

## **Instructions on Use of the Form**

We welcome you to this Webified version of the combined annual and semi-annual National Standards for Aerospace Manufacturing and Rework Facilities reporting form. While it is possible to fill out the form on-line within your browser, as it is such a large form, It is recommended that this form first be downloaded to your hard drive where you can work on it locally with Adobe's Acrobat Exchange or with Adobe's reader. After the initial download, response times of the form will be greatly improved. You must have a copy of Adobe's Acrobat Exchange in order to save the filled out PDF form or the form data itself in FDF format. With the Reader you will only be able to print the filled-out form.

Things to keep in mind:

- It is a large form, primarily due to the continuation pages, which most users will probably not have to use. In a future release of the form, the continuation pages will probably be included only on an as-needed basis.
- Most fields are free text, but some restrict you to only numbers, or a range of values. If you get an error when trying to fill out a field, please check if the value you are trying to enter makes sense for that field.
- Make sure to scroll down (or up) if something on a page doesn't seem to be there that you think should be there.
- If you answer no (or yes) to some questions, the form will automatically take you to the page which has the next field you should fill in. Since you are taken to the page but not the field, you may have to scroll.
- As you probably will have many unused continuation sheets, please be aware that you can selectively print only those pages you actually filled out.

The basic reporting form consists of eight sections as follows:

- I – General information
- II – Certification
- III – Cleaning Operations
- IV – Primer and Topcoat Application
- V – Depainting Operations
- VI – Chemical Milling Maskant Application Operations
- VII – Record Keeping Requirements
- VIII – Changes in Information Already Provided

Sections I, II, VII, and VIII are mandatory and are to be completed by all reporting facilities. Sections III through VI are to be completed only by facilities having the indicated affected sources in operation during the semiannual reporting period.

