



# NIGERIA CIVIL AVIATION AUTHORITY

## SUSPECTED UNAPPROVED PARTS (SUP) STATUS REPORT

Refer to page 2 for instructions on how to complete this form.

1. SUP Case Number:		Case Start Date:		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 Person/CO under Investigation:					
17. Name & Address of the Physical Location where the Part was Found					
18. SUP Reported by:			19. Date SUP Discovered		
20. NCAA 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 AWSO35A INSTRUCTION

1. SUP Case number: Assigned by AVR-20  
Case Start Date: The case date generated by AVR-20
2. Part Name: Identify the name of the part. When multiple parts are involved, add them to the second page.
3. Part Number: Part number or any other number on part. When multiple parts are involved, add 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.
10. Case status: Reflect open/closed investigation
11. Part Criticality Category: As defined in FAA Order #8120.10
12. Action Office: Reflect the investigating office
13. Law Enforcement Involvement: Indicate LEA involvement
14. Aircraft Group: Choose the one that is most applicable for the part(s)
15. Aircraft Make/Model/Series: List all aircraft on which the unapproved part may be installed.
16. Name & Address of person/Co. Under Investigation: This reflects the current focus of the investigation. The SUP investigation is to update/change as necessary
17. Name & Address of the physical Location Where the Part was Found: Location where the SUP was found
18. SUP Reported by: To be completed by AVR-20
19. Date SUP discovered: Reference block #10 on the NCAA form AWS035. to be completed by AVR-20.
20. NCAA Hotline Case#: Provide hotline number if applicable
21. Reporter Anonymous: Reflect reporter is anonymous. To be completed by

AVR-20

22. Reporter confidential: Reflects reporter desired to remain confidential. Reference block #13 on the NCAA Form AWS035.
23. FOIA Number: Provide FOIA request number if applicable.
24. Connecting Cases: Reflect common/connected cases. To be completed by AVR-20 Updated by investigator as necessary.
25. Description of SUP Event/  
Complaint (Narrative) Describe SUP allegation.
26. Status of Investigation: Reflects status of investigation
27. Investigation Results  
(Narrative) Write a short narrative to include results, findings etc, continue on back of form and additional sheets as necessary.
28. Case Result: Applies to the case. If an unapproved part is confirmed during investigation the case closure will be reflected as unapproved part case.
29. Unapproved Part Issue: If it is unapproved part case choose one that best fits the investigation outcome.
30. Field Notifications: Check all that apply to the case.
31. Enforcement Activities: Insert the enforcement investigation report number.
32. Investigation Completed by: Reflects the investigating Aviation Safety Inspector
33. Directorate/Regional Approval: Signature of Manager or SUP Coordinator
34. AVR-20 Review: Three AVR-20 staff personnel will sign. This reflects case closure.
35. Total Hours for Investigation: Record the current total number of hours used for the investigation (update as necessary) investigators, support staff, SUP Coordinator, etc.