



# Flight Safety Notification

## Airworthiness

*Flight Safety Notifications (FSNs) are not mandatory in nature, but provide means such as guidance, methods, procedures and practices acceptable to the Authority for complying with regulations and other requirements in a systematic manner. These are not necessarily the only means of compliance. FSNs may also contain explanations of regulations, other guidance material, best practices or information useful to the aviation community. Unless incorporated into a regulation by reference, FSNs are not regulatory and do not create or change a regulatory requirement. A change of a regulatory requirement may come in the form of a Directive. A Flight Safety Notification is not a Directive.*

## Detecting and Reporting Suspected Unapproved Parts

### Reason for Revision

N/A

### Purpose

This Flight Safety Notification (FSN) provides updated information and guidance to the aviation community for detecting suspected unapproved parts (SUP) and reporting them to the Jamaica Civil Aviation Authority (JCAA). Form FS057, Suspected Unapproved Parts Report, serves as a standardized means of reporting.

### References

The Jamaica Civil Aviation Regulations, 2012 (as amended):

- (1) The Fifth Schedule, Paragraph 5.130
- (2) The Fifth Schedule, Paragraph 5.160

### Definitions

The following definitions apply to terms used in this FSN:

- (1) Authority. The Director General of the JCAA or any person to whom authority is delegated in the matter concerned.
- (2) "Approved Parts". This FSN uses the term "approved parts" in quotations in a colloquial sense. The term "approved parts" in quotations is not synonymous with "a part that has received a formal JCAA approval." "Approved parts" can be identified as parts that have met one of the following requirements:

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- (a) Produced in accordance with a Parts Manufacturer Approval (PMA) issued under the Regulations of the State of Design/Manufacture.
  - (b) Produced in accordance with a Technical Standard Order (TSO) authorization issued by the State of Design/Manufacture.
  - (c) Produced during the type certificate (TC) application process or the Supplemental Type Certificate (STC) application process under the Regulations of the State of Design/ Manufacture, prior to the issuance of the certificate; subsequently determined to conform to the approved TC or STC data.
  - (d) Produced under a TC without a separate production authorization, and an Approved Production Inspection System (APIS) in accordance with the Regulations of the State of Design/Manufacture.
  - (e) Produced under a Production Certificate (PC) in accordance with the Regulations of the State of Design/Manufacture.

NOTE: If produced under PC authority, this includes parts produced by a licensee under a licensing agreement. The term "licensing agreement" refers to rights which allow any person to apply for a PC if they hold or have rights to the benefit of a TC from the TC owner. The term "licensing agreement" does not imply or infer that a PC holder may grant production approval to any party on behalf of the Regulatory Authority of State. It is not considered a licensing agreement if a PC holder grants authority to a supplier to ship parts directly to a PC holder's customer.

- (f) Produced in accordance with an approval under a bilateral airworthiness agreement between States.
- (g) Approved in any other manner acceptable to the Authority.

NOTE: Parts that have been inspected and/or tested by persons authorized to determine conformity to the applicable Regulatory approved design data may also be deemed acceptable.

- (h) Produced as standard parts that conform to established industry specifications.

NOTE: Standard parts are not required to be produced under approval of the State of Design/Manufacture approval; therefore, it is incumbent upon the installer (and the producer) to determine that the part conforms. The part

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must be identified as part of the approved type design or found to be acceptable for installation.

- (i) Produced by an owner or operator for the purpose of maintaining or altering their product.
- (j) Fabricated by a repair station or other authorized person during repair/alteration in accordance with an STC (which is not for sale as a separate part).
- (k) Fabricated by a repair station or other authorized person during repair/alteration in accordance with an STC (which is not for sale as a separate part)

NOTE: In summary, “approved parts” are produced in accordance with the means outlined in Regulations of the State of Design/Manufacture.

- (3) Aviation Safety Hotline. The Flight Safety Department handles all SUP reporting to the JCAA. Use this toll-free telephone number to report unsafe practices that affect aviation safety, including the manufacture, distribution, or use of an SUP: 1 (888)-5222. The caller’s identification is kept confidential, if requested.
- (4) Counterfeit Part. A part made or altered to imitate or resemble an “approved part” without authority or right, and with the intent to mislead or defraud by passing as original or genuine.
- (5) Distributors. Brokers, dealers, resellers, or other persons or agencies engaged in the sale of parts for installation in TC aircraft, aircraft engines, propellers, and appliances.
- (6) Part(s) Not Eligible For Installation. A part that is not eligible for installation on a TC product. This also includes parts that are determined to be “approved parts,” but are awaiting maintenance.
- (7) Product. An aircraft, aircraft engine, or propeller.
- (8) Production Approval Holder (PAH). The holder of a PC, APIS, PMA, or Technical Standard Order Authorization (TSOA) who controls the design and quality of a product or part thereof.
- (9) Reporter. Any person who furnishes information regarding a SUP.
- (10) Anonymous Reporter. One who deliberately withholds personal information that might reveal his/her identity. For example, the name, address, and phone number are not provided.
- (11) Confidential Reporter. One who requests his or her personal information to be confidential. (The reporter should check the box on JCAA Form FS057 to indicate

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- that the reporter is requesting confidentiality.) . If the reporter requests confidentiality, details relevant to the SUP report that could reveal the reporter's identity are not to be released outside the Authority.
- (12) **Standard Part.** A part manufactured in complete compliance with an established industry or international specification that includes design, manufacturing, test and acceptance criteria, and uniform identification requirements. It also includes a type of part that the Authority has found demonstrates conformity based solely on meeting performance criteria, and is in complete compliance with an established industry specification which contains performance criteria, test and acceptance criteria, and uniform identification requirements. The specification must include all information necessary to produce and conform to the part, and be published so that any party may manufacture the part. Examples include, but are not limited to, National Aerospace Standards (NAS), Army/Navy (AN) Aeronautical Standard, Military Standard (MS), Society of Automotive Engineers (SAE), SAE Sematec, Joint Electron Device Engineering Council, Joint Electron Tube Engineering Council, and American National Standards Institute (ANSI).
- (13) **Supplier.** Any person who furnishes aircraft parts or related services, at any tier, to the producer of a product or part thereof.
- (14) **Suspected Unapproved Part (SUP).** A part, component, or material that is suspected of not meeting the requirements of an "approved part." A part that, for any reason, a person believes is not approved. Reasons may include findings such as different finish, size, colour, improper (or lack of) identification, incomplete or altered paperwork, or any other questionable indication.

NOTE: An "approved part" which is used in the wrong application should be addressed as a potential Regulatory violation, however it is not considered to be an SUP.

- (15) **Unapproved Part.** A part that does not meet the requirements of an "approved part" (refer to definition of "approved parts" in paragraph 3b). This term also includes parts that may fall under one or more of the following categories:
- (a) Parts shipped directly to the user by a manufacturer, supplier, or distributor, where the parts were not produced under the authority of (and in accordance with) the State of Design/Manufacture production approval for the part (e.g., production overruns where the parts did not pass through an approved quality system).

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NOTE: This includes parts shipped to an end user by a Production Approval Holder's supplier who does not have direct ship authority from the PAH.

- (b) New parts that have passed through a PAH's quality system which do not conform to the approved design/data.

NOTE: Do not report parts damaged due to shipping or warranty issues as an SUP.

- (c) Parts that have been intentionally misrepresented, including counterfeit parts.

## Detection

The airworthiness of aeronautical products would be in question if the design and quality of the parts are unknown. Positive identification of unapproved parts can be difficult if the parts display characteristics similar to that of an "approved part." The following guidelines offer a means by which "approved parts" (and their sources) may be assessed.

- (1) Procurement Process. Establish a procedure to ensure the procurement of "approved" parts prior to purchasing parts and material for installation in TC products. This procedure should include the following as a minimum:
  - (a) Methods of identifying distributors and/or suppliers who have a documentation system and receiving inspection system that ensures the traceability of their parts to a Regulatory approved source.
  - (b) Methods of screening unfamiliar distributors and/or suppliers to determine if the parts present a potential risk of being "unapproved." The following are situations that may raise questions:
    - (i) A quoted or advertised price that is significantly lower than the price quoted by other distributors and/or suppliers of the same part.
    - (ii) A delivery schedule that is significantly shorter than that of other distributors and/or suppliers (when the stock of a like item is exhausted).
    - (iii) Sales quotes or discussions from unidentified distributors that create the perception that an unlimited supply of parts, components, or material is available to the end user.
    - (iv) A distributor and/or supplier's inability to provide substantiating documentation that the part was produced in accordance to an State



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Regulatory approval, or inspected, repaired, overhauled, preserved, or altered in accordance with their Regulations.

- (2) Acceptance Procedures. Procedures should include a means of identifying SUP during the receiving inspection and prevent their acceptance. Suggested areas to be addressed include the following:
- (a) Confirm the packaging of the part identifies the supplier or distributor, and is free from alteration or damage.
  - (b) Verify that the actual part and delivery receipt reflect the same information as the purchase order regarding part number, serial number, and historical information (if applicable).
  - (c) Verify that the identification on the part has not been tampered with (e.g., serial number stamped over, label or part/serial numbers improper or missing, vibrio-etch or serial numbers located at other than the normal location).
  - (d) Ensure that the shelf life and/or life limit has not expired, if applicable.
  - (e) Ensure that the shelf life and/or life limit has not expired, if applicable.
    - (i) FAA Form 8130-3, Airworthiness Approval Tag.
    - (ii) European Aviation Safety Agency (EASA Form 1) or Transport Canada Civil Aviation Authorized Release Certificate (TC-0078). Maintenance records or release document with approval for return to service.
    - (iii) State of Design/ Manufacture Technical Standard Order (TSO) markings.
    - (iv) State of Design/Manufacture Parts Manufacturer Approval (PMA) markings.
    - (v) Shipping ticket/invoice from PAH.
    - (vi) Direct ship authority letter from PAH.
  - (f) Evaluate any visible irregularities (e.g., altered or unusual surface, absence of required plating, evidence of prior usage, scratches, new paint over old, attempted exterior repair, pitting, or corrosion).
  - (g) Conduct random sampling of standard hardware packaged in large quantities in a manner that corresponds to the type and quantity of the parts.
  - (h) Segregate parts of questionable nature and attempt to resolve issues regarding questionable status of part (e.g., obtain necessary documentation if inadvertently not provided, or determine if irregularities are a result of shipping damage and handle accordingly).

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## Reporting Procedures

Reports of SUP may originate from numerous sources such as incoming/receiving inspections, audits, facility surveillance, complaints, accident, or incident investigations, or various service difficulty reports.

- (1) It is the JCAA's policy to encourage the disclosure of information regarding aviation safety. Reporters may be concerned with the potential repercussions of reporting the discovery of parts that are alleged to be unapproved. Although reports may be made anonymously, request the submission of the reporter's name to enable the JCAA to verify information, and provide confirmation and/or follow-up to the reporter.
- (2) JCAA Form FS057, includes instructions to complete, and identifies the information needed to initiate a SUP investigation. It can be found on the JCAA Web site <http://www.jcaa.gov.jm>
  - (i) Send the completed form to the Flight Safety Department's Office via e-mail or mail it to:  
Jamaica Civil Aviation Authority  
Flight Safety Department  
4 Winchester Road,  
Kingston 10, Jamaica.
  - (ii) If a reporter is not willing or able to complete JCAA Form FS057, they may report a SUP by calling the Flight Safety Department Hotline at 1 (888)-5222.

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



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