0 INTRODUCTION

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This edition completely replaces all previous editions.

The term **"Dassault Aviation Business Services SA**" will be use during any EASA Part 145 activity such as on/within Maintenance Work Package, Purchase Orders, invoices, Certification, approved manuals and procedures. The term **"DABS"** will be use in this PROCEDURE.

0.2 Purpose

The purpose of this Procedure is to ensure that all activities required to appropriately receive approved aircraft components, parts, materials and / or tools (item) using the Quantum system, into DABS are correctly completed. It is imperative that any item that enters the DABS stock system is appropriately classified and segregated as required by Part 145.A.42.

It includes:

- Accuracy of item and documentation received by the Inspector and recorded within Quantum.
- items assigned to the correct location.
- o Items which have a shelf life/due by use/by date/by calibration are appropriately set up in Quantum.
- o Items which are considered "suspect" regarding the appropriate standard are Quarantined.

0.3 Applicability

This procedure commences on physical receipt of an item by DABS (either from an external supplier or an internal workshop) through all of the electronic movements on Quantum and the physical movement of the item into a stores location until all of the necessary certification & delivery documentation is appropriately stored).

0.4 References

- > Regulation: EASA Part 145
- > MOE (DA-0100)
- Samples of labels and stickers (DA-0126)
- Calibration/inspection report (DA-0127)

1 GENERAL

1.1 Responsibility

The Logistic Manager is responsible for this procedure. The receiving Inspector is responsible for ensuring that all items are acceptable for acceptance into the DABS.

It is the responsibility of the receiving Inspector to ensure that no item is issued to any Staff before the inspection process has been completed.

DABS

1.2 General Process



2 APPENDIX

2.1 APPENDIX A - CHECK LIST & INSPECTION PROCESS OF ARRIVING MATERIAL

2.1.1 Material / Parts / Components from external source

The stores personnel should follow the process described in §2 and additional Facility procedure if appropriate.

When they received the Part and associated document, the receiver personnel shall put the stamps "*Entry control*" on Verso of Release certificate (or delivery note) i.a.w **Appendix D**.

It must be fulfilled, signed and stamped/name in order to attest that **the following** have been completed.

In case of Hazardous material sticker on the package, the appropriate personnel (with Hazmat/DG training) are in charge to manipulate and store specific parts and equipment.

Upon each receipt of material or part, following controls have to be performed:

- 1. **Inspect general condition of packing** to verify if there is apparent damage(s):
- Observe general appearance of the Material/Part (Dust, Apparent defect/damages on the Part and protection, plugs/caps appropriately installed).
 For specific Parts, refer <u>Appendix B</u>.
- 3. **Check that delivered quantity** is the same as mentioned in the Delivery Note or in the Invoice and check that there is no difference with Purchase Order.
- 4. **Check** Correct identification/labelling (P/N, S/N)
- 5. Be sure that **necessary and valid release certificate** and **documentation are delivered** with the Material/Part. check conformity. <u>See Appendix C</u>.
 - Note: If more than one part, scan must be attached for each Part on Quantum.
 - **Note:** Part with a plate on which the status of modifications is written, have to be checked in order that status registered on the plate is the same as status mentioned in Block 12 of EASA Form 1 or on equivalent document.
- Check the date of manufacture/Shelf life of Parts with a life limit.
 Ensure that "Shelf life limit" is entered in QUANTUM and printed on label, if applicable.
- 7. Be sure that **alternative parts** are justified by the supplier (IPC/SIPC/DOA letter) and accepted by the CSM/technician.
- 8. <u>In case of error or doubt</u>, the store personnel complete the form **DA-0139** (in Data Base) and inform the logistic/purchasers about this. During analyse by the purchaser, the parts must be stored in the quarantine area.
- 9. **Enter all information** concerning the Part in QUANTUM and **Identify** Parts or hardware package with identification Stock line number. **See Appendix D**.

2.1.2 Material / Parts / Components from internal source

NO SUCH UNIT shall be stored or returned to stock without an EASA Form 1 "INSPECTED" in block 11.

2.1.3 In case of receiving problems

Discrepancy report (Form DA-0139) should be completed and sent to the Logistic department.

The unacceptable parts, after identification with and "Unserviceable" tag, should be stored in the quarantine area waiting for decision.

2.1.4 Suspected Unapproved Part (SUP)

Refer <u>Appendix G</u>.

2.2 APPENDIX B - SPECIFIC SPARE PARTS GENERAL APPEARANCE

2.2.1 General Requirements

The Storage area must be clean, well ventilated and maintained at adequate temperature to protect Components against Humidity, Dust, or other Damage.

Everybody involve in the store activities is responsible for that.

Serviceable Parts	Use protective material to minimize damage and corrosion.				
Standard Parts	Depending on the type and size of the parts, they are stored in labelled plastic bags and/or storage boxes on frames or in drawers.				
ESD sensitive parts	Stored on EDS-bags and those shelves and cupboards are ground-bonded. Refer to Attachment F				
Inflammable liquids / chemicals	Stored in special shelves and cupboards i.a.w Material Data sheet [MDS], instructions for storage information.				
Tools and equipment	Stored in the Tools shop or specific shop.				

In any case, Manufacturer's Recommendation must be followed.

2.2.2 Specific rules

Avionics material / Instruments	Pressure static ports have to be plugged, and stored continuously with antistatic packing. Connectors must be protected by a cap.				
Batteries	Check the manufacturing date, storage duration and storage precaution, particularly concerning ELT batteries, help batteries and submarine beacons. Should be stored in a cool, dry, and well ventilated store on an acid-resistant tray.				
Chemicals	Check the manufacturing date, storage duration and storage precaution. At reception, chemical, with limited storage duration, need have at least ¾ (75 %) of their storage duration.				
Dangerous, noxious, corrosive. products	Material Data sheet [MDS], instructions for use and storage information, must be provided with all these products before storage.				
Gyros	Check the state of the impact indicator attached to the container or to the cardboard box, depending of the manufacturer. Keep the gyros in their original anti static packing. Before end limit of storage date, gyros have to be bench tested.				
Hardware	Give a Stock Line number to each packing of nuts and bolts or other small material arriving in stock to assure the tractability. Put them by packing on shelves and use first the prior arrived.				
Oʻring and Rubber Gaskets	Check the manufacturing date, storage duration and storage precaution. Accept only O'ring / Gasket separately closed packed / envelope The duration of storage must be higher on average than 5 years.				
Rubber / pipes / Hoses	Check the manufacturing date, storage duration and storage precaution. Should be adequately supported during storage to prevent distortion Should be stored in a darkened room,				
Tires and wheels	Safely stored vertically in the basement floor in special racks. Each tyre Should be supported at two points. Should be stored in a darkened room.				
Compressed Gas Cylinders	Safely stored in the basement floor in special racks, fitted with a transportation/storage cap over the shut-off valve. Control heads and gauges should be protected against impact Should not be exposed to the direct rays of the sun				
Sheet Metal part	Safely stored in the basement floor of the Store in special racks. Should be stored on edge in racks ensuring that bending of single sheets is avoided. Flat stacking is not recommended. Refer to Appendix F				

2.3 APPENDIX C - Acceptance of components - required documentation

2.3.1 EASA aircraft

TYPE OF COMPONENT	AUTHORISED RELEASE DOCUMENT			
New parts / components	Original Forms should be signed on <u>left side</u> :			
manufactured in	EASA Form 1 (note1) – (non-approved data is not acceptable)			
•EASA-member country	JAA Form One issued by an APO until 28/09/2005			
incl. components	Release document issued by an Organisation under the terms of a BASA IPA			
manufactured under a	(EASA/FAA/TCCA/ANAC/Japan/UKCAA) (<mark>note2</mark>)			
(e)TSO Authorisation	Document issued by the manufacturer and containing a statement that the			
BASA IPA= terms of a	part was manufactured under a(e)TSO authorisation.			
working agreement	> Document issued by the US PAH + Statement that the part was manufactured			
	to design data + FAA Form 8130-3 issued by DABS (<mark>i.a.w US-Swiss MaG</mark>)			
Used parts / components	Original Forms should be signed on <u>right side</u>			
maintained in	EASA Form 1 (note1) Single/Dual/triple release			
•EASA-member country	> JAA. Form One issued by an AMO until 28/11/2004			
•BASA MIP= terms of a	Release document with Dual/triple release issued by an Organisation under			
bilateral agreement	the terms of a BASA MIP (EASA/FAA/TCCA/ANAC) (<mark>note3</mark>)			
	UK CAA Form 1 not acceptable except if <u>accompanied by a EASA Form</u> 1			
Standard Parts or Class III	Certificate of conformity *			
identified as such by	Evidence of conformity traceable to the applicable standard**			
TCH/STCH				
Materials including Raw	Certificate of conformity *			
material and Consumables	Evidence of conformity traceable to the applicable specification, incl. life limitation			
(liquids, compounds, oil, grease)	Material specification data sheet (MSDS) when appropriate			
Fabrics, leather,	Certificate of conformity *			
furnishing for Cabin fitting	Burn-test certificate			
Note1 EASA Form 1 (issue 1) or EASA Form 1 (issue 2) after 28/09/2010 or EASA Form 1 (issue 3) after 24/03/2020 Used components maintained by a CAO released on an EASA Form 1 cannot be installed.				

NEW-Note2 FAA Form 8130-3 or TCCA Form One or ANAC Form F100-01 or Israel Form EN 804 or JCAB Form 18 or UK CAA Form 1 USED-Note3 FAA Form 8130-3 or TCCA Form One or ANAC Form F100-01. [UK CAA Form 1 not acceptable on EASA] acceptable on G-

PMA Parts could be installed on all aircraft if FAA Form 8130-3 mentions the following:

- «This PMA part is not a critical component»; or
- «Produced under licensing agreement from the FAA design approval holder»; or
- «The design of this PMA part has been approved under [EASA/NAA] approval ref. XXX»

"Rebuilt" status is acceptable only in case of engines rebuilt by the OEM.

NOT acceptable for propellers and all other components whether rebuilt by OEM or PMA. Only for N-registered aircraft

*A valid Certificate of Conformity (CofC) shall include:

- Reference to the particular Part referenced in parts catalogue (IPC) as standard part or
- Evidence of conformity traceable to the applicable ******Established Specification or Standard.
- Manufacturing source / Supplier source.
- Manufacturing Batch or Lot Number.

**Established standards as National Aerospace Standards (NAS), Army-Navy Aeronautical Standard (AN), Society of Automotive Engineers (SAE, ARP), Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, American National Standards Institute (ANSI), Military Standard (MS or MIL), EN Specifications etc... BAC/NSA/ABS not acceptable.

2.4 APPENDIX D - STAMPS / STICKERS SAMPLES USED:

PN: PN TEST 1						
DESC: PN TEST 1						
SN:	SL#: 5					
Batch #: 123456						
PO: T13144	RO: _					
Rec Date: 23.12.20	16					
Cons code: _						
Stock Cat: _	COND: NE					
CERT: COC	UOM: EA					
EXP. DATE: 15.12.202	0INSP DATE: 15.12.2020					
WHS: GVA	LOC: PENDING					
QTY: 1	Received By:					
Print Date: 24.03.2017	JOURNET					

Entry control

ENTRY CONTROL				
PACKAGING:				
QUANTITY:				
QUALITY:				
CERTIFICATES:				

DATE: Stamp/sign:

2.5 **APPENDIX E – Example of Component Release certificate**

EASA form 1

EASA		E	Easy Access Rules for Continuing Airworthiness (Regulation (EU) No 1321/2014)			Annex I (Part-M) APPENDICES TO ANNEX I (Part-M)	
1. Approving Competent Authority / Country		try	2. AUTHORISED RELEASE CERTIFICATE			3. Form Tracking Number	
4. Organisation Name and A	Address:					5. Work Order/Contract/Invoice	
6. Item	7. Description	n	8. Part No.	9. Qty.	10. Serial No.	11. Status/Work	
12. Remarks	13 Remarks						
 13a. Certifies that the items identified above were manufactured in conformity to: approved design data and are in a condition for safe operation non-approved design data specified in block 12 				14a □ Part-145.A.50 Release to Service □ Other regulation specified in block 12 Certifies that unless otherwise specified in block 12, the work identified in block 11 and described in block 12, was accomplished in accordance with Part-145 and in respect to that work the items are considered ready for release to service			
13b. Authorised Signature 13c. A		13c. Approva	l/Authorisation Number	14b. Authorised Signature		14c. Certificate/Approval Ref. No.	
13d. Name 13e. D		13e. Date (do	d mmm yyyy)	14d. Name		14e. Date (dd mmm yyyy)	
USER/INSTALLER RESPONSIBILITIES This certificate does not automatically constitute authority to install the item(s). Where the user/installer performs work in accordance with regulations of an airworthiness authority different than the airworthiness authority specified in block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts items from the airworthiness authority specified in block 1. Statements in blocks 13a and 14a do not constitute installation certification. In all cases aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.							

FAA form 8130-3

1. Approv	3. Form Tracking Number:							
FAA								
4. Organi	5. Work Order/Contract/Invoice							
	Number:							
6. Item:	11. Status/Work:							
12. Remai	rks:	· · · · · · · · · · · · · · · · · · ·						
12.0.0			11					
ISa. Certi	thes the items identified above were manuf	actured in conformity to:	14a. 🔄 14 C	FR 43.9 Return to Service Oth	er regulation specified in Block 12			
	Approved design data and are in a conditi	on for safe operation	Certifies	that unless otherwise specified in Block 12 when in Block 12 was accomplished in acco	, the work identified in Block 11			
	Non-approved design data specified in Blo	ck 12.	Federal	Regulations, part 43 and in respect to that	work, the items are approved for			
			return to	service.				
13b. Auth	orized Signature:	13c. Approval/Authorization No.	: 14b. Authori	zed Signature:	14c. Approval/Certificate No.:			
		**		-				
13d. Nam	e (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (1	yped or Printed):	14e. Date (dd/mmm/yyyy):			
L								
	User/Installer Responsibilities							
It is impor	It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article.							
Where the	user/installer performs work in accordan	e with the national regulations of an ai	- rworthiness autho	rity different than the airworthiness author	ity of the country specified in			
Block 1, it	Block 1, it is essential that the user/installer ensures that his/her airworthiness authority accepts aircraft engine(s)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.							
Statement	·							
national re	national regulations by the user/installer before the aircraft may be flown.							
EAA Form	FAA Form \$130-3 (02-14) NSN: 0052-00-01							

2.6 APPENDIX F – Protection for ESD

Protection for Electrostatic Discharge Sensitive (ESDS) devices.

- Work area:
 - It is essential to handle ESD devices at static-safe workstations. This will prevent yield loss (through catastrophic damage) or, worse, potential reliability failures in the field (through latent damage).
 - Where it is impractical or impossible to use antistatic wrist-straps or remove items that are composed of insulative materials at a static-safe workstation, use an air ionizer designed to neutralize electrostatic charges or apply topical antistats to control generation and accumulation of static charges.
 - When an air ionizer is utilized, it is vital that maintenance procedures and schedules are adhered to in order to ensure that ions generated by the ionizer are sufficiently balanced.
 - Avoid bringing sources of static electricity (as shown in page 1) within 1 meter of a static-safe work bench.
 - Where it is necessary to use air-guns, use special models that do not generate static charges in the air stream.
- Personnel:
 - Any accumulated charge on the body of the human operator should be discharged first before opening the protective container with ESD devices inside. The discharge can be accomplished by putting a hand on a grounded surface or, ideally, by wearing a grounded antistatic wriststrap.
 - The use of an antistatic smock for each worker is highly recommended.
 - Education and training on ESD preventive measures is invaluable.
- Packaging and Transportation:
 - ESDS devices should be contained in a static protective bag or container at all times during storage or transportation.



Labels to identify electrostatic discharge sensitive (ESDS) devices.

The following labels are commonly used on containers and packaging to alert anyone who handles the ESDS devices on the need to use static-safe procedures before handling the devices.



The following verbiage should be placed beside the label: **CAUTION**

Contains parts and assemblies susceptible to damage by Electrostatic Discharge (ESD)

2.7 APPENDIX G – Suspected Part

A **suspected unapproved part (SUP)** is any Part or Material that is suspected of not meeting the requirements of an "approved part". A part that, for any reason, a person believes in not approved. Reasons may include findings such as a different finish, size, color, improper (or lack of) identification, incomplete or altered paperwork, or any other questionable indication.

An **unapproved part** is any part that does not meet the requirements of an "approved part" as defined in AC 21-29 (as revised). This term also includes parts that have been improperly returned to service (contrary to Parts 43 or 145).

Parts which may fall under one or more of the following categories:

(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) an production approval for the part, such as production overruns where the parts did not pass through an approved quality.

Note: This includes parts shipped to an end user by a Production Approval Holder's (PAH) supplier who does not have direct ship authority from the PAH.

(2) New parts which have passed through a Production Approval Holder's (PAH) quality system which are found not to conform to the approved design / data.

Note: Parts damaged due to shipping or warranty issues are not required to be reported as SUP.

- (3) Parts that have been maintained, rebuilt, altered, overhauled, or approved for return to service by persons or facilities not authorized to perform such services under Parts 43 and/or 145.
- (4) Parts that have been maintained, rebuilt, altered, overhauled, or approved for return to service which are subsequently found not to conform to approved data.
- (5) Counterfeit parts.

Non-conforming Parts, Suspected unapproved Parts, or any products that fail to meet applicable incoming inspection are reported to the Logistic manager with DA-0139.

These are tagged i.a.w DA-0122 and placed in the secure Quarantine area until dispositional for repair, return to vendor, scrap, etc.

When a suspected unapproved part is discovered, the receiving inspector will immediately advise the Safety and Quality department.

All suspected unapproved parts reported will be quarantined pending further investigation.

The Safety and Quality department will immediately notify the appropriate CAA with appropriate form (Detecting and reporting suspected unapproved parts).