North Bay Aviation
Overview Course
Student Handout

The Student Handout Consists of the following materials:

1. A hardcopy of the Overview Course
2. A hardcopy of the text used in the Overview Course
3. The Forms Manual

These materials are assembled in one student handout to serve as reference materials to answer questions form the quiz.

Overview of North Bay Aviation's Repair Station Manuals

Click Anywhere On the Screen
To Advance To the Next Slide.

Narration
Welcome to an Overview of North Bay Aviation's Repair Station Manuals.
The purpose of this course is to provide you with a basic understanding of 5 manuals used by the North Bay Aviation Repair Station.

North Bay Aviation Manuals

Repair Station Manual (RSM)

Quality Control Manual (QCM)

Repair Station Training Program Manual (RSTP)

EASA Supplement

Forms Manual

The 5 manuals used by this Repair Station are, the Repair Station Manual, the Quality Control Manual, the Repair Station Training Program manual, the EASA Supplement, and the Forms Manual.

The Basics

Repair Station Manual, Quality Control Manual, EASA Supplement.

The Repair Station Manual . . .

describes the policies and procedures of a repair station's operations.

Policy is a guiding principle used to set direction in the repair station's operations.

A ***Procedure*** is a series of steps to be followed as a consistent and repetitive approach to accomplish an end result.

Your Repair Station Manual is a book of procedures that provides a step by step approach to the operation of your Repair Station.

In this brief Basics course, we address the very basics of the Repair Station Manual, the Quality Control Manual and the EASA Supplement.

According to the FAA Advisory Circular 145-9A, the Repair Station Manual, (also known as the RSM) this manual describes the policies and procedures of a repair station's operations.

To better understand what goes into your repair station manual, it is important to understand the difference between a policy and a procedure. A policy is a guiding principle use to set direction in the repair station's operations. A procedure is a series of steps to be followed as a consistent and repetitive approach to accomplish an end result.

Policy as a guiding action can be a course of action to guide and influence decisions. It may "point the way", set the course, or act as a guide. Procedures are the "how to(s)" of getting the product built, the step accomplished. Policy shines, it sets the tone, it leads, while the procedure carries the load and accomplishes the task.

So, while there are guiding principles in your Repair Station manuals, the manual is at heart, a of book of procedures. It is a book of procedures that provides a step by step approach to the operation of your Repair Station.

The Basics

Repair Station Manual, Quality Control Manual, EASA Supplement.

The Quality Control Manual . . .

describes the inspection and quality control procedures used by the repair station.

Quality Control System QMS

The Quality Control System (QMS) is concerned with two basic areas, parts & materials, and articles. The QMS has procedures in place to ensure the integrity of parts & materials used in the maintenance of articles. These inspections include inspection, handling and storage of parts and materials.

The QMS has procedures in place to ensure the airworthiness of articles for which the Repair Station performs maintenance, preventive maintenance, or alterations. These procedures include inspections, meticulous documentation and audits.

According to Advisory Circular 145-9A, the Quality Control Manual describes the inspection and quality control procedures used by the repair station.

The Quality Control System (also known as the QMS) is located in the Quality Control Manual. The Quality Control System is concerned with two basic areas, parts & materials, and articles. The FAA defines an article as “An aircraft, airframe, aircraft engine, propeller, appliance or component part.” The Quality Control System has procedures in place to ensure the airworthiness of articles for which the Repair Station performs maintenance, preventive maintenance, or alterations. These procedures include a series of maintenance tasks, inspections, meticulous documentation and audits.

The Quality Control System has procedures in place to ensure the integrity of parts & materials that are used in the maintenance of articles. These procedures include inspection, handling and storage of parts and materials.

Articles are only as good as the parts and materials used to maintain them. It is equally important to ensure your Repair Station’s parts, materials, inventory, replacement parts and articles in for inspection and repairs are handled and maintained with the upmost care.

The Basics

Repair Station Manual, Quality Control Manual, EASA Supplement.

What is an EASA Supplement?

An EASA Supplement is a document that allows (when approved) a U.S.- based, FAA - certificated repair station to work on EU-registered aircraft (aircraft and/or components under the regulatory control of EASA). (EU stands for European Union which include 32 member states.)

EASA is an agency of the European Union with responsibility for civil avation. It carries out certification, regulation, and standardisation, and also performs investigation and monitoring.

The EASA Supplement is composed of 18 special condition or differences between EASA's Part 145 regulations and the FAA's Part 145 regulations. When a FAA Repair Station is found to be in compliance with the published special conditions, it may make application to EASA for an EASA Part 145 approval.

It is Bilaterial Agreement between the FAA and EASA that makes this relationship possible. Both parties rely upon each other's surveillance systems to the greatest extent possible. The FAA and EASA have agreed to the conduct surveillance of each other's compliance with the special conditions.

An EASA Supplement is a document that allows, approved a U.S.- based, FAA - certificated repair station to work on European Union registered aircraft or components under the regulatory control of EASA.

EASA is the European Union's version of our FAA regulatory agency. An EASA Supplement is an approved document that allows U.S. repair stations to work on EU aircraft or aircraft parts.

When you think of a supplement, think of its' basic meaning. A supplement is something that completes or enhances something else when added to it. The EASA Supplement is an addition to the FAA Repair Station Quality Control Manual.

The EASA Supplement is composed of Special Conditions or differences between EASA's Part 145 Regulations and the FAA Part 145 Regulations. When an FAA Repair Station is found to be in compliance with the published special conditions, it may make application to EASA for an EASA Part 145 approval.

It is a Bilateral Agreement between the FAA and EASA that makes this relationship possible. Both parties rely upon each other's surveillance systems to the greatest extent possible. The FAA and EASA have agreed to conduct surveillance of each other's compliance with the special conditions.

Your Repair Station has entered into such an agreement to adhere to the special conditions for the sake of safety. It is important to understand these conditions and to adhere to them.

The Basics

4 Elements of the Training Program

Title 14 CFR Part 145.163

Your Repair Station is required to have a FAA approved Repair Station Training Program Manual, also known as a RSTP manual. Title14 CFR Part 145.163 states, "A certificated repair station must have and use an employee training program approved by the FAA that consists of initial and recurrent training."

The goal of the employee training program is to "ensure each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned tasks."

Tracking results of the training program in the form of a record. "A certificated repair station must document the individual training required by the program."

Changes to the training program are made through revisions to the manual. "A certificated repair station must submitt changes to its training program to the FSDO."

4 Elements of the Training Program

1. Training program consisting of initial and recurrent training.
2. A goal of creating capable employees
3. Documenting results via records.
4. Proper ways of making changes to the program.

Your Repair Station is required to have a FAA approved Repair Station Training Program, typically they may be contained in a training manual, also known as a RSTP manual. Title 14 CFR Part 145.163 states, "A certificated repair station must have and use an employee training program approved by the FAA that consists of initial and recurrent training." Your manual contains the procedures for operating your training program as well as developing training requirements. The training program includes, 4 elements. An approved training program with initial and recurrent training.

The CFR goes on to state the goal, which is the second element of the employee training program, is to "ensure each employee assigned to perform maintenance, preventive maintenance, or alterations, and inspection functions is capable of performing the assigned tasks."

The third element of the training program concerns tracking the results. "A certificated repair station must document the individual employee training required by the program." This documentation is contained in a record.

The fourth and final element of the training program is how changes to the program are made. They are made through revisions of the manual. "A certificated repair station must submit revisions to its training program to its responsible FAA Flights Standards Office.

Lets' quickly review the 4 elements of the training program.
First, the training program consists of initial and recurrent training.
Second, the goal is to ensure each employee assigned to perform maintenance, preventive maintenance, or alterations and inspections is capable of performing the assigned task. Third, results must be documented via records.
Fourth, there is a procedure in place to make changes to the program.

Finally, it is essential that part of an FAA-approved training program include human factor elements.

The Basics
Forms Manual
Title 14 CFR Part 145.211 (c) (3)

The Rule

A certificated repair station is required to maintain a sample of the inspection and maintenance forms and instructions for completing such forms. Forms may be maintained in a manual.

The Evolution of a Form

When a form is filled out, it becomes a record. Records are subjected to rules of storage, so they may be accessed and referred to as necessary.

The Importance of Form Managment

A well organized repair station will have a solid system in place for accessing, using and storage of forms. An employee working on the shop floor should be able to:
1. Find the form they need.
2. Understand and complete the form they are using.
3. Understand how the form they are using fits in the work flow.

A certificated repair station is required to maintain a sample of the inspection and maintenance forms and instructions for completing such forms. One way of doing this is through a Forms manual.

First, lets' talk about the importance of a form. Forms are used to record measurements, data, and observations. So, a form is a container into which relevant information is entered. To meet the requirements found in Title 14 CFR part 145.211 (c) (3) forms must be accompanied by instructions for completing forms. These are called work instructions. Typically, when found in a forms manual, the work instructions follow the form itself.

Most repair stations will keep their forms maintained in a Forms Manual. There are a couple of reasons for this. A Forms Manual organizes the forms by using a Table of Contents and controls the forms by a List of Effective Pages.

The end goal of a form is to become a record. When forms are filled out, they become records. In a certificated Repair Station, records are controlled, stored in a manner as to protect their integrity, so they remain clear and readable. They are maintained and stored for a specific number of years.

The types of forms most often used by certificated Repair Stations include work orders, inspection forms, airworthiness tags, calibration logs, shelf life logs, corrective action reports, vendor audits, self-evaluation audits, just to name a few. Again, forms are important because they carry the potential of becoming a record. There is historical significance in our industry for understanding what was measured, when was it recorded and what the reading indicated. So, it pays to know more about your manuals and the forms that support them.

Filling Out Forms

Follow These Rules When Completing Forms

1. Fill out forms according to the form's written procedure. These are typically called "Work Instructions". If there are no work instructions and you are in doubt about what goes in the field, contact your supervisory or the person responsible for Records in your Company.

2. If filling out by hand, use a pen or marker that cannot be erased.

3. If you make a mistake and need to correct an answer, follow these steps.

    - Line through the mistake
    - Make the correction beside it
    - Initial your correction.
    - Under no circumstances do you use correction fluid. It often smudges and makes the correction hard to read. It does not define who made the correction and can be misleading.

4. There should never be any question as to the meaning of the response(s) in each field of the form.

I. Cover

Gyros Unlimited Inc.,

d/b/a

North Bay Aviation

Forms Manual

for

FAA Certificated Repair Station

UYVR051J

424 EXECUTIVE COURT NORTH

SUITE E

FAIRFIELD, CA 94534

Manual Control Number:	003
Assigned To:	Chief Inspector
Manual Approved By:	*Roger Siegal, Accountable Manager*

II. Table of Contents

III. Introduction

1. This Forms Manual (FM) has been prepared in accordance with the current Code of Federal Regulations (CFR) and the policies of Gyros Unlimited, Inc. d.b.a. North Bay Aviation and will be maintained in a current status IAW the guidelines in RSM-OP-003.

2. This manual exhibits a sampling of forms and their instructions where necessary, that are utilized by Gyros Unlimited, Inc. d.b.a. North Bay Aviation in the general course of accomplishing business IAW the requirements of CFR 145 and the attendant OpsSpecs for CRS certificate number UYVR051J.

3. The forms exhibited in this manual are referenced in Gyros Unlimited, Inc. d.b.a. North Bay Aviation's RSM and QCM and will be used for the specific requirements described in the manuals and their Operational Procedures. All previous editions/revisions of the forms in this manual can be used until supplies are exhausted unless the form in this manual has this statement on it, "SUPERCEDES PREVIOUS EDITIONS."

4. This manual gives a detailed explanation of the data entry requirements for each form exhibited; if unique, or entry data source - if exhibited in a FAA publication. The forms, document the business processes of Gyros Unlimited, Inc. d.b.a. North Bay Aviation and the accomplishment of the following portions of the quality inspection system:

   4.1. Incoming materials,

   4.2. Preliminary inspection,

   4.3 Hidden damage,

   4.4. Inspection continuity,

   4.5. Repair, modification and alteration

   4.6. Final inspection of the article being maintained or altered at Gyros Unlimited, Inc. d.b.a. North Bay Aviation.

5. The definition of "forms" is all encompassing and includes:

   5.1. Gyros Unlimited, Inc. d.b.a. North Bay Aviation developed forms

   5.2. FAA forms

   5.3. Tags

   5.4. Labels

   5.5. Stamps

IV. Manual Control….145.211

1. Each FM (Forms Manual) will have a control number and identify the person that the manual is assigned to by their title. A *Master List* containing the manual numbers and persons assigned will be kept in the Chief Inspector's office.
2. The Chief Inspector will be responsible for keeping each person on the master list supplied with the most current version/revision of the manual. The Chief Inspector will also make written proposals for revisions, when the need arises, and submit them to the Quality Control Manager who will, when approved, forward them to the President for final review. Upon review and approval of the proposals by the President, the Chief Inspector will coordinate distribution of the revision to all manual holders using NBA.019.F Revision Control Report form.
3. A list of effective pages will be issued with each revision so that each manual can be checked and kept current. Upon receipt of a revision, each manual holder will be responsible for complying with the instructions on the RECORD of REVISION page in their assigned manual and any additional instructions on the Revision Control Report, form number NBA.019.F.

V. Record of Revisions

When a new revision is issued, the Chief Inspector or a designee will install the new revision into each FM on the master manual assignment list. The FM will be returned to the assigned manual holder, who will then audit the manual against the LEP and follow the steps on the Revision Control Report (form NBA.019.F) acknowledging receipt and that they have read and understand the revision, then return the NBA.019.F form to the Chief Inspector.

Revision Number	Revision Date	Revision Number	Revision Date
Original	January 31, 2004		
1	February 8, 2010		
2	December 22, 2005		
3	October 15, 2010		
4	April 11, 2011		
5	January 31, 2014		
6	December 1, 2015		
7	March 30, 2017		
8	December 1, 2017		

VI. List of Effective Pages

Cover Sheet	Page I of VIII	***Rev 8***	***DEC 1, 2017***
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Manual Control	Page IV of VIII	Rev 6	DEC 1, 2015
Record of Revisions	Page V of VIII	***Rev 8***	***DEC 1, 2017***
List of Effective Pages	Page VI of VIII	***Rev 8***	***DEC 1, 2017***
List of Figures	Page VII of VIII	Rev 6	DEC 1, 2015
Instructions, References, Forms and Stamps	Page VIII of VIII	Rev 6	DEC 1, 2015

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Page 2 of 55	Rev 6	DEC 1, 2015	Page 31 of 55	Rev 6	DEC 1, 2015			
Page 3 of 55	Rev 6	DEC 1, 2015	Page 32 of 55	Rev 6	DEC 1, 2015			
Page 4 of 55	Rev 6	DEC 1, 2015	Page 33 of 55	Rev 6	DEC 1, 2015			
Page 5 of 55	Rev 6	DEC 1, 2015	Page 34 of 55	Rev 6	DEC 1, 2015			
Page 6 of 55	Rev 6	DEC 1, 2015	Page 35 of 55	Rev 6	DEC 1, 2015			
Page 7 of 55	Rev 6	DEC 1, 2015	Page 36 of 55	Rev 6	DEC 1, 2015			
Page 8 of 55	Rev 6	DEC 1, 2015	Page 37 of 55	Rev 6	DEC 1, 2015			
Page 9 of 55	Rev 6	DEC 1, 2015	Page 38 of 55	Rev 6	DEC 1, 2015			
Page 10 of 55	Rev 6	DEC 1, 2015	Page 39 of 55	Rev 6	DEC 1, 2015			
Page 11 of 55	Rev 6	DEC 1, 2015	Page 40 of 55	Rev 6	DEC 1, 2015			
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Page 13 of 55	Rev 6	DEC 1, 2015	Page 42 of 55	Rev 6	DEC 1, 2015			
Page 14 of 55	Rev 6	DEC 1, 2015	Page 43 of 55	Rev 6	DEC 1, 2015			
Page 15 of 55	Rev 7	MAR 30, 2017	Page 44 of 55	Rev 6	DEC 1, 2015			
Page 16 of 55	Rev 6	DEC 1, 2015	Page 45 of 55	Rev 6	DEC 1, 2015			
Page 17 of 55	Rev 7	MAR 30, 2017	Page 46 of 55	Rev 6	DEC 1, 2015			
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Page 23 of 55	Rev 6	DEC 1, 2015	Page 52 of 55	Rev 6	DEC 1, 2015			
Page 24 of 55	Rev 6	DEC 1, 2015	Page 53 of 55	Rev 6	DEC 1, 2015			
Page 25 of 55	***Rev 8***	***DEC 1, 2017***	Page 54 of 55	Rev 6	DEC 1, 2015			
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Page 28 of 55	Rev 6	DEC 1, 2015						
Page 29 of 55	Rev 6	DEC 1, 2015						

Forms Manual LEP's
Approved for Gyros Unlimited, Inc. d.b.a.
North Bay Aviation By:

_____ Date: 12/1/17
Accountable Manager

Forms Manual LEP's
Accepted By:

_____
FAA Primary Inspector

Date: _____/_____/_____

VII. List of Figures

VIII. Instructions, References and Forms

Referenced Forms
in the

Repair Station Manual

and

Quality Control Manual

For Use By

Gyros Unlimited, Inc. d.b.a.
North Bay Aviation

1. NBA FORMS

NBA.007.WO Work Order Form (Tear Down Report Summary)

NBA.007.WO Instructions for Completion

1. All signatures for "Maintenance Record Entries" will indicate the person who actually performed the work or inspection of work.

2. This form will be filled out at the completion of the work process and will be supplied to the customer. The information will be derived from and reflect the record of work performed as noted on NBA.007.WO.1, Teardown Report/Traveler.

3. All entries are to be clear, legible and written in blue or black ink.

4. No correction fluid or other means of altering the data is permitted.

5. References to approved data must be listed on all maintenance / inspection processes.

6. The original will accompany the applicable piece of equipment to the shipping department for processing and returned to customer.

7. A copy of the Tear Down Report Summary will be made and attached to the Work Order package for a permanent record to be maintained on file at this repair station.

8. When this form is properly completed, it constitutes compliance with "Recording of Major Repairs and Major Alterations" listed in Appendix B, paragraph b of CFR Part 43.

An example of the NBA.007.WO Work Order Form (Tear Down Report Summary) follows on next page

Reference NBA QCM-OP-101, Section VIII.

Figure 1- NBA.007.WO Work Order Form (Tear Down Report Summary) – Example *"SUPERCEDS PREVIOUS EDITIONS"*

NORTH BAY™ AVIATION

NORTH BAY AVIATION
424 EXECUTIVE CT N STE E
FAIRFIELD CA 94534 USA
+1 707 863 4970 OFFICE
+1 707 863 4968 FAX
www.northbayaviation.com
FAA No. UYVR051J

Tear Down Report Summary

Work Order #:
Date Printed:
Time:
Page:

To:
ATTN: RYAN BROLLEY
AAR DEFENSE SYSTEMS & LOGISTICS
ONE AAR PLACE
1100 N. WOOD DALE ROAD
WOOD DALE, IL 60191
USA

Ship To:
AAR DEFENSE SYSTEMS & LOGISTICS
ONE AAR PLACE
1100 N. WOOD DALE ROAD
WOOD DALE, IL 60191
USA

Ref #:	Phone #:	Fax #:	Email:
Code:	Site:	PN:	Descr:
Qty:			Mfg:

ALT REF PN | A\C NO: | STA REMOVED:

Serial Numbers:

Notes:
Symptoms:

DENTED BY SMCO CUSING A NO-GO FAIL C

PN	Description	Qty Needed	CD	Disposition

Technician _____ Date: _____
Inspector _____ Date: _____

Form created with Quantum Control(tm) technology. Product Licensed to: North Bay Aviation NBA.007.WO

Form Number: NBA.007.WO Date: December 1, 2015

NBA.007.WO.1 Work Order Supplement Form (Teardown Report/Traveler)

NBA.007.WO.1 Instructions for Completion

1. Origination

   1.1 This form is originated in Component Control after the Receiving Department has performed the initial incoming inspection and confirmed all identification numbers.

2. Form Sections

   2.1 Condition Report
   Aircraft number, Position, and Station Removed noted.

   2.2 Customer Complaint/Instructions
   Appropriately noted:
   Inspect, Repair, Test, or Overhaul IAW Mfr's Specs

   2.3 Malfunction reported / Work Requested
   The original defect as reported by customer

   2.4 In Work Process
   Results of incoming technical inspection will be noted with the appropriate approved data references.

   2.5 In Progress Inspection Results of initial testing will be noted confirmed, or not confirmed, and any additional findings noted.

   2.6 Description of Work Performed
   Detailed description of all work performed referencing approved, current Technical Data.

   2.7 Final Functional Test and Inspection
   Method and results of Operational / Functional test as specified per approved data for the work scope performed. Statement of final inspection in accordance with approved data as specified by manufacturer.

   2.8 Parts
   Listing of all parts replaced during the work process in conjunction with the assigned work order

3. General Completion Procedures

   3.1. All procedures are identical to NBA.007.WO.

Instructions for NBA.007.WO.1 continued on next page

Instructions for NBA.007.WO.1 continued from previous page.

3.2. All procedures requiring an "approved" by verification will be accomplished by an inspector.

3.3. Work record requires an accurate description of work performed by referencing the specific applicable section of approved data.

3.4. The assigned inspector will not stamp any work step until the technician has correctly completed the section per above instructions.

4. Disposition

4.1 After completion, this work record is maintained on file at the Gyros Unlimited, Inc. d.b.a. North Bay Aviation facility.

An example of the NBA.007.WO.1 Work Order Supplement Form (Teardown Report/Traveler) follows on next page

Figure 2 - NBA.007.WO.1 Work Order Supplement (Teardown Report/Traveler) – Example *"SUPERCEDS PREVIOUS EDITIONS"*

Teardown Report/Traveler

Page:

North Bay Aviation

FAA Approval Holder: UYVR051J

Time:
Date Printed:

Work Order #:

PN:

ALT REF PN:

Tail Number:

Descr:

Work Requested:

Cust Ref #

Customer:

Company Code:

Due Date

Serial Numbers:

Notes:

Task: PRELIMINARY PHYSICAL INSPECTION EST HOURS

Start: Complete

WORK REQUIRED: PRELIMINARY INSPECTION OF UNITAND. REVIEW CUSTOMER PAPERWORK

Print Findings or Discrepancies Here:

Task: IN WORK PROCESS EST HOURS

Start: Complete

WORK REQUIRED: PERFORM INITIAL FUNCTIONAL TEST, TROUBLESHOOT AND NOTE FAILURES/DISCREPANCIES

Print Findings or Discrepancies Here:

Task: IN PROGRESS INSPECTION EST HOURS

Start: Complete

WORK REQUIRED: INSPECT TECHNICIANS WORK AND SUBMIT FOR QUOTE APPROVAL

Print Findings or Discrepancies Here:

NBA.007.WO.1

Example NBA.007.WO.1 continues on next page

Example NBA.007.WO.1 continued from previous page

Teardown Report/Traveler

Page:

North Bay Aviation

FAA Approval Holder: UYVR051J

Time:
Date Printed:

Work Order #:

PN:

ALT REF PN:

Tail Number:

Descr:

Work Requested:

Cust Ref #

Customer:

Company Code:

Due Date

Serial Numbers:

Notes:

Task: WORK PERFORMED EST HOURS

Start:

Complete

WORK REQUIRED: PERFORM WORK REQUIRED TO RETURN UNIT TO SERVICE, CLEAN, REPLACE PARTS AS REQUIRED,

Print Findings or Discrepancies Here:

Task: FINAL FUNCTIONAL TEST & INSPECTION EST HOURS

Start:

Complete

WORK REQUIRED: INSPECT UNIT TO ENSURE CONFORMITY IAW APPROVED DATA. TEST UNIT FOR FUNCTION WITHIN APPROVED PARAMETERS.

Print Findings or Discrepancies Here:

Task: RELEASE EST HOURS

Start:

Complete

NBA.007.WO.1

Example NBA.007.WO.1 continues on next page

Example NBA.007.WO.1 continued from previous page

Teardown Report/Traveler

Page:

North Bay Aviation

FAA Approval Holder: UYVR051J

Time:
Date Printed:

Work Order #:

PN:

ALT REF PN:

Tail Number:

Descr:

Work Requested:

Cust Ref #

Customer:

Company Code:

Due Date

Serial Numbers:

Notes:

WORK REQUIRED: COMPLETE RELEASE DOCUMENTATION PER CUSTOMER REQUIREMENTS

Print Findings or Discrepancies Here:

NBA.007.WO.1

Form: NBA.007.WO.1 Date: December 1, 2015

NBA.005.F Receiving Inspection Rejection Form

NBA.005.F Instructions for Completion

1. Receiving Inspection Rejection Form Number NBA.005.F will be used IAW QCM-OP-111.
2. The Receiving Inspection Rejection Form is for the purpose of providing notification to appropriate personnel that an acquired item has been received, inspected and found to be noncompliant with existing purchasing/receiving requirements.

   Note: If item being rejected was ordered "AOG," immediate notification will be given to the appropriate manager.

3. The NBA.005.F form will be completed as per the instructions at the bottom of the form.
4. After Receiving Inspector fills out the form, three (3) copies of the form are made for providing notification to departments. Copies, their distribution, and respective departments are as follows:

   4.1. **Copy 1** ***Quality Control*** – completed by receiving inspector and forwarded to the Chief Inspector.

   4.2. **Copy 2** ***Purchasing Agent*** – is for Purchasing to take appropriate action.

   4.3. **Copy 3** ***Purchase Order Package***– forward to Purchasing who will contact and then mail to Vendor for corrective action.

   4.4. **Original** ***Attached to Article / Material*** – original copy is protected and attached to the article / material for final disposition.

An example of the NBA.005.F Receiving Inspection Rejection Form follows on the next page

Figure 3 - NBA.005.F Receiving Inspection Rejection Form – Example

North Bay Aviation
Repair Station UYVR051J

NBA.005.F
Receiving Inspection Rejection Form

To Buyer: _____ PO/WO Number: _____ Inspection Date: _____

Supplier / NBA Customer: _____ Packing Slip Number: _____

Part Number: _____ S/N: _____ Quantity: _____

Part Condition: ☐ New ☐ O/H ☐ Other: _____

PROBLEM / REQUEST: (Check all that apply)

☐ Need Packing Slip	☐ Duplicate Order	☐ Quantity Over/Under
☐ Part Number Discrepancy	☐ No Open Purchase Order	☐ Need Teardown Report
☐ Damaged in Shipping	☐ Need MSDS	☐ Other

Other: _____

NEED DOCUMENTATION:

☐ Certificate of Conformancy	☐ JAA / EASA Form 1	☐ FAA 8130-3
☐ FAA 8110-3	☐ Raw Material Test Report	☐ TC Form 24-0078

Other: _____

Received By: _____ Date: _____

Disposition: ☐ Put In Stock ☐ Return To Customer / Vendor ☐ Scrap on Site

Authorized By: _____ Date: _____

Certification of Scrap Completion By: _____ Date: _____

Distribution Checklist:

☐ Quality Control ☐ Purchasing Agent ☐ Purchase Order Package ☐ Original – Attached to Article / Material

1- Receiving inspector fills out top of form including PO/WO information, part information, and reason for rejection, and signs and dates form.
2- Chief inspector or designee authorizes disposition by checking appropriate box and signs and dates.
3- If scrapping, chief inspector or designee signs upon completion of scrap.
4- Make copies and check appropriate boxes for routing.

Form Number: NBA.005.F (R1) Date: October 1, 2012

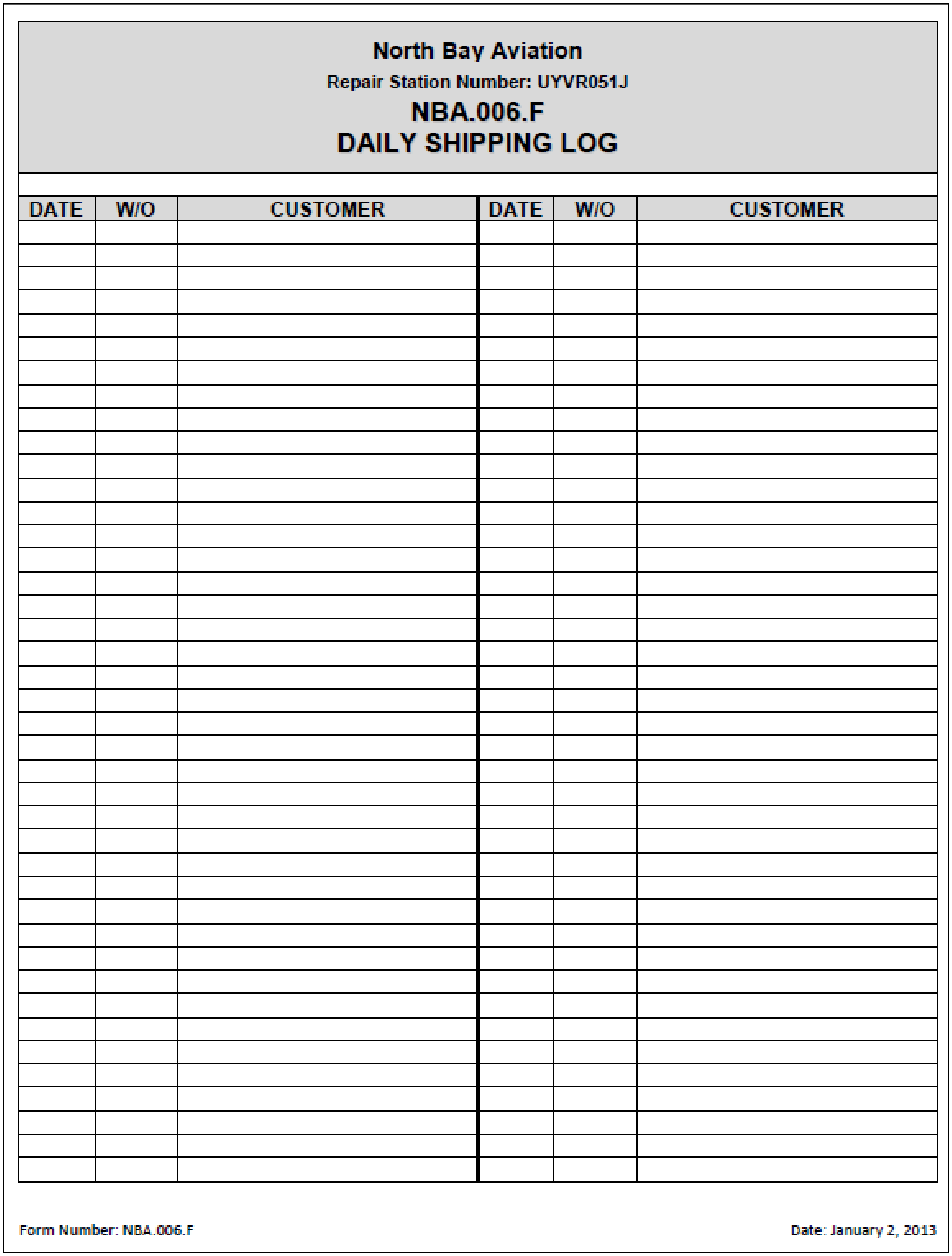
NBA.006.F Daily Shipping Log

NBA.006.F Instructions for Completion

1. The Daily Shipping Log, form number NBA.006.F, is used to record each article being shipped out on a daily basis.
2. The Daily Shipping Log will contain the following information, recorded by the authorized Shipping and Receiving function.
   - 2.1. Date
   - 2.2. Work Order Number
   - 2.3. Customer Name

An example of the NBA.006.F Daily Shipping Log follows on the next page.

Figure 4 - NBA.006.F Daily Shipping Log – Example



North Bay Aviation

Repair Station Number: UYVR051J

NBA.006.F

DAILY SHIPPING LOG

DATE	W/O	CUSTOMER	DATE	W/O	CUSTOMER

Form Number: NBA.006.F

Date: January 2, 2013

NBA.010.F Master Calibration Report

NBA.010.F Instructions for Completion

1. The Master Calibration Report (Form NBA.010.F) is used to provide a ready reference file for all MTE used by the repair station.
2. The Master Calibration Report will contain the following information for each piece of MTE:

    2.1. Item's NBA Asset Number

    2.2. Status

    2.3. Part Number and up to (2) two Alt P/N's

    2.4. Model Number

    2.5. Description

    2.6. Serial Number

    2.7. Manufacturer

    2.8. Calibration Due

    2.9. Calibration Date

    2.10. Mark "Check Box" only when outside services are required

    2.11. Location where MTE is stored or installed

An example of the NBA.010.F Master Calibration Report Form follows on the next page.

Figure 5 - NBA.010.F Master Calibration Report – Example

MASTER CALIBRATION REPORT 1/31/2014

Asset #	Status	Part Number	Alt Part Number	Alt Part Number 2	Model Number	Description	Serial Number	Manufacturer	Cal Due	Cal Date	Ven	Location
NBA 00620	CALIBRATED	DFM-100				DIGITAL FORCE GAUGE	C34800	CHATILLON			☑	T.E. 1-S3
NBA 01247	CALIBRATED	LC102				CAPACITOR-INDUCTOR-ANALYZER	6123115M	SENCORE			☑	
NBA 02587	CALIBRATED	ZM2110P-DN2000-01-1			M2100	SMART PRESS GUAGE	1249000029	MERIAN			☑	W.B.001A-D2
NBA 01917	CALIBRATED	HLR-111				ROTOR BALANCER	8514 / 144	HOFMANN	1/4/2014	1/4/2013	☐	INST SHOP
NBA 00918	STANDARD	1GR-2000GR				GRAM WEIGHTS	15	OHAUS	1/5/2014	1/3/2013	☑	T.E. 100-S2
NBA 01010	CALIBRATED	SRI-201			7724-001-01	API	130	PEAK	1/6/2014	1/6/2013	☐	
NBA 02141	CALIBRATED	2340L5				AIR COMPRESSOR		INGERSOLL - RAND	1/8/2014	7/18/2013	☐	
NBA 02233	CALIBRATED	HHM93				DMM	CON7060761	OMEGA	1/17/2014	1/17/2013	☑	T.E. 4-S4
P-PROP-01-JC	CALIBRATED	87				DMM	55730859R	FLUKE	1/17/2014	1/17/2013	☑	
NBA 01554	CALIBRATED	3325B				SYNTHESIZER / FUNCTION GENERATOR	2847A07164	HEWLETT PACKARD	1/22/2014	1/22/2013	☑	SHOP
P-PROP-01-JM	CALIBRATED	63-249				DIGITAL STOP WATCH	10A10	RADIO SHACK	1/22/2014	1/22/2013	☐	
NBA 02519	CALIBRATED	63-249				DIGITAL STOP WATCH	08A09	RADIO SHACK	1/22/2014	1/22/2013	☐	T.E. 2-S2
NBA 02303	CALIBRATED	5335A				FREQUENCY COUNTER	2934A14131	HEWLETT PACKARD	1/23/2014	1/23/2013	☑	SHOP
NBA 01245	CALIBRATED	PSD40-1				FUEL QTY TEST SET	0037	SIMMONDS PRECISION	1/24/2014	1/24/2013	☑	T.E. 6-S2
NBA 02523	CALIBRATED	ED-250-F				TORQUE WRENCH 25-250 FT/LBS	01220832	JETCO	1/28/2014	1/28/2013	☑	T.E.1-S3
NBA 00896	CALIBRATED	JG298A5				EPR INDICATOR	B-65	HONEYWELL	1/30/2014	1/30/2013	☐	T.E. 2-S1
NBA 00597	CALIBRATED	JG298A5				EPR INDICATOR	W-351	HONEYWELL	1/30/2014	1/30/2013	☐	T.E. 2-S1
NBA 00016	CALIBRATED	DP1311				DEKAVIDER BOX	11565-00	ELECTRO SCIENTIFIC IND.	1/30/2014	1/30/2013	☐	W.B. 015-D1
NBA 02199	CALIBRATED	60-3368-7			31-5451-1	STROBE POWER SUPPLY	8999	GRIMES	2/5/2014	2/5/2013	☐	W.B. 010-C1
NBA 00468	CALIBRATED	77/BN				DMM	66760842	FLUKE	2/13/2014	2/13/2013	☑	T.E. 4-S2
NBA 00466	CALIBRATED	87				DMM	62990103	FLUKE	2/13/2014	2/13/2013	☑	T.E. 4-S1
NBA 00467	CALIBRATED	77/AN				DMM	9214	FLUKE	2/13/2014	2/13/2013	☑	T.E. 4-S2
NBA 02521	CALIBRATED	A31005-14				TEST BOX NOISE WEU PWR SUP	49711-12	NBA	2/15/2014	2/15/2013	☐	W.B. 007A-C2
NBA 01051	CALIBRATED	1432-P				DECADE RESISTOR	52640	GENERAL RADIO COMPANY	2/19/2014	2/19/2013	☑	T.E. 2-S3
NBA 02302	CALIBRATED	1432W				DECADE RESISTOR	47182	GENERAL RADIO	2/21/2014	2/21/2013	☐	T.E. 5-S5
NBA 00079	CALIBRATED	CRT-7				RATIO TRANSFORMER	11457-99	NBA	2/22/2014	2/22/2013	☐	T.E. 6-S3
NBA 00935	CALIBRATED	83821-3				DECADE RESISTOR	3392	CENCO	2/22/2014	2/22/2013	☐	T.E. 2-S3
NBA 00934	CALIBRATED	83821-3				DECADE RESISTOR	3391	CENCO	2/22/2014	2/22/2013	☐	T.E. 2-S3
P-PROP-01-MM	CALIBRATED	EXERTEC				STOP WATCH	01		2/25/2014	2/25/2013	☐	

NBA.010.F Date: January 31, 2014

Page 1

NBA.011.F Employee Training Record Form

NBA.011.F Instructions for Completion

1. Each supervisor of an employee will keep a current training record on each such employee under their supervision at the repair station IAW RSM-OP-011, QCM-OP-104, and 116.
   - 1.1. The training record will be maintained on Form NBA.011.F.
   - 1.2. It will include all training received by the employee while employed by the repair station. This will include but not limited to:
     - 1.2.1 On-the-Job (OJT) training,
     - 1.2.2. Slide presentations,
     - 1.2.3. Video
     - 1.2.4. Films
     - 1.2.5. Seminars
     - 1.2.6. CBT
     - 1.2.7. Factory school
     - 1.2.8. OEM or Qualified Technical Representative's on site training.
2. Information contained on the training record will include the course title/subject, date(s) attended, total hours, instructor's signature, type of training (i.e. OJT, classroom, etc.), location where training was accomplished (if other than the repair station) and the trainee's initials.
3. For classroom training - copies of attendance records and any certificates received for the successful completion of the course will be kept attached together and filed in the employee's training/personnel record.
4. Training records of all employees will be maintained on file for the period defined in QCM-OP-104.

An example of the NBA.011.F Training Record form follows on the next page

Figure 6 - NBA.011.F Employee Training Record Form – Example

North Bay Aviation
Repair Station Number: UYVR051J
NBA.011.F
EMPLOYEE TRAINING RECORD

Name _____

CRS OJT Training by Type or Article P/N & Any Classroom Courses by Title (Attach Attendance Records)	DATES	LOCATION DURATION	INSTRUCTOR SIGNATURE	TRAINEE INITIALS

Form: NBA.011.F (R1) Date: March 30, 2017

NBA.012.F Employment Summary Form

NBA.012.F Instructions for Completion

1. The Employment Summary Form NBA.012.F is a form listing all schooling and employment history of an employee prior to working for this repair station.

2. Information required for this summary is self evident and to be provided by the employee.

3. Photocopies of all educational or training certificates, licenses, and professional certifications will be maintained with the personnel file.

4. An Employment Summary Form NBA.012.F will be maintained on each manager, supervisor and inspector.

5. An employee's completed Form NBA.012.F will be kept current by the employee and maintained as part of the employee's training file IAW RSM-OP-010.

An example of the NBA.012.F Employment Summary form follows on the next page.

Figure 7 - NBA.012.F Employment Summary Form – Example

North Bay Aviation

Repair Station Number: UYVR051J

NBA.013.F

EMPLOYMENT SUMMARY

FAR 145.161

Date:

Revised:

Name:

Title:

Scope of Assignment:

Total years in work assigned & related fields:

Work Record

Employment Summary

Licenses:

Schools & Training:

Form NBA.012.F (R1)
Date March 30, 2017

Page 1 of 1

NBA.013.F Calibration Report Form - CERTIFICATE OF COMPLIANCE

NBA.013.F Instructions for Completion

1. Calibration Report Form (NBA.013.F) will be prepared for each piece of precision tool or test equipment calibrated in-house by the repair station.
2. For any MTE calibrated in-house IAW QCM-OP-125, the technician accomplishing the test and re-certification will be trained and qualified in the task as evidenced in the technician's training records.
2. The technician accomplishing the test and re-certification will fill out form NBA.013.F in its entirety, for each piece of equipment, making specific notes denoting the calibration procedures and equipment used to recertify the unit, and any adjustments or repairs made.
   - 2.1. Any MTE found out of calibration will have a Noncompliance Form Number NBA.022.F filled out and processed IAW RSM-OP-005.
   - 2.2. If there any questions on a unit's serviceability they will be directed to the Chief Inspector or designee for their decision and/or resolution and also have a Non-Compliance Form Number NBA.022.F filled out and processed IAW RSM-OP-005.
3. After the MTE has been checked and found serviceable the item will be recertified by the Chief Inspector or designee by signing the re-certification statement on form NBA.013.F, installing the repair station's MTE calibration label, and updating appropriate control records IAW QCM-OP-118.
   - 3.1. The Repair Station Manager will be the back-up position in the absence of the Chief Inspector.
4. The completed form(s) will be kept in the specific unit's file folder which is filed by the repair station's assigned tool ID number. Unit records will be maintained for a period of two years after the tool is removed from service, retired, and/or disposed of.
5. This function can be accomplished as part of a MTE Control System that is computerized. If such a system is in use or comes into use the Form NBA.013.F will be the back-up system to be used when a computer failure has occurred or a disaster recovery is in process.

An example of the NBA.013.F Calibration Report Form follows on the next page.

Figure 8 - NBA.013.F Calibration Report Form – CERTIFICATE OF COMPLIANCE – Example

North Bay Aviation
Repair Station Number: UYVR051J

NBA.013.F
CERTIFICATE OF COMPLIANCE

This is to certify that special tool/test equipment

Part Number: _____ Desc: _____

Manufacturer: _____ S/N: _____

Asset Number: _____

has been tested and calibrated, using standards which are traceable to the National Institute of Standards and Technology (NIST).

Work Order: _____ PO: _____

Cal Date: _____ Date Due: _____

Tech: _____ Inspector: _____

Temperature: _____ Humidity: _____

STANDARDS USED:

PART NUMBER	SERIAL NUMBER	DESCRIPTION	CAL DUE

FORM: NBA.013.F DATE: JANUARY 31, 2004

NBA.014.F Calibration Data Sheet

NBA.014.F Instructions for Completion

1. NBA.014.F Calibration Data Sheet Form will be prepared when there are no OEM test specification sheets available.
2. For any equipment calibrated in-house IAW QCM-OP-125, the technician accomplishing the test and re-certification will be trained and qualified in the task as evidenced in the technician's training records.
3. If there are any questions on a unit's serviceability they will be directed to the Chief Inspector for their decision and/or resolution.
   - 3.1. The Repair Station Manager will be the back-up position in the absence of the Chief Inspector.
   - 3.2. If unit is unserviceable or requires adjustment and/or repair a Noncompliance Form Number NBA.022.F will be initiated and processed IAW RSM-OP-005.
4. The completed form(s) will be kept in the specific unit's file folder which is filed by the repair station's assigned tool ID number. Unit records will be maintained for a period of two years after the tool is removed from service, retired, and/or disposed of.
5. This function can be accomplished as part of a MTE Control System that is computerized. If such a system is in use or comes into use the Form NBA.014.F will be the back-up system to be used when a computer failure has occurred or a disaster recovery is in process.

An example of the NBA.014.F Calibration Data Form follows on the next page.

Figure 9 - NBA.014.F Calibration Data Sheet – Example

Temp.: _____ Page ___ of ___

Humidity: _____

North Bay Aviation
Repair Station Number: UYVR051J

NBA.014.F
Calibration Data Sheet

Nomenclature: _____ **Manufacturer:** _____

Equipment ID Number: NBA _____ **Model Number / Type:** _____ **S/N:** _____

Calibrated By: _____ **Date:** _____ **Calibration Frequency:** _____

Specification Used: _____ **Date Next Calibration is Due:** _____

Test Step	OBSERVATION		CALIBRATION LIMITS		Remarks
	Initial Reading	Final Reading	Minimum	Maximum	

FORM: NBA.014.F (R5) DATE: MARCH 30, 2017

NBA.016.F Corrective Action Report Form
and
NBA.017.F Correction Recommendation Form

NBA.016.F and NBA.017.F Instructions for Completion

1. The following outlines a procedure that can be used to communicate with the unit's manufacturer when problems exist with technical publications, defective subassemblies, piece parts or end item assemblies IAW QCM-OP-115.
2. The choice of the form to use is dependent on whether or not NBA is recommending a resolution to the problem or is not.
   - 2.1. Form NBA.016.F will be used when NBA is not recommending a solution to the problem.
   - 2.2. Form NBA.017.F will be used when NBA is recommending a solution to the problem.
3. The completed form will be sent to the manufacturer's technical product support group advising them of the problem and/or recommended solution to the problem.
   - 3.1. If the need for resolution is critical, due to an Owner/Operator's need, it will be faxed and followed-up with a phone call within twenty-four hours to establish a resolution date commitment from the manufacturer for the operator.
   - 3.2. This commitment will be conveyed to the operator for their further action if the commitment is unsatisfactory to the operator.
4. The Quality Control Manager will coordinate the timely dissemination of the manufacturer's resolution of the problem, (i.e. the manufacturer's response to Form NBA.016.F or NBA.017.F, to the affected department's Manager and the temporary revision to the referenced technical publication.
5. A change in technical publication data will be handled as follows:
   - 5.1. A copy of completed reports NBA.016.F or NBA.017.F, with any supporting data from the manufacturer, are to be put in front of the page in the manual that contains the misinformation.
     - 5.1.1. No corrections are to be physically made to the error in the manual.
6. Reports NBA.016.F or NBA.017.F and any supporting data will only be removed from the official technical publication revision when a new revision, correcting the problem, is received.
   - 6.1. When received, it will be reviewed for effectiveness by the Chief Inspector and then filed.

Examples of Forms NBA.016.F and NBA.017.F follow this page.

Figure 10 - NBA.016.F Corrective Action Report Form – Example

North Bay Aviation
Repair Station Number: UYVR051J

NBA.016.F
Corrective Action Report

Unit's P/N: _____ NOUN: _____

Manufacturer: _____ Date: _____

Approved Technical Data Reference Number: _____

Approved Data in File, Revision Number and Date: _____

Manufacturer's Master Index's and most recent revision number and date for the referenced item:

Page and paragraph reference(s):

Problem statement:

Form: NBA.016.F Date: January 31, 2004

Correction Recommendation Form Number NBA.017.F example follows.

Figure 11 - NBA.017.F Correction Recommendation Form – Example

North Bay Aviation

Repair Station Number: UYVR051J

NBA.017.F
Correction Recommendation Form

Unit's P/N: _____ NOUN: _____

Manufacturer: _____ Date: _____

Approved Technical Data Reference Number: _____

Approved Data in File, Revision Number and Date: _____

Manufacturer's Master Index's and most recent revision number and date for the referenced item:

Page and paragraph reference(s):

Problem statement:

Recommendation:

Form: NBA.017.F Date: January 31, 2004

NBA.019.F Revision Control Report Form

NBA.019.F Instructions for Completion

1. The Revision Control Report, Form NBA.019.F, is to ensure that all revisions to FAA approved manuals for this repair station are installed into their corresponding manuals by the assignee IAW RSM-OP-003.

2. Copies of initiated Form NBA.019.F will be put into a suspense file in which, if 30 days elapse without the completed form being returned, a follow-up action by the Quality Control Manager will be triggered.3.

3. Complete the form as follows:

   3.1. Control Number – Enter the specific number assigned to the manual.
   3.2. Assigned to – Enter the position the specified control number is assigned.
   3.3. Summary of Changes – Enter a brief description of what has changed in the new revision and or refer to and include an attached listing highlighting every change.
   3.4. Date Out – Enter the date this form and attachments were delivered to assignee.
   3.5. Date In – This date is entered by the Quality Control Manager once the NBA.019.F form has been signed by the assignee and returned with all removed/replaced pages attached to form.

4. The Assignee will sign and date the form acknowledging they have read and understand the changed pages to the controlled approved data, that they have audited the subject assigned controlled data to the new List of Effective Pages (LEP), and have implemented changes immediately on any units/articles currently in process.

The returned and completed Form NBA.019.F package will be maintained in file for a period of 3 years.

The back-up position for this function will be the Chief Inspector.

An example of the NBA.019.F Revision Control Report Form follows on the next page.

Figure 12 - NBA.019.F Revision Control Report Form – Example2

North Bay Aviation

Repair Station Number: UYVR051J

NBA.019.F

Revision Control Report

Control Number:		**Position Assigned to:**	

Summary of Changes:

Date Out:		**Date In:**	

The attached approved data is new to the repair station. NBA policy and procedures require the following actions:

1. The information is read and understood.
2. Changes implemented immediately on any units/articles in process.
3. Audit the manual to the List of Effective Pages to confirm all pages in your assigned manual are what is indicated on the LEP.

This approved data is to be read and signed for by all assignees listed on the *Master List* of assigned manuals. Your signature acknowledges that you have read and understand the approved data updates as noted in the Summary of Changes above, and that you have AUDITED your assigned controlled corresponding manual to the new LEP.

Signed:		**Date:**	
Printed Name:			

Comments:

Once the NEW/REVISED pages have been read and are understood and the LEP Audit has been completed, the assignee is to sign the NBA.019.F form and return the signed form to the Quality Control Manager for filing.

FORM: NBA.019.F (R6) DATE: DECEMBER 1, 2017

NBA.021.F Maintenance Manual Currency Verification

NBA.021.F Instructions for Completion

1. The purpose of this form is to record the verification that the technical data being used to return a customer's unit to service is the most current issue per QCM-OP-115.

2. The North Bay Manual No. is the physical manual location, NBA Book or DWG Number, issued to the technical data.

3. The Manufacturer is the name of the company who controls the technical data.

4. Source Name is who and/or where the technical data was received.

5. Enter the date you received the technical data.

6. Enter the End Unit part numbers covered by the technical data.

7. Enter the name of the end unit(s) covered by the technical data.

8. ATA Number is the unique number issued by the manufacturer. The Air Transport Association of America issued specifications for Manufacturers Technical Data which reflects a format of System-Sub System-Title (00-00-00). Enter this number.

9. Aircraft Type is the aircraft(s) the component is used on.

10. If the technical data was issued by the military, the Technical Order No. will be the military's unique publication number (i.e.: T.O., NavAir, DMWR, etc.).

11. The Publication number is the primary manual reference number issued by the manufacturer.

12. Enter the email address of the contact being used for manual verification.

13. The information entered in the CURRENCY section relates to the revision of the physical technical data in hand.

    13.1. Revision of the data
    13.2. Date of the revision
    13.3. The initials of the person who verified the revision
    13.4. The date the verification was made
    13.5. The FAA approved source used to verify the revision
    13.6. Status of the technical data (Current or Outdated)

An example of the NBA.021.F Maintenance Manual Currency Verification form follows on the next page.

Figure 13- NBA.021.F Maintenance Manual Currency Verification – Example

North Bay Aviation

Repair Station Number: UYVR051J

NBA.021.F
Maintenance Manual Currency Verification

North Bay Manual No. _____

Manufacturer _____

Source Name _____

Date Received _____

Part Number _____

Description _____

ATA Chapter _____

A/C Type _____

Technical Order No. _____

Publication No. _____

Email: _____

CURRENCY

Rev No.	Manual Date	Verified By	Date Verified	Verification Source	Status

Currency Verification Location / Contact

_____

_____

_____

FORM: NBA.021.F DATE: JANUARY 31, 2004

NBA.022.F Nonconformance Write-Up Form

NBA.022.F Instructions for Completion

The Nonconformance Write-up, Form Number NBA.022.F, is to ensure that all nonconformance's (discrepancies) found during the normal course of business and during internal Quality Control evaluations are properly documented, analyzed for the "root cause" of the problem, any system problem is corrected, other similar areas are checked to see if the same problem(s) exist and corrected as necessary IAW the OPs where referenced in the RSM and QCM.

Note: Article recall and identification, and review for recall will be handled IAW RSM-OP-005.

Complete the form as follows; the information entered for items 5 thru 13 is derived from the worksheet on page 2 of NBA.022.F.

1. **Check box**: Check one of the following boxes.
   - 1.1. Finding. A conclusion, supported by evidence that there has been or is a process or product that is not in compliance with an established standard.
   - 1.2. Concern. A conclusion concerning a system or process that identifies a condition that may become a finding or a system weakness, which could be the underlying cause of a future noncompliance with a standard. If so, it would be a finding.
   - 1.3. Observation. A noteworthy feature of a system or procedure. The feature noted is usually a positive or commendable aspect that should be brought to the attention of management to ensure that the feature is preserved and perhaps adopted in other places, if appropriate.
2. **ITEM NUMBER**. Assigned by the Quality Auditor sequentially starting from the number 1 for the specific audit taken.
3. **Audit Item Reference**. Refers to the "Check List" item that the noncompliance was noted from. Could be an item number or item name assigned.
4. **ATA Product Type Audited**. The A.T.A. Spec. 100 coding for Aircraft Systems (i.e. 21-, 29-, 32-, etc.) is only to be entered only when the write-up resulted from a Quality Product Audit of a completed unit.
5. **WRITE-UP.** Enter the data as noted by the Quality Auditor during audit / inspection.
6. **NOTIFIED.** Enter the name of the responsible manager for the area audited and the date notified (as per QCM-OP-119).
   - 6.1. Within 48 hours after the completion of an area's evaluation, the responsible manager is to receive the original write-up of all noncompliance's found.
   - 6.2. Copies of initiated form NBA.022.F will be put into a suspense file in which, if 30 days elapse without completed form being returned, it will trigger a follow-up action by the Quality Control Manager.
7. **Findings Corrective Actions.** Enter information from the worksheet (NBA.022.F page 2 of 2) on what corrective actions were taken for to rectify the write-up.

NBA.022.F Instructions for Completion (continued)

NBA.022.F Instructions for completion (continued)

8. **Findings Corrective Actions Completed By.** Signature and date of the responsible manager who had been notified, investigated the write-up, verified the findings and implemented the corrective actions for rectification.
9. **Completion verified and approved by Accountable Manager.** When the Quality Control Manger finds that the corrective actions are responsive to the write-up and rectifies the problems – the completed write-ups will be forwarded to the Accountable Manager for his review and signature. This is the NBA Accountable Manager's signature.
10. **Comments or Questions.** This section is for notes if necessary.
11. **Follow-Up Required.** Check one box. If follow-up is required, enter the proposed date of the follow-up action.
12. **Follow-Up Dates.** Enter the actual date(s) follow-up occurred.
13. **Follow-Up Results.** Enter the results of the follow-up action(s).
14. **Quality Auditor's Signature.** This signature represents that all follow-ups have been completed and verified by the QA if any follow-ups were required.
15. The returned, completed and accepted Form NBA.022.F and any attachments will be matched with the checklist used and be retained as a package by the Quality Control Manager and maintained for a period of 3 years from the date that the last acceptable corrective action was taken in this audit.
16. The back-up position to this function will be the Chief Inspector.

NBA.022.F Nonconformance Write-Up Worksheet

The Write-Up Worksheet on the back of NBA.022.F is to be completed in its entirety with each audit finding. Information from the worksheet is transferred to page 1, Write-Up.

1. Problem Statement and its effect on the quality system.
2. Action to be taken to correct specific finding.
3. Root cause of the problem.
4. Action taken to correct and prevent recurrence of root cause.
5. Action taken to determine if other product types are affected by same or similar findings/recommendations.
6. If corrective action(s) will take less than thirty (30) days establish corrective action(s), the responsible personnel to put into place the corrective action(s) and the date the corrective action(s) are to be completed by.
7. If corrective action(s) will take more than thirty (30) days, attach a corrective action plan that has been approved by the Accountable Manager to NBA.022.F form (see QCM-OP-119 paragraph I.3).
8. Follow-up dates and actions are established by the Quality Control Manager and entered at the bottom of the worksheet.

An example of the NBA.022.F Nonconformance Write-Up and Worksheet follows on the next two pages.

Figure 14 - NBA.022.F Nonconformance Write-Up Form – Example

North Bay Aviation

Repair Station Number UYVR051J

Page 1 of 2

NBA.022.F
Nonconformance Write-Up
Quality Assurance System Audit

☐ **Finding** ☐ **Concern** ☐ **Observation**

Quality Auditor:	**Date:**

ITEM NUMBER:	**Audit Item Reference:**	**ATA Product Type Audited:**
	WRITE-UP:	

NOTIFIED:	**Notification Date:**

Findings Corrective Actions taken:

Findings Corrective Actions Completed By: _____ **Date Completed:** _____
(Responsible Manager Signature)

Completion verified and approved by Accountable Manager: _____ **Date:** _____
(Accountable Manager Signature)

COMMENTS OR QUESTIONS:

Follow-Up Required: ☐ **No** ☐ **Yes** **Date Of Follow-Up:** _____

Results:

Follow-up completions verified by Quality Auditor: _____ **Date:** _____
(Authorized Signature)

FORM: NBA.022.F (R2) DATE: JANUARY 31, 2014

An example of the NBA.022.F Nonconformance Write-Up Form, page 2 follows on the next page.

NBA.022.F Nonconformance Write-Up Form – Example, continued from previous page

Page 2 of 2

North Bay Aviation

Repair Station Number: UYVR051J

NBA.022.F NON CONFORMANCE WRITE-UP WORKSHEET

1) Problem statement and its effect on the quality system:

2) Action to be taken to correct specific finding:

3) Root cause of the problem:

4) Action taken to correct and prevent recurrence of root cause:

5) Action taken to determine if other product types are affected by same or similar findings/ recommendations:

6) If corrective action will take less than thirty (30) days, establish corrective action(s), responsible personnel to implement and dates each action is to be completed:

7) If corrective action will take more than 30 days, attach a Corrective Action Plan approved by the Accountable Manager.

8) If follow up is recommended to be accomplished, the Quality Control Manager will establish dates for required follow-up and specific follow-up requirement.

Send a copy of this package to the Quality Control Manager for any follow-up requirement:

Follow-Up Date(s): _____

Requirement(s):

FORM: NBA.022.F (R2) DATE: JANUARY 31, 2014

NBA.023.F Shelf-Life Limited Material Control Sheet

NBA.023.F Instructions for Completion

1. Immediately after the receiving inspection's acceptance, all shelf-life limited items will be entered on the monthly Shelf-Life Limited Material Control Sheet, Form NBA.023.F by the Material Manager or his/her designee to record all shelf-life limited items received into stock, by the repair station during the current month.

2. A new Form NBA.023.F will be used for each month and months requiring more than one sheet will be so numbered and controlled as one monthly report for the repair station.

3. The monthly report (no-activity reports will be made) will be forwarded to the Quality Control Manager by the fifth working day of the following month. The Quality Control Manager will set up a monitoring system which will trigger a physical inspection of any item that will, during the current month exceed its shelf-life limits.

   3.1. Items that expire during the month will be tagged in accordance with the procedures contained in QCM-OP-126. The Chief Inspector will be the designated back-up position for this function.

4. The records of shelf-life limited materials (Form NBA.023.F) will be maintained for a period of 3 years after the last item on the sheet has been consumed, sold, or scrapped.

   Note: Unless an actual expiration calendar date (mm/dd/ccyy) is given by the manufacturer, during any month items will be considered usable through the last day of the month.

An example of the NBA.023.F Shelf Life Limited Material Control Sheet form follows on the next page.

Figure 15 - NBA.023.F Shelf-Life Limited Material Control Sheet – Example

Page ____ of ____

North Bay Aviation
Repair Station UYVR051J

NBA.023.F

Shelf-Life Limited Material Control Sheet

For Month Of: _____ Year: _____

PART NUMBER	DESCRIPTION	#	BATCH NO	MFG DATE	CUREDATE	EXPIRATION DATE

Form: NBA.023.F

Date: January 31, 2004

NBA.024.F Test Equipment/Tool Approval Form

Figure 16 - NBA.024.F Test Equipment/Tool Approval Form - Example

North Bay Aviation
Repair Station UYVR051J
NBA.024.F Test Equipment/Tool Approval Form

This form is to be completed when Equivalent alternatives are permitted for special tools, fixtures, equipment.

Instructions for Completion

1. ***EACH*** line item must be completed in full.
2. Form and any supporting documentation is to be filed by NBA Asset Number in the NBA Asset files.

Date: _____

North Bay Aviation for its own use has manufactured and/or purchased this test equipment or tool which is equivalent to OEM part number: _____

This test equipment or tool is used in the repair of:

OEM Unit Description _____

OEM Unit Part Number _____

Tech Data Number _____

NBA Tool or Test Equipment Number _____

NBA Asset Number _____

The aforementioned tool/test equipment has been inspected and tested to ensure that it accomplishes the form, fit, and function necessary to properly perform the functions for which it was designed.

Approved by: _____
Authorized Inspector

Approved by: _____
Chief Inspector

Form: NBA.024.F (R1) Date: April 11, 2011

NBA.025.F Chemical / Material Use Form

NBA.025.F Instructions for Completion

1. The Chemical/Material Use Form NBA.025.F is to be used during the repair process as necessary when chemicals/materials listed in the approved technical data are no longer accepted/available and an equivalent chemical/material will be accepted and approved for use in its place.

2. Fill out effective use date.

3. Assign NBA File Number for tracking purposes only. Start with NBA 0001, and supporting document(s) will be maintained electronically.

4. List in the *"has approved"* space, the chemical/material which NBA has accepted as equivalent for use.

5. List as necessary, under the *"to be used in place of"* in space(s) provided, the chemical/material which will be replaced by the approved item above.

6. Complete signatures of Authorized Inspector and Chief Inspector.

7. A copy of the completed NBA.025.F form will be inserted in front of the approved technical data.

An Example of NBA.025.F Chemical / Material Use form follows on the next page

Figure 17 - NBA.025.F Chemical / Material Use Form – Example

North Bay Aviation
Repair Station UYVR051J

NBA.025.F
Chemical / Material Use Form

DATE: _____ NBA FILE NUMBER: _____

North Bay Aviation has approved _____

To be used in place of the below listed item(s):

Chemical / Material _____

Chemical / Material _____

Chemical / Material _____

Chemical / Material _____

Chemical / Material _____

The aforementioned chemical/material has been reviewed and accepted by North Bay Aviation to accomplish the function(s) necessary for which it was designed.

Review documentation attached.

Approved by: _____
Authorized Inspector

Approved by: _____
Chief Inspector

FORM: NBA.025.F DATE: APRIL 11, 2011

NBA.026.F Shipping Instructions / Checklist Form

Figure 18 - NBA.026.F Shipping Instructions / Checklist Form Example

North Bay Aviation
Repair Station UYVR051J

NBA.026.F Shipping Instructions / Checklist Form

Customer Service Rep: _____ Work Order No.: _____

Instructions:

1. Enter name of Customer Service Rep completing form.
2. Enter the Customers work order number.
3. Indicate which carrier AND delivery instructions.
4. Indicate whom is to be billed, and if COD, enter amount.
5. Enter a customs value if shipping out of USA.
6. Indicate what address to ship to and any special instructions from the customer.
7. **Physically confirm and mark each Inspection box listed for accuracy.**
8. If any discrepancy is found, note and return to CSR for correction.
9. If no discrepancies found, Shipper to sign form.
10. Attach shipping airway bill receipt.

Shipping Method:

☐ **UPS** _____

☐ **Fed Ex** _____

☐ **Other** _____

CUSTOMS VALUE $_____

Payment: *(Bill To)*

☐ **Bill Sender**

☐ **Bill Receiver**

☐ **Bill Third Party**

COD ☐**No** ☐**Yes**

Amount $_____

Shipping Address:

Same as PO: _____

Address Override: _____

_____

_____

_____

Customer Special Instructions:

Shipping Inspection:

	Unit	8130	Teardown	Serviceable Tag	Customer PO	Packing Slip
P/N	☐	☐	☐	☐	☐	☐
S/N	☐	☐	☐	☐	☐	☐
W/O	☐	☐	☐	☐	☐	☐
Customer P/O	N/A	N/A	☐	☐	☐	☐

Noted Discrepancies: _____

_____

Shipper's Signature: _____

Form Number: NBA.026.F Date: October 15, 2010

2. NBA LABELS

NBA.029.L Anti-Tampering Label (Case)

A rectangular label affixed to the case of the article upon completion of repairs. It serves to seal the case and give indication of internal tampering as well as identifying the article by repair date and work order number.

Figure 19 - NBA.029.L Anti-Tampering Label (Case) – Example

NBA.009.L Anti-Tampering Label (Article)

The Anti-Tampering Label Number two is a square tag approximately 3/4 inch in size. The NBA.009.L label's primary purpose is to seal the article from unauthorized tampering and be a tell tale sign that the article was tampered with.

Figure 20 - NBA.009.L Anti-Tampering Label (Article) – Example

NBA.018.L Red Inactive MTE –Test Equipment

Figure 21 - NBA.018.L Red Inactive MTE –Test Equipment – Example

NBA.020.L White Active (No Cal Required) MTE – Test Equipment

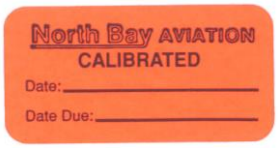
Figure 22 - NBA.020.L White Active (No Cal Required) MTE – Test Equipment - Example

NBA.039.L Yellow Reference Use Only (Not Calibrated) MTE - Test Equipment

Figure 23 - NBA.039.L Yellow Reference Use Only (Not Calibrated) MTE - Test Equipment – Example

NBA.040.L Red Calibrated MTE – Test Equipment

Figure 24 - NBA.040.L Red Calibrated MTE – Test Equipment – Example



NBA.027.L White Altimeter – Calibration Chart

Figure 25 - NBA.027.L White Altimeter – Calibration Chart – Example

North Bay Aviation
Altimeter Calibration Chart

FAA Repair Station UYVRO51J — ROOM TEMP °C

Standard Altitude in Feet	Indicator Reading in Feet		Standard Altitude in Feet	Indicator Reading in Feet	
0			14000		
500			16000		
1000			18000		
1500			20000		
2000			22000		
3000			25000		
4000			30000		
6000			35000		
8000			40000		
10000			45000		
12000			50000		
INSTRUMENT NO.			DATE		

NBA.027.L — Dated: January 31, 2014

NBA.028.L Black Altimeter System

Figure 26 - NBA.028.L Black Altimeter System – Example

3. NBA STAMPS

STAMPS USED ON WORK ORDERS / PO's

NBA.008.S Incoming Inspection/Discrepancy Stamp

NBA.008.S Instructions for Completion

This stamp is used when, during incoming inspection of a customer's unit, a paperwork discrepancy or physical damage is observed.

1. Upon incoming physical inspection of this unit the following paperwork discrepancy was noted (**Stamp used on customer WO package**).
2. Note in the "OTHER" lines if the unit is damaged.
3. The incoming inspector who observed the discrepancy stamps or initials the "BY" line.

Figure 27 - NBA.008.S Incoming Inspection/Discrepancy Stamp – Example

UPON INCOMING PHYSICAL INSPECTION
OF THIS UNIT THE FOLLOWING PAPER-
WORK DISCREPANCY WAS NOTED:

SERIAL NUMBER
SHOULD BE _____

PART NUMBER
SHOULD BE _____

OTHER _____

_____

_____

BY _____

Form Number: NBA.008.S Date: April 11, 2011

Figure 28 - NBA.030.S Date Scanned Stamp – Example

SCANNED
JAN 2 2013

Figure 29 - NBA.031.S Work Order Number Stamp– Example

W.O. #: _____

JAN 31 2014

MFG: _____

DESC: _____

Figure 30 - NBA.032.S Warranty / Previous WO Stamp – Example

WARRANTY

P.W.O. _____

AND

DATE _____

Figure 31 - NBA.033.S Inspector's Stamp – Example

12

Figure 32 - NBA.035.S Photo Taken Stamp – Example

PHOTO TAKEN

LIBRARY STAMPS

Figure 33 - NBA.034.S NBA Drawing Number Issued Stamp– Example

NBA DWG# _____

Figure 34 - NBA.036.S Manual Hold Stamp (Customer P.O.) – Example

MANUAL HOLD

Figure 35 - NBA.038.S For Reference Only Stamp – Example

FOR REFERENCE ONLY
DATE: _____

4. NBA TAGS

NBA.001.T Identification Tag/Label

NBA.001.T Instructions for Completion

This tag is used to identify the following:

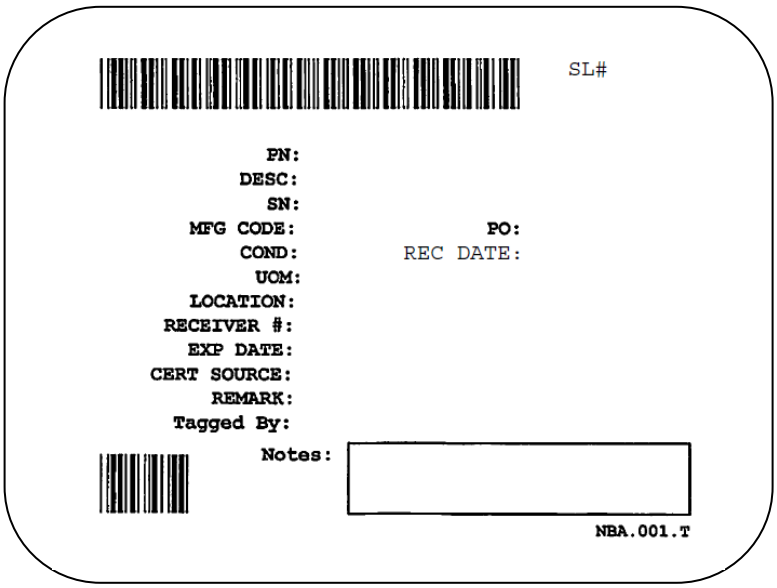
- A subassembly or article of the parent article when removed to facilitate other maintenance or the parent's repair is being accomplished by a contractor and is not required to be with the parent article.
- Unserviceable aircraft components owned by Gyros Unlimited, Inc. d.b.a. North Bay Aviation.
- All parts room inventory for items to be used in the M/R/O process.

1.	**PN:**	Use complete article number of subassembly or subcomponent.
2.	**DESC:**	Nomenclature of the subassembly or subcomponent.
3.	**Serial Number**	Serial number of subassembly or subcomponent removed from parent article, if applicable.
4.	**MFG CODE:**	Manufacturer of subassembly or subcomponent removed.
5.	**PO:**	Purchase order number assigned to the parent article.
6.	**COND:**	Condition of article (i.e. NE, SV, OH, AR, NS).
7.	**REC. DATE:**	Date item was received.
8.	**UOM:**	Unit of measure.
9.	**LOCATION:**	Bin Number / Shelf Location.
10.	**RECEIVER #**	Computer software generated number.
11.	**EXP DATE:**	Manufacturers expiration date for Life Limited Items.
12.	**CERT SOURCE:**	8130-3, MFG Trace, etc.
13.	**REMARK:**	Space for user defined remarks as needed.
14.	**Tagged By:**	Name of certificated repair station or MFG issuing certification.
15:	**Notes:**	Added space as needed for user defined notes.

An example of the NBA.001.T Identification Tag/Label follows on the next page.

Reference QCM-OP-101, Section XVI.

Figure 36 - NBA.001.T Identification Tag/Label – Example



The back side of the NBA.001.T Identification Tag is blank.

NOTE: ALL PREVIOUS IDENTIFICATION IN USE WILL REMAIN VALID UNTIL REPLACED.

NBA.002.T Repairable Tag

NBA.002.T Instructions for Completion

This Tag is to be attached to all articles processed by this facility per QCM-OP-101, Section XVI.

1. **Work Order** Assigned shop work order number the article is to be repaired on
2. **Part Number** Part number and/or model number of article.
3. **Description** The description/nomenclature of the article as per the unit's ID label or if absent, the customer's PO.
4. **Serial Number** Serial number of article.
5. **Customer** Customer or Operator's name.
6. **Customer P.O.** Customer's purchase order number.

Figure 37 - NBA.002.T Repairable Tag – Example

NBA WORK ORDER: **NBA.002.T**
PN:
DESC:
SN:
CUSTOMER:
CUSTOMER PO:
North Bay Aviation FAA Repair Station # UYVR051J

The back side of the NBA.002.T Repairable Tag is blank.

NBA.003.T Rejected or BER Tag (RED)

NBA.003.T Instructions for Completion

This Tag is to be used in the following manner.

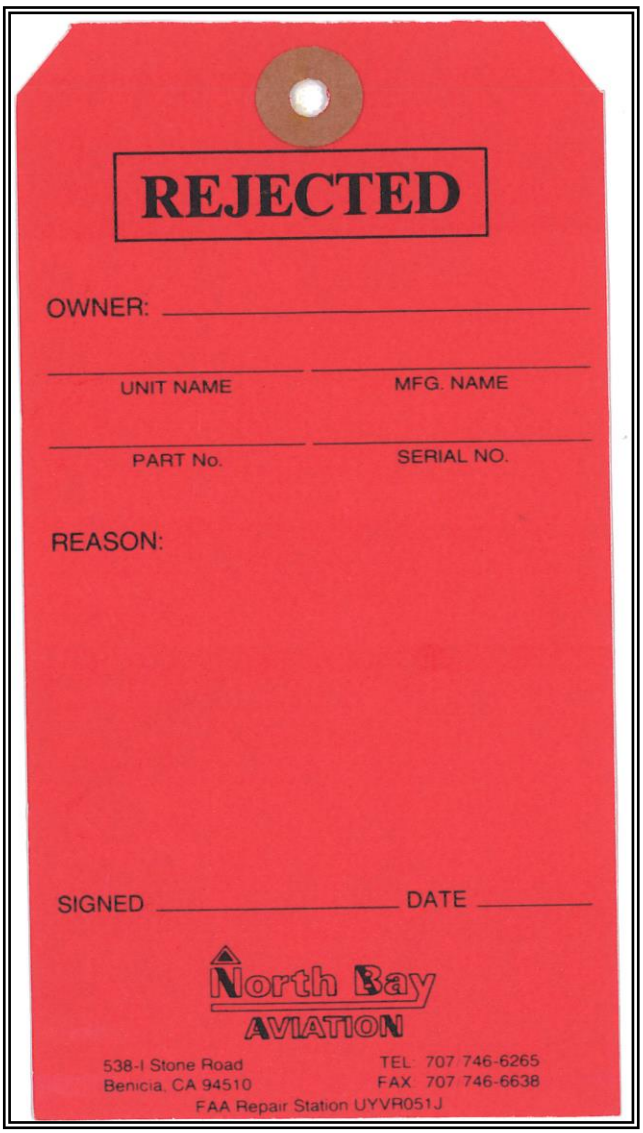
- Attached to all articles determined to be rejected or beyond economical repair (BER) through the approved processes of the repair station.
- Attached to a unit/article/subassembly/piece part that is requested by the operator to be returned "as is" for their convenience.

1.	**Owner**	To be completed, when article is removed, with the Owner/Operator's name.
2.	**Unit Name**	Nomenclature of the subassembly or subcomponent.
3.	**Mfg. Name**	Manufacturer of article (Example: Collins, Bendix, Boeing, King, etc.).
4.	**Part Number**	Part number and/or Model of article.
5.	**Serial Number**	Serial number of article.
6.	**Reason**	Reason the article is rejected, scrapped or BER.
7.	**Signed**	Person filling out the tag.
8.	**Date**	Date article was tagged.

An example of the NBA.003.T Rejected/BER (RED) Tag follows on the next page.

Reference QCM-OP-101, Section XVI.

Figure 38 - NBA.003.T Rejected or BER Tag (Red) - Example



Form: NBA.003.T Date: January 31, 2004

The back side of the NBA.003.T RED Rejected or BER Tag is blank.

5. FAA FORMS

FAA Form 8130-3

1. FAA Form 8130-3 shall be completed and shipped with all articles tested, repaired, modified or overhauled by Gyros Unlimited, Inc. d.b.a. North Bay Aviation – which have received a final inspection and found to be airworthy and were therefore eligible for being returned to service under the authority of FAA Air Agency Certificate Number UYVR051J.

Note: The FAA Form 8130-3 will be completed using the instructions contained in the latest issue of FAA Order 8130.21 and EASA Supplement for a dual release.

An example of the FAA Form 8130-3 follows on the next page.

Figure 39 - FAA Form 8130-3 – Example

1. Approving Civil Aviation Authority/Country: FAA / UNITED STATES	2. **AUTHORIZED RELEASE CERTIFICATE** FAA FORM 8130-3, AIRWORTHINESS APPROVAL TAG	3. Form Tracking Number: XXXXXX
4. Organization Name and Address:	NORTH BAY AVIATION 424 EXECUTIVE CT N STE E FAIRFIELD, CA 94534-4019 (UYVR051J) Tel: 707-863-4970 / Fax: 707-863-4968	5. Work Order/Contract/Invoice Number: XXXXXX

6. Item:	7. Description:	8. Part Number:	9. Quantity:	10. Serial Number:	11. Status/Work:
1	NAVIGATION LIGHT	30-1099-1M	1	1136	REPAIRED

12. Remarks:

Serviced in accordance with CMM/DWG 33-40-95 revision 5 issued APR-15-2008. No SB's or AD's were complied with.

Full details of work documented on Work Order No. XXXXXX.

SAMPLE

This repair station certifies that the work specified in Block 11/12 was carried out in accordance with EASA Part-145 and in respect to that work the component is considered ready for release to service under EASA Part-145 Approval Number: EASA.145.5308.

13a Certifies the items identified above were manufactured in conformity to: ☐ Approved design data and are in a condition for safe operation ☐ Non-approved design data specified in Block 12.		14a. ☒ 14 CFR 43.9 Return to Service ☒ Other regulation specified in Block 12 Certifies that unless otherwise specified in Block 12, the work identified in Block 11 and described in Block 12 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.	
13b. Authorized Signature:	13c. Approval/Authorization No.:	14b. Authorized Signature:	14c. Approval/Certificate No.: UYVR051J
13d. Name (Typed or Printed):	13e. Date (dd/mmm/yyyy):	14d. Name (Typed or Printed): JOHN DOE	14e. Date (dd/mmm/yyyy): 31 / Jan / 2014

User / Installer Responsibilities

It is important to understand that the existence of this document alone does not automatically constitute authority to install the aircraft engine/propeller/article.

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 authority accepts aircraft engines)/propeller(s)/article(s) from the airworthiness authority of the country specified in Block 1.

Statements in Blocks 13a and 14a 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 (02-14) NSN: 0052-00-012-9005

FAA Form 8010-4 Malfunction or Defect Report Form

The FAA Form 8010-4 Malfunction/Defect Report is available online to enter electronically. Refer to the FAA website, Service Difficulty Reporting (SDR) for current electronic submittal.

At the time this manual was written, the hyperlinks for electronic reporting to the FAA were as follows:

Service Difficulty Reporting Site:
http://av-info.faa.gov/sdrx/Default.aspx

Create a Malfunction/Defect Report:
http://av-info.faa.gov/sdrx/SubmissionsGeneralAviation.aspx

Should these links become inactive, go to the FAA's website (http://www.faa.gov/) for current reporting instructions.

An example of the FAA 8010-4 follows on next page.

Figure 40 - FAA Form 8010-4 Malfunction or Defect Report Form – Electronic Example

FAA Form 8010-4 Top of Form

Federal Aviation Administration

OMB No. 2120-0663

Submit Report to the FAA | Clear Form | Return to the Main Menu

1. Submitter Information

(a) Unique Control #
(b) Difficulty Date 10/9/2012 (mm/dd/yyyy)
(c) Registration #
(d) Submitter Type

2. Codes

(a) Operator Designator
(b) Operator Type General Aviation
(c) JASC/ATA Code
(d) Stage of Operation
(e) How Discovered
(f) Nature of Condition
(g) Precautionary Procedures
(h) FAA Region
(i) District Office
(j) Flight Number

3. Major Equipment Identity

	Manufacturer	Model	Serial Number	Total Time (hours)	Total Cycles
(a) Aircraft					
(b) Engine					
(c) Propeller					

4. Problem Description (Note: Please limit your description to 1500 characters.)

Your description is 0 characters in length.

FAA Form 8010-4 Electronic Example continues on next page.

Service Difficulty / M or D Entry Form (continued)

5. Specific Part or Structure Causing Difficulty

(a) Part Name | (b) Manufacturer's Name | (c) Part Number | (d) Serial Number

(e) Part Condition | (f) Part/Defect Location --Choose Location-- OR | (g) Total Time (hours) | (h) Total Cycles | (i) Time Since (hours)

Overhaul
Repair
Inspection

Reset

6. Component/Assembly That Includes Defective Part

(a) Component Name | (b) Manufacturer's Name | (c) Part Number | (d) Serial Number | (e) Model Number

(f) Location | (g) Total Time (hours) | (h) Total Cycles | (i) Time Since (hours)

Overhaul
Repair
Inspection

Reset

7. Submitted By (This Information is used by the FAA to contact you, only if additional information about the submission is needed and then is removed.)

Name | Telephone | Email Address

Paperwork Reduction Act Statement:

Per 14 CFR Part 121.703, the information on this report can be submitted on this form or in another format acceptable to the Administrator. The information collected is used to evaluate certification standards, maintenance programs, regulatory requirements. The information is required to ensure safety in air transportation. We estimate that it will take 9 minutes to complete. Use of this form is mandatory. Please note that an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number associated with this collection is 2120-0663. Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, AES-200.

Bottom of Form 8010-4

Figure 41 - FAA Form 8010-4 Malfunction or Defect Report – Non-Electronic –

The non-electronic FAA 8010-4 is on a card measuring 9.25 " wide by 4.25" in height.

Following is a scanned image example of the 8010-4.

All applicable blocks of the Malfunction and Defect Report are to be completed and the form is to be submitted in accordance with the instructions described in RSM-Section E. Paragraph 10.

OMB No. 2120-0003
08/31/2008

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION		OPER. Control No.	
		ATA Code	
MALFUNCTION OR DEFECT REPORT		1. A/C Reg. No.	N-
Enter pertinent data	MANUFACTURER	MODEL/SERIES	SERIAL NUMBER
2. AIRCRAFT			
3. POWERPLANT			
4. PROPELLER			

5. SPECIFIC PART *(or component)* CAUSING TROUBLE

Part Name	MFG. Model or Part No.	Serial No.	Part/Defect Location.

6. APPLIANCE/COMPONENT *(Assembly that includes part)*

Comp/Appl Name	Manufacturer	Model or Part No.	Serial Number

Part TT	Part TSO	Part Condition	7. Date Sub.

8. Comments *(Describe the malfunction or defect and the circumstances under which it occurred. State probable cause and recommendations to prevent recurrence.)*

Optional Information:

Check a box below, if this report is related to an aircraft

☐ **Accident; Date** _____ ☐ **Incident; Date** _____

DISTRICT OFFICE | OTHER | COMMUTER | FAA | MFG. | AIR TAXI | MECH. | OPER. | REP STA.

OPERATOR DESIGNATION

SUBMITTED BY:

TELEPHONE NUMBER ( ) —

FAA FORM 8010-4 (10-92) SUPERSEDES PREVIOUS EDITIONS