



SECTION:	AIRWORTHINESS FORMS	AWF-SUP-001
TITLE:	SUSPECTED UNAPPROVED PARTS REPORTING	

SUSPECTED UNAPPROVED PARTS REPORT		
Refer to page 2 and 3 (continuation sheet) for instructions 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 and Number: Name: Number:	7. Aircraft Make & Model: Make: Model:
ROSI Reference:		
8. Name, Address, and Description of the Company or Person Who Supplied or Repaired the Part:		
Name:		Address:
City:		
Country:		Phone Number:
Check One of the Following Applicable to the Company or Person Who Supplied or Repaired the Part:		
<input type="checkbox"/> Air Carrier – Certificate #	<input type="checkbox"/> Supplier	
<input type="checkbox"/> Mechanic – Certificate #	<input type="checkbox"/> Production Approval Holder	
<input type="checkbox"/> Repair Station – Certificate #	<input type="checkbox"/> Manufacturer	
<input type="checkbox"/> Distributor	<input type="checkbox"/> Other	
<input type="checkbox"/> Owner/Operator	<input type="checkbox"/> Unknown	
9. Description of the Issue: (attach additional sheet if necessary)		
10. Name and Address of (the Company or Person) Where the Part Was Discovered:		
Name:		Address:
City:		
Country:		Phone Number:
Check One of the Following Applicable to the Company or Person Who Discovered the Part:		
<input type="checkbox"/> Air Carrier - Certificate #	<input type="checkbox"/> GCAA Inspector	
<input type="checkbox"/> Engineer/Technician/Stores - Certificate #	<input type="checkbox"/> Foreign Civil Aviation Authority	
<input type="checkbox"/> Repair Station - Certificate #	<input type="checkbox"/> Owner/Operator	
<input type="checkbox"/> Distributor	<input type="checkbox"/> Other	
<input type="checkbox"/> Supplier		
<input type="checkbox"/> Production Approval Holder		
<input type="checkbox"/> Unknown		
11. Date of This Report:		
12. <input type="checkbox"/> Check this box if you request anonymity - Do not complete block 13.		



AVIATION SAFETY FORMS MANUA

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Name:	Address:	
City:		
Country:	Phone Number:	
14.	<input type="checkbox"/> Check this box if you request confidentiality.	
15.	<input type="checkbox"/> Check this box if you have attached additional information.	

AVIATION SAFETY FORMS MANUA

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Instructions for Completing AWF-SUP-001, Suspected Unapproved Parts Report

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

Record additional part numbers on page 3 or on a blank sheet of paper with the same information. Example:

Part Name: **Strut** | Part Number: **1234** | Serial Number: **678** | Quantity: **1** | Assembly Name: **Main Landing Gear** | Assembly Number: **56789X**

- Record the type of aircraft the part was (or could be) installed on.
- 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 and provide the certificate number, if known.

Air Carrier - 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 related services, at any tier, to the producer of a product or part thereof.
Engineer/Technician B1 or B2 - A person holding an AMEL certificate with AMO.	Manufacturer - The original equipment manufacturer (OEM.)
AMO - Name of organization.	Other - Record other type of business.
Distributor - A broker, dealer, reseller or other person or agency engaged in the sale of parts.	Unknown
Owner/Operator - The owner or operator of an aircraft.	

- 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.
- 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.
- Record the date the Form AWF-SUP-001 is being submitted.
- Check this box if you request anonymity (do not wish to provide your identity), and do not complete 13 or 14.
- Record your name, address and phone number, if desired. This information will enable the GCAA to contact you for additional information, if necessary.
- Check this box if you request confidentiality of your personal information recorded in block 13.
- Check this box if you have provided additional information (photos, invoices, certification statements, etc.)
- Attach scanned copy to ROSI report.

Note: The information of the Suspected Unapproved Parts will be listed on the GCAA website for operator/organization information.

Forward the completed GCAA Form AWF-SUP-001, Suspected Unapproved Parts Report, to:

**General Civil Aviation Authority
Airworthiness Department,
Director of Airworthiness**

P.O. Box 30500, Dubai, United Arab Emirates

An electronic copy of GCAA Form AWF-SUP-001, Suspected Unapproved Parts Report, is available on the GCAA website www.gcaa.gov.ae and GCAA portal.

