

EASA Part 145 Stores Inspector – Roles and Responsibilities

Sofema Online (SOL) www.sofemaonline.com considers in details the typical roles and responsibilities of a Stores Inspector within an EASA Part 145 Organisation.

Introduction

A Stores Inspector in an EASA Part 145 organisation plays a critical role in ensuring that all materials, parts, and tools used in maintenance are properly inspected, stored, calibrated, and documented to meet stringent regulatory standards, thus ensuring the safety and airworthiness of aircraft.

By addressing the challenges and adhering to best practices, Stores Inspectors can significantly enhance the efficiency, accuracy, and compliance of their stores management processes, thereby contributing to the overall safety and airworthiness of aircraft.

Here are the typical roles and responsibilities of a Stores Inspector within such an organisation:

Roles and Responsibilities:

1. Receiving Inspection:

- Inspection of Incoming Goods:
 - Verify that received items match the purchase order in terms of type, quantity, and condition.
 - Check for damage or discrepancies and report any issues.
 - Ensure proper documentation accompanies all received items, including certificates of conformity and airworthiness certificates.
- Documentation and Record Keeping:
 - Maintain accurate records of all received items.
 - Ensure all documentation is up-to-date and complies with EASA Part 145 requirements.

2. Storage and Preservation:

- Proper Storage:
 - Ensure all items are stored correctly to prevent damage or deterioration.
 - Implement and maintain proper inventory management systems.
- Environmental Controls:

- Monitor and control storage conditions (temperature, humidity, etc.) to meet specific requirements for different items.

3. Shelf-Life Management:

- Tracking Shelf Life:
 - Monitor the shelf life of all time-sensitive materials and components.
 - Implement a system to alert when items are nearing their expiration date.
- Removal of Expired Items:
 - Ensure expired items are promptly removed from stock and disposed of according to regulatory and environmental guidelines.

4. Tooling and Equipment Management:

- Calibration Oversight:
 - Maintain a schedule for the calibration of all tools and equipment.
 - Ensure all tools and equipment are calibrated according to manufacturer specifications and regulatory requirements.
- Tool Inspection and Maintenance:
 - Inspect tools and equipment regularly for wear and tear.
 - Arrange for repair or replacement of defective tools and equipment.

5. Quality Assurance:

- Compliance with Regulations:
 - Ensure all activities comply with EASA Part 145 regulations and organisational procedures.
 - Participate in internal and external audits.
- Continuous Improvement:
 - Identify areas for improvement in stores management processes.
 - Implement corrective actions to address any deficiencies identified during inspections or audits.

6. Coordination and Communication:

- Liaison with Other Departments:
 - Coordinate with the maintenance department to ensure timely availability of parts and tools.

- Communicate any issues or delays that may affect maintenance schedules.
- Training and Guidance:
 - Provide training and guidance to other staff on proper storage, handling, and documentation procedures.

Additional Responsibilities:

- Safety and Security:
 - Ensure that all safety and security protocols are followed within the storage areas.
 - Conduct regular safety inspections and drills.
- Disposal of Unserviceable Items:
 - Ensure proper disposal of unserviceable or obsolete items according to environmental and regulatory guidelines.

Skills and Qualifications:

- Knowledge of EASA Part 145 Regulations:
 - In-depth understanding of EASA Part 145 requirements and procedures.
- Attention to Detail:
 - High level of attention to detail to ensure accuracy in inspections and record-keeping.
- Technical Proficiency:
 - Ability to use inventory management and calibration tracking software.
 - Understanding of the technical specifications and requirements of aircraft parts and tools.
- Communication Skills:
 - Strong communication skills for effective coordination and training.
- Problem-Solving Skills:
 - Ability to identify and resolve issues related to inventory, documentation, and tool calibration.

Stores Inspection Challenges and Best Practices Challenges:

1. Documentation Accuracy:

- Issue: Ensuring that all documentation, such as certificates of conformity and airworthiness certificates, is complete, accurate, and up-to-date.
 - Solution: Implement robust documentation control systems and conduct regular audits to verify the accuracy and completeness of records.
2. Shelf Life Management:
- Issue: Tracking the expiration dates of materials and components to prevent the use of expired items.
 - Solution: Use automated systems to monitor shelf life and set up alerts for items nearing expiration.
3. Calibration and Tooling:
- Issue: Maintaining tools and equipment in calibrated condition, which requires meticulous scheduling and record-keeping.
 - Solution: Develop a comprehensive calibration management system with automated reminders for upcoming calibrations and regular inspections.
4. Environmental Control:
- Issue: Ensuring appropriate storage conditions, such as temperature and humidity, to prevent deterioration of sensitive parts.
 - Solution: Utilize environmental monitoring systems to control and record storage conditions, ensuring compliance with specific requirements for different items.
5. Regulatory Compliance:
- Issue: Adhering to strict EASA Part 145 regulations and ensuring all processes meet these standards.
 - Solution: Stay updated with the latest regulations and provide regular training for staff on compliance requirements.

Best Practices:

1. Regular Audits:
- Benefit: Ensures compliance with regulatory standards and identifies areas for improvement.
 - Implementation: Schedule periodic internal audits and third-party audits to assess processes and documentation.
2. Training and Development:

- Benefit: Keeps staff knowledgeable about the latest regulations and best practices.
 - Implementation: Provide ongoing training programs and certifications, and encourage participation in industry workshops and seminars.
3. Clear Labeling and Documentation:
- Benefit: Facilitates easy identification and traceability of parts and tools.
 - Implementation: Use standardized labeling systems and ensure all items are accompanied by proper documentation.
4. Calibration Schedule:
- Benefit: Ensures tools and equipment are always in optimal working condition.
 - Implementation: Maintain a strict schedule for calibration and conduct regular checks to ensure compliance with manufacturer specifications and regulatory requirements.
5. Environmental Monitoring:
- Benefit: Maintains appropriate storage conditions to prevent degradation of parts.
 - Implementation: Install environmental monitoring systems that automatically adjust and record conditions, providing alerts for any deviations.
6. Safety and Security Protocols:
- Benefit: Protects the integrity of stored items and ensures a safe working environment.
 - Implementation: Conduct regular safety inspections, implement security measures like access controls, and train staff on emergency procedures.

Recommended Courses for Stores Inspectors:

1. EASA Part 145 Introduction:
 - Provides a foundational understanding of EASA Part 145 regulations.
2. EASA Part 145 Logistics Foundation:
 - Covers logistics and inventory management principles within an EASA Part 145 organisation.
3. EASA Part 145 Stores Tooling Control, Inspection Procedures & Best Practice:

- Focuses on the control and inspection of tooling and best practices in stores management.
- 4. EASA Part 145 Safety (SMS) & Human Factors (HF) Training (Initial):
 - Emphasizes the importance of safety management systems and human factors in maintaining compliance and safety.
- 5. EASA Logistics & Stores Inspection Procedures Package:
 - A comprehensive package that covers various aspects of logistics and stores inspection procedures.
- 6. Logistics & Stores Inspection Parts 1-3:
 - Detailed courses on implementing an EASA-compliant storage system, managing store facilities, and understanding technical procedures.

For training related to Stores Inspection please see www.sassofia.com or www.sofemaonline.com or email team@sassofia.com