

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)



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

APPENDIX THREE: Recycling 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	



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>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>Identify compliance procedures; identify responsible party</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>Identify compliance procedures or list of applicable laws; identify responsible party</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 compliance with, applicable occupational health and safety laws and standards.</p>	<p>Identify compliance procedures; identify responsible party</p>	
<p>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.</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
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.	
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 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 PRACTICE (III)(b) 5 – The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.	Identify procedure for excluding undesired material; identify procedure for informing customers/suppliers about limits on materials.	
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.	Identify procedure for controlling disposal of material.	
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.	Identify procedure for implementing supplier or customer contractual requirement for destruction and preclusion of return to service.	



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>BEST PRACTICE (III)(c) 4 – 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>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.</p>	<p>Identify the procedure for ensuring segregation; identify procedures for maintaining segregation throughout process; identify security procedures</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>	



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>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 (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.</p>	Identify the procedure	
<p>BEST PRACTICE (III)(d) 5 - 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>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.</p>	Identify the procedure	
<p>BEST PRACTICE (III)(e) 1 – 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

Best Practice Reference	Auditor Task	Procedure/Other References
diagram that is marked to show process and / or material flow through the Facility.		
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.	Identify the procedures	
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.	Identify the procedures	
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.	
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.	Identify training procedures in order to be able to verify compliance with these procedures during review of the training 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.	Identify the procedure	
BEST PRACTICE (V)(b) 2 – 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	
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.	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)(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.	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)(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.	Identify the procedure	
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.	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) 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.	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 (VI) 1 – 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	
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.	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	
BEST PRACTICE (VII)(a) 1 – Incoming Materials for Recycling should be checked to ascertain whether they contain unexpected hazards.	Identify the procedure	
BEST PRACTICE (VII)(a) 2 – Incoming Materials for Recycling should be checked to assure they meet the documented identification.	Identify the procedure	
BEST PRACTICE (VII)(a) 3 – 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	
BEST PRACTICE (VII)(c) 1 – 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

Best Practice Reference	Auditor Task	Procedure/Other References
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 verify 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 and shipping review	
BEST PRACTICE (VII)(e) 3 – 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	
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 appropriate equipment to drain liquid-filled Materials for Recycling • Having spill equipment and spill prevention & management plan in place in event of unexpected release • Having a Pre-disassembly checklist 	



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
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 the procedures; make note to verify equipment necessary for those procedures during facility review	
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.	Identify procedure for verification (e.g. audit procedure)	

Facility		
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.	Verify facility has ensured compliance with the identified 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.	Verify facility has ensured compliance with the identified standards	
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 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>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 area if a disassembly is taking place or if there is a permanent area</p>	
<p>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.</p>	<p>Verify facility compliance with identified procedures</p>	
<p>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.</p>	<p>Identify the area if a disassembly is taking place or if there is a permanent area; verify compliance with identified procedures</p>	
<p>BEST PRACTICE (III)(b) 5 – The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.</p>	<p>Verify facility compliance with identified 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
<p>BEST PRACTICE (III)(c) 4 – 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>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.</p>	<p>Identify the area if a disassembly is taking place or if there is a permanent area</p>	
<p>BEST PRACTICE (III)(e) 1 – 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

Best Practice Reference	Auditor Task	Procedure/Other References
<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 (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>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

Best Practice Reference	Auditor Task	Procedure/Other References
BEST PRACTICE (VII)(a) 1 – 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	
BEST PRACTICE (VII)(a) 2 – 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	
BEST PRACTICE (VII)(a) 3 – 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	
BEST PRACTICE (VII)(c) 1 – 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

Best Practice Reference	Auditor Task	Procedure/Other References
<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 identified procedures</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>	
<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:</p> <ul style="list-style-type: none"> • Receiving inspection specific to fluids and lavatories • Appropriate equipment to drain liquid-filled Materials for Recycling • Spill equipment and spill prevention and management plan in place <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
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	
BEST PRACTICE (VIII) 7 – 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	
Inventory		
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.	Spot-check inventory in identified areas	
BEST PRACTICE (III)(b) 5 – The Facility shall establish procedures and infrastructure to prevent unwanted material from entering the Facility.	Spot-check inventory to verify compliance with procedures	
BEST PRACTICE (VII)(a) 1 – Incoming Materials for Recycling should be checked to ascertain whether they contain unexpected hazards.	Spot-check inventory to verify compliance with procedures	
BEST PRACTICE (VII)(a) 3 – After Receiving Inspection, Incoming Materials for Recycling being received should be identified and segregated.	Spot-check inventory in identified areas	
BEST PRACTICE (VII)(c) 1 – 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	
BEST PRACTICE (VII)(d) 1 – 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	
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.	Spot check parts in storage to confirm compliance; spot-check parts in processing to confirm compliance	
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.	Spot-check inventory to verify compliance with procedure	
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.	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
Audit Records		
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.	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
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.	Review the audit records; confirm that compliance is ensured at remote locations	
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.	Review the audit records; confirm that facility is ensuring 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.	Review the audit records; confirm that compliance is ensured at remote locations	
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.	Review the audit records; confirm that facility is ensuring compliance	
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	



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>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)(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>	<p>Review the audit records; confirm that facility is ensuring compliance and quality control</p>	
<p>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.</p>	<p>If audit records show an unexplained loss, then identify result of investigation or explanation for loss</p>	
<p>BEST PRACTICE (III)(d) 5 - 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>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.</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

Best Practice Reference	Auditor Task	Procedure/Other References
<p>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.</p>	<p>Review the audit records; confirm that facility is ensuring compliance</p>	
<p>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.</p>	<p>Check recycling verification audit records</p>	
Tooling Records		
<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>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
<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>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
Training Records		
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.	Examine representative records to confirm compliance; confirm training	
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.	Examine representative records to confirm compliance; confirm training	
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; confirm training in either how to use manuals or in specific applicable manual provisions	
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.	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 Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
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.	Examine representative work package to make sure records are actually collected	
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.	Review representative work package(s) to assure creation of manifest(s)	
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.	Review representative work package(s) to assure that work performed matches written customer expectations	
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.	Review representative work package(s) to assure that work performed matches written customer expectations	
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.	Examine representative work package to ensure output documents are created	
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.	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

Best Practice Reference	Auditor Task	Procedure/Other References
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.	Review representative work package(s) to confirm compliance; also check parts identified during inventory phase	
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.	Review representative work package(s) to assure that shipping is in accordance with acceptable standards; verify compliance with identified contractual requirements	
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)	
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.	Review representative work package(s) to assure that work performed matches written customer expectations and is verified to customer	
Contract Review (pull contracts for the reviewed work packages)		



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>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>	Review representative contract(s) to assure compliance with customer segregation requirements	
<p>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.</p>	Review representative contract(s) to assure compliance	
<p>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.</p>	Review representative contract(s) to assure compliance with customer segregation requirements	
<p>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.</p>	Review representative contract(s) to assure compliance	
<p>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.</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

Best Practice Reference	Auditor Task	Procedure/Other References
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.	Review representative contract(s) to assure reference to manifest(s)	
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.	Review representative contract(s) to assure compliance	
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.	Review representative contract(s) to assure compliance	
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.	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 Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

Best Practice Reference	Auditor Task	Procedure/Other References
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.	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

Best Practice Reference	Auditor Task	Procedure/Other References
<p>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.</p>	<p>Examine recycler contract – confirm it meets the identified procedure for coordination and implementation</p>	
Shipping		
<p>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.</p>	<p>Verify secure method for moving materials and reporting shipped material details to customer</p>	
<p>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.</p>	<p>Verify secure method for moving materials and reporting shipped material details to customer</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 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

Best Practice Reference	Auditor Task	Procedure/Other References
<p>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.</p>	<p>Review representative contract; if this is the case then verify facility’s ability to comply with customer requirements</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 pending shipments to verify compliance</p>	
<p>BEST PRACTICE (VII)(e) 4 – 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>	

