Civil Aviation Department (Barbados)

SDR No. (Official use only)

SERVICE DIFFICULTY REPORT

	/
OPEN ☐	CLOSED ☐

Aircraft Registration 8P-	Date of Occurrence / /	Operator Name

Only enter engines and propeller details if relevant

	Manufacturer	Model	Serial No.	TSN	TSLMC	(tick box)
AIRCRAFT						HRS ☐ CYCS ☐
ENGINE						HRS ☐ CYCS ☐
PROPELLER						HRS ☐ CYCS ☐

AERONAUTICAL PRODUCT (COMPONENT) (Assembly that contains defective part)

Name	Manufacturer	Model	Serial No.

PART (Specific item that was defective)

Part Name	Part Number	Part Condition	Location on Aircraft
TSN HRS ☐ CYCS ☐ LNDS ☐	TSO HRS ☐ CYCS ☐ LNDS ☐	Available for Inspection? YES ☐ NO ☐	

When was the defect found?

Take off	Climb	Cruise	Descent	Landing	Accident	Other	
							➔ _____

Sched. Maint	AD/SB		Compliance Status	
		➔ _____		

Opinion as to the cause of the defect

Design	Manufacturer	Fatigue	Corrosion	Inadequate Maint	Human Factors	Susp.Unap Part	Operational

Other ☐ ➔ _____

Defect description and investigation results (If relevant, include circumstances under which it occurred, indications or warnings, hidden consequences, probable cause, action taken to rectify the defect and recommendations to prevent recurrence)

SUBMITTER'S DETAILS

Name	Organisation	Telephone	Date / /
Address			

Defect Report Type

Notification of defect with complete investigation results	Initial defect notification only (follow-up report required)	Follow-up report from earlier defect notification	Submitter Reference No.
☐	☐	☐	

Use for additional information (if more space is needed, attach extra sheets)

General Information

This form is to be used by persons reporting aircraft defects, as required by the Civil Aviation Regulations. The below Instructions For Use, provide helpful instructions for proper completion of the form. Enquires regarding the form may be directed to the office of the Director of Civil Aviation.

INSTRUCTIONS FOR USE

Date of occurrence

Enter the date the defect occurred or was discovered.

Major equipment

Enter the applicable manufacturer's name, model and serial number. Time requirements are TSN (Time Since Overhaul), TSLMC (Time Since Last Maintenance Check) and TSLSV (Time Since Last Shop Visit). Tick the appropriate box for time units.

Component

Enter the name, manufacturer, model or part number and serial number of the assembly containing the defective part. For example, for a defective bearing, enter the name of the component using the bearing, such as magneto. For defective exhaust valve, enter the cylinder identity etc.

Part

Enter the name (e.g. bearing, spar), part number (e.g. 233453-4), condition (e.g. seized, cracked) and location on aircraft/component of the illustrated Parts Catalogue (IPC) reference (e.g. rear gearbox, LH wing of IPC page 97, ref 6-36).
Time requirements are TSO and TSN. Tick the appropriate box for time units – HRS (Hours), CYCS (Cycles) and LNDS (Landings)
Tick appropriate box if the defective part is available for inspection and/or destructive testing by the Authority.

When was the defect found?

Tick the box for the stage of operation the aircraft was engaged in when the defect occurred or was found. This includes defects found after an accident, during maintenance or during compliance with an Airworthiness Directive. Tick the ***Other*** box if the stage of operation is unlisted and enter the operation – for example, preflight check.
If there exists any Airworthiness instructions or control procedures related to the defect – for example, Airworthiness Directive, Service Bulletin, modification etc. – enter the document reference and tick the appropriate ***Compliance Status*** box.

Opinion as to the cause of the defect

Tick the boxes which best describe the reason for the failure. It is appreciated that it is likely the defect will have multiple reasons ultimately leading to the malfunction or failure. Seek to be as objective as possible in determining the cause.

- **Design** – is the design of the product meeting its intended function or is it being asked to do something outside the design scope?
- **Manufacture** – has the product been appropriately manufactured and properly finished – for example, no stress raisers?
- **Fatigue** – does the defect display classic fatigue symptoms and what actions may have caused the problem to develop?

- **Corrosion** – corrosion, environment and age are closely related, particularly in older aircraft. These aircraft are often thought of as only the heavy transport aircraft. This is not the case and due consideration needs to be given with respect to an aircraft.
- **Inadequate maintenance** – is directed at poor maintenance practices arising from lack of data, incorrect procedures, inadequate quality control, lack of appropriate training etc.
- **Human factors** – those defects which occur as the result of personnel error and also relate to maintenance – for example, failure to follow the correct instructions, use of inappropriate equipment/tools, use of the incorrect fuel or lubricants.
- **Suspected unapproved parts** – this can also be related to personnel and maintenance defects, particularly with counterfeit parts. With older aircraft and lack of approved spares, counterfeit parts are an increasing problem. The identification of counterfeit parts is of paramount importance.
- **Operational** – are related to those defects which occur as the result of incorrect, inadvertent or uncommanded operation.

Defect description and investigation result

Describe the defect, the circumstances under which it occurred, any indications or warnings and non-obvious effects on aircraft or other systems. State probable cause, action taken to rectify defect and recommendations to prevent recurrence.
State the results of the investigation undertaken.
Indicate if other relevant information – for example, photographs, reports or sketches – is available.
Include other relevant information such as photographs, reports or sketches, if available.

Submitter's details

Enter submitter details and tick a ***Defect Report Type*** box.

- **Notification of defect with complete investigation results** – no further submissions are anticipated.
- **Initial defect notification only** – report that does not contain all of the required information or investigation results. A follow-up report is required to be submitted.
- **Follow-up report from earlier defect notification** – a report of investigation results or additional information following from an initial defect notification only.

How to Submit this Form

Mail, fax or delivery

Mail the completed form to:

Director of Civil Aviation
Building #4
Grantley Adams Industrial Park
Christ Church, BB 17089
Barbados

Alternatively fax completed form on **(246) 428-2539**

You may also hand deliver the completed form to the above address

Urgent reports

Urgent reports may be initially submitted to the Director of Civil Aviation by telephone on **(246) 428-0930**.

Alternatively, you may submit the urgent report by e.mail to: civilav@sunbeach.net.

If you use either of these methods, a completed Service Difficulty Report Form **must** follow by mail or fax.