

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					
5038R4 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			
Approved By	Cost Total	\$50.00	Price Total	\$50.00		

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:		
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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