



SIMPLIFIED TECHNICAL ENGLISH

Specification ASD-STE100

European Community Trade Mark No. 004901195

**International specification
for the preparation of maintenance documentation
in a controlled language**

ISSUE 4, JANUARY 2007

ASD-STE100

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Avenue de Tervuren 270
1150 Brussels, Belgium

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HIGHLIGHTS

Revision Procedure

This Issue 4 of the specification replaces all previous Issues and Revisions in their entirety.

Highlights of Issue 4

General Changes

These are as follows:

<u>Subject</u>	<u>Change</u>
Page status	Changed to "Issue 4".
Name of the Specification	“TM pending” removed in all occurrences. European Community Trade Mark reference number added to the cover page.
Page date	All pages of the Specification have the latest issue date (2007-01-15).
Editorial changes:	
Typing and various editing errors	These are corrected, where known.
General	In the Writing Rules, the order of the examples is changed and the wording “WRITE/NOT” is changed to “STE/Non-STE”. The first example is always a Non-STE example, followed by an STE example. This is to make it easier for the users of the Specification to identify the Non-STE sentences and understand the common errors that a writer can make during the writing process in STE.

Specific Changes

These are as follows:

<u>Subject</u>	<u>Change</u>
Cover page	ASD-STE100 Trademarked Logo and name added. Layout revised. ASD address changed.
Copyright Statement	ASD copyright dates changed. ASD address changed.
Highlights	New text to show the changes included in this Issue.
List of Effective Pages (LEP)	Revised to show the date of this Issue.
Subject-to-Rule Index	“Connecting sentences” changed to read “Connecting words” “Semicolon” added to the list.
General Introduction	Text revised.
History of the Specification	Changed to show details of this Issue.
Distribution of the Specification	ASD-STAN details added to replace InfoVision.
Maintenance of the Specification	Text revised.
Change Form page	ASD address changed.
Part 1 - Writing Rules - Introduction	Examples in the Text – Explanatory text changed.
Writing Rules – Section 1	Rule 1.2 – Second set of examples changed. Rule 1.4 – Example for “TACKY” completed. Rule 1.5 – New word added to the examples in Category 15..

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Writing Rules – Section 3

Rule 3.2 – “the past participle as an adjective” added to the list of tenses in the rule, and in the text that follows, with the example: “(the adjusted linkage)”.

abaft (pre)	Added to the Keyword list.
abate (v)	Added to the Keyword list.
ability (n)	Added to the Keyword list.
abrupt (adj)	SUDDENLY (adv) added as new suggested alternative. New approved and not acceptable examples added.
absence (n)	Added to the Keyword list.
absent (adj)	Added to the Keyword list.
abundant (adj)	Added to the Keyword list.
advisable (adj)	Approved example revised.
ahead (adv)	Added to the Keyword list.
airframe (n)	Deleted from the Keyword list.
alternatively (adv)	Added to the Keyword list.
ancillary (adj)	Added to the Keyword list.
appoint (v)	Added to the Keyword list.
augment (v)	Added to the Keyword list.
aurally (adv)	LISTEN (v) added as new suggested alternative. New approved and not acceptable examples added.
authentic (adj)	Added to the Keyword list.
avert (v)	Added to the Keyword list.

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bear down (v)	Added to the Keyword list.
BECOME (v)	Past participle of "BECOME" deleted from the Keyword entry.
BOND (v)	"Note" added after the second Assigned Meaning.
bounds (n)	Added to the Keyword list.
brace (v)	Added to the Keyword list.
centralize (v)	Added to the Keyword list.
circa (pre)	Added to the Keyword list.
COME ON (v)	Assigned meaning revised.
comprehensive (adj)	Added to the Keyword list.
compulsory (adj)	Added to the Keyword list.
considerable (adj)	Added to the Keyword list.
converse (adj)	Added to the Keyword list.
coordinate (v)	Added to the Keyword list.
correctness (n)	Added to the Keyword list.
dangerously (adv)	Added to the Keyword list.
deadly (adj)	Added to the Keyword list.
deep (adj)	Added to the Keyword list.
detail (n)	Approved example revised.
dismantle (v)	Added to the Keyword list.

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droop (v)	Added to the Keyword list.
DRY-MOTOR (v)	Assigned meaning revised.
enlarge (v)	Approved and Not acceptable examples revised.
FACE (n)	Assigned meaning revised. "Note" added.
face (v)	Suggested alternative "BE" and the related examples deleted.
factor (n)	Added to the Keyword list.
failure (n)	"Note" added after the Assigned Meaning. Approved example added to cover the NOTE.
faint (adj)	Added to the Keyword list.
falter (v)	Added to the Keyword list.
fashion (n)	Added to the Keyword list.
fear (v)	Added to the Keyword list.
feasible (adj)	Added to the Keyword list.
fine (adj)	Added to the Keyword list.
flaw (n)	Added to the Keyword list.
flex (v)	Added to the Keyword list.
fluctuate (v)	Added to the Keyword list.
forbidden (adj)	Added to the Keyword list.
fortify (v)	Added to the Keyword list.
fulfill (v)	Added to the Keyword list.

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fundamental (adj)	Added to the Keyword list.
gage (v)	Added to the Keyword list.
gall (v)	Added to the Keyword list.
gap (n)	SPACE added as new suggested alternative. New approved and not acceptable examples added.
garble (v)	Added to the Keyword list.
garner (v)	Added to the Keyword list.
gaseous (adj)	Added to the Keyword list.
gash (v)	Added to the Keyword list.
gather (v)	Added to the Keyword list.
gear (n)	Added to the Keyword list.
genuine (adj)	Added to the Keyword list.
GET (v)	Assigned meaning revised to make the assigned meaning clearer to the user.
get (v)	Added to the Keyword list.
get away (v)	Added to the Keyword list.
get down (v)	Added to the Keyword list.
get into (v)	Added to the Keyword list.
get off (v)	Added to the Keyword list.
get to (v)	Added to the Keyword list.
give rise to (v)	Added to the Keyword list.

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gleam (v)	Added to the Keyword list.
glitch (n)	Added to the Keyword list.
gloss (n)	Added to the Keyword list.
GO OFF (v)	Assigned meaning revised.
gouge (v)	Added to the Keyword list.
govern (v)	Added to the Keyword list.
grab (v)	Added to the Keyword list.
graph (v)	Added to the Keyword list.
grave (adj)	Added to the Keyword list.
greatly (adv)	Added to the Keyword list.
gush (v)	Added to the Keyword list.
gust (v)	Added to the Keyword list.
halt (v)	Added to the Keyword list.
ILLUMINATE (v)	Added to the Keyword list as approved.
illuminate (v)	Deleted from the Keyword list.
LOOSEN (v)	Approved example revised.
maintain (v)	HOLD added as new suggested alternative. New approved and not acceptable examples added.
MAKE (v)	Assigned meaning revised.
modify (v)	Approved example revised.

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motor (v)	Not acceptable examples revised.
NEAR (adj)	Approved example revised.
NOSE (n)	Approved example revised.
operator (n)	Deleted from the Keyword list.
reach (v)	The suggested alternative “HAVE” replaced by “GET”. AT (pre), TOUCH added as new suggested alternatives. New approved and not acceptable examples added.
real (adj)	Added to the Keyword list.
REAR (adj)	Approved example revised.
rearmost (adj)	Approved and Not acceptable examples revised.
recoil (v)	RECOIL (TN) added as new suggested alternative. New approved and not acceptable examples added.
reinflate (v)	Approved example revised.
reinstall (v)	Approved example revised.
reset (v)	Part of speech added to the Keyword.
TELL (v)	Assigned meaning revised and second example added.
towards (pre)	DIRECTION (n) added as new suggested alternative. New approved and not acceptable examples added.
true (adj)	AGREE (v) added as new suggested alternative. New approved and not acceptable examples added.
use (n)	Added to the Keyword list.
WALK (v)	Added to the Keyword list as approved.

LIST OF EFFECTIVE PAGES

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GENERAL INTRODUCTION

Why Was ASD Simplified Technical English Developed?

English is the international language of the aerospace industry. However, it is often not the native language of the readers of aircraft documentation. Many readers have a knowledge of English that is limited. Complex sentence structures, and the number of meanings and synonyms that many English words have, can cause confusion to these readers.

In the late 1970s, the Association of European Airlines (AEA) asked the European Association of Aerospace Industries (AECMA) to investigate the readability of maintenance documentation in the civilian aircraft industry. AECMA asked the Aerospace Industries Association (AIA) of America to assist in this project. The resulting project groups from AECMA and AIA researched the procedural texts in maintenance manuals. The product of this effort was the AECMA Simplified English Guide. After AECMA merged with two other European organizations, EDIG (European Defence Industries Group) and EUROSPACE (European Space Industries Association), the Guide became the ASD Simplified Technical English Specification ASD-STE100.

ASD Simplified Technical English (STE) was developed to help the users of English-language documentation understand what they read, particularly in multi-national programs. Since the first publication of the AECMA Simplified English Guide, now the ASD-STE100 Specification, other non-aerospace industries have adopted the principles of the ASD-STE100 Specification for their own documentation.

ASD Simplified Technical English is not only for those who do not have English as their native language, but also for those who do.

What Is ASD Simplified Technical English?

ASD Simplified Technical English is an international specification for the preparation of maintenance documentation in a controlled language.

It is a set of Writing Rules and a Dictionary of controlled vocabulary. The words in the Dictionary were chosen for their simplicity and ease of recognition. When there are several words in English for a certain thing or action (synonyms), this Specification gives one of these synonyms to the exclusion of the others (whenever possible, “one word - one meaning”). For example, “start” was chosen instead of “begin”, “commence”, “initiate”, or “originate”. When there is a choice between American English and British English words and spelling, the American version is used (Merriam-Webster’s Dictionary).

When there are several possible definitions of a word in English, in general the Specification gives one of these definitions to the exclusion of the others (whenever possible, “one word - one meaning”). For example, “to fall” has the definition of “to move down by the force of gravity”, not “decrease”.

Which Other Words Are Available to the Writer?

Besides the words in the Dictionary, the writer can also use those words that are in one of two categories: either Technical Names or Technical Verbs (see Writing Rules 1.1 and 1.10). However, this Specification will not help you decide whether a certain part of the aircraft is better called “flight deck” or “flight compartment”. Such in-house preferences should be defined by your company. The Dictionary contains only words that do not belong to any of the categories of Technical Names or of Technical Verbs.

What Is the Purpose of This Specification?

The purpose of this Specification is to explain the rules and features of ASD Simplified Technical English. This Specification is not meant to be a complete treatise on either the English language or technical writing.

Thus, matters that are adequately dealt with in standard reference books or in other specifications are not included here.

Why Are There No Guidelines Here for Abbreviations of Nomenclature?

Again, this would normally be a subject for your own company, although we do give some advice on shortening nomenclature.

Can This ASD Simplified Technical English Specification Be Used Alone?

No. It is intended to be used with other technical publications specifications and official directives. The use of this Specification requires a high standard of professionalism on the writer's part.

Can This Specification Be Used to Teach a Writer English?

No. The writer must have a good command of written English. This Specification will help the writer present complex information in a simple form. Writing clearly is a complex task, and writing in ASD Simplified Technical English requires language fluency.

Can the Writer Get Training in ASD Simplified Technical English or find supporting Software Products?

To assist users and potential users of ASD Simplified Technical English, there are organizations that market and undertake training courses in the use of ASD Simplified Technical English, and there are producers of software products that support ASD Simplified Technical English.

Neither ASD, the Simplified Technical English Maintenance Group, nor any organization associated with the production of the ASD Simplified Technical English Specification ASD-STE100 intend or imply any warranty or endorsement of any of the organizations that provide training or supporting software products.

However, to help you find suitable tools or training, you will find tips on what to look for on the STEMG Web site at <http://www.simplifiedenglish-aecma.org>

Software manufacturers who wish to make authoring aids for ASD Simplified Technical English must request permission from ASD (refer to the Copyright).

HISTORY OF THE SPECIFICATION

The ASD SIMPLIFIED TECHNICAL ENGLISH SPECIFICATION was first released in 1986 as the AECMA SIMPLIFIED ENGLISH GUIDE, PSC-85-16598. Below, for reference, is a list of all the Changes, Issues and Revisions released to date.

- 1986 - Feb 15: First release - Included Writing Rules (Part 1) and the Dictionary (Part 2).
 - Sep 15: Change 1
- 1987 - Jun 01: Change 2. Addition of examples of function words and nouns (Part 3).
- 1988 - Jun 15: Change 3. Addition of examples of verbs (Part 3).
 - Dec 30: Change 4. Addition of examples of adjectives and adverbs (Part 3).
- 1989 - Dec 01: Change 5. Reformatted version of Change 4.
- 1995 - Sep 15: Issue 1. Guide completely revised and a new issue released. Original Part 2 deleted and Part 3 renumbered to Part 2.
- 1998 - Jan 15: Issue 1, Revision 1. Updates and amendments.
- 2001 - Jan 15: Issue 1, Revision 2. Updates and amendments.
- 2004 - Jan 15: Issue 2. Guide completely revised and a new issue released.
- 2005 - Jan 15: Issue 3. New issue as ASD-STE100. No changes to the Writing Rules and Dictionary.
- 2007 - Jan 15: Issue 4. Specification completely revised.

DISTRIBUTION OF THE SPECIFICATION

The associations below distribute the Specification:

ASD-STAN:

Avenue de Tervuren 270
1150 Brussels
Belgium

Tel: +32 2 775 8126
Fax: +32 2 763 3565
Email: contact@asd-stan.org
sales@asd-stan.org
Web: www.asd-stan.org

Air Transport Association (ATA) of America, Inc.
1301 Pennsylvania Avenue, NW - Suite 1100
Washington, DC 20004-1707
U.S.A.

Tel: (1) 202 626 4000 (Main)
Fax: (1) 202 626-4181(Main)
Email: ata@air-transport.org

You can also order the Specification electronically via the ATA web site at <http://www.air-transport.org>

ACKNOWLEDGEMENTS

ASD would like to thank all the companies and individuals who have contributed to this Specification.

MAINTENANCE OF THE SPECIFICATION

How Is This Specification Maintained?

The ASD SIMPLIFIED TECHNICAL ENGLISH Specification is maintained by the ASD Simplified Technical English Maintenance Group (STEMG).

<http://www.simplifiedenglish-aecma.org>

This group consists of representatives from ASD member countries in Europe, the AIA in the US and the AIA-C in Canada. In addition, the STEMG has permanent observers representing the users.

Change Forms

This Specification is intended for technical writers and editors. This document needs feedback from its users if it is to continue to improve. There is a Change Form on the next page. Please copy it and use it to write your recommendation. Alternatively, you can download an electronic copy of the Change Form from the STEMG web site. If there is a designated ASD Simplified Technical English representative in your country, please submit the request to that person. If there is no representative available, please send it to ASD. (See the Change Form for the address.) The address of your representative can be found on the STEMG website or obtained from your National Organization or from ASD.

The ASD STEMG has a record of all Change Forms produced and their assessments. The Change Forms are discussed within the STEMG and, if they are approved, the changes are included in the next issue of the Specification. The originators of the Change Forms are always notified of the assessments and decisions taken. When the Change Forms are rejected, the reason(s) for the rejection are also explained to the originator.

CHANGE FORM FOR ASD SIMPLIFIED TECHNICAL ENGLISH ASD-STE100

Use this Change Form if you think a change to ASD Simplified Technical English is necessary. Please send the form to your representative, or to:

ASD
Avenue de Tervuren 270
1150 Brussels,
Belgium
Email: info@asd-europe.org
Attention: Simplified Technical English Maintenance Group (STEMG)

Keyword or Writing Rules:

Amendment/Addition/Deletion you think is necessary:

Purpose of the Amendment/Addition/Deletion:

Example(s) of Use (if possible, supply sufficient examples from your technical documentation that support your proposal):

Suggested Meaning (in STE if possible) or Suggested Alternatives:

Sent by:

Date:

Phone:
FAX:
Email:

ASD STEMG Assessment:

Date:

PART 1 - WRITING RULES

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PART 1 - WRITING RULES

If you simplify your English, you are freed from the worst follies of orthodoxy. And when you make a stupid remark, its stupidity will be obvious, even to yourself.

George Orwell (1946) - Politics and the English Language.

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Introduction

Summaries of the Writing Rules

The rules that are discussed in each section of these writing rules are summarized at the beginning of that section. All the rules are also collected in a quick-reference list that is part of this introduction.

Examples in the Text

Most of the examples in the text are from existing technical manuals. For this reason, the “Non-STE” examples are not written in ASD Simplified Technical English.

List of Writing Rules

SECTION 1 - WORDS

- RULE: 1.1 Choose the words from:
- Approved words in the Dictionary (Part 2)
 - Words that qualify as Technical Names (Refer to Rule 1.5)
 - Words that qualify as Technical Verbs (Refer to Rule 1.10).
- RULE: 1.2 Use approved words from the Dictionary only as the part of speech given.
- RULE: 1.3 Keep to the approved meaning of a word in the Dictionary. Do not use the word with any other meaning.
- RULE: 1.4 Only use those forms of verbs and adjectives shown in the Dictionary.
- RULE: 1.5 You can use words that are Technical Names.
- RULE: 1.6 Use a Technical Name only as a noun or an adjective, not as a verb.
- RULE: 1.6A Some unapproved words are used to complete Technical Names. Do not use these unapproved words unless they are part of a Technical Name.
- RULE: 1.7 Use the official name (shortened if necessary).
- RULE: 1.8 Do not use different Technical Names for the same thing.
- RULE: 1.9 If you have a choice, use the shortest and simplest name.
- RULE: 1.10 You can use words that are Technical Verbs.
- RULE: 1.11 Use Technical Verbs only as verbs, not as nouns (unless the noun form qualifies as a Technical Name). You can use the past participle of the verb as an adjective (refer to Section 3).
- RULE: 1.12 Once you choose the words to describe something, continue to use these same words (particularly Technical Names).
- RULE: 1.13 Make your instructions as specific as possible.
- RULE: 1.14 Use consistent spelling.

SECTION 2 - NOUN PHRASES

- RULE: 2.1 Do not make noun clusters of more than three nouns.
- RULE: 2.2 Clarify noun clusters that are Technical Names with one of these two methods:
- Use hyphens to show the relationship between the most closely related words
 - Explain the noun cluster. Then, if possible, use a shorter name after the initial explanation.
- RULE: 2.3 When appropriate, use an article (the, a, an) or a demonstrative adjective (this, these) before a noun.

SECTION 3 - VERBS

- RULE: 3.1 Use only those forms of the verb that are listed in the Dictionary (Part 2).
- RULE: 3.2 Use the approved forms of the verb to make only:
- The infinitive
 - The imperative
 - The simple present tense
 - The simple past tense
 - The past participle as an adjective
 - The future tense.
- RULE: 3.3 Use the past participle only as an adjective, either with a noun or after the verbs TO BE, TO BECOME.
- RULE: 3.4 Do not use the past participle with a form of the verb HAVE to make an unapproved tense.
- RULE: 3.5 Do not use the past participle of a verb with a helping verb to make a complex verb.
- RULE: 3.6 Use the active voice. Use only the active voice in procedural writing, and as much as possible in descriptive writing.
- RULE: 3.7 If there is an approved verb to describe an action, use the verb (not a noun or other part of speech).

SECTION 4 - SENTENCES

- RULE: 4.1 Keep to one topic per sentence.
- RULE: 4.2 Do not omit words to make your sentences shorter.
- RULE: 4.3 Use a tabular layout (vertical layout) for complex texts.
- RULE: 4.4 Use connecting words to join consecutive sentences that contain related thoughts.

SECTION 5 - PROCEDURES

- RULE: 5.1** Keep procedural sentences as short as possible (20 words maximum).
- RULE: 5.2** Write only one instruction per sentence.
- RULE: 5.3** Write more than one instruction per sentence only when more than one action is done at the same time.
- RULE: 5.4** In an instruction, write the verb in the imperative (“commanding”) form.
- RULE: 5.5** If you start an instruction with a descriptive statement (dependent phrase or clause), you must separate that statement from the rest of the instruction with a comma.

SECTION 6 - DESCRIPTIVE WRITING

- RULE: 6.1** Keep sentences in descriptive writing as short as possible (25 words maximum).
- RULE: 6.2** Try to vary sentence lengths and constructions to keep the text interesting.
- RULE: 6.3** Use paragraphs to show your reader the logic of the text.
- RULE: 6.4** Each paragraph must have only one topic.
- RULE: 6.5** Always start the paragraph with the topic sentence.
- RULE: 6.6** Use keywords to make the relationship between sentences and paragraphs clear.
- RULE: 6.7** The maximum length of a paragraph is 6 sentences. Do not use one-sentence paragraphs more than once in every 10 paragraphs.
- RULE: 6.8** Present new and complex information slowly.

SECTION 7 - WARNINGS, CAUTIONS, AND NOTES

- RULE: 7.1** Start a warning or a caution with a simple and clear command.
- RULE: 7.2** Be specific in a warning or caution.
- RULE: 7.3** If necessary, add a brief explanation to a warning or a caution to give a clear idea of the possible risk.
- RULE: 7.4** Identify your command correctly as a warning or caution.
- RULE: 7.5** If a condition is necessary before the technician continues, put the condition first in the warning or caution.
- RULE: 7.6** Write notes so that you give information, not commands.

SECTION 8 - PUNCTUATION AND WORD COUNTS

- RULE: 8.1 Use colons (:) and dashes (-) to make tabular layouts.
- RULE: 8.2 When you count words for sentence length, the colon or the dash has the effect of a full stop (period).
- RULE: 8.3 Use the hyphen (-) as a joining signal
- RULE: 8.4 When you count words for sentence length, each word in a hyphenated group counts as a separate word unless it is a prefix.
- RULE: 8.5 Use parentheses:
- To make cross-references to illustrations and/or text
 - To quote letters or numbers that identify items on an illustration or in text
 - To mark text for which separation by commas is not sufficient
 - To set off text that is not part of the main statement, but is important enough to be indicated
 - To indicate the correct breakdown level of procedural substeps.
- RULE: 8.6 When you count words for sentence length, text in parentheses counts as a new sentence.
- RULE: 8.7 When you count words for sentence length, a number counts as one word.
- RULE: 8.8 When you count words for sentence length, an alphanumeric identifier counts as one word.
- RULE: 8.9 When you count words for sentence length, an abbreviation or an acronym counts as one word.
- RULE: 8.10 When you count words for sentence length, titles, placards and quoted text count as one word.
- RULE: 8.11 Do not use semicolons.

SECTION 9 - WRITING PRACTICES

- RULE: 9.1 Use a Different Construction to rewrite sentences in Simplified Technical English when a word-for-word replacement is not sufficient.
- RULE: 9.2 When you combine words to make a phrase, make sure that the words continue to obey the meanings given to them in the Dictionary (Part 2).
- RULE: 9.3 Use the Dictionary (Part 2) correctly to get the correct words, meanings, and parts of speech.

Section 1 - Words

Summary of the Rules

- RULE: 1.1 Choose the words from:
- Approved words in the Dictionary (Part 2)
 - Words that qualify as Technical Names (Refer to Rule 1.5)
 - Words that qualify as Technical Verbs (Refer to Rule 1.10).
- RULE: 1.2 Use approved words from the Dictionary only as the part of speech given.
- RULE: 1.3 Keep to the approved meaning of a word in the Dictionary. Do not use the word with any other meaning.
- RULE: 1.4 Only use those forms of verbs and adjectives shown in the Dictionary.
- RULE: 1.5 You can use words that are Technical Names.
- RULE: 1.6 Use a Technical Name only as a noun or an adjective, not as a verb.
- RULE: 1.6A Some unapproved words are used to complete Technical Names. Do not use these unapproved words unless they are part of a Technical Name.
- RULE: 1.7 Use the official name (shortened if necessary).
- RULE: 1.8 Do not use different Technical Names for the same thing.
- RULE: 1.9 If you have a choice, use the shortest and simplest name.
- RULE: 1.10 You can use words that are Technical Verbs.
- RULE: 1.11 Use Technical Verbs only as verbs, not as nouns (unless the noun form qualifies as a Technical Name). You can use the past participle of the verb as an adjective (refer to Section 3).
- RULE: 1.12 Once you choose the words to describe something, continue to use these same words (particularly Technical Names).
- RULE: 1.13 Make your instructions as specific as possible.
- RULE: 1.14 Use consistent spelling.

Which Words Can You Use?

- RULE: 1.1 Choose the words from:**
- **Approved words in the Dictionary (Part 2)**
 - **Words that qualify as Technical Names (Refer to Rule 1.5)**
 - **Words that qualify as Technical Verbs (Refer to Rule 1.10).**

ASD Simplified Technical English is a controlled general vocabulary with sufficient words to express any technical sentence. Besides this general vocabulary, the writer can also use those words that belong to Technical Names and Technical Verbs.

Part of Speech

RULE: 1.2 Use approved words from the Dictionary only as the part of speech given.

Each approved word in the Dictionary has a part of speech. Do not use it as another part of speech for which it is not approved. For example, if a word is given only as a noun, do not use it as a verb.

Example: “Test” is approved as a noun but not as a verb.

Non-STE: Test the system for leaks.

STE: Do the leak test for the system.

or

Do a test for leaks in the system.

Example: “Close” is a verb (and not an adverb).

STE: Close the access panel (“close” is a verb here)

Non-STE: Do not go close to the landing gear if ... (“close” is an adverb here)

STE: Do not go near the landing gear if ...

Approved Meaning

RULE: 1.3 Keep to the approved meaning of a word in the Dictionary. Do not use the word with any other meaning.

Example: “Follow” means “come after”. It does not mean “obey”.

Non-STE: Follow the safety instructions.

STE: Obey the safety instructions.

Forms of Verbs and Adjectives

RULE: 1.4 Only use those forms of verbs and adjectives shown in the Dictionary.

Examples:

BURN (v), BURNS, BURNED, BURNED

(This shows that you must spell the past participle “BURNED” not “burnt”, and that you must not use the “-ing” form. Also, refer to rule 3.1.)

SLOW (adj)

(SLOWER, SLOWEST)

TACKY (adj)

(The other forms of this adjective, “tackier” and “tackiest”, are not permitted.)

Rules for Technical Names

RULE: 1.5 You can use words that are Technical Names.

Because there are many Technical Names, and because each manufacturer uses different names, there is not a complete list of Technical Names in the Dictionary. Instead, we give you below a list of categories, with some examples, to help you decide if a word can be a Technical Name. You can use unapproved words from the Dictionary as Technical Names or as part of Technical Names only if you can put them into one of the categories below (refer to Rule 1.6A).

Words or symbols qualify as Technical Names if they are in one of these categories:

1. **Names in the official parts information** (for example, Illustrated Parts Catalog or engineering drawing):
Bolt, cable, clip, conductor, contact, engine, filter, hatch, indicator, logo light, oil seal, pipe, propeller, retractor link, screw, switch, transceiver, wing
2. **Names of locations on the aircraft:**
Airframe, cabin, fuselage, overhead panel, wing, wing root
3. **Names of tools or equipment:**
Access ladder, brush, cap, chock, clamp, cover, file, hardware, jack, label, loop clamp half, rigging pin, roller, rope, tag, torque wrench
4. **Names of materials, consumables, and unwanted matter:**
Acid, adhesive, ammunition, compound, detergent, dirt, disinfectant, dust, foam, fuel, grease, oil, paint, penetrant spray, primer, sealant, sealing, soap, tape, water, wire
5. **Names of aircraft support facilities:**
Airport, apron, building, hangar, service bay
6. **Names of circuits or systems, their parts and locations in them:**
Amplifying circuit, armament, audio, aural warning system, computer, exhaust, gain, hardware, inhibiting signal, injection, inlet, input frequency, latch, pump, vent
7. **Mathematical, scientific, and engineering terms:**
Acceleration, allowance, average, burr, capacitance, carbon, category, cavitation, center, circle, coefficient, configuration, conversion, curve, cycle, defect, degree, deceleration, density, diameter displacement, duty cycle, elapsed time, electricity, energy, exponent, failure, flutter, force, geometry, graph, gravity, hardness, heat treatment, inhibition, instrumentation, issue, light, line replaceable unit, load, modification, momentum, motoring, oxygen, oversized, performance, phase, polarity, power, pressure, radius, rating, ratio, reduction, resistance, scan, shutdown, signal, standard, stiffness, strength, suction, temperature, tension, thread, tightness, torque, voltage
8. **Navigation and flying terms:**
Air, altitude, atmosphere, attitude, axis, bank, climb, co-ordinate, datum, delay, drag, East, glideslope, gradient, heading, landing, North, pitch, roll, skid, South, stall, West
9. **Units of measurement or dial markings:**
Degree (°), Kilogram (kg), meter (m), minute ('), second (")
10. **Numbers:**
First, half, one, one quarter, 303, 92, second, third, three, zero

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11. **Names of persons, groups, or bodies:**
Air traffic control, copilot, crew chief, Federal Aviation Administration, manufacturer, military, operator
12. **Parts of the body:**
Ear, eyes, hair, hand, head, lung, mouth, skin
13. **Common personal effects:**
Cigarette lighter, clothing, food, footwear, jewelry, matches
14. **Medical terms:**
Dermatitis, dizziness, skin irritation
15. **Documents, manuals, or parts of manuals:**
Chapter, diagram, figure, flow chart, font, letter, note, page, paragraph, parenthesis, reference, Service Bulletin, Structural Repair Manual, table, test procedure, warning
16. **Names, headings and topics used in specifications** (including in-house specifications):
Acceptance Test, Allowable Damage, Class, Cleaning, Description and Operation, Functional Test, Ice and Rain Protection, Inspection/Check, Maintenance Practice, Normal Braking, preservation, Removal/Installation
17. **Names of technical records, standards, specifications, regulations:**
Compass correction card, engine logbook, Federal Aviation Regulations, maintenance records
18. **Environmental conditions:**
Day, ice, hail, humidity, lightning, moisture, night, rain, snow, turbulence, wind
19. **Colors:**
Orange, red, white, yellow
20. **Damage terms:**
Buckle, chafing, corrosion, crack, deformation, dent, discoloration, distortion, erosion, fracture, fraying, galling, kink, nick, score, scratch, stain

RULE: 1.6 Use a Technical Name only as a noun or an adjective, not as a verb.

Example:

Non-STE: Oil the machined surface.
STE: Put oil on the machined surface.

Example:

Non-STE: If you think it will snow, put the aircraft in the applicable configuration.
STE: If you think that snow will fall, put the aircraft in the applicable configuration.

RULE: 1.6A Some unapproved words are used to complete Technical Names (“main landing gear”). Do not use these unapproved words unless they are part of a Technical Name.

Example:

STE: Retract the main landing gear.
(“Main landing gear” is a Technical Name.)

Example:

Non-STE: Keep the main part of the assembly.
(“Main part” is not a Technical Name.)

STE: Keep the primary part of the assembly.

RULE: 1.7 Use the official name (shortened if necessary).

Avoid slang or jargon words. Make sure the words you choose are common words (the words must have meaning to all of the international aerospace industry).

Example:

Non-STE: Repaint the surface if it is alligatored.
(“Alligatored” as a paint description is not universal).

STE: Paint the surface again if it is not smooth.

RULE: 1.8 Do not use different Technical Names for the same thing.

If you decide to call something e.g. “servo control unit”, call it that in all places (including on illustrations). Do not call it “actuator” for example, somewhere else.

RULE: 1.9 If you have a choice, use the shortest and simplest name.

Example:

Non-STE: Pump outlet volute
STE: Outlet of the pump

There are Technical Names which have local or regional meaning only. Choose Technical Names which have the most universal meaning.

Example:

Non-STE: Use a foot-long breaker bar during this procedure.
(“Breaker bar” appears in some tool catalogs, but can be confusing.)

STE: Use a 12-inch wrench handle during this procedure.

Rules for Technical Verbs

RULE: 1.10 You can use words that are Technical Verbs.

Because there are so many Technical Verbs, and because each manufacturer may use a different verb for the same process, there is not a complete list of Technical verbs in the Specification. Instead, we give you below a list of categories, with some examples, to help you decide if a verb expresses a technical operation. Technical verbs must obey the same rules as other approved verbs in Simplified Technical English (refer to Section 3).

If there is already an approved verb in the Dictionary that accurately describes the action, use the approved STE word. Do not create additional verbs unless it is necessary.

Example:

Non-STE: Cracks radiate from the center of the shaft.
STE: Cracks go out from the center of the shaft.

But you can write:

The isotope source radiates sufficiently for this inspection.

If you must use additional verbs, use only specific verbs, not general verbs.

Example:

Non-STE: Machine the hole to get the correct dimension.
STE: Ream the hole to get the correct dimension.

You can use words that are unapproved in the Dictionary only if you use them as Technical Verbs with a different meaning.

Example:

Non-STE: The vapors that this material emits are dangerous to the skin.
STE: A diode emits infrared light.

A word qualifies as a Technical Verb if it is in one of the categories below:

NOTE: The words shown below are only examples. The Technical Verbs that you use must agree with your Company policy.

1. Manufacturing Processes

- a) **Remove material:**
Drill, grind, mill, ream
- b) **Add material:**
Flame, insulate, remetal, retread, spray
- c) **Attach material:**
Bond, crimp, rivet, weld
- d) **Change the mechanical strength, the structure, or physical properties of a material:**
Anneal, cure, heat-treat, magnetize, normalize

- e) **Change the surface finish of a material:**
Buff, burnish, plate, polish
- f) **Change the shape of a material:**
Cast, extrude, spin, stamp

2. Computer Processes and Applications

- a) **Input/output processes:**
Enter, click, print
- b) **User interface and application processes:**
Clear, close, copy, cut, delete, drag, encrypt, highlight, maximize, minimize, open, paste, save, scroll
- c) **System operations:**
Abort, boot, debug, download, format, install, load, reboot, update, upgrade, upload

3. Description and Operation

You can use these Technical Verbs only in Description and Operation text.

- a) **Mathematical, scientific and engineering processes**
Bisect, emit, frequency-modulate, modulate, radiate
- b) **Military processes**
Aim, disable

RULE: 1.11 Use Technical Verbs only as verbs, not as nouns (unless the noun form qualifies as a Technical Name). You can use the past participle of the verb as an adjective (refer to Section 3).

Example:

Non-STE: Give the hole 0.20 inch over-ream.
STE: Ream the hole 0.20 inch larger than standard.

But you can write “welding torch”, “grinding wheel”, “download mode”, “file format” etc. These qualify as Technical Names.

Consistent Language

RULE: 1.12 Once you choose the words to describe something, continue to use these same words (particularly Technical Names).

In procedures written in Simplified Technical English, it is often necessary to use the same word many times in one text. This is because the number of words is limited, and their meanings are strictly defined.

When the same words are used many times, this can help the reader to understand the text. The reader becomes familiar with patterns of words and their meanings. Do not confuse the reader with different words that mean the same thing. When you choose words to describe an action, continue to use these same words when that action is described again. When you choose a Technical Name or Technical Verb, always use the same word or words to describe the same object or process.

Example:

Sentences 1 and 2 describe the same maintenance action:

1. *Remove the baseplate bolts to release the pump.*
2. *Remove the bolts that attach the pump and move the pump off the baseplate.*

If these two sentences are used in different instructions to describe the same action, this can confuse the reader. Choose the version that is best and use it for all similar occasions.

In descriptive writing, it is permitted to use different words or constructions to keep the text interesting. (This is because descriptive text is intended to give information more than instruction, and different word forms can help do this.)

Abstraction

RULE: 1.13 Make your instructions as specific as possible.

If a text describes the general effect of an action but not specifically how to do the action, this is an example of an “abstraction”.

Example:

Non-STE: Different temperatures will change the cure time.
(This does not tell the reader to increase or decrease the temperature).

STE: Increase the temperature to decrease the cure time.

Example:

Non-STE: No leaks permitted.
(This does not give the reader any procedural instruction).

STE: Repair all the leaks.

Example:

Non-STE: Turn the handle clockwise, then vice-versa.
STE: Turn the handle first clockwise, then counterclockwise.

Consistent spelling

RULE: 1.14 Use consistent spelling.

Use the spelling in Part 2 of this Specification and American English spelling (Merriam-Webster) unless otherwise specified by the contract.

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Section 2 - Noun Phrases

Summary of the Rules

- RULE: 2.1** Do not make noun clusters of more than three nouns.
- RULE: 2.2** Clarify noun clusters that are Technical Names with one of these two methods:
- Use hyphens to show the relationship between the most closely related words
 - Explain the noun cluster. Then, if possible, use a shorter name after the initial explanation.
- RULE: 2.3** When appropriate, use an article (the, a, an) or a demonstrative adjective (this, these) before a noun.

Noun Clusters

RULE: 2.1 Do not make noun clusters of more than three nouns.

In English, one or more nouns can be used to describe or modify another noun. In technical language, it is common to see phrases made from several nouns. These groups of nouns are called noun clusters, and if they are too long, they can confuse the reader. Shorter noun clusters are easier to understand because the main noun and the other nouns that modify or describe it are closer together. Longer noun clusters are more difficult to understand because some nouns will describe another modifying noun and not the main noun (which is usually the last noun).

Example:

Short noun cluster: Runway light connection
(The main noun is “connection”.)

Long noun cluster: Runway light connection resistance calibration
(The main noun is “calibration”.)

The long noun cluster is difficult to understand because it is not clear what relation “runway” (for example) has with “calibration”. The reader has to go past four modifying words to get to the main noun, “calibration”. Such noun clusters are almost impossible to read for non-native English readers. This is probably because these readers begin with the first noun (“runway” in the above example), which, in some languages, is the main noun. But the noun that the reader needs in English is at the end of the noun cluster (“calibration” in this case).

Runway light connection resistance calibration - Calibration of the resistance of the runway light connection

To help your reader, therefore, do not make noun clusters of more than three nouns.

Example:

Non-STE: The nose landing gear uplock attachment bolt is
STE: The bolt that attaches the uplock to the nose landing gear is

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Example:

Non-STE: Adjust to obtain door operating rod alignment with the attachment point.
STE: Adjust the door-operating rod until it is aligned with the point to which it is attached.

Example:

Non-STE: Engine exhaust gas cooling is accomplished by mixing it with APU enclosure ventilation air.
STE: The exhaust gas from the engine mixes with ventilation air from the APU enclosure to decrease the exhaust temperature.

RULE: 2.2 Clarify noun clusters that are Technical Names with one of these two methods:

- Use hyphens to show the relationship between the most closely related words
- Explain the noun cluster. Then, if possible, use a shorter name after the initial explanation.

Technical Names will frequently be too long, and if they are a company's official nomenclature (refer to Writing Rule 1.7), it will not be possible to rearrange the words. In such cases, there are two methods that you can use to help your reader.

Method 1: Use hyphens to show the relationship between the most closely related words.

Example:

Non-STE: Landing light cutoff switch power connection
STE: Landing-light cutoff-switch power connection

Example:

Non-STE: Main gear inboard door retraction winch handle
STE: Main-gear inboard-door retraction-winch handle

NOTE: Do not put hyphens between all the words in a noun cluster. Hyphens between all of the words will not help comprehensibility. Each hyphenated word pair must be able to stand alone and must form a logical word pair (“landing-gear”, “main-switch”).

Example:

Non-STE: Main-landing gear-water spray deflector
(“main landing” and “gear water” could perhaps stand alone, but in this example, they would not be logical pairs)
STE: Main landing-gear water-spray deflector
(“landing gear” and “water spray” are logical pairs and can each stand alone)

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Method 2: Explain the noun cluster, then, if possible, use a shorter name.

If the Technical Name is too long, you can use the full name, then explain what it is. You can then use a shorter version of the Technical Name.

Example:

Non-STE: Engage the ramp service door safety connector pin before you do this procedure.

STE: Engage the ramp service door safety connector pin (the pin that holds the ramp service door, referred to in this procedure as the safety connector pin) before you do this procedure.

Articles

RULE: 2.3 When appropriate, use an article (the, a, an) or a demonstrative adjective (this, these) before a noun.

Do not omit articles from text to try to make the text shorter or more official sounding. Articles show where the noun phrases are.

Example:

Non-STE: Lift up assembly and put in box.

STE: Lift up the assembly and put it in a box.

Articles are not necessary before all nouns in a series or before mass nouns used in general statements.

Examples:

Put the packings, gaskets, and seals in a safe location.

Solvents used in these repairs can cause damage to paint.

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Section 3 - Verbs

Summary of the Rules

- RULE: 3.1 Use only those forms of the verb that are listed in the Dictionary (Part 2).
- RULE: 3.2 Use the approved forms of the verb to make only:
- The infinitive
 - The imperative
 - The simple present tense
 - The simple past tense
 - The past participle as an adjective
 - The future tense.
- RULE: 3.3 Use the past participle only as an adjective, either with a noun or after the verbs TO BE, TO BECOME.
- RULE: 3.4 Do not use the past participle with a form of the verb HAVE to make an unapproved tense.
- RULE: 3.5 Do not use the past participle of a verb with a helping verb to make a complex verb.
- RULE: 3.6 Use the active voice. Use only the active voice in procedural writing, and as much as possible in descriptive writing.
- RULE: 3.7 If there is an approved verb to describe an action, use the verb (not a noun or other part of speech).

Forms and Tenses of Verbs

RULE: 3.1 Use only those forms of the verb that are listed in the Dictionary (Part 2).

The Dictionary gives you the forms that you can use of each approved verb (for example: ADJUST, ADJUSTS, ADJUSTED, ADJUSTED). Use only those forms of the verb that are listed in the Dictionary. For example, do not use the “-ing” forms of a verb. There are words with “-ing” endings in the Dictionary, but they are always nouns, adjectives, or prepositions.

Example:

Non-STE: ... is adjusting
(the “-ing” form of this verb is not in the Dictionary)

STE: ... adjusts

NOTE: Some Technical Verbs are used to make the names of technical objects (welding torch, grinding wheel, polishing jag). The “-ing” words are permitted if they qualify as Technical Names (refer to Section 1).

RULE: 3.2 Use the approved forms of the verb to make only:

- The infinitive
- The imperative
- The simple present tense
- The simple past tense
- The past participle as an adjective
- The future tense.

You can use the approved forms of the verb to make:

- The infinitive (TO ADJUST, or simply ADJUST)
- The imperative (“commanding” form) (ADJUST the)
- The simple present tense (it ADJUSTS, you, we, they ADJUST)
- The simple past tense (it ADJUSTED)
- The past participle as an adjective (the ADJUSTED linkage)
- The future tense (you will ADJUST).

RULE: 3.3 Use the past participle only as an adjective, either with a noun or after the verbs TO BE, TO BECOME.

You can use the past participle of a verb as an adjective, either before a noun, or after a form of the verb TO BE or TO BECOME. When used as an adjective, the past participle shows the state, or condition, that something is in. (Do not confuse this with the passive voice, where it shows an action. Refer to Rule 3.6.)

Example:

Here is how you can use DISCONNECTED as an adjective:

Connect the disconnected wires. (Adjective before “wires”)

The wires are disconnected. (Adjective after “are”, a form of TO BE)

The wires become disconnected. (Adjective after “become”)

With some irregular verbs, the past participle is not permitted. Do not use the past participle if it is not in the Dictionary (for example, do not use “been” or “gotten”).

RULE: 3.4 Do not use the past participle with a form of the verb HAVE to make an unapproved tense.

Examples:

Non-STE: ...has adjusted.

STE: ...adjusted.

Non-STE: ...has been adjusted.

STE: ...was adjusted.

(where “adjusted” is an adjective after “was”, a form of TO BE)

RULE: 3.5 Do not use the past participle of a verb with a helping verb to make a complex verb.

Do not use the past participle with a helping verb (such as “can”, “must”, or “will”) and a form of the verb “TO BE” to make a complex verb.

Example:

Non-STE: ...can be adjusted.
STE: ...you can adjust

Example:

Non-STE: ...will be adjusted
STE: ...will adjust or ...adjusts

Example:

Non-STE: ...must be adjusted
STE: Adjust the...

The Active Voice

RULE: 3.6 Use the active voice. Use only the active voice in procedural writing, and as much as possible in descriptive writing.

NOTE: Refer also to Section 5, Procedures, and Section 6, Descriptive Writing.

What is “active” or “passive” voice?

In the active voice, the subject of the sentence does the action of the sentence (“A” does “B”). In the passive voice, the subject of the sentence receives the action (“B” is done by “A”).

Example:

ACTIVE: The side stay holds the main gear leg.
PASSIVE: The main gear leg is held by the side stay.

Example:

ACTIVE: The manufacturer made the procedures the same to decrease the maintenance time.
PASSIVE: The procedures have been made the same by the manufacturer to decrease the maintenance time.

In each of the passive examples, you can ask the question “by whom or what?”

- The main gear leg is held by the side stay.
- The procedures have been made the same by the manufacturer to decrease the maintenance time.

How Can You Tell If the Text Is Passive?

The best test for the passive voice is the question “By whom or what?” (the agent). If your text gives you an answer to this question, then it is written in the passive voice.

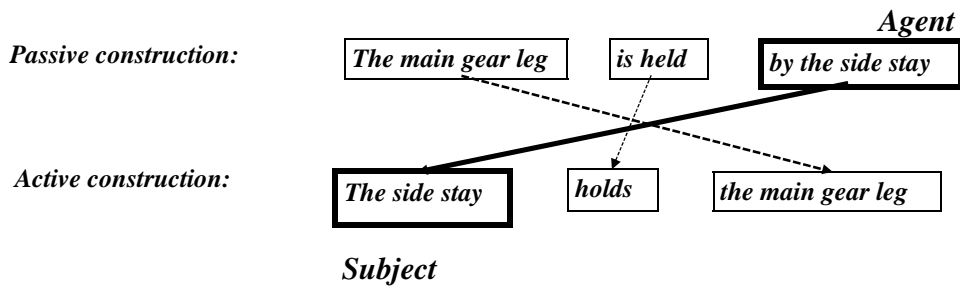
The second and confirming test for the passive is the way the text is written. Even if there is no “by” phrase within the sentence, a passive construction may exist. You can see from the two examples above that we write the passive voice by using some form of the verb TO BE plus the past participle of the main verb:

- is held
- have been made

How Do You Change a Passive Construction to the Active?

To change a passive construction to the active, you can use these methods:

1. When the agent (the person or thing that does the action) is identified in the sentence, put this agent at the beginning of the sentence, as the subject. The subject must always be the noun that does the action of the sentence, as shown in the following diagram:



Example:

Non-STE: The circuits are connected by a switching relay. (Passive)
STE: A switching relay connects the circuits. (Active)

2. Change an infinitive verb to an active verb.

Example:

Non-STE: These values are used by the computer to calculate the altitude. (Passive)
STE: The computer calculates the altitude from these values. (Active)

3. In procedures, change the verb to the imperative (“commanding”) form.

Examples:

Non-STE: The test can be continued by the operator. (Passive)
STE: Continue the test. (Active)

Non-STE: Oil and grease are to be removed with a degreasing agent. (Passive)
STE: Remove oil and grease with a degreasing agent. (Active)

4. In descriptive text, when the agent (the person or thing that does the action) is not identified in the sentence, you can use the pronoun subjects “you” or “we” in the active sentence if the agent is the reader (“you”) or the manufacturer (“we”).

Example:

Non-STE: *On the ground, the valve can be opened with the override handle. (Passive)*
 STE: *On the ground, you can open the valve with the override handle. (Active)*

Example:

Non-STE: *The bypass filter is not used in the system because... (Passive)*
 STE: *We do not use the bypass filter now because... (Active)*

NOTE: In this case “we” stands for the manufacturer. Note also that the use of personal pronouns can help to make a text more interesting to read.

How to Describe an Action

RULE: 3.7 If there is an approved verb to describe an action, use the verb (not a noun or other part of speech).

If there are different ways to write something, use the construction in which an approved verb shows the action. This is because the primary function of a verb is to express action.

Example:

Non-STE: *The meter gives an indication of 450 ± 22 ohms*
 STE: *The ohmmeter shows 450 ± 22 ohms.*

Non-STE: *Ensure that the 600 Hz is audible when the GPW GND ACT switch is depressed.*
 STE: *(a) Push in the GPW GND ACT switch.*
(b) Make sure that you hear the 600 Hz tone at the same time.

Sometimes it is not possible to follow this advice in STE because of the limited choice of words.

For example, in STE you must write “Do the leak test” instead of “Test for leaks”. This is because “test” is only approved as a noun in the Dictionary.

NOTE: The approved verbs in the Dictionary were chosen because, in general:

- They are high frequency verbs, understandable by a majority of people involved in aircraft maintenance
- They cannot be confused with another part of speech (“test (v)” could be confused with “TEST (n)”).

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Section 4 - Sentences

Summary of the Rules

RULE: 4.1 Keep to one topic per sentence.

RULE: 4.2 Do not omit words to make your sentences shorter.

RULE: 4.3 Use a tabular layout (vertical layout) for complex texts.

RULE: 4.4 Use connecting words to join consecutive sentences that contain related thoughts.

Refer also to these rules, which are closely related:

Sentence Length: Rules 5.1, 6.1, 8.2, 8.4, 8.6 thru 8.10

Tabular Layout: Rule 8.1

The Basic Philosophy

The basic philosophy of Simplified Technical English is to keep the texts as simple and readable as possible. This means that, when we write sentences, we must keep the sentences short and restrict the complexity of text.

Short Sentences

For the maximum number of words permitted in sentences, refer to Section 5 and Section 6. For advice on how to count words, refer to Section 8.

RULE: 4.1 Keep to one topic per sentence.

Some writers make long sentences because they want to tell the readers everything they know. But if you put all your detailed knowledge into one or two sentences, you will overwhelm your reader. Thus, you must present your information slowly, and in sentences that deal simply with one topic. If you do this, your sentences will automatically be short.

If you have to break up a long sentence, look for connecting words such as “and”, “but”, “if”, or “also”. You can usually break a sentence at these words, although you must add a pronoun (“it”, “they”, “this”, “these”), or a demonstrative adjective (“this”, “these”) and a noun.

Example:

*Non-STE: The side stay assembly has two main members and two folding toggles hinged together and attached with hinges between the main gear strut and the side stay bracket.
(The underlined connecting word links two sentence parts that can stand on their own.)*

*STE: The side stay assembly has two main members and two folding toggles. These are attached with hinges between the main gear strut and the side stay bracket.
(The pronoun is underlined.)*

RULE: 4.2 Do not omit words to make your sentences shorter.

Do not omit nouns. The reader will not know what things are referred to.

Example:

*Non-STE: Can be a maximum of five inches long.
STE: Cracks can be a maximum of five inches long.*

Do not omit verbs. The reader will not know what the action is.

Example:

*Non-STE: Rotary switch to INPUT.
STE: Set the rotary switch to INPUT.*

Do not omit parts of words to create contractions. These can be difficult to understand in technical procedures. They are also considered too informal in technical writing by most companies.

Example:

*Non-STE: Don't use the part if it will be in post-SB XXXX assemblies.
STE: Do not use the part if it will be in post-SB XXXX assemblies.*

Do not use expressions in which the topic item is omitted. The reader will not know what things are referred to.

Example:

*Non-STE: If installed, remove the shims.
STE: If the shims are installed, remove them.*

Example:

*Non-STE: WARNING: MAKE SURE THAT THE POTABLE WATER SYSTEM IS NOT PRESSURIZED. IF NOT, THIS CAN CAUSE INJURY TO PERSONS WHEN THEY DO WORK ON IT.
STE: WARNING: MAKE SURE THAT THE POTABLE WATER SYSTEM IS NOT PRESSURIZED. A PRESSURIZED SYSTEM CAN CAUSE INJURY TO PERSONS WHEN THEY DO WORK ON IT.*

Tabular Layout

RULE: 4.3 Use a tabular layout (vertical layout) for complex texts.

The tabular layout of text (sometimes called “vertical layout”) with standard punctuation can help to show the relationship between two or more complex actions or events. This is clearer than writing long sentences. Refer to Section 8 for the standard punctuation, and the information on how to count the words in such a layout.

As a reminder, when you use tabular layouts:

- Each breakout starts with an upper case letter.
- Put a full stop (period) at the end of each breakout if it is a complete sentence.
- Do not put a full stop (period) or a comma at the end of each breakout if it is not a complete sentence. Put the full stop only at the end of the last breakout.
- Introduce the breakouts either with a dash (if the sequence is not important) or a letter or number (if the sequence is important).

Example:

- Non-STE: From top to bottom, the controls on the main panel consist of an OFF/ON main switch, a START push button, and a STOP/O.S. TEST push button.*
- STE: The controls on the main panel, from the top to the bottom, are:*
- An OFF/ON main switch
 - A START push button
 - A STOP/O.S. TEST push button.

Example:

- Non-STE: The dossier must contain each of the following: a completed form REC-1, a three-view drawing of the aircraft, a photograph of the aircraft, a statement of the support data.*
- STE: The dossier must include:*
- A completed form REC-1
 - A three-view drawing of the aircraft
 - A photograph of the aircraft
 - A statement of the support data.

Example:

- Non-STE: If ram is retracted, remove tag, open the isolating valves and, ensuring that there is no possibility of fouling, slowly extend the ram to its full stroke. Close the isolating valves; tag “DO NOT OPERATE”. Release the DOWN pressure.*
- STE: If the ram is retracted:*
- (a) Remove the tag.
 - (b) Open the isolating valves.
 - (c) Slowly extend the ram fully and make sure that it does not touch other parts.
 - (d) Close the isolating valves.
 - (e) Tag the isolating valves with “DO NOT OPERATE”.
 - (f) Release the DOWN pressure.

Example:

Non-STE: During the final movement of the landing gear retraction, the door operating bar located on the leg contacts and turns the latch, withdrawing the roller from the slot and the second roller entraps the door operating bar.

STE: When the landing gear retracts:

- (1) The door-operating bar on the leg touches and turns the latch.*
- (2) This causes the roller to move out of the slot.*
- (3) The second roller holds the door-operating bar.*

Connecting words

RULE: 4.4 Use connecting words to join consecutive sentences that contain related thoughts.

Connecting words are words or phrases that connect one thought with another one that follows. To build information slowly and logically, use connecting words to show the relationship between ideas. Such connecting words are: “and”, “thus”, “also”, “but”, and “then”.

The old idea that a sentence must not start with “but” or “and” is dead. Just make sure that you do not start too many sentences with “and”. If you use “and” too often to start sentences, you will weaken your text.

Example:

These safety precautions are the minimum necessary for work in a fuel tank. But the local regulations can make other safety precautions necessary.

Section 5 - Procedures

Summary of the Rules	
RULE: 5.1	Keep procedural sentences as short as possible (20 words maximum).
RULE: 5.2	Write only one instruction per sentence.
RULE: 5.3	Write more than one instruction per sentence only when more than one action is done at the same time.
RULE: 5.4	In an instruction, write the verb in the imperative (“commanding”) form.
RULE: 5.5	If you start an instruction with a descriptive statement (dependent phrase or clause), you must separate that statement from the rest of the instruction with a comma.
Refer also to these rules, which are closely related:	
	Word Counts: Rules 8.2, 8.4 thru 8.10
	Active Voice of Verbs: Rule 3.6
	Tabular Layout: Rules 4.3, 8.1

Sentence Length

RULE: 5.1 Keep procedural sentences as short as possible (20 words maximum).

The maximum length of a procedural sentence is 20 words. (Refer to Section 8 for the rules about word count.)

Example:

- Non-STE:* After you have removed the electrical power from the system, make sure that the refueling panel switches go back to their normal position. (Twenty-three words)
- STE:* (1) Remove the electrical power from the system.
(Seven words)
(2) Make sure that the refueling panel switches go back to their correct position.
(Thirteen words)

RULE: 5.2 Write only one instruction per sentence.

If you put all your instructions into one or two sentences, you will overwhelm your readers. Therefore, you must present your instructions one at a time. This will let your readers complete one item before they start another.

NOTE: There can be more than one sentence in a procedural paragraph or step.

Example:

- Non-STE:* Set the TEST switch to the middle position and then release the SHORT-CIRCUIT TEST switch.
- STE:* (1) Set the TEST switch to the middle position.
(2) Release the SHORT-CIRCUIT TEST switch.

Example:

- Non-STE: (1) *Install the piston, the tab washer and the nut on the piston rod, then torque the nut to 200 Nm.*
- STE: (1) *Install the piston, the tab washer and the nut on the piston rod. Then torque the nut to 200 Nm.*

RULE: 5.3 Write more than one instruction per sentence only when more than one action is done at the same time.

Some instructions or actions need to be done either simultaneously or almost at the same time (for instance, in one motion). It is permitted in these cases to have more than one instruction in a sentence.

Examples:

- *Hold the switch to the TEST position and make sure the light comes on.*
- *Slowly extend the ram fully and make sure that it does not touch other parts.*

Verbs

RULE: 5.4 In an instruction, write the verb in the imperative (“commanding”) form.

In procedures, the verbs you use must always be in the active voice (refer to Rule 3.6).

Procedures can contain:

- Descriptive text, where the verb is in the third person singular (“he”, “she”, “it”) or plural (“they”).
- Instructions, where the verb must be in the imperative (“commanding”) form.

An instruction in a procedure tells the reader to do something. Two things are important about instructions:

- The verb is in the imperative (“commanding”) form (as though “must” were written in front of it)
- The subject of the verb is implied as “you”, but is not necessarily written into the sentence.

Examples:

- *Set the switch to ON = (You must) set the switch to ON.*
- *Remove the bolts = (You must) remove the bolts.*
- *Be careful with the concentrated acid = (You must) be careful with the concentrated acid.*

It is better to write the verb in the imperative (“commanding”) form because this emphasizes that the operator must do a certain action. Other, less direct forms of instructions leave confusion as to whether something:

- Must be done
- Is already done
- Must be done in the future by someone else.

Example:

- Non-STE: *The test can be continued by the operator.*
- STE: *Continue the test.*

Example:

- Non-STE: *Oil and grease are to be removed with a degreasing agent.*
- STE: *Remove oil and grease with a degreasing agent.*

Descriptive Statements in Instructions

RULE: 5.5 If you start an instruction with a descriptive statement (dependent phrase or clause), you must separate that statement from the rest of the instruction with a comma.

Many procedural steps do not begin with a command. Often, there are conditions to be met before an action or process is done. The rule in this case is to separate the introductory dependent phrase or clause from the independent clause (the remainder of the sentence) with a comma. This avoids ambiguity.

Example:

- *When the light comes on, set the switch to NORMAL.*
- *When the surface is dry, apply the primer.*
- *If the CSD does not operate correctly, disconnect it from the gearbox.*
- *On panel XXXX, the FAULT annunciator light comes on.*

NOTE: In general, use commas to clarify your instructions. Do not use them where they are not necessary.

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Section 6 - Descriptive Writing

Summary of the Rules

- RULE: 6.1 Keep sentences in descriptive writing as short as possible (25 words maximum).
- RULE: 6.2 Try to vary sentence lengths and constructions to keep the text interesting.
- RULE: 6.3 Use paragraphs to show your reader the logic of the text.
- RULE: 6.4 Each paragraph must have only one topic.
- RULE: 6.5 Always start the paragraph with the topic sentence.
- RULE: 6.6 Use keywords to make the relationship between sentences and paragraphs clear.
- RULE: 6.7 The maximum length of a paragraph is 6 sentences. Do not use one-sentence paragraphs more than once in every 10 paragraphs.
- RULE: 6.8 Present new and complex information slowly.
- Refer also to these rules, which are closely related:
- Sentences: Refer to Rules 4.1 thru 4.4.
 - Word Counts: Refer to Rules 8.2, 8.4, and 8.6 thru 8.10.
 - Active and passive voice of verbs: Refer to Rule 3.6.

The Basic Philosophy

The basic philosophy of Simplified Technical English is to keep texts as simple and readable as possible. Descriptive writing is no exception to this rule.

The purpose of descriptive writing is to give information, not instructions. This can be in the form of a Description and Operation topic, a General paragraph, or a Note in a procedure. Remember that descriptive text in procedural Notes will be read by people who will do the procedure. Descriptive text in a Description and Operation topic will be read by people who want only information. This (and your company policy) can determine the level of language used in these sections.

Sentence Length

RULE: 6.1 Keep sentences in descriptive writing as short as possible (25 words maximum).

In descriptive writing, a sentence length of 25 words is permitted. This is because descriptive text is more complex than procedural text. Refer to Section 8 for the rules about word counts, especially Rule 8.10 for titles, placards, or quoted text.

Long sentences are not necessary for good technical writing. It is possible to write about the most complex topics in short sentences. The use of short sentences will not weaken your description or argument, but will make it stronger. This is because you give your reader frequent opportunities to stop and “digest” what you wrote.

RULE: 6.2 Try to vary sentence lengths and constructions to keep the text interesting.

A series of short sentences with the same construction is boring and irritating to read. Thus, you should try to vary the sentence lengths and constructions in descriptive writing.

Use connecting words to join separate sentences instead of writing long sentences. This will result in two or more independent clauses instead of a long sentence. (Refer to Section 4 for data about connecting words.)

Example:

Non-STE: A CSD has been installed on each engine. The CSD provides a means of driving the AC generator. The CSD drives the AC generators at a constant speed of 8,000 rpm. This speed is independent of the engine rpm or generator load. The CSD is mounted on the engine gearbox. The AC generator is driven by the engine gearbox. It is driven via a differential gear in the CSD. The differential input is controlled by a hydraulic motor. The hydraulic motor can increase or decrease the number of revolutions to the engine drive rpm. This keeps the generator rpm at approximately 8000.

STE: Each engine has a CSD to operate the AC generator at a constant speed of 8000 rpm. Differences in engine rpm and generator load have no effect on this constant speed. The CSD is on the engine gearbox which operates the AC generator through a differential gear in the CSD. A hydraulic motor controls the differential input. The motor can increase or decrease the number of revolutions to keep the generator at approximately 8000 rpm.

Active or Passive Voice

In descriptive writing, you can use the active voice in most cases. Use the passive voice only when absolutely necessary. (Refer to Section 3 for the rules about active and passive voice.)

Paragraphs

RULE: 6.3 Use paragraphs to show your reader the logic of the text.

In procedures, we identify separate steps to show the reader how the text is built up. But in descriptive writing, paragraphs do this job. Each paragraph is a unit of closely related information that is separated from other units of information by white space. The reader can see the boundaries of such a unit of information and can then relate that unit to other similar units of information. Thus paragraphs show the reader the logic of the text: they are units of structured thought.

RULE: 6.4 Each paragraph must have only one topic.

Each paragraph must have only one topic. The paragraph must deal with that topic in a logical manner and must make the relationship between sequences of information clear to the reader. You must not put unrelated pieces of information into the same paragraph. If one paragraph is not sufficient for all the necessary information, divide the subject matter and deal with each separate aspect in its own paragraph.

RULE: 6.5 Always start the paragraph with the topic sentence.

The most important part of the paragraph is the first sentence. This must be the “topic sentence”, which tells your reader what the paragraph is about. Reading the topic sentence allows your reader to relate the paragraph to other information he has just read. To help with this relation to other paragraphs, the first sentence should also contain a “keyword” (see the paragraphs that follow).

Thus, by reading only the topic sentences, the reader should be able to understand the broad outline of your text. If the reader is looking for some specific information, the topic sentence should be able to help the reader decide which paragraph has the desired text. After the topic sentence, the remaining sentences must go on to develop the topic, to give additional facts, or to discuss particular aspects. Each sentence must add new information, and must connect this information logically to what was stated in previous sentences.

Example:

First version

Instrument Landing System

During approach to the runway, deviation pointers in the course indicators give commands to fly up or down and left or right. This information comes from the VHF transceivers, which are part of the Instrument Landing System. This helps the pilot during the landing approach. When the pilot responds to the commands, the aircraft can be flown over the runway centerline (localizer) and at a fixed angle (glideslope) to the runway threshold.

The localizer signals are processed by the transceiver and

Improved version

(The numbers identify the sentences)

Instrument Landing System

(1) The Instrument Landing System in the aircraft shows data that helps the pilot during the approach to the runway. (2) This system shows the pilot the deviations from the “localizer” and the “glideslope” paths. (3) (The localizer path is in line with the centerline of the runway. (4) And the glideslope path is at a constant angle to the threshold of the runway). (5) During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go:

- Left or right (for localizer)*
- Up or down (for glideslope)*

(6) This data about deviations from the localizer and glideslope paths comes from two VHF transceivers, which transmit these...

Note that in the improved version the text is divided into two paragraphs: Paragraph 1 (Sentences 1 thru 5) - “Data to help the pilot”, and Paragraph 2 (Sentence 6) - “How this data is transmitted”.

In the improved version, the paragraphs start with the topic sentences which clearly state what is going to be discussed. The information is built up slowly, and is logically connected.

Because the data in the improved version is built up slowly and is logically connected, there are no sudden jumps from one subtopic to another - the paragraph is coherent. Note that the last sentence in Paragraph 1 also links back to the first sentence. This also helps to make the paragraph coherent.

Relationship between Sentences and Paragraphs

To build up information in a paragraph slowly, logically, and coherently, you must show the relationship between the ideas given in different sentences. You can do this by using connecting words such as “thus”, “but”, “and”, “this”, “that”, “those”, “in the same mode”, “so”, “at the same time”, “as a result”(refer to Section 4), and also by careful repetition of keywords.

RULE: 6.6 Use keywords to make the relationship between sentences and paragraphs clear.

We can use the “Improved version” in the last example to show the use of keywords. In that example we see that keywords are repeated, together with connecting words, to relate to the previously presented information. These keywords and connecting words are underlined in the list below.

- (1) The Instrument Landing System in the aircraft shows data that helps the pilot during the approach to the runway. (2) This system shows the pilot the deviations from the “localizer” and the “glideslope” paths.

The parentheses around sentences 3 and 4 make these two sentences into one unit that is connected to sentence 2:

- (2) This system shows the pilot the deviations from the “localizer” and the “glideslope” paths. (3) (The localizer path is in line with the centerline of the runway. (4) And the glideslope path is at a constant angle to the threshold of the runway.)

NOTE: “Runway” in sentence 3 connects to “runway” in sentence 1.

- (3) (The localizer path is in line with the centerline of the runway. (4) And the glideslope path is at a constant angle to the threshold of the runway.) (3) (The localizer path is in line with the centerline of the runway. (4) And the glideslope path is at a constant angle to the threshold of the runway.) (5) During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go:
- Left or right (for localizer)
- Up or down (for glideslope)

Because Sentences 2, 3, and 4 are connected, Sentence 5 must also be connected.

- (2) This system shows the pilot the deviations from the “localizer” and the “glideslope” paths. (5) During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go:
- Left or right (for localizer)
- Up or down (for glideslope)

Sentences 1 and 5 are also connected to make the paragraph more coherent:

- (1) The Instrument Landing System in the aircraft shows data that helps the pilot during the approach to the runway. (5) During the approach to the runway, deviation pointers in the course indicators show the pilot in which direction the aircraft must go:
- Left or right (for localizer)
- Up or down (for glideslope)

In the same way as sentences are connected, a sequence of paragraphs must also be logically and coherently connected. In the example, we can see that there are connecting words from one paragraph to the next:

Paragraph 1 (Sentences 1 thru 5): deviation, data, localizer, glideslope

Paragraph 2 (Sentence 6): This data about deviations from the localizer and glideslope paths comes from two VHF transceivers, which transmit these...

Paragraph Length

Because different topics require different amounts of detail, paragraphs will need to be different in length. We cannot give a formula for deciding the best length for a paragraph, but it must not be too long if it is to stay simple and readable.

RULE: 6.7 The maximum length of a paragraph is 6 sentences. Do not use one-sentence paragraphs more than once in every 10 paragraphs.

Besides showing the logic of a text, paragraphs can be used to make text more interesting for your reader. Different lengths of paragraphs help you to keep your reader's attention.

Also, different lengths of paragraphs have different uses:

- Longer paragraphs let you discuss more complex subjects, but you must make sure that they are coherent and discuss only one subject.
- Shorter paragraphs let you discuss less complex subjects. But too many short paragraphs will destroy the logic and the relationship of ideas. You could overwhelm your reader.

Too Much Information

RULE: 6.8 Present new and complex information slowly.

If you try to give new or complex information too quickly, your readers may not be able to absorb it all. Do not “overload” your texts, but present information slowly.

Example:

Non-STE: A CSD per engine drives the AC generators at 8000 rpm constant regardless of engine rpm or generator load difference.

STE: Each engine has a CSD to operate the AC generator at a constant speed of 8000 rpm. Differences in engine rpm and generator load have no effect on this constant speed.

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Section 7 - Warnings, Cautions, and Notes

Summary of the Rules

- RULE: 7.1 Start a warning or a caution with a simple and clear command.
- RULE: 7.2 Be specific in a warning or caution.
- RULE: 7.3 If necessary, add a brief explanation to a warning or a caution to give a clear idea of the possible risk.
- RULE: 7.4 Identify your command correctly as a warning or caution.
- RULE: 7.5 If a condition is necessary before the technician continues, put the condition first in the warning or caution.
- RULE: 7.6 Write notes so that you give information, not commands.

Why Do We Have Warnings, Cautions, and Notes?

Warnings and cautions tell a technician that parts of the procedures can be dangerous and/or cause damage. A warning means that injury or death is possible if the instructions are not obeyed. A caution means that damage to equipment is possible. Notes are added to give more information, usually in a procedure. They should not be written in the form of instructions. In other words, notes should not contain a command.

Examples:

WARNING: *BEFORE YOU FILL THE LIQUID OXYGEN SYSTEM, PUT ON PROTECTIVE CLOTHING. LIQUID OXYGEN IS DANGEROUS.*

CAUTION: *BEFORE YOU OPERATE THE GROUND TEST UNIT, MAKE SURE THAT THE PRESSURE REGULATOR IS AT ZERO. THIS WILL HELP PREVENT DAMAGE TO THE UNIT.*

NOTE: *The gyroscope will become stable after approximately 15 seconds.*

How to Write Warnings and Cautions

RULE: 7.1 Start a warning or a caution with a simple and clear command.

Warnings and cautions must start with a simple and clear command. This command tells the technicians what they must do to avoid the danger and/or damage. Do not hide this command as a general comment with other background information. Start with the command, and then give the supporting information.

Example:

Non-STE: WARNING: THE SYNTHETIC LUBRICATING OIL USED IN THIS ENGINE CONTAINS ADDITIVES WHICH, IF ALLOWED TO COME INTO CONTACT WITH THE SKIN FOR PROLONGED PERIODS, CAN BE TOXIC THROUGH ABSORPTION.

STE: WARNING: DO NOT GET THE ENGINE OIL ON YOUR SKIN. THE OIL IS POISONOUS. IT CAN GO THROUGH YOUR SKIN AND INTO YOUR BODY.

RULE: 7.2 Be specific in a warning or caution.

You must tell the users exactly what they must do and what can happen, to get their attention immediately. Do not write the warning or caution as a general comment.

Example:

Non-STE: WARNING: FAILURE TO DEACTIVATE THE THRUST REVERSER ISOLATION VALVE FOR GROUND MAINTENANCE COULD RESULT IN INADVERTENT THRUST REVERSER OPERATION WITH POSSIBLE INJURY TO PERSONNEL AND/OR DAMAGE TO EQUIPMENT.

STE: WARNING: MAKE SURE THAT THE THRUST-REVERSER ISOLATION VALVE IS CLOSED. IF THIS VALVE IS OPEN, THE THRUST REVERSER CAN OPERATE ACCIDENTALLY. THIS CAN CAUSE INJURY TO PERSONNEL AND/OR DAMAGE TO EQUIPMENT.

Example:

Non-STE: CAUTION: EXTREME CLEANLINESS OF OXYGEN TUBES IS IMPERATIVE.

STE: WARNING: MAKE SURE THAT THE OXYGEN TUBES ARE FULLY CLEAN. THIS WILL HELP TO PREVENT CONTAMINATION AND EXPLOSIONS.

RULE: 7.3 If necessary, add a brief explanation to a warning or a caution to give a clear idea of the possible risk.

A warning or caution will be more effective if a brief explanation is added. An explanation gives the technician a reason for the warning or caution. It also gives a clear idea of the possible risk if the technician does not obey the instructions.

Example:

Non-STE: CAUTION: THE GRABBER MUST BE ENGAGED BEFORE THE THRUST REVERSER HALVES ARE OPENED.

STE: CAUTION: BEFORE YOU OPEN THE THRUST REVERSER HALVES, MAKE SURE THAT YOU ENGAGE THE GRABBER. IF THE GRABBER IS NOT ENGAGED, DAMAGE TO THE PYLON STRUCTURE CAN OCCUR.

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Example:

Non-STE: CAUTION: USE MORE THAN ONE HOLD-OPEN ROD WHEN OPENING THE THRUST REVERSER.

STE: CAUTION: MAKE SURE THAT YOU USE MORE THAN ONE HOLD-OPEN ROD TO HOLD THE THRUST REVERSER IN POSITION. THIS WILL HELP PREVENT DAMAGE TO THE THRUST REVERSER.

RULE: 7.4 Identify your command correctly as a warning or caution.

The brief explanation and risk statements that you add to a command will help you to identify it clearly as a warning or as a caution.

Example:

Non-STE: CAUTION: EXTREME CLEANLINESS OF OXYGEN TUBES IS IMPERATIVE.

STE: WARNING: MAKE SURE THAT THE OXYGEN TUBES ARE FULLY CLEAN. OXYGEN AND OIL OR GREASE MAKE AN EXPLOSIVE MIXTURE. AN EXPLOSION CAN CAUSE DEATH OR INJURY TO PERSONNEL AND/OR DAMAGE TO EQUIPMENT.

RULE: 7.5 If a condition is necessary before the technician continues, put the condition first in the warning or caution.

If there is a condition that is necessary before the technician does the command, put the condition first to make sure the technician will see it.

Example:

Non-STE: CAUTION: THE EMERGENCY POWER AND LIGHT SWITCHES SHOULD BE IN THE "OFF" POSITION PRIOR TO OPENING THE CIRCUIT BREAKERS.

STE: CAUTION: BEFORE YOU OPEN THE CIRCUIT BREAKERS, MAKE SURE THAT THE EMERGENCY POWER AND LIGHT SWITCHES ARE IN THE "OFF" POSITION. THIS WILL HELP TO PREVENT DAMAGE TO THE EQUIPMENT.

Example:

Non-STE: CAUTION: MAKE SURE THE AREAS AROUND THE LEFT AND RIGHT AILERONS ARE CLEAR BEFORE MOVING AILERONS AND AILERON CONTROL TABS.

STE: WARNING: BEFORE YOU MOVE THE AILERONS, MAKE SURE THAT THE AREA AROUND THE AILERONS IS CLEAR. THIS WILL HELP TO PREVENT INJURIES TO PERSONNEL AND DAMAGE TO THE EQUIPMENT.

How to Write Notes

RULE: 7.6 Write notes so that you give information, not commands.

Write notes so that you give additional information that will help the technician to obey the instructions written in the work steps. You must therefore not include the imperative form of the verb, otherwise the note becomes a work step.

Example:

NOTE: The gyroscope will become stable after approximately 15 seconds.

If you think that you need to use the imperative, consider writing the note as a procedural step.

Example:

Non-STE: NOTE: Make sure that the avionics ventilation continues to operate correctly.
STE: (6) Make sure that the avionics ventilation continues to operate correctly.

Section 8 - Punctuation and Word Counts

Summary of the Rules

- RULE: 8.1 Use colons (:) and dashes (-) to make tabular layouts.
- RULE: 8.2 When you count words for sentence length, the colon or the dash has the effect of a full stop (period).
- RULE: 8.3 Use the hyphen (-) as a joining signal
- RULE: 8.4 When you count words for sentence length, each word in a hyphenated group counts as a separate word unless it is a prefix.
- RULE: 8.5 Use parentheses:
- To make cross-references to illustrations and/or text
 - To quote letters or numbers that identify items on an illustration or in text
 - To mark text for which separation by commas is not sufficient
 - To set off text that is not part of the main statement, but is important enough to be indicated
 - To indicate the correct breakdown level of procedural substeps.
- RULE: 8.6 When you count words for sentence length, text in parentheses counts as a new sentence.
- RULE: 8.7 When you count words for sentence length, a number counts as one word.
- RULE: 8.8 When you count words for sentence length, an alphanumeric identifier counts as one word.
- RULE: 8.9 When you count words for sentence length, an abbreviation or an acronym counts as one word.
- RULE: 8.10 When you count words for sentence length, titles, placards and quoted text count as one word.
- RULE: 8.11 Do not use semicolons.

Why Do We Use Punctuation Marks?

Punctuation marks show how parts of the text are related to each other. Punctuation can make your text more readable and the meaning more obvious. But the reader will find it more difficult to understand your text if there is too much punctuation or too little. If you want to write clearly and help your reader, you must use punctuation marks skillfully and not by personal preference. In “modern” writing, punctuation is not used as carefully as it could be. In Simplified Technical English, however, it is essential that you use it correctly.

This section does not give you a complete guide to punctuation. More information about punctuation can be obtained from official reference books such as US Government Printing Office Style Manual, The Chicago Manual of Style, The Gregg Reference Manual, or J. Kirkman's Full Marks.

Punctuation and Its Effect on Word Counts

RULE: 8.1 Use colons (:) and dashes (-) to make tabular layouts.

The colon is used to show that information is to follow. The information may be a summary, a list, or a complete sentence. You must introduce this information with a lead-in or conditional phrase followed by a colon. A dash separates words and always has at least one space between it and the words that it separates. (Refer also to Section 4 for tabular layout techniques.)

Example:

When you set the equipment to ON:
- Adjust the BRT switch to MAX
- Adjust the CONT switch to MIN.

RULE: 8.2 When you count words for sentence length, the colon or the dash has the effect of a full stop (period).

When you use colons and dashes in tabular layouts, these punctuation marks show the start and the end of the “sentences” for word count purposes. (Refer to Sections 5 and 6 for sentence length limits related to Procedures and Descriptive Writing, respectively.)

Example:

When you set the equipment to ON: (7 words)
- Adjust the BRT switch to MAX (6 words)
- Adjust the CONT switch to MIN. (6 words)

RULE: 8.3 Use the hyphen (-) as a joining signal

Use the hyphen as a joining signal to show the relationship between two or more words. This makes phrases or word clusters easier to read. (Refer to Section 2 for more information about how and when to use hyphens to clarify long noun clusters.)

The main objective when you use a hyphen is to:

- Show your reader which words are closely related
- Make sure that your reader does not have to read phrases many times.

The list and examples that follow give you some general guidelines about how to use hyphens to join words.

1. Two-word terms used together as adjectives:

Examples: *low-altitude flight, high-pressure chamber, air-conditioned compartment, transmitter-receiver system, quick-acting clamp, clamshell-type flaps*

2. Two-word fractions or numbers:

Examples: *forty-seven, ninety-ninth, one hundred and sixty-two, three-sixteenths, one thirty-second, one-half*

3. **Adjectives that consist of three or more words:**

Examples: three-to-one ratio, trial-and-error method, stop-to-stop travel, soap-and-water solution

4. **Terms that consist of a capital letter or a number, and a noun:**

Examples: L-shaped bracket, T-square measurement, four U-beams, 3-prong connector, 180-grit abrasive cloth

5. **Compound verbs that consist of a verb plus a noun, as in Technical Verbs:**

Examples: to die-cast, to arc-weld, to fusion-bond

6. **Terms in which the prefix ends with a vowel and the root word begins with a vowel:**

Examples: de-energize, pre-amplifier, de-ice, anti-ice, pre-engage

7. **Terms in which two one-syllable words are written together but the first is not a simple modifier of the second:**

Examples: run-on torque, cut-in speed

Do not use hyphens as an excuse to put more modifiers than necessary in front of a noun. Too many modifiers will make it difficult for your reader to understand. (Refer to Section 2 for more information about noun clusters.)

Example:

Non-STE: A light-weight, one-piece hydraulic jack...

STE: A one-piece hydraulic jack that is light-weight...

RULE: 8.4 When you count words for sentence length, each word in a hyphenated group counts as a separate word unless it is a prefix.

Full words connected with hyphens count as the same number of words (as if there were no hyphens). A prefix is not a word by itself. Therefore, a word with a prefix counts as only one word.

Example:

The air-conditioning system inspection is not part of the pre-flight check.

“Air-conditioning” counts as two words, but “pre-flight” counts as only one word.

Example:

The bulkhead-to-bulkhead distance between the anti-ice connectors must not be more than two meters.

“Bulkhead-to-bulkhead” counts as three words, but “anti-ice” counts as one word.

RULE: 8.5 Use parentheses:

- To make cross-references to illustrations and/or text
- To quote letters or numbers that identify items on an illustration or in text
- To mark text for which separation by commas is not sufficient
- To set off text that is not part of the main statement, but is important enough to be indicated
- To indicate the correct breakdown level of procedural substeps.

Examples:

Remove the valve (refer to Fig. 1).

Disconnect the hoses (2) and (12) from the suction ejector (6).

Open the left (right) access panel L42 (R42).

Increase the pressure slowly (not more than one turn each minute).

(1) Close the isolating valve.

RULE: 8.6 When you count words for sentence length, text in parentheses counts as a new sentence.

If the text inside the parentheses is more than one word, the text counts as a new sentence.

Example:

The Instrument Landing System (usually referred to as ILS) has...

If the text inside the parentheses is only an acronym, a locator related to an illustration, or a single-term identifier such as a part number, count this text as part of the main sentence.

Examples:

The VHF omnidirectional range-beacon (VOR) is...

Identify the connector, shown as item (4) on Figure 15.

Install the rig pin (P-60) in the slat control bellcrank.

Other Rules Related to Word Counts

RULE: 8.7 When you count words for sentence length, a number counts as one word.

Count a number as one word. Count a unit of measurement as a word if it is written in full. If the unit is an abbreviation or a symbol, do not count it.

Example:

Use a 10-meter mooring cable. (6 words)

Use a 10 m mooring cable. (5 words)

RULE: 8.8 When you count words for sentence length, an alphanumeric identifier counts as one word.

Count alphanumeric identifiers as one word.

Example:

Examine the No. 1 Bearing Installation. (5 words - "No. 1" counts as one word)
Open and tag Circuit Breaker 36L7. (6 words - "36L7" counts as one word)

RULE: 8.9 When you count words for sentence length, an abbreviation or an acronym counts as one word.

Count an abbreviation or an acronym as one word.

Example:

Monitor the EPR indications. (4 words)
Monitor the indications of the Engine Pressure Ratio (EPR). (9 words)

RULE: 8.10 When you count words for sentence length, titles, placards and quoted text count as one word.

Example:

This topic is for the inspection of SSI No. 57-21-16, "Outer wing bottom skin lower surface spanwise skin joints at stringer 13 and stringer 20 between Rib 12 and Rib 27 excluding areas covered by flap track fairings 3, 4 and 5."

The text quoted above is definitely not in Simplified Technical English. But this text is the title of the Structurally Significant Item and cannot be changed.

RULE: 8.11 Do not use semicolons (;).

In everyday English, the semicolon is often used incorrectly to join sentences which, for clarity, really should stay separate. Semicolons can easily make you write more than one instruction per sentence, where this is not permitted. For these reasons, do not use semicolons when you write in Simplified Technical English.

Example:

Non-STE: (1) *Examine the removed components; replace the damaged ones.*

STE: (1) *Examine the removed components for damage.*
(2) *If necessary, replace the component(s).*

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Section 9 - Writing Practices

Summary of the Rules

RULE: 9.1	Use a Different Construction to rewrite sentences in Simplified Technical English when a word-for-word replacement is not sufficient.
RULE: 9.2	When you combine words to make a phrase, make sure that the words continue to obey the meanings given to them in the Dictionary (Part 2).
RULE: 9.3	Use the Dictionary (Part 2) correctly to get the correct words, meanings, and parts of speech.

Different Constructions

RULE: 9.1 Use a Different Construction to rewrite sentences in Simplified Technical English when a word-for-word replacement is not sufficient.

Sometimes, to translate an instruction from “everyday English” into clear and correct Simplified Technical English, you cannot simply change one or two words.

The approved vocabulary of Simplified Technical English is a controlled one. That is, apart from Technical Names and Technical Verbs, you can only use words that are approved in the Dictionary. And you can only use these words with certain meanings and as certain parts of speech. (Refer to Section 1 for more information.)

Because of this, you will not always be able to write a sentence as you would like to. You may have to replace an unapproved word with an approved word that is a different part of speech. Or you may even have to use a different phrase. This is called *Different Construction* in this Specification. To help you choose approved words, the Dictionary in Part 2 is like a thesaurus. For words that are not approved, it suggests approved alternatives.

NOTE: These alternatives are only suggestions. They are satisfactory in the examples shown, but not necessarily in your text.

Sometimes, it is possible to simply replace one word by another. This is often (but not always) the case with alternatives that are the same part of speech as the unapproved word.

Example:

NOT: A value of XXXX is acceptable. (“Acceptable” is not approved.)

WRITE: A value of XXXX is permitted.

However, even in such apparently simple cases, you must make sure that the alternative you choose is suitable. Make sure that it does not change the meaning of the sentence, and that it does not sound clumsy.

In many other cases, however, it will not be possible to do a simple word-for-word replacement, and you will have to use a Different Construction. There can be three reasons for this:

Reason 1: The alternative you choose means that you have to change the grammatical construction of the sentence. (You will find many examples of this in the Dictionary.)

Example:

Instead of: Sight gage oil level must be visible at all times during the test.

WRITE: Make sure that you can see the oil level on the sight gage during the test.

In this example, “visible” (adjective) is not approved and was replaced by “see” (verb). But to be able to use “see”, it was necessary to replace “must be” by “make sure that you can”.

As in word-for-word replacements, you must make sure that the word you choose is suitable.

Example:

Instead of: Cycle the unit twice to remove air from the lines. (verb)

WRITE: Operate the unit for two cycles to remove air from the lines. (noun)

NOT: Make two cycles of the unit to get air out of the lines.

(CYCLE is a function of the operation of the unit - that is, what it does, not what it is.)

Reason 2: The direct “translation” of the unapproved word leads to something that is meaningless.

Example:

Instead of: This compound is semi-toxic.

WRITE: This compound is poisonous in some concentrations.

NOT: This compound is half-poisonous.

(Something is either poisonous or it is not poisonous. It cannot be “half-poisonous”).

Example:

Instead of: Without this modification, service life may be uncertain.

WRITE: Without this modification, it is possible that the service life will be shorter than usual.

NOT: Without this modification, you will not be sure of the service life.

(“Uncertain” means either “unknown” or “not sure”).

Reason 3: You cannot find a suitable, simple alternative, and you must reformulate your ideas.

The fact that you cannot find a suitable alternative is often a sign that:

- Your ideas are not sufficiently clear in your own mind, or
- You are thinking in terms of words, not ideas, or
- You are not being sufficiently specific, or
- What you are trying to say is not necessary.

Remember: words are only symbols that we use to express ideas. If your ideas are confused, you will not use the symbols (words) effectively. Conversely, if you attach too much importance to the symbols, you will lose sight of the ideas you want to express, and your message will not be clear.

In addition, Simplified Technical English encourages you to make your instructions specific (Refer to Section 1). Therefore, if a word or group of words is too abstract, or if it implies several things, you will find it impossible to do a word-for-word replacement satisfactorily. In such cases, you must decide what the unapproved word really means, and then reformulate the specific ideas.

Example:

Instead of: If the air intake flap is failed, deactivate air inlet valve before next flight.

WRITE: If the air intake flap is not serviceable, lock the air inlet valve in the fully open position before the subsequent flight.

or

WRITE If the air intake flap is not serviceable, do the Deactivation Procedure of the air inlet valve before the subsequent flight. (Refer to XX-XX-XX, Page Block XXX.)

NOT: If the air intake flap is not serviceable, disconnect (or stop, or isolate) the air inlet valve before the subsequent flight.

In this example, “deactivate” is not approved. The Dictionary suggests the alternatives DISCONNECT, STOP, and ISOLATE. In some contexts, these alternatives would be satisfactory. However, in this example:

- DISCONNECT would be technically incorrect.
- STOP and ISOLATE would be meaningless.

You must ask yourself:

- “What does ‘deactivate’ really mean in this context?” or
- “What must the operator do specifically?”

You will then realize that the deactivation is the result of a specific action: locking the air inlet valve in the fully open position. So, if you tell the operator to do just that, your instruction will be meaningful. The operator will do the correct action without wasting time or wondering what you really meant. And the operator will get the desired result.

In the previous examples, we have seen how you can write around a single unapproved word in a sentence, and how you can reformulate a sentence. But frequently, there will be more than just one unapproved word or construction that you want to write around. And to reformulate an idea, you will not always be able to limit the changes to a single sentence. You will also have to change other text.

Example:

Instead of: If cracks are detected during this procedure, the operator must perform the repair within a certain number of flight hours depending on crack length. See table below.

<i>Crack length detected</i>	<i>Time before repair (flight hours)</i>
<i>L ></i>	<i>1000</i>
<i>L = ...</i>	<i>2000</i>
<i>L < ...</i>	<i>3000</i>

WRITE: If you find cracks, refer to the table that follows:

<i>If the crack is this length</i>	<i>Do the repair before (flight hours)</i>
<i>L ></i>	<i>1000</i>
<i>L = ...</i>	<i>2000</i>
<i>L < ...</i>	<i>3000</i>

In this example:

- a) The words that are underlined are not approved in STE (refer to Rule 1.1).
- b) The first verb, “*are detected*”, is in the passive voice (refer to Rule 3.6).
- c) The first sentence is 24 words long (refer to Rule 5.1)
- d) An article is missing in front of “crack length” (refer to Rule 2.3).
- e) And although this is an instruction, the verb is not in the imperative (“commanding”) form (refer to Rule 5.4).

It would be possible to replace “*perform*” by “do”, “*within*” by “in”, and “*certain*” by “some” as suggested in the Dictionary:

If cracks are detected during this procedure, the operator must do the repair in some flight hours depending on crack length.

This would keep the same construction, but it is not good English.

To replace “*are detected*” (unapproved verb and passive), you must change the construction: “If you find cracks ...”. But this does not change the construction of the remainder of the sentence.

To replace “*below*”, you must make a small change to the construction: “See the table that follows”.

But to write around “*depending*” needs complete reformulation. You cannot simply use the alternative suggested in the Dictionary: IF. (“If” what?)

A possible rewrite of the first sentence would be:

If you find cracks during this procedure, do the repair before the number of flight hours applicable to the length of the crack.

But there are still too many words (23). In addition, part of the information is also in the table, so it is not necessary to repeat it. Thus, the solution that is the most easily understandable (and also the most economical) is to put the instructions in the titles of the table, as shown in the *WRITE* version above.

Remember: the goal of Simplified Technical English is to help the users understand what they read.

Correct Use of Approved Words

RULE: 9.2 When you combine words to make a phrase, make sure that the words continue to obey the meanings given to them in the Dictionary (Part 2).

Some phrases in English have meanings which are different from the meanings assigned to the individual words in the Simplified Technical English Dictionary (Part 2). When this occurs, the phrase is not permitted in Simplified Technical English.

Example:

Instead of: When the fire is put out, close the valve.

WRITE: When the fire is extinguished, close the valve.

(PUT is approved in STE, and OUT is approved also. However, “put out” in the example does not obey the approved meanings of either word in STE.)

Example:

Instead of: Clean up the damage with a fine stone.

WRITE: Remove the damage with a fine stone.

(CLEAN is approved in SE, and UP is approved also. However, “clean up” in the example does not obey the approved meanings of either word in STE.)

Example:

Instead of: Find out why the problem occurred.

WRITE: Find the cause of the problem.

(FIND is approved in STE, and OUT is approved also. However, in “find out”, the word “out” does not obey its meaning in STE.)

Example:

Instead of: This compound can give off poisonous fumes.

WRITE: This compound can release poisonous fumes.

(GIVE and OFF together do not use the meanings of GIVE and OFF as individual words.)

RULE: 9.3 Use the Dictionary (Part 2) correctly to get the correct words, meanings, and parts of speech.

Be careful with Simplified Technical English words which have very restricted definitions. Simplified Technical English words are typically “concrete” rather than “abstract”. If a word is intended to describe maintenance actions or the behavior of mechanical equipment, do not use the word to describe something in “abstract” terms.

Be sure to use the Dictionary correctly. It is possible that the words you use are approved, but that the meaning is different from what you want in your sentence.

Example:

Instead of: This page transmits Revision 6 of CMM 36-21-02.

WRITE: This page sends Revision 6 of CMM 36-21-02.

(TRANSMIT is an approved word, but only with the meaning of “send energy or a signal”.)

Instead of: This regulation extends to all units.

WRITE: This regulation is applicable to all units.

(EXTEND is for physical movement or range only.)

Example:

Instead of: Do not turn the nose wheel at too sharp an angle.

WRITE: Do not turn the nose wheel at too acute an angle.

(SHARP is only for objects that can cut or pierce.)

Example:

Instead of: An overload will break the circuit.

WRITE: Too much load will disconnect the circuit.

(BREAK is only to make something “to ‘separate’ by force”)

Example:

Instead of: When the pressure goes down, lift the cover.

WRITE: When the pressure decreases, lift the cover.

(GOES DOWN is a phrase that describes a descending indicator [like a gage needle or flag]. DECREASE is better because it describes the pressure, not the indicator that monitors the pressure.)

Example:

Instead of: See if the probe went through more than 500 degrees C.

WRITE: Find if the temperature of the probe increased to 500 degrees C or more.

(GO THROUGH is acceptable only for something that moves through something, not for something that is merely exposed to some condition. Note that in this example “SEE” is not used correctly either; unless probe inspection is completely visual, it will take more than just “seeing” to determine the temperature of the probe.)

Example:

Instead of: Turn off the power.

WRITE: Stop the power supply.

(TURN is approved when you use it to “move something around its axis”. If you do not “turn” something to stop the power supply in this example, do not use the word “turn”).

Example:

Instead of: Let down the rear end of the aircraft.

WRITE: Lower the aft end of the aircraft.

(LET is to “permit” something, but with DOWN it is not a good phrase.)

Example:

Instead of: Do not let the pressure go below (or above) 20 psi.

WRITE: Do not let the pressure become less than (or more than) 20 psi.

(ABOVE and BELOW are for physical position only and not for numerical limits.)

Example:

Instead of: Wear protective clothing.

WRITE: Use (or put on) protective clothing.

(WEAR is only for damage by friction.)

Example:

Instead of: Be careful not to damage the sleeve.

WRITE: Be careful not to cause damage to the sleeve

(DAMAGE is not approved as a verb.)

Example:

Instead of: When you work with cleaning agents, use breathing equipment.

WRITE: When you do work with cleaning agents, use breathing equipment.

(WORK is not approved as a verb.)

Example:

Instead of: Install the cover with the help of a second person.

WRITE: Install the cover with the aid of a second person.
(HELP is approved as a verb but not as a noun.)

There are Approved and Not Acceptable examples in the Dictionary (Part 2) that will help you to use the words, meanings, and part of speech correctly. When you look at the Dictionary examples, always remember that they may not reflect what you want to write and may not be necessarily applicable in your context. Always consider the use of Different Constructions (Rule 9.1).

General Recommendations

Use of the conjunction THAT

In English, you can use the word THAT to introduce subordinate clauses after verbs such as “make sure”, “recommend”, and “show”. Although English grammar allows the omission of “that”, the word helps readers to locate the beginning of a subordinate clause. Inclusion of this conjunction also helps translation and Natural Language Processing (NLP), because the equivalent word cannot be omitted in many foreign languages.

Example:

Instead of: Make sure the valve is open.

WRITE: Make sure that the valve is open.

Example:

Instead of: The gage shows the reservoir is full.

WRITE: The gage shows that the reservoir is full.

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PART 2 - DICTIONARY

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PART 2 - DICTIONARY

Introduction

General

The Dictionary shows all the words that are approved for use in Simplified Technical English, except Technical Names and Technical Verbs (refer to Part 1, Section 1). It also shows examples of their usage. A selection of unapproved words is also included, with examples to show how you can write around them.

All the words in this Dictionary are from aerospace technical manuals. But not all the words used in technical manuals are listed. If a word is not in the Simplified Technical English Dictionary, it is unapproved (unless it is a Technical Name or Technical Verb).

NOTE: If you think it is necessary to approve other words, you can send a Change Form. (Refer to the Introduction to the Specification.) But do not use these words until they are approved.

How to Use the Dictionary

The Dictionary has four columns:

- The keyword and the part of speech
- The definition or alternatives for each keyword
- Approved examples
- Not acceptable examples.

Column 1: Keyword (part of speech)

All keywords are in **bold** type.

A keyword in **UPPER CASE** letters shows that you can use this word (it is approved).

Examples:

ABOUT, ABOVE

A keyword in **lower case** letters shows that you must use another word or construction.

Example:

rapidly

The part of speech of the keyword is in parentheses. Use an approved word only as the part of speech shown (refer to Part 1, Section 1).

There are eight parts of speech used in Simplified Technical English.

- verb (v)
- noun (n)
- adjective (adj)
- adverb (adv)
- article (art)
- preposition (pre)
- pronoun (pn)
- conjunction (con)

The last four parts of speech are “function words”. Function words connect and relate ideas in a sentence.

Forms of Approved Keywords

Nouns: Nouns are shown only in their singular form, but plurals are permitted (unless a Note tells you otherwise).

Example:

AGENT (n)

(the plural AGENTS is permitted)

Verbs: Verbs are shown in the forms that are permitted (refer to Part 1, Section 3). Do not use verbs in other forms.

Example:

ADAPT (v), ADAPTS, ADAPTED, ADAPTED

Adjectives: Adjectives are shown in their basic form, with their comparative and superlative forms, if permitted, in parentheses.

Example:

SLOW (adj)

(SLOWER, SLOWEST)

Adverbs: Approved adverbs are listed separately. Do not use an adverb if it is not listed as approved.

Examples:

SLOW (adj) and **SLOWLY (adv)** are both approved. **SLOWLY** is listed separately in its correct alphabetical sequence.

BAD (adj) is approved but **badly (adv)** is not. It is listed separately, but as unapproved. Therefore, you must not use it.

Column 2: Assigned Meaning/USE
(approved words)

This column gives the meaning of an approved keyword as we use it in Simplified Technical English. Some words have other meanings in everyday English. You must not use approved words with these everyday meanings. Use only the approved meaning.

Example:

ACROSS (pre) From one side to the other side

When it is possible, the assigned meanings are written in Simplified Technical English. If it is necessary to use words that are not approved in Simplified Technical English, these words are shown in quotation marks (“...”). If a Technical Name or a Technical Verb is used in an assigned meaning, this word is identified as (TN) or (TV).

Example:

ABOUT (pre) “Concerned” with

ABRASIVE(adj) That can remove material by friction (TN)

Column 2: Assigned Meaning/USE
(unapproved words)

For words that are not approved, this column gives approved alternatives that you can use instead. These alternatives are in UPPER CASE letters. It is important for you to know that these alternatives are only suggestions to help you. You can probably think of other alternatives (approved words) yourself. Do not use the suggested alternative if it will change the meaning of the sentence, or cause you to write nonsense or unidiomatic English (refer to Part 1, Section 9).

Example:

actuate (v) START, OPERATE

It is possible that you will see the words “commanding verb construction” in this column. This means that you must use DO or another action verb instead of the unapproved verb.

Example:

perform (v) DO or other commanding verb construction

Non-STE: Perform leak test.

STE: Do the leak test.

Non-STE: Perform measurement of voltage between pins A and B.

STE: Measure the voltage between pins A and B.

If the suggested alternative for an unapproved word is a different part of speech than the keyword, the part of speech for the suggested alternative will be in parentheses.

Example:

maintain (v) KEEP, MAINTENANCE (n)

Column 2: NOTES

In some places, we use Notes to give the user of the Dictionary more data.

Example:

ABOUT (pre) “Concerned” with
NOTE: For other meanings,
USE: APPROXIMATELY, AROUND.

In this example, the only approved meaning of ABOUT is “concerned with”. The Note suggests other approved alternatives for other “everyday” English meanings of the word.

Where the Notes restrict the meaning of approved words, we give Approved and Not Acceptable examples in Column 3 and 4 respectively.

Column 3: APPROVED EXAMPLE

This column shows how to use the keyword (for approved words), or how to use the approved alternatives to replace unapproved keywords.

NOTE: The approved examples are only suggestions. But if you can find another way to express what you want to say in correct Simplified Technical English, you are free to do so.

Examples:

A (art)	Function word: Indefinite article	A FUEL PUMP IS INSTALLED IN ZONE XXXX.
main (adj)	PRIMARY	THE PRIMARY CAUSE OF VALVE FAILURE IS CONTAMINATION OF THE HYDRAULIC FLUID.

Column 4: Not Acceptable

This column shows examples of text that is not written in Simplified Technical English and that uses the unapproved keyword. (Column 3 gives an alternative for the text, written in Simplified Technical English) If the keyword is approved, this column is blank.

Example:

main (adj) PRIMARY

The main cause of valve failure is contamination of hydraulic fluid.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
A (art)	Function word: Indefinite article	A FUEL PUMP IS INSTALLED IN ZONE XXXX.	
abaft (pre)	AFT OF	THE CONTROL UNIT IS INSTALLED AFT OF THE FLIGHT COMPARTMENT	The control unit is installed abaft the flight compartment.
abandon (v)	STOP	STOP THE ENGINE START PROCEDURE.	Abandon engine start.
abate (v)	DECREASE	WHEN THE WIND SPEED DECREASES TO BELOW 30 KNOTS, YOU CAN OPEN THE CARGO DOOR.	When the wind abates to below 30 knots, you can open the cargo door.
ability (n)	CAN (v)	ONE GENERATOR CAN SUPPLY POWER FOR ALL THE SYSTEMS.	One generator has the ability to supply power for all the systems.
able (adj)	CAN (v)	IF YOU CAN START THE ENGINE, DO A BITE TEST.	If you are able to start the engine, do a BITE test.
abnormal (adj)	UNUSUAL, INCORRECT	LISTEN FOR UNUSUAL NOISES.	Check for abnormal noises.
		IF YOU FIND THAT THE QUANTITY OF AIR FROM THE VENT MAST IS INCORRECT, DO A SYSTEM TEST.	If abnormal air escape from the vent mast is noted, do a system test.
abnormality (n)	DEFECT (TN)	EXAMINE THE CANOPY SEAL FOR DEFECTS.	Inspect the canopy seal for abnormalities.
ABOUT (pre)	“Concerned” with <u>NOTE</u> : For other meanings, USE: APPROXIMATELY, AROUND	FOR DATA ABOUT THE LOCATION OF CIRCUIT BREAKERS, REFER TO THE WIRING LIST.	
		DRAIN APPROXIMATELY 2 LITERS OF FUEL FROM THE TANK.	Drain about 2 liters of fuel from the tank.
		TURN THE SHAFT AROUND ITS AXIS.	Rotate the shaft about its axis.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
ABOVE (pre)	In (or to) a position farther up than something <u>NOTE:</u> For other meanings, USE: MORE THAN	LIFT THE CYLINDER ABOVE ITS INSTALLED POSITION. THE PRESSURE VALUE MUST BE MORE THAN 800 kPa.	The pressure value must be above 800 kPa.
ABRASIVE (adj)	That can remove material by friction (TN)	DUST, WHEN MIXED WITH OIL, HAS AN ABRASIVE EFFECT.	
abrupt (adj)	SUDDEN, SUDDENLY (adv)	THE DAMPER PREVENTS SUDDEN MOVEMENT OF THE CONTROL. IF THE ROTORS STOP SUDDENLY, EXAMINE THE INTAKE FOR UNWANTED MATERIAL.	The damper prevents abrupt movement of the control. If the rotors come to an abrupt stop, examine the intake for unwanted material.
absence (n)	NONE (pn), NOT (adv), NO (adj)	IF NONE OF THE BRACKETS ARE DAMAGED, CONTINUE THE PROCEDURE. IF THE BRACKETS ARE NOT DAMAGED, CONTINUE THE PROCEDURE. IF THERE IS NO CONTAMINATION IN THE FUEL SAMPLE, CONTINUE THE PROCEDURE.	In the absence of damage to the brackets, continue the procedure. In the absence of damage to the brackets, continue the procedure. In the absence of contamination in the fuel sample, continue the procedure.
absent (adj)	MISSING, NO	IF ONE OR MORE BLADES ARE MISSING, MAKE AN ENTRY IN THE ENGINE LOGBOOK. IF THERE IS NO CONTAMINATION IN THE FUEL SAMPLE, CONTINUE THE PROCEDURE.	If one or more blades are absent, make an entry in the engine logbook. If contamination is absent from the fuel sample, continue the procedure.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
absolutely (adv)	FULLY	MAKE SURE THAT THE LATCH IS FULLY ENGAGED.	Ensure the latch is absolutely engaged.
ABSORB (v), ABSORBS, ABSORBED, ABSORBED	1. To “take” up or into	ABSORB THE FLUID WITH A CLEAN CLOTH.	
	2. To decrease the effect of	THE SHOCK MOUNT ABSORBS THE VIBRATION.	
absorption (n)	ABSORB (v)	MEASURE THE TIME NECESSARY FOR THE SILICA GEL TO ABSORB THE MOISTURE.	Measure the rate of absorption of the moisture by the silica gel.
abundant (adj)	LARGE	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF CLEAN WATER.	Clean your skin with abundant clean water.
abut (v)	TOUCH	THE BIN TOUCHES THE FORWARD HINGE SURFACE.	The bin abuts the forward hinge surface.
accelerate (v)	INCREASE, FASTER (adj)	A HIGHER TEMPERATURE INCREASES THE SPEED OF EVAPORATION.	Evaporation is accelerated by temperature rise.
		TO MAKE THE CURING PROCEDURE FASTER, APPLY HEAT TO THE XXXX.	The curing process of the XXXX can be accelerated by heating.
ACCEPT (v), ACCEPTS, ACCEPTED, ACCEPTED	To make a decision that something is satisfactory	ACCEPT THE RELAY IF IT IS SERVICEABLE.	
acceptable (adj)	PERMITTED, SATISFACTORY, SERVICEABLE	A VALUE OF XXXX IS PERMITTED.	A value of XXXX is acceptable.
		REPLACE THE CAP IF ITS CONDITION IS NOT SATISFACTORY.	Replace the cap if its condition is not acceptable.
		BEFORE INSTALLATION, MAKE SURE THAT THE UNIT IS SERVICEABLE.	Before installing, ensure that the unit is acceptable.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
acceptance (n)	ACCEPT (v)	BEFORE YOU ACCEPT THE UNIT, YOU MUST DO THE SPECIFIED TEST PROCEDURE.	Before acceptance of unit, carry out the specified test procedure.
ACCESS (n)	The “ability” to go into or near	GET ACCESS TO THE ACCUMULATOR FOR THE NO. 1 HYDRAULIC SYSTEM.	
accessible (adj)	ACCESS (n)	TURN THE XXXX UNTIL YOU GET ACCESS TO THE JACKS THAT HAVE “+” AND “-” MARKS.	Rotate XXXX until jacks marked by + and - are accessible.
ACCIDENT (n)	An “occurrence” that causes injury or damage	MAKE SURE THAT THE PINS ARE INSTALLED TO PREVENT ACCIDENTS.	
ACCIDENTAL (adj)	That does not occur “on purpose”	TO PREVENT ACCIDENTAL OPERATION OF THE SYSTEM, INSTALL THE SAFETY LOCK.	
ACCIDENTALLY (adv)	That does not occur “on purpose”	IF YOU ACCIDENTALLY MOVE THE LEVER, SET THE SYSTEM TO THE NEUTRAL POSITION AGAIN.	
accommodate (v)	LET	DIFFERENT LENGTHS OF STUDS LET YOU ATTACH DIFFERENT THICKNESSES OF SKIN.	Studs are available in different lengths to accommodate different thicknesses of skin.
accomplish (v)	DO or other commanding verb construction	DO THIS TASK BEFORE THE OTHERS.	This task must be accomplished before the others.
according to (pre)	REFER (v)	TO CALIBRATE THE TEST SET, REFER TO THE MANUFACTURER'S INSTRUCTIONS.	Calibrate test set according to manufacturer's instructions.
account for (v)	MAKE SURE	MAKE SURE THAT YOU REMOVE ALL TOOLS AND EQUIPMENT.	All tools and equipment must be accounted for.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
accumulate (v)	COLLECT	IF WATER COLLECTS IN THE FILLER LINE, DRAIN IT.	If water accumulates in filler line, drain it.
accumulation (n)	QUANTITY, COLLECT (v)	REMOVE LARGE QUANTITIES OF CONTAMINATION. IF FUEL COLLECTS FREQUENTLY, EXAMINE FOR LEAKS.	Large accumulations of contamination must be removed. If accumulation of fuel is frequent, examine for leaks.
accuracy (n)	PRECISION	THE PRECISION OF THE ADJUSTMENT CAN CHANGE.	The accuracy of the adjustment can vary.
ACCURATE (adj)	“Exact”	THE ADJUSTMENT MUST BE ACCURATE.	
ACCURATELY (adv)	“Exactly”	PUT THE REPAIR SHEET ACCURATELY ON THE DAMAGED AREA.	
achieve (v)	GET	SET THE CONTROL TO GET MAXIMUM THRUST.	Set control to achieve maximum thrust.
acrid (adj)	DANGEROUS	BCF RELEASES DANGEROUS GASES WHEN IT TOUCHES HOT SURFACES.	On contact with hot surfaces, BCF produces acrid fumes.
ACROSS (pre)	From one (TN) side to the other side	SAFETY THE CLAMP BLOCK ACROSS THE CONTROL LEVER FORKS WITH SAFETY-WIRE.	
act (v)	<u>NOTE</u> : Do not use this verb. Use a “specific action” verb.	THE HYDRAULIC FLUID OPENS THE VALVE.	The hydraulic fluid acts on the inlet valve.
action (n)	EFFECT, STEP, PROCEDURE	THE EFFECT OF TRICHLORETHANE FUMES CAN BE DANGEROUS. DO THE STEPS THAT FOLLOW: YOU MUST NOT DO THIS PROCEDURE IN THE HANGAR.	The action of trichlorethane fumes can be dangerous. Do the following actions: This action must not be carried out in the hangar.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
activate (v)	START, OPERATE, CONNECT	START THE APU. THE LEVERS OPERATE THE MICROSWITCHES. MAKE SURE THAT THE CIRCUIT IS CONNECTED.	Activate the APU. Microswitches are activated by levers. Make sure the circuit is activated.
active (adj)	ON	WHEN THE SYSTEM IS ON, YOU WILL GET A REPORT.	When the system is active, you will get a report.
activity (n)	WORK	THIS WORK IS APPLICABLE ONLY TO AIRCRAFT XXXX.	This activity is only relevant to aircraft XXXX.
actuate (v)	START, OPERATE	START THE MOTOR. OPERATE THE HANDPUMP.	Actuate the motor. Actuate the handpump.
actuation (n)	OPERATION	MONITOR THE OPERATION OF THE STEERING MOTOR.	Monitor the actuation of the steering motor.
ADAPT (v), ADAPTS, ADAPTED, ADAPTED	To change or adjust to that which is necessary	ADAPT THE PRESSURE CONNECTION TO THE PITOT HEAD.	
ADD (v), ADDS, ADDED, ADDED	To increase the number, dimension, or quantity	ADD 5 MILLILITERS OF HARDENER TO THE COMPOUND.	
addition (n)	ADD (v)	ADD SPECIAL SHIMS AS NECESSARY TO GET THE CORRECT CLEARANCE OF 1.5 mm.	Adjust the clearance to 1.5 mm by the addition as necessary of special shims.
additional (adj)	MORE	TO MAKE THE AIRCRAFT MORE STABLE, IT MUST BE IN THE HEAVIEST CONFIGURATION OF EQUIPMENT.	To provide additional stability, the aircraft should be equipped to the heaviest configuration.
adequate (adj)	SUFFICIENT	SUPPLY CONTAINERS OF SUFFICIENT CAPACITY AND DIAMETER.	Provide containers of adequate capacity and diameter.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
adhere (v)	BOND, OBEY	THE SEAL MUST BOND FULLY. OBEY THE SAFETY INSTRUCTIONS.	Seal must adhere completely. Adhere to the safety instructions.
adhesion (n)	BOND	CLEAN THE SURFACE TO MAKE SURE THAT THE BOND IS SATISFACTORY.	Clean the surface to ensure there will be good adhesion.
ADJACENT (adj)	That which is near to an object, with no other object of the same type between the two (TN).	MAKE SURE THAT YOU DO NOT OPERATE THE ADJACENT CONTROL.	
ADJACENT TO (pre)	To be near to an object, with no other object of the same type between the two (TN).	THE FUEL PUMP IS INSTALLED ADJACENT TO THE BULKHEAD.	
adjoining (adj)	ADJACENT	IT IS ALSO IMPORTANT THAT YOU ALIGN THE XXXX WITH THE ADJACENT COMPONENTS.	Alignment with adjoining members is also important.
ADJUST (v), ADJUSTS, ADJUSTED, ADJUSTED	To put to a specified position or “state”	ADJUST THE CONTROLS CAREFULLY.	
ADJUSTABLE (adj)	That you can adjust	THE TWO STOP BOLTS ARE ADJUSTABLE.	
ADJUSTMENT (n)	The effect of “adjusting”	MAKE SURE THAT THE ADJUSTMENT IS IN THE LIMITS GIVEN IN TABLE 1.	
admit (v)	LET	OPEN THE VALVE TO LET NITROGEN GO INTO THE OLEO STRUT.	Open valve to admit nitrogen to the oleo strut.
adopt (v)	USE	USE THIS PROCEDURE IF THE UNIT IS POST-MOD XXXX.	Adopt the following procedure if the unit is post-mod XXXX.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
advance (n)	FORWARD (adj)	THE FORWARD MOVEMENT OF THE CONTROL LEVER MUST BE SLOW AND CONTINUOUS.	The advance of the control lever must be gradual.
advance (v)	FORWARD (adv), SET	MOVE THE LEVER FORWARD. SET THE THROTTLE TO MAXIMUM POWER.	Advance the lever. Advance the throttle to maximum power.
adverse (adj)	BAD <u>NOTE:</u> Give accurate and correct conditions if possible.	TO PARK AIRCRAFT IN BAD WEATHER CONDITIONS, REFER TO XXXX.	For parking aircraft in adverse weather conditions, refer to XXXX.
advisable (adj)	RECOMMEND (v)	WE RECOMMEND THAT YOU TORQUE THE BOLTS AGAIN AFTER 50 FLIGHT HOURS.	It is advisable to retorque the bolts after 50 flight hours.
advise (v)	TELL, RECOMMEND	TELL PERSON "B" THAT THE BRAKES ARE SET. WE RECOMMEND THAT YOU REFER TO THE REPAIR MANUAL.	Advise Man B that the brakes have been set. We advise you to consult the repair manual.
aeroplane (n)	AIRCRAFT	THESE AIRCRAFT HAVE A CRASH RECORDER INSTALLED IN THE SPINE.	These aeroplanes have a crash recorder installed in the spine.
affect (v)	EFFECT (n) <u>NOTE:</u> Be "specific" if possible.	MAGNETIC TOOLS HAVE AN UNWANTED EFFECT ON THE COMPASS SYSTEM.	Magnetic tools affect the compass system.
afford (v)	GET, GIVE	REMOVE PANEL XXXX TO GET ACCESS TO THE UNIT. PANEL XXXX GIVES ACCESS TO THE TRANSCEIVER.	Access to the unit is afforded by removing panel XXXX. Panel XXXX affords access to the transceiver.
AFT (adj)	Nearer to the rear of the aircraft	THE PUMP IS IN THE AFT CELL OF THE FUSELAGE TANK.	
AFT (adv)	In the direction of the rear of the aircraft	MOVE THE THROTTLE AFT.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
AFTER (con)	That follows a specified time, sequence, or operation	DO A FUNCTIONAL TEST AFTER YOU INSTALL THE COMPONENT.	
AFTER (pre)	That follows a specified time, sequence, or operation	THE BAR MOVES DOWN AFTER 20 SECONDS.	
AFT OF (pre)	Nearer to the rear of the aircraft	THE CONTROL UNIT IS INSTALLED AFT OF THE FLIGHT COMPARTMENT.	
AGAIN (adv)	One (TN) more "occurrence"	MOVE THE CONTROL STICK BACK TO THE CENTER, THEN MOVE IT FORWARD AGAIN.	
AGAINST (pre)	In "contact" with	PUT THE HOSE AGAINST THE FACE PIECE.	
AGENT (n)	One (TN) of a group of materials made to do a specified task	DO NOT USE THESE CLEANING AGENTS ON THE CANOPY.	
aggravate (v)	INCREASE	THE TIRE WEAR INCREASES IF YOU TURN THE AIRCRAFT AT MORE THAN 5 km/hr.	Tire wear is aggravated if the aircraft is turned at more than 5 km/hr.
agitate (v)	SHAKE	SHAKE THE SOLUTION.	Agitate the solution.
agitation (n)	SHAKE (v)	IF YOU SHAKE THE SOLUTION, DO NOT USE IT FOR ONE HOUR.	After agitation, allow the solution to stand for one hour.
AGREE (v), AGREES, AGREED, AGREED	To be "consistent" with	THE INDICATIONS MUST AGREE WITH THE VALUES IN THE TABLE.	
ahead (adv)	FORWARD	WHEN YOU INSTALL THE ANTENNA, THE ALIGNMENT ARROW MUST POINT FORWARD.	When you install the antenna, the alignment arrow must point ahead.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
AID (n)	“Help” that is given	GET MEDICAL AID IMMEDIATELY IF YOU GET THE SOLUTION IN YOUR EYE.	
aid (v)	HELP	APPLY SAND TO THE PLANKS TO HELP THE TIRE TRACTION.	Apply sand to the planks to aid tire traction.
aim (v)	POINT	POINT THE OPEN END OF THE LINE AWAY FROM PERSONNEL.	Aim the open end of the line away from personnel.
AIRBORNE (adj)	In, or used in, flight	POSITION “2” OF THE SWITCH GIVES A SIGNAL OF THE AIRCRAFT AIRBORNE CONDITION.	
AIRCRAFT (n)	A “vehicle” for movement through the air	THIS PROCEDURE IS APPLICABLE ONLY TO AIRCRAFT WITH ECM PODS.	
air-dry (v)	DRY	DRY THE FILTER IN THE AIR.	Air-dry the filter.
AIRFLOW (n)	A flow of air	MAKE SURE THAT THE AIRFLOW IS NOT MORE THAN 10 LITERS/MINUTE.	
alert (v)	TELL	TELL ALL PERSONNEL TO GO FROM THE AREA.	Alert personnel to leave area.
ALIGN (v), ALIGNS, ALIGNED, ALIGNED	To put into line (TN) with	ALIGN THE FLANGE HOLES WITH THE STUDS.	
Alignment (n)	ALIGN (v)	MAKE SURE THAT THE KEYWAY IS AT THE TOP AND ALIGNS WITH THE PEG.	Ensure that the keyway is at the top and in alignment with the peg.
ALL (adj)	Full quantity	DRAIN ALL THE FLUIDS.	
allocate (v)	GIVE	GIVE THE DIFFERENT MAINTENANCE TASKS TO THE TECHNICIANS.	Allocate the various maintenance tasks to technicians.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
allow (v)	LET	DO NOT LET THE CABLE TOUCH THE FLOOR.	Cable must not be allowed to touch the floor.
allowable (adj)	PERMITTED, APPROVED	THE MAXIMUM PERMITTED DIFFERENCE IS 5 mm.	The maximum allowable difference is 5 mm.
		THE VALUES MUST NOT BE MORE THAN THE APPROVED DIFFERENCES.	The values must not exceed the allowable differences.
ALMOST (adv)	Near the limit or the value	MAKE SURE THAT THE PRESSURE IN THE CABIN IS ALMOST ZERO.	
ALONG (pre)	In a line (TN) parallel with the length or direction of	MOVE THE TENSIO METER ALONG THE CABLE.	
ALSO (adv)	In “addition”	ALSO DO THE APPLICABLE MAINTENANCE STEPS.	
alter (v)	CHANGE	IT IS POSSIBLE THAT THE INSTALLATION CHANGES THE ROUTING OF THE CABLE LOOM.	The routing of the cable loom may have been altered by the installation.
alteration (n)	CHANGE (v)	IF YOU CHANGE THIS REPAIR PROCEDURE, YOU MUST GET APPROVAL.	Any alteration to this repair procedure must have approval.
alternate (adj)	ALTERNATIVE, EACH SECOND	AN ALTERNATIVE REPAIR IS AVAILABLE.	An alternate repair is available.
		EACH SECOND SQUARE IS RED.	Alternate squares are red.
alternate (v)	THEN (adv)	DO THE PILOT’S INSTRUMENT TEST AND THEN THE COPILOT’S TEST.	Alternate between pilot’s and copilot’s instrument test.
alternately (adv)	IN ONE (TN) XXXX AND THEN THE OTHER	TO MAKE THE REMOVAL OF THE PIN EASIER, MANUALLY TURN THE CANOPY IN ONE DIRECTION AND THEN IN THE OTHER.	To facilitate pin removal, manually turn canopy alternately in the two directions.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
ALTERNATIVE (adj)	That gives a “choice” <u>NOTE</u> : Do not confuse with, or use instead of, ALTERNATE PART (TN) or OPTIONAL PART (TN), as defined in ATA 2000. These two TNs have specially determined meanings for reference to spare parts and their possible alternatives.	IT IS PERMITTED TO USE ALTERNATIVE MATERIALS.	
ALTERNATIVE (n)	One (TN) of two (TN) or more objects that have almost the same properties or functions <u>NOTE</u> : Do not confuse with, or use instead of, ALTERNATE PART (TN) or OPTIONAL PART (TN), as defined in ATA 2000. These two TNs have specially determined meanings for reference to spare parts and their possible alternatives.	IN AN EMERGENCY YOU CAN USE FUEL F-43 AS AN ALTERNATIVE FOR FUELS F-34 AND F-40.	
alternatively (adv)	ALTERNATIVE (n), OR (con)	TEST “B” IS AN ALTERNATIVE TO TEST “A”. YOU MUST REPLACE THE PART BEFORE XXXX FLIGHT HOURS OR XXXX FLIGHT CYCLES.	Alternatively, you can do test “B”. You must replace the part before XXXX flight hours, alternatively XXXX flight cycles.
ALTHOUGH (con)	In “spite” of the fact that	ALTHOUGH THE PRESSURE DECREASES, THE VALVE MUST STAY CLOSED.	
ALWAYS (adv)	At all times	ALWAYS KEEP THE BRIGHTNESS CONTROL ON THE CRT DISPLAY AT MAXIMUM.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
amendment (n)	CHANGE, CHANGE (v)	THE DESIGN AUTHORITY MUST GIVE APPROVAL TO CHANGES YOU MAKE TO THE REPAIR PROCEDURE. IF IT IS NECESSARY TO CHANGE THE REPAIR PROCEDURE, YOU MUST GET THE APPROVAL OF THE DESIGN AUTHORITY.	The Design Authority must approve any amendments you make to the Repair Scheme.
among (pre)	IN	IF THERE ARE METAL PARTICLES IN THE SAMPLE SOLIDS, REPLACE THE PUMP.	If there are metal chips among the sample solids, replace the pump.
amount (n)	QUANTITY	MAKE SURE THAT THE QUANTITY OF FUEL IN THE FIN TANK IS NOT MORE THAN 500 kg.	Ensure that the amount of fuel in the fin tank does not exceed 500 kg.
AN (art)	Function word: indefinite article	MAKE AN ENTRY IN THE AIRCRAFT LOGBOOK.	
ANALOG (adj)	Of data given by pointers (TN) and dials (TN)	THE PRE-MOD UNIT HAS ANALOG INDICATORS.	
analyze (v)	ANALYSIS (TN)	MAKE AN ANALYSIS OF THE OIL.	Analyze the oil sample.
anchor (v)	ATTACH	THE STRAPS ARE ATTACHED TO A FULL-LENGTH RAIL.	The straps are anchored to a full-length rail.
ancillary (adj)	AUXILIARY, SECONDARY	LUBRICANTS FOR THE ENGINE AND THE AUXILIARY EQUIPMENT ARE THE SAME. DO AN OPERATIONAL CHECK OF THE SECONDARY CONTROLS.	Lubricants for the engine and the ancillary equipment are the same. Do an operational check of the ancillary controls.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
AND (con)	Function word used to connect words, phrases or clauses	MAKE SURE THAT THE FLAPS ARE RETRACTED AND THE AILERON TRIM HANDWHEEL IS IN THE ZERO POSITION.	
ANGULAR (adj)	That has one (TN) or more angles (TN)	MAKE SURE THAT THE ANGULAR POSITION IS CORRECT.	
annotation (n)	WRITE (v)	WRITE THE TEMPERATURE ON THE ENGINE RECORD CARD.	Make an annotation of the temperature on the Engine Record Card.
annunciate (v)	SHOW, COME ON	AN "AC BUS FAULT" WILL SHOW. AN "AC BUS FAULT" LIGHT WILL COME ON.	An AC BUS FAULT will annunciate.
another (adj)	ONE (TN) MORE, DIFFERENT, ADD (v), AGAIN (adv)	INSTALL ONE MORE WASHER ON THE LINE. REFER TO DETAIL "C" ON FIG. 4 FOR A DIFFERENT PROCEDURE TO ATTACH THE CABLE. ADD A WASHER IF NECESSARY. REMOVE THE FUEL FROM THE GROUND BEFORE YOU TRY TO START THE ENGINE AGAIN.	Install another washer on the line. See detail C on Fig. 4 for another way of attaching the cable. Use another washer if necessary. Remove fuel from ground before attempting another start.
anticlockwise (adv)	COUNTERCLOCKWISE	TURN THE CAP COUNTERCLOCKWISE.	Rotate cap anticlockwise.
any (adj)	<u>NOTE</u> : Do not use this word.		
any (pn)	ONE (TN)	REMOVE ONE OF THE FOUR BOLTS.	Remove any of the four bolts.
anytime (adv)	WHEN (con)	WHEN YOU USE THE EMERGENCY PUMP, RECORD THE TIME.	Anytime you use the emergency pump, record the usage.
APART (adv)	At a distance (not specified) from	MOVE APART THE CABLE STRANDS.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
aperture (n)	OPENING	GET ACCESS TO THE CONTROL UNIT THROUGH THE OPENING IN THE SIDE OF THE TANK.	Gain access to the control unit through the aperture in the side of the tank.
APPARENT (adj)	“Appearing” but possibly not correct or “real” <u>NOTE:</u> For other meanings, USE: SEE (v), FIND (v)	YOU CAN IGNORE APPARENT CHANGES IN THE FUEL PRESSURE. IF YOU SEE LEAKAGE, EXAMINE THE PUMP SEAL. IF YOU FIND A CRACK, DO THE APPLICABLE REPAIR PROCEDURE.	If leakage becomes apparent, examine the pump seal. If a crack is apparent, do the applicable repair procedure.
APPARENTLY (adv)	“Appearing” but possibly not correct or “real”	THE INSTRUMENT APPARENTLY GIVES INCORRECT INDICATIONS.	
appear (v)	SHOW, COME INTO VIEW, POSSIBLE (adj), THINK	A WARNING FLAG SHOWS IN THE WINDOW. THE LOWER SEAL COMES INTO VIEW WHEN YOU PULL THE LOWER BEARING DOWN. IF IT IS POSSIBLE THAT THE TGT VALUES WILL BE MORE THAN THE LIMITS, CLOSE THE THROTTLE. IF YOU THINK THE ENGINE IS TOO HOT, TURN THE SWITCH TO OFF.	Warning flag appears in the window. The lower seal appears as the lower bearing is pulled down. If TGT limits appear likely to be exceeded, shut the throttle. If the engine appears to be overheating, turn it off.
APPLICABLE (adj)	Correct or satisfactory for the task	REFER TO THE APPLICABLE TABLE FOR THE CORRECT TORQUE.	
application (n)	APPLY (v)	APPLY THE SEALANT WITH A WOODEN SPATULA.	The application of sealant must be carried out with a wooden spatula.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
APPLY (v), APPLIES, APPLIED, APPLIED	1. To put on	APPLY A FORCE OF 100N ON THE END OF THE LEVER.	
	2. To “spread” on	APPLY THE SEALING COMPOUND.	
appoint (v)	TELL	TELL TWO PERSONS TO BE PREPARED TO OPERATE THE FIRE EXTINGUISHERS.	Appoint two persons to be prepared to operate the fire extinguishers.
approach (v)	GO NEAR	IF YOU MUST GO NEAR THE ENGINE EXHAUST, USE EAR PROTECTION.	If it is necessary to approach the engine exhaust, use ear protection.
appropriate (adj)	APPLICABLE	LOCK WITH THE APPLICABLE TABS.	Lock with the appropriate tabs.
APPROVAL (n)	That which “permits” a person or a “thing” to do something	YOU MUST GET THE APPROVAL OF THE DESIGN AUTHORITY BEFORE YOU DO A REPAIR.	
approve (v)	APPROVAL (n)	GET APPROVAL FOR THE MODIFICATIONS FROM THE DESIGN AUTHORITY.	Modifications must be approved by the design authority.
APPROVED (adj)	Permitted by an authority	MOVE THE AIRCRAFT TO AN APPROVED AREA BEFORE YOU DO MAINTENANCE ON THE FUEL SYSTEM.	
APPROXIMATE (adj)	Almost correct/accurate	AN APPROXIMATE VALUE IS SATISFACTORY.	
APPROXIMATELY (adv)	Almost correct/accurate	DRAIN APPROXIMATELY 2 LITERS OF FUEL.	
ARE (v)	Refer to BE		
AREA (n)	A specified surface or location	DO NOT SMOKE IN THE WORK AREA.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
arise (v)	CAUSE, OCCUR	A HEAVY LANDING CAN CAUSE SHOCK LOADING OF THE ENGINE. SHOCK LOADING OF THE ENGINE CAN OCCUR DURING A HEAVY LANDING.	Shock loading of an engine may arise from a heavy landing.
ARM (v), ARMS, ARMED, ARMED	1. To install armaments 2. To prepare for automatic operation	ARM THE AIRCRAFT. SET THE SWITCH TO “CLOSE” TO ARM THE CIRCUIT.	
AROUND (pre)	On all sides of	PUT THE STRAP CLAMPS AROUND THE CYLINDER.	
arrange (v)	PUT	PUT THE COMPONENTS IN THIS SEQUENCE:	Arrange components in this order.
arrangement (n)	CONFIGURATION (TN), PREPARE (v)	THE CONFIGURATION OF THE AIRCRAFT MUST BE AS FOLLOWS: PREPARE THE TUBE FOR THE LEAK TEST.	The arrangement of the aircraft must be as follows: Make the necessary arrangement of the tube for the leak test.
arrest (v)	STOP, HOLD	STOP THE PRESSURE FLOW FOR 10 SECONDS. A COTTER PIN HOLDS THE GIRT BAR.	Arrest the pressure flow for 10 seconds. The cotter pin arrests the girt bar.
arrive (v)	GET	TO GET THE CORRECT VALUE, SET THE SWITCH TO POSITION “2”.	To arrive at the correct value, set the switch to position 2.
ARROW (n)	A mark that has a point to show direction	MAKE SURE THAT THE ARROW POINTS IN THE DIRECTION OF THE FUEL FLOW.	
article (n)	OBJECT	MAKE SURE THAT THERE ARE NO LOOSE OBJECTS IN THE ENGINE AIR INTAKES.	Ensure that there are no loose articles in the engine air intakes.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
AS (pre)	In the “manner” of, to the same quantity, equally <u>NOTE:</u> For other meanings, USE: BECAUSE (con), WHILE (con)	DO NOT USE THE CYLINDER AS A SUPPORT. THE PUMP DOES NOT OPERATE BECAUSE THE SHAFT IS BROKEN. WHILE YOU DO THE TEST OF THE VALVE, MAKE SURE THAT THERE IS NO LEAKAGE.	As the shaft is broken, the pump does not operate. As you do the test of the valve, make sure that there is no leakage.
AS....AS (con)	Construction used to show “comparison” or relation <u>NOTE:</u> For “as long as”, see “long (as long as) (con)”.	MOVE THE CONTROL AS QUICKLY AS POSSIBLE.	
ascertain (v)	MAKE SURE	MAKE SURE THAT THE LIGHT IS OFF.	Ascertain that light is off.
ask (v)	TELL, SPEAK	TELL PERSON “B” TO MAKE SURE THAT THE SWITCH IS OFF. SPEAK TO THE LOCAL AIR-TRAFFIC CONTROLLER.	Ask Man B to make sure the switch is off. Ask the local air-traffic controller.
ASSEMBLE (v), ASSEMBLES, ASSEMBLED, ASSEMBLED	To attach items together	ASSEMBLE THE VALVE AS FOLLOWS:	
ASSEMBLY (n)	Items that are connected for a specified function	REMOVE THE WHEEL BRAKE ASSEMBLY FROM THE AXLE.	
assess (v)	ESTIMATE (n), CALCULATE	MAKE AN ESTIMATE OF THE DAMAGE. CALCULATE THE QUANTITY OF FUEL NECESSARY.	Assess the damage. Assess the quantity of fuel needed.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
assessment (n)	ESTIMATE, CALCULATE (v)	MAKE AN ESTIMATE OF THE DAMAGE.	Carry out an assessment of the damage.
		CALCULATE THE NUMBER OF SHIMS NECESSARY.	Do an assessment of the number of shims needed.
assign (v)	GIVE	GIVE A CODE TO EACH CONNECTOR.	Assign a code to each connector.
assist (v)	HELP	KEEP THE DATA TO HELP YOU WITH SUBSEQUENT PROCEDURES.	Retain the data to assist later stages.
assistance (n)	AID	YOU MUST HAVE THE AID OF ONE MORE PERSON FOR THE STEP THAT FOLLOWS.	You must have the assistance of another person for the following step.
associated (adj)	THEIR (pn), CORRECT, ITS, RELATED	REMOVE THE EIGHT BOLTS AND THEIR WASHERS.	Remove the eight bolts and associated washers.
		INSTALL THE DUMP VALVE AND THE CORRECT GASKET.	Install the dump valve with associated gasket.
		REMOVE THE BOLT AND ITS WASHER.	Remove the bolt and associated washer.
		REMOVE THE PANELS FROM THE RELATED DOORS.	Remove the panels from the associated doors.
assume (v)	THINK	IF YOU THINK THAT YOU CAN REPAIR THE DAMAGE, REFER TO XXXX.	If damage is assumed to be repairable, refer to XXXX.
assure (v)	MAKE SURE	USE FERRULES TO MAKE SURE THAT THE LOCATION IS CORRECT.	Ferrules must be used to assure correct location.
as to (pre)	ABOUT	REFER TO XXXX FOR DATA ABOUT HOW THE PIVOT ASSEMBLY IS MADE.	Refer to XXXX for information as to the construction of the pivot assembly.
asymmetric (adj)	NOT SYMMETRICAL	IF THE RESULT YOU GET IS NOT SYMMETRICAL, DO A RIGGING TEST.	If you get an asymmetric result, do a rigging test.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
AT (pre)	Function word that shows the location, position, direction or time that something occurs	DISCONNECT THE HOSE AT THE PITOT HEAD. AT APPROXIMATELY 300 KNOTS, THE LIGHT COMES ON. WITH THE NOSEWHEEL AT 30 DEG. TO THE CENTER LINE, SET THE LEVER TO "UP".	
at least (adv)	MINIMUM (adj, n)	THE MINIMUM TIME BETWEEN CHECKS IS TWO MINUTES. DO STEPS 13 THRU 16 A MINIMUM OF THREE TIMES.	Allow at least two minutes between successive checks. Do steps 13 thru 16 at least three times.
atmosphere (n)	AIR	LET THE PAINT DRY IN THE AIR.	Allow the paint to dry in the atmosphere.
ATTACH (v), ATTACHES, ATTACHED, ATTACHED	To cause items to hold or stay together	ATTACH THE CABLE TO THE PITOT HEAD.	
attachment (n)	ATTACH (v)	MAKE SURE THAT THE DUCT IS CORRECTLY ATTACHED TO THE FILTER.	Examine the attachment of the duct to the filter.
attack (v)	DAMAGE (n)	APPLY TWO LAYERS OF XXXX TO PREVENT HYDRAULIC FLUID DAMAGE TO THE SEALANT.	Apply two coats of XXXX to prevent sealant being attacked by hydraulic fluid.
attain (v)	SHOW, BE, GET	WHEN THE METER SHOWS 28 VOLTS DC, THE RELAY CLOSES. WHEN THE VOLTAGE IS 28 VOLTS DC, THE RELAY CLOSES. WHEN YOU GET 28 VOLTS DC, THE RELAY CLOSES.	When 28 volts DC is attained, the relay closes.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
attempt (n)	TRY (v)	TRY TO LIFT THE AIRCRAFT TO THE NECESSARY HEIGHT WITH A BOTTLE JACK.	Make an attempt to raise the aircraft to the required height using a bottle jack.
attempt (v)	TRY	TRY TO FIND THE DEFECT.	Attempt to find the defect.
attendance (n)	NEAR (pre)	WHEN PERSON "B" IS IN THE FUEL TANK, PERSON "A" MUST BE NEAR THE TANK.	Person A must be in attendance when Person B is in the fuel tank.
attention (n)	AID, CAREFUL (adj), MONITOR (v)	IF YOU GET THE SPRAY IN YOUR EYES, GET MEDICAL AID.	If you get the spray in the eyes you must seek medical attention.
		BE CAREFUL WHEN YOU REMOVE THE CONTROL UNIT.	Pay attention when you remove the control unit.
		MONITOR THE RESULTS.	Pay attention to the results.
audible (adj)	HEAR (v), LISTEN (v)	IF YOU CANNOT HEAR THE ALARM, ADJUST THE VOLUME CONTROL.	If the alarm is not audible, adjust the volume control.
augment (v)	INCREASE	LISTEN FOR AIR FROM THE LINES.	Check the lines for audible leaks of air.
		A MIXTURE OF WATER AND METHANOL INCREASES THE POWER OF THE ENGINE.	A mixture of water and methanol augments the power of the engine.
aurally (adv)	LISTEN (v), HEAR (v)	LISTEN TO MAKE SURE THAT THE FLUID FLOWS.	Check aurally to ensure fluid flow.
		YOU CAN HEAR THE WARNING IN THE COCKPIT.	The warning is given aurally in the cockpit.
authentic (adj)	ACCURATE	IF THE ADJUSTMENT OF THE STOPS IS NOT CORRECT, THE RESULTS OF THE TEST WILL NOT BE ACCURATE.	If the stops are not correctly adjusted, the results of the test will not be authentic.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
AUTHORITY (n)	An “official” organization that gives approval to something	GET THE APPROVAL OF THE DESIGN AUTHORITY BEFORE YOU CHANGE THE PROCEDURE.	
authorized (adj)	APPROVED	ONLY APPROVED PERSONS ARE PERMITTED TO STAY NEAR THE AIRCRAFT.	Only authorized personnel are permitted to stay near the aircraft.
AUTOMATIC (adj)	That operates without other input	USE THE AUTOMATIC SYSTEM TO OPEN THE DOORS.	
AUTOMATICALLY (adv)	That operates without other input	THE FUEL FLOW STOPS AUTOMATICALLY.	
autorotate (v)	TURN	THE DEFECTIVE ENGINE IS FREE TO TURN.	The failed engine is free to autorotate.
AUXILIARY (adj)	That operates in a secondary function	LUBRICANTS FOR THE ENGINE AND THE AUXILIARY EQUIPMENT ARE THE SAME.	
AVAILABLE (adj)	Prepared or supplied for you to use	IF ELECTRICAL POWER IS AVAILABLE, DO A CONTINUITY CHECK.	
avert (v)	PREVENT	IF THE MICROSWITCH BECOMES UNSERVICEABLE, DO THE DEACTIVATION PROCEDURE OF THE ACTUATOR TO PREVENT DAMAGE TO THE VALVE.	If the microswitch becomes unserviceable, deactivate the actuator to avert possible damage to the valve.
avoid (v)	PREVENT	TURN THE CONTROLS SLOWLY TO PREVENT DAMAGE.	Avoid damage by turning controls slowly.
aware (adj)	KNOW (v), TELL (v)	ALL PERSONNEL MUST KNOW THE EFFECT. TELL ALL PERSONNEL ABOUT THE EFFECT.	All personnel must be aware of the effect.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
AWAY FROM (pre)	In or to a different position or direction	DO THE WORK IN AN AREA AWAY FROM EQUIPMENT OR METAL FRAME BUILDINGS.	
AXIAL (adj)	Related to an axis (TN)	DO STEPS 1 THRU 4 TO MAKE SURE THAT NO AXIAL LOAD IS APPLIED ON THE ROD.	
AXIALLY (adv)	Related to an axis (TN)	THE LOAD IS APPLIED AXIALLY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
back (adj)	REAR	DISCONNECT THE CABLE FROM THE REAR SIDE OF THE INSTRUMENT.	Disconnect the cable from the back side of the instrument.
BACK (adv)	To an initial condition	MOVE THE ENGINE THROTTLE BACK TO 60% RPM.	
back (n)	REAR	THE CONTROL UNIT IS AT THE REAR.	The control unit is at the back.
back of (pre)	BEHIND, AFT OF	THE PUMP IS INSTALLED BEHIND THE HYDRAULIC MOTOR.	The pump is installed back of the hydraulic motor.
		PUT THE AIR SUPPLY IN POSITION AFT OF THE BULKHEAD.	Put the air supply in position back of the bulkhead.
back off (v)	LOOSEN	DO NOT LOOSEN THE NUT TO ALIGN IT.	Do not back off nut to obtain alignment.
backup (n)	AUXILIARY (adj), EMERGENCY	USE THE AUXILIARY SYSTEM IF THE MAIN SYSTEM DOES NOT OPERATE.	This system can be used as a backup if the main system fails.
		IN AN EMERGENCY, THE ONE-SHOT BATTERY SUPPLIES DC POWER.	The one-shot battery is a backup DC electrical supply.
backward (adv)	REARWARD	MOVE THE "EMG" LEVER REARWARD.	Move the EMG lever backward.
BAD (adj) (WORSE, WORST)	Not satisfactory <u>NOTE:</u> Do not use this word if a more "specific" word is available.	FOR PARKING IN BAD WEATHER CONDITIONS, REFER TO XXXX.	
badly (adv)	INCORRECTLY, UNSATISFACTORILY	IF THE SLEEVE IS INCORRECTLY ATTACHED, ADJUST IT.	If the sleeve is badly fitted, adjust it.
		A FUEL TANKER WHICH IS GROUNDED UNSATISFACTORILY CAN BE DANGEROUS.	A badly earthed fuel tanker can be dangerous.
BALANCE (v), BALANCES, BALANCED, BALANCED	To make equal	BALANCE THE ELECTRICAL LOADS ON EACH GENERATOR.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
bank (v)	BANK (TN)	THE V-BARS GIVE THE INDICATION FOR A BANK.	V-Bars indicate command to bank.
BARE (adj)	Without a surface layer or protection	BARE METAL SURFACES ARE USUALLY SATISFACTORY FOR AN ELECTRICAL BOND.	
bared (adj)	BARE	GIVE TEMPORARY PROTECTION TO AREAS OF BARE METAL.	Give temporary protection to areas of bared metal.
base (n)	BOTTOM	MAKE SURE THAT THE TWO SPIGOTS AT THE BOTTOM OF THE UNIT ENGAGE.	Ensure that the two spigots at the base of the unit engage.
base (v)	USE	USE THE TORQUE VALUES GIVEN IN CHAPTER X.	Base the torque values on those given in Chapter X.
BASIC (adj)	Approved minimum	THIS MODIFICATION CHANGES THE BASIC CONFIGURATION OF THE AIRCRAFT.	
BE (v), IS, WAS, (also ARE, WERE) NOTE: No other forms of this verb	1. To occur, "exist"	IF THERE IS CORROSION ON THE PUMP VANES, REPLACE THE PUMP.	
	2. To have a property, to be equal to	THESE SOLUTIONS ARE DANGEROUS.	
bear down (v)	APPLY	APPLY WEIGHT ON THE SURFACE OF THE PATCH TO MAKE SURE THAT THE PARTS BOND CORRECTLY.	Bear down on the surface of the patch to make sure that the parts bond correctly.
		APPLY A LOAD TO THE PANEL UNTIL IT MOVES INTO POSITION WITH A CLICK.	Bear down on the panel until it moves into place with a click.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
BECAUSE (con)	As a result of	BECAUSE THE FLUID LEVEL IS INCORRECT, THE SYSTEM WILL NOT OPERATE.	
BECAUSE OF (pre)	As a result of	IF YOU CANNOT REMOVE A BOLT BECAUSE OF CORROSION, APPLY PENETRATING OIL.	
BECOME (v), BECOMES, BECAME	To come to be	THE SCREEN BECOMES AVAILABLE.	
BEFORE (con)	That “precedes” a specified time, sequence, or operation	BLEED THE SYSTEM BEFORE YOU DISCONNECT THE COMPONENTS.	
BEFORE (pre)	That “precedes” a specified time, sequence, or operation	THE BAR MOVES DOWN BEFORE 20 SECONDS.	
begin (v)	START	INCREASE THE PRESSURE UNTIL THE FLOW STARTS AGAIN.	Increase pressure until the flow begins again.
beginning (n)	START, SOURCE, START (v)	YOU CAN GET SLOW MOVEMENT AT THE START.	You can get slow movement at the beginning.
		FIND THE SOURCE OF THE FUEL LEAKAGE.	Find the beginning of the fuel leak.
		WHEN THE LEVER STARTS TO MOVE, THE MICROSWITCH OPERATES.	At the beginning of the lever movement, the microswitch will operate.
BEHIND (pre)	In a position at the rear of	THE PUMP IS INSTALLED BEHIND THE HYDRAULIC MOTOR.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
BELOW (pre)	In (or to) a position farther down than something <u>NOTE:</u> For other meanings, USE: LESS THAN	THE DATE IS WRITTEN BELOW THE CYLINDER NECK. MAKE SURE THAT THE DIAMETER OF THE HOLE IS LESS THAN THE SPECIFIED VALUE.	Make sure that the diameter of the hole is below the specified value.
BEND (n)	The area where something is bent	EXAMINE THE BENDS FOR CRACKS.	
BEND (v), BENDS, BENT, BENT	To use force to change the shape of something	BEND THE PIPE CAREFULLY.	
beneath (pre)	BELOW	PUT THE JACK BELOW THE AXLE.	Put the jack beneath the axle.
beside (pre)	ADJACENT TO	THE FUEL PUMP IS ADJACENT TO THE SPAR.	The fuel pump is beside the spar.
BEST (adj)	Refer to GOOD		
BETTER (adj)	Refer to GOOD		
BETWEEN (pre)	Related to something before and after in time or position	MAKE SURE THAT THE STOPWATCH INDICATION IS BETWEEN 2 AND 4 MINUTES.	
beware (v)	BE CAREFUL	BE CAREFUL OF DANGEROUS VOLTAGES.	Beware of dangerous voltages.
beyond (pre)	MORE THAN	REPLACE COMPONENTS THAT ARE WORN MORE THAN THE MAXIMUM LIMITS.	Replace components that are worn beyond their maximum limits.
big (adj)	LARGE	INSTALL THE LARGER BOLTS.	Install the bigger bolts.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
bind (v)	FREELY, WIND AROUND	MAKE SURE THAT THE VALVES MOVE FREELY. WIND TWO LAYERS OF TAPE AROUND THE PIPE JOINTS.	Check that valves do not bind. Bind the pipe joints with two layers of tape.
blank (v)	CAP (TN)	PUT A CAP ON THE CONNECTOR.	Blank connector.
blank off (v)	SEAL	SEAL THE HOSES.	Blank off the hoses.
blank out (v)	CANCEL	CANCEL THE DISPLAY.	Blank out the display.
BLEED (v), BLEEDS, BLED, BLED	To let a gas out of	BLEED THE SPEEDBRAKE HYDRAULIC SYSTEM.	
blend (v)	MIX	MIX THE COLORS.	Blend the colors.
block (v)	CAUSE A BLOCKAGE	MAKE SURE THAT THE SEALANT DOES NOT CAUSE A BLOCKAGE OF THE DRAIN.	Check sealant does not block drain.
BLOCKAGE (n)	That which prevents correct operation	MAKE SURE THAT THERE IS NO BLOCKAGE OF THE PITOT PIPE.	
BLOCKED (adj)	That prevents correct operation	A BLOCKED OIL JET CAN CAUSE INCORRECT OPERATION.	
blot (v)	DRY	DRY THE SURFACE WITH A TOWEL.	Blot the surface with a towel.
BLOW (v), BLOWS, BLEW, BLOWN	To cause gas to move	BLOW DRY AIR THROUGH THE FEED AND SPRAY TUBES.	
BLUNT (adj)	Not sharp	REMOVE THE SEALANT WITH A BLUNT SCRAPER.	
blunted (adj)	BLUNT	EXAMINE THE STATIC DISCHARGERS FOR BENT AND BLUNT PINS.	Inspect static dischargers for bent and blunted pins.
bolt (v)	BOLT (TN)	ATTACH THE TRACK TO THE CHANNELS WITH THE BOLTS.	Bolt track to channels.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
BOND (n)	1. A connection between structural components for electrical “continuity”	DO A RESISTANCE CHECK OF THE PRIMARY BONDS.	
	2. A connection made with a chemical material	THE BOND IS SATISFACTORY AFTER FOUR HOURS.	
BOND (v), BONDS, BONDED, BONDED	1. To make an electrical bond	THE STATIC DISCHARGER IS ELECTRICALLY BONDED TO THE WING.	
	2. To attach items together with a chemical material <u>NOTE:</u> See also Rule 1.10	WHEN YOU BOND THE MATERIALS, APPLY A THIRD COAT OF XXXX.	
both (adj)	THE TWO (TN)	ATTACH THE TWO ENDS OF THE HOSE.	Attach both ends of hose.
BOTTOM (adj)	That is “lowermost”	REMOVE THE BOTTOM BOLT.	
BOTTOM (n)	The “lowermost” position	THE DRAIN PLUG IS AT THE BOTTOM OF THE UNIT.	
bottom (v)	TOUCH	OPEN THE DOOR UNTIL IT TOUCHES THE FLOOR.	Open door until it bottoms on the floor.
bounds (n)	LIMIT	MAKE SURE THAT THE CLEARANCE IS IN THE LIMITS.	Make sure that the clearance is in bounds.
brace (v)	HOLD, STRONG (adj)	SUPPORT STRUTS HOLD THE FLOOR STRUCTURE IN POSITION.	Support struts brace the floor structure.
		REINFORCEMENT PLATES MAKE THE LAP JOINTS STRONGER.	Reinforcement plates brace the lap joints.
branch (v)	DIVIDE	THE PRESSURE LINES DIVIDE IN DIFFERENT DIRECTIONS.	The pressure lines branch in different directions.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
breadth (n)	WIDTH	THE WIDTH OF THE MATERIAL MUST BE LARGER THAN XXXX.	The breadth of the material must be greater than XXXX.
break (n)	STOP (v)	IF THE TRANSMISSION STOPS, CANCEL THE TEST.	If there is a break in transmission, cancel the test.
BREAK (v), BREAKS, BROKE, BROKEN	To cause to “separate” by force (TN)	BREAK THE BOND OF THE SEALANT.	
breakdown (n)	STOP (v)	IF THE PRESSURE SUPPLY STOPS, CANCEL THE TEST.	If there is a breakdown in the pressure supply, cancel the test.
BREATHE (v), BREATHES, BREATHED, BREATHED	To get gas into or out of the lungs	DO NOT BREATHE THE GAS.	
BRIGHT (adj) (BRIGHTER, BRIGHTEST)	That gives much light	THE NAVIGATION LIGHTS CHANGE FROM DIM TO BRIGHT.	
BRIGHTLY (adv)	In a bright “manner”	THE LIGHTS COME ON BRIGHTLY.	
brightness (n)	BRIGHT (adj), INTENSITY	TURN THE ADJUSTER CLOCKWISE TO MAKE THE DISPLAY BRIGHTER.	The display brightness is increased by turning the adjuster clockwise.
		OPERATE THE DIMMER SWITCH AND MAKE SURE THAT THE INTENSITY OF THE LIGHT CHANGES.	Operate the dimmer switch and check the brightness of the light changes.
brilliance (n)	BRIGHT (adj), INTENSITY	TURN THE “BRT CONTROL” CLOCKWISE TO MAKE THE DISPLAY BRIGHTER.	To increase the display brilliance, turn the BRT CONTROL clockwise.
		SET THE INTENSITY TO THE MINIMUM.	Set the brilliance to the minimum.
bring (v)	MOVE, PUT	MOVE THE PANEL INTO POSITION. PUT THE PANEL INTO POSITION.	Bring panel into place.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
briskly (adv)	QUICKLY	RUB THE SURFACE QUICKLY WITH A SOFT, DRY CLOTH.	Rub surface briskly with a soft, dry cloth.
broadcast (v)	TRANSMIT	TRANSMIT THE DATA ON THE TWO CHANNELS.	Broadcast the data on both channels.
brush (v)	BRUSH (TN)	USE A BRUSH TO CLEAN THE FILTER ELEMENT. CLEAN THE FILTER ELEMENT WITH A BRUSH.	Brush the filter element to clean it. Brush the filter element to clean it.
brush on (v)	BRUSH (TN)	APPLY THE PAINT WITH A BRUSH.	Brush the paint on.
BUBBLE (n)	A small quantity of gas in a liquid or a solid	ADJUST THE CLINOMETER UNTIL THE BUBBLE IS IN THE CENTER.	
build (n)	STRUCTURE	THE WING STRUCTURE GIVES MAXIMUM FUEL CAPACITY.	The build of the wing allows maximum fuel storage.
build (v)	ASSEMBLE	ASSEMBLE THE UNIT.	Build the unit.
bump (v)	HIT	THE FUELING HOSE MUST NOT HIT THE EDGE OF THE TANK.	The fueling hose must not bump the edge of the tank.
BURN (v), BURNS, BURNED, BURNED	To change a fuel (TN) into heat, light, and gases	NOTE : THIS MATERIAL BURNS EASILY.	
burst (v)	BREAK	IF THE DISK BREAKS, STOP THE SUPPLY.	If the disk bursts, switch off the supply.
BUT (con)	On the “contrary”	TIGHTEN BUT DO NOT TORQUE THE NUTS.	
butt (v)	TOUCH	THE WIRE MUST TOUCH THE REAR OF THE CONTACT.	Wire must butt against rear of contact.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
BY (pre)	Function word that you use when you multiply or divide <u>NOTE:</u> Use as a function word to show agency when a passive construction is necessary in descriptive writing.	DIVIDE THE CROSSWIND COMPONENT BY THE AIRCRAFT SPEED TO GET THE CORRECTION.	
by means of (pre)	WITH	PRESSURIZE THE SYSTEM TO 150 BAR WITH THE HAND PUMP.	By means of the hand pump, pressurize the system to 150 bar.
BYPASS (v), BYPASSES, BYPASSED, BYPASSED	To change a circuit (TN) “so that” it goes “past” something “instead of” through it.	IN THIS CONFIGURATION, THE HYDRAULIC PRESSURE BYPASSES THE VALVE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
CALCULATE (v), CALCULATES, CALCULATED, CALCULATED	To find a result by mathematics (TN)	CALCULATE THE PRESSURE WITH THIS FORMULA: XXXX.	
calculation (n)	CALCULATE (v)	IN THIS EXAMPLE, WE CALCULATED THE DATA APPLICABLE ONLY TO A CONTROL UNIT OF TYPE XXXX.	The data used for the calculations in this example apply only to a Type XXXX control unit.
CALIBRATE (v), CALIBRATES, CALIBRATED, CALIBRATED	To measure and adjust the precision of something	CALIBRATE THE ALTIMETER.	
CALIBRATION (n)	The procedure that calibrates	WRITE THE RESULTS OF THE CALIBRATION ON THE CORRECTION CHART.	
call (v)	TELL	TELL PERSON "A" TO REMOVE THE CHOCKS.	Call Man A to remove the chocks.
CAN (v), CAN, COULD	Helping verb that "means" to be "able" to	YOU CAN CLEAN THE DRAIN HOLES WITH THE CLEARING TOOL.	
CANCEL (v), CANCELS, CANCELLED, CANCELLED	To "deselect" a function or indication	CANCEL THE "NAV 1" FAULT INDICATION AND USE THE "NAV 2" SYSTEM.	
CANNOT (v)	"Can not"	YOU CANNOT FILL THE CONTAINERS WHILE THEY ARE INSTALLED IN THE AIRCRAFT.	
cap (v)	SEAL, CAP (TN)	SEAL ALL THE HOSES. PUT CAPS ON THE CONNECTORS.	Cap all hoses. Cap the connectors.
capability (n)	FUNCTION, CAN (v)	THESE FUNCTIONS MAKE SURE THAT THE MECU DOES NOT.... THE COMPUTER CAN CALCULATE THE RESULT AUTOMATICALLY.	These capabilities ensure that the MECU does not.... The computer has the capability to calculate the result automatically.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
capable (adj)	CAN (v), APPROVED	THE POWER UNIT CAN SUPPLY 28 VDC. AN APPROVED PERSON MUST DO THE IMPORTANT CHECKS.	The power unit is capable of producing 28 VDC. Vital checks are to be carried out by a capable person.
CAPACITY (n)	The maximum quantity that something can hold or make	THE CAPACITY OF THE FIN FUEL TANK IS 564 LITERS.	
capture (v)	LOCK ON	IF THE DME SIGNAL LOCKS ON, THE UNIT IS SERVICEABLE.	If the DME signal is captured, the unit is serviceable.
care (n)	CAREFUL (adj), CAREFULLY (adv), PRECAUTION	BE CAREFUL WHEN YOU REFUEL THE AIRCRAFT. REMOVE THE GEARBOX CAREFULLY. OBEY THE PRECAUTIONS IN XXXX WHEN YOU REFUEL THE AIRCRAFT.	Take care when refueling the aircraft. Remove the gearbox with great care. The care you must take when you refuel the aircraft can be found in XXXX.
CAREFUL (adj)	With precaution	BE CAREFUL WHEN YOU REMOVE THE COVER.	
CAREFULLY (adv)	In a careful "manner"	CAREFULLY APPLY A BEAD OF SEALING COMPOUND.	
carry (v)	TRANSMIT	THESE LINES TRANSMIT HYDRAULIC PRESSURE.	These lines carry hydraulic pressure.
carry out (v)	DO or other commanding verb construction	DO THE LEAK TEST.	Carry out leak test.
case (n)	CONDITION	DATA FOR ALL OPERATIONAL CONDITIONS ARE SHOWN IN FIGURE 1.	Data for all operational cases are shown in Figure 1.
case (in case of) (con)	IF	IF THERE IS A FIRE, OPERATE THE CRASH SWITCHES.	In case of a fire, operate the crash switches.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
CATCH (v), CATCHES, CAUGHT, CAUGHT	To stop or prevent the movement of something <u>NOTE:</u> For other meanings, USE: COLLECT	THE PANEL IS CAUGHT IN THE FIXING PROFILE.	
		COLLECT THE LEAKAGE IN A GRADUATED BEAKER.	Catch the leakage in a graduated beaker.
categorize (v)	CATEGORY (TN)	THE BITE DIVIDES THE FAULTS INTO CATEGORIES THAT SHOW THEIR EFFECT ON AIRCRAFT SAFETY.	The BITE categorizes faults according to their effect on aircraft safety.
CAUSE (n)	Something that “brings about” a result	DO THE TROUBLESHOOTING PROCEDURE TO FIND THE CAUSE OF THE MALFUNCTION.	
CAUSE (v), CAUSES, CAUSED, CAUSED	To be the cause of	METAL OBJECTS CAN CAUSE MAGNETIC INTERFERENCE.	
caution (v)	TELL	TELL ALL PERSONNEL NOT TO SMOKE NEAR THE FUEL TANKS.	Caution personnel not to smoke near fuel tanks.
cautiously (adv)	CAREFULLY	CAREFULLY FEEL THE HEATER WITH YOUR HANDS TO MAKE SURE THAT IT OPERATES.	Check the heater for operation by cautiously feeling it with the hands.
cavity (n)	HOLE, SPACE	FILL THE HOLE IN THE XXXX WITH MASTIC.	Fill cavity in XXXX with mastic.
		FILL THE SPACE BETWEEN THE PATCH AND THE ADJACENT STRUCTURE WITH SEALANT.	Fill the cavity between the patch and the adjacent structure with sealant.
cease (v)	STOP	THE WARNING STOPS AT 17 DEG.	The warning ceases at 17 deg.
center (v)	CENTER (TN)	ADJUST THE LINKAGE TO THE CENTER.	Center the linkage.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
centralize (v)	CENTER (TN), NEUTRAL (TN)	MOVE THE CONTROLS TO THE CENTER POSITION.	Centralize the controls.
		MOVE THE CONTROLS TO THE NEUTRAL POSITION	Centralize the controls.
certain (adj)	SURE, SOME	IF YOU ARE NOT SURE, DO THE TEST AGAIN.	If you are not certain, do the test again.
		SOME BOLTS ARE SHORTER THAN THE OTHERS.	Certain bolts are shorter than the others.
certify (v)	WRITE, APPROVAL	WRITE THE CHANGE IN THE LOGBOOK.	Certify the change in the logbook.
		GET APPROVAL FROM YOUR SUPERVISOR FOR THE REPAIR.	Get the supervisor to certify repair.
chafe (v)	RUB	DO NOT LET THE WIRES RUB.	Do not let the wires chafe.
chafed (adj)	WORN	EXAMINE THE TUBING FOR WORN AREAS.	Inspect the tubing for chafed areas.
chance (by chance) (n)	RISK, ACCIDENTALLY (adv)	IF THERE IS A RISK OF LEAKAGE, PUT A CONTAINER BELOW THE UNIT.	If there is a chance of leakage, put a container below the unit.
		IF THE LEVER MOVED ACCIDENTALLY, DO THE TEST AGAIN.	If by chance the control lever has been moved, do the test again.
CHANGE (n)	That which occurs when something changes	THE COLOR CHANGE SHOWS THAT THE TEMPERATURE IS TOO HIGH.	
CHANGE (v), CHANGES, CHANGED, CHANGED	To become or to cause to become different <u>NOTE:</u> For other meanings, USE: REPLACE	THE WARNING CHANGES TO “WHOOOP WHOOOP”.	
		REPLACE THE DAMAGED VALVE.	Change the damaged valve.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
channel (v)	CHANNEL (TN)	INSTALL THE WIRES IN THE CHANNEL ALONG THE FUSELAGE.	Channel the wires along the fuselage.
characteristic (n)	PROPERTY, QUALITY	THE PROPERTIES OF THESE SEALANTS PREVENT CORROSION. DO NOT USE MATERIAL XXXX BECAUSE IT DOES NOT HAVE THE NECESSARY QUALITIES.	The characteristics of these sealants prevent corrosion. Don't use material XXXX because it doesn't have the right characteristics.
CHARGE (v), CHARGES, CHARGED, CHARGED	To add electrical energy to <u>NOTE:</u> For other meanings, USE: FILL and/or PRESSURIZE	CHARGE THE BATTERY. FILL THE TANK WITH 10 LITERS OF METHANOL. PRESSURIZE THE ACCUMULATOR WITH NITROGEN.	Charge the tank with 10 liters of methanol. Charge the accumulator with nitrogen.
CHECK (n)	The procedure you do to make sure something operates correctly	DO A CHECK OF THE HYDRAULIC SYSTEM.	
check (v)	MAKE SURE, CHECK (n), MEASURE, EXAMINE	MAKE SURE THAT IT IS SAFE TO SUPPLY ELECTRICAL POWER. DO A LEAKAGE CHECK OF THE XXXX. MEASURE THE DISTANCE BETWEEN THE FACES. EXAMINE THE CASTING FOR CORROSION.	Check it is safe to apply electrical power. Check XXXX for leakage. Check the distance between the faces. Check the casting for corrosion.
CHEMICAL (adj)	Related to a chemical (TN)	REMOVE THE CORROSION WITH CHEMICAL COMPOUND XXXX.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
CHEMICALLY (adv)	Related to a chemical (TN)	REMOVE CORROSION CHEMICALLY.	
chip (n)	PARTICLE	EXAMINE THE FILTER ELEMENT FOR METAL PARTICLES.	Examine the filter element for metal chips.
chip (v)	DAMAGED (adj)	IF THE ENAMEL IS DAMAGED, REPLACE THE UNIT.	If enamel is chipped, replace the unit.
chock (v)	CHOCK (TN)	PUT THE CHOCKS AGAINST THE MAIN GEAR WHEELS.	Chock main gear wheels.
choice (n)	ALTERNATIVE (adj), SELECTION	TABLE 1 GIVES ALTERNATIVE ADHESIVES WHICH YOU CAN USE TO DO THIS REPAIR. MAKE A SELECTION FROM THE AVAILABLE SHIMS TO GET THE CORRECT THICKNESS.	In Table 1 is a choice of adhesives which you are allowed to use when you do this repair. Make a choice from the available shims to get the correct thickness.
circa (pre)	APPROXIMATELY (adv)	PUT A CONTAINER (APPROXIMATELY 5 LITERS) BELOW THE WASTE WATER OUTLET.	Put a container (circa 5 liters) under the waste water outlet.
circle (v)	AROUND (pre)	THE POINTER MOVES AROUND THE DIAL.	The pointer circles the dial.
CIRCULAR (adj)	Has the shape of a circle (TN)	POLISH THE WINDOW WITH A CIRCULAR MOVEMENT.	
circulate (v)	SUPPLY	SUPPLY AIR AT 24° C TO THE AREA.	Circulate air at 24° C in the area.
clamp (v)	CLAMP (TN)	ATTACH THE ADJACENT CABLES WITH A CLAMP.	Clamp adjoining cables together.
classification (n)	CLASS (TN)	THERE ARE FOUR GENERAL CLASSES OF FASTENERS.	Fasteners can be separated into four general classifications.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
CLEAN (adj)	That does not include dirt (TN) or unwanted material	MAKE SURE THAT THE AREA IS CLEAN.	
CLEAN (v), CLEANS, CLEANED, CLEANED	To remove dirt (TN) or unwanted materials	CLEAN THE GASKET CONTACT AREA.	
cleanliness (n)	CLEAN (adj)	CONDITIONS FOR A SATISFACTORY BOND ARE: - A CLEAN SURFACE - THE TEMPERATURE - THE PRESSURE.	A satisfactory bond depends on the cleanliness of the surface, the temperature, and the pressure.
CLEAR (adj)	Without blockage or interference (TN) <u>NOTE</u> : For other meanings, USE : TRANSPARENT	MAKE SURE THAT THE PITOT AIR INLET IS CLEAR.	
		PUT THE UNIT IN A TRANSPARENT PLASTIC BAG.	Put the unit in a clear plastic bag.
clear (v)	CLEAN, or different construction	CLEAN THE DRAIN HOLE. LIFT THE SEAT UNTIL IT IS AWAY FROM THE TRACK LOCKS.	Clear the drain hole. Lift seat so that it clears track locks.
CLEARANCE (n)	The clear space between two (TN) objects	MAKE SURE THAT THERE IS A CLEARANCE BETWEEN THE LEVER AND THE ROLLER.	
CLEARLY (adv)	In a clear “manner”	MAKE SURE THAT YOU HEAR THE SIGNALS CLEARLY AT ALL STATIONS.	
CLICK (n)	A fast sound that you can hear	TURN THE ADJUSTER FIVE CLICKS COUNTERCLOCKWISE.	
click (v)	CLICK (n)	WHEN THE SOLENOID MAKES A CLICK, THE VALVE IS OPEN.	When the solenoid clicks, the valve is open.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
clip (v)	CUT, CLIP (TN)	CUT THE WIRE TO THE CORRECT LENGTH. ATTACH THE CONDUIT TO THE STRUCTURE WITH THE CLIPS.	Clip wire to the correct length. Conduit should be clipped to the structure.
CLOCKWISE (adv)	In the direction in which the hands (TN) of a clock (TN) turn as seen from the front.	TURN THE NOZZLE 40 DEG. CLOCKWISE.	
CLOGGED (adj)	Blocked with unwanted material.	IF THE FILTER IS CLOGGED, REPLACE IT.	
close (adj)	NEAR (pre)	DO NOT USE THE METHYL ETHYL KETONE NEAR XXXX.	Do not use methyl ethyl ketone at close contact with XXXX.
CLOSE (v), CLOSES, CLOSED, CLOSED	1. To move together, or to move to a position that stops or prevents materials from “going” in or out 2. To operate a circuit breaker to make an electrical circuit	CLOSE THE INSTRUMENT PANEL. MAKE SURE THAT THE CIRCUIT BREAKER IS CLOSED.	
closely (adv)	CAREFULLY	CAREFULLY MONITOR THE OPERATION.	Closely monitor operation.
close to (adv)	NEAR (pre)	PUT THE CLINOMETER NEAR THE FUSELAGE CENTERLINE.	Put the clinometer close to the fuselage centerline.
coat (n)	LAYER	APPLY A LAYER OF SEALANT PR 1440 B2 ON THE SURFACE.	Spread a coat of sealant PR 1440 B2 on the surface.
coat (v)	LAYER (n)	APPLY A LAYER OF GREASE TO THE BATTERY CABLES.	Coat battery cables with grease.
coating (n)	LAYER	THE METAL HAS A LAYER OF PLASTIC ON IT TO PREVENT CORROSION.	The metal has a coating of plastic on it to prevent corrosion.
cock (v)	SET	SET THE RACK HOOKS.	Cock the rack hooks.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
CODE (n)	A sequence of symbols, letters (TN), and/or numbers used for identification	EACH ELECTRICAL SYSTEM HAS A CODE TO IDENTIFY IT.	
code (v)	IDENTIFY	IDENTIFY THE CABLES.	Code the cables.
COIL (n)	A sequence of loops	MAKE SURE THAT THE COILS OF THE OXYGEN HOSE DO NOT RUB TOGETHER.	
coil (v)	WIND	WIND THE CABLES CAREFULLY.	Coil the cables carefully.
coincide (v)	ALIGN	THE FASTENERS MUST ALIGN WITH THE HOLES IN THE TRACK.	Fasteners must coincide with holes in track.
coincident (adj)	SYNCHRONIZED	MAKE SURE THAT THE MOVEMENT OF THE TWO SURFACES IS SYNCHRONIZED.	Make sure that the movement of the two surfaces is coincident.
COLD (adj) (COLDER, COLDEST)	At low temperature (TN)	MAKE SURE THAT COLD AIR COMES OUT OF THE OUTLETS.	
collapse (v)	CLOSE	CLOSE THE COLLET.	Collapse the collet.
COLLECT (v), COLLECTS, COLLECTED, COLLECTED	To come, or cause to come, together in one (TN) location	FLUID COLLECTS IN THE BOTTOM OF THE COWLING.	
COLOR (n)	A property of light (TN)	THE COLOR CHANGES FROM BLUE TO RED.	
color code (v)	IDENTIFY	IDENTIFY THE ASSEMBLY WITH THE CORRECT COLOR.	The assembly must be color coded.
colored (adj)	COLOR (n)	THE SCALE HAS TWO AREAS OF DIFFERENT COLOR.	The scale is divided into two colored areas.
combine (v)	MIX, PUT TOGETHER	MIX THE WATER AND THE GLYCOL. DO NOT PUT DIFFERENT HPT SEGMENTS TOGETHER	Combine water and glycol. Do not combine different HPT segments.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
combustible (adj)	FLAMMABLE	KEEP THE FLAMMABLE MATERIAL AT A MINIMUM DISTANCE OF 50 FEET FROM XXXX.	Combustible material must be kept at a minimum distance of 50 feet from XXXX.
COME (v), COMES, CAME, COME	To move to something	THE FLAG COMES INTO VIEW.	
COME ON (v), COMES ON, CAME ON, COME ON	To become bright with light (TN) when an internal power (TN) source is energized	THE LIGHTS MUST COME ON.	
commence (v)	START	THE WARNING STARTS AND THE INDICATORS FLASH.	Warning commences and indicators flash.
commencement (n)	START	AT THE START OF THE TEST,....	At the commencement of test,....
common (adj)	SAME	THE REMOVAL PROCEDURE IS THE SAME FOR THE TWO ITEMS.	The removal procedure is common to both items.
communicate (v)	TELL, SPEAK	TELL PERSON "B" TO SET THE SWITCH TO "OFF". USE A TELEPHONE TO SPEAK WITH PERSON "B".	Communicate with Man B to set the switch to OFF. Use a telephone to communicate with Man B.
communication (n)	SPEAK (v), HEAR (v)	PERSON "A" MUST MAKE SURE THAT HE CAN SPEAK TO PERSON "C". MAKE SURE THAT ATC CAN HEAR YOU.	Man A must have communication with Man C. Ensure that you are in communication with ATC.
COMPARE (v), COMPARES, COMPARED, COMPARED	To examine for differences	COMPARE THE TWO VALUES.	
comparison (n)	COMPARE (v)	COMPARE THE TWO INDICATIONS.	Make a comparison of the two readings.
compensate (v)	ADJUST	DO NOT ADJUST FOR LOW BAROMETRIC PRESSURE.	Do not compensate for low barometric pressure.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
compile (v)	MAKE, RECORD, COLLECT	MAKE A LIST OF THE NECESSARY TOOLS.	Compile a list of the required tools.
		RECORD THE AILERON MOVEMENT ON FORM "B".	Compile the aileron movement on Form B.
		COLLECT ALL THE MAINTENANCE RECORDS FOR THE AIRCRAFT.	Compile the records of all maintenance on the aircraft.
complete (adj)	FULL, COMPLETE (v), ALL	EXTEND AND RETRACT THE LANDING GEAR THROUGH THREE FULL CYCLES.	Extend and retract the landing gear through three complete cycles.
		THIS SHOWS THAT SERVICING IS COMPLETED.	This indicates that servicing is complete.
		SEND ALL THE TEST RESULTS TO THE MANUFACTURER.	The complete test results must be sent to the manufacturer.
COMPLETE (v), COMPLETES, COMPLETED, COMPLETED	To "take" to the end of an operation	COMPLETE THE FUNCTIONAL TEST.	
completely (adv)	FULLY	LET THE FIRST LAYER OF PAINT DRY FULLY BEFORE YOU APPLY THE SECOND LAYER.	Allow the first layer of paint to dry completely before applying second layer.
completion (n)	END, COMPLETE (v)	AT THE END OF THIS PROCEDURE, REFER TO 72.00.00, TEST 001.	See 72.00.00, Testing 001 upon completion of this procedure.
		TWO HOURS ARE NECESSARY TO COMPLETE THIS TASK.	Completion of the task will require two hours.
complicated (adj)	NOT EASY	THIS TEST PROCEDURE IS NOT EASY WITHOUT THE CORRECT EQUIPMENT.	This test procedure is complicated without the right equipment.
comply (v)	OBEY	YOU MUST OBEY THESE INSTRUCTIONS.	You must comply with these instructions.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
COMPONENT (n)	The part(s), subassembly(ies) or unit(s), that do a specified function necessary for the correct operation of a system	DO NOT CLEAN THESE COMPONENTS WITH TRICHLOROETHYLENE.	
COMPOUND (n)	Something made of two (TN) or more materials	THESE COMPOUNDS CONTAIN AN ABRASIVE MATERIAL WHICH CAN CAUSE DAMAGE TO THE XXXX.	
comprehensive (adj)	FULL	DO A FULL INSPECTION OF THE FAIRING.	Do a comprehensive inspection of the fairing.
COMPRESS (v), COMPRESSES, COMPRESSED, COMPRESSED	To cause to decrease in dimension or volume	COMPRESS THE SPRING AND CAREFULLY INSTALL THE COVER.	
comprise (v)	HAVE	THE VALVE ASSEMBLY HAS THESE PARTS:	The valve assembly comprises these parts:
compulsory (adj)	MANDATORY	BEFORE YOU PUT NEW OIL IN THE SYSTEM, IT IS MANDATORY TO REPLACE THE FILTER.	Before you put new oil in the system, it is compulsory to replace the filter.
compute (v)	CALCULATE	CALCULATE THE VOLTAGE IN THE CIRCUIT.	Compute the voltage in the circuit.
concentrate (v)	ALL (adj)	ALL THE WEIGHT MUST BE ON THE SPAR TIP.	Weight must be concentrated on spar tip.
CONCENTRATION (n)	The “strength” of something contained in a mixture	MAKE SURE THAT THE CONCENTRATION OF HARDENER TO ADHESIVE IS NOT MORE THAN ONE PART HARDENER TO FOUR PARTS ADHESIVE.	
concern (v)	APPLICABLE (adj)	THIS PROCEDURE IS APPLICABLE ONLY TO TYPE XXXX.	This procedure is only concerned with type XXXX.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
conclusion (n)	END, RESULT	AT THE END OF THE TEST, SET THE SWITCH TO "NORMAL". IF THE RESULTS OF THE TEST ARE UNSATISFACTORY, REPLACE THE UNIT.	At the conclusion of the test you must switch to NORMAL. If the conclusions of the test are not satisfactory, replace the unit.
concurrently (adj)	AT THE SAME TIME	DO THIS PROCEDURE AT THE SAME TIME AS XXXX.	This procedure must be applied concurrently with XXXX.
CONDENSATION (n)	The result when a gas changes into a liquid	SET THE LEVER TO XXXX TO REMOVE THE CONDENSATION.	
CONDITION (n)	1. Something that is necessary for what occurs 2. The "state" of an item <u>NOTE:</u> USE: IF for "On the condition that".	THESE INITIAL CONDITIONS ARE NECESSARY TO GET CORRECT RESULTS: DO A CHECK OF THE UNIT'S CONDITION (REF. SCHEDULE XXXX).	
conduct (v)	DO	DO THE LEAK TEST.	Conduct leak test.
confine to (v)	ONLY	IF THE DAMAGE IS ONLY TO THE MIDDLE TREADS, THE TIRE IS SERVICEABLE.	If the damage is confined to the middle treads, the tire is serviceable.
confirm (v)	MAKE SURE	IF POSSIBLE, DO AN ENGINE GROUND RUN TO MAKE SURE THAT YOU GET THE SAME INDICATIONS.	If possible, ground run engine to confirm indications.
conflict (n)	AGREE (v)	IF THE TWO INDICATORS DO NOT AGREE, DO A BITE TEST.	If there is a conflict between the two indicators, do BITE test.
conform (v)	AGREE	IF THE FLAP EXTENSION DOES NOT AGREE WITH THE POSITION OF THE FLAP CONTROL LEVER, DO THE RIGGING PROCEDURE AGAIN.	If flap extension does not conform to setting of flap control lever, do the rigging procedure again.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
conformance (n)	AGREE (v)	THE INDICATIONS MUST AGREE WITH THOSE IN TABLE 2.	The indications must be in conformance with those in Table 2.
conformity (n)	AGREE (v)	THE PRECISION OF THE GAUGES MUST AGREE WITH ISO STANDARD XXXX.	The accuracy of the gauges must be in conformity with ISO Standard XXXX.
CONNECT (v), CONNECTS, CONNECTED, CONNECTED	To put together to make one (TN) unit or system	CONNECT THE ELECTRICAL CONNECTORS TO THE INSTRUMENT.	
CONNECTION (n)	That which connects or is connected	MAKE SURE THAT ALL THE FUEL AND AIR CONNECTIONS ARE INSTALLED.	
consecutive (adj)	ONE (TN) AFTER THE OTHER (Different construction)	DO NOT DO MORE THAN THREE STARTS, ONE AFTER THE OTHER.	Do not do more than three consecutive starts.
consecutively (adv)	ONE (TN) AFTER THE OTHER (Different construction)	YOU MUST DO THESE STEPS ONE AFTER THE OTHER.	These actions must be done consecutively.
consequence (n)	BECAUSE OF (pre)	BECAUSE OF THIS, THE UNIT WILL NOT OPERATE.	As a consequence, the unit will not operate.
consider (v)	THINK	IF YOU THINK THE INDICATION IS NOT CORRECT, DO A BITE TEST.	If you consider the indication is wrong, do a BITE test.
considerable (adj)	LARGE, IMPORTANT, DANGEROUS NOTE: Be as specific as possible (Refer to Rule 1.13)	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF WATER. CONTAMINATION OF CABIN AIR BY XXXX CAN BE AN IMPORTANT PROBLEM. HYDRAULIC FLUID IS DANGEROUS FOR YOUR EYES.	Clean your skin with a considerable quantity of water. Contamination of cabin air by XXXX can be a considerable problem. Hydraulic fluid can cause considerable eye injury.
consist of (v)	HAVE	EACH ANTENNA HAS 3 PARTS.	Each antenna consists of 3 parts.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
consistent (adj)	AGREE (v)	MAKE SURE THAT THE INDICATIONS AGREE WITH THE POSITION OF THE FLAPS.	Check that the indications are consistent with the position of the flaps.
CONSTANT (adj)	That continues to be the same, without change	MAKE SURE THAT THE CABIN PRESSURE STAYS CONSTANT.	
CONSTANTLY (adv)	“Incessantly”	THE INSTRUMENT WILL CONSTANTLY SHOW THIS VALUE.	
construct (v)	ASSEMBLE	ASSEMBLE THE UNIT.	Construct the unit.
contact (v)	TOUCH, SPEAK	THE TOOL MUST NOT TOUCH THE CABLE.	The tool must not contact the cable.
		SPEAK TO THE CREW CHIEF ON THE INTERPHONE.	Contact crew chief on interphone.
CONTAIN (v), CONTAINS, CONTAINED, CONTAINED	To have in something or hold in something	EACH SURVIVAL KIT CONTAINS THESE ITEMS:	
CONTAINER (n)	Something that holds fluids, materials, or objects	PUT THE CONTAINER BELOW THE DRAIN PLUG.	
contaminant (n)	CONTAMINATION	THIS FILTER REMOVES ALL CONTAMINATION FROM THE AIR SUPPLY.	This filter removes all contaminants from the air supply.
contaminated (adj)	DIRTY, CONTAMINATION (n)	REPLACE THE DIRTY OIL.	Contaminated oil must be replaced.
		REMOVE THE CONTAMINATION FROM THE HYDRAULIC FLUID WITH A CLASS 5 FILTER.	Filter the contaminated hydraulic fluid through a Class 5 filter.
CONTAMINATION (n)	Unwanted materials	REMOVE THE CONTAMINATION WITH WARM WATER AND SOAP.	
CONTENTS (n)	Something that is in a container	THE FUEL CONTENTS IN THE FIN TANK MUST BE LESS THAN 100 kg.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
contiguous (adj)	ADJACENT	REMOVE THE AOA SENSOR TO GET ACCESS TO THE ADJACENT STRUCTURES.	Remove the AOA sensor to get access to the contiguous structures.
CONTINUE (v), CONTINUES, CONTINUED, CONTINUED	To “go on”	CONTINUE THE TEST.	
CONTINUOUS (adj)	That continues	MAKE SURE THAT THE NAVIGATION LIGHTS ARE ON WITH A DIM BUT CONTINUOUS LIGHT.	
CONTINUOUSLY (adv)	In a continuous “manner”	APPLY THE PRESSURE CONTINUOUSLY.	
CONTOUR (n)	The outer line (TN) of something	CUT ALONG THE CONTOUR TO REMOVE THE DAMAGED SKIN.	
CONTROL (n)	Something that controls	USE THE MANUAL CONTROL IN AN EMERGENCY.	
CONTROL (v), CONTROLS, CONTROLLED, CONTROLLED	To give or send signals (TN) that adjust, operate, or keep something to a limit, or that cause something to operate	THE RADIO MASTER SWITCH 1 CONTROLS THE BUS BAR.	
conventional (adj)	STANDARD	PULL THE AIRCRAFT TO A SAFE AREA WHERE YOU CAN USE THE STANDARD PROCEDURES.	Drag the aircraft to a safe location where more conventional methods can be applied.
conversant (adj)	KNOW (v)	YOU MUST KNOW THE POSITION OF THE SAFETY DEVICES.	You must be conversant with the position of safety devices.
convert (v)	CHANGE	CHANGE THE FUEL LOAD TO U.S. GALLONS.	Convert the fuel load to U.S. gallons.
converse (adj)	OPPOSITE	THE RESET DEVICE OPERATES IN THE OPPOSITE DIRECTION.	The reset device operates in the converse direction.
convey (v)	MOVE	MOVE THE EQUIPMENT TO A SAFE AREA.	Convey the equipment to safe area.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
COOL (adj)	Moderately cold	WHEN THE AREA IS SUFFICIENTLY COOL, POLISH THE SURFACE.	
cool (v)	COOL (adj), DECREASE	OPERATE THE PARKING BRAKE WHEN THE BRAKES ARE COOL. LET THE TEMPERATURE OF THE COMPONENT DECREASE UNTIL IT IS THE SAME AS THE AMBIENT TEMPERATURE.	Apply parking brake when brakes have cooled. Let the temperature of the component cool to ambient.
coordinate (v)	SYNCHRONIZED (adj)	MAKE SURE THAT COMPASS SYSTEM 1 AND COMPASS SYSTEM 2 ARE SYNCHRONIZED.	Coordinate compass system 1 and compass system 2.
COPY (n)	An object made the same as “another” object	SEND FIVE COPIES OF THE DEFECT REPORT TO THE ENGINEERING AUTHORITY.	
copy (v)	WRITE, COPY (n)	WRITE THE TAIL NUMBER ON THE RECORD FORM. MAKE A COPY OF THE DATA ON THE IDENTIFICATION PLATE.	Copy the tail number on the record form. Copy the identification plate information.
CORNER (n)	The point or the angle (TN) made when lines (TN), sides, or edges touch	LOOK FOR CRACKS FROM THE CORNER OF THE OPENING.	
CORRECT (adj)	Agrees with “all” that is necessary to the maximum	MAKE SURE THAT THE POLARITIES ARE CORRECT.	
CORRECT (v), CORRECTS, CORRECTED, CORRECTED	To make correct	CORRECT THE TENSION.	
CORRECTION (n)	A change to make something correct	DO NOT DO THE CORRECTION AT THIS HEADING.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
CORRECTLY (adv)	Agrees with “all” that is necessary to the maximum	MAKE SURE THAT THE CIRCLIP IS CORRECTLY INSTALLED.	
correctness (n)	PRECISION	THE PRECISION OF THIS ADJUSTMENT IS IMPORTANT.	The correctness of this adjustment is important.
correspond (v)	AGREE, SAME (adj)	THE VALUES OF TABLE 4 AGREE WITH THE DATA OF THE SPECIFICATION. CLOSE VALVE “A” WHEN YOU GET THE SAME INDICATIONS ON GAUGES “X” AND “Y”.	The values of Table 4 correspond to the data of the specification. Shut valve A when the reading on gauges X and Y correspond.
corresponding (adj)	RELATED	THE RELATED CAUTION LIGHT MUST GO OFF AFTER 30 SECONDS.	The corresponding caution light shall go off after 30 seconds.
corrode (v)	CORROSION (TN)	MATERIAL XXXX CAUSES CORROSION OF SURFACES WITHOUT PROTECTION.	Material XXXX corrodes unprotected surfaces.
corrosive (adj)	CAN CAUSE CORROSION (TN)	HYDRAULIC FLUID CAN CAUSE CORROSION.	Hydraulic fluid is corrosive.
COUNT (n)	The number of objects or “occurrences” counted	THESE FOUR NUMBERS SHOW THE TOTAL NUMBER OF G COUNTS.	
COUNT (v), COUNTS, COUNTED, COUNTED	To add the number of objects or “occurrences” to get a total	COUNT THE NUMBER OF TREADS.	
COUNTER- CLOCKWISE (adv)	In the opposite direction to clockwise	MAKE SURE THAT YOU TURN THE CONTROL KNOB COUNTERCLOCKWISE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
couple (v)	CONNECT, ATTACH	CONNECT THE FUELING NOZZLE TO THE AIRCRAFT. ATTACH THE FUELING NOZZLE TO THE AIRCRAFT.	Couple fueling nozzle to aircraft.
cover (v)	COVER (TN), INCLUDE, HAVE	PUT THE COVER ON THE CONTAINER. THIS PROCEDURE INCLUDES THE INSTRUCTIONS TO REMOVE THE CSD. THE BOTTOM EDGE OF THE PANEL HAS CARPET ON IT.	Cover the container. This procedure covers removal of the CSD. The bottom edge of the panel is covered with carpet.
crack (v)	CRACK (TN), OPEN	IF THERE ARE CRACKS IN THE CENTER PLY, REPLACE THE WINDSHIELD PANEL. WHEN THE RELIEF VALVE OPENS, the PRESSURE DECREASES.	If a center ply is cracked, replace the windshield panel. When the relief valve cracks, the pressure decreases.
crank (v)	DRY-MOTOR, WET-MOTOR, TURN	DRY-MOTOR THE ENGINE. WET-MOTOR THE ENGINE. TURN THE START VALVE TO "SHUT".	Crank engine. Crank engine. Crank start valve to SHUT.
create (v)	MAKE, CAUSE	DRILL THROUGH THE XXXX TO MAKE A CLEARANCE. MAKE SURE THAT THE WIRE IS IN THE POSITION TO CAUSE THE PARTS TO LOCK.	Clearance should be created by drilling through XXXX. Ensure wire is positioned to create a locking motion on parts.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
critical (adj)	VERY IMPORTANT, CAREFUL	THE CONDITION OF THE INTERNAL COAT OF THE RADOME IS VERY IMPORTANT FOR ITS PERFORMANCE. MAKE A CAREFUL ESTIMATE OF THE DAMAGED AREA.	The integrity of the nose radome internal coating is critical to its performance. Make a critical estimate of the damaged area.
cross (v)	ACROSS, CORRECTLY (adv)	DO NOT GO ACROSS A VOR RADIAL. CONNECT THE WIRES CORRECTLY.	Do not cross VOR radial. Do not cross wires.
CURVE (n)	The shape of something which is bent but which has no angles (TN)	THE RADIUS OF THE CURVE MUST BE A MINIMUM OF 8 mm.	
curve (v)	MAKE A CURVE	BEND THE STRIP OF METAL TO MAKE A CURVE.	Curve the strip of metal.
CUT (v), CUTS, CUT, CUT	1. To divide into parts 2. To remove with a sharp tool	CUT THE CABLE INTO THREE EQUAL LENGTHS. CUT AND DISCARD THE LOCKWIRE.	
CYCLE (n)	One (TN) complete sequence of operation	SET THE SWITCH TO THREE CYCLES A MINUTE.	
cycle (v)	OPERATE	OPERATE THE AILERONS THROUGH THREE CYCLES.	Cycle ailerons three times.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
DAMAGE (n)	The result of an unwanted “occurrence” that changes the condition of something from its initial condition	LOOK FOR DAMAGE.	
damage (v)	DAMAGE (n)	DISCONNECT THE SPRING TO PREVENT DAMAGE TO THE ROD.	Disconnect the spring so as not to damage the rod.
DAMAGED (adj)	That has or can “be affected by” damage	REPLACE THE DAMAGED PARTS.	
damp (adj)	MOIST	REMOVE THE DIRT FROM THE SEAT WITH A MOIST CLOTH.	Remove loose dirt from the seat with a damp cloth.
danger (n)	DANGEROUS (adj)	THE ASSISTED ESCAPE SYSTEM CAN BE DANGEROUS.	The assisted escape system is a potential source of danger.
DANGEROUS (adj)	That can cause injury, damage to health (TN) or can kill	IT IS DANGEROUS TO USE AIR IN THIS SYSTEM.	
dangerously (adv)	DANGEROUS (adj)	DO NOT OPEN THE CARGO DOOR IN STRONG WINDS. STRONG WINDS ARE DANGEROUS.	Do not open the cargo door if the wind-speed is dangerously high.
DATA (n)	1. Known facts	MAKE SURE THAT YOU GET ALL THE DATA ABOUT THE HEAVY LANDING FROM THE PILOT.	
	2. Numbers and symbols used by computers (TN)	DO A TEST TO FIND IF THE ACARS MANAGEMENT UNIT TRANSMITS THE DATA.	
DATE (n)	A specified day (TN)	READ THE DATE OF THE LAST INSPECTION ON THE LABEL.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
deactivate (v)	STOP, DISCONNECT, ISOLATE	THE WARNING BELL AND THE HORN MUST START AND THEN STOP AGAIN.	Warning bell and horn should activate and then deactivate.
		MAKE SURE THAT THE MICROSWITCHES ARE DISCONNECTED.	Make sure microswitches have been deactivated.
		OPEN THE CIRCUIT BREAKER TO ISOLATE THE LANDING GEAR SYSTEM.	Trip the circuit breaker to deactivate the landing gear system.
deadly (adj)	KILL (v)	HIGH VOLTAGES CAN KILL.	High voltages are deadly.
deaerate (v)	AIR (TN), BLEED	THE VACUUM EQUIPMENT REMOVES THE AIR FROM THE COMPOUND.	Vacuum equipment deaerates the compound.
		BLEED THE NO. 1 HYDRAULIC SYSTEM.	Deaerate the No. 1 hydraulic system.
dearm (v)	DISARM, REMOVE	DISARM THE ESCAPE SLIDE.	Dearm the escape slide.
		REMOVE THE CARTRIDGES FROM THE FIRE BOTTLES.	Dearm the fire bottles.
debris (n)	UNWANTED MATERIAL, PIECE, CONTAMINATION	REMOVE ALL THE UNWANTED MATERIAL FROM THE DAMAGED AREA.	Remove all the debris from the damaged area.
		MAKE SURE THAT THERE ARE NO PIECES OF TIRE IN THE LANDING GEAR BAY.	Make sure there is no tire debris in the landing gear bay.
		MAKE SURE THAT THERE IS NO CONTAMINATION IN THE WHEEL WELL.	Check there is no debris in the wheel well.
decay (v)	DECREASE	WHEN THE ENGINE RPM DECREASES TO XXXX, STOP THE ENGINE.	When engine RPM decays to XXXX, stop engine.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
decelerate (v)	DECREASE, SLOWER (adj)	MAKE SURE THAT THE ENGINE RPM DECREASES TO XXXX. TO MAKE THE CURING PROCEDURE SLOWER, DECREASE THE HEAT.	Check that engine decelerates to XXXX. The curing process can be decelerated by decreasing the heat.
decide (v)	DECISION (n), FIND	IF YOUR DECISION IS NOT TO REPLACE THE UNIT, MONITOR ITS TEMPERATURE FOR A MINIMUM OF 15 CYCLES. DO THE TESTS TO FIND HOW MUCH MAINTENANCE IS NECESSARY.	If you decide not to replace the existing unit, watch its temperature for at least 15 cycles. Do tests to decide level of maintenance required.
DECISION (n)	The result after you think about a problem	MAKE A DECISION ABOUT THE PROCEDURE YOU WILL USE.	
decontamination (n)	CLEAN (v), REMOVE CONTAMINATION	CLEAN THE AIRCRAFT IN AN APPROVED AREA. REMOVE THE CONTAMINATION FROM THE FUEL TANKS.	The decontamination of the aircraft shall be done in an authorized area. Do the decontamination of the fuel tanks.
decrease (n)	DECREASE (v)	THE PRESSURE MUST DECREASE MORE THAN 2 BAR.	There must be a decrease of pressure of more than 2 bar.
DECREASE (v), DECREASES, DECREASED, DECREASED	To make or become smaller or lower	DECREASE THE HEADING INDICATIONS.	
decrement (n)	INCREMENT	TURN THE ADJUSTER COUNTERCLOCKWISE IN INCREMENTS OF 60 DEG.	Turn the adjuster anti-clockwise in decrements of 60 deg.
DE-ENERGIZE (v), DE-ENERGIZES, DE-ENERGIZED, DE-ENERGIZED	To remove power (TN) from	DE-ENERGIZE THE AC AND DC BUSES.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
deep (adj)	DEPTH (n)	MEASURE THE DEPTH OF THE DENT WITH A STRAIGHTEDGE AND FEELER GAGES.	Measure how deep the dent is with a straightedge and feeler gages.
DEFECTIVE (adj)	Unserviceable for operation	REPLACE THE DEFECTIVE BOOSTER PUMP.	
define (v)	CALCULATE, SPECIFIED (adj), GIVE	CALCULATE THE QUANTITY OF FUEL NECESSARY FOR THE FLIGHT.	Define the amount of fuel required for the flight.
		THE FLAP ANGLES ARE SPECIFIED IN TABLE 1.	Table 1 defines the flap angles.
		THE BRAKE INDICATOR GIVES THE WEAR ON THE BRAKE SHOE.	The brake indicator defines the wear on the brake shoe.
DEFLATE (v), DEFLATES, DEFLATED, DEFLATED	To release the pressure (TN) from a flexible container (TN)	DEFLATE THE TIRES.	
deflect (v)	MOVE	THE BARS MOVE TO THE RIGHT SIDE.	Bars deflect to the right.
deflection (n)	MOVEMENT, POSITION, TRAVEL	REMOVE ALL THE RIGGING PINS AND EQUIPMENT THAT PREVENT FREE MOVEMENT OF THE CONTROL SURFACES.	Remove all rigging pins and equipment preventing free deflection of control surfaces.
		MAKE SURE THAT THE POSITION IS 23 DEG.	Ensure that deflection is 23 deg.
		MAKE SURE THAT THE TRAVEL IS 23 DEG.	Ensure that deflection is 23 deg.
deformed (adj)	DAMAGED, DEFORMATION (TN)	THE COVER ON THE GUN CAMERA IS DAMAGED.	The cover on the gun camera is deformed.
		MAKE SURE THAT THE TUBES HAVE NO DEFORMATION.	Check that pipes are not deformed.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
DEFUEL (v), DEFUELS, DEFUELED, DEFUELED	To remove fuel (TN)	DEFUEL THE TANK.	
defueling (n)	DEFUEL (v)	DEFUEL IN AN AREA OPEN TO THE AIR.	Do the defueling in a well ventilated area.
degrease (v)	GREASE (TN)	REMOVE THE GREASE FROM THE FAYING SURFACE WITH XXXX.	Degrease the faying surface with XXXX.
de-ice (v)	ICE (TN)	REMOVE THE ICE FROM THE AIRCRAFT.	De-ice the aircraft.
delay (n)	IMMEDIATELY (adv), INTERVAL	THE JAWS OF THE UPLOCK UNIT MUST OPEN IMMEDIATELY. AN INTERVAL OF 5 MINUTES IS NECESSARY BEFORE YOU CONTINUE THE TEST.	The jaws of the uplock unit must open with no delay. A delay of 5 minutes is necessary before continuing with the test.
delay (v)	AFTER (pre)	YOU CAN USE THE STARTER AFTER 20 MINUTES.	Use of the starter must be delayed for 20 minutes.
delete (v)	ERASE	ERASE THE FLIGHT DATA FROM THE TAPE.	Delete the flight data from the tape.
delicate (adj)	EASILY DAMAGED	BE CAREFUL WITH EASILY DAMAGED PARTS.	Be careful with delicate parts.
deliver (v)	SUPPLY	SET THE RIG TO SUPPLY A PRESSURE OF XXXX.	Set rig so that it delivers a pressure of XXXX.
delivery (n)	SUPPLY (v)	A CENTRIFUGAL PUMP SUPPLIES HYDRAULIC FLUID TO THE UNIT.	Hydraulic fluid delivery to the unit is ensured by a centrifugal pump.
demand (v)	TELL, NECESSARY (adj)	THESE CHECKS ARE MORE THAN THE CAA TELLS YOU TO DO. IN THIS CONFIGURATION, A HIGHER PRESSURE IS NECESSARY.	These checks are additional to those checks demanded by CAA. This configuration demands an increase of pressure.
denote (v)	SHOW	THIS SHOWS THAT YOU CAN INSTALL AN ALTERNATIVE RELAY.	This denotes that an alternative relay may be installed.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
dent (v)	DENT (TN)	DO NOT MAKE DENTS IN THE BELLOWS.	Do not dent bellows.
depend (v)	IF (con)	THE TENSION OF THE CABLES DECREASES IF THE TEMPERATURE INCREASES.	Cable tension changes depending on the temperature.
deplete (v)	DECREASE	DO NOT OPERATE THE BRAKES TO DECREASE THE PRESSURE IN THE ACCUMULATORS.	Do not deplete accumulators by operating the brakes.
DEPLOY (v), DEPLOYS, DEPLOYED, DEPLOYED	To move into a position of operation from a position of storage <u>NOTE:</u> Use for thrust reverser or drogue chute operations only. For other meanings, USE: EXTEND, RELEASE	KEEP PERSONNEL AWAY FROM THE AIRCRAFT WHEN THE THRUST REVERSER DEPLOYS.	
		EXTEND THE LANDING GEAR.	Deploy the landing gear.
		RELEASE THE OXYGEN MASK.	Deploy the oxygen mask.
deposit (n)	PARTICLE, CONTAMINATION	IF YOU FIND METAL PARTICLES IN THE OIL FILTER, EXAMINE THE XXXX FOR WEAR.	If there are metal deposits in the oil filter, check XXXX for wear.
		FLUSH THE PIPES TO REMOVE CONTAMINATION.	Flush pipes to remove deposits.
depress (v)	PUSH	PUSH THE BUTTON AND THEN RELEASE IT.	Depress and release push button.
depressurize (v)	PRESSURE (TN)	RELEASE THE PRESSURE FROM THE HYDRAULIC SYSTEM.	Depressurize the hydraulic system.
DEPTH (n)	The distance from the top down, from the surface down, from the front surface to the rear surface	YOU CAN MEASURE THE DEPTH OF A DENT WITH A STRAIGHT EDGE AND FEELER GAUGES (FIG. 4).	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
describe (v)	GIVE	THIS SECTION GIVES THE PROCEDURES FOR THE LEAK TEST OF THE SYSTEM.	This section describes the procedures for leak testing the system.
deselect (v)	CANCEL	PUSH THE BUTTON TO CANCEL THE FREEZE MODE.	Press button to deselect freeze mode.
design (v)	HAVE	THE MAIN LANDING GEAR DOORS HAVE STEPS FOR ACCESS TO THE LANDING GEAR BAY.	The main landing gear doors are designed with steps for access to landing gear bay.
desire (v)	NECESSARY (adj)	IF THE MAXIMUM FUEL CAPACITY IS NECESSARY, MAKE SURE THAT THE TANKS ARE FULL.	If maximum fuel capacity is desired, make certain tanks are full.
despatch (v)	SEND	SEND A SAMPLE OF CONTAMINATION FOR ANALYSIS.	Contamination sample must be despatched for analysis.
destroy (v)	UNSERVICEABLE (adj)	MAKE THE CONTAINER UNSERVICEABLE TO MAKE SURE THAT YOU CANNOT USE IT AGAIN.	To avoid further use, destroy the container.
detach (v)	DISCONNECT, DISENGAGE, REMOVE	DISCONNECT THE PIPELINE FROM THE UNION.	Detach pipeline from union.
		BEFORE YOU MOVE THE CONTROLS, DISENGAGE THE GUST LOCKS.	Before moving the controls, detach the gust locks.
		DO NOT REMOVE THE PROTECTIVE LAYER.	Do not detach protective film.
detail (n)	INSTRUCTION	THIS PROCEDURE GIVES THE INSTRUCTIONS TO ATTACH THE PYLON TO THE WING.	This procedure gives details on how to attach pylon to wing.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
detail (v)	GIVE, REFER	THIS SECTION GIVES THE REMOVAL/ INSTALLATION INSTRUCTIONS.	This section details Removal/ Installation instructions.
		DO THE LEAK TEST (REFER TO XXXX).	Carry out leak test as detailed in XXXX.
detect (v)	FIND, SENSE	TO FIND THE DAMAGED WIRES, RUB A CLOTH ALONG THEM.	Broken wires can be detected by rubbing a cloth along them.
		THE "MON" CARD SENSES THE DIFFERENCES BETWEEN THE SIGNALS.	The MON card detects discrepancies between the signals.
DETERIORATION (n)	A worse condition	THIS WILL CAUSE A DETERIORATION OF THE SURFACE.	
determine (v)	FIND, GIVE	FIND THE DEFECTS IN THE SYSTEM.	Determine the defects in the system.
		PROCEDURE XXXX GIVES YOU THE POSITION.	The position is determined in procedure XXXX.
detrimental (adj)	DANGEROUS, DAMAGE (n)	XXXX IS DANGEROUS FOR YOUR HEALTH.	XXXX is detrimental to health.
		A SMALL BLOOMING OF THE SURFACE, WHICH FREQUENTLY OCCURS ON ITEMS IN STORAGE, DOES NOT CAUSE DAMAGE.	Light surface blooming, which often occurs in storage, is not detrimental.
develop (v)	START, CAUSE	IF A FIRE STARTS, OPERATE THE FIRE SHUTOFF VALVE.	If a fire develops, operate fire shutoff valve.
		DO NOT LET HYDRAULIC FLUID STAY ON YOUR SKIN. HYDRAULIC FLUID CAN CAUSE DERMATITIS.	Do not leave hydraulic fluid on your skin, as dermatitis could develop.
deviate (v)	OBEY	PERSONNEL MUST OBEY THIS PROCEDURE.	Personnel must not deviate from the following procedure.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
DEVICE (n)	Something used to do a task	INSTALL THE SAFETY DEVICES.	
devise (v)	MAKE, FIND	IF THE HOLDING FIXTURE IS NOT AVAILABLE, MAKE A SUPPORT FROM THE SHIPPING CONTAINER.	If the holding fixture is not available, devise one from the shipping container.
		FIND NEW TROUBLESHOOTING PROCEDURES.	Devise new methods of troubleshooting.
diagnose (v)	FIND	FIND THE CAUSE OF THE MALFUNCTION.	Diagnose the cause of the malfunction.
DIAGONALLY (adv)	In a "diagonal" direction	APPLY THE FIRST LAYER OF TAPE LONGITUDINALLY ACROSS THE CUTOUT AND THE SECOND AND THIRD LAYERS DIAGONALLY.	
diametrically (adv)	OPPOSITE (adj)	MAKE SURE THAT THE TWO OPPOSITE V-GROOVES ALIGN WITH THE RAILS.	Ensure the two diametrically opposed V-grooves are in line with the rails.
differ (v)	DIFFERENT (adj)	IF THE VALUES ARE DIFFERENT, DO THIS TEST.	If the values differ, do following test.
DIFFERENCE (n)	That which is different between two (TN) quantities, numbers or functions	THE DIFFERENCE BETWEEN THE FUEL QUANTITIES IN THE LEFT AND RIGHT WING TANKS MUST NOT BE MORE THAN 100 kg.	
DIFFERENT (adj)	Not the same	IF THE INDICATIONS ARE DIFFERENT, DO THESE STEPS.	
DIFFERENTLY (adv)	In a different "manner"	THE TWO EXTRACTORS OPERATE DIFFERENTLY.	
differentiate (v)	IDENTIFY	LETTERS IDENTIFY THE WIRE SEGMENTS.	Letters are used to differentiate between the wire segments.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
difficult (adj)	EASILY (adv)	IF YOU CANNOT INSTALL THE RIGGING PIN EASILY, ADJUST THE LENGTH OF THE ROD.	If rigging pin is difficult to install, adjust length of rod again.
difficulty (n)	EASILY (adv)	IF YOU CANNOT REMOVE THE BOLT EASILY, APPLY PENETRANT OIL.	If there is difficulty in removing the bolt, apply penetrant oil.
DIGITAL (adj)	Related to digits (TN)	CONNECT THE PRODS OF THE DIGITAL VOLTMETER.	
DIGITALLY (adv)	Given by digits (TN)	THE VALUE IS SHOWN DIGITALLY ON THE DISPLAY.	
DIGITIZE (v), DIGITIZES, DIGITIZED, DIGITIZED	To change an analog signal into a digital signal	THE ANALOG SIGNAL IS DIGITIZED THROUGH THE A/D CONVERTER.	
dilute (v)	MIX, ADD	MIX THE PRIMER WITH SOLVENT. DO NOT ADD MORE THAN AN EQUAL PART OF WATER TO THE ANTI-FREEZE.	Dilute primer with solvent. Do not dilute the anti-freeze with more than an equal part of water.
dim (v)	DECREASE	MAKE SURE THAT THE INTENSITY OF THE RETICLE LIGHT DECREASES GRADUALLY TO ZERO.	Check that the reticle brightness dims gradually until it disappears.
DIM (adj) (DIMMER, DIMMEST)	Not bright	MAKE SURE THAT THE NAVIGATION LIGHTS ARE ON WITH A DIM BUT CONTINUOUS LIGHT.	
DIMENSION (n)	The result when something is measured in one (TN) direction	DIMENSION "A" MUST NOT BE MORE THAN 50 PER CENT OF DIMENSION "D".	
diminish (v)	DECREASE	IF THE HYDRAULIC PRESSURE DECREASES, CLOSE THE VALVE.	If the hydraulic pressure diminishes, close valve.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
DIMLY (adv)	Not bright	MAKE SURE THAT THE LIGHT COMES ON DIMLY.	
dip (v)	MOMENTARILY (adv)	PUT THE ELEMENT INTO THE SOLVENT MOMENTARILY.	Dip element in solvent.
direct (v)	POINT	POINT THE OPEN END OF THE DRAIN HOSE AWAY FROM THE STRUCTURE.	Direct open end of drain hose away from structure.
DIRECTION (n)	The line on which something moves or is pointed	THE ARROW ON THE VALVE BODY SHOWS THE DIRECTION OF THE FLOW.	
DIRECTLY (adv)	In a “direct” procedure or by “direct” effect	DO NOT FILL THE SYSTEM DIRECTLY FROM A HIGH-PRESSURE STORAGE-CYLINDER.	
DIRTY (adj) (DIRTIER, DIRTIEST)	Not clean	A DIRTY CONTACT IN THE CONNECTION UNITS WILL CAUSE THEM TO OPERATE INCORRECTLY.	
disappear (v)	GO OUT OF VIEW	THE HORIZONTAL BAR GOES OUT OF VIEW.	Horizontal bar disappears from window.
DISARM (v), DISARMS, DISARMED, DISARMED	1. To remove armament	DISARM THE AIRCRAFT.	
	2. To prevent automatic operation	DISARM THE LIFT DUMPER.	
DISASSEMBLE (v), DISASSEMBLES, DISASSEMBLED, DISASSEMBLED	To “take” an assembly apart	DISASSEMBLE THE TELEFLEX ASSEMBLY.	
DISCARD (v), DISCARDS, DISCARDED, DISCARDED	To not use again	REMOVE THE O-RINGS AND DISCARD THEM.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
discharge (v)	RELEASE, GO	RELEASE THE PRESSURE FROM THE TANKS. AIR GOES OVERBOARD.	Discharge pressure from the tanks. Air discharges overboard.
DISCONNECT (v), DISCONNECTS, DISCONNECTED, DISCONNECTED	To cause to be not connected	DISCONNECT THE POWER SUPPLY.	
discontinue (v)	STOP	STOP THE TEST PROCEDURE.	Discontinue the test procedure.
discover (v)	FIND	IF YOU FIND CORROSION DURING THE INSPECTION, YOU MUST REMOVE IT.	If corrosion is discovered during the inspection, it must be removed.
discrepancy (n)	DIFFERENCE	IF THERE IS A DIFFERENCE OF MORE THAN 5 mm, MAKE SURE THAT THE ADJUSTMENT IS CORRECT.	If the discrepancy is greater than 5 mm, check adjustment.
DISENGAGE (v), DISENGAGES, DISENGAGED, DISENGAGED	To release from something that engages	DISENGAGE THE GUSTLOCKS.	
disinfect (v)	DISINFECTANT (TN)	USE DISINFECTANT TO CLEAN THE MASK ASSEMBLIES.	Disinfect the mask assemblies.
dismantle (v)	DISASSEMBLE (v)	DISASSEMBLE THE BRAKE UNIT IN THE WORKSHOP.	Dismantle the brake unit in the workshop.
dispatch (v)	SEND	SEND A REPORT TO THE INSPECTION DEPARTMENT.	Dispatch report to Inspection.
disperse (v)	REMOVE	BLOW THROUGH THE TUBES TO REMOVE THE REMAINING FLUID.	Blow through tubes to disperse residual fluid.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
displace (v)	MOVE	THE PISTON MOVES THE FLUID.	Fluid is displaced by the piston.
DISPLAY (n)	A visual indication	A NUMBER IN THE TOP LEFT CORNER OF THE DISPLAY REFERS TO A RELATED PAGE.	
display (v)	SHOW	THE COMPASS INDICATORS SHOW THE HEADINGS.	Headings are displayed on compass indicators.
dispose of (v)	DISCARD	DISCARD THE USED SOLVENT.	Dispose of old solvent.
disregard (v)	IGNORE	DO THE GENERATOR DRIVE TEST, BUT IGNORE STEPS 16 THRU 20.	Perform generator drive test, but disregard steps 16 thru 20.
DISTANCE (n)	The dimension between two (TN) points or objects	MEASURE THE DISTANCE BETWEEN POINTS "A" AND "B".	
distinct (adj)	CLEAR	MAKE SURE THAT THE SOUND IS CLEAR.	Ensure the sound is distinct.
distinctly (adv)	CLEARLY	YOU MUST HEAR THE SOUND CLEARLY.	You must hear the sound distinctly.
distort (v)	TWIST	DO NOT TWIST THE PIPE WHEN YOU TURN THE CONNECTORS.	Do not distort the piping when turning the connectors.
distribute (v)	APPLY, SUPPLY	APPLY THE LOAD EQUALLY ON THE AREA.	Distribute the load evenly over the area.
distribution (n)	SUPPLY	THE SYSTEM SUPPLIES HYDRAULIC POWER. THE FUEL SUPPLY IS FROM THE COLLECTOR TANKS.	The system distributes hydraulic power. The fuel distribution is from the collector tanks.
disturb (v)	MOVE, CHANGE	DO NOT MOVE THE TIMING WHEN YOU INSTALL THE DISTRIBUTOR. DO NOT CHANGE THE SEQUENCE OF THE XXXX.	Do not disturb the timing during distributor installation. Do not disturb the sequence of XXXX.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
DIVIDE (v), DIVIDES, DIVIDED, DIVIDED	<ol style="list-style-type: none"> To make into parts or groups To do “mathematical” division (TN) 	<p>YOU CAN DIVIDE THE DRAINS INTO THREE PRIMARY GROUPS.</p> <p>DIVIDE THE CROSSWIND COMPONENT BY THE AIRCRAFT SPEED TO GET THE CORRECTION.</p>	
DO (v), DOES, DID, DONE	<ol style="list-style-type: none"> To complete a procedure, task or step Make As a helping verb <ol style="list-style-type: none"> as part of a negative “command” or “statement” as part of a “question” 	<p>DO A FUNCTIONAL TEST.</p> <p>DO THE REPAIRS.</p> <p>DO NOT MOVE THE XXXX IF THE UNIT DOES NOT OPERATE.</p> <p>DOES THE LIGHT COME ON?</p>	
don (v)	PUT ON, USE	<p>PUT THE MASK ON AND BREATHE THROUGH IT TO MAKE SURE THAT THE OXYGEN SUPPLY IS CORRECT.</p> <p>YOU MUST USE PROTECTIVE GOGGLES WHEN YOU DO WORK ON FIRE EXTINGUISHERS.</p>	<p>Don mask and breathe through it to check oxygen supply.</p> <p>You must don protective goggles when working on fire extinguishers.</p>
double (adj)	TWO (TN)	YOU MUST SEE TWO MARKS ON THE STAND.	Double marks must appear on the stand.
doubt (n)	NOT SURE (adj), THINK (v)	<p>IF YOU ARE NOT SURE IF THE UNIT IS SERVICEABLE, DO A STANDARD SERVICEABILITY TEST (SST).</p> <p>IF YOU THINK THE RESULT IS INCORRECT, DO THE TEST AGAIN.</p>	<p>If there are doubts about the serviceability of the unit, carry out a standard serviceability test (SST).</p> <p>If you are in doubt about the result, repeat the test.</p>

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
DOWN (adj)	In a position “below”	MOVE THE SWITCH TO THE “DOWN” POSITION.	
DOWN (adv)	To a position “below”	THE POINTER MOVES DOWN.	
DOWN (pre)	To a position “below”	LET THE SLEEVE MOVE DOWN THE GUIDE TUBE.	
DOWNSTREAM (adj)	In the direction of the flow	DISCONNECT THE DOWNSTREAM CONNECTION.	
DOWNSTREAM (adv)	In the direction of the flow	MOVE THE PROBE DOWNSTREAM AND MONITOR THE TEMPERATURE AGAIN.	
DOWNSTREAM OF (pre)	In the direction of the flow	DISCONNECT THE CONNECTION DOWNSTREAM OF THE VALVE.	
downward (adv)	DOWN	MAKE SURE THAT THE AIR OUTLET POINTS DOWN.	Make sure that air outlet is positioned downward.
drag (v)	PULL	PULL THE WIRES THROUGH THE CONDUIT.	Drag the wires through the conduit.
DRAIN (v), DRAINS, DRAINED, DRAINED	To remove liquid	DRAIN THE SYSTEM FULLY.	
draw (v)	MAKE, PULL	MAKE A LINE ON THE BLADE.	Draw a line on the blade.
		PULL THE WIRE OUT OF THE CONDUIT.	Draw the wire out of the conduit.
dress (v)	PUT ON	PUT ON THE CORRECT CLOTHING BEFORE YOU GO INTO THE FUEL TANK.	Dress suitably before entering fuel tank.
dress out (v)	REMOVE	REMOVE THE SHARP EDGES.	Dress out sharp edges.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
drift (v)	MOVE, DRIFT (TN)	THE HORIZON BAR CAN MOVE A SMALL DISTANCE. REMOVE THE PIN FROM THE HOLE WITH A DRIFT.	Horizon bar may drift slightly. Drift the pin from the hole.
DRINK (v), DRINKS, DRANK, DRUNK	To “consume” liquid	DO NOT EAT, DRINK, OR SMOKE IN THE WORK AREA.	
drive (v)	MOVE, REMOVE, OPERATE	THE ACTUATOR MOVES TO ZERO. REMOVE THE LOCKBOLT FROM THE HOLE. A HYDRAULIC MOTOR OPERATES THE PUMP.	The actuator is driven to zero. Drive lockbolt out of hole. A hydraulic motor drives the pump.
droop (v)	MOVE	IF YOU DO NOT INSTALL THE RIGGING PIN, THE ELEVATORS WILL MOVE DOWN WHEN THERE IS NO PRESSURE IN THE SYSTEM.	If you do not install the rigging pin, the elevators will droop when there is no pressure in the system
DROP (n)	A small quantity of liquid in a spherical shape	DROPS OF FUEL FROM THE TANKS ARE NOT PERMITTED.	
drop (v)	FALL, DECREASE	PARTICLES THAT FALL INTO THE INTAKE CAN CAUSE DAMAGE. THE PRESSURE DECREASES WHILE THE TIRES BECOME COOL.	Particles that drop into the intake may cause damage. The pressure drops as the tires cool.
DRY (adj) (DRIER, DRIEST)	Without liquid	MAKE SURE THAT YOU HAVE A DRY SURFACE.	
DRY (v), DRIES, DRIED, DRIED	To remove liquid	DRY THE FILTER IN AN OVEN.	
DRY-MOTOR (v), DRY-MOTORS, DRY-MOTORED, DRY-MOTORED	To turn an engine rotor (TN) with the starter (TN), but without fuel (TN) and without ignition (TN)	DRY-MOTOR THE ENGINE AND DO A LEAK CHECK.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
due to (pre)	BECAUSE OF, BECAUSE (con)	BECAUSE OF THE SMALL CAPACITY IN THE TANK,...	Due to the limited capacity of the tank,...
		THE SHAFT MOVED BECAUSE THE ACTUATOR OPERATED.	The shaft moved due to door actuator action.
dull (adj)	DIM, MATT	THE LAMP COMES ON WITH A DIM LIGHT.	The lamp comes on with a dull light.
		THE LETTERS WILL BE MATT BLACK ON WHITE.	Letters will be dull black on white background.
duration (n)	DURING (pre)	DO NOT DO XXXX DURING THIS TEST.	Do not do XXXX for the duration of this test.
DURING (pre)	In or for a specified time	MONITOR THE INDICATIONS DURING THE RETRACTION TEST.	
dust (v)	APPLY	APPLY TALCUM POWDER TO THE AREA.	Dust area with talcum powder.
dustfree (adj)	CLEAN	DO THE WORK IN A CLEAN AREA.	Work in a dustfree area.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
EACH (adj)	All of two (TN) or more objects or persons “considered” one (TN) at a time	MAKE SURE THAT THE XXXX SWITCH IN EACH COCKPIT IS SET TO OFF.	
EACH (pn)	All of two (TN) or more objects or persons “considered” one (TN) at a time	INSTALL TWO SPACERS EACH 3.5 mm THICK.	
early (adj)	SHORT or different construction	IF THE FILTERS BECOME CLOGGED AFTER AN UNUSUALLY SHORT TIME, SEND THEM TO THE LABORATORY FOR ANALYSIS OF THE CONTAMINATION.	If the filters clog at an unusually early stage, send them to the laboratory for analysis of the contamination.
earth (n)	GROUND	MAKE SURE THAT THE ELECTRICAL SUPPLY GOES TO GROUND.	Make sure the electric supply goes to earth.
earth (v)	GROUND	MAKE SURE THAT THE FUEL TANKS ARE CORRECTLY GROUNDED.	Make sure the fuel tanks are correctly earthed.
ease (n)	EASILY (adv), EASY (adj)	MAKE SURE THAT YOU CAN MOVE THE HANDLE EASILY.	The handle must be moved with ease.
		MAKE SURE THAT IT IS EASY TO MOVE THE HANDLE.	The handle must be moved with ease.
ease (v)	CAREFULLY REMOVE, CAREFULLY MOVE	CAREFULLY REMOVE THE TRIM COVER FROM THE ADHESIVE TAPE.	Ease trim cover from adhesive tape.
		CAREFULLY MOVE THE PIPE INTO THE CORRECT POSITION.	Ease the pipe into the right position.
EASILY (adv)	Without “difficulty”	OXIDATION OCCURS VERY EASILY.	
EASY (adj) (EASIER, EASIEST)	Without “difficulty”	USE THE LEFT OPENING FOR EASY ACCESS.	
EAT (v), EATS, ATE, EATEN	To “consume” food (TN)	DO NOT EAT IN THE WORK AREA.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
EDGE (n)	A line (TN) that is the intersection (TN) of two (TN) surfaces of a solid object	THE CLEARANCE BETWEEN THE EDGE OF THE PANEL AND THE PARTITION MUST NOT BE MORE THAN XXXX mm.	
EFFECT (n)	The result of a cause	THE EFFECT OF CO ₂ ON STRESSED PARTS CAN BE DANGEROUS.	
effect (v)	DO or other commanding verb construction	DO THE TIGHTENING PROCEDURE.	Effect the tightening procedure.
effective (adj)	GOOD	THIS MATERIAL GIVES GOOD PROTECTION FROM CORROSION.	This material provides effective protection from corrosion.
efficacious (adj)	GOOD	THIS IS A GOOD PROCEDURE TO REMOVE PAINT.	This is an efficacious way to remove paint.
efficient (adj)	SATISFACTORY	USE AN XXXX TO MAKE SURE THAT THE LUBRICATION IS SATISFACTORY.	Use an XXXX to ensure efficient lubrication.
efficiently (adv)	SATISFACTORILY	MAKE SURE THAT THE UNIT OPERATES SATISFACTORILY.	Make sure the unit operates efficiently.
efflux (n)	EXHAUST	MAKE SURE THAT THERE ARE SAFETY BARRIERS AROUND THE ENGINE EXHAUST AREA.	Ensure that there are safety barriers around the engine efflux area.
effort (n)	FORCE (TN), TRY (v)	THE FORCE TO MOVE THE THROTTLE LEVER MUST NOT BE MORE THAN XXXX daN. TRY TO MOVE THE CONTROL COLUMN.	The effort to move the throttle lever must not exceed XXXX daN. Make an effort to move the control column.
either (adj)	ONE (TN) OF THE TWO (TN)	IF THERE IS MERCURY CONTAMINATION IN ONE OF THE TWO COMPARTMENTS, CLEAN THE AREA IMMEDIATELY.	If there is mercury spillage in either compartment, clean the area immediately.
either (pn)	ONE (TN) OF THE TWO (TN)	APPLY ELECTRICAL POWER TO ONE OF THE TWO SOLENOIDS.	Apply electrical power to either of the solenoids.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
EJECT (v), EJECTS, EJECTED, EJECTED	To move a person or item from an aircraft or equipment with force (TN)	IF YOU OPERATE THE XXXX SWITCH, THE FLIGHT RECORDER WILL EJECT.	
ejection (n)	EJECT (v)	PUSH THE RED BUTTON TO EJECT THE CASSETTE.	Push the red button for ejection of the cassette.
elapse (v)	TIME (n), AFTER (pre)	MAKE SURE THAT THE TIME BETWEEN STARTS IS A MINIMUM OF 30 SECONDS. AFTER 30 SECONDS, DO THE TEST AGAIN.	Check that 30 seconds have elapsed between starts. When 30 seconds have elapsed, do the test again.
electric (adj)	ELECTRICAL	SUPPLY ELECTRICAL POWER TO THE AIRCRAFT.	Supply electric power to the aircraft.
ELECTRICAL (adj)	Related to or operated by electricity (TN)	LIFT THE SOCKET AS FAR AS THE ELECTRICAL WIRES WILL LET YOU.	
ELECTRICALLY (adv)	Related to or operated by electricity (TN)	THE SYSTEM IS HYDRAULICALLY OPERATED AND ELECTRICALLY CONTROLLED.	
ELECTRO-MAGNETIC (adj)	Related to electromagnetism (TN)	THE ELECTROMAGNETIC TEST PROCEDURE USES ELECTROMAGNETIC FORCE.	
ELECTRO-MAGNETICALLY (adv)	Related to electromagnetism (TN)	THE SYSTEM HOLDS THE POSITION ELECTROMAGNETICALLY.	
ELECTRONIC (adj)	Related to or operated by electronics (TN)	THIS BAY CONTAINS SOME OF THE ELECTRONIC EQUIPMENT OF THE AIRCRAFT.	
ELECTRONICALLY (adv)	Related to or operated by electronics (TN)	THIS UNIT IS ELECTRONICALLY CONTROLLED.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
eliminate (v)	REMOVE, STOP, PREVENT	REMOVE THE SHARP EDGES. PUT A SACHET OF DESICCANT IN THE PACKAGE TO STOP CONDENSATION. PUT A SACHET OF DESICCANT IN THE PACKAGE TO PREVENT CONDENSATION.	Eliminate the sharp edges. Put a sachet of desiccant in the package to eliminate condensation.
EMERGENCY (n)	A condition that occurs suddenly and is dangerous	IN AN EMERGENCY, THE PILOT OPERATES THE XXXX.	
emit(v)	FROM (pre)	THE FUMES FROM THIS MATERIAL ARE DANGEROUS TO THE SKIN.	The vapors that this material emits are dangerous to the skin.
employ (v)	USE	TYPE B USES A LOOSE COLLAR.	Type B employs a loose collar.
EMPTY (adj)	Without contents	MAKE SURE THAT THE TIP TANKS ARE EMPTY.	
empty (v)	REMOVE	REMOVE ALL THE FUEL FROM THE FUEL TANKS.	Empty the fuel tanks.
enable (v)	LET	THE DISASSEMBLY FIXTURE LETS YOU DISASSEMBLE THE MODULE.	The disassembly fixture enables you to disassemble the module.
encircle (v)	AROUND (pre)	PUT SEALANT AROUND EACH SCREW HOLE.	Encircle each screw hole with sealant.
enclosed (adj)	CLOSED	IF TRICHLOROETHANE IS USED IN A CLOSED SPACE, MAKE SURE THAT THERE IS A GOOD AIRFLOW IN THE AREA.	The work area must be well ventilated if trichloroethane is used in an enclosed space.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
encounter (v)	THERE IS/ARE, FIND	IF THERE ARE ROUGH AREAS, REMOVE THEM WITH EMERY CLOTH. IF YOU FIND ROUGH AREAS, REMOVE THEM WITH EMERY CLOTH.	If rough spots are encountered, remove them with emery cloth.
encroach (v)	GO NEAR	DO NOT LET PERSONS GO NEAR THE XXXX AREA.	Persons must not encroach on the XXXX area.
END (n)	Where time, distance, or sequence are completed	EXAMINE THE SHACKLE AT THE END OF THE SLING.	
end (v)	STOP, COMPLETE	STOP THE TEST. WHEN YOU COMPLETE THE TEST, REMOVE THE SENSOR.	End the test. When the test has ended remove sensor.
ENERGIZE (v), ENERGIZES, ENERGIZED, ENERGIZED	To supply power (TN) to	ENERGIZE THE AC AND DC BUSES.	
enforce (v)	OBEY	ALL PERSONNEL MUST OBEY THE SAFETY PRECAUTIONS.	Safety precautions must be strictly enforced.
ENGAGE (v), ENGAGES, ENGAGED, ENGAGED	To correctly align and come together	MAKE SURE THAT THE SPLINES ARE FULLY ENGAGED.	
engagement (n)	ENGAGE (v)	MAKE SURE THAT THE SPLINES ENGAGE FULLY.	Make sure there is full engagement of the splines.
enlarge (v)	LARGER (adj), INCREASE	MAKE THE HOLES LARGER. INCREASE THE DIAMETER OF THE RIVET HOLE.	Enlarge the holes. Enlarge rivet hole diameter.
enough (adj)	SUFFICIENT	MAKE SURE THAT THERE IS SUFFICIENT PRESSURE IN THE ACCUMULATOR TO OPEN THE CANOPY.	Make sure that there is enough pressure in the accumulator to open the canopy.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
ensure (v)	MAKE SURE	MAKE SURE THAT THE CORRECT SEALS ARE INSTALLED.	Ensure correct seals are fitted.
ensue (v)	CAUSE	INCORRECT INSTALLATION WILL CAUSE DAMAGE.	Damage will ensue from incorrect installation.
entail (v)	MUST	FOR THIS PROCEDURE YOU MUST USE SPECIAL TOOLS.	The process entails the use of special tools.
enter (v)	GO INTO, RECORD, ENTRY (n)	MAKE SURE THAT NO UNWANTED OBJECTS GO INTO THE WORK AREA.	Make sure no foreign objects enter the work area.
		RECORD THE DATA IN THE LOGBOOK.	Enter the information in the logbook.
		MAKE AN ENTRY IN THE LOGBOOK TO SHOW THAT YOU DID THE DEACTIVATION PROCEDURE.	Enter in the logbook that you did the de-activation procedure.
entire (adj)	FULL, ALL (pn)	MAKE A SCAN OF THE FULL RANGE OF THE FREQUENCIES AVAILABLE.	Scan the entire range of the frequencies available.
		EXAMINE ALL OF THE SYSTEM TO FIND THE CAUSE OF THE INTERFERENCE.	Check entire system to determine cause of interference.
entirely (adv)	FULLY	THE SYSTEM IS FULLY AUTOMATIC.	The system is entirely automatic.
ENTRANCE (n)	An opening to go into a space	PUT PERSON "B" AT THE ENTRANCE OF THE WING FUEL TANK.	
ENTRY (n)	A record (TN) of an "occurrence"	MAKE AN ENTRY IN THE AIRCRAFT LOG.	
EQUAL (adj)	The same dimension, quality, quantity, or number	MAKE SURE THAT THE QUANTITY OF FUEL SUPPLIED TO THE RIGHT AND LEFT TANKS IS EQUAL.	
EQUALLY (adv)	The same dimension, quality, quantity, or number	ADJUST THE TURNBUCKLES EQUALLY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
equal (v)	SAME (adj), EQUAL (adj)	DIMENSION "X" MUST BE THE SAME AS DIMENSION "Z". DIMENSION "X" MUST BE EQUAL TO DIMENSION "Y".	Dimension X must equal dimension Z. Dimension X must equal dimension Y.
equip (v)	INSTALL	INSTALL THE SHUTOFF VALVES ON EACH HP MANIFOLD.	Equip each HP manifold with shutoff valves.
EQUIPMENT (n)	The objects or tools used to operate an aircraft and keep it serviceable	REMOVE ALL THE EQUIPMENT FROM THE WORK AREA.	
equipped (adj)	HAVE (v)	BE CAREFUL WHEN YOU MOVE JET PIPES OR EXHAUST CONES THAT HAVE INSULATING BLANKETS.	Be careful when handling jet pipes or exhaust cones equipped with insulating blankets.
EQUIVALENT (adj)	Has the same properties, functions, or values	MATERIALS XXXX AND XXXX ARE EQUIVALENT.	
EQUIVALENT (n)	Something that has the same properties, functions, or values	USE CLEANING COMPOUND ARDROX 6025, OR AN EQUIVALENT.	
ERASE (v), ERASES, ERASED, ERASED	To remove data	ERASE THE DATA FROM THE TAPE.	
erect (v)	ASSEMBLE, BECOME STABLE	ASSEMBLE THE MOVABLE HOIST BEFORE YOU LIFT THE GEARBOX. LET THE VERTICAL GYRO BECOME STABLE.	Erect the movable hoist before lifting the gearbox. Give the vertical gyro time to erect.
erratic (adj)	IRREGULAR	THE OPERATION OF THE COMPASS IS IRREGULAR.	Compass is erratic.
ERROR (n)	The difference from that which is correct or accurate	IF THE ERROR IS MORE THAN 3 DEG., CALIBRATE THE COMPASS.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
escape (v)	DEFLATE, RELEASE	DEFLATE THE TIRE.	Let the air escape from the tire.
essential (adj)	MUST (v), NECESSARY	RELEASE ALL THE NITROGEN.	Allow all the nitrogen to escape.
		YOU MUST COMPLETE THE TEST.	It is essential to complete the test.
establish (v)	MAKE SURE	HYDRAULIC POWER IS NOT NECESSARY.	Use of hydraulic power is not essential.
		THIS STEP MAKES SURE THAT THE FUEL PUMP OPERATES CORRECTLY.	The following step establishes the correct functioning of the fuel pump.
ESTIMATE (n)	A calculated, approximate result	MAKE AN ESTIMATE OF THE QUANTITY.	
estimate (v)	ESTIMATE (n)	MAKE AN ESTIMATE OF THE QUANTITY OF THE CLEANING FLUID THAT IS NECESSARY.	Estimate amount of cleaning fluid that is required.
evacuate (v)	SEND	SEND ALL PERSONNEL AWAY FROM THE AREA.	Evacuate all personnel from the area.
evaluate (v)	ANALYSIS (TN), EXAMINE	MAKE AN ANALYSIS OF THE TEST RESULTS.	Evaluate the test results.
		EXAMINE THE DAMAGE AFTER A HARD LANDING.	Evaluate damage after a hard landing.
evaluation (n)	ANALYSIS (TN), EXAMINE	MAKE AN ANALYSIS OF THE TEST RESULTS.	Do an evaluation of the test results.
		EXAMINE THE DAMAGE.	Do an evaluation of the damage.
evaporate (v)	DRY	LET THE COMPOUND DRY.	Allow the solvent to evaporate from the compound.
even (adj)	SMOOTH, SAME, FLAT	THE AIRCRAFT SYMBOL ON THE TRIM INDICATOR TURNS WITH A SMOOTH MOVEMENT.	The miniature aircraft of the trim indicator rotates with even movement.
		APPLY THE SAME LOAD ON THE TWO BRAKES.	Braking must be even on the two brakes.
		MAKE SURE THAT THE SURFACE IS FLAT.	Ensure the surface is even.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
evenly (adv)	GRADUALLY, EQUALLY	INCREASE THE TEMPERATURE GRADUALLY. APPLY THE LOAD EQUALLY ON THE AREA.	Increase the temperature evenly. Apply the load evenly on the area.
event (n)	IF (con)	IF THE PRESSURE DECREASES SUDDENLY, CLOSE THE VALVE.	In the event of a sudden dropping of pressure, close the valve.
eventually (adv)	SOME TIME	IF THE CABLE RUBS, IT WILL BREAK AFTER SOME TIME.	If the cable chafes, it will eventually break.
every (adj)	ALL, EACH, INTERVAL (n)	REMOVE ALL SAFETY PINS BEFORE FLIGHT. SET THE "BTRY" SWITCH TO "ON" EACH TIME. DO AN INSPECTION AT INTERVALS OF 20 000 FLIGHT HOURS.	Every safety pin must be removed before flight. It is necessary to set the BTRY switch to "ON" every time. Do an inspection every 20 000 flight hours.
evidence (n)	INDICATION, SHOW (v), SIGN	REPLACE THE VALVE IF THERE IS AN INDICATION OF A LEAK. REPLACE THE INSULATION BLANKETS THAT SHOW CHAFING. ONE SIGN OF A LEAK OF HOT AIR FROM A JOINT IS THAT THE TEMPERATURE INDICATION DECREASES.	Replace the valve if there is evidence of a leak. Replace insulation blankets with evidence of chafing. Evidence of a leak of hot air from a joint is that the temperature reading drops.
evidence (v)	SHOW, FIND	IF THE TEST SHOWS NO FAULT, CONTINUE THE PROCEDURE. IF YOU DO NOT FIND DAMAGE DURING THE INSPECTION PROCEDURE, YOU CAN ASSEMBLE THE UNIT.	If no fault is evidenced by the test, continue the procedure. If the inspection does not evidence any damage, assemble the unit.
evident (adj)	FIND (v)	IF YOU DO NOT FIND DAMAGE, DO THE STEP THAT FOLLOWS.	If no damage is evident, do the next step.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
exact (adj)	CORRECT, ACCURATE	IF THE INDICATION IS NOT CORRECT, DO THE TEST AGAIN. IF THE INDICATION IS NOT ACCURATE, DO THE TEST AGAIN.	If the indication is not exact, do the test again.
exactly (adv)	CORRECT (adj), FULLY	THE SEAL MUST BE OF THE CORRECT DIMENSION FOR THE GROOVE. OBEY THE PROCEDURE FULLY.	The seal must fit the groove exactly. Obey the procedure exactly.
examination (n)	EXAMINE (v), FIND (v)	EXAMINE THE BLADE FOR CRACKS. IF YOU FIND CORROSION, REMOVE IT WITH XXXX.	Do an examination of the blades for cracks. If the examination reveals corrosion, it must be removed with XXXX.
EXAMINE (v), EXAMINES, EXAMINED, EXAMINED	To look carefully at	EXAMINE THE COMPUTER FOR DAMAGE.	
EXAMPLE (n)	Something from a group which has the same qualities as the group	FIGURE 2 IS AN EXAMPLE OF A REPAIR PROCEDURE FOR A DAMAGED WEB.	
exceed (v)	MORE THAN	MAKE SURE THAT THE INDICATION IS NOT MORE THAN 400 KNOTS.	Ensure indication does not exceed 400 knots.
except (pre)	<u>NOTE</u> : To replace this word, it is necessary to use a different construction. Be "specific".	KEEP ALL THE PARTS THAT ARE SATISFACTORY, BUT DISCARD THOSE THAT ARE BROKEN.	Keep all parts except those that are broken.
exception (n)	<u>NOTE</u> : To replace this word, it is necessary to use a different construction. Be "specific".	KEEP ALL THE PARTS THAT ARE SATISFACTORY, BUT DISCARD THOSE THAT ARE BROKEN.	Keep all parts with the exception of those that are broken.
exceptional (adj)	UNUSUAL	IF YOU MUST APPLY AN UNUSUAL FORCE TO OPEN THE XXXX, EXAMINE THE CONTROL LINKAGE.	If exceptional force is needed to open the XXXX, examine the control linkage.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
exceptionally (adv)	UNUSUALLY	IF THE TIRE PRESSURE IS UNUSUALLY HIGH, OPEN THE VALVE.	If the tire pressure is exceptionally high, open the valve.
excess (adj)	TOO MUCH, MORE THAN, UNWANTED	DO NOT APPLY TOO MUCH ADHESIVE ON THE GASKET.	Do not apply excess adhesive on the gasket.
		DO NOT PUT MORE THAN THE PERMITTED WEIGHT ON THE TROLLEY.	Do not put excess weight on the trolley.
		REMOVE THE UNWANTED COMPOUND FROM THE GASKET.	Wipe excess compound from gasket.
excess (n)	TOO MUCH, MORE THAN	IF YOU USE TOO MUCH PAINT, THE FINISH WILL BE UNSATISFACTORY.	An excess of paint will give a poor finish.
		THE HYDRAULIC PRESSURE MUST NOT BE MORE THAN 200 BARS.	The hydraulic pressure must not be in excess of 200 bars.
excessive (adj)	TOO MUCH, MORE THAN <u>NOTE</u> : Be “specific” if possible.	TOO MUCH FORCE CAN CAUSE DAMAGE TO THE XXXX.	Excessive force can damage the XXXX.
		DO THE PART “A” PROCEDURE WHEN THE AIRCRAFT ACCELERATIONS ARE MORE THAN XXXX.	Carry out the Part A procedure when excessive accelerations have been reported.
excessively (adv)	TOO MUCH, MORE THAN <u>NOTE</u> : Be “specific” if possible.	BE CAREFUL NOT TO TURN THE INNER RACES TOO MUCH.	Be careful not to excessively rotate the inner races.
		IF THE OIL LEAKAGE IS MORE THAN XXXX DROPS A MINUTE, EXAMINE THE SEALANT.	If oil leaks excessively, check the sealant.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
exchange (v)	INTERCHANGE (v), REPLACE (v)	INTERCHANGE THE NO.1 AND NO.2 COMPUTERS. THEN DO THE TEST AGAIN. REPLACE THE O- RINGS.	Exchange the No.1 and No.2 computers. Then do the test again. Exchange the O-rings
exclude (v)	NOT INCLUDE, NOT USE	THIS PROCEDURE DOES NOT INCLUDE THE REMOVAL OF THE XXXX. DO NOT USE THE XXXX.	This procedure excludes the removal of the XXXX. Exclude the use of XXXX.
excluding (pre)	WITHOUT	THE WEIGHT OF THE LINE REPLACEABLE UNIT, WITHOUT THE PUMP, IS XXXX.	The weight of the line replaceable unit, excluding the pump, is XXXX.
execute (v)	DO	DO THESE STEPS.	Execute the following operations.
exempt (adj)	NO, NOT SHOW (v)	MAKE SURE THAT THERE ARE NO METAL PARTICLES IN THE OIL. MAKE SURE THAT THE SEALS DO NOT SHOW SIGNS OF DETERIORATION.	Ensure the oil is exempt from metal particles. Ensure the seals are exempt from signs of deterioration.
exercise (v)	BE CAREFUL, MAKE SURE	BE CAREFUL NOT TO GET ACID ON YOUR SKIN. MAKE SURE THAT YOU DO NOT GET ACID ON YOUR SKIN.	Exercise caution not to allow acid to contact skin.
exert (v)	APPLY	DO NOT APPLY PRESSURE TO THE AFT FLANGE.	Do not exert pressure on aft flange.
exhale (v)	BREATHE	BREATHE INTO THE OXYGEN MASK.	Exhale into the oxygen mask.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
EXHAUST (n)	The gas from an engine (TN)	THE EXHAUST FROM THE APU IS DANGEROUS.	
exhaust (v)	REMOVE, DECREASE, RELEASE	USE A FAN TO REMOVE THE GASES. DECREASE THE NITROGEN PRESSURE TO 120 PSI. RELEASE THE HYDRAULIC PRESSURE IN THE ACCUMULATOR.	Exhaust the gases using a fan. Exhaust the nitrogen pressure to 120 psi. Exhaust all the hydraulic pressure in the accumulator.
exhaustive (adj)	ALL, FULL	ALL THE TEST CONDITIONS ARE GIVEN IN PARAGRAPH XXXX. THIS IS NOT A FULL LIST.	An exhaustive list of test conditions is given at paragraph XXXX. The list is not exhaustive.
exist (v)	BE	THERE ARE VOLTAGES WHICH CAN KILL IN THE MAIN JUNCTION BOX.	Lethal voltages exist in the main junction box.
EXIT (n)	An opening to go out of a space	MAKE SURE THAT ALL THE EMERGENCY EXITS ARE CLEAR OF UNWANTED OBJECTS.	
EXPAND (v), EXPANDS, EXPANDED, EXPANDED	Increase in dimension, volume or time	THE BELLOWS MUST EXPAND.	
expect (v)	POSSIBLE (adj)	IF IT IS POSSIBLE THAT THE TEMPERATURES WILL DECREASE BELOW XXXX, REMOVE THE AIRCRAFT BATTERIES.	If temperatures are expected to drop below XXXX, remove the aircraft batteries.
expel (v)	REMOVE, BLEED	REMOVE THE AIR FROM THE COMPOUND WITH A SPATULA. BLEED THE NITROGEN FROM THE SYSTEM.	Expel the air from the compound with a spatula. Expel nitrogen from system.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
EXPIRED (adj)	More than the permitted life	MAKE SURE THAT THE SHELF LIFE IS NOT EXPIRED.	
explain (v)	TELL	TELL THE GROUND CREW THAT YOU WILL OPERATE THE SYSTEM.	Explain to the ground crew that you will operate the system.
EXPLOSION (n)	The effect when an explosive material quickly releases its energy (TN)	THIS CAN CAUSE AN EXPLOSION.	
EXPLOSIVE (adj)	That can cause an explosion	THE SAFETY PRECAUTIONS THAT FOLLOW ARE APPLICABLE TO EXPLOSIVE ITEMS.	
expose (v)	GET	REMOVE THE COVER ASSEMBLY TO GET ACCESS TO THE LAMP ASSEMBLY.	Remove cover assembly to expose lamp assembly.
EXTEND (v), EXTENDS, EXTENDED, EXTENDED	To increase, or cause something to increase, in dimension or range	FULLY EXTEND THE JACK RAM.	
EXTENSION (n)	1. The “action” when something extends 2. The result when something extends	MAKE SURE THAT THE EXTENSION OF THE AIRBRAKES IS SMOOTH. THE TOTAL EXTENSION OF THE PISTON IS XXXX.	
extent (n)	DEPTH, LENGTH, WIDTH	MEASURE THE DEPTH OF THE CRACK. MEASURE THE LENGTH OF THE CRACK. MEASURE THE WIDTH OF THE CRACK.	Measure the extent of the crack.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
exterior (n)	EXTERNAL (adj)	EXAMINE THE EXTERNAL SURFACE OF THE WING TANK.	Examine the exterior of the wing tank.
EXTERNAL (adj)	Of, or on, the outer side	CONNECT THE EXTERNAL POWER SUPPLY.	
EXTERNALLY (adv)	Of, or on, the outer side	THE BOX IS INSTALLED EXTERNALLY.	
EXTINGUISH (v), EXTINGUISHES, EXTINGUISHED, EXTINGUISHED	To cause to stop combustion (TN) <u>NOTE:</u> Lights (TN) and lamps (TN) COME ON and GO OFF.	TO EXTINGUISH A FIRE IN THE ENGINE, PULL THE "FIRE" HANDLE.	
extra (adj)	MORE	THIS MATERIAL GIVES MORE PROTECTION.	This material provides extra protection.
extract (v)	REMOVE	REMOVE THE BOLT WITH AN EXTRACTOR.	Extract bolt.
extreme (adj)	VERY HIGH, VERY BAD	DO NOT APPLY VERY HIGH LOADS. WHEN THE WEATHER IS VERY BAD, KEEP THESE PARTS IN A DRY AREA.	Do not apply extreme loads. In extreme weather conditions, keep these parts in a dry area.
extremely (adv)	VERY	IT IS VERY IMPORTANT TO OBEY THE FUEL SAFETY PRECAUTIONS.	It is extremely important to observe the fuel safety precautions.
exude (v)	OUT OF (pre)	MAKE SURE THAT NEW GREASE COMES OUT OF THE XXXX.	Make sure fresh grease exudes from XXXX.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
fabricate (v)	MAKE	USE COPPER TO MAKE THE CHILL BLOCK.	Use copper to fabricate the chill block.
FACE (n)	The front surface of an object <u>NOTE:</u> “Face” is a TN when it is a part of the body	CLEAN THE FACE OF THE INDICATOR. TURN YOUR FACE AWAY FROM THE DRAIN VALVE BEFORE YOU PUSH THE VALVE STEM.	
face (v)	POINT, TURN	WHEN YOU INSTALL THE PITOT HEAD, MAKE SURE THAT THE OPENING POINTS FORWARD. TURN YOUR FACE AWAY FROM THE DRAIN VALVE BEFORE YOU PUSH THE VALVE STEM.	When installing the Pitot head, make sure that the opening is facing forward. Face away from drain valve when pressing valve stem.
facilitate (v)	HELP	IDENTIFY WITH A CODE THAT WILL HELP YOU TO INSTALL THE XXXX AGAIN CORRECTLY.	Mark with a code that will facilitate correct reinstallation.
facility (n)	<u>NOTE:</u> Be “specific”. Use the name of the “facility” as a Technical Name.	WEIGH THE AIRCRAFT ON A WEIGHBRIDGE.	You need a facility to weigh the aircraft.
FACT (n)	Something that occurred or is correct	GET ALL THE FACTS ABOUT THE INCIDENT FROM THE PILOT.	
factor (n)	CAUSE	THERE CAN BE MANY CAUSES FOR THE CORROSION.	The corrosion can be caused by several factors.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
fail (v)	IF ... NOT, FAILURE (TN), UNSATISFACTORY (adj)	IF YOU DO NOT OBEY THESE INSTRUCTIONS, THERE IS A RISK OF INJURY.	If you fail to comply with these instructions, there is a risk of injury.
		IF YOU DO NOT OBEY THE PROCEDURE CORRECTLY, FAILURE OF THE EMERGENCY FLOTATION GEAR CAN OCCUR.	If you do not follow the procedure correctly, the emergency flotation gear can fail.
		IF THE TEST RESULTS ARE UNSATISFACTORY, DO THE FAULT ISOLATION PROCEDURE.	If the test fails, do the fault isolation procedure.
failed (adj)	DEFECTIVE, UNSERVICEABLE	REPLACE THE DEFECTIVE PUMP.	Replace failed pump.
		REPLACE THE UNSERVICEABLE VALVE.	Replace failed valve.
failure (n)	IF ... NOT <u>NOTE:</u> "Failure" when it means the action of becoming unserviceable is a TN.	IF YOU DO NOT OBEY THESE INSTRUCTIONS, THERE IS A RISK OF INJURY.	Failure to comply with these instructions, will result in a risk of injury.
		CONTAMINATION CAN CAUSE A FAILURE OF THE PUMP.	
faint (adj)	DIM, INTENSITY (n) <u>NOTE:</u> See also BRIGHT.	IF THE LIGHT IS TOO DIM, REPLACE THE BATTERY.	If the light is faint, replace the battery.
		TURN THE KNOB COUNTERCLOCKWISE TO DECREASE THE INTENSITY OF THE LIGHT.	Turn the knob anticlockwise to make the light fainter.
fall (n)	DECREASE (v)	WHEN THE PRESSURE DECREASES, IT SHOWS THAT THERE IS A LEAK.	A fall in pressure indicates a leak.
FALL (v), FALLS, FELL, FALLEN	To move down by the force (TN) of gravity (TN)	MAKE SURE THAT THE TOOLS DO NOT FALL INTO THE ENGINE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
false (adj)	INCORRECT	MAKE SURE THAT THERE ARE NO INCORRECT INDICATIONS ON THE INSTRUMENTS.	Make sure there are no false indications on the instruments.
falter (v)	SMOOTHLY (adv), CONSTANT (adj)	MAKE SURE THAT THE GENERATOR OPERATES SMOOTHLY. MAKE SURE THAT THE PRESSURE STAYS CONSTANT.	Make sure that the generator does not falter. Make sure that the pressure does not falter.
familiar (adj)	KNOW (v)	ALL PERSONNEL MUST FULLY KNOW THE SAFETY PRECAUTIONS.	All personnel must be thoroughly familiar with the safety precautions.
FAR (adj) (FARTHER, FARTHEST)	At or to a “relatively” large distance	REMOVE THE BOLT THAT IS FARTHEST FROM THE XXXX.	
fashion (n)	PROCEDURE	USE THIS PROCEDURE TO DO THE TASK.	Carry out the task in this fashion.
FAST (adj) (FASTER, FASTEST)	At high speed	A FAST MOVEMENT OF THE THROTTLE WILL CAUSE A SURGE.	
fast (adv)	QUICKLY	DO NOT LET THE CABIN ALTITUDE CHANGE TOO QUICKLY.	Do not let the cabin altitude change too fast.
fasten (v)	ATTACH, CONNECT	ATTACH THE TWO STRINGERS TOGETHER WITH RIVETS. CONNECT THE HOSE TO THE TESTING EQUIPMENT.	Fasten the two stringers together with rivets. Fasten hose to the testing equipment.
fatal (adj)	KILL (v)	VOLTAGES IN THE ELECTRONIC SYSTEM CAN KILL.	Voltages in the electronic system can be fatal.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
faulty (adj)	DEFECTIVE, INCORRECT, UNSERVICEABLE, UNSATISFACTORY	REPLACE ALL DEFECTIVE ELECTRONIC COMPONENTS.	All faulty electronic components must be replaced.
		AN INCORRECT ADJUSTMENT OF THE PRESSURE REGULATOR CAN BE DANGEROUS.	Faulty adjustment of pressure regulator can be dangerous.
		REPLACE THE UNSERVICEABLE CONTROL UNIT.	Replace the faulty control unit.
		UNSATISFACTORY OPERATION OF THE SYSTEM CAN CAUSE DAMAGE.	Faulty operation of the system can cause damage.
fear (v)	MAKE SURE, THINK	DO A TEST OF THE UNIT TO MAKE SURE THAT THERE IS NO PROBLEM WITH ITS OPERATION.	Test the unit, if you fear that there is a problem with its operation.
		DO A TEST OF THE UNIT IF YOU THINK THAT THERE IS A PROBLEM WITH ITS OPERATION.	Test the unit if you fear that there is a problem with its operation.
feasible (adj)	POSSIBLE	USE THE MANUAL PROCEDURE IF IT IS NOT POSSIBLE TO USE THE AUTOMATIC CONTROL.	Use the manual procedure if it is not feasible to use the automatic control.
FEATHER (v), FEATHERS, FEATHERED, FEATHERED	To put a propeller (TN) to a position of minimum drag (TN)	PUT THE CONDITION LEVER IN THE "FTR" POSITION TO FEATHER THE PROPELLER.	
feature (v)	HAVE	THESE NUTS HAVE A FLAT FLANGE.	These nuts feature a plain flange.
feed (v)	PUT, SUPPLY	PUT THE WIRE THROUGH THE CONDUIT.	Feed the wire through the conduit.
		SUPPLY COOL AIR TO THE CABIN.	Feed cool air to the cabin.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
FEEL (v), FEELS, FELT, FELT	To touch to find	YOU CAN FEEL THE CLICK IN THE HANDLE WHEN THE TORQUE WRENCH BREAKS.	
FERRY (v), FERRIES, FERRIED, FERRIED	To send an aircraft or engine to a different location by a “non- revenue” flight	IT IS NECESSARY TO FERRY THE ENGINE BACK TO THE MANUFACTURER.	
few (adj)	SOME <u>NOTE:</u> If this alternative is not sufficient, give the range, number, or quantity.	SOME BOLTS ARE SHORTER THAN THE OTHERS. AFTER APPROXIMATELY 5 SECONDS, THE LIGHT COMES ON AGAIN.	A few bolts are shorter than the others. After a few seconds, the light comes on again.
file (v)	REMOVE	DO NOT REMOVE TOO MUCH MATERIAL WITH THE FILE.	Take care not to file too deep.
filing (n)	PARTICLE	REMOVE ALL THE METAL PARTICLES.	Remove all the metal filings.
FILL (v), FILLS, FILLED, FILLED	To put into a container to a known level, pressure, or quantity	FILL THE TANK WITH METHANOL.	
film (n)	LAYER	APPLY A LAYER OF THE COMPOUND ON THE SURFACE OF THE WING.	Spread a film of compound on the surface of the wing.
filter (v)	FILTER (TN)	PUT THE OIL THROUGH A FILTER.	Filter the oil.
FILTERED (adj)	That “has gone” through a filter (TN)	DRY WITH LOW-PRESSURE FILTERED AIR.	
final (adj)	LAST	THE LAST STEP WILL OPEN THE VALVE.	The final action will open the valve.
FIND (v), FINDS, FOUND, FOUND	To “discover”, to examine something “so that” you know	YOU CAN FIND THE NUMBERS ON THE SWITCH.	
finding (n)	RESULT	TELL XXXX ABOUT THE RESULTS OF THE ANALYSIS.	Report the findings of the analysis to XXXX.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
fine (adj)	SMALL	ONLY PARTICLES SMALLER THAN 5 MICRONS CAN GO THROUGH THE FILTER.	Only particles finer than 5 microns can go through the filter.
finger-tighten (v)	TIGHTEN WITH YOUR FINGERS (TN)	TIGHTEN THE NUT WITH YOUR FINGERS.	Finger-tighten the nut.
FINISH (n)	The result of a “finishing” procedure	DO NOT CAUSE DAMAGE TO THE SURFACE FINISH OF THE FLAP.	
finish (v)	COMPLETE	COMPLETE THE TEST.	Finish the test.
FIRE (n)	The light and/or heat from a material when it burns	IF THERE IS A FIRE IN THE ENGINE COMPARTMENT, YOU WILL HEAR THE GONG.	
FIRE (v), FIRES, FIRED, FIRED	To operate items that contain an explosive material	FIRE THE CARTRIDGES.	
firmly (adv)	TIGHTLY	HOLD THE CYLINDER TIGHTLY.	Hold the cylinder firmly.
FIRST (adv)	Before other persons or “things”	FILL THE INNER TANKS FIRST.	
FIT (n)	The relation between two (TN) related parts, a limit of tolerance	YOU WILL FIND DATA ABOUT THE FITS AND CLEARANCES IN SECTION XXXX.	
fit (v)	INSTALL, ATTACH, CORRECT (adj)	INSTALL THE DUCT. ATTACH THE PANEL TO THE AIRCRAFT WITH BOLTS. MAKE SURE THAT THE REPAIR PLUG HAS THE CORRECT DIMENSIONS.	Fit the duct. Fit the panel to the aircraft with bolts. Ensure repair plug fits.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
fix (v)	ATTACH, SET, REPAIR, INSTALL	ATTACH THE TRIM WITH DOUBLE-SIDED ADHESIVE TAPE.	Fix the trim with double- sided adhesive tape.
		SET THE LENGTH OF THE CONTROL ROD AS NECESSARY.	Fix length of control rod as required.
		REPAIR THE LOOSE OR DAMAGED UPHOLSTERY.	Fix any loose or torn upholstery.
		INSTALL THE UNIT ON THE XXXX.	Fix the unit on the XXXX.
FLAME (n)	“Burning” gas	IF YOU SEE FLAMES FROM THE EXHAUST PIPE, STOP THE ENGINE.	
FLAMMABLE (adj)	That burns easily	THE XXXX IS FLAMMABLE.	
FLANGE (n)	An end surface at an angle (TN)	MAKE SURE THAT THE FLANGE IS NOT DAMAGED.	
FLASH (v), FLASHES, FLASHED, FLASHED	To come on and go off frequently	THE RED LIGHTS FLASH EACH 0.5 SECONDS.	
FLAT (adj) (FLATTER, FLATTEST)	Has a continuous surface in the same plane (TN)	LUBRICATE ONE SIDE OF THE FLAT WASHERS.	
flatness (n)	FLAT (adj)	THE SURFACE MUST BE FLAT TO GET A CORRECT BOND.	A correct bond depends on the surface flatness.
flatten (v)	FLAT (adj)	MAKE SURE THAT YOU DO NOT CAUSE THE TUBES TO BECOME FLAT.	Make sure you do not flatten the tubes.
flaw (n)	DEFECTIVE (adj), DAMAGE NOTE: Be as specific as possible (Refer to TN Category 20, Damage Terms).	MAKE SURE THAT THE SURFACE FINISH IS NOT DEFECTIVE.	Make sure that there are no flaws in the surface finish.
		MAKE SURE THAT THERE IS NO DAMAGE TO THE SURFACE FINISH.	Make sure that there are no flaws in the surface finish.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
flex (v)	BEND	THE WING CAN BEND UP AND DOWN DURING FLIGHT.	The wing can flex up and down during flight.
FLEXIBLE (adj)	That can bend frequently without damage	CONNECT THE FLEXIBLE HOSES TO THE PUMP.	
FLIGHT (n)	The time an aircraft is in the air (TN)	AFTER EACH FLIGHT, READ THE COUNTER UNIT INDICATIONS.	
flood (v)	TOO MUCH	DO NOT USE TOO MUCH SOLVENT ON THE AREA.	Do not flood the area with solvent.
FLOW (n)	A continuous movement of fluid	AN ARROW ON THE VALVE SHOWS THE DIRECTION OF THE FUEL FLOW.	
FLOW (v), FLOWS, FLOWED, FLOWED	To move as a fluid moves	THE OIL MUST FLOW OUT OF THE VALVE.	
fluctuate (v)	CONSTANT (adj)	MAKE SURE THAT THE PRESSURE STAYS CONSTANT.	Make sure that the pressure does not fluctuate.
FLUID (n)	Liquid or gas	THESE FLUIDS CAN CAUSE CORROSION.	
FLUSH (adj)	Has a continuous surface	MAKE SURE THAT THE DOOR IS FLUSH WITH THE FUSELAGE SKIN.	
FLUSH (v), FLUSHES, FLUSHED, FLUSHED	To remove something with a flow of liquid	FLUSH THE TUBES WITH XXXX.	
focus (v)	FOCUS (TN)	PUT THE OPTICAL FIXTURE INTO FOCUS.	Focus the optical fixture.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
fold (n)	FOLD (v)	FOLD THE MATERIAL.	Make a fold in the material.
FOLD (v), FOLDS, FOLDED, FOLDED	To “double over” on “itself”	FOLD THE ROTOR BLADES.	
FOLLOW (v), FOLLOWS, FOLLOWED, FOLLOWED	To come “after”	THIS TEST FOLLOWS THE INSTALLATION OF THE LANDING GEAR.	
following (adj)	FOLLOW (v), THESE	OBEY THE PRECAUTIONS THAT FOLLOW. MAKE SURE THAT THESE CIRCUIT BREAKERS ARE CLOSED.	The following precautions shall be taken. Check that the following circuit breakers are pushed in.
FOR (pre)	Function word that shows “purpose, intent”, time, result or the object of an “action” <u>NOTE:</u> Do not use in the “sense” of BECAUSE.	LET THE XXXX DRY FOR ONE HOUR. OBEY THE REMOVAL PROCEDURES FOR THE COMPONENTS.	
forbidden (adj)	NOT PERMITTED	IT IS NOT PERMITTED TO INSTALL MORE THAN TWO WASHERS FOR EACH BOLT.	It is forbidden to install more than two washers for each bolt.
force (v)	FORCE (TN), PUSH	DO NOT USE FORCE TO PUT THE COVER INTO POSITION. PUSH THE CLIP OUT TO REMOVE IT.	Do not attempt to force cover into position. Clip may be removed by forcing it out.
forecast (v)	POSSIBLE (adj)	IF BAD WEATHER IS POSSIBLE, MOOR THE AIRCRAFT SAFELY.	If unfavorable weather conditions are forecast, moor the aircraft securely.
foreign (adj)	UNWANTED	THIS WILL KEEP DIRT, CHIPS, OR OTHER UNWANTED MATERIAL OUT OF THE SYSTEM.	This will prevent dirt, chips, or other foreign material from entering the system.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
form (n)	SHAPE	THE XXXX IS IN THE SHAPE OF AN ELLIPSE.	The XXXX is in the form of an ellipse.
form (v)	BE	IF THERE IS MICROBIOLOGICAL CONTAMINATION IN THE FUEL TANKS, REMOVE IT WITH A SOLUTION OF XXXX.	If microbiological contamination has formed in the fuel tanks, remove it with a solution of XXXX.
fortify (v)	STRONG (adj)	CARBON-FIBER STRUTS MAKE THE FLOOR STRUCTURE STRONGER.	Carbon-fiber struts fortify the floor structure.
FORWARD (adj)	Nearer to the front of the aircraft	THE CONTROL UNIT IS INSTALLED IN THE FORWARD PART OF THE CARGO COMPARTMENT.	
FORWARD (adv)	In the direction of the front of the aircraft	MOVE THE LEVERS FORWARD.	
FORWARD OF (pre)	Nearer to the front of the aircraft	THE XXXX IS INSTALLED FORWARD OF THE PRESSURE BULKHEAD.	
foul (v)	CATCH, HIT, TOUCH, CLEARANCE (n)	MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS.	Make sure that rods cannot foul the flaps.
		IF YOU INSTALL THE UPPER DRAG STRUT INCORRECTLY, IT WILL HIT THE LOWER DRAG STRUT DURING RETRACTION.	Do not install the upper drag strut so that it fouls the gear retraction.
		IF THE BRACKET TOUCHES THE XXXX, ADD A SHIM WASHER.	Should the bracket foul the XXXX, add a shim washer.
		MAKE SURE THAT THE RODS HAVE SUFFICIENT CLEARANCE.	Check that the rods do not foul each other.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
fouled (adj)	DIRTY, CLOGGED, CATCH (v)	REMOVE ALL DIRTY IGNITER PLUGS. REMOVE ALL CLOGGED FILTER ELEMENTS. MAKE SURE THAT THE CABLES DO NOT CATCH ON THE LEVERS.	Remove all fouled igniter plugs. Remove all fouled filter elements. Make sure that the levers are not fouled by the cables.
fragile (adj)	EASILY DAMAGED	THE WATER QUANTITY TRANSMITTER IS EASILY DAMAGED.	The water quantity transmitter is fragile.
FREE (adj)	That can move easily <u>NOTE 1</u> : Do not use compound adjectives with “free”, e.g., lintfree, dustfree, unless they are Technical Names. <u>NOTE 2</u> : USE: NO (adj) for FREE FROM	MAKE SURE THAT THE NUTS ARE FREE TO TURN ON THE SLEEVES.	
free (v)	RELEASE	REMOVE THE SLEEVE TO RELEASE THE SLIDING TUBE.	Screw off sleeve to free the sliding tube.
FREELY (adv)	That can move easily	OXYGEN MUST FLOW FREELY FROM THE END OF THE HOSE.	
FREEZE (v), FREEZES, FROZE, FROZEN	To decrease the temperature to a very low level, and in the “case” of liquids, to below “freezing point”	FREEZE THE BUSHES BEFORE YOU INSTALL THEM.	
FREQUENT (adj)	That occurs or is found “often” at short intervals	FREQUENT INSPECTION OF THESE AREAS IS NECESSARY.	
FREQUENTLY (adv)	At frequent or short intervals	MONITOR THE INDICATORS FREQUENTLY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
fresh (adj)	CLEAN, NEW	FLUSH WITH CLEAN WATER. FILL WITH NEW DESICCANT.	Flush with fresh water. Recharge with fresh desiccant.
FROM (pre)	Function word that shows “a point of departure” for movement, time, distance, “action”, or separation	REMOVE THE PROTECTIVE COVER FROM THE NEW ASSEMBLY.	
FRONT (adj)	Nearer to the person that looks or a “reference” point <u>NOTE</u> : Refer also to IN FRONT OF.	A “FAULT” LIGHT IS ON THE FRONT FACE OF THE COMPUTER.	
FRONT (n)	The front part or the front surface	CLEAN THE FRONT OF THE XXXX WITH MATERIAL NO. 004.	
fuel (v)	REFUEL	REFUEL THE AIRCRAFT.	Fuel aircraft.
fulfill (v)	OBEY	OBEY THE INSTRUCTIONS IN THE TEST PROCEDURE. THIS PROCEDURE OBEYS ALL THE REQUIREMENTS OF SERVICE BULLETIN NO. XXXX.	Fulfill the instructions in the test procedure. This procedure fulfills all the requirements of Service Bulletin No. XXXX.
FULL (adj) (FULLER, FULLEST)	At or related to maximum travel, length, quantity, or detail	MAKE SURE THAT THE RESERVOIR IS FULL.	
FULLY (adv)	At or related to maximum travel, length, quantity, or detail	TURN THE CONTROL TO THE FULLY CLOSED POSITION.	
FUME (n)	Gas or smoke, released from a material and that you can usually smell	DO NOT BREATHE THE BCF FUMES.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
FUNCTION (n)	The operations that something must do	THE PRIMARY FUNCTION OF THIS UNIT IS TO CONTROL THE FUEL FLOW.	
function (v)	OPERATE, MOVE	THE ELEVATOR CONTROLS MUST OPERATE SMOOTHLY.	The elevator controls must function smoothly.
		THE CONTROL SYSTEM MUST MOVE FREELY.	The control system must function freely.
fundamental (adj)	IMPORTANT	IT IS IMPORTANT TO KEEP ALL PARTS CLEAN DURING THIS PROCEDURE.	Cleanliness of all parts is fundamental in this procedure.
furnish (v)	GIVE, SUPPLY	GIVE PERSON "B" A FLASHLIGHT.	Furnish Man B with a flashlight.
		A JACK IS SUPPLIED WITH THE TOOL ASSEMBLY.	A jack is furnished with the tool assembly.
further (adj)	MORE	IF NECESSARY, ADD MORE GASKETS.	If required, add further gaskets.
further (adv)	MORE	IF IT IS NECESSARY TO DECREASE THE CABLE TENSION MORE, USE THE TURNBUCKLE.	Cable tension can be further reduced if necessary by means of the turnbuckle.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
gage (v)	MEASURE	MEASURE THE DISTANCE BETWEEN THE FUSELAGE AND THE KRUEGER FLAP.	Gage width of gap between fuselage and Krueger flap.
gain (n)	INCREASE (v)	THE RESULT IS THAT THE TEMPERATURE INCREASES.	The result is a gain in temperature.
gain (v)	GET	GET ACCESS TO THE CONNECTORS AT THE REAR OF THE INSTRUMENT.	Gain access to connectors at back of the instrument.
gall (v)	GALLING (TN)	THERE MUST BE NO SCRATCHES OR GALLING ON THE WORN SURFACE.	The worn surface must not be scratched or galled.
gap (n)	CLEARANCE, DISTANCE, SPACE	MEASURE THE CLEARANCE BETWEEN THE SLAT AND THE WING LEADING EDGE.	Measure the gap between the slat and the wing leading edge.
		MEASURE THE DISTANCE BETWEEN THE ROTARY ACTUATOR AND THE STOP BOLT.	Measure the gap between the rotary actuator and the stop bolt.
		PUT THE BLADE OF A SMALL SCREWDRIVER IN THE SPACE BETWEEN THE BALL MAT AND THE BALL UNIT.	Put the blade of a small screwdriver in the gap between the ball mat and the ball unit.
garble (v)	CLEAR (adj), CLEARLY (adv)	IF THE RADIO SIGNAL IS NOT CLEAR, ADJUST THE FREQUENCY.	If the radio signal is garbled, adjust the frequency.
		YOU MUST HEAR THE ANNOUNCEMENT CLEARLY.	The announcement must be audible and not garbled.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
garner (v)	COLLECT	THESE COMPUTERS COLLECT DATA FROM THE VHF SYSTEM. THE BITE FUNCTION COLLECTS THE FAILURES AND SENDS THE FAILURE MESSAGE TO THE CENTRAL MAINTENANCE COMPUTER.	These computers garner data from the VHF system. The BITE function garners the failures and sends the failure message to the Central Maintenance Computer.
GAS (n)	A fluid that has no shape or volume and that can "expand"	THE TEMPERATURE SENSING UNIT IS A CAPILLARY TUBE FILLED WITH GAS.	
gaseous (adj)	GAS (n)	THE TOOL CYLINDER CONTAINS A MIXTURE OF GASES (10% HELIUM AND 90% NITROGEN).	The tool cylinder contains a gaseous mixture of 10% helium and 90% nitrogen.
gash (v)	DAMAGED (adj)	IF THE THERMAL BLANKET IS DAMAGED, DO REPAIR NO. 9.	If the thermal blanket is gashed, do repair No. 9.
gather (v)	COLLECT	ALL FLUIDS COLLECT AT THE LOWEST POINT OF THE APU COMPARTMENT. THREE COMPUTERS COLLECT DATA AND PARAMETERS FROM THE AIRCRAFT SYSTEMS AND PUT THEM TOGETHER ON THE DATA LINK TO THE DISPLAY UNIT.	All fluids gather at the lowest point of the APU compartment. Three computers gather data and parameters from the aircraft systems and put them together on the data link to the display unit.
gauge (v)	MEASURE	MEASURE THE DISTANCE BETWEEN THE FUSELAGE AND THE KRUEGER FLAP.	Gauge width of gap between fuselage and Krueger flap.
gear (n)	EQUIPMENT <u>NOTE:</u> Refer also to Rule 1.5, categories of TNs.	REMOVE ALL EQUIPMENT FROM THE WORK AREA.	Remove all working gear from the area.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
GENERAL (adj)	Of, or related to something as a “whole”, not “detailed”	THIS SECTION GIVES GENERAL MAINTENANCE PROCEDURES.	
generally (adv)	USUALLY	YOU USUALLY REPLACE MEMORY MODULES ON THE AIRPLANE.	Memory modules are generally replaced on the airplane.
generate (v)	BE, GIVE, SUPPLY	THERE MUST BE NO STALL WARNING. IF THE HYDRAULIC PUMP DOES NOT GIVE A PRESSURE OF 3000 PSI, USE THE ELECTRIC PUMP.	The stall warning must not be generated. If hydraulic pump fails to generate pressure of 3000 psi, use the electric pump.
generous (adj)	LARGE, THICK <u>NOTE</u> : Be “specific” if possible.	THE BATTERIES SUPPLY 28 VDC. A LARGE QUANTITY OF COMPOUND IS NECESSARY.	The batteries generate 28 VDC. A generous amount of compound will be necessary.
generously (adv)	LARGE (adj), THICK (adj) <u>NOTE</u> : Be “specific” if possible.	APPLY A THICK LAYER OF GREASE. APPLY A LARGE QUANTITY OF SEALANT TO THE REPAIR PATCH.	Apply a generous amount of grease. Apply sealant generously to repair patch.
gentle (adj)	CAREFULLY (adv), LIGHTLY (adv)	APPLY A THICK LAYER OF GREASE.	Apply grease generously.
gently (adv)	CAREFULLY, LIGHTLY	TURN THE POTENTIOMETER CAREFULLY. TAP THE SURFACE LIGHTLY.	Rotate the potentiometer with a gentle movement. Give a gentle tap on the surface.
genuine (adj)	CORRECT	CAREFULLY PULL OUT THE ELECTRICAL WIRE FROM THE RUBBER SEAL. LIGHTLY TAP THE FLAP SURFACE.	Gently pull out the electrical wire from the rubber seal. Gently tap the flap surface.
		MAKE SURE THAT THE INDICATION ON THE GAGE IS CORRECT.	Make sure that the reading on the gage is genuine.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
GET (v), GETS, GOT NOTE: No other forms of this verb	To “obtain”, to come into the state of “having” NOTE: Do not use this word to mean BECOME, GO, DECREASE, INCREASE. See Rule 9.2 and the entries for “get” that follow.	IF YOU GET XXXX ON YOUR SKIN, REMOVE IMMEDIATELY WITH CLEAN WATER.	
get (v)	BECOME	DO NOT LET THE HEATER BECOME TOO HOT.	Do not let the heater get too hot.
get away (v)	GO AWAY	GO AWAY FROM THE EXHAUST AREA BEFORE THE ENGINE STARTS.	Get away from the exhaust area before the engine starts.
get down (v)	DECREASE, GO DOWN	IF THE TEMPERATURE DECREASES TO BELOW ZERO, DRAIN THE WATER SYSTEM. BE CAREFUL WHEN YOU GO DOWN THE LADDER FROM THE COCKPIT TO THE AVIONICS COMPARTMENT.	If the temperature gets down to below zero, drain the water system. Be careful when you get down the ladder from the cockpit into the avionics compartment.
get into (v)	GO INTO	INSTALL CAPS ON THE RECEPTACLES TO MAKE SURE THAT UNWANTED MATERIAL DOES NOT GO INTO THE RECEPTACLES.	Install caps to make sure that foreign objects do not get into the receptacles.
get off (v)	MOVE OFF	BEFORE YOU MOVE THE AILERONS, TELL ALL PERSONS TO MOVE OFF THE WINGS.	Before you move the ailerons, tell all persons to get off the wings.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
get to (v)	BE, GO, INCREASE	THE MOTOR STOPS WHEN THE FLAPS ARE AT THE END OF THEIR TRAVEL. GO TO THE AFT CARGO COMPARTMENT TO DO THIS TEST. WHEN THE TEMPERATURE OF THE VENTILATION AIR INCREASES TO 27° C, THE DISCHARGE VALVE OPENS.	The motor stops when the flaps get to the end of their travel. Get to the aft cargo compartment to do this test. When the temperature of the ventilation air gets to 27°C, the discharge valve opens.
GIVE (v), GIVES, GAVE, GIVEN	To “provide”	THE ANNUNCIATORS GIVE A NEUTRAL INDICATION.	
give rise to (v)	CAUSE	SEA WATER CAN CAUSE CORROSION.	Sea water can give rise to corrosion.
gleam (v)	SHINY (adj)	POLISH THE SURFACE WITH A SOFT CLOTH UNTIL IT BECOMES SHINY.	Polish the surface with a soft cloth until it gleams.
glitch (n)	ERROR, FAILURE (TN), UNSERVICEABLE (adj)	IF THERE IS AN ERROR IN THE SYSTEM, THE SCREEN SHOWS: NO GO. IF THERE IS FAILURE IN THE SYSTEM, THE SCREEN SHOWS: NO GO. IF THE SYSTEM IS UNSERVICEABLE, THE SCREEN SHOWS: NO GO.	If there is a glitch in the system, the screen shows: NO GO. If there is a glitch in the system, the screen shows: NO GO. If there is a glitch in the system, the screen shows: NO GO.
gloss (n)	SHINY (adj)	POLISH THE SURFACE UNTIL IT IS VERY SHINY.	Polish the surface to a high gloss.
GLOSSY (adj) (GLOSSIER, GLOSSIEST)	Smooth and shiny	APPLY THE PATCH WITH THE MATT SIDE AGAINST THE GLOSSY SURFACE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
glow (v)	BE	TURN THE POTENTIOMETER UNTIL THE LIGHT IS DIM.	Turn the potentiometer until the light glows dimly.
glue (v)	BOND	BOND THE PATCH TO THE XXXX WITH THE ADHESIVE COMPOUND.	Glue the patch to the XXXX.
GO (v), GOES, WENT, GONE	To move to or from something	MAKE SURE THAT THE POINTER GOES OUT OF VIEW.	
GO OFF (v), GOES OFF, WENT OFF, GONE OFF	To become “dark” when an internal power (TN) source is de-energized	THE ANNUNCIATOR LIGHT GOES OFF.	
GOOD (adj) (BETTER, BEST)	That is satisfactory	A XXXX IS A GOOD INDICATION OF THIS TYPE OF DAMAGE.	
gouge (v)	GOUGE (TN)	IF A GOUGE OCCURS IN THE BLADE DURING REMOVAL, YOU MUST REPLACE THE BLADE.	If the blade was gouged during removal, you must replace it.
govern (v)	CONTROL	THE XXXX CONTROLS THE ENGINE SPEED.	The XXXX governs the engine speed.
grab (v)	USE, HOLD	USE A SCREWDRIVER TO RELEASE THE CLIPS.	Grab a screwdriver to release the clips.
		HOLD THE HANDLE.	Grab the handle.
gradient (n)	SLOPE	IF YOU MUST PARK THE AIRCRAFT ON A SLOPE, MAKE SURE THAT WHEEL CHOCKS ARE IN FRONT OF THE WHEELS.	If you have to park the aircraft on a gradient, make sure wheel chocks are in front of the wheels.
gradual (adj)	GRADUALLY (adv)	GRADUALLY ADJUST THE TEMPERATURE.	Make a gradual adjustment to the temperature.
GRADUALLY (adv)	Slowly and continuously	GRADUALLY OPEN THE COCKS ON THE RECHARGING UNIT.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
graduated (adj)	GRADUATION (TN)	MEASURE THE DIMENSIONS WITH A METAL RULE WITH GRADUATIONS IN MILLIMETERS.	The measurements are obtained by means of a millimeter-graduated metal rule.
graph (v)	GRAPH (TN)	MAKE A GRAPH OF THE TEST RESULTS.	Graph the test results.
grasp (v)	HOLD	HOLD THE HANDLE.	Grasp the handle.
grave (adj)	DANGEROUS	HYDRAULIC FLUID IS DANGEROUS FOR YOUR SKIN.	Hydraulic fluid can cause grave skin problems.
grease (v)	GREASE (TN), LUBRICATE	APPLY GREASE TO THE V-CLAMP BEFORE YOU INSTALL IT. LUBRICATE THE V-CLAMP WITH GREASE BEFORE YOU INSTALL IT.	Grease V-clamp before installation.
great (adj)	LARGE, MORE THAN, VERY (adv)	A LARGE QUANTITY SHOWS AN INCORRECT ADJUSTMENT OF THE FLOAT SWITCH. IF THE PRESSURE IS MORE THAN XXXX PSI, CLOSE THE VALVE. BE VERY CAREFUL WHEN YOU RELEASE THE PRESSURE.	A great amount indicates incorrect setting of the float switch. If pressure is greater than XXXX PSI, close the valve. Take the greatest care when you release pressure.
greatly (adv)	VERY MUCH	THIS CAN INCREASE THE RISK OF INJURY VERY MUCH.	This can greatly increase the risk of injury.
grip (n)	HOLD (v)	HOLD THE JACK BODY TIGHTLY WHILE YOU TURN IT.	Make sure you have a tight grip of the jack body while turning it.
grip (v)	HOLD	HOLD THE HANDLE LIGHTLY WITH ONE HAND.	Grip the handle lightly with one hand.
GROOVE (n)	A long “channel” that is not wide	CLEAN THE GROOVE WITH TRICHLOROETHANE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
GROUND (n)	The surface of the earth (TN)	MEASURE THE DISTANCE FROM THE BOTTOM OF THE TIRE TO THE GROUND.	
GROUND (v), GROUNDS, GROUNDED, GROUNDED	To connect to the ground or to a large object of zero potential (TN)	GROUND THE FUEL TANKS.	
GROUP (n)	Objects that are related	USE THIS GROUP OF SEALING COMPOUNDS IN AN EMERGENCY.	
grow (v)	BECOME	IF IT BECOMES TOO HOT, DISCONNECT THE BATTERY.	If it grows too hot, disconnect the battery.
guard (v)	GUARD (TN)	MAKE SURE THAT THE GUARDS ARE INSTALLED ON THE SWITCHES.	Ensure switches are guarded.
guide (v)	PUT, MOVE	PUT THE CABLE THROUGH THE GROMMET.	Guide cable through grommet.
		WHEN YOU LOWER THE PUMP, MOVE IT ON TO THE MOUNTING BRACKET.	As you lower the pump, guide it on to the mounting bracket.
gush (v)	FLOW (n)	IF YOU TURN THE HANDLE TO "FULL", THERE WILL BE A STRONG FLOW OF WATER FROM THE OUTLET.	If you turn the valve handle to FULL, water will gush from the outlet.
gust (v)	GUST (TN)	DO NOT OPEN THE CARGO DOOR IF THERE ARE SUDDEN GUSTS OF WIND OF MORE THAN 50KPH.	Do not open the cargo door if the wind gusts more than 50kph.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
halt (v)	STOP	PUT CHOCKS IN FRONT OF THE WHEELS AFTER YOU STOP THE AIRCRAFT.	Put chocks in front of the wheels after you halt the aircraft.
halve (v)	HALF (TN)	MAKE SURE THAT THE PITCH DECREASES TO HALF THE VALUE.	Check that deviation in pitch is halved.
handle (v)	MOVE, TOUCH, CAREFUL (adj)	MOVE THE ACTUATOR WITH A HOIST. DO NOT TOUCH THE PRINTED CIRCUIT CARD. BE CAREFUL WITH THE INSTRUMENTS.	Handle the actuator with a hoist. Do not handle the printed circuit card. Handle instruments with care.
hand-tighten (v)	TIGHTEN WITH YOUR HAND (TN)	TIGHTEN THE SWIVEL NUT WITH YOUR HAND.	Hand-tighten the swivel nut.
HANG (v), HANGS, HUNG, HUNG	To attach or to be attached to something above with no support (TN) from “below”	HANG THE SHACKLE ON THE HOIST.	
happen (v)	OCCUR	IF AN ACCIDENT OCCURS, GET MEDICAL AID.	If an accident happens, get medical attention.
HARD (adj) (HARDER, HARDEST)	Not easy to cut, not easy to go into or through	IF THE SURFACE IS HARD, USE A CARBIDE DRILL.	
harmful (adj)	DANGEROUS, DAMAGE (n)	XXXX FUMES ARE DANGEROUS. HYDRAULIC FLUID CAN CAUSE DAMAGE TO YOUR SKIN.	XXXX fumes are harmful to health. Hydraulic fluid is harmful to your skin.
harmonize (v)	AGREE, ALIGN	MAKE THE SETTINGS OF THE VALVES AGREE. ALIGN THE CENTERLINE ON THE FLUX VALVE.	Harmonize the settings of the valves. Harmonize the centerline on the flux valve.
HAVE (v), HAS, HAD, HAD	To “possess” as a part or quality	THE SYSTEM HAS AN EMERGENCY WARNING DEVICE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
hazard (n)	DANGEROUS (adj)	TRICHLOROETHYLENE IS DANGEROUS.	Trichlorethylene is a health hazard.
hazardous (adj)	DANGEROUS	ALL PERSONNEL WHO TOUCH DANGEROUS MATERIALS MUST OBEY THE SAFETY INSTRUCTIONS THAT FOLLOW.	All personnel in contact with hazardous materials must obey the following safety instructions.
HEAD (n)	The top of something	MAKE SURE THAT THE HEAD OF THE BOLT IS DOWN.	
head (v)	POINT, TURN	POINT THE AIRCRAFT IN THE DIRECTION OF THE WIND. TURN THE AIRCRAFT INTO THE WIND.	Head aircraft into the wind.
HEAR (v), HEARS, HEARD, HEARD	To know by sound in the ear (TN)	MAKE SURE THAT YOU HEAR THE AUDIO SIGNALS IN ALL THE CREW HEADSETS.	
HEAT (n)	Energy (TN) as a result of movement of molecules (TN)	USE HEAT TO CURE THE POLYSULPHIDE SEALANT.	
heat (v)	TEMPERATURE (n), HOT (adj)	INCREASE THE TEMPERATURE OF THE OIL TO 40° C. WHEN THE OIL IS HOT, IT FLOWS FREELY.	Oil should be heated to 40° C. When you heat the oil, it flows freely.
HEAVY (adj) (HEAVIER, HEAVIEST)	That has a large mass, weight, or force (TN)	A SUPPORT WILL BE NECESSARY BECAUSE THE CONTROL UNIT IS HEAVY.	
HEIGHT (n)	The vertical distance	THE HEIGHT FROM THE GROUND TO THE TOP OF THE FIN CAN CHANGE.	
help (n)	AID	GET MEDICAL AID IMMEDIATELY.	You must obtain medical help as soon as you can.
HELP (v), HELPS, HELPED, HELPED	To make something easier or better	PETROLATUM HELPS PREVENT CORROSION OF THE TERMINALS.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
HERE (adv)	In this position	THE SIGNAL GOES TO THE UNIT. HERE THE TRANSFORMERS CHANGE IT INTO XXXX.	
HIGH (adj) (HIGHER, HIGHEST)	That is of large value	USE THE SPECIAL PROTECTION FOR STORAGE IN HIGH TEMPERATURES.	
highly (adv)	VERY	TOLUENE IS VERY FLAMMABLE.	Toluene is highly flammable.
hinge (v)	TURN	THE PANELS TURN ON TWO NYLON STRAPS.	Panels hinge on two nylon straps.
HIT (v), HITS, HIT, HIT	To touch suddenly and with much force (TN)	DO NOT HIT THE CARTRIDGE.	
hoist (v)	LIFT	LIFT THE MODULE INTO POSITION.	Hoist the module into position.
HOLD (v), HOLDS, HELD, HELD	1. To continue to have in the hand or "grip" 2. To continue to have in a specified location, position, or condition	HOLD THE ROD TIGHTLY. HOLD THE AIRSPEED INDICATION AT THE SAME VALUE FOR 2 MINUTES.	
HOLE (n)	An empty space in a solid object	MAKE SURE THAT THE HOLES IN THE BUSHING AND THE HOUSING ARE ALIGNED.	
hook (v)	PUT	PUT THE SLING ON THE SHACKLE.	Hook the sling on the shackle.
HORIZONTAL (adj)	Parallel to the horizon (TN) or a baseline (TN)	ADJUST THE SLING UNTIL THE FLAP IS HORIZONTAL.	
HORIZONTALLY (adv)	In a horizontal position	THE XXXX IS INSTALLED HORIZONTALLY.	
HOT (adj) (HOTTER, HOTTEST)	At a high temperature	DRY THE SURFACE WITH HOT AIR.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
HOW (adv)	By which “manner”	PARAGRAPH X TELLS YOU HOW TO INSTALL THE XXXX.	
however (adv)	BUT (con)	BUT WE RECOMMEND THIS STEP TO DECREASE THE DRYING TIME.	However, this operation is recommended to decrease the drying time.
HYDRAULIC (adj)	Related to, or operated by, pressurized liquid	CONNECT THE HYDRAULIC TEST BENCH TO THE AIRCRAFT.	
HYDRAULICALLY (adv)	With hydraulic power (TN)	THE FLIGHT CONTROLS ARE HYDRAULICALLY OPERATED.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
identical (adj)	SAME	THE SAME PROCEDURE IS APPLICABLE TO THE TWO VHF SETS.	The procedure is identical for both VHF sets.
IDENTIFICATION (n)	Something that identifies an object	THE EQUIPMENT SUPPLIES THE IDENTIFICATION OF THE AIRCRAFT.	
IDENTIFY (v), IDENTIFIES, IDENTIFIED, IDENTIFIED	To supply with an “identity”	IDENTIFY THE WIRES WITH SLEEVES OF DIFFERENT COLORS.	
idle (v)	IDLE (TN)	OPERATE THE ENGINE AT IDLE FOR 20 MINUTES.	Idle the engine for 20 minutes.
IF (con)	In the “event” that, “on the condition that”, “in case of”	IF YOU USE A REPLACEMENT FAIRING PLATE, CUT THE FAIRING PLATE TO GET THE CORRECT DIMENSION.	
ignite (v)	IGNITION (n)	FUEL GOES THROUGH THE ATOMIZERS INTO THE COMBUSTION CHAMBER, WHERE IGNITION OCCURS.	Fuel passes through the atomizers to the combustion chamber, where it is ignited.
IGNITION (n)	The “process” or procedure to cause an explosive mixture of gases to burn, usually with an electrical spark	THE CONTROL UNIT CAN ALSO START THE IGNITION CYCLE.	
IGNORE (v), IGNORES, IGNORED, IGNORED	Not to think about something, not to do something about	YOU CAN IGNORE THE VIBRATION INDICATIONS.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
ILLUMINATE (v), ILLUMINATES, ILLUMINATED, ILLUMINATED	To make something "visible" by an external source such as light (TN). <u>NOTE:</u> Lights (TN) or lamps (TN) COME ON or ARE ON.	MAKE SURE THAT THE STROBE LIGHT ILLUMINATES THE TRACKING PLATES.	
		WHEN THE LIGHT COMES ON, IT MUST ILLUMINATE THE REAR REFLECTOR.	
		MAKE SURE THAT THE LAMP COMES ON.	Ensure the lamp illuminates.
immediate (adj)	IMMEDIATELY (adv)	MAKE SURE THAT THE LAMP IS ON.	Ensure the lamp is illuminated
		MAKE SURE THAT THE SPEEDBRAKE RETRACTS IMMEDIATELY.	Check the speedbrake for immediate retraction.
IMMEDIATELY (adv)	Without a "gap" of time or space	MAKE SURE THAT THE SWITCH IMMEDIATELY GOES BACK TO "OFF".	
immerse (v)	PUT FULLY INTO	PUT THE FILTER FULLY INTO THE SOLVENT.	Immerse filter in solvent.
immobilize (v)	PREVENT, LOCK	PREVENT MOVEMENT OF THE ASSEMBLIES WHEN YOU REPAIR THE UNIT.	Immobilize assemblies when repairing the unit.
		LOCK THE PULLEY WITH THE RIGGING PIN.	Immobilize pulley with rigging pin.
impact (n)	HIT (v)	MAKE SURE THAT THE SERVICING CART DOES NOT HIT THE AIRCRAFT.	Avoid impact between the servicing cart and the aircraft.
impact (v)	HIT, EFFECT (n)	DO NOT LET THE VIBRATOR TOOL HIT THE SURFACE OF THE SEAL.	Do not allow the vibrator tool to impact the seal surface.
		THESE REPAIRS CAN HAVE AN EFFECT ON THE PERFORMANCE OF THE ENGINE.	These repairs impact engine performance.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
impair (v)	OPERATE INCORRECTLY, CAUSE DAMAGE, DECREASE	DAMAGE WILL CAUSE THE INSTRUMENT TO OPERATE INCORRECTLY.	Damage will impair operation of the instrument.
		CONTAMINATION OF THE GREASE CAN CAUSE DAMAGE TO THE BEARING.	Contaminants in the grease may impair the bearing.
		THE LIFE OF THE UNIT WILL DECREASE IF YOU LET THE UNIT BECOME DIRTY.	The life of the unit is impaired if the unit is allowed to get dirty.
imperative (adj)	MUST (v), NECESSARY	YOU MUST DO THESE STEPS.	The following steps are imperative.
		REMOVAL OF THE XXXX IS NECESSARY.	Removal of XXXX is imperative.
IMPORTANT (adj)	That has a “significant” effect	THESE PROCEDURES ARE VERY IMPORTANT.	
impossible (adj)	CANNOT (v), NOT POSSIBLE	YOU CANNOT FILL THE CONTAINERS WHILE THEY ARE INSTALLED ON THE AIRCRAFT.	It is impossible to recharge containers while installed on aircraft.
		THUS, IT IS NOT POSSIBLE TO GIVE A STANDARD VALUE.	Thus, it is impossible to give a standard value.
impregnate (v)	SOAK	SOAK THE FILTER ELEMENTS IN OIL.	Filter elements must be impregnated in oil.
improper (adj)	INCORRECT	INCORRECT ADJUSTMENT OF THE STOP BOLTS AT THE RUDDER PEDALS CAN CAUSE DAMAGE.	Improper adjustment of stop bolts at rudder pedals can cause damage.
improperly (adv)	INCORRECTLY	IF THE HINGE IS INCORRECTLY ADJUSTED, YOU CANNOT CLOSE THE PANEL.	If the hinge is improperly adjusted, the panel will not close.
improve (v)	BETTER (adj)	DO NOT ADJUST THE PARTS AGAIN TO MAKE THE POSITION BETTER.	Do not readjust parts to improve position.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
impurity (n)	UNWANTED MATERIAL, CONTAMINATION	USE A FILTER TO REMOVE THE UNWANTED MATERIAL FROM THE OIL. CONTAMINATION CAN CAUSE A FAILURE.	Filter the hydraulic oil to remove impurities. Impurities may cause a failure.
IN (adv)	To, into, or in a location or position	MAKE SURE THAT THE PUSH BUTTON SWITCHES ARE IN.	
IN (pre)	Function word that shows location, position, condition, time or limits	LET THE SWITCH STAY IN THE SET POSITION. THE COMPENSATORS ARE IN THE WING BAY. DO NOT PARK THE AIRCRAFT IN STRONG WINDS. MAKE SURE THAT THE LIGHT COMES ON IN 5 SECONDS. MAKE SURE THAT THE CRACKS ARE IN THE LIMITS.	
IN FRONT OF (pre)	In a position "ahead" of	PUT CHOCKS IN FRONT OF THE WHEELS.	
inactive (adj)	NO EFFECT (n)	IN THIS CONFIGURATION, THE LINE KEY HAS NO EFFECT.	In this configuration, the line key is inactive.
inadvertent (adj)	ACCIDENTAL	ACCIDENTAL OPERATION OF THESE ITEMS CAN KILL.	Inadvertent operation of such items could cause fatal injuries.
inadvertently (adv)	ACCIDENTALLY	IF YOU ACCIDENTALLY PUT TOO MUCH XXXX IN THE TANK, OPEN THE DRAIN VALVE.	If the tank is inadvertently overfilled, open the drain valve.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
INBOARD (adj)	Nearer to the longitudinal axis (TN)	REMOVE THE INBOARD FAIRING OF THE FLAP HINGE.	
INBOARD (adv)	In or to a position nearer to the longitudinal axis (TN)	THE LANDING GEAR RETRACTS INBOARD INTO THE BAY.	
INBOARD OF (pre)	At a position nearer to the longitudinal axis	PUT THE ACCESS PLATFORM IN POSITION BELOW THE ACCESS PANEL THAT IS INBOARD OF THE FLAP TRACK.	
INCIDENT (n)	An important “occurrence” that can cause damage or have dangerous results	RECORD ALL INCIDENTS OF WATER FOUND IN THE FUEL.	
incline (n)	SLOPE	IF YOU MUST TOW THE AIRCRAFT DOWN A SLOPE, THERE MUST BE A PERSON IN THE COCKPIT TO OPERATE THE BRAKE IF NECESSARY.	If the aircraft has to be towed down an incline, there must be someone in the cockpit to operate the brake if necessary.
INCLUDE (v), INCLUDES, INCLUDED, INCLUDED	To make, or to be, part of	THIS CHAPTER INCLUDES THE PROCEDURES FOR THE REMOVAL OF THE LANDING GEAR.	
including (pre)	THRU, WITH	DO TESTS 4 THRU 8 AGAIN. SEND THE DEFECTIVE COVER, WITH THE OIL SAMPLES, TO THE REPAIR CENTER.	Repeat from test 4 up to and including test 8. Return defective cover, including oil samples, to the repair center.
incomplete (adj)	FULL, NOT COMPLETED, ALL	IF THE FLAP TRAVEL IS NOT FULL, ADJUST THE RODS AGAIN. IF THE ADJUSTMENT IS NOT COMPLETED, THE VALUES SHOWN ON THE INDICATOR WILL BE INCORRECT. IF YOU DO NOT HAVE ALL THE RESULTS, DO THE TEST AGAIN.	If flap travel is incomplete, readjust rods. If the adjustment is incomplete, the values shown on the indicator will be incorrect. If the results are incomplete, do the test again.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
incorporate (v)	INCLUDE, HAVE	THE ELEVATOR AND AILERON CABLES ARE NOT INCLUDED IN THE PROCEDURE.	The elevator and aileron cables are not incorporated in the procedure.
		SOME RELAYS HAVE A POTENTIOMETER.	Some relays incorporate a potentiometer.
incorporation (n)	INCLUDE (v)	WE INCLUDED THIS DIODE TO PREVENT INCORRECT AUTOPILOT "OFF" SIGNALS.	Incorporation of this diode prevents false autopilot OFF signals.
INCORRECT (adj)	Not correct	IF THE TRIM TAB ADJUSTMENT IS INCORRECT, DO STEPS 7 THRU 10.	
INCORRECTLY (adv)	In an incorrect "manner"	IF YOU SEE THE RED MARK, THE PART IS INSTALLED INCORRECTLY.	
increase (n)	INCREASE (v)	THE TEMPERATURE MUST INCREASE.	There must be an increase in temperature.
INCREASE (v), INCREASES, INCREASED, INCREASED	To make or to become larger or higher	INCREASE THE VANE ANGLE.	
INCREMENT (n)	One (TN) of a sequence of regular operations done one (TN) after the other, to increase or decrease an adjustable quantity	ADJUST THE STOP BOLT IN INCREMENTS OF XXXX.	
incur (v)	CAUSE	REMOVAL OF THE UNIT BEFORE XXXX HOURS CAN CAUSE DAMAGE.	Damage may be incurred if the unit is removed before XXXX hours.
independent (adj)	INDEPENDENTLY (adv)	THIS UNIT OPERATES INDEPENDENTLY.	The operation of this unit is independent.
INDEPENDENTLY (adv)	Without a relation with	THE EMERGENCY SYSTEM IS CONTROLLED INDEPENDENTLY.	
indicate (v)	SHOW	THE POINTER SHOWS ZERO FEET.	Pointer indicates zero feet.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
INDICATION (n)	Something that is shown	MAKE SURE THAT THE INDICATION IS CORRECT.	
induce (v)	CAUSE	SCRATCHES IN THE WINDSCREEN CAN CAUSE CRACKS.	Scratches in windscreen may induce cracking.
inflammable (adj)	FLAMMABLE	TOLUENE IS VERY FLAMMABLE.	Toluene is highly inflammable.
INFLATE (v), INFLATES, INFLATED, INFLATED	To pressurize a flexible container with gas	INFLATE THE TIRES WITH NITROGEN.	
inform (v)	TELL	TELL THE ENGINE MANUFACTURER OF SUCH FAILURES.	Inform the engine manufacturer of such failures.
information (n)	DATA	YOU CAN FIND MORE DATA ABOUT THIS TYPE OF RECEIVER IN PART 3.	Further information on this type of receiver can be found in Part 3.
inhale (v)	BREATHE	DO NOT BREATHE THE FUMES.	Do not inhale vapor.
inhibit (v)	PREVENT	ALODINE PREVENTS CORROSION.	Alodine inhibits corrosion.
INITIAL (adj)	That is related to the start	MOVE THE SWITCH BACK TO ITS INITIAL POSITION.	
INITIALLY (adv)	At the start	INITIALLY, THE SPEED INCREASES TO 3000 RPM.	
initiate (v)	START	START THE TEST AT 2000 RPM.	Initiate the test at 2000 rpm.
inject (v)	PUT	PUT OIL INTO THE GEARBOX WITH A SYRINGE.	Inject oil into the gearbox with a syringe.
injection (n)	PUT (v)	PUT THE CORROSION PREVENTIVE OIL INTO THE PUMP WITH A SYRINGE.	The injection of the corrosion preventive oil into the pump must be done with a syringe.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
injure (v)	INJURY (n)	MAKE SURE THAT THE END OF THE SAFETY WIRE CANNOT CAUSE INJURY TO PERSONNEL.	Make sure end of safety wire cannot injure personnel.
INJURY (n)	Damage to a person	BEND THE ENDS OF THE LOCKING WIRE TO PREVENT INJURY.	
INNER (adj)	Nearer to the center (TN) of an object	THE INNER SURFACE OF THE PART IS BLACK.	
inoperative (adj)	NOT OPERATE (v), OFF	MAKE SURE THAT THE DEMISTING SYSTEM DOES NOT OPERATE. MAKE SURE THAT THE SYSTEM IS OFF BEFORE YOU DRAIN THE FUEL.	Ensure demisting system is inoperative. Make sure the system is inoperative before you drain the fuel.
INPUT (n)	The data, power (TN), or energy (TN) put into equipment or a system	THE XXXX COMPARES THE INPUTS TO THE COMPUTER FROM THE TWO SENSORS.	
insert (v)	PUT, ENGAGE	PUT THE XXXX INTO THE OPENING. MAKE SURE THAT THE CONNECTOR ENGAGES IN THE MATING PART.	Insert XXXX into opening. Check connector is inserted in mating part.
inside (adj)	INNER	CLEAN THE INNER SURFACE OF THE CONTAINER.	Clean the inside surface of the container.
inside (n)	INNER (adj)	PAINT THE INNER SIDES OF THE XXXX.	Paint the inside of the XXXX.
inside (pre)	IN, INTO	CONNECT THE SUPPLY UNION IN THE AIRCRAFT. SAFETY ALL COMPONENTS BEFORE YOU PUT THEM INTO THE FUEL TANK.	Connect the supply union inside the aircraft. Safety all components before you place them inside the fuel tank.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
inspect (v)	INSPECTION (n), EXAMINE	DO AN INSPECTION OF THE WORK. EXAMINE ALL THE DRAIN HOLES.	Inspect the work. Inspect all drain holes.
INSPECTION (n)	The procedure which compares an object with its standard or specification	USE A VOLTMETER TO DO THIS INSPECTION.	
INSTALL (v), INSTALLS, INSTALLED, INSTALLED	To attach an item in or to a second (TN) item	INSTALL THE NEW O-RINGS ON THE SPINDLE.	
INSTALLATION (n)	The procedure which installs an item	REFER TO PARA. 3 FOR INSTALLATION OF THE CANOPY.	
instead (adv)	ALTERNATIVE (n)	USE XXXX AS AN ALTERNATIVE.	Use XXXX instead.
instead of (pre)	ALTERNATIVE (n)	USE XXXX AS AN ALTERNATIVE TO XXXX.	Use XXXX instead of XXXX.
INSTRUCTION (n)	Data that you must obey	THESE INSTRUCTIONS TELL YOU HOW TO REMOVE THE DAMAGED COMPONENTS.	
INSTRUMENT (n)	An item which measures and/or shows	ALL THE INSTRUMENTS ARE ON THE LEFT QUARTER PANEL.	
insufficient (adj)	NOT SUFFICIENT	IF THIS STEP IS NOT SUFFICIENT TO STOP THE LEAKAGE, REPLACE THE ACTUATOR.	If this action is insufficient to stop the leakage, replace the actuator.
insulated (adj)	INSULATION (n)	MAKE SURE THAT THE WIRES HAVE INSULATION ON THEM.	Make certain wires are insulated.
INSULATION (n)	A material that helps to prevent the movement of energy (TN)	MAKE SURE THAT YOU DO NOT DAMAGE THE INSULATION.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
insure (v)	MAKE SURE	MAKE SURE THAT THERE IS NO AEROSPACE GROUND EQUIPMENT IN THE AREA.	Insure that area is clear of aerospace ground equipment.
integral (adj)	PART (n)	THE PIN IS A PART OF THE PUMP.	The pin is integral with the pump.
INTENSITY (n)	The quantity of strength (TN), force (TN) or energy (TN)	OPERATE THE DIMMER SWITCH AND MAKE SURE THAT THE INTENSITY OF THE LIGHT CHANGES.	
INTERCHANGE (v), INTERCHANGES, INTERCHANGED, INTERCHANGED	To put or use each of two (TN) "things" in the "place" of the other without change	INTERCHANGE THE NO.1 AND NO.2 COMPUTERS. THEN DO THE TEST AGAIN.	
INTER- CHANGEABLE (adj)	That you can interchange	RELAYS 2YG AND 8YG ARE FULLY INTERCHANGEABLE ITEMS.	
interconnect (v)	CONNECT	THE PIPES CONNECT SYSTEM "A" TO SYSTEM "B".	The pipes interconnect system A to system B.
INTERFACE (n)	The connection between two (TN) systems or components	CLEAN THE INTERFACE BETWEEN THE COMPUTER AND THE SENSOR.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
interfere (v)	HIT, CATCH, TOUCH, INTERFERENCE (TN)	IF YOU INSTALL THE UPPER DRAG STRUT WITH THE HEAD DOWN, IT WILL HIT THE LOWER DRAG STRUT DURING RETRACTION.	Placing the upper drag strut in upside down makes it interfere with the lower drag strut.
		MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS.	Make sure the rods cannot interfere with the flaps.
		IF THE BRACKET TOUCHES THE PLATE, REMOVE THE UNWANTED MATERIAL WITH A FILE.	Should the bracket interfere with the plate, remove surplus material with a file.
		MAKE SURE THAT THERE IS NO INTERFERENCE BETWEEN THE RADAR AND THE TACAN.	Ensure that the radar does not interfere with the TACAN.
interference (n)	HIT (v), CATCH (v), TOUCH (v) <u>NOTE:</u> INTERFERENCE can also be a TN in the electronic “sense”, and part of a TN in a mechanical “sense” (for example, “interference fit”, “interference bolt”).	IF YOU INSTALL THE UPPER DRAG STRUT WITH THE HEAD DOWN, IT WILL HIT THE LOWER DRAG STRUT DURING RETRACTION.	Placing the upper drag strut in upside down causes interference with the lower drag strut.
		MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS.	Make sure that there is no interference between the rods and the flaps.
		MAKE SURE THAT THE LOCKING WIRE DOES NOT TOUCH THE LEVER.	Ensure that there is no interference between the locking wire and the lever.
interior (n)	INTERNALLY (adv)	EXAMINE THE WING TANK INTERNALLY.	Examine the interior of the wing tank.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
intermediate (adj)	MIDDLE, BETWEEN (pre) <u>NOTE</u> : Give the limits.	PUT THE LEVER IN THE MIDDLE POSITION. WHEN THE INPUT LEVER IS BETWEEN XXXX AND XXXX, MEASURE THE PISTON EXTENSION.	Place lever in intermediate position. When the input lever is in an intermediate position, measure piston extension.
INTERMITTENT (adj)	That stops and starts again, not continuous	THIS CAUSES INTERMITTENT OPERATION OF THE WARNING LIGHTS.	
INTERMITTENTLY (adv)	In an intermittent “manner”	THE LIGHT COMES ON INTERMITTENTLY.	
INTERNAL (adj)	Of, or on, the inner side	MAKE SURE THAT FUEL COMES OUT OF THE INTERNAL EJECTORS.	
INTERNALLY (adv)	Of, or on, the inner side	USE A BORESCOPE TO INTERNALLY EXAMINE THE COMBUSTOR.	
intersect (v)	INTERSECTION (TN)	DRILL A HOLE AT THE INTERSECTION OF THE TWO LINES.	Drill hole where the two lines intersect.
INTERVAL (n)	A distance or “gap” between two (TN) points in space or time	DO THE TEST AT FIVE- MINUTE INTERVALS.	
INTO (pre)	1. Movement to something and access to it 2. Function word that shows change, condition, result	IF SOMETHING GOES INTO THE OPENING, THIS CAN CAUSE DAMAGE TO THE ENGINE. THE PARTS OF THE STRUCTURE ARE DIVIDED INTO THREE GROUPS.	
investigate (v)	FIND	FIND THE CAUSE OF THE FUEL LEAKAGE.	Investigate the origin of the fuel leakage.
investigation (n)	EXAMINE (v)	EXAMINE FULLY THE DAMAGED AREA.	Carry out a detailed investigation of damaged area.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
inward (adj)	INNER	MEASURE THE INNER DIAMETER OF THE HOLE.	Measure the inward diameter of the hole.
inward (adv)	IN	MOVE THE DOOR IN AND REARWARD.	Move door inward and rearward.
IRREGULAR (adj)	Not regular	IF THE SIGNALS ARE IRREGULAR, REPLACE THE UNIT.	
irregularity (n)	IRREGULAR (adj), UNUSUAL (adj), DEFECT (TN)	IF YOU GET IRREGULAR RESULTS, YOU MUST DO THE TEST AGAIN. IF YOU GET UNUSUAL RESULTS, YOU MUST DO THE TEST AGAIN. THERE MUST BE NO DEFECTS IN THE SURFACE FINISH.	If you get any irregularities in the results, you must do the test again. There must be no irregularities in the surface finish.
IRREGULARLY (adv)	Not regularly	IF THE UNIT RECEIVES THE SIGNALS IRREGULARLY, REPLACE IT.	
IS (v)	Refer to BE		
ISOLATE (v), ISOLATES, ISOLATED, ISOLATED	To prevent a supply or connection to	OPEN THE CIRCUIT BREAKER TO ISOLATE THE SLAT SYSTEM.	
isolation (n)	ISOLATE (v)	YOU MUST ISOLATE NO. 1 SYSTEM TO DO THE LEAKAGE CHECKS.	Isolation of No. 1 system is necessary to do the leakage checks.
IT (pn)	That “thing”	CAREFULLY MOVE THE DEFLECTOR UNIT DOWN UNTIL IT ENGAGES.	
ITEM (n)	A “thing” that is “determined” or specified	LUBRICATE THESE ITEMS WITH GREASE.	
ITS (adj)	“Belonging” to a “thing”	REMOVE THE UNIT AND ITS WIRING.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
jack (v)	JACK (TN)	DO NOT LIFT THE AIRCRAFT ON JACKS IF THE WIND SPEED IS MORE THAN 20 MPH.	Do not jack the aircraft if the wind speed exceeds 20 mph.
jam (v)	FREELY (adv)	MAKE SURE THAT THE VALVE SPINDLE MOVES FREELY.	Check that valve spindle does not bind or jam.
jar (v)	SHAKE	DO NOT SHAKE THE INSTRUMENTS.	Do not jar instruments.
job (n)	WORK	DO THIS WORK IN A CLEAN AREA.	Accomplish this job in a clean area.
join (v)	BOND, ATTACH, CONNECT	USE ADHESIVE XXXX TO BOND METAL TO METAL.	Use adhesive XXXX to join metal to metal.
		ATTACH SMOKE DETECTOR 1 TO SMOKE DETECTOR 2.	Join smoke detectors 1 and 2.
		CONNECT THE HOSE TO THE PIPE WITH A CLIP.	Join the hose to the pipe with a clip.
JOINT (n)	The area at which two (TN) surfaces or edges touch or are attached	SEAL THE JOINT WITH SEALING COMPOUND.	
jolt (v)	SHAKE	DO NOT SHAKE THE INSTRUMENTS.	Do not jolt instruments.
just (adv)	IMMEDIATELY	KEEP THE RING IMMEDIATELY ABOVE THE JACK COLLARS.	Keep the ring just above the jack collars.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
KEEP (v), KEEPS, KEPT, KEPT	To continue to have or hold	KEEP THE COMPOUND IN A CLOSED CONTAINER.	
keyed (adj)	REFER (v), KEY (TN)	THE ILLUSTRATION REFERS TO EACH STEP. INSTALL THE KEY BETWEEN THE PULLEY AND THE SHAFT.	The illustration will be keyed to each of the steps. The pulley must be keyed to the shaft.
KILL (v), KILLS, KILLED, KILLED	To cause death (TN)	HIGH VOLTAGES CAN KILL.	
kind (n)	TYPE	YOU CAN USE TWO TYPES OF SEALING COMPOUND.	Two kinds of sealing compound can be used.
kink (v)	KINK (TN)	DO NOT MAKE KINKS IN THE CABLES.	Do not kink the cables.
knock (v)	HIT	HIT THE CLAMP ON THE RIGHT SIDE WITH A HAMMER.	Knock clamp on right-hand side with a hammer.
KNOW (v), KNOWS, KNEW, KNOWN	To be sure of data, to have data "ready" to use	IF YOU KNOW THE CLEARANCE, YOU CAN CALCULATE THE WASHER THICKNESS.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
label (v)	LABEL (TN)	PUT A LABEL ON THE RELAY ASSEMBLY.	Label the relay assembly.
LAMINATED (adj)	Made of laminations	THIS PANEL IS MADE OF LAMINATED CARBON FIBER.	
LAMINATION (n)	Layers of one (TN) or more materials bonded together	IF THE LAMINATIONS ARE DAMAGED, REPLACE THE PANEL.	
land (v)	LANDING (TN)	AFTER A HEAVY LANDING, DO THE HEAVY LANDING INSPECTION.	If the aircraft landed heavily, perform the Heavy Landing Inspection.
LARGE (adj) (LARGER, LARGEST)	More than average (TN) in dimension, quantity, or capacity	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF CLEAN WATER.	
LAST (adj)	That comes at the end	IMMEDIATELY AFTER THE LAST FLIGHT OF THE DAY, INSTALL ALL COVERS.	
LAST (adv)	After other persons or "things"	FILL THE OUTER TANKS LAST.	
last (v)	CONTINUE	THE SIGNALS CONTINUE FOR 0.8 SECONDS.	The signals last 0.8 seconds.
LATCH (v), LATCHES, LATCHED, LATCHED	To hold something in position with a "latching" device	MAKE SURE THAT THE DOOR IS LATCHED.	
later (adj)	THEN (adv)	DO THIS. THEN DISCONNECT THE XXXX.	At a later time, disconnect the XXXX.
later (adv)	WHEN (con) <u>NOTE</u> : Give the time.	DO STEPS (3) THRU (5). DO STEP (6) WHEN THE AILERON MOVEMENT STOPS.	Perform steps (3) to (5), then perform step (6) later.
LATERAL (adj)	Related to or on the side	ADJUST THE LATERAL LEVEL.	
LATERALLY (adv)	In a lateral direction	PUSH THE UNIT OUT, AND THEN MOVE IT LATERALLY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
lay (v)	PUT	PUT COVERS ON THE FLOOR.	Lay covers on the floor.
LAYER (n)	A material applied to a surface or put on, or below, a second (TN) material	APPLY A THIN LAYER OF SEALING COMPOUND ON THE BARE METAL.	
lead (v)	PUT	PUT THE TELEFLEX CABLE THROUGH THE BULKHEAD.	Lead the Teleflex cable through the bulkhead.
LEAK (n)	A crack (TN) or hole which lets fluid or light (TN) go into or come out of something	EXAMINE THE SWIVEL COUPLINGS FOR LEAKS.	
leak (v)	LEAK (n)	IF THERE ARE LEAKS IN THE SYSTEM, REPAIR THEM.	If the system is leaking, repair it.
LEAKAGE (n)	The quantity of material that goes through a leak	MEASURE THE LEAKAGE FROM THE PCU.	
leave (v)	KEEP, LET STAY, GO	KEEP THE VENT VALVES OPEN. LET THE VENT VALVES STAY OPEN.	Leave vent valves open.
		IF FUEL SPILLS ON THE GROUND, IMMEDIATELY GO TO A SAFE AREA.	If fuel spills on the ground, immediately leave the contaminated area.
LEFT (adj)	On the west (TN) side when you look north (TN)	INSTALL THE CONTROL PANEL IN THE LEFT CONSOLE.	
left-hand (adj)	LEFT	SET THE LEFT SWITCH TO "ON".	Move the left-hand switch to "ON".
legible (adj)	READ (v)	MAKE SURE THAT YOU CAN READ THE IDENTIFICATION PLATES.	Make certain that identification plates are legible.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
LENGTH (n)	1. The distance from one (TN) end to the other end 2. The longer or longest of the three (TN) dimensions of an object	MEASURE THE LENGTH OF THE JACK RAM. THE DIMENSIONS OF THE UNIT ARE: - LENGTH 300 mm - WIDTH 90 mm - THICKNESS 60 mm.	
lengthen (v)	INCREASE	DO NOT TRY TO INCREASE THE LENGTH OF THIS ROD.	Do not attempt to lengthen this rod.
LESS (adj) NOTE: No other forms of this adj.	Of smaller dimension, value, quantity, volume, or number	THE FLOW RATE MUST NOT BE LESS THAN XXXX.	
less (pre)	WITHOUT	THE JUNCTION BOX IS SUPPLIED WITHOUT THE TEST LEADS.	The junction box is supplied less the test leads.
LET (v), LETS, LET, LET	To give “opportunity”	LET THE ADHESIVE BECOME TACKY.	
lethal (adj)	KILL (v)	THE ELECTRICAL DISCHARGE FROM THESE POWER UNITS CAN KILL YOU.	The electrical discharge from these power units can be lethal.
LEVEL (adj)	Horizontal to a known datum (TN)	PARK THE AIRCRAFT ON LEVEL GROUND.	
LEVEL (n)	A horizontal line (TN), plane (TN), surface, or condition	FILL THE TANK TO THE CORRECT LEVEL (REFER TO XXXX).	
level (v)	LEVEL (adj)	MAKE THE AIRCRAFT LEVEL.	Level the aircraft.
liberal (adj)	LARGE, THICK	CLEAN THE WINDOW WITH LARGE QUANTITIES OF WATER AND SOAP.	Clean window using liberal quantities of water and soap.
		APPLY A THICK LAYER OF THE COMPOUND.	Apply a liberal amount of the compound.
liberally (adv)	LARGE (adj), THICK (adj)	APPLY A LARGE QUANTITY OF THE SOLUTION.	Apply the solution liberally.
		APPLY A THICK LAYER OF THE COMPOUND.	Apply the compound liberally.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
lie (v)	BE	THE OTHER PART OF THE CLIP IS ALONG THE BARREL.	The other portion of the clip lies along the barrel.
LIFE (n)	The time during which you can use an item or object	THE LIFE OF THE CARTRIDGE IN THE FIRE EXTINGUISHER IS 3 YEARS.	
LIFT (v), LIFTS, LIFTED, LIFTED	To move something up	DO NOT LIFT THE AIRCRAFT ON JACKS.	
LIGHT (adj) (LIGHTER, LIGHTEST)	That has a small mass, weight, or force (TN) <u>NOTE:</u> For other meanings, USE: THIN, SMALL	APPLY A LIGHT FORCE ON THE RUDDER PEDALS.	
		APPLY A THIN LAYER OF SEALANT ON THE SEALING SURFACES OF THE CONTAINER.	Apply a light layer of sealant on the sealing surfaces of the container.
		APPLY A SMALL QUANTITY OF LUBRICANT ON EACH O-RING BEFORE YOU INSTALL IT.	Apply a light quantity of lubricant on each O-ring before its installation.
light (v)	COME ON	MAKE SURE THAT THE FLUID INDICATOR LIGHT COMES ON.	Ensure that the fluid indicator light lights.
LIGHTING (n)	That which gives light to	A DIMMER UNIT CONTROLS THE PANEL LIGHTING.	
LIGHTLY (adv)	In a light “manner”	LIGHTLY RUB THE DEFECTIVE AREA WITH WET ABRASIVE PAPER.	
LIMIT (n)	A specified maximum or minimum quantity, number, time, or distance	IF THE CLEARANCES ARE NOT IN THE LIMITS GIVEN IN FIG. 4, REFER TO REPAIR SCHEME XXXX.	
limitation (n)	LIMIT	WHEN YOU LIFT THE AIRCRAFT ON JACKS, KEEP THE CENTER OF GRAVITY BETWEEN THESE LIMITS:	Observe these center of gravity limitations when you jack the aircraft:

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
limited (adj)	SMALL	THERE IS ONLY A SMALL NUMBER OF REPAIRS THAT YOU CAN DO.	There is only a limited number of repairs you can do.
LINEAR (adj)	In a straight line (TN)	MAKE SURE THAT THE RESULTS ARE LINEAR.	
LINEARLY (adv)	In a straight line (TN)	LINEARLY INCREASE THE PRESSURE.	
link (v)	CONNECT, ATTACH	CONNECT THE CABLES. ATTACH THE HOIST TO THE POWER UNIT.	The cables must be linked to each other. link the hoist to the power unit.
LIQUID (adj)	That has the properties of a liquid	DURING SERVICING, THE LIQUID OXYGEN FLOWS THROUGH THE STABILIZING CONTAINER.	
LIQUID (n)	A material that is not a gas or a solid	THE CONVERTER CHANGES THE LIQUID INTO A GAS.	
list (v)	RECORD, LIST (TN)	RECORD THE TEST RESULTS. MAKE A LIST OF THE PART NUMBERS IN NUMERICAL SEQUENCE.	List the results of the test. List the part numbers in numerical order.
LISTEN (v), LISTENS, LISTENED, LISTENED	To use your ears (TN) to hear or find	LISTEN FOR THE SIGNAL.	
LIVE (adj)	That includes explosive material <u>NOTE</u> : For electrical systems, USE: ENERGIZE (v)	SOME MAINTENANCE OPERATIONS ARE NOT PERMITTED ON AIRCRAFT THAT HAVE LIVE AMMUNITION.	
load (v)	LOAD (TN), INSTALL, PUT	PUT THE LOAD ON THE SPRING BALANCE. INSTALL THE SPRING IN THE CARTRIDGE. PUT A FILM IN THE CAMERA.	Load the spring balance. Load the spring in the cartridge. Load a film in the camera.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
LOCAL (adj)	Applicable to a given location or position	SET THE “LAT” KNOB TO THE LOCAL LATITUDE.	
LOCALLY (adv)	Applicable to a given location or position	YOU CAN ALSO DO THIS TEST WITH A LOCALLY MADE TOOL.	
locate (v)	FIND, ENGAGE, PUT	USE TALCUM POWDER TO FIND EXTERNAL LEAKS.	Locate external leaks with talcum powder.
		ENGAGE THE GEAR WHEEL ON THE SPLINED SHAFT.	Locate the gear wheel on the splined shaft.
		USE THE MARK TO HELP YOU PUT THE CLAMP IN ITS CORRECT POSITION.	Use the mark to locate the clamp position.
LOCATION (n)	A “spot” or “site” you can find	FIGURES 1 THRU 4 SHOW THE LOCATION OF THE WALKWAYS.	
LOCK (v), LOCKS, LOCKED, LOCKED	To attach something, or hold it in position with a “locking” device	LOCK THE SWITCH AND REMOVE THE KEY.	
LOCK ON (v), LOCKS ON, LOCKED ON, LOCKED ON	To find and stay on a “target” or signal (TN) automatically	THE DME LOCKS ON AT 5 MILES.	
log (v)	RECORD	RECORD THE COMPASS CORRECTION ON THE CARD.	Log the compass corrections on the card.
LONG (adj) (LONGER, LONGEST)	That has large length or “duration”	USE A TUBE NOT LONGER THAN 3.3 FEET.	
long (as long as) (con)	WHILE	WHILE THE DC SUPPLY IS ON, THE FAN MUST OPERATE.	As long as the DC supply is on, the fan must run.
LONGITUDINAL (adj)	Related to the longitudinal axis (TN)	ADJUST THE LONGITUDINAL TRIM SYSTEM.	
LONGITUDINALLY (adv)	In a longitudinal direction	MOVE THE STAND LONGITUDINALLY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
LOOK (v), LOOKS, LOOKED, LOOKED	To use your eyes (TN) to see or find	LOOK THROUGH THE INSPECTION WINDOW.	
LOOP (n)	A circular shape made in a flexible material	MAKE A LOOP OF WIRE AROUND THE UNIT.	
loop (v)	LOOP (n)	MAKE A LOOP OF WIRE AROUND THE UNIT.	Loop the wire around the unit.
LOOSE (adj)	1. On, in, but not attached 2. Not tight <u>NOTE:</u> For other meanings, USE: TENSION (TN)	COLLECT THE LOOSE BARREL NUTS. TURN THE KNOB UNTIL YOU FEEL THAT IT IS ALMOST LOOSE.	
		MAKE SURE THAT THERE IS TENSION IN THE CABLES.	Make sure that the cables are not loose.
LOOSELY (adv)	Not tightly	MAKE SURE THAT THE PARTS ARE LOOSELY ASSEMBLED.	
LOOSEN (v), LOOSENS, LOOSENED, LOOSENED	To cause to be not tight	LOOSEN THE SCREWS THAT ATTACH THE CLAMP TO THE SUPPORT.	
lose (v)	DECREASE	THE EFFECT OF THE SOLVENT DECREASES QUICKLY.	The solvent loses its effectiveness quickly.
lost (adj)	DECREASE (v), NOT FIND (v)	IF THE PRESSURE DECREASES QUICKLY, THE SHEAR PINS IN THE LATCH WILL BREAK. IT IS POSSIBLE THAT YOU CANNOT FIND THE RUBBER BUSHES.	If pressure is lost rapidly, shear pins in the latch will shear. The rubber bushes may be lost.
LOW (adj) (LOWER, LOWEST)	That is of small value	IF THE FLUID LEVEL IS LOW, THE SYSTEM WILL NOT OPERATE.	
LOWER (v), LOWERS, LOWERED, LOWERED	To move something down	LOWER THE ANTENNA TO GET ACCESS TO THE CABLE CONNECTOR.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
lowermost (adj)	BOTTOM	THE BOTTOM MARK ON THE BOARD IS XXXX.	The lowermost mark on the board is XXXX.
LUBRICATE (v), LUBRICATES, LUBRICATED, LUBRICATED	To apply lubricant (TN)	LUBRICATE THE O-RINGS WITH HYDRAULIC FLUID (NATO H-515).	
lukewarm (adj)	WARM	SOAK THE AREA WITH WARM WATER.	Soak the area with lukewarm water.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
MAGNETIC (adj)	Related to the properties of a magnet (TN)	REMOVE THE MAGNETIC DRAIN PLUG FROM THE OIL TANK.	
MAGNETICALLY (adv)	In a magnetic “manner”	RELEASE THE MAGNETICALLY-LATCHED PUSHBUTTON SWITCHES.	
magnetized (adj)	MAGNETIC	DO NOT USE MAGNETIC TOOLS TO ADJUST THE COMPASS.	Do not use magnetized tools to adjust the compass.
main (adj)	PRIMARY	THE PRIMARY CAUSE OF VALVE FAILURE IS CONTAMINATION OF THE HYDRAULIC FLUID.	The main cause of valve failure is contamination of hydraulic fluid.
maintain (v)	KEEP, MAINTENANCE (n), HOLD	KEEP THE FLUID TEMPERATURE AT 70° F. DO THE MAINTENANCE ON THE XXXX SYSTEM.	Maintain fluid temperature at 70° F. Maintain the XXXX system.
		TURN THE ROTATING TUBE 75 DEGREES. THEN HOLD THE TUBE IN THIS POSITION.	Turn the rotating tube 75 degrees. Then maintain the tube in this position.
MAINTENANCE (n)	The servicing and/or the repair of something to keep it in the correct condition	DO NOT REFUEL THE AIRCRAFT DURING MAINTENANCE.	
major (adj)	PRIMARY	THE PRIMARY FUNCTION OF THE POWER UNIT IS TO SUPPLY ELECTRICAL POWER TO THE AIRCRAFT.	The major function of the power unit is to supply electrical power to the aircraft.
MAKE (v), MAKES, MADE, MADE	To “manufacture”, to cause to occur or to become	YOU CAN MAKE THE CLEARING TOOL LOCALLY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
make certain (v)	MAKE SURE	MAKE SURE THAT THE VALVE IS OPEN.	Make certain the valve is open.
MAKE SURE (v), MAKES SURE, MADE SURE, MADE SURE	To “verify” and/or do the necessary steps	MAKE SURE THAT NO LEAK DETECTION FLUID GOES INTO THE OXYGEN SYSTEM.	
maladjusted (adj)	INCORRECTLY ADJUSTED	IF THE WARNING LIGHT IS ON WHEN THE DOOR IS CLOSED, THE MICROSWITCH IS INCORRECTLY ADJUSTED.	If warning light is on when door is closed, microswitch is maladjusted.
MALFUNCTION (n)	Incorrect operation	REFER TO XXXX TO CORRECT THE MALFUNCTION.	
man (n)	PERSON	MAKE SURE THAT A SECOND PERSON IS AVAILABLE.	Make sure a second man is available.
MANDATORY (adj)	That which you must do, use, or obey	THIS SERVICE BULLETIN IS MANDATORY.	
manipulate (v)	MOVE, ADJUST	MOVE THE FLEXIBLE PIPE TO GET ACCESS TO THE BOTTOM BOLTS. ADJUST THE FLEXIBLE PIPE TO GET ACCESS TO THE BOTTOM BOLTS.	Manipulate the flexible pipe to gain access to the bottom bolts.
MANUAL (adj)	Operated with the hands (TN)	USE THE MANUAL CONTROLS IF THE AUTOMATIC CONTROLS DO NOT OPERATE.	
MANUAL (n)	A “publication” that supplies data related to a special “subject”	THIS MANUAL IDENTIFIES AND SUPPLIES THE PERFORMANCE DATA.	
MANUALLY (adv)	With the hands (TN)	MOVE THE FLAPS MANUALLY.	
manufacture (v)	MAKE	YOU CAN MAKE THE CLEARING TOOL LOCALLY.	The clearing tool can be manufactured locally.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
MANY (adj) (MORE, MOST)	Of large number <u>NOTE</u> : If possible, give the range, number, or quantity.	MANY OPERATORS TELL US THAT THERE IS HYDRAULIC LEAKAGE.	
MARK (n)	Something that you make or is made to show an identification, location, or direction	THE RED MARKS SHOW A MAXIMUM STEERING ANGLE OF 35 DEGREES.	
mark (v)	MARK (n)	PUT MARKS ON THE OUTER TUBE TO SHOW THE CLAMP LOCATIONS.	Mark the clamp locations on the outer tube.
mask (v)	APPLY	APPLY MASKING TAPE TO THE TRANSPARENT PANEL.	Mask transparent panel with masking tape.
MASS (n)	A value that shows how resistant an object is to inertia (TN)	STRUCTURAL OR EQUIPMENT MODIFICATIONS CAN CHANGE THE BASIC MASS AND THE CENTER-OF-GRAVITY COORDINATES.	
match (v)	ALIGN, AGREE	FOLD THE GIRT ON THE CONTAINER AND ALIGN THE VELCRO TAPE. MAKE SURE THAT THE SEAL AGREES WITH THE SHAPE OF THE PANEL.	Fold girt over the container so that Velcro tape matches. Ensure seal matches the panel shape.
mate (v)	CONNECT, TOGETHER (adv), ENGAGE	CONNECT THE PLUG TO THE RECEPTACLE. PUT THE SMOOTH SURFACES TOGETHER. ENGAGE THE SPLINES ON THE SHAFT WITH THOSE IN THE GEARBOX.	Mate the plug to the receptacle. Mate the smooth surfaces. Mate the splines on the shaft with the splines in the gearbox.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
MATERIAL (n)	1. A “substance” or something from which a “thing” is made 2. Something made to do a task	REMOVE THE UNWANTED MATERIAL BEFORE YOU INSTALL THE SEAL. YOU CAN USE EQUIVALENT ALTERNATIVES FOR THESE MATERIALS.	
MATING (adj)	Made to touch	APPLY GREASE ON THE MATING SURFACES OF THE STARTER GENERATOR.	
MATT (adj)	Not glossy	APPLY MATT PAINT ON THE PANEL.	
matter (n)	MATERIAL	REMOVE THE GLOSSY MATERIAL FROM THE SURFACE OF THE BLADE.	Remove glossy matter from surface of blade.
MAXIMUM (adj)	Related to the largest dimension, quantity, number, or value	THE MAXIMUM DISPLAY ON THE VOLTMETER IS 199.9 V.	
MAXIMUM (n)	The largest dimension, quantity, number, or value	MOVE THE LEVER A MAXIMUM OF 45 DEG.	
may (v)	CAN, POSSIBLY (adv)	IF YOU USE INCORRECT EQUIPMENT, YOU CAN CAUSE DAMAGE TO THE VANES. THE LENGTH OF THE NEW ROD IS POSSIBLY NOT CORRECT.	The vanes may be damaged by using incorrect equipment. The length of the new rod may not be correct.
MEASURE (v), MEASURES, MEASURED, MEASURED	To find the dimensions, capacity, or quantity of something	MEASURE THE LOAD CURRENT.	
MECHANICAL (adj)	Related to or operated with a mechanism	THE STANDBY SYSTEM IS MECHANICAL.	
MECHANICALLY (adv)	In a mechanical “manner”	OPERATE THE HORIZONTAL STABILIZER MECHANICALLY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
MECHANISM (n)	An assembly of mechanical parts that are made to operate together	USE WHITE SPIRIT TO CLEAN A HINGE MECHANISM THAT HAS A GREASE NIPPLE.	
MEDICAL (adj)	Related to medicine (TN)	IF YOU GET HYDRAULIC FLUID IN YOUR EYES, FLUSH THEM WITH WATER AND GET MEDICAL AID.	
medium (adj)	MODERATE (adj)	APPLY MODERATE PRESSURE.	A medium amount of pressure must be applied.
meet (v)	ALIGN, ENGAGE, TOUCH	LOWER THE SEAT UNTIL THE LOCKING PINS ALIGN WITH THE HOLES IN THE TRACK. PUSH THE PIN UNTIL IT ENGAGES IN THE RETAINING CLIP. THE ROD MUST TOUCH THE CENTER OF THE STRIP.	Lower seat so that locking pins meet with holes in the track. Push the pin until it meets with the retaining clip. The rod should meet the center of the strip.
MELT (v), MELTS, MELTED, MELTED	To change from solid to liquid because of heat	THE FUSIBLE PLUGS MUST MELT IN 20 SECONDS OR LESS.	
mention (v)	GIVE	THE REPAIR LIMITS ARE NOT GIVEN BECAUSE SPECIAL EQUIPMENT IS NECESSARY.	Repair limits are not mentioned as special equipment is required.
mesh (v)	ENGAGE	IF THE GEARS DO NOT ENGAGE, ADD A SHIM.	If gears do not mesh, add a shim.
metallic (adj)	METAL (TN)	THE INSULATION BLANKETS ARE MADE OF METAL.	Insulation blankets are made of metallic material.
meteorological (adj)	WEATHER (n)	DO THE TEST IN GOOD WEATHER.	Carry out test in good meteorological conditions.
method (n)	PROCEDURE	USE AN APPROVED PROCEDURE WHEN YOU DISCARD THE CARTRIDGES.	Dispose of the cartridges by an approved method.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
mid (adj)	MIDDLE	PUT THE THROTTLE LEVER IN THE MIDDLE POSITION.	Place throttle lever in mid position.
MIDDLE (adj)	At a point that is between two (TN) other points	REMOVE THE MIDDLE BELLCRANK UNIT.	
MIDDLE (n)	A point that is at or near the center (TN)	LIFT THE SEAT TO THE MIDDLE OF THE TRAVEL.	
mild (adj)	WEAK	USE A WEAK SOAP SOLUTION TO CLEAN THE SIDEWALL PANEL.	Use a mild soap solution to clean the sidewall panel.
minimize (v)	MINIMUM (n)	USE A TRESTLE TO KEEP THE LOADS ON THE WING TO A MINIMUM.	Use a trestle to minimize loads on the wing.
MINIMUM (adj)	Related to the smallest dimension, quantity, number or value	MAKE SURE THAT THE FLUID IN THE HYDRAULIC RESERVOIR IS ABOVE THE MINIMUM LEVEL.	
MINIMUM (n)	The smallest dimension, quantity, number, or value	LET THE PAINT DRY FOR A MINIMUM OF 1 HOUR.	
minor (adj)	SMALL	YOU CAN IGNORE SMALL DIFFERENCES IN TEMPERATURE.	Minor differences in temperature can be ignored.
MINUS (pre)	With the subtraction (TN) of	INCREASE THE PRESSURE IN THE SHOCK ABSORBER TO 85.5 BAR, PLUS OR MINUS 2.7 BAR.	
miscellaneous (adj)	OTHER, ALL	REMOVE THE TOOLS AND OTHER EQUIPMENT. REMOVE ALL EQUIPMENT.	Remove tools and miscellaneous items of equipment. Remove miscellaneous equipment.
misrigged (adj)	INCORRECTLY ADJUSTED	IF THE MARKS ARE NOT ALIGNED, THE LINKAGE IS INCORRECTLY ADJUSTED.	If the marks are not aligned, the linkage is misrigged.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
MISSING (adj)	That is not there	IF THE SEALS ARE MISSING, DISCARD THE PART.	
mix (n)	MIXTURE	THE POTLIFE OF THE MIXTURE IS APPROXIMATELY 4 HOURS.	Potlife of mix is approximately 4 hours.
MIX (v), MIXES, MIXED, MIXED	To put together two (TN) or more materials to make one (TN) "combination"	MIX THE COMPOUND FULLY.	
MIXTURE (n)	The result that you get when you mix materials	DO NOT USE THIS MIXTURE WHEN THE TEMPERATURE IS LESS THAN 15° C.	
MOBILE (adj)	That is made to move easily	CONNECT THE MOBILE GROUND POWER UNIT.	
MODE (n)	A special condition of operation	MAKE SURE THAT THE "HEADING SELECT" MODE OPERATES.	
MODERATE (adj)	Between low and high values	APPLY A MODERATE LOAD ON THE BRAKE PEDALS.	
MODERATELY (adv)	In a moderate "manner"	YOU CAN APPLY A SUBSEQUENT LAYER WHEN THE SURFACE IS MODERATELY DRY.	
modify (v)	CHANGE	SERVICE BULLETIN 105 CHANGES THE BOLTS THAT ATTACH THE POWER CONTROL UNIT.	Service Bulletin 105 modifies the power control unit attachment bolts.
MOIST (adj)	Moderately wet	CLEAN THE PANEL WITH A MOIST CLOTH.	
moisten (v)	MOIST (adj)	MAKE THE CLOTH MOIST WITH MEK.	Moisten the cloth with MEK.
MOMENTARILY (adv)	For a short time	STOP THE PUMP MOMENTARILY. THEN START IT AGAIN.	
momentary (adj)	MOMENTARILY (adv)	MAKE SURE THAT THE SPEED INCREASES MOMENTARILY.	Check for momentary increase in speed.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
MONITOR (v), MONITORS, MONITORED, MONITORED	To look at something for a period to see if there is a change	MONITOR THE INDICATORS ON THE OVERHEAD PANEL.	
MOOR (v), MOORS, MOORED, MOORED	To attach something to the ground	YOU MUST MOOR THE AIRCRAFT.	
MORE (adj)	Refer to MANY/MUCH		
MORE (adv)	By a larger dimension, value, quantity, number or "degree"	IF IT IS NECESSARY TO DECREASE THE CABLE TENSION MORE, USE THE TURNBUCKLE.	
MOST (adj)	Refer to MANY/MUCH		
motion (n)	MOVEMENT	MAKE SURE THAT THE STABILIZER MOVEMENT CONTINUES.	Check that stabilizer motion continues.
motor (v)	MOTORING (TN), DRY-MOTOR, WET-MOTOR	DO A MOTORING PROCEDURE.	Motor the engine.
		DRY-MOTOR THE ENGINE.	Motor the engine without fuel.
		WET-MOTOR THE ENGINE.	Motor the engine without ignition.
mount (v)	INSTALL, ATTACH, PUT	INSTALL THE MANIFOLD AT STATION XXXX.	Mount the manifold at station XXXX.
		ATTACH THE SEATS TO THE SEAT TRACKS.	Mount seats on seat tracks.
		PUT THE WHEEL ON THE AXLE.	Mount the wheel on the axle.
MOVABLE (adj)	That can move if necessary	TURN THE MOVABLE HALF-COLLAR OF THE SUPPORT.	
MOVE (v), MOVES, MOVED, MOVED	To change position or location	MAKE SURE THAT THE POINTER MOVES FREELY.	
MOVEMENT (n)	A change of position or location	SUDDEN OPERATION OF THE GYRO CAN CAUSE UNWANTED MOVEMENT OF THE HORIZONTAL STABILIZER.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
MUCH (adj) (MORE, MOST)	Of “relatively” large dimension, value, quantity, or volume	DO NOT APPLY TOO MUCH PRESSURE.	
MULTIPLY (v), MULTIPLIES, MULTIPLIED, MULTIPLIED	To use multiplication (TN) to get a result	MULTIPLY THE INDICATOR VALUE BY THE SCALE VALUE.	
MUST (v) NOTE: No other forms of this verb	Helping verb that shows “obligation”	THE “BAT 1” SWITCH MUST BE IN THE “ON” POSITION.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
NAME (n)	The identification you give to a person or an object	PUSH THE LINE KEY ADJACENT TO THE NAME OF THE SYSTEM.	
NEAR (adj) (NEARER, NEAREST)	At or to a “relatively” short distance	PUT THE TOOL ON THE NEAR FACE OF THE INSTALLATION.	
NEAR (pre)	“Approaching” in space or condition	BALANCE THE ELEVATOR NEAR ITS MAXIMUM LIMIT. THE FLIGHT DATA RECORDER IS NEAR THE DOOR.	
nearly (adv)	ALMOST	MOVE THE POINTER UNTIL IT IS ALMOST IN THE GREEN BAND.	Move pointer until nearly in the green band.
NECESSARY (adj)	That must be	IF NECESSARY, TURN THE FITTING.	
need (v)	NECESSARY (adj)	MAKE SURE THAT IT IS NOT NECESSARY TO REPLACE THE BACKING RINGS.	Make sure the backing rings do not need to be replaced.
neither (adj)	NONE OF THE TWO (TN)	NONE OF THE TWO UNITS MUST OPERATE.	Neither unit must operate.
neither (pn)	NONE OF THE TWO (TN)	NONE OF THE TWO UNITS MUST OPERATE.	Neither of the units must operate.
NEUTRAL (adj)	1. That has no effect 2. That is not acid (TN) or alkaline (TN)	MAKE SURE THAT THE CONTROLS ARE IN THE NEUTRAL POSITION. CLEAN THE XXXX WITH A NEUTRAL SOLUTION.	
neutralize (v)	NEUTRAL (adj)	MAKE THE ELECTROLYTE NEUTRAL WITH VINEGAR OR BORIC ACID.	Neutralize electrolyte with vinegar or boric acid.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
never (adv)	DO NOT	DO NOT LET THE LEVEL IN THE TANK DECREASE BELOW XXXX.	Never allow level in tank to drop below XXXX.
NEW (adj) (NEW, NEWEST)	Not used “before”	INSTALL A NEW GASKET ON THE BOOSTER PUMP FLANGE.	
next (adj)	SUBSEQUENT	CORRECTLY SAFETY THE NUTS BEFORE YOU CONTINUE TO THE SUBSEQUENT STEP.	Nuts must be correctly safetied before proceeding to the next step.
next to (pre)	ADJACENT TO	THE PUMP IS ADJACENT TO RIB XXXX.	The pump is next to rib XXXX.
NO (adj)	Not “any”	MAKE SURE THAT THERE IS NO FUEL LEAKAGE.	
NO (adv)	Function word that shows the “negative answer” to a “question”	DOES THE LIGHT COME ON? YES OR NO.	
NOISE (n)	An unwanted sound <u>NOTE:</u> For electronic meaning, USE: INTERFERENCE (TN)	WHILE THE ENGINE CONTINUES TO TURN, LISTEN FOR UNUSUAL NOISES.	
noisy (adj)	NOISE (n)	IF THERE IS NOISE WHEN THE PUMP OPERATES, EXAMINE THE FILTER FOR METAL PARTICLES.	If pump operation is noisy, check pump filter for metal debris.
NONE (pn)	Not one (TN), not “anyone”	IF NONE OF THE BRACKETS ARE DAMAGED, CONTINUE THE INSPECTION IN AREA “B”.	
nor (con)	NOT	IN THESE CONDITIONS, THE MECHANICAL AND ELECTRICAL PITCH TRIM SYSTEMS WILL NOT OPERATE.	In these conditions, neither the mechanical nor the electrical pitch trim systems will operate.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
normal (adj)	USUAL, CORRECT	THE “ARMED” POSITION IS THE USUAL POSITION OF THE SWITCH. THE CORRECT PRESSURE FOR OPERATION IS 3000 PSI.	The ARMED position is the normal position of the switch. Normal operating pressure is 3000 psi.
normally (adv)	USUALLY, CORRECTLY	THE SWITCH IS USUALLY IN THE “ARMED” POSITION. IF THE SYSTEM DOES NOT OPERATE CORRECTLY, DO A SYSTEM TEST.	The switch is normally in the ARMED position. If system does not operate normally, perform system test.
NOSE (n)	The front end or part, a part that “protrudes”	PULL THE TRANSPARENT PLASTIC COLLAR AWAY FROM THE NOSE OF THE ELECTRICAL LATCH.	
NOT (adv)	“Adverb of negation”	DO NOT LET THE PRESSURE INCREASE TO MORE THAN 3000 PSI.	
NOTCH (n)	An area in the shape of a “V”	MAKE SURE THAT THE BOGIE ROLLERS ARE ALIGNED WITH THE NOTCHES IN THE TRACK.	
note (v)	RECORD	RECORD DIMENSION “A”.	Note dimension A.
notify (v)	TELL	IF YOU FIND CRACKS, TELL XXXX.	If cracks are found, notify XXXX.
now (adv)	AT THIS TIME	DO NOT TIGHTEN THE NUTS AT THIS TIME.	Do not tighten the nuts now.
NUMBER (n)	1. A symbol or “word” that identifies an integer (TN) and/or decimal (TN) 2. An “amount” that you can count or calculate	NEGATIVE NUMBERS SHOW THAT THE PRESSURE DECREASES. IF THE NUMBER OF FAILURES IS MORE THAN XXXX, REPLACE THE UNIT.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
OBEY (v), OBEYS, OBEYED, OBEYED	To do that which the procedures or instructions tell you	OBEY THE PRECAUTIONS THAT FOLLOW.	
OBJECT (n)	Something that you can see or touch	MAKE SURE THAT THERE ARE NO LOOSE OBJECTS IN THE AIR INTAKE.	
observe (v)	MONITOR, SEE, OBEY	MONITOR THE RADIO ALTIMETER INDICATOR. IF YOU SEE OIL IN THE DRAIN, STOP THE TEST. OBEY ALL SAFETY PRECAUTIONS.	Observe radio altimeter indicator. If you observe oil in the drain, stop the test. Observe all safety precautions.
obstruct (v)	CATCH, BLOCKAGE (n), PREVENT	MAKE SURE THAT THE DRAG STRUTS DO NOT CATCH ON THE LANDING GEAR. REMOVE THE DIRT THAT CAUSES THE BLOCKAGE OF THE TUBE. ADJUST THE LEVER ARMS IF THEY PREVENT MOVEMENT.	Make sure drag struts do not obstruct landing gear. Remove the dirt obstructing the tube. Adjust lever arms if they obstruct movement.
obstructed (adj)	BLOCKED, CLOGGED	IF THE DRAIN HOLE IS BLOCKED, REMOVE THE UNWANTED MATERIAL. IF THE DRAIN HOLE IS CLOGGED, CLEAN IT.	If drain hole is obstructed, remove unwanted material. If drain hole is obstructed, clean it.
obstruction (n)	BLOCKAGE	EXAMINE THE DRAIN HOLES FOR BLOCKAGE.	Examine drain holes for obstruction.
obtain (v)	GET	ADD XXXX mm TO GET THE CORRECT CLEARANCE FOR A STANDARD SPHERICAL COUPLING.	Add XXXX mm to obtain the correct clearance for a standard spherical coupling.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
OCCUR (v), OCCURS, OCCURRED, OCCURRED	To be found, to “come to be,” to “take place”	A SUDDEN MOVEMENT OF THE CONTROLS CAN OCCUR.	
OF (pre)	Function word that shows: “from, belonging to, having or containing”	REMOVE THE SPLIT PINS FROM THE BOLTS IN THE BOTTOM ENDS OF THE CONTROL RODS.	
OFF (adj)	Not in operation	MAKE SURE THAT THE BATTERIES ARE OFF.	
OFF (adv)	1. Not in operation	MAKE SURE THAT THE XXXX LIGHT GOES OFF.	
	2. Not in “contact”	THE HANDLE MUST COME OFF EASILY.	
OFF (pre)	Not in “contact” with	MAKE SURE THAT THE TIRE IS FULLY OFF THE GROUND.	
offer up (v)	PUT	PUT THE SIMULATED FAIRING IN POSITION.	Offer up simulated fairing.
often (adv)	FREQUENTLY	IF THE FAILURE OCCURS FREQUENTLY, DO A SYSTEM TEST.	If failure occurs often, perform system test.
oil (v)	OIL (TN), LUBRICATE	PUT OIL ON THE LINKAGE.	Oil the linkage.
		LUBRICATE THE LINKAGE WITH OIL.	
oil-free (adj)	OIL (TN)	USE A SOLUTION WITHOUT OIL.	Use an oil-free solution.
old (adj)	REMAINING, USED	REMOVE THE REMAINING SEALANT.	Remove old sealant.
		DRAIN THE USED OIL INTO A CONTAINER.	Drain old oil into a container.
omit (v)	DO NOT DO, IGNORE	DO NOT DO STEPS 3 THRU 5.	Omit steps 3 to 5.
		IGNORE STEPS 3 THRU 5.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
ON (adj)	In operation	MAKE SURE THAT THE BATTERIES ARE ON.	
ON (adv)	1. In operation	MAKE SURE THAT THE XXXX LIGHT COMES ON.	
	2. In “contact”	PUT ON PROTECTIVE CLOTHING.	
ON (pre)	Function word that shows “contact, support, direction”	PUT THE XXXX ON THE SUPPORT FITTING.	
once (adv)	ONE (TN) TIME	PUSH THE PUSHBUTTON SWITCH ONE TIME.	Press pushbutton switch once.
once (con)	WHEN	WHEN THE UNIT IS ON ITS MOUNTING, LOCK IT.	Once the unit is on its mounting, it can be locked.
ONE (pn)	That refers to a “single” person or object <u>NOTE</u> : Also a TN.	IF THE LABEL IS NOT THERE, ATTACH A NEW ONE.	
ONLY (adj)	“Nothing” more or different	THIS IS THE ONLY APPROVED CONFIGURATION.	
ONLY (adv)	“Exclusively”	TO TIGHTEN THE NUTS, USE ONLY A TORQUE WRENCH.	
onto (pre)	ON	PUT THE TRANSCEIVER ON ITS MOUNTING TRAY.	Place the transceiver onto its mounting tray.
opaque (adj)	NOT TRANSPARENT	USE A XXXX TO CLEAN THE PLASTIC SURFACES THAT ARE NOT TRANSPARENT.	Use a XXXX to clean opaque plastic surfaces.
OPEN (adj)	That lets something go in or out	PUT A PLUG ON THE OPEN ENDS OF THE PIPES.	
OPEN (v), OPENS, OPENED, OPENED	1. To move from the closed position	OPEN THE PRESSURE VALVE.	
	2. To operate a circuit breaker to “interrupt” an electrical circuit (TN)	OPEN, TAG, AND SAFETY THE CIRCUIT BREAKER.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
OPENING (n)	An “aperture” or hole in a surface	MAKE SURE THAT THE OPENING IS CLEAR.	
operable (adj)	OPERATE (v)	MAKE SURE THAT THE VALVE CAN OPERATE. MAKE SURE THAT YOU CAN OPERATE THE VALVE.	Check that valve is operable.
OPERATE (v), OPERATES, OPERATED, OPERATED	To put, keep, or be in “action”	OPERATE THE PLUNGER TO DRAIN THE SYSTEM.	
OPERATION (n)	That which occurs when something operates or is operated	PUT A WARNING NOTICE IN THE FLIGHT COMPARTMENT TO PREVENT THE OPERATION OF THE SYSTEM.	
operational (adj)	SERVICEABLE, OPERATE (v)	MAKE SURE THAT THE OTHER MICROSWITCH IS SERVICEABLE. MAKE SURE THAT THE GROUND-PROXIMITY WARNING SYSTEM CAN OPERATE.	Check that the other microswitch is operational. Check that the ground proximity warning system is operational.
opportunity (n)	<u>NOTE:</u> Be “specific” if possible.	YOU MUST REPLACE THE APU BEFORE XXXX FLIGHT HOURS.	You must replace the APU at the first opportunity.
OPPOSITE (adj)	1. In the other direction 2. Across from	THE RESET DEVICE OPERATES IN THE OPPOSITE DIRECTION. THE BOLTS ARE ON THE OPPOSITE SIDE OF THE FLANGE.	
OPPOSITE (pre)	Across from	THE UNIT IS IN THE WHEEL BAY OPPOSITE THE LANDING GEAR.	
option (n)	POSSIBLE (adj)	IF POSSIBLE, DO THE INSPECTION IN DAYLIGHT.	If you have the option, do the inspection in daylight.
OPTIONAL (adj)	Not mandatory	THIS TOOL IS OPTIONAL.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
OR (con)	Function word that shows a “choice”	DO NOT TOUCH THE HIGH TENSION LEADS OR THE IGNITER PLUGS.	
order (n)	SEQUENCE	DO THE WEIGHING PROCEDURE IN THIS SEQUENCE:	Carry out the weighing procedure in the following order:
order (v)	ORDER (TN), TELL	SEND AN ORDER FOR THE SPECIFIED PAINT DIRECTLY TO XXXX. TELL ALL PERSONNEL TO GO OUT OF THE MAINTENANCE AREA.	Order the required paint directly from XXXX. Order all personnel out of the maintenance area.
orient (v)	TURN, POINT	TURN THE AIRCRAFT INTO THE WIND. POINT THE BOLT HEADS AFT.	Orient the aircraft into the wind. Orient the bolt head aft.
origin (n)	SOURCE	THE SOURCE OF THE PROBLEM IS IN THE FUEL SYSTEM.	The origin of the problem is in the fuel system.
original (adj)	FIRST (TN), INITIAL	THE FIRST MODIFICATION INSTALLED A XXXX. THE SLIDE GOES BACK TO ITS INITIAL POSITION.	The original modification installed a XXXX. Slide returns to original position.
originate (v)	SOURCE (n)	IF THE VALVE IS THE SOURCE OF THE FUEL LEAK, REPLACE THE VALVE SEALS.	If the fuel leak originates at the valve, replace the valve seals.
OTHER (adj)	Not the same as that given “before”	CONNECT ONE OF THE STUDS TO THE GROUND AND THE OTHER STUDS TO THE PINS.	
OTHER (n)	That which is not the same as that given “before”	CONNECT ONE PLUG, THEN CONNECT THE OTHER.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
otherwise (adv)	IF NOT, DIFFERENTLY	MAKE SURE THAT THE RODS ARE ADJUSTED. IF NOT, ADJUST THEM AS FOLLOWS: UNLESS SPECIFIED DIFFERENTLY, DO REPAIR SCHEME XXXX.	Check that rods are already adjusted, otherwise adjust them as follows: Unless otherwise specified, carry out repair scheme XXXX.
OUT (adv)	Away from, not in, or at a location or position	IF THE INDICATOR BUTTON IS OUT, REPLACE THE FILTER.	
OUT OF (pre)	1. Through or from the “inside” to the “outside” 2. Not in	TILT THE FITTING TO MAKE THE BARREL NUT FALL OUT OF IT. KEEP THE COMPOUND OUT OF THE SUNLIGHT.	
OUTBOARD (adj)	Farther from the longitudinal axis (TN) of something	MEASURE THE MOVEMENT OF THE INBOARD AND OUTBOARD FLAPS.	
OUTBOARD (adv)	In, or to a position farther from the longitudinal axis (TN) of something	MOVE THE JACK OUTBOARD TO DISENGAGE IT FROM THE JACKING POINT.	
OUTBOARD OF (pre)	At a position farther from the longitudinal axis (TN)	PUT THE ACCESS PLATFORM IN A POSITION THAT IS OUTBOARD OF THE FLAP TRACK.	
OUTDOORS (adv)	Not in a building (TN)	YOU MUST REFUEL THE AIRCRAFT OUTDOORS.	
OUTER (adj)	Farther from the center (TN) of an object	APPLY SEALANT ON THE OUTER SURFACE.	
outline (v)	GIVE	THIS SECTION GIVES YOU THE PROCEDURES NECESSARY TO DO XXXX.	This section outlines the procedures needed to do XXXX.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
OUTPUT (n)	The data, power (TN), energy (TN) that comes out of equipment or a system	THE IMPEDANCE MATCHING TRANSFORMERS SUPPLY THE 60 W OUTPUT TO THE LOUDSPEAKERS.	
outside (adj)	EXTERNAL, OUTER	THE EXTERNAL TEMPERATURE IS SHOWN ON THE CENTRAL DISPLAY UNIT. CLEAN THE OUTER SURFACE WITH WARM WATER.	The outside temperature is indicated on the central display unit. Clean the outside surface with warm water.
outside (n)	EXTERNAL (adj), OUTER (adj)	FOLD THE EDGING AGAINST THE EXTERNAL SIDE OF THE INSULATION BLANKET. FOLD THE EDGING AGAINST THE OUTER SIDE OF THE INSULATION BLANKET.	Fold edging against outside of insulation blankets.
outside (pre)	NEAR	WHEN YOU DO WORK IN A FUEL TANK, A PERSON MUST BE NEAR THE TANK AT ALL TIMES.	When you do work in a fuel tank, a person must be outside the tank at all times.
outwards (adv)	OUT	MOVE THE DOOR OUT AND FORWARD.	Move door outwards and forwards.
over (pre)	ABOVE, ALONG, ON, MORE THAN	MAKE SURE THAT THE HYDRAULIC FLUID LEVEL IS NOT ABOVE THE "FULL" MARK. APPLY THE WEIGHT EQUALLY ALONG THE STABILIZER SPAN. INSTALL THE STOP SLEEVE ON THE SLIDING MEMBER. DO NOT INSTALL SHIMS THAT ARE MORE THAN 0.1 mm THICK.	Make sure the hydraulic fluid level is not over the FULL mark. The weight must be evenly spread over the stabilizer span. Install stop sleeve over sliding member. Do not install shims over 0.1 mm thick.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
OVERBOARD (adv)	Out of the aircraft	RELEASE THE AIR OVERBOARD.	
overfill (v)	TOO MUCH	DO NOT PUT TOO MUCH FLUID IN THE XXXX.	Do not overfill the XXXX.
overfull (adj)	TOO FULL	IF THE TANK IS TOO FULL, YOU CANNOT PRESSURIZE IT CORRECTLY.	If the tank is overfull, it cannot be properly pressurized.
OVERHAUL (n)	The work necessary to put an item or equipment back to a serviceable condition	REMOVE THE DAMAGED WHEEL FOR AN OVERHAUL.	
overhaul (v)	OVERHAUL (n)	DO AN OVERHAUL OF THE NO. 2 ENGINE.	Overhaul the No. 2 engine.
overheat (v)	TOO HOT	IF YOU PRESSURIZE THE OXYGEN BOTTLE QUICKLY, IT WILL BECOME TOO HOT.	Rapid charging overheats the oxygen bottle.
OVERLAP (n)	The area in which a part of one (TN) surface is on a part of a second (TN) surface	REPLACE THE PART IF THE OVERLAP IS MORE THAN 0.01 mm.	
overlap (v)	OVERLAP (n)	MAKE AN OVERLAP OF 10 mm.	Overlap the surfaces by 10 mm.
OVERRIDE (v), OVERRIDES, OVERRIDE, OVERRIDDEN	To prevent the automatic operation of a part or system	OVERRIDE THE START SEQUENCE MANUALLY.	
oversized (adj)	TOO LARGE	MAKE SURE THAT THE RIVET HOLES ARE NOT TOO LARGE.	Ensure the rivet holes are not oversized.
overtighten (v)	TIGHTEN TOO MUCH, TOO TIGHT, TOO TIGHTLY	DO NOT TIGHTEN THE FITTINGS TOO MUCH. DO NOT MAKE THE FITTINGS TOO TIGHT. DO NOT INSTALL THE FITTINGS TOO TIGHTLY.	Do not overtighten fittings.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
pack (v)	PUT, FILL	PUT THE ASSEMBLY INTO THE BOX. FILL THE XXXX WITH GREASE.	Pack assembly into the box. Pack grease into the XXXX.
PAINT (v), PAINTS, PAINTED, PAINTED	To apply paint (TN) to something	PAINT ALL THE SURFACES.	
PAIR (n)	Two (TN) objects that are the same or almost the same, and/or that you use together	MEASURE THE DISTANCE BETWEEN EACH PAIR OF AXLES.	
PARALLEL (adj)	Along lines (TN) that stay a constant distance apart at all points	MAKE SURE THAT THE TURNBUCKLE IS PARALLEL TO THE AXIS OF THE AIR OUTLET.	
PARK (v), PARKS, PARKED, PARKED	To stop an aircraft and to let it stay in one (TN) position on the ground	TO PARK THE AIRCRAFT, REFER TO STEP 1.	
parking (adj)	PARK (v)	TO PARK THE AIRCRAFT, REFER TO STEP 1.	Perform parking operations as per step 1.
PART (n)	1. A “constituent” of a machine (TN) or other equipment 2. A “section” of a “whole”	REPLACE THE DAMAGED PARTS. REFER TO PART 2 FOR THE APPLICABLE PROCEDURE.	
part (v)	DISCONNECT	DISCONNECT THE DUCTING.	Part the ducting.
partial (adj)	NOT FULLY	IF THE FLAPS DO NOT FULLY EXTEND, DO THE TEST AGAIN.	If there is a partial flap extension, repeat the test.
partially (adv)	NOT FULLY	IF THE FLAPS DO NOT FULLY EXTEND, DO THE TEST AGAIN.	If flaps partially extend, repeat the test.
PARTICLE (n)	A very small piece of material	THE DUST PARTICLES CAN HAVE DIFFERENT DIMENSIONS.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
particular (adj)	APPLICABLE, VERY (adv)	THIS PROCEDURE IS APPLICABLE TO TYPE “A” PARTS.	This procedure is particular to type A parts.
		THIS STEP IS VERY IMPORTANT.	This step is of particular importance.
particularly (adv)	VERY	THIS STEP IS VERY IMPORTANT.	This step is particularly important.
partly (adv)	NOT FULLY	IF THE VALVE DOES NOT FULLY OPEN, EXAMINE THE POSITIONS OF THE END STOPS AT THE ACTUATOR.	If the valve opens only partly, check the positions of the end stops at the actuator.
pass (v)	THROUGH (pre), BE ON	PUT THE ANTENNA THROUGH THE TOP SLOTS.	Pass the antenna through top slots.
		MAKE SURE THAT THE CABLE IS ON THE PULLEY.	Make sure that the cable passes over the pulley.
passage (n)	FLOW, HOLE, OPENING	THE FLOW OF FLUID THROUGH THE VALVE MUST BE CONTINUOUS.	The passage of fluid through the valve must be continuous.
		CAREFULLY PUT THE TUBE THROUGH THE HOLE.	Carefully insert the tube through the passage.
		CAREFULLY PUT THE TUBE THROUGH THE OPENING.	
past (pre)	AROUND, THROUGH	AN INCORRECT ASSEMBLY WILL CAUSE LEAKAGE AROUND THE VALVE.	Incorrect assembly will result in leakage past the valve.
		AN INCORRECT ASSEMBLY WILL CAUSE LEAKAGE THROUGH THE SEALS OF THE VALVE.	
PASTE (n)	A wet, flexible mixture or compound	MIX THE MATERIALS UNTIL THEY MAKE A PASTE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
PATCH (n)	A piece of material that you use to repair a surface or hole	REPAIR THE HOLE IN THE TUBE WITH A PATCH.	
penetrate (v)	THROUGH (pre), INTO (pre)	IF THE SCRATCH DOES NOT GO THROUGH THE CLADDING, BLEND OUT THE SCRATCH. MAKE SURE THAT THE HYDRAULIC FLUID DOES NOT GO INTO THE RECEPTACLES.	If the scratch does not penetrate the cladding, blend out the scratch. Make certain hydraulic fluid does not penetrate receptacles.
people (n)	PERSONS, PERSONNEL	KEEP ALL PERSONS OUT OF THE WORK AREA. TELL YOUR PERSONNEL ABOUT THESE NEW REGULATIONS.	Keep all people out of the work area. Tell your people about these new regulations.
per (pre)	FOR EACH, REFER (v)	DO NOT USE MORE THAN TWO WASHERS FOR EACH BOLT. DO THE LEAK TEST: (REFER TO XXXX).	A maximum of two washers per bolt is permitted. Do the leak test as per XXXX.
perforated (adj)	HOLES (n)	EXAMINE THE MEMBRANE FOR HOLES.	Check the membrane to see if it is perforated.
perform (v)	DO or other commanding verb construction	DO THE LEAK TEST. MEASURE THE VOLTAGE BETWEEN PINS "A" AND "B".	Perform leak test. Perform measurement of voltage between pins A and B.
PERFORMANCE (n)	The "ability" of a part, a mechanism, or system to do its necessary function when you compare it to a standard (TN) or specification (TN) <u>NOTE:</u> For other meanings, USE: DO (v)	SOME REPAIRS CAN DECREASE THE PERFORMANCE OF THE ENGINE. DO THE TEST. THEN GO TO PARAGRAPH C.	After performance of the test, go to paragraph C.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
PERIOD (n)	An unknown quantity of time	IF YOU OPERATE THE ENGINE WITH LOW FUEL PRESSURE FOR LONG PERIODS, DAMAGE CAN OCCUR.	
periodically (adv)	INTERVAL (n)	EXAMINE THE SERVO CONTROLS AT INTERVALS FOR LEAKAGE.	Examine the servo controls periodically for leakage.
PERMANENT (adj)	Without a limit in time	MAKE A PERMANENT REPAIR.	
PERMANENTLY (adv)	In a permanent “manner”	PARK THE AIRCRAFT PERMANENTLY OUTDOORS.	
permissible (adj)	PERMITTED	EQUIVALENT MATERIALS ARE ALSO PERMITTED.	Equivalent materials are also permissible.
permit (v)	LET	DO NOT LET THE FLUID TOUCH YOU.	Do not permit the fluid to touch you.
PERMITTED (adj)	“Allowed”	A MAXIMUM OF TWO WASHERS IS PERMITTED FOR EACH BOLT.	
persist (v)	CONTINUE	IF THE FAULT MESSAGE CONTINUES, PUSH THE “AUDIO CANCEL” PUSH SWITCH ON THE AVIONICS TEST PANEL.	If fault message persists, press AUDIO CANCEL pushswitch on the avionics test panel.
persistent (adj)	CONTINUOUS	IF YOU HEAR CONTINUOUS BACKGROUND NOISE, FIND THE CAUSE.	In the event of persistent background noise, determine the cause.
PERSON (n)	An “individual human being”	MAKE SURE THAT THERE IS A PERSON NEAR THE TANK.	
PERSONNEL (n)	Persons “employed” in a group or “organization”	INJURY TO PERSONNEL AND/OR DAMAGE TO EQUIPMENT CAN OCCUR.	
picket (v)	MOOR	IF STRONG WINDS OCCUR, MOOR THE AIRCRAFT.	Picket the aircraft in strong winds.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
PIECE (n)	A quantity or “segment” of a “whole” that you can use on its “own,” or that can operate as an individual item	CUT THE PIPE INTO TEN PIECES.	
pierced (adj)	HOLES (n)	EXAMINE THE MEMBRANE FOR HOLES.	Check the membrane to see if it is pierced.
placard (v)	PLACARD (TN)	INSTALL A PLACARD BEFORE YOU START THE TEST.	Placard controls before test.
place (n)	POSITION, AREA	MAKE SURE THAT THE COVERS ARE IN POSITION. IDENTIFY THE DAMAGED AREAS.	Ensure that covers are in place. Identify damaged places.
place (v)	PUT	PUT THE MANIFOLD IN POSITION.	Place the manifold in position.
PLAY (n)	Free movement, the length or dimension of this movement	THE PLAY BETWEEN THE TWO GEARS MUST BE LESS THAN XXXX.	
plot (v)	MAKE A PLOT (TN)	MAKE A PLOT OF THESE POINTS.	Plot these points.
plug (v)	CONNECT, PLUG (TN)	CONNECT THE MICROPHONE TO THE JACKBOX. SEAL THE TUBE WITH A PLUG.	Plug microphone into jackbox. Plug the tube.
PLUS (pre)	With the addition (TN) of	INCREASE THE PRESSURE IN THE SHOCK ABSORBER TO 85.5 BAR, PLUS OR MINUS 2.7 BAR.	
PNEUMATIC (adj)	Related to, or operated by gas pressure (TN)	INSTALL THE PNEUMATIC CONTROLLER.	
PNEUMATICALLY (adv)	With pneumatic power (TN)	USE A PNEUMATICALLY-OPERATED TOOL.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
POINT (n)	1. A sharp or “tapered” end 2. An accurate location	PUT THE POINT OF THE TOOL IN THE SLOT. MEASURE THE DISTANCE ON THE FLANGE AT POINTS “A” AND “B”.	
POINT (v), POINTS, POINTED, POINTED	1. To show the position or direction of 2. To turn something in a specified direction	MAKE SURE THAT THE ARROW ON THE CHECK VALVE POINTS AWAY FROM THE GROUND SUPPLY DUCT. DO NOT POINT THE COMPRESSED AIR OUTLET AT YOUR SKIN.	
POISONOUS (adj)	That contains poison (TN)	DO NOT DRINK SKYDROL. IT IS POISONOUS.	
POLISH (v), POLISHES, POLISHED, POLISHED	To make smooth or shiny	POLISH THE WINDOW PANE WITH A SOFT CLOTH.	
poor (adj)	UNSATISFACTORY, DEFECTIVE, UNSERVICEABLE	IF THE OPERATION OF THE SYSTEM IS UNSATISFACTORY, DO A TEST OF CIRCUIT “A”. DEFECTIVE CONTACTS CAN CAUSE A FAILURE OF THE UNIT.	If system operation is poor, test circuit A. Poor contacts can cause a unit failure.
pop (v)	OUT (adv), OPEN	IF THE INDICATOR BUTTON IS OUT, REPLACE THE FILTER. IF THE CIRCUIT BREAKER OPENS, DE-ENERGIZE THE CIRCUIT.	If the part condition is poor, replace the part. If the indicator button popped, replace filter. If the circuit breaker pops, de-energize the circuit.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
port (adj)	LEFT	REMOVE THE WING TIP BRAKE ON THE LEFT WING.	Remove wing tip brake on port wing.
portion (n)	PIECE, PART	REMOVE ALL THE PIECES OF THE DAMAGED SEAL. ISOLATE THE DEFECTIVE PART OF THE CIRCUIT.	Remove all portions of the damaged seal. Isolate the defective portion of the circuit.
POSITION (n)	The “attitude” or “setting” of something that you can adjust, or the “spot” or “site” where you put something	SET THE SWITCH TO THE CORRECT POSITION.	
position (v)	PUT, SET	PUT THE BRACKET ON THE FRAME. SET THE SWITCH TO “ON”.	Position the bracket on the frame. Position the switch to ON.
POSSIBLE (adj)	That can occur	IF POSSIBLE, PUT THE RIGGING PIN IN THE HOLE.	
POSSIBLY (adv)	That can occur	THE LENGTH OF THE NEW ROD IS POSSIBLY INCORRECT.	
POST- (prefix)	After <u>NOTE</u> : Use only for configuration of hardware (TN), aircraft and documentation (TN) (e.g. post-mod). Also Technical Name in some “cases” (e.g. post-flight check).	PRE-MOD AND POST-MOD COMPUTERS ARE INTERCHANGEABLE.	
potential (adj)	POSSIBLE	PUT BARRIERS AROUND ALL THE AREAS OF POSSIBLE DANGER.	Put barriers around all the areas of potential danger.
pour (v)	PUT	PUT THE MIXTURE INTO THE CYLINDER.	Pour mixture into cylinder.
power (v)	ENERGIZE	ENERGIZE ALL THE BUSES.	Power all buses.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
practice (n)	PROCEDURE	YOU MUST ALWAYS OBEY THE INSTRUCTIONS FOR STANDARD SHOP PROCEDURES, SAFETY PROCEDURES AND PRECAUTIONS.	Standard shop practices, safety procedures and precautionary measures should be observed at all times.
PRE- (prefix)	Before <u>NOTE:</u> Use only for configuration of hardware (TN), aircraft and documentation (TN) (e.g. pre-mod). Also Technical Name in some “cases” (e.g. pre-flight check).	PRE-MOD AND POST-MOD COMPUTERS ARE INTERCHANGEABLE.	
PRECAUTION (n)	That which you do to prevent injury and/or damage	USE THESE PRECAUTIONS.	
precautionary (adj)	PRECAUTION (n)	USE THESE PRECAUTIONS.	Take these precautionary measures.
precede (v)	BEFORE (con)	CLEAN THE SURFACE BEFORE YOU APPLY THE TAPE.	Application of the tape must be preceded by cleaning of the surface.
precise (adj)	ACCURATE	THE GYRO ADJUSTMENT MUST BE ACCURATE.	The gyro requires precise adjustment.
precisely (adv)	ACCURATELY	ADJUST THE GYRO ACCURATELY.	The gyro must be adjusted precisely.
PRECISION (n)	The quality of “being” accurate	IF THE TEMPERATURE IS LESS THAN 0° C, THE PRECISION OF THE EQUIPMENT CAN DECREASE.	
preferable (adj)	RECOMMEND (v)	WE RECOMMEND THAT YOU DO THIS PROCEDURE IN A HANGAR.	It is preferable to perform this procedure in a hangar.
preferably (adv)	RECOMMEND (v)	WE RECOMMEND THAT YOU REFUEL THE AIRCRAFT OUTDOORS.	The aircraft should preferably be outdoors when refueled.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
preheat (v)	TEMPERATURE (TN)	INCREASE THE TEMPERATURE OF THE AREA WITH A HEATING LAMP.	Preheat area with a heating lamp.
preload (v)	LOAD (TN)	PUT A LOAD OF 10 LBS. ON THE SPRING.	Preload the spring to 10 lbs.
prelubricate (v)	LUBRICATE	THE SCREWJACK IS LUBRICATED BEFORE DELIVERY.	The screwjack is prelubricated.
premature (adj)	BEFORE (con)	IF THE VALVE OPENS BEFORE....	If the valve opening is premature,....
prematurely (adv)	BEFORE (con)	IF THE VALVE OPENS BEFORE....	If the valve opens prematurely,....
preparation (n)	PREPARE (v)	PREPARE THE MIXTURE 20 MINUTES BEFORE YOU USE IT.	Mixture preparation must be accomplished 20 minutes before use.
PREPARE (v), PREPARES, PREPARED, PREPARED	To put something into the necessary condition	PREPARE THE TUBE FOR THE LEAK TEST.	
prescribed (adj)	APPROVED	FILL THE HYDRAULIC TANK WITH THE APPROVED HYDRAULIC FLUID.	Using the prescribed hydraulic fluid, replenish the hydraulic tank.
presence (n)	BE (v)	THIS INSPECTION IS NECESSARY WHEN THERE ARE DEFECTS.	This inspection is necessary in the presence of defects.
present (adj)	BE (v)	IF THERE IS A VOLTAGE AT PIN "C" OF CONNECTOR F7, THE UNIT IS UNSERVICEABLE.	If a voltage is present at pin C of connector F7, the unit is faulty.
present (v)	GIVE, SHOW	THIS GIVES THE TEST PROCEDURE AS A TABLE. THIS SHOWS THE TEST PROCEDURE IN A TABLE.	This presents the test procedure in tabular form.
preserve (v)	PRESERVATION (TN)	DO THE PRESERVATION PROCEDURE FOR THE CARBON STEEL CABLES.	Preserve carbon steel cable.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
preset (v)	SET	SET THE TENSION INDICATOR TO ZERO.	Preset tension indicator to zero.
press (v)	PUSH	PUSH AND HOLD THE "TEST" BUTTON.	Press and hold TEST button.
PRESSURIZATION (n)	The procedure that supplies or increases the pressure (TN)	CONTINUE THE PRESSURIZATION FOR 10 MINUTES.	
PRESSURIZE (v), PRESSURIZES, PRESSURIZED, PRESSURIZED	To supply pressure (TN)	PRESSURIZE THE AIRCRAFT HYDRAULIC SYSTEM.	
PREVENT (v), PREVENTS, PREVENTED, PREVENTED	To make sure that something does not occur	ATTACH THE HOSES TO THE FUSELAGE TO PREVENT THEIR MOVEMENT.	
prevent (from) (v)	LET	DO NOT LET THE DOOR OPEN.	Prevent the door from opening.
preventive (adj)	PREVENT (v)	THIS PREVENTS CORROSION.	This is a corrosion preventive measure.
previous (adj)	BEFORE (con)	REMOVE THE PLATE BEFORE YOU ADJUST THE CABLE.	Adjustment of the cable requires previous removal of the plate.
previously (adv)	BEFORE (con)	IF THE CONTROL WAS ADJUSTED BEFORE YOU DO THIS PROCEDURE, DO NOT DO THE VALVE TEST.	If the control was adjusted previously, omit the valve test.
primarily (adv)	PRIMARY (adj)	THE PRIMARY FUNCTION OF THE HYDRAULIC PRESSURE SYSTEM IS TO SUPPLY PRESSURE FOR THE OPERATION OF THE FLIGHT CONTROLS.	The hydraulic pressure system functions primarily to provide pressure for operating the flight controls.
PRIMARY (adj)	First (TN) in "importance"	THE PRIMARY FUNCTION OF THE POWER UNIT IS TO SUPPLY ELECTRICAL POWER TO THE AIRCRAFT.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
prime (v)	FILL, PUT	FILL THE FILLER HOSE. PUT XXXX IN THE GEARBOX.	Prime the filler hose. Prime gearbox.
principal (adj)	PRIMARY	THIS IS THE PRIMARY FUNCTION OF THE SYSTEM.	This is the principal function of the system.
prior to (pre)	BEFORE (con)	DRAIN THE SYSTEM BEFORE YOU DISCONNECT THE COMPONENTS.	Drain the system prior to disconnecting the components.
priority (n)	IMPORTANT (adj), BEFORE (pre)	THIS PROCEDURE IS VERY IMPORTANT. DURING THE PROCEDURE THAT FOLLOWS, REPAIR THE UPPER FLANGE BEFORE THE OTHERS.	This procedure has high priority. During the following repair procedure, the upper flange gets priority.
probe (v)	USE A XXXX	USE A XXXX TO FIND THE BLOCKAGE.	Probe the tube with a XXXX to find the blockage.
PROBLEM (n)	Something that is difficult and for which you must find the correct "answer"	IF YOU FIND A PROBLEM, REFER TO THE TROUBLESHOOTING MANUAL.	
PROCEDURE (n)	Steps that are in a sequence	THESE MAINTENANCE PROCEDURES ARE APPLICABLE TO THE MAIN LANDING GEAR ONLY.	
proceed (v)	CONTINUE	CONTINUE WITH THE ELECTRICAL TEST.	Proceed with the electrical test.
process (n)	PROCEDURE	THE PROCEDURES ARE ALMOST THE SAME.	The processes are almost the same.
process (v)	SEND	SEND THE PARTS THROUGH THE INSPECTION DEPARTMENT.	Process the parts through inspection department.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
produce (v)	CAUSE, GIVE, MAKE	<p>WHEN YOU ENGAGE THE XXXX, IT WILL CAUSE A CLICK.</p> <p>A USED SOLUTION WILL NOT GIVE YOU THE CORRECT RESULTS.</p> <p>THE LEVER MAKES A CLICK WHEN IT ENGAGES.</p>	<p>Engagement will produce a “click”.</p> <p>Old solution does not produce the correct results.</p> <p>The lever produces a click when engaged.</p>
product (n)	MATERIAL	WASH PRIMER IS A DANGEROUS MATERIAL.	Wash primer is a dangerous product.
profile (n)	CONTOUR	MAKE SURE THAT THE CONTOUR OF THE TEMPLATE IS THE SAME.	Ensure that template profile is identical.
program (n)	SEQUENCE	DISASSEMBLE THE ROTOR IN THIS SEQUENCE:	Disassemble the rotor according to the following program:
progress (n)	CONTINUE (v)	MAKE SURE THAT NO WORK CONTINUES ON THE AIRCRAFT.	Ensure that no work is in progress on the aircraft.
progress (v)	CONTINUE	YOU CAN CONTINUE THE TEST.	You can progress with the test.
progressive (adj)	GRADUALLY (adv)	GRADUALLY TORQUE THE NUT.	Apply progressive torque to the nut.
progressively (adv)	GRADUALLY	TORQUE THE BOLTS GRADUALLY.	Torque bolts progressively.
prohibit (v)	PREVENT, TELL (NOT TO)	<p>PUT A WARNING NOTICE ON THE XXXX TO PREVENT OPERATION OF THE XXXX.</p> <p>TELL THE PERSONNEL NOT TO USE THE XXXX.</p>	<p>Display a warning notice on the XXXX prohibiting the operation of the XXXX.</p> <p>Prohibit the use of XXXX.</p>
prolonged (adj)	LONG	MOTOR OPERATION FOR A LONG TIME CAN CAUSE DAMAGE.	Prolonged motor operation can cause damage.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
prompt (adj)	IMMEDIATELY (adv)	USE A FIRE EXTINGUISHER IMMEDIATELY IF THERE IS FUEL LEAKAGE.	Prompt action is required if fuel leaks.
propagation (n)	INCREASE (v)	IF THE CRACKS INCREASE, THE PART CAN BREAK.	Crack propagation can cause the part to break.
proper (adj)	CORRECT	MAKE SURE THAT THE OPERATION OF THE LANDING GEAR IS CORRECT.	Check the landing gear for proper operation.
properly (adv)	CORRECTLY	CLOSE THE DOORS CORRECTLY.	Close the doors properly.
PROPERTY (n)	A “characteristic” or “attribute” of an object	THE PROPERTIES OF THESE MATERIALS PREVENT CORROSION.	
PROPORTION (n)	The ratio (TN) of something to something “else” <u>NOTE:</u> For other meanings, USE: RELATION	MAKE SURE THAT YOU USE CORRECT PROPORTIONS OF CLEANING AGENTS AND COLD WATER.	
		THE TEMPERATURE DECREASES IN RELATION TO THE ALTITUDE.	The temperature decreases in proportion to the altitude.
proportional (adj)	RELATION (n), PROPORTION (n)	THE CENTER OF GRAVITY MOVES IN RELATION TO THE WING LOAD. MAKE SURE THAT THE SOLVENT AND PIGMENT ARE IN THE CORRECT PROPORTION.	The movement of the center of gravity is proportional to the wing load. Make sure the solvent is proportional to the pigment quantity.
proportionally (adv)	RELATION (n)	THE CABLE TENSION CHANGES IN RELATION TO THE TEMPERATURE.	The cable tension changes proportionally with temperature.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
protect (v)	PREVENT, PROTECTION (n)	USE CELLOPHANE TO PREVENT DAMAGE TO THE SURFACE. MAKE SURE THAT ALL SHARP EDGES HAVE A PROTECTION OF VINYL TAPE.	Use cellophane to protect the surface. Make sure that all sharp edges are protected with vinyl tape.
PROTECTION (n)	Something to prevent injury, damage or failure (TN)	APPLY TWO LAYERS OF SEALING COMPOUND ON THE SURFACES THAT HAVE NO PROTECTION. MAKE SURE THAT ALL SHARP EDGES HAVE A PROTECTION OF VINYL TAPE.	
PROTECTIVE (adj)	That gives protection	REMOVE THE PROTECTIVE LAYER.	
protrude (v)	ABOVE (pre), OUT (adv)	THE BOLT MUST NOT BE MORE THAN 5 mm ABOVE THE PLATE. REPLACE THE FILTER ELEMENT IF THE CLOGGING INDICATOR IS OUT.	Bolts must not protrude from the plate more than 5 mm. Replace filter element if clogging indicator protrudes.
provide (v)	GIVE, SUPPLY	THIS SECTION GIVES THE MAINTENANCE PRACTICES FOR THE ENGINE ANTI-ICING SYSTEM. THE HYDRAULIC PRESSURE SYSTEM SUPPLIES PRESSURE FOR THE OPERATION OF THE FLIGHT CONTROLS.	This section provides maintenance practices for the engine anti-icing system. The hydraulic pressure system provides pressure for operating the flight controls.
provided (con)	IF	IF A REPLACEMENT IS AVAILABLE, REPLACE THE DAMAGED FAIRING.	Provided a replacement is available, replace the damaged fairing.
providing (con)	IF	IF A NEW COMPONENT IS INSTALLED, YOU CAN CONTINUE THE OPERATION.	Providing a new component is installed, you can continue operation.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
proximity (n)	NEAR (pre)	DO NOT DO MAINTENANCE PROCEDURES NEAR AN ENGINE THAT IS IN OPERATION.	Do not do maintenance procedures in proximity to a running engine.
PULL (v), PULLS, PULLED, PULLED	To put a force (TN) on something that causes it to move in the direction of the force (TN)	PULL THE PEDESTAL AWAY FROM THE MOUNTING.	
pump (v)	PUMP (TN)	CLOSE THE VALVE BEFORE YOU REMOVE THE OIL WITH A PUMP.	Close the valve before pumping oil.
puncture (v)	HOLE (n)	MAKE SURE THAT YOU DO NOT MAKE A HOLE IN THE BLADDER.	Take care not to puncture the bladder.
purge (v)	REMOVE	IT IS NOT NECESSARY TO REMOVE THE UNWANTED MATERIALS FROM THE SYSTEM.	It is not necessary to purge the unwanted materials from the system.
purify (v)	CLEAN	CLEAN THE WATER.	Purify the water.
purpose (n)	FUNCTION, DO (v) <u>NOTE</u> : Frequently, it is not necessary to supply an alternative for this word because it has no “real meaning”.	THE FUNCTION OF THIS SPECIAL TOOL IS TO REMOVE THE BUSHING. BE CAREFUL WHEN YOU OPEN THE COWLS TO DO A MAINTENANCE TASK.	The purpose of this special tool is to extract the bushing. Be careful when you open the cowls for maintenance purposes.
PUSH (v), PUSHES, PUSHED, PUSHED	To put a force (TN) on something that causes it to move away from the force (TN)	PUSH THE TWO INSERTS AFT.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
PUT (v), PUTS, PUT, PUT	To cause something to move or to be in a specified position or condition	PUT THE ADAPTER IN POSITION AGAINST ITS SUPPORT. PUT THE AIRCRAFT BACK TO ITS INITIAL CONDITION.	
PUT ON (v), PUTS ON, PUT ON, PUT ON	To “cover” your skin or face with clothing (TN), or other items that give protection	PUT ON SAFETY GOGGLES AND PROTECTIVE CLOTHING.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
qualified (adj)	APPROVED	AN APPROVED PERSON MUST DO THE IMPORTANT CHECKS.	Vital checks are to be carried out by a qualified person.
QUALITY (n)	Condition, property, or type	THE CLEANING SOLVENT MUST BE OF GOOD QUALITY.	
QUANTITY (n)	A specified “amount” or number <u>NOTE:</u> For an “amount” that you can count or calculate, USE: NUMBER	CALCULATE THE QUANTITY OF FUEL IN THE TANKS.	
questionable (adj)	NOT SURE	IF YOU ARE NOT SURE OF THEIR CONDITION, REJECT THE PARTS.	Reject parts in a questionable condition.
quick (adj)	QUICKLY (adv)	MAKE SURE THAT THE PRESSURE DOES NOT DECREASE QUICKLY.	Make sure there is no quick pressure drop.
QUICKLY (adv)	In a fast “manner”	MAKE SURE THAT THE PRESSURE DECREASES QUICKLY.	
quote (v)	GIVE	IF THE TABLE GIVES A MAXIMUM VALUE,....	If a maximum value is quoted...

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
RADIAL (adj)	Along a radius (TN)	DO A CHECK FOR RADIAL CUTS, CRACKS OR SPLITS.	
RADIALLY (adv)	Along a radius (TN)	THE FAN BLADES ARE INSTALLED RADIALLY.	
RADIOACTIVE (adj)	Related to radioactivity (TN)	DO A CHECK FOR RADIOACTIVE CONTAMINATION.	
raise (v)	LIFT, INCREASE, RETRACT	DO NOT LIFT THE AIRCRAFT MORE THAN NECESSARY.	Do not raise the aircraft more than necessary.
		INCREASE THE TEMPERATURE XXXX DEG.	Raise the temperature XXXX deg.
		RETRACT THE LANDING GEAR.	Raise the landing gear.
RANDOM (adj)	Not regular	DO RANDOM CHECKS OF THE TIRE PRESSURE DURING THIS PROCEDURE.	
RANDOMLY (adv)	Not regularly	DO THESE CHECKS RANDOMLY.	
RANGE (n)	The distance an object moves or can move	MOVE THE EQUIPMENT AWAY FROM THE RANGE OF TRAVEL OF THE FLAPS.	
rapid (adj)	FAST	HYDRAULIC FLUID CAUSES FAST DETERIORATION OF THE PAINTED SURFACES.	Hydraulic fluid can cause rapid deterioration of the painted surfaces.
rapidly (adv)	QUICKLY	TURN THE AILERON CONTROL WHEEL QUICKLY COUNTERCLOCKWISE.	Turn aileron control wheel rapidly leftwards.
RATE (n)	A “measurement” of how frequently or how quickly something occurs	MAKE SURE THAT THE RATE IS NOT MORE THAN 10 DEG. EACH SECOND.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
re- (prefix)	<u>NOTE</u> : In general, use the word AGAIN or BACK with the basic word to replace words that have “re-” as a prefix.		
reach (v)	GET, AT (pre), TOUCH	<p>WHEN YOU GET THE CORRECT PRESSURE, CLOSE THE VALVE.</p> <p>WHEN THE FLAPS ARE AT THE 30 DEG POSITION, INSTALL THE RIGGING PIN.</p> <p>MAKE SURE THAT THE EXTENSION BAR TOUCHES THE TARGET PLATE.</p>	<p>When the correct pressure is reached, close the valve.</p> <p>When the flaps reach the 30 deg position, install the rigging pin.</p> <p>Make sure that the extension bar reaches the target plate.</p>
reactivate (v)	OPERATE, START	<p>OPERATE THE UNIT AGAIN.</p> <p>START THE APU AGAIN.</p>	<p>Reactivate the unit.</p> <p>Reactivate the APU.</p>
READ (v), READS, READ, READ	To “come to know” data with the eyes (TN) or electronically	READ THE INDICATORS ON THE CONTROL PANEL.	
reading (n)	INDICATION	MAKE SURE THAT THE EXHAUST FROM THE GROUND CART DOES NOT CAUSE AN INCORRECT INDICATION.	Avoid erroneous reading caused by exhaust from ground cart.
readjust (v)	ADJUST	ADJUST THE LINKAGE AGAIN AFTER THE INSPECTION.	Readjust the linkage after the inspection.
ready (adj)	PREPARE (v)	MAKE SURE THAT THE CONTROL SYSTEM IS PREPARED FOR OPERATION.	Make certain that control system is in operational ready state.
ready (v)	PREPARE	PREPARE THE REMOVAL KIT FOR THE REMOVAL OF THE STRUT.	Ready the removal kit for the removal of the strut.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
real (adj)	AGREE (v)	MAKE SURE THAT THE INDICATION ON THE GAGE AGREES WITH THE QUANTITY THAT IS IN THE TANK.	Make sure that the gage shows the real quantity that is in the tank.
REAR (adj)	Away from the person who looks or from a "reference" point	INSTALL THE TWO BOLTS IN THE REAR FITTINGS.	
REAR (n)	The rear part or rear surface	THE CIRCUIT BREAKERS ARE INSTALLED ON THE REAR OF THE UNIT.	
rear of (pre)	AFT OF, BEHIND	THE PUMP IS INSTALLED ON RIB 3, AFT OF THE FRONT SPAR. THE PUMP IS INSTALLED ON RIB 3, BEHIND THE FRONT SPAR.	The pump is located on rib 3, rear of the front spar.
rearmost (adj)	REAR (n)	YOU CANNOT REMOVE THE HALF CLAMP NEAREST TO THE REAR.	The rearmost half clamp is not removable.
REARWARD (adv)	In the direction of the rear	PULL THE COMPUTER REARWARD.	
reason (n)	CAUSE, BECAUSE OF (pre)	FIND THE CAUSE OF THE INCORRECT INDICATION. BECAUSE OF THE POSSIBLE EFFECTS ON YOUR HEALTH, USE ONLY POTABLE WATER.	Find the reason for the wrong indication. For health reasons, only use potable water.
reassemble (v)	ASSEMBLE	ASSEMBLE THE ACTUATOR AGAIN.	Reassemble the actuator.
rebuild (v)	ASSEMBLE	ASSEMBLE THE UNIT. USE NEW PARTS IF NECESSARY.	Rebuild the unit if necessary.
recap (v)	PUT	PUT CAPS ON THE END FITTINGS AGAIN.	Recap the end fittings.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
RECEIVE (v), RECEIVES, RECEIVED, RECEIVED	To get transmitted energy (TN) or a signal (TN)	MAKE SURE THAT THE CAPTAIN'S BOOMSET RECEIVES CORRECTLY.	
RECESS (n)	An "indentation" in a surface	WHEN YOU CLEAN THE SURFACES, REMOVE THE STAINS FROM THE RECESSES.	
recess (v)	RECESS (n)	DO NOT MAKE A RECESS FOR THE STUDS OF MORE THAN 5 mm.	Do not recess studs more than 5 mm.
		THE FLANGE IS IN A RECESS IN THE FUSELAGE.	The flange is recessed into the fuselage.
recharge (v)	CHARGE, FILL, PRESSURIZE	CHARGE THE BATTERY AGAIN.	Recharge the battery
		FILL THE FLUID RESERVOIR.	Recharge the fluid reservoir.
		PRESSURIZE THE ACCUMULATOR.	Recharge the accumulator.
recheck (v)	CHECK (n), EXAMINE, MEASURE	DO A LEAKAGE CHECK OF THE XXXX AGAIN.	Recheck XXXX for leakage.
		EXAMINE THE CASTING FOR CORROSION AGAIN.	Recheck the casting for corrosion.
		MEASURE THE DISTANCE BETWEEN THE FACES AGAIN.	Recheck the distance between the faces.
reclaim (v)	REPAIR	REPAIR THE DAMAGED FABRIC AREA.	Reclaim damaged fabric area.
recleat (v)	CLEAT (TN)	ATTACH THE TIEDOWN CORD WITH A CLEAT.	Recleat the tiedown cord.
reclose (v)	CLOSE	CLOSE THE COMPARTMENT AFTER THE SERVICING AGAIN.	Reclose the compartment after servicing.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
recoil (v)	MOVE BACK, WIND, RECOIL (TN)	BE CAREFUL WHEN THE SLIDE MOVES BACK. WIND THE PROBE WIRE BACK ON THE SPOOL. MOVE THE BARREL OF THE GUN TO THE RECOIL POSITION.	Be careful when the slide recoils. Recoil the probe wire back on the spool. Recoil the gun barrel.
RECOMMEND (v), RECOMMENDS, RECOMMENDED, RECOMMENDED	To “advise” that which is best	WE RECOMMEND THAT YOU DO NOT DO THIS PROCEDURE IN THE HANGAR.	
recondition (v)	REPAIR, OVERHAUL (TN)	REPAIR THE SEATS. DO AN OVERHAUL OF THE ENGINE.	Recondition the seats. Recondition the engine.
reconstruction (n)	REPAIR, REPAIR (v)	RECORD ALL REPAIRS TO THE SKIN SURFACE. THIS PROCEDURE TELLS YOU HOW TO REPAIR THE AIRFOIL SURFACE.	Record all reconstruction of the skin surface. This procedure is for the reconstruction of the airfoil surface.
RECORD (v), RECORDS, RECORDED, RECORDED	1. To make “notes” of and keep data to use subsequently 2. To put data on “storage” material electronically or as photos (TN)	MONITOR AND RECORD THE RESULTS. THE COCKPIT VOICE RECORDER RECORDS THE LAST 30 MINUTES OF FOUR AUDIO-INPUT SIGNALS.	
recover (v)	COLLECT	REMOVE THE NUT AND THE BOLT, AND COLLECT THE WASHER.	Remove nut and bolt and recover washer.
rectify (v)	CORRECT	CORRECT THE DEFECT BEFORE YOU TOW THE AIRCRAFT.	Rectify defect before towing aircraft.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
recur (v)	OCCUR	IF THE SYMPTOMS OCCUR AGAIN, DO A SYSTEM TEST.	If the symptoms recur, do a system test.
reduce (v)	DECREASE	SLOWLY DECREASE THE RATE OF DESCENT.	Slowly reduce rate of descent.
REFER (v), REFERS, REFERRED, REFERRED	To tell a person where to find data	REFER TO CHAPTER 28 FOR THE TEST PROCEDURE.	
reference (n)	REFER (v)	REFER TO CHAPTER 20 FOR THE STANDARD TORQUE VALUES.	Reference is made to Chapter 20 for standard torque values.
referenced (adj)	GIVEN	THIS POINT IS GIVEN ON THE GRAPH.	This point is referenced on the graph.
refill (v)	FILL	FILL THE CONTAINER AGAIN.	Refill the container.
refit (v)	INSTALL	INSTALL THE LINKAGE.	Refit the linkage.
reflect (v)	REFLECTION (n)	THE RETICLE IMAGE GOES TO THE MIRROR, WHICH MAKES A REFLECTION ON THE BOTTOM SURFACE OF THE GLASS.	The reticle image goes to the mirror , which reflects it up to the glass bottom surface.
REFLECTION (n)	Something that occurs when energy (TN) comes against a surface which sends it back	A CLEAN SURFACE GIVES A BETTER REFLECTION.	
REFUEL (v), REFUELS, REFUELED, REFUELED	To supply with fuel (TN)	REFUEL THE AIRCRAFT.	
register (v)	SHOW	ADJUST THE “SET +40” CONTROL UNTIL THE POINTER SHOWS +40.	Adjust the SET +40 control until the pointer registers +40.
regrease (v)	APPLY, MORE (adj)	APPLY GREASE TO THE ROD AGAIN. PUT MORE GREASE ON THE JOINT UNTIL YOU CAN MOVE IT.	Regrease the rod. Regrease the joint until you can move it.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
REGULAR (adj)	At specified or equal intervals	THE COMPUTER GIVES REGULAR INPUTS TO THE CONTROL SYSTEM.	
REGULARLY (adv)	In a regular “manner”	IF THE FAILURE OCCURS REGULARLY, DO A SYSTEM TEST.	
regulate (v)	CONTROL, ADJUST	CONTROL THE ELECTRICAL CURRENT. ADJUST THE TIRE PRESSURE AS NECESSARY.	Regulate the electrical current. Regulate the tire pressure as necessary.
regulation (n)	ADJUSTMENT, CONTROL, CONTROL (v)	ADJUSTMENT OF THE LEADING EDGE TEMPERATURE IS AUTOMATIC. CONTROL IS AUTOMATIC. THE XXXX CONTROLS THE TEMPERATURE IN THE LEADING EDGE.	Regulation of the leading edge temperature is automatic. Regulation is automatic. Regulation of temperature in the leading edge is effected by XXXX.
reinflate (v)	INFLATE	INFLATE THE TIRE AGAIN.	Reinflate the tire.
reinstall (v)	INSTALL	INSTALL THE COVER AFTER THE ADJUSTMENT OF THE UNIT AGAIN.	Reinstall the cover after the adjustment of the unit.
reinstallation (n)	INSTALLATION	ONLY APPROVED PERSONNEL CAN DO THE INSTALLATION PROCEDURE.	This reinstallation must be performed by qualified personnel.
REJECT (v), REJECTS, REJECTED, REJECTED	To make a decision that something is unsatisfactory	REJECT THE PARTS THAT ARE DAMAGED.	
rejection (n)	REJECT (v)	IF THE TEST SHOWS THAT THE EQUIPMENT IS DEFECTIVE, YOU MUST REJECT THE EQUIPMENT.	Rejection is mandatory if the test proves the equipment to be defective.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
relate (v)	RELATED (adj)	THE PROCEDURES ARE RELATED TO THE SYSTEM TEST.	The procedures relate to the system test.
RELATED (adj)	That has a relation	CLEAN THE BALLS OF THE ELECTRICAL LATCH AND ITS RELATED SOCKETS.	
RELATION (n)	The connection between two (TN) or more “things” caused by their functions, values, or conditions	THE RELATION BETWEEN THE TWO CONTROL SYSTEMS KEEPS THE AIRCRAFT STABLE.	
relay (v)	SEND	SEND THE DATA TO PERSON “B”.	Relay the message to Man B.
RELEASE (v), RELEASES, RELEASED, RELEASED	To make free, to let go	RELEASE THE INSTRUMENT PANEL TO GET ACCESS TO THE CONNECTIONS.	
relevant (adj)	RELATED, THEIR, ITS	REMOVE THE ROD END FROM THE RELATED PIVOT.	Withdraw the rod end from the relevant pivot.
		INSTALL THE BOLTS IN THEIR HOLES.	Install bolts in relevant holes.
		INSTALL THE COMPUTER IN ITS RACK.	Install computer in relevant rack.
relieve (v)	RELEASE	RELEASE THE TENSION IN THE CABLE.	Relieve the tension in the cable.
remain (v)	STAY	THE FLAGS MUST STAY OUT OF VIEW.	Flags should remain out of view.
REMAINING (adj)	That continues to stay	USE A SOLVENT TO REMOVE THE REMAINING SEALANT.	
remnant (n)	REMAINING (adj)	REMOVE THE REMAINING SEALANT FROM THE FLOOR COVERING.	Remove sealant remnants from the floor covering.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
removable (adj)	REMOVE (v)	IDENTIFY THE PART OF THE BARREL THAT YOU CAN REMOVE.	Identify the removable part of the barrel.
REMOVAL (n)	A procedure which removes an object	THE SUPERVISOR MUST SUPPLY THE APPLICABLE PROCEDURE FOR CORROSION REMOVAL.	
REMOVE (v), REMOVES, REMOVED, REMOVED	To “take” or move something away from its initial position	REMOVE THE INDICATOR FROM THE AIRCRAFT.	
render (v)	MAKE	MAKE THE SYSTEM ELECTRICALLY SAFE.	Render the system electrically safe.
renew (v)	NEW (adj)	USE NEW ADHESIVE TAPE.	Renew the adhesive tape.
renovate (v)	REPAIR, NEW (adj)	REPAIR ALL WORN SURFACES.	Renovate all worn surfaces.
		APPLY NEW PAINT TO THE CONTROL BOX IF ITS PAINT IS DAMAGED.	Renovate any damaged paint on the control box.
repack (v)	PUT, FILL	PUT THE ASSEMBLY BACK IN THE BOX.	Repack the assembly in the box.
		FILL THE XXXX WITH GREASE.	Repack the XXXX with grease.
repaint (v)	PAINT	PAINT ALL THE SURFACES AGAIN.	Repaint all the surfaces.
REPAIR (n)	The result when something is repaired	THE SURFACE FINISH OF THE REPAIR MUST BE BETTER THAN XXXX.	
REPAIR (v), REPAIRS, REPAIRED, REPAIRED	To make an item serviceable	REPAIR THE DEFECTIVE WIRING.	
repairable (adj)	REPAIR (v)	YOU CAN REPAIR THE DAMAGE WITH PATCHES.	Damage is repairable by patching.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
repeat (v)	AGAIN (adv)	DO STEPS (10) THRU (14) AGAIN.	Repeat steps (10) to (14).
repeated (adj)	AGAIN AND AGAIN	IF YOU HEAR SIGNALS AGAIN AND AGAIN, DO A CHECK OF THE "AP ENGAGE" BUTTON ON THE FLIGHT MODE PANEL.	If repeated signals are heard, check the AP ENGAGE button on the flight mode panel.
repeatedly (adv)	AGAIN AND AGAIN	IF THE VOLTAGE DECREASES AGAIN AND AGAIN, ADJUST THE VOLTAGE REGULATOR.	If voltage drops repeatedly, adjust the voltage regulator.
REPLACE (v), REPLACES, REPLACED, REPLACED	To remove an item and to install a new or serviceable item.	REPLACE THE RELAY.	
REPLACEMENT (n)	The item you install when you replace an item	MAKE SURE THAT THE REPLACEMENT HAS THE CORRECT DIMENSIONS.	
replenish (v)	FILL, ADD, REFUEL	FILL THE ACCUMULATOR WITH OIL.	Replenish the accumulator with oil.
		ADD OIL TO THE ACCUMULATOR.	Replenish the oil in the accumulator.
		REFUEL THE AIRCRAFT.	Replenish the aircraft with fuel.
REPORT (n)	The full data that are recorded about a "subject" or "occurrence"	IF THERE IS A REPORT OF DAMAGE, DO AN INSPECTION.	
reposition (v)	MOVE, SET BACK	MOVE THE FLAPS TO THE FULL DOWN POSITION.	Reposition the flaps to FULL DOWN.
		SET THE SWITCH BACK TO THE OFF POSITION.	Reposition the switch to OFF.
represent (v)	SHOW	THE SUCTION SHOWS AS AN ALTIMETER INDICATION.	The suction is represented by an altimeter reading.
repressurize (v)	PRESSURIZE	PRESSURIZE THE TANK AGAIN.	Repressurize the tank.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
request (n)	TELL (v), WRITE (v)	TELL THE FIRE SERVICE TO HELP YOU.	Make a request for external fire support.
		IF AID IS NECESSARY, WRITE TO THE MANUFACTURER.	Any request for assistance should be addressed to the manufacturer.
request (v)	TELL, WRITE	TELL THE FIRE SERVICE TO HELP YOU.	Request external fire support.
		WRITE TO THE MANUFACTURER FOR REPAIR INSTRUCTIONS.	Request repair instructions from the manufacturer.
require (v)	NECESSARY (adj)	IF NECESSARY, INSTALL CLEAN FILTERS.	Install clean filters if required.
reseal (v)	SEAL	SEAL THE CONTAINER AGAIN.	Reseal the container.
reset (v)	SET	IT IS VERY IMPORTANT TO SET THE INDICATOR BACK TO ZERO AFTER THE TEST.	It is vital to reset indicator to zero after test.
residual (adj)	REMAINING	REMOVE ALL THE REMAINING GREASE.	Remove all residual grease.
residue (n)	REMAINING (adj)	REMOVE THE REMAINING GREASE.	Remove the grease residues.
RESISTANT (adj)	That will help to prevent something	THE MATERIAL OF THE SEATS IS RESISTANT TO FIRE.	
respective (adj)	RELATED, CORRECT	ATTACH THE CABLES TO THEIR RELATED SHACKLES.	Attach the cables to their respective shackles.
		INSTALL THE BOLTS IN THE CORRECT POSITIONS.	Install the bolts in respective positions.
respectively (adv)	RELATED (adj)	ENGINES 1 AND 2 SUPPLY HOT AIR TO THEIR RELATED WINGS.	Engines 1 and 2 supply the left and right wings respectively with hot air.
respond (v)	RESULT (n)	IF THE INSTRUMENT DOES NOT GIVE A RESULT, DO A TEST.	If the instrument fails to respond, do a test.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
rest (n)	REMAINING (adj)	THE REMAINING INSTRUCTIONS ARE APPLICABLE ONLY TO AIRCRAFT WITH FUSELAGE TANKS.	The rest of these instructions only apply to aircraft with fuselage tanks.
rest (v)	BE, PUT	THE AIRCRAFT MUST BE ON ITS WHEELS. PUT THE REMOVED PART ON A CLEAN SURFACE.	The aircraft must rest on its wheels. Rest the removed part on a clean surface.
restart (v)	START	START THE UNIT AGAIN.	Restart the unit.
restore (v)	BACK (adv), REPAIR	PUT THE SAFETY PINS BACK TO THEIR STOWAGE. DO NOT REPAIR THE CHROMIC ACID ANODIZING ON THE SKIN PANEL.	Restore the safety pins to their stowage. Do not restore the chromic acid anodizing on the skin panel.
restrain (v)	HOLD, STOP, PREVENT	HOLD THE HOSES. STOP THE FLUID FLOW. PREVENT TOO MUCH TRAVEL OF THE CONTROL ROD.	Restrain the hoses. Restrain all fluid flow. Restrain excessive travel of the control rod.
restrict (v)	DECREASE, PREVENT, ONLY (adv), LIMIT (n)	THE METERING PLUG DECREASES THE FLOW. THE STOP PREVENTS TOO MUCH CONTROL ROD TRAVEL. USE THESE NUTS ONLY IN THE CORRECT POSITION. THE VALVE KEEPS THE AIRFLOW IN LIMITS.	The metering plug restricts the flow. The stop restricts control rod travel. Restrict the use of these nuts. The valve restricts the airflow.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
RESULT (n)	Something that occurs when you do something	IF THESE TESTS DO NOT GIVE THE CORRECT RESULTS, REPLACE THE UNIT.	
result (v)	CAUSE, RESULT (n)	AN INCORRECT CONNECTION WILL CAUSE DAMAGE. REPAIR THE DAMAGE THAT IS THE RESULT OF CORROSION.	Incorrect connection will result in damage. Repair any damage resulting from corrosion.
resume (v)	START, CONTINUE	IF THERE IS NO CONTAMINATION, START THE OPERATION AGAIN. CONTINUE THE TEST.	If there is no contamination, resume normal operation. Resume the test.
retain (v)	KEEP	KEEP THE PLUG.	Retain the plug.
retard (v)	MOVE, SET	MOVE THE THROTTLE BACK. SET THE THROTTLE LEVER TO IDLE.	Retard the throttle. Retard throttle lever to idle.
retorque (v)	TORQUE	TORQUE THE FITTING AGAIN.	Retorque the fitting.
retouch (v)	APPLY, PAINT	APPLY ENAMEL WHERE IT IS MISSING. PAINT THE DAMAGED LABEL LETTERS.	Retouch missing enamel areas. Retouch damaged label letters.
RETRACT (v), RETRACTS, RETRACTED, RETRACTED	1. To pull in(to) 2. To move in(to)	RETRACT THE LANDING GEAR. THE NOSE LANDING GEAR RETRACTS INTO THE FUSELAGE.	
retractable (adj)	RETRACT (v)	THE AIRCRAFT HAS A LANDING GEAR THAT RETRACTS.	The aircraft has a retractable landing gear.
RETRACTION (n)	The result when something retracts	DURING THE RETRACTION SEQUENCE, MAKE SURE THAT THE LANDING GEAR DOORS CLOSE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
retrim (v)	ADJUST, CHANGE	ADJUST THE TRIM OF THE CONTROLS. CHANGE THE CONTOUR OF THE PATCH IF NECESSARY.	Retrim the controls. Retrim the patch if necessary.
return (n)	BACK (adv)	WHEN THE AILERONS GO BACK TO NEUTRAL, MAKE SURE THAT THEY ARE FLUSH WITH THE FLAPS.	After return of ailerons to neutral, check for flushness with flaps.
return (v)	BACK (adv)	THE PLUNGERS MUST GO BACK TO THE CLOSED POSITION.	Plungers must return to the closed position.
reusable (adj)	USE (v)	YOU CAN USE THE MIXTURE AGAIN.	The mixture is reusable.
reuse (v)	USE	USE THE FABRIC AGAIN IF IT IS NOT DAMAGED.	Reuse the fabric if it is not damaged.
reveal (v)	SHOW	IF THE FUEL SAMPLE SHOWS FREE WATER, DRAIN THE SYSTEM.	If the fuel sample reveals free water, drain the system.
reverse (adj)	OPPOSITE	MOVE THE CONTROL IN THE OPPOSITE DIRECTION.	Move the control in the reverse direction.
reverse (v)	OPPOSITE (adj)	MOVE THE ROD IN THE OPPOSITE DIRECTION.	Reverse the movement of the rod.
review (n)	INSPECTION	DO AN INSPECTION OF THE DAMAGE AREA.	Do a review of the damage area.
rewind (v)	WIND	WIND THE CABLE BACK ON ITS REEL.	Rewind the cable on its reel.
rework (v)	<u>NOTE:</u> This is not a "specific" Manufacturing Process: refer to the applicable Manufacturing Process or instruction.		
rig (v)	ADJUST	ADJUST THE SYSTEM.	Rig the system.
RIGHT (adj)	On the east (TN) side when you look north (TN)	DO A FLOW CHECK OF THE PUMP IN THE RIGHT WING TANK.	
right-hand (adj)	RIGHT	THE FUEL CONNECTOR IS IN THE RIGHT WING.	The fuel connector is in the right-hand wing.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
RIGID (adj)	Not flexible	REMOVE THE SCREWS FROM THE RIGID COVER.	
rinse (v)	FLUSH	FLUSH THE FILTER WITH HOT WATER.	Rinse filter in hot running water.
ripped (adj)	DAMAGED	IF THE SEAT COVER IS DAMAGED, REPLACE IT.	If seat cover is ripped, replace it.
rise (n)	INCREASE (v)	WHEN A FIRE STARTS, THE TEMPERATURE INCREASES AND CAUSES THE DETECTOR TO OPERATE.	When a fire starts, the temperature rise causes the detector to operate.
rise (v)	INCREASE	USE A PUMP TO FILL THE STRUT WITH FLUID UNTIL THE PRESSURE INCREASES.	Pump fluid into strut until pressure rises.
RISK (n)	The “possibility” that something that is dangerous occurs	OBEY THE PRECAUTIONS TO PREVENT THE RISK OF FIRE.	
roll (v)	ROLLER (TN)	USE A ROLLER TO MAKE THE SURFACE OF THE SEAL SMOOTH.	Roll entire surface of seal until smooth.
rope off (v)	ROPE (TN)	PUT ROPES AROUND THE AREA.	Rope off the area.
rotary (adj)	TURN (v)	TURN THE GEARS TO ALIGN THEM.	Use rotary movement to align the gears.
rotate (v)	TURN	SLOWLY TURN THE VANE.	Slowly rotate vane.
rotation (n)	TURN (v)	MAKE SURE THAT THAT THE FAN TURNS FREELY.	Ensure free rotation of fan.
rotational (adj)	TURN (v)	TURN THE GEARS TO ALIGN THEM.	Use a rotational movement to align the gears.
ROUGH (adj) (ROUGHER, ROUGHEST)	Not smooth	CLEAN THE ROUGH SURFACES CAREFULLY.	
roughen (v)	ROUGH (adj)	MAKE THE FAYING SURFACES ROUGH.	Roughen the faying surfaces.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
roughness (n)	ROUGH (adj)	MAKE SURE THAT THE AREA OF THE BOND IS SUFFICIENTLY ROUGH.	Make sure the area of the bond has sufficient roughness.
round (adj)	CIRCULAR	REPAIR THE DAMAGE WITH A CIRCULAR PATCH.	Repair damage with a round patch.
ROUNDED (adj)	Not angular	WHEN YOU INSTALL THE PART, MAKE SURE THAT THE ROUNDED EDGE IS AGAINST THE STRUCTURE.	
route (n)	ROUTING	MAKE SURE THAT YOU DO NOT CHANGE THE WIRE ROUTING.	Make sure you do not change the wire routes.
route (v)	PUT, ROUTING (n)	PUT THE FUELING HOSE ALONG THE GROUND.	Route the fueling hose along the ground.
		MAKE SURE THAT THE ROUTING OF THE WIRE IS CORRECT.	Make sure that wiring is correctly routed.
routine (adj)	USUAL	IF SUCH FAILURES BECOME USUAL, REPLACE THE UNIT.	If such failures become routine, replace the unit.
ROUTING (n)	The specified direction that cables (TN), pipes (TN), wires (TN), etc. must go along	DO NOT CHANGE THE ROUTING OF THE PIPE.	
ROW (n)	A number of objects in a line (TN)	THE PANELS ARE INSTALLED IN ROWS.	
RUB (v), RUBS, RUBBED, RUBBED	To move something with pressure (TN) and friction (TN) along a surface	RUB THE SURFACE WITH A CLEAN CLOTH.	
run (v)	OPERATE	OPERATE THE ENGINE AT 100% THRUST.	Run engine at 100% thrust.
running (adj)	FLUSH (v)	FLUSH THE PIPES WITH WATER.	Clean pipes with running water.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SAFE (adj) (SAFER, SAFEST)	Not dangerous, disarmed	MAKE THE AREA SAFE BEFORE YOU CONTINUE THE WORK.	
SAFELY (adv)	In a safe “manner”	TO DO THIS PROCEDURE SAFELY, THE LOCK MUST BE ENGAGED.	
SAFETY (n)	A condition that is safe	THIS PARAGRAPH GIVES THE SAFETY INSTRUCTIONS THAT ARE APPLICABLE TO EXPLOSIVE ITEMS.	
SAFETY (v), SAFETIES, SAFETIED, SAFETIED	1. To prevent accidental operation	TAG AND SAFETY THE CIRCUIT BREAKERS.	
	2. To make sure that something does not become loose	SAFETY THE NUT WITH WIRE.	
safety-clip (v)	LOCK, SAFETY	LOCK THE TURNBUCKLE ON THE CONTROL ROD WITH A CLIP.	Safety-clip the turnbuckle on the control rod.
		TAG AND SAFETY THE CIRCUIT BREAKER WITH A CLIP.	Tag and safety-clip circuit breaker.
safety-wire (v)	LOCK, SAFETY	LOCK THE SWITCHES WITH WIRE.	Safety-wire switches.
		SAFETY THE NUT WITH WIRE.	Safety-wire nut.
SAME (adj)	Agrees in all details	THE ADJUSTMENT OF THE LEFT AND RIGHT WING FLAPS MUST BE THE SAME.	
SAMPLE (n)	A piece or quantity of something that you use for an inspection or test procedure to show that it has specified qualities	GET A SAMPLE OF THE AIRCRAFT FUEL AND MEASURE ITS SPECIFIC GRAVITY.	
sample (v)	SAMPLE (n)	GET A SAMPLE OF FUEL AND DO A TEST FOR WATER CONTAMINATION.	Sample and test the fuel for water contamination.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SATISFACTORILY (adv)	In a satisfactory “manner”	MAKE SURE THAT THE MICROSWITCHES OPERATE SATISFACTORILY.	
SATISFACTORY (adj)	Agrees with all that is necessary	A CLEARANCE OF 3 mm IS SATISFACTORY.	
saturate (v)	SOAK	SOAK THE ELEMENT FOR FOUR HOURS.	Saturate the element for four hours.
save (v)	KEEP	KEEP THE O-RINGS.	Save the O-rings.
scan (v)	SCAN (TN), EXAMINE	THE ANTENNA DOES A SCAN THROUGH 80 DEG. EXAMINE THE SURFACE ALONG THE TRAILING EDGE.	Antenna scans through 80 deg. Scan the surface along the trailing edge.
SCHEDULE (v), SCHEDULES, SCHEDULED, SCHEDULED	To put in a time sequence	WE RECOMMEND THAT YOU SCHEDULE THE MAINTENANCE CAREFULLY.	
scored (adj)	SCORE (TN)	IF THE BEARING RACE HAS SCORES, REPLACE IT.	If the bearing race is scored, replace it.
scrap (v)	DISCARD	DISCARD THE REMOVED SEAL.	Scrap the removed seal.
scrape (v)	SCRAPER (TN)	USE A SCRAPER TO REMOVE THE REMAINING SEALANT.	Scrape off the old sealant.
scratched (adj)	SCRATCH (TN)	REPAIR THE SURFACES THAT HAVE SCRATCHES.	Repair scratched surfaces.
screw (v)	SCREW (TN), TURN	ATTACH THE STRAPS TO THE PANELS WITH SCREWS. CONTINUE TO TURN THE END FITTING UNTIL IT IS IN THE CORRECT POSITION.	Screw straps to the panels. Continue screwing the end fitting until it is in the correct position.
scrub (v)	BRUSH (TN)	USE A BRUSH TO CLEAN METAL PARTS.	Scrub all metal parts.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SEAL (n)	Something that prevents access and leaks	REPAIR THE FILLET SEALS WITH SEALANT.	
SEAL (v), SEALS, SEALED, SEALED	To prevent access and prevent leaks	SEAL THE OPENINGS WITH POLYTHENE.	
search (v)	EXAMINE	EXAMINE THE SURFACE FOR CRACKS.	Search the surface for cracks.
seat (v)	INSTALL, AGAINST (pre)	INSTALL THE O-RING.	Seat the O-ring.
		THE VALVE IS AGAINST THE FRAME.	The valve is seated on the frame.
SECONDARY (adj)	Second (TN) in “importance”	DO AN OPERATIONAL CHECK OF THE SECONDARY FLIGHT CONTROLS.	
secure (adj)	CORRECTLY (adv), TIGHT, SAFE	MAKE SURE THAT THE BRACKETS ARE CORRECTLY ATTACHED.	Check brackets for secure attachment.
		MAKE SURE THAT THE BOLTS ARE TIGHT.	Check that the bolts are secure.
		MAKE SURE THAT THE PLATFORM IS SAFE BEFORE YOU LIFT IT.	Make sure the platform is secure before raising it.
secure (v)	ATTACH, SAFETY	REMOVE THE BOLTS THAT ATTACH THE UNIT.	Undo the bolts securing the unit.
		SAFETY THE PULLEY GUARD PINS WITH SPLIT PINS.	Secure the pulley guard pins with split pins.
securely (adv)	CORRECTLY, SAFELY, TIGHT (adj)	MAKE SURE THAT THE BRACKETS ARE CORRECTLY ATTACHED.	Check that the brackets are securely attached.
		MAKE SURE THAT THE LADDER IS SAFELY ATTACHED.	Make sure the ladder is securely attached.
		MAKE SURE THAT THE BOLTS ARE TIGHT.	Make sure that the bolts are securely installed.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
security (n)	CORRECTLY (adv)	MAKE SURE THAT THE COMPONENTS ARE CORRECTLY ATTACHED.	Check for security of components.
SEE (v), SEES, SAW, SEEN	To know with the eyes (TN)	MAKE SURE THAT YOU CAN SEE THE CABLE THROUGH THE INSPECTION HOLE.	
seek (v)	GET	GET MEDICAL AID IMMEDIATELY.	Seek medical attention immediately.
seem (v)	APPARENTLY (adv)	IF THE INSTRUMENT APPARENTLY GIVES INCORRECT INDICATIONS, REMOVE IT.	If the instrument seems to give incorrect indications, remove it.
seepage (n)	LEAKAGE	CLEAN THE AREAS WHERE THERE IS HYDRAULIC FLUID LEAKAGE.	Clean areas where there is hydraulic fluid seepage.
seized (adj)	CATCH (v), MOVE (v), TURN (v)	IF THE CONTROL CABLE IS CAUGHT IN THE PULLEY, RELEASE THE CABLE TENSION.	If control cable is seized in the pulley, release the cable tension.
		IF YOU CANNOT MOVE THE BOLTS, APPLY SOME PENETRATING OIL.	If the bolts are seized, apply some penetrating oil.
		IF THE FLAP CONTROL MOTOR CANNOT TURN, USE THE ALTERNATIVE MODE.	If flap control motor is seized, use the alternate mode.
select (v)	SET, SELECTION (n)	SET THE SWITCH TO "TEST".	Select switch to TEST.
		USE THE TABLE THAT FOLLOWS FOR THE SELECTION OF THE WASHERS.	Select washers from the table below.
SELECTION (n)	The "action" or result of "choosing"	AFTER THE SELECTION OF A NEW MUSIC CHANNEL, ADJUST THE VOLUME.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SEMICIRCULAR (adj)	Has the shape of half a circle (TN)	THE VALVE FLAPS ARE SEMICIRCULAR.	
SEND (v), SENDS, SENT, SENT	To cause to go	SEND THE FILTER ELEMENT TO THE OVERHAUL SHOP.	
SENSE (v), SENSES, SENSED, SENSED	To get an input automatically	THE TEMPERATURE BULB SENSES THE OUTSIDE AIR TEMPERATURE.	
SENSITIVE (adj)	That can sense small changes	THE CAPSULE IS SENSITIVE TO PRESSURE CHANGES.	
separable (adj)	DISASSEMBLE (v), DISCONNECT (v)	YOU CAN DISASSEMBLE THIS UNIT INTO TWO PARTS.	This unit is separable into two parts.
separate (adj)	NOT CONNECTED, ISOLATED, NOT ATTACHED	YOU CAN DISCONNECT THESE LINE FITTINGS.	These line fittings are separable.
		THESE TWO TRACKS ARE NOT CONNECTED TO THE OTHERS.	These two tracks are separate from the others.
		THE GREEN, BLUE AND YELLOW HYDRAULIC SYSTEMS ARE EACH FULLY ISOLATED FROM THE OTHERS.	The Green, Blue, and Yellow hydraulic systems are completely separate.
		THE CAP IS NOT ATTACHED TO THE COUPLING.	The cap is separate from the coupling.
separate (v)	DISCONNECT	DISCONNECT THE LINE FITTINGS.	Separate the line fittings.
SEPARATION (n)	The “action” or result of separating	SEPARATION OF THESE PARTS IS NOT EASY.	
SEQUENCE (n)	Items, objects, or steps that occur one (TN) after the other	TIGHTEN THE BOLTS IN THE SEQUENCE GIVEN IN FIG. 3.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
serious (adj)	IMPORTANT, DANGEROUS	CONTAMINATION OF CABIN AIR BY XXXX CAN BE AN IMPORTANT PROBLEM. HYDRAULIC FLUID IS DANGEROUS FOR YOUR EYES.	Contamination of cabin air by XXXX can be a serious problem. Hydraulic fluid can cause serious eye injury.
serrated (adj)	SERRATION (n)	USE GLOVES WHEN YOU TOUCH PARTS WITH EDGE SERRATIONS.	Use gloves when handling parts with serrated edges.
SERRATION (n)	One (TN) or more notches (TN) or teeth (TN) as in a saw (TN)	MAKE MARKS THAT SHOW THE LOCATION OF THE SERRATIONS ON THE PLATES.	
serve (v)	<u>NOTE</u> : Do not use this verb, use an “action” verb.	THE RADIO MASTER SWITCH CONTROLS THE BUS BAR.	The radio master switch serves to control the bus bar.
service (v)	SERVICING (n)	DO THE SERVICING OF THE HYDRAULIC SYSTEM.	Service the hydraulic system.
serviceability (n)	SERVICEABLE (adj)	THE TIRE IS SERVICEABLE IF THE CUTS ARE SMALLER THAN 10 mm.	The serviceability of the tire is not affected by any cut smaller than 10 mm.
SERVICEABLE (adj)	Correct or satisfactory	PUT THE SYSTEM BACK TO THE SERVICEABLE CONDITION.	
SERVICING (n)	The steps necessary to prepare something for operation	BEFORE YOU DO THE SERVICING, ISOLATE THE SYSTEM.	
SET (n)	A group of related items that you (can) use for the same “purpose”	USE THE SET OF TOOLS THAT IS SUPPLIED WITH THE UNIT.	
SET (v), SETS, SET, SET	To put equipment into a given adjustment, condition, or mode	SET THE ALTIMETER SCALE TO 1013 mbar.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
setting (n)	ADJUSTMENT, POSITION, SET (v)	DO NOT CHANGE THE ADJUSTMENT.	Do not change the setting.
		MAKE SURE THAT THE POSITION OF THE FLAPS IS EIGHT DEG.	Check flaps for eight deg. setting.
		THE MANUFACTURER SETS THE LENGTH OF THE ROD IN THE FACTORY.	Setting of the rod length is achieved in the factory.
settle (v)	STABLE (adj), COLLECT	LET THE INDICATIONS BECOME STABLE.	Let the indications settle.
		LET THE SEDIMENT COLLECT AT THE BOTTOM OF THE TANK.	Let the sediment settle at the bottom of the tank.
sever (v)	CUT	MAKE SURE THAT YOU DO NOT CUT THE CONTROL CABLE.	Make sure you do not sever the control cable.
several (adj)	SOME <u>NOTE</u> : If this alternative is not sufficient, give the range, quantity, number, or minimum value.	SOME OPERATORS TELL US THAT THERE IS HYDRAULIC LEAKAGE.	Hydraulic leakage has been reported by several operators.
		SOAK THE FILLER CAPS IN DISTILLED WATER FOR A MINIMUM OF EIGHT HOURS.	Soak the filler caps in distilled water for several hours.
severe (adj)	DANGEROUS	HYDRAULIC FLUID IS DANGEROUS FOR YOUR SKIN.	Hydraulic fluid can cause severe skin problems.
SHAKE (v), SHAKES, SHOOK, SHAKEN	To move something quickly up and down or from side to side	SHAKE THE CONTAINER.	
shall (v)	MUST	HOLES MUST NOT HAVE SHARP EDGES.	Holes shall not have sharp edges.
SHAPE (n)	The contour of an object	THE PATCH MUST BE THE SAME SHAPE AS THE CUTOUT.	
shape (v)	SHAPE (n)	MAKE THE PATCH THE SAME SHAPE AS THE CUTOUT.	Shape the patch to suit the cutout.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SHARP (adj) (SHARPER, SHARPEST)	That can cut or make a hole	MAKE A HOLE WITH A SHARP TOOL.	
sharply (adv)	QUICKLY, SUDDENLY	PULL THE CABLES QUICKLY TO DISENGAGE THEM. MOVE THE CONTROL COLUMN FORWARD SUDDENLY.	Pull cables sharply to disengage. Move the control column forward sharply.
shear (v)	BREAK, CUT	TIGHTEN UNTIL THE NUT BREAKS. DO NOT CUT THE WIRES.	Tighten until the nut shears. Do not shear the wires.
SHEET (n)	A piece of material that is thin in relation to its length and width	IF THE SHEETS ARE NOT THICKER THAN 5 mm, REMOVE THE DENTS.	
shield (v)	PREVENT, PROTECTION (n)	PUT ON GOGGLES TO PREVENT INJURY TO YOUR EYES. GIVE THE CONTROL UNIT PROTECTION FROM XXXX.	Shield your eyes. Shield the control unit from XXXX.
shift (v)	MOVE	MOVE THE LEVER FORWARD.	Shift the lever forward.
SHINY (adj) (SHINIER, SHINIEST)	That can cause a reflection of light (TN)	CLEAN THE SHINY AREA OF THE OLEO STRUT.	
SHOCK (n)	The sudden effect of energy (TN) on a person or object	SHOCKS CAN CAUSE DAMAGE TO THE GYRO.	
SHORT(adj) (SHORTER, SHORTEST)	That has small length or “duration”	ATTACH THE SHORT ARM OF THE BELLCRANK TO THE ROD.	
shorten (v)	DECREASE	DO NOT DECREASE THE TEST TIME.	Do not shorten the test time.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
should (v)	MUST, IF (con)	PERSONNEL MUST PUT ON PROTECTIVE CLOTHING. IF A FAILURE OCCURS, STOP THE TEST.	Personnel should wear protective clothing. Should a failure occur, stop the test.
SHOW (v), SHOWS, SHOWED, SHOWN	To cause to be seen, to let be seen	THE SYMBOL SHOWS ON THE SCREEN.	
shut down (v)	STOP	STOP THE ENGINE.	Shut down the engine.
SIDE (n)	1. The specified surface or area of an object 2. A location or direction that has a relationship to a center (TN) or a line (TN) of division (TN)	LUBRICATE ONE SIDE OF THE WASHER. PUSH THE UNIT OUT AND THEN MOVE IT TO THE LEFT SIDE.	
sideways (adv)	SIDE (n)	PUSH THE UNIT OUT AND THEN MOVE IT TO THE LEFT SIDE.	Push the unit out and then move it sideways.
sight (n)	VIEW	TURN THE KNOB TO MAKE THE DISPLAY GO OUT OF VIEW.	Turn the knob to make the display go out of sight.
sight (v)	LOOK	LOOK ALONG THE SKIN.	Sight along the skin.
SIGN (n)	The indication of a possible condition	EXAMINE THE SURFACE FOR SIGNS OF INTERNAL DAMAGE.	
significant (adj)	IMPORTANT <u>NOTE</u> : Be as "specific" as possible (Refer to Rule 1.13).	THIS PROCEDURE IS IMPORTANT.	This procedure is significant.
silence (v)	STOP	STOP THE ALARM BELL.	Silence the alarm bell.
similar (adj)	ALMOST THE SAME, EQUIVALENT	THE TWO ITEMS HAVE ALMOST THE SAME SHAPE. USE MATERIAL 11-001 OR AN EQUIVALENT MATERIAL.	The two items are similar in shape. Use material 11-001 or a similar material.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SIMULATE (v), SIMULATES, SIMULATED, SIMULATED	To make a condition that is the same as one (TN) that can occur in operation	SIMULATE A WHEEL SPEED OF 80 KNOTS.	
simultaneous (adj)	AT THE SAME TIME	TO DO THIS SERVICE BULLETIN, YOU MUST DO SERVICE BULLETIN NO. XXXX AT THE SAME TIME.	Accomplishment of this Service Bulletin requires the simultaneous accomplishment of Service Bulletin No. XXXX.
simultaneously (adv)	AT THE SAME TIME	DO THE TWO STEPS AT THE SAME TIME.	Perform the two steps simultaneously.
SINCE (pre)	Function word that shows: "from some time in the past until a later time or now" <u>NOTE:</u> For other meanings, USE: BECAUSE (con)	IF IT IS MORE THAN TWO HOURS SINCE YOU MIXED THE COMPOUND, DO NOT USE IT.	
		BE CAREFUL WHEN YOU USE ALODINE, BECAUSE IT IS A DANGEROUS MATERIAL.	Since Alodine is a dangerous material, be careful when you use it.
single (adj)	ONE (TN)	ONE CRACK 0.50 INCH LONG IS PERMITTED.	A single crack 0.50 inch long is allowed.
situated (adj)	INSTALL (v)	THE TRIM CONTROL KNOB IS INSTALLED ON THE CONTROL PEDESTAL.	The trim control knob is situated on the control pedestal.
size (n)	DIMENSION	THESE CASES HAVE DIFFERENT DIMENSIONS.	These cases are of different sizes.
skid (v)	SKID (TN)	THIS GIVES AN INDICATION THAT THE AIRCRAFT IS IN A SKID.	This indicates that the aircraft is skidding.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
slack (adj)	TENSION (TN)	MAKE SURE THAT THE TENSION OF THE CONTROL CABLES IS CORRECT.	Check for slack control cables.
slack (n)	TENSION (TN)	MAKE SURE THAT THE TENSION IN THE CONTROL CABLES IS CORRECT.	Check for slack in the control cables.
slacken (v)	TENSION (TN)	RELEASE THE TENSION IN THE CONTROL CABLES.	Slacken the control cables.
slackness (n)	TENSION (TN)	MAKE SURE THAT THE TENSION IN THE CABLES IS CORRECT.	Make sure there is no slackness in the cables.
slam-decelerate (v)	MOVE	MOVE THE THROTTLE QUICKLY TO THE IDLE POSITION.	Slam-decelerate to ground idle.
slave (v)	CONTROL	THE COPILOT'S INDICATOR CONTROLS THE PILOT'S INDICATOR.	Pilot's indicator is slaved to copilot's indicator.
slide (v)	MOVE	MOVE THE COMPUTER HORIZONTALLY TO PREVENT DAMAGE.	Slide computer horizontally to avoid damage.
slight (adj)	SMALL, LIGHT	IF THERE IS A SMALL LEAKAGE, TORQUE THE CONNECTION TO XXXX.	If slight leakage is found, torque the connection to XXXX.
		APPLY ONLY A LIGHT FORCE ON THE RUDDER PEDALS.	Only apply slight force on rudder pedals.
slightly (adv)	SMALL (adj)	MOVE THE ADAPTER A SMALL DISTANCE FORWARD.	Move the adapter slightly forward.
sling (v)	SLING (TN)	LIFT THE RUDDER INTO POSITION WITH SLINGS.	Sling the rudder into position.
slip (v)	MOVE, REMOVE	MOVE THE CARRIAGE ALONG THE FLAP TRACK.	Slip the carriage along the flap track.
		REMOVE THE CLAMP FROM THE CABLE.	Slip the clamp from the cable.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SLOPE (n)	A surface that is not level	IF THE AIRCRAFT IS PARKED ON A SLOPE, MAKE SURE THAT WHEEL CHOCKS ARE IN POSITION.	
SLOT (n)	A long opening that is not wide	PUSH THE CABLES THROUGH THE SLOT IN FRAME 8 AND ATTACH THEM TO THE CLIPS.	
slotted (adj)	SLOT (n)	INSTALL THE PLATE THAT HAS SLOTS.	Install slotted plate.
SLOW (adj) (SLOWER, SLOWEST)	At low speed (TN)	MAKE SURE THAT THE MOVEMENT OF THE ELEVATORS IS SLOW.	
slow down (v)	DECREASE	DECREASE THE RATE OF OPERATION TO XXXX.	Slow down the rate of operation to XXXX.
SLOWLY (adv)	In a slow “manner”	TURN THE KNOB SLOWLY.	
slushy (adj)	SLUSH (TN)	DO NOT TOW IN AREAS WHERE THERE IS SLUSH.	Towing in slushy areas must be avoided.
SMALL (adj) (SMALLER, SMALLEST)	Less than average (TN) in dimension, quantity, quality, or capacity	WHEN YOU REFUEL THE AIRCRAFT, A SMALL QUANTITY OF FUEL COMES OUT OF THE VENT LINE.	
smear (v)	APPLY	APPLY GREASE TO THE TAPER SLEEVE.	Smear grease on taper sleeve.
SMELL (v), SMELLS, SMELLED, SMELLED	To find with the nose	SMELL THE OIL.	
SMOKE (n)	A gas that has particles of burned material and that you can see	WHEN THE CONCENTRATION OF SMOKE IS MORE THAN THE LIMIT, AN ALARM OPERATES.	
SMOKE (v), SMOKES, SMOKED, SMOKED	To breathe tobacco (TN) smoke	DO NOT SMOKE IN THE WORK AREA.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SMOOTH (adj) (SMOOTHER, SMOOTHEST)	1. Has a continuous “uniform” surface 2. Has a constant rate of movement	MAKE SURE THAT THE PAINTED SURFACE IS SMOOTH. EXAMINE THE LINKAGE FOR SMOOTH MOVEMENT.	
smooth (v)	SMOOTH (adj)	MAKE THE TAPE SMOOTH.	Smooth tape out.
SMOOTHLY (adv)	In a smooth “manner”	MAKE SURE THAT THE REDUCTION GEAR MOVES SMOOTHLY.	
snag (v)	CATCH	THE CLOTH WILL CATCH ON BROKEN WIRES.	Cloth will snag on broken wires.
snap (n)	CLICK	WHEN YOU ATTACH THE SPRING CLIP, MAKE SURE THAT YOU HEAR A CLICK.	Ensure that there is a snap when you fit the spring clip.
snap (v)	MOVE QUICKLY, BREAK	THE RETAINING CLIP MUST MOVE QUICKLY INTO POSITION. IF YOU BEND THIS PART TOO FAR, IT WILL BREAK.	The retaining clip must snap into position. If you bend this part too far, it will snap.
sniff (v)	SMELL	SMELL THE OXYGEN IF YOU THINK THERE IS CONTAMINATION.	Sniff the oxygen if you think there is contamination.
so (that) (con)	UNTIL (pre), PREVENT (v)	ADJUST THE LENGTH OF THE ROD UNTIL YOU GET A MINIMUM CLEARANCE OF 0.1 in. LOCK THE WHEEL TO PREVENT MOVEMENT.	Adjust length of rod so that a minimum gap of 0.1 in. is obtained. Lock the wheel so that it does not move.
SOAK (v), SOAKS, SOAKED, SOAKED	To put in liquid until wet or soft	SOAK THE ELEMENT FOR 4 HOURS.	
soapy (adj)	SOAP (TN)	CLEAN WITH A SOLUTION OF SOAP AND WATER.	Clean using soapy water.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SOFT (adj) (SOFTER, SOFTEST)	Not hard, easy to go into or through	MAKE A MARK WITH A SOFT PENCIL.	
soften (v)	SOFT (adj)	PUT THE TOOLS IN THE SOLVENT TO MAKE THE COMPOUND SOFT.	Submerge tools in solvent to soften compound.
soiled (adj)	DIRTY	DISCARD THE DIRTY RAGS.	Scrap soiled rags.
SOLID (adj)	Has the properties of a solid	THE RAILS ARE MADE FROM SOLID BARS.	
SOLID (n)	Material that is not a gas or a liquid	EXAMINE THE OIL FOR SOLIDS.	
solidify (v)	SOLID (adj)	DO NOT LET THE FOAM BECOME SOLID.	Do not allow foam to solidify.
SOLUTION (n)	1. A liquid that includes a “dissolved” material	PREPARE THE SOLUTION in A CONTAINER MADE OF CERAMIC MATERIAL.	
	2. The “answer” to a problem	A “BITE” TEST WILL GIVE THE SOLUTION.	
solve (v)	SOLUTION (n)	IF THE REMOVAL OF THE VALVE WAS NOT A SOLUTION TO THE PROBLEM, REPLACE THE UNIT.	If the removal of the valve did not solve the problem, replace the unit.
SOME (adj)	Related to a quantity not specified	SOME BOLTS ARE SHORTER THAN THE OTHERS.	
SOME (pn)	Related to a quantity not specified	THESE BOLTS ARE SHORTER THAN SOME OF THE OTHERS.	
SOMETHING (pn)	A “thing” that is not “determined” or specified	IF SOMETHING UNUSUAL OCCURS, DO A BITE TEST.	
soon (adv)	TIME (n) <u>NOTE:</u> Give the time if possible.	THE PRESSURE WILL DECREASE A SHORT TIME AFTER YOU STOP THE POWER CART.	The pressure drop will happen soon after the power cart shutdown.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SOUND (n)	Something that you can hear	INCREASE THE VOLUME OF THE SOUND.	
sound (v)	OPERATE	THE ALARM BELL OPERATES.	Alarm bell sounds.
SOURCE (n)	1. Something that supplies energy (TN) or data 2. The point where something starts	OPERATE THE SWAGING TOOL WITH A HYDRAULIC SOURCE. WHEN YOU FIND THE SOURCE OF THE LEAKAGE, CLEAN THE SURFACE WITH XXXX.	
SPACE (n)	A distance, area, or volume	PUT THE SEALANT INTO THE SPACE BEHIND THE FLANGE OF THE WATER INJECTOR.	
space (v)	DISTANCE (n)	MAKE SURE THAT THERE IS AN EQUAL DISTANCE BETWEEN THE HOLES.	Make sure you space the holes equally.
spacing (n)	DISTANCE	REFER TO FIG. 401 FOR THE DISTANCE BETWEEN RIVETS.	The rivet spacing is given in Fig. 401.
spanwise (adj)	SPAN (TN)	SEE IF THERE ARE SIGNS OF MOVEMENT ALONG THE SPAN.	Check for signs of spanwise movement.
sparingly (adv)	QUANTITY (n)	APPLY A SMALL QUANTITY OF GREASE.	Apply grease sparingly.
SPARK (n)	A hot, bright particle of a material that burns	DO NOT USE TEST EQUIPMENT THAT CAN CAUSE SPARKS.	
spark (v)	SPARK (n)	PUT ON GOGGLES WHEN YOU USE ELECTRICAL EQUIPMENT WHICH MAKES SPARKS.	Wear goggles when using electrical equipment that sparks.
SPEAK (v), SPEAKS, SPOKE, SPOKEN	To use your voice to tell	SPEAK INTO THE MICROPHONE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SPECIAL (adj)	For a specified function	TIGHTEN THE SPECIAL NUT.	
SPECIALLY (adv)	In a special “manner”	THE EXTRACTOR IS MADE SPECIALLY TO REMOVE THE PINS.	
specific (adj)	SPECIAL, SPECIFIED	USE THE SPECIAL TOOLS TO PREVENT POSSIBLE DAMAGE. THESE AREAS HAVE SPECIFIED DAMAGE LIMITS.	Use specific tools to preclude the possibility of damage. These areas have specific damage limits.
specifically (adv)	SPECIALLY	THESE MATERIALS ARE SPECIALLY MADE FOR PLASTIC SURFACES.	These products are specifically designed for plastic surfaces.
SPECIFIED (adj)	Given in, identified in, or related to, a specification (TN)	INFLATE THE TIRE WITH NITROGEN TO THE SPECIFIED PRESSURE.	
speech (n)	VOICE	IF YOU CANNOT HEAR THE VOICE, REPLACE THE UNIT.	If the speech is not audible, replace the unit.
SPEED (n)	The rate of movement	IF THE WIND SPEED IS MORE THAN XXXX, DO NOT OPEN THE RADOME.	
SPHERICAL (adj)	Has the shape of a sphere (TN)	THE ACCUMULATORS ARE SPHERICAL AND HAVE BLADDERS.	
SPILL (v), SPILLS, SPILLED, SPILLED	To accidentally flow, or cause to flow, out of a container	IF YOU SPILL THE ELECTROLYTE, YOU MUST REMOVE IT IMMEDIATELY.	
spillage (n)	CONTAMINATION, SPILL (v)	FIND THE AREA WHERE THERE IS MERCURY CONTAMINATION. IF ACID SPILLS, CLEAN THE AREA.	Locate area of mercury spillage. After acid spillage, clean the area.
spin (v)	TURN	TURN THE WHEEL QUICKLY WITH YOUR HAND.	Spin the wheel by hand.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
splash (v)	GET	IF YOU GET FLUID IN YOUR EYES, GET MEDICAL AID.	If fluid splashes into eyes, get medical aid.
splined (adj)	SPLINE (TN)	THE DRIVE SHAFT HAS SPLINES.	The drive shaft is splined.
split (adj)	DAMAGED	YOU MUST REPLACE DAMAGED CASINGS.	Split casings must be replaced.
split (v)	DIVIDE, BREAK	DIVIDE THE ELECTRICAL LOAD BETWEEN THE TWO BUS BARS. THE CASING MUST NOT BREAK IF YOU APPLY THE MAXIMUM TEST PRESSURE.	Split electrical load between the two bus bars. The casing must not split if you apply the maximum test pressure.
split-pin (v)	SAFETY	SAFETY THE NUTS WITH SPLIT PINS.	Split-pin the nuts.
spot (n)	MARK, STAIN (TN)	A RED MARK ON THE PIN IDENTIFIES THE LUBRICATION POINT. REMOVE ALL THE STAINS FROM THE CARPET WITH WARM WATER AND SOAP.	A red spot is painted on the pin to identify the lubrication point. Clean off any spots from the carpet with warm water and soap.
spot (v)	FIND	IF YOU FIND CORROSION IN THIS AREA, DO REPAIR SCHEME NO. 3.	If corrosion is spotted in this area, carry out repair scheme No. 3.
SPRAY (n)	A “jet” of very small drops of liquid	THE SEALANT IS RESISTANT TO SALT SPRAY.	
spray (v)	SPRAY (n)	APPLY THE COMPOUND AS A SPRAY.	Apply compound by spraying.
spread (v)	APPLY	APPLY THE COMPOUND EQUALLY.	Spread compound evenly.
spring (v)	MOVE	MAKE SURE THAT THE PINS DO NOT MOVE OUT OF THE NOTCH.	Make certain that the pins do not spring out of the notch.
spurious (adj)	UNWANTED	IF THERE ARE UNWANTED INDICATIONS, DO A TEST.	In the event of spurious indications, do a test.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
stability (n)	STABLE (adj)	MAKE SURE THAT THE AIRCRAFT IS STABLE BEFORE YOU LIFT IT WITH JACKS.	Before jacking up aircraft make sure that aircraft stability is ensured.
stabilization (n)	STABLE (adj)	MAKE SURE THAT THE OIL PRESSURE DECREASES WHEN THE TEMPERATURE IS STABLE.	Check that oil pressure drops after stabilization of temperature.
stabilize (v)	STABLE (adj)	LET THE V-BARS BECOME STABLE.	Allow V-bars to stabilize.
STABLE (adj)	That does not change or move	MAKE SURE THAT THE PRESSURE INDICATIONS ARE STABLE.	
stage (n)	STEP	DO NOT REMOVE THE PIN AT THIS STEP.	Do not remove the pin at this stage.
stained (adj)	STAIN (TN), DIRTY	IF THERE ARE STAINS OF HYDRAULIC FLUID ON THE COVER, EXAMINE THE LINE COUPLINGS.	If cover is stained by hydraulic fluid, check line couplings.
		IF THE CARPET IS DIRTY, CLEAN IT WITH MATERIAL NO. XXXX.	If carpet is stained, clean with the Material No. XXXX.
stamp (v)	STAMP (TN)	PUT THE TEST DATE ON THE CYLINDER NECK WITH A STAMP.	Stamp the test date on the cylinder neck.
stand (v)	STAY	STAY AWAY FROM SURFACES THAT MOVE.	Do not stand near moving surfaces.
STANDARD (adj)	Related to equipment and procedures that are "normally" used	REMOVE THE STANDARD AND THE SPECIAL TOOLS.	
starboard (adj)	RIGHT	MOVE THE AILERONS UP ON THE RIGHT WING.	Deflect ailerons upwards on starboard wing.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
START (n)	The “beginning” of a movement or operation	YOU CAN GET SLOW MOVEMENT AT THE START.	
START (v), STARTS, STARTED, STARTED	To cause movement or operation	START THE APU.	
state (n)	CONDITION	EXAMINE THE CONDITION OF THE UNIT.	Check the state of the unit.
state (v)	TELL	UNLESS THE INSTRUCTIONS TELL YOU TO DO XXXX, OBEY PROCEDURE YYYY.	Unless otherwise stated, follow procedure YYYY.
station (v)	PUT	PUT A PERSON NEAR THE FUEL TANK.	Station a person near the fuel tank.
stationary (adj)	STOP (v), STABLE	WHEN THE FLYWEIGHTS STOP, DO THE TEST. WHEN THE PRESSURE IS STABLE, CLOSE THE VALVE.	When the flyweights are stationary, do the test. When the pressure is stationary, close the valve.
STAY (v), STAYS, STAYED, STAYED	To continue to be in a location or condition	IF THE AIRCRAFT MUST STAY IN THE HANGAR, MAKE SURE THE EXIT IS CLEAR.	
steadily (adv)	CONTINUOUSLY	IF THE TEMPERATURE INCREASES CONTINUOUSLY, STOP THE ENGINE.	If the temperature increases steadily, stop the engine.
steady (adj)	STABLE	MAKE SURE THAT THE SYSTEM PRESSURE IS STABLE.	Make sure that system pressure is steady.
STEP (n)	A specified part of a procedure	DO STEPS 13 THRU 16 A MINIMUM OF THREE TIMES.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
stick (v)	BOND, FREELY (adj)	BOND THE PATCH TO THE SURFACE. MAKE SURE THAT THE FAN BLADES MOVE FREELY.	Stick the patch to the surface. Check that the fan blades do not stick.
sticky (adj)	TACKY	PUT THE PATCH ON THE SURFACE WHEN THE CEMENT IS TACKY.	Put patch on surface when the cement is sticky.
stiff (adj)	MOVE (v)	IF THE FLAP CONTROLS DO NOT MOVE EASILY, EXAMINE THE CONTROL SYSTEM FOR CORRECT ADJUSTMENT.	If flap controls are stiff, check control system.
still (adv)	STAY (v), CONTINUE (v)	MAKE SURE THAT THE "OVHT" LIGHT STAYS ON. MAKE SURE THAT THE ROTOR CONTINUES TO TURN.	Ensure OVHT light is still illuminated. Make sure the rotor still turns.
stimulate (v)	INCREASE	INCREASE THE AIRFLOW.	Stimulate the airflow.
stir (v)	MIX	MIX THE BONDING MATERIAL WITH A SPATULA.	Stir bonding material with a spatula.
STOP (v), STOPS, STOPPED, STOPPED	To make an end to a movement or operation	STOP THE ENGINE.	
store (v)	KEEP, STORAGE (TN)	KEEP THE CARTRIDGES IN A SAFETY AREA. WHEN YOU PUT THE UNIT INTO STORAGE, OBEY THE INSTRUCTIONS SHOWN ON IT.	Cartridges should be stored in a safety area. When you store the unit, follow the instructions shown on it.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
STOW (v), STOWS, STOWED, STOWED	To move out of a position of operation into a position of storage. <u>NOTE:</u> Use for thrust reverser or drogue chute operations only. For other meanings, USE: PUT, RETRACT	MAKE SURE THAT THE THRUST REVERSER STOWS WHEN YOU PUSH THE QUADRANT CONTROL FORWARD. PUT THE LIFE JACKET BELOW THE SEAT. RETRACT THE LANDING GEAR.	Stow the life jacket under the seat. Stow the landing gear.
STRAIGHT (adj) (STRAIGHTER, STRAIGHTEST)	Without curves or bends	MAKE SURE THAT THE STRAIGHT PART OF THE RIGGING PIN IS SMOOTH.	
straighten (v)	STRAIGHT (adj)	DO NOT TRY TO MAKE THE BENDS IN THE CABLE STRAIGHT.	Do not attempt to straighten bends in the cable.
strain (v)	FILTER (TN), STRAIN (TN)	YOU MUST PUT THE OIL THROUGH A FILTER BEFORE YOU USE IT. DO NOT PUT A STRAIN ON THE BELLOWS.	Oil must be strained before use. Do not strain bellows.
strap (v)	STRAP (TN)	USE A STRAP TO ATTACH THE CABLES TO THE STRUCTURE.	Strap the cables to the structure.
stress (v)	FORCE (TN)	DO NOT PUT TOO MUCH FORCE ON THE DUCTING.	Do not stress the ducting unnecessarily.
strike (v)	HIT	MAKE SURE THAT THE SLING DOES NOT HIT THE FUSELAGE SKIN.	Make certain that the sling does not strike the fuselage skin.
STRIP (n)	A piece of material that is long and thin, but not wide	PUT A STRIP OF ADHESIVE TAPE ALONG THE INSULATION BLANKET.	
strip (v)	REMOVE	REMOVE THE INSULATION FROM THE WIRE.	Strip the insulation from the wire.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
STRIPE (n)	A line (TN) on a surface which is a different color (TN)	THE FLAG HAS RED AND WHITE STRIPES.	
striped (adj)	STRIPE (n)	THE FLAG HAS RED AND WHITE STRIPES.	The flag is striped red and white.
stroke (n)	TRAVEL	TO BLEED THE BRAKING SYSTEM, OPERATE THE HAND PUMP HANDLE THROUGH ITS FULL TRAVEL.	Bleed braking system by applying full strokes to hand pump handle.
STRONG (adj) (STRONGER, STRONGEST)	With much strength (TN), power (TN), or concentration	MOOR THE AIRCRAFT CAREFULLY WHEN WINDS ARE STRONG.	
STRUCTURAL (adj)	Related to the structure	STRUCTURAL REPAIRS ARE SPECIFIED IN THE STRUCTURAL REPAIR MANUAL.	
STRUCTURALLY (adv)	Related to the structure	THE LIST GIVES YOU STRUCTURALLY IMPORTANT ITEMS.	
STRUCTURE (n)	1. A “construction”	ATTACH THE WIRES TO THE STRUCTURE.	
	2. The arrangement of something	THE INTRODUCTION GIVES YOU THE STRUCTURE OF THE MAINTENANCE MANUAL.	
SUBASSEMBLY (n)	An assembly that is a part of a larger assembly	DO NOT CHANGE THE POSITION OF THE SUBASSEMBLIES.	
subject (v)	APPLY	APPLY SUCTION TO THE SYSTEM.	Subject the system to suction.
submerge (v)	PUT	PUT THE FILTER ELEMENT INTO THE FLUID.	Submerge filter element in the fluid.
submit (v)	SEND	SEND THE METAL PARTICLES FOR ANALYSIS.	Submit metal particles for analysis.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SUBSEQUENT (adj)	That comes “after”	DO THIS SERVICE BULLETIN ON AIRCRAFT MSN 123 AND SUBSEQUENT AIRCRAFT.	
SUBSEQUENTLY (adv)	That occurs “after”	SUBSEQUENTLY, THE FUEL LIGHT COMES ON.	
subsequent to (pre)	AFTER (con)	REMOVE THE HANDLING TOOL AFTER YOU INSTALL THE COMPONENT.	Remove the handling tool subsequent to the installation of the component.
substance (n)	MATERIAL	THE PRIMER CONTAINS A MATERIAL TO PREVENT CORROSION.	The primer contains a corrosion inhibiting substance.
substitute (adj)	EQUIVALENT, ALTERNATIVE	USE AN EQUIVALENT MATERIAL IF MATERIAL XXXX IS NOT AVAILABLE. IF THE SPECIAL TOOLS ARE NOT AVAILABLE, USE AN ALTERNATIVE PROCEDURE.	A substitute material may be used if material XXXX is not available. If special tools are not available, use a substitute method.
substitute (n)	ALTERNATIVE	YOU CAN USE ALTERNATIVES FOR THESE ITEMS.	Equivalent substitutes may be used instead of these items.
substitute (v)	REPLACE	DO NOT REPLACE THE SELF-LOCKING NUTS WITH PLAIN NUTS.	Do not substitute plain nuts for self-locking nuts.
SUBTRACT (v), SUBTRACTS, SUBTRACTED, SUBTRACTED	To “take” from a number or quantity	SUBTRACT COEFFICIENT “A” FROM THE INDICATION.	
SUCH (adj)	Of the same group	WHEN YOU DO WORK ON SUCH SYSTEMS, USE GOGGLES.	
suck (v)	SUCTION (TN)	USE SUCTION TO REMOVE THE UNWANTED MATERIAL.	Suck out the debris.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SUDDEN (adj)	That occurs in a short time	SUDDEN MOVEMENT CAN CAUSE DAMAGE TO THE LIMIT STOPS.	
SUDDENLY (adv)	In a sudden “manner”	IF THE TEMPERATURE INCREASES SUDDENLY, STOP THE ENGINE.	
SUFFICIENT (adj)	Not less than necessary	ADJUST THE XXXX UNTIL YOU GET SUFFICIENT FRICTION.	
SUFFICIENTLY (adv)	Not less than necessary	LOOSEN THE LOCKNUT SUFFICIENTLY TO LET THE PISTON ROD TURN.	
suitable (adj)	APPLICABLE, CORRECT	PUT THE APPLICABLE TOOL IN THE SLOT. PUT THE CORRECT PLUGS ON THE DISCONNECTED LINES.	Insert suitable tool in slot. Blank disconnected lines with suitable plugs.
suitably (adv)	SUFFICIENTLY	WHERE THE PAINT IS SUFFICIENTLY SOFT, REMOVE IT WITH A PLASTIC SPATULA.	Where the paint is suitably soft, remove it with a plastic spatula.
SUM (n)	The result when you add	CALCULATE THE SUM OF THE LOADS IN EACH AREA.	
SUPPLY (n)	Something that is supplied	STOP THE SUPPLY OF ELECTRICAL POWER TO THE AIRCRAFT.	
SUPPLY (v), SUPPLIES, SUPPLIED, SUPPLIED	To give something that is necessary	SUPPLY ELECTRICAL POWER TO THE PUMPS.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
support (n)	HOLD (v), SUPPORT (TN)	MAKE SURE THAT A PERSON HOLDS THE ITEM WHILE YOU DISCONNECT IT. PUT A SUPPORT BELOW THE ITEM BEFORE YOU DISCONNECT IT.	Make certain there is adequate support for the item before disconnecting it.
support (v)	HOLD, SUPPORT (TN)	HOLD THE SWITCH AND REMOVE THE SCREWS. PUT A SUPPORT BELOW THE PUMP, THEN PULL IT OFF THE DRIVE SHAFT.	Support switch and remove screws. Support the pump, then pull it off the drive shaft.
SURE (adj)	“Certain”	YOU MUST BE SURE THAT THE PUMP OPERATES.	
SURFACE (n)	One (TN) or more of the faces of something	RUB THE SURFACE QUICKLY WITH A SOFT, DRY CLOTH.	
surplus (adj)	UNWANTED	REMOVE THE UNWANTED GREASE.	Wipe off surplus grease.
surrounding (adj)	ADJACENT, AROUND (pre)	CLEAN THE MOUNTING AND THE ADJACENT AREA. REMOVE THE RIVETS AROUND THE XXXX.	Clean the mounting and the surrounding area. Remove surrounding rivets.
survey (v)	INSPECTION (n), EXAMINE	DO AN INSPECTION OF THE AIRCRAFT SURFACE. EXAMINE THE WING SKIN.	Survey the aircraft surface. Survey the wing skin.
suspect (adj)	THINK (v)	REMOVE THE VALVE THAT YOU THINK IS UNSERVICEABLE.	Remove suspect valve.
suspect (v)	THINK	IF YOU THINK THAT THE HYDRAULIC PUMP DOES NOT OPERATE CORRECTLY, EXAMINE THE PUMP.	If you suspect hydraulic pump malfunction, check pump condition.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
suspend (v)	HANG, STOP	HANG THE ELEMENT IN A BATH OF SOLVENT.	Suspend the element in a bath of solvent.
		STOP OPERATIONS IF THE CABLE CATCHES.	Suspend operations if the cable catches.
swallow (v)	GET	DO NOT GET NITRIC ACID IN YOUR MOUTH.	Do not swallow nitric acid.
swap (v)	INTERCHANGE	INTERCHANGE THE NO.1 AND NO.2 COMPUTERS. THEN DO THE TEST AGAIN.	Swap the No.1 and No.2 computers. Then do the test again.
sweep (v)	SCAN (TN)	MAKE A SCAN OF THE FREQUENCY BAND.	Sweep the frequency band.
swing (v)	MOVE, CALIBRATE	MOVE THE SHOCK ABSORBERS INTO POSITION.	Swing the shock absorbers into position.
		YOU CAN CALIBRATE ALL THE COMPASS SYSTEMS AT THE SAME TIME.	All compass systems may be swung simultaneously.
switch (v)	SET	SET THE "SWITCHING" SELECTOR OF THE ENGINE WARNING DISPLAY TO THE "SYSTEM DISPLAY" POSITION.	Switch the Engine Warning Display to the System Display Unit.
switch off (v)	STOP, SWITCH (TN)	STOP THE UNIT AFTER 5 MIN.	Switch off the unit after 5 min.
		SET THE "NAV 1" SWITCH TO "OFF".	Switch off NAV 1.
switch on (v)	SWITCH (TN)	SET THE "NAV 1" SWITCH TO "ON".	Switch on NAV 1.
SYMBOL (n)	A written sign that identifies a quantity, operation, or item	THE ATA NO. 100 GIVES THE SYMBOLS FOR RELAYS, DIODES, ETC.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
SYMMETRICAL (adj)	Has or with symmetry (TN)	MAKE SURE THAT THE POSITION OF THE WING FLAPS IS SYMMETRICAL.	
SYMMETRICALLY (adv)	In a symmetrical “manner”	THE ELEVATORS MUST MOVE SYMMETRICALLY.	
SYMPTOM (n)	A sign of a condition	IF THE SYMPTOMS OCCUR AGAIN, REMOVE THE UNIT.	
synchronize (v)	ALIGN, ADJUST	ALIGN COMPASS SYSTEM 1 WITH COMPASS SYSTEM 2. ADJUST COMPASS SYSTEM 1 UNTIL IT AGREES WITH COMPASS SYSTEM 2.	Synchronize compass system 1 with compass system 2.
SYNCHRONIZED (adj)	1. That operates at the same time 2. That agrees with	MAKE SURE THAT THE TWO ROTORS ARE SYNCHRONIZED. STOP THE TEST WHEN THE TIMERS ARE SYNCHRONIZED.	
SYSTEM (n)	An assembly of related parts to do a specified operation	DO NOT FILL THE SYSTEM DIRECTLY FROM A HIGH- PRESSURE CYLINDER.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
TACKY (adj) NOTE: No other form of this adjective	“Sticky” when you touch it	WHEN THE COMPOUND IS TACKY, APPLY THE PATCH.	
TAG (v), TAGS, TAGGED, TAGGED	To put a tag (TN) on	TAG AND SAFETY THE CIRCUIT BREAKERS.	
take (v)	REMOVE, READ, GET, NECESSARY (adj)	REMOVE THE FILTER FROM THE SOLVENT. LET THE DIAL BECOME STABLE BEFORE YOU READ THE INDICATIONS. GET A SAMPLE OF HYDRAULIC FLUID. TWO HOURS ARE NECESSARY TO DO THE PROCEDURE.	Take the filter from the solvent. Allow dial to settle before taking readings. Take a sample of hydraulic fluid. The procedure takes 2 hours to complete.
talk (v)	SPEAK	SPEAK INTO THE MICROPHONE.	Talk into the microphone.
TAP (v), TAPS, TAPPED, TAPPED	To hit lightly and quickly	TAP THE BOLT WITH A Mallet.	
tape (v)	TAPE (TN)	USE TAPE TO HOLD THE WIRES TOGETHER.	Tape the wires together.
taped (adj)	RECORD (v)	MAKE SURE THAT YOU CAN HEAR THE RECORDED ANNOUNCEMENTS.	Make sure that you can hear the taped announcements.
TASK (n)	“Assigned” work or procedure	EACH STEP OF THE TASK HAS AN IDENTIFICATION LETTER.	
taut (adj)	TENSION (TN)	MAKE SURE THAT THE TENSION OF THE CABLES IS CORRECT.	Make sure the cables are taut.
TAXI (v), TAXIES, TAXIED, TAXIED	To move an aircraft with engine power (TN)	TAXI THE AIRCRAFT AT A GROUND SPEED OF 10 mph.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
tear (v)	DAMAGE (n)	BE CAREFUL THAT YOU DO NOT CAUSE DAMAGE TO THE BELLOWS.	Take care you do not tear the bellows.
technique (n)	PROCEDURE	OPERATORS CAN USE PROCEDURES THAT AGREE WITH THE "NTM".	Operators may use techniques in compliance with NTM.
TELESCOPIC (adj)	Related to items that retract into each other	INSTALL THE TELESCOPIC DUCTS IN THE WING DE-ICING SYSTEM.	
TELL (v), TELLS, TOLD, TOLD	To give "information" to a person or "thing"	PUT A WARNING NOTICE IN THE COCKPIT TO TELL PERSONS NOT TO OPERATE THE FLIGHT CONTROLS. THE COMPUTER TELLS THE FUEL CONTROLLER TO OPEN THE FUEL CONTROL VALVE.	
TEMPORARILY (adv)	In a temporary "manner"	ATTACH THE COVER TEMPORARILY.	
TEMPORARY (adj)	For a short time only, not permanent	THIS INSTALLATION IS ONLY TEMPORARY.	
tension (v)	TENSION (TN)	ADJUST THE TENSION OF THE CABLES TO THE CORRECT VALUE.	Tension cables to the correct value.
terminate (v)	STOP	STOP THE TEST AFTER 2 SECONDS.	Terminate the test after 2 seconds.
TERTIARY (adj)	Third (TN) in "importance"	THERE ARE THREE CLASSES OF STRUCTURE: PRIMARY, SECONDARY, AND TERTIARY.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
TEST (n)	The procedure where an object or system is operated to make sure that its performance and/or function is correct	DISCONNECT ALL SYSTEMS WHICH ARE NOT NECESSARY FOR THE TEST.	
test (v)	TEST (n)	DO A FUNCTIONAL TEST OF THE WARNING SYSTEM.	Functionally test warning system.
THAN (con)	Function word that you use with comparative adjectives or adverbs	MAKE SURE THAT THE TOTAL ANGLE IS SMALLER THAN 20 DEG. CORROSION CAN OCCUR MORE EASILY IN THIS AREA THAN IN OTHERS.	
THAT (con)	Function word that starts a "subordinate clause"	MAKE SURE THAT THE SURFACE IS CLEAN.	
THAT (pn)	Function word that shows the person or "thing" referred to	EXAMINE THE UNIT TO SEE IF THAT IS THE PROBLEM.	
THE (art)	Function word: definite article	REMOVE THE SEVEN FLEXIBLE HOSES.	
THEIR (adj)	"Belonging" to persons or "things"	WRITE TO THE MANUFACTURERS FOR THEIR REPAIR SCHEME.	
THEM (pn)	Function word that shows the persons or "things" referred to	IF THE CANOPIES ARE DIRTY, CLEAN THEM.	
THEN (adv)	Subsequent in time or sequence	LIFT THE COVER, THEN PULL THE HANDLE.	
THERE (adv)	In that position	IF THE LABEL IS NOT THERE, ATTACH A NEW ONE.	
THERE (pn)	Function word that starts a sentence	THERE ARE THREE JACKING POINTS ON THE FUSELAGE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
therefore (adv)	THUS	THIS TORQUE SHAFT CANNOT MOVE INBOARD. THUS, BEFORE YOU REMOVE IT, YOU MUST REMOVE THE OUTBOARD TORQUE SHAFT.	This torque shaft cannot move inboard. Therefore, before you remove it, you must remove the outboard torque shaft.
THESE (adj)	“Being” the persons or “things” referred to	REMOVE THESE PARTS.	
THESE (pn)	Function word that shows the persons or “things” referred to	THESE ARE SPECIAL TOOLS.	
THEY (pn)	Function word that shows the persons or “things” referred to	DENTS ARE NOT PERMITTED IF THEY PREVENT CORRECT OPERATION OF THE PARTS.	
THICK (adj) (THICKER, THICKEST)	That has large thickness	APPLY A THICK LAYER OF GREASE ON THE BARE METAL.	
THICKNESS (n)	The smallest of the three (TN) dimensions of an object	THE THICKNESS OF THE TOPCOAT MUST BE BETWEEN 0.05 mm AND 0.06 mm.	
THIN (adj) (THINNER, THINNEST)	That has small thickness	APPLY A THIN LAYER OF SEALING COMPOUND ON THE BARE METAL.	
thin (v)	LIQUID (adj)	ADD SOLVENT TO MAKE THE PAINT MORE LIQUID.	Add solvent to thin the paint.
THINK (v), THINKS, THOUGHT, THOUGHT	To have an “opinion”	IF YOU THINK THAT THE WATER WILL FREEZE, ADD ANTIFREEZE.	
THIS (adj)	“Being” the person or “thing” referred to	DO THIS TEST AT FULL VOLTAGE.	
THIS (pn)	Function word that shows the person or “thing” referred to	REFER TO “TESTING AND FAULT ISOLATION”. THIS TELLS YOU THE PARTS TO REPLACE.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
thorough (adj)	FULL	DO A FULL CHECK OF THE HYDRAULIC SYSTEM.	Do a thorough check of the hydraulic system.
thoroughly (adv)	FULLY	FULLY DRY THE SURFACE.	Dry surface thoroughly.
THOSE (pn)	Function word that shows the persons or “things” referred to	WHEN YOU EXAMINE THE PARTS, DISCARD THOSE THAT ARE DAMAGED.	
thread (v)	PUT, TURN	PUT TAPE ON THE ROLLER. TURN THE LOCK NUT ON THE FITTING.	Thread tape over the roller. Thread lock nut on fitting.
threaded (adj)	THREAD (TN)	PUT THE END OF THE ROD THAT HAS A THREAD IN THE FITTING.	Put threaded end of rod in the fitting.
THROUGH (adv)	From one (TN) end or side to the other, “by way of”	IF FUMES COME THROUGH THE FLOOR INTO THE CABIN, DO THE EMERGENCY PROCEDURE.	
THROUGH (pre)	From one (TN) end or side to the other, “by way of”	MAKE SURE THAT THE FLUID THAT GOES THROUGH THE TUBE HAS NO BUBBLES.	
throughout (pre)	DURING	MAKE SURE THAT THE DOORS ARE CLOSED DURING THE PRESSURIZATION TEST.	Make sure the doors are closed throughout the pressurization test.
THRU (pre)	From XXXX to XXXX “inclusive”	DO STEPS 4 THRU 10 AGAIN.	
THUS (adv)	For that “reason” <u>NOTE:</u> For other meanings, USE: FOLLOW (v)	THIS BOILER CONTROLLER IS APPLICABLE TO ALL SYSTEMS. THUS, IT CAN ALSO CONTROL THERMAL OIL HEATERS. CALCULATE THE THICKNESS OF THE SHIM AS FOLLOWS: T= X-Y.	The thickness of the shim is thus calculated: T=X-Y.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
tie (v)	ATTACH	ATTACH THE THREADING CORD TO THE NEW CABLE.	Tie threading cord to new cable.
TIGHT (adj) (TIGHTER, TIGHTEST)	Not free <u>NOTE:</u> For other meanings, USE: SEAL (v), TENSION (TN)	MAKE SURE THAT THE NUTS ARE TIGHT. MAKE SURE THAT THE FUEL TANK IS SEALED. MAKE SURE THAT THERE IS TENSION IN THE LOCKWIRE.	Make sure that the fuel tank is tight. Make sure that the lockwire is tight.
TIGHTEN (v), TIGHTENS, TIGHTENED, TIGHTENED	To cause to be tight	TIGHTEN THE SCREWS.	
TIGHTLY (adv)	In a tight “manner”	HOLD THE CYLINDER TIGHTLY.	
till (con)	UNTIL	MOVE THE LEVER UNTIL IT TOUCHES THE STOP.	Move the lever till it hits the stop.
TILT (v), TILTS, TILTED, TILTED	To move or put something at an angle (TN) between the vertical (TN) and the horizontal (TN)	TO ALIGN THE BOLT, TILT IT TO THE LEFT SIDE.	
TIME (n)	1. A “duration” that you can measure 2. An “occurrence”	THE TIME BETWEEN CLICKS MUST BE 20 SECONDS. DO STEP 2 THREE TIMES. DO NOT TIGHTEN THE NUTS AT THIS TIME.	
time (v)	TIME (n)	MEASURE THE TIME NECESSARY FOR THE PRESSURE TO DECREASE.	Time the pressure decay.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
tip (n)	POINT	BEFORE YOU MAKE THE HOLE, MAKE SURE THAT THE POINT OF THE TOOL IS SHARP.	Before you make the hole, make sure the tip of the tool is sharp.
tip (v)	TILT	TO INSTALL THE INDICATOR, TILT IT REARWARD.	To install the indicator, tip it rearward.
TO (pre)	Function word that shows: In the direction of, point of “arrival” or time, connection, result, cause, direction of an “action” (at a person or “thing”)	SET THE SWITCH TO “OFF”. THIS IS EQUIVALENT TO THE MAXIMUM. ATTACH THE UNIONS TO THE VALVE. GET ACCESS TO THE SELECTOR VALVES.	
TOGETHER (adv)	In one (TN) group or position <u>NOTE:</u> For other meanings, USE: AT THE SAME TIME	ATTACH THE CABLES TOGETHER WITH TAPE. DISASSEMBLE THE BYPASS VALVE AND THE DUMP VALVE AT THE SAME TIME.	Disassemble the bypass valve and the dump valve together.
TOLERANCE (n)	A permitted difference from a standard (TN)	THE TOLERANCE IS PLUS OR MINUS 0.2 mm.	
TOO (adv)	More than is necessary or correct	MAKE SURE THAT THE TEMPERATURE IS NOT TOO HIGH.	
TOOL (n)	An object that you use to make or do something	REMOVE ALL TOOLS AND EQUIPMENT.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
TOP (adj)	That is “uppermost”	A NUMBER IN THE TOP LEFT CORNER OF THE DISPLAY REFERS TO A RELATED PAGE.	
TOP (n)	The “uppermost” position	THE VERTICAL STABILIZER IS INSTALLED ON THE TOP OF THE FUSELAGE TAIL SECTION.	
top up (v)	FILL, ADD	FILL THE HYDRAULIC SYSTEM AS NECESSARY.	Top up hydraulic system as necessary.
		ADD FLUID TO THE HYDRAULIC RESERVOIR AS NECESSARY.	Top up hydraulic reservoir as necessary.
TORQUE (v), TORQUES, TORQUED, TORQUED	To tighten to a specified torque (TN)	TORQUE THE PLUG TO 6 Nm.	
TOTAL (adj)	All of	THE TOTAL QUANTITY OF FUEL IN THE CENTER TANK IS XXXX LB.	
TOTAL (n)	The full quantity	ADD THE VALUES. THE TOTAL MUST NOT BE MORE THAN XXXX.	
TOUCH (v), TOUCHES, TOUCHED, TOUCHED	To be in “contact”	MAKE SURE THAT THE LOCK NUT TOUCHES THE SPRING.	
TOW (v), TOWS, TOWED, TOWED	To pull something along	TOW THE AIRCRAFT TO THE HANGAR.	
towards (pre)	TO, DIRECTION (n)	THE ARROW MUST POINT TO THE REAR.	The arrow must point towards the rear.
		MANUALLY PUSH THE RAM AIR TURBINE IN THE DIRECTION OF THE RETRACTED POSITION.	Manually push the Ram Air Turbine towards the retracted position.
toxic (adj)	POISONOUS	BE CAREFUL WHEN YOU USE MEK. IT IS POISONOUS.	MEK is toxic. Take care when using.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
trace (n)	SIGN	EXAMINE THE AREA THAT IS AROUND THE DRAIN HOLES FOR SIGNS OF CORROSION.	Check area surrounding drain holes for traces of corrosion.
trace (v)	FIND	FIND THE BROKEN WIRE.	Trace the broken wire.
track (v)	MONITOR	MONITOR THE TEMPERATURE.	Track the temperature.
trained (adj)	APPROVED	ONLY APPROVED PERSONNEL MUST OPERATE THE BRAKES.	Only trained personnel must operate the brakes.
transfer (n)	MOVEMENT, SUPPLY	MAKE SURE THAT THE RATE OF MOVEMENT OF FUEL FROM THE WING TANKS TO THE CENTER TANK IS EQUAL. MAKE SURE THAT THE RATE OF SUPPLY OF FUEL FROM THE WING TANKS TO THE CENTER TANK IS EQUAL.	Make sure the rate of fuel transfer from the wing tanks to the center tank is equal.
transfer (v)	MOVE	MOVE THE COUPLINGS TO THE NEW CSD.	The couplings must be transferred to the new CSD.
transition (n)	CHANGE	THE CHANGE FROM FULL-RATE OPERATION TO HALF-RATE OPERATION MUST OCCUR IMMEDIATELY.	The transition from full-rate operation to half-rate operation must occur immediately.
TRANSMIT (v), TRANSMITS, TRANSMITTED, TRANSMITTED	To send energy (TN) or a signal (TN)	TELL THE ATC TO MONITOR THE FREQUENCY WHEN YOU TRANSMIT.	
TRANSPARENT (adj)	Easy to see through	PUT A TRANSPARENT SHEET OF PLASTIC ON THE SURFACE.	
transport (v)	SEND	SEND THE PART TO THE OVERHAUL SHOP.	Transport the part to the overhaul shop.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
trapped (adj)	CAUGHT	MAKE SURE THAT THE CABLE IS NOT CAUGHT.	Make sure that the cable is not trapped.
TRAVEL (n)	The movement of an item	MAKE SURE THAT THE RANGE OF TRAVEL OF THE CONTROL SURFACES IS CLEAR.	
travel (v)	GO, MOVE	THE TURNBUCKLE GOES THROUGH A HOLE IN THE BULKHEAD.	The turnbuckle travels through a hole in the bulkhead.
		THE LEVER MOVES THROUGH A 30-DEG. ARC.	The lever travels through a 30-deg. arc.
treat (v)	APPLY, TOUCH	APPLY WAX TO THE SURFACE.	The surface shall be treated with wax.
		BE CAREFUL WHEN YOU TOUCH PRINTED CIRCUIT BOARDS WITH CMOS COMPONENTS.	Treat printed circuit boards with CMOS components carefully.
trestle (v)	TRESTLE (TN)	PUT THE AIRCRAFT ON TRESTLES.	Trestle the aircraft.
trigger (v)	CAUSE, START	HEAT CAUSES THE PRESSURE TO INCREASE.	Heat triggers a pressure increase.
		THIS SIGNAL STARTS THE OPERATION OF THE TEST SET.	This signal triggers test set operation.
trim (v)	CUT, ADJUST	CUT THE PATCH TO THE CORRECT DIMENSION.	Trim patch to fit.
		ADJUST THE FLIGHT CONTROLS.	Trim the flight controls.
trip (v)	OPEN, RELEASE	OPEN THE CIRCUIT BREAKER.	Trip circuit breaker.
		THE HOLD-ON SWITCH RELEASES.	Hold-on switch trips.
triple (adj)	THREE (TN)	APPLY THREE LAYERS OF PRIMER.	Apply a triple coat of primer.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
troubleshoot (v)	TROUBLESHOOTING (TN)	DO THE TROUBLESHOOTING PROCEDURE ON THE VHF NAVIGATION SYSTEM.	Troubleshoot VHF navigation system.
true (adj)	CORRECT, AGREE (v)	MAKE SURE THAT THE VALUE SHOWN ON THE INDICATOR IS CORRECT. MAKE SURE THAT THE INDICATION ON THE GAGE AGREES WITH THE QUANTITY THAT IS IN THE TANK.	Check that indicator reading is true. Make sure that the gage shows the true quantity that is in the tank.
TRY (v), TRIES, TRIED, TRIED	To make an “effort” to do something	TRY TO MOVE THE CONTROL COLUMN.	
tuck (v)	PUT	PUT THE HEADSTRAP INTO THE FACE PIECE.	Tuck headstrap into face piece.
TUNE (v), TUNES, TUNED, TUNED	To adjust equipment to the best performance	TUNE ADF 1 TO A KNOWN FREQUENCY.	
TURN (n)	One (TN) full cycle of movement around an axis (TN)	LET THE PRESSURE BECOME STABLE AFTER EACH TURN OF THE ADJUSTMENT SCREW.	
TURN (v), TURNS, TURNED, TURNED	To move or cause to move around an axis (TN) or a point	TURN THE CONTROL CLOCKWISE.	
twice (adv)	TWO (TN)	DO THIS PROCEDURE TWO TIMES.	Do this procedure twice.
TWIST (v), TWISTS, TWISTED, TWISTED	To use a force (TN) that turns something and causes a distortion (TN)	DO NOT TWIST THE ELEMENT.	
TYPE (n)	A specified group	FIND THE TYPE AND DIMENSIONS OF THE DAMAGE.	
TYPICAL (adj)	That has the important qualities of a group	THIS INSTALLATION PROCEDURE IS TYPICAL.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
unable (adj)	CANNOT (v)	IF THE PULLEY CANNOT TURN, MAKE SURE THAT THE PIN IS REMOVED.	If the pulley is unable to turn, make sure the pin is removed.
unauthorized (adj)	NOT APPROVED	IF YOU ARE NOT APPROVED, YOU CANNOT DO THIS ENGINE TEST.	If you are unauthorized, you cannot do this engine test.
uncap (v)	CAP (TN)	REMOVE THE CAPS FROM THE HOSES.	Uncap hoses.
unclip (v)	CLIP (TN)	REMOVE THE VISOR FROM THE CLIP.	Unclip the visor.
uncoil (v)	UNWIND	UNWIND THE CABLES CAREFULLY.	Uncoil the cables carefully.
uncontaminated (adj)	CLEAN, CONTAMINATION (n)	MAKE SURE THAT THE HYDRAULIC FLUID IS CLEAN.	Check that hydraulic fluid is uncontaminated.
		MAKE SURE THAT THERE IS NO CONTAMINATION IN THE FUEL TANKS.	Check that fuel tanks are uncontaminated.
uncouple (v)	DISCONNECT	DISCONNECT THE TOW BAR FROM THE AIRCRAFT.	Uncouple the tow bar from the aircraft.
uncovered (adj)	COVER (TN)	DO NOT PUT A COVER ON THE CONTAINER.	Leave container uncovered.
undamaged (adj)	NOT DAMAGED	MAKE SURE THAT THE SKIN IS NOT DAMAGED.	Check that skin is undamaged.
UNDEMANDED (adj)	That occurs without an "apparent" cause	IF YOU GET AN UNDEMANDED MOVEMENT, DO A TEST OF THE SYSTEM.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
under (pre)	BELOW, IN, LESS THAN	INSTALL THE CABLE THROUGH THE GUIDE TUBE BELOW THE CABIN FLOOR. THIS CAN OCCUR IN DIFFERENT CONDITIONS. MAKE SURE THAT THE PRESSURE IS LESS THAN 30 PSI.	Install the cable through the guide tube under the cabin floor. This can occur under different conditions. Make sure the pressure is under 30 psi.
underneath (pre)	BELOW	PUT THE CONTAINER BELOW THE DRAIN VALVE.	Place the container underneath the drain valve.
underside (n)	BOTTOM (adj)	EXAMINE THE BOTTOM SKIN PANELS OF THE FUSELAGE FOR CRACKS.	Inspect fuselage underside skin panels for cracks.
undertake (v)	<u>NOTE</u> : Do not use this verb. Use a “specific action” verb.	DO NOT START THE TEST WITHOUT PRECAUTIONS.	Do not undertake the test without precautions.
undue (adj)	UNWANTED	TO PREVENT UNWANTED FRICTION, POLISH THE SURFACE.	To avoid undue friction, polish the surface.
uneven (adj)	EQUAL, ROUGH	MAKE SURE THAT THE FUEL LOAD IS EQUAL ON EACH SIDE OF THE AIRCRAFT CENTERLINE. REPLACE THE SLIDE VALVE IF ITS SURFACE IS ROUGH.	Avoid uneven fuel load about the aircraft centerline. Replace slide valve if its surface is uneven.
UNFOLD (v), UNFOLDS, UNFOLDED, UNFOLDED	To open something that was folded	MAKE SURE THAT THE INDICATOR LIGHT COMES ON WHEN THE BLADES UNFOLD.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
uniform (adj)	CONSTANT, EQUAL	CURE THE SEALANT AT A CONSTANT TEMPERATURE. THE FUEL LOAD MUST BE EQUAL ON EACH SIDE OF THE AIRCRAFT CENTERLINE.	Cure the sealant at a uniform temperature. Ensure uniform fuel load distribution about aircraft centerline.
uniformly (adv)	EQUALLY	MAKE SURE THAT THE TWO PISTONS EXTEND EQUALLY.	Ensure the two pistons extend uniformly.
uninsulated (adj)	NO INSULATION	THESE WIRES HAVE NO INSULATION.	These wires are uninsulated.
unintentional (adj)	ACCIDENTAL	A GUARD ON THE CONTROL SWITCH OF THE PUMP PREVENTS ACCIDENTAL OPERATION.	The pump control switch is guarded to prevent unintentional operation.
unintentionally (adv)	ACCIDENTALLY	IF YOU ACCIDENTALLY APPLY RAIN REPELLENT FLUID TO A DRY WINDSHIELD, REMOVE THE FLUID WITH A SOLVENT.	If rain repellent fluid is unintentionally sprayed on a dry windshield, wipe off using solvent.
UNIT (n)	1. Equipment that does a function 2. A quantity that is a standard (TN) of "measurement"	YOU CAN REPLACE A LARGE NUMBER OF UNITS WHEN THE ENGINE IS INSTALLED IN THE AIRCRAFT. THIS MANUAL USES SI UNITS.	
UNKNOWN (adj)	Not known	DO NOT USE FUEL WITH UNKNOWN PROPERTIES.	
unlatch (v)	RELEASE, OPEN	THE SWITCH MUST RELEASE. THE SWITCH MUST OPEN.	Switch should unlatch.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
UNLESS (con)	“Except” if	DO NOT REMOVE THE ADAPTER FROM THE STABILIZER UNLESS A REPAIR IS NECESSARY.	
unload (v)	LOAD (TN), REMOVE, RELEASE	REMOVE THE LOAD FROM THE SPRING BALANCE. REMOVE THE CARGO. RELEASE THE SPRING TENSION.	Unload the spring balance. Unload the cargo. Unload the spring tension.
UNLOCK (v), UNLOCKS, UNLOCKED, UNLOCKED	To release from a locked condition	MAKE SURE THAT THE CABIN DIFFERENTIAL IS AT ZERO BEFORE YOU UNLOCK THE DOOR.	
unnecessary (adj)	NOT NECESSARY	REMOVE THE GROUND EQUIPMENT THAT IS NOT NECESSARY.	Remove unnecessary ground equipment.
unobstructed (adj)	CLOGGED, CLEAR	MAKE SURE THAT THE DRAIN OPENINGS ARE NOT CLOGGED. AN ATTENDANT MUST HAVE A CLEAR VIEW OF THE PERSON IN THE TANK.	Make certain that the drain apertures are unobstructed. An attendant must have an unobstructed view of the person inside the tank.
unpainted (adj)	BARE	PUT XXXX ON THE BARE SURFACES.	Protect unpainted surfaces.
unplug (v)	PLUG (TN), DISCONNECT	REMOVE THE PLUG FROM THE FUEL LINE. DISCONNECT THE SOLDERING IRON.	Unplug the fuel line. Unplug soldering iron.
unprotected (adj)	PROTECTION (n)	WHEN YOU REMOVE THE COVER, THE CONTACTS HAVE NO PROTECTION.	When you remove the cover, the contacts are unprotected.
unreel (v)	UNWIND	UNWIND THE HOSE.	Unreel the hose.
unrestricted (adj)	FREE	THE BUSHINGS MUST BE FREE TO TURN.	Bushing rotation must be unrestricted.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
unsafe (adj)	DANGEROUS	IN THESE CONDITIONS, IT IS DANGEROUS TO REMOVE THE CARTRIDGES FROM THE FIRE EXTINGUISHER BOTTLE.	In these conditions, it is unsafe to remove cartridges from the fire extinguisher bottle.
UNSATISFAC- TORILY (adv)	In an unsatisfactory “manner”	IF THE ELEVATORS OPERATE UNSATISFACTORILY, MOVE THE CONTROL COLUMN.	
UNSATISFAC- TORY (adj)	Not satisfactory	IF THE CONDITION OF THE FILTERS IS UNSATISFACTORY, REPLACE THEM.	
unscrew (v)	REMOVE, LOOSEN, TURN	REMOVE THE SPACERS. LOOSEN THE CAPTIVE BOLTS. TURN THE END FITTING TO ALIGN THE RIGGING HOLES.	Unscrew the spacers. Unscrew the captive bolts. Unscrew the end fitting to align the rigging holes.
UNSERVICEABLE (adj)	Not “fit” for its “purpose”	REPLACE THE UNSERVICEABLE BUSHES.	
unstable (adj)	STABLE	MAKE SURE THAT THE AIRCRAFT IS STABLE.	Avoid unstable conditions of aircraft.
UNTIL (con)	“Up to” the time that	MOVE THE LEVER UNTIL THE END OF THE LINK TOUCHES THE LOCK BAR.	
UNTIL (pre)	“Up to” the time of	KEEP THE FIRE BOTTLE ARMED UNTIL THE END OF THE TEST.	
unused (adj)	NEW	FILL THE TANK WITH NEW OIL.	Fill tank with unused oil.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
UNUSUAL (adj)	In an unusual “manner”	UNUSUAL LOADS CAN CAUSE TREAD SEPARATION IN THE TIRES.	
UNUSUALLY (adv)	Not usually	THE VALVE OPERATES WHEN THERE IS AN UNUSUALLY LARGE FLOW OF FLUID.	
UNWANTED (adj)	That must not be there	UNWANTED AIR GOES OUT THROUGH THE OVERFLOW PORT.	
UNWIND (v), UNWINDS, UNWOUND, UNWOUND	To remove something from around an object	DO NOT TWIST THE CABLES WHEN YOU UNWIND THEM.	
UP (adj)	In a position “above”	MOVE THE SWITCH TO THE “UP” POSITION.	
UP (adv)	To a position “above”	IF THE POINTER MOVES UP, DECREASE THE POWER.	
UP (pre)	To a position “above”	LET THE SLEEVE MOVE UP THE GUIDE TUBE.	
upon (pre)	ON, WHEN (con)	PUT THE OHMMETER ON A FLAT SURFACE. WHEN YOU SET THE LEVER TO “UP”, THE HYDRAULIC PRESSURE MUST DECREASE.	Put ohmmeter upon a flat surface. Upon UP selection, the hydraulic pressure should decrease.
upper (adj)	MAXIMUM, TOP	FILL THE CONTAINER TO THE MAXIMUM LEVEL. THE AIRFLOW THEN GOES ALONG THE TOP AND BOTTOM SURFACES OF THE SLATS.	Fill the container to the upper level. The airflow then passes over the upper and lower surfaces of the slats.
uppermost (adj)	UP (adv)	INSTALL THE BOLTS WITH THEIR HEADS UP.	Install bolts with heads in uppermost position.
uppermost (adv)	UP	INSTALL THE BOLTS WITH THEIR HEADS UP.	Install bolts with heads uppermost.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
upright (adj)	VERTICAL	ATTACH THE TAPE TO THE VERTICAL POST BETWEEN THE WINDSHIELD PANELS.	Secure tape to the upright post between the windshield panels.
UPSTREAM (adj)	In a direction opposite to the flow	DISCONNECT THE UPSTREAM CONNECTION OF THE VALVE.	
UPSTREAM (adv)	In a direction opposite to the flow	MOVE THE PROBE UPSTREAM AND MONITOR THE TEMPERATURE AGAIN.	
UPSTREAM OF (pre)	In a direction opposite to the flow	DISCONNECT THE CONNECTION UPSTREAM OF THE VALVE.	
up to (pre)	UNTIL, THRU, MAXIMUM (n)	UNTIL THIS STEP, THE UNIT IGNORES ALL OUTPUT SIGNALS.	Up to this step the unit ignores all output signals.
		DO STEPS 1 THRU 4.	Do all steps up to and including step 4.
		YOU CAN INSTALL A MAXIMUM OF TEN WASHERS.	You can install up to ten washers.
upward (adv)	UP	MOVE THE LEFT AILERON UP.	Move the left aileron upward.
urgently (adv)	IMMEDIATELY	GET MEDICAL AID IMMEDIATELY.	Seek medical aid urgently.
usage (n)	USE (v)	IF YOU USE INCORRECT THINNERS, THIS CAN CAUSE PROBLEMS.	The usage of incorrect thinners can cause problems.
use (n)	OPERATION, OPERATE (v)	DO NOT GO NEAR THE REAR OF THE AIRCRAFT DURING OPERATION OF THE APU.	Do not go near the rear of the aircraft if the APU is in use.
		DO NOT LET PERSONS GO NEAR THE REAR OF THE AIRCRAFT WHILE THE APU OPERATES.	Do not let persons go near the rear of the aircraft if the APU is in use.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
USE (v), USES, USED, USED	To make something do its specified function	USE THE TEST BOX TO DO A TEST ON THE SYSTEM. USE A SPECIAL CONTAINER FOR STORAGE. DO NOT USE HIGH PRESSURE DURING THE CLEANING PROCEDURE.	
using (v)	USE, WITH (pre)	USE A 1/2 INCH WRENCH TO REMOVE THE COVER. REMOVE THE COVER WITH A 1/2 INCH WRENCH.	Remove cover using 1/2 inch wrench. Remove cover using 1/2 inch wrench.
USUAL (adj)	That you use or that occurs most frequently	IF YOU DO NOT GET THE USUAL RESULTS, DO A SYSTEM TEST.	
USUALLY (adv)	In a usual “manner”	USUALLY, THE HYDRAULIC FLUID FLOWS INTO THE VALVE THROUGH PORT “A” AND OUT THROUGH PORT “B”.	
utilization (n)	USE (v)	READ THE INSTRUCTIONS THAT TELL YOU HOW TO USE THE OXYGEN MASK.	Read the oxygen mask utilization instructions.
utilize (v)	USE	USE AN OIL CAN TO LUBRICATE THE TURNBUCKLE.	Utilize an oil can for turnbuckle lubrication.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
valid (adj)	CORRECT, APPLICABLE	MAKE SURE THAT THE TEST RESULTS ARE CORRECT. THIS PROCEDURE IS APPLICABLE ONLY TO AIRCRAFT XXXX.	Make sure test results are valid. This procedure is only valid for aircraft XXXX.
validity (n)	CORRECT (adj), APPLICABLE (adj)	MAKE SURE THAT THE TEST RESULTS ARE CORRECT. THIS STEP IS APPLICABLE ONLY WHEN YOU APPLY A TOPCOAT.	Check the validity of the test results. The validity of this step is restricted to the application of a topcoat.
VALUE (n)	A quantity that is calculated or given	MAKE SURE THAT THE VALUES AGREE WITH THE TOLERANCES.	
vapor (n)	FUME	FUEL FUMES ARE FLAMMABLE.	Fuel vapors are flammable.
vaporize (v)	GAS (n)	HEAT WILL CHANGE THIS SOLVENT TO A GAS.	Heat will vaporize this solvent.
variable (adj)	CHANGE (v), ADJUST (v)	IF THE HUMIDITY CHANGES FREQUENTLY, PUT A COVER ON THE UNIT. YOU CAN ADJUST THE INCIDENCE OF THE HORIZONTAL STABILIZER.	If humidity content is variable, cover the unit. Incidence of the horizontal stabilizer is variable.
various (adj)	DIFFERENT	THIS DOCUMENT GIVES THE DIFFERENT TORQUE VALUES.	This document specifies various torque values.
vary (v)	CHANGE	CHANGE THE FREQUENCY AND RECORD THE RESULTS.	Vary the frequency and record the results.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
vent (v)	RELEASE, FLOW, OPEN	RELEASE THE PRESSURE. LET THE FUEL FLOW FREELY OVERBOARD. MAKE SURE THAT THE TANK IS OPEN TO THE AIR.	Vent the pressure. Let the fuel vent freely overboard. Make sure that the tank is vented to atmosphere.
ventilate (v)	AIRFLOW (n)	MAKE SURE THAT THE AREA WHERE YOU WILL USE THIS SOLVENT HAS GOOD AIRFLOW.	Ventilate the area where this solvent is used.
ventilation (n)	AIRFLOW	MAKE SURE THAT THE AIRFLOW IS SUFFICIENT.	Check that ventilation is adequate.
verbal (adj)	TELL (v), HEAR (v)	TELL THE CREW CHIEF ABOUT THE RESULT. MAKE SURE THAT A PERSON NOT IN THE TANK CAN ALWAYS HEAR YOU.	Send a verbal message about the result to the crew chief. Maintain verbal contact with an operator outside the tank.
verify (v)	MAKE SURE	MAKE SURE THAT THE FITTINGS ARE TIGHT.	Verify correct tightening of fittings.
VERTICAL (adj)	At 90 degrees to the horizontal	MEASURE THE VERTICAL DISTANCE BETWEEN THE TWO PARTS.	
VERTICALLY (adv)	At 90 degrees to the horizontal	THE POINTER MOVES VERTICALLY ALONG THE SCALE.	
VERY (adv)	To a high “degree”	ADD THE OIL VERY SLOWLY.	
via (pre)	THROUGH	GET ACCESS THROUGH THE NO. 6 BREAK-IN PANEL.	Get access via No. 6 break-in panel.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
vibrate (v)	VIBRATION (n)	IF THERE IS VIBRATION IN THE UNIT, STOP THE POWER SUPPLY.	If the unit vibrates, cut the power.
VIBRATION (n)	Regular movement from a center position	PRESSURE SURGES AND VIBRATION CAN CAUSE WEAR ON THE HOSES.	
vicinity (n)	NEAR (pre), ADJACENT (adj)	MAKE SURE THAT SOLVENTS ARE NOT NEAR THE ENGINE EXHAUST.	Do not leave solvents in the vicinity of the engine exhaust.
VIEW (n)	The “ability” to see something	DO AN INSPECTION OF THE DAMAGE AND OF THE ADJACENT AREA. MAKE SURE THAT YOU HAVE A SATISFACTORY VIEW OF ALL COMPONENTS.	Do an inspection of the damage and of the immediate vicinity.
view (v)	SEE	THIS WILL BE AT 2 O'CLOCK SEEN FROM THE REAR.	This will be at 2 o'clock viewed from the rear.
vigorous (adj)	FORCE (TN)	TO PREVENT DAMAGE TO THE CARPET WHEN YOU CLEAN IT, DO NOT USE TOO MUCH FORCE ON THE BRUSH.	Vigorous scrubbing with brush can damage carpet.
vigorously (adv)	FORCE (TN)	DO NOT MOVE THE CONTROL WHEEL WITH TOO MUCH FORCE.	Do not move the control wheel too vigorously.
visible (adj)	SEE (v), VIEW (n)	MAKE SURE THAT YOU CAN SEE THE ENDS. WHEN THE INDICATOR COMES INTO VIEW, STOP THE PUMP.	Make certain that the ends are visible. When the indicator is visible, stop the pump.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
VISUAL (adj)	With the eyes (TN)	REMOVE THE VISUAL INDICATOR FROM THE VALVE.	
VISUALLY (adv)	With the eyes (TN)	VISUALLY EXAMINE THE DUCT.	
vital (adj)	IMPORTANT	IT IS VERY IMPORTANT TO SET THE INDICATOR BACK TO ZERO AFTER THE TEST.	It is vital to reset indicator to zero after test.
VOICE (n)	The sound you make when you speak	SPEAK WITH YOUR USUAL VOICE ON THE FLIGHT DECK RADIO.	
volatile (adj)	<u>NOTE:</u> To replace this word, it is necessary to use a different construction. Tell the reader what the risk or effect is.	BE CAREFUL WITH XXXX SOLVENT NEAR FLAMES OR SPARKS. THIS SOLVENT CAN RELEASE FLAMMABLE FUMES.	Be careful with XXXX solvent (this solvent is volatile and can be dangerous).
VOLUME (n)	<ol style="list-style-type: none"> 1. The space that an object fills 2. How “loud” a sound is 	<p>MEASURE THE VOLUME OF THE OIL CAREFULLY.</p> <p>SET THE VOLUME OF THE PASSENGER ADDRESS SYSTEM TO POSITION 4.</p>	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
wait (v)	AFTER (con)	AFTER ONE MINUTE, EXAMINE THE DISPLAY.	Wait 1 minute, then check display.
WALK (v) WALKS, WALKED; WALKED	To move on foot (TN) from one (TN) location to a different location	DO NOT WALK ON THIS AREA OF THE WING.	
walking (adj)	SLOW <u>NOTE</u> : Give the speed, if possible.	TOW THE AIRCRAFT REARWARD AT A SLOW SPEED (1 TO 3 MPH).	When the aircraft is being towed rearwards, keep the speed to a walking pace.
want (v)	NECESSARY (adj)	PUT IN THE CORRECT ALTITUDE, IF IT IS NECESSARY.	Enter the correct altitude if it is wanted.
WARM (adj)	Moderately hot	KEEP THE GASKETS IN A DRY, WARM AREA.	
warm (v)	WARM (adj)	MAKE THE MIXTURE WARM BEFORE YOU USE IT.	Warm the mixture before use.
warn (v)	TELL, WARNING (TN)	TELL PERSONNEL TO STAY AWAY FROM THE CARGO CONVEYOR. IF THE INSTRUCTIONS GIVE A WARNING ABOUT DANGEROUS PRESSURE, DO NOT OPEN THE CONTAINER.	Warn personnel to stay away from the cargo conveyor. If the instructions warn of a dangerous pressure, do not open the container.
WAS (v)	Refer to BE		
wash (v)	CLEAN <u>NOTE</u> : Give the procedure, if possible.	CLEAN YOUR HANDS AND FOREARMS WITH SOAP.	Wash your hands and forearms, using soap.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
waste (adj)	USED, UNWANTED	DISCARD USED OIL.	Waste oil must be discarded.
		UNWANTED MATERIAL COLLECTS IN THE TANK.	Waste material collects in the tank.
waste (n)	UNWANTED (adj), USED (adj)	DO NOT LET UNWANTED TAPE FALL THROUGH THE HATCH.	Do not let tape waste drop through the hatch.
		KEEP USED INSULATION IN THE CORRECT CONTAINER.	Keep insulation waste in a proper container.
watch (v)	MONITOR, LOOK	MONITOR THE N ₂ INDICATION DURING THE TEST.	Watch the N ₂ indication for the duration of the test.
		LOOK FOR AIR BUBBLES.	Watch for air bubbles.
watertight (adj)	SEAL (v)	MAKE SURE THAT THE TANK IS SEALED.	Check the tank is watertight.
way (n)	PROCEDURE	DO NOT USE OTHER PROCEDURES TO REPLACE THE UNIT.	Do not use other ways to replace the unit.
WE (pn)	The manufacturer (TN)	WE DO NOT RECOMMEND OTHER ALTERNATIVES.	
WEAK (adj) (WEAKER, WEAKEST)	With small strength (TN), power (TN), or concentration	USE A WEAK CLEANING SOLUTION.	
weakness (n)	WEAK (adj)	THERE IS A WEAK POINT IN THE STRUT.	There is a point of weakness in the strut.
WEAR (v), WEARS, WORE, WORN	To become damaged by friction (TN) <u>NOTE:</u> For other meanings, USE: PUT ON or USE	AT POSITION XXXX, THE CABLE WEARS QUICKLY.	
		PUT ON PROTECTIVE CLOTHING WHEN YOU USE THE SOLVENT.	Wear protective clothing when you use the solvent.
		DURING THE SOLDERING PROCEDURE, USE A PROTECTIVE SHIELD.	During the soldering procedure, wear a protective shield.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
WEATHER (n)	Conditions of the atmosphere (TN): temperature (TN), moisture (TN), winds (TN), and clouds (TN)	STEP 2 IS APPLICABLE ONLY IF THE WEATHER IS WET.	
weep (n)	LEAKAGE	IF THERE IS FUEL LEAKAGE FROM THE COUPLINGS, REPAIR THEM.	If there are fuel weeps from the couplings, repair them.
WEIGH (v), WEIGHS, WEIGHED, WEIGHED	To measure the mass of something	WEIGH THE AIRCRAFT.	
WEIGHT (n)	The force (TN) of gravity (TN)	THE BASIC WEIGHT OF THE AIRCRAFT DOES NOT INCLUDE ALL ITEMS.	
well (adv)	GOOD (adj), CORRECTLY	THERE MUST BE A GOOD AIRFLOW IN THE WORK AREA. MAKE SURE THAT THE BEARING IS CORRECTLY INSTALLED.	Work area must be well ventilated. Ensure the bearing is well seated.
WENT (v)	Refer to GO		
WERE (v)	Refer to BE		
WET (adj)	That has liquid on it, in it, or absorbed into it	DRY THE WET SURFACES.	
WET-MOTOR (v), WET-MOTORS, WET-MOTORED, WET-MOTORED	To turn an engine with the starter (TN), with fuel but without ignition (TN)	WET-MOTOR THE ENGINE AND DO A LEAK CHECK OF THE FUEL SYSTEM.	
WHEN (con)	At the time that or during	WHEN THE SLAT MOVEMENT STOPS, MEASURE THE TRAVEL.	
whenever (con)	WHEN	WHEN THE WIND SPEED IS MORE THAN 50 KNOTS, MOOR THE AIRCRAFT.	Whenever the wind speed exceeds 50 knots, moor the aircraft.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
WHERE (con)	At, to, or in which location	CLEAN THE AREA WHERE YOU APPLIED THE SEALANT.	
whether (con)	IF	THIS LIMIT IS APPLICABLE IF THE AIRCRAFT IS ON THE LANDING GEAR OR ON JACKS.	This limit applies whether the aircraft is on the landing gear or on jacks.
WHICH (pn)	The thing or things that	EXAMINE THE EMERGENCY FUEL PUMP, WHICH IS ON THE LEFT SIDE.	
whichever (pn)	THAT	USE THE ADHESIVE THAT IS AVAILABLE.	Use whichever adhesive is available.
WHILE (con)	At the same time	MAKE SURE THAT A PERSON HOLDS THE ITEM, WHILE YOU DISCONNECT IT.	
whilst (con)	WHILE	DO NOT OPEN THE HOUSING WHILE THE ELECTRICAL POWER IS CONNECTED.	Do not open the housing whilst the electric power is connected.
WHO (pn)	The person or personnel that	PERSON "B", WHO OPERATES THE REAR WINCH, MUST ALSO LOCK THE FIXTURE.	
whoever (pn)	WHO	THE PERSON WHO IS IN THE TANK MUST USE A RESPIRATOR.	Whoever is in the tank must use a respirator.
whole (adj)	FULL, ALL (pn)	YOU MUST DO THE FULL PROCEDURE.	The whole procedure must be done.
		EXAMINE ALL OF THE SYSTEM TO FIND THE CAUSE OF THE INTERFERENCE.	Check whole system to determine cause of interference.
wholly (adv)	FULLY	THE SYSTEM IS FULLY AUTOMATIC.	The system is wholly automatic.
whose (pn)	<u>NOTE</u> : Use a different construction.	THE GENERATORS SUPPLY A THREE- PHASE VOLTAGE. THE FREQUENCY OF THIS VOLTAGE INCREASES WHEN THE GENERATOR ROTOR SPEED INCREASES.	The generators produce a three-phase voltage whose frequency is proportional to the generator rotor speed.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
WIDE (adj) (WIDER, WIDEST)	That has large width	REPAIR THE CRACKS THAT ARE WIDER THAN XXXX.	
WIDTH (n)	The smaller of two (TN) dimensions, the “second- largest” of three (TN) dimensions	MEASURE THE WIDTH OF THE CRACK AT THE WIDEST POINT.	
WILL (v) NOTE: No other forms of this verb	Helping verb that shows simple future tense	THE TEST ALTITUDES WILL BE HIGHER.	
WIND (v), WINDS, WOUND, WOUND	To move around and around an object	WIND THE TAPE ON THE REEL.	
windy (adj)	WIND (TN)	BE VERY CAREFUL WHEN THERE ARE STRONG WINDS.	Take special precautions in very windy conditions.
wipe (v)	CLEAN	CLEAN THE INDICATOR FACES BEFORE EACH CYCLE.	Wipe the indicator faces before every cycle.
wire (v)	WIRE (TN)	ATTACH THE HOSE TO THE FIXTURE WITH WIRE.	Wire the hose to the fixture.
wire-lock (v)	SAFETY	SAFETY THE SWITCHES WITH WIRE.	Wire-lock switches.
WITH (pre)	Function word that shows: “association or relationship, help or sharing, means or instrument”	ATTACH THE XXXX WITH THE FOUR BOLTS. ALIGN THE MARK WITH THE LONGITUDINAL AXIS OF THE AIRCRAFT. REMOVE THE VALVE WITH THE EXTRACTOR.	

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
withdraw (v)	REMOVE	REMOVE THE INDICATOR FROM THE INSTRUMENT PANEL.	Withdraw indicator from instrument panel.
within (pre)	IN, IN...OR LESS, IN LESS THAN	TO PREVENT CONTAMINATION OF THE COMPONENTS IN THE SYSTEM... LIGHT L4 COMES ON IN 5 SECONDS OR LESS. MAKE SURE THAT THE WARNING LIGHT COMES ON IN LESS THAN 3 SECONDS.	To prevent components within the system becoming contaminated,... Light L4 illuminated within 5 seconds. Be sure warning light illuminates within 3 seconds.
WITHOUT (pre)	Not with	THE SMALLER DAMAGE IS PERMITTED WITHOUT REPAIR.	
withstand (v)	RESISTANT (adj)	THE MATERIAL IS RESISTANT TO FIRE.	The material can withstand fire.
WORK (n)	That which you do when you use “physical” strength (TN), or “mental” power (TN)	DO THE WORK IN A CLEAN AREA.	
work (v)	WORK (n), Manufacturing Process	BE CAREFUL WHEN YOU DO WORK NEAR FUEL TANKS. ALWAYS GRIND THE CABLE IN A CIRCULAR DIRECTION.	Be careful when you work near fuel tanks. When grinding the cable, always work in a circular direction.
WORSE (adj)	Refer to BAD		
WORST (adj)	Refer to BAD		
would (v)	CAN	SOLVENTS THAT STAY ON THE PART CAN CAUSE CORROSION.	Solvents left on the part would corrode the part.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
wrap (v)	PUT, WIND	PUT THE PART IN OIL PAPER. WIND MASKING TAPE AROUND THE PART.	Wrap the part in oil paper. Wrap masking tape around the part.
WRITE (v), WRITES, WROTE, WRITTEN	To record data as words, letters, or symbols	WRITE THE TEST DATE ON THE CERTIFICATE.	
wrong (adj)	INCORRECT	MAKE MARKS ON THE BELLCRANK AND SHAFT TO PREVENT INCORRECT INSTALLATION.	Match mark the bellcrank and shaft to avoid wrong installation.
wrongly (adv)	INCORRECTLY	DAMAGE CAN OCCUR IF THE HOSES ARE INCORRECTLY INSTALLED.	Damage may occur if hoses are wrongly installed.

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Keyword (part of speech)	Assigned Meaning/ USE	APPROVED EXAMPLE	Not Acceptable
YES (adv)	Function word that shows the “positive answer” to a “question”	DOES THE LIGHT COME ON? YES OR NO.	
yet (con)	BUT, TIME (n)	MAKE THE NUTS TIGHT, BUT SUFFICIENTLY LOOSE TO REMOVE THEM WITH YOUR HAND. DO NOT REMOVE THE FIXTURE COVER AT THIS TIME.	The nuts should be tightened, yet loose enough to remove by hand. Do not remove the fixture cover yet.
YOU (pn)	The “user”	YOU CAN CONTINUE THE TEST IF THE PRESSURE IS SUFFICIENT.	
YOUR (adj)	Related to the “user”	IF YOU GET SOLVENT IN YOUR EYES, FLUSH IT OUT IMMEDIATELY.	
yourself (pn)	USE: YOU	DO NOT USE YOUR HANDS TO PREVENT MOVEMENT OF THE LP COMPRESSOR. IF YOU DO, THE LP COMPRESSOR CAN CAUSE YOU INJURY AND CAN CAUSE DAMAGE TO THE EQUIPMENT.	Do not use your hands to prevent movement of the LP compressor. If you do, you can cause injury to yourself and damage to the equipment.
zero (v)	ZERO (TN)	ADJUST THE METER TO ZERO.	Zero the meter.

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