



AMC 030 –AIRCRAFT PARTS HANDLING

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CHAPTER 1 Introduction

The purpose of this AMC is to provide guidance to Operators and Maintenance Organization to guarantee that:

- all materials used in those parts of an aircraft which are essential for its safe operation shall conform to approved specifications, and that those specifications shall be such that materials accepted as complying with them shall have the essential properties assumed in the design;
- the parts installed on an aircraft meet the design specification and are serviceable at installation. The installation of any part failing to meet the intended design requirements degrades those requirements, leading to a degradation of airworthiness;
- for the purposes of airworthiness, a system of control exists which ensures that only parts meeting the approved design data applicable to a particular aircraft are installed on that aircraft.

AUA-RLW (A.B. 1995 no. 71, gewijzigd bij A.B. 2000 no. 58), articles 43 and 49 requires owners, operators and/or maintenance organization to maintain the aircraft in an airworthy condition.

CHAPTER 2 Reporting of unapproved part

This chapter has been divided into several paragraphs in order to meet its purpose which is the reporting of unapproved parts.

2.1 Approved parts

- a) An approved parts is one meeting approved design data applicable to that part and which has been manufactured and subsequently maintained in accordance with the requirements of the State of Design, manufacture or Registry, as applicable.
- b) Standard parts such as fasteners are considered as approved parts when in accordance with a national or industry accepted standard and when referenced in the type design of the particular aircraft.

2.2 Unapproved parts

Parts not meeting the criteria described in 2.1(a) and (b) are considered to be unapproved. Unapproved parts also include those parts improperly returned to service, for example:

- a) Parts supplied directly to the user by a subcontractor not entitled to do so;
- b) Parts maintained or approved for return to service by a person or organization not approved to do so;
- c) Parts not maintained in accordance with the requirements of the applicable approved data; and
- d) Parts which have reached their life limit, including, if applicable, any shelf-life limit;



2.3 Supporting documentation

Parts users must implement a documentation process which will have to provide written evidence of the acceptability of a part. This is an essential element of any system designed to ensure that only approved parts are installed on an aircraft. Such a process is must provide all relevant information concerning the part to which it refers to. This must enable the installer to readily ascertain its status.

DCA of Aruba allows installers to use certain documents as long the State of design and/or the operation standard is defined by the operator/installer. Such documents (for example INS-4.104, FAA Form 8130-3, EASA Form 1 and TCCA 24-0078) must contain information relating to:

- 1) The authority under which it is issued;
- 2) Reference identification for the purpose of traceability;
- 3) Name, address and approval reference of the issuing organization;
- 4) Work order, contract or invoice number;
- 5) Quantity, description, part number and, if applicable, serial number of the part
- 6) Relevant information concerning any life limitations, compliance or non-compliance with any airworthiness directives, etc.;
- 7) The signature and approval reference of the person issuing the document; and
- 8) Whether the part is new or used;

The procedures for how to apply the forms are mentioned in:

INS-4.104: AMC-029, latest revision

FAA 8130-3: Order 8130-21C, latest revision

EASA Form 1: Part M, Appendix II, latest revision

TCCA 24-0078: CAR 509

Any part not accompanied by the appropriate documentation would be considered to be unapproved.

2.4 Extra precautions to prevent the inadvertent acceptance of unapproved parts

The documentary evidence of compliance as mentioned in paragraph 2.3 will not in it self provide guarantee against installation of unapproved parts if the original supplier of such parts knowingly provides false information or otherwise set out to deceive.

That is why maintenance organizations and operators must have secondary defences in place designed to give early warning of unapproved parts prior to their release for fitment. The main defence in such cases is a strong, well-informed and alert parts ordering and receiving system which, through auditing and reports, establishes a satisfactory level of confidence in its parts suppliers and which:

- 1) Ensures a continual correlation between parts ordered and parts received;
- 2) Is alert to any unauthorized alterations to supporting documentation and to any inability of the supplier to supply the required documentation;
- 3) Is aware if a quoted price for the part is significantly lower than that quoted by other suppliers;



- 4) Is aware that delivery times are significantly shorter than those quoted by other suppliers;
- 5) Is aware of parts packaging methods used by approved parts manufacturers, maintenance organization and distributors, and can detect deviations from these methods;
- 6) Ensure that all those staff that have routine contact with parts, especially buyers, stores, mechanics and certifying staff, are fully aware of the dangers posed by unapproved parts and also the likely sources. Ample warnings should be given to such staff about accessing any unapproved parts database;
- 7) ensure that their parts suppliers are fully integrated into the reporting network; and
- 8) Audits are conducted at intervals to ensure that all remain vigilant to the problem;

2.5 Unapproved parts reporting

The purpose of this paragraph is to instruct all parts users in how to report suspected unapproved parts. That is why the DCA of Aruba has implemented this standardized reporting format.

Refer to appendix 1 to this AMC for further guidance.

CHAPTER 3 Removal of parts from aircraft no longer in service

Aircraft withdrawn from service are often used as source of spare parts, a process sometimes described as “parting out”. These parts, although serviceable at the time the aircraft was placed in storage conditions, including especially environmental factors, or by the length of storage.

It is important that the part removal process be planned and controlled in a manner as close as possible to that adopted for routine maintenance tasks on in-service aircraft. The following points in particular must be adhered to:

- 1) Aircraft must be registered in Aruba;
- 2) Prior removal of the parts aircraft must be in an airworthy condition;
- 3) An Aircraft Maintenance Bridging Program must have been developed and accepted by the DCA of Aruba;
- 4) The means by which the part is removed should be in accordance with the Aircraft Maintenance Manuals and using the specified tooling;
- 5) Adequate access equipment should be provided;
- 6) If conducted in the open, disassembly should cease during inclement weather;
- 7) All work should be carried out by appropriately qualified maintenance personnel;
- 8) All open connections should be blanked;
- 9) A protected and enclosed quarantine storage area for the parts being removed should be provided in the immediate vicinity of the work area;
- 10) Identification tag must be attached to the part;
- 11) Parts without latest and current FAA 8130-3 or EASA form 1, whichever is applicable must be sent to an authorized organization for recertification. An assessment for condition and eventual return to service of each removed part will need to be conducted by this organization. The



extent of the work necessary before the part is returned to service ranges from a simple external visual inspection to a complete overhaul.

- 12) The Aruba Airport Authority must be informed accordingly prior commencement of the work in connection with airframe that will be left behind;

CHAPTER 4 Disposal of scrapped parts

This section of the AMC provide guidance in how to dispose of scrapped parts by aircraft owners, maintenance organization, operators, etc...

Those responsible for the disposal of scrapped aircraft parts and materials should consider the possibility of such parts and materials being misrepresented and sold as serviceable at a later date. Caution should be exercised to ensure that the following types of parts and materials are disposed of in a controlled manner that does not allow them to be returned to service:

- 1) Parts with non-repairable defects, whether visible or not to the naked eye;
- 2) Parts that are not within the specifications set forth by the approved design, and cannot be brought into conformity with applicable specifications;
- 3) Parts and materials for which further processing or rework cannot make them eligible for certification under an approved system;
- 4) Parts subjected to unacceptable modifications or rework that is irreversible;
- 5) Life-limited parts that have reached or exceeded their life limits, or have missing or incomplete records;
- 6) Parts that cannot be returned to an airworthy condition due to exposure to extreme forces or heat;
- 7) Principal structural elements removed from a highcycle aircraft for which conformity cannot be accomplished by complying with the mandatory requirements applicable to aging aircraft;

Scrapped parts should always be segregated from serviceable parts and when eventually disposed of should be mutilated or clearly and permanently marked. This should be accomplished in such a manner that the parts become unusable for their original intended use and unable to be reworked or camouflaged to provide the appearance of being serviceable.

When scrapped parts are disposed of for legitimate non-flight uses, such as training and education aids, research and development, or for non-aviation applications, mutilation is often not appropriate. In such cases the parts should be permanently marked indicating that they are not serviceable; alternatively, the original partnumber or data plate information must be removed or a record kept of the disposition of the parts.



CHAPTER 5 Parts recovered from aircraft involved in accidents.

It is prohibited to re-use affected aircraft parts directly involved in an accident or incident. In other cases some items may be totally unaffected by the accident or incident which caused the aircraft to be declared as salvage, it is essential to obtain clear evidence that this is the case. If such evidence cannot be obtained, the item may not be returned to service.

Before overhaul and reinstallation can be considered, all such items must therefore be subject to competent assessment and inspection in the light of adequate knowledge of the circumstances of the accident, subsequent storage and transport conditions, and with evidence of previous operational history obtained from valid airworthiness records. Confirmation of this assessment must be in the form of an airworthiness release.

Parts to be rejected are those whereby:

1. the crash load may have took the part above its proof strength;
2. change of material characteristics in a part due to overheat ;

It is very important to establish that the part is not cracked, distorted or overheated. If the installer is unable to officially establish this than the part must be rejected.

CHAPTER 6 Other industry guidelines.

Since Aruba does not have any aircraft manufacturers for aircraft, aircraft engines, propeller and any other aircraft parts, other industry guidelines must be consulted. These are:

1. FAA Order 8120.16, 8120.2
2. FAA AC 20-62D, 21-20B, 21-29C, 43-18
3. 14 CFR, Part 1, 21, 43, 91 AND 145;
4. EASA Part-M, Part-M-AMC, Part-21, Part 145

**APPENDIX 1. SUSPECTED UNAPPROVED PARTS REPORT**

 DIRECTIE LUCHTVAART ARUBA DEPARTMENT OF CIVIL AVIATION ARUBA		SUSPECTED UNAPPROVED PARTS REPORT FORM INS-4.106	
REFER TO PAGE 2 FOR INSTRUCTIONS ON HOW TO COMPLETE THIS FORM			
1. Date the Part was discovered:		2. Part name:	
3. Part number:		4. Part Serial number:	
5. Quantity:	6. Assembly name:	8. Aircraft make & model:	
	7. Assembly number:		
9. Name, Address, and Description of the Company or Person who supplied or repaired the Part:			
Name:		Street Address:	
City:	State:	ZIP Code:	
Country:		Phone numbers:	
Check One of the Following applicable to the Company or person who supplied or repaired the part:			
<input type="checkbox"/> AOC Holder – Certificate #:		<input type="checkbox"/> Supplier:	
<input type="checkbox"/> Mechanic – Certificate #:		<input type="checkbox"/> Production Approval Holder:	
<input type="checkbox"/> Maintenance Organization – Certificate #:		<input type="checkbox"/> Manufacturer:	
<input type="checkbox"/> Distributor:		<input type="checkbox"/> Other:	
<input type="checkbox"/> Owner/Operator:		<input type="checkbox"/> Unknown	
10. Description of the Issue:			
11. Name and address of (the company or person) where the Part was discovered:			
Name:		Street Address:	
City:	State:	ZIP Code:	
Country:		Phone numbers:	
Check one of the following applicable to the company or person who discovered the Part:			
<input type="checkbox"/> AOC Holder – Certificate #:		<input type="checkbox"/> DCA Inspector:	
<input type="checkbox"/> Mechanic – Certificate #:		<input type="checkbox"/> Ministry of Tourism, Transport and Labour	
<input type="checkbox"/> Maintenance Organization – Certificate #:		<input type="checkbox"/> Foreign Civil Aviation Authority:	
<input type="checkbox"/> Distributor:		<input type="checkbox"/> Owner/Operator:	
<input type="checkbox"/> Supplier:		<input type="checkbox"/> Other	
<input type="checkbox"/> Production Approval Holder:			
12. Date of this report:			
13. <input type="checkbox"/> Check this box if you request anonymity – Do not complete blocks 14 – 16			
14. Name and Address of the reporter			
Name:		Street Address:	
City:	State:	ZIP Code:	
Country:		Phone numbers:	
15. <input type="checkbox"/> Check this box if you request confidentiality.			
16. <input type="checkbox"/> Check this box if you have attached additional information.			



Instructions for completing DCA FORM INS-4.106: SUSPECTED UNAPPROVED PARTS REPORT

1. Enter the date the part was discovered;
2. Enter the name of the part (or a description of the part);
3. Enter the part number or identification number of the part;
4. Enter the serial number on the part, if applicable;
5. Enter the quantity of parts;
6. Enter the assembly name;
7. Enter the assembly number;
8. Enter the aircraft make & model it applies to;
9. Enter complete name and address of the company or person who produced, repaired, and/or sold the part. Do not list a P.O. Box unless a street address is not available;

AOO Holder: A DCA certified airline	Supplier: A company or person who finishes aircraft parts or related services to the producer of a product or part thereof
Mechanic: A person holding a DCA AME license or validation:	Production Approval Holder: A company or person holding one of the following four types of production approvals: production certificate, approved production inspection system, parts manufacturer approval, or technical standard order authorization.
Maintenance Organization: A DCA approved, accepted or validated organization to conduct maintenance.	Manufacturer: The original equipment manufacturer (OEM)
Distributor: A broker, dealer, reseller, or other person or agency engaged in the sale of parts.	Other: Enter any other type of business.
Owner/Operator: The owner or operator of an aircraft.	Unknown:

10. Enter a brief narrative stating why you believe the part is not approved. Include a description of the part (improper configuration, suspect marking, different material, etc.), where it was obtain and what type of documentation was supplied with it.
11. Enter complete name and address of the location where the part was found. Check the appropriate block to reflect the affiliation of the company or person who discovered the part;
12. Enter the date the DCA FORM INS-4.106 is being submitted;
13. Check the box if you request anonymity (do not wish to provide your identity), and do not complete 14 or 15;
14. Enter your name, address and phone number, if desired. This information will enable the DCA to contact you for additional information, if necessary;
15. Check this box if you request confidentiality of your personal information recorded in block 13;
16. Check this box if you have attached additional information (photos, invoices, certification statements, etc.)

Send the completed FORM INS-4.106, SUSPECTED UNAPPROVED OARTS REPORT, to:

Department of Civil Aviation Aruba
 Sabana Berde 73-B
 Oranjestad
 Aruba
 dca@aruba.gov.aw

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