



# SAFETY NOTICE

**APPLICABILITY: ALL CERTIFYING STAFF &  
SUPPORT STAFF**

**Notice No: 015**

**Rev: 00**

**Date: 25<sup>th</sup> April 2022**

**SUBJECT: Components / Materials removed relating to Occurrence reports**

## Background Information:

It has come to the attention of the Engineering Safety Office, that on some occasions, minor parts such as expendables (e.g. brackets, clamps, nuts, bolts, O-rings etc.) relating to occurrence reports are being made U/S without attaching an incident label or are being discarded without sending them to the incident rack. Also to mention that when a component is removed in an unserviceable condition, such as for suspected failure, in most cases the troubleshooting data (TSD) is not being attached to the documentation. In such situations, it makes it extremely difficult in sending parts/expendables/TSD to the manufacturers if requested for investigative purposes.

In order to assist in our investigations and to forward the required data to OEM's (When requested) for investigative purposes, the following interim safety recommendations are issued by the safety office.

## Recommendations:

- When a component is removed in unserviceable condition and an occurrence report is raised, an incident label should be raised and attached to the component so it will be directed to the incident rack without any ambiguity. All troubleshooting data related to the failed component shall be attached as necessary to the documentation, e.g. PFR's, ground Scanning tests, Bite tests.
- When an expendable such as brackets, clamps, nuts, bolts, O-rings are removed in damaged condition from a component and an occurrence report is raised, an incident label should be raised and attached to the material, so that it will be directed to the incident rack.

**All maintenance personnel are advised to strictly adhere to the recommendations of this notice with immediate effect.**



**G.M.A.W. Gajaniyake**  
**Engineering Safety Manager**

## **Copy:**

All Engineering and Maintenance Managers, All Line and Base Maintenance Staff, All Notice Boards