

0 INTRODUCTION

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This edition completely replaces all previous editions.

The term “**Dassault Aviation Business Services SA**” will be use during any Part 145 activity such as on/within Maintenance Work Package, Purchase Orders, invoices, Certification, approved manuals and procedures. The term “**DABS**” will be use in this PROCEDURE.

0.2 Purpose

This Procedure describes the process for Parts shipping. It is to ensure that prevention and any required action have been taken.

0.3 Applicability

This procedure is applicable to the Store department.

0.4 References

- Regulation: Part 145 and Part CAMO
- MOE (DA-0100 or DA-100_UK or MOE supplement)

1 GENERAL

1.1 Responsibility

The instructions specified by the manufacturers and standards are respected for any shipping or handling, during storage in the stores, in specific Area for shipping and in the Workshops.

Shipping is under the responsibility for the logistic/store department. The shipped materials are accompanied by a Delivery note and the identification and traceability documents necessary.

The packages of origin are used each necessary time.

2 PROCESS

2.1 Shipping process

Prior to shipment to a Contractor, appropriate personnel have to perform a visual inspection of all parts and accompanying paperwork (release, material certificate, traceability documents, etc.).

The Pre-Shipment Inspection ensures that the part meets the regulation and customer's requirements and that the Part has not exceeded its shelf life.

The appropriate personnel will:

1. Review the physical condition of the part for cracks, dents, corrosion or other damage.
2. Verify that all appropriate plugs and caps are installed.
3. Verify that tape has not been used to cover electrical connections or fluid fittings/openings. (Adhesive residue can insulate electrical connections and contaminate hydraulic / fuel lines).
4. Verify that PN, SN of the items being shipped match the accompanying documentation.
5. Verify that the quantity, PN of the items being shipped match the customer's request.
6. Verify that packing slips contain all information required by the customer and that the waybill matches the "ship to" address.
7. Verify the shipping container and packing is appropriate for the items being shipped, including a review of IATA Standard concerning Dangerous goods.
8. Verify that all appropriate required documentation (Release, material certificate, traceability documents, etc.) are properly completed, and signed.
9. Verify that a "**Red unserviceable**" tag is accompanying the parts. It includes Part Description, PN and SN, WP, Reason for removal and Signature.

The inspection will be documented on the Repair Order form with initials of the shipping personnel. Any discrepancy found shall be indicated on the Discrepancy Report Form (DA-0139) (Base station).

2.2 Transport on customer's aircraft

Only logistic personnel are authorised to supervise or perform any job functions involving material for transport on customer's aircraft (i.e. acceptance, rejection, handling, storage, packaging and loading).

2.3 In case of shipping problems

Put the unacceptable parts, after identification with and "Unserviceable" tag, in the quarantine area for this purpose. The responsible for putting in the order will give you the necessary instructions for next operations.

3 APPENDIX

3.1 Materials prevention

3.1.1 Sensitive Materials

Specific packages or containers, in conformity with the recommendations of the manufacturers are bought for the sensitive materials such as Gyroscopes, Cathode ray Tubes, Radar Antenna, etc.

These packages are labelled so that the conveyor and the receiver can identify the risk incurred during transport and/or storage.

3.1.2 Hazardous Material (Hazmat) and Dangerous Goods

DABS has Logistic personnel with Dangerous Goods Training.

Hazardous Substance or Materials and Dangerous Goods shall be properly classified described, packaged, marked, labelled, documented and in condition for transport in compliance with applicable regulations and instructions.

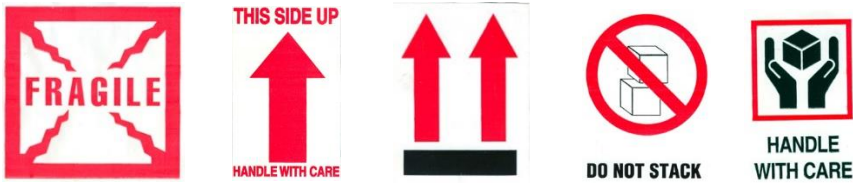
Logistic personnel will handle the Hazmat and will be specifically responsible during receiving, warehousing and shipping.

The following are concerned

APU & ENGINE**UN3166 *** ENGINE, INTERNAL COMBUSTION, FLAMMABLE LIQUID POWERED****FUEL SYSTEM COMPONENTS****UN3363 *** MACHINERY****PAINT****UN1263 *** PAINT****EXTINGUISHER****UN1044 *** FIRE EXTINGUISHERS****BATTERIES****UN3091 *** LITHIUM METAL BATTERIES CONTAINED IN EQUIPMENT****BATTERIES****UN2795 *** BATTERIES, WET, FILLED WITH ALKALI****BATTERIES****UN2800 *** BATTERIES, WET, NON-SPILLABLE****OXYGEN BOTTLE****UN1072 *** OXYGEN, COMPRESSED****LIFE RAFT****UN2990 *** LIFE-SAVING APPLIANCES, SELF-INFLATING**

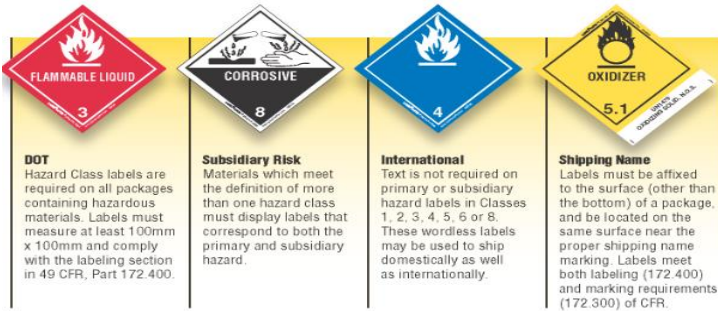
3.2 Shipping labels

3.2.1 Sensitive materials



3.2.2 Hazardous materials labels

Labels



Hazardous Materials Warning Labels

Actual label size: at least 100 mm (3.9 inches) on all sides

