



Advisory Circular

AC-AW-014

June 2018

SUBJECT: SUSPECTED UNAPPROVED PARTS REPORTING PROCEDURES

DATE: June 2018

1. PURPOSE

This advisory circular (AC) provides guidance to the aviation community for detecting suspected unapproved parts (SUPs) and reporting them to the Gambia Civil Aviation Authority.

2. DETECTION OF SUPs

The airworthiness of aeronautical products may be compromised if a part's approval status is suspect or unknown. Positive identification of unapproved parts has proven to be difficult because that can closely resemble approved parts. The following guidelines offer a means to use in you facility's receiving section to evaluate received parts (and their sources). These steps will help prevent the procurement, acceptance, and installation of unapproved parts into aircraft and aviation components.

3. SUPPLIER EVALUATIONS

The supplier evaluation function is not required for repair stations, however, they are required to ensure each person maintaining or altering, or performing preventive maintenance, shall do that work in such a manner and use materials of such a quality, that the condition of the aircraft, airframe, aircraft engine, propeller, or appliance worked on will be at least equal to its original or properly altered condition.

4. PROCUREMENT PROCESS

Establish a procedure to ensure the procurement of approved parts prior to purchasing parts and material for installation in type certificated (TC) products. This procedure should include the following at a minimum:

- 4.1 Methods of identifying distributors and/or suppliers who have a documentation system and receiving inspection system that ensures the traceability of their parts



- 4.2 Methods of screening unfamiliar distributors and/or suppliers to determine if the parts present a potential risk of being unapproved. The following situations may raise questions:
- a) A quoted or advertised price that is significantly lower than the price quoted by other distributors and/or suppliers of the same part.
 - b) A delivery schedule that is significantly shorter than that of other distributors and/or suppliers (when the stock of a like item is exhausted).
 - c) Sales quotes or discussions from unidentified distributors that imply an unlimited supply of parts, components, or material are available to the end user.
 - d) A distributor or supplier's inability to provide substantiating documentation that the part was produced in accordance with a State of Design approval or inspected, repaired, overhauled, rebuilt preserved, or altered.
- 4.3 The situations presented above are not conclusive and does not intend to imply that such situations will always lead to unapproved parts. In many cases a purchaser can confirm that the parts are approved parts or can be returned to an airworthy condition through ordinary due diligence. Traceability to approved design and production approval should be requested by purchasers on their purchase orders for all parts intended for use on TC products.

5. RECEIVING INSPECTION

A company's internal procedures should include a means of identifying unapproved parts and preventing their acceptance. An effective receiving inspection should address the following suggested areas:

- 5.1 Confirm that the packaging of the part identifies the supplier or distributor and is free from alteration or damage.
- 5.2 Verify that the actual part and delivery receipt reflect the same information as the purchase order regarding part and serial number.
- 5.3 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).
- 5.4 Ensure that the parts' shelf life and/or life limit has not expired, if applicable.
- 5.5 Conduct a visual inspection of the part and supporting documents to the extent necessary to determine if the part is traceable to a State of Design approved source. The following are examples of positive forms of identification:
 - a) Airworthiness Approval Tag, Authorized Release Certificate Maintenance records, Release document with Approval for Return to Service, or serviceable tag from an Approved Maintenance Organization (e.g.: FAA Form 8130-3)

- b) Approved Maintenance Organization work order from a State of Manufacture source.
 - c) State of Manufacture Parts Manufacturer Approval (PMA) markings.
 - d) Shipping ticket/invoice from manufacturer
- 5.6 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).
- 5.7 Conduct random sampling of standard hardware packaged in large quantities in a manner that corresponds to the type and quantity of the parts.
- 5.8 Segregate suspect parts and attempt to resolve any issues regarding the part's questionable status through your supplier prior to initiating a SUP report (i.e., obtain necessary documentation if not provided or determine if irregularities resulted from shipping damage and handle accordingly).

Note: For purposes of this AC, the term "part" does not include raw materials (e.g., sheet metal stock, sealants, lubricants, raw forgings, casting, or billet material).


6. SUP REPORTING PROCEDURES

SUP reports may originate from numerous sources such as incoming/receiving inspections, audits, facility surveillance, complaints, congressional inquiries, accident or incident investigations, or various service difficulty reports.

- 6.1 *Disclosure of Information.* It is the State of Manufacturer's policy to encourage the disclosure of information regarding aviation safety. Reporters may be concerned with the potential repercussions of reporting the discovery of parts that are alleged to be unapproved.
- 6.2 You may send a completed form(s) to the Gambia Civil Aviation Authority via e-mail or mail.

FSS-AWS-FORM 016, Suspected Unapproved Parts Status Report

FSS-AWS-FORM 016A, Suspected Unapproved Parts Report

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