

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p><b>REPUBLIC OF NAMIBIA</b></p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p><b>AERONAUTICAL INFORMATION CIRCULAR</b></p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
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**AIRWORTHINESS  
MAINTENANCE - OPERATIONS  
MALFUNCTION OR DEFECT REPORTS**

1. In order to provide the NCAA with a record of all serious defects and service difficulties, this Department requests the co-operation of all operators, licensed aircraft maintenance organisations and licensed aircraft maintenance engineers to report all serious defects or other recurring unairworthy conditions of the aircraft, its engine(s), propeller(s), components or equipment encountered in aircraft operations.
2. In submitting these reports, you are performing a service which might otherwise prove costly to some other operator or cause a serious accident, since the information so obtained will be reviewed by the NCAA, and if the difficulty is not an isolated problem, it will be drawn to the attention of all concerned. The aviation community will, therefore, be provided with a uniform means for interchanging service experience which may improve the serviceability and safety of aeronautical products.
3. If the airworthiness of the aircraft could be adversely affected, an airworthiness directive would be issued so that the required corrective action can be taken.
4. A report form, known as Malfunction or Defect Report has been designed for this purpose. In submitting this form, all available information should be given. Attachments such as photographs or parts whenever forwarded under separate cover, should bear identifying information. Manual of procedure for Approved Maintenance Organisation paragraph 6.6 refers.
5. The names of individuals or companies reporting such defects, service difficulties and malpractices will not be divulged to any other parties.
6. The form is pre-addressed, but postage is payable by the sender.
7. Your co-operation in this matter will be much appreciated.