

## Occurrence Report to Quality Assurance Un-Airworthy Condition

This report should be raised as soon as practical and forwarded to the Quality Assurance through the section head of the reporter as soon as possible.

A/C Reg.	
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Date	
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*Report Ref:	
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Date and Time of Occurrence

Date	
Time	

Location	
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Type of Occurrence	
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Name(s) of staff involved

Detail and Circumstances of Occurrence

Extent of damage or injury to personnel, if any

Rectification action taken, if any

Remarks / Comments

Quality Assurance Engineer:	Date:
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Note: \*Report Reference shall be entered by Quality Control Office