

Reporting of Suspected Unapproved Parts

1 Purpose and scope

This Airworthiness Notice provides information to aircraft maintenance organisations, operators and licensed aircraft maintenance engineers about their responsibilities for ensuring that all parts used on an aircraft that are essential for its safe operation conform to approved design specifications and are serviceable.

It is essential for the purposes of continuing airworthiness that aircraft maintenance organisations, operators and licensed aircraft maintenance engineers implement a system of controls to ensure that only parts meeting the approved design data applicable to a particular aircraft are installed on that aircraft and that any suspected unapproved parts are identified and quarantined pending investigation.

Any suspect unapproved part must be reported to the SCAA and the Type Certificate holder in accordance with paragraph 4 of this Airworthiness Notice.

2 Unapproved part

An unapproved part is a part or material which,

- does not meet the approved type design data applicable to that part
- does not conform to acceptable industry standards (i.e. standard parts)
- has not been manufactured according to approved procedures and data

A part is also deemed unapproved if,

- Directly supplied to the user by a subcontractor who does not hold a production approval and has not been authorised by the Type Certificate holder for direct shipment
- Maintained or approved for return to service by a person or organisation not authorised to certify the maintenance
- Not maintained according to approved airworthiness data or requirements
- Exceeding the life limit, including any shelf-life limit
- Not accompanied by the appropriate documentation establishing its authenticity

3 Certifying person and user responsibility

The end user can be either an approved organisation, a person authorised by an approved organisation, or an appropriately SCAA Type Rated Licensed Engineer, who issues the

Certificate of Release to Service for installation of an aircraft part into an aircraft, its engine(s), propeller(s) or equipment.

Operators and maintenance organisations should establish robust purchasing policy and procedures in their maintenance organisation exposition or engineering documents for the acceptance of all aircraft parts, including the evaluation and performance monitoring of suppliers. These procedures should also include a means of identifying suspected unapproved parts and prevent their acceptance into the stores supply system.

Organisations should ensure that all staff involved with the purchase and installation of aircraft parts, including buyers, stores personnel, mechanics and certifying staff are fully aware of the dangers posed by unapproved parts and their likely sources. Initial training for new staff should be provided and any changes to procedures or identified problems with the provision of aircraft parts can be included in the organisation continuation training programme.

Licensed aircraft maintenance engineers have responsibilities to ensure that genuine and approved parts are installed when they certify aircraft and should follow the information in this paragraph when ordering and receiving parts from a supplier. The user may need to visit the supplier's facilities to verify that the supplier meets the requirements of the purchase order.

4 Reporting procedures

End users are required to report suspected unapproved parts to the SCAA and to the Type Certificate holder in order to provide widespread warning of the detection of unapproved parts, so that operators of similar equipment can be made aware as soon as possible. Approved organisations should include reporting procedures in their company exposition.

Reports are to be made to the SCAA using the of the three following options:

- The preferred method of reporting is via their company safety reporting system linked to the SCAA reporting system. A link to the centralized reporting system is available for operators.
- Using the links to the reporting systems are provided on the SCAA Website (<http://www.scaa.sc> > Aviation Services > Aviation Safety Reporting).
- Written reports should be addressed to: Safety Regulation Department, Seychelles Civil Aviation Authority, PO Box 181, Mahe, Seychelles.

The report shall be submitted in 72 hours after discovery of any suspect unapproved part and has to include the following information:

- Part description
- Part number, serial number(s) or any other number shown on the part
- Make and model number of the aircraft or component that the suspected unapproved part is applicable or fitted to
- Nature of any accompanying documentation and features rendering the part suspect.
- Identification of the source from where the part was received
- Quantity of suspected unapproved parts found

When a part is deemed to be suspect, the part together with any associated documentation should be quarantined and held until investigations by the organisation and the SCAA are completed. As part of the investigation process, the SCAA may notify, as and when required, the Regulator of the State from where the part(s) have been supplied or have originated.

In case that the investigation has confirmed the part(s) to be unapproved, the SCAA will advise the reporting organisation to dispose of the part(s) either by providing them (or a

sample, as appropriate) to the Regulator of the State for further actions, or by applying their procedure for unsalvageable parts as described in their company exposition.

5 Notice revision

This Notice becomes effective from the date of issue and supersedes Airworthiness Notice 10 issue 2, dated 30th June 2011, which should be destroyed.