

**WORKSHOP PROCESS REPORT**


(A)	<b>Report Number</b>	: WPR-W/XXX	<b>Quantity</b>	:	
	<b>Customer</b>	:	<b>Date of mfg. *</b>	:	
	<b>Aircraft Type*</b>	:	<b>Repair Order ref</b>	:	
	<b>Registration*</b>	:	<b>Total Part hrs</b>	:	
	<b>Base/Facility</b>	:	<b>Part TSN</b>	:	
	<b>Customer PO*</b>	:	<b>Part TSO</b>	:	
	<b>Part Number</b>	:	<b>Part Cycles</b>	:	
	<b>Part Description</b>	:	<b>Egn. N1 / N2 *</b>	:	
	<b>Part Serial No. *</b>	:	<b>Data rec'd</b>	:	

*\*As applicable*

**Reason for removal:**

(B) 

**Amendments/modification status - Incoming:**

(C) 

**Certification requested:**

(D) 

**Repair required:**

(E) 

**Receiving remarks:**

(F) 

**Strip down/inspection remarks:**

(G) 

*\*attach picture as required*

**Findings and defects:**

(H) 

**Technical observation as probable cause to findings:**

(I) 



**(U) Issued by Authorised Personnel/Approval Holder:**  
*Name:*

*Signature:*

*Approval:*

**(V) Authorisation for release to customer by Engineering Manager or Quality Assurance Manager:**  
*Name:*

*Signature:*

*Stamp:*



## FORM EXPLANATION

LEGEND	NOTE
A	The details of the component the work is being performed on and the customer purchase order reference if applicable
B	Reason of removal as stated in the appending unserviceable label from the customer or maintenance personnel. This shall be the basis of the work required and defect; if applicable; must be confirmed first before proceeding to rectification
C	The status of modification of the component (if applicable) which can be ascertained from the modification recorded in the component logcard or the data plate attached to the item
D	Type of certification as requested by the end-user as mentioned in the work order/ purchase order/ <i>Technical Directive</i> (i.e DCAM ARC/AAT)
E	Repair or any maintenance work required by work order/ purchase order/ <i>Technical Directive</i>
F	Receiving remarks are the result of the acceptance inspection on the item once received at the workshop. Remarks may be supported by photos etc.
G	Summary of general report and findings observed during the tear down/ strip down process
H	Defects and findings discovered during the process in details as well as confirmation or reported defect by the end user as claimed in the work order/ Purchase Orders/ Technical Directives
I	Simple technical evaluation to probable causes that may contribute to the defects and findings observed in (H)
J	Records of work performed on the item which may include airworthiness directives, service bulletins and rectification to defects recorded earlier
K	Significance observed during the reassembly proses, if any. Any difficulties encountered during the process
L	Final inspection remarks include test results
M	Complete list of final outgoing modification status, service bulletins or airworthiness directives previously and recently complied on the item
N	List of maintenance data and its revision status used for the maintenance work
O	New TSO at outgoing
P	Corresponding Workshop Card reference
Q	Corresponding DCAM ARC/AAT issued if applicable
R	Appending documents with the report ie. Additional photos etc.
S	Additional notes if applicable
T	Record of parts used
U	Name, signature, approval stamp and date of report issuer (approval holder certifying the Workshop Card)
V	Name, signature, official stamp and date of Engineering Manager or Quality Assurance Manager as an approval for the Workshop Process Report to be released to customer/end user.