



Company Policy and Procedures:

1. Receiving Procedures

- a) Physical Inspection for: -
 - i) Shipping and Handling damages
 - ii) Corrosions
 - iii) Signs of use

Materials with shipping and/or handling damages, corrosions and/or sign of use will be rejected and placed at shelf of unserviceable material. Notification will be undertaken to insurance and supplier data.

- b) Documentary Inspection

- i) Tags

Tags must be current, valid and readable.

- ii) Certificate of Conformance / Certificate of conformity

Certificate to certify that material is obtained from approved sources and are not obtained from any US Government or Military source and was not subject to severe stress or heat or immersed in salt water (as in major engine failure, accident, incident, or fire) or Certificate arising from EASA/FAR/TC approved airline, EASA/FAR/TC approved Maintenance facility or OEM approved subcontractor/vendor.

- iii) Original Equipment or Parts Manufacturer's certificate

- iv) EASA/FAR/TC approved workshops Certificates (FAA8130-3 or EASA Form One or TC24-0078). **For all FAA8130-3 and/or TC24-0078 Certificates issued by approved MRO facilities EASA approval no. must appear on Certificate.**



- v) Certification as per iv) must include reference to any SB (Service Bulletin), SIL (Service instruction letter), AD (Airworthiness Directive), MOD (Modification Status) or any other mandatory or non-mandatory maintenance actions performed irrelevant whether such maintenance action are based on order request or by request from Aviation Authorities.

c) Traceability

All material must be traceable to: -

- i) The original equipment or part manufacturer (OEM)
Or
- ii) EASA/FAR/TC approved source. (i.e. maintenance facilities)
Or
- iii) EASA/FAR/TC approved Civil Aviation Operator/Airline

d) Life Limited Parts including TBO (Hard-Time) Parts

Subject to CMM and MPD procedures all life limited Parts must have

- i) Manufacturer's Part Number.
- ii) Manufacturer's Serial Numbers.
- iii) Document stating Total Time since new (TSN).
- iv) Document stating Total Cycles since new (CSN).
- v) Documents stating Total Time since overhaul (TSO).
- vi) Document stating Total Cycles since overhaul (CSO).
- vii) Documentation for part removal from Aircraft, Engine or Component.
- viii) Where the Part Number or Dash Numbers have been modified, additional documents from the Manufacturer or EASA/FAR/TC approved workshops (MRO) facilities, must be on-hand to authenticate the change whatever applicable as per unit CMM.



e) Factory New Materials

All Factory New Materials must be received

- i) In Original OEM (or its authorized distributor) Packaging
- ii) With the manufacturer's identification labels
- iii) With manufacturer's tags
- iv) With manufacturer's data plate if applicable
- v) With manufacturer's seals intact if applicable.
Seals must be kept intact and must not have any signs of being loose or having been opened for inspection.

2. Storage Procedures

After the visual and documentary inspection procedures for receiving the material, the internal storage procedures are subject for following procedures:

a) Labelling

A label is made out and attached to the material for easy identification. Information required on labelling is: -

- i) Part Number
- ii) Product description (keyword)
- iii) Serial Number, Batch Number, whatever applicable.
- iv) Condition of the product (by certificates technical records)
- v) Quantity
- vi) Shelf life data – when applicable.



b) Recording

- i) The material received is recorded and entered as RepMan stock.
- ii) The exact location and by location code must be recorded for easy retrieving of material
- iii) Trace documents are filed for reference and inspection.

c) Storage

- i) The material is placed in a bin or box as appropriate and stored in the storage shelves.

Special attention must be applied to the following types of materials, and they are: -

- a) Time controlled items.
To periodically check for the shelf life remaining and to renew or extend the shelf life when necessary.
- b) Components with oil content ii).
- ii) These materials require rotation periodically to ensure all internal parts are oiled.

d) Store Locations & Climatic Conditions

All materials must be stored in conditions free of humidity and heat. Climate control equipment such as Air Conditioners will be installed where appropriate and applicable.

Specifications on Climate control is on file with RepMan.

Humidity sensors are placed at stores facilities.



The store is also classified as a Custom Bonded Area.

3. Outgoing Shipping Procedures

a) Physical Check

The item is picked up from the bin/storage rack and a physical check is made for the correctness of the Part Number and Serial Numbers, and visible signs of damage and corrosions.

b) Documentation Check

The document for the item is checked for traceability, labels, Tags, Certification and the validity of these documents.

c) Packaging

The Material is packed in strong (Mammut) cardboard or plastic or wooden boxes, labelled and securely packed to ensure that the contents are well protected prior to shipment.

All packaging materials must conform to Pauschal Insurance (Insurance Policy of Transportation)

d) Labelling

The Box is marked and labelled as necessary with identification marks as required by the customer and delivered to the dispatch Department for preparation of the Shipping and custom documents.

e) Shipping

The appropriate Air Way Bills are prepared and bookings made with the scheduled Airlines and /or Couriers either directly or through our Air cargo handling Agent.

f) Time Controlled Items



For units being subject for storage shelf life, such units must be shipped to:

- i) Original Equipment Manufacturer
- or
- ii) Approved (EASA/FAR/TC) MRO facilities.

For test, possible replacement of cured piece parts and recertification.

It should be noted that the appropriate certification (FAA8130-3 OR EASA FORM ONE OR TC24-0078) which are being released after recertification remains to contain the applicable operating data i.e. TSN/TSO/CSN/CSO – further to correspond to status of unit.

g) Serviceable Items

All serviceable units (units maintained on-condition) certification available must have been issued by:

- i) Original Equipment manufacturer
- ii) Approved (EASA/FAR/TC) MRO facilities.

h) Factory New Items

Note: Such units are normally released for shipment in their original packaging.

i) Accompanying Documents

The following documentation is attached with the material on shipment: -

- i) Invoice
- ii) Certificates (as per appendix A) whatever applicable
- iii) Copy of airway bill.

4. Material Certification



See sample in Appendix A

5. Procurement and Vendor Controls

RepMan procures a vast assortment of aircraft materials from the aviation industry. We classify our sources into the following categories: -

- a) Civil Airlines
 - i) IATA and ERA Airline excess
 - ii) IATA and ERA Airline Current Inventories
 - iii) IATA and ERA Airline Consignment inventories

- b) Original Equipment Manufacturers

- c) EASA/FAR/TC Approved Parts Manufacturer

- d) EASA/FAR/TC Airline Approved Suppliers and Vendors (authorized distributors)

6. Repair and Overhaul (MRO)

All LRU and Repairable units are being serviced and maintained as and when required. Following MRO facilities are being categorized as follows:

- a) Original Equipment Manufacturer
- b) EASA/FAR/TC Approved Parts Manufacturer
- c) OEM Approved Repair Stations

7. Warranty

Warranty conditions are similar to the warranty conditions of any category of para 6 above mentioned.



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(Normal industry standard states warranty as follows:

“On-condition units (units without TBO or life limitation) are warranted 6 months and/or 500 flight hours whichever expires first.”

“Hard-time (TBO including life limited) units are warranted 12 months and/or 1000 flight hours whichever expires first.”)

For Factory New materials, the Manufacturers Warranty will apply.

8. Condition Codes

FN	Materials purchased from an EASA/FAR/TC approved Original Equipment (OEM), prime manufacturer or an authorized licensed distributor, or a manufacturer holding an FAA Part manufacture Approval (PMA) and certified by the manufacturer as new material.
NEW	Materials obtained from the OEM, PMA or EASA/FAR/TC certified air carrier, authorized distributor or prime manufacturer which has not been installed or used and has no operating time or cycles. It may be accompanied by the manufacturer’s certification at the time of sales.
OHC	Material that has been overhauled by OEM/EASA/FAR/TC Approved repair stations undergoing the overhaul procedures issued by manufacturer CMM and its revision service.
SERV	Material certified as Air Worthy /Serviceable Condition by an EASA/FAR/TC certified Airline or Repair Station.
AR	Material in condition as removed from Aircraft, Engine or Component and subject for recertification.
Repairable	Material is used and does not have the required FAA/EASA certification designating that the material is serviceable, overhauled or new.
BER	Beyond economical repair. Repair cost is high compared with the market value of the material.
ASIS	Material is sold in this condition in whatever the condition it may be at the time of sale.
Shelf life expired	Materials with shelf life expired and is sold in this condition only to



repair stations or end user with facility to renew the shelf life by processing the material through the necessary cleaning, testing and checks at a EASA/FAR/TC Approved Repair station.

Appendix A:

REPMAN CO. LTD. – QUALITY PROCEDURES AND CERTIFICATION

RepMan Co. Ltd. – being an independent supplier of :

- Rotable Equipment – Components
- Consumable Equipment – Expendables
- Tools for Engine and Propeller
- Ground Support Equipment – Jacks and Towbars

Currently corresponds with following quality procedures and certification:

- **All Components will be supplied with either EASA form one, Faa8130-3 or TC24-0078 certificates.**
- **All Consumables will be supplied with either manufacturers COC or RepMan CFC covering traceability to either an Airline, Manufacturer or EASA/FAR/TC approved Maintenance Facility.**
- **All Tools and GSE will be supplied with RepMan CFC covering and including traceability to either an Airline, Manufacturer or EASA/FAR/TC approved Maintenance Facility.**
- **All documents covering traceability to Airline, Manufacturer or EASA/FAR/TC approved Maintenance Facility includes either Airline Serviceable Tags, Airline COC, Manufacturer COC or approved Maintenance Facility release certificate.**
- **Warranty will be granted on Components based on the warranty terms offered by EASA/FAR/TC approved Component Maintenance Facility – however no less than Six Months and 500 Flight Hours for Serviceable units and Twelve Months and 1000 Flight Hours for Overhauled units, whatever occurs first. The warranty period will be active from date of delivery of subject units.**

REPMAN CO. LTD. – JUNE – 2012

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-Member of IEE Holding-

