

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

Aircraft Fleet Recycling Association BMP Checklist

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

Accreditation Type: Disassembly
 Recycling
 Dual (Disassembly & Recycling)

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

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

(Print name)

(Signature)

(Date)

Auditor Information:

(Print name)

(Signature)

(Date)



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APPENDIX TWO: Disassembly Best Practice Auditing Guidance

Audit Checklist

Best Practice Reference	Auditor Task	Procedure/Other References
Manual		
BEST PRACTICE (II)(b) 1 - Each accredited company shall have a BMP Manual.	Identify that there is 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.	Identify whether the Manual contains all the Procedures required by the BMP to be in compliance with the standard	
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.	Identify that the Manual contains a change management tracking system	
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.	Identify whether there is a fixed location, remote location(s), 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.	Identify compliance procedures or list of applicable laws; identify responsible party	

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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.	Identify compliance procedures; identify responsible party	
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.	Identify compliance procedures or list of applicable laws; identify responsible party	
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.	Identify compliance procedures; identify responsible party	
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	If disassembly is contracted, identify the procedure which assures compliance to the BMP	
BEST PRACTICE (III)(b) 1 - 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.	



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<p>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.</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>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.</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>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.</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>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.</p>	<p>Identify the procedure</p>	
<p>BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.</p>	<p>Identify the procedure</p>	

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<p>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.</p>	Identify the procedure	
<p>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.</p>	Identify the procedure	
<p>BEST PRACTICE (IV)(a) 1 – The Facility shall prepare training records to document the way that it has met its training requirements.</p>	Identify the procedure	
<p>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.</p>	Identify training procedures in order to be able to verify compliance with these procedures during review of the training records	
<p>BEST PRACTICE (IV)(a) 3 – A 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>BEST PRACTICE (V)(a) 1 – A disassembly Facility shall have a procedure for identifying,</p>	Identify the procedure	



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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.	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	
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.	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	
BEST PRACTICE (V)(a) 4 - 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	
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.	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	
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.	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	

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<p>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.</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>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.</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>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.</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>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.</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 (VII)(b) 1 – 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	
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.	Identify procedure	
BEST PRACTICE (VII)(b) 3 – 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.	
BEST PRACTICE (VII)(b) 4 – 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	
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	Identify quarantine and scrapping procedure	



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a quarantine area for further processing or disposition consistent with their status.		
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.	Identify relevant procedures and make note to check during facility 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.	Identify relevant procedures and make note to check during facility review	
BEST PRACTICE (VII)(e) 3 – The Facility shall have a procedure for assuring its own compliance with dangerous goods regulations.	Identify procedures	
BEST PRACTICE (VII)(e) 4 – The Facility shall have a procedure for assuring its own compliance with import and export regulations.	Identify procedure	
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.	Identify procedures addressing the following: <ul style="list-style-type: none"> • Receiving inspection specific to fuels, liquids and lavatories • Having right equipment to drain plane • Having spill equipment and spill prevention & management plan in place in event of unexpected release • Having a Pre-Disassembly checklist 	

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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.	Identify scrapping procedure	



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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.	Identify fluid management and disposition procedure, which should include: <ul style="list-style-type: none"> • Procedure for drainage management and disposal • Equipment for drainage, management 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.	Identify procedure for coordination	
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.	Identify evaluation 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.	Identify procedure for verification (e.g. audit procedure)	
Facility		
BEST PRACTICE (III)(b) 1 - 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 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.	Identify the area if a disassembly is taking place or if there is a permanent area	



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<p>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.</p>	<p>Identify the area if a disassembly is taking place or if there is a permanent area</p>	
<p>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.</p>	<p>Identify the area if a disassembly is taking place or if there is a permanent area</p>	
<p>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.</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>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.</p>	<p>Spot-check packing materials for presence and compliance to manual</p>	
<p>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.</p>	<p>Spot-check packing materials for presence and compliance to acceptable standards</p>	

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<p>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.</p>	<p>Examine facility to assure compliance with procedures</p>	

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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.	Identify fluid management and disposition mechanisms, including equipment for drainage, management and disposal	
Inventory		
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.	Examine representative parts from inventory to assure they are properly tagged	
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.	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	
BEST PRACTICE (V)(e) 1 – 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	
BEST PRACTICE (VII)(b) 1 – During or following disassembly, removed parts should be prepared for safe storage and/or transportation.	Spot check parts to confirm preparation protocols are met	
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	Spot check parts in segregated staging area and quarantine to confirm compliance	



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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.		
BEST PRACTICE (VII)(b) 3 – 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	
BEST PRACTICE (VII)(b) 4 – When identifying parts as unsalvageable, the Facility shall identify the reason for this identification.	Spot check parts identified as unsalvageable to confirm compliance	
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.	Spot check parts staging area to confirm compliance	
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	Spot check parts identified as unsalvageable to confirm compliance	
Audit Records		
BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.	Review the audit records; identify particular areas of concern	



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<p>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.</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>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.</p>	<p>Review the audit records; confirm that facility is ensuring compliance</p>	
<p>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.</p>	<p>Review the audit records; confirm that compliance is ensured at remote locations</p>	
<p>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.</p>	<p>Review the audit records; confirm that facility is ensuring compliance</p>	
<p>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</p>	<p>Review the audit records; confirm that compliance is ensured at remote locations</p>	



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compliance with, applicable occupational health and safety laws and standards.		
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.	If audit records show an unexplained loss, then verify investigation and root cause records	
BEST PRACTICE (III)(d) 5 - 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	
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.	Check recycling verification audit records	
Tooling 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.	Spot-check tooling maintenance / calibration records	



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Training Records		
BEST PRACTICE (IV)(a) 1 – The Facility shall prepare training records to document the way that it has met its training requirements.	Examine representative records to confirm compliance.	
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.	Examine representative records to confirm compliance; confirm training in either how to use manuals or in specific applicable manual provisions	
BEST PRACTICE (IV)(a) 3 – 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	
BEST PRACTICE (VII)(e) 3 – 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	
Work Package		
BEST PRACTICE (V)(a) 1 – 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	

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BEST PRACTICE (V)(a) 2 – 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)	
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.	Review representative work package(s) to assure that work performed matches written customer expectations	
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.	Review representative work package(s) to confirm compliance; also check parts identified during inventory phase	
BEST PRACTICE (V)(e) 1 – A disassembly Facility shall maintain a record of each part removed from the Asset.	Review representative work package(s) to confirm compliance	
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.	Review representative work package(s) to confirm compliance through records verifying transfer of documents	
BEST PRACTICE (VII)(e) 3 – 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)	
BEST PRACTICE (VII)(e) 4 – 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)	



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Best Practice Reference	Auditor Task	Procedure/Other References
Contract Review (pull contracts for the reviewed work packages)		
BEST PRACTICE (V)(a) 2 – 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)	
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.	Review representative contract(s) to assure compliance	
BEST PRACTICE (V)(a) 4 - 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	
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.	Review representative contract; if this is the case then check actual work package records to see if customer’s guidelines were followed	
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.	Examine recycler selection records - confirm that the selection/evaluation procedure was successfully accomplished.	
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.	Examine recycler contract – confirm it meets the procedure for coordination from the manual	