

AIRWORTHINESS INSPECTOR'S HANDBOOK
**PRODUCTION SURVEILLANCE AND INSPECTION
ACTIVITIES DELEGATED FROM FOREIGN
AUTHORITY
JOB FUNCTION 14**

1. Purpose

This procedure is suitable for delegated by foreign airworthiness authorities to engaged in cooperation to make or rotate in our country Wrap up the maker / supplier that makes and make and supervise work.

2. General requirement

- A. Before signing bilateral airworthiness arrangement, cooperation memorandum and relevant agreements, should confirm whether the contract which the industrial circle signed includes the airworthiness items.
- B. Supervise work should be implemented in according to airworthiness arrangement, cooperation memorandum and relevant agreements.
- C. For each delegation activity, CAA should assign a principal inspector to implement surveillance task.
- D. All documents related to surveillance work should be filed.
- E. The implementation of surveillance activities should according to bilateral airworthiness arrangement, cooperation memorandum and relevant agreement and in accordance with quality manual, QASEP.
- F. PAH and its supplier, the sub-contract item's quality system audit can be done in conjunction with CAA annual audit.
- G. CAA should conduct a pre- evaluation in accordance with arrangement such as special process and first article inspection.

3. Bilateral airworthiness agreement, cooperation memorandum and relevant agreement sign stages

- A. The civil aviation authority is responsible for coordinating and signing bilateral airworthiness agreement, cooperation memorandum and other arrangement.
- B. The bilateral airworthiness agreement, cooperation memorandum and other arrangement can be add following item if as necessary:
 - (1) Providing airworthiness certification procedure, a list of pertinent parts, a list of drawings required to manufacture the parts and a list of all applicable Materials, Processes and Procedures (MPP's).
 - (2) Copy of the Basic Purchase Agreement or current Purchase Orders from Prime Contractor that flows down the technical and quality requirements to local producer.

(3) Providing product and procedure training.

(4) Others.

- A. CAA shall assign an inspector to in charge the surveillance task which delegated from foreign authority.
- B. CAA shall explain the delegation activities to local producer.
- C. If necessary, CAA shall inform foreign authority in regarding with the authorize person to sign Certificate of Compliance (COC).
- D. CAA shall retain all surveillance record at least two years after delegation task finish.

4. Production surveillance and inspection

CAA shall conduct production surveillance and inspection activities in accordance with airworthiness arrangement 、 cooperation memorandum and other arrangement. Surveillance and inspection can include the following activities :

A. On-going surveillance

PI can conduct surveillance as necessary including airworthiness inspection.

Surveillance shall include but not limit to the following items :

- (1) Interface between the Prime Contractor and Sub-Contractor for the communication of design, production and quality requirements and supply conditions.
- (2) Document issue, approval or change.
- (3) Vendor assessment audit and control.
- (4) Where permitted, lower-tier subcontractor assessment audit and control.
- (5) Verification that incoming products, parts, materials and equipment.
- (6) Identification and tractability.
- (7) Manufacturing processes.
- (8) Inspection and testing.
- (9) Calibration of tools, jigs and test equipment.
- (10) Non-conforming item control.
- (11) Airworthiness co-ordination with the Prime Contractor.
- (12) Completion and retention of records.
- (13) Personnel competence and qualification.
- (14) Issue of release documents to the Prime Contractor.
- (15) Handling, storage and packing.
- (16) Internal quality audits and resulting corrective actions.
- (17) Specific control procedures for critical parts, where applicable.

B. Conformity Inspection

(1) Inspector conduct surveillance and conformity inspection shall be recorded in CAA Form 8100-01 「 Conformity Inspection Record 」 。

(2) The non-compliance item found in the conformity and on-going

surveillance shall be recorded in (CAA Form 8100-06) and ask producer to make corrective action.

- (3) Conformity inspection area
 - a. Materials
 - b. Process and processing
 - c. Major and critical characteristics
 - d. Workmanship
 - e. Adequate drawing and change record
 - f. Inspection record
 - g. Material review
 - h. Software

C. Verification of deviation

- (1) Inspector shall verify that the deviation is reasonable.

Inspector shall verify that deviation is approved under authorized person. Approved deviation such as use as it is, rework and repair is verified by inspector.

D. Issuing of Certificate of Conformity

Inspector shall verify the at least but not limit to following items :

- (1) Appearance (absence of dents, scratches, uniform paint, etc.)
- (2) Required Test Data/Inspection Records)
- (3) Approved Deviations and Waivers
- (4) Nameplate Requirements
- (5) Certificate of Compliance

E. Special Assistance

- (1) Conduct service difficulty investigation.
- (2) Verify implementation of corrective action done by local producer.
- (3) Verify the implementations of changes to accepted quality control system or Purchase Order.

F. Annual Audit

In according with Quality Assurance System Evaluation Procedure.

G. Supplier Control

CAA inspector can conduct a supplier inspection if found necessary.

5. Reporting

A. CAA shall provide surveillance report to foreign authority in according with airworthiness arrangement. The report shall include but not limit to the following item :

- (1) The number of visits made to producer ;
- (2) Any detected non-compliance to the approved data (Drawing, Specifications, Processes) or Purchase Order.
- (3) Special manufacturing processes reviewed, and the results of those reviews.
- (4) The number of product audits/inspections conducted, to include part numbers and serial numbers of items, as appropriate.
- (5) Any supporting documentation associated with a detected non-compliance to the approved data or Purchase Order.

B. CAA will notify foreign authority of any nonconforming parts produced at local producer using the most expeditious means of communication.

6. Reference Materials

- A. FAA Order 8120.2D Production Approval and Certificate Management- Paragraph 129~130, 139~144, 148~153.
- B. FAA Order 8110.4 Type Certification Procedure Chapter 5
- C. FAA Order 8130.21D Procedure for Completion and Use of the Authorized Release Certificate