



## **TEARDOWN REPORT INSTRUCTIONS**

1. *Repair Order #:* Enter the Repair Order *number* from the *customer's* Repair Order.
2. *Mfg P/N from RO/PO:* Enter the P/N from the Repair *Order*.
3. *Mfg S/N from RO/PO:* Enter the S/N from the Repair *Order*.
4. *Nomenclature:* Enter the nomenclature from the Repair *Order*.
5. *RO/PO Disposition:* Enter the *customer's* requested disposition for the unit.
6. *Warranty Request:* Enter yes or no for *warranty*.
7. *Reason for Removal:* Enter the *customer's* removal *reason*.
8. *Work Order #:* Enter the pre-numbered work order number.
9. *Mfg P/N Received:* Enter the P/N *received*.
10. *Mfg S/N Received:* Enter the S/N *received*.
11. *Date Received:* Enter the date *received*.
12. *Fault Confirmed:* Enter Yes or No.
13. *Normal Wear and Tear:* Enter Yes or No.
14. *Any Unrelated Faults:* Enter Yes or No.
15. *Preliminary Inspection:* Enter discrepancies found after completing initial visual inspection and/or pretest of unit upon first entering shop.
16. *Warranty Granted:* Enter if the warranty was accepted or *denied*.
17. *Warranty Comments:* Enter the comments about the *warranty*.
18. *Mfg P/N Out:* Enter the P/N to be shipped *back*.
19. *Mfg S/N Out:* Enter the S/N to be shipped back.
20. *Customer P/N Out:* Enter P/N, if *applicable*.
21. *Customer S/N Out:* Enter S/N, if *applicable*.
22. *Status:* Enter the work scope status of the unit.
23. *Manual Ref#:* Enter the manual reference *number*.
24. *Teardown Procedure:* Enter what was done on teardown of the unit.
25. *Repair Procedure:* Enter *what was done to the unit to repair it*.
26. *Test Procedure:* Enter results of testing.
27. *Modifications Incorporated:* Enter all modifications performed on this unit.
28. *Mechanic:* Enter *mechanic's name*.
29. *Certificate Number:* Enter *mechanic's certificate number*.
30. *Inspector:* Enter *inspector's name*.
31. *Date Repaired:* Enter date repaired.
32. *Date Inspected:* Enter date of *inspection*.
33. *Stamp:* Stamp of *inspector* who does final *inspection*.