

## Instructions for Completing FAA Form 8120-11, Suspected Unapproved Parts Notification

1. Record the date the suspect part was discovered.
2. Provide the part name (i.e., nut, bolt, blade) or description of the suspected unapproved part.
3. Provide the part number or identification number on the part.
4. Provide the serial number of the part, if applicable.
5. Provide the quantity of suspect parts.
6. Provide the assembly name and assembly number (where the part was or could be installed).

Example - Part Name: BOLT  
Part Number: PN 12345  
Assembly Name: Main Landing Gear  
Assembly Number: PN PG12389

**Note: Additional part numbers may be recorded on the continuation sheet on page 3 or a blank sheet of paper with the following column headers:**

Part Name — Part Number — Part Serial Number — Quantity — Assembly Name — Assembly Number

7. Identify what type of aircraft the part was (or could be) installed on.
8. Provide the complete name and address of the company or person(s) who last supplied or repaired the suspect part. Please do not provide a PO Box address unless this is all you have. Check the appropriate box to designate the type of company. Please provide the certificate number in the space provided, if known.
9. Provide a brief description of the suspect part (discoloration, suspect marking, different material, etc.) and provide a narrative stating why you feel the part is not approved. Provide as much detail as necessary to enable an inspector to determine the status of the part.
10. Provide the complete name and address of company (or person) where the suspect part was found. Check the appropriate block to reflect the affiliation of the person/company who discovered the part.
11. Record the date the Form 8120-11 is being completed and submitted.
12. Provide the name, address and phone number of the person who is reporting the suspect part. This information is necessary in case the FAA needs to get in touch with the reporter for more information.
13. If you want your name to remain confidential, please check this block.
14. If you do not wish to receive a letter acknowledging receipt of the Form 8120-11 by the FAA, please check this block.
15. If you have provided additional information, photos, parts listing, etc., please check this block.

**Forward the completed FAA Form 8120-11, Suspected Unapproved Parts Notification, to:**

**Federal Aviation Administration  
Suspected Unapproved Parts (SUP) Program Office, AVR-20  
13873 Park Center Road, Suite 165  
Herndon, Virginia 20171**

**PHONE: (703) 668-3720 or FAX: (703) 481-3002**

To obtain an electronic copy of FAA Form 8120-11, visit the SUP website: <http://www.faa.cio/avr/sups/>.  
The completed electronic copy of FAA Form 8120-11 may be sent electronically via that Internet site.

### **Privacy Act and Paperwork Reduction Act Statement:**

An agency may not conduct or sponsor, and a person is not required to respond, to a collection of information unless it displays a currently valid OMB control number. The OMB control number is 2120-0552. This information is collected by the FAA's Suspected Unapproved Parts (SUP) Program, under the authority of Title 49 USC, Section 44701. The information will be used to support SUP investigations and other summary management reports. Submission of this information is voluntary, with questions limited to reduce any burden on the reporter. Completion of this form is estimated to take less than 9 minutes. Information collected is not available elsewhere and is vitally important to FAA's SUP program and its commitment to remove the potential threat posed by unapproved parts from the aviation system. SUP information is routinely shared with law enforcement agencies for use in civil and criminal investigations. Information developed from this form is covered under the Privacy Act system of records DOT/FAA 852 and the routine uses of that system will apply.



U.S. Department  
of Transportation  
Federal Aviation  
Administration

# SUSPECTED UNAPPROVED PARTS NOTIFICATION

Use the continuation sheet to report multiple parts

1. Date Part Was Discovered:		2. Part Name:	
3. Part Number:		4. Part Serial Number:	
5. Quantity:	6. Assembly Name: Assembly Number:	7. Aircraft Make & Model:	
8. Name, Address, and Description of Company or Person(s) Who Supplied or Repaired the Part:			
Name:		Street Address:	
City:	State:	Zip:	
Country:		Phone Number:	
Check One of the Following Applicable to the Person Who Supplied or Repaired the Part.			
<input type="checkbox"/> Manufacturer		<input type="checkbox"/> Repair Station #	
<input type="checkbox"/> Supplier		<input type="checkbox"/> Air Carrier #	
<input type="checkbox"/> Distributor		<input type="checkbox"/> Other	
<input type="checkbox"/> FAA Production Approval Holder		<input type="checkbox"/> Owner Operator	
9. Description of Event: (Include why you think the part(s) is not approved.)			
10. Name and Location of Company or Person(s) Where the Part Was Discovered:			
Name:		Street Address:	
City:	State:	Zip:	
Country:		Phone Number:	
Check One of the Following Applicable to the Person Who Discovered the Part(s):			
<input type="checkbox"/> Air Carrier *		<input type="checkbox"/> FAA Inspector	
<input type="checkbox"/> Mechanic		<input type="checkbox"/> DOT/Office of Inspector General	
<input type="checkbox"/> Repair Station #		<input type="checkbox"/> Defense Criminal Investigation Service	
<input type="checkbox"/> Distributor		<input type="checkbox"/> Other Government Agency	
<input type="checkbox"/> Supplier		<input type="checkbox"/> Foreign Civil Aviation Authority	
<input type="checkbox"/> Production Approval Holder		<input type="checkbox"/> Other	
<input type="checkbox"/> Unknown		<input type="checkbox"/> Owner/Operator	
11. Date of This Report:			
12. Name and Address of Reporter:			
Name:		Street Address:	
City:	State:	Zip:	
Country:		Phone Number:	
13. <input type="checkbox"/> Check here if you want your identity to be kept confidential.			
14. <input type="checkbox"/> Check here if you do not wish to receive an acknowledgement letter.			
15. <input type="checkbox"/> Check here if you have attached additional information.			

