



Guidelines for Life Limited Part (LLP) Movement History Sheet

1. Background

1.1. History

Transfer of LLPs between owners/operators has in the past caused issues and time consuming tasks. Operators have a regulatory requirement to keep track of these parts. When it comes to keeping the assets value there are commercial requirements. Various formats have been produced on how to display these information when it comes to transfer of LLPs. These formats have been similar but not consistently asking for the same information.

1.2. Scope

The scope of the template is to capture all information needed to facilitate smooth and easy transfer of life limited part information between owners/operators. The template is not to replace any regulatory requirements that operators have to keep track of life limited parts. The templates purpose is to ensure that there is industry agreement and standard on what information is needed, how they are captured and transferred between owner/operators. The template is not to become an industry requirements its only purpose is to harmonize the transfer of life limited part data for more efficient and economical aviation industry. The template is to focus on life limited parts that are considered to be assets and are transferred between operators through out its useful life. It is not intended to be used for life limited parts that are tracked by calendar date and have low value, e.g. life vests, oxygen generators, etc.

1.3. Objective

Provide a consistent means to track an LLP as it may transition from one owner/operator to another during its lifetime. The LLP Movement History Sheet should follow the part through its useful life.

1.4. Purpose

To facilitate the transfer of life limited part history in a standardized format. Provide "Back-to-Birth" traceability; i.e. protect the asset value of the LLP throughout its life.

1.5. Responsibilities

a. The Type Certificate Holder is responsible to provide the "Birth Certificate¹" of the LLP at the time of the aircraft delivery. Record should be provided to the Owner and the Operator (Airline) as they take delivery of the aircraft. When an assembly with LLPs is being delivered separately from an aircraft (e.g. an engine/landing gear/APU), the Birth Certificate should be provided to the Owner and the Operator of the component (e.g. a leasing company, a maintenance provider, a parts supplier etc.) by the manufacturer. Similarly, a Birth Certificate should be provided when an LLP is purchased new (as a single part) from the LLP Manufacturer.

¹ The Birth Certificate is the first document that is given to the owner/operator of an LLP. It can be in the form of 8130-3/Form1, Engine Logbook, APU Logbook, ARL/AIR,

b. The Operator should be responsible for recording the usage (and activities) on the LLP Movement History Sheet for as long as they operate the part (or the part is under their operations). The Operator should update any LLP movements from one major component to another (e.g. between engines, APUs, landing gears). If the part gets exchanged or sold, the LLP Movement History Sheet should be provided along with the part. The Operator (and its designated responsible person; i.e. a Quality Manager) should be responsible for keeping and transferring the records when the part changes hands (operator or owner).

c. The Maintenance Provider (MRO) should be responsible to provide the Authorized Release Certificate (e.g. 8130-3/Form1) to the Operator indicating all the work that was done. The Authorized Release Certificate should be provided to the Owner (Lessor) if the part is in transfer between leases.

d. The Owner should be responsible for up keeping the Record when the part is not under Operation (i.e. not assigned to an Operator). This can happen in cases of module exchanges etc. Similarly, any Parts Supplier or Distributor should be responsible for either up keeping the record (if they own the part) or provide the proper information to the Owner/Operator as required.

1.6. Record Keeping

1. The Operator will record cycles flown along with dates and related information as per the template. The Operator will record movement(s) of the LLP from an assembly or aircraft to another similar as per template. The Operator will be responsible for attaching the proper documentation as provided by an approved repair organization to repair the part. If the Operator #1 is the Owner of the asset (LLP), and the part is on lease to another Operator #2, the current Operator (i.e. #2) will be responsible to keep up the records and return them along when the part (or whole component) is returned.

2. Any maintenance activity and appropriate records should be provided by the approved repair organization and attached to the Template by the Operator (or by the Owner of the part if the part is in transition and not under any Operator).

1.7. Effective Date

The effective date will be decided by IATA's Aircraft Leasing Advisory Group (ALAG). Currently, we are looking at the 2020 deadline. After this date, any new part (or an old part going to the shop) will have to be traced in this manner and electronically. Data should be recorded as the template suggests only after the effective date.

For older LLPs, there is no mandate that the current operator/owner needs to provide all historical information prior to the effective date.

For new aircraft, delivered after the effective date, the first operator/owner operator should receive the Time Zero for all LLPs from the respective OEM/Supplier.

1.8. Template vs. Sheet

The template is the list of items that need to be tracked and traced as the LLP is produced, operated, transferred or scrapped. Currently, the template is in the form of an Excel spreadsheet.

Once the template is filled with a specific LLP's information, it becomes that LLP's sheet.

1.9. Format

The Excel spreadsheet represents one electronic format that can be used to track LLPs. In the future, all the information should be recorded and transmitted using an electronic data standard (e.g. XML) that will be developed. This will allow seamless electronic transfer of the LLP record across industry stakeholders that need to have access to the information.

Transforming the spreadsheet into a standardized electronic form will be led by A4A.

2. Instructions

This section defines all the items on the LLP Movement History Sheet and explains how to fill out the required information.

2.1. LLP Movement History Sheet's header

2.1.1. Part Number

The manufacturers, supplier's or industry standard identity for the subject part, 2000, 2200, assembly, kit or material item. Part Number, when linked with its Manufacturer Code unambiguously identifies a given item.

2.1.2. Serial Number

A Part Serial Number (SER) or Unique Component Identification Number (UCN), along DM, with a code identifying the party assigning it, will uniquely identify the part throughout its life, whether or not the Part Number changes.

2.1.3. Part Description

Specifies the full descriptive name of a part or component according to the manufacturers sourcing document i.e. Airframe IPC, Engine Manual, or Vendor CMM.

2.2. LLP Movement History Sheet

In this section, Row 1 represents the "birth record" of the part.

2.2.1. Operator

➤ OPERATOR: Name of the airline

2.2.2. Installed Aircraft

➤ TYPE AND MODEL: aircraft type and model on which the LLP is installed

➤ AC REG: aircraft registration

➤ MSN (Manufacturer Serial Number): number assigned by manufacturer to designate the aircraft

➤ MTOW (Maximum Take-Off Weight): Maximum weight for take-off as limited by aircraft strength and airworthiness requirements. This is the maximum weight at start of take-off run, in pounds (lbs.). **This field should only be populated when the LLP being tracked is a Landing Gear part.**

➤ TSN (Time Since New): in Flight Hours (integer, rounded up, e.g. 3,422.3 or 3,422.8 will be rounded as 3,423)
○ No supporting documents required for this entry

➤ CSN (Cycles Since New)
○ No supporting documents required for this entry

2.2.3. Installed Assembly

Assembly designates an engine, an auxiliary power unit (APU), a landing gear, etc.

➤ DATE ON (dd-mm-yyyy): Date On Wing

- DATE OFF (dd-mm-yyyy): Date Off Wing
- TYPE: Assembly Type, as designated by the manufacturer
- THRUST RATING: in pounds (lbs.). **This field should only be populated when the LLP being tracked is an Engine part.**
- S/N: Assembly Serial Number
- TSN (Time Since New): in Flight Hours (integer, rounded up, e.g. 3,422.3 or 3,422.8 will be rounded as 3,423)
- CSN (Cycles Since New): in Flight Cycles

2.2.4. Part

This section collects data on the LLP.

- DATE ON (dd-mm-yyyy): Date On Wing(Installation date)
- DATE OFF (dd-mm-yyyy): Date Off Wing
- P/N: Part Number
- TSN (Time Since New): in Flight Hours (integer, rounded up, e.g. 3,422.3 or 3,422.8 will be rounded as 3,423)
- CSN (Cycles Since New): in Flight Cycles
- LIFE LIMIT: As specified in the type design, the mandatory continuing airworthiness information or instructions for continuing airworthiness.
 - Hours
 - Cycles
- CUMULATIVE UTILIZATION
 - Hours: Report only hours (integer, rounded up). Do not report minutes.
 - Cycles: Report only cycles
- HOURS & CYCLES REMAINING
 - Hours
 - Cycles

Utilization should be shaded for rows showing a MOD or MRO.

Calculation: H/C REMAINING = LIFE LIMIT - UTILIZATION or UTILIZATION = LIFE LIMIT - H/C REMAINING

The row for a MOD should be shaded in for the Cumulative Utilization because the part did not operate on-wing. The information about the MOD line would be carried down to the next Installation line and continue to calculate from there.

The H/C remaining line would be the difference between the new limits and the TSN / CSN. For example: MOD Line 18 Hours (V18-T18 = Z18) & Cycles (W18-U18 = AA18)

- Reason for Record Entry. Select from dropdown list
 - Commercial & Policy (includes: Stagger, Spare, Leasing, Convenience...)
 - Functional Test
 - Inspection
 - Modification
 - Overhaul
 - Repair
 - Visual Inspection
 - NEW

- Internal Shop Check
- Lease Return

➤ REFERENCE: must contain name of approval document for modification to the part.

2.2.5. Handover

The Handover section should be filled out by the engine manufacturer, the aircraft manufacturer then the operator at time of return or change to new airline.

➤ NAME

➤ SIGNATURE