



Continuing airworthiness of type design (CAP)	Doc #	PR.CAP.00001-002
	Approval Date	23/04/2012

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DOCUMENT CONTROL SHEET

Process Area	Continuing airworthiness
Main Process	Continuing airworthiness of type design
Main Process Owner	Alain LEROY

Reference documents

a) Contextual documents

Chicago Convention Annex 8 - Airworthiness of Aircraft (International Standards and Recommended Practices)

Commission Regulation (EC) 1356/2008 - Regulation of 23 December 2008 amending Regulation (EC) No 593/2007 on the fees and charges levied by the European Aviation Safety Agency

Commission Regulation (EC) 1702/2003 - Regulation of 24 September 2003 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations

Commission Regulation (EC) 2042/2003 - Regulation of 20 November 2003 laying down implementing rules for the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks (OJ L315, 28.11.2003)

Commission Regulation (EC) 593/2007 - Regulation of 31 May 2007 on the fees and charges levied by the European Aviation Safety Agency Regulation (OJ L140, 01.06.2007)

Commission Regulation (EC) 859/2008 - Amending Council Regulation (EEC) No 3922/91 as regards common technical requirements and administrative procedures applicable to commercial transportation by aeroplane (OJ L 254, 20.09.2008)

ED Decision 2003/02 - On the implementation of airworthiness directives for products, parts and appliances designed in third countries and repealing ED Decision 1/2003

ED Decision 2003/1/RM - On AMC and GM for the airworthiness and environmental certification of aircraft and related products, parts and appliances, as well as for the certification of design and production organisations

ED Decision 2004/02/CF - On the acceptance of certification findings made by Transport Canada, Civil Aviation Department (TCCA) for products designed in Canada

ED Decision 2004/03/CF - On the acceptance of certification findings made by Departamento de Aviação Civil, Centro Técnico Aeroespacial (DAC/CTA) for products designed in Brazil

ED Decision 2004/04/CF - On the acceptance of certification findings made by the Federal Aviation Administration (FAA) for products designed in the United States of America and repealing Decision No 2004/01/RM

ED Decision 2009/009/E - On the delegation of powers of the Executive Director to certain staff members of the Certification Directorate, and repealing ED Decision 2008/001/E

ED Decision 2009/019/R - Amending ED Decision No 2003/12/RM of 5 November 2003 on general acceptable means of compliance for airworthiness of products, parts and appliances (« AMC-20 »)

MB Decision 04-2009 - Decision of the Management Board on guidelines for the allocation of certification tasks to National Aviation Authorities and Qualified Entities

MB Decision 12-2007 - Decision of 1 Oct 07 of the Management Board concerning the general principles related to the certification procedures to be applied by the Agency for the issuing of certificates for products parts and appliances (hereinafter referred to as PCP Decision)

PO.CAP.00016 - Airworthiness Directive Policy

Regulation (EC) 216/2008 - Regulation of European Parliament and of Council of 20 Feb. 2008 on common rules in the field of civil aviation and establishing a European Aviation Safety Agency and repealing Council Directive 91/670/EEC, Regulation (EC) 1592/2002 and Directive 2004/36/EC

UG.TC.00002 - Certification general user guide

b) Internal documents

FO.CAP.00022 - Decision not to adopt a foreign (E)AD

IC - PAD correction document

PO.CAP.00016 - Airworthiness Directive Policy

TE.CAP.00110 - Airworthiness Directive

TE.CAP.00111 - Emergency Airworthiness Directive

TE.CAP.00112 - Notification of a proposal to issue/cancel an airworthiness directive

TE.CAP.00114 - Airworthiness Directive approval notification

TE.CAP.00115 - PAD CRD Template

TE.CAP.00116 - AD cancellation notice template

TE.CAP.00118 - PAD withdrawal statement template



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TE.CAP.00119 - Emergency Conformity Information
WI.CAP.00002 - EASA AD writing instructions
WI.CAP.00012 - Adoption and uploading in the AD tool of foreign State of Design ADs
WI.DRM.00040 - Records management within P&A section
WI.DRM.00041 - Rotorcraft section record management
WI.DRM.00042 - General aviation records management
WI.DRM.00043 - Propulsion section records management
WI.DRM.00044 - Large aeroplanes section records management
WI.DRM.00045 - Airworthiness directives section records management
WI.TC.00036 - Decisions and signatures for product safety oversight

Abbreviations/Definitions

a) Abbreviations

a/c
Aircraft
AD
Airworthiness Directive
AFM
Aircraft Flight Manual
AIB
Accident Investigation Board
AMC
Acceptable Means of Compliance
AMOC
Alternative Method of Compliance
A&P
Applications and Procurement Services Department - Products Application Management Section
CAA
Civil Airworthiness Authority (non-EU)
CAP
Continuing Airworthiness of Type Design
CARI
Continuing Airworthiness Review Item
CH
Certificate Holder
CM
EASA Certification Manager for the relevant product
CM P&A
EASA Certification Manager Parts and Appliances
CRD
Comment Response Document
EAD
Emergency AD
EASA
European Aviation Safety Agency

ECI
Emergency Conformity Information
ETSOA
European Technical Standard Order Authorisation
ETSOAH



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European Technical Standard Order Authorisation Holder
EU
European Union
FAD
Final AD with Request for Comments
FAI
Foreign Safety Advisory Information
GM
Guidance Material
ICAO
International Civil Aviation Organisation
ICAO SARP
ICAO Standard and Recommended Practice
IORS
Internal Occurrence Reporting System
JAR
Joint Aviation Requirements
MCAI
Mandatory Continuing Airworthiness Information
MS
Member State
NAA
National Aviation Authority of EU Member State
P&A
Parts and Appliances
PAD
Proposed Airworthiness Directive
PCA
Primary Certifying Authority (State of Design; EASA for EU products)
PCM P&A
Project Certification Manager Parts and Appliances
PCM
Project Certification Manager (EASA staff or staff from NAA under contractual arrangements)
PCP
Product Certification Procedure
RTA
Request for Technical Advice
SIA
Safety Information Assistant
SIB
Safety Information Bulletin
SIO
Safety Information Officer
SIS
Safety Information Section
SoD
State of Design
SoR
State of Registry
STC
Supplemental Type Certificate



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TC
Type Certificate
TO
Technical Owner

b) Definitions

Certificate holder

In accordance with Part 21A.3 (a) and (b), the Certificate Holder is the holder of a TC, restricted TC, STC, ETSO authorisation, major repair design approval or any other relevant approval deemed to have been issued under Part 21

EU applicant

Applicant from EU Member State, Norway, Iceland, Switzerland or Liechtenstein

PCM

Wherever the term PCM is used in this procedure, the term PCM means "the PCM in coordination with his/her team, as appropriate".

Log of issues

Issue	Issue date	Change description
001	10/09/2010	First issue, Migration of C.P006-01
002	23/04/2012	Second Issue, simplification of existing workflows, insertion of a new workflow ("determination of required action"), deletion of two workflows ("Launch dissemination and publication AD Cancellation Notice" and "Publish PAD")



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INTRODUCTION

Purpose and scope

This procedure describes how the European Aviation Safety Agency (hereinafter referred to as "the Agency") shall internally handle the continuing airworthiness functions related to type design pursuant to Article 20(1)(j) of Regulation (EC) No. 216/2008 ("Basic Regulation").

It has been defined to implement Article 15 of Decision No 12/2007 of 01 October 2007 of the Management Board concerning the general principles related to the certification procedures to be applied by the Agency for the issuing of certificates for products, parts and appliances ("PCP Decision"), mandating the Executive Director to "establish the necessary associated detailed procedures for the implementation of this Decision [...]".

This procedure shall be followed in order to achieve standardized processes within the Agency. This procedure applies to the continuing airworthiness functions related to the type design of aeronautical products, parts and appliances under the Agency's scope of competences pursuant to the Basic Regulation.

Legal framework

In accordance with Article 20 (1) of the Basic Regulation, the Agency shall, where applicable and as specified in the Chicago Convention or its Annexes, carry out on behalf of EU Member States the functions and tasks of the State of Design (SoD), manufacture or registry when related to design approval. The issuance of Type Certificates (TC), European Technical Standard Order Authorisations (ETSOA) and approval of Changes and Repairs is a fundamental part of the materialisation of this principle.

According to Article 20(1)(j) of the Basic Regulation, the Agency shall ensure the continuing airworthiness functions associated with the products, parts and appliances it has certified, including reacting without undue delay to a safety problem and issuing the applicable mandatory information.

The continuing airworthiness functions under Article 20(1)(j) shall be performed in accordance with the provisions of Annex I to the Basic Regulation and Annex Part 21 to Commission Regulation (EC) No. 1702/2003 of 24 September 2003 laying down implementing rules for the airworthiness and environmental certification of aircraft and related products, parts and appliances, in particular its paragraphs, 21A.3 and 21A.3B, and the related Acceptable Means of Compliance ("AMC") and Guidance Material ("GM").

According to Articles 53 and 18(d) of the Basic Regulation, the EASA Management Board shall establish transparent procedures for taking individual decisions for airworthiness and environmental certification.

Under these provisions, the Management Board has adopted the PCP Decision.

The general principles applicable to the continuing airworthiness of the type designs approved or validated by the Agency are established in Article 12 of the PCP Decision.

Article 15 of the PCP Decision mandates the Executive Director to "establish the necessary associated detailed procedures for the implementation of this Decision [...]".

This procedure has been adopted under this mandate by the Certification Director acting in accordance with appropriate delegations from the Executive Director.

EASA Airworthiness Directive Policy (PO.CAP.00016) recalls the applicable legal framework under the Basic Regulation, the PCP Decision and Annex 8 to the Convention on International Civil Aviation as well as provides the newly established Agency policy within those legal boundaries.

Rights and obligations derived from applicable bilateral agreements as specified in Article 12 of the Basic Regulation shall not be affected.

Basic Principles

1. SOURCES OF INFORMATION FOR ASSESSING THE CONTINUING AIRWORTHINESS OF APPROVED TYPE DESIGNS



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Data relevant for assessing the continuing airworthiness of an approved type design may derive from various sources, as required by mandatory reporting obligations, or on a voluntary basis.

a) Occurrence Reporting from Certificate Holder

For products, parts and appliances covered by a certificate issued or deemed to be issued under the Basic Regulation for which EASA is the Primary Certifying Authority (PCA), the Certificate Holder shall in accordance with 21A.3(a) have a system in place for the collection, investigation and analysis of reports of and information related to failures, malfunctions, defects or other occurrences which cause or might cause adverse effects on the continuing airworthiness of those products, parts and appliances.

The Certificate Holder shall report occurrences to the Agency in accordance with 21A.3(b). AMC 20-8 provides guidance on which occurrences should be reported to the Agency and on the timescale for the submission of such reports.

For products, parts and appliances covered by a certificate issued or deemed to be issued under the Basic Regulation where EASA is not the Primary Certifying Authority (PCA), reporting shall be done in accordance with 21A.3(a) or the appropriate Bilateral Agreement with the State of Design (SoD) where available.

Furthermore, it is the obligation of the Certificate Holder to collect and review all available information related to the safety of the type design with a view to take or propose to the Agency appropriate and on time action to correct any unsafe condition.

In accordance with provision 21A.3(b)2, the Agency has developed the "Technical Occurrence Report Form" as the form and manner to be applied for the submission of these reports. Highly reporting Certificate Holders are alternatively making use of the possibility to submit their occurrence reports directly via data bridges.

All reports submitted by Certificate Holders are stored in the Agency's Internal Occurrence Reporting System (IORS) for further processing.

Reference is made to EASA procedure PR.IORS.00001 - Processing of occurrence reports

Certificate Holders and the Agency typically have airworthiness review meetings attended by their representatives. At these meetings, results from the (different) safety analyses are shared and contrasting outcomes (if applicable) are discussed, to reach agreement on the level of risk and potential consequences. At these meetings it may be determined or confirmed whether an unsafe condition exists.

b) Occurrence reporting from other entities for which EASA is the Competent Authority

Reporting obligations to the Agency also exist for EASA approved maintenance organisations (Part 145A.60, Part M.A.202), EASA approved CAMOs (Part M.A.202) and EASA approved production organisations (Part 21.A129(e) and (f), Part 21.A165(e) and (f)).

Similarly to the occurrence reports received from TC holders under Part 21 reporting obligations, these reports shall also be submitted by means of the "Technical Occurrence Report Form" and are stored in the Agency's Internal Occurrence Reporting System (IORS) for further processing.

Reference is made to EASA procedure PR.IORS.00001 - Processing of occurrence reports.

c) EASA involvement in Accident and Incident Investigations

According to Article 8 of Regulation (EU) No. 996/2010 of the European Parliament and of the Council on the investigation and prevention of accidents and incidents in civil aviation the Agency may, under certain conditions, participate as an adviser in safety investigations.

Furthermore, Article 15(3) of Regulation (EC) No. 996/2010 defines the Agency's rights to receive factual information obtained during the safety investigation.

Reference is made to EASA procedure PR.SFINV.00001 - Safety investigation.

Accidents and incidents may be reported to EASA by the TC holder in accordance with Part 21 occurrence reporting obligations (for EU type designs). They will consequently be stored in the Agency's Internal Occurrence Reporting System (IORS) for further processing in parallel to the possible involvement of EASA staff in accident/incident investigation.

d) Follow-up of Safety recommendations received from Accident Investigation Authorities

EASA maintains a tracking system to record the status of safety recommendations addressed to the Agency and their closing actions in a database.



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The database should be the means by which feedback is provided to the Accident Investigation Organisations regarding the EASA status and closure of Safety Recommendations arising from reported Accidents and Serious Incidents.

Reference is made to EASA procedure PR.SFREC.00001 - Safety recommendation.

Within the Certification Directorate, each Department nominated a focal point as member of the Agency’s Internal Accident Investigation Committee (IAIC) and who is in charge of the dissemination of accident information and coordination of responses to Safety Recommendations.

Further details pertaining to the processing of safety recommendations within the Certification Directorate are provided in UG.TC.00002 Certification general user guide (former Certification Handbook).

e) Safety Analysis

The analysis of any available occurrence reporting databases, such as the IORS database (mainly containing information on EU products) or the European Central Repository (ECR) established on the basis of Directive 2003/42/EC, shall be considered to obtain additional information on the continuing airworthiness of products, parts and appliances.

Certification staff members may either actively request analysis papers from the Safety Analysis Section or the IORS Department, or they may be invited to participate in the peer review of such draft papers initiated by others.

Reference is made to EASA procedure PR.SFANA.00001 Safety analysis.

f) Other sources of information

Irrespective of the above, occurrence information may be obtained from any European or non-European person or organisation/authority, also in the absence of any legal reporting obligation, i.e. on a voluntary basis. Such information may be submitted in a form and manner different from the “Technical Occurrence Report Form” (e.g. by email, post, etc.). This information shall be assessed for its relevance for the Continuing Airworthiness of type designs and be followed-up accordingly.

In accordance with article 15 of the Basic Regulation, EU NAAs shall exchange any information available to them in the context of the application of the Basic Regulation with EASA, the European Commission and other NAAs in order to put them into a position to take adequate measures.

Furthermore, recommendations by NAAs and actions by EU Member States under Article 14.1 of the Basic Regulation shall be considered to ensure the continuing airworthiness of products, parts and appliances.

2. EASA RESPONSIBILITIES

In accordance with the aforementioned legal framework, the Agency has an obligation to ensure the continuing airworthiness of the type designs it approves (either through direct approval or after validation). Within this context, the Agency shall react without undue delay to a safety problem by issuing the applicable Mandatory Continuing Airworthiness Information (MCAI) as defined in Article 20.1 (j) of the Basic Regulation.

a) Products, parts and appliances for which EASA is the PCA

For the purposes of Article 20(1)(j) of the Basic Regulation, where EASA is the PCA and consequently carries out on behalf of EU Member States the functions and tasks of the State of Design (SoD), when related to design approval, the PCM shall review occurrences as reported, and, based on analysis and investigations by the Certificate Holder or based on any other available information, define or agree on appropriate actions.

The subsequent action may range from, for example, recommendation for improvements by the Certificate Holder to corrective action (inspection, maintenance action or design change) that needs to be made mandatory by the issue of an Airworthiness Directive (AD).

It is recommended that every effort should be made to define actions that terminate repetitive inspections, tests or limitations.

The issuance of an AD is governed by the provisions of 21A.3B and associated AMCs, i.e. AMC 20-8, AMC 21A.3B(b) and guidance material, i.e. GM 21A.3B(d)(4), GM 21A.3B(b). The EASA responsibilities in this regard are further described in Article 12 of the PCP Decision and the Airworthiness Directives Policy (PO.CAP.00016).



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EASA will notify by e-mail, followed by regular mail the AD to its addressee, the Certificate Holder, in the English language or, when requested, in the language of the EU Member State which has jurisdiction over it.

All these EASA notification and information obligations shall be carried out according to the principles described in Article 12 of the PCP Decision.

As soon as EASA has issued and notified an AD, the latter becomes mandatory for the owners/operators of the aircraft covered by the AD pursuant to Regulation (EC) 2042/2003, in particular M.A.303. Moreover, it results from M.B.201, M.B.303 and M.B.304 that EU Member States must inform their owners/operators of the affected aircraft that they have to comply with the AD as it derives from their obligations under Part M and ensure that compliance.

Moreover EASA, on behalf the European Union, its Member States and the European third countries that participate in the activities of EASA under Article 66 of the Basic Regulation, shall, to fulfill their obligations deriving from Annex 8 to the Chicago Convention, transmit the AD to all the Contracting States (including EU Member States) that have informed EASA that an aircraft subject to that AD has been entered on their registry, to allow those States to fulfill their obligations under the Chicago Convention as SoR. The AD will be transmitted by e-mail in the English language. The EASA responsibilities in this regard are further described in the Airworthiness Directives Policy (PO.CAP.00016).

Further details pertaining to the level of involvement of the PCM together with the team for continuing airworthiness of EU products are provided in the UG.TC.00002 Certification general user guide (former Certification Handbook).

b) Products, parts and appliances for which EASA is not the PCA

Where EASA is not the PCA and consequently carries out on behalf of EU Member States the functions and tasks of the State of Registry (SoR) when related to design approval, the PCM shall, in accordance with the principles and procedures contained in article 12 of the PCP Decision and the appropriate Working Arrangement/Bilateral Agreement, review occurrences as reported. Where a safety concern exists, the PCM shall contact the PCA to ensure their awareness of the potential for an unsafe condition and to establish their expected action. Based on the PCA response, the PCM shall decide whether further EASA action is necessary.

The PCM, if necessary in consultation with his/her team, should decide upon the acceptability of any proposed solution, and monitor that corrective action shall be developed and published by the Certificate Holder and approved by the PCA in a time frame acceptable to EASA.

EASA shall upon receipt of information that an AD has been issued by the SoD of an aircraft that has entered the registry of one of the EU Member States, either adopt that AD without any changes or issue its own AD based on the SoD AD (Reference ED Decision 02/2003). In the case of adoption of a foreign AD without any changes a simplified process shall apply as detailed in the process description on Adoption of foreign State of Design AD.

When EASA, after consultation with the PCA, is not satisfied with the actions taken by the PCA or deems necessary to deviate from the airworthiness directive issued by the PCA, an EASA AD may be issued. This AD may either (1) replace or modify an existing PCA AD or (2) be issued in the absence of a PCA AD, as necessary, to ensure that corrective actions are taken which address the issue in a manner consistent with the Basic Regulation and its implementing rules. The normal process as described in the Standard AD process should be followed, unless an urgent action is needed (see Article 12 of MB Decision 12/2007 of 01 October 2007). When EASA issues its own AD, it will notify the AD by e-mail, followed by regular mail to its addressee, the foreign TC/STC holder, in the English language.

Moreover, EASA shall inform the SoD and the EU Member States on the content of the issued AD to allow them to fulfill their obligations as SoR under the Chicago Convention, enforcing the AD. The information will be transmitted by e-mail in the English language.

Further details pertaining to the level of involvement of the PCM together with the team for continuing airworthiness of non-EU products are provided in the EASA User Guide UG.TC.00002 Certification general user guide (former Certification Handbook).

c) Continuing Airworthiness of aircraft design approved under Specific Airworthiness Specifications (SAS)

In the absence of a (restricted) TC Holder, the SAS contains instructions for the Holder of the Restricted Certificate of Airworthiness to report to the State of Registry all information related to occurrences associated with the operation of the aircraft which affects or could affect the safety of operation.

The PCM will consider any information received, e.g. from States of Registry, or from Accident Investigation Boards, to monitor the continuing airworthiness of the impacted fleet.

If determination is made of a potential unsafe condition that is likely to develop or exist on other aircraft, EASA will issue an AD, either to mandate actions required to restore an acceptable level of safety, or, in the case where insufficient



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information is available on how an acceptable level of safety can be restored, take required safety measures which could include to ground the fleet.

3. WORKING METHODS

a) Meetings

The PCM, in conjunction with the certificate holder, may organise regular review meetings to monitor the continuing airworthiness of products, parts and appliances under his/her responsibility.

b) Continuing Airworthiness Review Item (CARI)

A CARI might be raised by a PCM or an Expert to document a continuing airworthiness issue, when there is a need to gather information, from PCMs, NAAs or Industry, about:

- whether the issue potentially affects more than one product type
- how the issue is/will be addressed on other product types

Further details on the CARI procedure are provided in UG.TC.00002 Certification general user guide (former Certification Handbook).

c) Reference is made to the applicable chapter of the Certification general user guide (UG.TC.00002) for a general overview on the continuing airworthiness activities.

4. MANDATORY CONTINUING AIRWORTHINESS INFORMATION (MCAI)

a) Applicable ADs

EASA ADs applicable to an EASA approved type certificate within the meaning of 21A.3B of the Annex (Part 21) to Regulation (EC) 1702/2003 and M.A.303 of Annex I (Part M) to Regulation (EC) 2042/2003 are those ADs which have been issued or adopted by the Agency. ADs are issued by the Agency through Agency decisions under 21A.3B.

ADs are adopted by the Agency:

1. For ADs issued by non-EU States of Design after 28 September 2003: through ED Decision 2/2003 on the implementation of airworthiness directives for products, parts and appliances designed in third countries;
2. For ADs issued before 28 September 2003: through article 2(3)(a)(iii) of Regulation (EC) 1702/2003 (ADs issued by the State of Design for products, parts and appliances).

b) Airworthiness Directives Policy

EASA issues or adopts ADs in accordance with EASA Airworthiness Directives policy (PO.CAP.00016).

c) Revision to the Airworthiness Limitations Sections (ALS)

ALS Revisions that introduce new or more restrictive mandatory maintenance tasks should lead to issuance of an AD, unless either failure to comply with the LAS revision does not result in an unsafe condition or an AD that adequately addresses all the restrictive items raised in the ALS has already been issued prior to the ALS revision.

d) Parts and Appliances EASA ADs

An AD might be addressed to the Holder of an ETSO authorisation or to the Holder of another type of part and appliance approval, on one of the following conditions:

1. if the malfunction is caused by the equipment and airworthiness can be restored by corrections at equipment level, unless a product level AD is found more appropriate;
2. if the part or appliance is potentially installed on several products and when it is therefore impractical to address the AD to all affected Product TC Holders.

e) Emergency Conformity Information (ECI)

An ECI is needed in the presence of a conformity issue requiring emergency action. According to Article 12.7 of the PCP Decision such a case exists where the Agency has determined that urgent action is necessary to correct an unsafe condition.



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5. PROCESS CHARTS

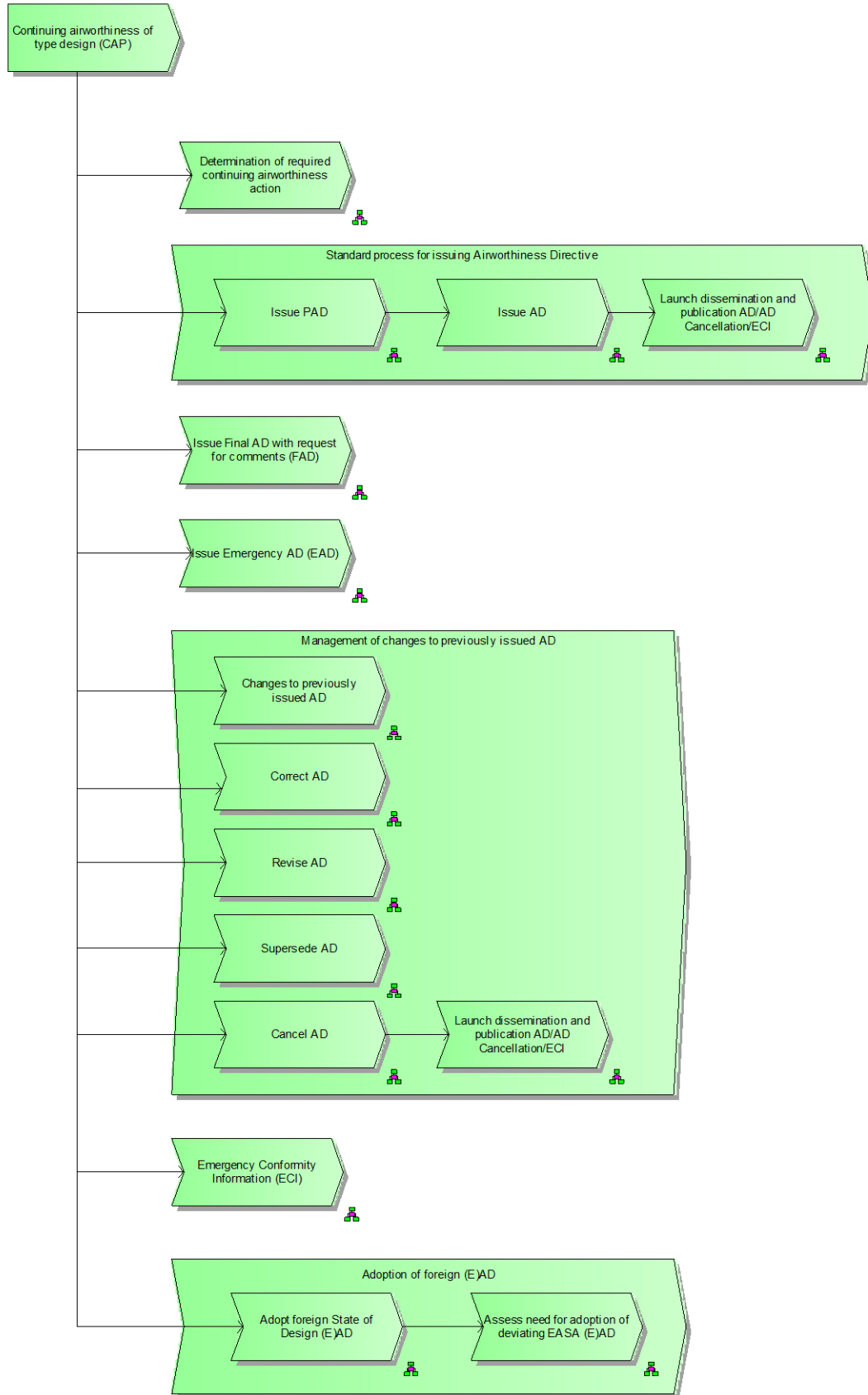
This procedure contains one "high level" process chart ("Determination of required action") covering the procedure from the beginning to the end, and 6 specific process descriptions displayed by means of process charts:

1. Standard AD process
 - EPC Issue PAD
 - EPC Issue AD
 - EPC Launch dissemination and publication AD / AD Cancellation / ECI
2. Final AD with request for comments
 - EPC Issue final AD with request for comments (FAD)
3. Emergency AD
 - EPC Issue Emergency AD (EAD)
4. Changes to previously issued ADs
 - EPC Changes to previously issued AD
 - EPC Correct AD
 - EPC Revise AD
 - EPC Supersede AD
 - EPC Cancel AD
5. Emergency conformity information
 - EPC Emergency conformity information (ECI)
6. Adoption of foreign (E)AD
 - EPC Adopt foreign State of Design (E)AD
 - EPC Assess need for adoption of deviating EASA (E)AD



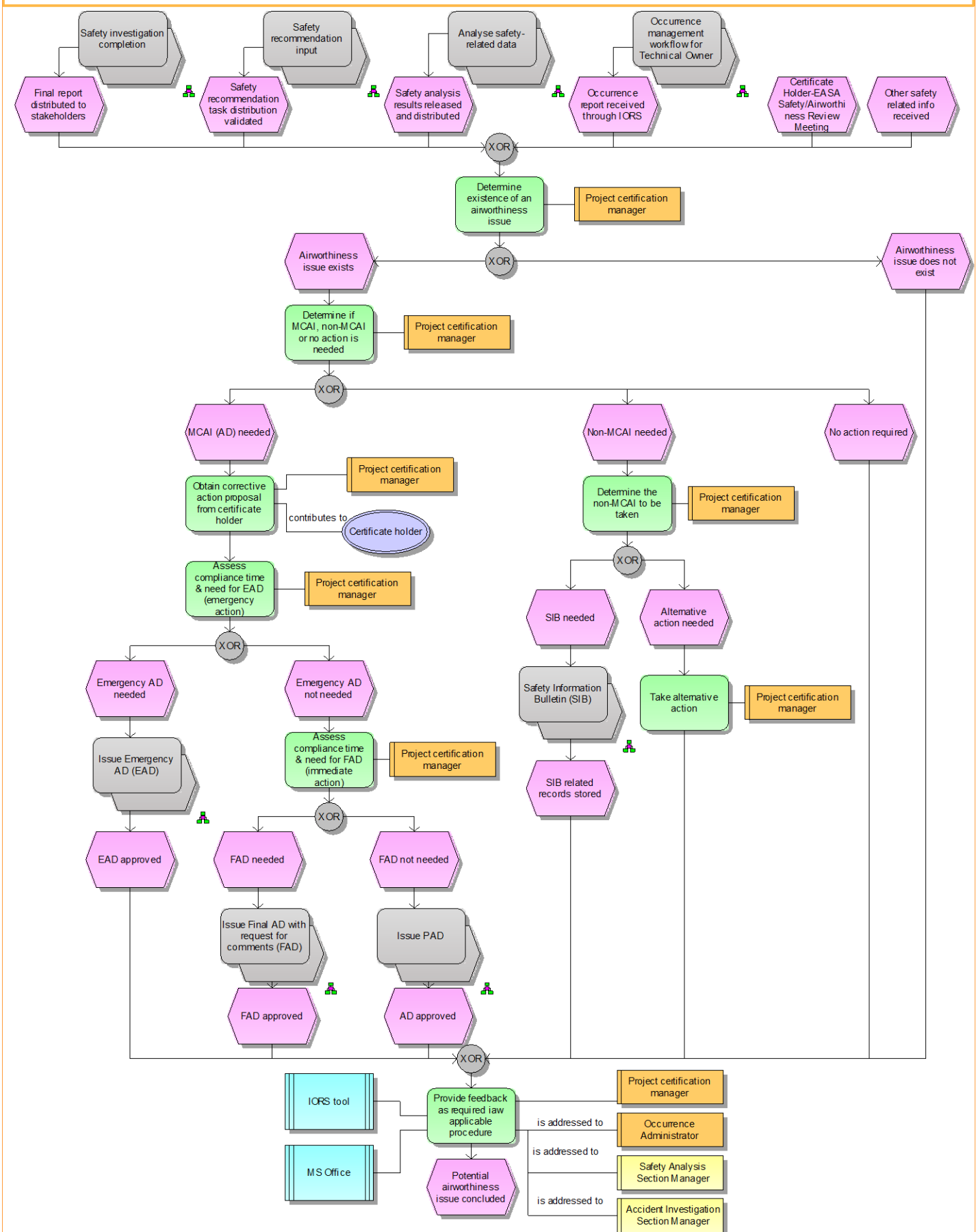
Structure of process charts

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Determination of required continuing airworthiness action





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Activity	Description to the process activity
Determine if MCAI, non-MCAI or no action is needed	<p>The PCM shall determine which action is required:</p> <p>1.) A Mandatory Continuing Airworthiness Information (MCAI) in accordance with Chapter 4 of Annex 8 to the ICAO Convention is required when an unsafe or potential unsafe condition exists and is likely to exist or develop in other aircraft (Definition and determination of an unsafe condition: Ref. AMC 21A.3B(b) and GM 21A.3B(b)).</p> <p>The MCAI shall be published in the form of an Airworthiness Directive (AD) as described in provision 21A.3B of Regulation (EC) 1702/2003.</p> <p>2.) In absence of an unsafe or potential unsafe condition that would qualify for an Airworthiness Directive (AD), the PCM may nevertheless consider that a non-Mandatory Continuing Airworthiness Information (non-MCAI) is useful in order to provide information or recommendations to the aviation community on the airworthiness issue.</p> <p>3.) If neither an MCAI nor a non-MCAI is required, the PCM may decide that no action needs to be taken.</p>
Determine existence of an airworthiness issue	<p>A civil aircraft must be airworthy, i.e. it must at any time conform to its type certificate and be in condition for safe operation.</p> <p>An "airworthiness issue" exists in the presence of a technical issue that affects, or might potentially affect, the safety or conformity of the product, either the safety of the type design or the safety or conformity of individual products.</p> <p>For cases in which the PCM does not determine an airworthiness issue but still has a safety concern, the subject should be communicated to the responsible Directorate/Department at EASA, the concerned NAA, etc. for appropriate action.</p>
Obtain corrective action proposal from certificate holder	<p>When EASA has determined that an unsafe condition exists in an approved aircraft type design, as a result of a deficiency in the aircraft, or an engine, propeller, part or appliance installed on this aircraft, and that condition is likely to exist or develop in other aircraft, the PCM of the affected product (aircraft, engine or propeller) shall request the Certificate Holder to propose appropriate corrective actions.</p>
Assess compliance time & need for EAD (emergency action)	<p>According to Article 12.7 of the PCP decision such a case exists where the Agency has determined that urgent action is necessary to correct an unsafe condition.</p> <p>In case of situations which require emergency action by EASA the PCM shall review the proposed corrective action submitted by the Certificate Holder.</p> <p>Based on the agreed compliance time, the PCM shall assess if an Emergency AD is appropriate. For example, an Emergency AD is appropriate if the compliance time is:</p> <ul style="list-style-type: none"> - Before next flight after the effective date of the AD, or - within X days [less than 30] after the effective date of this AD. <p>When the compliance time is expressed in Flight Cycles or Flight Hours, the decision to issue an Emergency AD is to be taken by the PCM taking into account the highest usage rate of the aircraft or engine type.</p>
Determine the non-MCAI to be taken	<p>The PCM shall determine which non-MCAI should be developed in order to address the issue at stake:</p> <p>1. Safety Information Bulletin (SIB): A SIB is an information tool that intends to alert, inform and draw the attention of the aviation community to safety issues. SIBs may potentially be used on any type of safety related subject that does not qualify for an AD and for which EASA has received information that it finds useful to share with the aviation community for the sake of safety promotion (e.g. information related to suspected unapproved parts, etc.). Reference is made to EASA Procedure "PR.CAP.00007" (SIB).</p> <p>2. Alternative actions: As deemed appropriate, the PCM may initiate alternative any actions in order to address the issue, such as providing information to other</p>



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	competent departments in the Agency (e.g. Standardisation, Organisation), initiate communication with an NAA (e.g. State of Registry NAA, State of Maintenance Organisation NAA), etc.
Assess compliance time & need for FAD (immediate action)	<p>According to Article 12.5 of the PCP decision such a case exists where a prior publication for comments would make timely compliance with the corrective actions impossible, or where the substance of an Airworthiness Directive has been previously subject to a national Airworthiness Directive.</p> <p>A FAD is appropriate if, e.g., the proposed compliance time is between 30 and 60 days after the effective date of the AD.</p> <p>When the proposed compliance time is expressed in Flight Cycles or Flight Hours, the decision to issue a FAD is to be taken by the PCM taking into account the highest usage rate of the aircraft or engine type.</p> <p>When the proposed compliance time is more than 60 days, a PAD instead of an FAD should be prepared.</p>
Take alternative action	---
Provide feedback as required iaw applicable procedure	<p>The PCM shall ensure that sufficient feedback on the processing of the occurrence report and approved actions foreseen (AD, SIB, etc.) is provided to the source of information in accordance with the PCM's responsibilities outlined in the applicable procedures:</p> <ol style="list-style-type: none"> 1) All reports received by EASA on the basis of existing reporting obligations, as well as all other occurrences submitted from any other entity by using the "Technical Occurrence Report Form", are being processed (and finally closed by the PCM) through the IORS Tool. Furthermore (and provided that the required resources are available), the IORS Department (E.6) will enter any additional information it is becoming aware of into the IORS database in order to allow the processing and formal closure in the IORS Tool. Reference is made to the occurrence management workflow for Technical Owner, EASA Procedure PR.IORS.00001 – Processing of occurrence reports. 2) Responses to Safety Recommendations are coordinated on behalf of the Agency's Internal Accident Investigation Committee (IAIC) by the focal points nominated for each department of the Certification Directorate in close cooperation with the concerned PCM. Reference is made to EASA procedure PR.SFREC.00001 - Safety recommendation. 3) Any feedback related to safety investigations shall be reported by the PCM to E.2. Reference is made to EASA procedure PR.SFINV.00001 - Safety investigation. 4) For all other cases, and in absence of an applicable procedure and guidance, the PCM shall choose an appropriate means and format for providing feedback to the reporting entity, if and as required or deemed necessary (e.g. letter or email to NAA, etc.). <p>Depending on the sensitivity of the case, such feedback shall be coordinated with the CM.</p>

Internal Process Interfaces

- Safety investigation completion
- Safety recommendation input
- Analyse safety-related data
- Occurrence management workflow for Technical Owner
- Issue Emergency AD (EAD)
- Safety Information Bulletin (SIB)
- Issue Final AD with request for comments (FAD)



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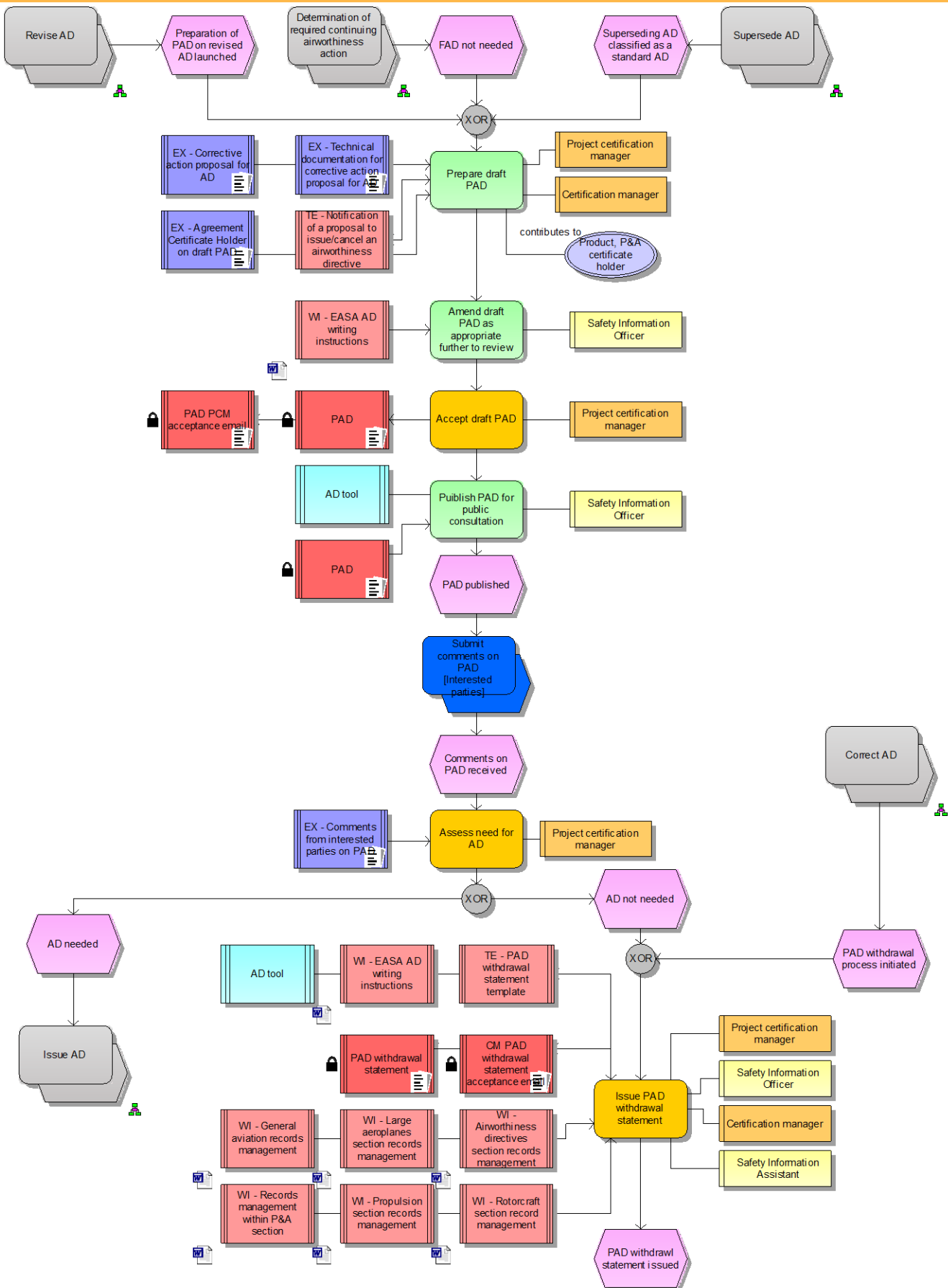
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Issue PAD



Issue PAD





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Activity	Description to the process activity
Prepare draft PAD	<p>The PCM, in consultation with his/her team shall review the proposed corrective action submitted by the Certificate Holder.</p> <p>If the PCM and the experts disagree, the PCM shall raise the issue in the following order: CM, Certification Directorate Management/PE.</p> <p>The PCM shall then draft a PAD using "TE - Notification of a proposal to issue/cancel an airworthiness directive".</p> <p>Early involvement of the EASA Safety Information Section in the drafting process is desirable for standardisation purposes. If deemed necessary by the PCM, further co-ordination with the Certificate Holder and, in case of non EU products, the PCA may take place.</p> <p>In case of disagreement between the PCM and the Certificate Holder on the airworthiness measure to be taken, the PCM shall raise the issue to the Certification Manager for final decision.</p> <p>The Certification Manager may decide to consult senior Certification Directorate management and/or the Panel of Experts and seek its advice. In this case, the Certification Manager will take the final decision based on the opinion of the senior Certification Directorate management and/or Panel of Experts.</p> <p>The PCM will inform the certificate holder in writing (email or regular mail) on the decision taken.</p> <p>Following the decision of the Certification Manager, the PCM may amend the draft PAD, if deemed necessary. In the absence of any corrective action proposal from the Certificate Holder or if the Certificate Holder is not willing to sufficiently co-operate, the PCM shall draft an own PAD. This should be immediately notified to the DOA unit for their action.</p> <p>If deemed necessary by the PCM, further co-ordination with the Certificate Holder and, in case of non EU products, the PCA may take place.</p> <p>The final version of the draft PAD, together with the referenced technical publication(s) as supplied by the Certificate Holder, shall be sent (through the generic mailbox ADs@easa.europa.eu) to the SIO for further processing.</p>
Amend draft PAD as appropriate further to review	<p>Once the SIO receives a PAD, the format will be reviewed for use of language, standardisation and consistency of wording.</p> <p>SIO shall then forward the reviewed PAD to the PCM for review and acceptance.</p>
Accept draft PAD	<p>If the draft PAD cannot be accepted by the PCM, the PCM will provide proposed changes to draft PAD to SIO.</p> <p>If deemed necessary by the PCM, further co-ordination with the Certificate Holder and, in case of non EU products, the PCA may take place until the PCM is satisfied with the text of the amended draft PAD.</p> <p>In case of disagreement between the PCM and the Certificate Holder on the corrective action, the PCM shall raise the issue to the CM for final decision. The CM may decide to consult senior Certification Directorate management and/or Panel of Experts and seek its advice.</p>
Publish PAD for public consultation	<p>The SIO allocates the PAD number. The SIA shall then publish the PAD for consultation on the EASA official publication (EASA website). The comment period shall be in principle 4 weeks. If deemed necessary, the PCM may decide to modify this period in accordance with the importance of the PAD.</p> <p>Comments shall be sent to the Safety Information Section. Address and contact information shall be published on the EASA official publication (EASA website).</p>
Assess need for AD	<p>On the basis of the comments received from interested parties, the PCM shall assess the need for an AD.</p>
Issue PAD withdrawal statement	<p>The PCM shall take the principle decision to withdraw the published PAD and shall draft the PAD withdrawal statement indicating the reasons for withdrawal. The PCM</p>



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shall then forward draft PAD withdrawal statement to the SIO.
The SIO shall review and, if appropriate, amend the draft PAD withdrawal statement for language, consistency and standardisation and obtain CM acceptance on PAD withdrawal statement.
The PAD withdrawal statement shall be accepted by the Certification manager.
If deemed necessary, the published PAD may be withdrawn by the SIA at an earlier stage within the process.
The SIA shall publish the PAD withdrawal statement on the EASA website.
Archiving of paper records and/or filing of electronic records by the PCM and Certification Manager is ensured through Work Instructions:
WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.

Internal Process Interfaces

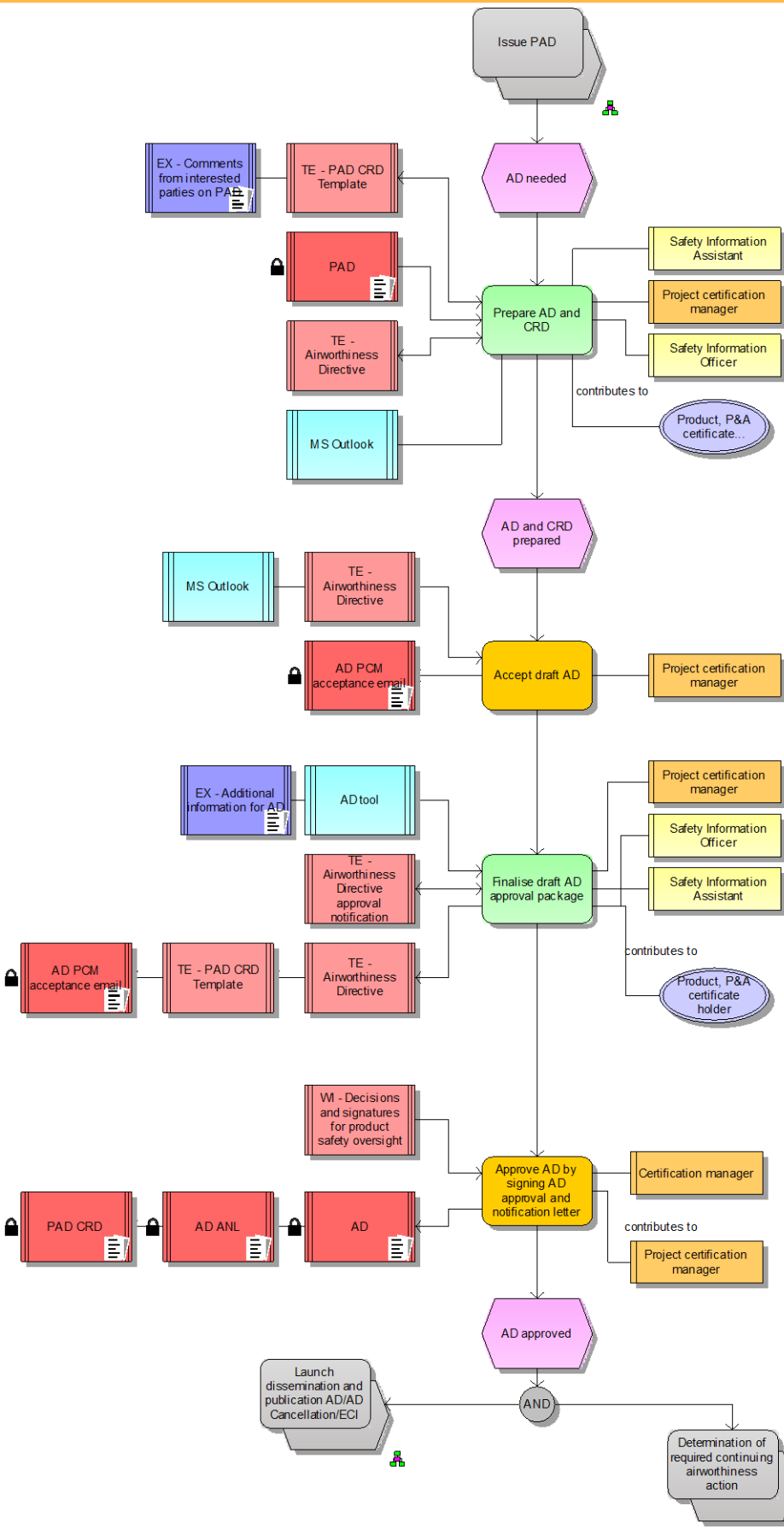
- Revise AD
- Determination of required continuing airworthiness action
- Supersede AD
- Issue AD
- Correct AD

External Process Interfaces

- Submit comments on PAD [Interested parties]



Issue AD





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Activity	Description to the process activity
Prepare AD and CRD	<p>The SIA shall collect all comments received, format them in a draft CRD (using "TE - PAD CRD Template") and forward the pre-filled draft CRD to the SIO for review and further completion, if appropriate. The SIO shall then forward the CRD to the PCM for review and completion of comments.</p> <p>The SIA formats the PAD into the AD format (using "TE - Airworthiness Directive") and forwards the draft AD together with the pre-filled CRD to the SIO for review and further completion, if appropriate. The SIO shall then forward the draft CRD and pre-formatted AD to the PCM for review and completion of CRD.</p> <p>The PCM shall review the comments received and shall produce appropriate responses in the pre-filled PAD CRD.</p> <p>The Panel of Experts and/or senior Certification Directorate management may be consulted where appropriate.</p> <p>The PCM shall inform the CM and the Safety Information Section when consultation with the Panel of Experts and/or senior Certification Directorate management has been sought.</p> <p>The PCM shall amend the draft AD as required, in co-ordination with the Product Certificate Holder.</p> <p>In normal circumstances, the time between the start of the consultation process and issuance of the AD should not last more than two months.</p> <p>The PCM shall forward the completed PAD CRD and amended draft AD to the SIO through the functional mailbox ADS@easa.europa.eu.</p>
Accept draft AD	<p>The PCM is finally responsible to agree with any change suggested/proposed by the SIO. The final draft AD will be forwarded to the CM for review and approval.</p> <p>If the draft AD cannot be accepted by the PCM, the PCM will provide proposed changes to draft AD to SIO by email (ADS@easa.europa.eu) and the SIO will amend the draft AD accordingly before resubmitting it to the PCM for review and acceptance.</p>
Finalise draft AD approval package	<p>The PCM is finally responsible to collect, if necessary, from the Certificate Holder any information which could be eventually requested by other CAAs, e.g. the number of a/c world-wide needing corrective action; a statement on the availability of parts; an estimate of the number of labour hours; and the cost of parts required for the corrective action.</p> <p>The SIO allocates the AD number and forwards the draft AD to the SIA for further processing.</p> <p>The SIA prepares the AD approval and notification letter. The AD approval package shall then be submitted to the Certification Manager for approval.</p> <p>The AD approval package consists of:</p> <ol style="list-style-type: none"> 1. print-out final draft AD as accepted by PCM, 2. print-out PCM AD acceptance e-mail, 3. AD ANL to be signed by the CM 4. final draft CRD PAD, if any.
Approve AD by signing AD approval and notification letter	<p>The CM shall review and approve the final draft AD in coordination with the PCM.</p> <p>If the final draft AD cannot be approved by the CM, the CM will not sign the AD approval and notification letter and will provide instructions on changes to draft AD to SIO by email through ADS@easa.europa.eu.</p> <p>The SIO will amend the final draft AD as appropriate.</p> <p>With signature by the CM, the PAD turns into an EASA AD.</p> <p>The effective date of a 'standard AD' shall be normally 14 days after the issue date, which is also the date it is published on the EASA official publication (EASA website). However, if it is deemed necessary, the PCM may request a different effective date.</p>



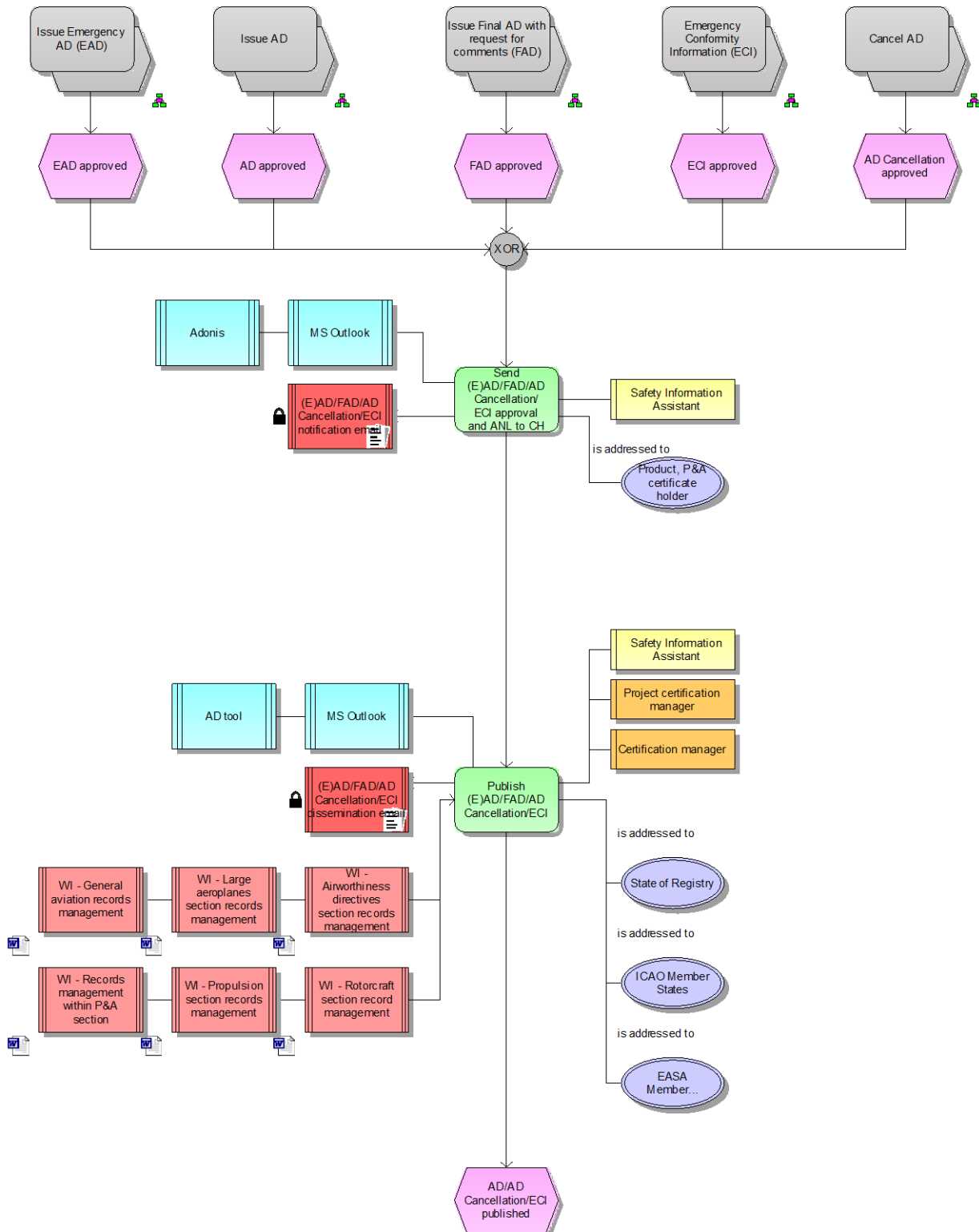
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Internal Process Interfaces

Issue PAD
Launch dissemination and publication AD/AD Cancellation/ECI
Determination of required continuing airworthiness action



Launch dissemination and publication AD/AD Cancellation/ECI





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Activity	Description to the process activity
Send (E)AD/FAD/AD Cancellation/ ECI approval and ANL to CH	<p>In case of an AD: The SIA shall notify the AD by e-mail, followed by regular mail to the Certificate Holder. A reference to the possibility for appeal as specified in Article 44 of the Basic Regulation shall be included.</p> <p>In case of a final AD with request for comments (FAD): The SIA will notify the FAD by e-mail, followed by regular mail to the Certificate Holder. A reference to the possibility for appeal as specified in Article 44 of the Basic Regulation shall be included. Comments received after publication will be individually answered. If a revision of the FAD is launched as a result of comments received after publication, the PCM may decide to publish a CRD, if deemed useful.</p> <p>In case of an Emergency AD (EAD): The SIA will immediately notify the Certificate Holder by e-mail, followed by regular mail of the issuance of the EAD to the Certificate Holder. A reference to the possibility for appeal as specified in Article 44 of the Basic Regulation shall be included. The effective date of the "Emergency AD" shall be normally two working days after the issue date of the "Emergency AD", which is also the date it is published on the EASA official publication (EASA website) unless otherwise specified in the AD itself. This is to allow sufficient time for the receiving NAAs (States of Registry) to distribute the "Emergency AD" to the owners and operators of the affected aircraft.</p> <p>In case of an Emergency Conformity Information (ECI): The SIA shall send the ECI approval and notification letter to the Certificate Holder by e-mail, followed by regular mail.</p> <p>In case of an AD Cancellation: The SIA shall notify the AD Cancellation Notice by e-mail, followed by regular mail to the Certificate Holder. A reference to the possibility for appeal as specified in Article 44 of the Basic Regulation shall be included.</p>
Publish (E)AD/FAD/AD Cancellation/ECI	<p>In addition to the notification to the Certificate Holder, the SIA shall send the information on published EASA ADs or AD Cancellations (aircraft, engines, propellers, parts and appliances installed on aircraft) by e-mail, depending on whether EASA is the PCA.</p> <p>Where EASA is PCA, the SIA shall send information on the AD or AD Cancellation, in accordance with 4.3.2, Chapter 4 of Part II of Annex 8 to the Chicago Convention, to:</p> <ol style="list-style-type: none"> 1. Any SoR who, in accordance with Chapter 4.3.1 of Part II of ICAO Annex 8, has advised the SoD that it has entered the aircraft on its register (if this notification has been made to the EU SoD, the latter has to inform the Agency); and 2. Any other ICAO Contracting State on request (if this notification has been made to the EU SoD, the latter has to inform the Agency); and 3. The EU Member States to allow them to fulfill their obligations as SoR, enforcing the AD. <p>Note: The e-mail system will be used as the normal system for AD dissemination and AD Cancellation dissemination.</p> <p>Where EASA is not PCA, the SIA shall send information on ADs or AD Cancellations to:</p> <ol style="list-style-type: none"> 1. The SoD in accordance with Chapter 4.3.4 of Part II of Annex 8 to the Chicago



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Convention; and
 2. The EU Member States to allow them to fulfill their obligations as SoR, enforcing the AD.
 Note: The e-mail system will be used as the normal system for AD dissemination and AD Cancellation dissemination.

In practice a common distribution list will be maintained by the Safety Information Section and used for dissemination of all ADs and AD Cancellations.
 The SIA shall manage the publication of the approved AD or AD Cancellation Notice in the EASA Official Publication (EASA website for AD: <http://ad.easa.europa.eu>).
 Additional automatic e-mail notification: When available, auto notification to any registered users shall be generated with the uploading of the AD on the EASA Official Publication (EASA website), drawing the attention of the recipients to the new uploaded AD or AD Cancellation Notice.

Archiving of paper records and/or filing of electronic records by the PCM and Certification Manager is ensured through Work Instructions:
 WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management

The SIA shall launch the distribution and publication of FAD, EAD, AD Cancellation or ECI following the same steps as for a standard AD.

Internal Process Interfaces

- Issue Emergency AD (EAD)
- Issue AD
- Issue Final AD with request for comments (FAD)
- Emergency Conformity Information (ECI)
- Cancel AD



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Activity	Description to the process activity
Prepare draft FAD	<p>The PCM, in consultation with his/her team shall review the proposed corrective action submitted by the Certificate Holder.</p> <p>The PCM shall then draft the "Final AD with Request for Comments" in cooperation with the Certificate Holder using "TE - Airworthiness Directive".</p> <p>Early involvement of the EASA Safety Information Section in the drafting process is desirable for standardisation purposes. If deemed necessary by the PCM, further co-ordination with the Certificate Holder and, in case of non EU products, the PCA may take place.</p> <p>Finally, the PCM shall agree with the Certificate Holder on the draft FAD.</p> <p>In case of disagreement between the PCM and the Certificate Holder, the PCM shall raise the issue to the CM for final decision. The CM may decide to consult senior Certification Directorate management and/or the Panel of Experts and seek its advice.</p> <p>Based on the opinion of the senior Certification Directorate management and/or Panel of Experts, a final decision will be taken by the CM and communicated to the PCM. The PCM will inform the certificate holder in writing (email or regular mail) on the decision taken.</p> <p>Following the decision of the CM, the PCM may amend the draft FAD, if deemed necessary. In the absence of any corrective action proposal from the Certificate Holder or if the Certificate Holder is not willing to sufficiently co-operate, the PCM shall draft an own FAD. This should be immediately notified to the DOA unit for their action.</p> <p>As the FAD requires immediate notification and publication, the PCM shall send the draft FAD, together with the referenced [approved and published] technical publications as supplied by the Certificate Holder to the SIO as soon as possible, in conjunction with the referred assessment, for immediate processing, approval and publication on the EASA Official Publication (EASA website).</p>
Amend draft FAD as appropriate	<p>Once the SIO receives the draft FAD, the format will be reviewed for use of language, standardisation and consistency of wording.</p> <p>The SIO forwards the reviewed draft FAD to the PCM for review and acceptance.</p>
Accept draft FAD	<p>The PCM is finally responsible to agree with any change suggested/proposed by the SIO.</p> <p>If the final draft FAD can be accepted by the PCM, the PCM confirms his acceptance of the final draft FAD to SIO by email (ADs@easa.europa.eu).</p> <p>The final draft FAD will be forwarded, through the SIA, to the CM for review and approval.</p> <p>If the draft FAD cannot be accepted by the PCM, the PCM will provide proposed changes to draft FAD to SIO by email (ADs@easa.europa.eu) and the SIO will amend the draft FAD accordingly before re-submitting it to the PCM for review and acceptance.</p>
Finalise draft FAD approval package	<p>The PCM is finally responsible to collect, if necessary, from the Certificate Holder any information which could be eventually requested by other CAAs, e.g. the number of a/c world-wide needing corrective action; a statement on the availability of parts; an estimate of the number of labour hours; and the cost of parts required for the corrective action.</p> <p>The SIO allocates the FAD number and informs the SIA by email that the FAD is ready for CM approval.</p> <p>The SIA then prepares the FAD approval and notification letter.</p> <p>The SIA prepares and submits the FAD approval package to CM for approval FAD.</p> <p>The FAD approval package consists of:</p> <ol style="list-style-type: none"> 1. print-out final draft FAD as accepted by PCM, 2. print-out PCM FAD acceptance e-mail, 3. FAD ANL to be signed by the CM.
Approve FAD by signing FAD	<p>The CM shall review and approve the final draft FAD in coordination with the PCM.</p>



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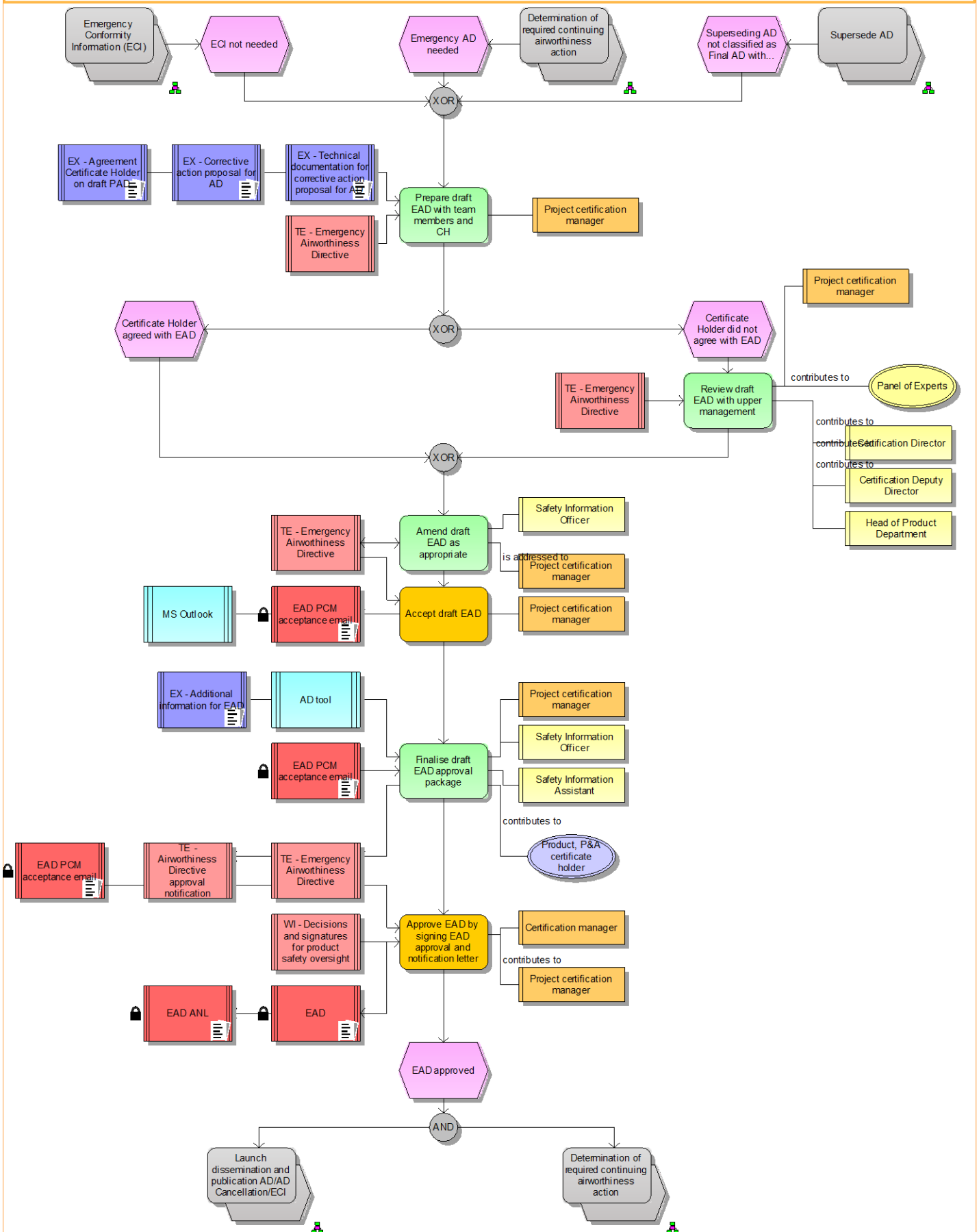
approval and notification letter	<p>If the final draft FAD cannot be approved by the CM, the CM will not sign the FAD approval and notification letter and will provide instructions on changes to draft FAD to SIO by email through ADs@easa.europa.eu.</p> <p>The SIO will amend the final draft FAD as appropriate.</p> <p>The effective date of a FAD should normally be 14 days after the issue date, which is the date of its publication on the EASA official publication tool (EASA website). However, if it is deemed necessary, the PCM may request a different effective date.</p>
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Internal Process Interfaces

- Supersede AD
- Determination of required continuing airworthiness action
- Revise AD
- Launch dissemination and publication AD/AD Cancellation/ECI



Issue Emergency AD (EAD)





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Activity	Description to the process activity
Prepare draft EAD with team members and CH	<p>The PCM, in consultation with his/her team, shall review the proposed corrective action submitted by the Certificate Holder.</p> <p>The PCM may then draft the "Emergency AD" in cooperation with the Certificate Holder, if available.</p> <p>In these cases, the PCM will decide not to implement any consultation process. Early involvement of the EASA Safety Information Section in the drafting process is desirable for standardisation purposes. As an "Emergency AD" requires immediate notification and publication, the PCM shall send the final draft of the "Emergency AD" to the SIO as soon as possible, in conjunction with the referred assessment, for immediate processing, approval and publication on the EASA Official Publication (EASA website).</p> <p>Finally, the PCM shall agree with the Certificate Holder on the draft Emergency AD.</p>
Amend draft EAD as appropriate	<p>Once the SIO receives the draft EAD, the format will be reviewed for use of language, standardisation and consistency of wording.</p> <p>The SIO forwards the reviewed draft EAD to the PCM for review and acceptance.</p>
Accept draft EAD	<p>The PCM is finally responsible to agree with any change suggested/proposed by the SIO.</p> <p>If the final draft EAD can be accepted by the PCM, the PCM confirms his acceptance of the final draft EAD to the SIO by email (ADs@easa.europa.eu).</p> <p>The final draft EAD will be forwarded, through the SIA, to the CM for review and approval.</p> <p>If the draft EAD cannot be accepted by the PCM, the PCM will provide proposed changes to draft EAD to SIO by email (ADs@easa.europa.eu) and the SIO will amend the draft EAD accordingly before re-submitting it to the PCM for review and acceptance.</p>
Review draft EAD with upper management	<p>Following an optional consultation of the draft EAD with the Certificate Holder in case of disagreement between the PCM and the Certificate Holder, the PCM shall raise the issue to the CM for final decision. The CM may decide to consult senior Certification Directorate management and/or the Panel of Experts and seek its advice.</p> <p>Based on the opinion of the senior Certification Directorate management and/or Panel of Experts, a final decision will be taken by the CM and communicated to the PCM.</p> <p>The PCM will inform the certificate holder in writing (email or regular mail) on the decision taken.</p> <p>Following the decision of the CM, the PCM may amend the draft EAD, if deemed necessary. In the absence of any proposal from the Certificate Holder, or if the Certificate Holder is not willing to sufficiently co-operate, the PCM shall draft an own EAD. This should be immediately notified to the DOA unit for their action.</p> <p>If deemed necessary by the PCM, further co-ordination with the Certificate Holder may take place aiming at obtaining the agreement of the Certificate Holder on the amended draft PAD.</p> <p>As the EAD requires immediate notification and publication, the PCM shall send the draft EAD, together with the referenced [approved and published] technical publications as supplied by the Certificate Holder to the SIO as soon as possible, in conjunction with the referred assessment, for immediate processing, approval and publication on the EASA Official Publication (EASA website).</p>
Finalise draft EAD approval package	<p>The PCM is finally responsible to collect, if necessary, from the Certificate Holder any information which could be eventually requested by other CAAs, e.g. the number of a/c world-wide needing corrective action, a statement on the availability of parts, an estimate of the number of labour hours and the cost of parts required for the corrective action.</p> <p>The SIO allocates the EAD number.</p> <p>The SIA prepares the EAD approval and notification letter.</p>



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	<p>The SIA prepares and submits the EAD approval package to CM for approval EAD. The EAD approval package consists of:</p> <ol style="list-style-type: none"> 1. print-out final draft EAD as accepted by PCM, 2. print-out PCM EAD acceptance e-mail, 3. EAD ANL to be signed by the CM.
Approve EAD by signing EAD approval and notification letter	<p>The CM shall review and approve the final draft EAD in coordination with the PCM. If the final draft EAD cannot be approved by the CM, the CM will not sign the EAD approval and notification letter and will provide instructions on changes to draft EAD to SIO by email through ADs@easa.europa.eu. The SIO will amend the final draft EAD as appropriate.</p>

Internal Process Interfaces	
<p>Emergency Conformity Information (ECI) Determination of required continuing airworthiness action Supersede AD Launch dissemination and publication AD/AD Cancellation/ECI</p>	



Changes to previously issued AD

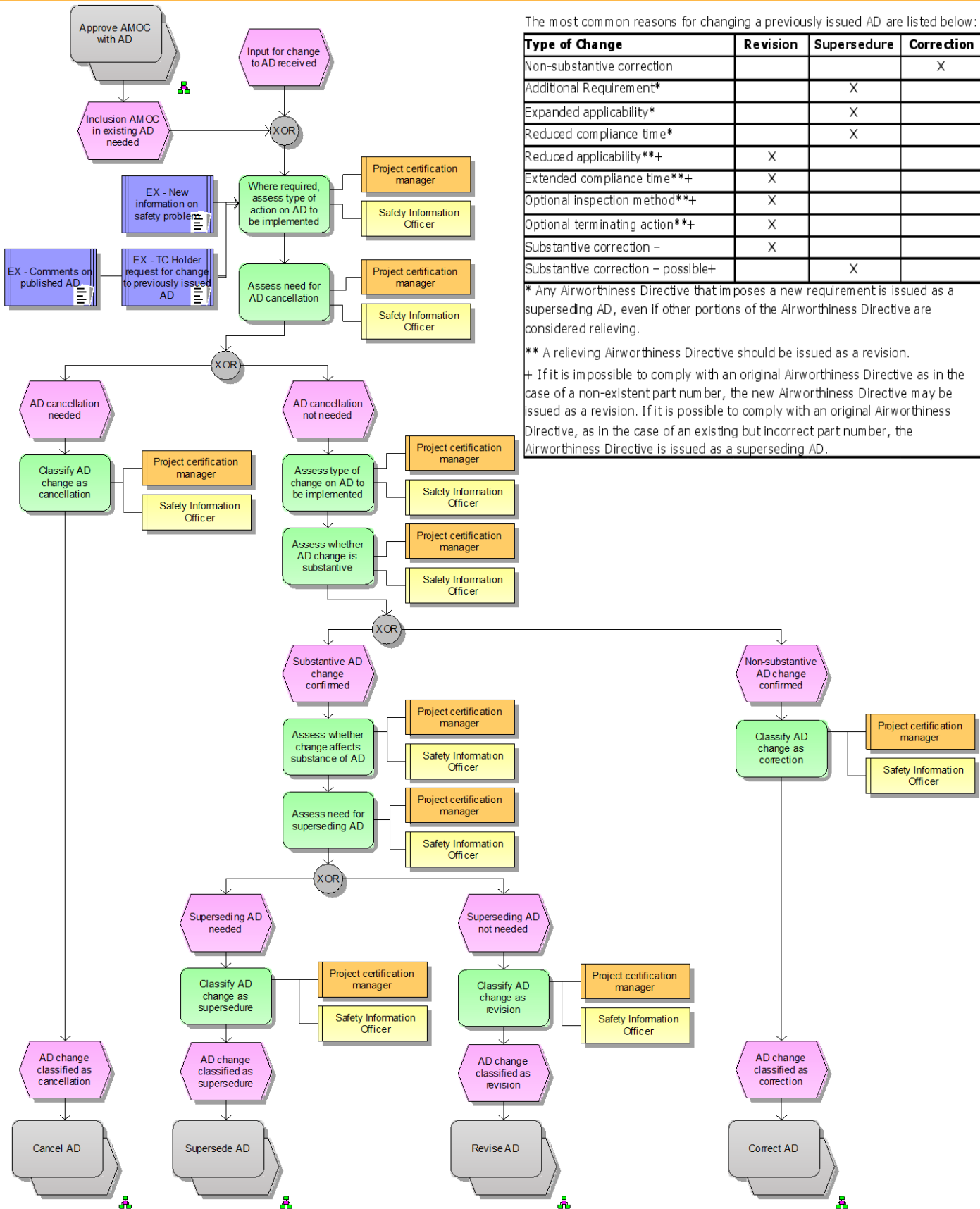
The most common reasons for changing a previously issued AD are listed below:

Type of Change	Revision	Supersedure	Correction
Non-substantive correction			X
Additional Requirement*		X	
Expanded applicability*		X	
Reduced compliance time*		X	
Reduced applicability**+	X		
Extended compliance time**+	X		
Optional inspection method**+	X		
Optional terminating action**+	X		
Substantive correction -	X		
Substantive correction - possible+		X	

* Any Airworthiness Directive that imposes a new requirement is issued as a superseding AD, even if other portions of the Airworthiness Directive are considered relieving.

** A Relieving Airworthiness Directive should be issued as a revision.

+ If it is impossible to comply with an original Airworthiness Directive as in the case of a non-existent part number, the new Airworthiness Directive may be issued as a revision. If it is possible to comply with an original Airworthiness Directive, as in the case of an existing but incorrect part number, the Airworthiness Directive is issued as a superseding AD.





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Activity	Description to the process activity
Where required, assess type of action on AD to be implemented	<p>Already issued and valid ADs may be subject to 4 different types of measures affecting their content or validity:</p> <ul style="list-style-type: none"> * Correction * Revision * Supersedure * Cancellation <p>The cancellation is the withdrawal, i.e. complete revocation of an AD without replacement. In case of correction, supersedure or revision, the previously published AD will be either amended (correction & revision) or cancelled and replaced by a new AD (supersedure).</p> <p>The simplest form of an AD non-substantive change is a corrected AD, i.e. the change has no effect on compliance with the AD. An AD may require correction of a typographical error.</p> <p>Any change that shall be tracked (i.e. affects compliance with the AD) shall be issued as a revision or superseding AD.</p> <p>The most common reasons for changing a previously issued Airworthiness Directive are listed in the table on p. 32.</p>
Assess need for AD cancellation	<p>In some cases, information becomes available to the Certificate Holder (and subsequently to the PCM) that the requirement contained in an AD is no longer appropriate. Either the problem identified and addressed by the AD does not, in fact, constitute an unsafe condition, or the required actions do not address the problem adequately (enough), could actually exacerbate the problem and/or more investigation is needed. Any of these situations could lead the PCM to decide to withdraw the requirement, without having available sufficient information to supersede this with a new requirement (i.e. a superseding AD).</p>
Classify AD change as cancellation	<p>Cancellation of an AD:</p> <p>The PCM shall asses in coordination with the Certificate Holder, if the AD should be withdrawn and shall draft the proposed AD Cancellation Notice (using "TE - AD cancellation notice template") to the Safety Information Section.</p> <p>Keep the following in mind for withdrawal of an AD:</p> <ul style="list-style-type: none"> * check whether the AD being withdrawn mentions or affects another AD in the system * be sure that withdrawal of the AD will not leave an unsafe conditions unresolved. <p>The standard procedure is to issue the cancellation without prior public consultation. The PCM may also propose prior public consultation, if deemed appropriate (e.g. to ensure that the removal will not cause unanticipated problems by reinstating a former rule on an operator).</p> <p>ADs issued by EU Member States, in accordance with their respective national numbering systems before 28 September 2003 in their role of State of Design Authority or issued after 28 September 2003 and approved by EASA, that need withdrawal/cancellation, shall be cancelled by an EASA AD Cancellation Notice (using "TE - AD cancellation notice template").</p> <p>The effective date of an AD Cancellation Notice is identical to its issuance date.</p>
Assess type of change on AD to be implemented	<p>If changes to previously issued ADs are deemed necessary by the Agency, if necessary after consultation with the relevant Certificate Holder, these changes shall be issued as corrections or revisions to the original AD depending on the nature of the material being changed. In addition, ADs may be superseded by new ADs depending on the nature of the material being changed. Table of step 020 must be used to determine what type of change is being carried out, thus determining the type of document to be issued. When using the table or the information contained in this section, there are three considerations to bear in mind:</p> <ol style="list-style-type: none"> 1. The first is whether the AD is to be changed because of an editorial or typographical error; e.g., the published document was wrong and the change is classified as a correction. If the AD was correct as published but then has to be



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	<p>changed, this is classified as a revision or supersedure.</p> <ol style="list-style-type: none"> The second consideration is whether the information is substantive or non-substantive; that is, whether it affects the substance of the AD. The final consideration is the effect the change will have on the AD system and on the owners/operators affected by the AD.
Assess whether AD change is substantive	---
Assess whether change affects substance of AD	<p>Does the change affect the substance of the AD (e.g. new requirement, change in applicability, change in compliance time) ?</p> <p>Substantive changes, including corrections, are those made to any instruction or reference that affects the substance of the AD.</p> <p>Substantive changes may affect part numbers, service bulletin and manual references, compliance time, applicability, methods of compliance, corrective action, inspection requirements, and effective dates.</p> <p>Substantive changes to an AD should be assessed by the PCM in coordination with the Certificate Holder, and reported to the Safety Information Section.</p> <p>In most instances, supersedure requires additional operator record keeping and may not be warranted by the nature of the change to an AD. The table defined in EPC Changes to previously issued ADs - Activity "Where required, assess type of action on AD to be implemented" shows the type of changes where an AD revision may be appropriate. However, if the new AD imposes new requirements (ref. EPC Changes to previously issued ADs - Activity "Where required assess type of change to be implemented"), it shall be issued as a superseding AD even if it otherwise meets the criteria..</p>
Assess need for superseding AD	---
Classify AD change as supersedure	<p>Supersedure :</p> <p>The PCM should assess in consultation with the Certificate Holder, if a superseding AD should be issued. Cases when a superseding AD is appropriate:</p> <ol style="list-style-type: none"> If the new AD imposes new requirements. If an error needs to be corrected, while it is possible to comply with the AD as published. When an AD issued by EU Member States, in accordance with their respective national numbering systems before 28 September 2003 in their role of State of Design Authority or issued after 28 September 2003 and approved by EASA, that need correction or revision by a new EASA AD with the following statement to be added "Aircraft already compliant with EU Member State AD, no further action is required by this EASA AD". <p>The following has to be considered for issuance of a superseding AD:</p> <ol style="list-style-type: none"> A superseding AD shall comply with all of the requirements of a new AD as per standard AD process, Final AD with request for comments process or Emergency AD process. The revised/superseded information section shall indicate that a previous AD is being superseded.) The "reason" paragraph should include a discussion of each change, how each change affects compliance, and the fact that all other parts of the AD remain as originally published. Where appropriate, credit should be given for corrective actions already accomplished in compliance with the superseded AD. When restating old compliance dates, i.e. compliance dates already included in the superseded AD, they have to be limited to those requirements already included in the superseded AD only. When applicability is expanded, old compliance dates should not be used. On the other hand, it is also important to make sure that provisions of the previous AD that are intended to remain in effect are not omitted inadvertently. A careful "side-by-side" comparison of the previous AD and the new AD draft is essential and strongly recommended. A superseding AD shall get a new AD number; the website record for the superseded AD is amended to reflect the new 'SUPERSEDED' status. The Safety



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	Information Section shall archive the superseded AD [EASA Work Instruction WI.DRM.00045 - Airworthiness Directives section records management]. The public shall continue to have access to superseded ADs.
Classify AD change as correction	<p>Correction of an AD:</p> <p>A non-substantive change to an AD is any change that does not affect compliance with the AD, e.g. a typographical error.</p> <p>If a non-substantive error is discovered in an AD before it is placed on the EASA website, it may be recalled for correction. The Safety Information Section shall review the supposed error in the AD in coordination with the PCM, if necessary. In cases where (e.g.) a typographical error must be corrected, the PCM need not be involved. After agreement of the PCM, as necessary, the Safety Information Section shall publish the corrected AD. As the change to the AD is non-substantive, no CM approval is required.</p> <p>If a non-substantive error in a PAD is discovered after the document is on the EASA web for public consultation, but before it has been finally adopted and published as AD, the Safety Information Section should be alerted to either:</p> <ol style="list-style-type: none"> 1. Cancel the publication. The document can only be removed from public display when a statement from the PCM indicating the reasons for withdrawing the document is received by the Safety Information Section. 2. Keep the consultation process, but putting on display a correction document, explaining the corrections made in the PAD. <p>The Safety Information Section shall decide, in coordination with the PCM, on one of the two above options.</p> <p>The effective date of a Corrected AD is unchanged from the initially issued AD.</p> <p>Note 1: An explanation for the corrected AD shall be provided in the AD itself under item (14) "Reason". The correction content shall also be provided where appropriate.</p> <p>Note 2: A corrected AD does not get a new AD number. This is the reason why corrections are limited to non-substantive errors. Any change that shall be tracked (i.e., affects compliance with the AD) shall be issued as a revision or superseding AD. Correction of a substantive error shall be issued as either a superseding AD or a revision..</p>
Classify AD change as revision	<p>Revision of an AD :</p> <p>The PCM should asses in consultation with the Certificate Holder, if a revised AD should be issued and shall forward the proposed revised AD to the CM through the Safety Information Section. Cases when a revised AD is appropriate:</p> <ol style="list-style-type: none"> 1. To issue necessary changes that are non-substantive. Examples include a change in the address where a service bulletin is available or a change in the name of the contact person, or something equally non-substantive. 2. f the change is relieving in nature, such as the addition of an optional terminating action. While this would normally be viewed as a substantive change requiring a superseding AD, the reasons for requiring a superseding AD do not apply. In the case of an optional terminating action added to an AD that continues to require a repetitive inspection, failure to record the correct revision number is not critical to compliance. The same required inspection shall be performed under all revisions; compliance with an earlier version would have no effect on safety. 3. For reduced applicability. Because this is a type of relieving AD, it is not critical to record a new AD number. 4. To correct substantive errors that cause compliance to be impossible. For example, an AD that requires the installation of a not existing part (no such part number) is impossible to comply with, and the issue of whether the proper revision number is recorded is not critical to compliance. <p>The following has to be considered for issuance of a revised AD:</p> <ol style="list-style-type: none"> 1. Revised ADs shall retain their original paragraph designations because maintenance record entries that refer to specific paragraphs will be incorrect if the information is moved or replaced. A change in the designation of a paragraph that contains a requirement should result in the issuance of a superseding AD. 2. The revised/superseded information section shall indicate that a previous AD is



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being revised or superseded.

3. The reason paragraph should include a discussion of each change, how each change affects compliance, and the fact that all other parts of the AD remain as originally published.

4. A revised AD retains its AD number with the addition of the revision number, e.g., 2006-0067R1.

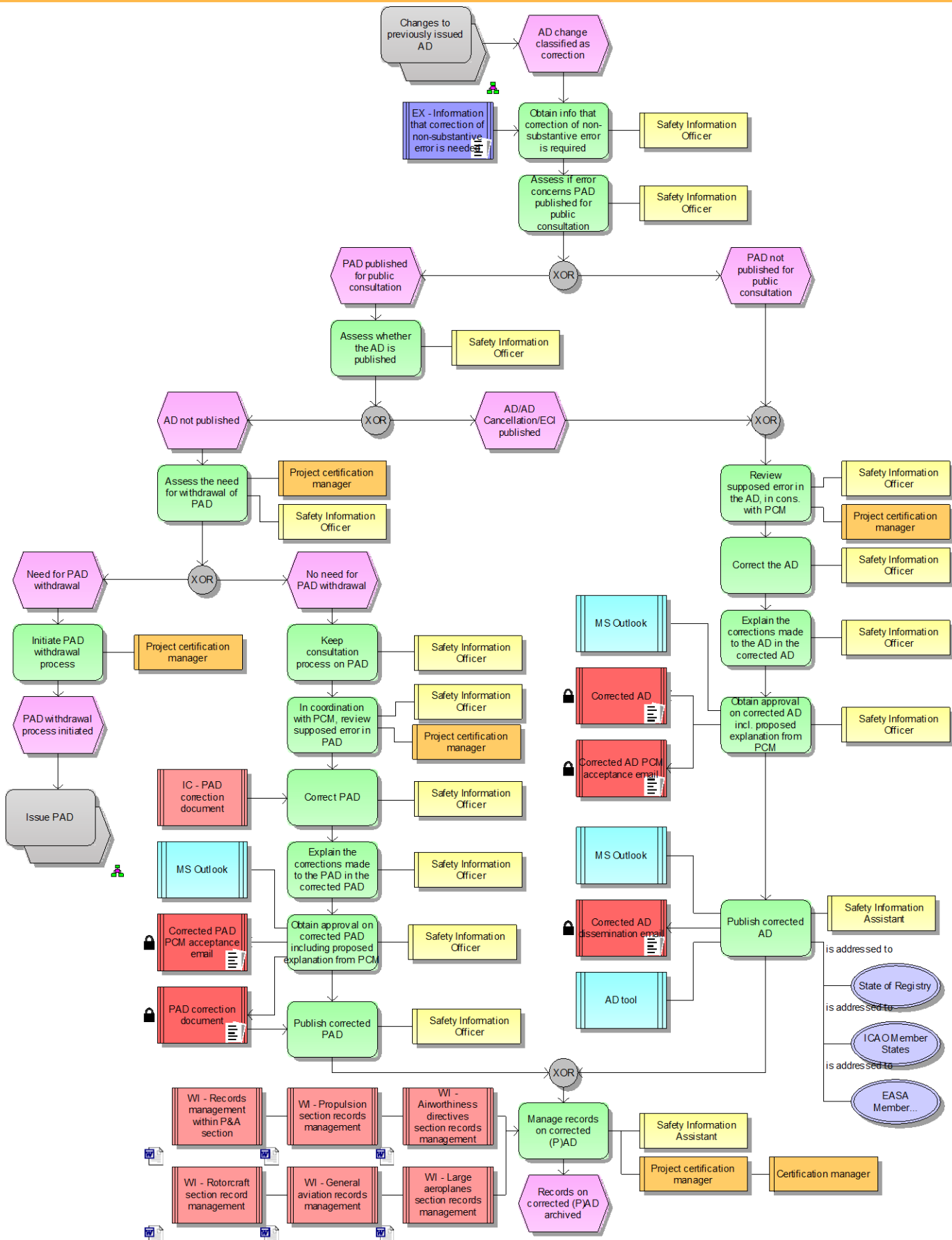
5. The effective date of an AD revision will be posterior to the issuance date, normally 14 days later unless otherwise decided by the PCM.

Internal Process Interfaces

- Approve AMOC with AD
- Cancel AD
- Supersede AD
- Revise AD
- Correct AD



Correct AD





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Activity	Description to the process activity
Assess whether the AD is published	---
Assess the need for withdrawal of PAD	<p>If a non-substantive error in a PAD is discovered after the document is on the EASA web for public consultation, but before it has been finally adopted and published as AD, the Safety Information Section should be alerted to either:</p> <ol style="list-style-type: none"> 1. Withdraw the PAD. The document can only be removed from public display when a statement from the PCM indicating the reasons for withdrawing the document is received by the Safety Information Section. 2. Keep the consultation process, but putting on display a correction document, explaining the corrections made in the PAD. <p>The PCM shall decide, in coordination with the Safety Information Section.</p>
Obtain info that correction of non-substantive error is required	<p>A non-substantive change to an AD is any change that is not considered to be a substantive change, e.g. a typographical error, any change that does not affect compliance with the AD.</p> <p>If a non-substantive error is discovered in an AD before it is placed on the EASA website, it may be recalled for correction. Anyone who considers that there is a non-substantive error in a published AD should contact the Safety Information Section in order to advise.</p>
Assess if error concerns PAD published for public consultation	The Safety Information Section shall review the supposed error in the AD in coordination with the PCM, if necessary. In cases where (e.g.) a typographical error must be corrected, the PCM need not be involved.
Initiate PAD withdrawal process	---
Keep consultation process on PAD	---
In coordination with PCM, review supposed error in PAD	---
Correct PAD	---
Review supposed error in the AD, in cons. with PCM	---
Explain the corrections made to the PAD in the corrected PAD	An explanation for the corrected PAD shall be provided in the PAD itself under item (14) "Reason". The correction content shall also be provided where appropriate.
Correct the AD	---
Explain the corrections made to the AD in the corrected AD	An explanation for the corrected AD shall be provided in the AD itself under item (14) "Reason". The correction content shall also be provided where appropriate.
Obtain approval on corrected PAD including proposed explanation from PCM	The Safety Information Section shall submit the corrected PAD to the PCM for endorsement.
Obtain approval on corrected AD incl. proposed explanation from PCM	The Safety Information Section shall submit the corrected AD to the PCM for endorsement.
Publish corrected PAD	After agreement of the PCM, the Safety Information Section shall publish the corrected PAD.
Publish corrected AD	<p>The SIA shall send the information on published Corrected EASA AD (aircraft, engines, propellers, parts and appliances installed on aircraft) by e-mail, depending on whether EASA is the PCA.</p> <p>Where EASA is PCA, information on the AD, in accordance with 4.3.2, Chapter 4 of Part II of Annex 8 to the Chicago Convention, shall be sent to:</p> <ol style="list-style-type: none"> 1. Any SoR who, in accordance with Chapter 4.3.1 of Part II of ICAO Annex



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8, has advised the SoD that it has entered the aircraft on its register (if this notification has been made to the EU SoD, the latter has to inform the Agency); and

2. Any other ICAO Contracting State on request (if this notification has been made to the EU SoD, the latter has to inform the Agency); and
3. The EU Member States to allow them to fulfill their obligations as SoR, enforcing the AD.

Note: In the case that there is any other suitable mean of notifying, found to be more convenient and effective than the e-mail system, EASA may decide to use it. The e-mail system will be used as the normal system.

The SIA shall manage the publication of the approved Corrected AD in the EASA Official Publication (EASA website for AD: <http://ad.easa.europa.eu>)

Additional automatic e-mail notification: When available, auto notification to any registered users shall be generated with the uploading of the Corrected AD on the EASA Official Publication (EASA website), drawing the attention of the recipients to the new uploaded Corrected AD.

Note: A corrected AD does not get a new AD number. This is the reason why corrections are limited to non-substantive errors. Any change that shall be tracked (i.e., affects compliance with the AD) shall be issued as a revision or superseding AD. Correction of a substantive error shall be issued as either a superseding AD or a revision.

The effective date of a Corrected AD is unchanged from the initially issued AD.

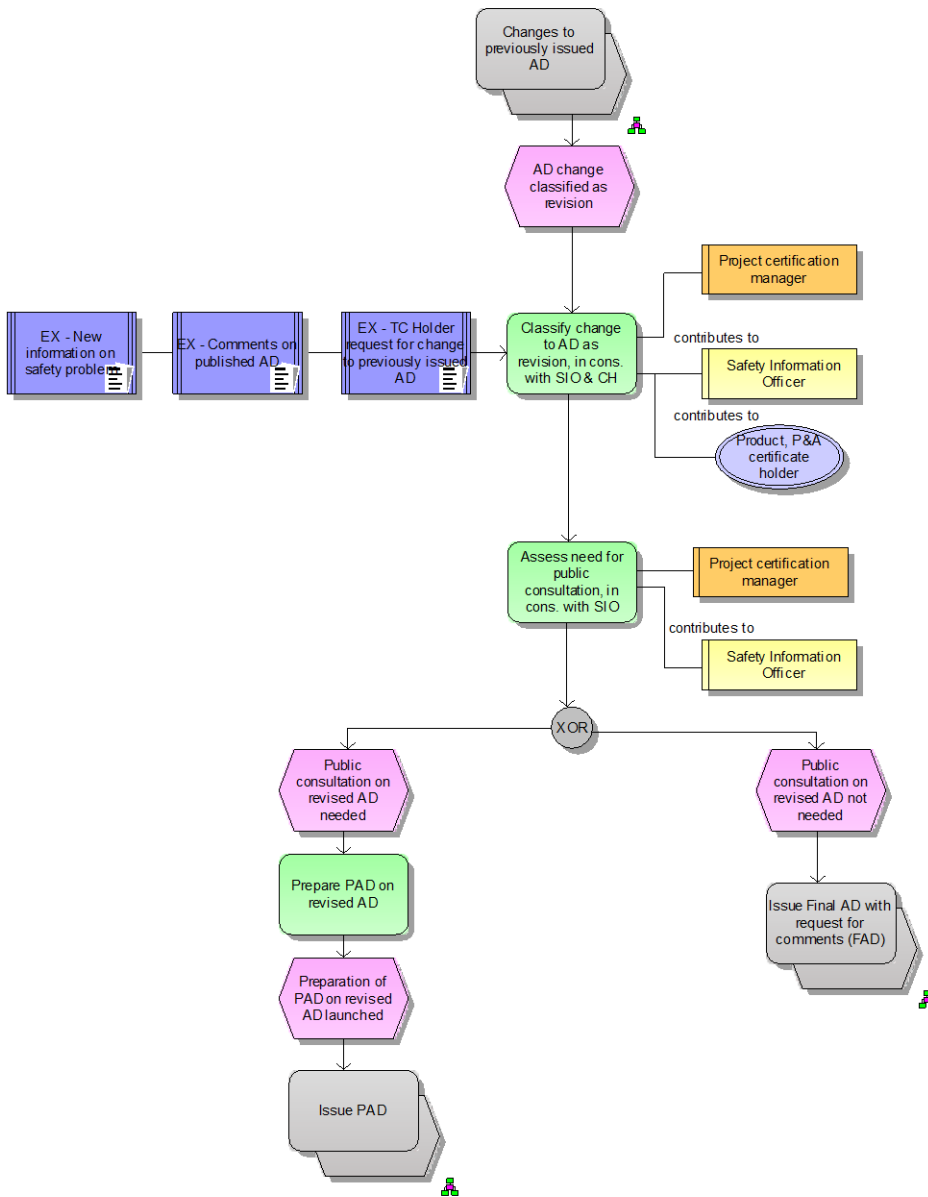
Manage records on corrected (P)AD	Archiving of paper records and/or filing of electronic records is ensured through Work Instructions: WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.
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Internal Process Interfaces

Changes to previously issued AD
Issue PAD



Revise AD





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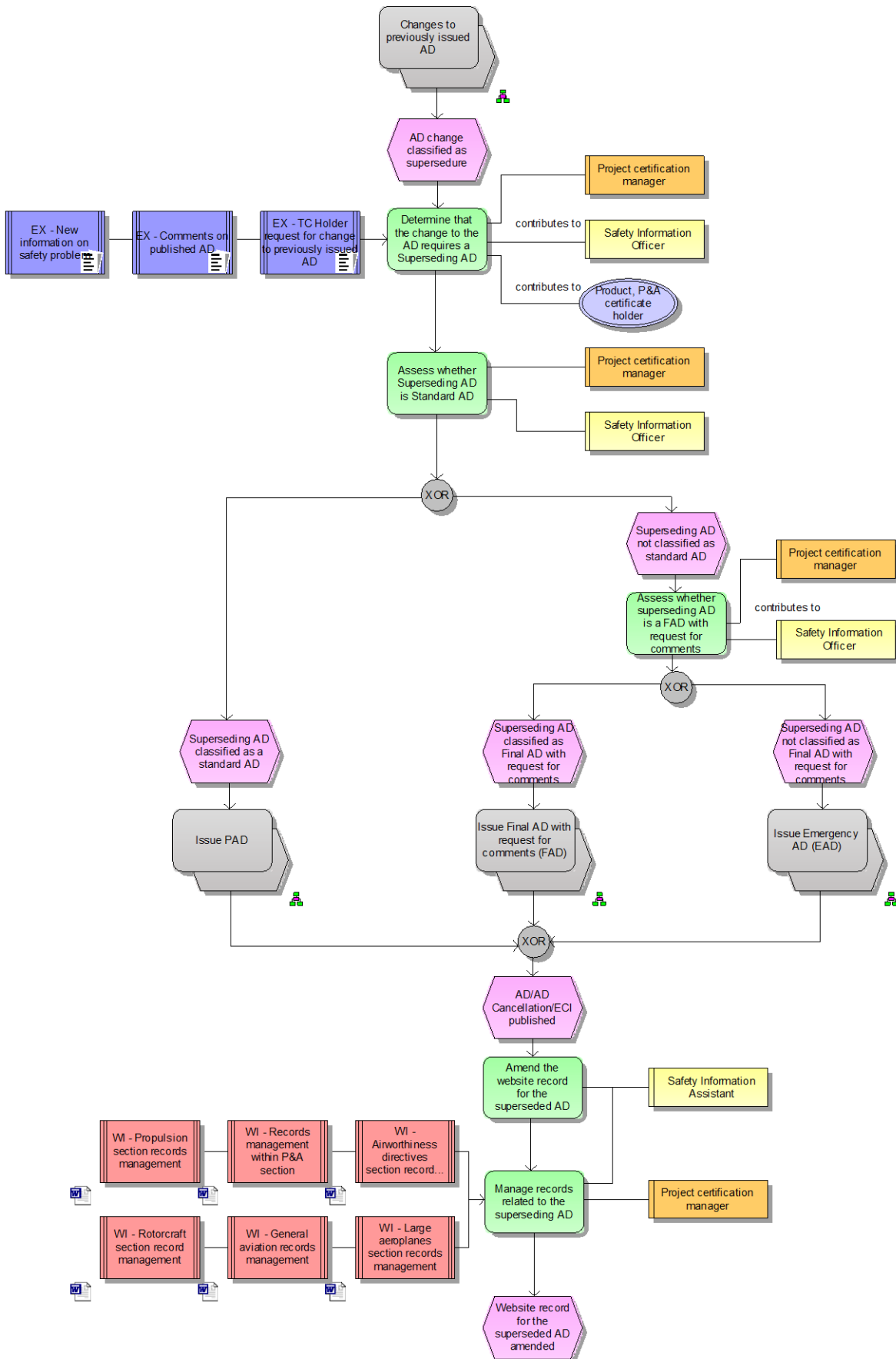
Activity	Description to the process activity
Classify change to AD as revision, in cons. with SIO & CH	<p>The PCM should assess in consultation with the Certificate Holder, if relevant, whether a revised AD should be issued and shall forward the proposed revised AD to the CM through the Safety Information Section. Cases when a revised AD is appropriate:</p> <ol style="list-style-type: none"> 1. To issue necessary changes that are non-substantive. 2. If the change is relieving in nature, such as the addition of an optional terminating action. While this would normally be viewed as a substantive change requiring a superseding AD, the reasons for requiring a superseding AD do not apply. In the case of an optional terminating action added to an AD that continues to require a repetitive inspection, failure to record the correct revision number is not critical to compliance. The same required inspection shall be performed under all revisions; compliance with an earlier version would have no effect on safety. 3. For reduced applicability. Because this is a type of relieving AD, it is not critical to record a new AD number. 4. To correct substantive errors that cause compliance to be impossible. For example, an AD that requires the installation of a nonexistent part (no such part number) is impossible to comply with, and the issue of whether the proper revision number is recorded is not critical to compliance. <p>The following has to be considered for issuance of a revised AD:</p> <ol style="list-style-type: none"> 1. Revised ADs shall retain their original paragraph numbering because maintenance record entries that refer to specific paragraphs will be incorrect if the information is moved or replaced. A change in the designation of a paragraph that contains a requirement should result in the issuance of a superseding AD. 2. The revised/superseded information section shall indicate that a previous AD is being revised or superseded. 3. The reason paragraph should include a discussion of each change, how each change affects compliance, and the fact that all other parts of the AD remain as originally published. 4. A revised AD retains its AD number with the addition of the revision number, e.g., 2006-0067R1. 5. The effective date of an AD revision will be posterior to the issuance date, normally 14 days later unless otherwise decided by the PCM.
Assess need for public consultation, in cons. with SIO	<p>When ADs revisions are for changes that are non-substantive, public consultation on the revised AD will not be used. In this case, the AD revision process follows the same steps as the Final AD with Request for Comments process.</p> <p>Note: Within the Final AD with Request for Comments process, read FAD as revised AD and FAD number as AD revision number.</p> <p>When ADs revisions are for changes that are substantive, the proposed revised AD may be published for public consultation, if found appropriate. In this case, the AD revision process follows the same steps as the standard AD process starting with the preparation of the proposed (revised) AD.</p> <p>Note: Within the standard AD process, read AD as revised AD and AD number as AD revision number.</p>
Prepare PAD on revised AD	<p>A revised AD requiring public consultation follows the same steps as the standard AD process.</p> <p>Note:</p> <p>Within the standard AD process, "AD" shall be read as "revised AD", "AD number" shall be read as "AD revision number".</p>

Internal Process Interfaces

Changes to previously issued AD
 Issue PAD
 Issue Final AD with request for comments (FAD)



Supersede AD





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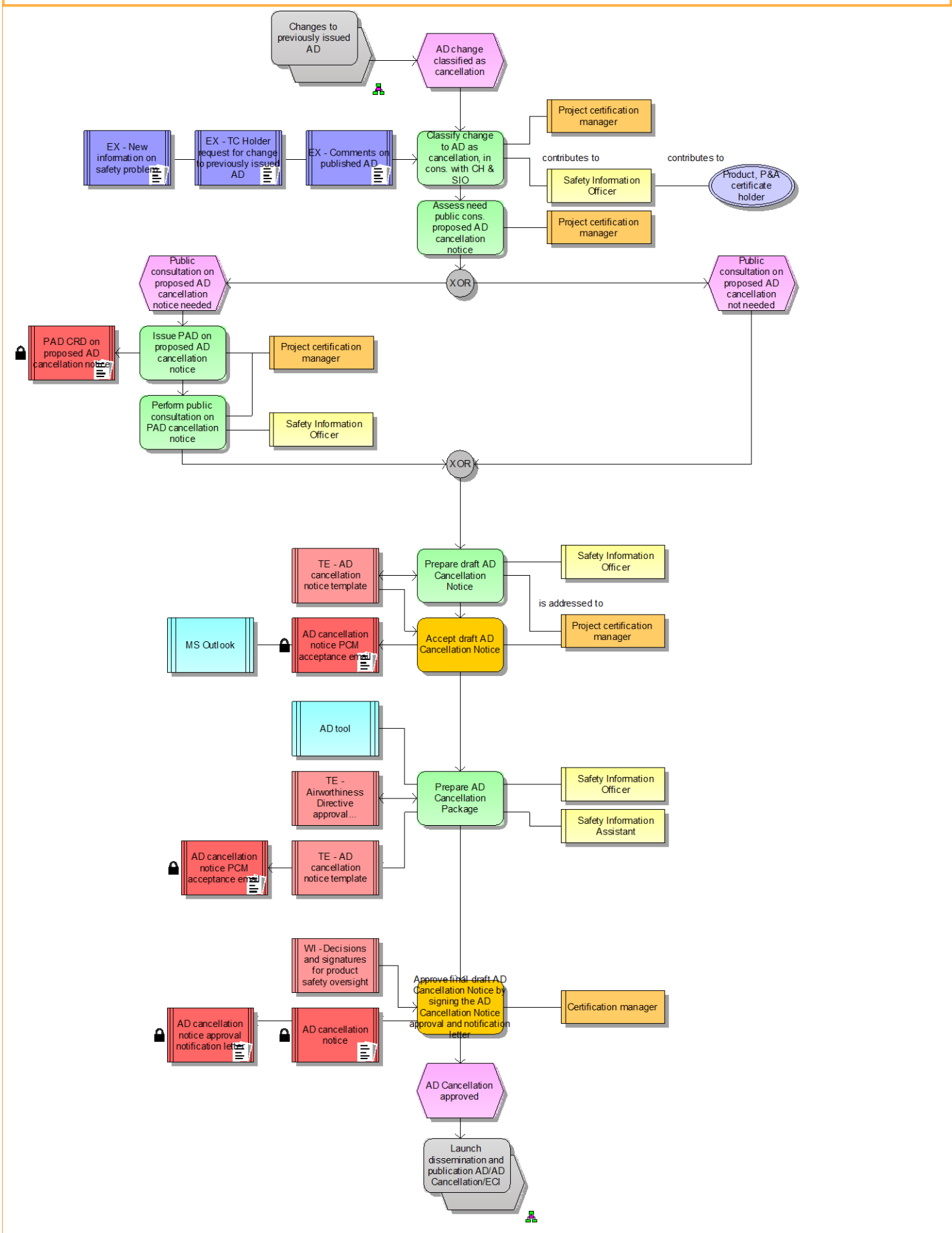
Activity	Description to the process activity
Determine that the change to the AD requires a Superseding AD	A superseding AD shall comply with all of the requirements of a new AD as per standard AD process, Final AD with request for comments process or Emergency AD process.
Assess whether Superseding AD is Standard AD	The following has to be considered for issuance of a superseding AD: <ol style="list-style-type: none"> 1. The revised/superseded information section shall indicate that a previous AD is being superseded. 2. The "reason" paragraph should include a discussion of each change, how each change affects compliance, and the fact that all other parts of the AD remain as originally published. 3. Where appropriate, credit should be given for corrective actions already accomplished in compliance with the superseded AD. When restating old compliance dates, i.e. compliance dates already included in the superseded AD, they have to be limited to those requirements already included in the superseded AD only. When applicability is expanded, old compliance dates should not be used. On the other hand, it is also important to make sure that provisions of the previous AD that are intended to remain in effect are not omitted inadvertently. A careful "side-by-side" comparison of the previous AD and the new AD draft is essential and strongly recommended.
Assess whether superseding AD is a FAD with request for comments	When compliance time is long enough to allow consultation a PAD should be prepared. If this is not possible, a FAD should be prepared.
Amend the website record for the superseded AD	A superseding AD shall get a new AD number; the website record for the superseded AD is amended to reflect the new 'SUPERSEDED' status. The Safety Information Section shall archive the superseded AD [ref. Work Instruction on Records Management within Safety Information section]. The public shall continue to have access to superseded ADs.
Manage records related to the superseding AD	Archiving of paper records and/or filing of electronic records is ensured through Work Instructions: WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.

Internal Process Interfaces

Changes to previously issued AD
 Issue PAD
 Issue Final AD with request for comments (FAD)
 Issue Emergency AD (EAD)



Cancel AD





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Activity	Description to the process activity
Issue PAD on proposed AD cancellation notice	The PCM shall then draft the PAD using "TE - Notification of a proposal to issue/cancel an airworthiness directive". Note: Within the standard AD process "PAD" has to be read as "AD cancellation notice".
Perform public consultation on PAD cancellation notice	The SIO allocates the PAD CN number. The SIA shall then publish the PAD CN for consultation on the EASA official publication (EASA website). The comment period shall be in principle 4 weeks. If deemed necessary, the PCM may decide to modify this period in accordance with the importance of the PAD CN. Comments shall be sent to the Safety Information Section. Address and contact information shall be published on the EASA Official Publication (EASA website).
Classify change to AD as cancellation, in cons. with CH & SIO	The PCM shall assess in coordination with the Certificate Holder, if the AD should be withdrawn and shall draft the proposed AD Cancellation Notice (using "TE - AD cancellation notice template") to the Safety Information Section. Keep the following in mind for withdrawal of AD: * check whether the AD being withdrawn mentions or affects another AD in the system, * be sure that withdrawal of the AD will not leave an unsafe condition unresolved.
Assess need public cons. proposed AD cancellation notice	The standard procedure is to issue the cancellation without prior public consultation. The PCM may also propose prior public consultation, if deemed appropriate (e.g. to ensure that the removal will not cause unanticipated problems by reinstating a former rule on an operator). ADs issued by EU Member States, in accordance with their respective national numbering systems before 28 September 2003 in their role of State of Design Authority or issued after 28 September 2003 and approved by EASA, that need withdrawal/cancellation, shall be cancelled by an EASA AD Cancellation Notice (using "TE - AD cancellation notice template").
Prepare draft AD Cancellation Notice	The PCM shall draft the AD Cancellation Notice using "TE - AD cancellation notice template". Early involvement of the EASA Safety Information Section in the drafting process is desirable for standardisation purposes. The draft AD Cancellation Notice shall then be sent to the SIO for further processing. Once the SIO receives an AD Cancellation Notice, the format will be reviewed for use of language, standardisation and consistency. The SIO will amend the draft as appropriate. The SIO shall forward the draft AD Cancellation Notice to the PCM for review and approval.
Accept draft AD Cancellation Notice	If the AD Cancellation Notice is not acceptable, the PCM shall provide proposed changes to draft AD Cancellation Notice to the SIO by e-mail (ADs@easa.europa.eu).
Prepare AD Cancellation Package	The SIO allocates the AD Cancellation Notice number and informs the SIA that the AD Cancellation Notice is ready for CM approval. An AD "Cancellation Notice" retains the original AD number with the addition of "-CN", e.g.: 2006-0067-CN. The SIA shall prepare and submit the AD Cancellation Notice approval notification letter to CM for signature. The SIA prepares and submits the draft AD Cancellation Notice approval package to the CM for approval AD Cancellation Notice. The AD Cancellation Notice approval package consists of: 1. print-out final draft AD Cancellation Notice as accepted by PCM, 2. print-out AD Cancellation Notice PCM acceptance e-mail, 3. AD Cancellation Notice ANL to be signed by the CM, 4. final draft CRD Proposed AD Cancellation Notice, if any.
Approve final draft AD Cancellation	The CM shall review and approve the final AD Cancellation Notice in coordination



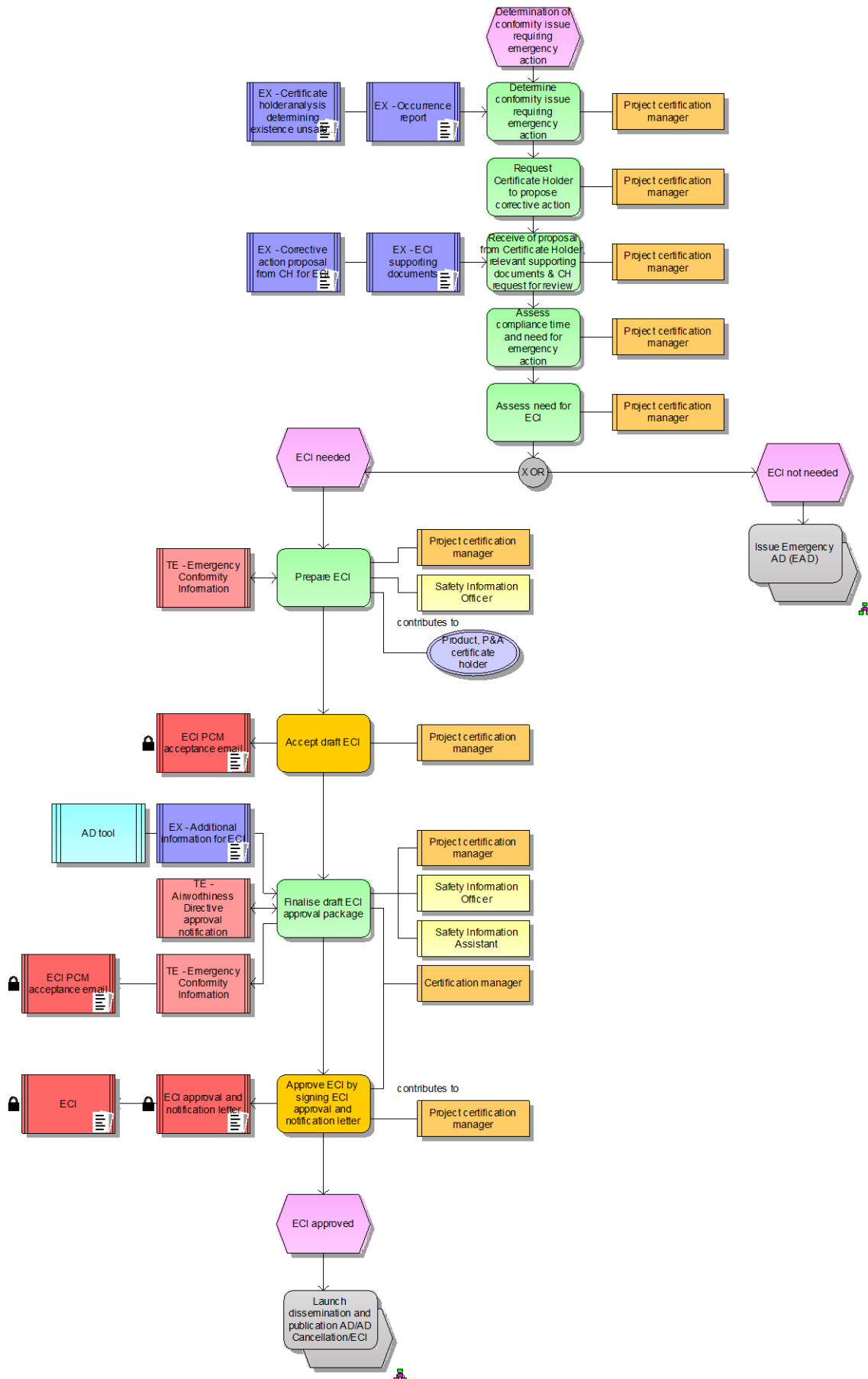
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Notice by signing the AD Cancellation Notice approval and notification letter	with the PCM. The effective date of a Cancellation Notice is identical to its issuance date. If the final draft AD Cancellation Notice cannot be approved by the CM, the CM will not sign the AD Cancellation Notice approval and notification letter and will provide instructions on changes to draft AD cancellation notice to SIO by e-mail through ADs@easa.europa.eu. The SIO will amend the final draft AD Cancellation Notice as appropriate.
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Internal Process Interfaces
Changes to previously issued AD Launch dissemination and publication AD/AD Cancellation/ECI



Emergency Conformity Information (ECI)





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Activity	Description to the process activity
Determine conformity issue requiring emergency action	According to Article 12.7 of the PCP Decision such a case exists where the Agency has determined that urgent action is necessary to correct an unsafe condition.
Request Certificate Holder to propose corrective action	The PCM of the affected product shall request the Certificate Holder to propose appropriate corrective actions for EASA approval.
Receive of proposal from Certificate Holder, relevant supporting documents & CH request for review	---
Assess compliance time and need for emergency action	In case of situations which require emergency action by EASA the PCM shall review the proposed corrective action submitted by the Certificate Holder. Based on the agreed compliance time (e.g. within 30 calendar days after the [planned] effective date), the PCM shall assess if an Emergency AD or an ECI are appropriate.
Prepare ECI	The PCM shall prepare a justification for issuing the ECI. The PCM shall then draft the ECI in co-ordination with the Certificate Holder, if available. Early involvement of the EASA Safety Information Section in the drafting process is desirable for standardisation purposes. As an ECI requires immediate distribution and publication, the PCM shall send the final draft of the ECI to the SIO as soon as possible, for immediate processing, approval and publication on the EASA Official Publication (EASA website). Once the SIO receives the draft ECI, the format will be reviewed for use of language, standardisation and consistency of wording. The SIO shall then forward the draft ECI to the PCM for review and acceptance.
Assess need for ECI	The decision to issue an ECI should follow the criteria defined in the AD policy: "In cases where the Agency has received relevant information and there is a need to put back immediately the affected aircraft into conformity with the approved design, and where an AD cannot be issued under Annex Part 21, Section A, Subpart A, 21A.3B to Commission Regulation (EC) 1702/2003, the Agency will issue "Emergency Conformity Information".
Accept draft ECI	The PCM is finally responsible to agree with any change suggested/proposed by the SIO. The final draft ECI will be forwarded to the SIA. If the draft ECI cannot be accepted by the PCM, the PCM will provide instructions on changes to draft ECI to SIO.
Finalise draft ECI approval package	The PCM is finally responsible to collect, if necessary, from the Certificate Holder any information which could be eventually requested by other CAAs, e.g. the number of a/c world-wide needing corrective action; a statement on the availability of parts; an estimate of the number of labour hours; and the cost of parts required for the corrective action. The SIO allocates the ECI number and forwards the draft ECI to the SIA for further processing. The SIA prepares the ECI approval and notification letter. The SIA prepares and submits the ECI approval package to the CM for the ECI approval. The ECI approval package consists of: 1. print-out final draft ECI as accepted by PCM, 2. print-out ECI PCM acceptance e-mail, 3. ECI ANL to be signed by the CM.
Approve ECI by signing ECI approval and notification letter	The CM shall review and approve the final draft ECI in coordination with the PCM. If the final draft ECI cannot be approved by the CM, the CM will not sign the ECI approval and notification letter and will provide instructions on changes to draft ECI to SIO through ADs@easa.europa.eu. The SIO will amend the draft as appropriate.



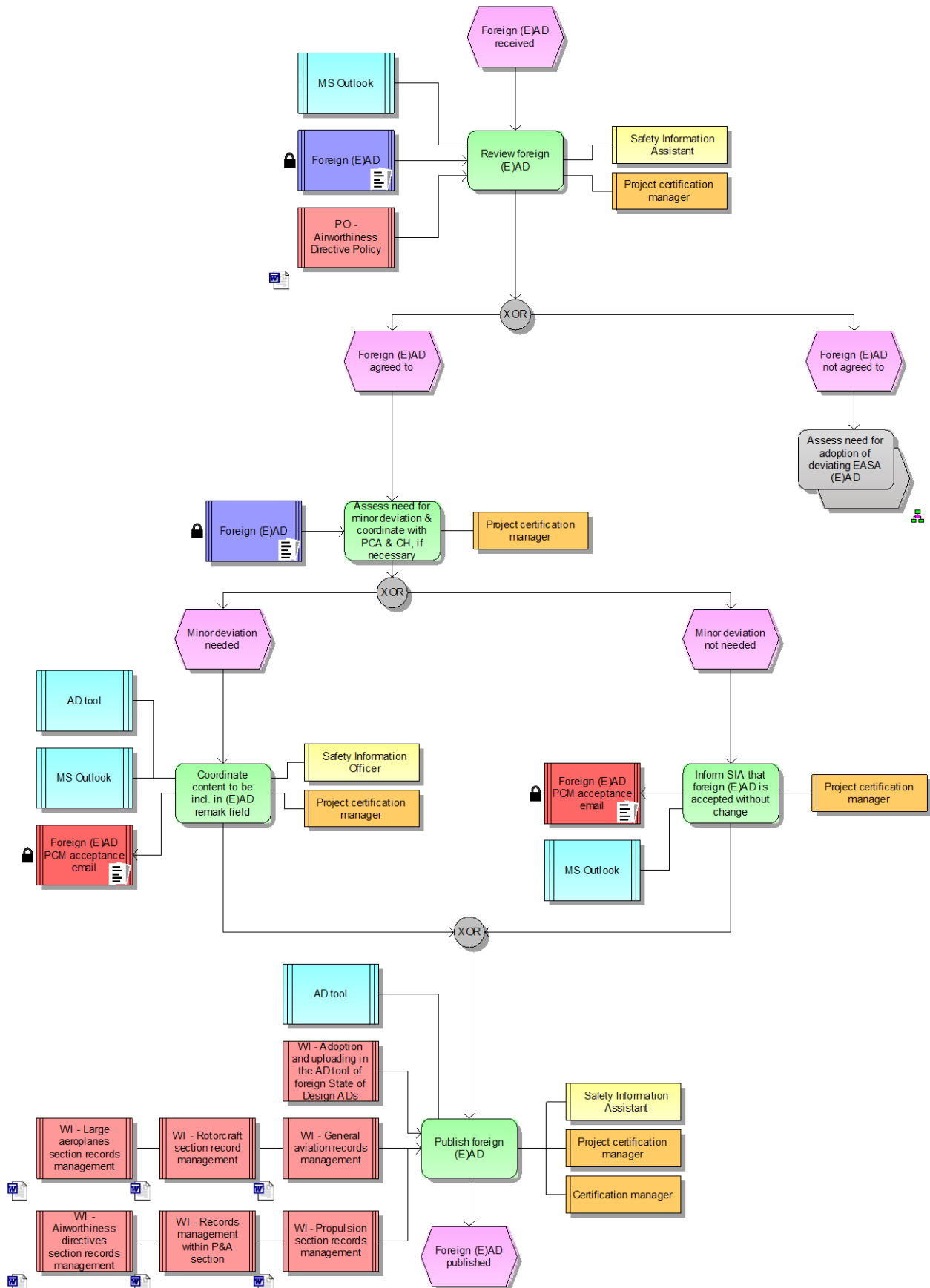
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Internal Process Interfaces

Issue Emergency AD (EAD)
Launch dissemination and publication AD/AD Cancellation/ECI



Adopt foreign State of Design (E)AD





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Activity	Description to the process activity
Review foreign (E)AD	<p>The SIA receives a foreign (E)AD.</p> <p>According to Article 1 of ED Decision 2/2003 any AD issued by the SoD for an aircraft imported from a third country, or for an engine, propeller, part or appliance imported from a third country and installed on an aircraft registered in a EU Member State, shall apply unless EASA has issued a different decision before the date of entry into force of that AD.</p> <p>Following Article 12 (8) of MB Decision 12/2007, EASA may adopt an AD from a foreign SoD without prior consultation if there is no request for prior consultation within 30 days of the issue of the foreign AD or of the initiation of the foreign authority consultation on the AD (whatever is the earliest). In case there is a written request for consultation on a Foreign AD or Proposed Foreign AD, an EASA Proposed AD may be drafted and the related provisions contained in Standard AD process shall be followed.</p> <p>According to Article 12 (9) of MB Decision 12/2007, if the PCM (or team) decides to deviate from a foreign AD, an EASA Proposed AD has to be issued following the procedure described under Standard Process for Issuing ADs, identifying, inter alia, in this new AD the foreign AD upon which it is based and the differences between the two documents.</p> <p>The SIA shall ensure the monitoring of Foreign ADs, as issued by the State of Design for the affected product(s).</p> <p>The SIA shall ensure that each PCM receives all foreign (E)ADs, as issued by the State of Design for the affected product(s).</p> <p>The Safety Information Section will prepare the publication of the foreign (E)AD on the EASA official publication (EASA website) before the effective date of that directive.</p> <p>On the basis of the applicable chapter of the Certification general user guide (UG.TC.00002), the PCM shall check if he concurs with the foreign decision or if a deviating corrective action is needed.</p> <p>If the PCM or the CM are unavailable to accept or not the foreign AD, the SIO may take the initiative to upload the foreign (E)AD in the AD tool, in order to ensure its upload before the effective date. In such a case the PCM and the CM will be informed accordingly.</p>
Assess need for minor deviation & coordinate with PCA & CH, if necessary	The PCM will determine if there is a need for a minor deviation or not.
Coordinate content to be incl. in (E)AD remark field	The SIO shall propose and agree with the PCM the content to be included by the SIA in the remark field of the (E)AD record.
Inform SIA that foreign (E)AD is accepted without change	If the PCM concurs with the Foreign AD or Emergency AD, then the principle of "simplified adoption" shall be assumed and, before the Foreign (E)AD's effective date, the PCM will inform the SIA that the Foreign (E)AD is considered accepted.
Publish foreign (E)AD	<p>The SIA will arrange for publication of the Foreign (E)AD on the EASA official publication (EASA website).</p> <p>In case there is a need to correct minor aspects of the Foreign AD that do not affect the core content of the AD, such correction will be described in the "remark" field of the AD record, after coordination between the SIO and the PCM.</p> <p>The SIA will upload in the AD Tool Foreign State of Design E(AD) in accordance with EASA Work Instruction WI.CAP.00012 - Adoption and uploading in the AD tool of foreign State of Design ADs.</p> <p>For more details refer to EASA Work Instruction WI.CAP.00012 - Adoption and uploading in the AD tool of foreign State of Design ADs.</p> <p>Archiving of paper records and/or filing of electronic records is ensured through Work Instructions: WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.</p>



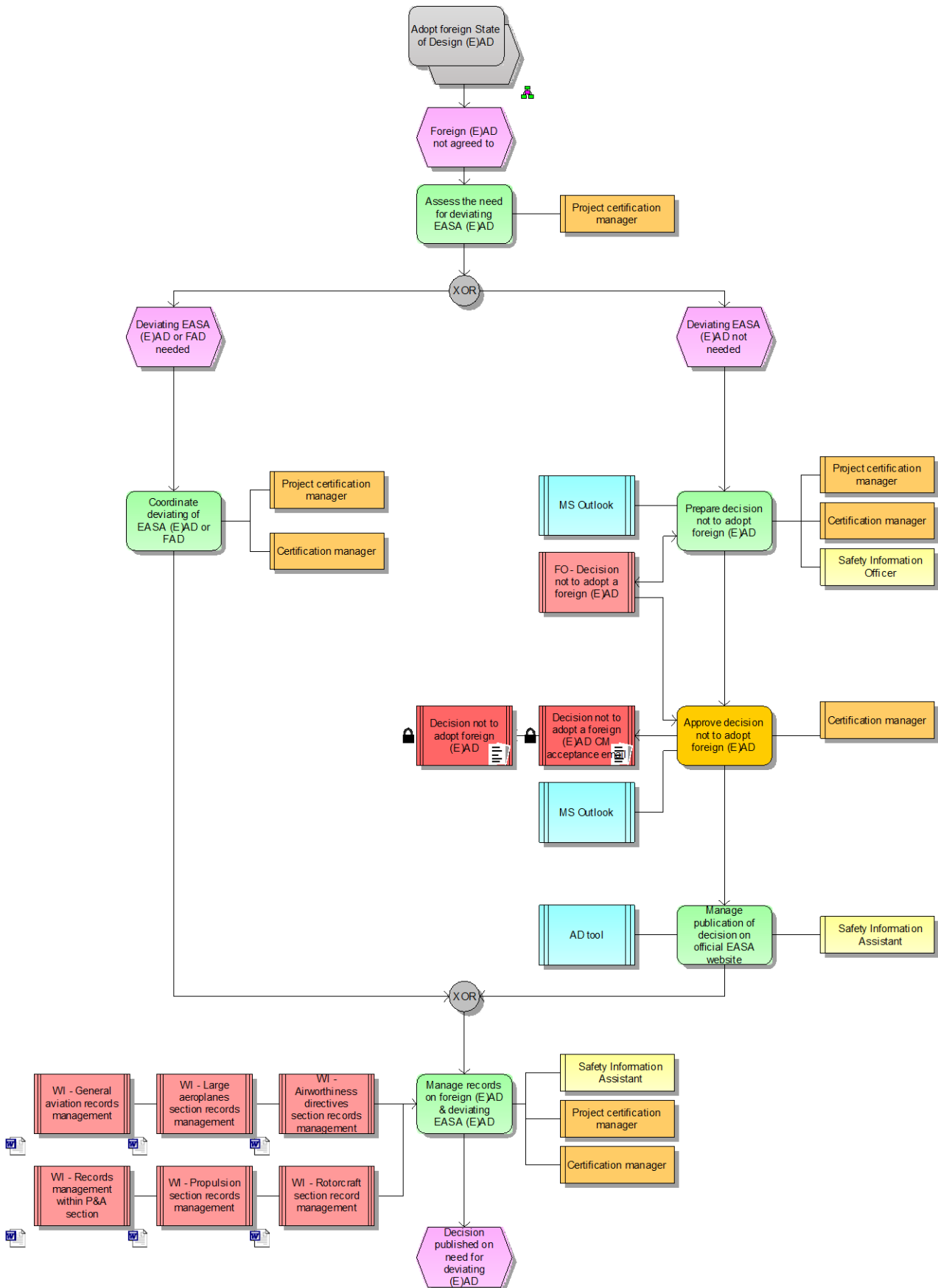
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Internal Process Interfaces

Assess need for adoption of deviating EASA (E)AD



Assess need for adoption of deviating EASA (E)AD





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Activity	Description to the process activity
Assess the need for deviating EASA (E)AD	The PCM will determine if there is a need for a deviating EASA (E)AD or for a decision not to adopt the foreign (E)AD.
Coordinate deviating of EASA (E)AD or FAD	<p>If the PCM does not concur with the foreign (E)AD, he shall draft a deviating PAD or Emergency AD. In this case the PCM shall raise the issue to the responsible CM who will ensure further co-ordination with higher management levels, if deemed necessary.</p> <p>The PCM shall inform and coordinate the PCA and Certificate Holder before the EASA PAD is published for public consultation or before the deviating EASA (E)AD is published.</p> <p>The PCM shall initiate a deviating EASA (E)AD and continue to inform and coordinate with the PCA & Certificate Holder.</p>
Prepare decision not to adopt foreign (E)AD	<p>The PCM shall raise the issue of no need for deviating EASA (E)AD to the CM.</p> <p>The PCM shall inform and coordinate with the PCA and Certificate Holder before the decision not to adopt the foreign (E)AD is published, if necessary.</p> <p>The PCM will take a decision not to adopt the foreign (E)AD and inform the SIO by email (ADs@easa.europa.eu).</p> <p>The SIO will then draft a decision not to adopt the AD and forward it to the CM for approval.</p>
Approve decision not to adopt foreign (E)AD	The CM will approve the decision not to adopt the foreign (E)AD and inform the SIA/SIO of his approval by email (ADs@easa.europa.eu).
Manage publication of decision on official EASA website	The SIA will manage the publication of the decision not to adopt the foreign (E)AD on official EASA Website: http://ad.easa.europa.eu .
Manage records on foreign (E)AD & deviating EASA (E)AD	<p>Archiving of paper records and/or filing of electronic records is ensured through Work Instructions:</p> <p>WI.DRM.00040, WI.DRM.00041, WI.DRM.00042, WI.DRM.00043, WI.DRM.00044, WI.DRM.00045 on records management.</p>

Internal Process Interfaces

Adopt foreign State of Design (E)AD

**RECORDS****Appendix A : Operational Documents**

Issue PAD	
Record	Activity
PAD PCM acceptance email	- Accept draft PAD
PAD withdrawal statement	- Issue PAD withdrawal statement
PAD	- Accept draft PAD
CM PAD withdrawal statement acceptance email	- Issue PAD withdrawal statement

Issue AD	
Record	Activity
AD PCM acceptance email	- Finalise draft AD approval package - Accept draft AD
PAD CRD	- Approve AD by signing AD approval and notification letter
AD ANL	- Approve AD by signing AD approval and notification letter
AD	- Approve AD by signing AD approval and notification letter

Launch dissemination and publication AD/AD Cancellation/ECI	
Record	Activity
(E)AD/FAD/AD Cancellation/ECI dissemination email	- Publish (E)AD/FAD/AD Cancellation/ECI
(E)AD/FAD/AD Cancellation/ECI notification email	- Send (E)AD/FAD/AD Cancellation/ ECI approval and ANL to CH

Issue Final AD with request for comments (FAD)	
Record	Activity
FAD	- Approve FAD by signing FAD approval and notification letter
FAD PCM acceptance email	- Finalise draft FAD approval package - Accept draft FAD
FAD ANL	- Approve FAD by signing FAD approval and notification letter

Issue Emergency AD (EAD)	
Record	Activity
EAD PCM acceptance email	- Accept draft EAD
EAD ANL	- Approve EAD by signing EAD approval and notification letter
EAD	- Approve EAD by signing EAD approval and notification letter

Correct AD	
Record	Activity
Corrected AD PCM acceptance email	- Obtain approval on corrected AD incl. proposed explanation from PCM
PAD correction document	- Obtain approval on corrected PAD including proposed explanation from PCM
Corrected AD	- Obtain approval on corrected AD incl. proposed explanation from PCM
Corrected AD dissemination email	- Publish corrected AD
Corrected PAD PCM acceptance email	- Obtain approval on corrected PAD including proposed explanation from PCM



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Cancel AD	
Record	Activity
AD cancellation notice	- Approve final draft AD Cancellation Notice by signing the AD Cancellation Notice approval and notification letter
PAD CRD on proposed AD cancellation notice	- Issue PAD on proposed AD cancellation notice
AD cancellation notice approval notification letter	- Approve final draft AD Cancellation Notice by signing the AD Cancellation Notice approval and notification letter
AD cancellation notice PCM acceptance email	- Accept draft AD Cancellation Notice - Prepare AD Cancellation Package

Emergency Conformity Information (ECI)	
Record	Activity
ECI	- Approve ECI by signing ECI approval and notification letter
ECI PCM acceptance email	- Finalise draft ECI approval package - Accept draft ECI
ECI approval and notification letter	- Approve ECI by signing ECI approval and notification letter

Adopt foreign State of Design (E)AD	
Record	Activity
Foreign (E)AD PCM acceptance email	- Inform SIA that foreign (E)AD is accepted without change - Coordinate content to be incl. in (E)AD remark field

Assess need for adoption of deviating EASA (E)AD	
Record	Activity
Decision not to adopt foreign (E)AD	- Approve decision not to adopt foreign (E)AD
Decision not to adopt a foreign (E)AD CM acceptance email	- Approve decision not to adopt foreign (E)AD

Appendix B : External Documents

Issue PAD	
Record	Activity
EX - Agreement Certificate Holder on draft PAD	- Prepare draft PAD
EX - Corrective action proposal for AD	- Prepare draft PAD
EX - Comments from interested parties on PAD	- Assess need for AD

Issue AD	
Record	Activity
EX - Comments from interested parties on PAD	- Prepare AD and CRD

Issue Final AD with request for comments (FAD)	
Record	Activity
EX - Agreement Certificate Holder on draft PAD	- Prepare draft FAD
EX - Corrective action proposal for AD	- Prepare draft FAD
EX - Technical documentation for corrective action proposal for AD	- Prepare draft FAD

Issue Emergency AD (EAD)	
Record	Activity
EX - Agreement Certificate Holder on draft PAD	- Prepare draft EAD with team members and CH
EX - Corrective action proposal for AD	- Prepare draft EAD with team members and CH
EX - Technical documentation for corrective action	- Prepare draft EAD with team members and CH



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proposal for AD	
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Emergency Conformity Information (ECI)	
Record	Activity
EX - Occurrence report	- Determine conformity issue requiring emergency action
EX - Corrective action proposal from CH for ECI	- Receive of proposal from Certificate Holder, relevant supporting documents & CH request for review
EX - Certificate holder analysis determining existence unsafe condition	- Determine conformity issue requiring emergency action

Adopt foreign State of Design (E)AD	
Record	Activity
Foreign (E)AD	- Assess need for minor deviation & coordinate with PCA & CH, if necessary - Review foreign (E)AD