



Civil Aviation Authority
SAFETY DIRECTIVE
FLIGHT OPERATIONS



Number: SD-YYYY/NN

Issued: xx Month Year

This Safety Directive contains mandatory action that is required to restore an acceptable level of safety. It is issued in accordance with *[Insert relevant regulation etc.]*.

Recipients must ensure that this Directive is copied to all members of their staff who need to take appropriate action or who may have an interest in the information (including any 'in-house' or contracted maintenance organisation and relevant outside contractors).

Applicability:

[Insert Group of stakeholders (e.g. Air Traffic Services, Air Operator's Certificate Holders, Aerodrome Licence holders, all CAA regulated companies etc.)]

TITLE

1. Introduction

1.1 *[Insert Introductory Text here]*

2. Compliance/Action to be Taken

2.1 *[Insert what must be done, how it must be done etc.]*

3. *[Further Info]*

3.1 *[Insert any further info as required, along with further paragraphs as necessary]*

4. Queries

4.1 Any queries or further guidance required as a result of this communication should be addressed to:

[Insert postal address of co-ordinating Group/Division]

[Insert telephone number of contact]

Insert e-mail address of co-ordinating Group/Division]

5. Cancellation

5.1 This Safety Directive shall remain in force until *[insert date]*.



Civil Aviation Authority

AIRWORTHINESS DIRECTIVE



Number: G-[YYYY]-[NNNN]

Issue date: [Insert date of issue]

This Airworthiness Directive (AD) is issued by the UK CAA as the National Aviation Authority (ICAO Annex 8 Authority of State of [Design/Registry]) for the affected product(s).

In accordance with [Insert appropriate regulation], the following action required by this AD is mandatory for applicable aircraft registered in the United Kingdom. No person may operate an aircraft to which an AD applies except in accordance with the requirements of that AD unless otherwise agreed with the Authority of the State of Registry.

Type Approval Holder's Name: [Insert Name]	Type/Model Designation(s): [Insert type/model Designation(s)]
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TCDS:	
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Supersedure:	
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ATA [XX-XX]	TITLE
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Manufacturer(s):	[Insert Manufacturer]
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Applicability:	[Insert Aircraft/product type(s)]
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Reason:	[Insert reason]
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Effective Date:	[XX Month YYYY]
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Compliance/Action:	[Insert action to be taken]
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Reference Publications:	[Insert relevant reference publications and availability]
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Remarks:	[Insert any relevant remarks]
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[x]. Enquiries regarding this Airworthiness Directive should be referred to:

Tel: +44 (0)1293 [XXXXXX]	Fax: +44 (0)1293 [XXXXXX]
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E-mail: [insert e-mail]@caa.co.uk



Issued: xx Month Year

This Safety Notice contains recommendations regarding operational safety.

Recipients must ensure that this Notice is copied to all members of their staff who need to take appropriate action or who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:

[Insert Group of stakeholders (e.g. Air Traffic Services, Air Operator's Certificate Holders, Aerodrome Licence holders, all CAA regulated companies etc.)]

TITLE

1. Introduction

1.2 *[Insert Introductory Text here]*

2. Compliance/Action to be Taken

2.2 *[Insert what must be done, how it must be done etc.]*

3. [Further Info]

3.2 *[Insert any further info as required, along with further paragraphs as necessary]*

4. Queries

4.1 Any queries or further guidance required as a result of this communication should be addressed to:

*[Insert postal address of co-ordinating Group/Division]
[Insert telephone number of contact]
Insert e-mail address of co-ordinating Group/Division]*

5. Cancellation

5.1 This Safety notice shall remain in force until *[Insert date]*.



INFORMATION NOTICE

GROUP SAFETY SERVICES - EUROPEAN AFFAIRS



Number: IN-YYYY/NN

Issued: xx Month Year

This Information Notice contains information that is for guidance and/or awareness.

Recipients are asked ensure that this Information Notice is copied to all members of their staff who may have an interest in the information (including any 'in-house' or contracted maintenance organisations and relevant outside contractors).

Applicability:

[Insert Group of stakeholders (e.g. Air Traffic Services, Air Operator's Certificate Holders, Aerodrome Licence holders, all CAA regulated companies etc.)]

TITLE

1. Introduction

1.3 *[Insert Introductory Text here]*

2. Scope

2.3 *[Insert what must be done, how it must be done etc.]*

3. [Further Info]

3.3 *[Insert any further info as required, along with further paragraphs as necessary]*

4. Queries

4.1 Any queries or further guidance required as a result of this communication should be addressed to:

*[Insert postal address of co-ordinating Group/Division]
[Insert telephone number of contact]
Insert e-mail address of co-ordinating Group/Division]*

5. Cancellation

5.1 This Information Notice shall remain in force until *[insert date]*.