

	TANZANIA CIVIL AVIATION AUTHORITY DIRECTORATE OF SAFETY REGULATIONS AIRWORTHINESS	Revision: 1 Form
Document No.: TCAA-AC-AWS013F	Title: Suspected Unapproved Parts Report	Page 1 of 2

Note: Refer to page instructions below on how to complete this form

1. Date the Part Was Discovered:		2. Part Name:	
3. Part Number:		4. Part Serial Number:	
5. Quantity:	6. Assembly Name: Assembly Number:	7. Aircraft Make & Model:	
8. Name, Address, and Description of the Company or Person Who Supplied or Repaired the Part:			
Operator Certificate #		Supplier	
AME – Certificate #		Production Approval Holder	
AMO Certificate #		Manufacturer	
Distributor		Other	
Owner/Operator		Unknown	
9. Description of the Issue:			
10. Name and Address of (the Company or Person) Where the Part Was Discovered:			
Name:		Street Address:	
City:	State:	ZIP Code	
Country		Phone Number	
10. Check One of the Following Applicable to the Company or Person Who Discovered the Part:			
<input type="checkbox"/> Operator Certificate #		<input type="checkbox"/> TCAA Inspector	
<input type="checkbox"/> AME – Certificate #		<input type="checkbox"/> TCAA/ Office of Director General	
<input type="checkbox"/> AMO Certificate #		<input type="checkbox"/> Police Criminal Investigation Service	
<input type="checkbox"/> Distributor		<input type="checkbox"/> Other Government Agency	
<input type="checkbox"/> Supplier		<input type="checkbox"/> Foreign Civil Aviation Authority	
<input type="checkbox"/> Owner / Operator		<input type="checkbox"/> Unknown	
<input type="checkbox"/> Other (Specify)			
11. Date of This Report:			
12. <input type="checkbox"/> Check this box if you request anonymity - Do not complete blocks 13-15.			
13. Name and Address of the Reporter:			
Name:		Street Address:	
City:	State:	ZIP Code	
Country		Phone Number	
14. <input type="checkbox"/> Check this box if you request confidentiality.			
15. <input type="checkbox"/> Check this box if you do not wish to receive an acknowledgment letter.			
16. <input type="checkbox"/> Check this box if you have attached additional information.			

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Instructions for Completing this form

1. Record the date the part was discovered.
2. Record the part name (or a description of the part).
3. Record the part number or identification number of the part.
4. Record the serial number on the part, if applicable.
5. Record the quantity of parts.
6. Record the assembly name and assembly number (where the part was or could be installed).

Example: Part Name: Strut Part Number: PN 12345 Serial Number: 678 Quantity: 1

Assembly Name: Main Landing Gear Assembly Number: PN 90101112

Note: Record additional part numbers on page 3 or a blank sheet of paper with the following column headers:

Part Name — Part Number — Serial Number — Quantity — Assembly Name — Assembly Number

7. Record the type of aircraft the part was (or could be) installed on.
8. Record the complete name and address of the company or person who produced, repaired, and/or sold the part. Do not list a P.O. Box address unless a street address is not available.

Check the box that describes the company or person. Provide the certificate number, if known.

Operator- An TCAA-certificated company or person who undertakes directly by lease, or other arrangement, to engage in air transportation.	Supplier - A company or person who furnishes aircraft parts or rel at any tier, to the producer of a product or part thereof
AME - A person holding a TCAA AMEL with airframe and/or powerplant ratings.	Production Approval holder – Approval number of the organization responsible for production
AMO – Approved Maintenance Organization	Manufacturer – The original equipment manufacturer (OEM.)
Distributor - A broker, dealer, reseller or other person or agency engaged in the sale of parts	Other-Record other type of business.
Owner/Operator - The owner or operator of an aircraft.	Unknown

9. Record a brief narrative stating why you believe the part is not approved. Include a description of the part (improper configuration, suspect marking, different material, etc.), where it was obtained, and what type of documentation was supplied with it.
10. Record the complete name and address of the location where the part was found. Check the appropriate block to reflect the affiliation of the company or person who discovered the part.
11. Record the date the TCAA this is being submitted.
12. Check this box if you request anonymity (do not wish to provide your identity), and do not complete 13, 14 or 15.
13. Record your name, address and phone number, if desired. This information will enable the TCAA to contact you for additional information, if necessary.
14. Check this box if you request confidentiality of your personal information recorded in block 13.
15. Check this box if you do not wish to receive a letter acknowledging the TCAA's receipt of this form.
16. Check this box if you have provided additional information (photos, invoices, certification statements, etc.)

Forward the completed form to the email, Suspected Unapproved Parts Report,

tcaa@tcaa.go.tz ; barua@tcaa.go.tz

OR

To: Director General TCAA

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 Aviation House Nyerere / Kitunda Road Junction,
 Banana Ukonga Area,
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