
Certification and Document Requirement for Incoming Aeronautical Products

1. Purpose

This appendix provides guidance on basic certification & documentation documents requirement when purchasing and receiving aeronautical products to comply with relevant parts of the FAR Part 21, 43, 91 and 145, and Part A 2.6 and B 1.7 of the RSQCM. All material supplied to Air Asia Company shall be traceable to FAA certificated sources, additional and/or unique requirements may be specified on Air Asia Company's purchase order.

2. Responsibility

- (1) The Supervisor Material Inspection is responsible for supervising the receiving inspectors and assuring that all the certification and documentation documents requirement for incoming aeronautical products are met.
- (2) The Manager Procurement (MPRO) is responsible for assuring that its Buyers comply with all the following requirements.

3. Source of The Aeronautical Products

(1) FAA-Certificated Sources

- A. Original Equipment Manufacturers (OEMs) that are the Production Approval Holders (PAHs), e.g. TC, PC, STC, Parts Manufacturer Approval (PMA) or Technical Standard Order Authorization (TSOA), etc.
- B. All scheduled airlines and air operators, including freight carriers, operate under 14 CFR Part 119, 121, 125, 129 and 135.
- C. Major airframe and powerplant certified repair stations operator under Part 145 (FAA, EASA, JAA, or TC) whose capability allows them to perform C & D checks, repair or modify the aircraft structure or repair the major modules of an engine.
- D. Certified Component Repair Stations operate under Part 145 (FAA, EASA, JAA, or TC), provided that the material they're supplying is within the repair capabilities of their Air Agency Certificate or acceptable equivalent.
- E. Persons operating under the FAA AC 00-56A standard are also considered FAA-Certificated Sources.

(2) Non FAA-Certificated Sources

Any sources not meeting the definition above for "FAA-Certificated Source" are considered to be "Non FAA-Certificated Sources". Further examples of Non FAA-Certificated Sources are other surplus parts suppliers, distributors, dealers, brokers, aircraft or engine leasing companies, etc., that are Air Asia's approved suppliers. The basic certification requirements necessary for acceptance of material by Air Asia Company from a Non FAA-Certificated Source are:

- A. The supplier's own Material Certification (e.g. ATA 106 form), certificate of conformance or acceptable equivalent; and the original or certified true copy of the certificate received from the FAA-Certificated Sources; and,
 - B. A non-incident, non-government and non-military use statement from the last operator and last FAA-Certificated Sources if the part condition is other than new.
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4. Requirements

(1) Certification requirements by part condition

A. Factory New

The original certification from the OEM. Appropriate documentation shall include Certificate of Conformance, Packing Slip, Transfer Ticket or Invoice, and if regulatory airworthiness approval document is required, one or a combination of the following: FAA Form 8130-3, EASA (JAA) Form 1 or TC Form 1,

B. New Surplus (New & Unused)

Certification shall be traceable back to a FAA-Certificated Source stating/indication that the material is new. Appropriate documentation may include Certificate of Conformance, Packing Slip, Transfer Ticket, Invoice, or a material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification, and if regulatory airworthiness approval document is required, one or a combination of the following: FAA Form 8130-3, EASA (JAA) Form 1, TC Form 1,

C. Overhauled, Repaired, Inspected or Modified

- (a) Certification shall be traceable back to the last operator and/or FAA-Certificated Source, including a non-incident/non-military use statement;
- (b) Original material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification stating the part is in the same condition as listed on the Authorized Release Certificate;
- (c) The original FAA Form 8130-3, EASA (JAA) Form 1 or TC Form 1 issued by a repair facility that is approved to perform the repair by the relevant airworthiness regulatory authority;
- (d) Details of work performed or teardown report, including Service Bulletins (SB) number, Modification number or Airworthiness Directives (AD), with revision number and date;
- (e) Name of the service manual and/or part number or ATA chapter reference used to perform the repair and the revision level and revision date of the manual; and,
- (f) Any repairs incorporated into the part must be repairs listed in the OEM's service, repair or overhaul manual. FAA Designated Engineering Representative (DER) 8110-3 type repairs will not be accepted by Air Asia Company without prior written approval in accordance with Air Asia Company's RSQCM. The repair scheme numbers must be listed in Box 12 of the Authorized Release Certificate along with the Revision number of date. Copies of the repair scheme explanation must be included in the shipment. Engines, Propellers and the like must be furnished with logbooks, time replacement parts lists, test logs, etc.

D. Repairable/As Is/As Removed Material

- (a) Certification shall be traceable back to last operator and/or FAA-Certificated Source including a non-incident/non-military use statement; and,
 - (b) Original material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification stating the part is repairable, as-is, where is, or as removed.
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4. Requirements (Cont'd)

(2) Additional Requirements

- A. In the event the certification and/or traceability is incorrect, missing or altered, or if the condition of the part is not in accordance with the condition stated on the certification or the condition as stated on Air Asia Company' purchase order, the part(s) will be rejected and returned for full credit, including transportation costs;
- B. The original Authorized Release Certificate or acceptable equivalent is required for each line item on the purchase order;
- C. If the item is not serialized and the quantity being supplied is less than the quantity in box 9 of the Authorized release Certificate then a certified true copy of the Authorized Release Certificate will be acceptable;
- D. The Authorized Release Certificate or Certificate of Conformance, if applicable, shall specify all ADs that are represented as having been accomplished, including the AD number(s), AD amendment number(s), and date(s) and method(s) of compliance;
- E. Regulatory airworthiness approval documents will only be accepted if they are in new condition and/or in unopened OEM packaging. Industry standard hardware items (NAS, AN, MS MIL, etc.) shall be accompanied by chemical and/or physical test documentation and OEM conformance/analysis certificate from manufacturers in addition to the applicable traceability documentation listed above;
- F. The Marking of FAA-PMA and TSO products must meet the requirements of FAR Part 45.15,
- G. Any material identified as being involved in an incident or accident or traceable to any military or government source will not be accepted by Air Asia Company.

5. Certification requirements for Lot Purchases or Consignments

In addition to the specific certification requirements listed in this document, certification documentation for lot purchases must comply with specific contractual or purchase order requirements. When an individual material certification (ATA106) or similar document is impractical for each part, a manifest of the contents must contain the following information on each page of the manifest:

- (1) Name of the company selling/consigning the material;
 - (2) Air Asia Company Purchase or Contract number;
 - (3) Part Number;
 - (4) Serial or Batch/Lot Number (if applicable);
 - (5) Condition;
 - (6) Quantity;
 - (7) OEM; and,
 - (8) Any lot purchase material received by Air Asia Company that is either inconsistent with or omitted from the manifest will be held by Air Asia Company in identified "Hold" area pending disposition and/or returned at the cost of the supplier.
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6. Certification Requirements for Life Limited/Time Controlled Parts

All life limited parts must meet the documentation and certification requirements listed above plus the following additional requirements:

- (1) Each life limited part shall be accompanied by a document, produced at the time the part was removed from the engine, module or aircraft (as the case may be), detailing the manufacturer's part number, serial number, current total time and current total cycles. The document shall also include the serial number, total time, total cycles, and, if applicable, model number of the next higher assembly, aircraft or engine (as the case may be), and must be signed by an authorized representative of the company that prepared it;
- (2) In the event that the part was installed on more than one engine or aircraft, the requirements of the above paragraph must be met, plus logbook entries with the manufacturer's part number and serial number of the part, plus the serial numbers and model numbers of all engines or aircraft that the part was installed on. All such sources of information (maintenance release tags, removal/installation sheets, logbook entries, etc.) must accurately trace the history of all life limited parts back to new;
- (3) Complete history of all vendor/manufacturer/repair facility modifications, alterations and major repairs to life limited parts relative to any service bulletins and/or airworthiness directives which affects part number, life limit or re-inspection requirements; and,
- (4) FAA 8130-3, EASA Form 1, OEM's database report, transfer ticket, original build specification document or similar OEM certifying document is required for all (used or new) life limited part
- (5) A non-incident statement from the last operator if applicable.

7. Certification Requirements for Age-Sensitive Items

All Age-Sensitive Items must meet the documentation and certification requirements listed above plus the following additional requirements:

- (1) Each age sensitive item shall be furnished with cure or manufacture date and expiration date.
- (2) Remaining shelf life of age-sensitive products shall not be less than 75% of the total shelf life.

8. Hazardous or Dangerous Goods

All hazardous or dangerous goods must comply with the following:

- (1) Any Hazardous and/or Dangerous goods supplied to Air Asia Company must be identified, handled, and shipped in accordance with 49 CFR Parts 171, 172, 173 and 175; and,
 - (2) Current Material Safety Data Sheet (MSDS) must accompany each shipment.
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