**PARTS**

**PARTS ORDERING**

When parts are needed, a work order material request is completed and given to the Parts Department Supervisor or his/her designee. When ordered parts arrive, and the incoming inspection requirements are completed, they will be forwarded to the appropriate technician.

###### PRESERVATION OF PARTS

All units repaired or overhauled by Kings Avionics, Inc. will be preserved in accordance with manufacturers' recommendations, or standard procedures. The procedures used, dependent upon the units, wrapping, sealing by use of plastic bag, sealed jars, racks with covers, or other methods appropriate to the parts, or units to assure protection until part or unit is placed into service.

**REJECTED PARTS**

Individual rejected parts, or units to be returned to the customer at their request, will be tagged with properly executed Form KA-16 (Reject Item tag). In the case of large quantities of rejected parts, items will be placed in special containers marked “rejected parts", and returned to customer. All other rejected parts will be placed in a container marked “rejected parts”, and scrapped, (sample of Reject Item tag in the Forms Manual).

### SCRAPPED PARTS

All rejected parts to be scrapped will be identified by a part number and serial number if present, and documented on Form KA-21 (Scrapped Parts tag) attached to the part, and in the Scrapped Parts Log (Form KA-22). Samples of these forms are in the Forms Manual. The Scrapped Parts Log will be kept on file for not less than two (2) years. Rejected parts will be placed in a quarantine area until disposition (return to customer or mutilated). All scrapped parts will be mutilated to prevent further use. The Chief Inspector is responsible for the verification of mutilation of scrapped parts. In the absence of the Chief Inspector, the Service Department Supervisor, or his/her designee, will administer the program.