



Private Bag 12003 Windhoek Namibia | (Tel) +264 61 702 212 | Web: <http://www.dca.com.na>

FSS-AIR-FORM 085A-12			
SUSPECTED UNAPPROVED PARTS (SUP) STATUS REPORT			
Refer to page 2 for instruction on how to complete this form			
1. SUP Case Number		2. Part Name	
3. Part Number		4. Part Serial Number	
5. Part Model/ Manufacturer	6. Next Higher Assembly		7. Next Higher Assembly Pin
8. Application		9. Quantity	
10. Case Status		11. Part Critically Category	
12. Action Office		13. Law Enforcement Involvement	
14. Aircraft Group		15. Aircraft Make/Model/Series	
16. Name & Address of the Person C/O under Investigation:			
17. Name and Address of the Physical Location where the Part was Found			
18. SUP Reported by:		19. Date SUP Discovered;	
20. NCAAA Hotline Case:		21. Reporter Anonymous:	
22. Reporter Confidential:		23. FOIA Number:	
24. Connecting Cases:		25. Description of SUP event/ Complaint (Narrative):	
26. Status of Investigation:		27. Investigation Result (Narrative):	
28. Case Result:		29. Unapproved Part Issue:	
30. Field Notification:		31. Enforcement Activities:	
32. Investigation Completed by:		33. Directorate/Regional Approval:	
34. Active Office Review:		35. Total Hours for Investigation:	



APPENDIX 2. NCAA FORM FSS-AIR-FORM085A/12 INSTRUCTION FOR COMPLETION.

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|-----|---|---|
| 1. | SUP Case number:
Case Start Date: | Assigned by Chief of Airworthiness
The case date generated by Chief of Airworthiness |
| 2. | Part Name: | Identify the name of the part. When multiple parts are involved, and them to second page. |
| 3. | Part Number: | Part number or any other number on part. When multiple parts are involved, and them to second page. |
| 4. | Part serial number: | Serial number on part. |
| 5. | Part mode / Manufacturer: | Manufacturer(s) part i.e. GE, Raytheon, etc. |
| 6. | Next Higher Assembly: | The assembly the part is installed on. |
| 7. | Next Higher Ass'y PN: | Part number of the assembly. |
| 8. | Application: | Choose one application for the part. |
| 9. | Case Status: | Reflect open/closed investigation. |
| 10. | Part Critically Category: | As defined in FAA Order #8120.10 |
| 11. | Action Office: | Reflect the investigating office. |
| 12. | Law Enforcement Involvement: | Indicate LEA involvement |
| 13. | Aircraft Group: | Choose the one that is most applicable for the part(s). |
| 14. | Aircraft Make/Model/Series: | List all aircraft on which the unapproved part may be installed. |
| 15. | Name & Address of person/Co. Under Investigation: | This reflects the current focus of the investigation. The SUP investigation is to update / change as necessary. |



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| 16. Name and Address of the Physical Location Where the Part was found: | Location where the SUP was found |
| 17. SUP Reported by: | To be completed by Chief Of Airworthiness |
| 18. Date SUP Discovered: | Reference block #10 on the NCAA form FSS-AIR-FORM085A/12 . To be completed by Chief of Airworthiness |
| 19. NCAA Hotline Case#: | Provide the number if applicable |
| 20. Reporter Confidential: | Chief of Airworthiness |
| 21. FOIA Number: | Reflects reporter desired to remain confidential. Reference block #13 on the form FSS-AIR-FORM085A/12 Provide FOIA request number if applicable. |
| 22. Connecting Cases: | Reflect common / connected cases. To be completed by CHIEF OF AIRWORTHINESS Updated by investigator as necessary |
| 23. Description of SUP Event / Complaint (Narrative): | Describe SUP allegation. |
| 24. Status of Investigation: | Reflects status of investigation. |
| 25. Investigation Results | Write a short narrative to include results, findings e.t.c. continue on back of the form and additional sheets as necessary. |
| 26. Case Result: | Applies to the case. If an unapproved part is confirmed during investigation the case closure will be reflected as unapproved part case. |
| 27. Unapproved Part Issue: | If it is unapproved part case choose one that best fits the investigation outcome. |
| 28. Field Notification: | Check all that apply to the case. |
| 29. Enforcement Activities: | Insert the enforcement investigation report number. |
| 30. Investigation Completed By: | Reflects the investigating Aviation Safety Inspector. |



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31. Directorate / Regional Approval: Signature of Manager or SUP Coordinator

32. Chief of Airworthiness Review: Three Heads of Airworthiness staff personnel will sign. This reflects case closure.

33. Total Houses for Investigation: Record the current total number of hours used for the investigation (update as necessary) investigators, support staff, SUP Coordinator, etc.