AD Process

Small Airplane Directorate

Kansas City MO

March 4, 2004

Question from Audience

- Request for an explanation of the “process” by which this AD or others, truly takes place.
- “Who” ultimately writes this AD?
- Who reviews it?
- Who OK’s the final AD?

The AD Process
Input

- Sources of Potential Airworthiness Concern Information
  - NTSB
  - FAA
  - Service Difficulty Reporting (SDR)
  - Foreign Civil Airworthiness Authority
  - Manufacturer

The AD Process

Evaluation of Potential Airworthiness Concern

- Aircraft Certification Office Engineer evaluates the Potential Airworthiness Concern
  - Consults with the Aircraft Manufacturer
  - Conducts an Initial Risk Assessment
  - In the Small Airplane Directorate the engineer prepares an Airworthiness Concerns Sheet to obtain additional input

Initial Risk Assessment Evaluation Chart (IRAEC)

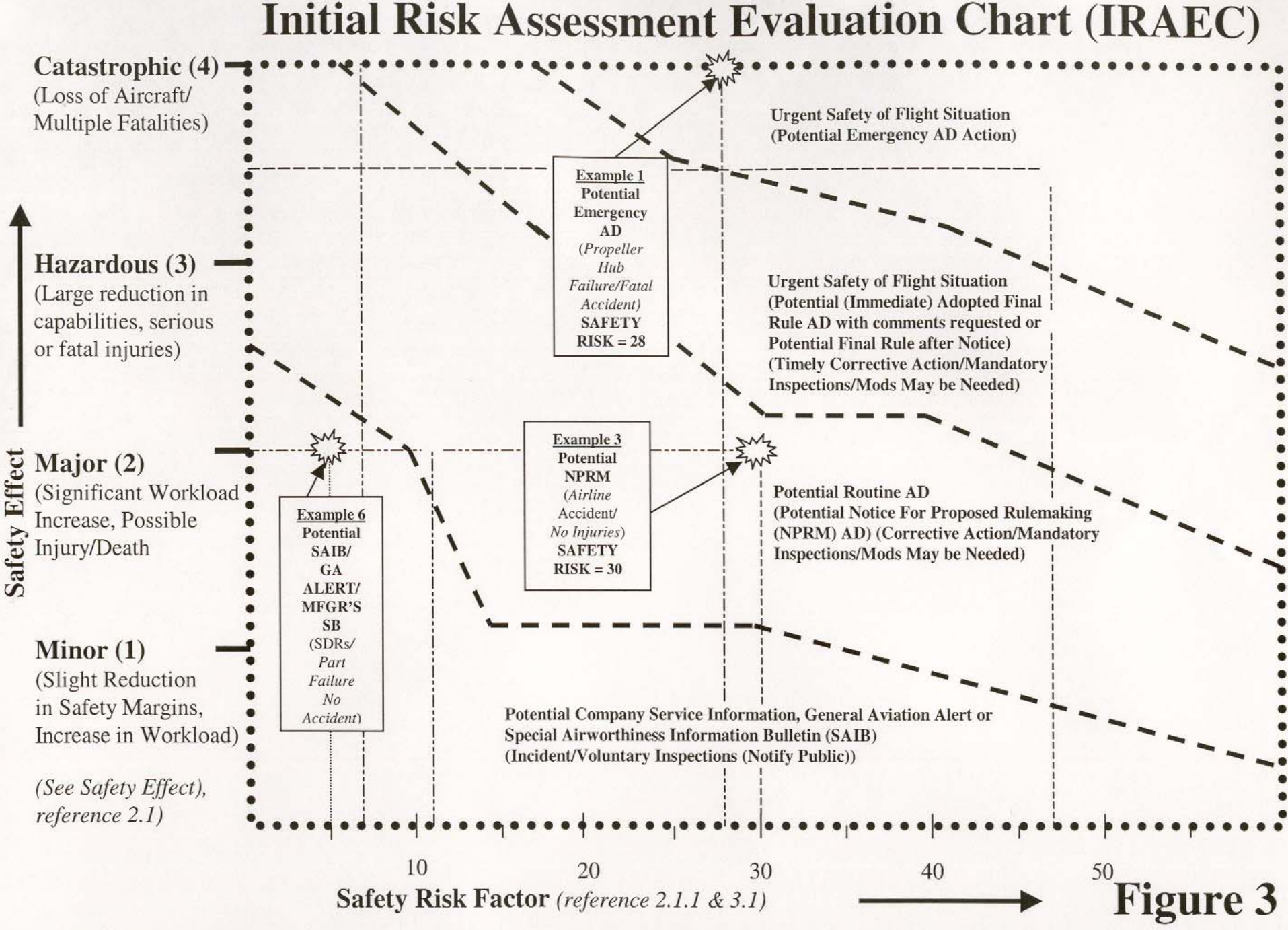


Figure 3

Note: This chart is not intended to mandate A/W corrective actions, but is intended to supplement the decision-making process.

Airworthiness Concern Sheet

FAA

Date:

Full Name
Title
Organization
Department
Address
City State ZIP
Telephone Number E-mail

Make, Model, Series, Serial No.:

Reason for Airworthiness Concern:

FAA Description of Airworthiness Concern (Who, What, Where, When, How? Attachments as Required) / **Request for User Information** (Proposed Alternate Inspection/Repair Procedures, Cost Impact, Etc.? Note: Any comments or replies to the FAA need to be as specific as possible. Please provide specific examples to illustrate your comments/concerns.)**:**

Attachments:*SDR(s) ☐

Notification: FAA ☐

Response Requested _

*Service Difficulty Reports (SDRs); Accident/Incident Data System (AIDS); Service Letter (SL); Special Airworthiness Information Bulletin (SAIB); Federal Aviation Administration (FAA)/National Transportation Safety Board (NTSB) Safety Recommendation (FAASR/NTSBSR); Airworthiness Directive (AD); Alternate Means of Compliance (AMOC), Aircraft Owners & Pilots Association (AOPA); Experimental Aircraft Association (EAA); Type Certificate (TC)

The AD Process

Determination that an AD is warranted

- The engineer evaluates the input and determines whether the airworthiness concern meets the part 39 criteria
  - An unsafe condition exists in a product, **and**
  - That the condition is likely to exist or develop in other products of the same type design.

The AD Process

Determination of Urgency

- The engineer determines level of urgency
  - Airworthiness Directive Handbook
  - Consultation with management
- Normal process is a Notice of Proposed Rulemaking leading to a Final Rule
  - Administrative Procedures Act

The AD Process

Types of ADs

- Emergency AD
  - Was called a Priority Letter or Telegraphic AD)
- Adopted Rule with Comments
- Final Rule After NPRM

The AD Process

AD Preparation

- The engineer prepares an Airworthiness Directive Worksheet
  - Coordinated with the engineer's management
- The Airworthiness Directive worksheet is submitted to a Technical Writer for preparation of the Airworthiness Directive
- Technical Writer and Engineer work as a Team to draft the AD action

The AD Process

AD Approval

- The Draft AD action is coordinated for approval
  - AD Coordinator Review
  - Technical Review
  - Aircraft Evaluation Group
  - Legal Review
- If the Draft AD action is controversial or has high visibility a briefing paper is prepared for the FAA Administrator

The AD Process

AD Final Approval

- The Draft AD Action is submitted to the Small Airplane Directorate Management for Final Approval
- The Small Airplane Directorate Manager is the issuing authority
  - On controversial or high visibility Airworthiness Directives Directorate Manager awaits concurrence from Aircraft Certification Service management prior to signing

The AD Process

AD Publication

- The date that the Small Airplane Directorate Manager signs the AD Action is the Issue Date
- The AD Action is submitted to the Federal Register for Publication
- AD are printed, posted and distributed through our office in Oklahoma City

The AD Process

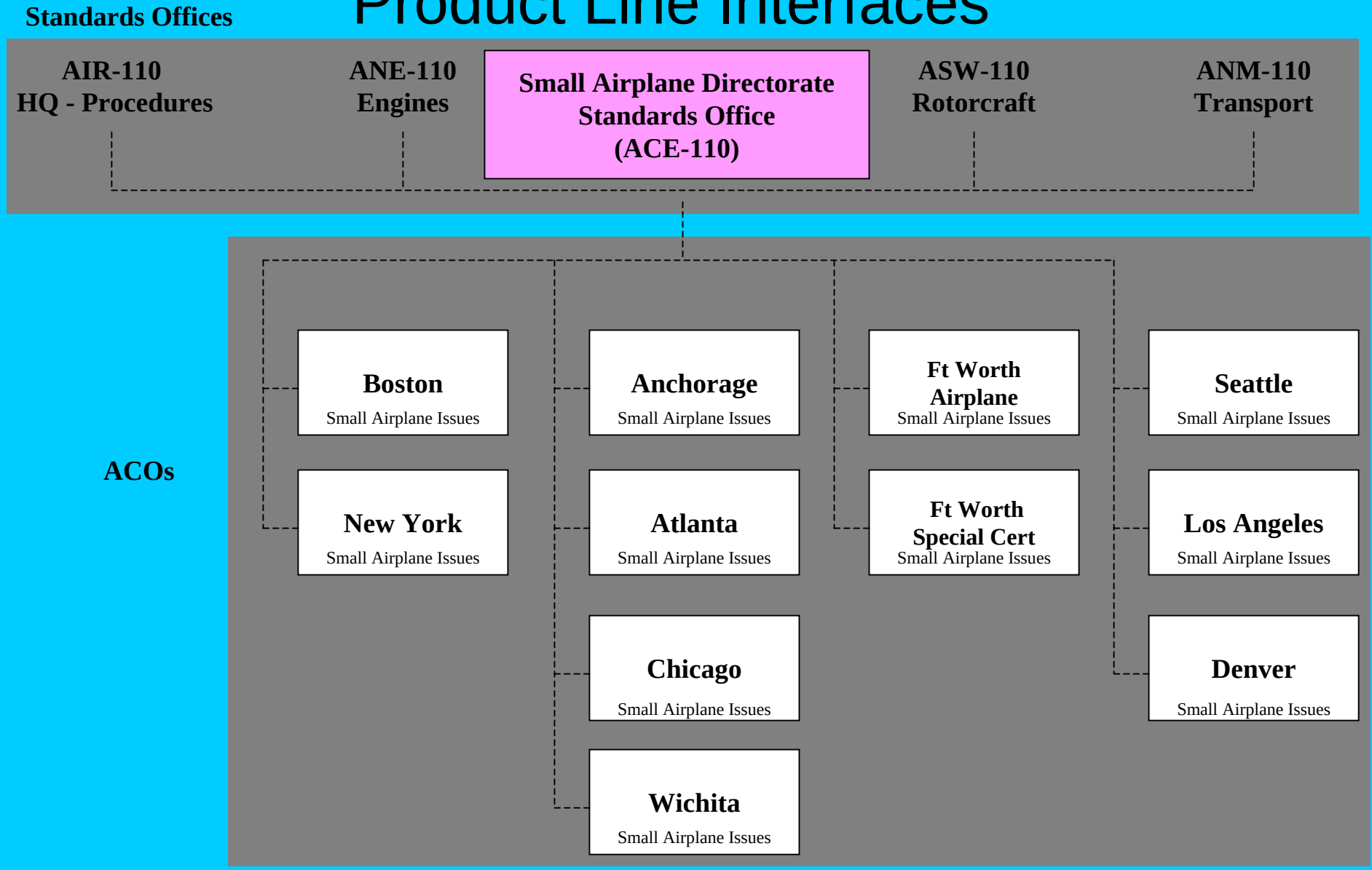
AD Comment Period/Disposition of Comments

- The public is given the opportunity to comment
  - Public submits comments to the Rules Docket
- The Aircraft Certification Office Engineer reviews the comments submitted by the public and prepares responses
- Cycle repeats to issue Final Rule

The AD Process

- Questions

Small Airplane Standards Office Product Line Interfaces



Small Airplane Directorate Organization