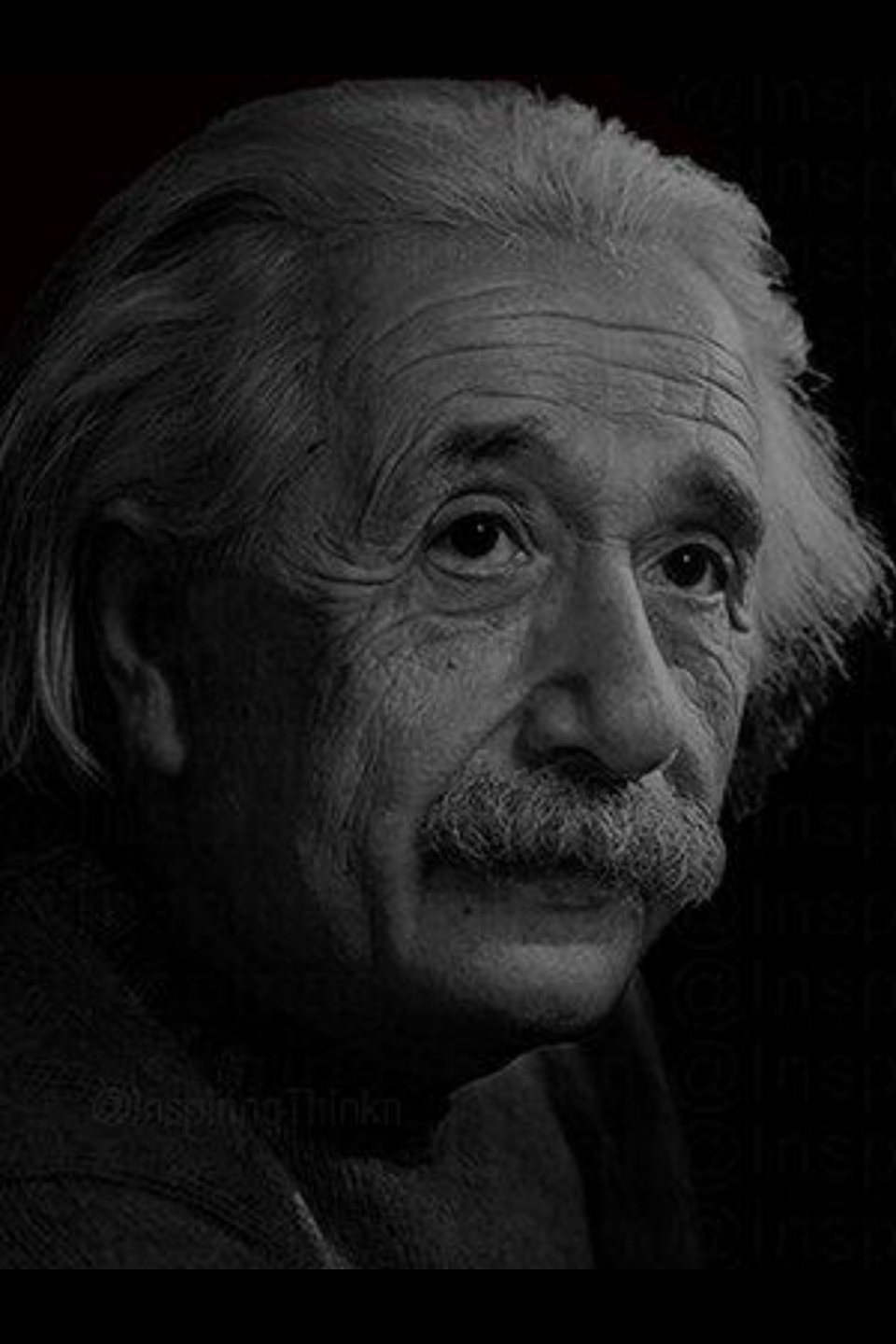# *2019 AFRA Workshop*

BMP REVISION 4

If you can't explain it simply, you don't understand it well enough.

Albert Einstein / *@InspiringThinkn*
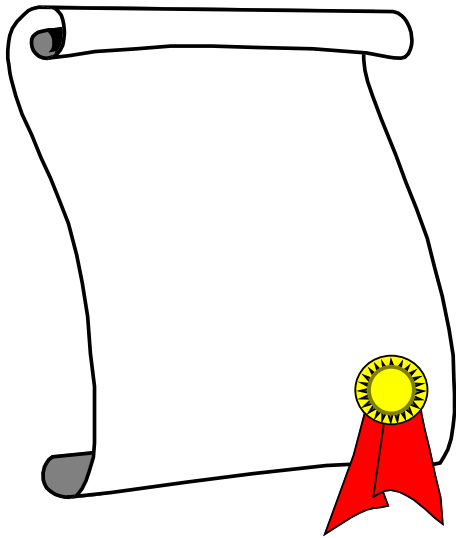
Accreditation; the current Plan

- *Disassembly*
- *Contracted Disassembly*
- *Demolition*
- *Recycling*
- *Contracted Recycling*

Weighing-in at 125 pages, previous editions were thought to be hard to comprehend without having to re-read the BMP several times

Best Management Practice for Management of Used Aircraft Parts and Assemblies and for Recycling of Aircraft Materials

ARTICLE IV - TRAINING

BEST PRACTICE (IV)(a) 1 – The Facility shall prepare training records to document the way that it has met its training requirements.

**See PART II for additional Disassembly Facility Best Practices

**See PART III for additional Recycling Facility Best Practices

ARTICLE V – DOCUMENTATION & RECORDS

Article V a) – Asset and Transaction Records

**See PART II for Disassembly Facility Best Practices

Article V b) – Material and Transaction Records

**See PART III for Recycling Facility Best Practices

Article V c) – Reference Manuals

**See PART II for Disassembly Facility Best Practices

**See PART III for Recycling Facility Best Practices

Article V d) – Tagging in a Disassembly Operation

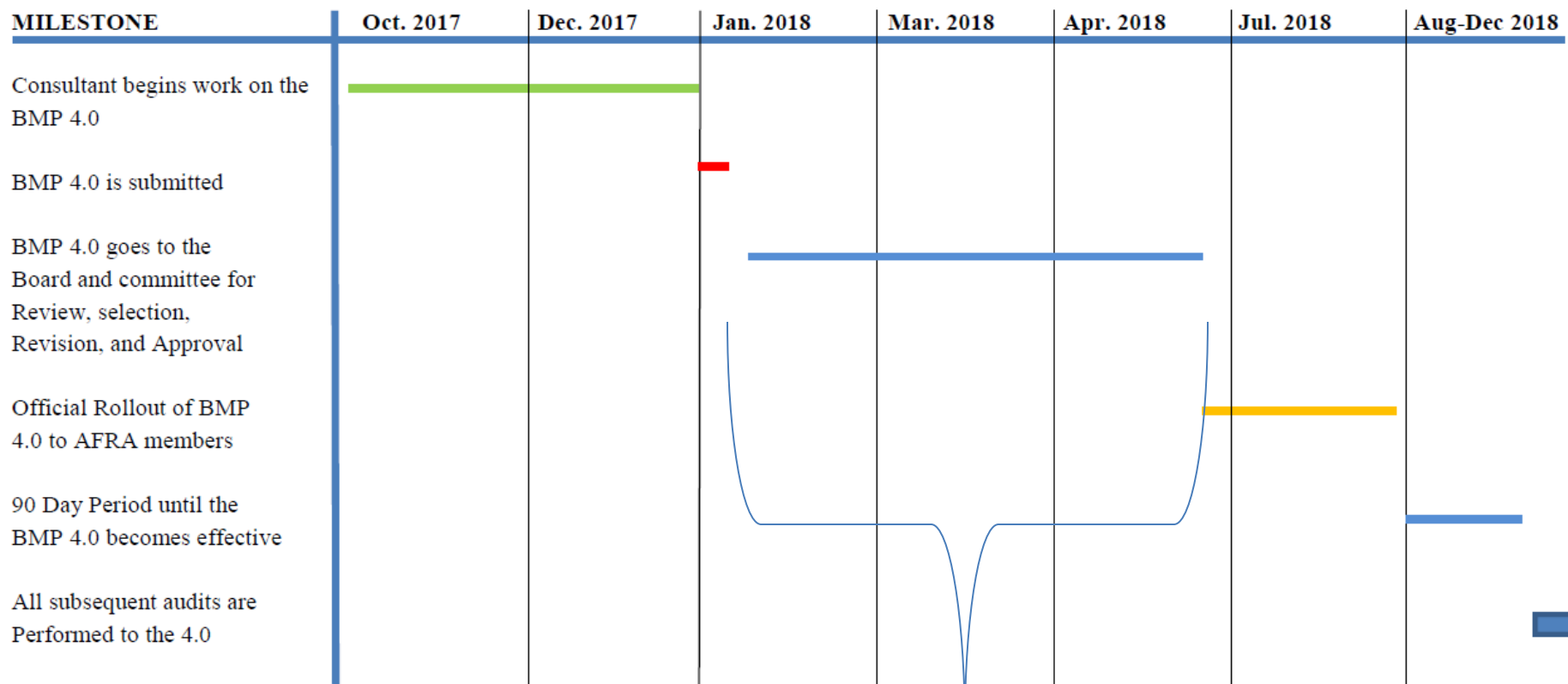**See PART II for Disassembly Facility Best Practices

Article V e) – Parts

**See PART II for Disassembly Facility Best Practices

Previous Editions:

- *Contained all information for all accreditations (much of which was likely n/a for your type of operation)*

- *Multi-colored*

- *Had you repeatedly going to different sections*

- *The section and paragraph numbers were very confusing*

Which brings us to our current status of 4.0

MILESTONE	Oct. 2017	Dec. 2017	Jan. 2018	Mar. 2018	Apr. 2018	Jul. 2018	Aug-Dec 2018
Consultant begins work on the BMP 4.0							
BMP 4.0 is submitted							
BMP 4.0 goes to the Board and committee for Review, selection, Revision, and Approval							
Official Rollout of BMP 4.0 to AFRA members							
90 Day Period until the BMP 4.0 becomes effective							
All subsequent audits are Performed to the 4.0							

REVIEW AND CRITIQUE MEETINGS
- 28 Feb the first drafts are submitted to AFRA and the Auditor
- 15 April AFRA and Auditor conference call – Updates Resulted
- 15 May BMP Committee – Updates Resulted
- 30 May BMP Committee – Updates Resulted
- 14 June BMP Committee

From a single 125 Page document to:

Six independent documents consisting of the following:

- *Disassembly Best Management Practice*
- *Disassembly Practice Guide and Minimum Standards*
- *Disassembly Auditing Guidance Checklist*

- *Recycling Best Management Practice*
- *Recycling Practice Guide and Minimum Standards*
- *Recycling Auditing Guidance Checklist*

Disassembly Best Management Practice (BMP) for Management of Used Aircraft Parts and Assemblies

Published by the

Aircraft Fleet Recycling Association

Revision 4.0

REVISION HISTORY			
Revision:	Date:	Revision Description:	Prepared By:
4.0	1 July 2018	Complete re-write and reformatted from rev 3.3	AFRA BMP Development Committee

Here's some tips for navigating your way around the documents:

Supporting this Disassembly BMP are the following separate documents:
- *Disassembly Practice Guide and Minimum Standards.*
- *Disassembly Auditing Guidance Checklist.*

Facilities considering accreditation as a Recycler must consult these separate documents:
- *Recycling BMP*
- *Recycling Practice Guide and Minimum Standards.*
- *Recycling Auditing Guidance Checklist.*

In any of the documents, a significant addition or revision will be noted by the vertical bar in the margins

Airworthiness Event
Assembly
Asset
Best Practice
Contracted Disassembly
Contracted Recycling
Customer
Demolition
Disassembly
Discard
Facility
Hidden Damage
Material for Recycling
Minimum Standard
Part
Periodic
Practice Guides.
Procedure.
Qualified Maintenance Provider
Recycled Material
Recycling
Subject to an Airworthiness Event

INFO: The BMPs contain

the following definitions:

So when is my SECOND lesson?

A **Minimum Standard** states the minimum requirement in order to pass the AFRA BMP audit on the first audit. A company that does not meet the minimum standard will not pass the audit. Minimum standards do not take the place of the BMP Best Practice Standards; they are advisory in nature and they are meant to establish minimum levels for companies new to the industry.

Here's some tips for navigating your way around the documents:

If you have a question about ANY section of the BMP and are wondering how to implement it, look at the Practice Guide and Minimum Standards. For Example:

From the BMP:

Article III d) – Inventory Accounting & Audits

BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.

From the Practice Guide and Minimum Standards:

Article III d) – Inventory Accounting & Audits

BEST PRACTICE (III)(d) 1 - The Facility shall have a procedure for periodic internal audits to the BMP Checklist.

Practice Guide:

1. Periodic verification of internal practices through auditing controls and procedures helps to assure that internal procedures are followed.

Minimum Standards

Procedure and copies of audit records (preferably using BMP checklist)

NEW: Applicability Codes for the checklist

Disassembly Audit Guidance Checklist

AFRA BMP Disassembly Checklist

COVERSHEET

Audit Type:

_____ **Accreditation Audit**
_____ **Surveillance Audit**
_____ **Re-Accreditation Audit**
_____ **Special Audit**
_____ **Internal Audit**

Company Name:						
Address:						
City:		State:		Zip Code:		
Country:		Phone:			Date of Audit:	
Email:		Fax:			Years in Business:	
Date of last audit to this BMP: (If first, print "FIRST")					Number of Employees:	
Date this BMP was adopted:						

Name of Person Responsible for the quality at the above location:

_____   _____   _____
Print Name   Signature   Date

Auditor Information:

_____   _____   _____
Print Name   Signature   Date

Applicability Codes: For a given Best Practice citation, these codes denote the area within the system that the Best Practice mostly applies to. The codes are:

M	=	Manual
F	=	Facility
I	=	Inventory
A	=	Audit Records
T	=	Tooling Records
TR	=	Training Records
W	=	Work Package
C	=	Contract Review (Pull contracts for the reviewed Work Package)

Previously the same audit Question shown below would have been asked asked twice; once in the Manual section, and again in the Audit section.

With the addition of the Applicability Codes, there is just one question, but both areas are noted .

Disassembly Audit Guidance Checklist

BEST PRACTICE REFERENCE	APPLIC-ABILITY	AUDITOR TASK	PROCEDURE/ OTHER REFS/ COMMENTS
BEST PRACTICE (III)(a) 5 - If the Facility disassembles Assets at locations remote from the Facility's main location(s), then the Facility shall have one or more procedures designed to identify, and ensure compliance with, applicable occupational health and safety laws and standards.	M	Identify compliance procedures; identify responsible party.	
	A	Review the audit records; confirm that compliance is ensured at remote locations	

HOW I FEEL
WHEN I FIX SOMETHING

QUESTIONS PLEASE!