



# NIGERIA CIVIL AVIATION AUTHORITY

## SUSPECTED UNAPPROVED PARTS REPORT

Refer to page 2 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:		7. Aircraft Make & Model:
	Assembly Number:		

8. Name, Address, and Description of the Company or Person Who Supplied or Repaired the Part:

Name:		Street Address:	
City:	State:	ZIP Code:	
Country:		Phone Number:	

Check One of the Following Applicable to the Company or Person Who Supplied or Repaired the Part:

<input type="checkbox"/> AOC Holder - Certificate #	<input type="checkbox"/> Supplier
<input type="checkbox"/> AME Holder - Licence #	<input type="checkbox"/> Production Approval Holder
<input type="checkbox"/> AMO Holder - 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:

10. Name and Address of (the Company or Person) Where the Part Was Discovered:

Name:		Street Address:	
City:	State:	ZIP Code:	
Country:		Phone Number:	

Check One of the Following Applicable to the Company or Person Who Discovered the Part:

<input type="checkbox"/> AOC Holder - Certificate #	<input type="checkbox"/> NCAA Inspector
<input type="checkbox"/> AME Holder - Licence #	<input type="checkbox"/> Federal Ministry of Aviation
<input type="checkbox"/> AMO Holder - Certificate #	<input type="checkbox"/> CAMO Holder Certificate #
<input type="checkbox"/> Distributor	<input type="checkbox"/> Other Government Agency
<input type="checkbox"/> Supplier	<input type="checkbox"/> Foreign Civil Aviation Authority
<input type="checkbox"/> Production Approval Holder	<input type="checkbox"/> Owner/Operator
<input type="checkbox"/> Unknown	<input type="checkbox"/> Other

11. Date of This Report:

12.  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.  Check this box if you request confidentiality.

15.  Check this box if you do not wish to receive an acknowledgment letter.

16.  Check this box if you have attached additional information.

## Instructions for Completing NCAA Form AWS032, Suspected Unapproved Parts Report

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: PN90101112

**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.

<b>AOH Holder</b> - An NCAA-certificated company or person who undertakes directly by lease, or other arrangement, to engage in air transportation.	<b>Supplier</b> - A company or person who furnishes aircraft parts or related services, at any tier, to the producer of a product or part thereof.
<b>AME Holder</b> - A person holding an NCAA Aircraft Maintenance Engineer Licence with airframe and/or powerplant ratings.	<b>Production Approval Holder</b> - A company or person holding one of the following four types of NCAA production approvals: production certificate, approved production inspection system, parts manufacturer approval, or technical standard order authorization.
<b>AMO Holder</b> - An NCAA-certificated AMO	<b>Manufacturer</b> - The original equipment manufacturer (OEM.)
<b>Distributor</b> - A broker, dealer, reseller or other person or agency engaged in the sale of parts.	<b>Other</b> -Record other type of business.
<b>Owner/Operator</b> - The owner or operator of an aircraft.	<b>Unknown</b>

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 NCAA Form AWS032 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 NCAA 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 NCAA's receipt of NCAA Form AWS032.
16. Check this box if you have provided additional information (photos, invoices, certification statements, etc.)

**Forward the completed NCAA Form AWS032, Suspected Unapproved Parts Report, to:**

**NCAA Suspected Unapproved Parts (SUP) Program Office,  
 AVIATION HOUSE  
 MURTALA MUHAMMED AIRPORT, IKEJA**

An electronic copy of NCAA Form AC-AWS032, Suspected Unapproved Parts Report, is available on the SUP Program Office's website at <http://www.ncaa.gov.ng>. You may complete the electronic NCAA Form AWS032 and send it the SUP Program Office e-mail address via this website.

**NCAA Form AWS032 Suspected Unapproved Parts Report**  
**Continuation Sheet    Page (   ) of (   )**

<b>Part Name</b>	<b>Part Number</b>	<b>Serial Number</b>	<b>Quantity</b>	<b>Assembly Name</b>	<b>Assembly Number</b>