



# Sport Aviation Corp Ltd

## Problem Report

Report No SAC use only

**DESCRIBE PROBLEM:** (What, where, when etc.)

---

---

---

---

---

Person Reporting: \_\_\_\_\_ Date/time:     /     /

**SUGGESTED FIX:** \_\_\_\_\_

---

Who is to fix it? (Owner):

**HOW THE PROBLEM WAS FIXED:** \_\_\_\_\_

---



---

Signature of person responsible: \_\_\_\_\_ Date/time:     /     /     :

**ROOT CAUSE OF THE PROBLEM WAS:** \_\_\_\_\_

---



---

**PREVENTATIVE ACTION REQUIRED TO STOP RECURRENCE:** \_\_\_\_\_

---

**SHOULD ANY SYSTEM BE IMPROVED?:** \_\_\_\_\_

---



---

**WHAT IMPROVEMENT WAS MADE:** \_\_\_\_\_

---

**SAC OFFICE USE ONLY**

Improvement Action taken: Signed: \_\_\_\_\_ Date/time: \_\_\_\_/\_\_\_\_/\_\_\_\_:

Designation: \_\_\_\_\_ Circle Status: PENDING or CLOSED

**Instructions for use:** Where any checklist reveals an item not done; or something is unserviceable even temporarily; or any problem requires fixing; a problem Report of that date is to be raised.

Problem Reports are to be filed as PENDING or CLOSED. CLOSED files are grouped according to the similarity of problems. The PENDING file is to be reviewed weekly and, if possible, signed off and removed into the appropriate CLOSED file.