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| Number       | SAB-004  |

**Department:** Department of corporate Efficiency DOCE

**Issued by:** Katherine Diaz – Chief Governance & Compliance Officer

**Approved by:** CEO / VP Quality Assurance / Accountable Executive

## **MRO SUPPORT AREAS**

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### **1. Purpose of this alert**

As part of the Safety Management System (SMS) implementation, SAHAR Group will establish and maintain documented procedures to ensure that materials, tools, equipment, Personal Protective Equipment (PPE), and warranties are properly controlled in support of maintenance and repair activities.

To ensure that all materials and parts used during repair activities are approved, traceable, and compliant with applicable regulatory requirements.

### **2. Materials Documentation**

#### **Documented Records Include:**

- Approved supplier list.
- Material receiving and inspection records.
- Airworthiness certificates (FAA Form 8130-3, EASA Form 1, or equivalent).
- Traceability records (batch/serial numbers).
- Material storage and shelf-life control records.
- Non-conforming material reports.

Supports hazard identification related to unapproved parts and loss of traceability.

### **3. Tools and Equipment Documentation**

To ensure that all tools and equipment used in MRO repair activities are suitable, calibrated, and safe for use.

#### **Documented Records Include:**

- Master tool inventory.
- Tool control and issuance records.
- Calibration program and calibration certificates.
- Out-of-calibration and tool quarantine records.

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- Equipment maintenance and inspection records.

**SMS Link:**

Mitigates risks related to incorrect repairs caused by improper or uncalibrated tools.

#### **4. Personal Protective Equipment (PPE) Documentation**

To ensure personnel safety and prevent contamination or damage to aircraft components during maintenance and repair activities.

**Documented Records Include:**

- PPE requirements by task.
- PPE issuance and replacement records.
- PPE inspection records.
- Safety training and PPE usage training records.
- Incident and injury reports related to PPE use.

**SMS Link:**

Supports occupational safety and reduces human factor–related hazards.

#### **5. Warranties and Related Records**

To ensure compliance with contractual and warranty requirements associated with repair activities and supplied components.

**Documented Records Include:**

- Warranty terms and conditions.
- Repair scope and limitations.
- Documentation supporting compliance with warranty requirements.
- Post-repair follow-up records.
- Warranty claim records and corrective actions.

**SMS Link:**

Reduces financial, legal, and reputational risks resulting from non-compliance with warranty conditions.



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SAHAR Group ensures that all materials, tools, PPE, and warranty-related activities supporting MRO repair operations are controlled through documented procedures aligned with the Safety Management System

**Prepared by:** Juan Lozano.

Sms Intern

**Approved by:** \_\_\_\_\_

Chief Executive Officer

**Date:** \_\_\_\_\_