



## Continuing airworthiness of type design (CAP)

### PR.CAP.00001-010

|                | Name             | Validation | Date       |
|----------------|------------------|------------|------------|
| Prepared by:   | Jan Mocsonoky    | Validated  | 26/11/2024 |
| Verified by:   | Mathieu Henry    | Validated  | 27/11/2024 |
| Reviewed by:   | Dominique Perron | Validated  | 27/11/2024 |
| Approved by:   | Rachel Daeschler | Validated  | 27/11/2024 |
| Authorised by: | Rachel Daeschler | Validated  | 27/11/2024 |





Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

Approval Date

27/11/2024

**DOCUMENT CONTROL SHEET****Reference documents****a) Contextual documents**

Agreement between the European Union and the Government of the Federative Republic of Brazil on civil aviation safety.

Agreement between the United States of America and the European Community - on cooperation in the regulation of civil aviation safety including its Technical Implementation Procedures for airworthiness and environmental certification between the Federal Aviation Administration of the United States of America and the EASA.

Agreement on civil aviation safety between the European Community and Canada.

Agreement on civil aviation safety between the European Union and Japan.

Agreement on civil aviation safety between the European Union and the Government of the People's Republic of China.

Chicago Convention Annex 8 - Airworthiness of Aircraft (International Standards and Recommended Practices) - 13th Edition, July 2022

Commission Implementing Regulation (EU) 2015/1018 - of 29 June 2015 laying down a list of classifying occurrences in civil aviation to be mandatorily reported according to Regulation (EU) No 376/2014 of the European Parliament and of the Council.

Commission Regulation (EU) 1321/2014 - of 26 November 2014 on the continuing airworthiness of aircraft and aeronautical products, parts and appliances, and on the approval of organisations and personnel involved in these tasks.

Commission Regulation (EU) 748/2012 - amended Commission Regulation of 3 August 2012 laying down implementing rules for the airworthiness and environmental protection certification of aircraft and related products, parts and non-installed equipment, as well as for the certification of DPO

ED Decision 2009/0192022/001/R - Amending general acceptable means of compliance for airworthiness of products, parts and appliances (« AMC-20 »)

ED Decision 2015/154/ED - On the allocation criteria for certification tasks. - Annex I Criteria for the Allocation of Projects (including the project management function).

ED Decision 2019/018/ED - On the implementation of airworthiness directives for products, parts and appliances designed in third countries and repealing decision of the executive director n° 2/2003.

ED Decision 2019/053/ED - On the delegation of powers of the Executive Director to certain staff members of the Agency's Certification Directorate.

ED Decision 2023/014/R - ED Decision 2023/014/R - Amendment 16 to issue 2 of the acceptable means of compliance and guidance material to Annex I (Part 21) to Commission Regulation (EU) 748/2012

MB Decision 01-2017 - Decision of the Management Board of 13 June 2017 repealing MB Decision 01-2011 on guidelines for the allocation of certification tasks to National Aviation Authorities and Qualified Entities

MB Decision 12-2007 - Decision of the MB of 1 Oct. 2007 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).

Regulation (EU) 2018/1139 - Regulation of the European Parliament and of the Council of 4 July 2018 on common rules in the field of civil aviation and establishing a European Union Aviation Safety Agency.





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

Regulation (EU) 376/2014 - of the European Parliament and of the Council of 3 April 2014 on the reporting, analysis and follow-up of occurrences in civil aviation.

Regulation (EU) 996/2010 - of the European Parliament and of the Council of 20 October 2010 on the investigation and prevention of accidents and incidents in civil aviation and repealing Directive 94/56/EC Text with EEA relevance.

Trade and cooperation agreement between the European Union and the European Atomic Energy Community, of the one part, and the United Kingdom of Great Britain and Northern Ireland - Trade and cooperation agreement between the European Union and the European Atomic Energy Community, of the one part, and the United Kingdom of Great Britain and Northern Ireland.

**b) Internal documents**

- FO.CAP.00022 - Decision not to adopt a foreign (E)AD
- IC - PAD correction document
- 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.00115 - PAD CRD Template
- TE.CAP.00116 - AD cancellation notice template
- WI.CAP.00002 - EASA AD writing instructions
- WI.CAP.00012 - Adoption and uploading in the AD tool of foreign State of Design ADs
- WI.CERT.00005 - Decisions and signatures for certification
- WI.IMS.00134 - CT Records management and Filing Plan

**Abbreviations/Definitions**

- a) Abbreviations ) Abbreviations
- A/C or a/c: Aircraft
- AD: Airworthiness Directive
- ALS: Airworthiness Limitation Section
- AMC: Acceptable Means of Compliance
- AMOC: Alternative Method of Compliance
- BASA: Bilateral Aviation Safety Agreement
- CAA: Civil Airworthiness Authority (non-EU)
- CAP: Continuing Airworthiness of Type Design
- CARI: Continuing Airworthiness Review Item
- (R)CofA: (Restricted) Certificate of Airworthiness
- CMU: Control and Monitoring Unit
- CRD: Comment Response Document
- CS: Certification Specification
- CT: EASA Certification Directorate
- DAH: Design Approval Holder
- EAD: Emergency AD
- EASA: European Union Aviation Safety Agency (also referred to as “the Agency”)





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

- ED: EASA Executive Director
- ETSOA: European Technical Standard Order Authorisation
- EPAS: European Plan for Aviation Safety
- EPC: Event-driven Process Chain
- EU: European Union
- FAD: Final AD with Request for Comments
- FSAI: Foreign Safety Advisory Information
- GM: Guidance Material
- ICAO: International Civil Aviation Organisation
- ISIRC: (EASA) Internal Safety Investigation Response Committee
- MCAI: Mandatory Continuing Airworthiness Information (which means “AD” for EASA and this procedure)
- MB: Management Board
- MS: Member State
- NAA: National Aviation Authority of EASA Member State
- OCC: Occurrence - record in SDM of a reported occurrence
- P&A: Parts, as defined in Art. 3(4) of the Basic Regulation (also referred to as “Parts and Appliances”)
- PAD: Proposed Airworthiness Directive
- Part 21: Annex I to Commission Regulation (EU) 748/2012
- PCA: Primary Certificating Authority (State of Design; EASA for EU designs)
- PCM: EASA Project Certification Manager (EASA staff or staff from NAA under contractual arrangements)
- PCP: Products Certification Procedures
- SAS: Specific Airworthiness Specifications
- SDM: Safety Data Management system (formerly IORS - Internal Occurrence Reporting System)
- SM: EASA Strategy & Safety Management Directorate
- SI: EASA Safety Issue (as in registered Safety Risk Portfolios of the EPAS)
- SIA: Safety Information Assistant
- SIB: Safety Information Bulletin
- SIO: Safety Information Officer
- SoD: State of Design
- SoR: State of Registry
- SASI: Sensitive Aviation Security Information (ICAO Annex 8 terminology)
- SSAD: Security-Sensitive Airworthiness Directive (EASA’s SASI)
- STC: Supplemental Type Certificate
- (R)TC: (Restricted) Type Certificate
- TIP: Technical Implementation Procedures (of BASA)
- TO: Technical Owner
- UAS: Unmanned Aircraft System

b) Definitions

Design Approval Holder





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

Design organisation that is the holder of an EASA Certificate, Approval or Authorisation, such as a TC, (R)TC, STC, approval of change to (R)TC/STC, repair design approval, ETSO authorisation or any other relevant approval or authorisation deemed to have been issued under Part 21 for approved or validated designs, i.e. for Products (aircraft - manned or unmanned, engine, propeller), Parts (including ETSO articles), or Unmanned Aircraft Systems or related Control Monitoring Units (CMU) and components.

EASA Member States

EU Member States and the European third countries that participate in the activities of EASA under Art. 129 of the Basic Regulation (i.e. Norway, Iceland, Switzerland or Liechtenstein).

EU applicant

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

PCM

EASA Project Certification Manager responsible for continuing airworthiness of type design.

Wherever the term “PCM” is used in this procedure, it means "the PCM in coordination with his/her certification 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 | Issue 002. 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")   |
| 003           | 01/09/2014 | Issue 003. Migration of PR.CAP.00001-002 in compliance with Convergence project.   |
| 004           | 17/11/2015 | Issue 004. Revision taking into account adoption of Regulation 376/2014 and necessary changes for the implementation of the Agency's action plan in reaction to the IAS Audit on Continuing Airworthiness Oversight in EASA. Editorial changes and some updates reflecting Convergence   |
| 005           | 25/05/2018 | Issue 005 to account for the Introduction of the use of EASA AD writing instructions WI.CAP.00002 in workflows of PAD, FAD, and EAD. Update of approval data package for PAD, FAD and EAD. Addition of conflict resolution provisions.   |
| 006           | 04/11/2019 | Issue 006 removes procedure for sending notification letters, and introduces streamlined procedures to process ADs related to Airworthiness Limitations Items to reflect efficiency improvements implemented by EASA. Introduces provisions to determine when Emergency or Final AD with request for comments are appropriate in accordance with Decision of the EASA Management Board 12-2007, including its explanatory note. Issue 006 also introduces references to (EU) Basic regulation 2018/1139. Notification of CT Management/Communications Dept. and or Executive Director regarding the upcoming issuance of “High profile ADs”. |
| 007           | 04/06/2020 | Issue 007 expands the explanation when the AD cancellation is appropriate, clarifies that the Section Manager approval is not required   |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

|     |            |  |
|-----|------------|--|
|     |            | for final ADs consulted as PAD without comment received and introduces the proposed time between the issue and effective date for revised AD. This issue also introduces determination of the AD applicability, provisions applicable to retrofit campaigns and restriction to transmit Sensitive Aviation Security Information when MCAI are distributed.   |
| 008 | 10/02/2021 | Issue 008 introduces new EPC applicable to processing foreign Proposed AD(s). The amendment of the procedure has been performed by Jan Mocsonoky.  |
| 009 | 18/11/2021 | Issue 009 removes references to ECI, adds reference to bilateral aviation safety agreements signed between the EU and UK, Japan and China. This issue also updates reference to ED Decision to 2019/053/ED- On the delegation of powers of the Executive Director to certain staff members of the Agency's Certification Directorate. The procedure also introduces provisions for advanced notification about airworthiness information and a provision allowing to issue a FAD instead of EAD, in certain cases. The amendments of the procedure have been performed by Jan Mocsonoky. |
| 010 | 27/11/2024 | Issue 010 adds new abbreviations for simplification of texts throughout the procedure; updates the Definitions and simplifies Purpose & Scope; revises the legal references and basic principles accordingly, with consistent clarification of their description and also some other non-substantial text improvements (i.e. complete rework of Sections 1., 2., 3. and 4.); embodies in 4.2 the EASA AD Policy from PO.CAP.00016 – Airworthiness Directive Policy, which is cancelled; and clarifies the Process Step ‘Determine if MCAI, non-MCAI or no action is needed’.             |
|     |            |  |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

## INTRODUCTION

### Purpose and scope

This procedure describes how EASA handles, pursuant to the Basic Regulation, Reg. (EU) No 376/2014 and Part 21, on behalf of EASA Member States the continuing airworthiness functions and tasks related to the type design of aeronautical products (aircraft [manned/unmanned], engine, propeller), and the design of parts, ETSO articles, and unmanned aircraft systems and related control and monitoring units and components, it has certified or validated. It implements the general principles of Management Board (MB) Decision 12-2007 related to "Products Certification Procedures" to be applied by the Agency (i.e. "PCP" Decision).

### Legal framework

#### Legal framework

Under Art. 77 of the Basic Regulation: with regard to the products, parts, non-installed equipment and equipment to control unmanned aircraft remotely, the Agency shall, where applicable and as specified in the Chicago Convention or the Annexes thereto, carry out on behalf of EASA Member States the functions and tasks of the State of Design (SoD), manufacture or registry, when those functions and tasks are related to design certification and mandatory continuing airworthiness information. The issuance of Type Certificates (TC), European Technical Standard Order Authorisations (ETSOA) and approval of design Changes and Repairs is a fundamental part of the materialisation of this requirement for design certification.

Under Art. 77(1)(h) of the Basic Regulation: the Agency shall ensure the continuing airworthiness functions associated with the design of the products, the design of parts, non-installed equipment and equipment to control unmanned aircraft remotely it has certified and in respect of which it performs oversight, including reacting without undue delay to a safety or security problem and issuing and disseminating the applicable mandatory information.

These continuing airworthiness functions shall be performed with reference to the Essential requirements for airworthiness of Annex II to the Basic Regulation and implemented with the rules of Annex I (Part 21) to Commission Regulation (EU) 748/2012, in particular its points 21.A.3A and 21.A.3B, and the related AMC and GM.

Under Articles 98(2)(e) and 116 of the Basic Regulation: the EASA Management Board shall establish transparent procedures for taking individual decisions as provided for in Art. 76(4) and in paragraph 6 thereof. Under these provisions, the Management Board has adopted the "PCP" Decision, in which the general procedure principles to be applied by the Agency for continuing airworthiness of designs approved, or validated, by EASA are established in its Art. 12. The "PCP" Decision Art. 15 further mandates the Executive Director to "establish the necessary associated detailed procedures for the implementation of this Decision [...]" and this procedure is therefore adopted under this mandate.

Under Art. 104(3)(e) of the Basic Regulation: the Executive Director shall take all necessary steps, including the adoption of internal administrative instructions and the publication of notices, to ensure the proper functioning of the Agency. Under this mandate, relevant ED Decisions for ensuring the continuing airworthiness functions of EASA have established internal consultative Safety Boards for general aviation, large aeroplanes, propulsion and rotorcraft.

The legal framework for EASA's Airworthiness Directive Policy (as defined in 4.2 below) is based on:

- Annex 8, Part II, Chapter 4, to the Convention on International Civil Aviation.
  - Chapter 4.2.1.1(a) requires the State of Design to transmit to all concerned States of Registry any information necessary for the continuing airworthiness and safe operation of the aircraft.
  - Chapter 4.2.3.1(d) assigns the responsibility for the airworthiness of an aircraft to the State of Registry.
- Basic Regulation - see Art. 77 and 77(1)(h) hereabove mentioned.
- Part 21 of Commission Regulation (EU) 748/2012 where,







|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

- point 21.A.3A requires design Certificate/approval Holders to implement a reporting system without prejudice to Regulation (EU) No 376/2014 and its Commission Implementing Regulation (EU) 2018/1139;
- point 21.A.3B - Airworthiness directives, which provides:
  - ... AD definition - see Part 21.A.3B(a)
  - ... Criteria for AD issuance - see Part 21.A.3B(b)
  - ... DAH obligations when an AD has to be issued - see Part 21.A.3B(c)
  - ... Minimum information contained in an AD – see Part 21.A.3B(d)
- Part-M and Part-ML of Annexes I and Vb (as applicable to the aircraft) of Continuing Airworthiness Regulation (EU) No 1321/2014.
  - Part-M.A.301(f)(1) and Part-ML.A.301(d)(1) require that “The aircraft continuing airworthiness shall be ensured by the accomplishment of any applicable airworthiness directive”.
  - Part-M.A.303 and Part-ML.A.303 require that “Any applicable AD must be carried out within the requirements of that AD, unless otherwise specified by the Agency”.
  - Part-M.B.303 and Part-ML.B.303 require that a Survey Programme is implemented by each EASA Member State of Registry “to monitor the airworthiness status of the fleet of aircraft on its register”.

Competent authorities Role - in accordance with the aforementioned legal framework:

- EASA role: when an unsafe condition is determined and that condition is likely to exist or develop, the Agency issues or adopts ADs to mandate actions to be performed on an aircraft, or on a related engine, propeller, part, non-installed equipment, CMU or CMU component to restore an acceptable level of safety.
- EASA Member States role: they are responsible for verifying/enforcing that aircraft on their registers conform to EASA approved and validated designs and shall therefore ensure that ADs issued or adopted by the Agency are complied with. They also must fulfil all the non-design approval related obligations of State of Registry as per ICAO Annex 8 which are not delegated to EASA.

Finally, rights and obligations derived from applicable bilateral agreements as specified in Art. 68 (Acceptance of third-country certification) of the Basic Regulation shall not be affected.

## Basic Principles

### Basic Principles

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

In-service 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.

##### 1.1) Occurrence Reporting to the Agency in the context of the Basic Regulation

###### 1.1.1) Occurrence Reporting from the Design Approval Holder (DAH) to EASA

DAHs are required in accordance with Part 21.A.3A(a) to 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 their design approved, or deemed to be approved, under Annex I (Part 21) to Reg. (EU) 748/2012.

Without prejudice to Reg. (EU) No 376/2014, the DAH shall report such occurrences to EASA, in accordance with Part 21.A.3A(a)(3) and (d), in a form and manner established by the Agency and within the timescale for the submission of such reports when it has identified possible unsafe conditions as defined under AMC1 21.A.3B(b).







Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

Approval Date

27/11/2024

Part 21A.3A(a) and Part 21.A.3A(a)(3) and (d) requirements equally apply for validated designs from foreign States of Design (SoD) where EASA is not the Primary Certifying Authority (PCA), unless an applicable BASA/TIP with the foreign SoD waives or amends such Part 21 reporting obligations to EASA of occurrences and analysis for the concerned (non-EU) DAHs. In this case, EASA relies on the continuing airworthiness system for occurrence analysis and mandatory action of the foreign SoD under the ICAO Annex 8 principles.

All “possible unsafe condition” occurrence reports submitted by DAHs are stored in the Agency’s Safety Data Management system (SDM) for further processing by PCMs notified as Technical Owners of the reported occurrences, so that to allow determination of required continuing airworthiness actions under the process charts of this procedure.

To that end,

- The DAH has the obligation, under Part 21.A.3A(e) for possible unsafe conditions in design it has reported to EASA, to further investigate the reason for the design deficiency and report to the Agency (i.e. to the PCM) the results of its investigation and any action it intends to take or proposes to be taken to correct that deficiency.

Moreover, under 21.A.3A(f), if EASA (the PCM) finds that action is required to correct the deficiency, the DAH shall submit the relevant data upon request.

- In practice, the DAH provides information for follow-up to, and closure of, the reported occurrences in accordance with AMC1 21.A.3A(e), which at least shall contain:

- position as to whether an unsafe condition exists;
- results of the occurrence analysis and investigation, including the cause(s) of the occurrence;
- any preventive or corrective action; and
- risk assessment showing that such preventive/corrective measure allows safe operation (see GM 21.A.3B(d)(4)).

Finally, under Part 21.A.3B(c), when an AD has to be issued, the DAH shall propose appropriate corrective action or required inspections, or both, and submit details of these proposals and following their approval by EASA, make available to all known owners/operators of the affected aircraft and, on request, to any person required to comply with the AD, appropriate descriptive data and accomplishment instructions (i.e. typically a Service Bulletin).

#### 1.1.2) Occurrence reporting from other organisations to the DAH

Effectiveness of the continuing airworthiness system implies that DAHs are made aware in a systematic and comprehensive way (mandatory or voluntary) of design-related in-service events and occurrences which, following collection, investigation and analysis by DAHs, may reveal possible unsafe conditions reportable to EASA as explained in 1.1.1 above.

Therefore, relevant requirements for reporting occurrences to DAHs are placed on aviation organisations as stemming from Implementing Rules of the Basic Regulation for the various aviation domains:

- For maintenance and continuing airworthiness management (CAMO) organisations, with Part-M.A.202(a), Part-145.A.60(b), Part-ML.A.202(a) and Part-CAMO.A.160(b), as applicable to the aircraft, of Continuing Airworthiness Regulation (EU) No 1321/2014,.
- For production organisations, with Part 21.A.3A(b) of Initial Airworthiness Reg. (EU) No 748/2012, (i.e. specific for production deviations from an approved design).
- For air operators, with Part-ORO.GEN.160(b) of Air Operations Reg. (EU) No 965/2012.
- For aircrew training organisations, with Part ORA.GEN.160(c) of Aircrew Regulation (EU) No 1178/2011.

In accordance with the same requirements, the aviation organisations shall also concurrently report their occurrences to the Agency or the EASA Member States, as applicable, depending on which of them is competent authority responsible for certification and oversight of the organisation (in addition, see also the context of Reg. (EU) No 376/2014 in 1.2 below).





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

1.1.3) Occurrence reporting from competent authorities of EASA Member States (NAAs) to EASA

According to Part 21.B.15 provisions, without prejudice to Reg. (EU) No 376/2014 (e.g. Art. 9 thereof), the NAAs shall provide the Agency with any “safety-significant information” stemming from the occurrence reports stored in the national database pursuant to Art. 6(6) of Reg. (EU) No 376/2014 - see related AMCs/GMs to 21.B.15. In particular, AMC1 21.B.15(b) also foresees the possible case where a foreign AD would be sent to an EASA Member State rather than to EASA, so that such foreign AD is redirected to the Agency for action (see 2.2 below).

1.2) Occurrence Reporting to EASA in the context of Regulation (EU) 376/2014

This Regulation complements the reporting obligations stemming from the Implementing Rules of the Basic Regulation. Note: Link between Reg. (EU) 376/2014 and Part 21.A.3A (as in force for DAHs - see in 1.1.1) is detailed in GM1 21.A.3A.

It provides standards for mandatory and voluntary reporting of occurrences (to EASA or NAAs, as appropriate depending on the competent authority responsible for certification and oversight of the organisation that reports), as well as for collecting, storing, protecting and exchanging (between NAAs and EASA) the relevant safety information.

- Associated Regulation (EU) 2015/1018 defines a list classifying the reportable safety-related occurrences by division into various categories, i.e. when related to aircraft Operation or aircraft technical conditions or maintenance, etc.
- Occurrence reports are submitted (to EASA or NAAs, as appropriate) via the European Aviation Reporting Portal at <https://aviationreporting.eu>, which provides reporting forms for organisations and individuals using the common ECCAIRS2 web-interface, and then all stored in the EU Occurrences database of the European Central Repository (ECR) established by Reg. (EU) 376/2014, so as to allow further Safety analysis of the overall data (see 1.4 below).
- Occurrence reports, when submitted to the Agency, are all collected, encoded and stored as “OCC” records in the EASA’s Safety Data Management system (SDM) for internal dispatch, review and recording of the actions taken.

Note: reference is made to the EASA Procedure on Safety data processing - Occurrence reporting of SM.

a) OCCs received from DAH organisations are possible unsafe conditions (see 1.1.1 above). They are allocated to PCMs notified as Technical Owners (TO), for technical review and determination if continuing airworthiness actions are required under the process charts of this procedure. Such OCCs are closed in the SDM tool by TOed’s PCMs with recording of the airworthiness actions decided once implemented (including if no action is needed when eventually found that the reported condition is safe).

b) OCCs received from organisations other than DAH, when design-related but without immediate design concern, are circulated to PCMS as Technical Informees (TI) and regularly reviewed during SDM screening meetings.

Note: EASA staff responsible for these reporting organisations (i.e. maintenance, production, DOA,...) are also Tied’ by SDM or possibly TOed’ depending on the nature of the OCC reported by an organisation other than DAH and then handled under other relevant EASA Procedures (not all listed here) distinct from this procedure.

1.3) Occurrence Reporting to EASA in the context of Regulation (EU) 996/2010 for Accidents / Incidents

1.3.1) Part 21.A.3A obligation for DAHs

The definition of an “Occurrence” (in AMC1 21.A.3A(a) and Reg. (EU) 376/2014) includes accidents and incidents. Therefore, safety investigation of accidents and incidents by a Safety Investigation Authority under Regulation (EU) 996/2010 / ICAO Annex 13 doesn’t relief DAHs from their Part 21.A.3A obligation to also collect, analyse and investigate these occurrences to ensure continuing airworthiness of their approved products/designs. Thus, accidents and incidents may be reported to EASA by DAHs when becoming aware of such events, but these accidents and incidents shall however be reported to EASA as soon as the DAHs identify a possible (design-related) unsafe condition, so as to trigger EASA action under the process charts of this procedure (as above explained in 1.1.1 and 1.2).

1.3.2) Follow-up of Safety recommendations received from Safety Investigation Authorities





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

Following accidents and serious incidents, Safety Investigation Authorities may address Safety Recommendations to EASA to take continuing airworthiness action, which in this case also leads to an assessment in accordance with this procedure.

Safety Recommendations (SR) addressed to EASA are handled by the Agency’s Internal Safety Investigation Response Committee (ISIRC), with focal point members from each CT Department in this EASA inter-disciplinary expert group.

- SRs are allocated to the relevant technical CT Department, where the concerned PCMs are tasked to assess the recommended actions under the process charts of this procedure (in coordination with the relevant DAHs).
- Resulting continuing airworthiness actions (i.e. MCAI, non-MCAI or even no action), once decided and implemented, are explicitly stated in EASA Response letters to SRs that are submitted to the ISIRC for endorsement.
- The ISIRC endorsed letters (interim and final/“closed”) provide records of EASA actions taken in response to SRs and these letters are archived into the database of the Agency’s Safety Recommendation Information System (SRIS).

Note: reference is made to the EASA Procedure on Safety recommendation of the SM Directorate.

#### 1.4) Safety Analysis as additional source information

All occurrence reports stored in the databases of the ECR and EASA SDM tool (see 1.2 above) are source information of a significant amount of in-service products data to be considered for Safety analysis to (possibly) help making appropriate decision on airworthiness actions to be taken under this procedure.

To that end, PCMs, experts or EASA management may request Safety Analysis Officers of the SM Directorate to perform ad-hoc Safety analysis of the ECR and/or SDM data (e.g. recurrence of safety-related events, systemic occurrences across different product types/models, etc.).

Note: reference is made to the EASA Procedure on Safety analysis of the SM Directorate.

#### 1.5) Other sources of information

Irrespective of the mandatory reporting scheme described above, EASA may also receive:

- Occurrence reports submitted voluntarily (pursuant to Art. 5(3) of Reg. (EU) 376/2014), and thus also registered in SDM as “OCC” (see in 1.2), which are TOed’ or Tled’, as per the design criticality reported, to PCMs, who assess their continuing airworthiness relevance, possibly in coordination with and the support of the relevant DAHs.
- Other source of safety-related information from any EU or non-EU person or organisation/authority, without any legal reporting obligation, and submitted in a different form and manner (e.g., by E-mail or post mail), which shall also be assessed by EASA (the PCM and/or EASA management) for its relevance for the Continuing Airworthiness of type designs and be followed-up accordingly.

Furthermore, any national safety action taken by an EASA Member State and notified to EASA, under the safeguard provisions of Basic Regulation Art. 70, shall be considered to ensure the continuing airworthiness of approved and validated products/designs.

## 2. EASA RESPONSIBILITIES

### 2.1) Designs for which EASA is the PCA

Where EASA is the Primary Certifying Authority (PCA), and consequently carries out on behalf of the EASA Member States the functions and tasks of the SoD, the PCM shall review reported occurrences to define or agree on appropriate continuing airworthiness actions on the basis of DAH analysis, investigations and information submissions (see 1.1.1 above), and/or with any other available relevant information.





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

The subsequent action may range from, for example, recommendation for improvements by the DAH to corrective action (inspection, maintenance action or design change) that needs to be made mandatory by the issuance of an AD. Utmost effort should be made to define final actions that terminate repetitive inspections, tests or limitations.

EASA's responsibilities for issuing ADs pertain to the legal framework earlier described, including Art. 12 of the PCP Decision, and the EASA Airworthiness Directives Policy (see point 4.2 below).

In accordance with ICAO Annex 8 and Basic Regulation, EASA notifies and disseminates ADs to their addressees, including DAHs, EASA Member States and all other ICAO Contracting States that have informed EASA that an aircraft subject to ADs has been entered on their Register. This AD notification shall be disseminated by E-mail, in the English language or, when requested, in the language of the EASA Member State.

As soon as EASA has issued and notified an AD, the latter becomes mandatory for the owners/operators of the aircraft affected by the AD (see Part-M.A.303 and Part-ML.A.303). Moreover, it results in obligation of the EASA Member States to ensure that ADs issued or adopted by the Agency that are applicable to aircraft on their registers are complied with (see, e.g., Part-M.B.303 and Part-ML.B.303).

Further details pertaining to the level of involvement of the PCM for continuing airworthiness of EU designs, are provided in the EASA Certification Handbook.

## 2.2) Designs for which EASA is not the PCA

Notwithstanding Part 21.A.3A and 21.A.3B provisions, where EASA is not the PCA and consequently carries out on behalf of EASA Member States the functions and tasks of the State of Registry (SoR) when related to design approval, the PCM shall, in accordance with the Art. 12 of the PCP Decision and, where existing, 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 should decide upon the acceptability of any proposed solution and monitor that the corrective action is being developed and published by the DAH and approved by the PCA in a time frame acceptable to EASA. EASA shall, upon receipt of information that a foreign SoD issued an AD applicable to an aircraft that has been entered into the registry of one of the EASA Member States, either adopt that AD without any changes or issue its own AD based on the SoD AD (ED Decision 2019/018/ED refers). In the case of adoption of a foreign AD without any changes, a simplified process shall apply as described in the process chart - Adopt foreign State of Design (E)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 AD 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 Art. 12(7) of PCP Decision).

When EASA issues its own AD, it will notify the AD by e-mail to its addressee, the foreign DAH, in the English language. Moreover, EASA shall also notify and disseminate its AD to the foreign SoD and all other ICAO Contracting States, including EASA Member States, to allow EASA NAAs to fulfil their obligations as SoR under the Chicago Convention, enforcing the AD. The notification of the EASA AD will be disseminated by e-mail in the English language.





Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

Approval Date

27/11/2024

Further details pertaining to the level of involvement of the PCM for continuing airworthiness of non-EU designs are provided in the EASA Certification Handbook.

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

Commission Reg. (EC) 1702/2003, that preceded Commission Reg. (EU) 748/2012, provided a transition measure to allow continuous operation of aircraft, which held no TC issued by a Member State, but where Member States had issued a CofA before the entry into force of that old Regulation (Art. 2c (1) of the Regulation).

Under Part 21.A.173(b) and Part 21.B.327(a), hose aircraft were accepted to be issued a Restricted CofA on the basis of EASA issued SAS. The Agency also used to issue SAS where aircraft without a type certificate holder did not any longer hold a TC (sometimes called 'orphan aircraft').

While all SAS already issued, as well as all RCofA issued by EASA Member States of Registry (SoR) based on those SAS, remain valid as per Art. 140(1) of the 'new' Basic Regulation, SAS is not any longer recognised in that 'new' Basic Regulation as an airworthiness approval for the design of an aircraft. Therefore, EASA no longer issue SAS, although the existing ones can still be amended, e.g., to address continuing airworthiness issues.

Without prejudice to the mandatory occurrence reporting requirement of Reg. (EU) 376/2014, and in the absence of a (R)TC (and of any responsible DAH for the continued oversight of the design), the issued SAS's also contain instructions for holders of RCofA to report to the SoR 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 safety-related information received from (e.g.) SoR, or Accident Investigation Boards, etc., to monitor the continuing airworthiness of the impacted fleet. When reported in-service occurrences indicate a possible unsafe condition, the PCM shall assess that occurrence under this procedure and decide if there is an unsafe condition.

If necessary, EASA will issue an AD to address the unsafe condition with actions required to restore an acceptable level of safety. However, without the support of any DAH or a competent DOA, or in the case where insufficient information is available on how an acceptable level of safety can be restored, such actions may be limited to ground the fleet.

## 3. MONITORING AND INTERNAL OVERSIGHT

### 3.1) Airworthiness Review Meetings with the DAH

The DAH and the PCM (with EASA management participation as necessary) typically hold regular continuing Airworthiness Review Meetings, where the results from the DAH safety analysis and investigation, and its submissions of related-information (i.e. position on "Safe/Unsafe", root cause(s) analysis, risk assessment, protective/corrective action proposal, etc. – see 1.1.1 above) are shared and discussed, to reach agreement on the level of airworthiness risk and potential consequences. At these meetings, to be held pursuant to PCP Decision Art. 12(1), the DAH positions as to whether unsafe conditions exist may be determined, or merely confirmed if already stated by the DAH in occurrence reports submitted.

### 3.2) Internal consultation

EASA is required to take continuing airworthiness action that restores an acceptable level of safety by mitigating the reported safety risk, but at the same time it must also be proportionate and consistent in its decisions. This therefore means that internal consultation may at times be necessary:

- Step 1 - when faced with (e.g.) standardisation issues or controversial situations with DAHs to decide on appropriate action, PCMs may need to seek advice from (first) their Senior Experts/PCMs peers and (then) from Chief Experts/PCMs and/or CT management.







Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

Approval Date

27/11/2024

- Step 2 - certain occurrences, being significant, highly visible or sensitive continuing airworthiness issues, may require a structured internal coordination and collective and/or management decision making. For those, PCMs can consult the relevant CT Safety Boards as necessary. The Safety Boards and/or CT management may also decide to escalate at EASA Safety Committee level (e.g. in the context of significant fatal accidents).

### 3.3) Continuing Airworthiness Review Item (CARI)

The CARI is a documentary tool (same format as the Certification Review Item for initial airworthiness projects) that may be used to record how a significant continuing airworthiness issue affecting several product types is being dealt with. Such as (e.g.) through a design review or survey launched in follow-up of an accident/incident, or for a specific Safety Recommendation that requires to liaise with several DAHs and/or foreign SoDs in order to make a continuing airworthiness decision, or even possibly for further analysis in case of a particular recurrent design-related occurrence issue or systemic Safety Issue (SI) eventually registered in EASA Risk Safety Portfolios of the EPAS.

Therefore, it is not the intent to use the CARI at individual PCM/Expert initiative for routine occurrences, even when (e.g.) a particular occurrence has a multi-type aspect within the same DAH and it should rather be raised senior CT management and/or the Chief Experts/PCMs.

### 3.4) Internal monitoring

The Section Manager is accountable for the products of his/her section and maintains therefore oversight over the continuing airworthiness of the products of the Section and related activities of PCMs. He/she ensures this through:

- direct involvement in all critical processes of this procedure, i.e. for approval of PAD, AD, FAD, EAD and revise/correct/supersede/cancel AD.
- participation in Airworthiness Review Meetings (management and technical as necessary) with DAHs and PCMs; and membership of relevant CT Safety Boards.
- regular Section meetings, where PCMs are invited (and have also the duty) to report on prominent occurrence issues.
- free access to the SDM tool database of "OCC" records, to (e.g.) retrieve occurrence information for management need, or monitor the overall closure status of Occurrences and/or those concluded with "no action" or no unsafe condition found (note: these tasks may be also be achieved with support of / delegation to Senior PCMs).

Based on the above, the Section Manager also reports to the Head of Department on the most critical continuing airworthiness issues of his/her Section during the regular Dept. Management meetings and/or CT Safety Boards.

## 4. MANDATORY CONTINUING AIRWORTHINESS INFORMATION (MCAI)

### 4.1) Applicable Airworthiness Directives (ADs)

For EASA, MCAIs of ICAO Annex 8 take the form of ADs, which fall into two distinct categories:

1. ADs issued by EASA as SoD: issuance through the provisions of Part 21.A.3B; and
2. other ADs adopted, or issued, by EASA as non-SoD, which consists of three sub-categories of ADs:
  - ADs directly adopted from EU and non-EU SoDs before 28 September 2003: through Art. 3 (1)(a)(iii) of Initial Airworthiness Reg. (EU) No 748/2012.
  - ADs directly adopted from non-EU SoDs since 28 September 2003: through Art. 1 of EASA Decision No 2019/018/ED and Part 21.A.3B.

Note: this Decision prescribes that each foreign SoD AD shall become directly applicable on its effective date, unless EASA adopts a different decision.

- ADs also possibly issued against non-EU designs: still through Part 21.A.3B.





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

#### 4.2) EASA AD Policy

- Under Part 21.A.3B, the Agency issues or adopts MCAI in the form of an AD when the following AD criteria are met:
  - an Unsafe Condition has been determined to exist in an aircraft (see 21.A.3B(b)(1)), and
  - the same condition is likely to exist or develop in other aircraft (see 21.A.3B(b)(2))
- The criteria to determine if an Unsafe Condition exists are set out in AMC1 21.A.3B(b) and explained in GM 21.A.3B(b).
- EASA ADs issued or adopted to address unsafe conditions may result from:
  - a deficiency in an EASA approved or validated design, or
  - non-conformities of EASA approved or validated design, due to manufacturing or maintenance deficiencies, when the AD results in a design approval, such as:
    - Approval of non-conformities, subject to conditions, such as limitations or additional inspections.
    - Inspection, replacement or modification, within a specified time frame, of non-conformities, to bring them back into conformity with an approved design.

#### 4.3) 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 ALS 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.

#### 4.4) Parts and Appliances / Equipment 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:

- 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;
- 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.

#### 4.5) Security-Sensitive Airworthiness Directive (SSAD).

A Sensitive Aviation Security Information (SASI), by definition provided in ICAO Annex 8, is an information that, if accessed by or disclosed to unauthorized persons, could create, or could be used to exploit, a vulnerability or facilitate an act of unlawful interference against civil aviation. ICAO requires that the SoD shall ensure that SASI is not transmitted when distributing MCAI (i.e. ADs). Additionally, ICAO requires that the SoD shall ensure that SASI is securely transmitted to the appropriate authority in the SoRs in accordance with provisions of ICAO Annex 17 - Security, Safeguarding International Civil Aviation against Acts of Unlawful Interference.

To fulfil its obligation as SoD, EASA issues SSAD related to airworthiness issues having impact on aircraft security.

Thus, an SSAD is an AD issued or adopted by EASA that mandates certain corrective actions, the content of which includes security sensitive information. EASA disseminates SSAD to those States having affected aircraft on the register. When sharing SASI in a form of SSAD, EASA requires to protect such information from unauthorized access or disclosure. Further distribution of the SSAD to operators of the affected aircraft or other concerned parties remains under the







|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

responsibility of the SoRs, and should be done on a "need to know" basis only using protective measures when transmitting sensitive aviation security information.

Concurrently with the dissemination to the NAAs EASA makes available a record about "the decision not to make the SSAD public" in the SPT Tool informing about the issuance of an SSAD (but not attaching the SSAD file itself) and providing instructions to affected operators how to obtain a copy of that SSAD.

After the SSAD compliance time expires, it is highly recommended to update the affected SSAD record in the EASA Safety Publications tool by replacing the previously published "decision not to make the SSAD public" by the SSAD itself. This decision shall be taken by the respective CT Section Manager. For adopted SSADs the publication of the SSAD shall be agreed by the PCA.

#### 4.6) Advanced notification about airworthiness information

An advanced notification about airworthiness information is issued by EASA to notify all ICAO Contracting States, including EASA Member States and, in particular, EASA bilateral partners due to relevant BASA/TIP obligation, of pending significant safety actions. A significant safety action can be defined as, but not limited to, the following:

1. Urgent safety situations;
2. The pending issuance of an EAD;
3. The pending issuance of a Final AD when compliance time is less than 25FC or FH or less than 30 days;
4. Other high interest events defined by EASA management.

#### 5. PROCESS CHARTS

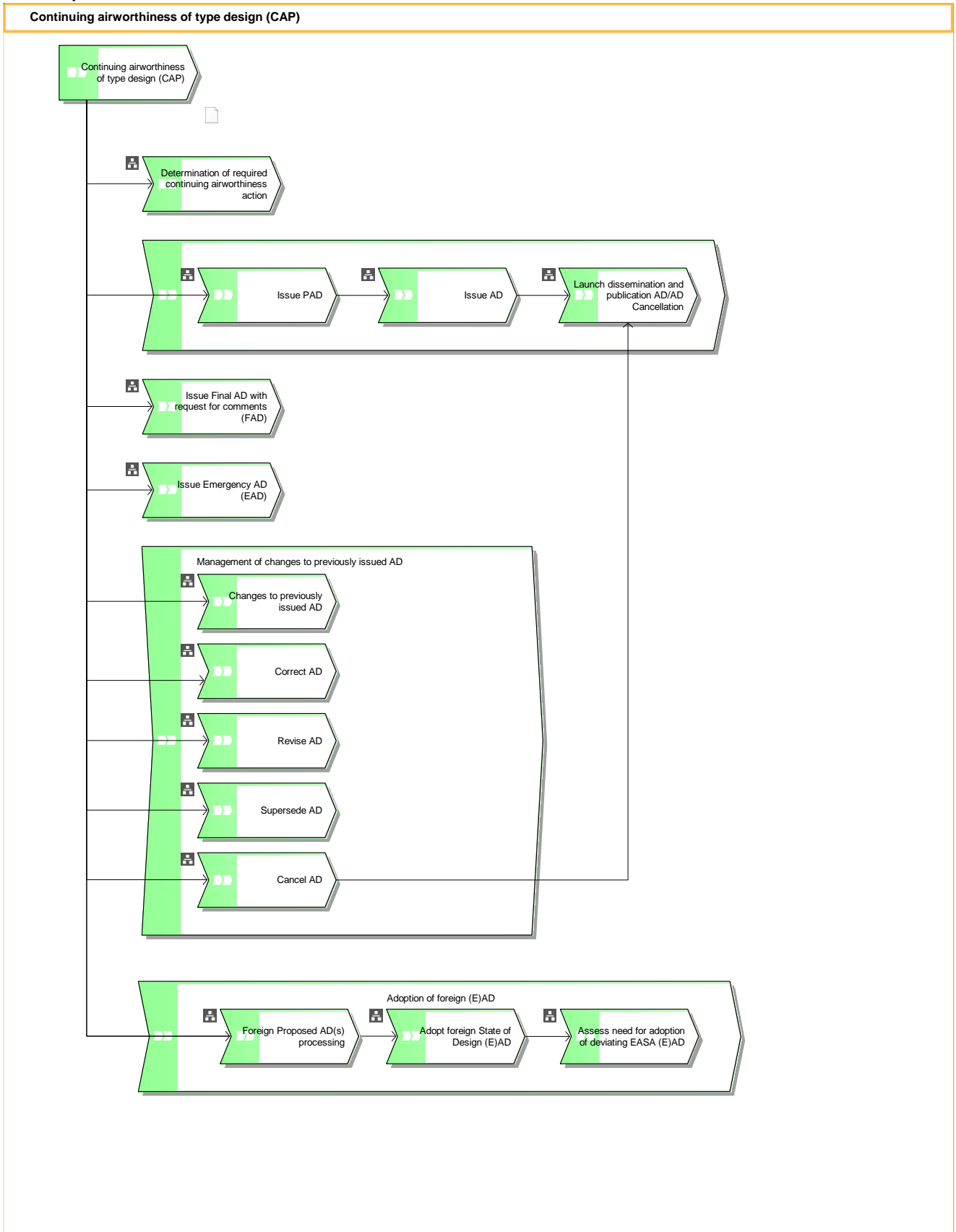
This procedure contains one "high level" process chart ("Determination of required action") covering the procedure from the beginning to the end, and 5 specific process descriptions displayed by means of process charts:

1. Standard AD process
  - EPC Issue PAD
  - EPC Issue AD
  - EPC Launch dissemination and publication AD / AD Cancellation
2. Final AD with request for comments
  - EPC Issue 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. Adoption of foreign (E)AD
  - EPC Adopt foreign State of Design (E)AD
  - EPC Assess need for adoption of deviating EASA (E)AD



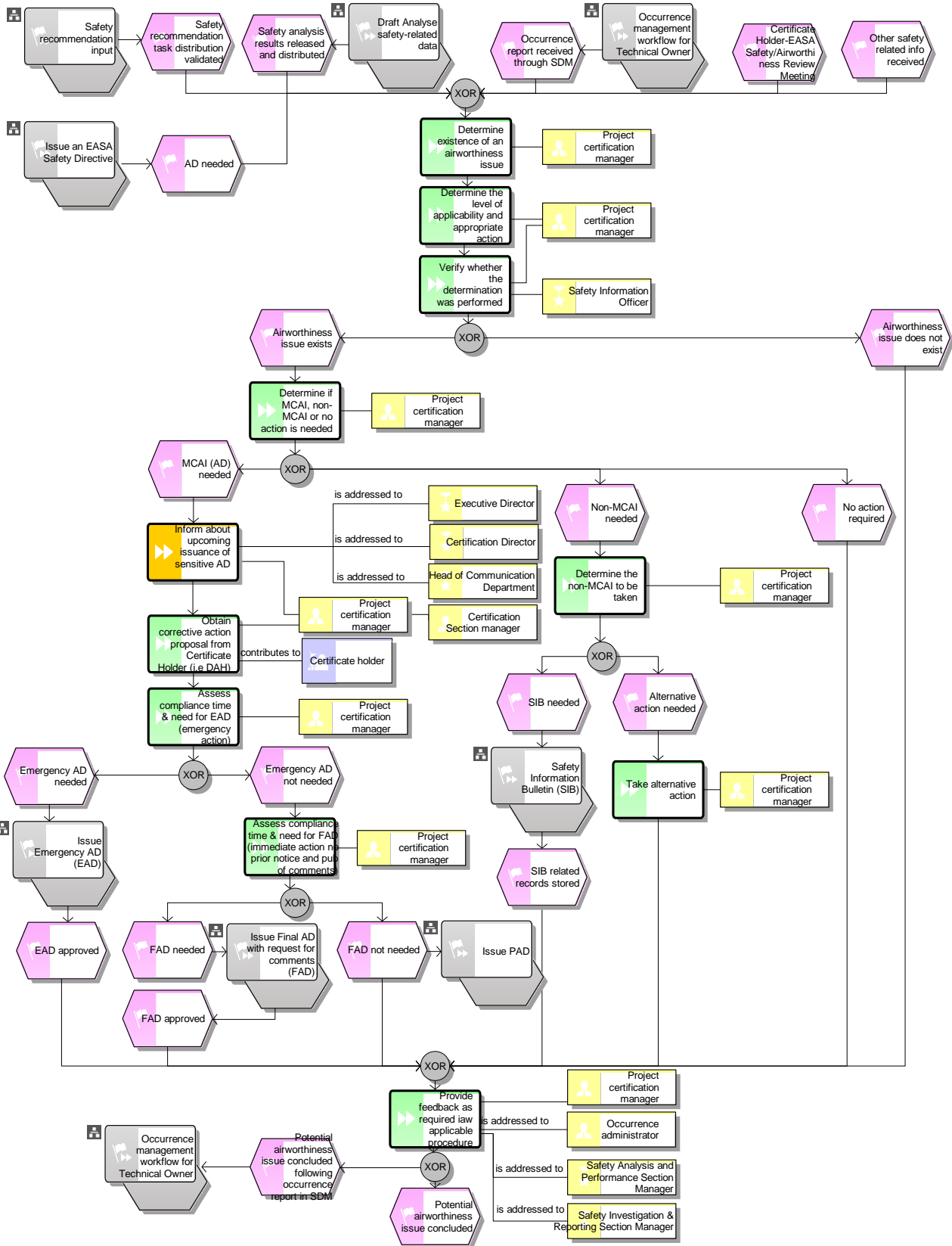


Structure of process charts





Determination of required continuing airworthiness action





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| Activity  | Description to the process activity   |
|---|---|
| Determine existence of an airworthiness issue               | <p>In close cooperation with the DAH and, as appropriate, other Agency staff, the PCM shall determine whether an airworthiness issue exists.</p> <p>This determination shall be done under consideration of all available information and on the basis of the applicable Certification Specifications (CS) and Part 21, e.g. AMC 21.A.3B(b).</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 relevant Directorate/Department at EASA, the concerned NAA, etc. for appropriate action, unless already processed accordingly through the IORS Tool.</p>   |
| Determine the level of applicability and appropriate action | <p>The PCM determines whether the unsafe condition is applicable to:</p> <ol style="list-style-type: none"> <li>1. Level 1: Product (aircraft, engine, propeller) or design change (STC);</li> <li>2. Level 2: (E)TSO approved equipment (or equivalent) ;</li> <li>3. Level 3: Equipment or part approved at product/installation level.</li> </ol> <p>If an unsafe condition exists on Level 1, the product /STC AD shall be issued.</p> <p>If the unsafe condition exists on Level 2 and airworthiness can be restored by correction(s) at equipment level, then an equipment AD is an appropriate tool to address it, and the case shall be forwarded to the relevant PCM.</p> <p>If the unsafe condition exists on level 3 the airworthiness can be restored by correction at product level and therefore a product /STC AD shall be issued. However, only if agreement and support is ensured from the designer of a part, which is not an (E)TSO approved equipment (or equivalent), an AD at part level can be issued, as for Level 2 above.</p> <p>For unsafe condition on Level 2 or Level 3 when the malfunction or deterioration of the equipment or part results from insufficient integrity or safety of the installation of this equipment into an aircraft structure or system (embodiment of the affected equipment or part into aircraft or its system), a product /STC AD shall be issued.</p> <p>For unsafe condition at Level 1 and Level 3, the PCM cross checks / consults with other relevant PCMs the existence of any similar occurrences, failures, malfunctions or defects, which may have been propagated on other products and may require other AD action.</p> |
| Determine if MCAI, non-MCAI or no action is needed          | <p>The PCM shall determine which airworthiness action is required:</p> <ol style="list-style-type: none"> <li>1.) A Mandatory Continuing Airworthiness Information (MCAI), when the two criteria of the EASA AD Policy are met (see in 4.2).</li> </ol> <p>The PCM shall therefore decide if an unsafe condition exists in an aircraft for the Occurrence reported, and if the same condition is likely to exist or develop in other aircraft.</p> <p>To that end, the PCM:</p> <ol style="list-style-type: none"> <li>1. reviews all DAH submissions (its position on “Safe/Unsafe”, root cause analysis, risk assessment, OCC report, etc. - see in 1.1.1) and any other pertinent information available he/she may have or access.</li> </ol>  |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

|   |   |
|---|---|
|   | <p>2. may request further information from the DAH (analysis, test, etc.), but always subject to the requirement that EASA shall react to safety risks without undue delay.</p> <p>3. holds Airworthiness Review Meeting with the DAH as necessary (see in 3.1).</p> <p>4. seeks Internal consultation (step 1 and/or step 2 - see in 3.2) and reports to CT management (see in 3.4) as necessary.</p> <p>As an alternative, it may be possible under certain circumstances to control and contain the (determined) unsafe condition for other aircraft by using a monitored retrofit campaign. Further details in the Certification Handbook. However, an AD shall be issued if the unsafe condition continues to exist or likely develop in other aircraft despite the dedicated monitored retrofit campaign.</p> <p>2.) In absence of an unsafe or potential unsafe condition that would qualify for an 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>   |
| Verify whether the determination was performed                      | As deemed appropriate, SIO verifies with the PCM, whether the determination of affected products, design change or equipment was performed.   |
| Inform about upcoming issuance of sensitive AD                      | <p>The PCM and Section Manager should subjectively evaluate whether the issuance of an EASA AD would deserve communicating to the CT Management and or Executive Director. The evaluation should take into account the sensitivity and/or visibility of the subject, taking into account all foreseen political and economic aspects.</p> <p>Further, occasionally it is necessary to communicate to the public issuance of an EASA AD affecting high-profile cases in order to highlight the work promptly done by the Agency. This may be achieved by issuing a public statement concurrent with the AD. To initiate this process, the PCM shall inform her/his Section Manager, who should take decision to highlight ADs that meet the following criteria to CT management to initiate the discussion on whether to issue a public statement:</p> <ul style="list-style-type: none"> <li>• When the Agency issues an AD following a high profile incident or accident</li> <li>• If an AD would create a high profile outcome (such as grounding a type of an aircraft or imposing significant action on passenger aircraft).</li> </ul> <p>The CT management should consult the Communications Department for advice when considering to make a decision to issue a public statement, to ensure all positive and negative considerations are taken into account. When it is decided that a public statement should be made concurrently with the issuance of an AD, the Communications Department should be involved as early as possible to allow the creation of the public statement based on the technical department's input.</p> |
| Obtain corrective action proposal from Certificate Holder (i.e DAH) | 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  |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

|  |   |
|--|---|
|  | to exist or develop in other aircraft, the PCM of the affected product (aircraft, engine or propeller) shall request the DAH to propose appropriate corrective actions (unless already submitted).  |
| Assess compliance time & need for EAD (emergency action)                                     | <p>According to Art. 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. In case of situations which require emergency action by EASA the PCM shall review the proposed corrective action submitted by the DAH.</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 for the initial inspection is equal to, or shorter than 25 flight hours (FH), 25 flight cycles (FC) or 30 days calendar time, counted from the effective date.</p> <p>This guidance is applicable to the majority of cases, but on a case by case basis, the manager releasing the AD may decide to issue a FAD instead of Emergency AD, with time between the issue date and effective date less than 14 days. This shall include cases when the compliance time was determined on engineering analysis and no numerical risk assessment is available.</p> <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> <ol style="list-style-type: none"> <li>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 on Safety Information Bulletin.</li> <li>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 competent departments in the Agency, initiate communication with an NAA (e.g. State of Registry NAA, State of Maintenance Organisation NAA), etc.</li> </ol>  |
| Assess compliance time & need for FAD (immediate action no prior notice and pub of comments) | <p>In cases when the required action demands immediate issuance of an AD without prior notice and publication for comments, the PCM may decide to require issuance of a Final AD with request for comments. 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 AD has been previously subject to a national AD. In this case, any comments received after publication shall be addressed and published in a same manner as would be done for a PAD.</p> <p>A Final AD without prior notice and publication for comments is appropriate if the compliance time for the initial inspection is more than 25 FH, 25 FC or 30 days calendar time, counted from the effective date, but not more than 50 FH, 50FC or 60 days calendar time, counted from the effective date.</p>   |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

|   |  |
|---|--|
|   | When the compliance time is expressed in Flight Cycles or Flight Hours, the decision to issue a Final AD is to be taken by the PCM taking into account the highest usage rate of the aircraft or engine type.  |
| Take alternative action                               | In case none of the proposed tools are appropriate to deal with the safety concern, the ESC might decide on alternative or no action, as deemed necessary.   |
| Provide feedback as required law 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> <p>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.</p> <p>At the stage of occurrence closure, the PCM's recording in the "Closing Remark" field of the IORS Workflow Tool shall be made in such a way that the rationale of the decision is traceable for future references. This may be done by free text and/or by inserting references/links to relevant files or documents stored in the IORS Workflow Tool or in other locations, including recordings made by the DOA.</p> <p>The occurrence closure shall be made in temporal proximity to the decision on the appropriate action. For further guidance, reference is made to the EASA Certification Handbook.</p> <p>Furthermore (and provided that the required resources are available), the Safety Investigation &amp; Reporting Section 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.</p> <p>Reference is made to the occurrence management workflow for Technical Owner, EASA Procedure on Processing of occurrence reports.</p> <p>2) Responses to Safety Recommendations are coordinated on behalf of the Agency's Internal Safety Investigation Response Committee (ISIRC) by the focal points nominated for each department of the CT in close cooperation with the concerned PCM.</p> <p>Reference is made to EASA Procedure on Safety recommendation.</p> <p>3) Any feedback related to safety investigations shall be reported by the PCM to the Safety Investigation &amp; Reporting Section.</p> <p>Reference is made to EASA Procedure on Safety investigation.</p> <p>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> <p>Depending on the sensitivity of the case, such feedback shall be coordinated with the responsible Section Manager.</p> |







Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

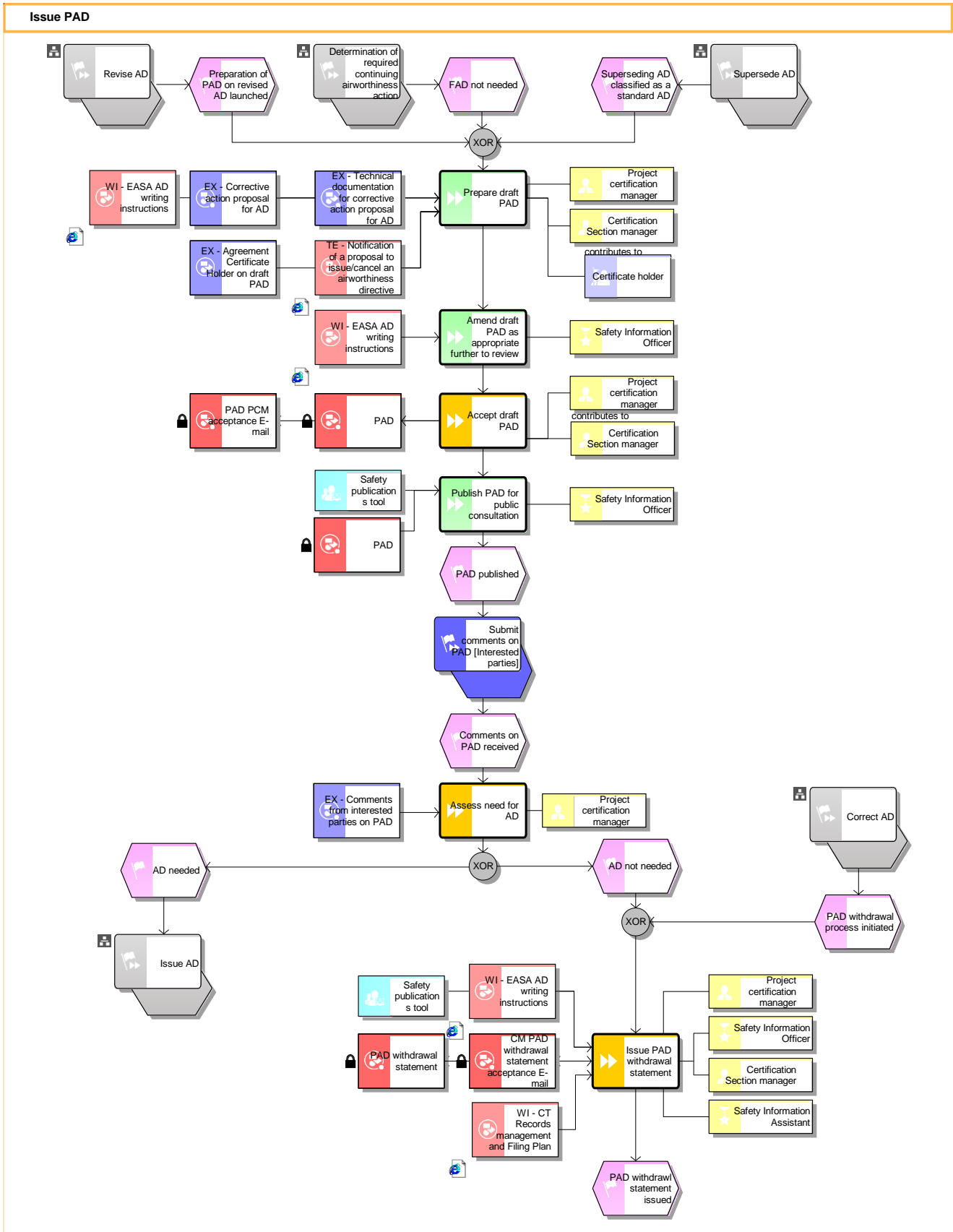
Approval Date

27/11/2024

**Internal Process Interfaces**

Safety recommendation input  
Issue an EASA Safety Directive  
Draft 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)  
Issue PAD







|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| Activity  | Description to the process activity   |
|---|---|
| <p>Prepare draft PAD</p>                                | <p>The PCM, in consultation with his/her team shall review the proposed corrective action submitted by the DAH.</p> <p>If the PCM and the experts disagree, the PCM shall raise the issue as laid out in the chapter "Resolution of disagreements" of the EASA Certification Handbook. The PCM shall then draft a PAD using the EASA Notification of a proposal to issue/cancel an airworthiness directive template and the EASA AD writing instructions, WI.CAP.00002.</p> <p>In case of discrepancy between the proposed PAD and the AD writing instructions, WI.CAP.00002, the Certification Handbook 'Resolution of disagreements within the certification team' process will apply.</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 DAH and, in case of non EU products, the PCA may take place.</p> <p>The responsible Section Manager may decide to consult senior CT management and/or the Chief Experts and seek their advice. In this case, the responsible Section Manager will take the final decision based on the opinion of the senior CT management and/or the Chief Experts.</p> <p>The PCM will inform the DAH in writing (email or regular mail) on the decision taken.</p> <p>Following the decision of the responsible Section Manager, the PCM may amend the draft PAD, if deemed necessary. In the absence of any corrective action proposal from the DAH or if the DAH is not willing to sufficiently co-operate, the PCM shall draft an own PAD. This should be immediately notified to the Design Organisations Department for their action.</p> <p>If deemed necessary by the PCM, further co-ordination with the DAH 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 DAH, shall be sent (through the generic mailbox <a href="mailto:ADs@easa.europa.eu">ADs@easa.europa.eu</a>) to the SIO for further processing.</p> <p>Streamlined process for ALS PADs:<br/>It is an EASA policy that ALS revisions that introduce new or more restrictive mandatory maintenance tasks lead to issuance of an EASA AD. For ALS related ADs the PCM initiates the ALS PAD issuance without drafting the PAD but only providing information to the Safety Information Section about the ALS document to be mandated. For that purpose she/he provides information about the ALS document reference, issue date, revision status etc, as applicable. Additionally, the PCM specifies whether the new ALS includes reduced (or new) life limitation(s), new maintenance tasks or maintenance tasks with reduced interval.</p> |
| <p>Amend draft PAD as appropriate further to review</p> | <p>Once the SIO receives a PAD, the format will be reviewed for use of language, standardisation, consistency of wording and compliance with the EASA writing instructions, WI.CAP.00002.</p> <p>The SIO shall then forward the reviewed PAD to the PCM for review and acceptance. In case of equipment related PADs, the potentially affected aircraft PCMs shall be informed as well.</p>   |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

|                                     |   |
|-------------------------------------|---|
| Accept draft PAD                    | <p>Before acceptance, the draft PAD shall in any case be brought to the attention of the Section Manager responsible for the product.</p> <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 DAH 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 DAH on the corrective action, the PCM shall raise the issue to the responsible Section Manager for final decision. The responsible Section Manager may decide to consult senior CT management and/or Chief Experts and seek their advice.</p> <p>The PCM provides her/his approval with the publication of the PAD through an email message ensuring also consent of her/his Section Manager.</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 shall then forward draft PAD withdrawal statement to the SIO.</p> <p>The SIO shall review and, if appropriate, amend the draft PAD withdrawal statement for language, consistency and standardisation.</p> <p>The PAD withdrawal statement shall be accepted by the responsible Section Manager.</p> <p>If deemed necessary, the published PAD may be withdrawn by the SIA at an earlier stage within the process.</p> <p>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 responsible Section Manager is ensured through the applicable EASA Work Instructions on records management.</p>  |

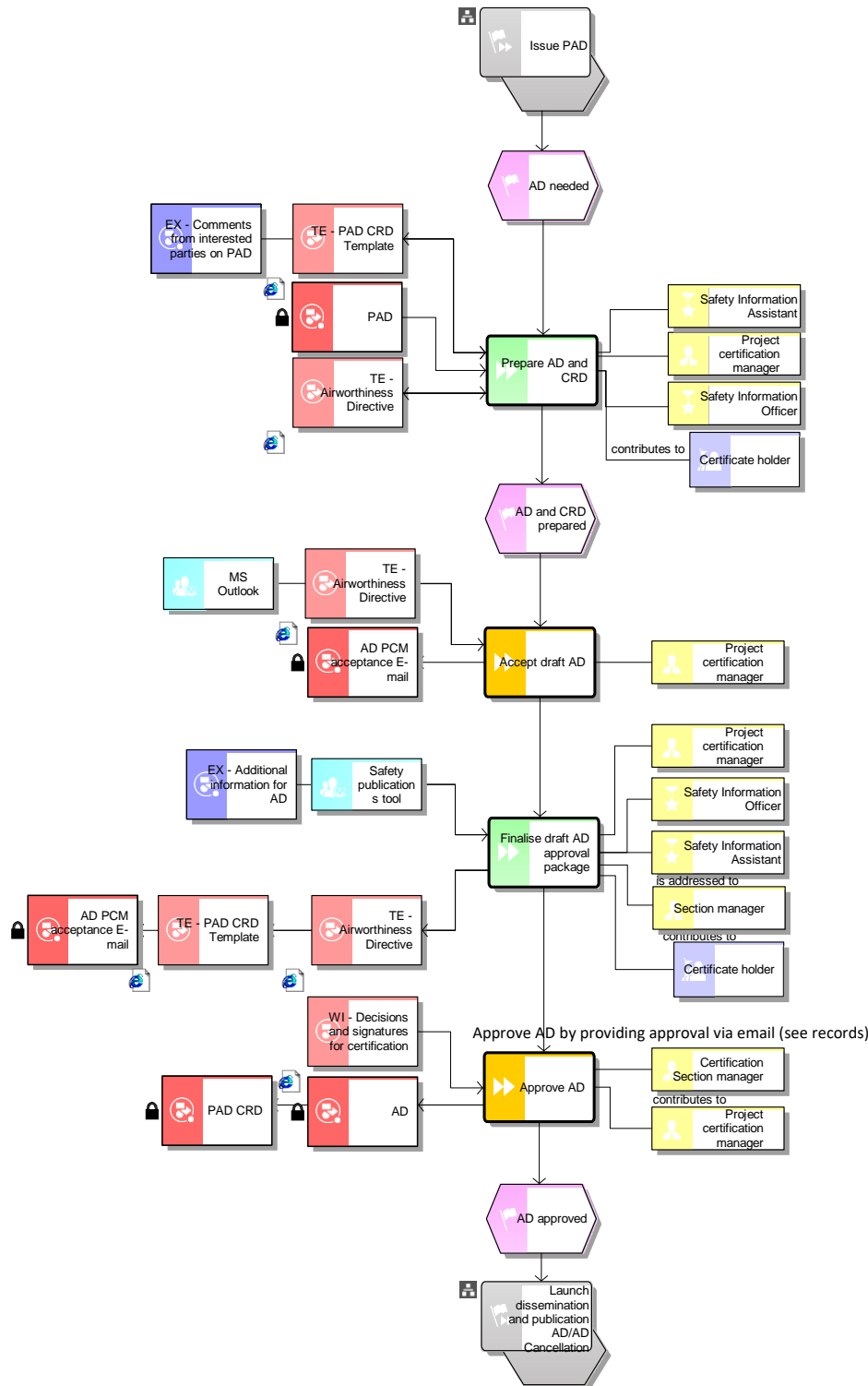
|  |
|--|
| <b>Internal Process Interfaces</b>   |
| Revise AD<br>Determination of required continuing airworthiness action<br>Supersede AD<br>Issue AD<br>Correct AD |

|   |
|---|
| <b>External Process Interfaces</b>          |
| Submit comments on PAD [Interested parties] |





Issue AD





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| 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 the EASA 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 the EASA Airworthiness Directive template) 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>Streamlined process for ALS-PAD: The SIO having handled the ALS-PAD shall review the comments received and shall complete PAD-CRD and amended draft AD. If the nature of comment doesn't allow the SIO to complete the PAD-CRD and/or amend the draft AD, the SIO will contact the PCM for further guidance. The Chief Experts and/or senior CT management may be consulted where appropriate.</p> <p>The PCM shall inform the responsible Section Manager and the Safety Information Section when consultation with the Chief Experts and/or senior CT management has been sought.</p> <p>The PCM shall amend the draft AD as required, in co-ordination with the DAH. 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 <a href="mailto:ADs@easa.europa.eu">ADs@easa.europa.eu</a>.</p> |
| Accept draft AD                    | <p>The PCM is finally responsible to agree with any change suggested/proposed by the SIO. For an AD previously consulted as PAD with comment(s) received from the public or the affected TC Holder, except comments confirming agreement with the proposed (P)AD wording), the PCM forwards the draft AD to the responsible Section Manager 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 (<a href="mailto:ADs@easa.europa.eu">ADs@easa.europa.eu</a>) 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 DAH 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 collects the PCM and her/his Section Manager approval, as applicable, in a form of email message(s), allocates the AD number and forwards the draft AD and the PCM and her/his Section Manager approval to the SIA for further processing.</p> <p>The approval messages shall be archived in the corresponding (P)AD task folder.</p>  |





Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

Approval Date

27/11/2024

Approve AD

For an AD previously consulted as PAD with comment(s) received from the public or the affected TC Holder, the responsible Section Manager shall review and approve the final draft AD in coordination with the PCM.

For an AD previously consulted as PAD without any comment received from the public or the affected TC Holder, or receiving only comments expressing consent to the proposed AD wording, the approval shall be provided by the responsible PCM without involvement of the responsible Section Manager.

If the final draft AD cannot be approved by the responsible Section Manager, the responsible Section Manager will not provide her/his AD approval message and will provide instructions on changes to draft AD to SIO by email through ADs@easa.europa.eu.

The SIO will amend the final draft AD as appropriate.

With approval message of the responsible Section Manager, the PAD turns into an EASA AD.

Streamlined process for ALS AD:

For ALS AD, when no comment(s) received during the consultation period from the public or the affected TC Holder, except comments confirming agreement with the proposed (P)AD wording, the SIO does not seek PCM approval for the final ALS AD issuance however, keeps the PCM informed about the issuance of the ALS AD.

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.

Internal Process Interfaces

Issue PAD

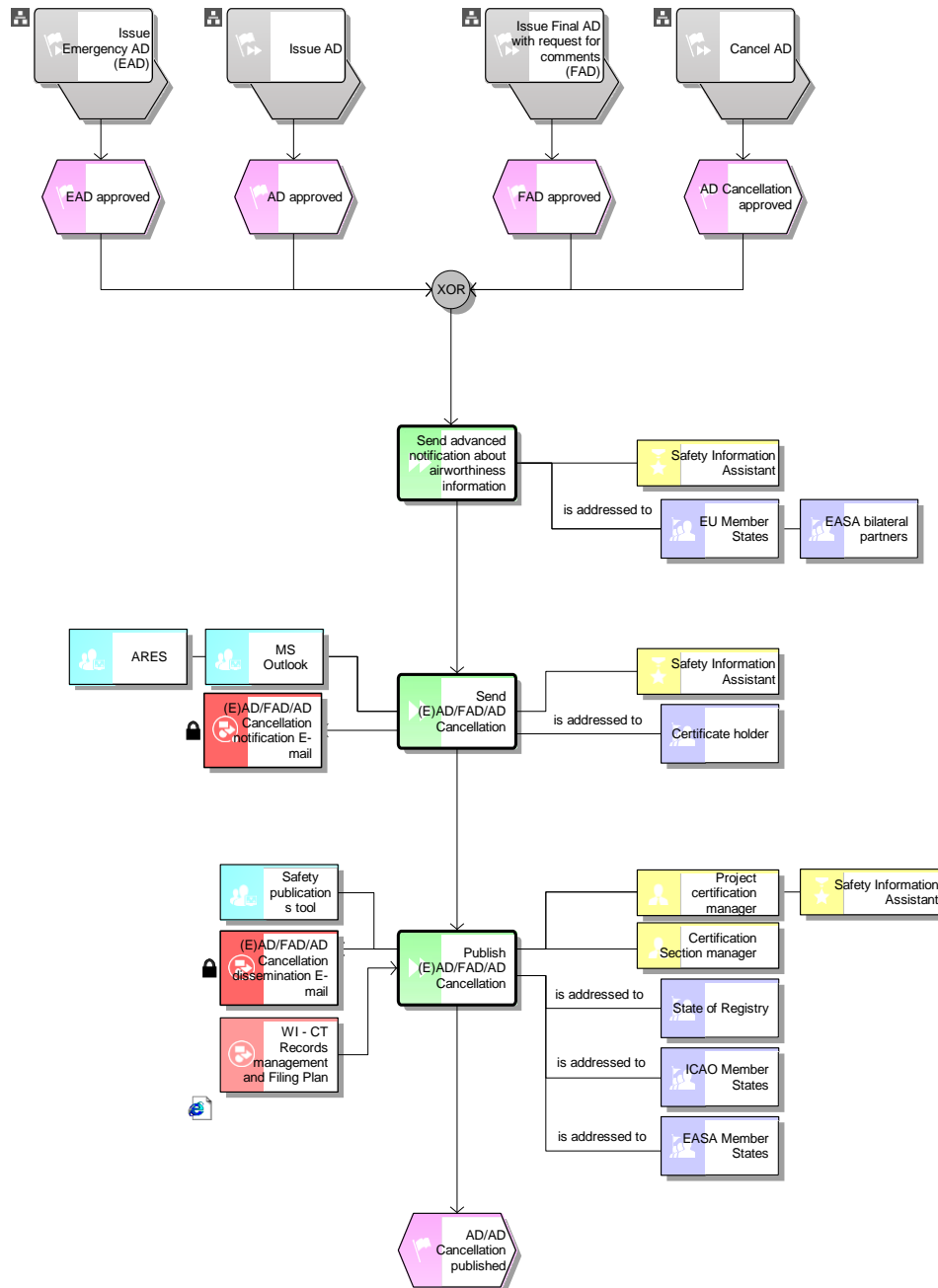
Launch dissemination and publication AD/AD Cancellation







Launch dissemination and publication AD/AD Cancellation





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| Activity   | Description to the process activity   |
|--|---|
| Send advanced notification about airworthiness information | <p>The SIA sends advanced notification about airworthiness information to all ICAO Contracting States (see 4.6) whenever a significant safety action is expected. A significant safety action can be defined as, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>(a) Urgent safety situations;</li> <li>(b) The pending issuance of an EAD;</li> <li>(c) The pending issuance of a Final AD when compliance time is less than 25FC or FH or less than 30 days;</li> <li>(d) Other high interest events defined by EASA management.</li> </ul> <p>The advanced notification about airworthiness information shall be sent in advance, when the decision to issue the (E)AD has been made, or as decided by the EASA management on case by case basis.</p>  |
| Send (E)AD/FAD/AD Cancellation                             | <p>In case of an AD:</p> <p>The SIA shall notify the AD by e-mail to the DAH. A reference to the possibility for appeal as specified in Art.108 of the Basic Regulation shall be included.</p> <p>In case of a final AD with request for comments (FAD):</p> <p>The SIA will notify the FAD by e-mail, to the DAH. A reference to the possibility for appeal as specified in Art. 108 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):</p> <p>The SIA will immediately notify the DAH by e-mail, of the issuance of the EAD to the DAH. A reference to the possibility for appeal as specified in Art. 108 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 AD Cancellation:</p> <p>The SIA shall notify the AD Cancellation Notice by e-mail, to the DAH. A reference to the possibility for appeal as specified in Art. 108 of the Basic Regulation shall be included.</p> |
| Publish (E)AD/FAD/AD Cancellation                          | <p>In addition to the notification to the DAH, 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>  |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

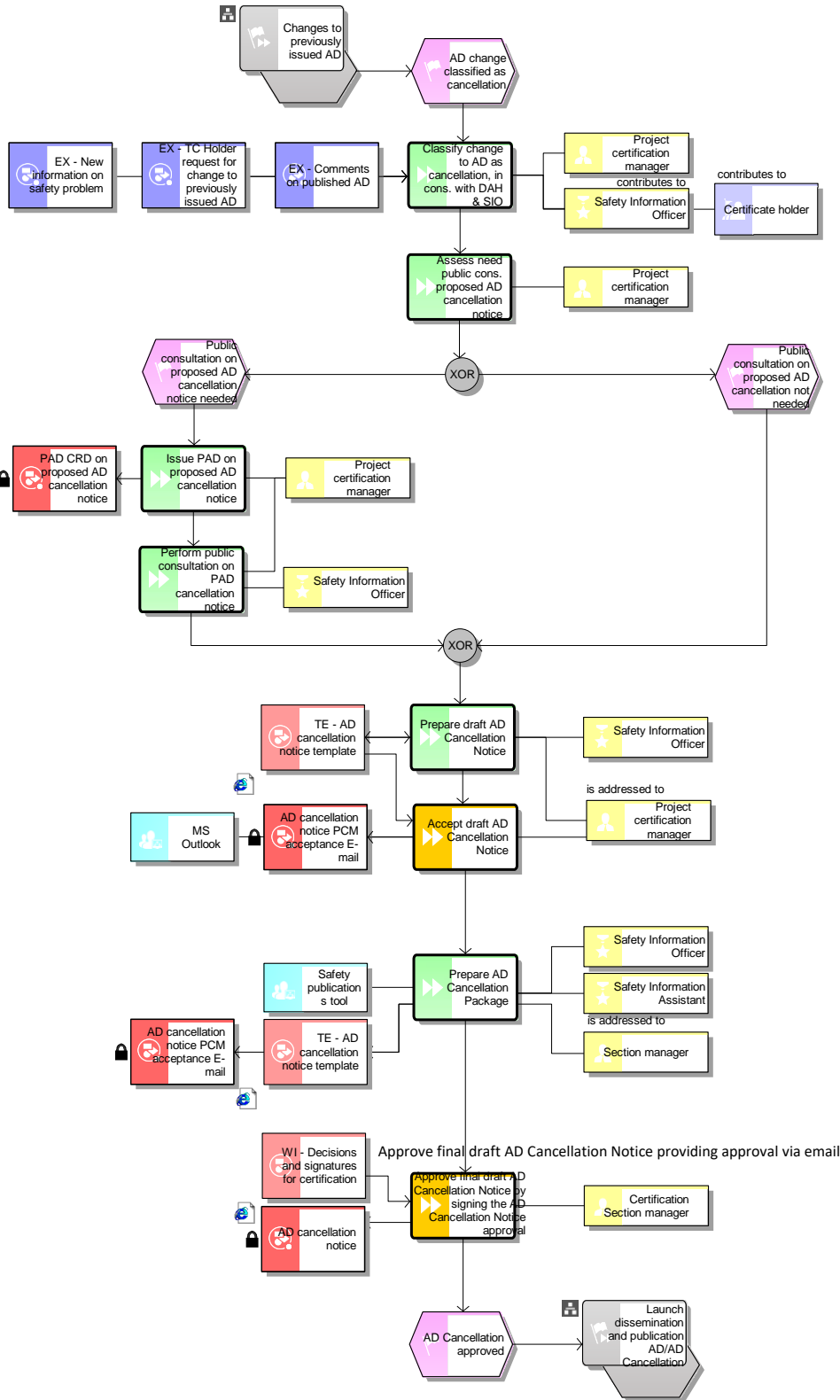
|  |   |
|--|---|
|  | <p>1. Any SoR who, in accordance with Chapter 4.3.1 of Part II of ICAO Annex 8, has advised the SoD that it has entered the aircraft on its register (if this notification has been made to the EU SoD, the latter has to inform the Agency); and</p> <p>2. Any other ICAO Contracting State on request (if this notification has been made to the EU SoD, the latter has to inform the Agency); and</p> <p>3. The EASA Member States to allow them to fulfil their obligations as SoR, enforcing the AD.</p> <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> <p>1. The SoD in accordance with Chapter 4.3.4 of Part II of Annex 8 to the Chicago Convention; and</p> <p>2. The EASA Member States to allow them to fulfil their obligations as SoR, enforcing the AD.</p> <p>Note: The e-mail system will be used as the normal system for AD dissemination and AD Cancellation dissemination.</p> <p>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: <a href="http://ad.easa.europa.eu">http://ad.easa.europa.eu</a>).</p> <p>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.</p> <p>Filing of electronic records by the PCM and responsible Section Manager is ensured through the applicable EASA Work Instructions on records management.</p> <p>The SIA shall launch the distribution and publication of FAD, EAD, AD or Cancellation following the same steps as for a standard AD.</p> |
|--|---|

|  |
|--|
| <b>Internal Process Interfaces</b>   |
| <p>Issue Emergency AD (EAD)</p> <p>Issue AD</p> <p>Issue Final AD with request for comments (FAD)</p> <p>Cancel AD</p> |





Cancel AD





Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

Approval Date

27/11/2024

| Activity   | Description to the process activity  |
|--|--|
| Classify change to AD as cancellation, in cons. with DAH & SIO | <p>The PCM shall assess in coordination with the DAH, if the AD should be withdrawn and shall draft the proposed AD Cancellation Notice, using the EASA AD cancellation notice template to the EASA Safety Information Section.</p> <p>Keep the following in mind for withdrawal of AD:</p> <ul style="list-style-type: none"> <li>* check whether the AD being withdrawn mentions or affects another AD in the system,</li> <li>* be sure that withdrawal of the AD will not leave an unsafe condition unresolved.</li> </ul>   |
| Issue PAD on proposed AD cancellation notice                   | <p>The PCM shall then draft the PAD using the EASA Notification of a proposal to issue/cancel an airworthiness directive template.</p> <p>Note: Within the standard AD process "PAD" has to be read as "AD cancellation notice".</p>   |
| Assess need public cons. proposed AD cancellation notice       | <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 the EASA AD cancellation notice template.</p> |
| Perform public consultation on PAD cancellation notice         | <p>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</p> <p>Safety Information Section. Address and contact information shall be published on the EASA Official Publication (EASA website).</p>  |
| Prepare draft AD Cancellation Notice                           | <p>The PCM shall draft the AD Cancellation Notice using the EASA 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.</p> <p>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.</p>   |
| Accept draft AD Cancellation Notice                            | <p>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).</p>  |
| Prepare AD Cancellation Package                                | <p>The SIO allocates the AD Cancellation Notice number and informs the SIA that the AD Cancellation Notice is ready for the approval of the responsible Section Manager.</p> <p>An AD "Cancellation Notice" retains the original AD number with the addition of "-CN", e.g.: 2006-0067-CN.</p>   |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

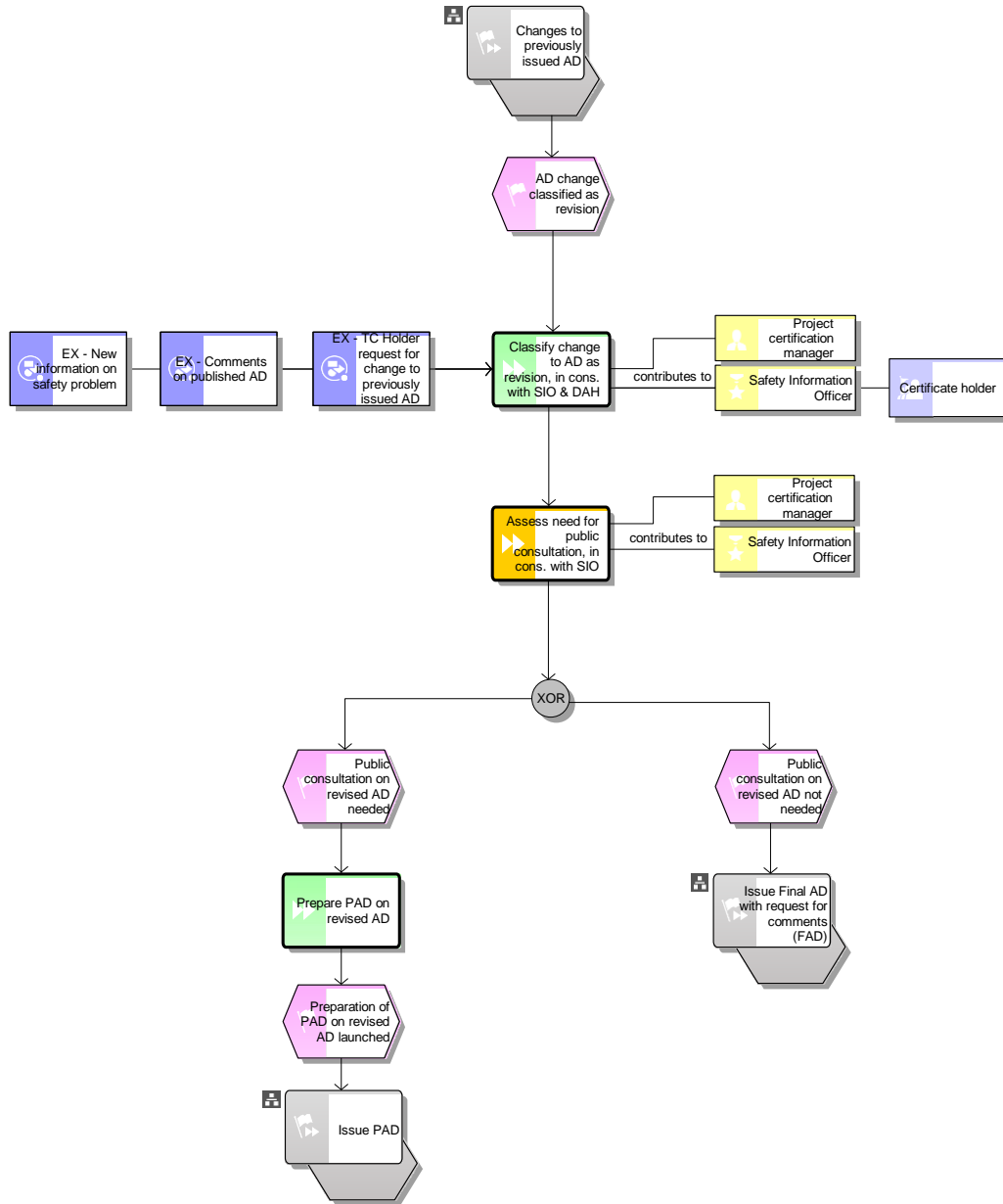
|   |   |
|---|---|
|   | The SIA shall prepare and submit the AD Cancellation email to the responsible Section Manager for approval.   |
| Approve final draft AD Cancellation Notice by signing the AD Cancellation Notice approval | <p>The responsible Section Manager shall review and approve the final AD Cancellation Notice in coordination with the PCM.</p> <p>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 responsible Section Manager, the responsible Section Manager will not approve the AD Cancellation Notice and will provide instructions on changes to draft AD cancellation notice to SIO by e-mail through <a href="mailto:ADs@easa.europa.eu">ADs@easa.europa.eu</a>. The SIO will amend the final draft AD Cancellation Notice as appropriate.</p> |

|   |
|---|
| <b>Internal Process Interfaces</b>  |
| <p>Changes to previously issued AD</p> <p>Launch dissemination and publication AD/AD Cancellation</p> |





Revise AD







|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| Activity   | Description to the process activity  |
|--|--|
| Classify change to AD as revision, in cons. with SIO & DAH | <p>The PCM should assess in consultation with the DAH, if relevant, whether a revised AD should be issued and shall forward the proposed revised AD to the responsible Section Manager through the Safety Information Section. Cases when a revised AD is appropriate:</p> <ol style="list-style-type: none"> <li>1. To issue necessary changes that are non-substantive.</li> <li>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.</li> <li>3. For reduced applicability. Because this is a type of relieving AD, it is not critical to record a new AD number.</li> <li>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.</li> </ol> <p>The following has to be considered for issuance of a revised AD:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The revised/superseded information section shall indicate that a previous AD is being revised or superseded.</li> <li>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.</li> <li>4. A revised AD retains its AD number with the addition of the revision number, e.g., 2006-0067R1.</li> <li>5. The effective date of an AD revision will be normally 7 days after the issue date of the revised AD unless otherwise decided by the PCM.</li> </ol> |
| 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>   |



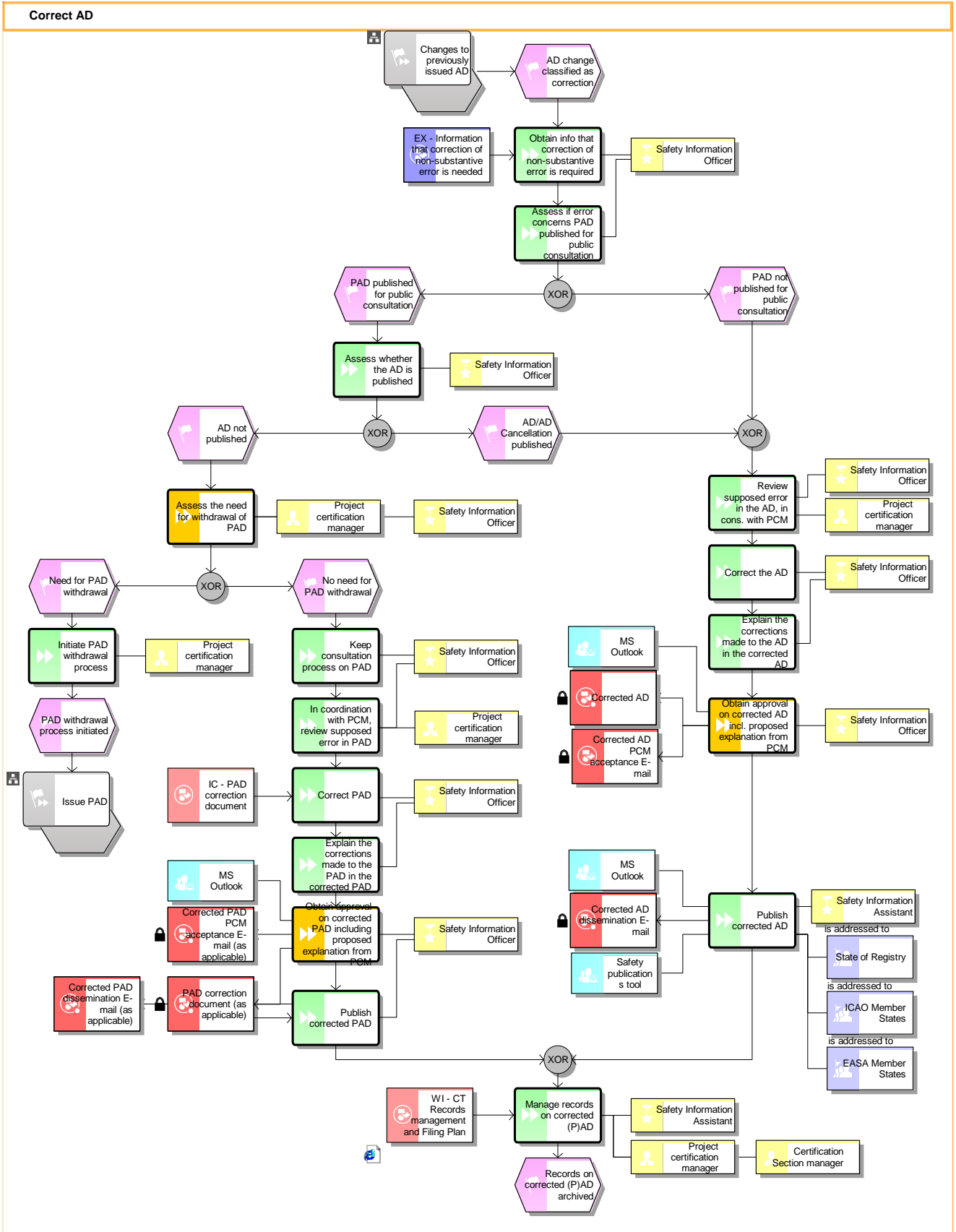


|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

|                           |   |
|---------------------------|---|
| Prepare PAD on revised AD | <p>A revised AD requiring public consultation follows the same steps as the standard AD process.</p> <p>Note:<br/>         Within the standard AD process, "AD" shall be read as "revised AD", "AD number" shall be read as "AD revision number".</p> |
|---------------------------|---|

|  |
|--|
| <b>Internal Process Interfaces</b>   |
| Changes to previously issued AD<br>Issue PAD<br>Issue Final AD with request for comments (FAD) |







|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| 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"> <li>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.</li> <li>1. Keep the consultation process, but putting on display a correction document, explaining the corrections made in the PAD.</li> </ol> <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.   |





|   |                        |                                |
|---|------------------------|--------------------------------|
| Continuing airworthiness of type design (CAP) | Doc #<br>Approval Date | PR.CAP.00001-010<br>27/11/2024 |
|---|------------------------|--------------------------------|

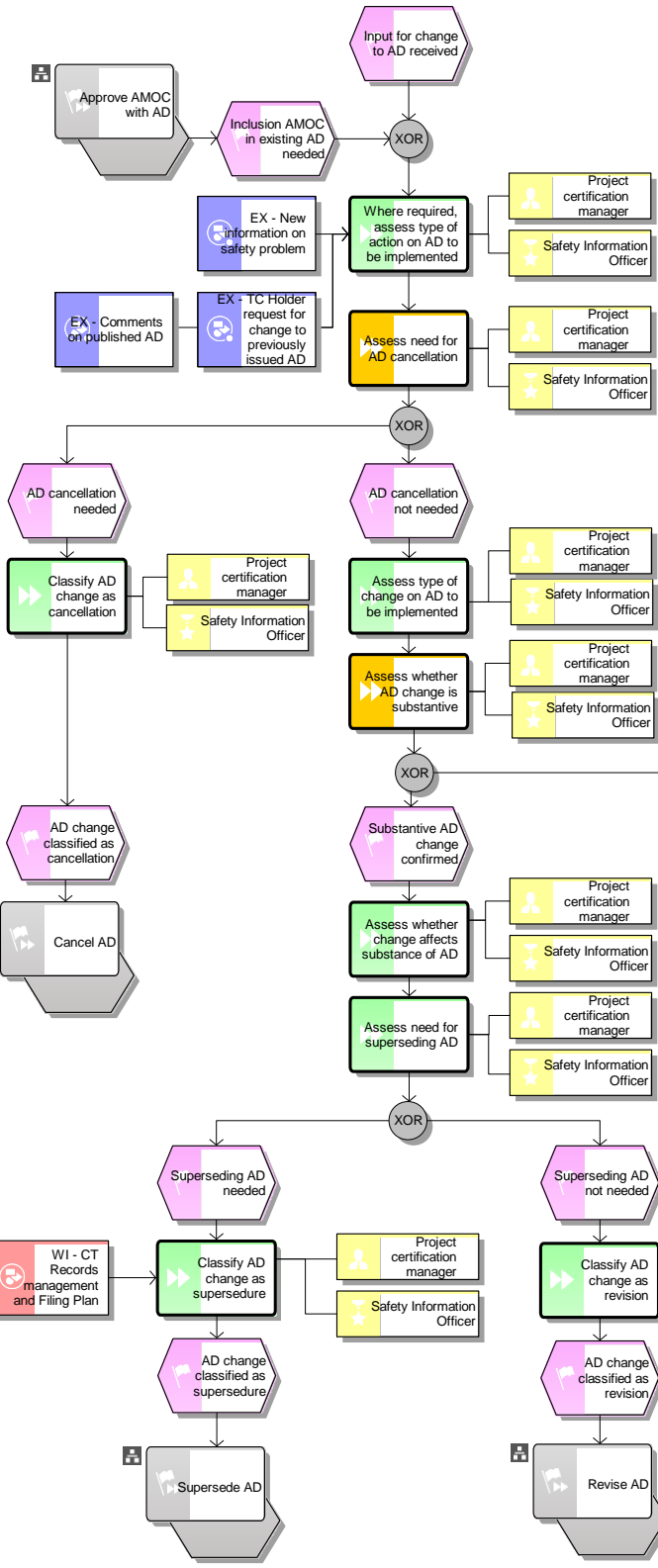
|   |   |
|---|---|
| Obtain approval on corrected AD incl. proposed explanation from PCM | The Safety Information Section shall submit the corrected AD to the PCM for endorsement.  |
| Publish corrected PAD   | After agreement of the PCM, the Safety Information Section shall publish the corrected PAD.   |
| 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"> <li>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</li> <li>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</li> <li>3. The EASA Member States to allow them to fulfill their obligations as SoR, enforcing the AD.</li> </ol> <p>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.</p> <p>The SIA shall manage the publication of the approved Corrected AD in the EASA Official Publication (EASA website for AD: <a href="http://ad.easa.europa.eu">http://ad.easa.europa.eu</a>)</p> <p>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.</p> <p>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.</p> <p>The effective date of a Corrected AD is unchanged from the initially issued AD.</p> |
| Manage records on corrected (P)AD                                   | Archiving of paper records and/or filing of electronic records is ensured through the applicable EASA Work Instructions on records management.  |

|  |
|--|
| <b>Internal Process Interfaces</b>           |
| Changes to previously issued AD<br>Issue PAD |





Changes to previously issued AD



The most common reasons for changing previously issued ADs are:

| Type of Change                     | Reason | Supersede | Cancel |
|------------------------------------|--------|-----------|--------|
| Non-substantive correction         |        |           | X      |
| Additional Requirement*            |        | X         |        |
| Expanded applicability*            |        | X         |        |
| Reduction in scope*                |        | X         |        |
| Reduced applicability**            | X      |           |        |
| Extended compliance**              | X      |           |        |
| Optional specification**           | X      |           |        |
| Optional amendment**               | X      |           |        |
| Substantive correction             | X      |           |        |
| Substantive correction - possible† |        | X         |        |

\*Any Airworthiness Directive that imposes a new requirement is issued as a superseding AD, even if the previous Airworthiness Directive may be considered being.

\*\*Being an Airworthiness Directive should be a decision. It is not possible to comply with an original Airworthiness Directive as the case of a non-compliance before a new Airworthiness Directive may be issued as a decision is possible to comply with an original Airworthiness Directive as in the case of an existing but corrected pattern before Airworthiness Directive is issued as a superseding AD.





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| 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"> <li>* Correction</li> <li>* Revision</li> <li>* Supersedure</li> <li>* Cancellation</li> </ul> <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 &amp; 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 the previous page.</p>   |
| Assess need for AD cancellation                               | <p>In some cases, information becomes available to the DAH (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> <p>The fact that an AD has been complied with by all owners/operators does not automatically make the AD (the change in type design) unnecessary. The existence of an AD is substantiated also to ensure that the unsafe condition can no longer develop or unintentionally introduced. Therefore, an AD should preferably not be cancelled based only on the representation of a manufacturer that all affected aircraft are in compliance with the AD, or the information that there are no affected aircraft left on the EASA Member States registries.</p> |
| Classify AD change as cancellation                            | <p>Cancellation of an AD:</p> <p>The PCM shall asses in coordination with the DAH, if the AD should be withdrawn and shall draft the proposed AD Cancellation Notice (using the EASA 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"> <li>* check whether the AD being withdrawn mentions or affects another AD in the system</li> <li>* be sure that withdrawal of the AD will not leave an unsafe conditions unresolved.</li> </ul> <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>   |







|   |                        |                                |
|---|------------------------|--------------------------------|
| Continuing airworthiness of type design (CAP) | Doc #<br>Approval Date | PR.CAP.00001-010<br>27/11/2024 |
|---|------------------------|--------------------------------|

|   |   |
|---|---|
|   | 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 the EASA AD cancellation notice template).<br>The effective date of an AD Cancellation Notice is identical to its issuance date.  |
| Assess type of change on AD to be implemented | If changes to previously issued ADs are deemed necessary by the Agency, if necessary after consultation with the relevant DAH, 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. The table on the previous page 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:<br><br><ol style="list-style-type: none"> <li>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 changed, this is classified as a revision or supersedure.</li> <li>2. The second consideration is whether the information is substantive or non-substantive; that is, whether it affects the substance of the AD.</li> <li>3. The final consideration is the effect the change will have on the AD system and on the owners/operators affected by the AD.</li> </ol> |
| Assess whether AD change is substantive       | ---   |
| Assess whether change affects substance of AD | Does the change affect the substance of the AD (e.g. new requirement, change in applicability, change in compliance time) ?<br>Substantive changes, including corrections, are those made to any instruction or reference that affects the substance of the AD.<br>Substantive changes may affect part numbers, service bulletin and manual references, compliance time, applicability, methods of compliance, corrective action, inspection requirements, and effective dates.<br>Substantive changes to an AD should be assessed by the PCM in coordination with the DAH, and reported to the Safety Information Section.<br>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.   |
| Assess need for superseding AD                | ---   |
| Classify AD change as supersedure             | Supersedure :<br>The PCM should assess in consultation with the DAH, if a superseding AD should be issued. Cases when a superseding AD is appropriate:<br><ol style="list-style-type: none"> <li>1. If the new AD imposes new requirements.</li> </ol>  |







|   |                        |                                |
|---|------------------------|--------------------------------|
| Continuing airworthiness of type design (CAP) | Doc #<br>Approval Date | PR.CAP.00001-010<br>27/11/2024 |
|---|------------------------|--------------------------------|

|                                  |  |
|----------------------------------|--|
|                                  | <p>2. If an error needs to be corrected, while it is possible to comply with the AD as published.</p> <p>3. 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> <p>The following has to be considered for issuance of a superseding AD:</p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. The revised/superseded information section shall indicate that a previous AD is being superseded.)</li> <li>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.</li> <li>4. 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.</li> <li>5. 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 [refer to EASA Work Instruction on Safety Information Section records management]. The public shall continue to have access to superseded ADs.</li> </ol> |
| 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 approval from the responsible Section Manager 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"> <li>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.</li> </ol>   |





|                                       |  |
|---------------------------------------|--|
|                                       | <p>2. Keep the consultation process, but putting on display a correction document, explaining the corrections made in the PAD.<br/>The Safety Information Section shall decide, in coordination with the PCM, on one of the two above options.<br/>The effective date of a Corrected AD is unchanged from the initially issued AD.<br/>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.<br/>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>   |
| <p>Classify AD change as revision</p> | <p>Revision of an AD :</p> <p>The PCM should asses in consultation with the DAH, if a revised AD should be issued and shall forward the proposed revised AD to the responsible Section Manager through the Safety Information Section. Cases when a revised AD is appropriate:</p> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>3. For reduced applicability. Because this is a type of relieving AD, it is not critical to record a new AD number.</li> <li>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.</li> </ol> <p>The following has to be considered for issuance of a revised AD:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. The revised/superseded information section shall indicate that a previous AD is being revised or superseded.</li> <li>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.</li> <li>4. A revised AD retains its AD number with the addition of the revision number, e.g., 2006-0067R1.</li> </ol> |





Continuing airworthiness of type design (CAP)

Doc #

PR.CAP.00001-010

Approval Date

27/11/2024

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

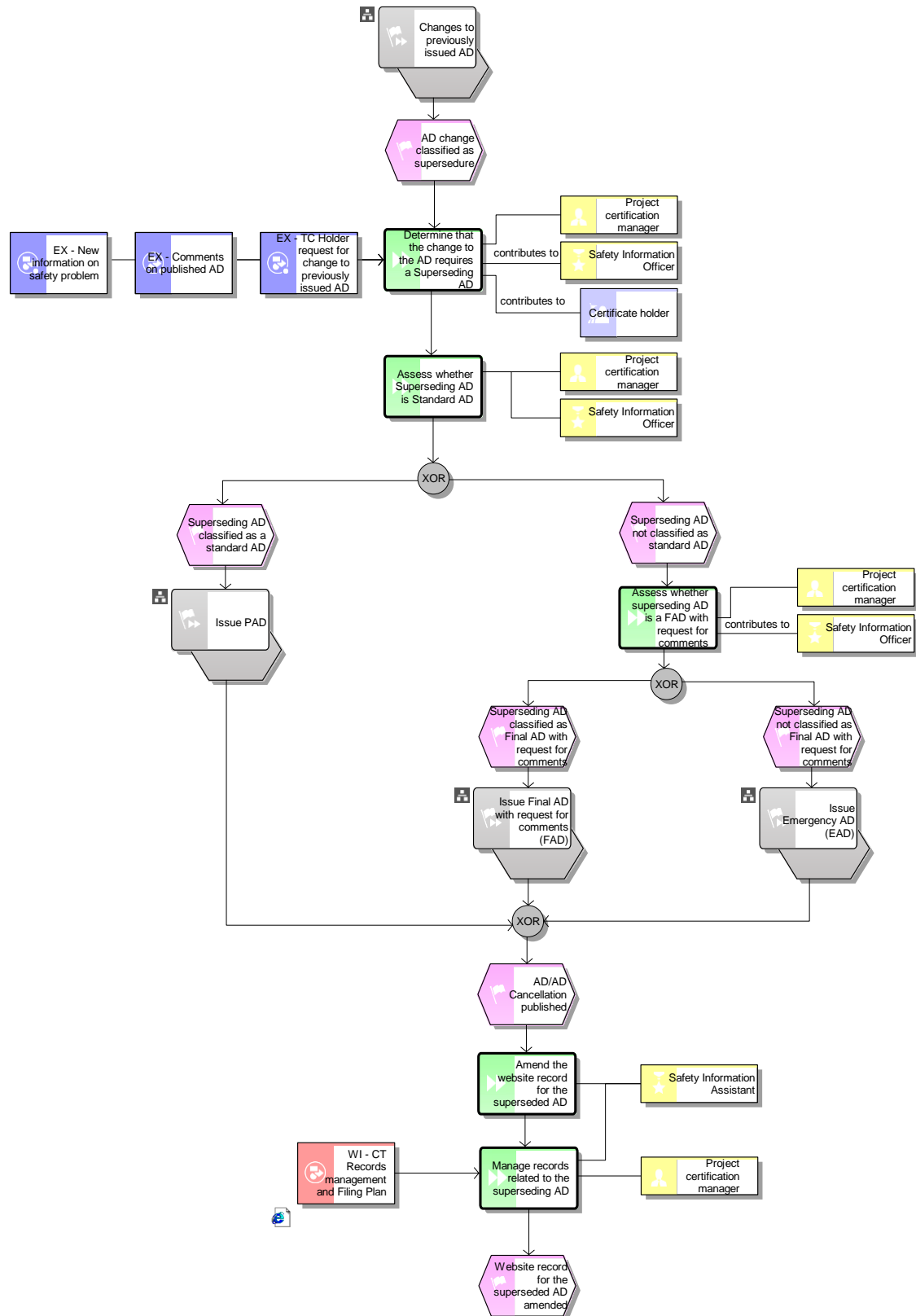
Correct AD

Revise AD





Supersede AD





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

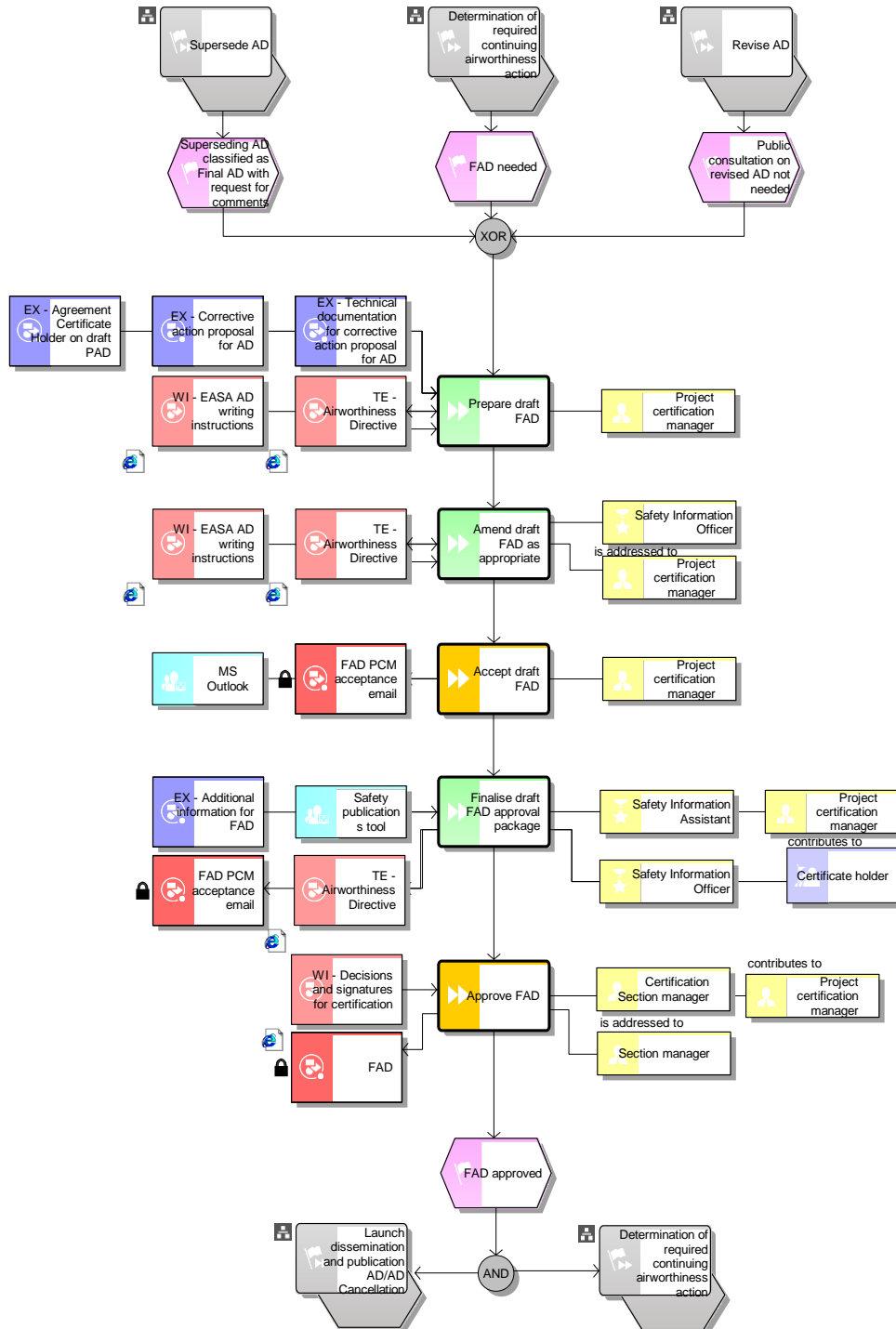
| Activity   | Description to the process activity   |
|--|---|
| Determine that the change to the AD requires a Superseding AD    | A superseding AD shall comply with all of the requirements of a new AD as per standard AD process, Final AD with request for comments process or Emergency AD process.  |
| 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"> <li>1. The revised/superseded information section shall indicate that a previous AD is being superseded.</li> <li>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.</li> <li>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.</li> </ol> |
| 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 the applicable EASA Work Instructions on records management.  |

| Internal Process Interfaces  |
|--|
| Changes to previously issued AD<br>Issue PAD<br>Issue Final AD with request for comments (FAD)<br>Issue Emergency AD (EAD) |





Issue Final AD with request for comments (FAD)





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| 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 DAH.</p> <p>The PCM shall then draft the “Final AD with Request for Comments” in cooperation with the DAH using the EASA Airworthiness Directive template and the EASA AD writing instructions, WI.CAP.00002.</p> <p>In case of discrepancy between the proposed FAD and the AD writing instructions, WI.CAP.00002, the Certification Handbook ‘Resolution of disagreements within the certification team’ process will apply. Early involvement of the EASA</p> <p>Safety Information Section in the drafting process is desirable for standardisation purposes. If deemed necessary by the PCM, further co-ordination with the DAH and, in case of non EU products, the PCA may take place.</p> <p>Finally, the PCM shall agree with the DAH on the draft FAD.</p> <p>In case of disagreement between the PCM and the DAH, the PCM shall raise the issue to the responsible Section Manager for final decision. The responsible Section Manager may decide to consult senior CT management and/or the Chief Experts and seek their advice.</p> <p>Based on the opinion of the senior CT management and/or the Chief Experts, a final decision will be taken by the responsible Section Manager and communicated to the PCM. The PCM will inform the DAH in writing (email or regular mail) on the decision taken.</p> <p>Following the decision of the responsible Section Manager, the PCM may amend the draft FAD, if deemed necessary. In the absence of any corrective action proposal from the DAH or if the DAH is not willing to sufficiently cooperate, the PCM shall draft an own FAD. This should be immediately notified to the Design Organisations Department 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 DAH 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, consistency of wording and compliance with the EASA AD writing instructions, WI.CAP.00002.</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). The final draft FAD will be forwarded, through the SIA, to the responsible Section Manager 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</p>  |







|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

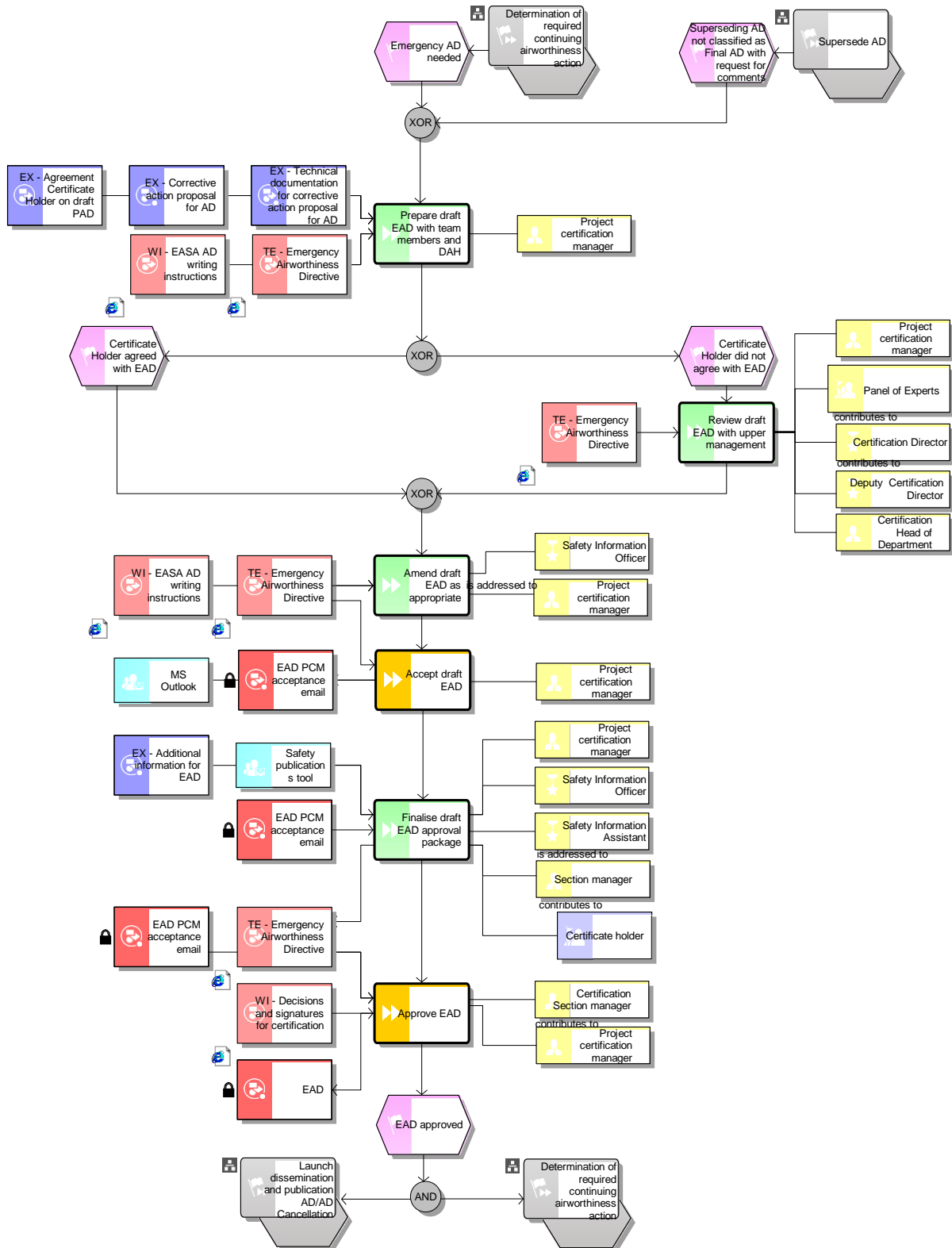
|                                     |   |
|-------------------------------------|---|
|                                     | <p>amend the draft FAD accordingly before re-submitting it to the PCM for review and acceptance.</p>  |
| Finalise draft FAD approval package | <p>The PCM is finally responsible to collect, if necessary, from the DAH 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 working hours; and the cost of parts required for the corrective action.</p> <p>The SIO allocates the FAD number and provides the SIA with approval emails of the PCM and her/his Section Manager that the FAD is ready for publication.</p>  |
| Approve FAD                         | <p>The responsible Section Manager shall review and approve the final draft FAD in coordination with the PCM and provide her/his approval via email message to the SIO.</p> <p>If the final draft FAD cannot be approved by the responsible Section Manager, the responsible Section Manager will not provide the FAD approval message 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> <p>Note: when, after the publication of a Final AD with request for comments, comments are received during the consultation period, SIO/SIA shall prepare and issue a CRD as described in the Step “Prepare AD and CRD” of the Process Chart – Issue AD.</p> |

|  |
|--|
| <b>Internal Process Interfaces</b>   |
| <p>Supersede AD<br/> Determination of required continuing airworthiness action<br/> Revise AD<br/> Launch dissemination and publication AD/AD Cancellation</p> |





Issue Emergency AD (EAD)





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| Activity                                    | Description to the process activity  |
|---|--|
| Prepare draft EAD with team members and DAH | <p>The PCM, in consultation with his/her team, shall review the proposed corrective action submitted by the DAH.</p> <p>The PCM may then draft the “Emergency AD” using the EASA AD writing instructions, WI.CAP.00002 in cooperation with the DAH.</p> <p>In case of discrepancy between the proposed EAD and the AD writing instructions, WI.CAP.00002, the Certification Handbook ‘Resolution of disagreements within the certification team’ process will apply.</p> <p>In these cases, the PCM will decide not to implement any consultation process, prior to the EAD publication. 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 DAH 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, consistency of wording and compliance with the EASA AD writing instructions, WI.CAP.00002.</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). The final draft EAD will be forwarded, through the SIA, to the responsible Section Manager 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 DAH in case of disagreement between the PCM and the DAH, the PCM shall raise the issue to the responsible Section Manager for final decision. The responsible Section Manager may decide to consult senior CT management and/or the Chief Experts and seek their advice.</p> <p>Based on the opinion of the senior CT management and/or the Chief Experts, a final decision will be taken by the responsible Section Manager and communicated to the PCM.</p> <p>The PCM will inform the DAH in writing (email or regular mail) on the decision taken.</p> <p>Following the decision of the responsible Section Manager, the PCM may amend the draft EAD, if deemed necessary. In the absence of any proposal from the DAH, or if the DAH is not willing to sufficiently co-operate, the PCM shall draft an own EAD. This should be immediately notified to the Design Organisations Department for their action.</p>  |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

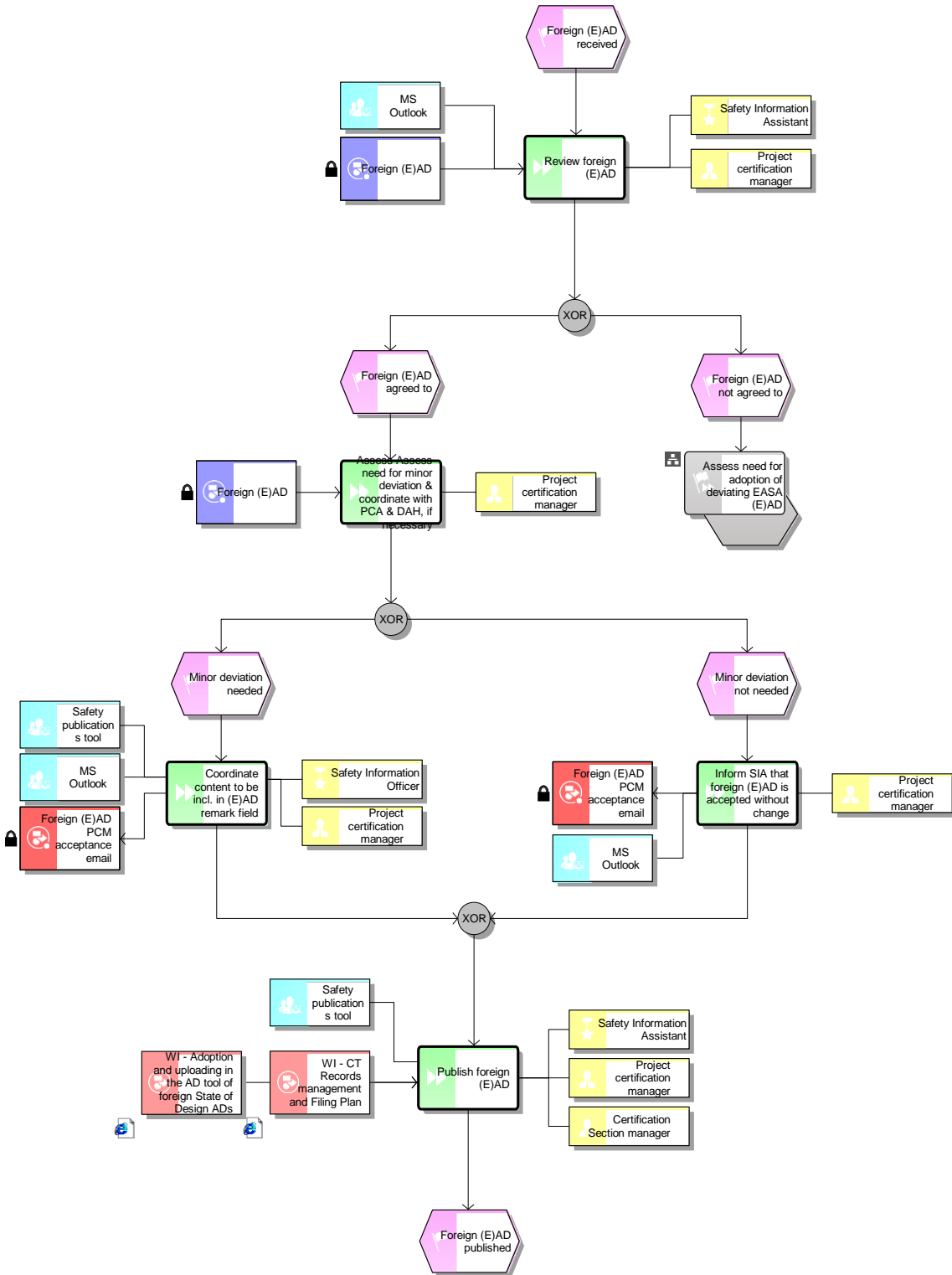
|                                     |   |
|-------------------------------------|---|
|                                     | If deemed necessary by the PCM, further co-ordination with the DAH may take place aiming at obtaining the agreement of the DAH on the amended draft PAD. As the EAD requires immediate notification and publication, the PCM shall send the draft EAD, together with the referenced [approved and published] technical publications as supplied by the DAH 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). |
| Finalise draft EAD approval package | The PCM is finally responsible to collect, if necessary, from the DAH 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 working hours and the cost of parts required for the corrective action.<br><br>The SIO allocates the EAD number and provides the SIA with approval emails of the PCM and her/his Section Manager that the EAD is ready for publication.                        |
| Approve EAD                         | The responsible Section Manager shall review and approve the final draft EAD in coordination with the PCM and provide her/his approval via email message to the SIO.<br><br>If the final draft EAD cannot be approved by the responsible Section Manager, the responsible Section Manager will not provide the EAD approval message and will provide instructions on changes to draft EAD to SIO by email through ADs@easa.europa.eu.<br><br>The SIO will amend the final draft EAD as appropriate.   |

|  |
|--|
| <b>Internal Process Interfaces</b>   |
| Determination of required continuing airworthiness action<br>Supersede AD<br>Launch dissemination and publication AD/AD Cancellation |





Adopt foreign State of Design (E)AD





|   |                        |                                |
|---|------------------------|--------------------------------|
| Continuing airworthiness of type design (CAP) | Doc #<br>Approval Date | PR.CAP.00001-010<br>27/11/2024 |
|---|------------------------|--------------------------------|

| Activity   | Description to the process activity   |
|--|---|
| Review foreign (E)AD   | <p>The SIA receives a foreign (E)AD.</p> <p>According to Art. 1 of ED Decision 2019/018/ED 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 EASA Member State, shall apply unless EASA has issued a different decision. Following Art. 12(8) of PCP Decision, 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 Art12(9). of PCP Decision, 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 responsible Section Manager 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 responsible Section Manager will be informed accordingly.</p> |
| Assess Assess need for minor deviation & coordinate with PCA & DAH, 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>  |





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

|  |   |
|--|---|
|  | <p>The SIA will upload in the AD Tool Foreign State of Design E(AD) in accordance with EASA Work Instruction on 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 the applicable EASA Work Instructions on records management.</p> |
|--|---|

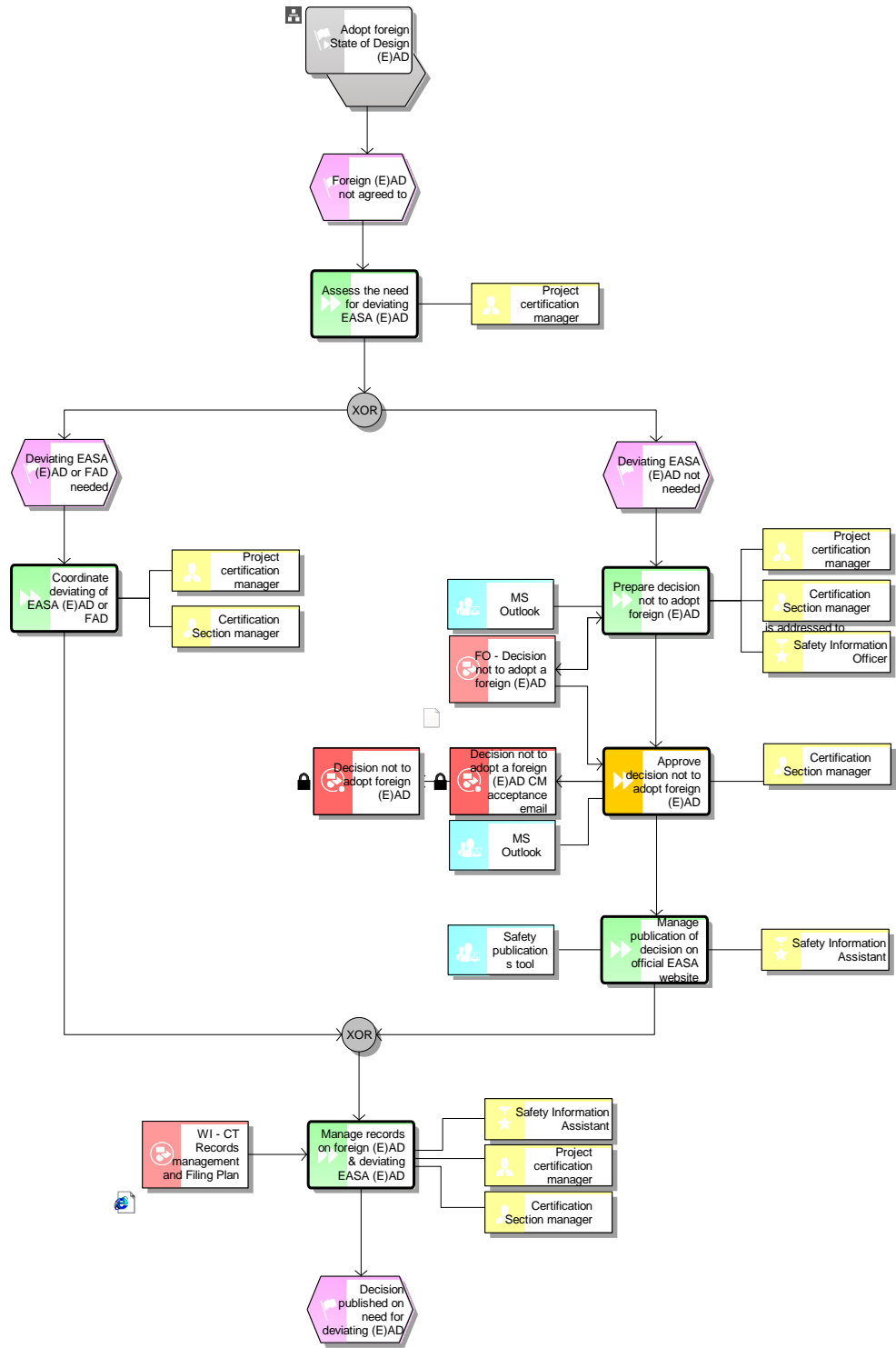
|  |
|--|
| <b>Internal Process Interfaces</b>               |
| Assess need for adoption of deviating EASA (E)AD |







Assess need for adoption of deviating EASA (E)AD





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

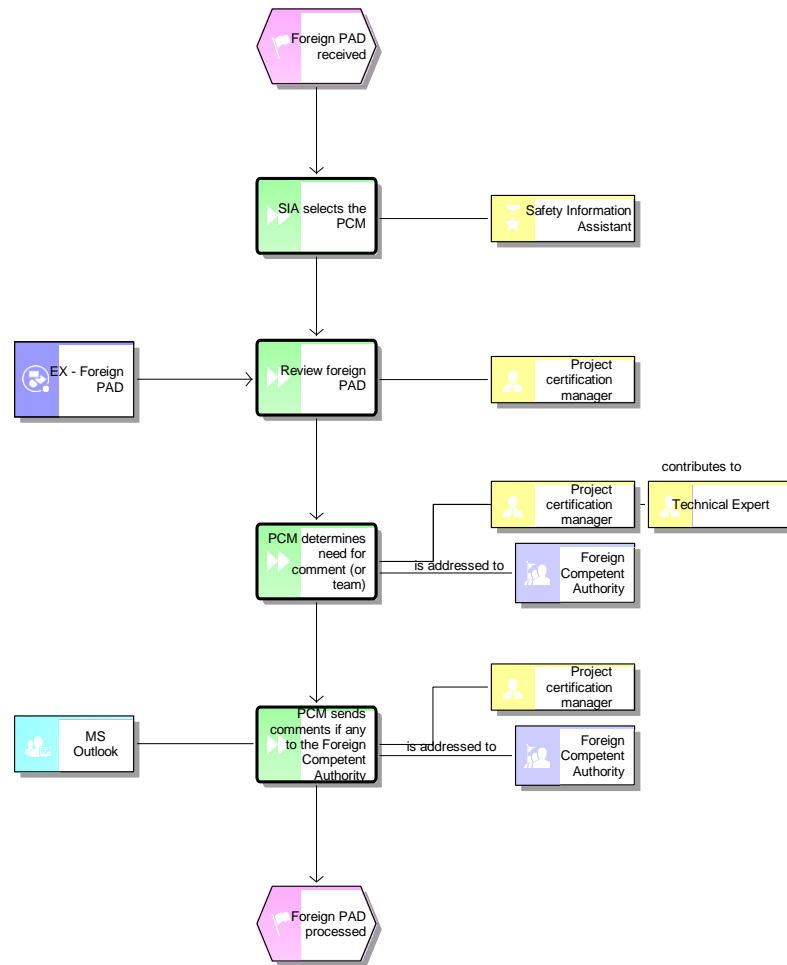
| Activity  | Description to the process activity   |
|---|---|
| Assess the need for deviating EASA (E)AD                | The PCM will determine if there is a need for a deviating EASA (E)AD or for a decision not to adopt the foreign (E)AD.  |
| Coordinate deviating of EASA (E)AD or FAD               | <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 Section Manager who will ensure further co-ordination with higher management levels, if deemed necessary.</p> <p>The PCM shall inform and coordinate the PCA and DAH 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 &amp; DAH.</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 responsible Section Manager.</p> <p>The PCM shall inform and coordinate with the PCA and DAH 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 responsible Section Manager for approval.</p>  |
| Approve decision not to adopt foreign (E)AD             | The responsible Section Manager 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: <a href="http://ad.easa.europa.eu">http://ad.easa.europa.eu</a> .  |
| Manage records on foreign (E)AD & deviating EASA (E)AD  | Archiving of paper records and/or filing of electronic records is ensured through the applicable EASA Work Instructions on records management.  |

|                                     |
|-------------------------------------|
| <b>Internal Process Interfaces</b>  |
| Adopt foreign State of Design (E)AD |





Foreign Proposed (AD)s processing





|   |               |                  |
|---|---------------|------------------|
| Continuing airworthiness of type design (CAP) | Doc #         | PR.CAP.00001-010 |
|   | Approval Date | 27/11/2024       |

| Activity   | Description to the process activity   |
|--|---|
| SIA selects the PCM  | <p>The SIA shall ensure the monitoring of Foreign PADs, as issued by the State of Design for the affected product(s).</p> <p>The SIA shall ensure that each affected PCM receives foreign PADs, as issued by the State of Design for the affected product(s) and requests the PCM to provide comments.</p> <p>Following Art. 12(8) of PCP Decision, 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 foreign PAD, an EASA Proposed AD may be drafted and the related provisions contained in Standard AD process shall be followed.</p> |
| Review foreign PAD   | <p>The affected PCM reviews the PAD in respect to ensure the continuing airworthiness of EASA approved type design.</p>   |
| PCM determines need for comment (or team)                    | <p>The PCM assesses for need to comment.</p> <p>On the basis of the applicable chapter of the EASA Certification Handbook , the PCM shall check if he concurs with the proposed foreign AD or if a deviating corrective action is needed.</p> <p>According to Art. 12(9) of PCP Decision, 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>  |
| PCM sends comments if any to the Foreign Competent Authority | <p>If the PCM (or team) determines a need to comment the foreign PAD, the PCM will provide comment(s) to the foreign competent authority either providing comments through dedicated PAD commenting tool (web interface or commenting form) of that foreign competent authority or via appointed foreign focal point (foreign PCM responsible for validation of product in EU), as applicable.</p>  |



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

| <b>Issue PAD</b>                              |                                  |
|---|----------------------------------|
| <b>Record</b>                                 | <b>Activity</b>                  |
| PAD PCM acceptance E-mail                     | - Accept draft PAD               |
| PAD withdrawal statement                      | - Issue PAD withdrawal statement |
| CM PAD withdrawal statement acceptance E-mail | - Issue PAD withdrawal statement |
| PAD   | - Accept draft PAD               |

| <b>Issue AD</b>          |                                      |
|--------------------------|--------------------------------------|
| <b>Record</b>            | <b>Activity</b>                      |
| PAD CRD                  | - Approve AD                         |
| AD                       | - Approve AD                         |
| AD PCM acceptance E-mail | - Accept draft AD                    |
| AD PCM acceptance E-mail | - Finalise draft AD approval package |

| <b>Launch dissemination and publication AD/AD Cancellation</b> |                                     |
|--|-------------------------------------|
| <b>Record</b>  | <b>Activity</b>                     |
| (E)AD/FAD/AD Cancellation notification E-mail                  | - Send (E)AD/FAD/AD Cancellation    |
| (E)AD/FAD/AD Cancellation dissemination E-mail                 | - Publish (E)AD/FAD/AD Cancellation |

| <b>Cancel AD</b>                             |   |
|--|---|
| <b>Record</b>                                | <b>Activity</b>   |
| AD cancellation notice                       | - Approve final draft AD Cancellation Notice by signing the AD Cancellation Notice approval |
| AD cancellation notice PCM acceptance E-mail | - Prepare AD Cancellation Package   |
| AD cancellation notice PCM acceptance E-mail | - Accept draft AD Cancellation Notice   |
| PAD CRD on proposed AD cancellation notice   | - Issue PAD on proposed AD cancellation notice  |

| <b>Correct AD</b>                  |   |
|------------------------------------|---|
| <b>Record</b>                      | <b>Activity</b>   |
| Corrected AD                       | - Obtain approval on corrected AD incl. proposed explanation from PCM |
| Corrected AD PCM acceptance E-mail | - Obtain approval on corrected AD incl. proposed explanation from PCM |





Continuing airworthiness of type design (CAP)

Doc #  
Approval DatePR.CAP.00001-010  
27/11/2024

|   |  |
|---|--|
| Corrected PAD dissemination E-mail (as applicable)  | - Publish corrected PAD  |
| PAD correction document (as applicable)             | - Obtain approval on corrected PAD including proposed explanation from PCM |
| Corrected AD dissemination E-mail                   | - Publish corrected AD   |
| Corrected PAD PCM acceptance E-mail (as applicable) | - Obtain approval on corrected PAD including proposed explanation from PCM |

**Issue Final AD with request for comments (FAD)**

| Record                   | Activity                              |
|--------------------------|---------------------------------------|
| FAD PCM acceptance email | - Finalise draft FAD approval package |
| FAD                      | - Approve FAD                         |
| FAD PCM acceptance email | - Accept draft FAD                    |

**Issue Emergency AD (EAD)**

| Record                   | Activity           |
|--------------------------|--------------------|
| EAD PCM acceptance email | - Accept draft EAD |
| EAD                      | - Approve EAD      |

**Adopt foreign State of Design (E)AD**

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

**Assess need for adoption of deviating EASA (E)AD**

| Record  | Activity                                      |
|---|---|
| Decision not to adopt a foreign (E)AD CM acceptance email | - Approve decision not to adopt foreign (E)AD |
| Decision not to adopt foreign (E)AD                       | - Approve decision not to adopt foreign (E)AD |

**Appendix B : External Documents****Adopt foreign State of Design (E)AD**

| Record        | Activity  |
|---------------|---|
| Foreign (E)AD | - Review foreign (E)AD  |
| Foreign (E)AD | - Assess need for minor deviation & coordinate with PCA & DAH, if necessary |

