



## FORM CAA 8100-1 INSRUCTIONS

This form is to be completed by the CAA inspector undertaking the conformity inspection.

### Field No. and description:

1. – 8. Self-explanatory
9. List the name(s) of the CAA inspector(s) undertaking the conformity inspection. If more than one inspector is involved, the record must clearly identify who has inspected what aspects.
10. Insert signatures of those named CAA inspectors.
11. Assign consecutive numbers for each item inspected.
12. List the name or description of the component, assembly, drawing, document, specification, or name of the process being inspected.
13. List the technical data that defines the item in Block 12. i.e., drawing number, document number, process specification number, etc.
14. List the revision state and date of the technical data described in Block 13.
15. List the number of items that were determined satisfactory or unsatisfactory. If items are found "Unsatis" leave the next line blank in order to provide space for recording the correction of the Unsatis condition. Once an "Unsatis" item has been found "Satis" draw an arrow from the "Unsatis" box to the "Satis" box on the next line below and record the corresponding number of items found "Satis". Note: An item is a single article or unit containing one or more dimensional characteristics or features.
16. Enter comments in this block that will support any information given in Blocks 11 through 15. i.e., unsatisfactory conditions, corrective actions taken, reference to other item numbers listed, serial numbers, type of inspection accomplished.