

MODIFICATION DOCUMENT FORMAT

Reference Number :	
Issue Number :	Date :
Approved By :	

Title :

1. PLANNING INFORMATION

A. Effectivity

A clear definition of aircraft, component or item of equipment affected.

B. Classification

Major or Minor.

C. Reason

A clear description of the condition of the modification is correcting or improving, including the extent the condition has been encountered, when, and the frequency of incidents.

A description of any associated regulatory requirement.

The expected benefits following accomplishment of the modification such as improved reliability, increased payload or extended life.

An evaluation if the modification is a total, partial or temporary solution to the problem.

D. Description

A brief statement of what the modification does.

E. Compliance

Recommendation for the time of accomplishment.

This section shall also include a statement if the modification is associated with any regulatory requirement.

F. Manpower

An estimate of number of man-hours required.

G. Materials

A complete list of parts.

H. Special Tooling

A list of special tools.

I. Weight and Balance

The total nett change of weight and the Center of Gravity arm and moment shall be stated.

J. Electrical Load Data

A statement of the modification effect on electrical load.

K. References

A list of references used in the development of the modification.

L. Publications Affected

A list of publications affected by the modification.

2. ACCOMPLISHMENT INSTRUCTIONS

Accomplishment instructions shall use a step-by-step format, including pre and post modification conditions where applicable.

Schematics, wiring diagrams, drawings, etc. shall be included as part of this section where required.

A. Preparation

B. Accomplishment

3. MATERIALS

A. New Parts

A tabular list of materials to complete the modification shall include the following headings :

<u>New Part No.</u>	<u>Qty</u>	<u>Description</u>	<u>Old Part No.</u>	<u>Type Approval</u>
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B. Replacement Parts

C. Re-identified Parts

Parts which can be reworked and made interchangeable with new parts.