

ISSUANCE PROCEDURE OF AIRWORTHINESS DIRECTIVES

1. SCOPE

This procedure can be applied to the issuance of airworthiness directives to correct unsafe designs, production and maintenance problems for the aviation products manufactured in Taiwan and the B-registered aircrafts, the aviation products, appliances as well as the components/parts installed thereof.

2. ROLES AND RESPONSIBILITIES

- A. AD issuance : Flight Standards Division, Civil Aeronautics Administration.
- B. AD review & AD draft : Initial Airworthiness Section , Flight Standards Division, Civil Aeronautics Administration.
- C. Approval of AD review & AD draft : Flight Standards Division, Civil Aeronautics Administration.
- D. AD Alternative Method of Compliance & Extension of Compliance Time : Applied by the aviation products operator ◦

3. REFERENCES

- A. 《AD Review Form CAA Form ACS-P08-01》
- B. 《AD Issuance Form CAA Form ACS-P08-02》
- C. 《Airworthiness Directive CAA Form ACS-P08-03》 (in Chinese)
- D. 《Airworthiness Directive CAA Form ACS-P08-04》 (in English)

4. REVIEW AND ISSUANCE OF AD

- A. Issuance : The review team is established and a Project Manager is assigned within the CAA to review the AD. The conclusions are recorded in the AD Review Form from the Flight Safety Management Information System (FSMIS). After this Review Form is approved by the Director of FSD or authorized officer of the CAA, the AD is issued to correct the corresponding unsafe conditions.
- B. Review
 - (1) AD issued by foreign countries : After receiving from foreign aviation authorities, CAA shall conduct the AD review, including the effective date, compliance time or period, and assess the necessity to report the compliance status to the CAA. The conclusions of AD review are recorded in the AD Review Form《Airworthiness Directive CAA Form ACS-P08-01 and/or Form

ACS-P08-02》. After the AD Review Form is approved, issue the AD.

- (2) AD issued for domestic products : As an unsafe condition exists in any aviation product manufactured in Taiwan, the CAA has to prepare the AD draft 《Airworthiness Directive CAA Form ACS-P08-03 and/or CAA Form ACS-P08-04》 according to the information provided by CAA, original equipment manufacturer (OEM) and operator. After the AD draft and the AD Review Form are approved, issue the AD. When necessary, the AD draft is open for public comments before its issuance.
- C. When deemed necessary and for sake of promoting the aviation safety level, CAA may particularly issue an AD
- (1) To adopt a foreign AD issued by another aviation authority where the original equipment manufacturer is not located, or
 - (2) To implement a Service Bulletin (SB), or
 - (3) To deal with problems of aviation management, or
 - (4) To respond to applications submitted by owners or operators.

5. PUBLIC COMMENTS BEFORE AD ISSUANCE

- A. After the AD draft specified in the Section 4.B.2 is completed, the CAA shall collect public comments, either in a meeting or in written, from the CAA, original equipment manufacturer (OEM) and operators to provide comments about corrective actions for unsafe conditions, reasonable cost impact, practicable effective date and compliance time, and so on. When time constraint makes collecting public comments impracticable, the CAA may issue the AD first then collect public comments later to revise the AD.
- B. After the AD specified in the Section 4.B.2 or 4.C is issued, the CAA may collect comments, either in a meeting or in written, from the public to revise the AD when necessary.

6. AD DISTRIBUTION

- A. Domestic distribution: For the aviation products operating in Taiwan, the AD shall be distributed to corresponding owners or operators and domestic OEM. The relevant information of owners or operators is recorded in the Airworthiness Bulletin monthly issued by the CAA. When an AD is issued for appliances or parts, the AD shall be distributed to all owners or operators and domestic OEM. Type Certificates and Type Certificate Data Sheets may be used to determine whom an AD should be distributed to.

- B. Overseas release
 - (1) For an AD issued for the aviation products, appliances or parts manufactured in Taiwan, the AD shall be distributed to a foreign aviation authority where the users locate. The AD may be distributed to other foreign aviation authorities on request.
 - (2) The CAA may particularly issue an AD for the aviation products, appliances or parts not manufactured in Taiwan, and the AD shall be distributed to the foreign aviation authority where the OEM locates.
- C. An AD may be distributed to repair stations on request after the CAA approval is granted.

7. AD NUMBERING AND FORMAT

- A. AD number for a new or supercede AD : for example, CAA-2001-02-035, where CAA stands for the Civil Aeronautics Administration, and the 1st string represents the year, the 2nd string represents the month, and the last string is the number in sequence.
- B. To replace an issued AD, creating a new number.
- C. AD numbering for a revised AD : putting the alphabet directly after the AD number for example, CAA-2001-02-035A, where the last letter A (or B, C, ...) represents the revised version, and the rest is the same as above.
- D. To cancel the released AD number, putting the “cancellation” directly after the AD number, without creating a new number.
- E. For emergency AD, putting the “E” directly after the AD number, without creating a new number.
- F. When a typing error is revised, putting the “Revise” directly after the AD number, without creating a new number.
- G. The AD format consists of two parts
 - (1) AD Issuance Form : containing Conclusions of AD review, abstract of AD contents and etc.
 - (2) AD contents: a foreign AD or the AD drafted and approved by the CAA.
- H. Language
 - (1) Foreign AD: To avoid any possible misunderstanding, a foreign AD in English is adopted and distributed as it is.
 - (2) AD issued by the CAA: When the AD is distributed in Taiwan only, the AD is issued in Chinese. When the AD is also distributed oversea, the AD is issued both in Chinese 《Airworthiness Directive CAA Form ASP1-03》 and in English 《Airworthiness Directive CAA Form ASP1-04》. In case of difficulty paraphrasing, reference should be made to the Chinese issue.

8. TIME LIMIT

- A. AD review specified in the Section 4.B.(1),the adopted AD: 7 working days
- B. AD draft specified in the Section 4.B.(2),CAA initiated AD: 30 working days

9. COMPLETENESS OF AD DISTRIBUTION

- A. The CAA shall collect foreign AD lists from foreign authorities on a regular basis to make sure that all applicable foreign ADs have been collected and distributed.
- B. If applicable foreign ADs are found missing from checking the foreign AD lists, the CAA shall contact the foreign authority.

10. EMERGENCY AD

- A. Emergency ADs are defined as
 - (1) Any Emergency AD, Priority Letter or Telegraphic AD issued by the aviation authority where the OEM is located.
 - (2) The emergency AD issued by the CAA at its discretion when deemed necessary.
- B. For efficiency, any emergency AD that either issued by the cognizant authority of the PAH and thereafter faxed to the CAA or issued by the CAA itself, should be forwarded to its owner or operator prior to AD review.
- C. FAX: 02-2545-8464 is established for AD uses only. Utilizing the automatic function of fax forward, the CAA on duty officer is still able to receive and forward emergency ADs to its owner or operator regularly so that no delay will be made on holidays.
- D. During the AD review for an emergency AD, the effective date and compliance time shall remain unchanged when possible.
- E. When deemed necessary, the CAA may issue an emergency AD to ensure that the level of aviation safety will not be impaired. Prior to AD review process, owing to the time constraint may encounter, the CAA should forward the emergency AD to the affected owner or operator as soon as possible, whereas the standard AD review and public comments collection process may be implemented later on and to revise the AD, if required.
- F. For the CAA issued AD with no precedent overseas counterpart from the cognizant authority, CAA should notify the cognizant authority of the affected aviation product of the issuance and content thereof.

11. AD DATABASE

- A. Before issuing an AD, an AD database containing all key data should be

maintained for making AD lists and AD inquiries.

- B. On the 1st working day of every month, the CAA should backup the updated AD database.

12. AD LIST

By the end of every month, the CAA should make the monthly reports. The AD list should be uploaded on the web-site for the reference of industries.
(<http://www.caa.gov.tw>)