

Best Management Practice for Management of Used Aircraft Parts and Assemblies

Published by the Aircraft Fleet Recycling Association

Version 2.0
(issued by the AFRA Board on May 1, 2009)

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BEST PRACTICES

ARTICLE I – OVERVIEW

This Best Management Practice is published and maintained by the Aircraft Fleet Recycling Association (AFRA). AFRA is a non-profit association composed of companies of common interest and focus regarding with world's older aircraft fleet. AFRA was formed by eleven charter companies in June 2006 with the mission to organize and present an industry perspective on aircraft sustainability via the development and recommendation of best practices and technologies for the management of the world's older fleet. A specific goal identified during the Chartering activities was the commitment to complete an AFRA best management practice document on the Management of Used Aircraft Parts and Assemblies within AFRA's first year of existence. The publication of this document, reflecting the perspective of companies whose core business is the management of used aircraft parts secured from end-of-service aircraft, meets that AFRA obligation.

This document represents a collection of recommendations concerning best practices for the management of parts that are removed from an aircraft, engine or other asset during the disassembly of the asset at the end of its service life. It is intended to guide aspects of the management of parts removed from an end-of-service aircraft asset, regardless of whether those parts are intended to be returned to commercial aircraft service. It is not intended to address disassembly that occurs incidental to maintenance (e.g. a teardown that is a step in an overhaul).

The document provides guidance on how to disassemble an aircraft, engine or other asset and safely disposition the removed articles. It does this by providing Best Practices, which are auditable standards. It also provides guidance in Appendix One about how to meet the Best Practices. Appendix One provides



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- Practice Guides which reflect advice from AFRA on how to meet the principles established by the Best Practices. Generally, they reflect one way but not necessarily the only way to meet the Best Practice. In some cases they might reflect the only practical manner in which to meet the Best Practice, and in other cases a Facility may employ other approaches that could be judged to meet the Best Practice, and
- Minimum Standards, which each state the minimum requirement in order to pass the AFRA BMP audit on the first audit. A company that does not meet the minimum standard will not pass the audit. Minimum standards do not take the place of the BMP Best Practice Standards; they are advisory in nature and they are meant to establish minimum levels for companies new to the industry. Companies are expected to evolve their own quality systems beyond the Minimum Standards in order to meet the intent of the BMP Standards. As the industry evolves, AFRA expects that the AFRA BMP Committee will raise the Minimum Standards.

Appendix Two provides a checklist for compliance. It is arranged based upon likely locations for evidence of compliance, and is meant to be an auditing tool. Companies seeking to obtain accreditation to the BMP will be expected to assist the AFRA auditor by submitting a completed checklist with references as to where evidence of compliance for each auditing element may be found (prior to the audit, as directed by the Association). Companies are also advised to rely on Appendix Two as an element of their internal self-audit checklist.

This Management of Used Aircraft Parts and Assemblies best management practice is a voluntary standard, and AFRA imposes no legal obligation for any entity to follow the standard. For entities that choose to follow the best management practice, AFRA intends to develop and implement a certification program through which AFRA will offer to audit and certify a company's compliance to the BMP.

AFRA maintains copyright in this BMP. AFRA also uses the name of the Association and the name of this Best Management Practice as

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valuable commercial marks. No person may advertise that he, she or it has been found by AFRA to be in compliance with this standard unless that person has signed an appropriate contract with AFRA and been found by AFRA to be in compliance with this standard. When a Facility is audited by AFRA for compliance to this BMP, the Facility will be expected to comply with the BMP, but not the Practice Guides. The Practice Guides are offered as one way, but not the only way, to meet the requirements of the BMP.

ARTICLE II – DEFINITIONS AND BMP SYSTEM REQUIREMENTS

Article II a) Definitions. For the purposes of this BMP, the following underlined terms are defined:

An **Airworthiness Event** is any event affecting an Asset, Assembly or Part that could reasonably have an adverse affect on the airworthiness of Parts from the Asset. This can include an aircraft accident, or unusual heat, stress, or environmental conditions.

An **Assembly** is a functionally integrated group of Parts that together make up a component required for the certified operation of a commercial aircraft (e.g., engines, landing gear, etc.).

The **Asset** means an item that is being disassembled, such as an aircraft, engine, or any Assembly of commercial aircraft Parts, thereof.

Best Practice means a practice that is specifically recommended by this document. It does not necessarily infer that a related regulatory mandate exists (nor that such a mandate should exist). If a Facility voluntarily chooses to comply with this Best Management Practice, then in order to remain in compliance, the Facility must follow each Best Practice found in this document as determined by the AFRA certification process.

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The **Customer** means the owner of the Asset for whom the disassembly is being performed. If the Facility owns the Asset, then the Facility is also the Customer.

Discard, when used in reference to an Asset, means to dispose of the remainder of the Asset in a permissible manner – including all parts and assemblies that are not being retained as airworthy aircraft parts through the disassembly process. This can include one or more of the following: selling the remainder of the Asset to a third party in accordance with agreements with the Customer, destroying or scrapping the Asset, recycling all or a portion of the Asset, etc.

The **Facility** means the business that is responsible for disassembly of the Asset. This term is not necessarily meant to imply a geographically fixed operation; meaning that the term “Facility” may refer to a business that goes to the specific location of an Asset in order to disassemble it and the Facility may operate on all or parts of the Asset at more than one geographical location. The Facility is expected to comply with all laws and regulations applicable to its jurisdiction.

A **Hidden Damage Inspection** is an inspection intended to detect hidden damage in an aircraft Asset, Assembly or Part. Such an inspection is usually performed according to methods, techniques and practices acceptable to the National Airworthiness Authority (NAA) with jurisdiction over the party performing the inspection. In many cases, the manufacturer of the Asset, Assembly or Part may be a source of acceptable Hidden Damage Inspection procedures and standards.

A **Minimum Standard** states the minimum requirement in order to pass the AFRA BMP audit on the first audit. A company that does not meet the minimum standard will not pass the audit. Minimum standards do not take the place of the BMP Best Practice Standards; they are advisory in nature and they are meant to establish minimum levels for companies new to the industry. Companies are expected to evolve their own quality systems

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beyond the Minimum Standards in order to meet the intent of the BMP Standards. As the industry evolves, AFRA expects that the AFRA BMP Committee will raise the Minimum Standards.

Part means any component, part, sub-part, assembly, sub-assembly, or other item removed from the Asset.

Where the term **Periodic** is used in this BMP, the period referenced is considered to be annual, except when specified otherwise.

Practice Guides reflect advice from AFRA on how to meet the principles established by the Best Practices. Generally, they reflect one way but not necessarily the only way to meet the Best Practice. In some cases they might reflect the only practical manner in which to meet the Best Practice, and in other cases a Facility may employ other approaches that could be judged to meet the Best Practice.

Procedure means a written method or practice for accomplishing a task.

A **Qualified Maintenance Provider** is a party authorized to perform a maintenance function on an aircraft Asset, Assembly or Part. The authorization must be issued by the National Airworthiness Authority (NAA) with jurisdiction over the provider. The authorization may be limited by ratings, operations specifications, or by any other method as directed by the NAA.

An Asset, Assembly or Part is considered to be **Subject to an Airworthiness Event** from the time that the Airworthiness Event occurred until the time that a Qualified Maintenance Provider performs a Hidden Damage Inspection and verifies that the airworthiness of the Asset, Assembly or Part has not been compromised or adversely affected by the Airworthiness Event. After a Qualified Maintenance Provider performs a Hidden Damage Inspection and verifies that the airworthiness of the Asset, Assembly or Part has not been compromised or adversely

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affected by the Airworthiness Event, the part may be described as “Not Subject to an Airworthiness Event,” consistent with industry practice.

Article II b) BMP System Requirements.

BEST PRACTICE (II)(b) 1 - Each accredited company shall have a BMP Manual.

BEST PRACTICE (II)(b) 2 - The BMP Manual is made up of all of the Procedures reflecting the company’s compliance with this BMP.

BEST PRACTICE (II)(b) 3 - This BMP manual may be part of another manual system, and/or it may incorporate and/or commingle issues that are not reflected within this BMP; however the procedures found within the BMP Manual should include references to the BMP sections that they each designed to meet, either in the procedures themselves, in the headings to the procedures, or in an index to the BMP Manual and its procedures.

BEST PRACTICE (II)(b) 4 - The BMP manual must have a change management tracking system, such as a list of sections affected that tracks the revision history of the BMP Manual.

ARTICLE III - FACILITY (including infrastructure & management process)

Article III a) - Location characteristics

BEST PRACTICE (III)(a) 1 - The Facility shall have a fixed location for disassembly, or a procedure for assuring that the location for disassembly is adequately prepared, or both.

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BEST PRACTICE (III)(a) 2 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable environmental laws and standards.

BEST PRACTICE (III)(a) 3 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable environmental laws and standards.

BEST PRACTICE (III)(a) 4 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable occupational health and safety laws and standards.

BEST PRACTICE (III)(a) 5 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable occupational health and safety laws and standards.

Article III b) - Security

BEST PRACTICE (III)(b) 1 - The Facility shall establish a secure area in which disassembly will take place.

BEST PRACTICE (III)(b) 2 – The Facility shall establish a secure storage area for the storage of parts whose condition and identity have been identified.

Article III c) – Staging Area

BEST PRACTICE (III)(c) 1 - The Facility shall establish a segregated Electro-Static Discharge (ESD) area for processing avionics and other equipment that may be subject to damage due to electro-static discharge.

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BEST PRACTICE (III)(c) 2 - The Facility shall establish a secure, Asset-specific, staging area into which removed parts will be moved for identification and processing.

BEST PRACTICE (III)(c) 3 - The Facility shall have a procedure for identifying a secure method for moving the Asset to the location where it will be disassembled.

Article III d) – Inventory Accounting & Audits

BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.

BEST PRACTICE (III)(d) 2 - The Facility shall have a procedure for retaining documentation of periodic internal audits on how the company is following this Guidance, including results, and (where necessary) root-cause analysis, and corrective actions taken. Records required for the purpose of this best practice article must be kept for a period of at least two (2) years.

BEST PRACTICE (III)(d) 3 - The Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures.

BEST PRACTICE (III)(d) 4 - In the event that periodic verification shows an unexplained loss, the Facility shall investigate and seek an explanation for the loss.

BEST PRACTICE (III)(d) 5 - Following investigation of a loss, the Facility shall develop and implement appropriate corrective action.

ARTICLE IV - TRAINING

BEST PRACTICE (IV)(a) 1 – The Facility shall ensure that it has personnel to perform the disassembly who have been trained in

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relation to the disassembly information from the manufacturer's technical manuals.

BEST PRACTICE (IV)(a) 2 – The Facility shall ensure that the disassembly personnel have received appropriate training related to the functions they perform.

ARTICLE V – DOCUMENTATION & RECORDS

Article V a) – Asset and Transaction Records

BEST PRACTICE (V)(a) 1 – The Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Asset.

BEST PRACTICE (V)(a) 2 – The Facility shall have or prepare a manifest of parts expected to be removed from the Asset.

BEST PRACTICE (V)(a) 3 – The Facility shall have a clear, written understanding of any customer expectations or demands concerning disassembly of the Asset and recovery of the parts removed.

BEST PRACTICE (V)(a) 4 - The Facility shall have a clear, written understanding of how the Asset is to be discarded following disassembly.

Article V b) – Reference Manuals

BEST PRACTICE (V)(b) 1 – The Facility shall use appropriate methods for removing parts from the Asset, such as those recommended in the manual published by the manufacturer of the Asset, or other guidance that provides adequate protections equivalent to the manufacturer's manuals.

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Article V c) – Tagging

BEST PRACTICE (V)(c) 1 – For each part removed from the Asset, the Facility shall prepare a disassembly identification tag to identify the part. Each tag shall be attached to the part or otherwise associated with it upon the part's removal.

BEST PRACTICE (V)(c) 2 – If the Facility chooses to issue a disassembly tag that is also an approval for return to service, then the Facility must confirm that it has appropriate certificated privileges permitting such an approval, and that it uses methods, techniques or practices for accomplishing the inspections that are acceptable to the appropriate government authority.

Article V d) – Parts

BEST PRACTICE (V)(d) 1 – The Facility shall maintain a record of each part removed from the Asset.

BEST PRACTICE (V)(d) 2 – Following disassembly, the records associated with the Asset shall be returned to the Customer or handled according to the Agreement between the Facility and the Customer.

ARTICLE VI – TOOLING

BEST PRACTICE (VI) 1 – The Facility shall ensure that it has and uses the appropriate tooling for disassembly of the Asset.

BEST PRACTICE (VI) 2 – Tooling should be maintained and tested according to the tooling manufacturer's recommendations.

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ARTICLE VII – PARTS MANAGEMENT

Article VII a) – Screening, Tagging and Staging

BEST PRACTICE (VII)(a) 1 – Removed part should be prepared for safe storage and/or transportation.

BEST PRACTICE (VII)(a) 2 – Once a part has entered the segregated staging area, the Facility shall have a written procedure for analyzing it to make sure it meets the Customer's requirements and to make sure it is on the Customer's manifest. Parts that do not meet appropriate standards must be returned to the Asset disassembly area or a quarantine area to be held until they are ready to be researched (if the problem can be overcome through research), recycled or otherwise dispositioned.

BEST PRACTICE (VII)(a) 3 – The Facility should not determine the airworthiness of parts unless the Facility is properly authorized to do this.

BEST PRACTICE (VII)(a) 4 – When identifying parts as unsalvageable, the Facility shall identify the reason for this identification.

BEST PRACTICE (VII)(a) 5 – Parts that are known to be unusable, are intended to be scrapped or recycled, or are deemed unsalvageable shall not be admitted to the parts staging area. Instead, they shall be retained in the disassembly area or moved to a quarantine area for further processing or disposition consistent with their status.

Article VII b) – Crating

BEST PRACTICE (VII)(b) 1 – The Facility shall ensure that it has appropriate crating and packing materials.

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Article VII c) – Shipping

BEST PRACTICE (VII)(c) 1 – The agreement with the Customer may specify that the Customer is responsible for shipping issues, in which case the Customer's procedures, and not the Facility's procedures, shall be used.

BEST PRACTICE (VII)(c) 2 – The Facility shall ensure that parts it ships are packaged in accordance with acceptable standards.

BEST PRACTICE (VII)(c) 3 – The Facility shall have a written procedure for assuring its own compliance with dangerous goods regulations.

BEST PRACTICE (VII)(c) 4 – The Facility shall have a written procedure for assuring its own compliance with import and export regulations.

ARTICLE VIII – RECYCLING & ENVIRONMENT

BEST PRACTICE (VIII) 1 – The area and methodology on which an Asset is drained and disassembled should adequately protect the environment from unanticipated releases of fluids and other hazardous materials that might escape from the Asset during disassembly.

BEST PRACTICE (VIII) 2 – Parts that are intended by the Facility or the Customer to be precluded from re-entry into the civil aviation marketplace shall be rendered unusable for their original intent and recycled.

BEST PRACTICE (VIII) 3 – The Facility shall have a procedure for evaluating and selecting a recycling Facility that can adequately meet the Facility's recycling goals.

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BEST PRACTICE (VIII) 4 – The Facility shall coordinate with the recycler to ensure that parts intended for recycling are processed in a manner that supports the recycling goals of the Facility.

BEST PRACTICE (VIII) 5 – The Facility shall have a procedure for verifying that the recycling Facility fully implements the recycling agreement between the recycling Facility and the Facility and/or Customer.

BEST PRACTICE (VIII) 6 – If the Asset contains fluids then the fluids must be drained, managed and disposed of according local jurisdictional requirements.

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APPENDIX ONE: Best Practice Advisory Guidance

Practice Guides and Minimum Standards

The Following Definitions May Prove Useful in Understanding this Appendix:

Best Practice means a practice that is specifically recommended by this document. It does not necessarily infer that a related regulatory mandate exists (nor that such a mandate should exist). If a Facility voluntarily chooses to comply with this Best Management Practice, then in order to remain in compliance, the Facility must follow each Best Practice found in this document as determined by the AFRA certification process.

Practice Guides reflect advice from AFRA on how to meet the principles established by the Best Practices. Generally, they reflect one way but not necessarily the only way to meet the Best Practice. In some cases they might reflect the only practical manner in which to meet the Best Practice, and in other cases a Facility may employ other approaches that could be judged to meet the Best Practice.

A **Minimum Standard** states the minimum requirement in order to pass the AFRA BMP audit on the first audit. A company that does not meet the minimum standard will not pass the audit. Minimum standards do not take the place of the BMP Best Practice Standards; they are advisory in nature and they are meant to establish minimum levels for companies new to the industry. Companies are expected to evolve their own quality systems beyond the Minimum Standards in order to meet the intent of the BMP Standards. As the industry evolves, AFRA expects that the AFRA BMP Committee will raise the Minimum Standards.

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ARTICLE III - FACILITY (including infrastructure & management process)

Article III a) - Location characteristics

BEST PRACTICE (III)(a) 1 - The Facility shall have a fixed location for disassembly, or a procedure for assuring that the location for disassembly is adequately prepared, or both.

Practice Guides

NONE

Minimum Standards

Work area map showing major area locations with description of work flow

BEST PRACTICE (III)(a) 2 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable environmental laws and standards.

Practice Guides:

1. Ensuring compliance may require periodic auditing.
2. The Facility should consider how it will prevent the release of hazardous substances.
3. The Facility should consider control technologies designed to permit capture and/or reclamation of fluids that may come out of the Asset.
4. Ensuring compliance may require implementation of certain control technologies.

Minimum Standards

Procedure denoting process and responsibility for knowing applicable laws and assuring compliance

BEST PRACTICE (III)(a) 3 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable environmental laws and standards.

Practice Guides:

1. Ensuring compliance may require an initial audit of the location at which the disassembly will take place to identify compliance issues, followed by a post-implementation, pre-disassembly audit to ensure compliance.

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2. The Facility should consider how it will prevent the release of hazardous substances.
3. Ensuring compliance may require implementation of certain control technologies.

Minimum Standards

Procedure denoting process and responsibility for knowing applicable laws and assuring compliance

BEST PRACTICE (III)(a) 4 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable occupational health and safety laws and standards.

Practice Guides:

1. Many jurisdictions have laws that require an employer to protect the employees from reasonably identifiable hazards to health and safety.
2. Ensuring compliance may require periodic auditing.
3. Occupational health and safety laws and standards often include training requirements
4. There are special dangers inherent in disassembly. Immediate dangers include dangerous goods (hazardous materials), and the weight of the asset; but less obvious are the long term dangers to health, like asbestos gaskets found in some older engines.

Minimum Standards

Procedure denoting process and responsibility for knowing applicable laws and assuring compliance

BEST PRACTICE (III)(a) 5 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable occupational health and safety laws and standards.

Practice Guides:

1. Many jurisdictions have laws that require an employer to protect the employees from reasonably identifiable hazards to health and safety.
2. Ensuring compliance may require an initial audit of the location at which the disassembly will take place to identify health and safety challenges and issues, followed by a post-implementation, pre-disassembly audit to ensure the health and safety of the employees are protected.

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3. Occupational health and safety laws and standards often include training requirements
4. There are special dangers inherent in disassembly. Immediate dangers include dangerous goods (hazardous materials), and the weight of the asset; but less obvious are the long term dangers to health, like asbestos gaskets found in some older engines.

Minimum Standards

Procedure denoting process and responsibility for knowing applicable laws and assuring compliance

BEST PRACTICE (III)(b) 1 - The Facility shall establish a secure area in which disassembly will take place.

Practice Guides:

1. Security protocols for the disassembly area should be established and maintained. They should be adequate to protect the Asset and the parts.
2. The secure disassembly area should be separate from any area where maintenance is performed.

Minimum Standards

Description of how security will be maintained and having such an area at the time of disassembly.

BEST PRACTICE (III)(b) 2 – The Facility shall establish a secure storage area for the storage of parts whose condition and identity have been identified.

Practice Guides:

1. Parts should be moved from the staging area to the storage area when the Facility verifies that they have been properly identified. Parts being moved into the storage area may be held for shipping to a customer, shipping to a maintenance provider, or other purposes.
2. The secure storage area should be separate from any area where maintenance is performed.

Minimum Standards

Description of how security will be maintained and having such an area during storage.

BEST PRACTICE (III)(c) 1 - The Facility shall establish a segregated

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Electro-Static Discharge (ESD) area for processing avionics and other equipment that may be subject to damage due to electro-static discharge.

Practice Guides:

1. This area should have environmental controls adequate to protect the parts (e.g. air conditioning and humidity control as necessary).
2. This area should be free of dust, and should include control technologies designed to reduce and/or eliminate ESD.
3. With the increased use of carbon fiber composites in aircraft, this area should include necessary controls to reduce or eliminate the exposure of electronics to carbon fiber particles that may be generated during disassembly.

Minimum Standards

Typical work area map designating ESD area, test procedure, plus documentation of appropriate training

BEST PRACTICE (III)(c) 2 - The Facility shall establish a secure, Asset-specific, staging area into which removed parts will be moved for identification and processing.

Practice Guides:

1. There the Facility has more than one disassembly project, the Facility should segregate parts from one Asset from the parts removed from another Asset.
2. The secure staging are should be separate from any area where maintenance is performed.

Minimum Standards

Description of how segregation of different assets will be achieved and how security of each area will be maintained and having such an area during staging.

BEST PRACTICE (III)(c) 3 - The Facility shall have a procedure for identifying a secure method for moving the Asset to the location where it will be disassembled.

Practice Guides:

1. The Facility's procedure may be that it disassembles Assets where they are found or at the customer's location.
2. The Facility and the customer should clarify, in writing, which has responsibility for transferring the Asset from its current location to the disassembly location.
3. If the Asset will be operated to the disassembly location, then the person responsible for movement of the Asset must

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- confirm that it has appropriate regulatory authority to move the Asset, where such authority is necessary
4. The Facility should confirm that there is adequate landing space and storage space at the location where the disassembly will occur.
 5. When the Asset arrives at the disassembly location, the Facility may want to conduct a walk-around of the Asset to ascertain its condition at the time of arrival. A video-tape or photographic record would allow the Facility to document the Asset's arrival condition. The Facility may wish to record the condition of the items like the engines and other high-value assemblies and parts.
 6. When the Facility is responsible for the shipping of an engine, the Facility should use air-ride trucks and shock-mounted stands. The Facility should also secure the fan-blade prior to transportation so the engine does not rotate during transportation.
 7. In its plans, the Facility may wish to consider one or more of these issues associated with the transfer of the Asset:
 - Tax laws
 - Export laws of the source location
 - Import laws of the disassembly location
 - Airworthiness and aviation safety laws affecting the movement of the Asset, including ferry permits and other laws of both the source and disassembly locations
 - Liens and other encumbrances on the Asset
 - Practical concerns like whether the Asset is airworthy, where the Asset will clear customs, etc.

Minimum Standards

Written procedure

BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.

Practice Guide:

1. Periodic verification of internal practices through auditing controls and procedures helps to assure that internal procedures are followed.

Minimum Standards

Procedure and copies of audit records (preferably using BMP checklist)

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BEST PRACTICE (III)(d) 2 - The Facility shall have a procedure for retaining documentation of periodic internal audits on how the company is following this Guidance, including results, and (where necessary) root-cause analysis, and corrective actions taken. Records required for the purpose of this best practice article must be kept for a period of at least two (2) years.

Practice Guides

None

Minimum Standards

Maintain and on-site archive

BEST PRACTICE (III)(d) 3 - The Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures.

Practice Guides:

1. The Facility should follow its own inventory auditing practices if they are adequate;
2. The Facility should check for package deterioration and integrity;
3. The Facility should verify that items in inventory with shelf-life limits have not reached their shelf-life limits.
4. When a physical inventory shows that there are items missing that belong to an owner other than the Facility, such shortages should be disclosed to the owner of the missing items.
5. When a physical inventory shows that there are items missing, the Facility should perform a root cause analysis to discover why the items are missing.

Minimum Standards

Procedure for inventory verification against loss. Maintain on-site records

BEST PRACTICE (III)(d) 4 - In the event that periodic verification shows an unexplained loss, the Facility shall investigate and seek an explanation for the loss.

Practice Guides:

NONE

Minimum Standards

Procedure and maintain records of root cause analysis

BEST PRACTICE (III)(d) 5 - Following investigation of a loss, the Facility

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shall develop and implement appropriate corrective action.

Practice Guides:

NONE

Minimum Standards

Procedure and maintain records of corrective action

BEST PRACTICE (IV)(a) 1 – The Facility shall ensure that it has personnel to perform the disassembly who have been trained in relation to the disassembly information from the manufacturer’s technical manuals.

Practice Guides:

1. This Best Practice recognizes the benefit of crews (especially crew leaders) having training (or demonstrated practical experience) for the specific Assets that the facility handles.
2. Manufacturers publish technical manuals that include disassembly instructions. In some jurisdictions, manufacturers are required by law to provide such manuals to an Asset owner and or operator. If the Facility does not have the technical manuals, then it should seek to obtain them from the owner of the Asset.
3. Disassembly personnel should be able to understand how to use the manufacturer’s disassembly instructions.
4. The Facility should assure that the disassembly personnel have received model-specific training related to the disassembly tasks they perform.
5. The Facility should assure that the personnel responsible for parts preservation have received training related to the parts preservation practices.
6. The Facility should assure that the personnel responsible for parts handling have received training related to the parts preservation practices.

Minimum Standards

Record showing that employees have been trained to use the product manuals.

BEST PRACTICE (IV)(a) 2 – The Facility shall ensure that the disassembly personnel have received appropriate training related to the functions they perform.

Practice Guides:

1. Useful training topics for disassembly personnel may include:

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- Hazard identification and self-protective training;
- Training in recognition and identification of parts that are considered to be subject to shipping regulations;
- Training in recognition and identification of parts that are considered to be subject to import and/or export restrictions;
- Document recognition and creation standards.

Minimum Standards

Records that employees are trained in basic facility operations and procedures, including documented training that all employees who handle parts have job-specific training.

ARTICLE V – DOCUMENTATION & RECORDS

Article V a) – Asset and Transaction Records

BEST PRACTICE (V)(a) 1 – The Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Asset.

Practice Guides:

1. The records that you need will depend on the regulatory requirements of the government(s) with appropriate oversight and the commercial requirements of the customers. Records that may be useful include, but are not limited to:
 - Aircraft logbooks;
 - Maintenance records;
 - Life limited parts information, ranging from current status information (required by some governments, e.g. 14 C.F.R. § 43.10 in the United States) to back-to-birth traceability (a common commercial requirement);
 - All historical records pertaining to any parts that may have value;
 - Records concerning compliance with maintenance requirements (ADs/service bulletins);
 - Data approvals for repairs and alterations ;
 - Traceability to the last operator of the Asset (particularly where the Asset was received from a leasing company, insurance company, or other non-operator);
 - Records concerning past events associated with the

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- airframe, including incidents/accidents, unusual heat stress or environmental conditions.
2. Generally, it is recommended that the records be collected and reviewed as necessary prior to beginning the disassembly process, because this collection and review process may aid in the preparation of an accurate manifest.
 3. If any of the parts of the asset are intended to be returned to the stream of commerce for use in an aircraft, then it is common practice for companies that will return the parts to the stream of commerce to seek out
 - (a) A statement concerning any past Airworthiness Event that may have affected the asset, or
 - (b) Records sufficient to permit the Facility or a contractor to develop a statement concerning any past Airworthiness Event that may have affected the asset.
 4. Based on past industry standards, a statement that the asset has not been involved in an accident is frequently sufficient to meet commercial requirements.

Minimum Standards Procedure

BEST PRACTICE (V)(a) 2 – The Facility shall have or prepare a manifest of parts expected to be removed from the Asset.

Practice Guides:

1. The manifest should identify all parts that are expected to be removed from the Asset.
2. Either the manifest should be created by the Customer or the Customer should agree to the manifest if it is not created by the Customer
3. By researching the likely value of the parts at the time the manifest is created, the creator of the manifest may make informed cost-benefit decisions about whether to invest time and resources into removing certain parts from the Asset.
4. The creator of the manifest may wish to also consider the recycling plan at this time as well
5. For assets that will be partially disassembled with a substantial remainder assigned to recycling, like most airframes, the manifest should be available before disassembly to distinguish what is removed from what remains. For assets that will be completely disassembled, like most engines, the manifest may be created during the disassembly upon the agreement of both the Customer and

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the Facility.

Minimum Standards

Procedure that a manifest will be prepared based on contract terms. Contract samples available for review.

BEST PRACTICE (V)(a) 3 – The Facility shall have a clear, written understanding of any customer expectations or demands concerning disassembly of the Asset and recovery of the parts removed.

Practice Guides:

1. The Facility may have a standard boiler-plate agreement explaining its normal practices. Such an agreement should allow the customer to confirm that the customer has no additional demands or requirements.
2. The customer may require more than what is required by the applicable regulations. If so, then these requirements should be captured in writing to assure that all parties have a mutual understanding of the Facility's obligations.
3. Issues that may be addressed in an agreement include:
 - Who has responsibility for recycling costs?
 - Who has responsibility for taxes?
 - Who has continuing ownership for the airframe and/or scrap?
 - Who has continuing liability for the airframe and/or scrap?
 - What are the disassembler's continuing obligations?
 - What are the timeframes and deadlines associated with the disposition of the Asset, its parts and its remainders?
4. The Facility should have an understanding with the customer about who is responsible for crating and shipping the removed parts, and who remains legally responsible as the shipper of such parts.

Minimum Standards

Procedure on how customer expectations will be documented and how the documented expectations will be implemented (communicated to people who do the work) with sample contracts to review

BEST PRACTICE (V)(a) 4 - The Facility shall have a clear, written understanding of how the Asset is to be discarded following disassembly.

Practice Guides:

1. If the Asset belongs to a Customer other than the Facility,



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then the Facility shall enter into a written agreement with the customer that addresses Asset disposition issues like:

- Who owns the Asset when the disassembly is complete?
- Is the Facility permitted to recover from the Asset parts that are not listed on the manifest, and if so then who owns such recovered parts?
- Following disassembly, who bears responsibility for disposition of the scrap and the attendant environmental issues (e.g. who is responsible for having the remainder of the Asset recycled, scrapped, or otherwise disposed)?

Minimum Standards

Procedure and example of contract for review.

Article V b) – Reference Manuals

BEST PRACTICE (V)(b) 1 – The Facility shall use appropriate methods for removing parts from the Asset, such as those recommended in the manual published by the manufacturer of the Asset, or other guidance that provides adequate protections equivalent to the manufacturer's manuals.

Practice Guides:

1. The Facility removal personnel should have received appropriate and complete training in parts removal processes, and their training and techniques for disassembly of the particular Asset should be current for the model of the Asset being disassembled.
2. Manufacturers may update their manuals. The Facility should ask their customer to provide them with the latest manufacturer's guidance from their library.
3. Manufacturers produce different configurations of Assets within a single model. Disassemblers should ensure that the guidance that they use to assist in the disassembly is appropriate to the specific configuration of the Asset.

Minimum Standards

Appropriate maintenance manuals are available to workers.

Article V c) – Tagging

BEST PRACTICE (V)(c) 1 – For each part removed from the Asset, the Facility shall prepare a disassembly identification tag to identify the part.

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Each tag shall be attached to the part or otherwise associated with it upon the part's removal.

Practice Guides:

1. Each tag should include information that uniquely identifies the Asset from which the part was removed, like registry number or (if the Asset had no registry number at the time of disassembly) serial number.
2. Each tag should include information identifying the process like work order number or customer identification. This helps to track the part back to the particular disassembly job.
3. Each tag should include information identifying the part, like part number, serial number, and/or location from which the part was removed. Items without a clear part number must be segregated for further research until their identity can be clearly ascertained.
4. Each tag should include information identifying elements that contribute to the condition of the part, like total times/cycles on the part, and total times/cycles on the Asset from which the part was removed. Such information can often be traced through historical records. The remover should not assign an actual condition description to the part unless he or she is qualified to do so.
5. The facility should identify anything unusual about the part that could affect its airworthiness, like the fact that it has been subject to unusual heat, stress or environmental conditions. This may be identified on the tag, or it may be identified on a written statement that references the asset from which the part has been removed. The Facility may wish to prepare a statement that either identifies the parts as "Subject to an Airworthiness Event," or "Not Subject to an Airworthiness Event."
6. If the facility prepares a "Not Subject to Airworthiness Event" statement based on a review of the records collected under BP V(a) 1 (2), then the statement should be limited to the scope of the records reviewed.
7. When preparing this statement, some customers may expect to see a description of the source of the information that served as the basis by which the determination was made.
8. Some customers prefer a statement about the past accident or incident history, rather than the more useful statement focused on unusual heat, stress or environmental conditions. Unless the Facility is confident that it has the complete accident history of the Asset, the Facility should be wary of certifying that the Asset has never been subject to an

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accident or incident. Such statements should be limited to the scope of the Facility's actual knowledge.

Minimum Standards

Procedure for identification and completion of ID tag

BEST PRACTICE (V)(c) 2 – If the Facility chooses to issue a disassembly tag that is also an approval for return to service, then the Facility must confirm that it has appropriate certificated privileges permitting such an approval, and that it uses methods, techniques or practices for accomplishing the inspections that are acceptable to the appropriate government authority.

Practice Guide:

None

Minimum Standards

Identify authorizations (if any). If authorizations exist verify approval and procedures. If authorizations don't exist assure that no airworthiness authorization tagging has taken place.

Article V d) – Parts

BEST PRACTICE (V)(d) 1 – The Facility shall maintain a record of each part removed from the Asset.

Practice Guides:

1. Removed parts should be checked-in against the manifest. The manifest may be used as a check-list for reconciliation of the parts.
2. Removed parts that are not found on the manifest should be processed in accordance with the Agreement between the Facility and the Customer.
3. When the reason for disassembly is known, that reason should be noted in the asset records. For example, the records might note that an engine is being disassembled following an accident, damage, overtemp operation, obsolescence, planned redistribution of parts, etc. Such a record may be valuable in the event further information about the asset is desired by a government agency or a subsequent owner of the parts.

Minimum Standards



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Maintain records for review by auditors

BEST PRACTICE (V)(d) 2 – Following disassembly, the records associated with the Asset shall be returned to the Customer or handled according to the Agreement between the Facility and the Customer.

Practice Guides:

1. The records belong to the Customer, so this matter is at the option of the Customer.
2. The Facility may continue to store records associated with the disassembled Asset.
3. The records belong to the Asset owner, but where that is not the Facility, the Facility may agree to retain them on behalf of the owner.
4. If the records are held on behalf of the Asset owner, then the period and method of retaining the records should be based on the needs and requirements of the Asset owner, which will often be reflected in a contractual agreement.
5. There are several commercially viable options for assisting the Asset owner with record-keeping. For example, the Facility may store the original records in a storage area for the customer. The Facility may also convert the records to digital/electronic media and supply that to the customer. Record-keeping should conform to applicable regulatory authority requirements.

Minimum Standards

Maintain records verifying transfer of documents

ARTICLE VI – TOOLING

BEST PRACTICE (VI) 1 – The Facility shall ensure that it has and uses the appropriate tooling for disassembly of the Asset.

Practice Guide:

1. The Asset maintenance manual may provide useful guidance to help identify the appropriate tooling.
2. Disassembly with improper tooling may damage the parts.
3. Be certain that you know the configuration of the Asset, as the precise Asset model and/or configuration may affect the choice of tooling.

Minimum Standards



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Tool maintenance & calibration records

BEST PRACTICE (VI) 2 – Tooling should be maintained and tested according to the tooling manufacturer’s recommendations.

Practice Guide:

None

Minimum Standards

Tool maintenance & calibration records

ARTICLE VII – PARTS MANAGEMENT

Article VII a) – Screening, Tagging and Staging

BEST PRACTICE (VII)(a) 1 – Removed part should be prepared for safe storage and/or transportation.

Practice Guides:

1. Manufacturer’s recommendations for preparing parts for safe storage and/or transportation may be available in the manufacturer’s maintenance manuals.
2. When disassembling interiors, the Facility should drain the lavatories and sump them out.
3. ESD-sensitive items should be protected from ESD damage. ESD equipment may require special packaging for ESD protection and for general protection. They should be stored and handled in an environmentally controlled area (ensuring that dust, humidity, and temperature are all controlled to reasonable levels). The Facility may wish to consider adding a desiccant bag to the packaging of ESD-sensitive parts. The Facility should use appropriate cap/plugs for ESD-sensitive equipment.
4. The Facility should be wary of chemical oxygen generators, which may be found in passenger service units, crew Protective Breathing Equipment (PBE), and even in for certain types of seats.
5. The Facility should take steps to deactivate squibs from emergency equipment and engine fire extinguishing systems.

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6. Be sure that flaps and other surfaces are in their appropriate positions before removing the Auxiliary Power Unit. When removing flaps and flight control surfaces, the Facility should take steps to prevent them from delaminating.
7. As parts are removed from the Asset, the Facility should consider weight and balance issues. With no fuel, the center of gravity may tend to shift. It may be advisable to add ballast to the Asset.

Minimum Standards

Packaging procedure

BEST PRACTICE (VII)(a) 2 – Once a part has entered the segregated staging area, the Facility shall have a written procedure for analyzing it to make sure it meets the Customer's requirements and to make sure it is on the Customer's manifest. Parts that do not meet appropriate standards must be returned to the Asset disassembly area or a quarantine area to be held until they are ready to be researched (if the problem can be overcome through research), recycled or otherwise dispositioned.

Practice Guides:

1. The analysis may include verification that the information on the removal tag correlates to the part
2. The analysis may include verification that the part is adequately protected from damage when packed
3. The analysis may include verification that the appropriate caps and plugs adequately protect from leakage of fluids
4. The analysis may include an initial visual inspection of condition for 'gross' or obvious condition. Significant data observed (obvious defects or damages, cracks, dents, etc.) should be captured and reported through amendment of the removal tag. The Facility may want to include pictures of the information to demonstrate the current condition. This is not necessarily airworthiness data because the remover may not be qualified to make airworthiness statements

Minimum Standards

Procedure and sample contracts to review. Also must have a procedure for quarantine and product disposition.

BEST PRACTICE (VII)(a) 3 – The Facility should not determine the airworthiness of parts unless the Facility is properly authorized to do this.

Practice Guides:



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1. Determining the airworthiness of parts is usually a function that is regulated by an airworthiness authority, and that requires certification by the airworthiness authority.
2. The Facility may wish to work with a repair station or other qualified service provider to obtain initial functional checks on aircraft systems to determine their state of serviceability.

Minimum Standards

Identify authorizations (if any). If authorizations exist verify approval and procedures. If authorizations don't exist confirm that it is not the facility's practice to issue airworthiness authorization tags.

BEST PRACTICE (VII)(a) 4 – When identifying parts as unsalvageable, the Facility shall identify the reason for this identification.

Practice Guides:

1. A Facility may identify a part as unsalvageable, based on the Facility's own standards, or on a Customer's standards, or on any standards provided to the Facility that the Facility agrees to adopt. This is a commercial decision rather than an airworthiness decision, however the commercial decision may not be made in a manner contrary to laws, directives or regulations where they apply, nor should the decision be made in a manner that jeopardizes aviation safety.
2. Reasons why a Facility may designate a part as unsalvageable include:
 - the physical condition of the Part makes it uneconomical to return it to an airworthy condition;
 - the physical condition of the Part is beyond the tolerances published in the manufacturer's manuals;
 - the Part is missing key data, like current life status;
 - the Part is known to have reached its life-limit;
 - the Part does not have adequate traceability meeting customer requirements.
3. In some cases, a part that is deemed unsalvageable by one entity may be salvageable by another (for example, if the second entity has lower labor costs, which makes labor-intensive repairs more economical, or if the second entity has government-approved data that permits a repair that might otherwise be outside of the manufacturer's tolerances). Records of the reason for the determination of unsalvagability may permit an otherwise unsalvageable part to be salvaged under the right circumstances.

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4. Some jurisdictions may have laws, directives, or regulations that affect the definition of the term “unsalvageable” and/or the effect of defining something as unsalvageable. Such laws, directives, or regulations take precedence over conflicting commercial standards.

Minimum Standards

Procedure (including quarantine procedure) and maintain record of reasons.

BEST PRACTICE (VII)(a) 5 – Parts that are known to be unusable, are intended to be scrapped or recycled, or are deemed unsalvageable shall not be admitted to the parts staging area. Instead, they shall be retained in the disassembly area or moved to a quarantine area for further processing or disposition consistent with their status.

Practice Guide:

None

Minimum Standards

Quarantine and scrapping procedures

Article VII b) – Crating

BEST PRACTICE (VII)(b) 1 – The Facility shall ensure that it has appropriate crating and packing materials.

Practice Guides:

1. The Facility may have pre-made crates or it may establish appropriate resources to permit it to manufacture crating on an as-needed basis.
2. Different nations have limits on the materials that may be used for packaging (e.g. treatment of woods packaging). The Facility may wish to ensure that crates or other packaging will meet the special import requirements of other nations to which the packages may be sent (as well as domestic requirements).
3. In some cases, the manufacturer may provide packaging recommendations.

Minimum Standards

Appropriate inventory of materials

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Article VII c) – Shipping

BEST PRACTICE (VII)(c) 1 – The agreement with the Customer may specify that the Customer is responsible for shipping issues, in which case the Customer’s procedures, and not the Facility’s procedures, shall be used.

Practice Guide:

None

Minimum Standards

Specified in contract, with sample contracts available for review

BEST PRACTICE (VII)(c) 2 – The Facility shall ensure that parts it ships are packaged in accordance with acceptable standards.

Practice Guide:

1. Applicable packaging standards may be found in ATA Spec 300 and in applicable dangerous goods regulations.

Minimum Standards

Procedure to assure that appropriate packaging standards are followed

BEST PRACTICE (VII)(c) 3 – The Facility shall have a written procedure for assuring its own compliance with dangerous goods regulations.

Practice Guides:

1. Some parts removed from Assets are dangerous goods. The transportation of dangerous goods is regulated by many countries.
2. All personnel should be trained in the recognition of dangerous goods. Shipping personnel should be trained in the proper shipping of dangerous goods.

Minimum Standards

Procedure to assure that appropriate shipping and packaging standards are followed

BEST PRACTICE (VII)(c) 4 – The Facility shall have a written procedure for assuring its own compliance with import and export regulations.

Practice Guides:

1. When the Asset is disassembled in one country and the parts are intended to be shipped to another country, then the

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shipper will need to consider legal issues like taxes, import requirements, export restrictions, assignation of customs value to parts, etc.

Minimum Standards

Procedure

ARTICLE VIII – RECYCLING & ENVIRONMENT

BEST PRACTICE (VIII) 1 – The area and methodology on which an Asset is drained and disassembled should adequately protect the environment from unanticipated releases of fluids and other hazardous materials that might escape from the Asset during disassembly.

Practice Guides:

1. An environmentally contained pad with oil/water catching capacity large enough to contain the largest storage vessel on the Asset.
2. An intact, impervious surface with run-off control and containment systems such as booms, pads, etc...
3. Facility has a Spill Prevention and Control Plan and the equipment on-hand that is called out in that plan.

Minimum Standards

- Receiving inspection specific to fuels, liquids and lavatories
- Having right equipment to drain plane
- Having spill equipment and spill prevention & management plan in place in event of unexpected release

BEST PRACTICE (VIII) 2 – Parts that are intended by the Facility or the Customer to be precluded from re-entry into the civil aviation marketplace shall be rendered unusable for their original intent and recycled.

Practice Guides:

1. Material anticipated for destruction should be identified in a parts disposal schedule like the written Agreement between the Facility and the Customer or an appendix to the manifest.
2. The parts disposal schedule should be reviewed and approved by the owner of the Asset.
3. The owner of the Asset should review the final list of parts to be scrapped (the parts disposal schedule, as amended) and should authorize the parts for destruction in writing.
4. Destruction of the parts listed in the parts disposal schedule

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- should occur within a reasonable period after authorization.
5. When items are destroyed, destruction should be witnessed and the schedule of destroyed items should be certified as destroyed by the witness.
 6. Remnants of the destroyed items should be disposed of properly to preclude their rework back into apparently-viable parts – this *may* also be subject to the witness' certification.
 7. Identification items (like data plates) should be removed.
 8. Provide notification to customer and any interested agency with jurisdiction that the Asset has been destroyed and the degree to which that the Asset has been recycled.

Minimum Standards

Procedure

BEST PRACTICE (VIII) 3 – The Facility shall have a procedure for evaluating and selecting a recycling Facility that can adequately meet the Facility's recycling goals.

Practice Guides:

1. Using a recycler who is able to separate materials (e.g. superalloys, titanium, carbon fiber, etc.) in a fine enough grade so that they can be returned as feed stock in primary manufacturing may increase recovery value
2. The Facility should seek to optimize recyclability of the asset to the extent that it helps to generate optimal value for the recycling operation.

Minimum Standards

Procedure

BEST PRACTICE (VIII) 4 – The Facility shall coordinate with the recycler to ensure that parts intended for recycling are processed in a manner that supports the recycling goals of the Facility.

Practice Guides:

1. The Facility should work with the recycler to identify potential candidate components for recycling.
2. The recycler may ask the Facility to take steps to preserve or prepare the remainders of the Asset for recycling. These steps should be coordinated with the recycler.
3. Material that is destined for recycling should be kept in a condition appropriate to the recycling process. The Facility should consider protective measures like

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security (adequate to prevent loss) and reasonable protection from corrosion. These measures should be weighed against factors like the needs of the Facility, the needs of the recycler, and the actual local environmental conditions.

4. In some cases, the disassembly strategy may be focused on recovering the materials within the asset, rather than on recovering actual parts.
5. When using plasma torches to cut scrap, the Facility should be aware that the heat can contaminate some alloys, reducing their reclamation value.

Minimum Standards

Procedure and goals

BEST PRACTICE (VIII) 5 – The Facility shall have a procedure for verifying that the recycling Facility fully implements the recycling agreement between the recycling Facility and the Facility and/or Customer.

Practice Guides:

1. The Facility may wish to bind the recycler to a contractual obligation to assure that the recyclable material is handled pursuant to the Facility's expectations
2. The Facility may wish to audit the recycler to assure that the recyclable material is handled pursuant to the Facility's expectations
3. The Facility may ask the recycler to provide a written confirmation of the disposition of the recyclable material
4. The Facility may ask the recycler to meet one or more of the following standards:
 - All items to be destroyed beyond reconstruction to its original form and intended use;
 - All items to be destroyed beyond the ability to be reverse engineered;
 - Larger parts to be broken into small sections;
 - Parts smaller than 4" to be destroyed beyond recognition.

Minimum Standards

Procedure for performing contractor audits.

BEST PRACTICE (VIII) 6 – If the Asset contains fluids then the fluids must be drained, managed and disposed of according local jurisdictional

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requirements

Practice Guide:

1. Fluids may need to be drained from the Asset. Often, this is the first step in the disassembly process.
2. Removing the fuel from the Asset may need to be done in a segregated area. The potential for static discharge during de-fueling should be controlled.
3. Environmental concerns should be addressed through appropriate control technologies with sufficient capacity to handle largest liquid storage tank/system on Asset, for example:
 - Ground surface fully protected
 - Storm-water run-off pathways physically protected with spill barrier equipment (i.e., drains, culverts, channels, etc.)
 - Pumping and storage capacity immediately accessible
 - Oil/water separator
 - Wastewater treatment with aircraft fluid capabilities
 - Spill kits with sufficient absorptive materials

Minimum Standards

- Procedure for drainage management and disposal
- Equipment for drainage, management and disposal

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APPENDIX TWO: Best Practice Auditing Guidance

Audit Checklist

Best Practice Reference	Auditor Task	Procedure/Other References
Manual		
BEST PRACTICE (III)(a) 1 - The Facility shall have a fixed location for disassembly, or a procedure for assuring that the location for disassembly is adequately prepared, or both.	Identify whether there is a fixed location, remote location(s), or both	
BEST PRACTICE (III)(a) 2 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable environmental laws and standards.	Identify compliance procedures or list of applicable laws; identify responsible party	
BEST PRACTICE (III)(a) 3 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable environmental laws and standards.	Identify compliance procedures; identify responsible party	
BEST PRACTICE (III)(a) 4 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable occupational health and safety laws and standards.	Identify compliance procedures or list of applicable laws; identify responsible party	
BEST PRACTICE (III)(a) 5 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable occupational health and safety laws and standards.	Identify compliance procedures; identify responsible party	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (III)(b) 1 - The Facility shall establish a secure area in which disassembly will take place.	Identify the description of how security will be maintained at the time of disassembly; this may be N/A if there is permanent physical security evident at the time of the Facility Inspection.	
BEST PRACTICE (III)(b) 2 – The Facility shall establish a secure storage area for the storage of parts whose condition and identity have been identified.	Identify the description of how security will be maintained at the time of disassembly; this may be N/A if there is permanent physical security evident at the time of the Facility Inspection.	
BEST PRACTICE (III)(c) 1 - The Facility shall establish a segregated Electro-Static Discharge (ESD) area for processing avionics and other equipment that may be subject to damage due to electro-static discharge.	Identify the ESD area from a work area map or procedure; this may be N/A if there is permanent ESD area evident at the time of the Facility Inspection.	
BEST PRACTICE (III)(c) 2 - The Facility shall establish a secure, Asset-specific, staging area into which removed parts will be moved for identification and processing.	Identify the staging area from a work area map or procedure; this may be N/A if there is permanent staging area evident at the time of the Facility Inspection.	
BEST PRACTICE (III)(c) 3 - The Facility shall have a procedure for identifying a secure method for moving the Asset to the location where it will be disassembled.	Identify the procedure	
BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.	Identify the procedure	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (III)(d) 2 - The Facility shall have a procedure for retaining documentation of periodic internal audits on how the company is following this Guidance, including results, and (where necessary) root-cause analysis, and corrective actions taken. Records required for the purpose of this best practice article must be kept for a period of at least two (2) years.	Identify the procedure	
BEST PRACTICE (III)(d) 3 - The Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures.	Identify the procedure	
BEST PRACTICE (V)(a) 4 - The Facility shall have a clear, written understanding of how the Asset is to be discarded following disassembly.	Identify a procedure meeting this requirement; if there is no procedure then make a note to confirm that the issue is addressed as a contracting norm	
BEST PRACTICE (IV)(a) 1 – The Facility shall ensure that it has personnel to perform the disassembly who have been trained in relation to the disassembly information from the manufacturer’s technical manuals.	Identify training procedures in order to be able to verify compliance with these procedures during review of the training records	
BEST PRACTICE (IV)(a) 2 – The Facility shall ensure that the disassembly personnel have received appropriate training related to the functions they perform.	Identify training procedures in order to be able to verify compliance with these procedures during review of the training records	
BEST PRACTICE (V)(a) 1 – The Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Asset.	Identify the procedure	
BEST PRACTICE (V)(a) 2 –	Identify a procedure	

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Best Practice Reference	Auditor Task	Procedure/Other References
The Facility shall have or prepare a manifest of parts expected to be removed from the Asset.	meeting this requirement; if there is no procedure then make a note to confirm that the issue is addressed as a contracting norm	
BEST PRACTICE (V)(a) 3 – The Facility shall have a clear, written understanding of any customer expectations or demands concerning disassembly of the Asset and recovery of the parts removed.	Identify a procedure meeting this requirement; if there is no procedure then make a note to confirm that the issue is addressed as a contracting norm	
BEST PRACTICE (V)(a) 4 – The Facility shall have a clear, written understanding of how the Asset is to be discarded following disassembly.	Identify a procedure meeting this requirement; if there is no procedure then make a note to confirm that the issue is addressed as a contracting norm	
BEST PRACTICE (V)(b) 1 – The Facility shall use appropriate methods for removing parts from the Asset, such as those recommended in the manual published by the manufacturer of the Asset, or other guidance that provides adequate protections equivalent to the manufacturer's manuals.	Identify a procedure meeting this requirement; if there is no procedure then make a note to confirm that the issue is addressed in the representative work packages	
BEST PRACTICE (V)(c) 1 – For each part removed from the Asset, the Facility shall prepare a disassembly identification tag to identify the part. Each tag shall be attached to the part or otherwise associated with it upon the part's removal.	Identify a procedure for the completion of tags meeting this requirement; if there is no procedure then make a note to confirm that the issue is addressed in the representative work packages or through examination of inventory	

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Best Practice Reference	Auditor Task	Procedure/Other References
<p>BEST PRACTICE (V)(c) 2 – If the Facility chooses to issue a disassembly tag that is also an approval for return to service, then the Facility must confirm that it has appropriate certificated privileges permitting such an approval, and that it uses methods, techniques or practices for accomplishing the inspections that are acceptable to the appropriate government authority.</p>	<p>Identify authorizations (if any). If authorizations exist verify scope of approval and existence of procedures. If authorizations don't exist then make a note to confirm that no airworthiness authorization tagging has taken place during the Facility Audit and Inventory Analysis</p>	
<p>BEST PRACTICE (V)(d) 2 – Following disassembly, the records associated with the Asset shall be returned to the Customer or handled according to the Agreement between the Facility and the Customer.</p>	<p>Identify a procedure supporting this requirement; if there is no procedure then make a note to confirm that the issue is addressed in the representative work packages</p>	
<p>BEST PRACTICE (VI) 1 – The Facility shall ensure that it has and uses the appropriate tooling for disassembly of the Asset.</p>	<p>Identify a procedure supporting this requirement; if there is no procedure then make a note to confirm that the standard is met in tooling review</p>	
<p>BEST PRACTICE (VI) 2 – Tooling should be maintained and tested according to the tooling manufacturer's recommendations.</p>	<p>Identify a procedure supporting this requirement; if there is no procedure then make a note to confirm that the standard is met in tooling review</p>	
<p>BEST PRACTICE (VII)(a) 1 – Removed part should be prepared for safe storage and/or transportation.</p>	<p>Identify preparation and packaging procedures; make a note of those procedures for later inventory review</p>	

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Best Practice Reference	Auditor Task	Procedure/Other References
<p>BEST PRACTICE (VII)(a) 2 – Once a part has entered the segregated staging area, the Facility shall have a written procedure for analyzing it to make sure it meets the Customer’s requirements and to make sure it is on the Customer’s manifest. Parts that do not meet appropriate standards must be returned to the Asset disassembly area or a quarantine area to be held until they are ready to be researched (if the problem can be overcome through research), recycled or otherwise dispositioned.</p>	Identify procedure	
<p>BEST PRACTICE (VII)(a) 3 – The Facility should not determine the airworthiness of parts unless the Facility is properly authorized to do this.</p>	Identify authorizations (if any). If authorizations exist verify approval and procedures. If authorizations don’t exist assure that no airworthiness authorization tagging has taken place.	
<p>BEST PRACTICE (VII)(a) 4 – When identifying parts as unsalvageable, the Facility shall identify the reason for this identification.</p>	Identify a procedure supporting this requirement; if there is no procedure then make a note to confirm that the standard is met in work package review	
<p>BEST PRACTICE (VII)(a) 5 – Parts that are known to be unusable, are intended to be scrapped or recycled, or are deemed unsalvageable shall not be admitted to the parts staging area. Instead, they shall be retained in the disassembly area or moved to a quarantine area for further processing or disposition consistent with their status.</p>	Identify quarantine and scrapping procedure	
<p>BEST PRACTICE (VII)(b) 1 – The Facility shall ensure that it has appropriate crating and packing materials.</p>	Identify relevant procedures and make note to check during facility review	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (VII)(c) 2 – The Facility shall ensure that parts it ships are packaged in accordance with acceptable standards.	Identify relevant procedures and make note to check during facility review	
BEST PRACTICE (VII)(c) 3 – The Facility shall have a written procedure for assuring its own compliance with dangerous goods regulations.	Identify procedures	
BEST PRACTICE (VII)(c) 4 – The Facility shall have a written procedure for assuring its own compliance with import and export regulations.	Identify procedure	
BEST PRACTICE (VIII) 1 – The area and methodology on which an Asset is drained and disassembled should adequately protect the environment from unanticipated releases of fluids and other hazardous materials that might escape from the Asset during disassembly.	Identify procedures addressing the following: <ul style="list-style-type: none"> • Receiving inspection specific to fuels, liquids and lavatories • Having right equipment to drain plane • Having spill equipment and spill prevention & management plan in place in event of unexpected release 	
BEST PRACTICE (VIII) 2 – Parts that are intended by the Facility or the Customer to be precluded from re-entry into the civil aviation marketplace shall be rendered unusable for their original intent and recycled.	Identify scrapping procedure	
BEST PRACTICE (VIII) 3 – The Facility shall have a procedure for evaluating and selecting a recycling Facility that can adequately meet the Facility's recycling goals.	Identify evaluation procedure	
BEST PRACTICE (VIII) 4 – The Facility shall coordinate with the recycler to ensure that parts intended for recycling are processed in a manner that supports the recycling goals of the Facility.	Identify procedure for coordination	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (VIII) 5 – The Facility shall have a procedure for verifying that the recycling Facility fully implements the recycling agreement between the recycling Facility and the Facility and/or Customer.	Identify procedure for verification (e.g. audit procedure)	
BEST PRACTICE (VIII) 6 – If the Asset contains fluids then the fluids must be drained, managed and disposed of according local jurisdictional requirements	Identify fluid management and disposition procedure, which should include: <ul style="list-style-type: none"> • Procedure for drainage management and disposal • Equipment for drainage, management and disposal 	
Facility		
BEST PRACTICE (III)(b) 1 - The Facility shall establish a secure area in which disassembly will take place.	Identify the area if a disassembly is taking place or if there is a permanent area	
BEST PRACTICE (III)(b) 2 – The Facility shall establish a secure storage area for the storage of parts whose condition and identity have been identified.	Identify the area if a disassembly is taking place or if there is a permanent area	
BEST PRACTICE (III)(c) 1 - The Facility shall establish a segregated Electro-Static Discharge (ESD) area for processing avionics and other equipment that may be subject to damage due to electro-static discharge.	Identify the area if a disassembly is taking place or if there is a permanent area	
BEST PRACTICE (III)(c) 2 - The Facility shall establish a secure, Asset-specific, staging area into which removed parts will be moved for identification and processing.	Identify the area if a disassembly is taking place or if there is a permanent area	
BEST PRACTICE (VI) 1 – The Facility shall ensure that it has and uses the appropriate tooling for disassembly of the Asset.	If tooling is present, then spot-check to ensure it is appropriate; make a note of representative tooling for reference during tooling record review	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (VII)(b) 1 – The Facility shall ensure that it has appropriate crating and packing materials.	Spot-check packing materials for presence and compliance to manual	
BEST PRACTICE (VII)(c) 2 – The Facility shall ensure that parts it ships are packaged in accordance with acceptable standards.	Spot-check packing materials for presence and compliance to acceptable standards	
BEST PRACTICE (VIII) 1 – The area and methodology on which an Asset is drained and disassembled should adequately protect the environment from unanticipated releases of fluids and other hazardous materials that might escape from the Asset during disassembly.	Examine facility to assure compliance with procedures	
BEST PRACTICE (VIII) 6 – If the Asset contains fluids then the fluids must be drained, managed and disposed of according local jurisdictional requirements	Identify fluid management and disposition mechanisms, including equipment for drainage, management and disposal	
Inventory		
BEST PRACTICE (V)(c) 1 – For each part removed from the Asset, the Facility shall prepare a disassembly identification tag to identify the part. Each tag shall be attached to the part or otherwise associated with it upon the part's removal.	Examine representative parts from inventory to assure they are properly tagged	
BEST PRACTICE (V)(c) 2 – If the Facility chooses to issue a disassembly tag that is also an approval for return to service, then the Facility must confirm that it has appropriate certificated privileges permitting such an approval, and that it uses methods, techniques or practices for accomplishing the inspections that are acceptable to the appropriate government authority.	Examine representative parts from inventory to assure (1) they are not tagged with approval for return to service tags <u>OR</u> (2) approval for return to service tags meet manual requirements	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (V)(d) 1 – The Facility shall maintain a record of each part removed from the Asset.	Spot check parts and make notes to reference against manifest during the work package review phase	
BEST PRACTICE (VII)(a) 1 – Removed part should be prepared for safe storage and/or transportation.	Spot check parts to confirm preparation protocols are met	
BEST PRACTICE (VII)(a) 2 – Once a part has entered the segregated staging area, the Facility shall have a written procedure for analyzing it to make sure it meets the Customer’s requirements and to make sure it is on the Customer’s manifest. Parts that do not meet appropriate standards must be returned to the Asset disassembly area or a quarantine area to be held until they are ready to be researched (if the problem can be overcome through research), recycled or otherwise dispositioned.	Spot check parts in segregated staging area and quarantine to confirm compliance	
BEST PRACTICE (VII)(a) 3 – The Facility should not determine the airworthiness of parts unless the Facility is properly authorized to do this.	Spot check parts in storage to confirm compliance	
BEST PRACTICE (VII)(a) 4 – When identifying parts as unsalvageable, the Facility shall identify the reason for this identification.	Spot check parts identified as unsalvageable to confirm compliance	
BEST PRACTICE (VII)(a) 5 – Parts that are known to be unusable, are intended to be scrapped or recycled, or are deemed unsalvageable shall not be admitted to the parts staging area. Instead, they shall be retained in the disassembly area or moved to a quarantine area for further processing or disposition consistent with their status.	Spot check parts staging area to confirm compliance	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (VIII) 2 – Parts that are intended by the Facility or the Customer to be precluded from re-entry into the civil aviation marketplace shall be rendered unusable for their original intent and recycled.	Spot check parts identified as unsalvageable to confirm compliance	
Audit Records		
BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.	Review the audit records; identify particular areas of concern	
BEST PRACTICE (III)(d) 2 - The Facility shall have a procedure for retaining documentation of periodic internal audits on how the company is following this Guidance, including results, and (where necessary) root-cause analysis, and corrective actions taken. Records required for the purpose of this best practice article must be kept for a period of at least two (2) years.	Verify records for past two years are kept (for new BMP accreditees, there should be at least one self audit prior to the audit and in the second year, records should date back at least one year)	
BEST PRACTICE (III)(a) 2 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable environmental laws and standards.	Review the audit records; confirm that facility is ensuring compliance	
BEST PRACTICE (III)(a) 3 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable environmental laws and standards.	Review the audit records; confirm that compliance is ensured at remote locations	

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Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (III)(a) 4 - If the Facility has a fixed location for disassembly, then the Facility shall identify, and ensure compliance with, applicable occupational health and safety laws and standards.	Review the audit records; confirm that facility is ensuring compliance	
BEST PRACTICE (III)(a) 5 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable occupational health and safety laws and standards.	Review the audit records; confirm that compliance is ensured at remote locations	
BEST PRACTICE (III)(d) 4 - In the event that periodic verification shows an unexplained loss, the Facility shall investigate and seek an explanation for the loss.	If audit records show an unexplained loss, then verify investigation and root cause records	
BEST PRACTICE (III)(d) 5 - Following investigation of a loss, the Facility shall develop and implement appropriate corrective action.	If audit records show an unexplained loss, then verify corrective action records	
BEST PRACTICE (VIII) 5 – The Facility shall have a procedure for verifying that the recycling Facility fully implements the recycling agreement between the recycling Facility and the Facility and/or Customer.	Check recycling verification audit records	
Tooling Records		
BEST PRACTICE (VI) 2 – Tooling should be maintained and tested according to the tooling manufacturer's recommendations.	Spot-check tooling maintenance / calibration records	

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Best Practice Reference	Auditor Task	Procedure/Other References
Training Records		
BEST PRACTICE (IV)(a) 1 – The Facility shall ensure that it has personnel to perform the disassembly who have been trained in relation to the disassembly information from the manufacturer’s technical manuals.	Examine representative records to confirm compliance; confirm training in either how to use manuals or in specific applicable manual provisions	
BEST PRACTICE (IV)(a) 2 – The Facility shall ensure that the disassembly personnel have received appropriate training related to the functions they perform.	Examine representative records to confirm compliance; confirm employees have received job-specific training	
BEST PRACTICE (VII)(c) 3 – The Facility shall have a written procedure for assuring its own compliance with dangerous goods regulations.	Confirm that there is at least one hazmat employee with appropriate training; or an alternative procedure for use of a trained contractor	
Work Package		
BEST PRACTICE (V)(a) 1 – The Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Asset.	Examine representative work package to make sure records are actually collected	
BEST PRACTICE (V)(a) 2 – The Facility shall have or prepare a manifest of parts expected to be removed from the Asset.	Review representative work package(s) to assure creation of manifest(s)	
BEST PRACTICE (V)(a) 3 – The Facility shall have a clear, written understanding of any customer expectations or demands concerning disassembly of the Asset and recovery of the parts removed.	Review representative work package(s) to assure that work performed matches written customer expectations	
BEST PRACTICE (V)(b) 1 – The Facility shall use appropriate methods for removing parts from the Asset, such as those recommended in the manual published by the manufacturer of the Asset, or	Review representative work package(s) to confirm compliance; also check parts identified during inventory phase	

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Best Practice Reference	Auditor Task	Procedure/Other References
other guidance that provides adequate protections equivalent to the manufacturer's manuals.		
BEST PRACTICE (V)(d) 1 – The Facility shall maintain a record of each part removed from the Asset.	Review representative work package(s) to confirm compliance	
BEST PRACTICE (V)(d) 2 – Following disassembly, the records associated with the Asset shall be returned to the Customer or handled according to the Agreement between the Facility and the Customer.	Review representative work package(s) to confirm compliance through records verifying transfer of documents	
BEST PRACTICE (VII)(c) 3 – The Facility shall have a written procedure for assuring its own compliance with dangerous goods regulations.	Confirm compliance with manual procedures through review of representative shipping records if any hazmat has been shipped in relation to the work package(s)	
BEST PRACTICE (VII)(c) 4 – The Facility shall have a written procedure for assuring its own compliance with import and export regulations.	Confirm compliance with manual procedures through review of representative shipping records if any exports or imports have been undertaken in relation to the work package(s)	
Contract Review (pull contracts for the reviewed work packages)		
BEST PRACTICE (V)(a) 2 – The Facility shall have or prepare a manifest of parts expected to be removed from the Asset.	Review representative contract(s) to assure reference to manifest(s)	
BEST PRACTICE (V)(a) 3 – The Facility shall have a clear, written understanding of any customer expectations or demands concerning disassembly of the Asset and recovery of the parts removed.	Review representative contract(s) to assure compliance	
BEST PRACTICE (V)(a) 4 – The Facility shall have a clear, written understanding of how the Asset is to be discarded following disassembly.	Review representative contract(s) to assure compliance	

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Best Practice Reference	Auditor Task	Procedure/Other References
<p>BEST PRACTICE (VII)(c) 1 – The agreement with the Customer may specify that the Customer is responsible for shipping issues, in which case the Customer's procedures, and not the Facility's procedures, shall be used.</p>	<p>Review representative contract; if this is the case then check actual work package records to see if customer's guidelines were followed</p>	
<p>BEST PRACTICE (VIII) 3 – The Facility shall have a procedure for evaluating and selecting a recycling Facility that can adequately meet the Facility's recycling goals.</p>	<p>Examine recycler selection records - confirm that the selection/evaluation procedure was successfully accomplished.</p>	
<p>BEST PRACTICE (VIII) 4 – The Facility shall coordinate with the recycler to ensure that parts intended for recycling are processed in a manner that supports the recycling goals of the Facility.</p>	<p>Examine recycler contract – confirm it meets the procedure for coordination from the manual</p>	

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APPENDIX THREE: Best Practice Contracting Guidance

Contract Element Checklist

The following Appendix represents a list of questions that ought to be considered in preparing a contract between the disassembly facility and the owner of the asset to be disassembled. It is not meant to be complete or all-inclusive. It is only a guide to help stimulate consideration of certain important issues that ought to be addressed.

- What is the asset and what is the scope of work? What exactly does the customer expect?
- Who identifies the need for, and obtains the licenses, associated with the work scope? Which set of laws applies to the disassembly?
- Where does the disassembly take place?
- Who is responsible for access to the site where the aircraft is located and who has access?
- What is the location for disassembly? Who is responsible for moving the aircraft to the place where it will be disassembled? Who is responsible for the associated costs?
- Who owns the parts? Who owns the fuselage or other remainders once disassembly is complete? Does the disassembler have any right to salvage of the remainder? Who is responsible for disposing of remainder?
- Payment for services? Who is responsible for taxes? What are the terms of payment? What if the customer believes that the work has not been completed – what remedies and procedures apply?
- Who is responsible for delays or failures to perform due to acts of God or other events.
- Does either side indemnify the other for certain types of liabilities?
- Who is responsible for identifying the need for, obtaining, and paying for insurance.

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- Owner should warrant that he has the legal authority to give permission for the disassembly
- What parts are to be removed? What is the procedure for amending that list?
- What is the schedule for disassembly? What deadlines apply? Are there penalties for late completion or bonuses for early completion?
- How will contract disputes be resolved? Is there a set process? What law applies? To the resolution of disputes Where must disputes be resolved?
- Who is responsible for health and safety risk and compliance issues?
- Who is responsible for Protection and security of asset/location and how will this be accomplished
- Who is responsible for Insurance?
- Can either party assign its rights or obligations under the agreement? Are there conditions for assignment of rights or obligations?
- Liability for removal damage – identification of removal damage v. pre-removal damage?
- Who will supply facilities for disassembly? Tooling for disassembly? Stands, jacks, dropkits, etc. Special tooling? Manuals, instructions and other data?
- Who will supply documentation on the aircraft to support traceability?

A short sample list of specific issues to consider when drafting an agreement reflecting disassembly work to be performed:

- Airfield parking, landing, licenses and fees
- Aircraft function test
- Identification of parts removed
- Certification of parts removed
- Cabin interior (removal of articles)
- Fluid disposal (fuel, hydraulic fluid, venting)
- Packaging and delivery of parts
- Disposal of remainder

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- Special handling or disposal of hazardous wastes
- Protection and security of asset/location
- Insurance

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**For more information about the standard,
about AFRA, or about how to be audited to
this standard, please contact:**



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