

ENG 1.4.035	 CAAI	ENG Handbook
Airworthiness Directives		Revision 33
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1. OBJECTIVE

- 1.1 This procedure provides policy and guidance to standardize how CAAI issues and distributes ADs for products (aircraft, engines, propellers, aeronautical systems and appliances) designated as ISRAELI products (i.e. for which ISRAEL is the state of design). It is intended to explain the requirements that apply to ADs, procedures for writing an AD, and policies on key AD-related issues.

2. GENERAL

- 2.1 Airworthiness Directives (ADs) are legally enforceable regulations issued by the CAAI in accordance with aviation law and ANR (Air Navigation Regulations) to correct an unsafe condition in a product. A product is defined as an aircraft, engine, propeller, aeronautical system, or appliance.
- 2.2 This procedure shall guide engineering department personnel on how to:
- 2.2.1 Determine when to issue an AD.
 - 2.2.2 Categorize ADs (type of AD).
 - 2.2.3 Prepare and write an AD.
 - 2.2.4 Publish, distribute and follow up on AD implementation.

3. Reference Material & Forms

- 3.1 Reference
- 3.1.1 Paragraph 69 of the Air Navigation Law, 2011,
 - 3.1.2 Regulation 37 of the Air Navigation Regulations (Procedures for Documentation of Aircraft and Aircraft Parts), 1977.
 - 3.1.3 Regulation 120 of the Air Navigation Regulations (Procedures for Documentation of Aircraft and Aircraft Parts), 1977.
 - 3.1.4 FAA order 8040.1.
- 3.2 Forms:
- 3.2.1 Coordination and Approval Form (CAAI Form EN- 119)
 - 3.2.2 Dissemination of Airworthiness Directives form (CAAI Form EN-116)

4. Method

- 4.1 Determining the need for an AD:
- 4.1.1 Unsafe condition: Does an unsafe condition exist? Is the condition adequately described by supporting documentation? Is the condition likely to exist or develop on other products of the same type design, or is it unique? If the condition exists, is the cause of the condition known?

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- 4.1.2 Corrective action: Is the required action feasible, and will it correct the unsafe condition? Are compliance times realistic? Are parts or materials available? Are referenced documents available? Are inspection procedures, if called out in the AD, complete? Have the inspection procedures been evaluated by a manufacturing or airworthiness inspector to ensure the inspection is adequate to detect the defects? Is grounding time appropriate?
- 4.1.3 Interim action: Can interim operating limitations or conditions be prescribed to permit continued operation of the aircraft when a potential grounding situation exists?
- 4.1.4 Is there a need for an emergency AD? How should it be distributed? Does the urgency of the corrective action warrant it being used initially by telex, fax or other means?
- 4.1.5 Effective Dates: Does the proposed effective date allow sufficient time for the AD to be received by the owner or operator before it becomes effective?

4.2 Determining Type of AD Action:

- 4.2.1 There are 2 types of ADs. Final AD Notice and Emergency AD.
 - 4.2.1.1 Final AD Notice: This type of AD cites an unsafe condition.
 - 4.2.1.2 Emergency AD: In this situation there is an unsafe condition (cited in the AD) which poses an immediate safety problem.

4.3 Changing existing AD actions:

- 4.3.1 This chapter explains and defines how to change an AD action through supersedure, revision, correction, or rescission
- 4.3.2 Superseding AD:
 - 4.3.2.1 Superseding ADs are new ADs. Superseding AD actions might be issued as a final AD Notice, or as an emergency AD. We issue a supersedure when we need to change the substance of the AD or to expand the scope of the existing AD. Examples include adding/correcting a part number, mandating compliance with additional service information, reducing compliance times, expanding applicability, changing the methods of compliance, adding corrective actions, adding or changing inspection requirements, and adding mandatory terminating action.
- 4.3.3 Revising AD:
 - 4.3.3.1 Revising ADs are relieving in nature, e.g., when we add an optional terminating action, extend the compliance time, or reduce applicability. A revised AD cannot impose new requirements or expand the scope of an existing AD.
- 4.3.4 Rescinding (Removing) an Existing AD:
 - 4.3.4.1 Rescinding an existing AD is appropriate if you can make a good cause finding of “impracticable” or “unnecessary.”

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4.3.4.2 Please remember that rescinding an AD will reinstate and permit the possible use of an unsafe condition. Therefore, prior to the rescission, every precaution should be taken to assure that an unsafe condition will not be permitted in the future.

4.3.5 When changing or updating an AD:

4.3.5.1 Describe the change in the AD. Include a discussion of each change in the AD. Be sure to consider whether the change affects any compliance time.

4.3.5.2 Verify that the new AD action corrects the previous error by reviewing and coordinating on the new AD

4.4 Preparing, Issuing, Publishing, and Distributing ADs:

4.4.1 Preparation:

4.4.1.1 AD preparation, structure and wording shall be in accordance with: AD f in "appendix A", and with the guidance of paragraph 4.5 of this procedure.

4.4.1.2 The AD number shall be given by the CAAI "carmit" system. The format is: XX-YY-MM-ZZ.

XX = ATA code

YY = 2 last numbers of the issuing year (i.e. 14=2014)

MM = the month of issuance (i.e. 06=June)

ZZ = Running Number

4.4.2 Issuing:

4.4.2.1 The issuance process of ADs includes:

4.4.2.1.1 Filling of dissemination form (CAAI EN-116 form).

4.4.2.1.2 Reviewing and signing of coordination and approval form (CAAI EN-119 form) by designated engineers in the engineering department.

4.4.2.1.3 Final approval and signature by CAAI engineering department manager.

4.4.3 Publishing, and Distributing:

4.4.3.1 The AD shall be published on the CAAI web site.

4.4.3.2 The AD and Dissemination of airworthiness directives form shall be distributed via e-mail and/ or Fax, as minimum, to: DAH (Design Approval Holder), local operators (via airworthiness inspectors department), all Foreign Civil Aviation Authorities (FCAAs) that have notified the CAAI of the inclusion of an Israeli manufactured aircraft on its registry, or that requested CAAI to be notified whenever a CAAI AD is published.

4.5 AD Format:

4.5.1 This chapter provides guidance for the required sections of the AD.

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4.5.2 While the actual content of each AD varies, every AD must include certain headings as follows:

- 4.5.2.1 Applies To (applicability statement).
- 4.5.2.2 Subject.
- 4.5.2.3 Reason (Problem description)
- 4.5.2.4 Action (Corrective action required).
- 4.5.2.5 Compliance time or period.
- 4.5.2.6 Effective date statement.
- 4.5.2.7 Point Of Contact

4.5.3 AIRWORTHINESS DIRECTIVE PRODUCT IDENTIFICATION AND APPLICABILITY STATEMENT

4.5.3.1 Product Identification: The AD text must begin with specific identification of the aeronautical product(s) to which the AD is applicable. This identification must be the same as in the AD heading.

4.5.3.2 Type-Certificated Products: Type-Certificated (TC) products must be identified by the name of the current TC holder followed by the name(s) of previous TC holders who have manufactured the product. The manufacturer's name(s) should be followed by the applicable models as published on the TC data sheet. Examples follow:

ISRAEL AIRCRAFT INDUSTRIES LTD (formerly Aero Commander, North American Rockwell Corp): applies to Models 1121, 1121A, 1121B, 1123, and 1124 series airplanes, certificated in any...

AVCO LYCOMING: applies to Model LTS101-600A-2 engines, installed on but not limited to....

4.5.3.3 Use of Series: The term "series" can be used in ADs to denote similar models of a product. However, using the term will make the AD applicable to future production aircraft unless limited by product serial number. The term "series" should be used with caution, since it directly affects AD applicability and distribution as illustrated in the following examples:

4.5.3.3.1 Beech Model 99. This identifies a specific airplane model. An AD so identified will be applicable to and distributed ONLY to owners and operators of the Beech Model 99 airplane.

4.5.3.3.2 Beech Model 99 Series. This identifies a group of similar models. An AD so identified will be applicable to and distributed to owners and operators of Beech Models 99, 99A, A99A, B99, and future Beech Model 99 airplanes, regardless of their letter designator.

4.5.3.4 Supplemental Type-Certificated Products: An AD issued to correct a condition resulting from Supplemental Type Certificate (STC) alteration

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of one or more different models of aircraft, engines, or propellers must identify the STC holder in the AD heading. Identify the type-certificated products which incorporate the STC in the applicability paragraph of the AD text. STC products must be identified by the name of the current STC holder followed by the name(s) of previous holders of that STC. Examples follow:

BERYL D'SHANNON AVIATION SPECIALITIES INC. (Formerly Smith and Jones Industries): applies to Beech Model 35 series airplanes, Cessna Model 182 series airplanes, and Piper Model PA-24 series airplanes, certificated in any category, which have been modified in accordance with STC SA 2653 WE.

AVCON INDUSTRIES INC.: applies to Cessna Models 150, 170, 172, and 175 series airplanes and to Piper Model PA-28-140 airplanes, certificated in any category, that have been modified in accordance with STCs SA 750 CE, SA 777 CE, SA 793 CE, SA 806 CE, or SA 807 CE utilizing AVCON Industries Inc., muffler kits.

An alternative to this procedure is to issue a separate AD for each type-certificated product series affected by the STC alteration. **Do not identify more than one aeronautical product in the AD heading.**

4.5.3.5 Products Approved by Technical Standard Order or Parts Manufacturer Approval:

Israeli Technical Standard Order (ITSOA) authorizations or Parts Manufacturer Approval (PMA) products must be identified by the manufacturer's name and model or part number. For example: LEIGH SYSTEM: applies to Emergency Locator Transmitter Leigh Systems Sharc 7 series, installed in but not limited to...

4.5.3.6 Applicability by Product Serial Number: Serial Numbers (S/N), in addition to model identification, may be used to further identify products affected by an AD. However, this specific identification is subject to errors and omissions and should be used with caution. A few items to consider follow:

4.5.3.6.1 Avoid using the phrase "serial numbers (1234) and up", since this phrase will render the AD applicable to future production aircraft. When the product is in current production, work with the manufacturer to determine when that production run will end or when a product improvement will eliminate the unsafe condition cited by the AD, then state the complete serial number range. Care must be exercised to ensure that the production run ends as represented by the manufacturer.

4.5.3.6.2 When citing many serial numbers in sequence, e.g., S/N [3234] through [12345], be certain that a true sequence exists. Also, be certain that serial numbers to be excluded from the applicability are clearly stated. The basic structure of the serial numbers for a product may vary such that reference to a number sequence is

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confusing to the reader; e.g., S/N [123] through [xyz-2468] or [123] through [172-124].

4.5.3.7 Certification Basis and Applicability: The type and airworthiness certification categories may be used to identify those aircraft affected by an AD. Examples follow:

4.5.3.7.1 "Applies to [Cessna Model 150] airplanes, certificated in any category". This statement incorporates all airplanes of the model listed without regard to the type or airworthiness certification. It also includes those with experimental certificates where the experimental certificate and associated limitations are dependent upon the product type certificate design for approval. Where necessary, the phrase "except experimental used for the purpose of developing additional AD corrective action" may be made part of the original AD.

4.5.3.7.2 "Applies to [Sikorsky Model S-61] series helicopters, certificated in any category except restricted". This statement incorporates all helicopters of the model listed except those that have been issued restricted type and airworthiness certificates.

4.5.3.8 Military Aircraft: Military aircraft which are eligible for certification under a type certificate must be listed in the applicability paragraph of ADs affecting the civil counterpart model if the AD also applies to the military model. The term "series" may be used when the AD applies to all models. Applies to DC-9 series airplanes, certificated in any category, including military type C-9A and C-9B airplanes.

4.5.4 SUBJECT

4.5.4.1 This section provides a general description of the affected product and major action required in the AD.

4.5.5 Reason

4.5.5.1 Provide an objective description of the problem, how it was discovered and its implication on safety. Describe in general how the AD addresses the problem and diminishes the safety issue.

4.5.6 CORRECTIVE ACTION

4.5.6.1 Every AD contains a clear and concise statement of the action(s) that address(es) the unsafe condition. This statement includes:

4.5.6.1.1 The method of performing the action(s), and

4.5.6.1.2 Required corrective measures or limitations.

4.5.6.2 Method of Specifying Corrective Actions: Identify the corrective actions in an AD in a manner that ensures the actions are complete, clear, and enforceable. For example:

4.5.6.2.1 Include the corrective actions from the service information in the AD text;

4.5.6.2.2 Incorporate the service information by reference. In the AD text, provide complete service information identification and do not

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simply say, “Do the service bulletin.” If we incorporate service information into an AD by reference, do not use the phrase “or later CAAI approved revision” when referring to the service information. Service information that we incorporate by reference in an AD is often revised after we issue the AD. We can approve later revisions of service information as an AMOC.

4.5.6.2.3 It is desirable that corrective actions should be synchronized with existing aircraft maintenance requirements and manuals (AMM,ALS,ICA...)

4.5.6.3 Method of Referring to Service Information without Incorporation by Reference.

For procedures where standard practices exist or there is more than one way to accomplish the action, do not incorporate by reference the service information. In other words, if it is not important how the action is accomplished, referring to service information, without mandating its use, is acceptable. In this case, identify that the document is not incorporated by reference and give an informational reference, for example:

Safety wire the servo plug with 0.025-inch diameter wire to the regulator cover. Refer to Precision Airmotive LLC Mandatory Service Bulletin No. PRS-999, dated September 8, 2005, that is not incorporated by reference, for guidance on properly safety wiring the plug.

4.5.6.4 Describing Inspections. If an AD requires inspection:

4.5.6.4.1 Define the area of the product or the specific parts to be inspected.

4.5.6.4.2 State whether it is necessary to do extra actions when it is not specified in the service information, e.g., disassembling an area or removing bolts in order to do the inspection.

4.5.6.4.3 Refer to the applicable service information or document for the inspection procedures if the procedures are in that document.

4.5.6.5 Records Review in Lieu of Inspection. When the need to take corrective action depends on whether a particular P/N is installed, we allow review of maintenance records instead of inspection of the product, if the P/N can be positively identified from the review.

4.5.6.6 Describing Replacement Parts. Except in ADs that require an immediate grounding, one important consideration when writing an AD is the availability of replacement parts. Compare the availability of replacement parts versus the risk of not addressing the unsafe condition in a timely manner. This avoids unnecessary groundings. Ensure that risk is managed at an acceptable level. If risk cannot be managed within part availability, then grounding results

4.5.6.7 Allowing Credit for Corrective Actions Already Done.

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4.5.6.7.1 When appropriate, allow credit for actions accomplished using an earlier revision of the service information than identified in the AD action. For example, if the previous service information was not incorporated by reference.

4.5.6.7.2 Consider also limiting credit for corrective action already done if the unsafe condition warrants it, for example, if a recent inspection would do, but not an inspection done more than 50 hours TIS (time in service) ago

4.5.6.8 **Alternative Methods of Compliance (AMOCs) in Revision or Supersedure AD Actions.**
 If credit for previously approved AMOCs continue to be valid, include a provision in the AMOC paragraph of all revision and supersedure ADs. If not all of the AMOCs are valid or approved under the revision or superseding AD, then list those that are. This information might help operators and eliminate unnecessary applications for AMOCs. Previously approved AMOCs continue to be valid for revision and supersedure ADs only if the approved AMOC information is included in the revision or supersedure AD. If the revision or supersedure AD does not include the approved AMOC information, the AMOC is no longer valid.

4.5.6.9 **Reporting Requirements.**
 When we need to know the results of an inspection to determine whether we will take additional action, include a statement in the AD to require reporting the results of the inspections to CAAI POC.

4.5.6.10 **Incorporation By Reference**

4.5.6.10.1 Incorporation by reference means that the referenced document is being made a part of the rulemaking action without having to print the referenced document in its entirety. Incorporation is not avoided by following the citation of the referenced document with the term "or a CAAI approved equivalent".

4.5.6.10.2 Material incorporated by reference in a rule must be reasonably available to the persons affected.

4.5.6.10.3 For those ADs which reference manufacturer's service documents apply as a means of compliance, a statement must be incorporated, for example: The [repair and inspection procedures] shall be done in accordance with [Vega Service Bulletin No.25, dated November 16, 1983]. Copies may be obtained from [name and address of manufacturer].

4.5.6.10.4 **Identify Incorporated Material.** When a manufacturer's service documents are incorporated by reference in the AD, identify the specific document to be complied with (e.g., Detroit Diesel Allison Commercial Engine Alert Bulletin CEB A-1174/1146, Revision 2, dated Sept.15,1982).

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- 4.5.6.10.5 When drafting the AD text, it is preferable not to repeat information included in the service documents. This precludes possible conflicts and inconsistencies which could result by converting from service document to AD language. Also be certain the bulletin referenced is the correct one and that it is available to the industry.
- 4.5.6.10.6 If supplemental information is inappropriate for incorporation by reference (e.g., a service bulletin does not specify a revision level or date), consider adding the information to the AD as an appendix.

4.5.7 COMPLIANCE TIME OR PERIOD

- 4.5.7.1 The compliance requirements of an AD should be expressed in simple terms that are readily understood by all AD readers. Complex compliance times promote confusion and may not be legally enforceable.
- 4.5.7.2 It is essential that aircraft should not be grounded unintentionally or the owner/operator placed in violation by an unreasonably short compliance time.
- 4.5.7.3 The availability of replacement parts and repair tools should be considered when determining compliance times.
- 4.5.7.4 Time-in-Service
- 4.5.7.4.1 The simplest form of expressing compliance time is in terms of a specific number of hours of operation at which compliance is required for all affected products; i.e., (hours) Time in service. Note that the phrase "within the next [x] hours" means up to and including [x] hours, while "prior to the accumulation of [x] hours" means up to but not including [x] hours. for examples:
- 4.5.7.4.1.1 Compliance is required within the next [50] (hours) Time - in- service after the effective date of this AD.
- 4.5.7.4.1.2 Compliance is required within the next [300] (hours) Time in service after the effective date of this AD or prior to the accumulation of [5,000] (hours) Time in service, whichever occurs later.
- 4.5.7.4.2 When the compliance times relate to time (hours) Time in service and are complex, the statement "compliance is required as indicated" should be used and the actual compliance times listed in the AD body. Avoid stating compliance times which create overlapping action requirements. For example:
- 4.5.7.4.2.1 For airplanes with [2,700] or more hours -in-service on the effective date of this AD, comply with paragraph [c] within the next [300] hours inservice. For airplanes with less than [2,700] hours in service on the effective date of this AD, comply with paragraph [c] before the accumulation of [3,000] hours -in-service.

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4.5.7.5 Calendar Dates

- 4.5.7.5.1 Calendar dates should not be used unless a direct relationship between calendar time and airworthiness has been established (e.g., corrosion); or aircraft utilization rate varies greatly throughout the fleet; or logistic support considerations, such as parts availability/overhaul or repair facilities capacity dictates that compliance be accomplished on an attrition basis with a calendar deadline to minimize impact on operators; e.g., avoid grounding of aircraft.

4.5.7.6 Landings for Compliance Expression

- 4.5.7.6.1 The number of landings may be used to express AD compliance if the problem is related to landing cycles as with landing gear, flap use, some fatigue, etc. The following statement is an example of expressing compliance in terms of landings: Compliance is required prior to the accumulation of [ten(10)] landings after the effective date of this AD...

4.5.7.7 Engine Cycles for Compliance Expression

- 4.5.7.7.1 For ADs affecting certain turbine engines, the compliance time may best be expressed in cycles. If cycles are used, provide the definition of a cycle which pertains to the specific engine. The following statements concerning cycles may be used for turbine engines:
- 4.5.7.7.1.1 For the purpose of this AD, the number of cycles equals the number of flights that involve an engine operating sequence consisting of engine starting, takeoff operation, landing, and engine shutdown.
- 4.5.7.7.1.2 For the purpose of this AD, a cycle is considered as any engine operation sequence involving engine start, at least one acceleration to a thrust level of 80 percent or above, low pressure rotor speed, and shutdown.

4.5.7.8 Compliance Time for Components

- 4.5.7.8.1 If compliance times relate to the time-in-service of a component, the following statement may be used: For airplanes having [torque links, P/N 123456] with less than [300] hours -in- service on the effective date of this AD, comply with...
- 4.5.7.8.2 If an airplane has components with unknown time-in-service, it is acceptable to include the following guidance at the end of the AD: Operators who have not kept records of time (hours) -in-service on individual [torque links] shall substitute airplane hours -in-service in lieu thereof.

4.5.7.9 Compliance Time for Inspection and Repair

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- 4.5.7.9.1 When a required inspection may result in a required repair or replacement, the AD must clearly state the compliance time for both the inspection and repair or replacement.
- 4.5.7.9.2 The following is an example of an inspection compliance time: Within the [100] hours -in-service after the effective date of this AD, inspect [the internal structure at Wing Station 12] for [cracks] using [dye penetrant and a glass of at least 10-power] in accordance with [Vega Service Bulletin No.25, dated November 16, 1983].
- 4.5.7.9.3 The following is an example for a repair or replacement that must be accomplished at the time of the inspection: If a crack is found, repair [before further flight] in accordance with [Vega Service Bulletin No.25, dated November 16, 1983].
- 4.5.7.9.4 The following is an example for a repair or replacement that has a compliance time that is different from the inspection compliance time:
If a crack is found, repair [within the next 50 hours] -in-service after the inspection required by paragraph [a] of this AD, in accordance with [Vega Service Bulletin No.25, dated November 16, 1983].

4.5.7.10 Compliance Time with Interim Action

- 4.5.7.10.1 In case an interim action is required before the accomplishment of a repair or replacement, such as the installation of an operating limitations placard, the following compliance example may be used:
 - 4.5.7.10.1.1 Within the next [5] hours -in-service after the effective date of this AD, install a placard...
 - 4.5.7.10.1.2 Within the next [500] hours -in-service after the effective date of this AD, modify...
 - 4.5.7.10.1.3 When the modification required by paragraph [b] has been incorporated, the placard required by paragraph [a] may be removed.

4.5.7.11 Repetitive Compliance Time

- 4.5.7.11.1.1 When an initial inspection is followed by repetitive inspections at periodic intervals, consider using the statement in the following example but use it in the instruction itself, not as a separate compliance paragraph. This can be specified as part of the compliance requirement or as part of the inspection instruction:... within 25 hours time-in-service (TIS) after the effective date of this AD, and thereafter at intervals not to exceed 25 hours TIS from the last inspection ...
- 4.5.7.11.1.2 The following example shows a compliance time for an inspection before the effective date of the AD. The phrase in this example “unless already done within the last 75 hours TIS” accounts for an operator that has made an

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inspection before the effective date of the AD:
... within 25 hours time-in-service (TIS) after the effective date of this AD, unless already done within the last 75 hours TIS, and thereafter at intervals not to exceed 100 hours TIS from the last inspection, inspect...

4.5.7.12 Credit for Maintenance Accomplished

4.5.7.12.1 Whenever possible, allow credit for maintenance already accomplished. If the AD requires a one-time inspection, modification, replacement, etc., use the following example: Compliance is required within the next [100] hours time-in-service after the effective date of this AD, unless already accomplished.

4.5.7.13 Compliance before further Flight and Special Flight Permit

4.5.7.13.1 When compliance is required before further flight (or if the compliance time is so short that further flight is not practical) but the aircraft may be flown safely to a location where the repair can be performed, include provision for the issuance of a special flight permit using wording such as:
...before further flight, except that a special flight permit may be issued in accordance with Regulation 87(a) of the ANR (Procedures for Documentation of Aircraft and Aircraft Parts) to operate the [airplane] to a base where the [inspection] [repair] [maintenance] may be performed.
or

In accordance with Regulation 87(a) of the ANR (Procedures for Documentation of Aircraft and Aircraft Parts) the [helicopter] [airplane] may be flown to a base where the [inspection] [modification] [repair] may be accomplished.

4.5.7.13.2 If (1) compliance is required before further flight, (2) the product is an aircraft, and (3) the special flight permit provision does not appear in the AD, a finding has, in effect, been made that the aircraft is unsafe to operate under any condition other than compliance with the AD. Therefore, a special flight permit may not be issued.

4.5.7.13.3 If the product to which the AD applies is not an aircraft, i.e., an engine, propeller, or appliance, and the aircraft may be safely operated with the product inoperable; a special flight permit may be issued with the limitation that the product not be operated.

4.5.7.13.4 It may be necessary to specify limitations in the AD to be observed during operations under a special flight permit such as : ...before further flight, except that a special flight permit may be issued in accordance with Regulation 87(a) of the ANR (Procedures for Documentation of Aircraft and Aircraft Parts) to operate the [airplane] to a base where the [repair] [maintenance] may be performed, provided the [airplane is flown unpressurized].

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4.5.7.14 Avoid these Compliance Expressions

Compliance times must be clearly stated in the text of the AD in order to avoid any confusion concerning the time for compliance. If a need for flexibility exists, allow for adjustments in the AD. DO NOT express compliance times in the following language:

- 4.5.7.14.1 Dual statements, such as "upon arrival at the next scheduled stop, but in no event later than the next [25] (hours) time- in-service" or "within the next [25] (hours) time-in-service, but not later than the next [annual] inspection."
- 4.5.7.14.2 Inappropriate terms: it would not be appropriate to express compliance times in terms like the "next annual inspection", or for an engine AD, in terms of engine overhaul periods.
- 4.5.7.14.3 Reference Service Bulletins: Do not refer to a service bulletin or other reference material or to a specific type of scheduled inspection (such as the next "C" inspection) when stating compliance times.
- 4.5.7.14.4 Indefinite terms, such as: "as soon as possible".

4.5.7.15 Adjustments in Compliance Requirements

- 4.5.7.15.1 To provide flexibility in administering ADs which require repetitive inspections, a statement may be included in the AD to permit reasonable adjustments in the intervals specified to coincide with an operator's established inspection period.
- 4.5.7.15.2 Initial compliance times can also be adjusted; however, this should not be permitted where the compliance time is short. In either event, substantiating data must be submitted to CAAI maintenance inspector to support the request for compliance time adjustment.
- 4.5.7.15.3 The Manager of the CAAI Engineering department may approve the request upon recommendation of the CAAI airworthiness inspector.
Note: In the absence of a paragraph allowing adjustments to the compliance requirements, formal exemption procedures must be followed in responding to such requests.

4.5.8 EFFECTIVE DATE STATEMENT

- 4.5.8.1 The AD templates state the standard effective date. In rare instances, an AD can be effective upon publication (i.e. emergency AD).
- 4.5.8.2 When establishing the effective date of the AD take into consideration the distribution process (including duration).

4.5.9 Point Of Contact

- 4.5.9.1 The CAAI Engineering department manager shall appoint a person responsible for the AD, and communication with relevant agencies, DAH (design approval holder) and operators.

4.6 AIRWORTHINESS DIRECTIVE DOCKET

- 4.6.1 An AD docket will be maintained by the CAAI Engineering Department. The docket must include sufficient facts and documentation to support the AD

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action. It shall contain justification documents that support the AD action, the AD Summary, any applicable manufacturer's service instructions, CAAI reports, summaries or lists of facts, data or reports that support the AD action, and the AD Coordination and Approval Form (CAAI Form EN-119) (as applicable).