

## **Agenda:**

- **Overview of the BMPs**
- **and Revision 5 Changes**

## **Presenters:**

- **Kelly Lyon**
- **Roy Resto**
- **Nigel Marsh**



Wait just a minute, the basics PLEASE!

***BASICS: The Requirements for accreditation for Disassembly and Recycling are contained in these BMPs:***



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

*Published by the*

**Aircraft Fleet Recycling Association**



**Revision 5.0**

**REVISION HISTORY**

Revision:	Date:	Revision Description:	Prepared By:
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## **BEST PRACTICES**

### **ARTICLE 1 – OVERVIEW**

This Best Management Practice is published and maintained by the Aircraft Fleet Recycling Association (AFRA). AFRA is a non-profit association composed of companies of common interest and focus regarding with world's older aircraft fleet. AFRA was formed by eleven charter companies in June 2006 with the mission to organize and present an industry perspective on aircraft sustainability via the development and recommendation of best practices and technologies for the management of the world's older fleet.

A specific goal identified during the Chartering activities was the commitment to complete AFRA best management practice (BMP) documents on the Management of Used Aircraft Parts and Assemblies and the Recycling of Used Aircraft Materials, Parts and Assemblies. These BMP documents were published as stand-alone documents in 2008 and 2012 respectively. Those publications met the initial AFRA obligations.

This document represents a collection of recommendations concerning best practices for the management of parts that are removed from an aircraft, engine or other asset during the disassembly of the asset at the end of its service life.

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.*

***BASICS: Each BMP contains an overview of AFRA and the Accreditation program in Article 1***



***BASICS: Each BMP also contains a listing of definitions you are greatly encouraged to familiarize yourself with in Article II***

## **ARTICLE II – DEFINITIONS AND BMP SYSTEM REQUIREMENTS**

***Article II a) Definitions.*** For the purposes of this BMP, the following underlined terms are defined:

An **Airworthiness Event** is any event affecting an Asset, Assembly or Part that could reasonably have an adverse effect on the airworthiness of Parts from the Asset. This can include an aircraft accident, or unusual heat, stress, or environmental conditions.

An **Assembly** is a functionally integrated group of Parts that together make up a component required for the certified operation of a commercial aircraft (e.g., engines, landing gear, etc.).

The **Asset** means an item that is being disassembled, such as an aircraft, engine, or any Assembly of commercial aircraft Parts, thereof.

**Best Practice** means a practice that is specifically recommended by this document. It does not necessarily infer that a related regulatory mandate exists (nor that such a mandate should exist). If a Facility voluntarily chooses to comply with this Best Management Practice, then in order to remain in compliance, the Facility must follow each Best Practice found in this document as determined by the AFRA certification process.

**Contracted Disassembly** of an Asset, (i.e. Aircraft, Aerospace materials, and/or components) in which the contracted third party facility ensures that there is a procedure in place for evaluating and selecting the disassembly facility so as to assure the contracted firm can adequately meet the Facility's AFRA BMP Requirements.

NOTE: Facilities desiring to be accredited for Contracted Disassembly must have the auditable means to assure the Contracted Facilities are able to meet all the applicable requirements of this BMP.

**Contracted Recycling** of an Asset (i.e. Aircraft, Aerospace materials, and/or components) in which the Disassembly facility ensures that there is a procedure in place for evaluating and selecting a contracted recycling firm so as to assure the contracted firm can adequately meet the AFRA Recycling BMP Requirements.



**BASICS: Supplementing each BMP is the respective Audit Guidance Checklist**

**Disassembly Audit Guidance Checklist**

*Published by the*

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**Recycling Audit Guidance Checklist**

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BEST PRACTICE REFERENCE	APPLICABILITY	AUDITOR TASK	PROCEDURE/ OTHER REFS/ COMMENTS
<b>BMP SYSTEM REQUIREMENTS</b>			
<b>BEST PRACTICE (II)(b) 1</b> - Each accredited company shall have a BMP Manual.	M	Identify that there is a BMP Manual	
<b>BEST PRACTICE (II)(b) 2</b> - The BMP Manual is made up of all of the Procedures reflecting the company's compliance with this BMP.	M	Identify whether the Manual contains all the Procedures required by the BMP to be in compliance with the standard	
<b>BEST PRACTICE (II)(b) 3</b> - This BMP manual may be part of another manual system, and/or it may incorporate and/or commingle issues that are not reflected within this BMP; however the procedures found within the BMP Manual should include references to the BMP sections that they are each designed to meet, either in the procedures themselves, in the headings to the procedures, or in an index to the BMP Manual and its procedures.	M	All procedures which have applicability to demonstrate compliance with the BMP are unambiguously labeled or referenced as such.	
<b>BEST PRACTICE (II)(b) 4</b> - The BMP manual must have a change management tracking system, such as a list of sections affected that tracks the revision history of the BMP Manual.	M	Identify that there is a demonstrable means for tracking changes and revisions.	

# ***BASICS:***

***Here is an excerpt of an Audit Guidance Checklist.***

***The value of the checklists:***

- Used for your own internal audits***
- Used by the AFRA Auditors to perform the compliance audit***



# BASICS: Audit Guidance Checklist

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)

BEST PRACTICE REFERENCE	APPLICABILITY	AUDITOR TASK	PROCEDURE/ OTHER REFS/ COMMENTS
BEST PRACTICE (V)(a) 2 – A disassembly Facility shall have or prepare a manifest of parts expected to be removed from the Asset.	M	Identify a procedure meeting this requirement; if there is no procedure then make a note to confirm that the issue is addressed as a contracting norm.	
	W	Review representative work package(s) to assure creation of manifest(s).	
	C	Review representative contract(s) to assure reference to manifest(s)	

**The Audit Checklist contains Applicability Codes as shown in this excerpt**

**BUT WAIT**



**THERE'S MORE**

# ***BASICS: Also supplementing the BMPs are the **important** Practice Guides and Minimum Standards***



## **Disassembly Practice Guide and Minimum Standards**

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## **Recycling Practice Guide and Minimum Standards**

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So Kelly, why are the Practice Guides and Minimum Standards so important?

Let's take a look, Royboy



From Definitions:

A **Minimum Standard** states the minimum requirement in order to pass the AFRA BMP audit on the first audit. A Facility 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.

Facilities are expected to evolve their own quality systems beyond the Minimum Standards in order to meet the intent of the BMP Standards. As the industry evolves, AFRA expects that the AFRA BMP Committee will raise the Minimum Standards.



***BASICS: Here's a simple excerpt of a Practice Guide and Minimum Standard. Note the key elements***

## ***Article II b) BMP System Requirements***

**BEST PRACTICE (II)(b) 1** - Each accredited company shall have a BMP Manual.

### **Practice Guides:**

1. The manual may consist of assigned hard copies or electronic copies (such as PDF) available to staff, or a combination of these two.
2. Care should be taken to assure that unauthorized staff do not have access to the manual which can be edited; this is to prevent unintended alterations.

### **Minimum Standards**

A current manual available to staff

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Viola, there you have it; there are 6 documents for AFRA



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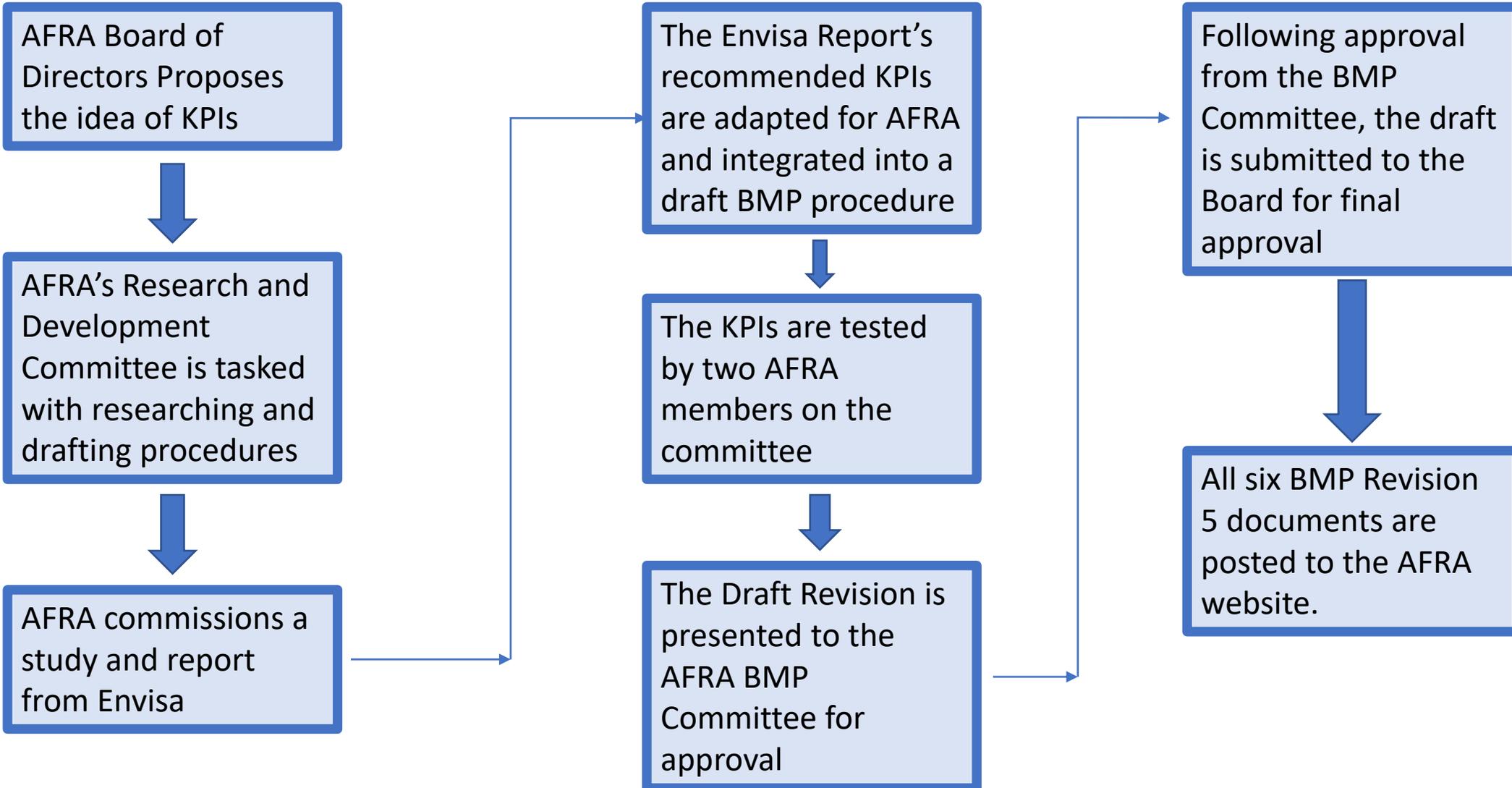
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Over to Royboy



# ***Revision 5: Introduction of KPIs***

## ***How was this revision developed?***



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# Revision 5: BMP Excerpts:

**Key Performance Indicators, KPIs**, are those that measure the behavior and performance of a system. It's a set of quantifiable measurements that a Facility uses to gauge its performance over time. For Facilities which voluntarily employ KPIs, AFRA will recognize one of four levels of implementation: Bronze, Silver, Gold or Diamond. Recognition consists of acknowledgement of the compliant level in the accreditation information listings.

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## Revision 5: BMP Excerpts:

### ARTICLE XI – KPIs

**BEST PRACTICE (XI) 1** – A facility which voluntarily chooses to employ Key Performance Indicators, and to receive AFRA recognition of the same, shall implement one of four levels of KPI; Bronze, Silver, Gold, or Diamond.

**BEST PRACTICE (XI) 2** – All KPIs shall be measured every two years, or more frequently if desired. For the Diamond level, rather than every two years, the KPI data must be attributable to each asset by aircraft MSN or asset serial number.

***That's all that's in the two BMP Documents for KPIs.***

***NEXT: The details in the Practice Guide and Minimum Standards***

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# Revision 5: Practice Guide and Minimum Standards Excerpts:

## ARTICLE XI – KPIs

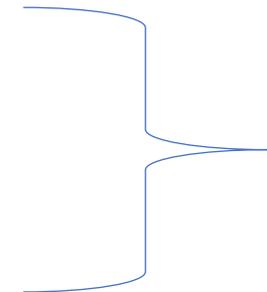
**BEST PRACTICE (XI) 1** – A facility which voluntarily chooses to employ Key Performance Indicators, and to receive AFRA recognition of the same, shall implement one of four levels of KPIs; Bronze, Silver, Gold, or Diamond.

**Practice Guides:**

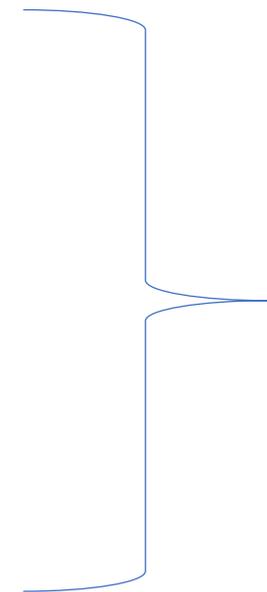
The four levels consist of the following KPIs:

<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>	<b>DIAMOND*</b>
KPI MEASUREMENTS:			
<ul style="list-style-type: none"> <li>• Number of parts reused.</li> <li>• Recyclability rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of parts reused.</li> <li>• Recyclability rate.</li> <li>• Total Waste.</li> <li>• Total hazardous waste</li> <li>• Core disposal rate</li> </ul>	<ul style="list-style-type: none"> <li>• Number of parts reused.</li> <li>• Recyclability rate.</li> <li>• Total Waste.</li> <li>• Total hazardous waste.</li> <li>• Core disposal rate.</li> <li>• Reusability rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Number of parts reused.</li> <li>• Recyclability rate.</li> <li>• Total Waste.</li> <li>• Total hazardous waste.</li> <li>• Core disposal rate.</li> <li>• Reusability rate.</li> <li>• Energy recoverability rate.</li> </ul>

\* In order to achieve the Diamond Level, individual KPI Data must be clearly derived from, and attributable to a serialized asset; for example, an aircraft MSN, Engine Serial Number, or APU Serial Number.



The Restatement of the BMP Requirement



Notice that each level has progressively more KPIs



## ***Revision 5: Practice Guide and Minimum Standards Excerpts:***

**BEST PRACTICE (XI) 2** – All KPIs shall be measured every two years, or more frequently if desired. For the Diamond level, rather than every two years, the KPI data must be attributable to each asset by aircraft MSN or asset serial number.

### **Practice Guides**

1. The maximum period for collection and documenting of the KPI shall not exceed 2 years.
2. Based on frequency of the available data or the automation of the process, the facility may choose to document the resulting KPI more frequently than every two years.
3. For the Diamond Level, each KPI data result must be attributable to the asset's MSN or serial number. For example, for the formula 'Number of Parts Reused', an acceptable form of KPI expression-result would be 'For aircraft MSN 45678, the Number of Parts Reused was...'

The Restatement of the BMP Requirement

Practice Guide commentary of the requirement

**Revision 5: Lets look at a simple example; you wish to be audited for the Bronze Level**

**BRONZE**

- Number of parts reused.
- Recyclability rate.

We'll see later that this KPI is typically associated with Disassembly Operations

Whereas this KPI is typically associated with Recycling Operations

But what if I'm currently accredited just for Disassembly, not Recycling?



## 8. Exclusions:

- A facility may cite an exclusion if the KPI involves data it does not have access to. For example, if Bronze is chosen, and if the facility is accredited to Disassembly only (it is not accredited for Recycling), it may cite an exclusion to the Recyclability Rate KPI.

- Conversely, if the facility is accredited to Recycling only, it may cite an exclusion to the Number of Parts Reused KPI.
- Facilities accredited to both Disassembly and Recycling regardless of whether it is contracted or not, shall implement all the KPIs applicable to the chosen level.
- Facilities which claim publicly (in advertising for example) that they achieve certain levels of, for example, reuse or recycling, and the claimed data could reasonably be derived from one of the KPIs, then an exclusion cannot be listed.

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## **Revision 5: Exclusions**

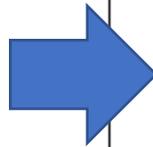
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- Facilities which claim publicly (in advertising for example) that they achieve certain levels of, for example, reuse or recycling, and the claimed data could reasonably be derived from one of the KPIs, then an exclusion cannot be listed.

***Over to  
Nigel***

## **BRONZE**

- Number of parts reused.
- Recyclability rate.



1. Number of parts reused, the formula:

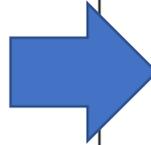
**Number of parts reused = Total Number of parts intended to be returned to the market<sup>A</sup>**

A: May consist of:

- Parts intended to be sold as AR
- Parts already tagged (i.e. Inspected)
- Parts already or intended to be sent to a repair station/AMO to be overhauled, repaired etc.
- Combination of all the above

## BRONZE

- Number of parts reused.
- Recyclability rate.



2. Recyclability rate, the formula:

$$\frac{\text{Total Recycled mass output}^{\text{B}}}{\text{Input mass}^{\text{C}}} \times 100$$

B: Consisting of all materials that were recycled (see definitions in the BMP of Recycled Material, and Recycling).

C: May consist of the totals of the mass sent to or received by the recycling facility. Alternatively, the published empty weight of the aircraft may be used.

## ***Revision 5: The Next Level, Silver:***

### **SILVER**

- Number of parts reused.
- Recyclability rate.
- Total Waste.
- Total hazardous waste
- Core disposal rate

***Notice that each successive level incorporates the KPI from the previous level....***

***...and adds additional KPIs***

So... what are the minimum standards I'll be audited to?

**BEST PRACTICE (XI) 1** – A facility which voluntarily chooses to employ Key Performance Indicators, and to receive AFRA recognition of the same, shall implement one of four levels of KPIs; Bronze, Silver, Gold, or Diamond.

### **Minimum Standards:**

- The Facility Chooses one of the levels.
- Written procedures for the chosen level incorporating the noted formulas.
- All formulas are accounted for including exclusions



**BEST PRACTICE (XI) 2** – All KPIs shall be measured every two years, or more frequently if desired. For the Diamond level, rather than every two years, the KPI data must be attributable to each asset by aircraft MSN or asset serial number.

So... what are the minimum standards I'll be audited to?

### **Practice Guides**

1. The maximum period for collection and documenting of the KPI shall not exceed 2 years.
2. Based on frequency of the available data or the automation of the process, the facility may choose to document the resulting KPI more frequently than every two years.
3. For the Diamond Level, each KPI data result must be attributable to the asset's MSN or serial number. For example, for the formula 'Number of Parts Reused', an acceptable form of KPI expression-result would be 'For aircraft MSN 45678, the Number of Parts Reused was...'

### **Minimum Standards:**

Written procedure.



What does the Audit  
Guidance Checklist  
Say?



<b>BEST PRACTICE REFERENCE</b>	<b>APPLICABILITY</b>	<b>AUDITOR TASK</b>	<b>PROCEDURE/ OTHER REFS/ COMMENTS</b>
<b>KPIs</b>			
<p><b>BEST PRACTICE (XI) 1</b> – A facility which voluntarily chooses to employ Key Performance Indicators, and to receive AFRA recognition of the same, shall implement one of four levels of KPIs; Bronze, Silver, Gold, or Diamond.</p>	M	<p>Identify the procedure.</p> <p>For a given level assure all the applicable KPIs are accounted for including any exclusions.</p>	
	F	<p>Sample available advertising media. Assure no promotional claims are being made for which a corresponding KPI has an exclusion.</p>	

What does the Audit Guidance Checklist Say?



**BEST PRACTICE (XI) 2** – All KPIs shall be measured every two years, or more frequently if desired. For the Diamond level, rather than every two years, the KPI data must be attributable to each asset by aircraft MSN or asset serial number.

M Identify the procedure

F After the initial period of the implemented KPI, check that the results of the KPI are available at the specified frequency. For the Diamond level, check that each KPI lists the MSN or Asset serial number it pertains to.



***Notice the 2 year clock starts from the date of implementation in your manual***



**Your questions for the Staff?**