

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## Revision History

### AFRA Best Management Practice (BMP) Guide

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Original	May 1, 2009	Original Version	AFRA Board of Directors
Version 2.0	January 17, 2012	Revised edits to BMP Checklist	AFRA Board of Directors
Version 3.0	November 10, 2015	Revised the BMP Guide to include AFRA's new logo and color scheme	AFRA BMP Development Committee
Version 3.1	January 29, 2016	Revised the recycling BMP definition to: "processing of aerospace materials in order to transform these into usable materials" (Article 1, Paragraph 6, Page 5)	AFRA BMP Development Committee
Version 3.2	March 8, 2016	Updated general formatting of the AFRA BMP	AFRA BMP Development Committee
Version 3.3	1 July 2017	Updated definitions and language in sections to clarify and/or update requirements	AFRA BMP Development Committee



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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 AFRA best management practice (BMP) documents on the Management of Used Aircraft Parts and Assemblies and the Recycling of Used Aircraft Materials, Parts and Assemblies. These BMP documents were published as stand-alone documents in 2008 and 2012 respectively. Those publications met the initial AFRA obligations.

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, AND for the recycling of parts and materials that are recovered from an aircraft, engine or other asset during the recycling of the asset at the end of its service life. The merged document is intended to conveniently provide all of the AFRA BMP standards in one location, but it is not expected that all companies will meet each separate BMP standard. AFRA Recognizes that companies may meet one, or more than one, separate BMP standard.



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The phrase “disassembly and/or recycling” appears throughout this document. This term indicates the understanding that a company may conduct at its facility either disassembly or recycling, or may conduct both. The user of this document must read the phrase “disassembly and/or recycling” to mean that activity for which it seeks accreditation or is currently accredited. For instance, a facility that conducts only recycling activities should read the phrase to say “recycling” only.

The **disassembly BMP** 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 **recycling BMP** is intended to guide aspects of the processing of aerospace materials in order to transform these into usable materials.

The document provides guidance 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

- 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

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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.

Appendices Two through Four provide checklists for compliance. They are each arranged based upon likely locations for evidence of compliance, and each 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 (this is provided prior to the audit, as directed by the Association or auditor). Companies are also advised to rely on the appropriate checklist as an element of their internal self-audit.

Appendix Five is a list of elements to consider when contracting for disassembly. It is not meant to represent a complete list of elements of any contract. It is not a part of the auditable standard. It is mere guidance of some of the questions to consider when forming a contract.

These BMPs are voluntary standards, and AFRA imposes no legal obligation for any entity to follow the standard. For entities that choose to follow the BMPs, AFRA has developed and implemented a certification program through which AFRA audits and certifies a company's compliance to the BMP.

AFRA maintains copyright in these BMPs. AFRA also uses the name of the Association and the name of these Best Management Practices as 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 one





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or more of these BMPs, the Facility will be expected to comply with the appropriate BMP(s), but not the Practice Guides. The Practice Guides are offered as one way, but not the only way, to meet the requirements of the applicable BMP.

## **PART I – PROVISIONS APPLICABLE TO ALL FACILITIES**

### **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 effect 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.

**Customer**: In the context of disassembly, 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



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Customer in this context. In the context of recycling of materials, the **Customer** means the owner of the Materials for Recycling for whom the recycling is being performed. If the Facility owns the Materials for Recycling, then the Facility is also the Customer in this context.

**Demolition**, when used in reference to an Asset, means to destroy, smash, flatten, or demolish so as to render it totally useless from its former state.

NOTE: Facilities desiring to be accredited for Demolition must have the auditable means to perform demolition as described, at a fixed, remote or contracted area.

**Disassembly**, when used in reference to an Asset, means to take apart or dismantle constituent parts from a given Next Higher Assembly. It is not intended to address disassembly that occurs incidental to maintenance (e.g. a teardown that is a step in an overhaul).

NOTE: Facilities desiring to be accredited for Disassembly must have the auditable means to perform disassembly as described, at a fixed, remote or contracted area.

**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 seeking to comply with this BMP, for disassembly of Assets, recycling of materials, or both.

This term is not necessarily meant to imply a geographically fixed operation; meaning that the term “Facility” may refer to a business

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that goes to the specific location of an Asset or Materials for Recycling in order to disassemble/recycle it and the Facility may operate 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.

**Material for Recycling** means the materials that are offered or provided to a Recycling Facility in anticipation that they may be recycled.

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.

**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.

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**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.

**Recycled Material** means the materials that are yielded by a Recycling Facility following recycling activities.

**Recycling** means a series of activities in which material is processed into specification- grade commodities, and consumed as raw-material feedstock, in lieu of virgin materials, in the manufacture of new products. The series of activities that make up recycling include the collection, processing and subsequent consumption of industrial, end of life and obsolete scrap, as well as the process of transforming used products, whole or in part, into reusable commodities

NOTE: Facilities desiring to be accredited for Recycling must have the auditable means to perform recycling as described, at a fixed, remote or contracted area.

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

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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 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 are 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.

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## **ARTICLE III - FACILITY (including infrastructure & management process)**

### ***Article III a) - Location characteristics; Identification and Compliance with Relevant Standards***

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

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

**BEST PRACTICE (III)(a) 3** - If the Facility disassembles Assets or recycles materials 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 and/or recycling, 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 or recycles materials 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.

**BEST PRACTICE (III)(a) 6** – When disassembly is contracted to a third party firm, the facility shall have a procedure for evaluating and selecting the disassembly facility so as to

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assure the contracted firm can adequately meet the Facility's AFRA BMP Requirements.

## *Article III b) - Security*

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

**BEST PRACTICE (III)(b) 2** – The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure areas shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility

**BEST PRACTICE (III)(b) 3** – The Facility shall establish procedures and infrastructure to prevent material from leaving the Facility in a manner inconsistent with the intent of the Facility.

**BEST PRACTICE (III)(b) 4** – Aviation materials received in a fashion so as to be recognizable as such, and intended to be precluded from re-entry into the civil aviation market, shall be precluded from re-entry into the civil aviation marketplace by rendering those parts unusable for their original intent during the disassembly and/or recycling process.

**\*\*See PART III for additional Recycling Facility Best Practices**

## *Article III c) – Storage and Segregation of Materials*

**\*\*See PART II for Disassembly Facility Best Practices**

**\*\*See PART III for Recycling Facility Best Practices**



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## ***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** - A disassembly Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures. A recycling Facility shall have a procedure for periodic verification of quality of recycled materials through auditing controls and procedures.

**BEST PRACTICE (III)(d) 4** - In the event that periodic verification shows an unexplained loss, or a failure to meet the Facility's quality expectations, the Facility shall investigate and seek an explanation for the loss or failure.

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

**\*\*See PART III for additional Recycling Facility Best Practices**

## ***Article III e) – Process Flow and Process Management***

**BEST PRACTICE (III)(e) 1** – The Facility should have a diagram that is marked to show process and / or material flow through the Facility.



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*Article III f) – External Transportation of Materials*

**\*\*See PART III for Recycling Facility Best Practices**



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## **ARTICLE IV - TRAINING**

**BEST PRACTICE (IV)(a) 1** – The Facility shall prepare training records to document the way that it has met its training requirements.

**\*\*See PART II for additional Disassembly Facility Best Practices**

**\*\*See PART III for additional Recycling Facility Best Practices**

## **ARTICLE V – DOCUMENTATION & RECORDS**

### ***Article V a) – Asset and Transaction Records***

**\*\*See PART II for Disassembly Facility Best Practices**

### ***Article V b) – Material and Transaction Records***

**\*\*See PART III for Recycling Facility Best Practices**

### ***Article V c) – Reference Manuals***

**\*\*See PART II for Disassembly Facility Best Practices**

**\*\*See PART III for Recycling Facility Best Practices**

### ***Article V d) – Tagging in a Disassembly Operation***

**\*\*See PART II for Disassembly Facility Best Practices**

### ***Article V e) – Parts***

**\*\*See PART II for Disassembly Facility Best Practices**

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## **ARTICLE VI – TOOLING**

**BEST PRACTICE (VI) 1** – The Facility shall ensure that it has and uses the appropriate tooling, equipment and / or machinery for the disassembly and / or recycling functions it performs.

**BEST PRACTICE (VI) 2** – Tooling, equipment and machinery should be maintained, calibrated and tested according to the manufacturer’s recommendations, so long as those recommendations are appropriate to the usage at the facility. Where there are no manufacturer’s recommendations for maintenance, calibration and testing, or where the manufacturer’s recommendations are inappropriate for the Facility, the Facility should develop its own procedures for maintenance, calibration and testing.

## **ARTICLE VII – PARTS AND MATERIALS MANAGEMENT DURING PROCESSING**

### ***Article VII a) – Receiving Inspection for Materials for Recycling***

**\*\*See PART III for Recycling Facility Best Practices**

### ***Article VII b) – Screening, Tagging and Staging during Asset Disassembly***

**\*\*See PART II for Disassembly Facility Best Practices**

### ***Article VII c) – Segregation during Recycling Stages***

**\*\*See PART III for Recycling Facility Best Practices**

### ***Article VII d) – Containerization***

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**BEST PRACTICE (VII)(d) 1** – The Facility shall ensure that it has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.

## ***Article VII e) – Shipping***

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

**BEST PRACTICE (VII)(e) 2** – The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.

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

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

## **ARTICLE VIII – ENVIRONMENTAL PROTECTION**

**BEST PRACTICE (VIII) 1** – The area and methodology for disassembly or recycling should adequately protect the environment from unanticipated releases of fluids and hazardous materials that are used during the processing or that might escape from the Asset during disassembly or the Materials for Recycling during recycling. This should include a Pre-disassembly Checklist to assure compliance.

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**BEST PRACTICE (VIII) 2** – Aircraft 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 or properly discarded.

**BEST PRACTICE (VIII) 3** – If the Asset or the Materials for Recycling contain fluids then the fluids must be drained, managed and disposed of according local jurisdictional requirements.

\*\*See [PART II for Disassembly Facility Best Practices](#)

\*\*See [PART III for Recycling Facility Best Practices](#)

## **ARTICLE IX – ACCOUNTABILITY TO THE CUSTOMER**

**BEST PRACTICE (IX) 1** – Where verification is required by the Customer, supplier or source, the Facility shall have a procedure for verifying to each Customer or supplier of Materials for Recycling, or each Asset owner or source, that the Facility fully implements each element of the agreement between the Facility and the Customer, supplier or source.

## **PART II – PROVISIONS APPLICABLE TO DISASSEMBLY FACILITIES**

**PART I – PROVISIONS APPLICABLE TO ALL FACILITIES is incorporated by reference.**



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## **ARTICLE III – FACILITY (including infrastructure and management process)**

### ***Article III c) – Storage and Segregation of Materials***

**BEST PRACTICE (III)(c) 1** - A disassembly 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.

**BEST PRACTICE (III)(c) 2** - A disassembly 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** - A disassembly Facility shall have a procedure for identifying a secure method for moving the Asset to the location where it will be disassembled.

## **ARTICLE IV – TRAINING**

**BEST PRACTICE (IV)(a) 2** – A disassembly 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.

**BEST PRACTICE (IV)(a) 3** – A disassembly 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***



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

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

**BEST PRACTICE (V)(a) 3** – A disassembly 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** - A disassembly Facility shall have a clear, written understanding of how the Asset is to be discarded following disassembly.

## ***Article V c) – Reference Manuals***

**BEST PRACTICE (V)(c) 1** – A disassembly 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.

## ***Article V d) – Tagging in a Disassembly Operation***

**BEST PRACTICE (V)(d) 1** – For each part removed from the Asset, the disassembly 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)(d) 2** – If a disassembly Facility chooses to issue an approval for return to service tag in addition to a disassembly tag then the Facility must confirm that it has appropriate certificated privileges permitting such an approval, and that it



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uses methods, techniques or practices for accomplishing the inspections that are acceptable to the appropriate government authority.

## ***Article V e) – Parts***

**BEST PRACTICE (V)(e) 1** – A disassembly Facility shall maintain a record of each part removed from the Asset.

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

## **ARTICLE VII – PARTS AND MATERIALS MANAGEMENT DURING PROCESSING**

### ***Article VII b) – Screening, Tagging and Staging during Asset Disassembly***

**BEST PRACTICE (VII)(b) 1** – During or following disassembly, removed parts should be prepared for safe storage and/or transportation.

**BEST PRACTICE (VII)(b) 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.

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

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

**BEST PRACTICE (VII)(b) 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 VIII – ENVIRONMENTAL PROTECTION

**BEST PRACTICE (VIII) 4** – The disassembly facility shall have a procedure for evaluating and selecting a recycling Facility that can adequately meet the Facility’s recycling goals.

**BEST PRACTICE (VIII) 5** – The disassembly 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) 6** – The disassembly facility shall have a procedure for verifying that the recycling facility fully implements the recycling agreement between the recycling facility and the disassembly facility and/or Customer.

## PART III – PROVISIONS APPLICABLE TO RECYCLING FACILITIES



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**PART I – PROVISIONS APPLICABLE TO ALL FACILITIES** is incorporated by reference.

## **ARTICLE III - FACILITY (including infrastructure & management process)**

### ***Article III b) – Security***

**BEST PRACTICE (III)(b) 5** – The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.

### ***Article III c) – Storage and Segregation of Materials***

**BEST PRACTICE (III)(c) 4** – The Facility shall have a process for material control, which meets the following standards:

- (i) ensures that Recycled Material is segregated (by material) according to commercially reasonable standards or standards defined in a customer contract;
- (ii) effectively segregates all Recycled Material that are intended to be transferred as aerospace materials, or as having been derived from an aviation or aerospace source, from those that are not intended to be described in this way;
- (iii) documents the segregation mechanisms.

**BEST PRACTICE (III)(c) 5** – When a specific customer provides written requirements that their materials be segregated from other materials, the Facility shall have a procedure for ensuring that these customer segregation requirements are followed.

### ***Article III d) – Inventory Accounting & Audits***



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**BEST PRACTICE (III)(d) 6** – A recycling Facility shall have a procedure for periodic verification of quantity of recycled materials through auditing controls and procedures.

## ***Article III f) – External Transportation of Materials***

**BEST PRACTICE (III)(f) 1** – When the Facility is responsible for moving Customer Materials for Recycling, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.

**BEST PRACTICE (III)(f) 2** – When the Facility is responsible for moving Customer Recycled Materials, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.

## **ARTICLE IV – TRAINING**

**BEST PRACTICE (IV)(a) 4** – A recycling Facility shall ensure that the recycling personnel have received appropriate training related to the functions they perform, including but not limited to use of equipment and machinery and materials identification techniques.

## **ARTICLE V – DOCUMENTATION & RECORDS**

### ***Article V b) – Material and Transaction Records***

**BEST PRACTICE (V)(b) 1** – A recycling Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Materials for Recycling.

**BEST PRACTICE (V)(b) 2** – A recycling Facility shall have or prepare a receiving document describing each arriving

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Materials for Recycling, and shall have a procedure for the acquisition and/or preparation of such records.

**BEST PRACTICE (V)(b) 3** – A recycling Facility shall have a clear, written understanding of any customer expectations or demands concerning handling of Materials for Recycling that belong to a Customer.

**BEST PRACTICE (V)(b) 4** – If a recycling Facility does not own the Materials for recycling, then the Facility shall have a clear, written understanding of how the Recycled Materials are to be dispositioned following recycling.

**BEST PRACTICE (V)(b) 5** – A recycling Facility shall have or prepare an output document describing each lot of Recycled Materials, and shall have a procedure for the preparation of such output documents.

**BEST PRACTICE (V)(b) 6** – Where the recycling Facility accepts Material for Recycling that belongs to a customer, the Facility shall have a procedure for documenting what reporting requirements, if any, are owed to the Customer with respect to the Material for Recycling or the resultant Recycled Materials.

## ***Article V c) – Reference Manuals***

**BEST PRACTICE (V)(c) 2** – A recycling Facility shall maintain appropriate reference manuals as aids in identifying materials and their physical properties. The Facility shall maintain appropriate customer specifications as aids in processing materials.

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## **ARTICLE VII – PARTS AND MATERIALS MANAGEMENT DURING PROCESSING**

### ***Article VII a) – Receiving Inspection for Materials for Recycling***

**BEST PRACTICE (VII)(a) 1** – Incoming Materials for Recycling should be checked to ascertain whether they contain unexpected hazards.

**BEST PRACTICE (VII)(a) 2** – Incoming Materials for Recycling should be checked to assure they meet the documented identification.

**BEST PRACTICE (VII)(a) 3** – After Receiving Inspection, Incoming Materials for Recycling being received should be identified and segregated.

### ***Article VII c) – Segregation during Recycling Stages***

**BEST PRACTICE (VII)(c) 1** – The recycling facility should have a procedure for segregating materials during the various stages of recycling.

## **ARTICLE VIII – ENVIRONMENTAL PROTECTION**

**BEST PRACTICE (VIII) 7** – The Facility shall take reasonable care to contain Materials for Recycling, and Recycled Materials, from being released to the environment.

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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 and/or recycling, or a procedure for assuring that the location for disassembly and/or recycling is adequately prepared, or both.

#### **Practice Guides**

1. Although such procedures are not a required part of the standard, a facility may wish to consider procedures for addressing local jurisdiction compliance requirements like:
  - appropriate business permits
  - appropriate fire department permits
  - appropriate airport permits
  - other appropriate local jurisdiction requirements.
2. A procedure for addressing local jurisdiction compliance requirements can be especially important for a **recycling** facility that regularly operates from remote or mobile **recycling** locations.
3. Because work flow and work flow areas can change frequently based on what materials are in the facility at any time, work flow may be a description that is separate from the work area map; this is not meant to proscribe a map-based description of work flow in a facility with a relatively static map of work flow.

#### **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 and/or recycling, 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 have spill prevention and response procedures.
  - The Facility should have a process for preventing the

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- release of hazardous substances.
  - The Facility should consider control technologies designed to permit capture and/or reclamation of fluids that may come out of an Asset or Materials for Recycling.
  - The Facility should have training associated with this procedure
3. Ensuring compliance may require implementation of certain control technologies.

## **Minimum Standards**

A procedure denoting process for ensuring compliance and the assignment of responsibility for knowing applicable laws and assuring compliance

**BEST PRACTICE (III)(a) 3** - If the Facility disassembles Assets or recycles materials 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 and/or recycling will take place to identify compliance issues, followed by a post-implementation, pre-disassembly and/or -recycling audit to ensure compliance.
2. The Facility should have spill prevention and response procedures.
  - The Facility should have a process for preventing the release of hazardous substances.
  - The Facility should consider control technologies designed to permit capture and/or reclamation of fluids that may come out of an Asset or Materials for Recycling.
  - The Facility should have training associated with this procedure
3. Ensuring compliance may require implementation of certain control technologies.
4. If the Facility uses the same procedure for remote locations as the procedure for the main location then a single procedure may be sufficient for all locations.

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## **Minimum Standards**

A procedure denoting process for ensuring compliance and the assignment of responsibility for knowing applicable laws and assuring compliance

**BEST PRACTICE (III)(a) 4** - If the Facility has a fixed location for disassembly and/or recycling, 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 and recycling. Immediate dangers include dangerous goods (hazardous materials), and the weight of the asset or materials; but less obvious are the long term dangers to health, like carcinogens and radioactive materials.

## **Minimum Standards**

A procedure denoting process for ensuring compliance and the assignment of responsibility for knowing applicable laws and assuring compliance

**BEST PRACTICE (III)(a) 5** - If the Facility disassembles Assets or recycles materials 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 and/or recycling will take place to identify compliance issues, followed by a post-implementation, pre-disassembly and/or -recycling 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 and recycling. Immediate dangers include dangerous goods (hazardous materials), and the weight of the asset or materials; but less obvious are the long term dangers to health, like carcinogens and radioactive materials.
5. If the Facility uses the same procedure for remote locations as the procedure for the main location then a single set of procedures may be sufficient for all locations.

## **Minimum Standards**

A procedure denoting process for ensuring compliance and the assignment of responsibility for knowing applicable laws and assuring compliance

**BEST PRACTICE (III)(a) 6** – When disassembly is contracted to a third party firm, the facility shall have a procedure for evaluating and selecting the disassembly facility so as to assure the contracted firm can adequately meet the Facility's AFRA BMP Requirements.

## **Practice Guides:**

1. The BMP contains many requirements applicable to the process of disassembly. When the Facility chooses to out-source a disassembly project, there must a procedure in place which assures those requirements are being upheld.
2. Examples of how a Facility may make such assurances include but are not limited to:
  - a. Using other AFRA accredited facilities.
  - b. Flowing down all applicable requirements in the form of an agreement or contract.
3. Performing and documenting an on-site audit of the contractor to assure the requirements are being met.

## **Minimum Standards**

A procedure denoting the method used evaluate, select, and assure the contractor is meeting applicable BMP requirements.

## **Article III b) – Security**

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

## **Practice Guides:**

1. Security protocols for the disassembly or recycling area/s should be established and maintained. They should be adequate to protect the Asset, the parts, and/or the materials



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- from loss, contamination, and from unwanted comingling.
2. Customer contracts may require certain security measures. The Facility should ensure that it has a procedure for implementing security that is consistent with contractual requirements.
  3. If maintenance is performed at the Facility, the secure disassembly or recycling area should be separate from any area where maintenance is performed.
  4. Security standards for a remote or mobile location may be different from those for a permanent location.

## Minimum Standards

A written description of how security will be maintained; and actual implementation of that security description at the time the disassembly and/or recycling is performed.

**BEST PRACTICE (III)(b) 2** – The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure area shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility

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## 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. Generally, Materials for Recycling should be segregated from Recycled Materials.
3. Customer contracts may require certain security and segregation measures. The Facility should ensure that it has a procedure for implementing security and segregation that is consistent with contractual requirements.
4. In a mobile environment, and in some fixed environments, the Facility may need to develop security methods or procedures to guard against passers-by (like persons on an airport property), which can lead to a casual loss of parts or material.
5. In a mobile or remote location, security may include fencing-in or otherwise segregating the location at which disassembly and/or recycling is taking place.
6. In a mobile or remote location, security may include use of lockable containers or a local storage partner with a facility for storage.
7. If maintenance is performed at the Facility, the secure storage area should be separate from any area where maintenance is performed.

## Minimum Standards

Written description of how security will be maintained; and having such areas during storage. Procedures for security implementation if the Facility conducts the disassembly and/or recycling at remote or off-site locations.

**BEST PRACTICE (III)(b) 3** – The Facility shall establish procedures and infrastructure to prevent material from leaving the Facility in a manner inconsistent with the intent of the Facility.

## Practice Guides:

1. The security system should prevent unwanted loss.
2. Unwanted loss can include theft, or disposition of material inconsistent with contractual obligations.

## Minimum Standards

A procedure for controlling the dispatch or disposal of material.



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**BEST PRACTICE (III)(b) 4** – Aviation materials received in a fashion so as to be recognizable as such, and intended to be precluded from re-entry into the civil aviation market, shall be precluded from re-entry into the civil aviation marketplace by rendering those parts unusable for their original intent during the disassembly and/or recycling process.

**Practice Guides:**

1. Mutilation of parts or Materials for Recycling should occur within a reasonable period after delivery.
2. When items are destroyed, destruction should be witnessed by a responsible person other than the operator of the mutilation equipment and the schedule of destroyed items should be certified as destroyed by the witness.
3. 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. Those remnants may be reclaimed through the recycling process
4. It is normal to provide the customer with a signed certification from the witness that the lot, part, or article has been destroyed. Generally speaking the signed certificate references a batch rather than listing individual parts unless the customer otherwise requests.
5. Any record required to be produced or maintained under this standard shall be retained by the Facility for not less than two (2) years. This requirement does not supersede legal obligations that may require longer retention times.

**Minimum Standards**

A procedure for implementing supplier or customer contractual minimum requirements for destruction to preclude affected parts from return to service.

**BEST PRACTICE (III)(b) 5** – The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.

**Practice Guides:**

1. Unwanted material can include materials that the Facility does not **recycle**, that the Facility does not expect, or that the Facility does not want.
2. Unwanted materials can include material that poses unexpected hazards.
3. Contract language may be part of the method for



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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accomplishing this element. This could include details of materials that will not be accepted.

## **Minimum Standards**

A procedure for implementing supplier or customer contractual minimum requirements for destruction to preclude affected parts from return to service.

## ***Article III c) – Storage and Segregation of Materials***

**BEST PRACTICE (III)(c) 1 - A disassembly 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.

### **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 - A disassembly Facility** shall establish a secure, Asset-specific, staging area into which removed parts will be moved for identification and processing.

### **Practice Guides:**

1. Where the Facility has more than one **disassembly** project, the Facility should segregate parts removed from one Asset from the parts removed from another Asset.
2. The secure staging area 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.

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BEST PRACTICE (III)(c) **3** - A **disassembly** 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 party 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 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**



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The Facility should have a written procedure.

**BEST PRACTICE (III)(c) 4** – The Facility shall have a process for material control, which meets the following standards:

- (i) ensures that Recycled Material is segregated (by material) according to commercially reasonable standards or standards defined in a customer contract;
- (ii) effectively segregates all Recycled Material that are intended to be transferred as aerospace materials, or as having been derived from an aviation or aerospace source, from those that are not intended to be described in this way;
- (iii) documents the segregation mechanisms.

**Practice Guides:**

1. Segregation according to commercially reasonable standards in this provision is meant to reflect segregation by material. Segregation based on customer requirements or other factors is addressed elsewhere in the standard.
2. Material that is expected to be identified as aerospace material should be segregated from material that will not be identified as aerospace material.
3. The segregation of aerospace-described material is meant to apply to those materials that will be described to third parties as derived from aerospace sources; a Facility's internal description of source is not covered by this provision, in the absence of an intent to transfer the material under an aerospace description.

**Minimum Standards**

Written description of the segregation protocols and a map designating segregated locations.

**BEST PRACTICE (III)(c) 5** – When a specific customer provides written requirements that their materials be segregated from other materials, the Facility shall have a procedure for ensuring that these customer segregation requirements are followed.

**Practice Guides:**

1. The Facility should have a procedure for implementing customer contract requirements.
2. Where the Facility is recycling material that belongs to a

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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client, the Facility should segregate those materials.

## **Minimum Standards**

Procedure for implementing customer contract requirements for segregation; written description of how required segregation of different customers' materials will be maintained during all stages of processing; and written description of how security of such segregated area(s) will be maintained.

## ***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.

### **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)

**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**

Procedure and an archive that may be reviewed by the auditor during the audit.

**BEST PRACTICE (III)(d) 3** - A **disassembly** Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures. A **recycling** Facility shall have a procedure for periodic verification of quality of recycled materials through auditing controls and procedures.

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## Practice Guides:

1. The Facility should follow its own inventory and quality auditing practices.
2. A **disassembly** Facility should check for package deterioration and integrity.
3. A **recycling** Facility should spot check representative samples of Recycled Materials. This verification should ensure that Recycled Material is consistent with the declarations and assertion that the Facility makes concerning the nature and quality of the recycled materials.
4. The Facility should verify that items in inventory with shelf-life limits have not reached their shelf-life limits.
5. When a physical inventory shows that there are items or materials missing that belong to an owner other than the Facility, such shortages should be disclosed to the owner of the missing items or materials.
6. When a physical inventory shows that there are items or materials missing, the Facility should perform a root cause analysis to discover why the items or materials are missing.

## Minimum Standards

A **disassembly** Facility must have a procedure for inventory verification against loss; a **recycling** Facility must have a procedure for quality verification against applicable intended, stated, or contractual standards. Maintain on-site records

**BEST PRACTICE (III)(d) 4** - In the event that periodic verification shows an unexplained loss, or a failure to meet the Facility's quality expectations, the Facility shall investigate and seek an explanation for the loss or failure.

## Practice Guides:

1. The Facility should consider a procedure for promptly reporting loss of Customer-owned material or parts to the affected Customer.

## Minimum Standards

Procedure for investigative action, such as root cause analysis, and maintenance of records of root cause analysis.

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

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## **Practice Guides:**

NONE

## **Minimum Standards**

Procedure and maintain records of corrective action

**BEST PRACTICE (III)(d) 6** – A **recycling** Facility shall have a procedure for periodic verification of quantity of recycled materials through auditing controls and procedures.

## **Practice Guides:**

1. The Facility should follow its own inventory auditing practices;
2. Where material is packaged or contained, the Facility should check for package deterioration and integrity;
3. When a physical inventory shows that there are materials missing that belong to an owner other than the Facility, such shortages should be promptly disclosed to the owner of the missing items.
4. 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 periodic inventory verification against loss. Maintain on-site records of the periodic inventory verification.

## ***Article III e) – Process Flow and Process Management***

**BEST PRACTICE (III)(e) 1** – The Facility should have a diagram that is marked to show process and / or material flow through the Facility.

## **Practice Guides:**

1. The Facility may be using the same location for different purposes based on different operations. Therefore, the diagram may reflect the other uses of the locations.
2. Equipment can be used for different purposes. There may be different flow diagrams for different product streams. For this reason, this often should be a flow diagram rather than a facility map.

## **Minimum Standards**

Diagram that is marked to show process and / or material flow through the Facility.

## ***Article III f) – External Transportation of Materials***





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**BEST PRACTICE (III)(f) 1** – When the Facility is responsible for moving Customer Materials for Recycling, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.

**Practice Guides:**

1. If the Facility does not have control over the movement (e.g. materials are moved at the discretion of and by the Customers) then this should be made clear in the contract.
2. For Material to be Recycled, the Facility and the customer should clarify, in writing, which party has responsibility for transferring the materials from the customer's pick-up point to the Facility.
3. The Facility should confirm that there is adequate recycling space and storage space before agreeing to accept material for recycling.
4. When the material arrives at the **recycling** location, the Facility may want to examine the material to ascertain its weight and condition at the time of arrival. A video-tape or photographic record would allow the Facility to document the material's arrival condition. The Facility may wish to record the condition of the items like engines and other high-value recyclable materials.

**Minimum Standards**

Procedure for identifying a secure method for moving the customer materials and reporting the shipped material details to the customer.

**BEST PRACTICE (III)(f) 2** – When the Facility is responsible for moving Customer Recycled Materials, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.

**Practice Guides:**

1. If the Facility does not have control over the movement (e.g. materials are moved at the discretion of and by the Customers) then this should be made clear in the contract.
2. For Recycled Materials, the Facility and the customer should clarify, in writing, which has responsibility for transferring the materials from the Facility to the customer's pick-up point.
3. The next location for the material may be a secondary smelter, an end-user, a land-fill, or any other location. For material that has completed the recycling process at the Facility, the Facility and its business partner(s) should clarify,



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in writing, which party has responsibility for transferring the materials from the Facility to the next location.

## **Minimum Standards**

Procedure for identifying a secure method for shipping and reporting.

## ARTICLE IV – TRAINING

**BEST PRACTICE (IV)(a) 1** – The Facility shall prepare training records to document the way that it has met its training requirements.

### **Practice Guides:**

1. Each training record may include
  - A description of the training;
  - Date and length of instruction;
  - Name of the student;
  - Name of the person (instructor) and organization conducting the training (the organization may be the Facility itself, such as when OJT is provided);
  - Any additional information required by custom, law or regulation.

### **Minimum Standards**

Record showing that employees have been trained appropriately.

**BEST PRACTICE (IV)(a) 2** – A **disassembly** 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

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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) 3 – A disassembly** 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:
  - 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.
  - BMP procedures applicable to job function(s) performed.

## **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.

**BEST PRACTICE (IV)(a) 4 – A recycling** Facility shall ensure that the **recycling** personnel have received appropriate training related to the functions they perform, including but not limited to use of equipment and machinery and materials identification techniques.

## **Practice Guides:**

1. **Recycling** personnel who must be trained would include temporary or contract employees.
2. Useful training topics for **recycling** personnel may include (depending on the person's actual functions):

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- Material identification
- Material segregation
- Hazard identification and self-protective training;
- Training in recognition and identification of materials that are considered to be subject to shipping regulations;
- Training in recognition and identification of materials that are considered to be subject to import and/or export restrictions;
- Applicable customer specifications;
- Document recognition and creation standards;
- BMP procedures applicable to job function(s) performed.

## **Minimum Standards**

Record(s) showing that employees have been trained appropriately.

## ARTICLE V – DOCUMENTATION & RECORDS

### ***Article V a) – Asset and Transaction Records***

**BEST PRACTICE (V)(a) 1** – A **disassembly** 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

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- 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 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** – A **disassembly** 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

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- recycling plan at this time as well
5. For assets that will be partially disassembled with a substantial remainder assigned to recycling, i.e. 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 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** – A **disassembly** 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

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(communicated to people who do the work) with sample contracts to review

**BEST PRACTICE (V)(a) 4** - A **disassembly** 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, 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 c) – Reference Manuals***

**BEST PRACTICE (V)(b) 1** – A **recycling** Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Materials for Recycling.

**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:
  - All historical records pertaining to any materials that may have value;
  - Traceability to the source who provided the material;
2. Generally, it is recommended that the records be collected and reviewed as necessary prior to beginning the recycling process.

**Minimum Standards**

Procedure for identifying, collecting and reviewing the appropriate



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records related to the Materials for Recycling.

**BEST PRACTICE (V)(b) 2** – A **recycling** Facility shall have or prepare a receiving document describing each arriving Materials for Recycling, and shall have a procedure for the acquisition and/or preparation of such records.

**Practice Guides:**

1. The receiving document may be created by the Customer (as a packing list or manifest) or the Facility may communicate with the Customer about what the Facility received (e.g. by sending a copy of the receiving document).
2. An accurate receiving document becomes the Facility's "input" record.
3. The Facility may wish to report the information in the receiving document to affected customers or business partners, and should report information the extent required by contract.

**Minimum Standards**

Procedure that a manifest will be prepared; copies of such records are retained.

**BEST PRACTICE (V)(b) 3** – A **recycling** Facility shall have a clear, written understanding of any customer expectations or demands concerning handling of Materials for Recycling that belong to a Customer.

**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 any 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 of the scrap?
  - Who has continuing liability for the scrap?
  - What are the recycler's continuing obligations?
  - What are the timeframes and deadlines associated with the interim and final disposition of the Materials for Recycling?



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- What degree of processing will be required?
4. The Facility should have an understanding with the customer about who is responsible for crating and shipping the Recycled materials, and who remains legally responsible as the shipper of such parts.

## **Minimum Standards**

Contract terms on file.

**BEST PRACTICE (V)(b) 4** – If a **recycling** Facility does not own the Materials for recycling, then the Facility shall have a clear, written understanding of how the Recycled Materials are to be disposed following recycling.

## **Practice Guides:**

1. If the Asset belongs to a Customer other than the Facility, then the Facility shall enter into a written agreement with the customer that addresses Asset disposition issues like:
  - Who owns the Recycled Materials?
  - Following **recycling**, who bears responsibility for disposition of the Recycled Materials and any attendant environmental issues?

## **Minimum Standards**

Contract terms on file.

**BEST PRACTICE (V)(b) 5** – A **recycling** Facility shall have or prepare an output document describing each lot of Recycled Materials, and shall have a procedure for the preparation of such output documents.

## **Practice Guides:**

1. Where the Recycled Materials belong to a customer, this record helps to create accountability output documents that can be shared with the customer.
2. An accurate output document becomes one of the Facility's "output" records.
3. The Facility may wish to report this information to affected customers or business partners.

## **Minimum Standards**

Procedure that a record will be prepared; copies of records are retained.

**BEST PRACTICE (V)(b) 6** – Where the **recycling** Facility accepts Material for Recycling that belongs to a customer, the Facility shall have a procedure for documenting what reporting requirements, if any, are owed to the Customer with respect to the Material for Recycling or the resultant Recycled Materials.

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## **Practice Guides:**

1. Where the Recycled Materials belong to a customer, the reporting requirements should be settled upon with the customer.
2. This includes reporting during, as well as at the end of, the recycling process.

## **Minimum Standards**

Contract terms on file.

## ***Article V c) – Reference Manuals***

**BEST PRACTICE (V)(c) 1** – A **disassembly** 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.

**BEST PRACTICE (V)(c) 2** – A **recycling** Facility shall maintain appropriate reference manuals as aids in identifying materials and their physical properties. The Facility shall maintain appropriate customer specifications as aids in processing materials.

## **Practice Guides:**

1. The Facility **recycling** personnel should have received appropriate and complete training in material identification, and their training and techniques for recycling should be current for the materials being recycled.

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## Minimum Standards

Appropriate manuals and customer specifications are available to workers.

## *Article V d) – Tagging in a Disassembly Operation*

**BEST PRACTICE (V)(d) 1** – For each part removed from the Asset, the **disassembly** 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.

### **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”

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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 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)(d) 2** – If a disassembly Facility chooses to issue an approval for return to service tag in addition to a disassembly tag 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 e) – Parts**

**BEST PRACTICE (V)(e) 1** – A **disassembly** 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

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- 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**

Maintain records for review by auditors

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

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## ARTICLE VI – TOOLING

**BEST PRACTICE (VI) 1** – The Facility shall ensure that it has and uses the appropriate tooling, equipment and / or machinery for the disassembly and / or recycling functions it performs.

**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.
4. Where the Facility uses subcontractors for specialized processes, the Facility should ensure that the subcontractors have and use appropriate tooling.

**Minimum Standards**

Tool maintenance & calibration records

**BEST PRACTICE (VI) 2** – Tooling, equipment and machinery should be maintained, calibrated and tested according to the manufacturer’s recommendations, so long as those recommendations are appropriate to the usage at the facility. Where there are no manufacturer’s recommendations for maintenance, calibration and testing, or where the manufacturer’s recommendations are inappropriate for the Facility, the Facility should develop its own procedures for maintenance, calibration and testing.

**Practice Guide:**

None

**Minimum Standards**

Tool maintenance & calibration records

## ARTICLE VII – PARTS AND MATERIALS MANAGEMENT DURING PROCESSING

### ***Article VII a) – Receiving Inspection for Materials for Recycling***

**BEST PRACTICE (VII)(a) 1** – Incoming Materials for Recycling should be checked to ascertain whether they contain unexpected hazards.

**Practice Guide:**



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1. Unexpected hazards may include safety hazards, like unexpected radiation.
2. Unexpected hazards may include environmental hazards, like unexpected toxins or carcinogens that may be restricted from landfills, which may affect the ultimate disposition of the Recycled Materials.
3. Unexpected hazards may be rejected, or they may be set aside in a separate "hold area" pending disposition
4. The Facility should notify the supplier of the unexpected hazards in order to seek their input into the disposition.
5. The Facility should identify and segregate the material containing the hazards, pending appropriate disposition.
6. The Facility may have a legal obligation to disclose certain types of hazards to appropriate authorities.

## **Minimum Standards**

Procedure for inspection of incoming material and monitoring/identification of hazards.

**BEST PRACTICE (VII)(a) 2** – Incoming Materials for Recycling should be checked to assure they meet the documented identification.

## **Practice Guide:**

1. The facility should have a means to identify significant discrepancies between the material that was received and the assertions on the documentation.
2. The facility should have a means to document the identified significant discrepancies.

## **Minimum Standards**

Procedure for receiving inspection of incoming material.

**BEST PRACTICE (VII)(a) 3** – After Receiving Inspection, Incoming Materials for Recycling being received should be identified and segregated.

## **Practice Guide:**

None

## **Minimum Standards**

Procedure for identifying and segregating incoming material.

## ARTICLE VII – PARTS AND MATERIALS MANAGEMENT DURING PROCESSING

### ***Article VII b) – Screening, Tagging and Staging during Asset Disassembly***





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**BEST PRACTICE (VII)(b) 1** – During or following **disassembly**, removed parts 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.
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)(b) 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

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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)(b) 3** – The Facility must not determine the airworthiness of parts unless the Facility is properly authorized to do this.

## **Practice Guides:**

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)(b) 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

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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.
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)(b) 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



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## **Minimum Standards**

Quarantine and scrapping procedures

## ***Article VII c) – Segregation during Recycling Stages***

**BEST PRACTICE (VII)(c) 1** – The **recycling** facility should have a procedure for segregating materials during the various stages of recycling.

### **Practice Guides:**

1. Materials segregation is desirable when it increases the net value of the recovered materials.
2. The objective of segregation should be to obtain the highest potential net recycling value of materials.
3. The sorting process should segregate recyclable material from non-recyclable material.

### **Minimum Standards**

Procedure for material segregation.

## ***Article VII d) – Containerization***

**BEST PRACTICE (VII)(d) 1** – The Facility shall ensure that it has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.

### **Practice Guides:**

1. Containment devices may include vehicles, pallets, Gaylord containers, etc.
2. Where crates are used, the Facility may have pre-made crates or it may establish appropriate resources to permit it to manufacture crating on an as-needed basis.
3. 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).
4. In some cases, the manufacturer may provide packaging recommendations.

### **Minimum Standards**

Appropriate inventory of containers for materials being held.

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## Article VII e) – Shipping

**BEST PRACTICE (VII)(e) 1** – The agreement with the Customer may specify that the Customer is responsible for shipping or transportation 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)(e) 2** – The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.

**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. Appropriate documentation of compliance with contractual requirements.

**BEST PRACTICE (VII)(e) 3** – The Facility shall have a 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)(e) 4** – The Facility shall have a procedure for assuring its own compliance with import and export regulations.

**Practice Guides:**



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1. When the Asset is disassembled in one country and the parts are intended to be shipped to another country, then the shipper will need to consider legal issues like taxes, import requirements, export restrictions, assignation of customs value to parts, etc.
2. When the Materials for Recycling cross international boundaries in order to reach the Facility, the shipper will need to consider legal issues like taxes, import requirements, export restrictions, assignation of customs value to parts, etc. The Facility should ensure that the shipper meets this obligation.
3. When the Facility is informed that parts or material is controlled for export purposes, the Facility should pass this information along to the next party who receives that part or material.

## **Minimum Standards**

Procedure for import and export compliance.

## ARTICLE VIII – ENVIRONMENTAL PROTECTION

**BEST PRACTICE (VIII) 1** – The area and methodology for disassembly or recycling should adequately protect the environment from unanticipated releases of fluids and hazardous materials that are used during the processing or that might escape from the Asset during disassembly or the Materials for Recycling during recycling. This should include a Pre-disassembly Checklist to assure compliance.

### **Practice Guides:**

1. The Facility may have an environmentally contained pad with oil/water catching capacity large enough to contain the largest storage vessel of the Asset or Materials for Recycling.
2. The Facility may have an intact, impervious surface with run-off control and containment systems such as booms, pads, etc.
3. The Facility may have a Spill Prevention and Control Plan and the equipment on-hand that is called out in that plan.
4. Establish a Pre-disassembly checklist that addresses, for example, draining lavatory tanks and fluids, completely draining and sumping fuel tanks and residual fuel, oil tank drainage, and hydraulic tanks and lines.



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## Minimum Standards

- Receiving inspection specific to fuels, liquids and lavatories
- Having right equipment to drain Assets or Materials for Recycling.
- Having spill equipment and spill prevention & management plan in place in event of unexpected release

**BEST PRACTICE (VIII) 2** – Aircraft 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.

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 or Materials for Recycling 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 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 (i.e. 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 for ensuring parts are rendered unusable.

**BEST PRACTICE (VIII) 3** – If the Asset or the Materials for Recycling contain fluids then the fluids must be drained, managed and disposed of according local jurisdictional requirements.



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## Practice Guide:

1. Fluids may need to be drained from the Asset or Material for Recycling. For example, if the Asset or Material for Recycling is a complete jet engine then it will often contain residual fuel. Often, this is the first step in the disassembly and/or recycling process.
2. Removing the fuel from the Asset or Material for Recycling may need to be done in a segregated area. The potential for static discharge or other source of sparks or combustion 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 or Material for Recycling, 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
4. Fluids should be identified and segregated to minimize unwanted contamination during the recycling process.

## Minimum Standards

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

**BEST PRACTICE (VIII) 4** – The **disassembly** 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.

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## Minimum Standards Procedure

**BEST PRACTICE (VIII) 5** – The **disassembly** 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 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

**BEST PRACTICE (VIII) 6** – The **disassembly** facility shall have a procedure for verifying that the recycling facility fully implements the recycling agreement between the recycling facility and the disassembly 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

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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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) 7** – The Facility shall take reasonable care to contain Materials for Recycling, and Recycled Materials, from being released to the environment.

## **Practice Guide:**

1. Debris should be contained from being dispersed by wind.

## **Minimum Standards**

No obvious escapes from containment

## ARTICLE IX – ACCOUNTABILITY TO THE CUSTOMER

**BEST PRACTICE (IX) 1** – Where verification is required by the Customer, supplier or source, the Facility shall have a procedure for verifying to each Customer or supplier of Materials for Recycling, or each Asset owner or source, that the Facility fully implements each element of the agreement between the Facility and the Customer, supplier or source.

## **Practice Guides:**

1. The Customer, supplier, source, or owner may wish to bind the Facility to a contractual obligation to assure that the Asset or Material for Recycling is handled pursuant to the Customer, supplier, source, or owner’s expectations
2. The Customer, supplier, source, or owner may wish to audit the Facility to assure that the Asset or Material for Recycling is handled pursuant to the Customer, supplier, source, or owner’s expectations
3. The Customer, supplier, source, or owner may ask the Facility to provide a written confirmation of the disposition of the Asset or Material for Recycling. The Facility should consider providing such written verification.
4. The Customer or supplier may ask the Facility to meet one

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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or more of the following standards:

- All items to be destroyed beyond reconstruction to their original form and intended use;
  - All items to be destroyed beyond the ability to be reverse engineered;
  - If present, dataplates shall be destroyed or returned
5. Supplier requirements that affect value of recycled materials may affect Facility pricing.

## **Minimum Standards**

Procedure for complying with Customer, supplier, source or owner agreements.



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## Aircraft Fleet Recycling Association BMP Checklist

**Audit Type:**             Accreditation Audit  
                                Surveillance Audit  
                                Re-Accreditation Audit  
                                Special Audit

**Accreditation Type:**    Disassembly  
                                    Recycling  
                                    Dual (Disassembly & Recycling)

<b>Company Name:</b>						
<b>Address:</b>						
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>		
<b>Country:</b>		<b>Phone:</b>			<b>Date of Audit:</b>	
<b>Email:</b>		<b>Fax:</b>			<b>Years in Business:</b>	
<b>Date of last audit to this BMP: (If first, print "FIRST")</b>					<b>Number of Employees:</b>	
<b>Date this BMP was adopted:</b>						

Name of person responsible for quality system at the above location:

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

Auditor Information:

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## APPENDIX TWO: Disassembly Best Practice Auditing Guidance

### *Audit Checklist*

Best Practice Reference	Auditor Task	Procedure/Other References
Manual		
<b>BEST PRACTICE (II)(b) 1</b> - Each accredited company shall have a BMP Manual.	Identify that there is a BMP Manual	
<b>BEST PRACTICE (II)(b) 2</b> - The BMP Manual is made up of all of the Procedures reflecting the company's compliance with this BMP.	Identify whether the Manual contains all the Procedures required by the BMP to be in compliance with the standard	
<b>BEST PRACTICE (II)(b) 4</b> - 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.	Identify that the Manual contains a change management tracking system	
<b>BEST PRACTICE (III)(a) 1</b> - The Facility shall have a fixed location for disassembly and/or recycling, or a procedure for assuring that the location for disassembly and/or recycling is adequately prepared, or both.	Identify whether there is a fixed location, remote location(s), or both	
<b>BEST PRACTICE (III)(a) 2</b> - If the Facility has a fixed location for disassembly and/or recycling, 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 Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (III)(a) 3</b> - If the Facility disassembles Assets or recycles materials 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	
<b>BEST PRACTICE (III)(a) 4</b> - If the Facility has a fixed location for disassembly and/or recycling, 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	
<b>BEST PRACTICE (III)(a) 5</b> - If the Facility disassembles Assets or recycles materials 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	
<b>BEST PRACTICE (III)(a) 6</b> – When disassembly is contracted to a third party firm, the facility shall have a procedure for evaluating and selecting the disassembly facility so as to assure the contracted firm can adequately meet the Facility's AFRA BMP Requirements	If disassembly is contracted, identify the procedure which assures compliance to the BMP	
<b>BEST PRACTICE (III)(b) 1</b> - The Facility shall establish a secure area in which disassembly and/or recycling 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 Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(b) 2 –</b> The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure area shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility.</p>	<p>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.</p>	
<p><b>BEST PRACTICE (III)(c) 1 - A</b> disassembly 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.</p>	<p>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.</p>	
<p><b>BEST PRACTICE (III)(c) 2 - A</b> disassembly Facility shall establish a secure, Asset-specific, staging area into which removed parts will be moved for identification and processing.</p>	<p>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.</p>	
<p><b>BEST PRACTICE (III)(c) 3 - A</b> disassembly Facility shall have a procedure for identifying a secure method for moving the Asset to the location where it will be disassembled.</p>	<p>Identify the procedure</p>	
<p><b>BEST PRACTICE (III)(d) 1 -</b> The Facility shall have a procedure for periodic internal audits to the BMP Checklist.</p>	<p>Identify the procedure</p>	

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(d) 2 -</b> 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.</p>	Identify the procedure	
<p><b>BEST PRACTICE (III)(d) 3 - A</b> disassembly Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures. A recycling Facility shall have a procedure for periodic verification of quality of recycled materials through auditing controls and procedures.</p>	Identify the procedure	
<p><b>BEST PRACTICE (IV)(a) 1 –</b> The Facility shall prepare training records to document the way that it has met its training requirements.</p>	Identify the procedure	
<p><b>BEST PRACTICE (IV)(a) 2 – A</b> disassembly 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.</p>	Identify training procedures in order to be able to verify compliance with these procedures during review of the training records	
<p><b>BEST PRACTICE (IV)(a) 3 – A</b> disassembly Facility shall ensure that the disassembly personnel have received appropriate training related to the functions they perform.</p>	Identify training procedures in order to be able to verify compliance with these procedures during review of the training records	
<p><b>BEST PRACTICE (V)(a) 1 – A</b> disassembly Facility shall have a procedure for identifying,</p>	Identify the procedure	



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Best Practice Reference	Auditor Task	Procedure/Other References
collecting and reviewing the appropriate records related to the Asset.		
<b>BEST PRACTICE (V)(a) 2</b> – A disassembly Facility shall have or prepare a manifest of parts expected to be removed from the Asset.	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	
<b>BEST PRACTICE (V)(a) 3</b> – A disassembly 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	
<b>BEST PRACTICE (V)(a) 4</b> - A disassembly 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	
<b>BEST PRACTICE (V)(c) 1</b> – A disassembly 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	
<b>BEST PRACTICE (V)(d) 1</b> – For each part removed from the Asset, the disassembly 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	

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (V)(d) 2</b> – If a disassembly Facility chooses to issue an approval for return to service tag in addition to a disassembly tag 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><b>BEST PRACTICE (V)(e) 2</b> – Following disassembly, the records associated with the Asset shall be returned to the Customer or handled according to the Agreement between the disassembly 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><b>BEST PRACTICE (VI) 1</b> – The Facility shall ensure that it has and uses the appropriate tooling, equipment and / or machinery for the disassembly and / or recycling functions it performs.</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><b>BEST PRACTICE (VI) 2</b> – Tooling, equipment and machinery should be maintained, calibrated and tested according to the manufacturer's recommendations, so long as those recommendations are appropriate to the usage at the facility. Where there are no manufacturer's recommendations for maintenance, calibration and testing, or where the manufacturer's recommendations are inappropriate for the Facility, the Facility should develop its own procedures for maintenance, calibration and testing.</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>	



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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (VII)(b) 1</b> – During or following disassembly, removed parts should be prepared for safe storage and/or transportation.	Identify preparation and packaging procedures; make a note of those procedures for later inventory review	
<b>BEST PRACTICE (VII)(b) 2</b> – 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.	Identify procedure	
<b>BEST PRACTICE (VII)(b) 3</b> – The Facility must not determine the airworthiness of parts unless the Facility is properly authorized to do this.	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.	
<b>BEST PRACTICE (VII)(b) 4</b> – When identifying parts as unsalvageable, the Facility shall identify the reason for this identification.	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	
<b>BEST PRACTICE (VII)(b) 5</b> – 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	Identify quarantine and scrapping procedure	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
a quarantine area for further processing or disposition consistent with their status.		
<b>BEST PRACTICE (VII)(d) 1</b> – The Facility shall ensure that it has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.	Identify relevant procedures and make note to check during facility review	
<b>BEST PRACTICE (VII)(e) 2</b> – The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.	Identify relevant procedures and make note to check during facility review	
<b>BEST PRACTICE (VII)(e) 3</b> – The Facility shall have a procedure for assuring its own compliance with dangerous goods regulations.	Identify procedures	
<b>BEST PRACTICE (VII)(e) 4</b> – The Facility shall have a procedure for assuring its own compliance with import and export regulations.	Identify procedure	
<b>BEST PRACTICE (VIII) 1</b> – The area and methodology for disassembly or recycling should adequately protect the environment from unanticipated releases of fluids and hazardous materials that are used during the processing or that might escape from the Asset during disassembly or the Materials for Recycling during recycling. This should include a Pre-disassembly Checklist to assure compliance.	Identify procedures addressing the following: <ul style="list-style-type: none"> <li>• Receiving inspection specific to fuels, liquids and lavatories</li> <li>• Having right equipment to drain plane</li> <li>• Having spill equipment and spill prevention &amp; management plan in place in event of unexpected release</li> <li>• Having a Pre-Disassembly checklist</li> </ul>	

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<b>Best Practice Reference</b>	<b>Auditor Task</b>	<b>Procedure/Other References</b>
<b>BEST PRACTICE (VIII) 2 –</b> Aircraft 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 or properly discarded.	Identify scrapping procedure	





# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (VIII) 3</b> – If the Asset or the Materials for Recycling contain 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"> <li>• Procedure for drainage management and disposal</li> <li>• Equipment for drainage, management and disposal</li> </ul>	
<b>BEST PRACTICE (VIII) 4</b> – The disassembly facility shall have a procedure for evaluating and selecting a recycling Facility that can adequately meet the Facility’s recycling goals.	Identify procedure for coordination	
<b>BEST PRACTICE (VIII) 5</b> – The disassembly 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 evaluation procedure	
<b>BEST PRACTICE (VIII) 6</b> – The disassembly facility shall have a procedure for verifying that the recycling facility fully implements the recycling agreement between the recycling facility and the disassembly facility and/or Customer.	Identify procedure for verification (e.g. audit procedure)	
<b>Facility</b>		
<b>BEST PRACTICE (III)(b) 1</b> - The Facility shall establish a secure area in which disassembly and/or recycling will take place.	Identify the area if a disassembly is taking place or if there is a permanent area	
<b>BEST PRACTICE (III)(b) 2</b> – The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure area shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility.	Identify the area if a disassembly is taking place or if there is a permanent area	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(c) 1</b> - A disassembly 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.</p>	<p>Identify the area if a disassembly is taking place or if there is a permanent area</p>	
<p><b>BEST PRACTICE (III)(c) 2</b> - A disassembly Facility shall establish a secure, Asset-specific, staging area into which removed parts will be moved for identification and processing.</p>	<p>Identify the area if a disassembly is taking place or if there is a permanent area</p>	
<p><b>BEST PRACTICE (VI) 1</b> – The Facility shall ensure that it has and uses the appropriate tooling, equipment and / or machinery for the disassembly and / or recycling functions it performs.</p>	<p>If tooling is present, then spot-check to ensure it is appropriate; make a note of representative tooling for reference during tooling record review</p>	
<p><b>BEST PRACTICE (VII)(d) 1</b> – The Facility shall ensure that it has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.</p>	<p>Spot-check packing materials for presence and compliance to manual</p>	
<p><b>BEST PRACTICE (VII)(e) 2</b> – The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.</p>	<p>Spot-check packing materials for presence and compliance to acceptable standards</p>	

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (VIII) 1 –</b>                      The area and methodology for disassembly or recycling should adequately protect the environment from unanticipated releases of fluids and hazardous materials that are used during the processing or that might escape from the Asset during disassembly or the Materials for Recycling during recycling. This should include a Pre-disassembly Checklist to assure compliance.</p>	<p>Examine facility to assure compliance with procedures</p>	

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (VIII) 3</b> – If the Asset or the Materials for Recycling contain 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	
<b>Inventory</b>		
<b>BEST PRACTICE (V)(d) 1</b> – For each part removed from the Asset, the disassembly 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	
<b>BEST PRACTICE (V)(d) 2</b> If a disassembly Facility chooses to issue an approval for return to service tag in addition to a disassembly tag 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	
<b>BEST PRACTICE (V)(e) 1</b> – A disassembly 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	
<b>BEST PRACTICE (VII)(b) 1</b> – During or following disassembly, removed parts should be prepared for safe storage and/or transportation.	Spot check parts to confirm preparation protocols are met	
<b>BEST PRACTICE (VII)(b) 2</b> – 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	Spot check parts in segregated staging area and quarantine to confirm compliance	

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
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.		
<b>BEST PRACTICE (VII)(b) 3</b> – The Facility must not determine the airworthiness of parts unless the Facility is properly authorized to do this.	Spot check parts in storage to confirm compliance	
<b>BEST PRACTICE (VII)(b) 4</b> – When identifying parts as unsalvageable, the Facility shall identify the reason for this identification.	Spot check parts identified as unsalvageable to confirm compliance	
<b>BEST PRACTICE (VII)(b) 5</b> – 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	
<b>BEST PRACTICE (VIII) 2</b> – Aircraft 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 or properly discarded	Spot check parts identified as unsalvageable to confirm compliance	
<b>Audit Records</b>		
<b>BEST PRACTICE (III)(d) 1</b> - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.	Review the audit records; identify particular areas of concern	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(d) 2</b> - 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.</p>	<p>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)</p>	
<p><b>BEST PRACTICE (III)(a) 2</b> - If the Facility has a fixed location for disassembly and/or recycling, then the Facility shall identify, and ensure compliance with, applicable environmental laws and standards.</p>	<p>Review the audit records; confirm that facility is ensuring compliance</p>	
<p><b>BEST PRACTICE (III)(a) 3</b> - If the Facility disassembles Assets or recycles materials 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.</p>	<p>Review the audit records; confirm that compliance is ensured at remote locations</p>	
<p><b>BEST PRACTICE (III)(a) 4</b> - If the Facility has a fixed location for disassembly and/or recycling, then the Facility shall identify, and ensure compliance with, applicable occupational health and safety laws and standards.</p>	<p>Review the audit records; confirm that facility is ensuring compliance</p>	
<p><b>BEST PRACTICE (III)(a) 5</b> - If the Facility disassembles Assets or recycles materials at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure</p>	<p>Review the audit records; confirm that compliance is ensured at remote locations</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
compliance with, applicable occupational health and safety laws and standards.		
<b>BEST PRACTICE (III)(d) 4</b> - In the event that periodic verification shows an unexplained loss, or a failure to meet the Facility's quality expectations, the Facility shall investigate and seek an explanation for the loss or failure.	If audit records show an unexplained loss, then verify investigation and root cause records	
<b>BEST PRACTICE (III)(d) 5</b> - 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	
<b>BEST PRACTICE (VIII) 6</b> – The disassembly facility shall have a procedure for verifying that the recycling facility fully implements the recycling agreement between the recycling facility and the disassembly facility and/or Customer.	Check recycling verification audit records	
<b>Tooling Records</b>		
<b>BEST PRACTICE (VI) 2</b> – Tooling, equipment and machinery should be maintained, calibrated and tested according to the manufacturer's recommendations, so long as those recommendations are appropriate to the usage at the facility. Where there are no manufacturer's recommendations for maintenance, calibration and testing, or where the manufacturer's recommendations are inappropriate for the Facility, the Facility should develop its own procedures for maintenance, calibration and testing.	Spot-check tooling maintenance / calibration records	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>Training Records</b>		
<b>BEST PRACTICE (IV)(a) 1</b> – The Facility shall prepare training records to document the way that it has met its training requirements.	Examine representative records to confirm compliance.	
<b>BEST PRACTICE (IV)(a) 2</b> – A disassembly 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	
<b>BEST PRACTICE (IV)(a) 3</b> – A disassembly 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	
<b>BEST PRACTICE (VII)(e) 3</b> – The Facility shall have a 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	
<b>Work Package</b>		
<b>BEST PRACTICE (V)(a) 1</b> – A disassembly 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 Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (V)(a) 2</b> – A disassembly 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)	
<b>BEST PRACTICE (V)(a) 3</b> – A disassembly 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	
<b>BEST PRACTICE (V)(c) 1</b> – A disassembly 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.	Review representative work package(s) to confirm compliance; also check parts identified during inventory phase	
<b>BEST PRACTICE (V)(e) 1</b> – A disassembly Facility shall maintain a record of each part removed from the Asset.	Review representative work package(s) to confirm compliance	
<b>BEST PRACTICE (V)(e) 2</b> – Following disassembly, the records associated with the Asset shall be returned to the Customer or handled according to the Agreement between the disassembly Facility and the Customer.	Review representative work package(s) to confirm compliance through records verifying transfer of documents	
<b>BEST PRACTICE (VII)(e) 3</b> – The Facility shall have a 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)	
<b>BEST PRACTICE (VII)(e) 4</b> – The Facility shall have a 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)	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
Contract Review (pull contracts for the reviewed work packages)		
<b>BEST PRACTICE (V)(a) 2</b> – A disassembly 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)	
<b>BEST PRACTICE (V)(a) 3</b> – A disassembly 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	
<b>BEST PRACTICE (V)(a) 4</b> - A disassembly Facility shall have a clear, written understanding of how the Asset is to be discarded following disassembly.	Review representative contract(s) to assure compliance	
<b>BEST PRACTICE (VII)(e) 1</b> – The agreement with the Customer may specify that the Customer is responsible for shipping or transportation issues, in which case the Customer’s procedures, and not the Facility’s procedures, shall be used.	Review representative contract; if this is the case then check actual work package records to see if customer’s guidelines were followed	
<b>BEST PRACTICE (VIII) 4</b> – The disassembly facility shall have a procedure for evaluating and selecting a recycling Facility that can adequately meet the Facility’s recycling goals.	Examine recycler selection records - confirm that the selection/evaluation procedure was successfully accomplished.	
<b>BEST PRACTICE (VIII) 5</b> – The disassembly 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.	Examine recycler contract – confirm it meets the procedure for coordination from the manual	

# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## Aircraft Fleet Recycling Association BMP Checklist

**Audit Type:**             Accreditation Audit  
                                Surveillance Audit  
                                Re-Accreditation Audit  
                                Special Audit

**Accreditation Type:**    Disassembly  
                                    Recycling  
                                    Dual (Disassembly & Recycling)

<b>Company Name:</b>						
<b>Address:</b>						
<b>City:</b>		<b>State:</b>		<b>Zip Code:</b>		
<b>Country:</b>		<b>Phone:</b>		<b>Date of Audit:</b>		
<b>Email:</b>		<b>Fax:</b>		<b>Years in Business:</b>		
<b>Date of last audit to this BMP: (If first, print "FIRST")</b>				<b>Number of Employees:</b>		
<b>Date this BMP was adopted:</b>						

Name of person responsible for quality system at the above location:

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)

Auditor Information:

\_\_\_\_\_

(Print name)

\_\_\_\_\_

(Signature)

\_\_\_\_\_

(Date)



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## APPENDIX THREE: Recycling Best Practice Auditing Guidance

### *Audit Checklist*

Best Practice Reference	Auditor Task	Procedure/Other References
Manual		
<b>BEST PRACTICE (II)(b) 1</b> - Each accredited company shall have a BMP Manual.	Identify that there is a BMP Manual	
<b>BEST PRACTICE (II)(b) 2</b> - The BMP Manual is made up of all of the Procedures reflecting the company's compliance with this BMP.	Identify whether the Manual contains all the Procedures required by the BMP to be in compliance with the standard	
<b>BEST PRACTICE (II)(b) 4</b> - 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.	Identify that the Manual contains a change management tracking system	
<b>BEST PRACTICE (III)(a) 1</b> - The Facility shall have a fixed location for disassembly and/or recycling, or a procedure for assuring that the location for disassembly and/or recycling is adequately prepared, or both.	Identify whether there is a fixed location, remote location(s), or both	
<b>BEST PRACTICE (III)(a) 2</b> - If the Facility has a fixed location for disassembly and/or recycling, 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 Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(a) 3</b> - If the Facility disassembles Assets or recycles materials 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.</p>	<p>Identify compliance procedures; identify responsible party</p>	
<p><b>BEST PRACTICE (III)(a) 4</b> - If the Facility has a fixed location for disassembly and/or recycling, then the Facility shall identify, and ensure compliance with, applicable occupational health and safety laws and standards.</p>	<p>Identify compliance procedures or list of applicable laws; identify responsible party</p>	
<p><b>BEST PRACTICE (III)(a) 5</b> - If the Facility disassembles Assets or recycles materials 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.</p>	<p>Identify compliance procedures; identify responsible party</p>	
<p><b>BEST PRACTICE (III)(a) 6</b> – When disassembly is contracted to a third party firm, the facility shall have a procedure for evaluating and selecting the disassembly facility so as to assure the contracted firm can adequately meet the Facility's AFRA BMP Requirements.</p>	<p>If disassembly is contracted, identify the procedure which assures compliance to the BMP</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(b) 1 -</b> The Facility shall establish a secure area in which disassembly and/or recycling will take place.</p>	<p>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.</p>	
<p><b>BEST PRACTICE (III)(b) 2 –</b> The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure area shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility.</p>	<p>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.</p>	
<p><b>BEST PRACTICE (III)(b) 5 –</b> The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.</p>	<p>Identify procedure for excluding undesired material; identify procedure for informing customers/suppliers about limits on materials.</p>	
<p><b>BEST PRACTICE (III)(b) 3 –</b> The Facility shall establish procedures and infrastructure to prevent material from leaving the Facility in a manner inconsistent with the intent of the Facility.</p>	<p>Identify procedure for controlling disposal of material.</p>	
<p><b>BEST PRACTICE (III)(b) 4 –</b> Aviation materials received in a fashion so as to be recognizable as such, and intended to be precluded from re-entry into the civil aviation market, shall be precluded from re-entry into the civil aviation marketplace by rendering those parts unusable for their original intent during the disassembly and/or recycling process.</p>	<p>Identify procedure for implementing supplier or customer contractual requirement for destruction and preclusion of return to service.</p>	





# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(c) 4 –</b> The Facility shall have a process for material control, which meets the following standards:</p> <p>(i) ensures that Recycled Material is segregated (by material) according to commercially reasonable standards or standards defined in a customer contract;</p> <p>(ii) effectively segregates all Recycled Material that are intended to be transferred as aerospace materials, or as having been derived from an aviation or aerospace source, from those that are not intended to be described in this way;</p> <p>(iii) documents the segregation mechanisms.</p>	<p>Identify description of segregation protocols; identify map designating respective segregated areas</p>	
<p><b>BEST PRACTICE (III)(c) 5 –</b> When a specific customer provides written requirements that their materials be segregated from other materials, the Facility shall have a procedure for ensuring that these customer segregation requirements are followed.</p>	<p>Identify the procedure for ensuring segregation; identify procedures for maintaining segregation throughout process; identify security procedures</p>	
<p><b>BEST PRACTICE (III)(d) 1 -</b> The Facility shall have a procedure for periodic internal audits to the BMP Checklist.</p>	<p>Identify the procedure</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(d) 2 -</b> 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.</p>	Identify the procedure	
<p><b>BEST PRACTICE (III)(d) 3 -</b> A disassembly Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures. A recycling Facility shall have a procedure for periodic verification of quality of recycled materials through auditing controls and procedures.</p>	Identify the procedure	
<p><b>BEST PRACTICE (III)(d) 4 -</b> In the event that periodic verification shows an unexplained loss, or a failure to meet the Facility's quality expectations, the Facility shall investigate and seek an explanation for the loss or failure.</p>	Identify the procedure	
<p><b>BEST PRACTICE (III)(d) 5 -</b> Following investigation of a loss, the Facility shall develop and implement appropriate corrective action.</p>	Identify the procedure; may not be applicable if no corrective action has been necessary	
<p><b>BEST PRACTICE (III)(d) 6 –</b> A recycling Facility shall have a procedure for periodic verification of quantity of recycled materials through auditing controls and procedures.</p>	Identify the procedure	
<p><b>BEST PRACTICE (III)(e) 1 –</b> The Facility Should have a</p>	Identify the diagram	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
diagram that is marked to show process and / or material flow through the Facility.		
<b>BEST PRACTICE (III)(f) 1 –</b> When the Facility is responsible for moving Customer Materials for Recycling, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.	Identify the procedures	
<b>BEST PRACTICE (III)(f) 2 –</b> When the Facility is responsible for moving Customer Recycled Materials, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.	Identify the procedures	
<b>BEST PRACTICE (IV)(a) 1 –</b> The Facility shall prepare training records to document the way that it has met its training requirements.	Examine representative records.	
<b>BEST PRACTICE (IV)(a) 4 –</b> A recycling Facility shall ensure that the recycling personnel have received appropriate training related to the functions they perform, including but not limited to use of equipment and machinery and materials identification techniques.	Identify training procedures in order to be able to verify compliance with these procedures during review of the training records	
<b>BEST PRACTICE (V)(b) 1 –</b> A recycling Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Materials for Recycling.	Identify the procedure	
<b>BEST PRACTICE (V)(b) 2 –</b> A recycling Facility shall have or prepare a receiving document	Identify a procedure meeting this requirement; if there is no procedure	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
describing each arriving Materials for Recycling, and shall have a procedure for the acquisition and/or preparation of such records.	then make a note to confirm that the issue is addressed as a contracting norm	
<b>BEST PRACTICE (V)(b) 3</b> – A recycling Facility shall have a clear, written understanding of any customer expectations or demands concerning handling of Materials for Recycling that belong to a Customer.	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	
<b>BEST PRACTICE (V)(b) 4</b> – If a recycling Facility does not own the Materials for recycling, then the Facility shall have a clear, written understanding of how the Recycled Materials are to be dispositioned following recycling.	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	
<b>BEST PRACTICE (V)(b) 5</b> – A recycling Facility shall have or prepare an output document describing each lot of Recycled Materials, and shall have a procedure for the preparation of such output documents.	Identify the procedure	
<b>BEST PRACTICE (V)(b) 6</b> – Where the recycling Facility accepts Material for Recycling that belongs to a customer, the Facility shall have a procedure for documenting what reporting requirements, if any, are owed to the Customer with respect to the Material for Recycling or the resultant Recycled Materials.	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	
<b>BEST PRACTICE (V)(c) 2</b> – A recycling Facility shall maintain appropriate reference manuals as aids in identifying materials and their physical properties. The Facility shall maintain appropriate customer specifications as aids in processing materials.	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	
<b>BEST PRACTICE (VI) 1</b> – The	Identify a procedure	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
Facility shall ensure that it has and uses the appropriate tooling, equipment and / or machinery for the disassembly and / or recycling functions it performs.	supporting this requirement; if there is no procedure then make a note to confirm that the standard is met in tooling review	
<b>BEST PRACTICE (VI) 2 –</b> Tooling, equipment and machinery should be maintained, calibrated and tested according to the manufacturer’s recommendations, so long as those recommendations are appropriate to the usage at the facility. Where there are no manufacturer’s recommendations for maintenance, calibration and testing, or where the manufacturer’s recommendations are inappropriate for the Facility, the Facility should develop its own procedures for maintenance, calibration and testing.	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	
<b>BEST PRACTICE (VII)(a) 1 –</b> Incoming Materials for Recycling should be checked to ascertain whether they contain unexpected hazards.	Identify the procedure	
<b>BEST PRACTICE (VII)(a) 2 –</b> Incoming Materials for Recycling should be checked to assure they meet the documented identification.	Identify the procedure	
<b>BEST PRACTICE (VII)(a) 3 –</b> After Receiving Inspection, Incoming Materials for Recycling being received should be identified and segregated.	Identify the procedure; make note of procedure for later inventory review	
<b>BEST PRACTICE (VII)(c) 1 –</b> The recycling facility should have a procedure for segregating materials during the various stages of recycling.	Identify the procedures; make a note of those procedure for later inventory review	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (VII)(d) 1</b> – The Facility shall ensure that it has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.	Identify relevant procedures and make note to verify during facility review	
<b>BEST PRACTICE (VII)(e) 2</b> – The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.	Identify relevant procedures and make note to check during facility and shipping review	
<b>BEST PRACTICE (VII)(e) 3</b> – The Facility shall have a procedure for assuring its own compliance with dangerous goods regulations.	Identify procedures and make note to verify during shipping review	
<b>BEST PRACTICE (VII)(e) 4</b> – The Facility shall have a procedure for assuring its own compliance with import and export regulations.	Identify procedure	
<b>BEST PRACTICE (VIII) 1</b> – The area and methodology for disassembly or recycling should adequately protect the environment from unanticipated releases of fluids and hazardous materials that are used during the processing or that might escape from the Asset during disassembly or the Materials for Recycling during recycling. This should include a Pre-disassembly Checklist to assure compliance.	Identify procedures addressing the following: <ul style="list-style-type: none"> <li>• Receiving inspection specific to fuels, liquids and lavatories</li> <li>• Having appropriate equipment to drain liquid-filled Materials for Recycling</li> <li>• Having spill equipment and spill prevention &amp; management plan in place in event of unexpected release</li> <li>• Having a Pre-disassembly checklist</li> </ul>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (VIII) 3</b> – If the Asset or the Materials for Recycling contain fluids then the fluids must be drained, managed and disposed of according local jurisdictional requirements.	Identify the procedures; make note to verify equipment necessary for those procedures during facility review	
<b>BEST PRACTICE (IX) 1</b> – Where verification is required by the Customer, supplier or source, the Facility shall have a procedure for verifying to each Customer or supplier of Materials for Recycling, or each Asset owner or source, that the Facility fully implements each element of the agreement between the Facility and the Customer, supplier or source.	Identify procedure for verification (e.g. audit procedure)	

Facility		
<b>BEST PRACTICE (III)(a) 2</b> - If the Facility has a fixed location for disassembly and/or recycling, then the Facility shall identify, and ensure compliance with, applicable environmental laws and standards.	Verify facility has ensured compliance with the identified standards	
<b>BEST PRACTICE (III)(a) 3</b> - If the Facility disassembles Assets or recycles materials 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.	Verify facility has ensured compliance with the identified standards	
<b>BEST PRACTICE (III)(b) 1</b> - The Facility shall establish a secure area in which disassembly and/or recycling will take place.	Identify the area if a disassembly is taking place or if there is a permanent area	





# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(b) 2 –</b> The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure area shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility.</p>	Identify the area if a disassembly is taking place or if there is a permanent area	
<p><b>BEST PRACTICE (III)(b) 3 –</b> The Facility shall establish procedures and infrastructure to prevent material from leaving the Facility in a manner inconsistent with the intent of the Facility.</p>	Verify facility compliance with identified procedures	
<p><b>BEST PRACTICE (III)(b) 4 –</b> Aviation materials received in a fashion so as to be recognizable as such, and intended to be precluded from re-entry into the civil aviation market, shall be precluded from re-entry into the civil aviation marketplace by rendering those parts unusable for their original intent during the disassembly and/or recycling process.</p>	Identify the area if a disassembly is taking place or if there is a permanent area; verify compliance with identified procedures	
<p><b>BEST PRACTICE (III)(b) 5 –</b> The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.</p>	Verify facility compliance with identified procedures	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(c) 4 –</b> The Facility shall have a process for material control, which meets the following standards:</p> <p>(i) ensures that Recycled Material is segregated (by material) according to commercially reasonable standards or standards defined in a customer contract;</p> <p>(ii) effectively segregates all Recycled Material that are intended to be transferred as aerospace materials, or as having been derived from an aviation or aerospace source, from those that are not intended to be described in this way;</p> <p>(iii) documents the segregation mechanisms.</p>	<p>Identify the areas if a disassembly is taking place or if there are permanent areas; verify compliance with identified procedures</p>	
<p><b>BEST PRACTICE (III)(c) 5 –</b> When a specific customer provides written requirements that their materials be segregated from other materials, the Facility shall have a procedure for ensuring that these customer segregation requirements are followed.</p>	<p>Identify the area if a disassembly is taking place or if there is a permanent area</p>	
<p><b>BEST PRACTICE (III)(e) 1 –</b> The Facility should have a diagram that is marked to show process and / or material flow through the Facility.</p>	<p>Verify compliance with diagram</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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<b>Best Practice Reference</b>	<b>Auditor Task</b>	<b>Procedure/Other References</b>
<p><b>BEST PRACTICE (VI) 1</b> – The Facility shall ensure that it has and uses the appropriate tooling, equipment and / or machinery for the disassembly and / or recycling functions it performs.</p>	<p>If tooling is present, then spot-check to ensure it is appropriate; make a note of representative tooling for reference during tooling record review</p>	
<p><b>BEST PRACTICE (VI) 2</b> – Tooling, equipment and machinery should be maintained, calibrated and tested according to the manufacturer’s recommendations, so long as those recommendations are appropriate to the usage at the facility. Where there are no manufacturer’s recommendations for maintenance, calibration and testing, or where the manufacturer’s recommendations are inappropriate for the Facility, the Facility should develop its own procedures for maintenance, calibration and testing.</p>	<p>If tooling is present, then spot-check to ensure it is appropriate; make a note of representative tooling for reference during tooling record review; verify facility compliance with identified procedures</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (VII)(a) 1</b> – Incoming Materials for Recycling should be checked to ascertain whether they contain unexpected hazards.	Identify the area if a disassembly is taking place or if there is a permanent area; verify compliance with identified procedures	
<b>BEST PRACTICE (VII)(a) 2</b> – Incoming Materials for Recycling should be checked to assure they meet the documented identification.	Identify the area if a disassembly is taking place or if there is a permanent area; verify compliance with identified procedures	
<b>BEST PRACTICE (VII)(a) 3</b> – After Receiving Inspection, Incoming Materials for Recycling being received should be identified and segregated.	Identify the areas if a disassembly is taking place or if there are permanent areas; verify compliance with identified procedures	
<b>BEST PRACTICE (VII)(c) 1</b> – The recycling facility should have a procedure for segregating materials during the various stages of recycling.	Identify the areas if a disassembly is taking place or if there are permanent areas; verify compliance with identified procedures	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (VII)(d) 1</b> – The Facility shall ensure that it has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.</p>	Spot-check packing materials for presence and compliance to identified procedures	
<p><b>BEST PRACTICE (VII)(e) 2</b> – The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.</p>	Spot-check packing materials for presence and compliance to acceptable standards	
<p><b>BEST PRACTICE (VIII) 1</b> – The area and methodology for disassembly or recycling should adequately protect the environment from unanticipated releases of fluids and hazardous materials that are used during the processing or that might escape from the Asset during disassembly or the Materials for Recycling during recycling. This should include a Pre-disassembly Checklist to assure compliance.</p>	<p>Examine facility to assure:</p> <ul style="list-style-type: none"> <li>• Receiving inspection specific to fluids and lavatories</li> <li>• Appropriate equipment to drain liquid-filled Materials for Recycling</li> <li>• Spill equipment and spill prevention and management plan in place</li> </ul> <p>Pre-disassembly checklist</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (VIII) 3</b> – If the Asset or the Materials for Recycling contain 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	
<b>BEST PRACTICE (VIII) 7</b> – The Facility shall take reasonable care to contain Materials for Recycling, and Recycled Materials, from being released to the environment.	Examine Facility to ensure compliance	
<b>Inventory</b>		
<b>BEST PRACTICE (III)(b) 2</b> – The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure area shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility.	Spot-check inventory in identified areas	
<b>BEST PRACTICE (III)(b) 5</b> – The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.	Spot-check inventory to verify compliance with procedures	
<b>BEST PRACTICE (VII)(a) 1</b> – Incoming Materials for Recycling should be checked to ascertain whether they contain unexpected hazards.	Spot-check inventory to verify compliance with procedures	
<b>BEST PRACTICE (VII)(a) 3</b> – After Receiving Inspection, Incoming Materials for Recycling being received should be identified and segregated.	Spot-check inventory in identified areas	
<b>BEST PRACTICE (VII)(c) 1</b> – The recycling facility should have a procedure for segregating materials during the various stages of recycling.	Spot-check inventory at various stages of recycling to verify compliance with identified procedures	
<b>BEST PRACTICE (VII)(d) 1</b> – The Facility shall ensure that it	Verify identified areas are appropriate for storing	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.	corresponding inventory	
<b>BEST PRACTICE (VIII) 1</b> – The area and methodology for disassembly or recycling should adequately protect the environment from unanticipated releases of fluids and hazardous materials that are used during the processing or that might escape from the Asset during disassembly or the Materials for Recycling during recycling. This should include a Pre-disassembly Checklist to assure compliance.	Spot check parts in storage to confirm compliance; spot-check parts in processing to confirm compliance	
<b>BEST PRACTICE (VIII) 3</b> – If the Asset or the Materials for Recycling contain fluids then the fluids must be drained, managed and disposed of according local jurisdictional requirements.	Spot-check inventory to verify compliance with procedure	
<b>BEST PRACTICE (IX) 1</b> – Where verification is required by the Customer, supplier or source, the Facility shall have a procedure for verifying to each Customer or supplier of Materials for Recycling, or each Asset owner or source, that the Facility fully implements each element of the agreement between the Facility and the Customer, supplier or source.	Spot check inventory for compliance with customer requirements	





# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>Audit Records</b>		
<b>BEST PRACTICE (III)(a) 2</b> - If the Facility has a fixed location for disassembly and/or recycling, 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 Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (III)(a) 3</b> - If the Facility disassembles Assets or recycles materials 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	
<b>BEST PRACTICE (III)(a) 4</b> - If the Facility has a fixed location for disassembly and/or recycling, 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	
<b>BEST PRACTICE (III)(a) 5</b> - If the Facility disassembles Assets or recycles materials 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	
<b>BEST PRACTICE (III)(b) 4</b> – Aviation materials received in a fashion so as to be recognizable as such, and intended to be precluded from re-entry into the civil aviation market, shall be precluded from re-entry into the civil aviation marketplace by rendering those parts unusable for their original intent during the disassembly and/or recycling process.	Review the audit records; confirm that facility is ensuring compliance	
<b>BEST PRACTICE (III)(d) 1</b> - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.	Review the audit records; identify particular areas of concern	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(d) 2 -</b> 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.</p>	<p>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)</p>	
<p><b>BEST PRACTICE (III)(d) 3 - A</b> disassembly Facility shall have a written procedure for periodic verification of reclaimed parts and assemblies inventory through auditing controls and procedures. A recycling Facility shall have a procedure for periodic verification of quality of recycled materials through auditing controls and procedures.</p>	<p>Review the audit records; confirm that facility is ensuring compliance and quality control</p>	
<p><b>BEST PRACTICE (III)(d) 4 - In</b> the event that periodic verification shows an unexplained loss, or a failure to meet the Facility's quality expectations, the Facility shall investigate and seek an explanation for the loss or failure.</p>	<p>If audit records show an unexplained loss, then identify result of investigation or explanation for loss</p>	
<p><b>BEST PRACTICE (III)(d) 5 -</b> Following investigation of a loss, the Facility shall develop and implement appropriate corrective action.</p>	<p>If audit records show an unexplained loss, then verify corrective action records</p>	
<p><b>BEST PRACTICE (III)(d) 6 – A</b> recycling Facility shall have a procedure for periodic verification of quantity of recycled materials through auditing controls and procedures.</p>	<p>If audit records show an unexplained loss, then verify investigation and root cause records</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (III)(f) 1</b> – When the Facility is responsible for moving Customer Materials for Recycling, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.	Review the audit records; confirm that facility is ensuring compliance	
<b>BEST PRACTICE (IX) 1</b> – Where verification is required by the Customer, supplier or source, the Facility shall have a procedure for verifying to each Customer or supplier of Materials for Recycling, or each Asset owner or source, that the Facility fully implements each element of the agreement between the Facility and the Customer, supplier or source.	Check recycling verification audit records	
<b>Tooling Records</b>		
<b>BEST PRACTICE (VI) 1</b> – The Facility shall ensure that it has and uses the appropriate tooling, equipment and / or machinery for the disassembly and / or recycling functions it performs.	Spot-check tooling maintenance / calibration records	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (VI) 2 –</b>            Tooling, equipment and machinery should be maintained, calibrated and tested according to the manufacturer’s recommendations, so long as those recommendations are appropriate to the usage at the facility. Where there are no manufacturer’s recommendations for maintenance, calibration and testing, or where the manufacturer’s recommendations are inappropriate for the Facility, the Facility should develop its own procedures for maintenance, calibration and testing.</p>	<p>Spot-check tooling maintenance / calibration records</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
<b>Training Records</b>		
<b>BEST PRACTICE (III)(a) 2</b> - If the Facility has a fixed location for disassembly and/or recycling, then the Facility shall identify, and ensure compliance with, applicable environmental laws and standards.	Examine representative records to confirm compliance; confirm training	
<b>BEST PRACTICE (III)(a) 5</b> - If the Facility disassembles Assets or recycles materials 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.	Examine representative records to confirm compliance; confirm training	
<b>BEST PRACTICE (IV)(a) 1</b> – The Facility shall prepare training records to document the way that it has met its training requirements.	Examine representative records to confirm compliance; confirm training in either how to use manuals or in specific applicable manual provisions	
<b>BEST PRACTICE (V)(b) 1</b> – A recycling Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Materials for Recycling.	Examine representative records to confirm compliance; confirm employees have received job-specific training	
<b>BEST PRACTICE (VII)(e) 3</b> – The Facility shall have a 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	
<b>Work Package</b>		



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (V)(b) 1</b> – A recycling Facility shall have a procedure for identifying, collecting and reviewing the appropriate records related to the Materials for Recycling.	Examine representative work package to make sure records are actually collected	
<b>BEST PRACTICE (V)(b) 2</b> – A recycling Facility shall have or prepare a receiving document describing each arriving Materials for Recycling, and shall have a procedure for the acquisition and/or preparation of such records.	Review representative work package(s) to assure creation of manifest(s)	
<b>BEST PRACTICE (V)(b) 3</b> – A recycling Facility shall have a clear, written understanding of any customer expectations or demands concerning handling of Materials for Recycling that belong to a Customer.	Review representative work package(s) to assure that work performed matches written customer expectations	
<b>BEST PRACTICE (V)(b) 4</b> – If a recycling Facility does not own the Materials for recycling, then the Facility shall have a clear, written understanding of how the Recycled Materials are to be dispositioned following recycling.	Review representative work package(s) to assure that work performed matches written customer expectations	
<b>BEST PRACTICE (V)(b) 5</b> – A recycling Facility shall have or prepare an output document describing each lot of Recycled Materials, and shall have a procedure for the preparation of such output documents.	Examine representative work package to ensure output documents are created	
<b>BEST PRACTICE (V)(b) 6</b> – Where the recycling Facility accepts Material for Recycling that belongs to a customer, the Facility shall have a procedure for documenting what reporting requirements, if any, are owed to the Customer with respect to the Material for Recycling or the resultant Recycled Materials.	Review representative work package(s) to assure that work performed matches written customer expectations; verify compliance with identified reporting requirements	





# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (V)(c) 2</b> – A recycling Facility shall maintain appropriate reference manuals as aids in identifying materials and their physical properties. The Facility shall maintain appropriate customer specifications as aids in processing materials.	Review representative work package(s) to confirm compliance; also check parts identified during inventory phase	
<b>BEST PRACTICE (VII)(e) 2</b> – The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.	Review representative work package(s) to assure that shipping is in accordance with acceptable standards; verify compliance with identified contractual requirements	
<b>BEST PRACTICE (VII)(e) 3</b> – The Facility shall have a 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)	
<b>BEST PRACTICE (VII)(e) 4</b> – The Facility shall have a 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)	
<b>BEST PRACTICE (IX) 1</b> – Where verification is required by the Customer, supplier or source, the Facility shall have a procedure for verifying to each Customer or supplier of Materials for Recycling, or each Asset owner or source, that the Facility fully implements each element of the agreement between the Facility and the Customer, supplier or source.	Review representative work package(s) to assure that work performed matches written customer expectations and is verified to customer	
<b>Contract Review (pull contracts for the reviewed work packages)</b>		



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (III)(b) 2 –</b> The Facility shall establish secure areas and segregation of removed parts during the disassembly, parts tagging, and preparation for transit activities. Secure area shall also be established for all materials identified to be recycled through the destruction process and final transport to the recycling facility.</p>	Review representative contract(s) to assure compliance with customer segregation requirements	
<p><b>BEST PRACTICE (III)(b) 3 –</b> The Facility shall establish procedures and infrastructure to prevent material from leaving the Facility in a manner inconsistent with the intent of the Facility.</p>	Review representative contract(s) to assure compliance	
<p><b>BEST PRACTICE (III)(c) 5 –</b> When a specific customer provides written requirements that their materials be segregated from other materials, the Facility shall have a procedure for ensuring that these customer segregation requirements are followed.</p>	Review representative contract(s) to assure compliance with customer segregation requirements	
<p><b>BEST PRACTICE (III)(f) 1 –</b> When the Facility is responsible for moving Customer Materials for Recycling, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.</p>	Review representative contract(s) to assure compliance	
<p><b>BEST PRACTICE (III)(f) 2 –</b> When the Facility is responsible for moving Customer Recycled Materials, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.</p>	Review representative contract(s) to assure compliance	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<b>BEST PRACTICE (V)(b) 2</b> – A recycling Facility shall have or prepare a receiving document describing each arriving Materials for Recycling, and shall have a procedure for the acquisition and/or preparation of such records.	Review representative contract(s) to assure reference to manifest(s)	
<b>BEST PRACTICE (V)(b) 4</b> – If a recycling Facility does not own the Materials for recycling, then the Facility shall have a clear, written understanding of how the Recycled Materials are to be dispositioned following recycling.	Review representative contract(s) to assure compliance	
<b>BEST PRACTICE (V)(b) 5</b> – A recycling Facility shall have or prepare an output document describing each lot of Recycled Materials, and shall have a procedure for the preparation of such output documents.	Review representative contract(s) to assure compliance	
<b>BEST PRACTICE (V)(b) 6</b> – Where the recycling Facility accepts Material for Recycling that belongs to a customer, the Facility shall have a procedure for documenting what reporting requirements, if any, are owed to the Customer with respect to the Material for Recycling or the resultant Recycled Materials.	Review representative contract(s) to assure compliance	
<b>BEST PRACTICE (VII)(e) 1</b> – The agreement with the Customer may specify that the Customer is responsible for shipping or transportation issues, in which case the Customer's procedures, and not the Facility's procedures, shall be used.	Review representative contract; if this is the case then check actual work package records to see if customer's guidelines were followed	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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<b>Best Practice Reference</b>	<b>Auditor Task</b>	<b>Procedure/Other References</b>
<b>BEST PRACTICE (VII)(e) 2 –</b> The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.	Review representative contract(s) to assure compliance with customer requirements	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (IX) 1 –</b> Where verification is required by the Customer, supplier or source, the Facility shall have a procedure for verifying to each Customer or supplier of Materials for Recycling, or each Asset owner or source, that the Facility fully implements each element of the agreement between the Facility and the Customer, supplier or source.</p>	<p>Examine recycler contract – confirm it meets the identified procedure for coordination and implementation</p>	
<b>Shipping</b>		
<p><b>BEST PRACTICE (III)(f) 1 –</b> When the Facility is responsible for moving Customer Materials for Recycling, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.</p>	<p>Verify secure method for moving materials and reporting shipped material details to customer</p>	
<p><b>BEST PRACTICE (III)(f) 2 –</b> When the Facility is responsible for moving Customer Recycled Materials, then the Facility shall have a procedure for identifying a secure method for moving the Customer materials and reporting the shipped material details to the Customer.</p>	<p>Verify secure method for moving materials and reporting shipped material details to customer</p>	
<p><b>BEST PRACTICE (VII)(d) 1 –</b> The Facility shall ensure that it has appropriate storing and shipping containment and packing materials for the articles or materials that it handles.</p>	<p>Spot check facility for appropriate storage and shipping containment</p>	



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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Best Practice Reference	Auditor Task	Procedure/Other References
<p><b>BEST PRACTICE (VII)(e) 1 –</b> The agreement with the Customer may specify that the Customer is responsible for shipping or transportation 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 verify facility’s ability to comply with customer requirements</p>	
<p><b>BEST PRACTICE (VII)(e) 2 –</b> The Facility shall ensure that materials it ships or transports are packaged and shipped appropriately in accordance with acceptable standards, including contractual requirements.</p>	<p>Spot check pending shipments to verify compliance</p>	
<p><b>BEST PRACTICE (VII)(e) 4 –</b> The Facility shall have a procedure for assuring its own compliance with import and export regulations.</p>	<p>Verify implementation of, and compliance with, the identified procedures</p>	



# **Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials**

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## **APPENDIX FOUR: [RESERVED]**





# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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## APPENDIX FIVE: Best Practice Contracting Guidance for Disassembly Facilities

### *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.
- Owner should warrant that he has the legal authority to give permission for the disassembly



# Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

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

# **Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials**

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## **APPENDIX SIX: [RESERVED]**



# **Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials**

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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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