

Aviation Incident Report

Date: [Date]

To: [Recipient Name/Position]

From: [Your Name/Position]

Subject: Aviation Incident Report - Maintenance Discrepancy

Incident Details

Aircraft Type: [Aircraft Type]

Aircraft Registration: [Registration Number]

Flight Number: [Flight Number]

Incident Date and Time: [Date and Time]

Location: [Incident Location]

Description of Discrepancy

[Detailed description of the maintenance discrepancy, including specific systems or components involved and the conditions observed.]

Impact Assessment

[Explain any safety implications, operational impacts, or potential hazards related to the discrepancy.]

Actions Taken

[List the immediate actions taken in response to the incident, including inspections, repairs, or maintenance actions performed.]

Recommendations

[Provide recommendations to prevent recurrence, such as procedural changes, further training, or additional inspections required.]

Attachments

[List any attached documents or evidence related to the incident, such as maintenance logs, photos, etc.]

Signature:

[Your Name]

[Your Position]

[Your Contact Information]