



# TRINIDAD AND TOBAGO CIVIL AVIATION AUTHORITY

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## INSTRUCTIONS FOR COMPLETING SAMPLE FORM

- (1) Enter the registration number shown on the aircraft such as 9Y-THA, 9Y-TGX, 9Y-TCR, etc.
- (2) The completed forms are to be sent to these addresses.
- (3) Actual date of the occurrence.
- (4) Place where the difficulty occurred such as JFK, LHR, POS, YYZ, etc.
- (5) Actual date the form was mailed.
- (6) Open - Tick this block if the report is not complete and there is more information forthcoming.

Closed - Tick this block if the report is complete and there is not expected to be any further information on this particular occurrence. Supplemental reports are entered as "Supp.#1 open" if there is more information to follow or "Supp. Closed" indicating that this is the final report.

(7) a) Aircraft

-Make : The aircraft manufacturer's name; any meaningful abbreviation should be acceptable such as B for Boeing, DH for De Havilland or BE for Beechcraft.

-Model/series: This information should be the official designation of the aircraft as listed in the Aircraft Specification Data Sheets or Type Data Sheets.

- Serial number: The serial number assigned by the manufacturer.

b) Powerplant

- Enter make, model and serial number in the same manner as for aircraft.

c) Propeller

- Enter make, model, and serial number.

**Note.** *Serial numbers are especially important for propeller problems. Combinations of propellers and engines sometimes cause problems therefore enter complete information.*

(8) Phase of operation

Enter the stage of flight or ground operation the aircraft was engaged in when the reported failure, malfunction, or defect occurred or was observed.

(9) System/Component

## INSTRUCTIONS FOR COMPLETING SAMPLE FORM (Cont'd.....)



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When a system or component report is being processed for a repair shop and it is not known what aircraft, powerplant or propeller it was removed from, "Component Only" should be written across block 8. Block 8 should be completed for all systems/components if possible.

(10) Specific Part (of Component) Causing Trouble

- Name: Enter the manufacturer's name of the specific part causing the problem.
- Number: Enter the manufacturer's part number.
- Part/Defect Location: Locate the discrepant part or the defect. Example rt. rear box, jacking point, left outboard, etc.

(11) Submitted by

Tick as appropriate and enter the name of the person submitting the report and the organization such as BWIA, Delta, XYZ Repair Station, etc.

(12) ATA Code

Enter the aircraft system and subsystem, respectively by the numerical symbols (ATA Spec 100) example engine cylinder 7230 enter only 7230.

(13) Part TT

Enter the total service time of the part in whole hours.

(14) Part TSO

Part time since overhaul; enter the service time of the part since it was last overhauled in hours example 316.3 hours.

(15) Part Condition

Enter the words which best describe the part condition such as broken, chafed, cracked, corroded, etc.

(16) Comments

The text should identify and describe the cause of the malfunction, failure or defect. It should contain descriptive information concerning the part/component that caused the difficulty, inspection findings and corrective action taken to prevent recurrence. If additional space is required to give the complete story use the reverse side of the form. Make reference to any attachment such as pictures, parts, etc.

(17) Information on the reporter