

## **Chapter 02**

# **How to Use the Service Manual**

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## **02-00-00**

## **GENERAL**

The set-up of the manual, the chapters and the handling correspond to the regulations of the Air Transport Association of America, ATA Specification No. 100. Only the numbering of the pages and the layout have been changed to make working with this manual easier.

## **02-10-00**

## **MANUAL DESCRIPTION**

### **02-10-01**

### **Manual Set-Up**

The manual consists of groups, which are subdivided in chapters. Additionally there are preceding pages, which contain the List of Effective Pages, the Lists of Service Bulletins and the Record of Revisions. In the list of chapters the groups are marked by capital characters.

### **02-10-02**

### **Chapter Set-Up**

The chapter numbering system used in this manual represents the chapter set-up. It is a conventional dash-number breakdown. The number is composed of three elements which consist of two digits each:

# **02-10-02**

chapter - section - subject

The first element shows the chapter (here: "How to Use the Service Manual"). The second element shows the first subdivision, which is called "section" (here: "MANUAL DESCRIPTION"). The third element shows the "subject", which is handled within the respective section (here: "Chapter Set-Up"). The first three digits refer to the definitions of the ATA Specification 100, where they exist; the other digits are

defined by the manufacturer. If a more detailed breakdown is necessary, bold faced headlines like the following are used:

## **Powerplant**

### **02-10-03**

#### **Page Numbering**

The page numbering begins at the coversheet of each chapter with "Page 1". In contrast to the ATA Specification 100, the particular sections and subjects don't start with a new numbering.

### **02-10-04**

#### **Figure Numbering**

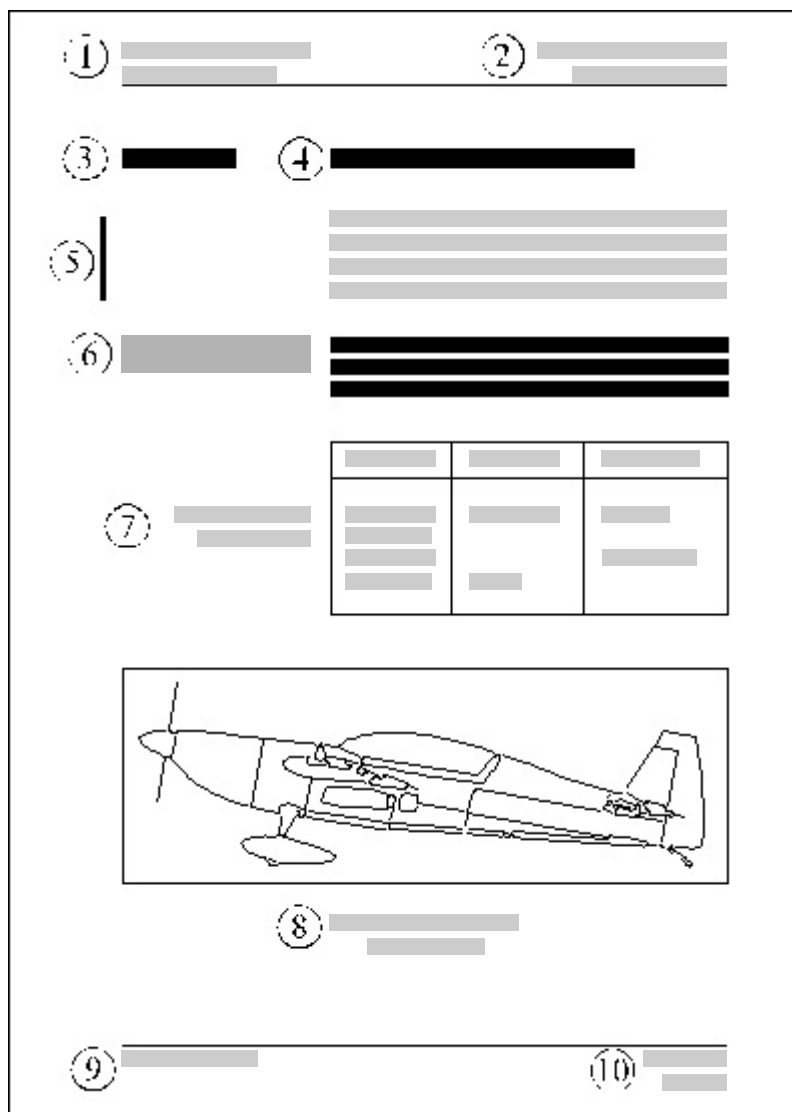
The figures are numbered in such a way that the first figure in each chapter starts at "*Figure 1*".

## 02-10-05

## Layout

Apart from the headers and footers the layout consists of two columns. The right column contains text, titles, tables, schedules and figures (figures also can fill the whole page); the left column contains the chapter numbering, boxed textmarkers for notes and safety notes as well as explanations. The following figure 1 shows more details:

- ① *manufacturer's masthead and manual title*
- ② *section and subject titles*
- ③ *chapter numbering*
- ④ *title*
- ⑤ *bar marking revised parts*
- ⑥ *boxed textmarker for notes and safety notes*
- ⑦ *explanations e.g. to tables*
- ⑧ *figure title and number*
- ⑨ *date of first issue resp. last revision*
- ⑩ *chapter and page numbers*



*Layout  
 Figure 1*

## 02-10-06

## Notes/Safety Notes

Safety notes in this manual are marked by a boxed textmarker in the margin column and written in semi-bold characters. This manual distinguishes three warning levels:

### **DANGER**

**Represents an immediately threatening danger for the personnel. The non-observation of this safety note will result in death or serious injuries.**

### **WARNING**

**Represents a possibly dangerous situation for the personnel. The non-observation of this safety note may result in injuries.**

### **CAUTION**

**Represents a danger to equipment. The non-observation of this safety note results in destruction of equipment. This safety note does not exclude a possible danger for the personnel.**

Additional information given in this manual are also marked by boxed textmarkers in the left column and are written in semi-bold characters:

### **IMPORTANT**

**Represents an important hint. Often used when the non-observation could endanger pilot or passengers during flight.**

### **NOTE**

**Represents an useful or remarkable hint.**

## 02-20-00

## HANDLING

### 02-20-01

### Revisions

On receipt of a Service Manual the owner automatically participates on the revision service for the current revision period (The revision periods start each 1. January and take one year). Further revisions will only be sent to individuals that return the Registration Card they receive at the end of the free revision period. If the owner has changed or revisions (and documentation) are missing, the fax-format on page "I" can be used to initiate the revision service.

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#### NOTE

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**Pages of this SERVICE MANUAL may not be exchanged and no alterations of or additions to the approved contents may be made without the EXTRA Flugzeugbau GmbH/LBA approval.**

If revision of pages is necessary, observe the following steps:

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#### NOTE

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**Change revised pages immediately upon receipt.**

- 1 Take out the old pages and destroy them.
- 2 Insert the new pages following the chapter and page numbers.
- 3 Replace the old pages "A-C = List of Effective Pages".
- 4 Enter the date on page "D = Record of Revision" and on page "2 = Record of Revision" of Ch. 04 if necessary.

Each revised page is marked at the bottom by the date of revision; revised parts of the new page are marked by a bar on the left margin.

### 02-20-02

### Service Bulletin

The Service Bulletins describe *which* procedures and *how* and *when* they are to be carried out. Enter the receipt of each Service Bulletin in the Service Bulletin List (page E).

**NOTE**

**The owner is responsible for incorporating Service Bulletins to the above mentioned Service Bulletins List (page E).**

**02-20-03**

**Checklists**

Observe the following steps when working with checklists:

- 1 Copy the respective check list for performing a check.
- 2 Enter the date at the top of the table.

<div style="display: flex; justify-content: space-around;"> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">as specified</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">each 50 hours</div> <div style="writing-mode: vertical-rl; transform: rotate(180deg);">each 100 hours</div> </div>			Date:		Inspector:	
			Serial No.:		Mechanic:	
			Inspections			
O <sup>1</sup>	O	O	Text			

- 3 Select the items to be worked out. The "O" at the beginning of the line is written in the column which indicates the point of time when an item has to be worked out. Specification for the first column are given by footnotes.
- 4 Work out the particular items and sign after execution (responsible mechanic and inspector) using the respective boxes behind the item.
- 5 After completion of the inspection check file the list with entries in the Aircraft Records.
- 6 Certify the completion of check in the Aircraft Log Book.

**02-20-04**

**Fax-Formats**

When contacting the EXTRA-FLUGZEUGBAU GmbH is advisable in case of questions and/or problems during maintenance of aircraft copy and use on of the Fax-formats You find on the preceding pages ("H-I") for correct identification of aircraft, equipment and existing technical instructions. The data we request there are helpful for us to provide You with the information You need.