



Advisory Circular

NIGERIA CIVIL AVIATION AUTHORITY

GEN-AC-AWS006

Subject:

**GUIDANCE ON REGISTRATION OF SUPPLIERS OF AIRCRAFT PARTS, COMPONENTS
AND MATERIALS USED IN MAINTENANCE**

Date: 10TH APRIL 2023

Rev. Number: Rev.01

NOTE: This is a controlled and restricted publication. The latest revision of this publication is with the Directorate of Airworthiness Standards (DAWS) of the NCAA



TABLE OF CONTENTS

SECTION	TITLE
1.0	GENERAL
2.0	PURPOSE
3.0	REFERENCE
4.0	DEFINITIONS
5.0	INTRODUCTION
6.0	GUIDANCE AND PREOCEDURES



1.0 GENERAL

- i The Nigeria Civil Aviation Authority (NCAA) Advisory Circulars (AC) contains information about standards, practices and procedures that the Authority has found to be acceptable for compliance with the associated Regulations.
- ii Consideration will be given to other methods of compliance which may be presented to the Authority.
- iii When new standards, practices or procedures are found to be acceptable they will be added to the appropriate AC.

2.0 PURPOSE

2.1 This Advisory Circular (AC) is issued for registration of suppliers/distributors of aircraft parts, components and materials used in maintenance. The AC provides for intending suppliers/distributors to join an accreditation programme. The AC also provides information that will guide aircraft owners, operators, and aircraft maintenance organisation in ensuring that their supplier evaluation procedures ensures that parts, components and materials are supplied for reliable sources to prevent incident of suspected unapproved parts.

2.2 We, the Nigeria Civil Aviation Authority (NCAA), strongly endorse participation in such a program established in Europe and United States of America to help certificated persons establish the eligibility of parts and products for installation on Nigeria registered aircraft. This AC is not mandatory and does not constitute a regulation. Any mandatory language used in this AC applies registration with DATR and only to those who choose to voluntarily participate in this program; those who do choose to participate must follow the processes and procedures described in this AC in their entirety to be considered compliant with this program.

3.0 REFERENCE

- 3.1 Advisory Circular (AC) NCAA-AC AWS013.
- 3.2 Part 18 of the Nigeria Civil Aviation Regulations.
- 3.3 FAA Advisory Circular AC 00-56

4. DEFINITIONS.

4.1 In this AC, the following definitions apply:

- a. Accreditation Organization. An organization that audits the quality system of a distributor to determine if the system conforms to a standard recognized by us. The



accreditation organization must meet the rules and requirements established by the quality system standard organization that maintains such a standard.

b. Distributor. Any person selling or transferring parts for installation in appliances or type certificated aircraft, aircraft engines, or propellers.

c. Distributor Accreditation. Recognition by an accreditation organization that a distributor's quality system complies with the requirements of an acceptable quality system standard referenced in paragraph 7 of this AC.

d. Quality System. A network of administrative processes and procedures whose purpose is to protect aircraft parts from damage or degradation, to preserve documentation associated with those parts, and to satisfy customers that purchase or obtain those parts. A distributor's quality system should ensure that the parts sold by the distributor satisfy the requirements found in Appendix 1 of this AC.

e. Quality System Standards. Criteria developed by various organizations that ensure the distributor's quality system provides an acceptable level of control as delineated in this AC.

f. Quality System Standard Organization. An organization that has developed a quality system standard which the FAA has reviewed and accepted. You can find a list of quality system standard organizations and applicable standards in paragraph 7, Acceptable Quality System Standards.

g. Self-Evaluation. A process that a distributor applies to the distributor's quality system to evaluate compliance with the applicable quality system standard, and with the distributor's quality system.

h. Traceability. Tracking parts, processes, and materials to a source. For an accredited distributor, traceability must meet the minimum standards found in the documentation matrix in Appendix 1.

Approved Part: An approved part is one that meets approved design data applicable to the part and having been manufactured and subsequently maintained in accordance with the requirements of the State of Design, Manufacture, or State of Registry, as applicable.

Standard Parts: Are approved parts conforming to national or industry accepted Standard.

Unapproved Parts: These are parts that do not meet the criteria described in paragraph 3.3.1 and 3.3.2; they also include parts improperly returned to service.

Parts and Materials Acceptance: the process of evaluating parts and material for acceptance involves establishing that the part/material is authentic, conforms to the



relevant type design, customers order, physical state and accompanying release documents.

5.0 INTRODUCTION

- 5.1 The use of parts and components supplied by external sources enables approved maintenance organisations to carry out maintenance in a cost effective-manner by allowing them to benefit from the worldwide market competition. Acceptance of components is a routine process in the daily activities of any maintenance organisation, therefore, clear requirements and detailed guidance material are necessary to ensure mitigating the risks associated to such process. Acceptance of parts and components from external sources has revealed several issues with suppliers for many years, such as the supply of unapproved parts or counterfeit parts, which may represent a risk to aviation safety. The need to minimise these issues was the origin of FAA AC00-56, which describes a system for the voluntary accreditation of civil aircraft parts distributors on the basis of voluntary industry oversight, and JAA leaflet 468 which was issued with the objective to implement a system for recognition of standards developed by distributor co-operative groups.
- 5.2 This leaflet was never transferred into the EASA regulatory material. ICAO airworthiness manual 9760 volume II paragraph 9.7 recognizes the influence that suppliers have over the control of unapproved parts and highlights the importance of 'buying from those suppliers having a known satisfactory record'. The voluntary industry distributor accreditation program (AC00-56) 2004 audit report from the FAA acknowledges that the cooperative effort collaboration between industry and the FAA has improved the level of certitude in aviation parts, and, therefore, has raised the level of safety.
- 5.3 This AC is aimed at providing clear requirements and detailed guidance material in order to ensure that the risks associated to the acceptance of aircraft parts, components and materials from external suppliers are mitigated. To that end, this AC proposes:
- a) Registration of suppliers/distributors with NCAA as required by Nig. CARs Part 18.9.1 and
 - b) Accreditation programme by suppliers/distributors forming an association in Nigeria or by joining the recognised association in Europe and United States of America.
 - c) Aircraft operators and maintenance organisations to ensure that evaluation of aircraft parts, components and materials suppliers procedures required by Nig. CARs Part 6 includes compliance with this AC.

6.0 GUIDANCE AND PROCEDURES

6.1 ALLIED AVIATION SERVICES

- 3.1.1** This section applies to the registration of aircraft parts, components and materials suppliers/distributors. No person shall undertake the sale of aircraft parts,



components, and materials in Nigeria without a certificate of registration or licence issued by the NCAA.

6.1.2 Any person that intends to engage in sale of aircraft parts, components, and materials in Nigeria shall register with the NCAA Directorate of Air Transport Regulation (DATR) after fulfilling the necessary requirements specified in this AC and the Standards Organisation of Nigeria Quality Management System requirements (ISO 9001).

6.2 MINIMUM QUALITY SYSTEM REQUIREMENT

6.2.1 The following elements should be considered for the initial and recurrent evaluation of a supplier's quality system to ensure that the component and/or material are supplied in satisfactory condition:

- a) Availability of appropriate up-to-date regulations, specifications (such as component handling/storage data) and standards;
- b) Standards and procedures for the training of personnel and competency assessment;
- c) Procedures for shelf-life control;
- d) Procedures for handling of electrostatic sensitive devices;
- e) Procedures for identifying the source from which components and materials were received;
- f) Purchasing procedures that identify documentation to accompany components and materials for subsequent use by approved maintenance organisations;
- g) Procedures for incoming inspection of components and materials;
- h) Procedures for control of measuring equipment that provide for appropriate storage, usage, and for calibration when such equipment is required;
- i) Procedures to ensure appropriate storage conditions for components and materials that are adequate to protect the components and materials from damage and/or deterioration. Such procedures should comply with the manufacturers' recommendations and relevant standards;
- j) Procedures for adequate packing and shipping of components and materials to protect them from damage and deterioration, including procedures for proper shipping of dangerous goods (e.g. ICAO and ATA specifications);



- k) Procedures for detecting and reporting of suspected unapproved components;
- l) Procedures for handling unsalvageable components in accordance with applicable regulations and standards;
- m) Procedures for batch splitting or redistribution of lots and handling of the related documents;
- n) Procedures for notifying purchasers of any components that have been shipped and have later been identified as not conforming to the applicable technical data or standard;
- o) Procedures for recall control to ensure that components and materials shipped can be traced and recalled if necessary;
- p) Procedures for monitoring the effectiveness of the quality system.

6.2.2 Suppliers/distributors which are certified to officially recognised standards that have a quality system that includes the elements specified in (6.2.1) are acceptable; such standards include:

- a) ISO 9001;
- b) ASA-100;
- c) EASO 2012;
- d) FAA AC 00-56;
- e) EASA 145.A.42;
- f) AS9100, 9110, 9120.
- g) TAC-2000
- h) EN9100, 9100, 9120

The use of such suppliers does not exempt the organisation from its obligations to ensure that supplied components and materials are in satisfactory condition and their eligibility on the aircraft.

6.2.3 Supplier evaluation may depend on different factors, such as the type of component, whether or not the supplier is the manufacturer of the component, the TC holder or a maintenance organisation, or even specific circumstances such as aircraft on ground/salvage part. This evaluation may be limited to questioning the suppliers, a desktop evaluation of the supplier's procedures or an on-site audit, if deemed necessary.