**Return Form To:**  **NSP Duty Officer Inbox**

| Sponsor Name | **Enter Sponsor Name Here** |
| --- | --- |

| **Type (DR / NQT)** | **FAA ID** | **Eval Date** | **Sponsor DR No.** | **NSP DR No.** | **Discrepancy Description** | **Action Taken** | **Closed Date** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| DR or NQT | FSTD ID | Mm/dd/yyyy | Your DR No. | NSP DR no. from T002 | Description from T002 | Description of action taken to close | Mm/dd/yyyy |
| DR or NQT | FSTD ID | Mm/dd/yyyy | Your DR No. | NSP DR no. from T002 | Description from T002 | Description of action taken to close | Mm/dd/yyyy |
| DR or NQT | FSTD ID | Mm/dd/yyyy | Your DR No. | NSP DR no. from T002 | Description from T002 | Description of action taken to close | Mm/dd/yyyy |
| DR or NQT | FSTD ID | Mm/dd/yyyy | Your DR No. | NSP DR no. from T002 | Description from T002 | Description of action taken to close | Mm/dd/yyyy |
| DR or NQT | FSTD ID | Mm/dd/yyyy | Your DR No. | NSP DR no. from T002 | Description from T002 | Description of action taken to close | Mm/dd/yyyy |

# Instructions

Use to report closure of DR or NQT items

**For Column: Type**

Enter DR for Discrepancy or NQT for A Non-Qualified Task as indicated on your T002 Evaluation Report

**For Column: FAA ID**

Enter your FAA ID for your FSTD

**For Column: Eval Date**

Enter the date when the DR or NQT was identified during the evaluation. This is the evaluation start date

**For Column: Sponsor DR No.**

Enter the DR number from your own DR Log

**For Column: NSP DR. No.**

Enter the NSP number indicated on the T002 report for this DR/NQT

**For Column: Discrepancy Description**

Enter the description of the DR/NQT from the eval report

**For Column: Action Taken**

Enter a description of the actions taken to clear/resolve the issue

**For Column: Closed Date**

Enter date of closure for this DR/NQT