



Download this form before you begin

Please download and complete with Adobe Acrobat. If you're using a browser to complete this form you may lose your information. Send this form and any attachments to defect.reports@casa.gov.au.

Purpose of this form

Use this form to report a defect discovered in an aircraft.

Who is this form for?

This form is primarily for aircraft maintainers, aircraft owners and operators. However, it can be used by anyone.

Information needed to complete this form

Even though all questions are not mandatory, provide as much detail is necessary to properly describe the defect.

You can also notify CASA of a defect online via: <https://drs.casa.gov.au/>

AC 20-06 - Defect Reporting

This AC provides information about defect reporting including:

- the defect report process.
- when a report should be submitted.
- references to relevant legislation.
- a description of how and when CASA discloses information provided in the reports.

For more information

Go to the [CASA website](#) or [contact us](#).

Reporter

1 What are the **reporter** details?

Provide the details of the individual or contact person who is submitting this notification.

Full name

City

Phone number

Email address

Reference number (If applicable)

Notifier/reporter type

Operator

Maintenance provider

Both

Operator details

2 What are the **operator** details?

Operator name

Operator Aviation Reference Number (ARN) (if known)

Air Transport

Aerial Work

Aerial Application

General Aviation

Charter

Other (specify)

General details

3 Provide a **short summary** of the defect. (Max 200 characters)

4 What type of defect report are you submitting?

Defect Report with complete investigation

Initial report with additional information to be provided

Follow up to an existing Defect Report

Defect Report number

5 When was the defect discovered?

Date (DD/MM/YYYY)

/ /

6 What type of registration is it?

Australian VH aircraft

Australian non-VH aircraft

Military aircraft

Non-Australian aircraft

Component

7 Has the **Type Certificate Holder** been notified?

No/unsure

Yes

8 Is this defect related to a modification or repair?

No

Yes

Details:

Aircraft details

9 What are the **aircraft** details?
Registration mark (VH-)

Manufacturer

Model

Serial number

Time in service since **new**
Hours Cycles

Time since **last maintenance check**
Hours Cycles

Aircraft system of maintenance

Manufacturer's Maintenance Schedule (reg 42A of the CAR)

CASA Maintenance Schedule 5 (reg 42B of the CAR)

Approved System of Maintenance (reg 42C of the CAR)

Approved Maintenance Program (Subpart 42.J of the CASR)

Engine details

10 What are the details of the **engine(s)** fitted to the aircraft (if relevant)?

Turbine Shaft

Jet

Piston

Other (specify)

Manufacturer

Model

Serial number

10 Continued

Time since **new**
Hours Cycles

Time since **last maintenance check**
Hours Cycles

Time since **overhaul**
Hours Cycles

Time since **last shop visit**
Hours Cycles

Propeller details

11 What are the details of the **propeller(s)** fitted to the aircraft (if relevant)?

Manufacturer

Model

Serial number

Time since **new** (Hours)

Time since **last maintenance check** (Hours)

Time since **overhaul**
Hours Cycles

Part details

12 What are the details of the defective part(s)?

Name of the part

Part number

Condition

Location on aircraft

Time since **new** (Select one)

Hours Months Cycles Landings

Time since **overhaul** (Select one)

Hours Months Cycles Landings

JASC code level 1

JASC code level 2

Available for CASA inspection

Available for destructive testing

Contributing factors

13 Were there any contributing factors (Select all that apply)?

Corrosion

Fatigue

Inadequate data

Accident/heavy landing

Material failure

Age

Lightning Strike

Environment

High Hours

Other (specify)

Causal factors

14 Were there any causal factors (Select all that apply)?

Design

Manufacture

Operational

Human factors

Inadequate maintenance

Other (specify)

15 When was the defect found (Select all that apply)?

Take off

Climb

Cruise

Landing

Accident

Scheduled maintenance

Descent

Other (specify)

Airworthiness directive reference

Service bulletin reference

Investigation summary

16 What were the results of the investigation?

Provide a summary of the defect. If relevant, include:

- Circumstances under which it was discovered
- Indications or warnings
- Hidden consequences
- Probable cause
- Action taken to rectify the defect
- Recommendations to prevent recurrence

Defect/Malfunction/Failure description:

 **Attach additional pages if required**

16 Continued

What was the cause?



Attach additional pages if required

What was the result of the investigation/remedy?



Attach additional pages if required

Declaration

17 I declare:

- All statements in this notice are true and correct.

I acknowledge by providing my details below and submitting this notice:

- This satisfies the requirement for me to sign this notice.
- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my notice.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.
- I have read Advisory Circular 20-06 and understand the full scope of disclosure, including international sharing of defect data. Consent is only sought in relation to disclosure 'in accordance with CASA's privacy policy and with Commonwealth, State and Territory government agencies', and not in relation to sharing any personal or commercially sensitive information with other authorities overseas.

Privacy

Any personal information you provide to CASA, as part of this notice, is protected by the *Privacy Act 1988*.

We will use the information provided to process this notice and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your notice.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
 - to comply with court orders and other legal requirements.
- For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).
- I declare and acknowledge the above matters.
 - I consent to CASA using my personal information for the above purposes.
 - I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this

Full name

Organisation name

Date (DD/MM/YYYY)

/ /

Submitting this form to CASA



By email – send this form with all supporting documents attached to defect.reports@casa.gov.au



By post – return this form and all supporting documents to:

Civil Aviation Safety Authority
Defect Report
Replay Paid 2005
Canberra ACT 2601