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| **Title:** | Formalizing the use of acronyms and abbreviations |  | Applies To: | |
| MSG-3 Vol 1 | X |
| MSG-3 Vol 2 | X |
| **Submitter:** | CASA | IMPS |  |
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| **Issue:** | | | | |
| Whilst reviewing CIPs, EASA noted that the acronym CCMR was used within the MSG-3 documents but not explained or defined anywhere. On further review, this is a broader issue. Whilst Volumes 1 and 2 of the MSG-3 contain a ‘Glossary’ (see ‘Appendix A’ of each volume), there is no formal explanation / definition of any of the acronyms that have been used in the MSG-3 document. CASA offered to develop a CIP to address this issue.  Widely accepted writing etiquette is to use a phrase in full along with the acronym in parentheses for the first time it appears in the text, and then use the acronym thereafter. It is recommended that this practice is used only when the phrase appears in the text more than three times. However, this etiquette is relevant for text intended to be read in its entirety (e.g. a research paper, journal article, etc). Technical documentation such as the MSG-3 are typically not read from end-to-end, rather, the user will from time-to-time refer to the required sections. | | | | |
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| **Problem:** | | | | |
| 1. Lack of clarity around what each acronym stands for. 2. Lack of standardisation on what each acronym stands for. 3. Accepted norm of defining the acronym when it first appears in the text is inadequate for a technical document such as the MSG-3.   The term ‘Abbreviation’ will be used to encompass both acronyms and abbreviations (e.g. Spec, lbs, psi, etc.) for the remainder of this document. | | | | |
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| **Recommendation (including Implementation):** | | | | |
| This CIP recommends:   1. That abbreviations are used throughout each volume of the MSG-3, i.e. there is no requirement to use the full phrase the first time the abbreviation appears in the text; and 2. A ‘List of Abbreviations’ is incorporated into each volume under ‘Appendix B’, immediately after the existing Glossary in ‘Appendix A’.   The following lists are proposed based on those abbreviations that appear at least once within Revision 2022.1 of MSG-3 Volume 1 and Volume 2. Whether the use of any given abbreviation is accurate or appropriate is outside the scope of this CIP. | | | | |
| **Implementation into MSG-3 Volume 1:**  **Appendix B. List of Abbreviations**   |  |  | | --- | --- | | A/C | Aircraft | | A4A | Airlines for America | | AC | Advisory Circular | | AD | Accidental Damage | | AEA | Association of European Airlines | | AFM | Aircraft Flight Manual | | AHM | Aircraft Health Monitoring | | ANAC | Agência Nacional de Aviação Civil (National Civil Aviation Agency) – Brazil | | APU | Auxiliary Power Unit | | ATA | Air Transport Association of America, Inc | | ATSRAC | Aging Transport Rulemaking Advisory Committee | | CAA/UK | Civil Aviation Authority - United Kingdom | | CAAC | Civil Aviation Administration of China | | CAAS | Civil Aviation Authority of Singapore | | CAR | Canadian Aviation Regulations | | CASA | Civil Aviation Safety Authority - Australia | | CCMR | Candidate Certification Maintenance Requirement | | CFR | Code of Federal Regulations | | CM | Condition Monitoring | | CMCC | Certification Maintenance Coordination Committee | | CMM | Component Maintenance Manual | | CMR | Certification Maintenance Requirement | | CPCP | Corrosion Prevention and Control Program | | CS | Certification Specifications | | DET | Detailed Inspection | | DI | Detailed Inspection | | DIS | Discard | | DS | Discard | | EASA | European Union Aviation Safety Agency | | ED | Environmental Deterioration | | EDTO | Extended Diversion Time Operations | | ETOPS | Extended Range Twin-engine Operations | | EWIS | Electrical Wiring Interconnection System | | EZAP | Enhanced Zonal Analysis Procedure | | FAA | Federal Aviation Administration – United States of America | | FC | Functional Check | | FD | Fatigue Damage | | FEC | Failure Effect Category | | FNC | Functional Check | | GCAA | General Civil Aviation Authority – United Arab Emirates | | GSE | Ground Support Equipment | | GV | General Visual Inspection | | GVI | General Visual Inspection | | HKCAD | Hong Kong Civil Aviation Department | | HT | Hard-time | | ICA | Instructions for Continued Airworthiness | | ICAO | International Civil Aviation Organization | | IMRBPB | International Maintenance Review Board Policy Board | | IN | Inspections | | IP | Issue Paper | | ISC | Industry Steering Committee | | iSpec | Information Standards Specification | | JCAB | Japanese Civil Aviation Bureau | | L/HIRF | Lightning / High Intensity Radiated Field | | LHSI | L/HIRF Significant Item | | LRU | Line-replaceable Unit | | LU | Lubrication | | LUB | Lubrication | | MEL | Minimum Equipment List | | MMEL | Master Minimum Equipment List | | MPIG | Maintenance Program Industry Group | | MRB | Maintenance Review Board | | MRBR | Maintenance Review Board Report | | MSG | Maintenance Steering Group | | MSI | Maintenance Significant Item | | MWG | Maintenance Working Group | | OC | On-condition | | OEM | Original Equipment Manufacturer | | OP | Operational Check | | OPC | Operational Check | | PPH | Policy and Procedures Handbook | | PSE | Principal Structural Element | | psi | Pounds per square inch | | RMPIG | Rotorcraft Maintenance Program Industry Group | | RS | Restoration | | RST | Restoration | | RVSM | Reduced Vertical Separation Minima | | SA | Safety Analysis | | SATAA | Sensing, Acquisition, Transfer, Analysis, and Action | | SDI | Special Detailed Inspection | | SHM | Structural Health Monitoring | | SI | Special Detailed Inspection | | Spec | Specification | | SSA | System Safety Assessment | | S-SHM | Scheduled Structural Health Monitoring | | SSI | Structural Significant Item | | SV | Servicing | | SVC | Servicing | | SWG | Structures Working Group | | TCCA | Transport Canada Civil Aviation | | TCH | Type Certificate Holder | | TSO | Technical Standard Order | | VC | Visual Check | | VCK | Visual Check | | VR | Vendor Recommendation | | WG | Working Group | |  |  | | | | | |
| **Implementation into MSG-3 Volume 2:**  **Appendix B. List of Abbreviations**   |  |  | | --- | --- | | A/C | Aircraft | | A4A | Airlines for America | | AD | Accidental Damage | | AFM | Aircraft Flight Manual | | AFRP | Aramid Fiber Reinforced Plastic | | ANAC | Agência Nacional de Aviação Civil (National Civil Aviation Agency) - Brazil | | APU | Auxiliary Power Unit | | ATA | Air Transport Association of America, Inc | | CAAC | Civil Aviation Administration of China | | CAAS | Civil Aviation Authority of Singapore | | CAR | Canadian Aviation Regulations | | CASA | Civil Aviation Safety Authority - Australia | | CCMR | Candidate Certification Maintenance Requirement | | CFR | Code of Federal Regulations | | CFRP | Carbon Fiber Reinforced Plastic | | CMCC | Certification Maintenance Coordination Committee | | CMM | Component Maintenance Manual | | CP | Corrosion Prevention | | CPCP | Corrosion Prevention and Control Program | | CS | Certification Specification | | CSI | Controlled Service Introduction | | DET | Detailed Inspection | | DI | Detailed Inspection | | DIS | Discard | | DS | Discard | | EASA | European Union Aviation Safety Agency | | ED | Environmental Damage | | EWIS | Electrical Wiring Interconnection System | | EZAP | Enhanced Zonal Analysis Procedure | | FAA | Federal Aviation Administration – United States of America | | FC | Functional Check | | FD | Fatigue Damage | | FEC | Failure Effect Category | | FNC | Functional Check | | GCAA | General Civil Aviation Authority – United Arab Emirates | | GFRP | Glass Fiber Reinforced Plastic | | GSE | Ground Support Equipment | | GV | General Visual Inspection | | GVI | General Visual Inspection | | HAI | Helicopter Association International | | HKCAD | Hong Kong Civil Aviation Department | | HUMS | Health and Usage Monitoring System | | ICA | Instructions for Continued Airworthiness | | ICAO | International Civil Aviation Organization | | IMRBPB | International Maintenance Review Board Policy Board | | IN | Inspections | | IP | Issue Paper | | ISC | Industry Steering Committee | | iSpec | Information Standards Specification | | JCAB | Japanese Civil Aviation Bureau | | L/HIRF | Lightning / High Intensity Radiated Field | | LHSI | L/HIRF Significant Item | | LRU | Line-replaceable Unit | | LU | Lubrication | | LUB | Lubrication | | MMEL | Master Minimum Equipment List | | MPIG | Maintenance Programs Industry Group | | MRB | Maintenance Review Board | | MRBR | Maintenance Review Board Report | | MSG | Maintenance Steering Group | | MSI | Maintenance Significant Item | | MWG | Maintenance Working Group | | OEM | Original Equipment Manufacturer | | OP | Operational Check | | OPC | Operational Check | | PPH | Policy and Procedures Handbook | | PSE | Principal Structural Element | | psi | Pounds per square inch | | RF | Radio frequency | | RFM | Rotorcraft Flight Manual | | RMPIG | Rotorcraft Maintenance Programs Industry Group | | RS | Restoration | | RST | Restoration | | SDI | Special Detailed Inspection | | SHM | Structural Health Monitoring | | S-HUM | Scheduled Health and Usage Monitoring | | SI | Special Detailed Inspection | | Spec | Specification | | S-SHM | Scheduled Structural Health Monitoring | | SSI | Structural Significant Item | | SV | Servicing | | SVC | Servicing | | SWG | Structures Working Group | | TCCA | Transport Canada Civil Aviation | | TCH | Type Certificate Holder | | TSO | Technical Standard Order | | UV | Ultra-violet | | VC | Visual Check | | VCK | Visual Check | | VR | Vendor Recommendation | | WAAS | Wide Area Augmentation System | | WG | Working Group | | | | | |

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| **IMRBPB Position:** | | |
| **Date:** |  | |
| **Position:** |  | |
| **Recommendation for Implementation:** |  | |
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| **Status of the Issue Paper:** |  | Active |
|  | Incorporated in MSG-3 / IMPS (with details) |
|  | Archived |