

<b>Title</b>	<b>Ensure the integrity of parts and materials for aircraft use</b>		
<b>Level</b>	<b>5</b>	<b>Credits</b>	<b>24</b>

<b>Purpose</b>	<p>This unit standard is intended for people providing quality assurance support for aircraft operating and maintenance activities.</p> <p>People credited with this unit standard are able to: audit documentation for incoming aircraft parts and materials; inspect and process incoming parts and materials for use on an aircraft; release parts and materials for use on an aircraft; monitor storage procedures for aircraft parts and materials; and maintain traceability of aircraft parts and materials.</p>
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<b>Classification</b>	Aeronautical Engineering > Aeronautical Engineering Quality Assurance
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<b>Available grade</b>	Achieved
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### Guidance Information

- 1 All tasks must be carried out in accordance with enterprise procedures.
- 2 Definitions
 

*Enterprise procedures* – procedures used by the organisation carrying out the work and applicable to the tasks being carried out. Examples are – standard operating procedures, safety procedures, equipment operating procedures, codes of practice, quality management practices and standards, procedures to comply with legislative and local body requirements.

*Integrity of parts and materials for aircraft use* means conformity to all legal and enterprise procedures in terms of serviceability and documentation.

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### Outcomes and performance criteria

#### Outcome 1

Audit documentation for incoming aircraft parts and materials.

#### Performance criteria

- 1.1 Documentation is matched with incoming parts and materials to allow discrepancies and/or omissions to be identified.
 

Range	packing notes, invoices, release notes, serviceability labels, vendor documentation, certificates of conformity.
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- 1.2 Incoming parts and materials are confirmed as originals from an approved vendor.
- 1.3 Incoming parts and materials with incomplete documentation are processed.
- 1.4 Incoming parts and materials which do not originate from an approved vendor, or do not have an approved release note are processed.

## Outcome 2

Inspect and process incoming parts and materials for use on an aircraft.

### Performance criteria

- 2.1 Inspection of parts and materials compliance are confirmed with specifications and enterprise procedures.
  - Range freedom from damage, correct identification, correct shipping and/or packing procedures, physical security, matches ordering specifications, approved alternate part numbers, shelf life limitations.
- 2.2 Parts and materials are processed.
  - Range accepted parts, rejected parts.

## Outcome 3

Release parts and materials for use on an aircraft.

### Performance criteria

- 3.1 Release notes, and airworthiness release tags are issued for parts and materials which satisfy inspection requirements.
  - Range for parts and materials being released internally, for parts and materials being released to another organisation.
- 3.2 Details of parts and materials are recorded.
  - Range part number, serial number, hours, cycles, last type of maintenance activity, shelf life expiry, next servicing due.

## Outcome 4

Monitor storage procedures for aircraft parts and materials.

### Performance criteria

4.1 Storage conditions are checked to determine compliance with enterprise approved storage procedures.

Range humidity, compatibility, temperature, lighting, static sensitivity, packaging, special labelling conditions for dangerous and/or hazardous materials.

4.2 Shelf-life items are monitored in accordance with enterprise procedures to determine compliance with shelf-life requirements.

4.3 Action is taken to rectify non-conformities in storage procedures.

## Outcome 5

Maintain traceability of aircraft parts and materials.

### Performance criteria

5.1 Document filing system for traceable aircraft parts, materials and history is maintained.

<b>Planned review date</b>	31 December 2024
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### Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	23 July 1997	31 December 2016
Revision	2	8 May 2001	31 December 2016
Review	3	19 May 2006	31 December 2016
Review	4	22 August 2014	31 December 2017
Review	5	21 January 2016	31 December 2021
Review	6	26 March 2020	N/A

<b>Consent and Moderation Requirements (CMR) reference</b>	0028
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This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.

### Comments on this unit standard

Please contact ServicelQ [qualifications@serviceiq.org.nz](mailto:qualifications@serviceiq.org.nz) if you wish to suggest changes to the content of this unit standard.