Instructions for Completing FAA Form 8120-11, Suspected Unapproved Parts Report

Privacy Act and Paperwork Reduction Act Statement:

An agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a currently valid OMB control number. The OMB control number for this form is 2120-0552. This information is collected by the FAA, under the authority of 49 USC 44701. The information will be used to support SUP investigations and management reports. Submission of this information is voluntary, with questions limited to reduce any burden on the reporter. Completion of this form is estimated to take less than 9 minutes. Information collected is not available elsewhere and necessary to support the FAA's commitment to promote safety. Information is routinely shared with law enforcement agencies for use in civil and criminal investigations. Information developed from this form is covered under the Privacy Act system of records DOT/FAA 52 and the routine uses of that system will apply. A reporter may request confidentiality of personal information to the extent permitted by the Freedom of Information Act (5 USC 552) and the Privacy Act (5 USC 552a). Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to the FAA at: 800 Independence Ave, SW, Washington DC 20591, Attn: Information Collection Clearance Officer, AIO-20

An electronic copy of FAA Form 8120-11, Suspected Unapproved Parts Report, is available on the FAA website at http://www.faa.gov/aircraft/safety/programs/sups. You may complete the electronic FAA Form 8120-11 and send it to the FAA Hotline email: FAAHotline@faa.gov. The Hotline phone number is (800) 255-1111 or (866) 835-5322.

The instructions below correspond to numbered blocks on the Suspected Unapproved Parts Report:

1. Record the date the part was discovered **.**
2. Record the part name (or a description of the part).
3. Record the part number or identification number of the part.
4. Record the serial number on the part, if applicable.
5. Record the quantity of parts.
6. Record the assembly name and assembly number (where the part was or could be installed).

Record additional part numbers on page 3 <u>or</u> on a blank sheet of paper with the same information. Example:

Part Name: **Strut** | Part Number: **1234** | Serial Number: **678** | Quantity: **1** | Assembly Name: **Main Landing Gear** | Assembly Number: **56789X**

7. Record the type of aircraft the part was (or could be) installed on.
8. Record the complete name and address of the company or person who produced, repaired, and/or sold the part. Do not list a P.O. Box address unless a street address is not available. Check the box that describes the company or person and provide the certificate number, if known (see explanations of participants below).

Air Carrier - An FAA-certificated company or person who undertakes directly by lease, or other arrangement, to engage in air transportation.

Mechanic - A person holding an FAA mechanic certificate with airframe and/or powerplant ratings**.**

Repair Station - An FAA-certificated repair station

Distributor - A broker, dealer, reseller or other

person or agency engaged in the sale of parts.

Owner/Operator - The owner or operator of an aircraft.

Supplier - A company or person who furnishes aircraft parts or related services, at any tier, to the producer of a product or part thereof.

Production Approval Holder - A company or person holding one of the following three types of FAA production approvals: production certificate, parts manufacturer approval, or technical standard order authorization.

Manufacturer - The original equipment manufacturer (OEM.)

Other - Record other type of business.

Unknown

9. Record a brief narrative stating why you believe the part is not approved. Include a description of the part (improper configuration, suspect marking, different material, etc.), where it was obtained, and what type of documentation was supplied with it.
10. Record the complete name and address of the location where the part was found. Check the appropriate block to reflect the affiliation of the company or person who discovered the part.
11. Record the date the FAA Form 8120-11 is being submitted.
12. Check this box if you request anonymity (do not wish to provide your identity), and do not complete 13 or 14.
13. Record your name, address and phone number, if desired. This information will enable the FAA to contact you for additional information, if necessary.
14. Check this box if you request confidentiality of your personal information recorded in block 13.
15. Check this box if you have provided additional information (photos, invoices, certification statements, etc.).

Forward the completed FAA Form 8120-11, Suspected Unapproved Parts Report, to:

Federal Aviation Administration
Office of Audit and Evaluation, (Room 911)
800 Independence Avenue, SW, Washington, DC 20591

U.S. Department of Transportation
Federal Aviation Administration

SUSPECTED UNAPPROVED PARTS REPORT

OMB Approved
2120-0552
Expires 6/30/2019

1. Date the Part was Discovered: _____ 2. Part Name: _____

3. Part Number _____ 4. Part Serial Number _____

5. Quantity _____ 6. Assembly Name and Number: 7. Aircraft Make and Model::

Name: _____ Make: _____

Number _____ Model: _____

8. Name, Address, and Description of the Company or Person Who Supplied or Repaired the Part:

Name: _____ Street Address: _____

City:: _____ State: _____ Zip Code: _____

Country: _____ Phone Number: _____

Check one of the following applicable to the Company or Person who supplied or repaired the part:

- ☐ Air Carrier Certificate Number: _____
- ☐ Mechanic Certificate Number: _____
- ☐ Repair Station Certificate Number: _____
- ☐ Distributor
- ☐ Owner/Operator
- ☐ Supplier
- ☐ Production Approval Holder
- ☐ Manufacturer
- ☐ Other
- ☐ Unknown

9. Description of the Issue: (attach additional sheet if necessary)

10. Name and Address of (the Company or Person) Where the Part Was Discovered:

Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Country: _____ Phone Number: _____

Check One of the Following Applicable to the Company or Person Who Discovered the Part:

- ☐ Air Carrier Certificate Number: _____
- ☐ Mechanic Certificate Number: _____
- ☐ Repair Station Certificate Number: _____
- ☐ Distributor
- ☐ Supplier
- ☐ Production Approval Holder
- ☐ Unknown
- ☐ FAA Inspector
- ☐ DOT/Office of Inspector General
- ☐ Defense Criminal Investigation Service
- ☐ Other Government Agency
- ☐ Foreign Civil Aviation Authority
- ☐ Owner/Operator
- ☐ Other

11. Date of this report: _____

12. ☐ Check this box if you request anonymity - *Do not complete block 13.*

13. Name and Address of Reporter:

Name: _____ Street Address: _____

City:: _____ State: _____ Zip Code: _____

Country: _____ Phone Number: _____

14 ☐ Check this box if you request confidentiality

15. ☐ Check this box if you have attached additional information.

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Part Name	Part Number	Serial Number	Quantity	Assembly Name	Assembly Number