

This document shows the main requirements MTU Maintenance Hannover has to avoid quality issues. When sending out used serviceable material to MTU Maintenance Hannover, the following regulations apply:

Unless otherwise stated in the line item text the following bullet points apply to this PO:

- The MTU Maintenance Supplier Quality Policy (SQP) FO-SH-327 (latest revision) applies unless otherwise stated.
- Deviations (e.g. DER, IEN, EA, DR, OTC): Any repairs not in compliance with the engine manual require prior written approval. In case MTU deviation approval is granted, reference is given in the PO line item text.
- For all parts we reserve acceptance until a receiving has been performed by our quality control department.
- The following paperwork requirements apply unless otherwise stated in the line item text:

Non serialized parts / General:

1. FAA Form 8130-3 authorized release certificate issued with an EASA dual release - or -
  2. EASA Form 1 release certificate with a FAA dual release - or -
  3. Separate EASA Form 1 **and** FAA 8130-3 authorized release certificates
- + **Additional certificates** for the following countries if available: United Kingdom, China, Singapore, Brazil, Japan
- Material certification form per ATA specification 106 with PO Number, FTN & name of repair shop, part number, quantity, serial number (if applicable) and ESN
  - Non Incident / Non Accident / Non Military statement signed by last operator
  - All certificates and statements must be original or true copy stamped (exception: certificates issued by OEM) and all original release certificates have to be inside the package / box
  - Supporting documents which prove the trace for the part, for example material certificates, packing lists, contracts, bills of sale, removal tags
  - Furthermore please refer to the latest applicable and valid Annex (shipping instructions) that is requesting the following paperwork to be attached to the outside of the package and / or being handed over to the driver:
    - commercial invoice or "pro forma invoice"
    - packing list
    - bill of lading / AWB
    - photocopy of the airworthiness certificate
  - Required Contents of that pro forma invoice / commercial invoice
    - PO line item
    - Part number
    - Parts description
    - Value in USD
    - Weight
    - Origin of goods
    - HS-Code
    - ECCN

Serialized parts - in addition to above, serialized parts require:

- All relevant part parameters shall be listed on authorized release certificates, including TSN, CSN, actual dimensions and bump usage (V2500-A1 only)
- If TSN / CSN is unknown, then such information is to be noted on the certificate or overview sheet
- A spread sheet listing all serial numbers, batch numbers or counting numbers of the parts must be provided

Life limited parts (LLPs) - in addition to the above, life limited parts require:

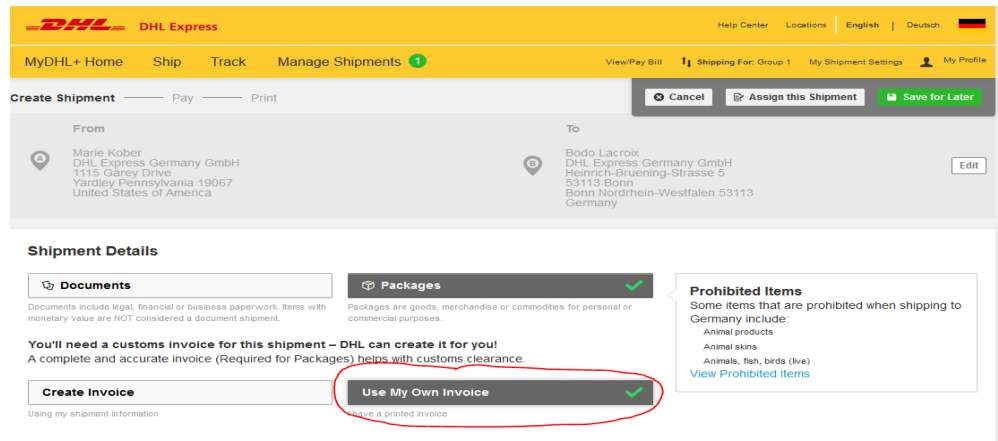
- History card (overview of installed / removed data signed by the operator or originator) - indicating movement of a part from one engine / module to another, from one operator to another, starting from TSN = 0 and CSN = 0 until present with all supporting documents mentioned in line item text

Basis Document:

**Anforderungen für Gebrauchtteil-Sendungen**  
*Requirements on USED part shipments*

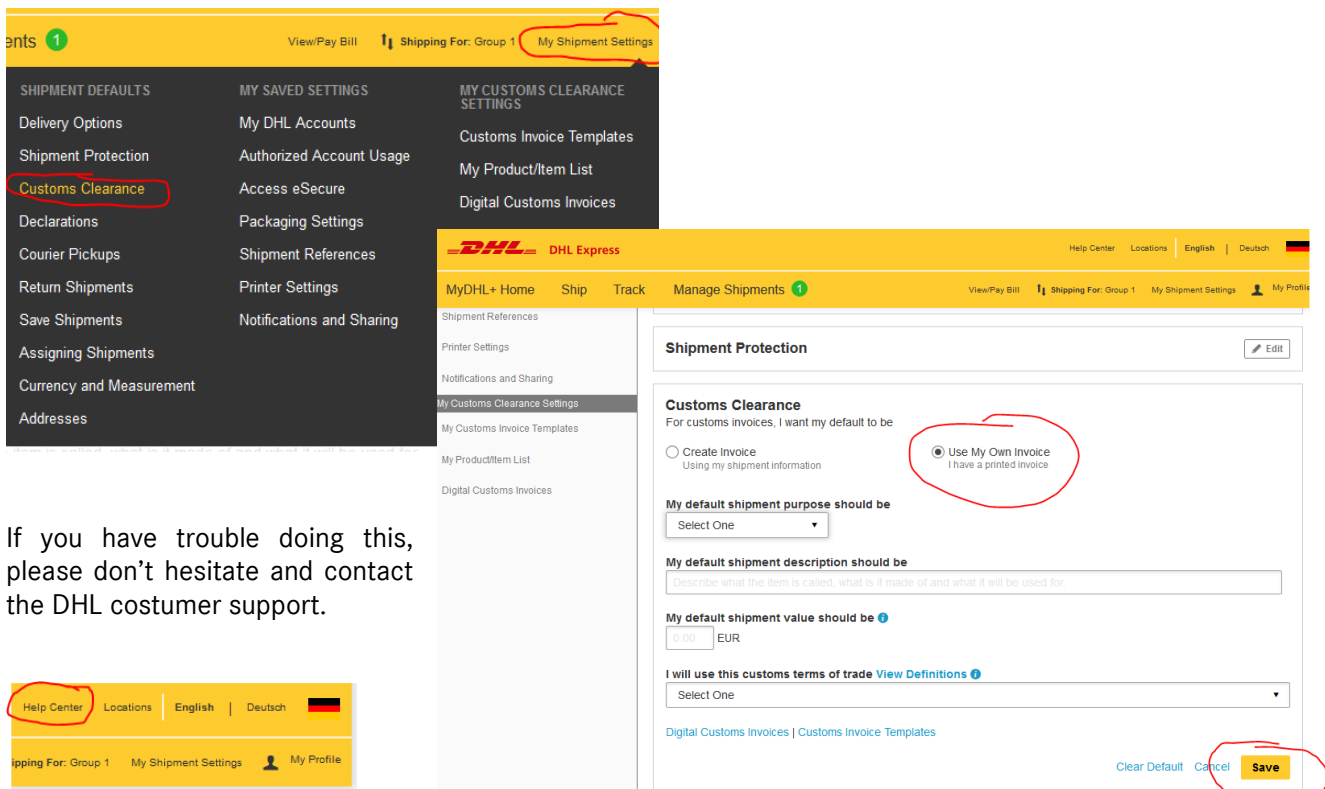
Ausgabe/Issue: 18.02.2025  
 Revision: 4.0  
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When providing printed invoices (1ea outside attached to the shipment and 1ea inside the box), please do not fill the DHL online form, as this may cause trouble due to discrepancies regarding value, part number or commodity note.



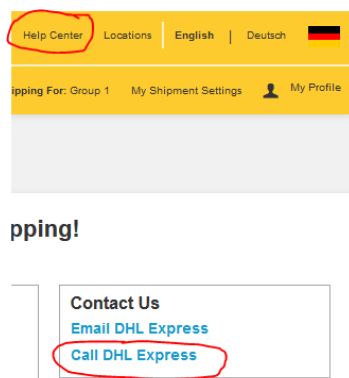
The screenshot shows the DHL Express 'Create Shipment' interface. The 'From' address is Marie Kober, DHL Express Germany GmbH, 1115 Garey Drive, Yardley Pennsylvania 19067, United States of America. The 'To' address is Bodo Lacroix, DHL Express Germany GmbH, Heinrich-Bruening-Strasse 5, 53113 Bonn, Bonn Nordrhein-Westfalen 53113, Germany. Under 'Shipment Details', there are three main sections: 'Documents', 'Packages', and 'Prohibited Items'. The 'Documents' section has a sub-section 'Create Invoice' with two options: 'Create Invoice' (Using my shipment information) and 'Use My Own Invoice' (I have a printed invoice). The 'Use My Own Invoice' option is circled in red. A message states: 'You'll need a customs invoice for this shipment - DHL can create it for you! A complete and accurate invoice (Required for Packages) helps with customs clearance.'

To use your own invoices per default you can change your settings on the MyDHL+ website. In the "My Shipment Settings" under the item "Customs Clearance" you can adjust the default setting to "Use My Own Invoice".



The screenshot shows the 'My Shipment Settings' page on the DHL Express website. The 'Customs Clearance' menu item is circled in red. The 'Customs Clearance' settings are displayed, showing the 'Use My Own Invoice' radio button selected and circled in red. The settings include: 'For customs invoices, I want my default to be' (Use My Own Invoice), 'My default shipment purpose should be' (Select One), 'My default shipment description should be' (Describe what the item is called, what is it made of and what it will be used for), 'My default shipment value should be' (0.00 EUR), and 'I will use this customs terms of trade' (View Definitions). The 'Save' button is also circled in red.

If you have trouble doing this, please don't hesitate and contact the DHL customer support.



The screenshot shows the 'Contact Us' section of the DHL Express website. The 'Call DHL Express' link is circled in red.

These regulations are subject to change. Changes to these regulations will be communicated proactively in written form. For questions regarding these regulations please contact MTU Maintenance Hannover GmbH, USED Parts Purchasing Department.