

		NOTICE TO CREW AND MAINTENANCE ENGINEER			¹CLIENT/ OPERATOR:				
²AC TYPE:		³REG:		⁴SERIAL NO:		⁵BASE:		⁶REF.:	

NOTICE TO CREW AND MAINTENANCE ENGINEER

This **NTC** is **NOT** certifying document. NTC may be raised to record operating **information** other than MEL/CDL items relevant to flight safety and maintenance that the operating crew and maintenance engineers need to know. Refer to the original source documents (e.g., RFM, AD, SB etc) for compliance.

*Please tick as applicable

NOTICES RAISED												
⁷ NO	⁸ NOTICES				¹² ATTACHMENT *	¹³ ACTION REQUIRED BY*	¹⁴ ACKNOWLEDGED BY*			¹⁹ TERMINATION / REMARKS		
1.					YES <input type="checkbox"/>	PILOT <input type="checkbox"/>	PILOT <input type="checkbox"/>	¹⁵ NAME/ SIGN				
					NO <input type="checkbox"/>	ENG. <input type="checkbox"/>			¹⁶ DATE			
	⁹ NTC REF								ENG. <input type="checkbox"/>	¹⁷ NAME/ SIGN		
	¹⁰ RAISED BY		¹¹ DATE				¹⁸ DATE		²⁰ CLOSED BY		²¹ DATE	
2.					YES <input type="checkbox"/>	PILOT <input type="checkbox"/>	PILOT <input type="checkbox"/>	NAME/SIGN				
					NO <input type="checkbox"/>	ENG. <input type="checkbox"/>			DATE			
	NTC REF								ENG. <input type="checkbox"/>	NAME/SIGN		
	RAISED BY		DATE				DATE		CLOSED BY		DATE	

NO	ITEM	INSTRUCTIONS
1.	CLIENT/OPERATOR	Enter the aircraft client or operator name
2.	AC TYPE	Enter the aircraft type
3.	REG	Enter the aircraft registration mark
4.	SERIAL NO	Enter the aircraft serial number
5.	BASE	Enter the base or facility where the aircraft located
6.	REF	Enter the NTC reference number with format NTC/REG/YYYY, where: REG: Aircraft registration marks with prefix(i.e., M70-01, M70-02, M70-03, etc.) and YYY: Year (i.e., 2024)
7.	NO.	Enter the numbering for notices raised
8.	NOTICES	Enter information that need to be highlighted to flight crew or maintenance engineer
9.	NTC REF	Enter the source documents reference for NTC raised
10.	RAISED BY	Enter the name of the personnel who raise the notice
11.	DATE	Enter the date when the notices were raised
12.	ATTACHMENT	Tick where applicable
13.	ACTION REQUIRED BY	Tick where applicable
14.	ACKNOWLEDGE BY	Tick where applicable
15.	NAME/SIGN	Enter the name and sign of the flight crew/pilot
16.	DATE	Enter the date when the flight crew/pilot acknowledges the notices
17.	NAME/SIGN	Enter the name and sign of the maintenance engineer
18.	DATE	Enter the date when the maintenance engineer acknowledges the notices
19.	TERMINATION/REMARKS	Enter termination action performed or remark to close the notices
20.	CLOSED BY	Enter the name of personnel who close the notices
21.	DATE	Enter the date when the notes were closed