

APPENDIX B**Supporting Forms for FAA Repair**

OTTO
2 East Main Street
Carpentersville, IL 60110

FAA REPAIR STATION NO.: OGYR627Y

This supplement does not form part of the FAA FAR-145 Repair Station Manual.

Example of a Repair Station Matrix

| OTTO | | Repair Matrix | | RMA# | | |
|--|-------------|----------------------|------------------------------|--------------------|----------------|----------|
| Product Identification | | | | | | |
| Grip Number | Date Code | Serial Number | | | | |
| Labor Required | | | | | | |
| Description | Minutes | Quantity | Total | | | |
| 503801 Initial Diagnostic Charge | 60 | 1 | 60 | | | |
| 503801 Pull Drawings and Check Revision – Setup | 30 | | | | | |
| 503801 Rework per RMA | — | | | | | |
| 503802 Visual Inspect for Hidden Damage | — | | | | | |
| 5038R1 Stalk/Adapter Replacement | 30 | | | | | |
| 5038R2 Head/Handle Replacement | 30 | | | | | |
| 5038T4 Open Plate and Remove RTV from Switch | 5 | | | | | |
| 5038R3 Defective Switch Replacement | — | | | | | |
| Switch Replacement (not including wiring) – Easy | 10 | | | | | |
| Switch Replacement (not including wiring) – Difficult | 30 | | | | | |
| Wiring (includes soldering and conformal coat or RTV) – Each | 2 | | | | | |
| 5038R5 Braiding/Shielding Replacement | 60 | | | | | |
| 5038R6 Connector Replacement | 30 | | | | | |
| 5038R7 Label Replacement | 5 | | | | | |
| 5038R8 Rivet Replacement | 5 | | | | | |
| 5038R9 Flip Guard Replacement | 10 | | | | | |
| 5038T1 Helicoil Replacement | 2 | | | | | |
| 5038T2 Switch Button Replacement | 5 | | | | | |
| 5038T3 Misc **** | | | | | | |
| 5038T3 Misc **** | | | | | | |
| 5038T3 Misc **** | | | | | | |
| 5038T3 Misc **** | | | | | | |
| 5038T3 Misc **** | | | | | | |
| 5038S2 Test Bonding Resistance | 2 | | | | | |
| 503841 1st PC Approval Marking Setup | — | | | | | |
| 5038T5 Marking – Pad Print | 5 | | | | | |
| 503834 Test Grip per ATP – Line Inspection | — | | | | | |
| Testing – Continuity | 15 | | | | | |
| Testing – DWV | 10 | | | | | |
| Testing – IR | 10 | | | | | |
| 503835 OTTO Source Inspection (QA Approval) | — | | | | | |
| 503803 QA Approval – Verify Appropriate AD's are Current | — | | | | | |
| 503806 Package and Label | 5 | | | | | |
| 503837 Send Units to QA | — | | | | | |
| | | | Total Min | 60 | | |
| | | | Rate | \$50.00 | | |
| | | | Total | \$50.00 | | |
| | | | % Markup Adder | | | |
| | | | Marked up Labor Total | \$50.00 | | |
| Components Required | | | | | | |
| Part # | Description | Quantity | Cost | TL Cost | Price (opt) | TL Price |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total | | | | | | |
| *** Additional space on Page 2 *** | | | | | | |
| Additional Comments | | | | | | |
| | | | | | | |
| Performed By | | Cost Labor | \$50.00 | Price Labor | \$50.00 | |
| | | Cost Comp | | Price Comp | | |
| | | Cost Total | \$50.00 | Price Total | \$50.00 | |
| Approved By | | | | | | |

Example of an RMA

| | | | | |
|---|--------------------|--|----------------------|-----------|
| OTTO 2 EAST MAIN ST. CARPENTERSVILLE, IL 60110 (847) 428-7171 | | Failure Analysis And Corrective Action Report | | |
| | | RMA No. R000#####-# | | |
| CUSTOMER NAME | OTTO Part No.: | Date Issues: | | |
| CUSTOMER ADDRESS | PO Number: | Date Received: | | |
| | Customer Part No.: | Quantity: | | |
| | Customer RMA: | Customer Serial: | | |
| Date Code | Quantity | | | |
| Customer Reason for Rejection: | | | | |
| OTTO Failure Description: | | | | |
| Failure Analysis: | | | | |
| Root Cause: | | | | |
| Corrective Action: | | | | |
| Product Containment: | | | | |
| Objective Evidence: | | | | |
| Effect of Corrective Action: | | | Est. Effective Date: | |
| RMA Disposition: | | | | |
| Quantity | Description | Price | Repair Charge | Restock % |
| APPROVALS | | | | |
| Performed By: | | Production Team Leader: | | |
| Product Engineer: | | Sales: | | |
| Production Manager: | | Quality: | | |
| Page 1 of 1 | | | | |

Example of a Router

| | | | |
|---|---|---|-------------|
| OTTO | Job Traveler | RMA# XXXXXXXXXX | |
| Product Identification | | | |
| Grip Number XXXXXXXXXX | Date Code XXXXXXXXXX | Serial Number XXXXXXXXXX | |
| Labor Required | | | |
| Description | | Init | Date |
| 503801 | Pull Drawings and Check Revision -- Setup | _____ | _____ |
| 5038Q1 | Rework per RMA | _____ | _____ |
| 5038Q2 | Preliminary Inspection: Visual Inspect for Hidden Damage | _____ | _____ |
| 5038R1 | Stalk/Adapter Replacement | _____ | _____ |
| 5038R2 | Head/Handle Replacement | _____ | _____ |
| 5038T4 | Open Plate and Remove RTV from Switch | _____ | _____ |
| 5038R3 | Defective Switch Replacement | _____ | _____ |
| | Switch Replacement (not including wiring) -- Easy | _____ | _____ |
| | Switch Replacement (not including wiring) -- Difficult | _____ | _____ |
| 5038R4 | Wiring (includes soldering and conformal coat or RTV) -- Each | _____ | _____ |
| 5038R5 | Braiding/Shielding Replacement | _____ | _____ |
| 5038R6 | Connector Replacement | _____ | _____ |
| 5038R7 | Label Replacement | _____ | _____ |
| 5038R8 | Rivet Replacement | _____ | _____ |
| 5038R9 | Flip Guard Replacement | _____ | _____ |
| 5038T1 | Helicoil Replacement | _____ | _____ |
| 5038T2 | Switch Button Replacement | _____ | _____ |
| 5038T3 | Misc **** | _____ | _____ |
| 5038T3 | Misc **** | _____ | _____ |
| 5038T3 | Misc **** | _____ | _____ |
| 5038T3 | Misc **** | _____ | _____ |
| 5038T3 | Misc **** | _____ | _____ |
| 503852 | Test Bonding Resistance | _____ | _____ |
| 503841 | 1st PC Approval Marking Setup | _____ | _____ |
| 5038T5 | Marking -- Pad Print | _____ | _____ |
| 503834 | Test Grip per ATP -- Line Inspection | _____ | _____ |
| | Testing -- Continuity | _____ | _____ |
| | Testing -- DWV | _____ | _____ |
| | Testing -- IR | _____ | _____ |
| 503835 | OTTO Source Inspection (QA Approval) | _____ | _____ |
| 5038Q3 | QA Approval -- Verify Appropriate AD's are Current | _____ | _____ |
| 503806 | Package and Label | _____ | _____ |
| 503837 | Send Units to QA | _____ | _____ |

Example of an ATP

| ACCEPTANCE TEST PROCEDURE FOR ██████████ CYCLIC CONTROL GRIP CUSTOMER PART NO.: ██████████ OTTO PART NO.: ██████████ | DOCUMENT NO: 560322 REV. C | | |
|--|-------------------------------|------|--------------------|
| OTTO CONTROLS, INC. ACCEPTANCE TEST DATA SHEET ATP# 560322 Rev. C | | | |
| OTTO Controls, Inc. Part Number: ██████████ ██████████ Part Number: ██████████ | | | |
| Date Code: _____ | Serial Number: _____ | | |
| Visual and Workmanship | Pass/Fail | Date | Inspector Initials |
| Marking | | | |
| Pin Marking | | | |
| Cleanliness | | | |
| Burrs, sharp edges, damage | | | |
| Physical Dimensions | | | |
| 0.2500 ± .0005 | | | |
| 1.400 +.001/- .002 | | | |
| 0.970 ± .010 | | | |
| 41.00 ± 1.00 | | | |
| Weight 2.301 lbs. max. | | | |
| Continuity Test | | | |
| DPT/GA | | | |
| AFCS TRIM | | | |
| TRIM REL | | | |
| ICS/RADIO | | | |
| FD STBY | | | |
| VOICE CNCL | | | |
| RSQ HOIST | | | |
| HOIST SHEAR | | | |
| CRG REL | | | |
| Dielectric Test | | | |
| D and A | | | |
| P and H | | | |
| P and Y | | | |
| P and W | | | |
| P and N | | | |
| P and V | | | |
| (A and (B (switch #3 should be actuated) | | | |
| (A and Z | | | |
| (J and (I (switch #3 should be actuated) | | | |
| (J and (H | | | |
| T and S | | | |
| T and U | | | |
| (S and (R | | | |
| (D and (E | | | |
| (M and (P | | | |
| (M and (N | | | |
| F and G | | | |
| F and E (switch #8 should be actuated) | | | |
| J and K | | | |
| All pins to grip mounting bushing | | | |
| All pins to connector shell | | | |
| Conducted by: _____ | Approved by: _____ | | |
| OTTO Engineering, Inc. Carpentersville, Illinois | CAGE CODE: 21649 | | Page 7 |