GUIDANCE MATERIAL FOR IDENTIFICATION AND REPORTING OF SUSPECTED UNAPPROVED PARTS (SUP)

1. Purpose

The purpose of this Guidance material is to provide guidance and instructions to the aviation industry (airlines, maintenance organizations, CAMOs, and distributors) on the proper identification, isolation, and reporting of Suspected Unapproved Parts (SUP) intended for installation on aircraft.

2. Applicability

This guidance material applies to all organizations approved by the Civil Aviation Agency (CAA), including Air Operator Certificate (AOC) holders, Maintenance Organizations (Part-145 / Part-CAO), and Continuing Airworthiness Management Organizations (CAMO).

3. Definition

An Unapproved Part is defined as a part that has not been manufactured or maintained in accordance with approved procedures and regulations, or a part whose origin and airworthiness status cannot be verified with valid and acceptable documentation.

4. Identification of SUP

Personnel involved in the procurement, receiving inspection, and installation of aircraft parts should be trained to recognize the following indicators that suggest a part may be unapproved:

- Documentation Issues: Lack of original Authorized Release Certificate (e.g., EASA Form 1, FAA 8130-3), photocopied tags, typographical errors on certificates, or mismatched serial numbers.
- Physical Indicators: Signs of previous use on a part sold as 'new', unusual colors, textures, or finishes, attempts to alter or obscure the Part Number (P/N) or Serial Number (S/N).
- Commercial Indicators: Unusually low price compared to current market value, or parts offered by unknown or unverified distributors.

5. Procedures upon Identification by the Organization

If an organization detects a suspected unapproved part, the following immediate actions must be taken:

1. Quarantine: The part must immediately be placed in a segregated quarantine area to prevent its inadvertent installation on an aircraft.
2. Tagging: Securely attach a permanent tag to the part clearly identifying it as a "SUSPECTED UNAPPROVED PART - DO NOT INSTALL" along with the date and the name of the identifying person.
3. Internal Reporting: The organization's Quality Manager must be notified immediately.
4. Reporting to the CAA: The organization must submit an official report to the Civil Aviation Agency within 72 hours via the Occurrence Reporting System.
5. Reporting to the TC Holder: The organization is required to notify the Type Certificate (TC) holder or the Original Equipment Manufacturer (OEM) regarding the suspected part, enabling them to initiate further investigative actions.

6. Content of the SUP Report (AIR-FRM-044)

The report submitted to the CAA and the TC Holder must contain at least the following information:

- Part name, Part Number (P/N), and Serial Number (S/N).
- Name of the supplier / distributor from whom the part was acquired.
- A detailed description of why the part is suspected to be unapproved.
- Copies of the accompanying (suspect) documentation.
- Photographs of the part, packaging, and identification plates/markings.
- Information on whether the part was previously installed on an aircraft (including the specific aircraft registration).

ИЗВЕШТАЈ ЗА СОМНИТЕЛЕН НЕОДОБРЕН ДЕЛ
SUSPECTED UNAPPROVED PART (SUP) REPORT

ДЕЛ А: ПОДАТОЦИ ЗА ПРИЈАВУВАЧОТ / PART A: REPORTER INFORMATION

Име и презиме / Name and Surname:	Организација / Organization:
Телефон / Phone:	Е-маил / E-mail:
Датум на пријава / Date of Report:	Потпис / Signature:

ДЕЛ Б: ПОДАТОЦИ ЗА ДЕЛОТ / PART B: PART DETAILS

Име на делот / Part Name:	Број на дел / Part Number (P/N):
Сериски број / Serial Number (S/N):	Количина / Quantity:
Производител на делот (ако е познат) / OEM (if known):	Состојба на делот / Part Condition (New, Used, Overhauled):

ДЕЛ В: ПОДАТОЦИ ЗА ДОБАВУВАЧОТ / PART C: SUPPLIER DETAILS

Име на добавувачот / Supplier Name:
Адреса и контакт / Address and Contact:

ДЕЛ Г: ОПИС НА СОМНЕЖОТ / PART D: DESCRIPTION OF SUSPICION

Детално опишете зошто се смета дека делот е неодобрен / Provide a detailed description of why the part is suspected to be unapproved:

ДЕЛ Д: ИНФОРМАЦИИ ЗА ВОЗДУХОПЛОВ / PART E: AIRCRAFT INFORMATION

Дали делот бил вграден на воздухоплов? / Was the part installed on an aircraft? (Да/Yes, Не/No):	Регистарска ознака / Registration mark:
Тип на воздухоплов / Aircraft Type:	Датум на вградување / Date of installation:

ДЕЛ Ѓ: ИЗВЕСТУВАЊЕ ДО TC HOLDER / PART F: TC HOLDER NOTIFICATION

Дали е известен TC Holder или OEM? / Has the TC Holder or OEM been notified? (Да/Yes, Не/No):	Датум на известување / Date of notification:
Референтен број на известувањето (доколку има) / Notification reference (if applicable):	

ДЕЛ Е: ПРИЛОЗИ / PART G: ATTACHMENTS

Приложена документација / Attached Documentation	[ ] Да / Yes [ ] Не / No
Копија од сертификатот (пр. EASA Form 1) / Copy of Release Certificate	[ ] Да / Yes [ ] Не / No
Фотографии од делот и плочката / Photos of the part and data plate	[ ] Да / Yes [ ] Не / No
Копија од нарачката / Copy of Purchase Order	[ ] Да / Yes [ ] Не / No

Забелешка: Овој извештај да се достави до Агенцијата за цивилно воздухопловство во рок од 72 часа од детектирањето.
Note: Submit this report to the Civil Aviation Agency within 72 hours of detection.

7. CAA Actions upon Receiving a SUP Report

Upon receipt of a SUP report from the industry, the Civil Aviation Agency shall take the following actions in accordance with ICAO Doc 9760:

- Investigation Initiation: The Airworthiness Department will evaluate the report and initiate an investigation to determine the origin and airworthiness status of the part.
- Coordination with Other Authorities: If the suspect part originated from another State, the CAA will notify the State of Design and the State of Manufacture of the part to request assistance in verifying its authenticity.
- Industry Notification: If the investigation confirms that the part is unapproved and poses a safety risk, the CAA will issue a Safety Directive or Information Notice to alert other operators and maintenance organizations within the State.
- Enforcement Actions: If evidence suggests intentional fraud or gross negligence, the CAA will coordinate with appropriate law enforcement agencies and take regulatory enforcement actions against the responsible entities.