MINISTRY OF DEFENCE

SECRETARIAT GENERAL OF DEFENCE AND NATIONAL ARMAMENTS

DIRECTORATE OF AIR ARMAMENTS AND AIRWORTHINESS

NATO AGS

RQ-4D AIR SEGMENT AND PILOT TRAINER

DEFINITION AND REGULATION OF THE DAAA SYSTEM FOR HANDLING TECHNICAL PUBLICATIONS

NOTE

This edition of the Regulation is the first Issue of this document.

Base Edition 29th May 2018

LIST OF VALID PAGES

ATTENTION: This regulation is valid only if it consists of the pages listed below, duly updated.

Copy of this regulation may be found at the address:
http://www.difesa.it/SGD-DNA/Staff/DT/ARMAEREO/Pagine/default.aspx

The issue dates of the original and amended pages are:

Original ..... 0..... dated 29/05/2018

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1. FOREWORD

1.1 Scope

The regulation, AER(EP).0-0-2/RQ-4D, defines and regulates the DAAA Technical Publications (TPs) system, and establishes the processes and responsibilities of the entire approval / acceptance procedure.
This regulation, is a version of AER(EP).0-0-2 that applies specifically to technical documentation relating to the NATO AGS Air Segment/Pilot Trainer.
In case of changes to the content of the AER(EP).0-0-2, DAAA will initiate the modification of this tailored regulation to include such changes.
In addition, the Annex VI of this regulation provides the list of Abbreviations, Acronyms and Definitions that are peculiar to NATO AGS Programme and that shall be used in conjunction with EUROPEAN MILITARY AIRWORTHINESS DOCUMENT (EMAD) 1 “Definitions and Acronyms Document”, latest edition.

1.2 Related documentation

A.	AER(EP).0-0-2	Definizione e Regolamentazione del Sistema delle PP.TT. della Direzione degli Armamenti Aeronautici e per l’Aeronavigabilità (ARMAEREO)
B.	NAGS2.2PL00395	NATO AGS Technical Publications Development Plan (TPDP)
C.	LW-G/2017/14/SI/si	Life Cycle Technical Documentation Management Plan (LCTDMP)
D.	C-M(2002)49 NATO	Security Policy

1.3 Related Technical Publications

All TPs mentioned in this document shall be considered as being in the latest applicable version.

1.4 Applicability

This regulation is applicable to all TPs produced in support of the NATO AGS Air Segment/Pilot Trainer and related to systems included in the NATO AGS Military Type Certificate (MTC).

1.5 Transition

This regulation shall come into effect as of its approval date.

2. DEFINITION OF THE DAAA TP SYSTEM

2.1 TPs Under DAAA Responsibility

The TPs for which the DAAA is responsible include all the standards, provisions, directives, technical instructions and respective General Indexes that the DAAA considers applicable to all research, technical development, construction, production, procurement, conversion, distribution, conservation, utilisation, maintenance, repair and overhaul, recovery or decommissioning activities inherent to all materiel under its responsibility.

The sources of the TPs may include:

a. DAAA (for all ARMAEREO regulations);

b. System Design Responsible (SDR) (for commercial publications).

All TPs to be used to operate and maintain the NATO AGS Air Segment/Pilot Trainer must be in the Lists of Applicable Publications (LOAP).

All the regulations applicable to NATO AGS Air Segment/Pilot Trainer will be inserted by DAAA in its portal available on intranet/internet as required.

All Entities using and/or conducting maintenance on the air and ground support material for which the DAAA is responsible, are required to comply with, and apply, the above instructions.

Such Entities include all DAAA offices, Competent Body, manufacturing and maintenance companies and NAGSF.

2.2 Choice of TPs

All NATO AGS Air Segment/Pilot Trainer TPs shall be in electronic format in accordance with (IAW) the rules established in this regulation.

2.3 Types of TPs

2.3.1 TPs approved / accepted by the DAAA (AER)

These are TPs that are prepared directly by the DAAA and are produced in accordance with the standards of the applicable AER.P series.

The TPs described in this paragraph are coded with the initials “AER” and are approved according to the procedures indicated in the specific Annexes I, II, IV and V.

2.3.2 Commercial TPs

2.3.2.1 Commercial TPs issued by SDR (CMM)

These are TPs prepared by the SDR which the DAAA in conjunction with the Competent Body may consider applicable to the materiel under its responsibility, even if they do not correspond to the style and presentation requirements for “AER” type publications.

These TPs are accepted and coded by the DAAA with the initials “CMM” according to the procedures set forth in Annex III.

A “Ministerial Title Page” must be prepared for these TPs, the model for which is given in Attachment “F”.

2.3.2.2 Commercial TPs issued by Authorities

These are TPs prepared by national and foreign Government Agencies and Authorities, which the DAAA may consider applicable to the materiel under its responsibility.
These TPs form part of specific indexes and are listed in the corresponding indexes issued by said Authorities or Agencies.

3. IDENTIFICATION CODES OF THE TPs UNDER DAAA RESPONSIBILITY

The identification codes of the TPs approved / accepted by the DAAA are composed as follows:

- Initials “AER” indicating the DAAA or “CMM” (the latter used only for Category 3 TPs) which indicate a Commercial Technical Publication issued by the SDR;
- An alphanumerical code that indicates the Class in the scope of the category the TP belongs to;
- An alphanumerical code that indicates the Subject, the type of materiel or the RQ-4D;
- An alphanumerical code identifying the type of TP.

The element separating the initials and the class code consists of a "." (period / full-stop). The element separating the codes that follow consists of a "-" (dash).
AER TPs that are applicable “as they are” for AGS, after English translation and DAAA formal approval, are identified adding at the end of the TP code the suffix (EN)”.
For AGS the above TPs are used instead of the Italian version and are always and only modified when the Italian version is modified.
AER TPs that are specifically tailored for AGS are identified by a suffix to the TP code that is composed by a “/” (right slash) symbol followed by “RQ-4D”.
Details of the identification code of the five categories of TPs for which the DAAA is responsible are given in the Annexes.

4. CLASSIFIED TPs

Classified TPs must be handled in accordance with the NATO Security policies.

5. PRINCIPAL FEATURES OF THE TPs ISSUED BY THE DAAA

5.1 Presentation Methods

5.1.1 AER TPs

AER TPs may be presented in the following forms:

- Base Edition;
- New Issue (or reissue);
- Revised Edition;
- TP Supplement to the base edition or revised edition.

5.1.1.1 Base Edition

This is the TP at first issue.

5.1.1.2 New issue (or reissue)

This consists of a reissue of the TP which includes any updates issued up to that point and/or new information made available after the base edition or latest amendment but not yet inserted in official updates.
Generally, the decision to re-issue a TP is based on the relevance of the changes made and consequent negative impact on the document's comprehensibility.
In general terms, re-issue is necessary if:

- a single update involves 60% or more of the pages comprising the TP;
- the update, while less than 60% of the content, comes in addition to previous updates and again has a negative effect on the document's comprehensibility.

5.1.1.3 Revised Edition

This consists of the base edition or reissue, revised with information that supplements or replaces the previous information.

5.1.1.4 TP Supplement to the Base Edition or Revised Issue

These contain additional instructions to those contained in the other TP and are issued to provide supplementary information.
These TP may also be used to isolate information of a different security level from the TP base edition.
The Front Page must include clear indications that the supplementary TP must be used jointly with the base edition and vice-versa.
The supplementary TPs have an identification code made up of the base edition code plus a suffix letter, starting from "A" (excluding the letter "O") added to the end of the code that identifies the type of TP (e.g. AER.XX-XXXX-XA).

5.1.2 CMM TPs

CMM TPs prepared by industry for this program are:

- Publication Modules (PMs) composed of Data Modules (DMs) i.a.w. NATO AGS S1000D Bussines Rules (REF B);
- External Publications in page oriented format, either encapsulated within DMs or stand-alone.

The issue status of a PM may be presented in the following forms:

- New;
- Changed;
- Revised;
- Deleted.

Version control for the PM is based on the issue status of the DMs that compose it; version control of DMs is described in the NATO AGS S1000D Bussines Rules.
Version control for encapsulated External Publications will be performed based on the parent DM i.a.w. NATO AGS S1000D Business Rules.
Version control for stand-alone External Publications is managed in para 5.1.1.

5.1.2.1 New

This is the PM at first issue. Every approved issue of a PM shall be allocated an incremented issue number. The initial issue shall be numbered with the value "001" and the issue type set to “new”.

5.1.2.2 Changed

A changed PM is one whose content has been partially changed and has the changes indicated using change marks.

5.1.2.3 Deleted

The deletion of a PM may be necessary, e.g. whenever a described configuration no longer exists. In such case the TP is retained in the common source database and marked as deleted, rather than physically being deleted.

5.1.2.4 Revised

A revised PM is one which has been completely reworked and does not contain change marks.

5.2 General Requirements

The preparation of all AER type TPs must respect all general requirements (format, style and presentation) and specific characteristics (content) contemplated by the pertinent standards indicated in the Annexes that describe the categories of TPs under the responsibility of DAAA.

5.2.1 TP languages

TPs for NATO AGS shall be written using English language.

5.3 Preparation

According to the category of a TP, the decisions and choices concerning preparation lie with DAAA or the Competent Body, each according to the activities and materiel under its responsibility.
Precise instructions on preparation are given in the Annexes that specifically describe the applicable categories of TPs.

5.4 Cancellation

If, due to obsolescence or because it is superseded by other national, NATO or international standards (military or otherwise), a TP is no longer considered applicable to DAAA materiel, a Cancellation Act (Attachment “A”) signed by the Director of DAAA must be issued.

6. CATEGORIES OF TPs APPROVED / ACCEPTED BY THE DAAA

The TPs approved/accepted by the DAAA are subdivided into the following five (5) “Categories”:

- **Category 1** (Annex I)

  “Rules, Regulations, Directives and Instructions relating to TPs under DAAA responsibility”

- **Category 2** (Annex II)

  “Rules, Regulations, Directives and Instructions of a general nature relating to procedures on the use, maintenance, modification, repair, overhaul, recovery and decommissioning of material for which the DAAA is responsible.”

- **Category 3** (Annex III)

  “Technical Manuals on the use, maintenance, repair, overhaul and conservation of materiel.”

- **Category 4** (Annex IV)

  “Service Bulletins on use, maintenance, modification and conservation of materials.”

- **Category 5** (Annex V)

  “DAAA Standards Processes and Documentation applicable to the NATO AGS Programme.”

CANCELLATION ACT

I HEREBY CANCEL THE TECHNICAL PUBLICATION

TP Identification Code

Issue:

TP TITLE

THIS TECHNICAL PUBLICATION CONSISTS OF N° XX PAGES or
N° YY DATA MODULES

Rome,_____

THE DIRECTOR
(ITALIAN MILITARY AIRWORTHINESS AUTHORITY)

APPROVAL ACT

I HEREBY APPROVE THE TECHNICAL PUBLICATION

TP Identification Code

Issue:

TP TITLE

THIS TECHNICAL PUBLICATION CONSISTS OF N° XX PAGES or N° YY DATA MODULES

Rome,_____

THE DIRECTOR
(ITALIAN MILITARY AIRWORTHINESS AUTHORITY)

COMPANY LOGO	**TECHNICAL PUBLICATIONS DECLARATION OF COMPLIANCE**	DATE: PROT.:

1. TECHNICAL PUBLICATION IDENTIFICATION

IDENTIFICATION CODE:

ISSUE: ISSUE DATE:

CHANGED/REVISED: CHANGE/REVISION DATE:

TITLE:

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2. APPLICABILITY

MDS/EQUIP.:

P/N:

3. CONTRACTUAL DATA

ORDER OR CONTRACT N°:

ENVISAGED DELIVERY / AVAILABILITY DATE:

NUMBER OF COPIES / USER ACCESSES:

The undersigned, in the name and on behalf of the Company _____ certifies that the composition, text and the illustrated part of the attached manual passed the Combined Validation and Verification (CVV) process IAW NAGS2.2PL00395 [TMDP] and LW-G/2017/14/SI/si [LCTDMP], and are technically adequate both for the safe use and the design of the NATO AGS for which the Company is responsible and in line with the contents and instructions (warning, caution, advise and note) of Military Type Certificate N° XXX dated dd/mm/yyyy or System Qualification Certificate N° XXX dated dd/mm/yyyy or Fit For Installation Certificate N° XXX dated dd/mm/yyyy or equivalent documents.

Date_____ Signature_____

.....

.....

APPLICABLE STANDARDS

(use the latest applicable issues)

STANDARD	TITLE
AER.0-0-8/RQ-4D	NATO AGS – RQ-4D Air Segment and Pilot Trainer Instruction for compiling, sending and managing Occurrence Report on Technical Publication
AER(EP).00-00-16(EN)	Use of Master Minimum Equipment List (MMEL) and Minimum Equipment List (MEL)
AER(EP).P-104/RQ-4D	NATO AGS – RQ-4D Air Segment and Pilot Trainer Submission,update procedure and issue methods for Category III Technical Publication
AER(EP).P-170_171_173_174/RQ-4D	NATO AGS – RQ-4D Air Segment and Pilot Trainer Definition of general requirements for Interactive Electronic Technical Publications (IETP)
AER(EP).P-175(EN)	Definition of general requirements for the remote fruition of IETP under ARMAEREO responsibility

Letter of Acceptance for Technical Manual

MINISTRY OF DEFENCE

SECRETARIAT GENERAL OF DEFENCE AND NATIONAL ARMAMENTS DIRECTORATE
DIRECTORATE OF AIR ARMAMENTS AND AIRWORTHINESS

Postal Address: Aeroporto "Francesco Baracca"
Via di Centocelle, 301-00175 ROME (IT)
Mail: armaereo@armaereo.difesa.it
Certified mail: armaereo@postacert.difesa.it
PoC:
☎ Phone: +39.06.46913.
mail:
Attachment:
Annex:

Subject: Technical Publication Acceptance [insert publication identification code] and issue of corresponding "Ministerial Title Pages"

TO: Competent Body

^^^^^^^^^^^^^^^^
Reference: (a) Competent Body "Request for Acceptance"
^^^^^^^^^^^^^^^^

HAVING REGARD TO:

- the Technical Publications Declaration of Compliance compiled by the SDR/Company _____ Ref . N°_____ dated _____
- the Certificate of Conformity compiled by the SDR/Company _____ Ref. N° _____ dated _____
- the Request for Acceptance compiled by the competent body at ref. (a).

The above publication is hereby accepted, with Identification Code _____, Issue Number _____, Issue date _____ as proposed by the SDR/Company in the Technical Publications Declaration of Compliance.
The SDR/Company _____ is hereby authorised to commence the works contractually envisaged by Contract, or Order Number _____ dated _____ after having inserted the Ministerial Title Pages of the corresponding TPs attached herewith.
The SDR/Company undertakes to apply any amendments or variants that should result as indispensable due to omissions or occurrences ascertained during use of the above publication.
The administrative definition of the above amendments or variants shall be regulated in accordance with the contractual guarantee agreements.

THE DIRECTOR
(ITALIAN MILITARY AIRWORTHINESS AUTHORITY)

MINISTERIAL TITLE PAGE MODEL FOR “CMM” TYPE TPs

This attachment contains the Title Page models for “CMM” type TPs. The Title Page models for this type of TPs are as follows:

- Page F - 2 : Ministerial Title Page model for Category 3 TPs concerning Aircraft;
- Page F - 3 : Ministerial Title Page model for Category 3 TPs concerning Equipment.

The models in this attachment are presented only as examples.

SECURITY CLASSIFICATION

MINISTRY OF DEFENCE

SECRETARIAT GENERAL OF DEFENCE AND NATIONAL ARMAMENTS
DIRECTORATE OF AIR ARMAMENTS AND AIRWORTHINESS

CMM

ISSUE:

MINISTERIAL TITLE PAGE

IDENTIFICATION OF COMMERCIAL TECHNICAL PUBLICATION

TITLE

MISSION DESIGN SERIES

S.D.R.:

ADDRESS:

ORIGINAL CODE:

ORIGINAL TITLE:

ISSUE:

NOTES: this commercial technical publication shall be viewed only through the NSPA IETM Viewer desktop edition version XXX and portable edition version XXX

SECURITY CLASSIFICATION

Ministerial Title Page model for Cat.3 "CMM Equipment" Technical Publications

SECURITY CLASSIFICATION

MINISTRY OF DEFENCE

SECRETARIAT GENERAL OF DEFENCE AND NATIONAL ARMAMENTS
DIRECTORATE OF AIR ARMAMENTS AND AIRWORTHINESS

CMM

ISSUE:

MINISTERIAL TITLE PAGE

IDENTIFICATION OF COMMERCIAL TECHNICAL PUBLICATION

TITLE

EQUIPMENT

TYPE **REF. N° (P/N)**

S.D.R./MANUFACTURER:

ADDRESS:

ORIGINAL CODE:

ORIGINAL TITLE:

ISSUE:

NOTES: this commercial technical publication shall be viewed only through the…

SECURITY CLASSIFICATION

CATEGORY 1

STANDARDS, PROVISIONS, DIRECTIVES AND INSTRUCTIONS ON THE TP SYSTEM UNDER DAAA RESPONSIBILITY

1. OVERVIEW

The following publications belong to this Category:

- this TP AER(EP).0-0-2/RQ-4D which illustrates the “System” and contains provisions and directives for its management and use (request, programming, preparation, procurement, acceptance, approval, coding, reproduction, sorting and cancellation);
- T.P. AER(EP).0-0-8/RQ-4D on the compilation and transmission of Occurrence Reports on Technical Publications responsibility of DAAA;

2. PREPARATION

These TPs are prepared by DAAA which, if necessary, may collaborate with the other AGS Stakeholders such as the Competent Body and the NAGSF.
For each TP or update, DAAA must prepare an “Explanatory Note” which provides information concerning its utility and convenience.
TPs of this category must be prepared according to AER(EP).P-100 and rendered in electronic format according to AER.P-171.

3. IDENTIFICATION CODE

There is a single class for this category (Class Code “0”) and a single subject code (Subject Code “0”).
The initials “EP” inserted in brackets after “AER” means that the TP is in electronic format “E” and Organised by Pages “class P IETP”.
The composition of the identification code is therefore as follows:

DAAA initials	=	AER(EP)
Class code (sole class)	=	0
Subject code (sole subject)	=	0
Publication Code (Assigned by DAAA)	=	1 to 99

(Example: AER(EP).0-0-8)

A TP that are applicable “as they are” for AGS, after English translation, is identified by adding “(EN)” after the TP identification code (e.g. AER.0-0-8(EN)).
A TP specifically tailored for AGS is identified by adding “RQ-4D” after the TP identification code (e.g. AER.0-0-8/RQ-4D).
If the same TP is applicable to several versions of the same weapon system (e.g. different variants of NATO AGS), the corresponding MDS must all be indicated, separated by a “/” (front slash) (e.g. AER.0-0-8/XXXX/YYYY/).

4. APPROVAL

The draft of the TP or updates and the “Explanatory Notes” must be submitted for approval by signature (which will become electronic as soon as this method, currently being implemented, is activated) of the corresponding act (Attachment “B”) by the Director of the DAAA or Director delegated with this function.
AER TPs that are applicable “as they are” for AGS, after English translation and DAAA formal approval, are used instead of the Italian version and are always and only modified when the Italian version is modified.

5. STORAGE AND DISTRIBUTION

DAAA is responsible for the coding and distribution of these TPs.
In specific terms, DAAA distributes the TPs via e-mails.
TPs need to be attached as non-editable signed PDF copy and including the formal transmission letter with the relevant signature and protocol number.
These e-mails shall be acknowledged by the Receiver via e-mails, containing the protocol number of the Receiver.
DAAA is required to keep copy of the TP and the related “Explanatory Notes” in its files.
The “Explanatory Notes” must be kept up to the time the TP is cancelled.
In the case of TP updating or Cancellation, DAAA is responsible for segregating copies of TP no longer applicable in a suitable area for a minimum period of 10 years.
This period may be extended in the event of any ongoing technical, administrative or judicial investigations concerning the materiel / equipment described in the technical documentation, up until the completion of such investigations.
The “superseded” status of the TP must be indicated in an unequivocal manner by appropriate notes on the pages of the TP (in the case of Cancellation, the Cancellation act must be inserted over the TP Title Page).

CATEGORY 2

GENERAL STANDARDS, PROVISIONS AND INSTRUCTIONS FOR THE USE, MAINTENANCE, MODIFICATION, REPAIR, OVERHAUL, STORAGE, RECOVERY AND DECOMMISSIONING OF MATERIEL UNDER DAAA RESPONSIBILITY

1. OVERVIEW

This category includes all general TPs prepared by DAAA to regulate the use, maintenance, modification, repair, overhaul, conservation, recovery and decommissioning of materiel under DAAA responsibility.

2. PREPARATION

These TPs are prepared by DAAA which, if necessary, may collaborate with the other AGS Stakeholders such as the Competent Body and the NAGSF.
For each TP or update, DAAA must prepare an “Explanatory Note” which provides information concerning its purpose and scope.
TPs of this category must be prepared according to AER(EP).P-100 and rendered in electronic format according to AER.P-171.

3. IDENTIFICATION CODE

This Category has a sole class code:"00".
The initials “EP” inserted in brackets after “AER” means that the TP is in electronic format “E” and Organised by Pages “class P IETP”.
The composition of the identification code is therefore as follows:

DAAA initials	=	AER(EP)
Class code (sole class)	=	00
Subject or material code (proposed by issuer of Std.)	=	00 to 99
Publication Code (proposed by issuer of Std.)	=	1 to 99

(Example: AER(EP).00-00-5)

A TP that are applicable “as they are” for AGS, after English translation, is identified by adding “(EN)” after the TP identification code (e.g. AER(EP).00-00-5(EN)).
A TP specific to AGS is identified by adding RQ-4D after the TP identification code (e.g. AER(EP).00-00-5/RQ-4D).
If the same TP is applicable to several versions of the same weapon system (e.g. different variants of NATO AGS), the corresponding MDS must all be indicated, separated by a “/” (front slash) (e.g. AER(EP).00-00-5/XXXX/YYYY/).

4. APPROVAL

The draft of the TP or updates and the “Explanatory Notes” must be submitted for approval by signature (which will become electronic as soon as this method, currently being implemented, is activated) of the corresponding act (Attachment “B”) by the Director of the DAAA or Director delegated with this function.

AER TPs that are applicable “as they are” for AGS, after English translation and DAAA formal approval, are used instead of the Italian version and are always and only modified when the Italian version is modified.

5. STORAGE AND DISTRIBUTION

DAAA is responsible for the coding and distribution of these TPs.
In specific terms, DAAA distributes the TPs via e-mails.
TPs need to be attached as non-editable signed PDF copy and including the formal transmission letter with the relevant signature and protocol number. These e-mails shall be acknowledged by the Receiver via e-mails, containing the protocol number of the Receiver.
DAAA is required to keep copy of the TP and the related “Explanatory Notes” in its files.
The “Explanatory Notes” must be kept up to the time the TP is cancelled.
In the case of TP updating or Cancellation, DAAA is responsible for segregating copies of TP no longer applicable in a suitable area for a minimum period of 10 years.
This period may be extended in the event of any ongoing technical, administrative or judicial investigations concerning the materiel / equipment described in the technical documentation, up until the completion of such investigations.
The “superseded” status of the TP must be indicated in an unequivocal manner by appropriate notes on the pages of the TP (in the case of Cancellation, the Cancellation act must be inserted over the TP Title Page).

CATEGORY 3
TECHNICAL MANUALS ON THE USE, MAINTENANCE, REPAIR AND CONSERVATION OF MATERIEL

1. OVERVIEW

This category includes all TPs which provide operators with instructions for the use, maintenance, repair and conservation of materiel under DAAA responsibility.
The preparation of Technical Manuals requires design and/or construction "know-how" that only the material design and/or construction companies or their licensees may possess.
NATO AGS TPs are developed IAW Ref [B] and [C] and para **Errore. L'origine riferimento non è stata trovata.**.

1.1 OPERATIONAL TECHNICAL MANUALS

Operational Technical Manuals are manuals containing important information for the operational support of the AGS Air Segment and Pilot Trainer.
They contain instructions inherent to operation of the system as a whole or that have direct effects on its operational status.
Operational Technical Manuals are subject to verification and acceptance procedures as per Para. 5.2.
These manuals are listed in Table N° 1.

TABLE N° 1: "OPERATIONAL TECHNICAL MANUALS"

DAAA Standard Nomenclature		NATO AGS Nomenclature	
		Publications Module Code	Additional Info
-1	Flight manual	PMC-AGSUAV-78022-AA002-00	
-1A	Performance data	PMC-AGSUAV-78022-AA002-00	Section "Performance data" of UAV Flight Manual
-1CL	Flight crew checklist	PMC-AGSUAV-78022-AA002-00	Section "Functional checklist" of UAV Flight Manual
-5	Base Mass and Loading Data Checklist Manuals	PMC-AGSUAV-78022-AA003-00	System 08 of UAV OMM
-6CF	Flight checks	PMC-AGSUAV-78022-AA002-00	Section "Functional checklist" of UAV Flight Manual
-6CL	Checklist for test flight and function tests	PMC-AGSUAV-78022-AA002-00	Section "Functional checklist" of UAV Flight Manual
-6LC	Crew Chief Checklist	PMC-AGSUAV-78022-AA003-00	UAV OMM, System 05 – Scheduled/unscheduled maintenance, Electrical and Mechanical Pre Flight Inspection
-61 (Note 1)	MMEL – Master Minimum Equipment List		Refer to AER(EP)00-00-16
-62 (Note 2)	MEL – Minimum Equipment List		Refer to AER(EP)00-00-16

NOTE 1

Given their special nature, the acceptance procedure for Technical Manuals -61 (MMEL) and -62 (MEL) must be conducted in accordance with Appendix 1 to this Annex III.

In any case the Ministerial Title Page of Technical Manual -61 (MMEL) must clearly indicate that the MMEL cannot be used directly and technical manual -62 (MEL) must be used in its place, as this contains the customization applied by the user according to operational requirements.

1.2 NON-OPERATIONAL TECHNICAL MANUALS

This group includes the technical manuals that describe the use, maintenance, repair and conservation of materiel under DAAA authority, not included in preceding Table 1.

TABLE N° 2: "Category 3 Publication Codes"

DAAA standard Nomenclature		NATO AGS Publication Module		
		Technical Publication	Publication Module Code	Additional Info
-01	List of applicable publications (LOAP)	NATO AGS – Air segment – List of Applicable Publications (LOAP)	PMC-NATOAGS-78022-00001…	
-1	Operative Instructions	Trainer, Pilot Trainer (PT) - OMM	PMC-AGSTRAINER-78022-BA003	
-2	Maintenance manual	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	Primary Information Codes 200, 300, 400, 500 and 700
		NATO AGS - Air Vehicle Mission Command and Control (AVMC2), MC2/MCS/UCE/C2CS/DUCE/ SYSARCH - OMM	PMC-AGSAVMC2-78022-AA003… PMC-AGSAVMC2-78022-BA003… PMC-AGSAVMC2-78022-CA003… PMC-AGSAVMC2-78022-DA003… PMC-AGSAVMC2-78022-EA003… PMC-AGSAVMC2-78022-FA003…	
		Trainer, Pilot Trainer (PT) - OMM	PMC-AGSTRAINER-78022-BA003…	
-3	Repair/ Overhaul manual	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	Primary Information Code 600
		NATO AGS - Air Vehicle Mission Command and Control (AVMC2), MC2/MCS/UCE/C2CS/DUCE/ SYSARCH - OMM	PMC-AGSAVMC2-78022-AA003… PMC-AGSAVMC2-78022-BA003… PMC-AGSAVMC2-78022-CA003… PMC-AGSAVMC2-78022-DA003… PMC-AGSAVMC2-78022-EA003… PMC-AGSAVMC2-78022-FA003…	
		Trainer, Pilot Trainer (PT) - OMM	PMC-AGSTRAINER-78022-BA003…	
-4	Illustrated nomenclature catalogue	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	Primary Information Code 900
		NATO AGS - Air Vehicle Mission Command and Control (AVMC2), MC2/MCS/UCE/C2CS/DUCE/ SYSARCH - OMM	PMC-AGSAVMC2-78022-AA003… PMC-AGSAVMC2-78022-BA003… PMC-AGSAVMC2-78022-CA003… PMC-AGSAVMC2-78022-DA003… PMC-AGSAVMC2-78022-EA003… PMC-AGSAVMC2-78022-FA003…	
		Trainer, Pilot Trainer (PT) - OMM	PMC-AGSTRAINER-78022-BA003…	
-6	Inspections handbook	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	System 05 – Scheduled/unscheduled maintenance of each OMM
		NATO AGS - Air Vehicle Mission Command and Control (AVMC2), MC2/MCS/UCE/C2CS/DUCE/ SYSARCH - OMM	PMC-AGSAVMC2-78022-AA003… PMC-AGSAVMC2-78022-BA003… PMC-AGSAVMC2-78022-CA003… PMC-AGSAVMC2-78022-DA003… PMC-AGSAVMC2-78022-EA003… PMC-AGSAVMC2-78022-FA003…	
		Trainer, Pilot Trainer (PT) - OMM	PMC-AGSTRAINER-78022-BA003…	
-10	Engine Installation	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA001…	System 71 of UAV

DAAA standard Nomenclature		NATO AGS Publication Module		
		Technical Publication	**Publication Module Code**	**Additional Info**
	manual			OMM
-17	Instructions for Aircraft Shelving	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	Primary Information Code 800
-20	Illustrated Ground Support Equipment Manual	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	Info Code 61 (List of Special Support Equipment and Tools) Info Code 61 (List of Standard Support Equipment and Tools)
		NATO AGS - Air Vehicle Mission Command and Control (AVMC2), MC2/MCS/UCE/C2CS/DUCE/ SYSARCH – OMM	PMC-AGSAVMC2-78022-AA003… PMC-AGSAVMC2-78022-BA003… PMC-AGSAVMC2-78022-CA003… PMC-AGSAVMC2-78022-DA003… PMC-AGSAVMC2-78022-EA003… PMC-AGSAVMC2-78022-FA003…	
		Trainer, Pilot Trainer (PT) - OMM	PMC-AGSTRAINER-78022-BA003…	
-23	Corrosion Control Manual			
-36	Non-Destructive Inspection Manual	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	Info Code 350 thru 358
-39	Combat damage structural repair manual			
-51	Cross Servicing Guide	UAV, Air Vehicle (AV) - OMM	PMC-AGSUAV-78022-AA003…	System 12 of UAV OMM
-60	Hazardous material manual			Refer to Annex VII

2. IDENTIFICATION CODE

DAAA initials (Note 2)	=	CMM
Class Code	=	Table 3
Subject or material code	=	RQ-4D for the Air Segment; P/N which identifies the specific type of material for stand-alone External Publications.
Publication Code	=	Table 2 (DAAA standard nomenclature).

Below the CMM identification code, the S1000D Publication Module Code IAW Table 1 and Table 2 (NATO AGS Publication Module) shall be reported in brackets.

NOTE 2

After DAAA initials the IETP class initials are inserted in brackets.
The initials are:

- *EP (Page oriented)*
- *EX (Electronic in XML format derived from standard data structures and optimised for intranet/internet networks)*
- *EXP (optimised for internet networks and derived from various source formats)*

In case it is not possible to apply either EP, EX or EXP, E shall be used.

Example (for Flight Manual):
CMM(EX).1R-RQ-4D-1
(PMC-AGSUAV-78022-AA002-00)

TABLE N° 3: "Class Code for Category 3 T.P.s under DAAA responsibility"

CLASS	CLASS CODE
- Manuals on aircraft in general	1
- Manuals on remotely piloted vehicles (RPV)	1R
- Manuals on engines in general	2
- Manuals on jet aircraft engines	2J
- Manuals on landing gear	4
- Manuals on instrumentation	5
- Manuals on fuel systems	6
- Manuals on lubrication systems	7
- Manuals on electrical systems	8
- Manuals on hydraulic, pneumatic and vacuum systems	9
- Manuals on photographic systems	10
- Manuals on weapon systems	11
- Manuals on electronic systems	12
- Manuals on fire-extinguisher, loading, launch and refuelling systems	13
- Manuals on braking, escape and survival systems	14
- Manuals on conditioning, pressurisation, heating, anti-icing, temperature control and oxygen supply systems	15
- Manuals on on-board mechanical auxiliary systems	16
- Manuals on on-board electronic/electrical auxiliary systems	17
- Manuals on flight controls	18
- Manuals on electronic ground support and ground testing equipment	31
- Manuals on standard and special ground equipment	32
- Manuals on ground support and ground testing mechanical and electrical equipment	33
- Manuals on workshop machinery and related equipment	34
- Manuals on ground handling, support and service equipment	35
- Manuals on ground transport, towing and material handling vehicles	36
- Manuals on fuel, lubricant and propellant transport and containment equipment	37
- Manuals on non-aero engines and related components (cars, trucks, generator sets, compressors, etc.)	38
- Manuals on commercial equipment conditioning, heating, cooling and water treatment	40

CLASS	CLASS CODE
- Manuals on fuels, lubricants, oxygen, gas, chemical products, plastics, metals, wood, rubber, adhesives, paints, solvents, etc..	42
- Manuals on training and didactic equipment	43
- Manuals on fasteners and consumption gauges	44
- Manuals on optical navigation instruments, chronometers and similar	49
- Manuals on automatic test systems (ATS aut. C – Test Systems)	51
- Manuals on stop barriers	54

For TPs in this category the Ministerial Title Page templates to use are those given in Attachment “F” to this TP respectively on page 1 for Aircraft Technical Manuals and on page 2 for Equipment Technical Manuals.

The Ministerial Title Page is prepared by DAAA and must be inserted above the TP.

3. PROCUREMENT

The Competent Body that is managing “Support” contracts for the RQ-4D must contractually enforce the SDR to prepare or procure all Technical Manuals applicable to the materiel covered by “Support” contracts.

The SDR shall assure that said manuals are kept up to date, include all Service Bulletins approved by the DAAA, and any further technical information necessary for the correct use, maintenance, repair and conservation of the materiel.

“Support” contracts must also state that these Technical Manuals are available to the Competent Body and to DAAA upon specific request.

For TPs issued by Authorities (e.g.: USAF Technical Orders, US ARMY Technical Manuals, Navair US NAVY etc.), the Competent Body establishes specific contracts directly with the source Authorities themselves.

The acceptance procedure established in the following paragraphs do not apply to this type of Technical Manual, since the SDR is fully responsible for their technical content and formal structure.

Hence the codes of these Manuals do not have the initial CMM.

If the commercial TP includes Service Bulletins or similar documents, the Company supplying the TP must prepare a list similar to the “List of incorporated Service Bulletins”, to insert immediately after the Title Page, listing all the Service Bulletins presented in the TP.

4. PREPARATION

SDR responsible for providing Technical Manuals must assure that its publication offices and the publications offices of its suppliers have the contacts with the materiel configuration control offices necessary for assuring continuous and complete updating.

5. PRESENTATION, APPROVAL, ACCEPTANCE AND DELIVERY OF CMM MANUALS

On successful completion of the Combined Verification and Validation (CVV) process, the technical publication is defined as Verified and eligible to be submitted, via the Competent Body, to DAAA for approval.

The processes for Operational and non-Operational manuals are as follows.

There are two distinct procedures for these activities, the first for Technical Manuals defined as “non-operational” and the second for Technical Manuals considered “operational”.

5.1 PRESENTATION, ACCEPTANCE, DELIVERY and DISTRIBUTION OF NON-OPERATIONAL TECHNICAL MANUALS

The SDR submits to the Competent Body (CB) a package consisting of:

- The Verified Technical Publication (TP);
- Artifact to demonstrate that the CVV process is accomplished;
- A Technical Publications Declaration of Compliance (Attachment ”C”);
- A Certificate of Conformity (Form 4107 or similar).

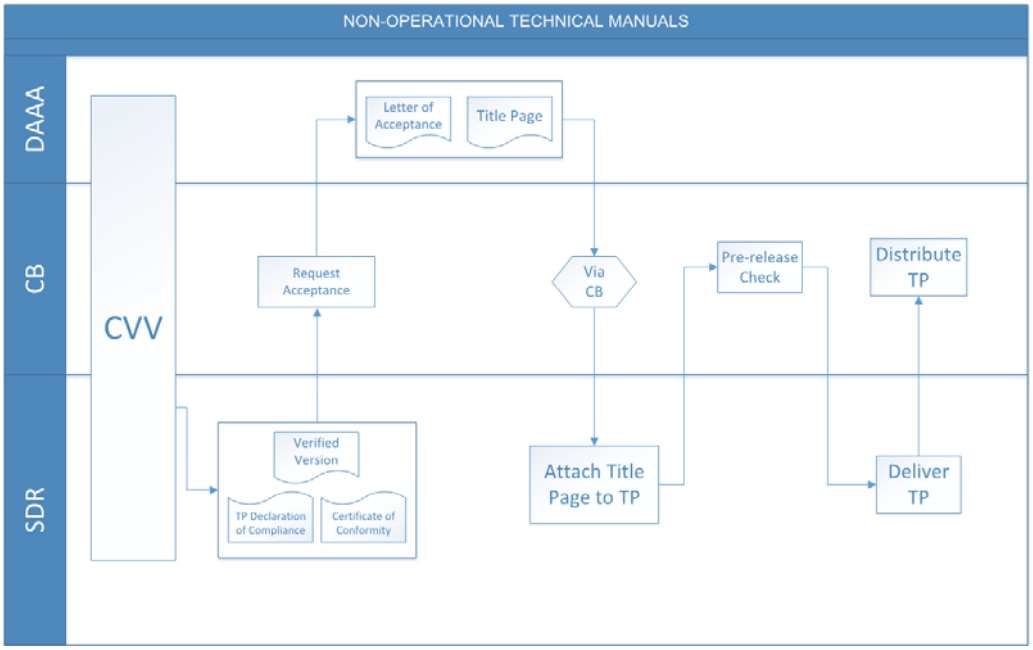

Figure 1- Approval Process for Non-Operational Manuals

The Technical Publications Declaration of Compliance must contain clear references to the CVV Process / Type Certification / Qualification / Fit-for-Installation Certificate or related document.

The CB sends a Request for Acceptance to DAAA.

Through the CB, DAAA sends a Letter of Acceptance (Attachment “E”) and a Ministerial Title Page (Attachment “F”) to the SDR.

The SDR adds the Ministerial Title Page to the TP.

The CB carries out a pre-release check.

On completion of the check, the SDR delivers the TP to the CB who makes it available to all stakeholders.

5.2 PRESENTATION, VERIFICATION, ACCEPTANCE, DELIVERY AND DISTRIBUTION OF OPERATIONAL TECHNICAL MANUALS

The SDR submits to the Competent Body (CB) a package consisting of:

- The Verified Technical Publication (TP);
- Artifact to demonstrate that the CVV process is accomplished;
- A Technical Documentation Declaration of Compliance (Attachment “C”);
- A Certificate of Conformity (Form 4107 or similar);
- A Declaration of Responsibility (if applicable);

Each time the SDR submits a package for CVV, all the above documents have to be part of that package.

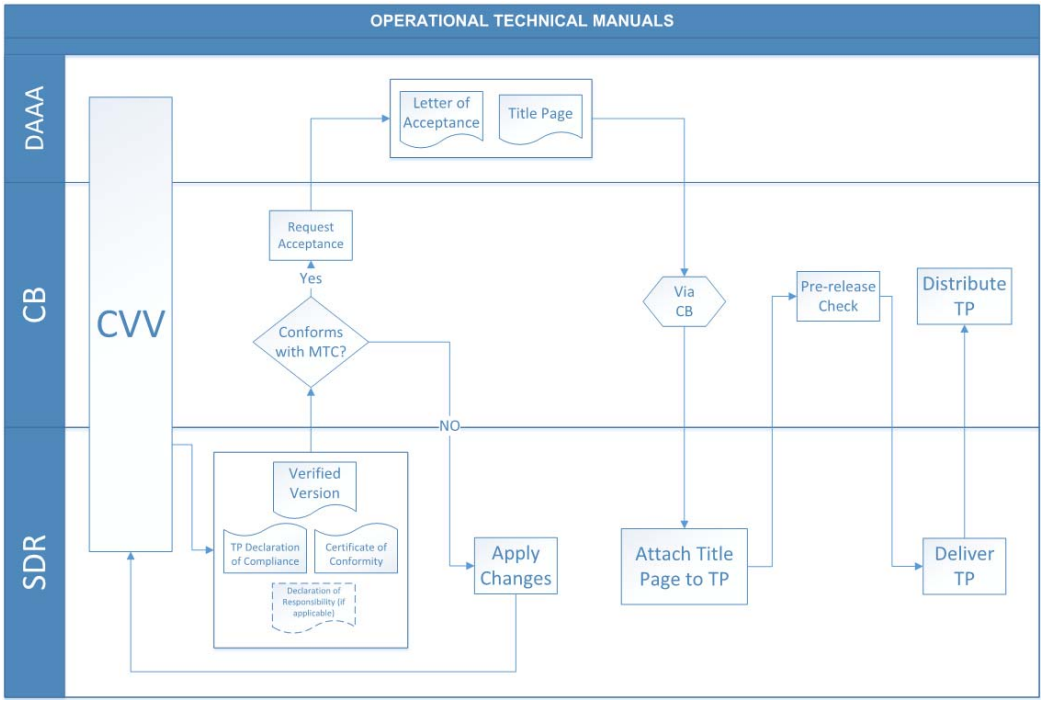

Figure 2 - Approval Process for Operational Manuals

The Technical Publications Declaration of Compliance must contain clear references to the CVV Process / Type Certification / Qualification / Fit-for-Installation Certificate or related document.

A Declaration of Responsibility may be used by the SDR when it decides not to implement a CVV recommendation.

This does not apply to declarations that evidently violate provisions, restrictions/conditions set by the MTC.

The CB checks that the TP conforms to the Military Type Certificate (MTC) for the NATO AGS.

If the TP does not conform with the MTC;

- The CB passes it back to the SDR for correction.
- Once the TP has been corrected, the SDR resubmits it to the CVV process.

If the TP conforms with the MTC;

The CB sends a Request for Acceptance to DAAA which states that;

- The TP has passed CVV,
- Conforms with the MTC,
- Has passed the relevant checklist.

Through the CB, DAAA sends a Letter of Acceptance (Attachment “E”) and a Ministerial Title Page (Attachment “F”) to the SDR.
The SDR adds the Title Page to the TP.
The CB carries out a pre-release check.
On completion of the check, the SDR delivers the TP to the CB who makes it available to all stakeholders.

6. PRESENTATION, VERIFICATION, ACCEPTANCE, DELIVERY AND DISTRIBUTION OF UPDATES TO TECHNICAL MANUALS

The SDR is responsible for the content and formal aspects of style and presentation of the updates to Technical Manuals, whether “operational” or “non-operational” and in accordance with the contractual requirements set by the Competent Body (e.g. compliance with specific business rules or authoring style guide).
For updates to “operational” Manuals involving installation of new equipment/systems or upgrades to operational capacity, changes to the human-machine interface even if only in procedural terms, the procedure applied is described in para 5.2.
For all other Technical Manuals, whether “operational” or “non-operational”, the procedure applied is described in para 5.1.

7. CONTROL OF PREPARATORY ACTIVITIES, PRESENTATION AND UPDATING OF TECHNICAL MANUALS APPLICABLE TO MATERIEL

The activities conducted by the SDR and its Suppliers in the preparation and presentation of original Technical Manuals and the related updates, along with those conducted in the provision of the required services/copies, are subject to “Quality Control” by the relevant departments responsible for that function.

8. CODING, IDENTIFICATION AND FEATURES OF COMMERCIAL TYPE TECHNICAL MANUALS PREPARED AND ISSUED BY AUTHORITIES

These TPs have their own initialling and compilation methods, with variations between the individual source Authorities.
These TPs may be acknowledged by DAAA in conjunction with Competent Body as applicable to materiel under its responsibility, but are not subject to re-identification and therefore do not require a Ministerial Title Page.
The applicability of a TP (code, title, edition/amendment) to the NATO AGS is proposed by the SDR through a Service Bulletin issued IAW AER(EP).00-00-5/RQ-4D and the NATO AGS LOAP will be updated accordingly.

9. CORRECTION OF “CMM” TITLE PAGES

In the event of content errors on the Ministerial Title Pages of “CMM” type TPs, the Ministerial Title Page must be cancelled and replaced by a new one with the correct information.

The new Ministerial Title Page must always bear the following note:

“This Ministerial Title Page supersedes Ministerial Title Page CMM……. Ed.:……. sent with protocol M_D GARM…….. due to incorrect information.

The corresponding Technical Manual has undergone no changes.”

On receiving the new Title Page, the previous one must be marked “CANCELLED” followed by the protocol number of the letter containing the new Title Page.

10. STORAGE

10.1 SDR STORAGE RESPONSABILITY

A specific contractual clause must be stipulated that binds the SDR to assuring traceability of all the technical documentation applied over time, as well as its custody and its availability for consulting, for a minimum period of at least 10 years from the date the contractually described NATO AGS is decommissioned. This period may be extended in the event of any ongoing technical, administrative or judicial investigations concerning the materiel / equipment described in the technical documentation, up to the completion of such investigations.

10.2 COMPETENT BODY STORAGE RESPONSABILITY

When a TP is updated or cancelled, the Competent Body must preserve a copy of the edition no longer applicable in a suitable area for a minimum period of 10 years.

If Cancellation is due to decommissioning of the System, the 10 year period starts from the decommissioning date of the System the TP applies to.

This period may be extended in the event of any ongoing technical, administrative or judicial investigations concerning the materiel / equipment described in the technical documentation, up to the completion of such investigations.

The “superseded” status of the TP must be indicated in an unequivocal manner by appropriate notes on the pages of the TP.

11. SCHEMATIC PROCEDURES

Appendix 2 to this Annex III offers schematics of the procedures explained in the preceding paragraphs, subdivided according to type, with the exception of Technical Manuals -61 (MMEL) and -62 (MEL), the procedures for which are described in Appendix 1 to this to this Annex III.

TECHNICAL MANUALS -61 (MMEL) AND -62 (MEL) - ACCEPTANCE PROCEDURE

1. OVERVIEW

This Appendix defines the acceptance procedure for technical manuals -61 (MMEL) and -62 (MEL).
A specific procedure is required for these two manuals due to their particular characteristics, as described in AER(EP).00-00-16.

2. MMEL ACCEPTANCE PROCESS

For RQ-4D, the MMEL may only be used after undergoing the following acceptance process:

- Preparation of the MMEL and related operating and maintenance procedures by the SDR. The operating and maintenance procedures may be included in the MMEL or contained in a specific document;
- Preparation of the “compliance with airworthiness requirements report” by the SDR. This document must contain the evidence necessary for demonstrating that the “allowances” of the MMEL do not compromise the airworthiness/safety requirements of the aircraft certification defined in accordance with AER.P-2 Amd.1 date 06/02/2008;
- Presentation of the MMEL, accompanied by the corresponding operating and maintenance procedures and compliance with airworthiness/safety requirements report, by the SDR, to the DAAA and the Competent Body no later than 90 calendar days prior to presentation for approval.
- The Company must also present the “Technical Publications Declaration of Compliance” with the draft MMEL (see Attachment “C”);
- Issue of document by DAAA containing a list of remarks on aspects of its competence (airworthiness/safety), to be sent to the Competent Body within 60 days of receiving the MMEL;
- On receiving the document with the remarks of the DAAA, the Competent Body sends it to the SDR, and indicating the schedule for presenting the “final” copy;
- After making the changes to the manual as indicated in the letter from the Competent Body, the SDR sends the “final” version to the Competent Body (not included in the contractual quantity) accompanied by the "Technical Publications Declaration of Compliance" (Attachment “C”) and Certificate of Conformity (Form 4107 or similar) on the agreed schedule.

The “Technical Publications Declaration of Compliance” must include clear reference to the letter with which the Competent Body transmitted the “List of Comments”.

In both cases, the certificate of conformity must include clear reference to the Military Type Certification;

- After verifying the inclusion of all changes indicated in its letter, the Competent Body sends a “Request for Acceptance to DAAA;
- DAAA issues the corresponding Ministerial Title Page (see Attachment “F”) and sends it to SDR through the Competent Body;
- SDR inserts the Minsterial Title Page and sends the MMEL to Competent Body to perform the pre-release check;
- SDR delivers the MMEL.

2.1 MEL ACCEPTANCE

The MEL (original edition or updates) may be only used after undergoing the following acceptance process:

- Preparation of the MEL and operating/maintenance procedures by the NAGSF (with support, if necessary, by the SDR).
- The operating and maintenance procedures must be included in the MEL;
- Preparation, by the NAGSF, of a reference MMEL compliance report already accepted by the DAAA (in accordance with para 2.1 of this Appendix) highlighting and motivating the differences to the reference MMEL (with support, if necessary, by the SDR);
- Presentation, by NAGSF to the Competent Body, of the MEL accompanied by the corresponding operating and maintenance procedures and the MMEL compliance report.
- After verifying compliance of the MMEL, with particular attention to the fact that the MEL is no less restrictive of the MMEL, the Competent Body sends a Request for Acceptance to DAAA;
- DAAA issues the corresponding Ministerial Title Page (see Attachment F) and sends it to NAGSF through the Competent Body;
- NAGSF inserts the Ministerial Title Page in the MEL.

GUIDELINES FOR THE ASSESSMENT OF CMM TECHNICAL MANUALS BY THE COMPETENT BODY

1. OVERVIEW

This Appendix offers brief guidelines on the activities the Competent Body has to conduct for the acceptance of CMM Technical Manuals.
The acceptance process remains that defined in Annex III to AER(EP).0-0-2/RQ-4D, of which this appendix is part.

2. APPLICABILITY

In accordance with Annex III, the Competent Body is required to apply these guidelines to:

- Non-Operative Technical Manuals and their updates;
- Operative Technical Manuals updates in the case of modifications that do not require installation of new equipment/systems, changes to operational capacity or to the cockpit and/or human/machine interface even if only in procedural terms;
- Operative Technical Manuals and their updates that involve installations of new systems/equipment or upgrades to operational capacity, changes to the cockpit and/or the human-machine interface, even if only in procedural terms.

3. USE

The Competent Body must verify that the Technical Publications comply with the requirements of the parts of the check-list applicable to the type of Technical Manual.
In case the check is positive (no item crossed KO) the Competent Body has to prepare a Request for Acceptance, based on the samples given in the following pages, and follow the procedure described in paras 5.1 and 5.2.
Note that the all fields of the check-list are mandatory and require the appropriate response, specifically:

- OK: positive result of individual check;
- KO: negative result;
- NA: Check not applicable to type of Manual under assessment.

COMPETENT BODY LOGO	**REQUEST FOR ACCEPTANCE for "CMM" TYPE TECHNICAL PUBLICATIONS**	DATE: PROT.:

Publication	ID Code	
	Edition and date	
	Security Classification	
	Title	
Update	Update type	
	ID Code	
	Security classification	
	Issue date	

Reason for issue	
SDR	
Details of SDR transmission letter	
Certificate of Conformity N°	
Technical Publications Declaration of Compliance N°	

REMARKS AND PROPOSALS:

Based on the results of the assessments as per checklist, I propose acceptance of the Publication in question.

_____

(Signature of Programme Manager)

GUIDELINES FOR PUBLICATION ACCEPTANCE PROPOSAL
CMM._____ EDIT.___/___/___

Checklist Elements			Check Result[2]			
			OK	KO	NA	Note
"CMM" Publications:	1.1	Check that Technical Manuals are accompanied by a Technical Publications Declaration of Compliance and Certificate of Conformity that make clear references to the Military Type Certificate				
	1.2	Check that the statement(s) in the Declaration of Responsibility (if any) are acceptable (ONLY OPERATIVE)				
	1.3	Check that Operative Technical Manuals are in line with those given in the pertinent Aircraft Military Type Certificate (ONLY OPERATIVE)				
	1.4	Check that there is a note in the print requiring a validity check prior to use				
	1.5	Check that Technical Manuals successful passed the Combined Validation and Verification (CVV) Process				

Notes

NR (note)	**REFERENCE** (check box)	**DESCRIPTION**

[2]Key:

OK: ***Positive result***
KO: ***Negative result***
NA: ***Not applicable***

KO/NA results must be explained with a specific NOTE in the space at the end of the Checklist.

CATEGORY 4
SERVICE BULLETINS ON USE, MAINTENANCE, MODIFICATION AND CONSERVATION OF MATERIEL

1. OVERVIEW

The Service Bulletin (SB), issued by SDR and signed by DAAA, is a technical document that describes the modification and how it is to be implemented.
It has an associated applicability, and once the SB is approved, it can be treated as a design change to the Type Configuration.

2. SB ID CODE

SB Numbers shall be assigned by the SDR.

3. PREPARATION

The Service Bulletins are prepared according to the procedures established in the general TP AER(EP).00-00-5/RQ-4D.

4. APPROVAL

All the Service Bulletins must be approved by the Director of DAAA or by the Director delegated with this function, as described in AER(EP).00-00-5/RQ-4D.

5. STORAGE

5.1 SDR STORAGE RESPONSABILITY

A specific contractual clause must be stipulated that binds the SDR to assuring traceability of all the SBs applied over time, as well as its custody and its availability for consulting, for a minimum period of at least 10 years from the date the contractually described NATO AGS is decommissioned.
This period may be extended in the event of any ongoing technical, administrative or judicial investigations concerning the materiel / equipment described in the SB, up to the completion of such investigations.

5.2 COMPETENT BODY STORAGE RESPONSABILITY

When a SB is cancelled, the Competent Body must preserve a copy of the edition no longer applicable in a suitable area for a minimum period of 10 years.
If cancellation is due to decommissioning of the System, the 10 year period starts from the decommissioning date of the System the SB applies to.
This period may be extended in the event of any ongoing technical, administrative or judicial investigations concerning the materiel / equipment described in the SB, up to the completion of such investigations.

CATEGORY 5
DAAA STANDARD PROCESSES AND DOCUMENTATION APPLICABLE TO THE NATO AGS PROGRAMME

1. OVERVIEW

This category includes all the processes, procedures and documentation to be used to operate and maintain the NATO AGS Air Segment/Pilot Trainer.

2. PREPARATION

These TPs are prepared by DAAA which, if necessary, may collaborate with the other AGS Stakeholders such as the Competent Body and the NAGSF.
For each TP or update, DAAA must prepare an “Explanatory Note” which provides information concerning its purpose and scope.
TPs of this category must be prepared according to AER(EP).P-100 and rendered in electronic format according to AER.P-171.

3. ID CODE

The initials “EP” inserted in brackets after “AER” means that the TP is in electronic format “E” and Organised by Pages “class P IETP”.

The composition of the ID code is therefore as follows:

DAAA acronym	=	AER(EP)
Class code	=	P (procedures and documentation)
Subject code (proposed by the standard issuer)	=	1 to 9999
Publication code	=	Not present because identified by Subject Code

Example:
AER(EP).P-104

A TP that are applicable “as they are” for AGS, after English translation, is identified by adding “(EN)” after the TP identification code (e.g. AER(EP).P-104(EN)).
A TP specific to AGS is identified by adding RQ-4D after the TP identification code (e.g. AER(EP).P-104/RQ-4D).
If the same TP is applicable to several versions of the same weapon system (e.g. different variants of NATO AGS), the corresponding MDS must all be indicated, separated by a “/” (front slash) (e.g. AER(EP).P-104/XXXX/YYYY/).

4. APPROVAL

The draft of the TP or updates and the “Explanatory Notes” must be submitted for approval by signature (which will become electronic as soon as this method, currently being implemented, is activated) of the corresponding act (Attachment “B”) by the Director of the DAAA or Director delegated with this function.
AER TPs that are applicable “as they are” for AGS, after English translation and DAAA formal approval, are used instead of the Italian version and are always and only modified when the Italian version is modified.

5. STORAGE AND DISTRIBUTION

DAAA is responsible for the coding and distribution of these TPs.
In specific terms, DAAA distributes the TPs via e-mails.
TPs need to be attached as non-editable signed PDF copy and including the formal transmission letter with the relevant signature and protocol number.
These e-mails shall be acknowledged by the Receiver via e-mails, containing the protocol number of the Receiver.
DAAA is required to keep copy of the TP and the related “Explanatory Notes” in its files.
The “Explanatory Notes” must be kept up to the time the TP is revoked.
In the case of TP updating or revocation, DAAA is responsible for segregating copies of TP no longer applicable in a suitable area for a minimum period of 10 years.
This period may be extended in the event of any ongoing technical, administrative or judicial investigations concerning the materiel / equipment described in the technical documentation, up until the completion of such investigations.
The “superseded” status of the TP must be indicated in an unequivocal manner by appropriate notes on the pages of the TP (in the case of revocation, the cancellation act must be inserted over the TP Title Page).

LIST OF ABBREVIATIONS, ACRONYMS AND DEFINITIONS

This Annex provides in Part 1 definitions and explanations for those words, terms and phrases, in the whole NATO AGS Technical Publications set, which could otherwise be considered ambiguous, confusing or unclear. It also includes terms which have a specific meaning which might not be obvious to the reader. A list of important acronyms (not exhaustive), that are unique to the Technical Publications set, is provided in Part 2. Definitions, explanations and terms listed in this Annex are peculiar to NATO AGS Programme and shall be used in conjunction with EUROPEAN MILITARY AIRWORTHINESS DOCUMENT (EMAD) 1 “Definitions and Acronyms Document”, latest edition.

PART 1 - LIST OF DEFINITIONS AND EXPLANATIONS

TERM	DEFINITION/EXPLANATION
1st Verification	First verification (sometimes known as validation) is the process by which the Contractor checks that the data modules/technical publications are: − the correct data modules/technical publications − fit for purpose − adequately describe the Product − technically accurate − safe to use by the customer First verification is certified by the contractor for all military programs. For civil aerospace programs, the first verification must satisfy the civil aviation airworthiness authority of the Contractor.
2nd Verification	Second verification is the optional process by which the customer carries out a practical demonstration of the data modules/technical publications, supplied by the contractor, to make sure that the technical information is adequate to permit the efficient and safe use of the Product. Responsibility for the technical accuracy of the information remains with the contractor.

TERM	DEFINITION/EXPLANATION
Aircraft Groiund Equipment	Set of equipment for carrying out flight preparation and maintenance activities. The AGE has specific performance requirements defined in the corresponding procurement contracts. There are three categories of AGE configuration items: a. AGE type 1: the performance and safety of the aircraft depend on the elements/data introduced by these AGE; hence type 1 AGE has direct impact on the airworthiness of the Air Segment / Pilot Trainer. The list of these configuration items must be prepared and sent to DAAA and to the Competent Body, by the aircraft/pilot trainer Design Responsible no later than the Air Segment / Pilot Trainer entry in service. b. AGE type 2: aircraft safety and performance do not depend on the AGE since performance is assured by precise procurement and calibration standards. c. c. Non-specific AGE: commercial material with performance requirements guaranteed at purchase (e.g.: testers, benches, etc.).
Air Segment	The NATO AGS Air Segment is composed of the Unmanned Air Vehicle (UAV) and Air Vehicle Mission Command & Control (AVMC2) entities, in accordance with the Declaration of Configuration (DoC) as referred in the Military Type Certificate (MTC).
Airworthiness	The ability of an aircraft, or other airborne equipment or system, to operate in flight and on ground without significant hazard to aircrew, ground-crew, passengers (where relevant) or to third party.
Airworthiness Directive	The ability of an aircraft, or other airborne equipment or system, to operate in flight and on ground without significant hazard to aircrew, ground-crew, passengers (where relevant) or to third party.

TERM	DEFINITION/EXPLANATION
Common Source Database	The key element in information management is the CSDB. It is an information store and management tool for all objects required to produce the technical publications within projects. The major objectives for a CSDB are: − support the technical publication process − support the controlled authoring − support the QA process − support the data exchange with partners, suppliers and customers − support delivery of technical publications on various media independent from the source storage format
Competent Body	A NATO Organization that provides the engineering capability to support the continued and continuing AW process and maintains the contractual relationship with the SDR.
Configuration Baseline	The Configuration Baseline is a set of configuration items the status of which is verified and accepted at a particular stage in the product life cycle.
Configuration Control	Configuration Control is the systematic proposal, justification, evaluation, coordination, approval or disapproval of proposed changes, and implementation of all approved changes, in the configuration of a configuration item after establishment of the configuration baseline(s) for the configuration item.

TERM	DEFINITION/EXPLANATION
Configuration Item	Defined as an item identified by a code in technical documentation that describes the physical and functional characteristics of a product. There are various levels of configuration items in relation to the complete structure of the higher level final system described in design specifications. The first level (Lev. 1) always consists of the highest level final system (for example, the aircraft as a whole). The second level (Lev. 2) systems depending on the first level items which, for their functional significance in terms of performance and airworthiness, require specific Configuration Control management procedures (engines, complex systems, etc). Levels are attributed according to the use and not the nature of the configuration items. Hence, the same configuration item may be level 1 if used as final system, and level 2 if used in a higher level system. Each configuration item has a Design Authority Companies, i.e., the organization that has all knowledge and intellectual property of the design, having either developed it or acquired the necessary licenses. Exceptions include configuration items produced according to unified standards (UNI, MIL, DEF-STAN, STANAG, etc.): in these cases, design responsibility lies with the Company that conducted the technical assessments for their adoption.
Continued Airworthiness	Verification of the validity of the conditions under which a type-certificate has been granted.
Continuining Airworthiness	Verification through specific processes which ensure that, at any time in its operating life, the aircraft (tail number) complies with the given airworthiness requirements, maintaining required conditions for safe operation.

TERM	DEFINITION/EXPLANATION
Customer Validation	The term refers to the technical validation of a technical manual object against prescribed standards. For example, validation can be performed against the specification, the referenced XML schema, or the Business Rules Exchange File (BREX). Depending on the information code of a data module (e.g. procedure or illustrated parts data), the validation scope can be extended to validate against entities of the Logistics Support database such as Maintenance Tasks and Master Provisioning Lists.
Customer Validation and Verification	A combination of the Customer Validation and 2nd Verification.
Data Module	This is defined as "the smallest self contained information unit within a technical publication". The important part of this definition is ‘self-contained’. A data module must contain enough information to be standalone, in that it must have sense and meaning when viewed without any supporting data other than graphics.
Engineering Change Proposal	An ECP is a change request type with the function to introduce a change into a system or subsystem. The ECP includes also the approval or disapproval of the relevant proposed change.
eXtensible Markup Language	A platform independent markup language similar to HTML. Unlike HTML, tags in XML are not predefined and no formatting or display information is included in a Data Module. Its purpose is to store and transport data, not display it.
Interactive Electronic Technical Publication/Manual	Originally IETM was only for technical and operations manuals and IETP was for all types of content (training, policy, entertainment etc.). For the NATO AGS TPs, these terms are interchangeable. However, the S1000D specification uses IETP.

TERM	DEFINITION/EXPLANATION
International specification for technical publications utilizing a common source database (CSDB)	S1000D is an international specification for the procurement and production of technical publications. While the title restricts its use to technical publications, it has been found through application that the principles of the specification can be applied to non-technical publications. Version 4.0,1 is used for NATO AGS.
Military Type Certificate	Document issued by DAAA certifying the compliance of a Type Configuration with the relevant airworthiness requirements.
Service Bullettin	The Service Bulletin (SB) is a technical document that describes the modification and how it is to be implemented. It has an associated applicability, and once the SB is approved, it can be treated as a design change to the Type Configuration.
System Design Responsible	The SDR is the Company that has all responsibility and knowledge of the design of the individual configuration item, having either developed it or having received it on license from the original designer. In the case of modifications to this material, the above Company is responsible for the design of the modifications it makes and the instructions given in the corresponding documents. Designer Companies of Level 1 and 2 configuration item are appointed as SDR Companies by DAAA.. The SDR plays a fundamental role in the Configuration Control process, being responsible for the design, modifications and instructions given in the corresponding documents it issues. Designer Companies of lower level configuration item must be specified in the configuration documents (Design Standards or similar) issued by the SDR

PART 2 - LIST OF ACRONYMS

ACRONYM	EXPANSION
AD	Airworthiness Directive
AGE	Aircraft Ground Equipment
AW	Airworthiness
CC	Configuration Control
CSDB	Common Source Database
CV	Customer Validation
CVV	Customer Validation and Verification
DM	Data Module
ECP	Engineering Change Proposal
HMM	Hazardous Material Manual
IETP/M	Interactive Electronic Technical Publication/Manual
MEL	Minimum Equipment List
MMEL	Master Minimum Equipment List
MTC	Military Type Certificate
SB	Service Bullettin
SDR	System Design Responsible
TP	Technical Publication
XML	eXtensible Markup Language

HAZARDOUS MATERIAL MANUAL (HMM) PREPARATION GUIDELINES

This Annex provides the guidelines for the preparation of the Hazardous Material Manual (HMM)

1. **Introduction**: must provide an explanation of the purpose and structure of this manual and all those information that can improve the manual's use in all aspects.

2. **Generalities**:

   I. National and international laws as reference;

   II. Haz Class definition

   III. Personal Protection Equipment

3. **List of the Hazardous Materials** organized by P/N according to Declaration Of Configuration (DOC) structure: general guidance on precautions to follow during normal use, the maintenance operations and repair.

   IV. Hazardous Components on the Air Segment (Airborne Equipment and/or AVMC2-DUCE component). The exact position shall be given by nomenclature and pictures;

   V. Hazardous AGE, if any;

   VI. List of all Hazardous Materials (consumables) for the normal use, the maintenance operations and repair of the Air Segment.

   All the lists shall be organized by P/N according to DOC structure and shall report the following informations:

   - name;
   - applicable Tech Spec (if applicable);
   - reference to the related Material Safety Data Sheet (MSDS);
   - relevant information other than those reported in the MSDS, considered as such by the SDR;
   - exact position in the Air Segment (unambiguous).

4. **List of the Materials potentially Hazardous** in presence of special or extraordinary events

   VII. Event type;

   VIII. Type of material and/or Components on the Air Segment involved (Airborne Equipment and/or AVMC2-DUCE component);

   IX. Exact position in the Air Segment/AGE (unambiguous);

   X. Description of the hazard;

   XI. Rules of conduct and safety measures for the mitigation and elimination of the risk;

XII. References to possible technical publications and/or documentation applicable which contain detailed information.

EXTRAORDINARY EVENTS

Fire: hazard resulting in the fire of the entire Air Segment or part of it (Airborne Equipment and/or AVMC2-DUCE component), whose combustion generates fumes or substances hazardous to people and/or the environment;

Explosion: the explosion hazard resulting in disintegration of the entire Air Segment or part of it (Airborne Equipment and/or AVMC2-DUCE component), which can generate dust or dangerous substances for people and / or the environment;

Flight Accident: hazard resulting in a flight accident or on the ground of the whole or part of the Air Segment (Airborne Equipment and/or AVMC2-DUCE component), which can cause the release of dangerous substances for people and/or the environment.

PARTICULAR CONDITIONS

Storage: consequent danger to special storage conditions, environmental, weather, quantitative (as a result of exceeding the maximum amount storable), etc.

Detailed information shall be provided by referencing the technical publications and/or applicable documentation.

Component Erosion: hazard resulting by the action, in particular environmental conditions, of the phenomena that cause erosion (e.g. erosion due to the weather, sand etc), generating particulates or other hazardous substances for people and/or the environment.

Components Corrosion: hazard resulting in corrosion that generate substances dangerous for people and/or the environment.

5. **Indices**

XIII. Index of the Air vehicle's zones. For each zone, the hazardous airborne equipment and materials shall be listed(see chapter 3), including the potentially hazardous materials (see Chapter 4).

XIV. Index for Part Number of the Air Segment components (Airborne Equipment and/or AVMC2-DUCE component), AGE, Materials Hazardous (see Chapter 3) and those potentially hazardous (see Chapter 4).