

# Instructions for Discrepancy Form

- 1 Print the Discrepancy Form
- 2 Add Aircraft Information
- 3 Add Airframe Total Time
- 4 Add Airframe Total Landings if Available
- 5 Add the date the discrepancy was found
- 6 Number, sequentially, each Discrepancy Form
- 7 Describe the discrepancy in more detail than could possibly be needed
- 8 Defer or have Corrective Action taken to fix the discrepancy\*
- 9 \*Some discrepancies can have delayed corrective Action without deferral  
Such as:  
Annual Inspection due at 12/31/2012  
AD 2007-23-17 due at 1217 Hrs Total Time
- 10 Defer a Discrepancy  
Discrepancies can only be deferred per an approved Minimum  
Equipment List or per FAR 91.213(d)
- 11 Enter a detailed description of the Corrective Action
- 12 Enter the technician's signature for Approval for Return to Service, with date
- 13 Enter the inspector's signature if needed, with date
- 14 Record each component with Part Number, Serial #, On or Off, Purchase Order  
information if used, and shipping numbers if needed
- 15 Add labor tracking information
- 16 Add any clarification notes
- 17 Add a note and use the back if more room to write is needed
- 18 Gather the Airworthiness Approval paperwork for each installed part  
FAA for 8130-3 or as available\*\*, the shipping paperwork, any warranty paperwork  
and any other information you want to stay with the discrepancy
- 19 Scan all paperwork to your Discrepancy File if wanted
- 20 Staple all paperwork to your Discrepancy Form and add to your Discrepancy File  
in the Aircraft Records

\* A Discrepancy can be written for future scheduled work

\*\* See Advisory Circular 20-62D