



# CERTIFICATION & TRACEABILITY REQUIREMENTS

These requirements establish the minimum certification and documentation which documents require when selling, consigning and/or supplying material to MEKCO Group Inc. **All material supplied to MEKCO Group Inc., must be traceable to a regulated source.** *Additional and/or unique requirements may be specified on MEKCO Group Inc. purchase order.* It is expected that our suppliers will honor all requirements. Any deviations require written approval from MEKCO Group Inc. Quality Management prior to shipment.

## 1.0 Regulated Sources

### MEKCO Group Inc. defines Regulated Sources

1. Original Equipment Manufacturers (OEMs) that are the Production Approval Holders (PAHs)
2. All scheduled airlines and operators, including freight carriers.
3. Major airframe and power plant certified repair stations (FAA, EASA, TC, or CAAC) whose capability allows them to perform C & D checks, repair or modify the aircraft structure or repair the major modules of an engine.
4. Certified Component Repair Station (FAA, EASA, TC, or CAAC), provided the material they are supplying be within the repair capabilities of their Air Agency Certificate.

## 1.1 Non-Regulated Sources

1. Any sources not meeting the definition above for "Regulated Source" are considered by MEKCO Group Inc. to be "**Non-Regulated Sources**". Further examples of Non-Regulated Sources are other surplus parts suppliers, dealers, brokers, aircraft and/or engine leasing companies or certified repair stations selling material outside of their repair capabilities.

The minimum certification requirements necessary for acceptance of material by MEKCO Group Inc., from a **Non-Regulated Source** are:

1. The supplier's own Material Certification ATA 106 form or acceptable equivalent, and the original or certified true copy of the certificate received from the Regulated Source; and,
2. A non-incident, non-government and non-military use from the last operator (if used) and last Regulated Source.

## 2.0 Certification and Traceability Requirements by Part Condition and Description

- **Factory New**
  - a) The original certification from the OEM. Appropriate documentation shall include one or a combination of the following: FAA Form 8130-3, EASA Form 1, TC Form 1, and Certificate of Conformance, Packing Slip, Transfer Ticket or Invoice.
- **New Surplus (Unused)**
  - a) Certification & traceability back to a Regulated Source stating that the material is new. Appropriate documentation may include one or a combination of the following: FAA Form 8130-3, EASA Form1, TC Form 1, Certificate of Conformance, Packing Slip, Transfer Ticket, and a material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification.

## 2.0 Certification and Traceability Requirements by Part Condition and Description

- **Overhauled, Repaired, Inspected or Modified**
  - a) Certification & traceability back to the operator and/or Regulated Source, including a non-incident/non-military statement.
  - b) Original material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification stating the part is in the same condition as listed on the Authorized Release Certificate
  - c) The original FAA Form 8130-3, EASA Form 1, CAAC AAC-038, or TC Form 1 (Dual FAA/EASA release) issued by a repair facility that is approved to perform the repair by the relevant airworthiness regulatory authority;
  - d) Details of work performed or teardown report, including Service Bulletins (SB) number or Airworthiness Directives (AD), with revision number and date;
  - e) Name of the service manual and/or part number or ATA chapter reference used to perform the repair and the revision level and revision date of the manual; and,
  - f) Any repairs incorporated into the part must be repairs listed in the OEM's repair or overhaul manual. FAA DER 8110-3, Internal Engineering Notices (IENs), Engineering Order (Eos), Technical order (TOs) Customer Departure Records (CDR's), or Departure record (DR'S) type repairs will not be accepted by MEKCO Group Inc. without prior written approval. The repair scheme numbers must be listed in Box 13 of the Authorized Release Certificate along with the Revision number of date. Copies of the repair scheme explanation must be included in the shipment.
  
- **Repairable/As Is/As Removed Material**
  - a) Certification & traceability back to last operator and/or Regulated Source including a non-incident/non-military use statement; and,
  - b) Original material certification form that meets the requirements of ATA Spec 106 or other industry accepted certification stating the part is repairable, as-is, where is, or as removed.

## 2.1 Additional Requirements

Additional requirements are as follows:

1. In the event the certification and/or traceability is incorrect, missing or altered, or if the condition of the part is not in accordance with the condition stated on the certification or the condition as stated on MEKCO Group Inc.' purchase order, the part(s) will be rejected by and returned for full credit, including transportation costs;
2. The original Authorized Release Certification is required for each line item on the purchase order;
3. Multiple part numbers on a single Authorized Release Certificate (FAA, EASA, TC Form 1 or SAAC AAC-038) are unacceptable;
4. If the item is not serialized and the quantity being supplied is less than the quantity in box 10 of the Authorized release Certificate then a certified true copy of the Authorized Release will be acceptable;
5. The Authorized Release Certificate or Certificate of Conformance must specify all ADs that are represented as having been accomplished, including the AD number(s), AD amendment number(s), and date(s) and method(s) of compliance;
6. Hardware items (nuts, bolts, washers, etc.) will only be accepted, if the parts are in new condition and unopened OEM packaging. Industry standard hardware items (NAS, AN, MS, MIL, etc.) must be accompanied by chemical and physical test documentation in addition to the traceability documentation listed above; and,
7. Any material identified as being traceable to any military or government source will not be accepted by MEKCO Group Inc.

### 3.0 Certification Requirements for Lot Purchases or Consignments

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

1. Name of the company selling/consigning the material;
2. MEKCO Group Inc., Purchase or Contract number;
3. Part Number;
4. Serial or Batch Number(if applicable);
5. Condition;
6. Quantity;
7. OEM; and,
8. Each manifest page must be numbered "1 of x", "2 of x", etc., and be signed by an authorized representative of the seller/consignor.

**Note:** *Any lot purchase or consignment material received by MEKCO Group Inc. that is either inconsistent with or omitted from the manifest will be held by MEKCO Group Inc. in the non-conformance cage pending and/or returned at the cost of the seller/consignor.*

### 4.0 Certification Requirements for Aircraft/Engine Teardown Parts

1. For aircraft/engines parted out by a FAA, EASA, TC OR CAAC Certified repair facility, a removal tag bearing the repair facility's certificate number and address. Information on the tag must include manufacturer's part number, serial number (as applicable), part description, quantity, aircraft registration number and/or aircraft manufacture's serial number or engine serial number and model number (as the case may be), date removed, reason for removal, and total time and total cycle of the airframe or engine (as the case may be) from which the part was removed;
2. The removal tag must be signed or stamped and dated by the repair or agency representative performing the disassembly; and,
3. In addition to the information listed in item 1 and 2 above, removal tags for aircraft or engine parted out by other than Certified Repair Facilities must bear the signature of a licensed FAA A&P mechanic.

**Note:** *At a minimum, parts must have documented traceability to a specific aircraft or engine, and there should be a way of establishing clear title to all parts.*

### 5.0 Certification Requirements for Life Limited Parts

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

1. A non-incident statement from the last operator.
2. Each life limited part shall be accompanied by a document, produced at the time the part was removed from the engine, module or aircraft (as the case may be), detailing the manufacturer's part number, serial number, total time, total cycles, and model number of the current total cycles. The document shall also include the serial number, total time, total cycles, and model number of the next higher assembly, aircraft or engine (as the case may be), and must be signed by an authorized representative of the company that prepared it.
3. In the event that the part was installed on more than one engine or aircraft, the requirements of the above paragraph must be met, plus disk sheets or log book entries with the manufacturer's part number and serial number of the part, plus the serial numbers and model numbers of all engine or aircraft that the part was installed on. All such sources of

information (maintenance release tags, disk removal/installation sheets, log book entries, etc) must accurately trace the history of all life limited parts back to new:

4. Complete history of all vendor/manufacturer/repair facility modifications to life limited parts relative to any service bulletins and/or airworthiness directives which affects part number, life limit or re-inspection requirements: and,
5. For all life limited parts (new or used) one or a combination of the following is required; FAA 8130-3, EASA Form 1, GE Database report, OEM's Original build specification document or similar OEM certifying document

## **6.0 Hazardous or Dangerous Good**

All hazardous or dangerous goods must comply with the following

1. Any Hazardous and/or Dangerous goods supplied to MEKCO Group Inc. must be identified, handled, and shipped in accordance with Code of Federal Regulations Title 49; and;
2. Current Material Safety Data Sheet (MSDSP must accompany each shipment

**MEKCO Group Inc. will not accept Oxygen Generators or Explosive devices of any kind.**

## **7.0 Packaging/Delivery**

All packaging/deliveries to MEKCO Group Inc. must comply with the following:

1. All wood packaging material manufactured out of coniferous and non-coniferous raw wood must meet the requirements of ISPM 15-2002.
2. Material must be packaged in accordance with ATA 300 Spec:
3. Packing slips must be on the exterior of each shipping container and enclosed inside the box;
4. MEKCO Group Inc. purchase order number(s) must be clearly visible on outside of shipping container and
5. Mixing of various MEKCO Group Inc. purchase orders inside one box is not acceptable

Please direct all inquiries to the MEKCO Group Inc., Quality Department as follows:

Quality Manager: Ronald Franzoni  
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Fax: 305-468-6495