	DATE: 23/AUG/2023 REV: 1	PAGE: 1 OF 5	NUMBER: ASC-WDL-WI-024
<b>WORK INSTRUCTION</b>	SUBJECT: AAR Commercial WDL Basic Requirements – Final Inspection		

## 1.0 Purpose:

- 1.1 The purpose of this Work Instruction is to provide guidance to the Commercial Quality Control Inspection team when processing material for shipment to customers, other AAR warehouses or warehouses that are operated by Customers or third-party logistics providers.
- 1.2 This work instruction should be followed in the absence of customer specific requirements that would be in the Business Management System.

## 2.0 Scope:

- 2.1 All material supplied by ATC, AAM, & AAMD will undergo inspection by Quality Control prior to shipment.

## 3.0 Responsibility and Authority:


- 3.1 The responsibility and authority for the administration and implementation of this work instruction has been assigned to the Commercial Quality Manager for AAR Supply Chain, Inc.

## 4.0 Forms and References:

- 4.1 ASC-WDL-PFC-4.8-3 - Commercial Final Operations (WH, Inspection, and Shipping Functions)
- 4.2 OP-08.4.2 - Product Configuration Management and Verification of Purchased Product at Receiving and Final Inspection

## 5.0 Procedure:

- 5.1 Information to be verified during Inspection
  - 5.1.1 Part matches customer order (Pick document and ERP System)
  - 5.1.2 Condition and quantity match customer order (Pick document and ERP System)
  - 5.1.3 Perform inspection in accordance with ASC-WDL-PFC-4.8-3 Commercial Final Operations (W/H, Inspection & Shipping functions) and OP-08.4.2 Product Configuration Management and Verification of Purchased Product at Receiving and Final Inspection
- 5.2 International Shipments
  - 5.2.1 An Export FAA Form 8130-3 will be issued for Factory New and New parts that do not have an FAA 8130-3 but have a Production Approval Basis (FAA-PMA, Production Certificate number, TSO Article, etc.) for issuance of the form. If the material is not eligible for an Export 8130-3 i.e. standard parts, hardware, OEM spec only, the OEM Certificate of Conformance will be acceptable.
- 5.3 Customer Requirements
  - 5.3.1 In the absence of specific customer requirements, the following items will require customer approval to ship- NOTE: Customer approval can be provided via email approval, or notes on the customer purchase order issued to AAR). A pick narrative that “customer approved all paperwork” (or similar language) will need objective evidence of approval scanned to the customer order. Approvals are not limited to below issues only and there may be other issues that require approval as well:

	DATE: 23/AUG/2023	PAGE: 2 OF 5	NUMBER: ASC-WDL-WI-024
	REV: 1		
<b>WORK INSTRUCTION</b>	SUBJECT: AAR Commercial WDL Basic Requirements – Final Inspection		

- a) Outside the manual repairs such as but not limited to IEN's, DER's, DICA's, DR's, CDR's and Airline Specific Repairs
- b) Material returned to service using PMA parts
- c) Shelf Life limited material with less than 75% shelf life remaining
- d) Copy of the Authorized Release Certificate for Serviceable or Overhauled Material

#### 5.4 Customer Orders for Scrap Material

5.4.1 Verify that the Sales Order has a signed certification statement or note on the Purchase Order Document (scanned to the Customer Order attachments) from the purchaser indicating that the purchaser will not use or convey these products and articles for use in aviation products or for flight use. This non-flight use may include training, education, research and development, tool set up, or non-aviation applications.


5.4.2 Enter the following statement in the remarks block of the ATA-106 which is in accordance with FAA Advisory Circular 21-43 Current Rev: "Part(s) and/or Material(s) on this certification are for non-flight use, may not be used on aviation products and are intended for Research and Development only".

#### 5.5 Transfer Orders

5.5.1 Verify that any customer specific requirements are being complied with when processing.

5.5.2 The following warehouse codes will require the issuance of an ATA-106 for the transfer order, if the warehouse code is not listed, an ATA-106 is not required.

DIVISION	WHS CODE	NAME
ATC	MT2	MTU MAINTENANCE HANNOVER GMBH
AAM	HA1	HAWAIIAN AIR - HONOLULU
AAM	HA2	HAWAIIAN AIR - OAK WHS
AAM	HA3	HAWAIIAN AIR
AAM	HAD	HAWAIIAN AIR - SAN DIEGO
AAM	HAL	HAWAIIAN AIR - LAX STORE
AAM	HAN	HAWAIIAN AIR - LAS TORRES
AAM	HAO	HAWAIIAN AIR - OAKLAND DIST
AAM	HAP	HAWAIIAN AIR - PORTLAND
AAM	HAS	HAWAIIAN AIR - SACRAMENTO
AAM	HAW	HAWAIIAN AIR - HONOLULU
AAM	HAX	HAWAIIAN AIR - PHOENIX
AAM	HBO	HAWAIIAN AIR - BOSTON
AAM	HEV	HAWAIIAN AIR - ATS (SEA MRO)
AAM	HJF	HAWAIIAN AIR - JFK
AAM	HLB	HAWAIIAN AIR - LONG BEACH
AAM	HSE	HAWAIIAN AIR - SEA MAINTENANCE
AAM	HSF	HAWAIIAN AIR - SAN FRAN
AAM	HSJ	HAWAIIAN AIR - SAN JOSE
AAM	LA2	HAWAIIAN AIR AAR C/O B&H WORLDWIDE

	DATE: 23/AUG/2023 REV: 1	PAGE: 3 OF 5	NUMBER: ASC-WDL-WI-024
<b>WORK INSTRUCTION</b>	SUBJECT: AAR Commercial WDL Basic Requirements – Final Inspection		

## 5.6 Removal Tag / Statement

- 5.6.1 Unless a removal tag is required by the customer specific requirements, a removal statement issued on AAR's ATA-106 will be acceptable in lieu of a missing removal tag or removal manifest. This applies to AAR owned teardown material and material from Aircraft/Engines consigned to AAR for which AAR issued the teardown RO only.

## 5.7 Part Packaging Identification

- 5.7.1 Material that is split in shipments and that does not have a part number on the part must be identified with a copy of the OEM label in a bag with the part(s) being shipped out as well as an AAR inventory split label.

## 5.8 Airworthiness Directives (AD's)

- 5.8.1 When an inspector is alerted to an AD by the ERP System (IMOPS), the Inspector must verify that the AD is referenced on the Authorized Release Certificate if applicable.
- 5.8.2 Some customers may require AD compliance to be noted on the Shop Router / Dirty Fingerprints in addition to being on the Authorized Release Certificate.
- 5.8.3 Repair Vendors (i.e. Standard Aero) that may not reference the AD on the Authorized Release Certificate (ARC) must have a letter on file explaining why the AD is not referenced on the ARC, this letter shall be included with the documentation for shipment.


## 5.9 Issuance of AAR ATA-106 Material Certification Form

- 5.9.1 When applicable, the Inspector shall include the following information on the ATA-106:

- Reference the Authorized Release Certificate Form Tracking Number
- Reference AAR Purchase Order Number
- Reference the Last Operator and/or Approved Source
- Reference the engine and/or aircraft serial number from Last Operator
- For Life Limited Parts (LLP's) reference Total Cycles and Total Time

- 5.9.2 The Inspector shall also verify the following information on the ATA-106:

- Block 11 must match the serial/batch number block of the Authorized Release Certificate when applicable.
- Block 12 must match the condition status block of the Authorized Release Certificate when applicable, i.e. Inspected, Repaired, etc.
- Material purchased in Factory New condition directly from the OEM or PAH will require Block 12 of the ATA-106 to state "New" and the ATA-106 will be signed in Block 15 on the left hand side.
- Ensure the ATA-106 form is signed once printed.

	DATE: 23/AUG/2023 REV: 1	PAGE: 4 OF 5	NUMBER: ASC-WDL-WI-024
<b><i>WORK INSTRUCTION</i></b>	SUBJECT: AAR Commercial WDL Basic Requirements – Final Inspection		

6.0 Certified True Copies/Splitting of ARC's for NEW product


6.0.1 Certified True Copies/Splits are to be provided for:

- a) All orders with an Ultimate Destination outside the United States for orders shipping less than the full ARC quantity, or when otherwise providing a copy of an ARC to a customer outside the USA when we had the original
- b) When requested in the pick narratives
- c) When required in the CRM
- d) Domestic customers will not be provided with AAR issued CTC's unless meeting one or more of the above requirements.

7.0 Certified True Copies/Splitting of ARC's for USED (Serviceable/Overhauled) product

7.0.1 Certified True Copies/Spits are to be provided for all quantity reductions UNLESS:

- a) AAR never had an original ARC (concessed in on a copy)
- b) Sending the balance quantity of an ARC with nothing returning to stock UNLESS the customer has a CRM requiring a CTC/Split for anything less than the full ARC quantity or the order has a pick narrative requiring a CTC/Split for ARC's where less than the full quantity is being provided to the customer

	DATE: 23/AUG/2023 REV: 1	PAGE: 5 OF 5	NUMBER: ASC-WDL-WI-024
<b>WORK INSTRUCTION</b>	SUBJECT: AAR Commercial WDL Basic Requirements – Final Inspection		

#### 6.0 Revision History:

Revision Date:	Revision:	Sections / Page Revised:	Description / Reason for Revision:	Approved by:
01/JUL/2021	Original	All	Initial Release	C. Quinteros
23/AUG/2023	1	Page 3&4	Add section 6 & 7.	C. Quinteros