### List of ADs

<table>
<thead>
<tr>
<th>Number</th>
<th>Issue date</th>
<th>Subject</th>
<th>Agency/holder / Type Designation</th>
<th>Effective date</th>
<th>Attachment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2007-0194</td>
<td>2007-09-29</td>
<td>CCK Fuselage, Wing Stabiliser Structure – Inspection / Repair</td>
<td>GROB</td>
<td>2007-09-01</td>
<td>51, 52</td>
</tr>
<tr>
<td>2007-0200</td>
<td>2007-09-29</td>
<td>CCK Introduction of new Airworthiness and Operating Limitations</td>
<td>MORAYAN AVIATION Hr.LDI</td>
<td>2007-09-01</td>
<td>51, 52</td>
</tr>
</tbody>
</table>

For further information, please refer to the help section.

To report any bug, broken link or problem with this application, please contact the helpdesk.
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1 Introduction

1.1 Welcome

Welcome to the Airworthiness Directives publishing tool User’s Guide.

The EASA Airworthiness Directives publishing tool (AWD) is a web-based application developed to provide a searchable, printable list of Airworthiness Directives (ADs) and Safety Information Bulletins (SIBs) published or endorsed by EASA and allow subscribed users to be automatically notified of new/amended publications.

NEW Functionalities Available as of 15th September 2008!

- Safety Information Bulletins (SIB)
- Foreign Safety Information endorsed by EASA
- Foreign Airworthiness Directives adopted by EASA under the provisions of EASA Decision 02/2003 of 14 October 2003
- Emergency Conformity Information (ECI)

issued/endorsed/adopted on or after 15th September are now published within the EASA AD Tool.

1.1.1 NEW: Safety Information Bulletin

Safety Information Bulletins

As a user of our AD notification service, you will automatically receive notifications of all SIBs that are being published, unless you reset or refine your filter criteria.

How to...

Stop receiving SIB notification

In case you would like to stop receiving notification e-mails of new SIBs, edit your existing filter by simply unticking the box titled SIB.

Refine the filter for the SIB notification

By default you will receive all Safety Information that is published within the tool. You can refine your filter by using the SIB general product categories. These can be found within the taxonomy under Safety Information Bulletins.

Hint: SIBs are not linked to actual TC-Holders/Types/Models and any search/filter based on those criteria will return no result.
1.1.2 NEW: Foreign ADs

Non-EU Member States Airworthiness Directives

All Foreign Airworthiness Directives adopted by EASA after the 15th of September 2008 under the provisions of EASA Decision 02/2003 of 14 October 2003 are now published within the EASA AD tool and will be notified to the subscribed users. These notifications of Foreign ADs will be made in accordance with your filter settings same as for the receipt of EASA ADs.

1.2 Acronyms

These terms are used throughout this guide and in the AWD application:

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD</td>
<td>Airworthiness Directive, an AD which becomes effective 14 days after the date of issue</td>
</tr>
<tr>
<td>EAD</td>
<td>Emergency Airworthiness Directive, an AD which becomes effective two days after the date of issue</td>
</tr>
<tr>
<td>SIB</td>
<td>Safety Information Bulletin</td>
</tr>
<tr>
<td>PAD</td>
<td>Proposed Airworthiness Directive</td>
</tr>
<tr>
<td>ECI</td>
<td>Emergency Conformity Inspection</td>
</tr>
<tr>
<td>TC</td>
<td>Type Certificate</td>
</tr>
</tbody>
</table>
2 How to...

2.1 Register

In order to define multiple filters and specify that you want to receive notifications for your filters, you need to login as a registered user.

To register for the AWD application, you need to point your web browser to the following URL:

http://hub.easa.europa.eu/security/?app=awd&act=register

You will be presented with a form which you are required to fill in. Some fields will have a question mark icon next to them. Moving your mouse over that icon will display a brief explanation for that field.

At the bottom of the form, you are presented with a random image, displaying 5 characters, digits or letters and you are required to enter these characters in the text box below, as a security measure. You can read more about why we do this on this URL: http://en.wikipedia.org/wiki/Captcha.

Once you click on the Register button, if all fields were filled in correctly, a verification e-mail will be sent to the e-mail you provided as your User ID. It is therefore important to use a valid e-mail address. This verification e-mail will contain a link on which you have to click to activate your account. If the process is completed successfully you will again be notified by e-mail.

You are now ready to login!

Warning: Please make sure you provide a correct e-mail address. If you provide an invalid e-mail address or make a typo while entering it (that's why we ask you to enter it twice), you will not get the verification e-mail and thus will not be able to login and place comments.

Hint: If you are already registered in another EASA web-based application, you will be prompted to enter your existing password and submit only the application-specific required information. You can use the same credentials across all EASA web-based applications.

Hint: Several users can be logged in from different workstations with the same User ID simultaneously. This way all
2.2 Login

To login to the AWD application, you need to point your web browser to the following URL:

http://hub.easa.europa.eu/security/?app=awd&act=login

Alternatively, you can point your web browser to the main AWD application URL (http://ad.easa.europa.eu) and click on the Login button.

You will then be presented with the following screen, where you can enter the credentials you specified when you registered.

Hint: If you forgot your password, you can click on the related link shown above, and you will have an automatically generated password sent to your e-mail address.

2.3 View ADs

The main page of the AWD application is where you can see the list of ADs, sorted by issue date in descending order. The most recent ADs are displayed at the top of the list. This list displays all EASA ADs, EADs and PADs, as well as EASA endorsed ADs and EADs issued by Foreign State of Design Authorities.
On the top of this page you can see a toolbar which allows you to perform various actions: View all ADs, View all Safety Information Bulletins, perform an advanced search, view past biweekly reports, export the current list of SIBs, read the online version of the user guide, register and login. Depending on the page you are currently in, some of these actions may not be available.

To the left, you can specify a keyword to search for in the title or any field of the ADs.

From left to right, the table of ADs contains the EASA AD number, the issuing country/entity, the date the AD was issued by EASA, the subject of the AD, the list of Approval Holders and Types affected by the AD, the date the AD becomes effective, and the actual documents of the AD in PDF format (or ZIP archives containing multiple associated PDF files).

The list of ADs is limited to 10 ADs per page. Depending on the filter defined by the user, the list may extend to more than one page. To navigate between these pages, use the buttons at the bottom of the page.

You can change the field to sort on, by clicking on any of the underlined column headers. The arrow next to the header indicates the sorting order (ascending/descending).
2.4 View SIBs

If you click on the menu point “Safety Information Bulletin” you can see the list of all SIBs published within the AD Tool, sorted by issue date in descending order. The most recent SIBs are displayed at the top of the list.

On the top of this page you can see a toolbar which allows you to perform various actions: View all ADs, View all SIBs, perform an advanced search, view past biweekly reports, export the current list of SIBs, read the online version of the user guide, register and login. Depending on the page you are currently in, some of these actions may not be available.

To the left, you can specify a keyword to search for in the title or any field of the publications.

From left to right, the table of SIBs contains the EASA SIB number, the issuing country/entity, the date the SIB was issued by EASA, the subject of the SIB, the product category affected by this SIB and the actual documents of the SIB in PDF format (or ZIP archives containing multiple associated PDF files).

The list of SIBs is limited to 10 SIBs per page. Depending on the filter defined by the user, the list may extend to more than one page. To navigate between these pages, use the buttons at the bottom of the page.

You can change the field to sort on, by clicking on any of the underlined column headers. The arrow next to the header indicates the sorting order (ascending/descending).

Clicking on an underlined SIB number will take you to a page with more details about this SIB.
### 2.5 View detailed AD information

When you click on any AD number in the list of ADs, you can see more details about this AD.

<table>
<thead>
<tr>
<th>AD number</th>
<th>2007-0194-E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue date</td>
<td>2007-07-30</td>
</tr>
<tr>
<td>Effective date</td>
<td>2007-08-01</td>
</tr>
<tr>
<td>EASA approval number</td>
<td></td>
</tr>
<tr>
<td>Contributor</td>
<td>LBA Germany</td>
</tr>
<tr>
<td>ATA Chapter</td>
<td>52, 55, 57</td>
</tr>
<tr>
<td>Approval Holder/Type Designation</td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td>N/A</td>
</tr>
<tr>
<td>Correction</td>
<td>N/A</td>
</tr>
<tr>
<td>Supersedeure</td>
<td>N/A</td>
</tr>
<tr>
<td>Remarks</td>
<td>Comments regarding the AD should be referred to EASA’s AD Fiscal Points, Certification Directorate E-mail: <a href="mailto:AD@easa.europa.eu">AD@easa.europa.eu</a></td>
</tr>
</tbody>
</table>

You can also click on the Print button to print this information for reference.
2.6 View detailed SIB information

When you click on any SIB number in the list of SIBs, you can see more details about this SIB.

<table>
<thead>
<tr>
<th>Number</th>
<th>2006-059</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issued by</td>
<td>Europe</td>
</tr>
<tr>
<td>Issue date</td>
<td>2006-09-11</td>
</tr>
<tr>
<td>Effective date</td>
<td></td>
</tr>
<tr>
<td>EASA approval number</td>
<td></td>
</tr>
<tr>
<td>Contributor</td>
<td></td>
</tr>
<tr>
<td>ATA Chapter</td>
<td></td>
</tr>
<tr>
<td>Approval Holder / Type Designation</td>
<td>Safety Information Bulletin</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Revision</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Correction</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Supersedure</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Related information</td>
<td>Federal Aviation Administration (FAA) Special Airworthiness Information Bulletin (SAIB) SW-00-01, dated 8 November 2007.</td>
</tr>
<tr>
<td>Remarks</td>
<td>Comments regarding the AD should be referred to EASA's AD Focal Point, Certification Directorate. Email: <a href="mailto:aodfocalpoint@easa.europa.eu">aodfocalpoint@easa.europa.eu</a></td>
</tr>
</tbody>
</table>

Download attachments:

[Download Attachment](SIB2006059912TurboShaftEnginePoweredRotorcraft-EngineInFlightShutdownDueToIceAndSnowIngestion.pdf) (46.7 KB)

You can also click on the Print button to print this information for reference.
2.7 Perform an advanced search

To perform an advanced search on the complete list of ADs, click on the "Advanced Search" button.

To the left, inside the blue panel, you can specify a keyword to search for, whether to return normal ADs, Emergency ADs, Proposed ADs, ECIs and/or SIBs and a starting and ending issue date. Underneath the form fields you will see a textual description of your filter for your convenience.

The taxonomy panel allows you to select TC holders, types and/or models that you are interested in. TC holders are organized alphabetically. Clicking on any letter will return the corresponding list of TC holders, clicking on any TC holder will return the list of type certificates maintained by that TC holder, and so on. To add any level of the taxonomy to your filter, you can either double-click on it or drag-n-drop it to the current filter panel on the right. To remove a TC holder, type or model from the filter, you can click on it to select it, and then click on the trash bin icon to the bottom right.

Some TC holders, types, or models will have an icon with an orange outline. This means that there are currently no publications associated with them. However, please bear in mind that a publication may apply to a particular type or model, but not the TC holder or the type as a whole. In this case, the icon of the TC holder or the type will be an orange outline, but there may be types or models underneath which have publications associated with them.

In order to search for SIB which are linked to general product categories rather than real TC holders and Types, select "TC holder" "Safety Information Bulletin" and you will find a list of applicable product categories to choose from.

Hint: Please keep in mind, that SIB are only linked to the Safety Information Bulletin Categories. Any search for SIB for a specific aircraft type/model will return no result.
2.8 View past biweekly reports

EASA publishes a biweekly report of ADs and ECI every second Wednesday. This report contains ADs and ECI issued or adopted by EASA from Monday 2 weeks ago up until the Sunday right before Wednesday. For example, the biweekly report published on Wednesday, the 24th of October 2007, will contain all Publications from Monday the 8th to Sunday the 21st (2007/10/8 - 2007-10-21).

You can access the list of all biweekly reports by clicking on the "Biweekly reports" button on the top toolbar.

<table>
<thead>
<tr>
<th>Biweekly</th>
<th>From</th>
<th>To</th>
<th>CSV</th>
<th>HTML</th>
<th>PDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>2007-01-01</td>
<td>2007-01-14</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>2007-01-15</td>
<td>2007-01-28</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>2007-01-29</td>
<td>2007-02-11</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Biweekly reports are organized by year and are sequentially numbered starting from 1 up to 26. You can view the reports for one year by click on the corresponding tab on the left blue bar.

You can download a biweekly report in the CSV (Comma Separated Values), HTML, or PDF format, but biweekly reports published before 15/11/2007 (before biweekly number 23-2007) can only be downloaded in the PDF format.

**Warning:** Please note that these CSV files use the semicolon (;) as a value delimiter. Microsoft Excel decides which symbol to use as a value delimiter when opening CSV files, based on the symbol used for decimals in your locale. If the symbol used for decimals is the comma (,) as in Europe, then the semicolon is used as a value delimiter. If the decimal symbol is the dot (.) as in the USA, the comma is used as a value delimiter and if you try to open one of these CSV files, every row will only consist of one cell. To get around this, first download the CSV report file, create an empty spreadsheet in Excel, and go to the menu Data->Import External Data->Import Data and browse to the saved CSV file. A dialog will popup which allows you to select the semicolon as a value delimiter.
2.9 Export the list of Publications

If you want to export the list of publications returned by your search to a file that you can print or import to your preferred application, you can click on the "Export list as..." button in the top toolbar.

You can export the list as a CSV (Comma Separated Values) file, using either the comma or the semicolon as a value separator, a PDF or an XML file.

**Hint:** In the CSV format, the Approval Holder/Type Designation information is contained in multi-line indented text fields. To view these fields correctly, you may need to select these cells and make your spreadsheet application (e.g. Excel) expand these cells to fit their content.

2.10 Make comments on a PAD

You can make comments on Proposed ADs. At the bottom of the "Subject" field there is a link which allows you to send your comments by e-mail.

Click on the "send comment" link and your default mail client will pop up with a window to write your comments in.

2.11 Work with filters

If you are a registered user, you can have a list of filters which you can use for searching in the list of ADs and get e-mail notifications when new ADs which match your filters are published. Filters make it convenient for you to search the ADs without having to specify the search criteria each time from scratch.

A filter is a combination of the form fields you will find in the advanced search page. It includes keywords, Publication types, starting and ending issue dates and the related TC holders/type designation.
2.11.1 The filters page

When you are logged in, you can access the filters page either by clicking on the "Edit filter" button in the main ADs list page, or in the "Advanced search" button on the top toolbar.

The filters page provides additional functionality to the advanced search page. Underneath the search form fields, you will now see a set of buttons related to filter management and on the filters panel you can see the complete list of filters you have created. Your filters are saved with your profile so that they are always available when you login to the application.

There is always a filter named (current) and a (show all) filter. The (current) filter is the one you will work with temporarily. It is retained throughout your session (i.e. until you close your browser), but it will not be there next time you login. The (show all) filter is used to show all ADs, EADs, PADs, ECIs and SIBs in the system, regardless of TC holder/type designation or issue dates. The first time you login to the application, this is also the default filter applied to the list of publications.

To perform a search based on any of your filters, just click on the filter in the filters panel and then click on the "Search" button. When you select a filter, the criteria for that filter are automatically applied to your search and the filter description is updated to reflect the selected criteria.
2.11.2 Define a new filter

To define a new filter, first make sure that the current filter is selected in your list of filters. If you haven’t clicked on another filter, then the current filter is considered selected by default.

Double-click on any node in the Taxonomy panel to add it to the current filter, just like you would do in the advanced search page. You can define any additional criteria like a keyword, publication class, starting and ending issue dates. When you are satisfied with your criteria, you have to specify a name in the "Filter name" field and click on the "Save" button inside the blue panel on the left. If everything is ok, you will get a notification message that your filter has been successfully saved and you will now be able to see it in the list of filters.
2.11.3 Edit a filter

To edit an existing filter, you have to first select it by clicking on it.

Hint: Please keep in mind, that SIBs are only linked to the Safety Information Bulletin general product categories. Any attempt to filter SIBs for a specific aircraft type/model will return no result.

If you delete or add a new TC holder/type/model, or change any other parameter of the filter, you will see a small exclamation mark over the icon of the filter, indicating that you have made a change which is not saved yet. To apply your changes, just click on the "Save" button again. If the update was successful, you will receive a confirmation message.

2.11.4 Delete a filter

To delete an existing filter, you have to first select it by clicking on it. Then click on the "Delete" button inside the blue panel on the left. If the operation was successful, you will receive a confirmation message.

Please bear in mind that you cannot delete the (current) and (show all) filters.

2.11.5 Receive e-mail notifications for a filter

To specify that you would like to receive an e-mail notification whenever publication which matches one of your filters is published, you have to first select it by clicking on it. Then click on the "Notify" button inside the blue panel on the left. If the operation was successful, you will receive a confirmation message.

Filters which are "active" for notifications are marked with an orange color. You can have multiple filters marked as active for notifications at the same time.

To specify that you would like to stop receiving notifications for a particular filter, select the filter and click on the "Notify" button again. If the operation was successful, you will receive a confirmation message.

If you would like to stop receiving any notifications from the AWD application in general, instead of marking all your filters as inactive, you can click on the "My details" button on the top toolbar and set the global setting "receive notifications"
" to "no".

**Warning:** If you create a filter which contains an ending issue date in the past, you will not receive notifications for this filter.

**Warning:** The global setting "receive notifications" that you specified when you registered for the application, overrides the preferences that you specify in the filters page. If that setting is set to "no", you will not receive any notification. To check or change this setting, please click on the "My details" button on the top toolbar.

### 2.11.6 Set the default filter

The default filter is the filter which is automatically applied to the list of ADs when you login to the application. Normally the default filter is the "show all" filter, which lists all ADs, EADs, PADs, ECIs and SIBs in the system. The default filter is marked in your list of filters with a small blue check mark.

To set one of your filters as the default, you have to first select it by clicking on it. Then click on the "Default" button inside the blue panel on the left. If the operation was successful, you will receive a confirmation message.
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