



# Advisory Circular

TCAA-AC-AWS023C

February 2020

## REPORTING OF FAILURES, MALFUNCTIONS AND DEFECTS

### 1.0 PURPOSE

The purpose of this Advisory Circular (AC) is to provide guidance on the processing of reported failures, malfunctions, and defects as required by the Civil Aviation Regulations,

### 2.0 REFERENCES

- 2.1 Regulation 59 (1) (c) of the Civil Aviation (Air Operator Certification and Administration) Regulations, 2017 as amended
- 2.2 Regulation 25 Civil Aviation (Airworthiness) Regulations, 2017 as amended
- 2.3 Regulation 35 Civil Aviation (AMO) Regulations, 2017 as amended

### 3.0 GUIDANCE AND PROCEDURES

#### 3.1 General Information

3.1.1 Under the provisions of the Civil Aviation (Airworthiness) Regulations, the Civil Aviation (AOC) Regulations, and the Civil Aviation (AMO) Regulations owners/operators of aircraft are required to submit to the Authority, State of registry and State of design reports on failures, malfunctions and defects within 3 days of determining such failures. This regulation applies to reports affecting aeroplanes over 5700 kg maximum take-off mass and helicopter over 3175 kgs. This requirement provides for further investigations into such failures for the purposes of 'continuing airworthiness'. Reporting of these 'Service Difficulty' matters shall be done on **Form TCAA-AC-OPS031D**.

3.1.2 Information on Failures, Malfunctions and Defects must be transmitted without delay to State of Registry, State of Design and State of Operator of the aircraft affected so that corrective action may be developed by that organization and communicated to all operators of the aircraft type.

3.1.3 All Owners or Operators required to submit a report will make the report using the **Form: TCAA-AC- OPS031D**. Air operators should place this form along with instructions for filling out and submitting it in a timely manner in their Maintenance Control Manual.

3.1.4 The initial report is required within 3 days of the occurrence. If this does not give the owner or Operator sufficient time to thoroughly investigate the cause and initiate corrective action the initial report does not have to contain a corrective action. The operator and Inspectorate will mark any initial reports without corrective actions "OPEN." When submitting an "OPEN" report the operator must indicate the reason for the delay and state when the corrective action will be submitted in a follow-up report.



# Advisory Circular

TCAA-AC-AWS023C

February 2020

## 3.2 Significant Reports

3.2.1 Significant Reports refer to reports that concern:

- (a) Primary structural failure;
- (b) Control system failure;
- (c) Fire in the aircraft;
- (d) Engine structural failure;
- (e) Any other condition considered an imminent hazard to safety.

A comprehensive minimum list of reportable Failures, Malfunctions and defects is found under the Regulation 25 of the Civil Aviation (Airworthiness) Regulations 2017 as amended

3.2.2 Significant reports require immediate notification by Email, telephone or telex which should follow the format of the Service Difficult Report (SDR) form and should also contain the following information when available and relevant:

- (a) Aircraft owner's name and address;
- (b) Whether accident or incident;
- (c) Related service bulletins, service letters, AD's, and
- (d) Disposition of defective parts

A handwritten signature in black ink, appearing to read 'P. P. ...', is written over a light grey rectangular background.

---

**Director Safety Regulation**