual Release	FAR 145	None
	TCCA Form One Dual Release	TC CAR 571	None
	TCCA Form 24-0078 Dual Release	TC CAR 571	Issued prior to 30 Dec 2008

2/ Purchase order (PO) verification

The inspection will ensure that all materials confirm to PO in:

- Designation
- Part number, serial/lot or batch number if applicable
 - Part number and other identification data including serial number (when applicable) written both on the component, package and documentation, must be consistent with corresponding order records.
- Quantity,
 - Quantity must meet the PO. If the quantity received does not meet the order quantity, information and approval of Logistics Manager is needed
- Work status: new, inspected, modified, repaired, overhauled
- Delivery documents: Inspection report, Test report, etc.
- Modification Standard and AD compliance (in case needed)
- Airworthiness documents: EASA Form 1 or equivalent
- Materials being received are checked for the corresponding PO record on the company system.

3/ Checks for physical condition

- Material must be in a good physical condition without any damage which may affect its proper usage and functioning. This must be checked before and after unpacking
- Caps and plugs must be in. If not, proper caps/plugs are installed
- Physical condition check may require ESD measures. Refer to **Chapter 2.24 Protection of Electrostatic Discharge Sensitive Devices (ESDS)**.

4/ Checks for standard parts, consumables and raw materials

On the package and/or within the documents accompanying the material package:

- Material specifications must be identified
- Manufacture date and place must be written
- Manufacturer or supplier Lot/Batch number is required for traceability
- Batch number must be on the original tag and incoming document or on the package.
- Part's storage conditions must be written
- Material manufacturer and the supplier must be stated
- It must be verified with Supply Manager that manufacturer of this part has approval certificate/record that it can be installed on aircraft

- If the material is a chemical, it must have MSDS (Material Safety Data Sheet). If not, Logistics Manager is informed of the absence and obtained.

Certificate of Conformity must be used for standard parts, raw materials and chemicals. The information written on this document must prove that the part is airworthy.

It must be verified with Logistics Manager that manufacturer of standard parts has reference to a parts catalogue which is approved by national authority or has reference to a national or international parts catalogue.

5/ PMA parts

PMA Parts can only be accepted if customer/operator permits so.

In accordance with EASA Decision ED 2007/003/C, PMA parts received from the USA sources are acceptable in terms of EASA regulations only under the following conditions:

- The PMA part is not a “critical component”. A “critical component” is a part identified as critical by the design approval holder during the validation process, or otherwise by the exporting authority. Typically, such components include parts for which a replacement time, inspection interval, or related procedure is specified in the Airworthiness Limitations section or certification maintenance requirements of the manufacturer's maintenance manual or Instructions for Continued Airworthiness. In this case, the statement “This PMA part is not a critical component” shall be written in Remarks column of the FAA Form 8130-3.
- The PMA part conforms to design data obtained under a licensing agreement from the holder of the FAA design approval according to 14 CFR 21.303(c)(4) of the Federal Aviation Regulations. In this case, the statement “Produced under licensing agreement from the FAA design approval holder” shall be written in Remarks column of FAA Form 8130-3.
- The PMA holder can show that the part has received an explicit approval by means of a design change or STC from EASA or, when this approval was granted prior to 28 September 2003, from any of the National Aviation Authorities of the Member States of the European Union. In this case, the reference to this authorisation shall be seen in Remarks column of the FAA Form 8130-3.

6/ Suspected unapproved parts (SUPs)/ bogus parts identification and processing

A suspected unapproved part (SUP) is a part on which there are doubts in having the below properties:

- Approved Design i.a.w. Part 21
- Properly Produced i.a.w. Part 21
- Properly Maintained i.a.w. Part 145
- Properly Documented i.a.w. Part 145.

Installation of SUP onto aircraft/engine/component may possibly create an unsafe condition for the airworthiness and flying public and must be strictly avoided. It is policy to use only approved parts and to exercise best effort to protect the use of SUP during maintenance activities at all levels.

For clarification purposes, examples for SUPs are as follows:

- Counterfeit, altered or fraudulently marked parts, components or materials,
- Parts shipped directly by a manufacturer or distributor, who does not hold or operate under the authority of a production approval holder (PAH) of the part or who does not have direct shipment authority from Type Certificate Holder,
- Scrap parts which have been re-manufactured to look new,
- Life limited parts which have expired their life limit and reworked to look new,
- Stolen parts with forgotten certification,
- Parts manufactured for military customers which do not conform to civilian airworthiness requirements,
- Parts which have been maintained by a facility which does not hold a valid approval,
- Standard parts which have been obtained from a non-aviation source and do not meet regulatory requirements,
- Parts which do not have acceptable certification documentation (EASA Form 1 or equivalent),

- Parts which have been removed from an aircraft/engine involved in a serious accident and have not been inspected, tested and/or repaired after the accident in accordance with the manufacturer's approved manual,
- PMA or DER approved parts for components, engines and/or aircraft manufactured by countries other than U.S.A.
- Production over-runs: Some manufacturers may produce parts for an aircraft manufacturer and may make more parts than ordered to compensate for rejects.

Such excess parts may be sold in the market. Such parts are considered as unapproved since they have not been subject to the aircraft manufacturer's quality system.

When is the case, it is the responsibility of Logistics Manager to order the product related parts/components from approved sources, vendors and distributors and systematically request the correct release documentation. This is also the best way to protect the organisation from the entry of SUPs into the system.

Purchasing ensures the procurement of "approved parts" from suppliers who have a documentation system, which ensures the traceability of parts to an EASA and/or FAA approved/accepted source.

The Receiving Inspector checks the following areas as a minimum:

- Confirm the packaging of the part identifies the supplier or distributor, and is free from alteration or damage.
- 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).
- 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).
- Ensure that shelf life and/or life limit has not expired, if applicable.
- 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.

- 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).

- Conduct random sampling of standard hardware packaged in large quantities in a manner which corresponds to the type and quantity of the parts.

If, after all investigations, the receiving inspector makes sure that the part is a SUP, this situation shall be reported to Quality Manager and Logistics Manager and the part is quarantined.

The technicians who install parts and/or components will check for the features of the parts/components they install. Obviously, the installers, (i.e. the technicians) are the last protection point to prevent a SUP installation. If noticed discrepancies in the physical features such as the shape, colour, texture, etc., they inform immediately their supervisor/manager, who shall notify QA Manager.

Quality Auditors may also discover SUPs during audits in Maintenance Organisation.

In this case, this situation is reported to RO CAA. A Quality Alert Bulletin is issued for the situation in order to inform organisation of the situation.

In case of any suspect, the part/component is transferred in quarantine area for decision.

7/ Modification standard or AD compliance

It is the responsibility of the customer/ operator to provide the components with the correct AD compliance status.

If the components modification standard or AD compliance is doubted, the incoming inspector makes an inquiry to Quality Manager.

Items removed unserviceable from an aircraft will be placed in the Unserviceable Store awaiting disposal instructions with a securely attached RAS Technic Unserviceable Label (Form RT004) containing the following minimum information.

- a) Item Part Number
- b) Item Serial Number (if applicable)
- c) Description
- d) Reason for removal
- e) Date removed
- f) Aircraft Registration

- g) Aircraft Hours/Cycles at removal
- h) Position fitted

At the specific request of customer/operators RAS Technic may be requested to remove serviceable components from the customers aircraft and held in stock on their behalf. In this case a procedure that applies to an individual customer will be written and approved by RO CAA. Where no procedure exists for a particular customer, serviceable components will not be removed from aircraft and accepted into stock to be held in RAS Technic stores.

From time to time RAS Technic may be asked to dispose of unsalvageable components. This work is only to be carried out at the written request of customer/operators and in such a way that it renders the unsalvageable component unusable and incapable of being mistaken for a serviceable item at a future date. If any doubt exists with regard to this process advice is to be sought from the RAS Technic Quality Department. Full and accurate records of all components disposed of in this way are to be maintained.

2.3 Storage, Tagging and Release of Aircraft Components and Materials to Aircraft Maintenance

[Part 145.A.25 (d), AMC 145.A.25 (d) 1, 2, 3 - Part 145.A.40 (a) - AMC 145.A.42 (b) - Part 145.A.70 (a) 12]

2.3.1 Storage

Stores shall provide the necessary capacity to stock aircraft components, consumable and raw material in the manner recommended by manufacturer's instructions and in accordance with the relevant regulations and safety precautions.

All aircraft materials and components requiring storage shall be located in designated storage areas and provided with appropriate racking and environmental conditions (temperature, humidity, ventilation, and lighting) in accordance with manufacturer's instructions.

The temperature and humidity shall be measured and recorded daily. Safety measures such as restricted access, fire warning and protection, isolation from adverse weather conditions are maintained for all storage areas.

All components and materials that intend to be used on the aircraft shall be segregated from commercial goods.

There will be the following delimited storage and inspection areas:

- Storage area for incoming parts – before being inspected;
- Area dedicated for receiving inspection of the incoming goods;
- Incoming Quarantine area for incoming goods that have been rejected by the receiving inspection and must be stored until their final status is decided;
- Main store, where materials are stocked after passing the receiving inspection.
- All flammable materials shall be kept in separate storage, isolated from the other non-flammable materials. Safety precautions shall be taken, such as fire protection and precautions against leakage. Open flammable containers shall not be permitted.
- Unserviceable area, where defective components found during maintenance process are stored until they are returned to customer/ operator or sent for repair.
- Quarantine areas, one for flammable materials and one for component and non-flammable materials, where goods with shelf life expired shall be kept until their disposal.

Unsalvageable components area where unsalvageable components shall be stored until they are defaced/ destroyed and disposed of.

Each area shall maintain an updated record system in a manner to permit at any moment to identify the goods in the respective area.

The access in the main stores is restricted to the Stores employees and responsible engineer on duty on each station.

The quarantine and unsalvageable components areas shall have a very restricted access. Only the Logistics Manager, store employees and engineer on duty on the particular station shall have access in these areas.

Sensitive parts and equipment, such as oxygen system components (oxygen generators and bottles), O-rings and electrostatic sensitive devices are properly packaged, identified and stored to protect them from damage and contamination.

Pressure containers and materials such as grease, oils and other fluids and chemicals or hazardous materials shall be kept in clearly marked / labelled containers showing for each one the actual type / specification and expiry date if

applicable, in separate rooms which ensure the safety and environmental conditions prescribed by the manufacturer's instructions.

Aircraft tyres shall be stored in a vertically position.

The ESD must be kept in their original conductive packing and are not to be stored on shelving covered with carpet, foam, vinyl or any other material that can store or produce electric charge. The areas where ESD are handled and stored must be accordingly marked. The ESD shall only be handled using approved handling equipment (grounding) wrist straps and conductive desk mats. The wrist straps and earthing mats shall be tested to ensure conductivity, at regular intervals or prior to use.

2.3.2 Tagging/ Labelling System

All items are received into incoming section of the store where they are inspected and tagged prior to entering into the bonded store.

All limited shelf-life materials (rubber hoses, "O" rings, sealants, paint, etc.) will have the expiry date on the identification label where they do not have this information on each individual package or container.

Materials in good condition shall be labelled with the **Serviceable Material Label** (Form RT003).

The receiving inspector shall fill out the following information on the form:

- Description
- Part Number / Type
- Serial number
- Quantity
- Shelf Life Expiry Date
- Internal Batch Number
- Receiving Inspector's Name and Signature
- Date of the Inspection.

Materials that fail to satisfy the receiving inspection requirements shall be labelled with a **Quarantined/ Hold Material Label** (Form RT005).

The receiving inspector shall fill out the following information on the form:

- Vendor's Name
- Description / Part Number / Type

- Serial Number / Quantity
- Vendor's Batch Number
- Certificate of Conformity Reference
- Comments – description of the reasons for rejection
- Receiving Inspector's Name and Signature
- Date of the Inspection.

All items that have a shelf life limitation, will additionally be identified on a computer data base or, in the case of small line stations, in a manual register, such that they can be issued in the most advantageous "life remaining" manner. Items that reach the end of their shelf life will be withdrawn from use and returned to the supplier (customer/ operator) for disposal.

Serviceable components, removed from aircraft during maintenance process, shall be received by the receiving inspector on the base of the "Serviceable" tag raised by the certifying staff at the removal.

Defective components, removed from aircraft during maintenance process, shall be received by the receiving inspector on the base of the "Unserviceable" tag raised by the certifying staff at the removal.

2.3.3 Issue the Material from the Stores

Release of aircraft components and material for maintenance from the stores is done on the base of appropriate entries in the Stores Records. Data base files of the computerised system shall be updated accordingly.

The components shall be delivered in the original package / box and shall not be removed from it until ready to be installed on the aircraft.

Care shall be paid by the user to the handling, transportation and safety measures as applicable.

All items removed from Storage for fitting to a customer aircraft or shipped to another location will have their details entered in the "Goods Out" Book and removed from the stock records. The Goods Out Book will permit cross-reference to:

- Item Part Number
- Item Serial Number
- Description
- Internal Batch Number (if applicable)
- Destination
- Method of dispatch

Serviceable items despatched to another RAS Technic Station will have the original RAS Technic Serviceable tag and supplier's material certification securely attached in addition to being packed in special-to-type containers or in such a manner to ensure that it is not damaged in transit.

Serviceable items returned to the supplier or shipped to another location outside the RAS Technic, at the supplier's request, will have the RAS Technic Serviceable tag removed but the supplier's material certification securely attached. The item will be packed in a special-to-type container or in such a manner to ensure that it is not damaged in transit.

When an aircraft is grounded at location other than a main line station due to the no availability of a component with the correct release certificate, it is permissible to temporarily fit a component without this certification for a maximum of 30 flying hours or until the aircraft returns to a main line station, whichever is the sooner. This is subject to agreement with the operator and the component being otherwise in compliance with all maintenance requirements. Components fitted in this way must be removed by these time limits unless appropriate release paperwork has been obtained in the meantime.

2.4 Acceptance of Tools and Equipment

[Part 145.A.40 (a) 1, 2, 3 (b) / AMC 145.A.40 (a) (b) - Part 145.A.70 (a) 12]

2.4.1 General

Tooling and equipment as specified by the aircraft manufacturer will be provisioned in order to meet the requirements of **Chapter 1.8** (Scope of Work) of this MOE. Prior to any amendment of the Scope of Work, the Quality Manager will satisfy himself that sufficient and correct quantities of tooling and equipment have been added to the current provisioning to meet the requirements of the approved Maintenance Schedules of customers/ operators.

Each Station Manager will ensure that all items of tooling and equipment on line stations within his control are kept in a clean and tidy condition and that repairs and/or replacement of broken or damaged tooling/equipment is carried out in a timely manner. Tooling and test equipment that requires calibration is covered by **Chapter 2.5** of this MOE.

Certain items of specialist tooling and test equipment will be provided as part of the Maintenance Agreement between RAS Technic and its customer/operators as dictated by maintenance activity.

The use of alternative tooling to that specified by the aircraft manufacturer will be by agreement with EASA/ RO CAA on an individual basis. Requests for the use of such tooling will be made via the Quality Manager who will retain records of all alternative tooling in use. Each piece of alternative tooling will be given a unique identification mark prior to use.

2.4.2 Inspection/ Acceptance of Tools and Equipment

Logistics Manager and receiving inspector are responsible for receiving the incoming tools and equipment.

All incoming tools or equipment shall be inspected for:

- Shipping damage
- State of preservation
- Conformity to type / specification of the purchase order
- Accompanying documents demonstrating the quality, specification and calibration status
- User Instructions Manual and / or Maintenance Manual.

All the tools and equipment accepted by the receiving inspection shall be marked in a permanent way (engraving, identification plates etc). The marking codes shall be unique and shall be recorded by the Logistics Manager. All the tools contained in a tool box shall bear the same markings.

For the reception of the tools and equipment that require to be controlled in terms of calibration, the Logistics Manager shall be asked to be present during receiving inspection.

Any products that fail the receiving inspection shall be issued a **Rejection Note** (Form RT007) listing the discrepancy, a “**Quarantined Material**” tag shall be attached to it, and to avoid from being used, it shall be placed in the quarantine area under the responsibility of the Logistics Manager.

The above acceptance procedure, except the marking, applies to borrowed tools and equipment too.

The Logistics Manager shall clearly identify and list in a control register all tools and equipment requiring calibration including any personal tools and equipment that the organisation agrees that can be used.

All tools and equipment shall be maintained in accordance with a maintenance programme. The maintenance programme of the subject equipment shall be established in accordance with the equipment manufacturer’s instructions and best standard practices.

A list of tool related service providers (inspection/ servicing/ calibration) will be established and amended under the control of the Quality System.

2.5 Calibration of Tools and Equipment

[Part 145.A.40 (a) 1, 2, 3 (b) / AMC 145.A.40 (a) (b) 1, 2 - Part 145.A.70 (a) 12]

All Test/ Measurement equipment will be identified with a Serial Number and records will be kept indicating the date at which the next calibration test is due. Each piece of equipment will be introduced into the record system on which the following information is recorded;

- Description
- Serial Number
- Date last tested
- Date next test due

Each RAS Technic station will have access to the record system for the test/measurement equipment in use on that particular Line Station. Individual calibration certificates will be maintained and controlled by the relevant station managers and tools will be withdrawn from use when calibration or repairs are required.

Daily activities procedures will include a monthly check of the due dates of the calibration equipment. When due date is less than two months, a request will be made by Station Manager to prepare the calibration check.

All tools and test equipment will be calibrated at intervals specified by manufacturers, sufficient to ensure that the calibration accuracy remains within the limits specified by the equipment manufacturer. The calibration frequency may be adjusted depending on usage of the equipment or adverse test reports received.

Calibration will also be carried out after repair of an item of measurement/ test equipment, or when the accuracy of an item becomes suspect, notwithstanding the evidence of a current test certificate.

A test/ calibration organisation that can demonstrate traceability of master calibration equipment to National Standards will be used to calibrate equipment in use on RAS Technic line stations.