

 <p>NCAA NAMIBIA CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF NAMIBIA</p> <p>NAMIBIA CIVIL AVIATION AUTHORITY</p> <p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>Executive Director Namibia Civil Aviation Authority Private Bag 12003 Ausspannplatz WINDHOEK</p>
<p>Tel: +264 61 702082/2203 Fax +264 61 702088</p> <p>e-mail: ajp@ncaa.na</p>		<p>AIC</p> <p>Series A</p> <p>08/24 05 March 2024</p>

MAINTENANCE - ADMINISTRATION

AIRWORTHINESS DIRECTIVES, SERVICE BULLETINS, SERVICE LETTERS AND SERVICE INSTRUCTIONS

1. As a result of service difficulties encountered in the field, the manufacturer of an airframe, engine, propeller or component may from time-to-time issue airworthiness directives, service bulletins, service letters or information letters in order that remedial action may be taken to overcome the specific problem and thereby enhance aviation safety.
2. Such technical information is generally classified by the manufacturer to indicate the degree of essentiality. When the manufacturer classifies this information as mandatory the relevant modification or special inspection shall be carried out within the specified time period.
3. Certain technical information issued by manufacturers addresses the matter of product improvement. This information must be carefully considered by the aircraft owner and the aircraft maintenance organisation/engineer (AMO/AME). It must however be noted that the final decision rests with the certifying AMO/AME as to whether the instruction must be complied with or not.
4. All Namibian Aircraft are to be maintained in accordance with the requirements of Part 43 of the Civil Aviation Regulations, 2001, as amended, read together with the requirements of NAM-CATS-GMR.
5. All maintenance schedules have a section on Airworthiness Directives (AD's) and Service Bulletins (SB's) and other limitations not specifically mentioned in this AIC which may prescribe the special inspections which the Executive Director considers to be mandatory, these directives must be complied with within the limitation specified or any other condition stipulated in that part.
6. It must be pointed out that maintenance schedules prescribe minimum requirements but it is the responsibility of the certifying AMO/AME to ensure that any additional work found necessary has been carried out.
7. If an AMO/AME finds that due to circumstances beyond their control they are unable to comply with the AD's or mandatory manufacturers instruction by the time specified, written application to the Executive Director is to be made in the form of an exemption. The requirements to be complied with for the exemption are laid down in Part 11 of the Civil Aviation Regulations, 2001, as amended; these conditions are to be met for consideration of an exemption. It must be noted that unless proper motivation is supplied, consideration may not be given to the request.