

## **15.0 HANDLING, STORAGE, PACKAGING, PRESERVATION & DELIVERY**

### 15.1 Handling

All material shall be handled in an appropriate manner and shall be protected from damage and deterioration. Special packaging shall be maintained and stored as necessary. The storage area for aircraft parts should be periodically checked for overall effectiveness of storage and identification methods and housekeeping. Electro-Static Sensitive Devices: All items identified as electrostatic sensitive will be packaged, handled and protected with necessary precaution.

### 15.2 Storage

All serviceable material will be protected against the environment and damage by either being plastic wrapped/bagged, packaged, boxed, etc., as appropriate. Some items may be too large to be bagged or wrapped. Therefore FDI maintains a clean storage facility. All Serviceable units shall have all fluid passages and lines capped or plugged. FDI maintains a 30,500 SQ. FT. warehouse.

Metal to metal contact between shelf / parts and stacking of parts is not acceptable.

Temperature sensitive items are stored in an air conditioned environment. Based on OEM recommendations, the temperature is maintained between 60 to 75 degrees Fahrenheit , with a relative humidity between 35 and 55%. Environmental conditions are verified by a digital barometer which is checked daily.

FDI shall utilize batch and lot number controls for aircraft fasteners and other designated materials. Complete segregation must be maintained for aircraft fasteners and other designated material to prevent commingling of batches. The “Comments” section at the receiving inspection operation shall be used to identify the manufacturer’s batch numbers. Additionally, FDI will maintain records indicating the quantities sold from each batch to each buyer. Whenever practical, materials should be sorted and delivered in the manufacturer’s original packaging. Packaging should identify the manufacturer, distributor, part number, lot or batch number and the quantity.

FDI shall insure that no part number ambiguity exists. All parts will be labeled so that no multiple part numbers be recorded on the Inventory Control Tag. Each item will be individually received into FDI’s inventory control system by serial

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number and/or quantity. FDI employees will not alter or replace the data plate or the manufacturer's part number.

### 15.3 Packaging

All parts will be protected against the environment and damage by either being plastic wrapped, packaged, boxed, etc. as appropriate. All parts and components will be stored in a manner that will preclude damage. FDI will segregate non-aircraft activities and sales from the aircraft function that will preclude supplying unapproved materials for aircraft materials. Unserviceable parts will be segregated and clearly identified (colored inventory control tags). Whenever practical, materials shall be stored and delivered in the manufacturer's original packaging. FDI shall use ATA Specification 300 packaging or equivalent, or customer specified packaging when appropriate. If practical, environmentally friendly packaging material should be utilized. Hazardous substances or materials and dangerous goods shall be properly classed, described, packaged, marked, labeled, documented and in condition for transport in compliance with applicable regulations and instructions.

### 15.4 Preservation

FDI shall adequately control parts identified as shelf life limited. Upon receipt, items identified as shelf life limited will be checked for cure date and shelf life. The cure date and expiration date are marked on a teal inventory control tag. Shelf life limited items are segregated to facilitate tracking and monitoring.

A tracking spreadsheet will be maintained which lists all Shelf Life Limited Items in stock and their expiration date. A monthly check for time expired items will be conducted and documented on the tracking spreadsheet. Time expired items or items nearing their expiration date will be scrapped.

The QA Manager is responsible for maintaining the shelf life program.

### 15.5 Delivery

Recall control: FDI will maintain records (via operating system & files) for parts identified by batch number and the quantities sold from each batch to each

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customer, to facilitate a manufacturer's recall notification, if required, which ensures that parts shipped can be traced and recalled.

Note: The California office does not store/ship parts.

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