

6.2.4 Notification of Incidents Affecting Airworthiness (Unsafe Condition)

- a) In cases where the incident has led or could lead to an unsafe condition, the AWO must immediately inform the CAAM.
- b) Within 48 hours, the CAAM form (CAAM/AW/8503-01) together with GAM SDR form (GAM/DOA.F.019), which contains all necessary information, shall be forwarded to the CAAM.

6.2.5 Corrective Actions of Notified Failures, Malfunction and Defects

- a) If initial investigation has shown that the unsafe condition exists, the AWO shall initiate a committee called Corrective Action Board (CAB) consisting of HODO, COA, CIMO and CVE. The CAB shall define further measures for investigation, analyses and corrective actions to be conducted regarding the incident.
- b) GAM DO shall advise CAAM that the incident(s) is an unsafe condition and the ASB shall be issued.
- c) If corrective or improvement actions in the approved minor change or minor repair become necessary, this shall be carried out in accordance with GAM DO Service Difficulty Report procedure (GAM/DOA.P11).

6.2.6 Alert Service Bulletins (ASB) / Airworthiness Directives (AD)

- a) According to chapter 18.1 of CAD 8401, if it is necessary to apply corrective actions in order to restore or obtain a safe condition, the CAAM shall issue an AD. The AWO has the obligation to assist the authority by providing all necessary technical data.
- b) An Alert Service Bulletin (ASB) is to be initiated with a SDR (GAM/DOA.F.019) in accordance with Service Difficulty Report procedure (GAM/DOA.P11) and prepared by the Design Office in case of failures, malfunction or defects discovered in operation or during maintenance. The prepared ASB and all related data shall be forwarded by the AWO to the CAAM for review. The data necessary for corrective actions, which shall be forwarded to the CAAM, should be approved by the CAB beforehand.
- c) After CAAM agreement, the DO shall issue the ASB to all users, owners and all other persons who may be affected by the unsafe condition. Refer to Alert Service Bulletin procedure (GAM/DOA.P12) for detail.