

***2nd Annual  
Aircraft Repossession  
Preparing and Managing Asset Recovery***

**Thursday 16th June 2011  
Sheraton Miami Airport & Executive Meeting  
Center  
Miami, FL, USA**

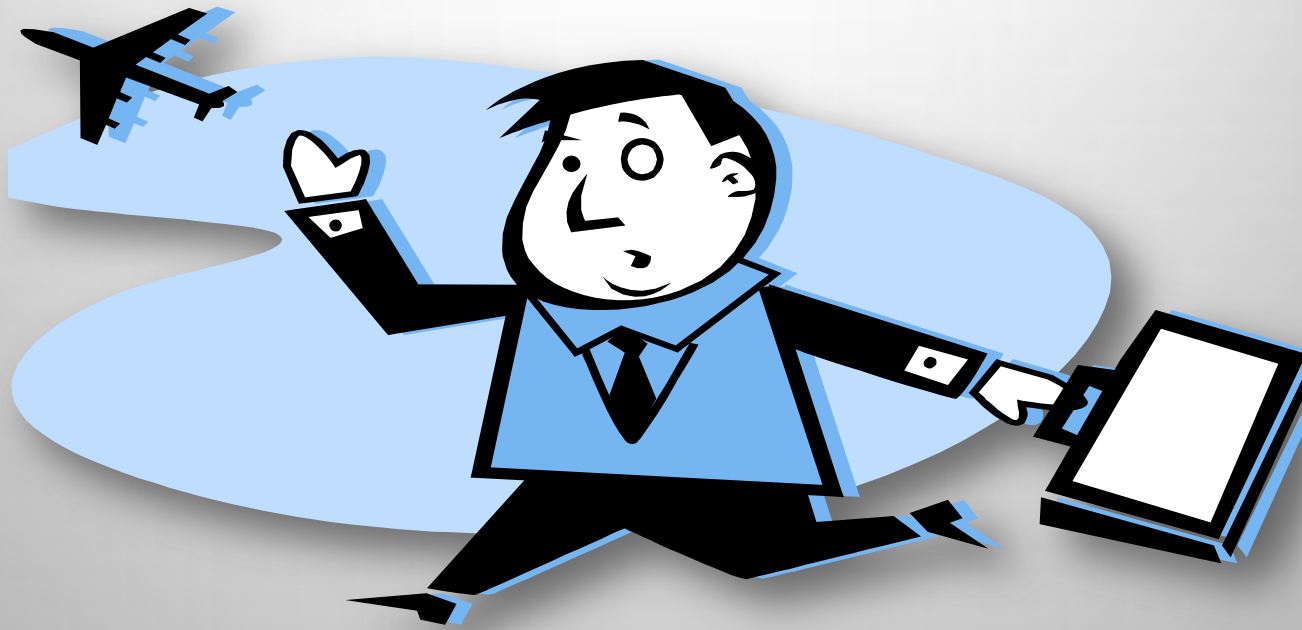
**<http://www.aeropodium.com/conferenceprojects/aircraftrepossession.html>**

The logo banner features the text "EnvelopeAPM Inc." in white on a dark blue background. The background is decorated with white dotted lines forming curved paths and a white silhouette of an airplane flying towards the right.

**EnvelopeAPM Inc.**

**Aircraft Records: The Foundation of  
Aircraft Value - Technical Records Retrieval  
during Repossession**

*Wes Parfitt, CEO, EnvelopeAPM Inc.*



Hello,

My Name is Wes Parfitt

Certified PM PMI-Project Management Professional

I can be contacted via:



Look for me on LinkedIn



Skype Wesley Parfitt



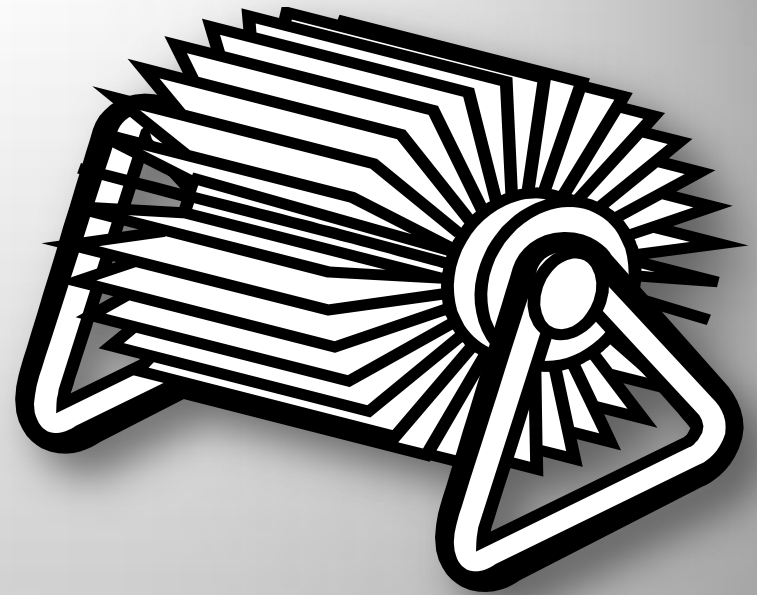
Twitter EnvelopeAPM



wesleyparfitt@EnvelopeAPM.com



+15146511583



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# Why we Audit Aircraft Records

## Special Purpose Audits–

- Aircraft pre-purchase inspection
- Aircraft Delivery inspection
- Aircraft End of Lease &
- Aircraft Repossession

An audit which is not previously identified as a requirement by the authorities/Leasing company, but deemed necessary due to circumstances.

Surveillance - The Auditee is audited on a systematic basis to ensure conformance with the standards and conditions of their approved document/ Lease agreements etc.

## Attributes of the Records Auditing Inspector

- Certified - You need more than a possibly capable person. You also want to get the best value.  
Industry experts. Hire the best and most knowledgeable auditors in the field of aircraft records management.
- Sound knowledge of the Aeronautical regulations and technical expertise.
- Fundamental knowledge of the industry or activity being regulated or audited.
- Skills in communication
- Be able to anticipate problems and assess the seriousness of observed weaknesses.
- is able to organise his/her work, to question, to look for objective evidence, to construct checklists and use them effectively without being limited by them, etc..
- Has knowledge of the criteria against which the audited object is to be evaluated.

# Fleet Repossession Aircraft Records

## Audit Preparation

### Team Preparation - Pre Audit Team Meeting

- The purpose of this meeting is to ensure that all members understand the projected audit plan. Any questions regarding the audit should be answered at this time.

### Any differences should be:

- discussed before leaving for the audit.
- The material which has been presented to them i.e. Timetables, Audit Plan, etc.
- Their duties and responsibilities.
- Their specific audit area.
- The audit check lists.
- The position of any observer.
- The team plan in general.

### The meeting should:

- Be attended by all senior management levels
- Provide maximum information regarding Audit and related procedures;
- Be concise but precise, brief but clear

### The Audit Manager should:

- Introduce all members of the audit team with a brief background of each, including observers
- Explain purpose of the Pre Audit Meeting
- State the objective and scope of the audit
- Explain the method of performing the audit

# Surviving the Aircraft Records Audit

## The Costs

A failure to prepare for audits can result in serious consequences with significant costs, both in terms of disruptions and the penalties associated with any compliance failures. Furthermore, these consequences can apply to organizations of any size.

Do not underestimate the importance of the aircraft records audit.

Do not underestimate the skill sets of the record Auditor.

# The value of the record

What would be the value of an aircraft if it were missing all of its maintenance records?

I've seen it stated 50%, 40%, 30% and 20%. I have never seen a mathematical calculation of the true cost of missing records though in cases that I have been exposed with 20% to 30% would be where I would place my bid, I'm happy to know of actual figures though

The regulations specify what records must be as well as the duration for how long. My personal belief particular with the leased fleets that the letter of the law does not sufficiently maintain the lessors requirements.

The more complete and thorough the maintenance record, the more secure the value of the aircraft. Complete history beyond the requirements of the law will give the aircraft a better foundation of value long term.

Incomplete records will cost \$\$\$ we can agree the value is diminished in a dramatic way without securing them.

# Where are the records?

You may find the records boxed, labeled and ready for audit; particularly on a lease return though for a repossession the records could be scattered between many departments:

- Aircraft technical Records
- Stores – Which maybe off-site
- Technical Services
- Quality Assurance Department
- Flight Op's & the Library to name a few.

**Don't forget the electronic records -**

Computerized MRO IT system for electronic data.

You must know what you are looking for, where to find it and what questions to ask.

You May in some cases need to approach the MRO IT software provider for data export.

# The office is empty

- All employees cleaned out their work area.  
Now what?
- ✓ Extended your hotel and airline ticket 😊



# What records should be audited during the repossession

We need the document's & verify the record's. -  
Physical Audit and to verify & document  
existence, format, condition including the current  
status of the records.

1. Approving National Aviation Authority/Country: UNITED STATES		2. <b>AUTHORIZED RELEASE CERTIFICATE</b> FAA Form 8130-3, AIRWORTHINESS APPROVAL TAG				3. Form Tracking Number:	
4. Organization Name and Address:					5. Work Order/Contract/Invoice Number:		
6. Item:	7. Description:	8. Part Number:	9. Eligibility:*	10. Quantity:	11. Serial/Batch Number:	12. Status/Work:	
13. Remarks:							
14. Certifies the items identified above were manufactured in conformity to: <input type="checkbox"/> Approved design data and are in condition for safe operation. <input type="checkbox"/> Non-approved design data specified in Block 13.				19. <input type="checkbox"/> 14 CFR 43.9 Return to Service <input type="checkbox"/> Other regulation specified in Block 13 Certifies that unless otherwise specified in block 13, the work identified in Block 12 and described in Block 13 was accomplished in accordance with Title 14, Code of Federal Regulations, part 43 and in respect to that work, the items are approved for return to service.			
15. Authorized Signature:		16. Approval/Authorization No.:		20. Authorized Signature:		21. Approval/Certificate No.:	
17. Name (Typed or Printed):		18. Date:		22. Name (Typed or Printed):		23. Date (m/d/y):	
<b>User/Installer Responsibilities</b>							
It is important to understand that the existence of this document alone does not automatically constitute authority to install the part/component/assembly.							
Where the user/installer performs work in accordance with the national regulations of an airworthiness authority different than the airworthiness authority of the country specified in Block 1, it is essential that the user/installer ensures that his/her airworthiness accepts parts/components/assemblies from the airworthiness authority of the country specified in Block 1.							
Statements in Blocks 14 and 19 do not constitute installation certification. In all cases, aircraft maintenance records must contain an installation certification issued in accordance with the national regulations by the user/installer before the aircraft may be flown.							

FAA Form 8130-3 (6-01)

\*Installer must cross-check eligibility with applicable technical data.

NSN: 0052-00-012-9005

**Well It's more than just Form 1's and FAA 8130-3's that you need to research & Audit.**

**Other main types of documentation includes:**

**Manufacturer's Documentation**

**Regulatory Documentation**

**Airline Generated Documentation**

# Documents & Status of the below is a starting platform

## Confirm Documents Availability & Status

- Airframe Log Book(s)
- Engine Log Book(s)
- Auxiliary Power Unit Log Book(s)
- Modification Log Book(s)
- Technical Log / Journey Log
- Certificate of Registration
- Certificate of Airworthiness
- Noise Certificate
- Radio License
- Insurance Certificate
- Weight and Balance Schedule
- Hard Time Component Listing
- Engine Disc Sheets
- AD (A/F) Listing
- AD (E/N) Listing
- AD (Appliances) Listing
- SB (A/F) Listing
- SB (E/N) Listing
- SB (Equipment) Listing
- LOPA & Safety Equipment
- Avionics Equipment List
- Deferred Maintenance Items
- Maintenance Program data

# Confirm Documents Availability & Status –

- ❑ Cabin Equipment List
- ❑ Cockpit Equipment List
- ❑ CPC Program
- ❑ Flight Manual
- ❑ Crew Manual
- ❑ MEL / CDL / DDG
- ❑ Weight and Balance Manual
- ❑ Mandatory Occurrence Reports
- ❑ Original Delivery Logbook
- ❑ Original Certificate of Airworthiness from Manufacturer
- ❑ Type Certificate Data Sheet (Print Copy From FAA or CAA Website)
- ❑ Airworthiness Directives at manufacture summary
- ❑ Service Bulletins embodied at manufacture summary
- ❑ Delivery Installed Equipment List (Aircraft Readiness Log)
- ❑ Delivery Exemptions & Concessions List
- ❑ Delivery Weight & Balance
- ❑ Delivery "Missed Drill" report - Damage and repairs during manufacture
- ❑ Certificate of Airworthiness -List any Exemptions -Verify Location of Permanent Cardboard Card
- ❑ Certificate of Registration - -Verify Location of Permanent Cardboard Card
- ❑ Noise certificate - May be included in TCDS for later model aircraft
- ❑ Delivery Installed Equipment List (Aircraft Readiness Log)
- ❑ Delivery Test and Acceptance Records

# ELECTRONIC DATA

Implementation/Induction can be challenging without quality electronic data for the induction of the aircraft maintenance program with respect to MRO M&E software's.

With this you should also emphasize the need for consistent clean quality electronic data for aircraft monitoring and control requirements.

This will help the loading process of the monitoring systems.



# The Records Accountability / Audit

What about after the physical audit?

Generate Reporting –

- ☐ General Aircraft Description
- ☐ Aircraft Utilization Figures
- ☐ Certified Operating Weights
- ☐ Maintenance Program Brief
- ☐ Maintenance Program & Status of Inspections
- ☐ Modification & STC's

Document – Open Deferred Defects

Inspect & Report –

- ☐ Operations Manual
- ☐ AFM
- ☐ AMM

☐ Completion of independent reporting  
All time control reporting, recurrent  
Inspections, development of current  
status report through till next  
maintenance event including / disk  
sheets / engines & landing gears status.

☐ Completion of independent reporting -  
SB/AD and all Inspections.

☐ Records preparation in IAW customer  
preference

☐ Records packing for delivery

☐ Records hand over delivery to client  
personnel.

☐ Final Survey Report –

# FAA FEDERAL AVIATION REGULATIONS (FARS, 14 CFR) SECTION 12 - MAINTENANCE RECORDS: FALSIFICATION, REPRODUCTION, OR ALTERATION

## Loss of:

- Licenses or certificates revoked
- Applicable airman certificate
- Operator certificate

(a) No person may make or cause to be made:

- (1) Any fraudulent or intentionally false entry in any record or report that is required to be made, kept, or used to show compliance with any requirement under this part;
- (2) Any reproduction, for fraudulent purpose, of any record or report under this part; or
- (3) Any alteration, for fraudulent purpose, of any record or report under this part.

Remember any act of intentionally falsifying, mutilating, or altering air operator aircraft records as a criminal act, subject to the imposition of substantial fines and/or suspension.

# Is scanned documentation the future?

10,000 + records

30,50 70+ box's of records

Advantages for operators to add scanned documents directly within MRO IT systems, Task card history, SB/AD and component batch form 8130-3 documents etc.

Advance for leasing companies with aircraft repossession is protection of the asset with full aircraft records scanning

Faster and smooth lease transitions, allowing all scanned records to be available.

Make the process easier for all parties – lessor, current lessee and next lessee.

Easy access on any computer either on-line or via internal intranet system

- Web
- Network
- Printing
- Email
- Network wide access
- Hard copy CD/DVD & Blu-ray

Options for scanning:

- Colour
- Black & white document scanning
- Aircraft Records Indexing
- OCR (Optical Character Recognition)
- Bar-code reading

Reduce business-operating costs  
support regulatory compliance  
Enhance customer service  
Improve employee productivity  
Back-up systems / Fire, natural disasters etc.  
Elimination of additional storage costs  
Protection from liability of documents being misplaced, lost or destroyed.

# Records Inventory

## Contains:

- The types
- Locations
- Dates
- Volumes
- Equipment
- classification systems, and usage data about an aircraft records.

## Information contained includes:

- Name & date of record
- Record location
- Equipment where stored
- Retention requirements



# Records Transfer

- The act of changing the physical custody of records
- Active records, Inactive records, Archive record (policies for each are important)
- Perpetual Transfer Method
  - Records are continually transferred from active to inactive storage
  - May be converted to electronic records



# EU and US conclude cooperation agreement on civil aviation safety

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The European Union and the United States concluded today an agreement on cooperation

in the regulation of civil aviation safety (8312/09). The agreement will enter into force on 1 May 2011.

The purpose of the agreement is to enable the reciprocal acceptance of findings of compliance and approvals, promote a high degree of safety in air transport and ensure regulatory cooperation and harmonisation between the United States and the EU as regards

airworthiness approvals and monitoring of civil aeronautical products, environmental testing and approvals of such products, and approvals and monitoring of maintenance Facilities.

<http://register.consilium.europa.eu/pdf/en/09/st08/st08312.en09.pdf>



## WHY USE IT?

### The Facebook of the business world

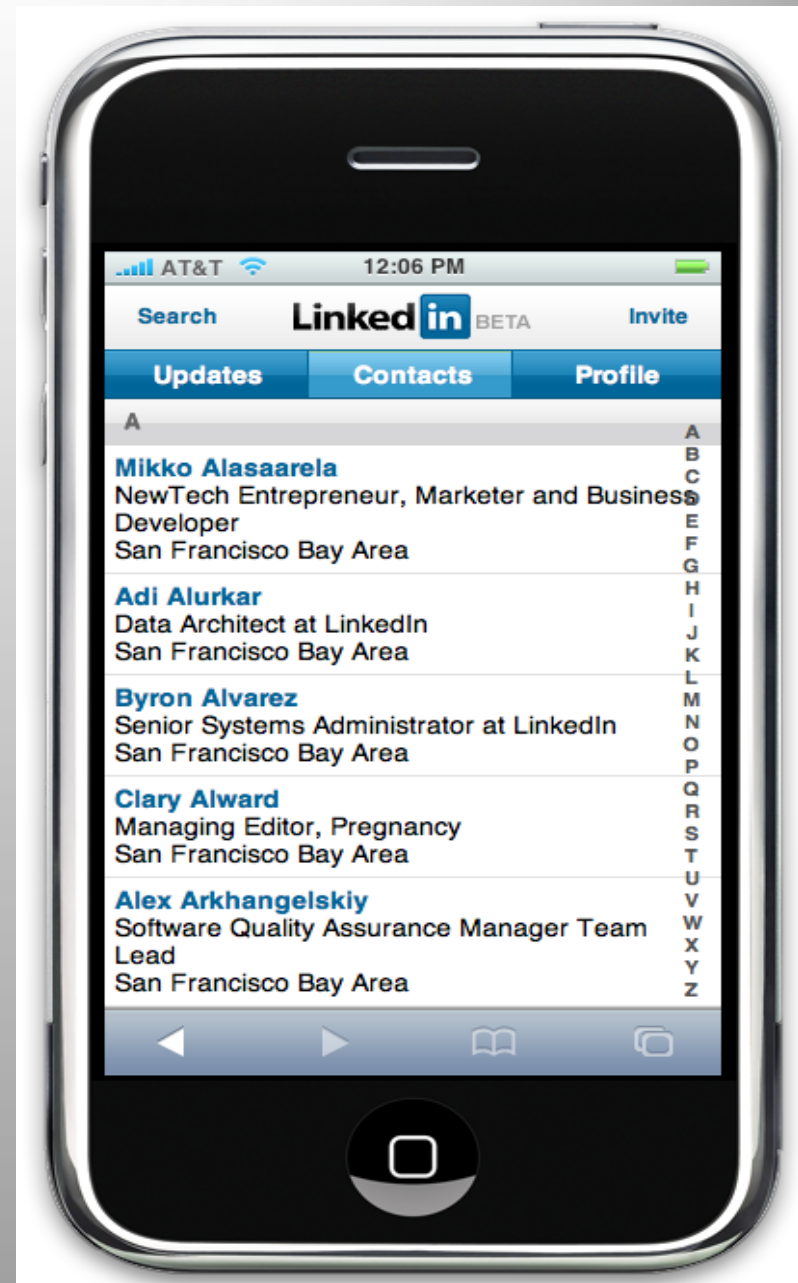
**LinkedIn brings your contacts closer 100+ Million business user worldwide.**

- It exposes/connects you to more people within you industry
  - It helps you get answers to difficult issues
  - It allows you to advertise not only your existence, but your unique value proposition
  - You can establish a reputation as an expert in your field
  - You become searchable, (if U choose) even when you're only passively interested in other career opportunities
  - It enables you to stay in touch with those you network with in the physical world.
- ✓ It helps cement the relationship

# HOW DO YOU BEGIN LINKEDIN?

Sign on at LinkedIn.com, provide your e-mail address & a password.

- Create your profile
    - Customize to market yourself & present those skills you want to highlight
    - Customize by establishing links to your own site, Notable items about you on the net, etc.
- E.g. <http://www.linkedin.com/pub/wesley-parfitt-pmp>



# USING LINKEDIN GROUPS



Discussion groups

- Post & answer questions
- Develop recognition among your peers
- Utilize the multitude of opinions available from around the world to help gain a macro perspective to issues.

Join the group “[Aircraft Repossession](#)” A place for networking & relationship building & general discussion for the Aircraft Repossession group.

I can be contacted via:

View my profile on **LinkedIn**

Look for me on LinkedIn



Skype Wesley Parfitt



Twitter EnvelopeAPM



wesleyparfitt@EnvelopeAPM.com



+15146511583

**Thank You for your  
time, Good Luck  
on your future  
Repossessions and  
enjoy you time in  
Miami.**



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