

Galaxy Aerospace



maintenance . repair . overhaul

SUBJECT	: AIRCRAFT COMPONENT/MATERIALS ACCEPTANCE PROCEDURE
REFERENCE NO	: QAN-015
REVISION NO	: 0 (initial)
DATE	: 11 th JUNE 2020

Approved by:




Reference No.	QAN 015
Date of issue	11 th June 2020
Compliance	Mandatory
Addressees	GAM-145 personnel
SUBJECT: AIRCRAFT COMPONENT/MATERIALS ACCEPTANCE PROCEDURE	

1.0 PURPOSE

To describe procedures involved in the acceptance of components, parts, materials from suppliers, and/or contracted organisations.

2.0 SCOPE

2.1 It is applicable to all aircraft aeronautical product and material to be used for maintenance activities within GAM Part 145 approval.

3.0 RESPONSIBILITY

- 3.1 QAM is responsible to evaluation, control, maintain and approve all supplier and/or contracted organisation.
- 3.2 The approved supplier and contracted organisation area listed in the List of Approved Vendor (**GAM/Q-002**).
- 3.3 The Logistic Manager is responsible for the acceptance of aircraft components & materials.

4.0 DEFINITIONS

- 4.1 **Supplier** – Any source (OEM, Type Certificate Holder, parts distributor, aircraft operator, maintenance organisations, etc) from which the maintenance organization is purchasing materials, standard parts, aircraft components to be used for maintenance under its Part-145 approval.
- 4.2 **Contracted Organisation** – A Part-145 maintenance organization that carries out maintenance under its own approval for another approved maintenance organization.
- 4.3 **Subcontracted Organisation** – An organization, not itself appropriately approved to Part-145 that carries out aircraft line maintenance or minor engine maintenance or maintenance of another aircraft components or a specialized service as a subcontractor for an organization appropriately approved under Part-145.

5.0 REFERENCE

- 5.1 GAM/CAAM/MOE Part 2.1 (Supplier Evaluation Procedure and Sub- Contract Control Procedure)
- 5.2 GAM/CAAM/MOE Part 2.2 (Acceptance / Inspection of Aircraft Components and Materials from Outside Contractors)
- 5.3 Notice 6501 Para 7.5 (Acceptance of Component)

6.0 PROCEDURES

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- 6.1 All aircraft supplies (aircraft parts, materials, equipment and/or services for aircraft or aircraft component) received from suppliers, contractors, subcontractors and customers are subjected to incoming inspection prior to their acceptance and such acceptance signals the fitness of the supplies for use in maintenance.
- 6.2 All aircraft parts, materials, equipment and/or services for aircraft or aircraft component shall be obtained/procured only from the GAM approved sources as detailed in the latest List of Approved Vendor (**GAM/Q-002**) issued by the QA Department.
- 6.3 The supplies shall be accepted only on satisfactory completion of incoming inspection by GAM Store Inspector(s).
- 6.4 The records pertaining to the acceptance of all supplies would be maintained in the receiving inspection section of the Store/Logistic section for a minimum period of 2 years from the date of acceptance.
- 6.5 The following are the release documents to be expected/accepted for each type of part/material depending from their status (new/used).

Status	Type of Part/Material	Documents to be expected
New Parts	Standard Parts	<p>Option 1: When the part/material is purchased directly from the manufacturer, the Certificate of Conformity issued by the manufacturer is expected;</p> <p>Option 2: When the part/material is purchased through a third-party supplier (i.e. distributor, operator, maintenance organisation, etc.) the documentation accompanying the part/material shall contain:</p> <ul style="list-style-type: none"> • Conformity certification to the part/material applicable standard/specification, and; • identification of the manufacturing source, and; • Identification of the supplier source.
	Raw Materials and/or Consumables	<p>For Option 2, the information above may be included in one single Certificate of Conformity issued by the supplier (containing cross reference to the manufacturer CoC) or be composed by more documents, such as the CoC issued by the manufacturer plus a statement from the supplier source.</p> <p>In any case, the manufacturer CoC shall be made available upon request.</p>



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	Aircraft Parts	<p>Option 1: CAAM Form 1;</p> <p>Option 2: EASA Form 1 issued by EASA Part-145 organisation located in EASA member states with status 'NEW';</p> <p>Option 3: FAA 8130-3 issued by FAA approved repair station in the United States of America with status 'NEW';</p> <p>Option 4: OEM release documents;</p>
Used Parts	Aircraft Parts	<p><u>Class 1 item (Engine or Propeller)</u></p> <p>Option 1: CAAM Form 1;</p> <p>Option 2: OEM/Type Certificate Holder release documents.</p>
		<p><u>Class 2 item (component other than engine and propeller)</u></p> <p>Option 1: CAAM Form 1;</p> <p>Option 2: EASA Form 1 issued by EASA Part-145 organisation located in EASA member states;</p> <p>Option 3: FAA 8130-3 issued by FAA approved repair station in the United States of America</p> <p>Option 4: OEM/Type Certificate Holder release documents;</p>

6.6 Details of incoming acceptance procedure can be referred to latest GAM MOE Part 2.2 (Acceptance / Inspection of Aircraft Components and Materials from Outside Contractors).