

KINGDOM OF SAUDI ARABIA
Ministry of Defence and Aviation
Presidency of Civil Aviation
Aviation Standards and Safety



المملكة العربية السعودية
وزارة الدفاع والطيران
رئاسة الطيران المدني
إدارة سلامة الطيران والمقاييس

AIRWORTHINESS GUIDE (AG-6)

AIRWORTHINESS DIRECTIVE POLICIES AND PROCEDURES

TABLE OF CONTENT

1. GENERAL.....	2
1.1 Purpose	2
1.2 Cancellation	2
1.3 Background	2
1.4 Explanation of changes	3
1.5 Definitions and acronyms	3
1.6 Related regulations and guidance documents.....	4
1.7 Distribution.....	4
1.8 Airworthiness Guide approval.....	4
2. POLICIES	5
3. PROCEDURES FOR REVIEWING AND ASSESSING FOREIGN ADS	5
3.1 General.....	5
3.2 Issue or renewal of an aircraft Certificate of Airworthiness	6
3.3 Foreign emergency AD.....	6
3.4 Request for an AMOC	7
3.5 Conflict between an AD issued by the CAA of the State of Design and an FAA AD	7
3.6 Administration of foreign ADS	8
4. PROCEDURES FOR ISSUING DOMESTIC ADS	8
4.1 General.....	8
4.2 Procedures	9
5. PROCEDURES FOR PROCESSING REQUESTS FOR ALTERNATIVE MEANS OF COMPLIANCE (AMOC)	10
5.1 General.....	10
5.2 Procedures	10
6. ADDITIONAL PROCEDURES AND ISSUES	11
6.1 Manufacturer Service Bulletins (SB).....	11
6.2 Recurring activities	12

1. GENERAL

1.1 Purpose

This document provides information on the policies and the procedures for Airworthiness Directives (AD) applicable to aircraft on the KSA register. It specifically addresses the following:

- policies
- procedures for reviewing and assessing foreign ADs
- procedures for issuing domestic ADs
- procedures for processing requests for Alternate Means Of Compliance (AMOC)
- additional procedures and issues (Service Bulletins and recurring activities)

1.2 Cancellation

This document cancels the initial issue of the Airworthiness Guide (AG) - 6 dated March 18, 2002.

1.3 Background

1.3.1 ADs are an integral part of the continuing airworthiness of aircraft. ADs are a mechanism recognized worldwide and are used by CAAs to mandate corrective actions for in-service fleets. ICAO Annex 8, *Airworthiness of Aircraft*, specifies the continuing airworthiness responsibilities of the State of Registry and of the State of Design. Therefore, in addition to the basic national mandate to uphold standards for aviation safety, the KSA, as an ICAO Contracting State, is obliged to fulfill its international obligations and meet its continuing airworthiness responsibilities as a State of Registry (the KSA is not a State of Design as it hosts no manufacturing industry).

1.3.2 Accordingly, the KSA must ensure that it has a system to adopt the mandatory information (i.e., AD) from the State of Design directly or to assess the information received and take appropriate action. The KSA must also ensure the transmission to the State of Design of all mandatory continuing airworthiness information which it, as the State of Registry, originated in respect of an aircraft entered on its register.

1.3.3 To address ADs, the PCA-ASSD has adopted the U.S. Federal Aviation Regulations part 39, as PCA/FAR 39. To cater to its unique situation and environment, the PCA-ASSD needs to specify additional policies and procedures, based on PCA/FAR 39.

1.4 Explanation of changes

The main changes that this document introduces from the previous issue of AG-6, identified by change bars in the right hand margin, are as follows:

- clarification of the policy on retroactivity and effectivity of AG-6
- clarification of the procedures for minor deviations from ADs
- clarification of the procedures for reporting requirements
- re-formatting of the document

1.5 Definitions and acronyms

1.5.1 The following definitions apply:

"applicable AD" means an AD (normal or emergency) affecting an aircraft on the KSA register or affecting a product (other than an aircraft) installed or to be installed on an aircraft on the KSA register.

"domestic AD" means an AD originated and issued by the PCA-ASSD.

"foreign AD" means an AD originated and issued by a CAA (including the FAA) other than the PCA-ASSD.

"product" means an aircraft, engine, propellers or appliance.

"State of Design" means the country having jurisdiction over the company responsible for the final assembly of the aircraft.

"State of Registry" means the country where the aircraft is registered.

1.5.2 The following acronyms apply:

- AD: Airworthiness Directive (including any revision thereof)
- AG: Airworthiness Guide
- AMOC: Alternate Means Of Compliance
- CAA: Civil Aviation Authority
- FAA: Federal Aviation Administration
- KSA: Kingdom of Saudi Arabia
- PCA: Presidency of Civil Aviation
- PMI: Principal Maintenance Inspector
- POI: Principal Operations Inspector
- SB: Service Bulletin
- U.S.: United States

1.6 Related regulations and guidance documents.

- ICAO Annex 8, *Airworthiness of Aircraft*
- PCA/FAR 39, *Airworthiness Directives*
- FAA AC 39-7C, *Airworthiness Directives*
- PCA AG-3, *Importation Requirements*
- PCA AG-7, *Aircraft Alterations and Repairs*

1.7 Distribution

Internal and external.

1.8 Airworthiness Guide approval

Approved by:

Original signed by

Capt. Mohamed R. Berenji, D.Sc.
Vice-President
Aviation Standards and Safety Department
PCA

2. POLICIES

- 2.1. The PCA-ASSD is responsible for the continuing airworthiness of aircraft on the KSA register and is therefore the authority for ADs applicable to these aircraft.
- 2.2. Actions stated as mandatory or deviations authorized by foreign CAAs or by manufacturers are not applicable unless mandated by the PCA-ASSD as per this AG-6.
- 2.3. The registered owner or operator of an aircraft is responsible for compliance with domestic or foreign ADs mandated by the PCA-ASSD applicable to the airframe, engine, propeller, appliances, and parts and components thereof for all aircraft it owns or operates, as per PCA/FAR 91.403.
- 2.4. AG-6 is not retroactive. The policies and procedures stated herein are effective starting from the initial issue of AG-6, i.e., March 18, 2002.
- 2.5. All applicable ADs issued by the FAA are accepted by the PCA-ASSD and are thereby mandated by the PCA-ASSD in their entirety (including effective date and time compliance), unless specified otherwise by the PCA-ASSD. This includes FAA ADs issued for products of a State of Design other than the U.S..
- 2.6. All applicable foreign ADs issued by the CAA of the State of Design of a product (regardless whether the FAA has issued an equivalent AD or not) are accepted by the PCA-ASSD and are thereby mandated by the PCA-ASSD.
- 2.7. If an AD issued by the CAA of the State of Design conflicts with an AD issued by the FAA, the owner or operator is to request the PCA-ASSD for further direction as per paragraph 3 of this AG-6.
- 2.8. The PCA-ASSD will issue its own ADs only in exceptional cases in accordance with paragraph 4 of this AG-6.
- 2.9. AMOCs from the FAA or from the CAA of the State of Design are accepted by the PCA-ASSD if their applicability includes aircraft on the KSA register.

3. PROCEDURES FOR REVIEWING AND ASSESSING FOREIGN ADS

3.1 General

- 3.1.1 Paragraph 2 identifies those applicable foreign ADs mandated by the PCA-ASSD and with which the owners or operators must comply. Because the

policies are thereby established, these ADs require no review nor assessment on the part of the PCA-ASSD. Notwithstanding, cases might arise where there is a need for the PCA-ASSD to review and assess some foreign ADs.

3.1.2 Paragraphs 3.2 to 3.5 identify such cases. Note however that the cases described therein are not exhaustive. If an owner or operator is unsure about a foreign AD, he should contact the PCA-ASSD for guidance.

3.1.3 Paragraph 3.6 provides some additional guidelines of interest to the PCA-ASSD staff for the administration of foreign ADs.

3.2 Issue or renewal of an aircraft Certificate of Airworthiness

3.2.1 AG-2, *Job guide for the PCA-ASSD inspectors*, directs the PCA-ASSD inspectors to verify compliance with all domestic or foreign ADs mandated by the PCA-ASSD when reviewing an application for a new or the renewal of an aircraft Certificate of Airworthiness. This AG-6 identifies which foreign ADs are mandated by the PCA-ASSD.

3.2.2 Specific attention should be given to PCA-ASSD forms 203. They must list all applicable domestic or foreign ADs mandated by the PCA-ASSD. Even if an FAA AD and an AD issued by the CAA of the State of Design address the same issue, both must be complied with and they must be listed separately.

3.3 Foreign emergency AD

3.3.1 As for normal ADs, the mandating of emergency ADs is already addressed as per the policies of this AG-6. However, given the criticality of emergency ADs, the PCA-ASSD will review them to ensure it can support the owners and operators if required.

Information note:

Terms other than “emergency” (e.g., “telegraphic”) are sometimes used to qualify ADs of an urgent nature.

3.3.2 Emergency ADs may be assigned by the Director of Airworthiness to an inspector or engineer for review as per the policies and procedures outlined in this AG-6. The following actions should then be taken by the assigned PCA-ASSD staff:

(a) confirm applicability to the aircraft on the KSA register and take appropriate action as per the PCA-ASSD policies if required. It is to note that some CAAs send their emergency ADs to all other CAAs worldwide without verifying applicability. Therefore, it is possible that the PCA-ASSD receive foreign ADs for aircraft or other products to be installed on aircraft not on its register; and

(b) act as a liaison between owner/operator and CAA as required.

3.4 Request for an AMOC

A request for an AMOC will normally require the review and assessment of the related foreign AD to allow responding to the request. See paragraph 5 for detailed procedures to process AMOCs.

3.5 Conflict between an AD issued by the CAA of the State of Design and an FAA AD

3.5.1 Normally, an AD issued by the CAA of the State of Design and the equivalent FAA AD do not conflict with each other as the FAA AD will most often repeat the technical content of the AD issued by the CAA of the State of Design.

3.5.2 However, the mandating of both the FAA AD and the AD issued by the CAA of the State of Design addressing the same problem might create a situation where the owner or operator requires further direction from the PCA-ASSD. This could be, for example, because the owner or operator believes that complying with both is technically impossible or would result in a level of safety whose associated cost is unacceptably higher than that related to each AD, or because one of the AD is incompatible with the PCA-ASSD basis of certification.

3.5.3 In assessing the situation, the PCA-ASSD should consider the following factors:

- the nature of the conflict between the two AD (technical, operational, logistical, etc.) which will often limit the number of options to deal with the conflict;
- the particular operational environment of the owner or operator making the request for direction; and
- the intent inherent in both ADs (discussions with the FAA and the CAA of the State of Design might be required).

3.5.4 The PCA-ASSD decision could include, for example, the rescinding of the mandating of one of the two foreign ADs, or the issue of a domestic AD customizing one or both foreign ADs. Regardless of the PCA-ASSD decision, is to be documented and explained to the owner or operator by letter. Furthermore, a decision should be promulgated to all other owners or operators if it can also apply to them.

3.6 Administration of foreign ADs

3.6.1 When a foreign AD needs to be reviewed and assessed by the PCA-ASSD, the following additional information and guidelines should be used by the PCA-ASSD staff.

3.6.2 FAA AD information is available through CD-ROMs, managed by the PCA-ASSD Technical Library. The CD-ROMs are available from the Technical Library or from the PMI AC or PMI GA administration officers. Hard copies of FAA ADs are also received and kept in the Technical Library. FAA ADs can also be accessed on line through an number of Internet sites, among which http://www.airweb.faa.gov/Regulatory_and_Guidance_Library.

3.6.3 Foreign ADs issued by a CAA other than the FAA are received by and kept in the PCA-ASSD Technical Library.

3.6.4 Foreign emergency ADs, whether from the FAA or from another CAA, are normally faxed directly to the Director of Airworthiness. Once action has been taken, copies are kept in the Technical Library.

3.6.5 If the PCA-ASSD takes a specific action on a foreign AD, a note to that effect is to be made on a hard copy of the AD document. This includes notes to indicate that the AD is not applicable. Such a note should be kept with a hard copy of the AD in the Technical Library and also with each aircraft file to which the AD applies.

4. PROCEDURES FOR ISSUING DOMESTIC ADS

4.1 General

4.1.1 Normally, the manufacturers are made aware of and monitor faults, malfunctions and failures on their aircraft fleets. These trends are further monitored by the CAA of the State of Design, which oversees the manufacturers. Therefore, conditions that warrant corrective actions such as ADs will normally be initiated in a timely manner by the State of Design.

4.1.2 However, in the rare cases where a condition exists on a Saudi Arabia registered aircraft which the State of Design has not addressed in a manner satisfactory to the PCA-ASSD, the PCA-ASSD will investigate further the need for corrective action. Note that the PCA-ASSD could also be led to investigate in the case where there is a conflict between an AD issued by the CAA of the State of Design and an equivalent FAA AD (see paragraph 3.5).

4.2 Procedures

4.2.1 The initial step in investigating the potential for an AD is to confirm that an unsafe condition is found to exist in a product (aircraft, aircraft engine, propeller, or appliance) of a particular type design. Then, the PCA-ASSD should pursue a more detail investigation through the following actions:

(a) validate the problem by discussing with the operator and thoroughly understanding the issue;

(b) discuss the problem with the CAA of the State of Design to understand the reasons for its lack of corrective action;

(c) assess the appropriateness of AD action. Some specific criteria to further use to make this assessment could be, but are not limited to:

- unique configuration (through modifications)
- unique climatic environment
- unique operating environment
- incapacity of the CAA of the State of Design to react in a timely manner

(d) if still deemed appropriate, initiate appropriate corrective action by issuing a domestic AD (normal or emergency).

4.2.2 The content and format of domestic ADs is to be similar to those of FAA ADs and should refer to data from the manufacturer. Refer to FAA AC 39-7C Airworthiness Directives for further guidance.

4.2.3 The domestic AD is to be identified by a 3 part number made up of the prefix "PCA", the year, and a sequential number (e.g., PCA-2002-01). The sequential number is to be obtained from the PCA-ASSD AD register in the AD binder located in the Technical Library.

4.2.4 The domestic AD is to be sent by letter to each owner or operator of the affected aircraft on the KSA register, as well as to the CAA of the State of Design.

4.2.5 A copy of the domestic AD is to be filed in the binder in the Technical Library, and additional copies are to be put into the files of the affected aircraft.

5. PROCEDURES FOR PROCESSING REQUESTS FOR ALTERNATIVE MEANS OF COMPLIANCE (AMOC)

5.1 General

5.1.1 An Alternative Means of Compliance is a means of compliance that is not listed in the AD. This includes time compliance extensions and any deviations (minor or major). Whether it is for a foreign or domestic AD, an AMOC for an aircraft on the KSA register can only be granted by the PCA-ASSD, either through the policies as per this AG-6 or specifically on a case-by-case basis.

5.1.2 As per the policies in this AG-6, AMOCs from the FAA or from the CAA of the State of Design are accepted by the PCA-ASSD if their applicability includes aircraft on the KSA register. Such AMOCs may be used without the need to contact the PCA-ASSD. However, care should be taken to ensure applicability. If in doubt, the owner or operator should contact the PCA-ASSD.

5.2 Procedures

5.2.1 If the owner or operator wishes to request an AMOC other than those specified in paragraph 5.1.2 above, he should provide a formal request by letter addressed to the Vice-President PCA-ASSD well in advance of the end of the time compliance period. The request should contain the following information:

- AD identification
- aircraft affected
- nature of request (e.g., time compliance extension, other means of compliance, minor or major deviation)
- reasons that led to the need to request an AMOC. This should be carefully documented as improper justification could result in the PCA-ASSD not granting the request
- details of request. This should include the detailed information required to understand exactly what is being requested. Reports or drawings should be referred to and included as required
- description of any mitigating factors
- Assessment of impact on safety. Supporting statement from the manufacturer is required.

Information note:

Attention is drawn to the importance of involving the manufacturer. A statement of No Technical Objection may be acceptable as long as it originates from the Airworthiness or Engineering department of that manufacturer.

5.2.2 The PCA-ASSD will then carry out the following actions:

- (a) review the information to ensure completeness;
- (b) contact the CAA involved if there is uncertainty as to whether use of the AMOC would preserve the regulatory intent of a foreign AD;
- (c) document decision to accept or reject the AMOC. Before rejecting a request for an AMOC, further discussion with the owner or operator requesting the AMOC should take place to seek other solutions;
- (d) transmit the PCA-ASSD decision by letter to the owner or operator who made the request. If an AMOC to a foreign AD is granted, also transmit the decision by letter to the CAA of the State of Design; and
- (e) put copy of all correspondence in the file of the aircraft involved.

5.2.3 The owner or operator is to file the PCA-ASSD letter approving the AMOC in the aircraft log book and retain it as part of the aircraft records.

6. ADDITIONAL PROCEDURES AND ISSUES

6.1 Manufacturer Service Bulletins (SB)

6.1.1 An SB is a bulletin issued by the manufacturer of an aircraft, engine, or component that can be used to describe a service procedure the manufacturer recommends to make the device safer or to improve its service life. An SB is not automatically approved or mandated by a CAA and is therefore not automatically regulatory in nature. This is also applicable to Alert SBs.

Information note:

SBs might be called differently (e.g., Customer Bulletins, Aircraft Service Changes, Service Letters) depending on the manufacturer that issues them.

6.1.2 An SB is approved by the CAA of the State of Design when the SB includes a clear statement to that effect. Such an approved SB may then be used by the owner or operator without further involvement from that CAA; note that such an approval does not mean that the SB is mandated by the CAA. If the SB does not contain a clear statement from the CAA, that SB does not constitute approved data and can not be used for a major modification or major repair without further PCA-ASSD approval (refer to AG-7).

6.1.3 To be mandatory, an SB must be mandated through an AD or similar document which is applicable to aircraft on the KSA register.

6.1.4 The only exception to paragraph 6.1.3 is when an operator uses a current inspection program recommended by the manufacturer (PCA/FAR 91.409(f)(3)). In such a case, any SB issued and identified as “mandatory” by the manufacturer is thereby mandatory from a regulatory perspective even without an AD having been issued by the CAA of the State of Design. It also does not need to, although it most often will, contain a statement to the effect that the SB has been approved by the CAA of the State of Design.

Information note:

Normally, a “mandatory” SB is quickly followed and mandated by an AD issued by the CAA of the State of Design. It then becomes mandatory from a regulatory perspective for all owner or operator of the applicable aircraft, regardless of the inspection program used.

6.2 Recurring activities

6.2.1 ADs often include operational limitations or procedures (e.g., AFM temporary revisions), maintenance inspections or reporting requirements which are recurring in nature. It should be ensured that such recurring activities are properly documented in the AFM, aircraft log book or other documents as required.

6.2.2 ADs that affect the AFM should be coordinated with the relevant POI office.

6.2.3 Reporting requirements contained in foreign ADs are normally meant to gather information to assess the adequacy of some corrective action issued or being considered by the CAA or the manufacturer. Therefore, owners/operators should report directly to the CAA that issued the foreign AD or to the manufacturer, as required in the AD, with information copy to the PCA-ASSD.