



AeroSpace and Defence
Industries Association of Europe



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 6, JANUARY 2013



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Highlights

This Issue 6 of the specification replaces all previous issues and revisions in their entirety.

General changes

These are as follows:

<u>Subject</u>	<u>Change</u>
Page status	All pages changed to Issue 6.
Page date	All pages have the latest issue date (2013-01-15).
Typing, various editing and formatting errors	These are corrected, where known.
General	General layout of the specification and its formatting changed. In the writing rules, we no longer address STE examples in italics. Only non-STE examples are in italics. In the dictionary entries, we no longer use "quotation marks" within the approved meanings to address non-STE words. In the summary of the rules included at the beginning of part 2 and in all sections, we have inserted the block titles (for example, "Which words can you use?" before Rule 1.1) in the same way that they are addressed within the sections.

Specific changes

These are as follows:

<u>Subject</u>	<u>Change</u>
Cover page	Issue and ASD Copyright date changed. ASD address changed.
Copyright statement	ASD Copyright dates changed. ASD address changed. Reference to A4A added in the special usage rights. Statement of liability revised.
Highlights	New text to show the changes included in this issue.



List of effective pages	Deleted.
Subject-to-rule index	Revised in line with the content of this issue.
General introduction	Text and layout revised.
Part 1 - Writing rules	
Introduction	Text and layout revised.
Section 1	Section entirely revised. Rule 1.6 to 1.18 revised and ordered to remove the previous alpha-identifiers (for example, Rule 1.6A) and to give a logical sequence. Rule 1.13 – Operational verbs added as a new category of Technical Verbs.
Section 2	Rule 2.2 – Explanatory text revised. NOTE revised. Rule 2.3 – Explanatory text revised.
Section 3	Rule 3.2 to 3.8 ordered to remove the previous alpha-identifiers (for example, Rule 3.1A). Rule 3.6 – Second example changed.
Section 4	Rule 4.2 – Wording changed to show that the contractions are not permitted. Rule 4.4 - Explanatory text revised. Second example revised. Note added.
Section 6	Rules 6.5 and 6.6 – Improved version examples revised.
Section 9	Rule 9.1 – Wording changed to remove the unnecessary reference to Simplified Technical English. Explanatory text revised.
Part 2 - Dictionary	
Introduction	Text revised.
A (art)	Approved example revised.
abate (v)	Approved example revised.
accessible (adj)	Approved and not approved examples revised.
active (adj)	IN OPERATION added as new approved alternative. New approved and not approved examples added.

activity (n)	Approved and not approved examples revised.
ADAPT (v)	Second approved example added.
adhere (v)	Approved and not approved examples revised.
adjoining (adj)	Approved and not approved examples revised.
ADJUST (v)	Approved meaning revised. Second approved example added.
adopt (v)	Approved and not approved examples revised.
adverse (adj)	Approved and not approved examples revised.
aeroplane (n)	Deleted from the keyword list.
afford (v)	Deleted from the keyword list.
AIRCRAFT (n)	Deleted from the keyword list.
ALIGN (v)	Approved meaning revised. Second approved example added.
already (adv)	Added to the keyword list.
alternately (adv)	Approved and not approved examples revised.
annunciate (v)	First approved example revised.
as to (pre)	Approved example revised.
atmosphere (n)	Deleted from the keyword list.
ATTACH (v)	Approved meaning revised. New approved examples.
BAD (adj)	Approved example revised.
BE (v)	Second approved example revised.
BEND (v)	Approved meaning revised. Second approved example added.
BOND (n)	Second approved meaning revised. Approved example changed.
BOND (v)	Second approved meaning revised. Second approved example added. Third example revised.
BREAK (v)	Approved meaning revised. Second approved example added.
BREATHE (v)	First approved example revised. Second approved example added.



BURN (v)	Approved meaning and its related example revised. Second approved meaning and its related example added.
CALCULATE (v)	Approved example revised.
calculation (n)	Approved and not approved examples revised.
CAN (v)	Approved meaning revised. New approved examples added.
CANNOT (v)	Approved meaning revised. Approved example changed.
care (n)	First approved and not approved examples revised.
CATCH (v)	First approved example changed. New approved example added.
cavity (n)	First approved and not approved examples revised.
center (v)	Approved example revised.
CHANGE (v)	First approved example changed. Second approved example added.
characteristic (n)	Second approved and not approved examples revised.
CHARGE (v)	Approved meaning revised. Second approved example added.
choose (v)	Added to the keyword list.
click (v)	NOTE added after the approved meaning. Approved example added in accordance with the NOTE.
CLOSE (v)	Approved examples added.
closely (adv)	Approved and not approved examples revised.
COLLECT (v)	Approved example added.
compensate (v)	Deleted from the keyword list.
COMPLETE (v)	Approved meaning changed.
COMPRESS (v)	Approved meaning revised. Second approved example added.
comprise (v)	CONTAIN added as a new approved alternative. New approved and not approved examples added.
concern (v)	Approved and not approved examples revised.
concurrently (adj)	Approved and not approved examples revised.

CONDENSATION (n)	Approved example revised.
CONDITION (n)	Second approved example revised.
conformity (n)	Approved and not approved examples revised.
CONNECT (v)	Approved meaning changed. Second approved example added.
considerable (adj)	Second approved example revised.
CONTAMINATION (n)	Approved meaning changed. Example changed.
CONTINUE (v)	Approved meaning changed. Second approved example added.
CONTINUOUS (adj)	Approved example revised.
copy (v)	Not approved example revised.
corrode (v)	Approved and not approved examples revised.
create (v)	Approved and not approved examples revised.
critical (adj)	First approved and not approved examples changed.
damp (adj)	Approved example revised.
deadly (adj)	Approved example revised.
decay (v)	Approved and not approved examples revised.
decelerate (v)	First approved and not approved examples revised.
decide (v)	SELECT added as a new approved alternative. New approved and not approved examples added.
DEFLATE (v)	Approved meaning changed. Approved example revised. Second approved example added.
delete (v)	REMOVE added as a new approved alternative. New approved and not approved examples added. NOTE added after the approved meaning. Approved example added in accordance with the NOTE.
DEPLOY (v)	Approved meaning revised. NOTE and its related examples deleted. New approved example added.
determine (v)	SELECT added as a new approved alternative. New approved and not approved examples added. Second approved and not approved examples revised.



detrimental (adj)	Second approved and not approved examples revised.
difficult (adj)	NOT EASY added as a new approved alternative. Current approved alternative changed to read NOT EASILY. Approved and not approved examples added.
difficulty (n)	NOT EASY added as a new approved alternative. Current approved alternative changed to read NOT EASILY. Approved and not approved examples added.
DIM (adj)	Approved example revised.
drag (v)	NOTE added after the approved meaning. Approved example added in accordance with the NOTE.
DRINK (v)	NOTE added after the approved meaning. Approved example added in accordance with the NOTE.
EACH (adj)	Approved example revised.
EAT (v)	NOTE added after the approved meaning. Approved and not approved examples added in accordance with the NOTE.
effort (n)	First approved and not approved examples changed.
EJECT (v)	Approved meaning revised. Approved example changed.
EMERGENCY (n)	Approved example changed.
enclosed (adj)	Approved example revised.
encroach (v)	Deleted from the keyword list.
ENGAGE (v)	Approved example changed. Second approved example added.
enter (v)	First approved and not approved examples changed. Second not approved example revised. NOTE added after the approved meaning. Approved example added in accordance with the NOTE.
ENTRANCE (n)	Approved example changed.
EQUIPMENT (n)	Approved meaning changed.
ERASE (v)	Approved meaning revised. Approved example revised.
exceptional (adj)	Approved and not approved examples revised.
excessive (adj)	Second approved and not approved examples changed.

excluding (pre)	Approved and not approved examples revised.
exist (v)	Approved and not approved examples changed.
EXPAND (v)	Approved meaning revised. Second approved example added.
expect (v)	Approved and not approved examples revised.
EXTEND (v)	Second approved example added.
EXTINGUISH (v)	Approved meaning revised. NOTE revised. Approved example added in accordance with the NOTE.
exude (v)	Approved and not approved examples revised.
facilitate (v)	MAKE ... EASIER added as a new approved alternative. New approved and not approved examples added.
fall (n)	Approved and not approved examples revised
FAR (adj)	Approved example revised.
fatal (adj)	Approved and not approved examples revised.
FEEL (v)	Approved example changed.
FERRY (v)	Deleted from the keyword list.
FILL (v)	Approved meaning revised. Second approved example added.
FIRE (v)	Approved meaning revised. Second approved example added.
FLASH (v)	Approved example revised.
FLUSH (v)	Approved meaning revised. Second approved example added.
FOLD (v)	Approved meaning revised. Second approved example added.
FOLLOW (v)	Second approved example added. Note added after the approved meaning. Approved example added in accordance with the NOTE.
form (n)	Approved and not approved examples revised.
form (v)	Approved and not approved examples revised.
FREE (adj)	NOTE 1 revised.
FREEZE (v)	Approved meaning revised. First approved example revised. Second approved example added.



fulfill (v)	Second approved and not approved examples revised.
function (v)	Second approved and not approved examples revised.
glue (v)	ATTACH included as approved alternative. Approved and not approved examples revised and added.
govern (v)	Approved and not approved examples revised.
great (adj)	First approved example revised.
GROUND (n)	Approved example changed.
GROUP (n)	Approved example revised.
HANG (v)	Second approved example added.
HAVE (v)	Note added to the keyword column.
Have to (v)	Added to the keyword list.
Hazy (adj)	Approved and not approved examples revised.
HERE (adv)	Approved example changed.
IDENTIFY (v)	First approved meaning revised. Second approved meaning and its related example added.
inactive (adj)	NOT IN OPERATION added as a new approved alternative. Approved and not approved examples added.
inadvertent (adj)	Approved and not approved examples revised.
INCREASE (v)	Approved meaning revised. Approved example revised. Second approved example added.
INCREMENT (n)	Approved example revised.
indicate (v)	IDENTIFY added as a new approved alternative. Approved and not approved examples added.
INFLATE (v)	Approved meaning revised. Second approved example added.
INFORMATION (n)	Added to the keyword list.
information (n)	Deleted from the keyword list.
ingest (v)	SWALLOW added as a new approved alternative instead of GET. Approved and not approved examples changed.

inhale (v)	Approved and not approved examples revised.
INPUT (n)	Approved example revised.
INSTRUCTION (n)	Approved meaning revised. Approved example changed.
intermediate (adj)	Second approved and not approved examples revised.
interrupt (v)	Approved and not approved examples revised.
KILL (v)	Approved example revised.
LATCH (v)	Approved example revised. Second approved example added.
LOCATION (n)	Approved meaning revised.
LOCK (v)	Second approved example added.
LONG (adj)	Approved example revised.
LOOSE (adj)	First and second approved examples changed.
lost (adj)	Second approved and not approved examples revised.
LOW (adj)	Approved example revised.
MAGNETICALLY (adv)	Approved example revised.
MAKE (v)	Approved example changed. Two additional examples added.
MANY (adj)	Approved example changed.
match (v)	Approved example revised.
may (v)	Second approved and not approved examples revised.
meet (v)	ALIGN deleted as an approved alternative.
mount (v)	First and second approved and not approved examples revised.
MULTIPLY (v)	NOTE added after the approved meaning. Approved example added in accordance with the NOTE.
neither (adj)	Alternative changed. Approved example changed.
neither (pn)	Alternative changed. Approved example changed.
never (adv)	Approved and not approved examples revised.



next to (pre)	Approved and not approved examples revised.
notify (v)	Approved and not approved examples revised.
OCCUR (v)	OCCURRED removed from the verb forms.
oil-free	Approved example revised.
old (adj)	Second not approved example revised. Third approved and not approved examples revised.
OPEN (v)	First approved meaning revised. Second approved example added. Third approved example added.
OPERATE (v)	Second approved example added.
opportunity (n)	Approved and not approved examples revised.
original (adj)	Second approved and not approved examples revised.
OVER (pre)	Added to the keyword list.
PATCH (n)	Approved example changed.
PERIOD (n)	Approved meaning revised. Approved example changed.
Periodically (adv)	NOTE added after the approved meaning. Approved and not approved examples revised.
PERMANENTLY (adv)	Second approved example changed.
POISONOUS (adj)	Approved example revised.
POSITION (n)	Approved meaning revised. Second approved example added.
prime (v)	Second approved and not approved examples revised.
probe (v)	Approved alternative changed. Approved and not approved examples revised.
produce (v)	First approved and not approved examples revised.
prohibit (v)	First approved and not approved examples revised.
protect (v)	Second approved example revised.
RECEIVE (v)	Approved meaning revised. Approved example revised.

RECORD (v)	Second approved meaning revised. Second approved example revised.
REFER (v)	Approved meaning revised.
refit (v)	REPAIR added as a new approved alternative. New approved and not approved examples added.
regulation (n)	First and third approved and not approved examples revised.
relay (v)	Approved and not approved examples revised.
RELEASE (v)	Second approved example added.
REMOVE (v)	Approved example revised.
repairable (adj)	Approved and not approved examples revised.
REPORT (n)	Approved meaning revised.
retrim (v)	First approved and not approved examples revised.
reverse (adj)	Note added. New example added in accordance with the NOTE.
RUB (v)	Approved meaning revised. Second approved example added.
SAFELY (adv)	Approved example changed.
SELECT (v)	Added to the keyword list.
select (v)	Deleted from the keyword list.
SELECTION (n)	Approved example changed.
SEQUENCE (n)	Approved meaning revised. Approved example revised.
serious (adj)	First approved and not approved examples revised.
SET (v)	Approved meaning revised.
SHAKE (v)	Approved meaning revised. Second approved example added.
SHOW (v)	Approved meaning revised. New first approved example added. Second approved meaning added.
simultaneous (adj)	Approved and not approved examples revised.
slip (v)	DANGEROUS (adj) added as a new approved alternative. New approved and not approved examples added.



slow down (v)	Approved and not approved examples revised.
SMELL (v)	Approved meaning revised. Approved example changed.
sniff (v)	Deleted from the keyword list.
SOAK (v)	Approved meaning and its related example revised. Second approved meaning and its related approved example added.
SPEAK (v)	Approved meaning revised.
SPEED (n)	Approved example revised.
SPILL (v)	New approved example added.
stamp (v)	Approved example revised.
START (v)	Approved meaning and its related example revised. Second approved meaning and its related approved example added.
state (v)	Approved and not approved examples revised.
stick (v)	ATTACH included as an approved alternative to replace BOND. Related approved and not approved examples revised.
STOP (v)	Approved meaning revised. Second approved meaning and its related approved example added.
store (v)	CONTAIN included as an approved alternative. New approved and not approved examples added. NOTE added. Approved example added in accordance with the NOTE.
STOW (v)	Approved meaning revised. NOTE and its related examples deleted. New approved example added.
submit (v)	Approved example revised.
SUFFICIENT (adj)	Approved example revised.
suspend (v)	Second approved example revised.
SWALLOW (v)	Added to the keyword list.
swallow (v)	Deleted from the keyword list.
SYMBOL (n)	Approved meaning revised.
synchronize (v)	ALIGN deleted as an approved alternative. Approved example changed.

tape (v)	Approved and not approved examples changed.
THICKNESS (n)	Approved example revised.
THRU (pre)	Approved meaning revised.
TILT (v)	Approved meaning revised. Second approved example added.
TOTAL (adj)	Approved example revised.
TRANSMIT (v)	Approved example changed.
TURN (v)	Second approved example added.
TWIST (v)	Approved example revised. Second approved meaning and its related approved example added.
TYPICAL (adj)	Approved example revised.
unauthorized (adj)	Approved and not approved examples revised.
UNFOLD (v)	Approved meaning revised. Second approved example added.
UNLOCK (v)	Approved meaning revised. First approved example revised. Second approved example added.
UNSERVICEABLE (adj)	Approved example revised.
UNWIND (v)	Approved meaning and its related example revised. Second approved example added.
validity (n)	Second approved and not approved examples revised.
various (adj)	Approved and not approved examples revised.
verify (v)	Not approved example revised.
view (v)	Approved example revised.
visible (adj)	First approved and not approved examples revised.
WEAR (v)	Approved example revised.
WEIGH (v)	Approved meaning revised. Second approved meaning and its related approved example added.
windy (adj)	Approved example revised.
WITH (pre)	First approved example revised.



WRITE

Approved meaning revised.

yet (con)

First approved example revised.

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Subject-to-rule index

This index helps you find the applicable STE rules related to different specific subjects.

NOTE: # means all or most of the rules in that section.

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General introduction

What is ASD?

The AeroSpace and Defence Industries Association of Europe, ASD, represents the aeronautics, space, defense and security industries in Europe in all matters of common interest with the objective of promoting and supporting the competitive development of the sector. ASD pursues joint industry actions which must be dealt with on a European level or which concern issues of an agreed transnational nature, and generates common industry positions.

ASD has 28 member associations in 20 countries across Europe. In 2011 over 2000 aeronautics, space and defense companies in these countries employed more than 730,000 people and generated a turnover of almost €171.5 billion. The ASD Secretariat is based in Brussels with an office in Paris.

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 technical documentation. Many readers have 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, now ASD) 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, first released in 1986. In 2004, after AECMA merged with two other European organizations, EDIG (European Defence Industries Group) and EUROSPACE (European Space Industries Association), ASD was created and 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 multinational 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.

STE 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 (STE)?

STE 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. Technical Names and Technical Verbs are words related to the categories listed in rules 1.5 and 1.13. It is not usually possible to replace these words with others. To help you decide whether a word is a Technical Name or a Technical Verb, you must be able to put it into a category. Each category includes examples of such words, but will not tell you which words are preferable. For example, the specification will not help you decide whether a certain part of an aircraft is better called “flight deck” or “flight compartment”. Such in-house preferences are determined by national or company policy. 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-STE100. STE 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 STE be used alone?

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

Can STE be used for oral communication?

No. It is intended to be used for written communication only. Nevertheless, a text written in STE is a very useful start for oral computer-based training.

Does STE regulate formatting?

No. The specification regulates content. It does not regulate format (such as typeface, numbering and lettering). Again, you must refer to your technical publication specifications and other official directives.

Can STE 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 STE requires language fluency.

Can the writer get training in STE or find supporting software products?

To assist users and potential users of STE, there are organizations, companies and individuals that market and give training courses in the use of STE, and there are producers of software products that support STE.

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

For more information, please refer to the STEMG web site at www.asd-ste100.org

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, there is a list of all the Issues, Revisions and Changes released to date.

- 1986-02-15 First release - Included writing rules (Part 1) and the dictionary (Part 2).
- 1986-09-15 Change 1
- 1987-06-01 Change 2 - Addition of examples of function words and nouns (Part 3).
- 1988-06-15 Change 3 - Addition of examples of verbs (Part 3).
- 1988-12-30 Change 4 - Addition of examples of adjectives and adverbs (Part 3).
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Maintenance of the specification

The STE specification is maintained by the ASD Simplified Technical English Maintenance Group (STEMG), which consists of representatives from ASD and non-ASD member countries. For more information, please visit www.asd-ste100.org.

Change forms

This specification is intended for technical writers and editors. The STEMG needs feedback from the users of this specification in order to improve it. There is a change form on the next page, which is also available in electronic format on the STEMG web site. Please use it to write your change request or recommendation. If there is a designated STE representative in your country, please submit the request to that person. The address of your representative is on the STEMG web site. If no representative is available, please send the change form to the STEMG (info@asd-ste100.org).

The 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. If the change forms are rejected, the reason(s) for the rejection are also explained to the originator.

Acknowledgments

ASD would like to thank all the organizations, companies and individuals who have contributed to this specification.

Change form for ASD Simplified Technical English ASD-STE100

Use this change form if you think a change is necessary. Please send the form to your STE national representative (refer to www.asd-ste100.org) or to the ASD STEMG info@asd.ste100.org

Keyword or writing rule:

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:

Company:

Phone:

Email:

ASD STEMG assessment:

Date:



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Part 1 – Writing rules



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Introduction

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.

Summary of 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 the following quick-reference list.

List of writing rules

Section 1 - Words

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 1.13).

Part of speech

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

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.

Forms of verbs and adjectives

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

Rules for Technical Names

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: 1.7 Some unapproved words are used to complete Technical Names. Do not use these unapproved words unless they are part of a Technical Name.

RULE: 1.8 Use the official Technical Name as much as possible.

RULE: 1.9 Shorten official Technical Names, if possible.

RULE: 1.10 If you have a choice, use the shortest and simplest name.

RULE: 1.11 Do not use slang or jargon words.

RULE: 1.12 Do not use different Technical Names for the same thing.

Rules for Technical Verbs

RULE: 1.13 You can use words that are Technical Verbs.

RULE: 1.14 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.

Consistent language and spelling

RULE: 1.15 Once you choose the words to describe something, continue to use these same words.

RULE: 1.16 Use consistent spelling.

Abstraction

RULE: 1.17 Make your instructions as specific as possible.

Section 2 - Noun phrases

Noun Cluster

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.

Articles

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

Section 3 - Verbs

Forms and tenses of verbs

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

RULE: 3.2 Do not use the “-ing” form of a verb unless it is part of a Technical Name.

RULE: 3.3 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: 3.4 Use the past participle only as an adjective, either with a noun or after the verbs TO BE, TO BECOME.

RULE: 3.5 Do not use the past participle with a form of the verb HAVE to make an unapproved tense.

RULE: 3.6 Do not use the past participle of a verb with a helping verb to make a complex verb.

The active voice

RULE: 3.7 Use the active voice. Use only the active voice in procedural writing, and as much as possible in descriptive writing.

How to describe an action

RULE: 3.8 If there is an approved verb to describe an action, use the verb (not a noun or other part of speech).

Section 4 - Sentences

Short sentences

RULE: 4.1 Keep to one topic per sentence.

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

Vertical lists

RULE: 4.3 Use a vertical list for complex texts.

Connecting words

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

Section 5 - Procedures

Sentence length

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.

Verbs

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

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.

Section 6 - Descriptive writing

Sentence length

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.

Paragraphs

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.

Relationship between sentences and paragraphs

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

Paragraph lengths

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.

Too much information

RULE: 6.8 Present new and complex information slowly.

Section 7 - Warnings, cautions, and notes

How to write warnings and cautions

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.

How to write notes

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

Section 8 - Punctuation and word counts

Punctuation and its effect on word counts

RULE: 8.1 Use colons (:) and dashes (-) to make vertical lists.

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.

Other rules related to word counts

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.

Unapproved punctuation

- RULE: 8.11 Do not use semicolons.

Section 9 - Writing practices

Different constructions

- RULE: 9.1 Use a different construction to rewrite sentences when a word-for-word replacement is not sufficient.

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



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Section 1 - Words

Summary of the rules

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 1.13).

Part of speech

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

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.

Forms of verbs and adjectives

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

Rules for Technical Names

- 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: 1.7 Some unapproved words are used to complete Technical Names. Do not use these unapproved words unless they are part of a Technical Name.
- RULE: 1.8 Use the official Technical Name as much as possible.
- RULE: 1.9 Shorten official Technical Names, if possible.
- RULE: 1.10 If you have a choice, use the shortest and simplest name.
- RULE: 1.11 Do not use slang or jargon words.
- RULE: 1.12 Do not use different Technical Names for the same thing.

Rules for Technical Verbs

- RULE: 1.13 You can use words that are Technical Verbs.
- RULE: 1.14 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.

Consistent language and spelling

- RULE: 1.15 Once you choose the words to describe something, continue to use these same words.
- RULE: 1.16 Use consistent spelling.

Abstraction

- RULE: 1.17 Make your instructions as specific as possible.

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 1.13).**

Simplified Technical English (STE) has a controlled general vocabulary with sufficient words to write any technical sentence. In addition to this general vocabulary, you can also use those words that belong to the categories of 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 test rig during the test. (“close” is an adverb here)

STE: Do not go near the test rig during the test.

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 3.2.)

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.

Technical Names are words related to the categories listed below. 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.

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, ferry tank, filter, hatch, indicator, light, logo, oil seal, pipe, propeller, retractor link, screw, switch, transceiver
2. **Names of vehicles or machines and locations on them:**
Aircraft, aircraft carrier, airframe, airplane, bicycle, car, helicopter, lifeboat, ship, submarine, tank, train, truck
Cabin, cargo hold, deck, fuselage, overhead panel, wing, wing root
3. **Names of tools and support equipment, their parts and locations on them:**
Access ladder, brush, cap, chock, clamp, cover, file, handle, jack, label, rigging pin, roller, rope, stand, tag, test rig, torque wrench
4. **Names of materials, consumables, and unwanted matter:**
Acid, adhesive, aluminum alloy, ammunition, compound, copper, detergent, disinfectant, foam, fuel, grease, oil, paint, penetrant spray, plastic, primer, sealant, sealing, soap, stainless steel, tape, water, wire
Dirt, debris, dust, foreign object, waste
5. **Names of facilities, infrastructure, their parts and locations:**
Airport, apron, base, building, camp, dock, engine shop floor, flight simulator, gate, hangar, port, service bay, shop

6. **Names of systems, components and circuits, their functions, configurations and parts:**
Air conditioning, amplifying circuit, armament, audio, aural warning system, collapsed position, exhaust, flight management, hardware, inhibiting signal, injection, inlet, input frequency, latch, pump, reverse mode, reverse position, standby mode, vent
7. **Mathematical, scientific, and engineering terms:**
Acceleration, allowance, average, burr, capacitance, carbon, category, cavitation, center, circle, coefficient, configuration, conversion, critical temperature, curve, cycle, defect, degree, deceleration, density, diameter, displacement, duty cycle, elapsed time, electricity, energy, exponent, failure, ferry flight, flutter, force, geometry, graph, gravity, hardness, heat treatment, ignition, inhibition, instrumentation, interference, issue, light, line replaceable unit, load, modification, momentum, motoring, overhaul, oversized, oxygen, performance, phase, polarity, power, pressure, process, radius, rating, ratio, reduction, resistance, scan, shutdown, signal, stall, standard, stiffness, strength, suction, temperature, tension, thread, tightness, torque, voltage
8. **Navigation and geographic terms:**
Air, altitude, attitude, axis, bank, clearance, climb, coordinates, critical approach, datum, delay, deviation, drag, east, France, glideslope, gradient, heading, landing, Lima, north, pitch, roll, skid, south, west
9. **Numbers, units of measurement and time:**
First, half, one, one quarter, 303, 92, second, third, three, zero
Seconds (s), hours (h), months, winter, years
Degree (°), kilogram (kg), knot, meter (m), mile, minute ('), second ("), square inch (sq.in.)
10. **Quoted text such as that on placards, labels, signs, markings and display units:**
"Abort" button, EXIT sign, INOP system, OXYGEN pushbutton switch, ON position, NEXT button, FAULT legend, NO STEP marking, FASTEN SAFETY BELT sign
11. **Names of persons, groups, or organizations:**
Air traffic control, captain, commander, copilot, crew chief, European Aviation Safety Agency (EASA), Federal Aviation Administration (FAA), manufacturer, military, operator, Transport Canada Civil Aviation (TCCA)
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. **Names of official documents and parts of documentation (this includes manuals, technical records, standards, specifications and regulations):**
Acceptance Test, Allowable Damage, caution, chapter, Checklist, Class, Cleaning, Compass Correction Card, data module, Description and Operation, diagram, engine logbook, Federal Aviation Regulations, figure, flow chart, font, Functional Test, Ice and Rain Protection, Inspection/Check, letter, Maintenance Practice, maintenance records, Normal Braking, note, page, paragraph, parentheses, preservation, reference, Removal/Installation, section, Service Bulletin, Structural Repair Manual, table, test procedure, warning

16. **Environmental and operational conditions:**
Atmosphere, cloud, day, ice, hail, humidity, lightning, moisture, night, rain, sand, snow, storm, turbulence, volcanic ash, wind
17. **Colors:**
Orange, red, white, yellow
18. **Damage terms:**
Buckle, chafing, corrosion, crack, deformation, dent, discoloration, distortion, erosion, fracture, fraying, galling, kink, nick, score, scratch, stain
19. **Information technology and telephony terms:**
Arrow, bookmark, cursor, database, dialog check box, e-mail, field, file, firewall, HTML, icon, interface, internet, laptop, memory, menu, mouse, network, operating system, phone, status bar, toolbar, touchscreen, update, voice mail, XML

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: 1.7 Some unapproved words are used to complete Technical Names. 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: 1.8 Use the official Technical Name as much as possible.

If your company has an official Technical Name for systems, components, parts, processes, etc., use the official Technical Name. Usually, you will find these names in official parts data and in your company's documentation.

RULE: 1.9 Shorten official Technical Names, if possible.

Sometimes, official Technical Names are long noun clusters that you must shorten to obey the rules about noun clusters (refer to Section 2). There are two ways in which you can shorten such names:

- You can use one of the methods explained under Rule 2.2.
- You can use an acronym or abbreviation, but only if they are approved by your company or if they are in general use in your industry. Do not use other acronyms or abbreviations.

Example:

Non-STE: Lock the line replaceable unit cabinet. (“line replaceable unit cabinet” is 4 words)
STE: Lock the LRU cabinet. (LRU is a recognized abbreviation in the aeronautical industry)

RULE: 1.10 If you have a choice, use the shortest and simplest name.

In the case of items for which there is not an official Technical Name, and for which you have a choice, use the shortest and simplest name.

Example:

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

RULE: 1.11 Do not use slang or jargon words.

In the case of items for which there is not an official Technical Name, make sure that the words you choose are common words. Readers of your documentation from all over the world must understand the words that you use.

Example:

Non-STE: Make a sandwich with two washers (25) and the spacer (26).
STE: Install the spacer (26) between the two washers (25).

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.

RULE: 1.12 Do not use different Technical Names for the same thing.

If you decide to use a Technical Name, do not use a different name in another place to refer to the same thing. For example, if you call something a “servo control unit”, use that name in all places (including on illustrations). Do not call it an “actuator” in another place.

Rules for Technical Verbs

RULE: 1.13 You can use words that are Technical Verbs.

Technical Verbs are words used to name actions that are related to your industry or your company in a specific context. 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 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 STE (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 in STE:

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: The fumes from this material are dangerous to the skin.

But you can write in STE:

A diode emits infrared light.



A word qualifies as a Technical Verb if you can put it in one of the four categories that follow:

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
- 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, erase, highlight, maximize, minimize, open, paste, save, scroll, select, store
- c) **System operations:**
Abort, boot, debug, download, format, install, load, process, reboot, update, upgrade, upload

3. Descriptions

You can use these Technical Verbs only in descriptive texts such as Description and Operation information, and in the descriptive parts of Service Bulletins.

- a) **Mathematical, scientific and engineering processes**
Bisect, compensate for, emit, modulate, radiate
- b) **Military processes**
Aim, arm, enable, explode, disable, fire, intercept, parachute
- c) **Regulatory language**
Waive (for inspection and requirements), comply with, conform to, supersede, meet (a requirement)

4. Operational language

You can use these Technical Verbs only in operational manuals such as aircrew manuals and land/sea specific information sets.

airdrop, alert, approach, authorize, brief, call, contact, descend, deviate, disembark, drift, enable, fasten, ferry, fly, inform, inhibit, land, latch, load, maintain, navigate, observe, park, provide, reach, respond, retard, return, rotate, shut down, sideslip, sit, sleep, switch off, switch on, take off, take over, trigger, unfasten, unlatch, unload, verify

RULE: 1.14 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.

Example:

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

Example:

STE: Lubricate the reamed hole.

“Reamed” is a past participle used as an adjective.

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

Consistent language and spelling

RULE: 1.15 Once you choose the words to describe something, continue to use these same words.

In procedures written in STE, 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 a 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 contexts.

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 words and sentence constructions can help do this.

RULE: 1.16 Use consistent spelling.

Use the spelling in accordance with Part 2 of this document and American English spelling (Merriam-Webster), unless otherwise specified by the contractual specifications or other official directives.

Abstraction

RULE: 1.17 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 “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 a 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.

Section 2 - Noun phrases

Summary of the rules

Noun clusters

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.

Articles

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.

If you cannot rearrange the noun cluster because it is an official technical name, use Rule 2.2 to clarify it.

Example:

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

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 are frequently too long, and if they are a company's official nomenclature (refer to Rule 1.9), 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.

It is good practice to put hyphens between word pairs. Each hyphenated word pair must be able to stand alone and must form a logical word pair (“landing-gear”, “main-switch”).

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 in a noun cluster will not help your reader to understand it.

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)

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.

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

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 can cause damage to paint.



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Section 3 - Verbs

Summary of the rules

Forms and tenses of verbs

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

RULE: 3.2 Do not use the “-ing” form of a verb unless it is part of a Technical Name.

RULE: 3.3 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: 3.4 Use the past participle only as an adjective, either with a noun or after the verbs TO BE, TO BECOME.

RULE: 3.5 Do not use the past participle with a form of the verb HAVE to make an unapproved tense.

RULE: 3.6 Do not use the past participle of a verb with a helping verb to make a complex verb.

The active voice

RULE: 3.7 Use the active voice. Use only the active voice in procedural writing, and as much as possible in descriptive writing.

How to describe an action

RULE: 3.8 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.

Examples:

ADJUST, ADJUSTS, ADJUSTED, ADJUSTED

BE, IS, WAS, ARE, WERE

There are two occurrences of ADJUSTED shown in the dictionary entries, one to show that the form can be used for the simple past, and one to show that it can be used as the past participle. This is the case for most of the approved verbs in the dictionary. But there are some approved verbs, such as OVERRIDE, where the simple past form and the past participle form are different: OVERRODE, OVERRIDDEN.

RULE: 3.2 Do not use the “-ing” form of a verb unless it is part of a Technical Name.

Example:

Non-STE: ..is adjusting
STE: ...adjusts

There are words with “-ing” endings in the dictionary, but these words are always nouns, adjectives or prepositions. These words are:

- **DURING (pre)**
- **LIGHTING (n)**
- **MATING (adj)**
- **MISSING (adj)**
- **OPENING (n)**
- **REMAINING (adj)**
- **ROUTING (n)**
- **SERVICING (n)**

You can use the “-ing” form of some verbs only as a Technical Name or as part of a Technical Name (refer to Section 1).

Examples:

grinding wheel, polishing jag, switching relay, warning, welding torch

RULE: 3.3 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 (“command” form) (ADJUST something)
- 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: 3.4 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 3.7.)

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: 3.5 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: 3.6 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: 3.7 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:

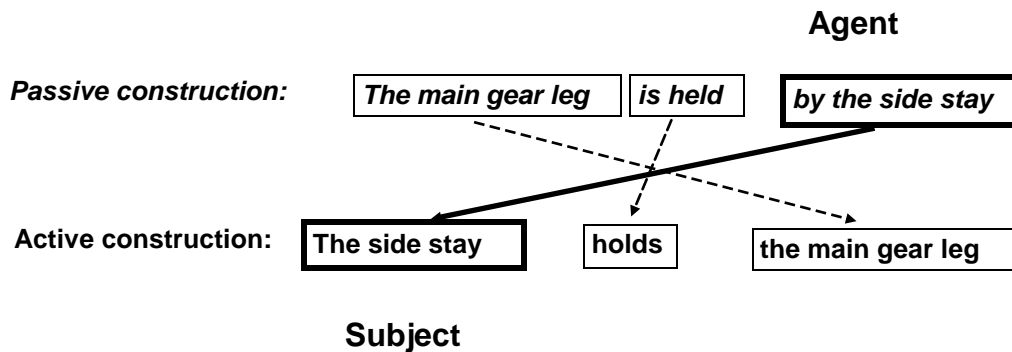
- *is held*

- *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 four 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 (“command”) 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. (Passive)*
STE: *We do not use the bypass filter in the system. (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: 3.8 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.

WRITE: The ohmmeter shows 450 ± 22 ohms.

Non-STE: Ensure that the 600 Hz tone 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 maintenance
- They cannot be confused with another part of speech (“test (v)” could be confused with “TEST (n)”).

Section 4 - Sentences

Summary of the rules

Short sentences

RULE: 4.1 Keep to one topic per sentence.

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

Vertical lists

RULE: 4.3 Use a vertical list for complex texts.

Connecting words

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

Vertical lists: Rule 8.1

The basic philosophy

The basic philosophy of Simplified Technical English (STE) is to keep texts as simple and readable as possible. This means that, when we write sentences, we must keep the sentences short and use simple sentence structure.

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 each contains 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 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 or use contractions 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, such as “don’t”, “isn’t”, etc. 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 is included in post-SB 47-7001 assemblies.
STE: Do not use the part if it is included in post-SB 47-7001 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.

Vertical lists

RULE: 4.3 Use a vertical list for complex texts.

Text in the form of a vertical list with standard punctuation helps to show the relationship between two or more complex actions or events. Text in this form is clearer. Refer to Section 8 for punctuation, and information on how to count the words in a vertical list layout.

As a reminder, when you use vertical lists:

- 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 with a visual marker, for example a dash, a letter, or a number. Refer to your technical publication specifications and other official directives.

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”.

In English, you can start a sentence with “and” or “but”. Just make sure that you do not start too many sentences with these words. If you use them too often to start sentences, you will weaken your text.

Examples:

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

The localizer course is aligned with the centerline of the runway. And the glideslope path is at a constant angle to the threshold of the runway).

NOTE: For more information, refer to Section 6.

Section 5 - Procedures

Summary of the rules

Sentence length

- 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.

Verbs

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

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.

Refer also to these rules, which are closely related:
Word counts: Rules 8.2, 8.4 thru 8.10
Active voice of verbs: Rule 3.7
Vertical list: 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 (“command”) form.**

In procedures, the verbs you use must always be in the active voice (refer to Rule 3.7).

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 (“command”) form.

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

- The verb is in the imperative (“command”) form (as if “you 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 (“command”) 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

Sentence length

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.

Paragraphs

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.

Relationship between sentences and paragraphs

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

Paragraph length

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.

Too much information

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 3.7.

The basic philosophy

The basic philosophy of Simplified Technical English (STE) 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 Rule 4.4)

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)

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” course and the “glideslope” path. ((3) The localizer course is aligned 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 course and glideslope path 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 <u>System</u> in the aircraft <u>shows</u> data that helps the <u>pilot</u> during the approach to the runway. | (2) <u>This system shows the pilot</u> the deviations from the "localizer" course and the "glideslope" path. |
|---|--|

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 " <u>localizer</u> " course and the " <u>glideslope</u> " path. | (3) The <u>localizer course</u> is aligned with the centerline of the runway. |
| | (4) And the <u>glideslope path</u> 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 course is aligned with the centerline of the <u>runway</u> . | (4) <u>And</u> the glideslope <u>path</u> is at a constant angle to the threshold of the <u>runway</u> .) |
|--|---|

- (3) (The localizer course is aligned 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" course and the "glideslope" path.
- (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 course and glideslope path 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.

Section 7 - Warnings, cautions, and notes

Summary of the rules

How to write warnings and cautions

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.

How to write notes

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

Why do we have warnings, cautions, and notes?

Warnings and cautions tell the users 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.

The examples of warnings and cautions in this document are in upper case. However, Simplified Technical English (STE) does not regulate formatting. Refer to your technical publication specifications or other official directives.

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 users 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 user a reason for the warning or caution. It also gives a clear idea of the possible risk if the user 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.

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 obeys the command, put the condition first to make sure that 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

Punctuation and its effect on word counts

- RULE: 8.1 Use colons (:) and dashes (-) to make vertical lists.
- 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.

Other rules related to word counts

- 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.

Unapproved punctuation

- 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 (STE), 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 vertical lists.

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 to Section 4 for vertical list 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 vertical lists, 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 the same long noun cluster again and again.

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:**
low-altitude flight, high-pressure chamber, air-conditioned compartment, transmitter-receiver system, quick-acting clamp, clamshell-type flaps
2. **Two-word fractions or numbers:**
forty-seven, ninety-ninth, one hundred and sixty-two, three-sixteenths, one thirty-second

3. **Adjectives that consist of three or more words:**
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:**
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:**
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:**
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:**
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 lightweight, one-piece hydraulic jack...
STE: A one-piece hydraulic jack that is lightweight...

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.

Hyphenated words count as individual 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...
Tag the connector (4, 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.

Examples:

Use a 10-meter mooring cable. (6 words)
Use a 10 m mooring cable. (5 words)

Make sure that the oil temperature is not more than 75 Degrees C. (12 words)
Make sure that the oil temperature is not more than 75° C. (11 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 written in STE. But this text is the title of the Structurally Significant Item (SSI) and cannot be changed.

Unapproved punctuation

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 STE.

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

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.

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).

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 (STE), you cannot simply change one or two words.

The approved vocabulary of STE 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).

Because of this, you will not always be able to write a sentence as you would like to. You may have to replace a “not approved” 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 a “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 “not approved” word.

Example:

NOT: A value of 2 mm is acceptable. (“Acceptable” is not approved.)
WRITE: A value of 2 mm 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: Direct substitution 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: The approved alternatives that you find do not convey the meaning that you intend or you do not find an entry in the dictionary for the word that you want to use.

STE 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 has different meanings, you will find it impossible to do a word-for-word replacement satisfactorily. In such cases, it is useful to rethink what you want to say, to decide what is important and to use different words to express the same idea.

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 next flight.

or

WRITE If the air intake flap is not serviceable, do the Deactivation Procedure of the air inlet valve before the next 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 next 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 not approved 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 have to change other parts of the text as well.

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:

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

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 3.7).
- 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 (“command”) 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: “Refer to the table that follows”.

But to write around “depending” you must completely reformulate the sentence. 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 STE 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 STE dictionary (Part 2). When this occurs, the phrase is not permitted in STE.

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, in the example, “put out” has a different meaning from the approved meanings for PUT and OUT given in the dictionary.)

Example:

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

WRITE: Remove the damage with a fine stone.

(CLEAN is approved in STE, and UP is approved also. However, in the example, “clean up” has a different meaning from the approved meanings for CLEAN and UP given in the dictionary.)

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 the example, “find out” has a different meaning from the approved meanings for FIND and OUT given in the dictionary.)

Example:

Instead of: This compound can give off poisonous fumes.

WRITE: This compound can release poisonous fumes.

(GIVE is approved in STE, and OFF is approved also. However, in the example, “give off” has a different meaning from the approved meanings for GIVE and OFF given in the dictionary.)

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

Be careful with STE words which have very restricted definitions. STE 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”).)

Example:

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 used 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 Approved 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

General Recommendations (GR) are not STE rules but are intended to help writers avoid common mistakes and ambiguities in English writing. GRs are numbered separately as GR-1, GR-2, etc.

GR-1 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.

GR-2 The pronoun THIS

When you use THIS (pn) in a sentence, make sure that it is clear what the word refers to. It is possible that the reader will not know whether the preceding phrase or its opposite is referred to.

Example:

Instead of: Make sure that the cover is not locked (this can cause damage to the probe).

WRITE: Make sure that the cover is not locked. If the cover is locked, this can cause damage to the probe.

or

If the cover is locked, damage to the probe can occur.

In the sentence *Make sure that the cover is not locked (this can cause damage to the probe)*, it is not clear what THIS refers to. It is better to write *Make sure that the cover is not locked. If the cover is locked, this can cause damage to the probe*. You can also avoid the use of THIS, as in: *If the cover is locked, damage to the probe can occur*.

Example:

Instead of: Do not use crocus cloth on aluminum parts. If you do this, you can cause failure of aluminum parts. Crocus cloth contains ferrous oxide.

WRITE: Do not use crocus cloth on aluminum parts. Crocus cloth contains ferrous oxide and can cause failure of aluminum parts.

GR-3 The preposition WITH

WITH can have the definition of either association or relationship (*Lift this with an assistant*) and means or instruments (*Lift this with a hoist*). Make sure that, when you use WITH in a sentence, the word does not cause confusion. If confusion is possible, try to find a different way to express your meaning.

Example:

Instead of: Lift the aircraft at the maximum takeoff weight with passengers.

WRITE: Lift the aircraft at the maximum takeoff weight (passenger weight included).

Example:

Instead of: Make sure that there is no contact at stop (1) with hydraulic pressure applied.

WRITE: Make sure that the XXXX does not touch the stop (1) when you apply hydraulic pressure.

Example:

Instead of: Seal the opening with the manufacturer's instructions.

WRITE: Seal the opening as specified by the manufacturer.



Part 2 - Dictionary



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Introduction

General

The dictionary shows all the words that are approved for use in Simplified Technical English (STE), except Technical Names (TN) and Technical Verbs (TV) (refer to Part 1, Section 1). It also shows examples of their usage. A selection of not approved words is also included, with examples to show how to use other words or different constructions.

All the words in this dictionary are from maintenance technical manuals. But not all the words used in these manuals are listed. If a word is not in the STE dictionary, it is not approved (unless it is a Technical Name or a Technical Verb).

NOTE: If you think it is necessary to include other words, you can send a change form. (Refer to Part 1, General introduction). But do not use these words, until they are listed in the next issue of the specification.

How to use the dictionary

The dictionary has four columns:

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

Example:

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
acceptable (adj)	PERMITTED	A VALUE OF 2 mm is PERMITTED.	A value of 2 mm is acceptable.

Column 1: Keyword (part of speech)

All keywords are in **bold** typeface.

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 a different 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 STE:

1. **verb (v)**: A word that describes a state of being or an action. Its form (present, past, future) tells you when the action occurs.

Examples: INCREASE, maintain, MELT, secure, HEAR

2. **noun (n)**: A word that is the name of a person, place, object, idea, quality, or activity.

Examples: CAPTAIN, CABIN, PUMP, APPROVAL, THICKNESS, MAINTENANCE

3. **pronoun (pn)**: A word that replaces a noun or noun phrase.

Examples: IT, neither, WHO, SOME, EACH, whichever

4. **article (art)**: A word that tells you whether a noun phrase is definite (*the*) or indefinite (*a, an*).

Examples: THE, A, AN

5. **adjective (adj)**: A word that modifies a noun or noun phrase. It describes the kind, size, color, number, etc.

Examples: THICK, LARGE, AMBER, TWO

6. **adverb (adv)**: A word that modifies a verb, an adjective, or another adverb. It describes how, where, when, how often, how much, etc.

Examples: CAREFULLY, HERE, THEN, FREQUENTLY, FULLY

7. **preposition (pre)**: A word that shows the relationship of a pronoun, noun, or noun phrase to the rest of the sentence.

Examples: IN, INBOARD OF, BETWEEN, BEFORE

8. **conjunction (con)**: A word or phrase that joins words, phrases, and clauses.

Examples: THAT, UNTIL, WHILE

In addition, there are two approved **prefixes (prefix)** (**PRE-** and **POST-**). Refer to the dictionary entries.

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

There are two occurrences of ADAPTED shown in the dictionary entries, one to show that the form can be used for the simple past, and one to show that it can be used as the past participle. This is the case for most of the approved verbs in the dictionary. But there are some approved verbs, such as OVERRIDE, where the simple past form and the past participle form are different: OVERRODE, OVERRIDDEN.

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 not approved. Therefore, you must not use it.

Column 2: Approved meaning/ALTERNATIVES (approved words)

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

Example:

BEHIND (pre) In a position at the rear of

When it is possible, the approved meanings and notes are written in STE. But sometimes it is only possible to explain the meanings of approved words with an unapproved word or words.

Example:

ABOUT (pre) Concerned with

The word “concerned” is not approved in the STE dictionary, but it is necessary to define the word ABOUT.

If a Technical Name or a Technical Verb is used in an approved meaning, this word is identified as (TN) or (TV).

Example:

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

Column 2: Approved meaning/ALTERNATIVES (not approved 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 “command verb construction” in this column. This means that you must use DO or another action verb instead of the not approved verb.

Example:

perform (v) DO or other command 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 a not approved 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)

Where applicable, the first suggested alternative is the same part of speech of the not approved keyword.

Column 2: NOTES

In some places, we use notes to give the users of the dictionary more information.

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 Approved examples in Column 3 and 4 respectively.

Column 3: APPROVED EXAMPLE

This column shows how to use the approved keyword, or how to use the suggested approved alternatives to replace not approved keywords.

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

Examples:

A (art)	Function word: Indefinite article	A FUEL PUMP IS INSTALLED IN ZONE 10.
main (adj)	PRIMARY	THE PRIMARY CAUSE OF VALVE FAILURE IS CONTAMINATION OF THE HYDRAULIC FLUID.

Column 4: Not approved

This column shows examples of text that is not written in STE and that uses the not approved keyword. When the keyword is approved, this column is blank.

Example:

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.
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
A (art)	Function word: indefinite article	A FUEL PUMP IS INSTALLED IN ZONE 10.	
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 LESS THAN 30 KNOTS, YOU CAN OPEN THE CARGO DOOR.	When the wind abates to less than 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. IF YOU FIND THAT THE QUANTITY OF AIR FROM THE VENT MAST IS INCORRECT, DO A SYSTEM TEST.	Check for abnormal noises. 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. TURN THE SHAFT AROUND ITS AXIS.	Drain about 2 liters of fuel from the tank. Rotate the shaft about its axis.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 2. To decrease the effect of	ABSORB THE FLUID WITH A CLEAN CLOTH. 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. TO MAKE THE CURING PROCESS FASTER, APPLY HEAT TO THE COMPOUND.	Evaporation is accelerated by temperature rise. The curing process of the compound 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 2 mm IS PERMITTED. REPLACE THE CAP IF ITS CONDITION IS NOT SATISFACTORY. BEFORE INSTALLATION, MAKE SURE THAT THE UNIT IS SERVICEABLE.	A value of 2 mm is acceptable. Replace the cap if its condition is not acceptable. Before installing, ensure that the unit is acceptable.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 COVER UNTIL YOU CAN GET ACCESS TO THE JACKS THAT HAVE "+" AND "-" MARKS.	Rotate the cover until the 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 command 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
acquire (v)	GET	THE COMPUTER GETS THIS DATA FROM FIVE SENSORS.	The computer acquires this data from five sensors.
acid (adj)	DANGEROUS	THIS MATERIAL RELEASES DANGEROUS FUMES WHEN IT TOUCHES HOT SURFACES.	On contact with hot surfaces, this material produces acid 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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
action (n)	EFFECT, STEP, PROCEDURE	THE EFFECT OF TRICHTHLORETHANE 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.
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, IN OPERATION	WHEN THE SYSTEM IS ON, YOU WILL GET A REPORT. THE AUTOTHRUST SYSTEM IS ON BUT NOT IN OPERATION.	When the system is active, you will get a report. The autothrust system is on but not active.
activity (n)	WORK	THIS WORK IS APPLICABLE TO VERTICAL INSTALLATIONS.	This activity is relevant to vertical installations.
actuate (v)	START, OPERATE	START THE MOTOR. OPERATE THE HAND PUMP.	Actuate the motor. Actuate the hand pump.
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. THE SYSTEM INTERFACE CIRCUITS ADAPT TO THE PHYSICAL PROPERTIES OF THE CONNECTED SYSTEMS.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
ADD (v), ADDS, ADDED, ADDED	To increase the number, dimension, or quantity	ADD 5 ml 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.
adhere (v)	BOND, OBEY	THE SEAL MUST BOND CORRECTLY. OBEY THE SAFETY INSTRUCTIONS.	The seal must adhere permanently. 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	ALIGN THE BRACKETS WITH THE ADJACENT COMPONENTS.	Accomplish alignment of the brackets with the adjoining components.
ADJUST (v), ADJUSTS, ADJUSTED, ADJUSTED	To put, or come to a specified position	ADJUST THE CONTROLS CAREFULLY. THE INTERNAL LOGIC ADJUSTS TO SUDDEN CHANGES IN TEMPERATURE.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 DAMAGED.	Adopt the following procedure if the unit is damaged.
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)	SET, FORWARD (adv)	SET THE THROTTLE TO MAXIMUM POWER. MOVE THE LEVER FORWARD.	Advance the throttle to maximum power. Advance the lever.
adverse (adj)	BAD <u>NOTE:</u> Give accurate and correct conditions if possible.	TO PARK THE AIRCRAFT IN BAD WEATHER CONDITIONS, REFER TO CHAPTER 6.	For parking aircraft in adverse weather conditions, refer to Chapter 6.
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.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
AFT (adj)	Nearer to the rear of an air or sea vehicle	THE PUMP IS IN THE AFT CELL OF THE FUSELAGE TANK.	
AFT (adv)	In the direction of the rear of an air or sea vehicle	MOVE THE THROTTLE AFT.	
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)	At a position nearer to the rear	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.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
AID (n)	Help that is given	GET MEDICAL AID IMMEDIATELY IF YOU GET THE SOLUTION IN YOUR EYES.	
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.	
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 AWAY FROM THE AREA.	Alert personnel to leave area.
ALIGN (v), ALIGNS, ALIGNED, ALIGNED	To put or come into a specified position in relation to a line (TN)	ALIGN THE FLANGE HOLES WITH THE STUDS. ALL THREE BRACKET HOLES MUST ALIGN WITH THE FUEL TUBE.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 VALUES MUST NOT BE MORE THAN THE APPROVED DIFFERENCES.	The maximum allowable difference is 5 mm. 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.	
already (adv)	IN PROGRESS, NO OTHER <u>NOTE:</u> You can frequently omit this word and not change the meaning of your sentence.	DATABASE SYNCHRONIZATION IS IN PROGRESS. YOU CAN DO THIS PROCEDURE ONLY IF THERE IS NO OTHER REPAIR IN THE REPAIR AREA. MAKE SURE THAT THE SOFTWARE IS INSTALLED IN THE REPOSITORY.	The database is already synchronizing. Only do this procedure if there is not already a repair in the repair area. Make sure that the software is already installed in the repository.
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 CHANGED 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
alternate (adj)	ALTERNATIVE, EACH SECOND	AN ALTERNATIVE REPAIR IS AVAILABLE. EACH SECOND SQUARE IS RED.	An alternate repair is available. 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 PIN REMOVAL EASIER, MANUALLY TURN THE CANOPY IN ONE DIRECTION AND THEN IN THE OTHER.	To facilitate pin removal, manually turn the canopy alternately in the two directions.
ALTERNATIVE (adj)	That gives a choice	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	IN AN EMERGENCY YOU CAN USE FUEL F-43 AS AN ALTERNATIVE TO 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 600 FLIGHT HOURS OR 900 FLIGHT CYCLES.	Alternatively, you can do test "B". You must replace the part before 600 flight hours, alternatively 900 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
amendment (n)		THE DESIGN AUTHORITY MUST GIVE APPROVAL TO CHANGES YOU MAKE TO THE REPAIR PROCEDURE.	The Design Authority must approve any amendments you make to the Repair Scheme.
		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 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.	Lubricants for the engine and the ancillary equipment are the same.
		DO AN OPERATIONAL CHECK OF THE SECONDARY CONTROLS.	Do an operational check of the ancillary controls.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 ON THE DISPLAY. 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 THE CABLE STRANDS APART.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 leakage becomes apparent, examine the pump seal.
		IF YOU FIND A CRACK, DO THE APPLICABLE REPAIR PROCEDURE.	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, THINK, POSSIBLE (adj)	A WARNING FLAG SHOWS IN THE WINDOW.	Warning flag appears in the window.
		THE LOWER SEAL COMES INTO VIEW WHEN YOU PULL THE LOWER BEARING DOWN.	The lower seal appears as the lower bearing is pulled down.
		IF YOU THINK THE ENGINE IS TOO HOT, TURN THE SWITCH TO OFF.	If the engine appears to be overheating, turn it off.
		IF IT IS POSSIBLE THAT THE TGT VALUES WILL BE MORE THAN THE LIMITS, CLOSE THE THROTTLE.	If TGT limits appear likely to be exceeded, shut the throttle.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 ALL MODIFICATIONS FROM THE DESIGN AUTHORITY.	All 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	As the shaft is broken, the pump does not operate.
		WHILE YOU DO THE TEST OF THE VALVE, MAKE SURE THAT THERE IS NO LEAKAGE.	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”, refer to “long (as long as)”.	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.	Ask Man B to make sure the switch is off.
		SPEAK TO THE LOCAL AIR-TRAFFIC CONTROLLER.	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)	CALCULATE, ESTIMATE (n)	CALCULATE THE QUANTITY OF FUEL NECESSARY.	Assess the quantity of fuel needed.
		MAKE AN ESTIMATE OF THE DAMAGE.	Assess the damage.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
assessment (n)	ESTIMATE, CALCULATE (v)	MAKE AN ESTIMATE OF THE DAMAGE. CALCULATE THE NUMBER OF SHIMS NECESSARY.	Carry out an assessment of the damage. 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)	CORRECT, ITS, RELATED, THEIR	INSTALL THE DUMP VALVE AND THE CORRECT GASKET. REMOVE THE BOLT AND ITS WASHER. REMOVE THE PANELS FROM THE RELATED DOORS. REMOVE THE EIGHT BOLTS AND THEIR WASHERS.	Install the dump valve with associated gasket. Remove the bolt and associated washer. Remove the panels from the associated doors. Remove the eight bolts and associated washers.
assume (v)	THINK	IF YOU THINK THAT YOU CAN REPAIR THE DAMAGE, REFER TO THE REPAIR SECTION.	If damage is assumed to be repairable, refer to the repair section.
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 TABLE 7001 FOR INFORMATION ABOUT HOW THE PIVOT ASSEMBLY IS MADE.	Refer to Table 7001 for information as to the construction of the pivot assembly.
asymmetric (adj)	NOT SYMMETRICAL	IF THE RESULT THAT 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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), MINIMUM (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.
ATTACH (v), ATTACHES, ATTACHED, ATTACHED	To stay together or to cause different items to stay together.	MAKE SURE THAT THE LABEL FULLY ATTACHES TO THE SURFACE AND THAT THERE ARE NO BUBBLES. TEMPORARILY ATTACH THE CABLE TO THE ADJACENT STRUCTURE.	
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 PROTECTIVE COMPOUND TO PREVENT HYDRAULIC FLUID DAMAGE TO THE SEALANT.	Apply two coats of protective compound to prevent hydraulic fluid from attacking the sealant.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
attain (v)	SHOW, BE, GET	WHEN THE METER SHOWS 28 VOLTS DC, THE RELAY CLOSES.	When 28 volts DC is attained, the relay closes.
		WHEN THE VOLTAGE IS 28 VOLTS DC, THE RELAY CLOSES.	When 28 volts DC is attained, the relay closes.
		WHEN YOU GET 28 VOLTS DC, THE RELAY CLOSES.	When 28 volts DC is attained, the relay closes.
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.
		LISTEN FOR AIR FROM THE LINES.	Check the lines for audible leaks of air.
augment (v)	INCREASE	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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	EMERGENCY, AUXILIARY (adj)	IN AN EMERGENCY, THE ONE-SHOT BATTERY SUPPLIES DC POWER.	The one-shot battery is a backup DC electrical supply.
		USE THE AUXILIARY SYSTEM IF THE MAIN SYSTEM DOES NOT OPERATE.	This system can be used as a backup if the main system fails.
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.	TO KNOW MORE ABOUT TO PARK IN BAD WEATHER CONDITIONS, REFER TO CHAPTER 6.	
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 UNSATISFACTORILY GROUNDED CAN BE DANGEROUS.	A badly earthed fuel tanker can be dangerous.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
BALANCE (v), BALANCES, BALANCED, BALANCED	To make equal	BALANCE THE ELECTRICAL LOADS ON EACH GENERATOR.	
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)	1. To occur, exist	IF THERE IS CORROSION ON THE PUMP VANES, REPLACE THE PUMP.	
<u>NOTE:</u> No other forms of this verb	2. To have a property, to be equal to	ACID SOLUTIONS ARE DANGEROUS.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
BEHIND (pre)	In a position at the rear of	THE PUMP IS INSTALLED BEHIND THE HYDRAULIC MOTOR.	
BELOW (pre)	In (or to) a position farther down than something NOTE: 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 change or cause to change from straight to curved	BEND THE PIPE CAREFULLY. THESE PARTS CAN EASILY BEND, BREAK OR BECOME INCORRECTLY ALIGNED.	
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
big (adj)	LARGE	INSTALL THE LARGER BOLTS.	Install the bigger bolts.
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 the 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
bolt (v)	BOLT (TN)	ATTACH THE TRACK TO THE CHANNELS WITH THE BOLTS.	Bolt track to channels.
BOND (n)	<ol style="list-style-type: none"> 1. A connection between structural components for electrical continuity 2. A firm connection with another material 	<p>DO A RESISTANCE CHECK OF THE PRIMARY BONDS.</p> <p>MAKE SURE THAT THE BOND BETWEEN THE HONEYCOMB CORE AND THE SKIN IS CORRECT.</p>	
BOND (v), BONDS, BONDED, BONDED	<ol style="list-style-type: none"> 1. To make an electrical bond 2. To attach firmly or become firmly attached with another material <p><u>NOTE</u>: Refer also to Rule 1.13.</p>	<p>THE STATIC DISCHARGER IS ELECTRICALLY BONDED TO THE WING.</p> <p>IF THE FILLER BONDS TO THE TOOL, MAKE THE TOOL MOIST WITH COLD WATER.</p> <p>WHEN YOU BOND THE MATERIALS, APPLY A THIRD LAYER OF ADHESIVE.</p>	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
brace (v)	HOLD, STRONG (adj)	SUPPORT STRUTS HOLD THE FLOOR STRUCTURE IN POSITION. REINFORCEMENT PLATES MAKE THE LAP JOINTS STRONGER.	Support struts brace the floor structure. Reinforcement plates brace the lap joints.
branch (v)	DIVIDE	THE PRESSURE LINES DIVIDE IN DIFFERENT DIRECTIONS.	The pressure lines branch in different directions.
breadth (n)	WIDTH	THE WIDTH OF THE MATERIAL MUST BE LARGER THAN 10 mm.	The breadth of the material must be larger than 10 mm.
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 or become separated into parts by force (TN)	BREAK THE BOND OF THE SEALANT. IF THE SHEAR PIN BREAKS, DO AN INSPECTION OF THE TOWBAR.	
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 SOLVENT FUMES. BREATHE INTO THE OXYGEN MASK.	
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
brightness (n)	INTENSITY, BRIGHT (adj)	OPERATE THE DIMMER SWITCH AND MAKE SURE THAT THE INTENSITY OF THE LIGHT CHANGES. TURN THE ADJUSTER CLOCKWISE TO MAKE THE DISPLAY BRIGHTER.	Operate the dimmer switch and check the brightness of the light changes. The display brightness is increased by turning the adjuster clockwise.
brilliance (n)	INTENSITY, BRIGHT (adj)	SET THE INTENSITY TO THE MINIMUM. TURN THE "BRT CONTROL" CLOCKWISE TO MAKE THE DISPLAY BRIGHTER.	Set the brilliance to the minimum. To increase the display brilliance, turn the BRT CONTROL clockwise.
bring (v)	MOVE, PUT	MOVE THE PANEL INTO POSITION. PUT THE PANEL INTO POSITION.	Bring panel into place.
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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 cause or undergo combustion (TN)	THE TURBINE BURNS FUEL. THE SEALANT BURNS AT 109 DEG. F.	
	To cause injury or damage through heat	HOT SURFACES CAN BURN YOU.	
burst (v)	BREAK	IF THE DISK BREAKS, STOP THE SUPPLY.	If the disk bursts, switch off the supply.
BUT (con)	On the contrary	TIGHTEN THE NUTS BUT DO NOT TORQUE THEM AT THIS TIME.	
butt (v)	TOUCH	THE WIRE MUST TOUCH THE REAR OF THE CONTACT.	Wire must butt against rear of contact.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
CALCULATE (v), CALCULATES, CALCULATED, CALCULATED	To find a result by mathematics (TN)	CALCULATE THE PRESSURE WITH THE APPLICABLE FORMULA.	
calculation (n)	CALCULATE (v)	IN THIS EXAMPLE, WE CALCULATED THE DATA APPLICABLE ONLY TO A TYPE B UNIT.	The data used for the calculations in this example apply only to a Type B 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 possible, to be able to, or to be allowed to.	A MIXTURE OF FUEL AND OXYGEN CAN CAUSE AN EXPLOSION. YOU CAN CLEAN THE DRAIN HOLES WITH THE CLEANING TOOL. YOU CAN OPERATE THE VEHICLE AFTER THE INSPECTION IS COMPLETE.	
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)	To not be able to	THE WHEEL CANNOT MOVE WHEN THE LOCK IS ENGAGED.	
cap (v)	SEAL, CAP (TN)	SEAL ALL THE HOSES. PUT CAPS ON THE CONNECTORS.	Cap all the hoses. Cap the connectors.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
capable (adj)	APPROVED, CAN (v)	AN APPROVED PERSON MUST DO THE IMPORTANT CHECKS. THE POWER UNIT CAN SUPPLY 28 VDC.	Vital checks are to be carried out by a capable person. The power unit is capable of producing 28 VDC.
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)	PRECAUTION, CAREFUL (adj), CAREFULLY (adv)	OBEY THE PRECAUTIONS WHEN YOU DO WORK WITH HIGH VOLTAGES. BE CAREFUL WHEN YOU REFUEL THE AIRCRAFT. REMOVE THE GEARBOX CAREFULLY.	You must take care when you work with high voltages. Take care when refueling the aircraft. Remove the gearbox with great care.
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 command verb construction	DO THE LEAK TEST.	Carry out leak test.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
case (n)	CONDITION	THE DATA FOR ALL OPERATIONAL CONDITIONS ARE SHOWN IN FIGURE 1.	The 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.
CATCH (v), CATCHES, CAUGHT, CAUGHT	To stop or prevent the movement of something <u>NOTE:</u> For other meanings, use COLLECT.	THE LUG ON THE PANEL OPENING CATCHES THE BOTTOM OF THE DRAWER. DO NOT LET THE TOOL CATCH ON THE PANEL. 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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
cavity (n)	HOLE, SPACE	FILL THE HOLE WITH MASTIC. FILL THE SPACE BETWEEN THE PATCH AND THE ADJACENT STRUCTURE WITH SEALANT.	Fill the cavity with mastic. 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)	ALIGN THE LINKAGE WITH THE CENTER.	Center the linkage.
centralize (v)	CENTER (TN), NEUTRAL (TN)	MOVE THE CONTROLS TO THE CENTER POSITION. MOVE THE CONTROLS TO THE NEUTRAL POSITION.	Centralize the controls. Centralize the controls.
certain (adj)	SURE, SOME	IF YOU ARE NOT SURE, DO THE TEST AGAIN. SOME BOLTS ARE SHORTER THAN THE OTHERS.	If you are not certain, do the test again. Certain bolts are shorter than the others.
certify (v)	WRITE, APPROVAL	WRITE THE CHANGE IN THE LOGBOOK. GET APPROVAL FROM YOUR SUPERVISOR FOR THE REPAIR.	Certify the change in the logbook. 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 THE LEVER MOVED ACCIDENTALLY, DO THE TEST AGAIN.	If there is a chance of leakage, put a container below the unit. 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
CHANGE (v), CHANGES, CHANGED, CHANGED	To become or to cause to become different <u>NOTE:</u> For other meanings, use REPLACE.	IF THE HUMIDITY CHANGES FREQUENTLY, PUT A COVER ON THE UNIT.	
		CHANGE THE COLOR OF THE DISPLAY. REPLACE THE DAMAGED VALVE.	Change the damaged valve.
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.	The characteristics of these sealants prevent corrosion.
		DO NOT USE THIS MATERIAL BECAUSE IT DOES NOT HAVE THE NECESSARY QUALITIES.	Don't use this material because it doesn't have the right characteristics.
CHARGE (v), CHARGES, CHARGED, CHARGED	To accumulate or add electrical energy <u>NOTE:</u> For other meanings, use FILL, PRESSURIZE.	CHARGE THE BATTERY.	
		MAKE SURE THAT THE BATTERY CHARGES.	
		FILL THE TANK WITH 10 LITERS OF METHANOL.	Charge the tank with 10 liters of methanol.
CHECK (n)	The procedure you do to make sure something operates correctly	PRESSURIZE THE ACCUMULATOR WITH NITROGEN.	Charge the accumulator with nitrogen.
		DO A CHECK OF THE HYDRAULIC SYSTEM.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
check (v)	MAKE SURE, MEASURE, EXAMINE CHECK (n)	MAKE SURE THAT IT IS SAFE TO SUPPLY ELECTRICAL POWER. MEASURE THE DISTANCE BETWEEN THE FACES. EXAMINE THE CASTING FOR CORROSION. DO A LEAKAGE CHECK OF THE VALVE.	Check that it is safe to apply electrical power. Check the distance between the faces. Check the casting for corrosion. Check the valve for leakage.
CHEMICAL (adj)	Related to a chemical (TN)	REMOVE THE CORROSION WITH THE CHEMICAL COMPOUND THAT IS SPECIFIED IN TABLE 6001.	
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)	SELECTION, ALTERNATIVE (adj)	MAKE A SELECTION FROM THE AVAILABLE SHIMS TO GET THE CORRECT THICKNESS. TABLE 1 GIVES ALTERNATIVE ADHESIVES WHICH YOU CAN USE TO DO THIS REPAIR.	Make a choice from the available shims to get the correct thickness. In Table 1 there is a choice of adhesives which you are allowed to use when you do this repair.
choose (v)	SELECT	SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE.	Choose the hydraulic system that you will pressurize.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
CLEARANCE (n)	The space between two (TN) objects that must be clear to make sure that they do not touch	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 COUNTER-CLOCKWISE.	
click (v)	CLICK (n) <u>NOTE:</u> You can use this word as a TV for computer processes and applications	WHEN THE SOLENOID MAKES A CLICK, THE VALVE IS OPEN. CLICK "NEXT" TO CONTINUE.	When the solenoid clicks, the valve is open.
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 METHYL ETHYL KETONE NEAR FLAMES OR SPARKS.	Do not use methyl ethyl ketone in close contact with flames or sparks.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	CLOSE THE INSTRUMENT PANEL. MAKE SURE THAT THE DOORS CLOSE FULLY.	
	2. To operate a circuit breaker to make an electrical circuit	MAKE SURE THAT THE CIRCUIT BREAKER IS CLOSED. MAKE SURE THAT THE CIRCUIT BREAKER CLOSSES.	
closely (adv)	CAREFULLY	CAREFULLY MONITOR THE SYSTEM OPERATION.	Closely monitor the system 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.
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, CODE (n)	IDENTIFY THE CABLES WITH A CODE.	Code the cables.
		PUT A CODE ON THE CABLES.	Code the cables.
COIL (n)	A sequence of loops	MAKE SURE THAT THE COILS OF THE OXYGEN HOSE DO NOT RUB TOGETHER.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. COLLECT ALL LOOSE ITEMS AND PUT THEM IN THE CONTAINER.	
COLOR (n)	A property of light (TN)	THE COLOR CHANGES FROM BLUE TO RED.	
color code (v)	IDENTIFY, CODE (n)	IDENTIFY THE ASSEMBLY WITH THE CORRECT COLOR. PUT A COLOR-CODE ON EACH OF THE ASSEMBLIES.	The assembly must be color coded. Color-code the assemblies.
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.
combustible (adj)	FLAMMABLE	KEEP THE FLAMMABLE MATERIALS AT A MINIMUM DISTANCE OF 50 FEET FROM THE WORK AREA.	Keep combustible materials at a minimum distance of 50 feet from the work area.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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, MONITOR THE RESULTS ON THE SCREEN.	At the commencement of test, monitor the results on the screen.
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.
COMPATIBLE (adj)	That can operate together satisfactorily or be used together safely	THIS SOFTWARE IS COMPATIBLE ONLY WITH THE SPECIFIED OPERATING SYSTEM. THE COOLANT IS COMPATIBLE WITH ALL AEROSPACE ALLOYS.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
compile (v)	MAKE, RECORD, COLLECT	MAKE A LIST OF THE NECESSARY TOOLS. RECORD THE AILERON MOVEMENT ON FORM "B". COLLECT ALL THE MAINTENANCE RECORDS FOR THE AIRCRAFT.	Compile a list of the required tools. Compile the aileron movement on Form B. Compile the records of all maintenance on the aircraft.
complete (adj)	FULL, ALL, COMPLETE (v)	EXTEND AND RETRACT THE LANDING GEAR THROUGH THREE FULL CYCLES. SEND ALL THE TEST RESULTS TO THE MANUFACTURER. THIS SHOWS THAT SERVICING IS COMPLETED.	Extend and retract the landing gear through three complete cycles. The complete test results must be sent to the manufacturer. This indicates that servicing is complete.
COMPLETE (v), COMPLETES, COMPLETED, COMPLETED	To bring to an end	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. TWO HOURS ARE NECESSARY TO COMPLETE THIS TASK.	See 72-00-00, Testing 001 upon completion of this procedure. 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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 TRICHLORO-ETHYLENE.	
COMPOUND (n)	Something made of two (TN) or more materials	THESE COMPOUNDS CONTAIN AN ABRASIVE MATERIAL WHICH CAN CAUSE DAMAGE TO THE UNIT.	
comprehensive (adj)	FULL	DO A FULL INSPECTION OF THE FAIRING.	Do a comprehensive inspection of the fairing.
COMPRESS (v), COMPRESSES, COMPRESSED, COMPRESSED	To decrease or cause to decrease in dimension or volume	COMPRESS THE SPRING AND CAREFULLY INSTALL THE COVER. WHEN THE SPRING COMPRESSES, THE VALVE OPENS.	
comprise (v)	HAVE, CONTAIN	THE VALVE ASSEMBLY HAS THESE PARTS: EACH SURVIVAL KIT CONTAINS THESE ITEMS.	The valve assembly comprises these parts: Each survival kit comprises these items.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 A TYPE B UNIT.	This procedure is only concerned with a Type B unit.
conclusion (n)	END, RESULT	AT THE END OF THE TEST, SET THE SWITCH TO "NORMAL".	At the conclusion of the test you must switch to NORMAL.
		IF THE RESULTS OF THE TEST ARE UNSATISFACTORY, REPLACE THE UNIT.	If the conclusions of the test are not satisfactory, replace the unit.
concurrently (adj)	AT THE SAME TIME	DO THESE TWO PROCEDURES AT THE SAME TIME.	These two procedures must be applied concurrently.
CONDENSATION (n)	The result when a gas changes into a liquid	PUT THE SWITCH IN THE "ON" POSITION 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 (con) for "On the condition that".	THESE INITIAL CONDITIONS ARE NECESSARY TO GET CORRECT RESULTS: DO A CHECK OF THE UNIT CONDITION.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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 THE APPLICABLE QUALITY STANDARD.	The accuracy of the gauges must be in conformity with the applicable quality standard.
CONNECT (v), CONNECTS, CONNECTED, CONNECTED	To come together or cause to come together to make one (TN) unit or system	CONNECT THE ELECTRICAL CONNECTORS TO THE INSTRUMENT. PLUG A CONNECTS TO SOCKET B.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
considerable (adj)	LARGE, IMPORTANT, DANGEROUS <u>NOTE:</u> Be as specific as possible (Refer to Rule 1.17).	CLEAN YOUR SKIN WITH A LARGE QUANTITY OF WATER. CONTAMINATION OF CABIN AIR 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 can be a considerable problem. Hydraulic fluid can cause considerable eye injury.
consist of (v)	HAVE	EACH ANTENNA HAS THREE PARTS.	Each antenna consists of three parts.
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. SPEAK TO THE CREW CHIEF ON THE INTERPHONE.	The tool must not contact the cable. 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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
contaminated (adj)	DIRTY, CONTAMINATION (n)	REPLACE THE DIRTY OIL. REMOVE THE CONTAMINATION FROM THE HYDRAULIC FLUID WITH A CLASS 5 FILTER.	Contaminated oil must be replaced. Filter the contaminated hydraulic fluid through a Class 5 filter.
CONTAMINATION (n)	Unwanted change of the original condition of a material because of chemical or physical agents or a material that causes such a change	DUST CAN CAUSE CONTAMINATION ON ALL FILTERS.	
CONTENTS (n)	Something that is in a container	THE FUEL CONTENTS IN THE FIN TANK MUST BE LESS THAN 100 kg.	
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 stay or keep in current condition or operation.	CONTINUE THE TEST. IF THE LOW PRESSURE CONDITION CONTINUES, REPLACE THE UNIT.	
CONTINUOUS (adj)	That continues	MAKE SURE THAT THERE IS CONTINUOUS MOVEMENT OF THE PROBE.	
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
COOL (adj)	Moderately cold	WHEN THE AREA IS SUFFICIENTLY COOL, POLISH THE SURFACE.	
cool (v)	DECREASE, COOL (adj)	LET THE TEMPERATURE OF THE COMPONENT DECREASE UNTIL IT IS THE SAME AS THE AMBIENT TEMPERATURE. OPERATE THE PARKING BRAKE WHEN THE BRAKES ARE COOL.	Let the temperature of the component cool to ambient. Apply parking brake when brakes have cooled.
coordinate (v)	SYNCHRONIZED (adj)	MAKE SURE THAT COMPASS SYSTEM 1 AND COMPASS SYSTEM 2 ARE SYNCHRONIZED.	Coordinate compass system 1 and compass system 2.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 data.
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.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	THIS MATERIAL CAUSES CORROSION OF SURFACES WITH NO PROTECTION.	This material 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.	
couple (v)	CONNECT, ATTACH	CONNECT THE FUELING NOZZLE TO THE AIRCRAFT. ATTACH THE FUELING NOZZLE TO THE AIRCRAFT.	Couple fueling nozzle to aircraft. Couple fueling nozzle to aircraft.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
cover (v)	INCLUDE, HAVE, COVER (TN)	THIS PROCEDURE INCLUDES THE INSTRUCTIONS TO REMOVE THE CSD.	This procedure covers removal of the CSD.
		THE BOTTOM EDGE OF THE PANEL HAS CARPET ON IT.	The bottom edge of the panel is covered with carpet.
		PUT THE COVER ON THE CONTAINER.	Cover the container.
crack (v)	OPEN, CRACK (TN)	WHEN THE RELIEF VALVE OPENS, THE PRESSURE DECREASES.	When the relief valve cracks, the pressure decreases.
		IF THERE ARE CRACKS IN THE CENTER PLY, REPLACE THE WINDSHIELD PANEL.	If a center ply is cracked, replace the windshield panel.
crank (v)	DRY-MOTOR, WET- MOTOR, TURN	DRY-MOTOR THE ENGINE.	Crank engine.
		WET-MOTOR THE ENGINE.	Crank engine.
		TURN THE START VALVE TO "SHUT".	Crank start valve to SHUT.
create (v)	MAKE, CAUSE	CUT THE BRACKET TO MAKE A CLEARANCE.	Clearance should be created by cutting the bracket.
		MAKE SURE THAT THE WIRE IS IN THE POSITION TO CAUSE THE PARTS TO LOCK.	Ensure wire is positioned to create a locking motion on parts.
critical (adj)	VERY IMPORTANT, CAREFUL <u>NOTE</u> : Also part of a TN.	THE CONDITION OF THE RADOME IS VERY IMPORTANT FOR ITS PERFORMANCE.	The condition of the radome is critical to its performance.
		MAKE A CAREFUL ESTIMATE OF THE DAMAGED AREA.	Make a critical estimate of the damaged area.
cross (v)	ACROSS, CORRECTLY (adv)	DO NOT GO ACROSS A VOR RADIAL.	Do not cross VOR radial.
		CONNECT THE WIRES CORRECTLY.	Do not cross wires.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
curvature (n)	BEND, CURVE, RADIUS (TN)	THE BEND IN THE PIPE MUST HAVE A 30 mm RADIUS. THE RADIUS OF THE CURVE MUST BE A MINIMUM OF 8 mm. BEND THE PIPE TO THE CORRECT RADIUS.	The curvature of the pipe must have a 30 mm radius. The radius of the curvature must be a minimum of 8 mm. Bend the pipe to the correct curvature.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 ALL LOOSE DIRT FROM THE SEAT WITH A MOIST CLOTH.	Remove all 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
deactivate (v)	STOP, DISCONNECT, ISOLATE	THE WARNING BELL AND THE HORN MUST START AND THEN STOP AGAIN. MAKE SURE THAT THE MICROSWITCHES ARE DISCONNECTED. OPEN THE CIRCUIT BREAKER TO ISOLATE THE LANDING GEAR SYSTEM.	Warning bell and horn should activate and then deactivate. Make sure microswitches have been deactivated. Trip the circuit breaker to deactivate the landing gear system.
deadly (adj)	KILL (v)	HIGH VOLTAGES CAN KILL YOU.	High voltages are deadly.
deerate (v)	BLEED, AIR (TN)	BLEED THE No. 1 HYDRAULIC SYSTEM. THE VACUUM EQUIPMENT REMOVES THE AIR FROM THE COMPOUND.	Deerate the No. 1 hydraulic system. Vacuum equipment deaerates the compound.
dearm (v)	DISARM, REMOVE	DISARM THE ESCAPE SLIDE. REMOVE THE CARTRIDGES FROM THE FIRE BOTTLES.	Dearm the escape slide. Dearm the fire bottles.
debris (n)	UNWANTED MATERIAL, PIECE, CONTAMINATION	REMOVE ALL THE UNWANTED MATERIAL FROM THE DAMAGED AREA. MAKE SURE THAT THERE ARE NO PIECES OF TIRE IN THE LANDING GEAR BAY. MAKE SURE THAT THERE IS NO CONTAMINATION IN THE WHEEL WELL.	Remove all the debris from the damaged area. Make sure there is no tire debris in the landing gear bay. Check there is no debris in the wheel well.
decay (v)	DECREASE	WHEN THE ENGINE RPM DECREASES TO 500, STOP THE ENGINE.	When the engine RPM decays to 500, stop the engine.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
decelerate (v)	DECREASE, SLOWER (adj)	MAKE SURE THAT THE ENGINE RPM DECREASES TO 500 RPM. TO MAKE THE CURING PROCESS SLOWER, DECREASE THE HEAT THAT YOU APPLY TO THE COMPOUND.	Check that engine decelerates to 500 rpm. The curing process of the compound can be decelerated by decreasing the heat applied.
decide (v)	FIND, SELECT, DECISION (n)	DO THE TESTS TO FIND HOW MUCH MAINTENANCE IS NECESSARY. SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE. IF YOUR DECISION IS NOT TO REPLACE THE UNIT, MONITOR ITS TEMPERATURE FOR A MINIMUM OF 15 CYCLES.	Do tests to decide level of maintenance required. Decide which hydraulic system you will pressurize. If you decide not to replace the existing unit, watch its temperature for at least 15 cycles.
DECISION (n)	The result after you think about a problem	MAKE A DECISION ABOUT WHICH PROCEDURE YOU WILL USE.	
decontamination (n)	REMOVE CONTAMINATION, CLEAN (v),	REMOVE THE CONTAMINATION FROM THE FUEL TANKS. CLEAN THE AIRCRAFT IN AN APPROVED AREA.	Do the decontamination of the fuel tanks. The decontamination of the aircraft shall be done in an authorized area.
decrease (n)	DECREASE (v)	THE PRESSURE MUST DECREASE BY 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
DE-ENERGIZE (v), DE-ENERGIZES, DE-ENERGIZED, DE-ENERGIZED	To remove power (TN) from	DE-ENERGIZE THE AC AND DC BUSES.	
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, GIVE, SPECIFIED (adj)	CALCULATE THE QUANTITY OF FUEL NECESSARY FOR THE FLIGHT. THE BRAKE INDICATOR GIVES THE WEAR ON THE BRAKE SHOE. THE FLAP ANGLES ARE SPECIFIED IN TABLE 1.	Define the amount of fuel required for the flight. The brake indicator defines the wear on the brake shoe. Table 1 defines the flap angles.
DEFLATE (v), DEFLATES, DEFLATED, DEFLATED	To make or become smaller as a result of depressurization	DEFLATE THE TIRE TO A PRESSURE OF 2 BAR (29 PSI). IF THE WHEEL TEMPERATURE INCREASES TO MORE THAN 177 DEG, THE CORE OF THE FUSIBLE PLUG MELTS AND THE TIRE DEFLATES.	
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. MAKE SURE THAT THE POSITION IS 23 DEG. MAKE SURE THAT THE TRAVEL IS 23 DEG.	Remove all rigging pins and equipment preventing free deflection of control surfaces. Ensure that deflection is 23 deg. Ensure that deflection is 23 deg.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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 SOLVENT.	Degrease the faying surface with solvent.
de-ice (v)	ICE (TN)	REMOVE THE ICE FROM THE AIRCRAFT.	De-ice the aircraft.
delay (n)	INTERVAL, IMMEDIATELY (adv)	AN INTERVAL OF 5 MINUTES IS NECESSARY BEFORE YOU CONTINUE THE TEST.	A delay of 5 minutes is necessary before continuing with the test.
		THE JAWS OF THE UPLOCK UNIT MUST OPEN IMMEDIATELY.	The jaws of the uplock unit must open with no delay.
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, REMOVE <u>NOTE</u> : You can use this word as a TV for computer processes and applications.	ERASE THE FLIGHT DATA FROM THE TAPE.	Delete the flight data from the tape.
		REMOVE THE PENCIL MARKS WITH AN ERASER.	Delete the pencil marks with an eraser.
delicate (adj)	EASILY DAMAGED	DELETE THE FILE.	
		BE CAREFUL WITH EASILY DAMAGED PARTS.	Be careful with delicate parts.
deliver (v)	SUPPLY	SET THE RIG TO SUPPLY A PRESSURE OF 800 kPa.	Set rig so that it delivers a pressure of 800 kPa.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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 or cause to move from a specified position of storage and into operation	KEEP PERSONNEL AWAY FROM THE AIRCRAFT WHEN THE THRUST REVERSER DEPLOYS. DEPLOY THE SLIDE RAFT.	
deposit (n)	PARTICLE, CONTAMINATION	IF THERE ARE METAL PARTICLES IN THE OIL FILTER, EXAMINE THE FILTER ELEMENT FOR WEAR. FLUSH THE PIPES TO REMOVE CONTAMINATION.	If there are metal deposits in the oil filter, check the filter element for wear. Flush pipes to remove deposits.
depress (v)	PUSH	PUSH THE BUTTON AND THEN RELEASE IT.	Depress and release push button.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 STRAIGHTEDGE AND FEELER GAUGES (FIG. 4).	
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.
desired (adj)	NECESSARY, CORRECT	ADD THE NECESSARY QUANTITY OF OIL. TIGHTEN THE TURNBUCKLE UNTIL YOU HAVE THE CORRECT TENSION IN THE CABLE.	Add the desired quantity of oil. Tighten the turnbuckle until you have the desired tension in the cable.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
detail (v)	GIVE, REFER	THIS SECTION GIVES THE REMOVAL / INSTALLATION INSTRUCTIONS.	This section details Removal / Installation instructions.
		DO THE LEAK TEST (REFER TO PARAGRAPH 4.0).	Do the leak test as detailed in paragraph 4.0.
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 DETERIORATION OF THE SURFACE.	
determine (v)	FIND, GIVE, SELECT	FIND THE DEFECTS IN THE SYSTEM.	Determine the defects in the system.
		DIMENSIONS 1 AND 2 GIVE THE CORRECT POSITION.	The correct position is determined by dimensions 1 and 2.
		SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE.	Determine which hydraulic system you will pressurize.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
detrimental (adj)	DANGEROUS, DAMAGE (n)	HYDRAULIC FLUID IS DANGEROUS FOR YOUR HEALTH.	Hydraulic fluid is detrimental to health.
		SMALL QUANTITIES OF SURFACE BLOOMING, WHICH CAN OCCUR ON ITEMS IN STORAGE, DO NOT CAUSE DAMAGE TO THE COMPONENT.	Light surface blooming, which can occur on items in storage is not detrimental to the component.
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.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
difficult (adj)	NOT EASILY (adv), NOT EASY	IF YOU CANNOT INSTALL THE RIGGING PIN EASILY, ADJUST THE LENGTH OF THE ROD. IF IT IS NOT EASY TO INSTALL THE RIGGING PIN, ADJUST THE LENGTH OF THE ROD.	If rigging pin is difficult to install, adjust length of rod again. If rigging pin is difficult to install, adjust length of rod again.
difficulty (n)	NOT EASILY (adv), NOT EASY (adj)	IF YOU CANNOT REMOVE THE BOLT EASILY, APPLY PENETRANT OIL. IF IT IS NOT EASY TO REMOVE THE BOLT, APPLY PENETRANT OIL.	If there is difficulty in removing the bolt, 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.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	DURING NIGHT OPERATION, MAKE SURE THAT THE PANEL LIGHTS ARE DIM.	
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.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 armaments	DISARM THE AIRCRAFT.	
	2. To prevent automatic operation	DISARM THE LIFT DUMPER.	
DISASSEMBLE (v), DISASSEMBLES, DISASSEMBLED, DISASSEMBLED	To take an assembly apart	DISASSEMBLE THE VALVE ASSEMBLY.	
DISCARD (v), DISCARDS, DISCARDED, DISCARDED	To not use again	REMOVE THE O-RINGS AND DISCARD THEM.	
discharge (v)	RELEASE, GO	RELEASE THE PRESSURE FROM THE TANKS.	Discharge pressure from the tanks.
		AIR GOES OVERBOARD.	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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 CLUTCH BEFORE YOU START THE ENGINE.	
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.
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.
disposition (n)	LOCATION, INSTRUCTION	MAKE SURE THAT THE FIRE EXTINGUISHERS ARE IN THEIR CORRECT LOCATIONS BEFORE YOU START THE ENGINE. OBEY THE INSTRUCTIONS OF THE MANUFACTURER WHEN YOU USE THE SOLVENT.	Check the disposition of fire extinguishers before you start the engines. Obey the dispositions of the manufacturer when you use the solvent.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
		THE SYSTEM SUPPLIES HYDRAULIC POWER.	The system distributes hydraulic power.
distribution (n)	SUPPLY	THE FUEL SUPPLY IS FROM THE COLLECTOR TANKS.	The fuel distribution is from the collector tanks.
disturb (v)	MOVE, CHANGE	DO NOT MOVE THE TIMING WHEN YOU INSTALL THE DISTRIBUTOR.	Do not disturb the timing during distributor installation.
		DO NOT CHANGE THE SEQUENCE OF THE WORK STEPS IN THE TEST.	Do not disturb the sequence of the work steps in the test.
DIVIDE (v), DIVIDES, DIVIDED, DIVIDED	<ol style="list-style-type: none"> To make into parts or groups To do mathematical division (TN) 	YOU CAN DIVIDE THE DRAINS INTO THREE PRIMARY GROUPS.	
		DIVIDE THE CROSSWIND COMPONENT BY THE AIRCRAFT SPEED TO GET THE CORRECTION.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
DO (v), DOES, DID, DONE	<ol style="list-style-type: none"> 1. To complete a procedure, task or step 2. Make 3. As a helping verb <ol style="list-style-type: none"> a. as part of a negative command or statement b. as part of a question 	<p>DO A FUNCTIONAL TEST.</p> <p>DO THE REPAIRS.</p> <p>DO NOT BREATHE THE SOLVENT FUMES.</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 RESULTS ARE 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 results, repeat the test.</p>
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 <u>NOTE</u> : You can use this word as a TV for computer processes and applications.	PULL THE WIRES THROUGH THE CONDUIT. DRAG THE ICON TO A NEW POSITION.	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. PULL THE WIRE OUT OF THE CONDUIT.	Draw a line on the blade. 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.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
DRINK (v), DRINKS, DRANK, DRUNK	To consume liquid <u>NOTE:</u> For WARNINGS, use SWALLOW.	DO NOT DRINK IN THE WORK AREA. DO NOT SWALLOW THE SOLVENT.	Do not drink the solvent.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 MAKE ADJUSTMENTS DURING THIS TEST.	Do not make adjustments 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
EACH (adj)	All of two (TN) or more objects or persons considered one (TN) at a time	MAKE SURE THAT THE SWITCH IN EACH PANEL 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. MAKE SURE THAT IT IS EASY TO MOVE THE HANDLE.	The handle must be moved with ease. The handle must be moved with ease.
ease (v)	CAREFULLY REMOVE, CAREFULLY MOVE	CAREFULLY REMOVE THE TRIM COVER FROM THE ADHESIVE TAPE. CAREFULLY MOVE THE PIPE INTO THE CORRECT POSITION.	Ease trim cover from adhesive tape. 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
EAT (v), EATS, ATE, EATEN	To consume food (TN) <u>NOTE:</u> For WARNINGS, use SWALLOW.	DO NOT EAT IN THE WORK AREA. DO NOT SWALLOW THE POTTING COMPOUND.	Do not eat the potting compound.
EDGE (n)	A line (TN) that is the intersection (TN) of two (TN) surfaces of a solid object	THE DISTANCE BETWEEN THE EDGE OF THE PANEL AND THE PARTITION MUST NOT BE MORE THAN 0.05 mm.	
EFFECT (n)	The result of a cause	THE EFFECT OF CO ₂ ON STRESSED PARTS CAN BE DANGEROUS.	
effect (v)	DO or other command 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	THE TRANSMISSION CONTROL PROTOCOL IS NOT SATISFACTORY FOR THE TRANSMISSION OF INTERACTIVE TRAFFIC.	The Transmission Control Protocol is not efficient for the transmission of interactive traffic.
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)	DO NOT TIGHTEN THE BOLTS WITH TOO MUCH FORCE. TRY TO MOVE THE CONTROL COLUMN.	Do not tighten the bolts with too much effort . Make an effort to move the control column.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
EJECT (v), EJECTS, EJECTED, EJECTED	To move or to cause a person or item to move from an aircraft or equipment with force (TN)	DO NOT HIT THE SWITCH. THIS CAN CAUSE THE SEAT TO 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 ELECTRO-MAGNETIC TEST PROCEDURE USES ELECTROMAGNETIC FORCE.	
ELECTRO-MAGNETICALLY (adv)	Related to electromagnetism (TN)	THE SYSTEM HOLDS THE POSITION ELECTROMAGNETICALLY.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	
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. Put a sachet of desiccant in the package to eliminate condensation.
EMERGENCY (n)	A condition that occurs suddenly and is dangerous	IN AN EMERGENCY, BREAK THE GLASS.	
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
enclosed (adj)	CLOSED	IF YOU USE TRICHLOROETHANE IN A CLOSED SPACE, MAKE SURE THAT THERE IS GOOD AIRFLOW IN THE AREA.	The work area must be well ventilated if trichloroethane is used in an enclosed space.
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.
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	ENGAGE THE CLUTCH. MAKE SURE THAT THE CLUTCH ENGAGES.	
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
ensue (v)	CAUSE	INCORRECT INSTALLATION WILL CAUSE DAMAGE.	Damage will ensue from incorrect installation.
ensure (v)	MAKE SURE	MAKE SURE THAT THE CORRECT SEALS ARE INSTALLED.	Ensure correct seals are fitted.
entail (v)	MUST	FOR THIS PROCEDURE YOU MUST USE SPECIAL TOOLS.	The procedure entails the use of special tools.
enter (v)	GO INTO, RECORD, ENTRY (n) <u>NOTE:</u> You can use this word as a TV for computer processes and applications.	DO NOT GO INTO THE ENGINE TEST AREA WITHOUT APPROVAL. RECORD THE DATA IN THE LOGBOOK. MAKE AN ENTRY IN THE LOGBOOK TO SHOW THAT YOU DID THE DEACTIVATION PROCEDURE. ENTER YOUR PASSWORD.	Do not enter the engine test area without approval.. Enter the data in the logbook. Enter in the logbook that you did the deactivation procedure.
entire (adj)	FULL, ALL	MAKE A SCAN OF THE FULL RANGE OF THE FREQUENCIES AVAILABLE. EXAMINE ALL OF THE SYSTEM TO FIND THE CAUSE OF THE INTERFERENCE.	Scan the entire range of the frequencies available. 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 SAFETY BARRIERS AT THE ENTRANCE TO THE WORK AREA.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	
equal (v)	SAME (adj), EQUAL (adj)	DIMENSION "X" MUST BE THE SAME AS DIMENSION "Z".	Dimension X must equal dimension Z.
		DIMENSION "X" MUST BE EQUAL TO DIMENSION "Y".	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 for operation and maintenance	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 (REF. No. 2) AND (REF. No. 18) 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 from a medium	ERASE THE TAPE.	
erect (v)	ASSEMBLE, BECOME STABLE	ASSEMBLE THE MOVABLE HOIST BEFORE YOU LIFT THE GEARBOX.	Erect the movable hoist before lifting the gearbox.
		LET THE VERTICAL GYRO BECOME STABLE.	Give the vertical gyro time to erect.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	
escape (v)	DEFLATE, RELEASE	DEFLATE THE TIRE. RELEASE ALL THE NITROGEN.	Let the air escape from the tire. Allow all the nitrogen to escape.
essential (adj)	NECESSARY, MUST (v)	HYDRAULIC POWER IS NOT NECESSARY. YOU MUST COMPLETE THE TEST.	Use of hydraulic power is not essential. It is essential to complete the test.
establish (v)	MAKE SURE	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 NECESSARY 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)	EXAMINE, ANALYSIS (TN)	EXAMINE THE DAMAGE AFTER A HARD LANDING. MAKE AN ANALYSIS OF THE TEST RESULTS.	Evaluate damage after a hard landing. Evaluate the test results.
evaluation (n)	ANALYSIS (TN), EXAMINE (v)	MAKE AN ANALYSIS OF THE TEST RESULTS. EXAMINE THE DAMAGE.	Do an evaluation of the test results. Do an evaluation of the damage.
evaporate (v)	DRY	LET THE COMPOUND DRY.	Allow the solvent to evaporate from the compound.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
evenly (adv)	GRADUALLY, EQUALLY	INCREASE THE TEMPERATURE GRADUALLY.	Increase the temperature evenly.
		APPLY THE LOAD EQUALLY ON THE AREA.	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.	Every safety pin must be removed before flight.
		SET THE "BTRY" SWITCH TO "ON" EACH TIME.	It is necessary to set the BTRY switch to "ON" every time.
		DO AN INSPECTION AT INTERVALS OF 20 000 FLIGHT HOURS.	Do an inspection every 20 000 flight hours.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
evidence (n)	INDICATION, SIGN, SHOW (v)	REPLACE THE VALVE IF THERE IS AN INDICATION OF A LEAK.	Replace the valve if there is evidence of a leak.
		ONE SIGN OF A LEAK OF HOT AIR FROM A JOINT IS THAT THE TEMPERATURE INDICATION DECREASES.	Evidence of a leak of hot air from a joint is that the temperature reading drops.
		REPLACE THE INSULATION BLANKETS THAT SHOW CHAFING.	Replace insulation blankets with evidence of chafing.
evidence (v)	SHOW, FIND	IF THE TEST SHOWS NO FAULT, CONTINUE THE PROCEDURE.	If no fault is evidenced by the test, continue the procedure.
		IF YOU DO NOT FIND DAMAGE DURING THE INSPECTION PROCEDURE, YOU CAN ASSEMBLE THE UNIT.	If the inspection does not evidence any damage, assemble the unit.
evident (adj)	FIND (v)	IF YOU DO NOT FIND DAMAGE, CONTINUE THE INSPECTION.	If no damage is evident, continue the inspection.
exact (adj)	CORRECT, ACCURATE	IF THE INDICATION IS NOT CORRECT, DO THE TEST AGAIN.	If the indication is not exact, 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)	FULLY, CORRECT (adj),	OBEY THE PROCEDURE FULLY.	Obey the procedure exactly.
		THE SEAL MUST BE OF THE CORRECT DIMENSION FOR THE GROOVE.	The seal must fit the groove exactly.
examination (n)	EXAMINE (v), FIND (v)	EXAMINE THE BLADE FOR CRACKS.	Do an examination of the blades for cracks.
		IF YOU FIND CORROSION, REMOVE IT WITH THE SPECIFIED MATERIAL.	If the examination reveals corrosion, it must be removed with the specified material.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 UNIT, EXAMINE THE CONTROL LINKAGE.	If exceptional force is needed to open the unit,, examine the control linkage.
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 PUT MORE THAN THE PERMITTED WEIGHT ON THE TROLLEY. REMOVE THE UNWANTED COMPOUND FROM THE GASKET.	Do not apply excess adhesive on the gasket. Do not put excess weight on the trolley. Wipe excess compound from gasket.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 SEAL.	Excessive force can damage the seal.
		IF THE PRESSURE IS MORE THAN 1000 kPa, STOP THE TEST.	If the pressure is excessive, stop the test.
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 FIVE DROPS A MINUTE, EXAMINE THE SEALANT.	If oil leaks excessively, check the sealant.
exchange (v)	INTERCHANGE (v), REPLACE (v)	INTERCHANGE THE No. 1 AND No. 2 COMPUTERS. THEN DO THE TEST AGAIN.	Exchange the No. 1 and No. 2 computers. Then do the test again.
		REPLACE THE O-RINGS.	Exchange the O-rings
exclude (v)	NOT INCLUDE, NOT USE	THIS PROCEDURE DOES NOT INCLUDE THE REMOVAL OF THE PISTON.	This procedure excludes the removal of the piston.
		DO NOT USE OXYGEN.	Exclude the use of oxygen.
excluding (pre)	WITHOUT	THE WEIGHT OF THE UNIT, WITHOUT THE PUMP, IS 10 kg.	The weight of the unit, excluding the pump, is 10 kg.
execute (v)	DO	DO THESE STEPS.	Execute the following operations.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
exempt (adj)	NO, NOT SHOW (v)	MAKE SURE THAT THERE ARE NO METAL PARTICLES IN THE OIL.	Ensure the oil is exempt from metal particles.
		MAKE SURE THAT THE SEALS DO NOT SHOW SIGNS OF DETERIORATION.	Ensure the seals are exempt from signs of deterioration.
exercise (v)	BE CAREFUL, MAKE SURE	BE CAREFUL NOT TO GET ACID ON YOUR SKIN.	Exercise caution not to allow acid to contact skin.
		MAKE SURE THAT YOU DO NOT GET ACID ON YOUR 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.
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.	Exhaust the gases using a fan.
		DECREASE THE NITROGEN PRESSURE TO 120 PSI.	Exhaust the nitrogen pressure to 120 psi.
		RELEASE THE HYDRAULIC PRESSURE IN THE ACCUMULATOR.	Exhaust all the hydraulic pressure in the accumulator.
exhaustive (adj)	ALL, FULL	ALL THE TEST CONDITIONS ARE GIVEN IN PARAGRAPH 2.0.	An exhaustive list of test conditions is given at paragraph 2.0.
		THIS IS NOT A FULL LIST.	The list is not exhaustive.
exist (v)	BE	THERE ARE TWO DIFFERENT PROCEDURES FOR THIS REPAIR.	Two different procedures exist for this repair.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	To increase in dimension, volume or time	THE BELLOWS MUST EXPAND. HEAT EXPANDS THE GAS IN THE CONTAINER.	
expect (v)	POSSIBLE (adj)	IF IT IS POSSIBLE THAT THE TEMPERATURE WILL DECREASE TO -20 DEGREES C, REMOVE THE BATTERIES.	If temperature is expected to drop to -20 Degrees C, remove the 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.
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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
EXTEND (v), EXTENDS, EXTENDED, EXTENDED	To increase, or cause something to increase, in dimension or range	FULLY EXTEND THE JACK RAM. MAKE SURE THAT THE RODS EXTEND AND RETRACT.	
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 125 mm.	
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. Measure the extent of the crack. Measure the extent of the crack.
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 stop burning <u>NOTE:</u> Lights (TN) and lamps (TN) GO OFF or ARE OFF.	TO EXTINGUISH A FIRE IN THE ENGINE, PULL THE "FIRE" HANDLE. THE INDICATION FOR AUTOIGNITION COMES ON IF THE FLAME EXTINGUISHES.	
extra (adj)	MORE	THIS MATERIAL GIVES MORE PROTECTION.	This material provides extra protection.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 JOINT.	Make sure fresh grease exudes from the joint.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. WHEN YOU DO MAINTENANCE ON THE WASTE WATER SYSTEM, DO NOT TOUCH YOUR FACE WITH YOUR GLOVES.	
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, MAKE ... EASIER	IDENTIFY THE COMPONENT WITH A CODE TO HELP YOU TO INSTALL IT AGAIN CORRECTLY. THIS MAKES FAULT ISOLATION EASIER.	Mark the component with a code that will facilitate its correct reinstallation. This facilitates fault isolation.
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 special 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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> : Refer also to 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, THE INDICATOR SHOWS THAT THERE IS A LEAK.	When there is a fall in pressure, the indicator shows a leak.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	
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 CENTER.	
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)	HIGH VOLTAGE IN THE ELECTRONIC SYSTEM CAN KILL YOU.	High voltage in the electronic system can be fatal.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
FEEL (v), FEELS, FELT, FELT	To touch to find	CAREFULLY LIFT THE MAGNETIC LEVEL INDICATOR UNTIL YOU FEEL THE MAGNETS.	
few (adj)	SMALL NUMBER <u>NOTE:</u> If possible, give a specific number.	THIS PROCEDURE IS ONLY FOR REPAIRS THAT INCLUDE A VERY SMALL NUMBER OF RIVETS.	This procedure is only for repairs that include very few rivets.
few (a 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.	A few bolts are shorter than the others.
		AFTER APPROXIMATELY 5 SECONDS, THE LIGHT COMES ON AGAIN.	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 the maximum level or, if specified, to a given level, pressure, or quantity	FILL THE TANK WITH METHANOL.	
		MAKE SURE THAT THE RESERVOIR FILLS WITH WATER.	
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 THE UNIT 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.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
finding (n)	RESULT	TELL THE QUALITY DEPARTMENT ABOUT THE RESULTS OF THE ANALYSIS.	Report the findings of the analysis to the quality department.
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 ignite, or to operate items that contain an explosive material	FIRE THE CARTRIDGES. WHEN YOU PUSH THE AGENT PUSHBUTTON, THE FIRE EXTINGUISHER CARTRIDGE FIRES.	
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 9001.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
fit (v)	INSTALL, ATTACH, CORRECT (adj)	INSTALL THE DUCT.	Fit the duct.
		ATTACH THE PANEL TO THE AIRCRAFT WITH BOLTS. MAKE SURE THAT THE REPAIR PLUG HAS THE CORRECT DIMENSIONS.	Fit the panel to the aircraft with bolts. Ensure repair plug fits.
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 ALL LOOSE OR DAMAGED UPHOLSTERY.	Fix any loose or torn upholstery.
		INSTALL THE RETAINER BOLTS ON THE RETAINER.	Fix the retainer bolts to the retainer.
FLAME (n)	Burning gas	IF YOU SEE FLAMES FROM THE EXHAUST PIPE, STOP THE ENGINE.	
FLAMMABLE (adj)	That burns easily	THE SOLVENT 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 IN HALF- SECOND INTERVALS.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
flaw (n)	DAMAGE, DEFECTIVE (adj)	MAKE SURE THAT THERE IS NO DAMAGE TO THE SURFACE FINISH.	Make sure that there are no flaws in the surface finish.
	<u>NOTE:</u> Be as specific as possible.	MAKE SURE THAT THE SURFACE FINISH IS NOT DEFECTIVE.	Make sure that there are no flaws in the surface finish.
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 easily bend again and again	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 or to operate with a flow of liquid	FLUSH THE TUBES WITH PRESSURIZED FUEL.	
		MAKE SURE THAT THE TOILET ASSEMBLY FLUSHES CORRECTLY.	
focus (v)	FOCUS (TN)	PUT THE OPTICAL FIXTURE INTO FOCUS.	Focus the optical fixture.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
fold (n)	FOLD (v)	FOLD THE MATERIAL.	Make a fold in the material.
FOLD (v), FOLDS, FOLDED, FOLDED	To double over or to cause to double over on itself	THE DRAG-STAY ASSEMBLY FOLDS WHEN THE NLG RETRACTS. FOLD THE ROTOR BLADES.	
FOLLOW (v), FOLLOWS, FOLLOWED, FOLLOWED	To come after <u>NOTE:</u> For other meanings, use OBEY.	THIS TEST FOLLOWS THE INSTALLATION OF THE LANDING GEAR. DO THE PROCEDURE THAT FOLLOWS. WHEN YOU USE THIS MATERIAL, OBEY THE MANUFACTURER'S INSTRUCTIONS.	When you use this material, follow the manufacturer's instructions.
following (adj)	THESE, FOLLOW (v)	MAKE SURE THAT THESE CIRCUIT BREAKERS ARE CLOSED. OBEY THE PRECAUTIONS THAT FOLLOW.	Check that the following circuit breakers are pushed in. The following precautions shall be taken.
FOR (pre)	Function word that shows purpose, intent, time, result or the object of an action	LET THE POTTING COMPOUND 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)	PUSH, FORCE (TN),	PUSH THE CLIP OUT TO REMOVE IT. DO NOT USE FORCE TO PUT THE COVER INTO POSITION.	Clip may be removed by forcing it out. Do not attempt to force cover into position.
forecast (v)	POSSIBLE (adj)	IF BAD WEATHER IS POSSIBLE, MOOR THE AIRCRAFT SAFELY.	If unfavorable weather conditions are forecast, moor the aircraft securely.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
form (n)	SHAPE	THE SEAL HAS THE SHAPE OF AN ELLIPSE.	The seal is in the form of an ellipse.
form (v)	BE	IF THERE IS CONTAMINATION IN THE FUEL TANKS, REMOVE IT IMMEDIATELY.	If contamination has formed in the fuel tanks, remove it immediately.
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	THE CONTROL UNIT IS INSTALLED IN THE FORWARD PART OF THE CARGO COMPARTMENT.	
FORWARD (adv)	In the direction of the front	MOVE THE LEVERS FORWARD.	
FORWARD OF (pre)	At a position nearer to the front	THE TENSION REGULATOR IS INSTALLED FORWARD OF THE PRESSURE BULKHEAD.	
foul (v)	CATCH, HIT, TOUCH, CLEARANCE (n)	MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS. IF YOU INSTALL THE UPPER DRAG STRUT INCORRECTLY, IT WILL HIT THE LOWER DRAG STRUT DURING RETRACTION. IF THE BRACKET TOUCHES THE CAM, ADD A SHIM WASHER.	Make sure that rods cannot foul the flaps. Do not install the upper drag strut so that it fouls the gear retraction. Should the bracket foul the cam, 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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, for example, 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 go or cause to go to a temperature below the freezing point of a liquid (usually of water)	FREEZE THE BUSHINGS BEFORE YOU INSTALL THEM. IF YOU THINK THAT THE WATER WILL FREEZE, ADD ANTIFREEZE.	
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 MOUNTING FLANGE WITH SOLVENT.	
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. 97.	Fulfill the instructions in the test procedure. This procedure fulfills all the requirements of Service Bulletin No. 97.
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 released from a material that you can usually smell but cannot see	DO NOT BREATHE THE SOLVENT FUMES.	
FUNCTION (n)	The purpose of an operation	THE PRIMARY FUNCTION OF THIS UNIT IS TO CONTROL THE FUEL FLOW.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
function (v)	OPERATE, MOVE	THE ELEVATOR CONTROLS MUST OPERATE SMOOTHLY. THE SYSTEM CONTROLS MUST MOVE FREELY.	The elevator controls must function smoothly. The system controls 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. A JACK IS SUPPLIED WITH THE TOOL ASSEMBLY.	Furnish Man B with a flashlight. 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 SURFACE.	The 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 DISTANCE BETWEEN THE ROTARY ACTUATOR AND THE STOP BOLT.	Measure the gap between the slat and the wing leading edge. Measure the gap between the rotary actuator and the stop bolt.
garble (v)	CLEAR (adj), CLEARLY (adv)	IF THE RADIO SIGNAL IS NOT CLEAR, ADJUST THE FREQUENCY. YOU MUST HEAR THE ANNOUNCEMENT CLEARLY.	If the radio signal is garbled, adjust the frequency. The announcement must be audible and not garbled.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 IN 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 in 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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 BATTERIES SUPPLY 28 VDC.	The stall warning must not be generated. If hydraulic pump fails to generate pressure of 3000 psi, use the electric pump. The batteries generate 28 VDC.
generous (adj)	LARGE, THICK <u>NOTE</u> : Be specific if possible.	A LARGE QUANTITY OF COMPOUND IS NECESSARY. APPLY A THICK LAYER OF GREASE.	A generous amount of compound will be necessary. Apply a generous amount of grease.
generously (adv)	LARGE (adj), THICK (adj) <u>NOTE</u> : Be specific if possible.	APPLY A LARGE QUANTITY OF SEALANT TO THE REPAIR PATCH. APPLY A THICK LAYER OF GREASE.	Apply sealant generously to repair patch. Apply grease generously.
gentle (adj)	CAREFULLY (adv), LIGHTLY (adv)	TURN THE POTENTIOMETER CAREFULLY. TAP THE SURFACE LIGHTLY.	Rotate the potentiometer with a gentle movement. Give the surface a gentle tap.
gently (adv)	CAREFULLY, LIGHTLY	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.
genuine (adj)	CORRECT	MAKE SURE THAT THE INDICATION ON THE GAGE IS CORRECT.	Make sure that the reading on the gage is genuine.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. Refer to Rule 9.2 and the entries for get that follow.	IF YOU GET THE FLUID ON YOUR SKIN, FLUSH YOUR SKIN 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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
get to (v)	BE, GO, INCREASE	THE MOTOR STOPS WHEN THE FLAPS ARE AT THE END OF THEIR TRAVEL.	The motor stops when the flaps get to the end of their travel.
		GO TO THE AFT CARGO COMPARTMENT TO DO THIS TEST.	Get to the aft cargo compartment to do this test.
		WHEN THE TEMPERATURE OF THE VENTILATION AIR INCREASES TO 27° C, THE DISCHARGE VALVE OPENS.	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 a glitch in the system, the screen shows: NO GO.
		IF THERE IS FAILURE IN THE SYSTEM, THE SCREEN SHOWS: NO GO.	If there is a glitch 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.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
glow (v)	BE	TURN THE POTENTIOMETER UNTIL THE LIGHT IS DIM.	Turn the potentiometer until the light glows dimly.
glue (v)	BOND, ATTACH	BOND THE PATCH TO THE SURFACE WITH THE APPLICABLE GLUE. ATTACH THE PROTECTIVE PLATE TO THE SURFACE WITH ADHESIVE MATERIAL.	Glue the patch to the surface. Glue the protective plate to the surface.
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	THIS MATERIAL GIVES GOOD PROTECTION FROM CORROSION.	
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	THIS COMPONENT CONTROLS THE ENGINE SPEED.	This component governs the engine speed.
grab (v)	USE, HOLD	USE A SCREWDRIVER TO RELEASE THE CLIPS. HOLD THE HANDLE.	Grab a screwdriver to release the clips. 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
GRADUALLY (adv)	Slowly and continuously	GRADUALLY OPEN THE COCKS ON THE RECHARGING UNIT.	
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)	LUBRICATE, GREASE (TN)	LUBRICATE THE V-CLAMP WITH GREASE BEFORE YOU INSTALL IT.	Grease V-clamp before installation.
		APPLY GREASE TO THE V-CLAMP BEFORE YOU INSTALL IT.	Grease V-clamp before installation.
great (adj)	LARGE, MORE THAN, VERY (adv)	A LARGE QUANTITY INDICATION SHOWS INCORRECT ADJUSTMENT OF THE FLOAT SWITCH.	A great amount indicates incorrect setting of the float switch.
		IF THE PRESSURE IS MORE THAN 200 PSI, CLOSE THE VALVE.	If pressure is greater than 200 psi, close the valve.
		BE VERY CAREFUL WHEN YOU RELEASE THE PRESSURE.	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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
GROUND (n)	The surface of the earth (TN)	YOU CAN ONLY DO THIS PROCEDURE ON 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	THIS GROUP OF SEALING COMPOUNDS IS ALSO APPLICABLE IN AN EMERGENCY.	
grow (v)	BECOME	IF THE BATTERY BECOMES TOO HOT, DISCONNECT IT.	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. WHEN YOU LOWER THE PUMP, MOVE IT ONTO THE MOUNTING BRACKET.	Guide cable through grommet. 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 GUSTS OF WIND OF MORE THAN 50 KPH.	Do not open the cargo door if the wind gusts more than 50 kph.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
hamper (v)	PREVENT	STRONG WINDS CAN PREVENT THE CORRECT DEPLOYMENT OF THE ESCAPE SLIDES.	Strong winds can hamper the correct deployment of the escape slides.
handle (v)	MOVE, TOUCH, CAREFUL (adj)	MOVE THE ACTUATOR WITH A HOIST.	Handle the actuator with a hoist.
		DO NOT TOUCH THE PRINTED CIRCUIT CARD.	Do not handle the printed circuit card.
		BE CAREFUL WITH THE INSTRUMENTS.	Handle instruments with care.
hand-tight (adj)	TIGHTEN (v) WITH YOUR HAND (TN)	INSTALL THE FILTER CASE AND TIGHTEN IT WITH YOUR HAND.	Install the filter case hand-tight.
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.	
		LOWER THE PLATFORM ASSEMBLY UNTIL IT HANGS ON THE SUPPORT FRAME.	
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
harden (v)	HARD (adj) <u>NOTE:</u> Refer to Rule 1.13, Technical Verbs, Manufacturing Processes.	LET THE ADHESIVE BECOME HARD. LET THE BONDING MATERIAL CURE.	Let the adhesive harden. Let the bonding material harden.
harm (v)	INJURY (n) <u>NOTE:</u> Refer also to Rule 1.5, categories of TNs.	BE CAREFUL WHEN YOU CUT LOCKWIRE. IT CAN CAUSE INJURY TO YOUR EYES. HYDRAULIC FLUID CAN CAUSE SKIN IRRITATION.	Be careful when you cut lockwire. It can harm your eyes. Hydraulic fluid can harm your skin.
harmful (adj)	DANGEROUS, DAMAGE (n)	SOLVENT FUMES ARE DANGEROUS. HYDRAULIC FLUID CAN CAUSE DAMAGE TO YOUR SKIN.	Solvent fumes are harmful to your 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.
haul (v)	TOW, MOVE	TOW THE HYDRAULIC CART AWAY FROM THE AIRCRAFT BEFORE YOU START THE ENGINE. MOVE THE HYDRAULIC CART AWAY FROM THE AIRCRAFT BEFORE YOU START THE ENGINE.	Haul the hydraulic cart away from the aircraft before you start the engine. Haul the hydraulic cart away from the aircraft before you start the engine.
HAVE (v), HAS, HAD <u>NOTE:</u> No other forms of this verb	To possess as a part or quality	THE SYSTEM HAS AN EMERGENCY WARNING DEVICE.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
have to (v)	MUST	YOU MUST USE EAR PROTECTION WHEN YOU ARE NEAR AN ENGINE THAT IS IN OPERATION.	You have to use ear protection when you are near an engine that is in operation.
hazard (n)	DANGEROUS (adj)	TRICHLORO-ETHYLENE IS DANGEROUS.	Trichloroethylene 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.
hazy (adj)	HAZE (TN)	IF THERE IS HAZE, DO NOT DO THE TEST.	If the weather is hazy, do not do the test.
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.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
heighten (v)	INCREASE	STRONG WINDS WILL INCREASE THE RISK OF DAMAGE.	Strong winds will heighten the risk of damage.
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.	
helpful (adj),	HELP (v)	RECORD THE LOCKWIRE POSITIONS. THIS WILL HELP YOU DURING THE ASSEMBLY PROCEDURE.	Record the lockwire positions. This will be helpful during the assembly procedure.
HERE (adv)	In this position	TO DOWNLOAD THE FILE, CLICK HERE.	
hesitation (n)	SMOOTHLY (adv), CORRECTLY (adv), IMMEDIATELY (adv)	MAKE SURE THAT THE SOLENOID OPERATES SMOOTHLY. THE VALVE MUST OPERATE CORRECTLY. WHEN YOU OPEN THE CIRCUIT BREAKER, THE LIGHT MUST COME ON IMMEDIATELY.	Make sure that the solenoid operates without hesitation. The valve must operate without hesitation. When you open the circuit breaker, the light must come on without hesitation.
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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
hinder (v)	PREVENT, DECREASE, BLOCKAGE (n), CLOGGED (adj)	SCRATCHES CAN PREVENT THE FREE MOVEMENT OF THE PISTON IN THE SLEEVE.	Scratches can hinder the movement of the piston in the sleeve.
		A CLOGGED DUCT WILL DECREASE AIRFLOW.	A clogged duct will hinder airflow.
		MAKE SURE THAT THE PIPE IS NOT CLOGGED.	Make sure that there is nothing in the pipe to hinder airflow.
		MAKE SURE THAT THERE IS NO BLOCKAGE IN THE PIPE TO PREVENT AIRFLOW.	Make sure that there is nothing in the pipe to hinder airflow.
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.	
hitch (v)	CONNECT	CONNECT THE TOWING ARM TO THE NOSEWHEEL.	Hitch the towing arm to the nosewheel.
hoist (v)	LIFT	LIFT THE MODULE INTO POSITION.	Hoist the module into position.
hold (n)	HOLD (v)	MAKE SURE THAT YOU HOLD THE ROD TIGHTLY.	Make sure that you have a tight hold on the rod.
HOLD (v), HOLDS, HELD, HELD	1. To continue to have in the hand or grip	HOLD THE ROD TIGHTLY.	
	2. To continue to have in a specified location, position, or condition	HOLD THE AIRSPEED INDICATION AT THE SAME VALUE FOR 2 MINUTES.	
hold back (v)	PREVENT	AT FULL THRUST, THE BRAKES MUST PREVENT MOVEMENT OF THE AIRCRAFT.	At full thrust, the brakes must hold the aircraft back.
hold off (v)	PREVENT	THE PROTECTIVE PAINT WILL PREVENT CORROSION FOR SIX MONTHS.	The protective paint will hold off corrosion for six months.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
hook up (v)	CONNECT	CONNECT THE TOWING ARM TO THE NOSE GEAR.	Hook the towing arm up to the nose gear.
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 VALVE IS INSTALLED HORIZONTALLY.	
HOT (adj) (HOTTER, HOTTEST)	At a high temperature	DRY THE SURFACE WITH HOT AIR.	
house (v)	CONTAIN	THE MODULE CONTAINS FIVE COMPONENTS.	The module houses five components.
HOW (adv)	By which manner	PARAGRAPH 7.0 TELLS YOU HOW TO INSTALL THE UNIT.	
however (adv)	BUT (con)	BUT WE RECOMMEND THIS STEP TO DECREASE THE DRYING TIME.	However, this operation is recommended to decrease the drying time.
huge (adj)	LARGE	TO REMOVE THE PAINT STRIPPER, FLUSH THE SURFACE WITH LARGE QUANTITIES OF WATER.	To remove the paint stripper, flush the surface with huge quantities of water.
hum (v)	HUM (TN)	ADJUST THE POTENTIOMETER UNTIL YOU NO LONGER HEAR A HUM FROM THE LOUDSPEAKER.	Adjust the potentiometer until the loudspeaker no longer hums.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
hurt (v)	INJURY (n)	BE CAREFUL WHEN YOU DO THIS PROCEDURE. IF THE UNIT FALLS, IT CAN CAUSE INJURY TO PERSONNEL.	Be careful when you do this procedure. If the unit falls, it can hurt personnel.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	1. To use a specified code or marking to supply with an identity 2. To show an identity <u>NOTE:</u> For other meanings, use FIND.	IDENTIFY THE WIRES WITH SLEEVES OF DIFFERENT COLORS. A 406 MHZ DIGITAL SIGNAL IDENTIFIES THE EMERGENCY LOCATOR TRANSMITTER AND ITS LOCATION.	
idle (v)	IDLE (TN)	FIND THE DAMAGED AREAS. OPERATE THE ENGINE AT IDLE FOR 20 MINUTES.	Identify the damaged areas. 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 (TN)	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.
IGNORE (v), IGNORES, IGNORED, IGNORED	Not to think about something, not to do something about	YOU CAN IGNORE THE VIBRATION INDICATIONS.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	NECESSARY, MUST (v)	REMOVAL OF THE COVER IS NECESSARY.	Removal of the cover is imperative.
		YOU MUST DO THESE STEPS.	The following steps are imperative.
implement (v)	DO	IF THE TEST DOES NOT GIVE SATISFACTORY RESULTS, DO THE FAULT ISOLATION PROCEDURE.	If the test does not give satisfactory results, implement the fault isolation procedure.
implementation (n)	DO (v)	IT IS MANDATORY TO DO THE PROCEDURE IN THIS SERVICE BULLETIN.	The implementation of the procedure in this Service Bulletin is mandatory.
IMPORTANT (adj)	That has a significant effect	THESE PROCEDURES ARE VERY IMPORTANT.	
impossible (adj)	NOT POSSIBLE, CANNOT (v)	THUS, IT IS NOT POSSIBLE TO GIVE A STANDARD VALUE.	Thus, it is impossible to give a standard value.
		YOU CANNOT FILL THE CONTAINERS WHILE THEY ARE INSTALLED ON THE AIRCRAFT.	It is impossible to recharge containers while installed on aircraft.
impregnate (v)	SOAK	SOAK THE FILTER ELEMENTS IN OIL.	Filter elements must be impregnated in oil.
impression (n)	THINK (v)	IF YOU THINK THAT A TIRE HAS LOW PRESSURE, DO THE STEPS THAT FOLLOW:	If you have the impression that a tire has low pressure, do the steps that follow:



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
inactive (adj)	NO EFFECT (n), NOT IN OPERATION	IN THIS CONFIGURATION, THE LINE KEY HAS NO EFFECT. THE AUTOTHRUST SYSTEM IS ON BUT NOT IN OPERATION.	In this configuration, the line key is inactive. The autothrust system is on but inactive.
inadvertent (adj)	ACCIDENTAL	ACCIDENTAL OPERATION OF THE SYSTEM CAN KILL YOU.	Inadvertent operation of the system could cause fatal injuries.
inadvertently (adv)	ACCIDENTALLY	IF YOU ACCIDENTALLY PUT TOO MUCH FUEL IN THE TANK, OPEN THE DRAIN VALVE.	If the tank is inadvertently overfilled, open the drain valve.
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.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
incompatible (adj)	COMPATIBLE	THIS SOFTWARE IS NOT COMPATIBLE WITH OTHER OPERATING SYSTEMS. THIS COOLANT IS NOT COMPATIBLE WITH ALUMINUM ALLOYS.	This software is incompatible with other operating systems. This coolant is incompatible with aluminum alloys.
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 flap travel is incomplete, readjust rods. If the adjustment is incomplete, the values shown on the indicator will be incorrect.
incorporate (v)	INCLUDE, HAVE	IF YOU DO NOT HAVE ALL THE RESULTS, DO THE TEST AGAIN. THE ELEVATOR AND AILERON CABLES ARE NOT INCLUDED IN THE PROCEDURE. SOME RELAYS HAVE A POTENTIOMETER.	If the results are incomplete, do the test again. The elevator and aileron cables are not incorporated in the procedure. 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.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
increase (n)	INCREASE (v)	THE TEMPERATURE MUST INCREASE.	There must be an increase in temperature.
INCREASE (v), INCREASES, INCREASED, INCREASED	To make or become larger or higher in value	INCREASE THE VANE ANGLE TO 90 DEGREES. MAKE SURE THAT THE TEMPERATURE INCREASES TO 30°C.	
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 5 mm.	
incur (v)	CAUSE	REMOVAL OF THE UNIT BEFORE 24 HOURS CAN CAUSE DAMAGE TO IT.	Damage to the unit may be incurred if it is removed before 24 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, IDENTIFY	THE POINTER SHOWS ZERO FEET. A 406 MHZ DIGITAL SIGNAL IDENTIFIES THE EMERGENCY LOCATOR TRANSMITTER AND ITS LOCATION.	Pointer indicates zero feet. A 406 MHz digital signal indicates the emergency locator transmitter and its location.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
ineffective (adj)	UNSERVICEABLE, UNSATISFACTORY, NOT OPERATE (v),	IF THE PUMP IS UNSERVICEABLE, YOU MUST REPLACE IT.	If the pump is ineffective, you must replace it.
		IF THE OPERATION OF THE PUMP IS UNSATISFACTORY, YOU MUST REPLACE IT.	If the operation of the pump is ineffective, you must replace it.
		IF THE PUMP DOES NOT OPERATE CORRECTLY, YOU MUST REPLACE IT.	If the pump is ineffective, you must replace it.
inflammable (adj)	FLAMMABLE	TOLUENE IS VERY FLAMMABLE.	Toluene is highly inflammable.
INFLATE (v), INFLATES, INFLATED, INFLATED	To make or become larger as a result of pressurization by a gas.	INFLATE THE TIRES WITH NITROGEN.	
		OPERATION OF THE HANDLE RELEASES THE GAS, AND THE SLIDE-RAFT INFLATES.	
inform (v)	TELL	TELL THE ENGINE MANUFACTURER ABOUT SUCH FAILURES.	Inform the engine manufacturer of such failures.
INFORMATION (n)	Data collected and made available for a specified function	THIS MANUAL CONTAINS INFORMATION ABOUT MAINTENANCE PROCEDURES.	
ingest (v)	SWALLOW	IF YOU SWALLOW HYDRAULIC FLUID, GET MEDICAL AID IMMEDIATELY.	If you ingest hydraulic fluid, get medical aid immediately.
ingress (n)	GO INTO (v), KEEP OUT (v)	IF WATER GOES INTO THE COMPONENT, DAMAGE WILL OCCUR.	Water ingress will damage the component.
		PUT A CAP ON THE ELECTRICAL CONNECTOR TO KEEP OUT HYDRAULIC FLUID.	Put a cap on the electrical connector to prevent ingress of hydraulic fluid.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
inhale (v)	BREATHE	DO NOT BREATHE THE SOLVENT FUMES.	Do not inhale the solvent fumes.
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.
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)	OFF, NOT OPERATE (v)	MAKE SURE THAT THE SYSTEM IS OFF BEFORE YOU DRAIN THE FUEL. MAKE SURE THAT THE DEMISTING SYSTEM DOES NOT OPERATE.	Make sure the system is inoperative before you drain the fuel. Ensure demisting system is inoperative.
IN PROGRESS (adv)	Occurring	IF AN INTERACTIVE SESSION IS IN PROGRESS, LET IT CONTINUE UNTIL FULLY COMPLETED.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
INPUT (n)	The data, power (TN), or energy (TN) put into equipment or a system	THE UNIT COMPARES THE INPUTS FROM THE TWO SENSORS TO THE COMPUTER.	
insert (v)	PUT, ENGAGE	PUT THE SLEEVE INTO THE OPENING. MAKE SURE THAT THE CONNECTOR ENGAGES IN THE MATING PART.	Insert the sleeve 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 SURFACES OF THE PUMP ASSEMBLY.	Paint the inside of the pump assembly.
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.
inspect (v)	EXAMINE, INSPECTION (n)	EXAMINE ALL THE DRAIN HOLES. DO AN INSPECTION OF THE WORK.	Inspect all drain holes. Inspect the work.
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 A SPATULA AS AN ALTERNATIVE.	Use a spatula instead.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
instead of (pre)	ALTERNATIVE (n)	YOU CAN USE A CLEAN PLASTIC BAG AS AN ALTERNATIVE TO THE SPECIFIED CONTAINER.	You can use a clean plastic bag instead of the specified container.
INSTRUCTION (n)	A command that you must obey	IF YOU DO NOT OBEY THIS INSTRUCTION, DAMAGE CAN OCCUR.	
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 CAUSE DAMAGE TO THE INSULATION.	
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.
intact (adj)	NOT DAMAGED	MAKE SURE THAT THE WINDSCREEN IS NOT DAMAGED.	Make sure the windscreen is intact.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 and system B.
INTERFACE (n)	The connection between two (TN) systems or components	CLEAN THE INTERFACE BETWEEN THE COMPUTER AND THE SENSOR.	
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. MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS. IF THE BRACKET TOUCHES THE PLATE, REMOVE THE UNWANTED MATERIAL WITH A FILE. MAKE SURE THAT THERE IS NO INTERFERENCE BETWEEN THE RADAR AND THE TACAN.	Placing the upper drag strut upside down makes it interfere with the lower drag strut. Make sure the rods cannot interfere with the flaps. Should the bracket interfere with the plate, remove surplus material with a file. Ensure that the radar does not interfere with the TACAN.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. MAKE SURE THAT THE RODS CANNOT CATCH ON THE FLAPS. MAKE SURE THAT THE LOCKING WIRE DOES NOT TOUCH THE LEVER.	Placing the upper drag strut in upside down causes interference with the lower drag strut. Make sure that there is no interference between the rods and the flaps. 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.
intermediate (adj)	MIDDLE, BETWEEN (pre) <u>NOTE:</u> Give the limits.	PUT THE LEVER IN THE MIDDLE POSITION. WHEN THE INPUT LEVER IS BETWEEN 5 AND 10 mm, MEASURE THE PISTON EXTENSION.	Place lever in intermediate position. When the input lever is in an intermediate position, measure the 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.	
interrupt (v)	STOP	DO NOT STOP THE TEST.	Do not interrupt the test.
intersect (v)	INTERSECTION (TN)	DRILL A HOLE AT THE INTERSECTION OF THE TWO LINES.	Drill hole where the two lines intersect.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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)	DEFECT (TN), IRREGULAR (adj), UNUSUAL (adj)	THERE MUST BE NO DEFECTS IN THE SURFACE FINISH. 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 irregularities in the surface finish. If you get any irregularities in the results, you must do the test again. If you get any irregularities in the results, you must do the test again.
IRREGULARLY (adv)	Not regularly	IF THE UNIT RECEIVES THE SIGNALS IRREGULARLY, REPLACE IT.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
jerk (v)	SUDDEN MOVEMENT (n)	PULL THE OXYGEN MASK WITH A SUDDEN MOVEMENT TO START THE FLOW OF OXYGEN.	Jerk the oxygen mask to start the flow of oxygen.
job (n)	WORK	DO THIS WORK IN A CLEAN AREA.	Accomplish this job in a clean area.
join (v)	BOND, ATTACH, CONNECT	USE ADHESIVE No. 35 TO BOND METAL TO METAL.	Use adhesive No. 35 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.
jut out (v)	ABOVE (pre), OUT (adv)	THE HEADS OF THE BOLTS MUST NOT BE MORE THAN 5 mm ABOVE THE PLATE.	The heads of the bolts must not jut out from the plate more than 5 mm.
		REPLACE THE FILTER ELEMENT IF THE CLOGGING INDICATOR IS OUT.	Replace the filter element if the clogging indicator juts out.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 YOU.	
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
label (v)	IDENTIFY, LABEL (TN)	IDENTIFY THE COMPONENT WITH A CODE TO HELP YOU TO INSTALL IT AGAIN CORRECTLY. PUT A LABEL ON THE RELAY ASSEMBLY.	Label the component with a code that will facilitate its correct reinstallation. Label the relay assembly.
lack (n)	NOT SUFFICIENT (adj)	DAMAGE CAN OCCUR TO THE PUMP IF THERE IS NOT SUFFICIENT OIL IN THE RESERVOIR.	Damage can occur to the pump if there is a lack of oil in the reservoir.
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 LAMINATION IS 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 YOU LATCH THE DOOR CORRECTLY. MAKE SURE THAT THE DOOR LATCHES CORRECTLY.	
later (adj)	THEN (adv)	DO THIS STEP FIRST. THEN DISCONNECT THE CABLES.	At a later time, disconnect the cables.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	
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.	
least (adv)	MINIMUM (adj)	REPAIR THE AREA WITH THE MINIMUM DAMAGE FIRST.	Repair the least damaged area first.
least (at least) (adv)	MINIMUM (adj), MINIMUM (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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
leave (v)	KEEP, LET STAY, GO	KEEP THE VENT VALVES OPEN. LET THE VENT VALVES STAY OPEN. IF FUEL SPILLS ON THE GROUND, IMMEDIATELY GO TO A SAFE AREA.	Leave vent valves open. 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.
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 4.0 GPM.	
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 FIGURE 105).	
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.
liberally (adv)	LARGE (adj), THICK (adj)	APPLY A THICK LAYER OF THE COMPOUND.	Apply a liberal amount of the compound.
		APPLY A LARGE QUANTITY OF THE SOLUTION.	Apply the solution liberally.
		APPLY A THICK LAYER OF THE COMPOUND.	Apply the compound liberally.
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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 No. 2.	
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:
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, 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	
little (adj)	SMALL, SHORT, NOT SUFFICIENT	THE DIAMETER OF THE TUBE IS TOO SMALL. INSTALL A SHORT LENGTH OF NEW TUBE. IF THE PRESSURE IS NOT SUFFICIENT, THE TEST WILL STOP.	The diameter of the tube is too little. Install a little length of new tube. If the pressure is too little, the test will stop.
little (a little) (adj)	SMALL QUANTITY (n)	ADD A SMALL QUANTITY OF DISINFECTANT TO THE SOLUTION.	Add a little disinfectant to the solution.
little (a little) (adv)	SMALL (adj)	AFTER YOU REMOVE THE NUT, THE RIB CAN MOVE DOWN A SMALL DISTANCE.	After you remove the nut, the rib can slip down a little.
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)	INSTALL, PUT, LOAD (TN)	PUT A FILM IN THE CAMERA. INSTALL THE SPRING IN THE CARTRIDGE. PUT THE LOAD ON THE SPRING BALANCE.	Load a film in the camera. Load the spring in the cartridge. Load the spring balance.
LOCAL (adj)	Applicable to a given location or position	SET THE "LAT" KNOB TO THE LOCAL LATITUDE.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. ENGAGE THE GEAR WHEEL ON THE SPLINED SHAFT. USE THE MARK TO HELP YOU PUT THE CLAMP IN ITS CORRECT POSITION.	Locate external leaks with talcum powder. Locate the gear wheel on the splined shaft. Use the mark to locate the clamp position.
LOCATION (n)	A place or site that you can find	FIGURES 1 THRU 4 SHOW THE LOCATIONS 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. MAKE SURE THAT THE SWITCH LOCKS BEFORE YOU CONTINUE.	
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 CORRECTIONS ON THE CARD.	Log the compass corrections on the card.
LONG (adj) (LONGER, LONGEST)	That has large length or duration	USE A TUBE WHICH IS 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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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	MAKE SURE THAT YOU REMOVE ALL TOOLS, EQUIPMENT AND LOOSE OBJECTS FROM THE AIR INTAKE.	
	2. Not tight <u>NOTE:</u> For other meanings, use TENSION (TN).	DO A CHECK FOR LOOSE FASTENERS AND TIGHTEN THEM IF NECESSARY.	
		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.	If pressure is lost rapidly, shear pins in the latch will shear.
		IT IS POSSIBLE THAT YOU CANNOT FIND THE RUBBER BUSHINGS.	The rubber bushings may be lost.
LOW (adj) (LOWER, LOWEST)	That is of small value	THE SWITCH SENSES LOW PRESSURE IN THE DISTRIBUTION CIRCUIT.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
LOWER (v), LOWERS, LOWERED, LOWERED	To move something down	LOWER THE ANTENNA TO GET ACCESS TO THE CABLE CONNECTOR.	
lowermost (adj)	BOTTOM	THE BOTTOM MARK ON THE BOARD IS RED.	The lowermost mark on the board is red.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 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, HOLD, MAINTENANCE (n)	KEEP THE FLUID TEMPERATURE AT 70° F. TURN THE ROTATING TUBE 75 DEGREES. THEN HOLD THE TUBE IN THIS POSITION. DO THE MAINTENANCE ON THE FUEL SYSTEM.	Maintain fluid temperature at 70° F. Turn the rotating tube 75 degrees. Then maintain the tube in this position. Maintain the fuel system.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
MAKE (v), MAKES, MADE, MADE	To manufacture, to cause to occur or to become	MAKE A RECESS FOR THE STUDS OF 5 mm. MAKE THE CLOTH MOIST WITH MEK. TILT THE FITTING TO MAKE THE BARREL NUT FALL OUT OF IT.	
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 TABLE 104 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. 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.	



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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.
MANY (adj) (MORE, MOST)	Of large number <u>NOTE:</u> If possible, give the range, number, or quantity.	CORROSION CAN HAVE MANY CAUSES.	
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)	IDENTIFY, MARK (n)	IDENTIFY THE COMPONENT WITH A CODE TO HELP YOU TO INSTALL IT AGAIN CORRECTLY. PUT MARKS ON THE OUTER TUBE TO SHOW THE CLAMP LOCATIONS.	Mark the component with a code that will facilitate its correct reinstallation. 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)	The quantity of matter (TN) that is in an object and relates to its weight. The equivalent of inertia (TN)	STRUCTURAL OR EQUIPMENT MODIFICATIONS CAN CHANGE THE BASIC MASS AND THE CENTER-OF-GRAVITY COORDINATES.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
match (v)	ALIGN, AGREE	FOLD THE GIRT ONTO THE CONTAINER UNTIL IT IS ALIGNED WITH 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, ENGAGE, TOGETHER (adv)	CONNECT THE PLUG TO THE RECEPTACLE. ENGAGE THE SPLINES ON THE SHAFT WITH THOSE IN THE GEARBOX. PUT THE SMOOTH SURFACES TOGETHER.	Mate the plug to the receptacle. Mate the splines on the shaft with the splines in the gearbox. Mate the smooth surfaces.
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 VALUE THAT THE VOLTMETER SHOWS IS 199.9 V.	
MAXIMUM (n)	The largest dimension, quantity, number, or value	MOVE THE LEVER A MAXIMUM OF 45 DEG.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 INCORRECT.	The vanes may be damaged by using incorrect equipment. The length of the new rod may be incorrect.
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.	
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)	ENGAGE, TOUCH	PUSH THE PIN UNTIL IT ENGAGES IN THE RETAINING CLIP. THE ROD MUST TOUCH THE CENTER OF THE STRIP.	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.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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 SECOND LAYER WHEN THE SURFACE IS MODERATELY DRY.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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)	DRY-MOTOR, WET-MOTOR, MOTORING (TN)	DRY-MOTOR THE ENGINE. WET-MOTOR THE ENGINE. DO A MOTORING PROCEDURE.	Motor the engine without fuel. Motor the engine without ignition. Motor the engine.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
mount (v)	INSTALL, ATTACH, PUT	INSTALL THE MANIFOLD.	Mount the manifold.
		ATTACH THE SEATS TO THE SEAT TRACKS.	Mount the seats on the 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.	
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 <u>NOTE:</u> For other meanings, use INCREASE.	MULTIPLY THE INDICATOR VALUE BY THE SCALE VALUE.	
		THE NUMBER OF CRACKS CAN INCREASE.	Cracks can multiply.
MUST (v) <u>NOTE:</u> 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	TWO (TN)...NOT	THE TWO UNITS MUST NOT OPERATE.	Neither unit must operate.
neither (pn)	TWO (TN)...NOT	THE TWO UNITS MUST NOT 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 SCREEN WITH A NEUTRAL SOLUTION.	
neutralize (v)	NEUTRAL (adj)	MAKE THE ELECTROLYTE NEUTRAL WITH VINEGAR OR BORIC ACID.	Neutralize electrolyte with vinegar or boric acid.
never (adv)	DO NOT	DO NOT LET THE LEVEL IN THE TANK DECREASE TO LESS THAN HALF.	Never allow level in the tank to drop below half.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
NEW (adj) (NEW, NEWEST)	Not used before	INSTALL A NEW GASKET ON THE BOOSTER PUMP FLANGE.	
NEXT (adj)	The first occurrence that follows immediately after in time or sequence.	REMOVE THE UNIT BEFORE THE NEXT FLIGHT.	
next (adv)	THEN	THEN REMOVE THE BOLT.	Next, remove the bolt.
next to (pre)	ADJACENT TO	THE PUMP IS ADJACENT TO THE MIDDLE RIB.	The pump is next to the middle rib.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 THE CHIEF INSPECTOR.	If cracks are found, notify the chief inspector.
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 THREE, REPLACE THE UNIT.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	Observe radio altimeter indicator. If you observe oil in the drain, stop the test.
obstruct (v)	CATCH, PREVENT, BLOCKAGE (n),	OBEY ALL SAFETY PRECAUTIONS. MAKE SURE THAT THE DRAG STRUTS DO NOT CATCH ON THE LANDING GEAR. ADJUST THE LEVER ARMS IF THEY PREVENT MOVEMENT. REMOVE THE DIRT THAT CAUSES THE BLOCKAGE IN THE TUBE.	Observe all safety precautions. Make sure drag struts do not obstruct landing gear. Adjust lever arms if they obstruct movement. Remove the dirt obstructing the tube.
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 0.05 mm TO GET THE CORRECT CLEARANCE FOR A STANDARD SPHERICAL COUPLING.	Add 0.05 mm to obtain the correct clearance for a standard spherical coupling.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
OCCUR (v), OCCURS 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 WARNING 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)	LUBRICATE, OIL (TN)	LUBRICATE THE LINKAGE WITH OIL. PUT OIL ON THE LINKAGE.	Oil the linkage. Oil the linkage.
oil-free (adj)	OIL (TN)	USE A SOLUTION THAT CONTAINS NO OIL.	Use an oil-free solution.
old (adj)	REMAINING, USED, EXPIRED	REMOVE THE REMAINING SEALANT. DRAIN THE USED OIL INTO A CONTAINER. MAKE SURE THAT THE SHELF LIFE OF THE MATERIAL IS NOT EXPIRED.	Remove old sealant. Drain the old oil into a container. Make sure that the material is not too old.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
omit (v)	DO NOT DO, IGNORE	DO NOT DO STEPS 3 THRU 5. IGNORE STEPS 3 THRU 5.	Omit steps 3 to 5. Omit steps 3 to 5.
ON (adj)	In operation	MAKE SURE THAT THE BATTERIES ARE ON.	
ON (adv)	1. In operation 2. In contact	MAKE SURE THAT THE WARNING LIGHT COMES ON. PUT ON PROTECTIVE CLOTHING.	
ON (pre)	Function word that shows contact, support, direction	PUT THE ASSEMBLED PARTS 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)	To a position on or upon	WHEN YOU LOWER THE PUMP, MOVE IT ONTO THE MOUNTING BRACKETS.	
opaque (adj)	NOT TRANSPARENT	CLEAN THE PLASTIC SURFACES THAT ARE NOT TRANSPARENT.	Clean the opaque plastic surfaces.
OPEN (adj)	That lets something go in or out	PUT A PLUG ON THE OPEN END OF EACH PIPE.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
OPEN (v), OPENS, OPENED, OPENED	1. To move or cause to move from the closed position	OPEN THE PRESSURE VALVE. WHEN THE RELIEF VALVE OPENS, THE PRESSURE DECREASES.	
	2. To operate a circuit breaker to interrupt an electrical circuit (TN)	OPEN THE CIRCUIT BREAKER.	
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.	Check that valve is operable.
		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. DO NOT GO NEAR THE PROPELLER WHEN IT OPERATES.	
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.	Check that the other microswitch is operational.
		MAKE SURE THAT THE GROUND-PROXIMITY WARNING SYSTEM CAN OPERATE.	Check that the ground proximity warning system is operational.
opportunity (n)	<u>NOTE</u> : Be specific if possible.	REPLACE THE UNIT AT THE NEXT CHECK.	Replace the unit at the first opportunity.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
OPPOSITE (adj)	1. In the other direction	THE RESET DEVICE OPERATES IN THE OPPOSITE DIRECTION.	
	2. Across from	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.	
OR (con)	Function word that shows a choice <u>NOTE</u> : Do not use with the meaning of otherwise. Use a different construction.	DO NOT TOUCH THE HIGH TENSION LEADS OR THE IGNITER PLUGS.	
		MAKE SURE THAT THE L-SHAPED SEAL STAYS BONDED. IF THE SEAL DOES NOT STAY BONDED, AND IF YOU DO NOT REPAIR IT, A LEAK CAN OCCUR.	Make sure that the L-shaped seal stays bonded. If the seal does not stay bonded, a repair will be necessary or a leak can occur.
order (n)	SEQUENCE	DO THE WEIGHING PROCEDURE IN THIS SEQUENCE:	Carry out the weighing procedure in the following order:
order (v)	TELL, ORDER (TN)	TELL ALL PERSONNEL TO GO OUT OF THE MAINTENANCE AREA.	Order all personnel out of the maintenance area.
		SEND AN ORDER FOR THE SPECIFIED PAINT DIRECTLY TO THE MANUFACTURER	Order the required paint directly from the manufacturer.
orient (v)	TURN, POINT	TURN THE AIRCRAFT INTO THE WIND.	Orient the aircraft into the wind.
		POINT THE BOLT HEADS AFT.	Orient the bolt head aft.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	INITIAL, FIRST (TN)	THE SLIDE GOES BACK TO ITS INITIAL POSITION. THE FIRST MODIFICATION ADDED A BRACE TO THE STRUCTURE.	Slide returns to original position. The original modification added a brace to the structure.
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 (pn)	That which is not the same as that given before	CONNECT ONE PLUG, THEN CONNECT THE OTHER.	
otherwise (adv)	IF NOT, DIFFERENTLY	MAKE SURE THAT THE RODS ARE ADJUSTED. IF NOT, ADJUST THEM AS FOLLOWS: UNLESS SPECIFIED DIFFERENTLY, DO REPAIR SCHEME No. 4.	Check that rods are already adjusted, otherwise adjust them as follows: Unless otherwise specified, carry out repair scheme No. 4.
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.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 FIND THE FAULTS.	This section outlines the procedures needed to find the faults.
OUTPUT (n)	The data, power (TN), energy (TN) that comes out of equipment or a system	THE IMPEDANCE MATCHING TRANSFORMERS SUPPLY 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. Fold edging against outside of insulation blankets.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	To indicate a position higher than or above land (TN) or water (TN) <u>NOTE:</u> Only for movement above land or water. Not permitted for other meanings. Refer to the keyword "over (pre)" below.	BEFORE FLIGHT OPERATIONS OVER WATER AT LOW ALTITUDES, APPLY CORROSION-PREVENTIVE FLUID TO THE DOOR HINGES OF THE LANDING GEAR.	
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.
OVERBOARD (adv)	Out of the aircraft	RELEASE THE AIR OVERBOARD.	
overfill (v)	TOO MUCH	DO NOT PUT TOO MUCH FLUID IN THE LUBRICATION HOLE.	Do not overfill the lubrication hole.
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 (v)	OVERHAUL (TN)	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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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, OVERRODE, OVERRIDDEN	To prevent the automatic operation of a part or system	MANUALL OVERRIDE THE START SEQUENCE.	
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. Do not overtighten fittings. Do not overtighten fittings.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
pack (v)	PUT, FILL	PUT THE ASSEMBLY INTO THE BOX. FILL THE GROOVE WITH GREASE.	Pack the assembly into the box. Pack grease into the groove.
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	DUST PARTICLES CAN HAVE DIFFERENT DIMENSIONS.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
particular (adj)	APPLICABLE, VERY (adv)	THIS PROCEDURE IS ONLY 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)	BE ON, THROUGH (pre)	MAKE SURE THAT THE CABLE IS ON THE PULLEY.	Make sure that the cable passes over the pulley.
		PUT THE ANTENNA THROUGH THE TOP SLOTS	Pass the antenna through top slots.
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.	Carefully insert the tube through the passage.
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.	Incorrect assembly will result in leakage past the valve.
PASTE (n)	A wet, flexible mixture or compound	MIX THE MATERIALS UNTIL THEY MAKE A PASTE.	
PATCH (n)	A piece of material that you use to repair a surface or hole	BOND THE PATCH TO THE TUBE WITH ADHESIVE.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 PARAGRAPH 7.0).	A maximum of two washers per bolt is permitted. Do the leak test as per paragraph 7.0.
perforated (adj)	HOLES (n)	EXAMINE THE MEMBRANE FOR HOLES.	Check the membrane to see if it is perforated.
perform (v)	DO or other command 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.
PERIOD (n)	A quantity of time	THE EMERGENCY LOCATOR TRANSMITTER HAS A STANDBY PERIOD OF 30 SECONDS.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
periodically (adv)	INTERVAL (n) <u>NOTE</u> : Give the value.	EXAMINE THE SERVO CONTROLS AT INTERVALS OF 400 FLIGHT HOURS.	Examine the servo controls periodically.
PERMANENT (adj)	Without a limit in time	MAKE A PERMANENT REPAIR.	
PERMANENTLY (adv)	In a permanent manner	THE “NO SMOKING” SIGNS IN THE CABIN STAY ON PERMANENTLY DURING FLIGHT.	
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” PUSHSWITCH 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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	Ensure that covers are in place.
place (v)	PUT	REPAIR THE DAMAGED AREAS. PUT THE MANIFOLD IN POSITION.	Repair damaged places. 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 0.05 mm.	
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
POINT (n)	1. A sharp or tapered end	PUT THE POINT OF THE TOOL IN THE SLOT.	
	2. An accurate location	MEASURE THE DISTANCE ON THE FLANGE AT POINTS "A" AND "B".	
POINT (v), POINTS, POINTED, POINTED	1. To show the position or direction of	MAKE SURE THAT THE ARROW ON THE CHECK VALVE POINTS AWAY FROM THE GROUND SUPPLY DUCT.	
	2. To turn something in a specified direction	DO NOT POINT THE COMPRESSED AIR OUTLET AT YOUR SKIN.	
POISONOUS (adj)	That contains poison (TN)	DO NOT SWALLOW 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".	If system operation is poor, test circuit A.
		DEFECTIVE CONTACTS CAN CAUSE A FAILURE OF THE UNIT.	Poor contacts can cause a unit failure.
		IF THE PART IS UNSERVICEABLE, REPLACE IT.	If the part condition is poor, replace the part.
pop (v)	OPEN, OUT (adv)	IF THE CIRCUIT BREAKER OPENS, DE-ENERGIZE THE CIRCUIT.	If the circuit breaker pops, de-energize the circuit.
		IF THE INDICATOR BUTTON IS OUT, REPLACE THE FILTER.	If the indicator button popped, replace filter.
port (adj)	LEFT	REMOVE THE WING TIP BRAKE ON THE LEFT WING.	Remove wing tip brake on port wing.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 place or site where you put something	SET THE SWITCH TO THE CORRECT POSITION. MAKE SURE THAT THE WARNING NOTICES ARE IN POSITION BEFORE YOU START THE TASK.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	OBEY THESE PRECAUTIONS.	
precautionary (adj)	PRECAUTION (n)	OBEY 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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
preset (v)	SET	SET THE TENSION INDICATOR TO ZERO.	Preset tension indicator to zero.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 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 STARTED 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.	
prime (v)	FILL, PUT	FILL THE FILLER HOSE. PUT FUEL IN THE FUEL PUMP.	Prime the filler hose. Prime the fuel pump.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
probability (n)	RISK	OBEY THE PRECAUTIONS TO PREVENT THE RISK OF FIRE.	Obey the precautions to prevent the probability of fire.
probable (adj)	POSSIBLE, RISK (n)	IF YOU DO NOT SAFETY THE DOOR, IT IS POSSIBLE THAT STRONG WINDS WILL CAUSE DAMAGE TO THE STRUCTURE. IF YOU DO NOT SAFETY THE DOOR, THERE IS A RISK THAT STRONG WINDS WILL CAUSE DAMAGE TO THE STRUCTURE.	If you do not safety the door, damage to the structure due to strong winds is probable. If you do not safety the door, damage to the structure due to strong winds is probable.
probe (v)	PROBE (TN)	USE A PROBE TO FIND THE BLOCKAGE IN THE TUBE.	Probe the tube 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
process (n)	PROCEDURE <u>NOTE:</u> PROCESS when it means a sequence of changes that occur and cause a result is a TN.	THE ASSEMBLY PROCEDURES ARE ALMOST THE SAME. CORROSION IS AN ELECTROLYTIC PROCESS.	The assembly processes are almost the same.
process (in the process of) (pre)	DURING, WHILE (con)	APPLY SUFFICIENT HEAT TO THE UNIT DURING THIS REPAIR. APPLY SUFFICIENT HEAT TO THE UNIT WHILE YOU DO THIS REPAIR.	Apply sufficient heat to the unit in the process of doing this repair.
process (v)	SEND	SEND THE PARTS THROUGH THE INSPECTION DEPARTMENT.	Process the parts through inspection department.
produce (v)	CAUSE, GIVE, MAKE	WHEN YOU ENGAGE THE SHAFT, IT WILL CAUSE A CLICK. A USED SOLUTION WILL NOT GIVE YOU THE CORRECT RESULTS. THE LEVER MAKES A CLICK WHEN IT ENGAGES.	Engagement of the shaft will produce a "click". Old solution does not produce the correct results. The lever produces a click when engaged.
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) <u>NOTE:</u> Also refer to IN PROGRESS (adv).	MAKE SURE THAT THE TEST CONTINUES SATISFACTORILY.	Monitor the progress of the test.
progress (v)	CONTINUE	YOU CAN CONTINUE THE TEST.	You can progress with the test.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	PUT A WARNING NOTICE ON THE PANEL TO PREVENT OPERATION OF THE CONTROLS. TELL THE PERSONNEL NOT TO USE ASBESTOS PARTS.	Display a warning notice on the panel prohibiting the operation of the controls. Prohibit the use of asbestos parts.
prolonged (adj)	LONG	MOTOR OPERATION FOR A LONG TIME CAN CAUSE DAMAGE.	Prolonged motor operation can cause damage.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
protect (v)	PREVENT, PROTECTION (n)	USE CELLOPHANE TO PREVENT DAMAGE TO THE SURFACE. MAKE SURE THAT ALL SHARP EDGES HAVE VINYL TAPE PROTECTION.	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.	
PROTECTIVE (adj)	That gives protection	REMOVE THE PROTECTIVE LAYER.	
protrude (v)	ABOVE (pre), OUT (adv)	THE HEADS OF THE BOLTS MUST NOT BE MORE THAN 5 mm ABOVE THE PLATE. REPLACE THE FILTER ELEMENT IF THE CLOGGING INDICATOR IS OUT.	The heads of the bolts must not protrude from the plate more than 5 mm. Replace filter element if clogging indicator protrudes.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
purpose (n)	FUNCTION, DO (v) <u>NOTE:</u> Frequently, it is not necessary to give 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.	
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	
quarterly (adv)	INTERVAL (n)	SEND REPORTS TO THE AUTHORITIES AT INTERVALS OF THREE MONTHS.	Send reports to the authorities quarterly.
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.	
quit (v)	GO, STOP	BEFORE YOU START THE ENGINE, MAKE SURE THAT ALL PERSONS GO AWAY FROM THE DANGER AREA.	Before your start the engine, make sure all persons quit the danger area.
		IF THE RED LIGHT COMES ON, STOP THE REFUEL PROCEDURE.	If the red light comes on, quit the refuel procedure.
quote (v)	GIVE	IF THE TABLE GIVES A MAXIMUM VALUE,....	If a maximum value is quoted...



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 BY 10 DEG.	Raise the temperature 10 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
re- (prefix)	<u>NOTE:</u> In general, use the word AGAIN (adv) or BACK (adv) with the basic word to replace words that have "re-" as a prefix.		
reach (v)	GET, TOUCH, AT (pre),	WHEN YOU GET THE CORRECT PRESSURE, CLOSE THE VALVE. MAKE SURE THAT THE EXTENSION BAR TOUCHES THE TARGET PLATE. WHEN THE FLAPS ARE AT THE 30 DEG POSITION, INSTALL THE RIGGING PIN.	When the correct pressure is reached, close the valve. Make sure that the extension bar reaches the target plate. When the flaps reach the 30 deg position, install the rigging pin.
reactivate (v)	OPERATE, START	OPERATE THE UNIT AGAIN. START THE APU AGAIN.	Reactivate the unit. Reactivate the APU.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. 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.
RECEIVE (v), RECEIVES, RECEIVED, RECEIVED	To get energy (TN), material, or a signal (TN) from a different source	MAKE SURE THAT THE CAPTAIN'S BOOMSET RECEIVES SIGNALS CORRECTLY.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. THE FLANGE IS IN A RECESS IN THE FUSELAGE.	Do not recess studs more than 5 mm. The flange is recessed into the fuselage.
recharge (v)	CHARGE, FILL, PRESSURIZE	CHARGE THE BATTERY AGAIN. FILL THE FLUID RESERVOIR. PRESSURIZE THE ACCUMULATOR.	Recharge the battery Recharge the fluid reservoir. Recharge the accumulator.
recheck (v)	EXAMINE, MEASURE, CHECK (n)	MEASURE THE DISTANCE BETWEEN THE FACES AGAIN. EXAMINE THE CASTING FOR CORROSION AGAIN. DO A LEAKAGE CHECK OF THE FILTER ASSEMBLY AGAIN.	Recheck the distance between the faces. Recheck the casting for corrosion. Recheck the assembly filter for leakage.
reclaim (v)	REPAIR	REPAIR THE DAMAGED FABRIC AREA.	Reclaim damaged fabric area.
recreat (v)	CLEAT (TN)	ATTACH THE TIEDOWN CORD WITH A CLEAT.	Recreat the tiedown cord.
reclose (v)	CLOSE	AFTER SERVICING, CLOSE THE COMPARTMENT AGAIN.	Reclose the compartment after servicing.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
recoil (v)	MOVE BACK, WIND, RECOIL (TN)	BE CAREFUL WHEN THE SLIDE MOVES BACK.	Be careful when the slide recoils.
		WIND THE PROBE WIRE BACK ON THE SPOOL.	Recoil the probe wire back on the spool.
		MOVE THE BARREL OF THE GUN TO THE RECOIL POSITION.	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.	Recondition the seats.
		DO AN OVERHAUL OF THE ENGINE.	Recondition the engine.
reconstruction (n)	REPAIR, REPAIR (v)	RECORD ALL REPAIRS TO THE SKIN SURFACE.	Record all reconstruction of the skin surface.
		THIS PROCEDURE TELLS YOU HOW TO REPAIR THE AIRFOIL 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	MONITOR AND RECORD THE RESULTS.	
	2. To put data on a storage medium electronically or as photos (TN)	THE COCKPIT VOICE RECORDER RECORDS SIGNALS FROM FOUR AUDIO INPUTS DURING THE FLIGHT.	
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.
recur (v)	OCCUR	IF THE SYMPTOMS OCCUR AGAIN, DO A SYSTEM TEST.	If the symptoms recur, do a system test.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
RECYCLE (v)	To put a used material through a process to make it possible to use it or its components again <u>NOTE:</u> For other meanings, use CYCLE (n).	MAKE SURE THAT YOU RECYCLE THE REMOVED INSULATION MATERIAL. DO ONE MORE TEST CYCLE OF THE COMPONENT.	Recycle the component through a 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 information	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, REPAIR	INSTALL THE LINKAGE AGAIN. ON THE SUBMARINE, REPAIR ALL DAMAGE AND REPLACE ALL WORN PARTS.	Refit the linkage. Refit the submarine.
reflect (v)	REFLECTION (n)	THE RETICLE IMAGE MAKES A REFLECTION ON THE BOTTOM SURFACE OF THE GLASS.	The reticle image reflects on the bottom surface of the glass.
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.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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)	TEMPERATURE ADJUSTMENT IS AUTOMATIC. CONTROL IS AUTOMATIC. A SENSOR CONTROLS THE TEMPERATURE IN THE COMPARTMENT.	Regulation of temperature is automatic. Regulation is automatic. Regulation of temperature in the compartment is effected by a sensor.
reinflate (v)	INFLATE	INFLATE THE TIRE AGAIN.	Reinflate the tire.
reinforce (v)	MAKE ... STRONGER	DOUBLERS MAKE THE JOINT STRONGER.	Doublers reinforce the joint.
reinstall (v)	INSTALL	INSTALL THE COVER AGAIN AFTER YOU ADJUST THE UNIT.	Reinstall the cover after you adjust the unit.
reinstallation (n)	INSTALLATION	ONLY APPROVED PERSONNEL CAN DO THE INSTALLATION PROCEDURE.	This reinstallation must be performed by qualified personnel.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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 INFORMATION TO PERSON "B".	Relay the information to Man B.
RELEASE (v), RELEASES, RELEASED, RELEASED	To make free, to let go	RELEASE THE INSTRUMENT PANEL TO GET ACCESS TO THE CONNECTIONS. WHEN YOU OPEN THE VALVE, THE PRESSURE RELEASES QUICKLY.	
relevant (adj)	RELATED, THEIR, ITS	REMOVE THE ROD END FROM THE RELATED PIVOT. INSTALL THE BOLTS IN THEIR HOLES. INSTALL THE COMPUTER IN ITS RACK.	Withdraw the rod end from the relevant pivot. Install bolts in relevant holes. Install computer in relevant rack.
relieve (v)	RELEASE	RELEASE THE TENSION IN THE CABLE.	Relieve the tension in the cable.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
removable (adj)	REMOVE (v)	FIND THE PART OF THE BARREL THAT YOU CAN REMOVE.	Find 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 PANEL.	
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. APPLY NEW PAINT TO THE CONTROL BOX IF ITS PAINT IS DAMAGED.	Renovate all worn surfaces. Renovate any damaged paint on the control box.
repack (v)	PUT, FILL	PUT THE ASSEMBLY BACK IN THE BOX. FILL THE HOLE WITH GREASE AGAIN.	Repack the assembly in the box. Repack the hole 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 0.8 MICRONS.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
REPAIR (v), REPAIRS, REPAIRED, REPAIRED	To make an item serviceable	REPAIR THE DEFECTIVE WIRING.	
repairable (adj)	REPAIR (v)	IT IS POSSIBLE TO REPAIR THIS DAMAGE. REFER TO THE REPAIR SECTION.	This damage is repairable.
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. ADD OIL TO THE ACCUMULATOR. REFUEL THE AIRCRAFT.	Replenish the accumulator with oil. Replenish the oil in the accumulator. Replenish the aircraft with fuel.
REPORT (n)	The information that is 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. SET THE SWITCH BACK TO THE OFF POSITION.	Reposition the flaps to FULL DOWN. Reposition the switch to OFF.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
request (n)	TELL (v), WRITE (v)	TELL THE FIRE SERVICE TO HELP YOU. IF AID IS NECESSARY, WRITE TO THE MANUFACTURER.	Make a request for external fire support. Any request for assistance should be addressed to the manufacturer.
request (v)	TELL, WRITE	TELL THE FIRE SERVICE TO HELP YOU. WRITE TO THE MANUFACTURER FOR REPAIR INSTRUCTIONS.	Request external fire support. 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	SET THE INDICATOR TO A NEW POSITION.	Reset indicator to a new position.
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. INSTALL THE BOLTS IN THE CORRECT POSITIONS.	Attach the cables to their respective shackles. 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
respond (v)	RESULT (n)	IF THE INSTRUMENT DOES NOT GIVE A RESULT, DO A TEST.	If the instrument fails to respond, do a test.
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)	REPAIR, BACK (adv)	DO NOT REPAIR THE CHROMIC ACID ANODIZING ON THE SKIN PANEL. PUT THE SAFETY PINS BACK IN THEIR STOWAGE.	Do not restore the chromic acid anodizing on the skin panel. Restore the safety pins to their stowage.
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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
retrim (v)	ADJUST, CHANGE	ADJUST THE TRIM TAB OF THE ELEVATORS. CHANGE THE CONTOUR OF THE PATCH IF NECESSARY.	Retrim the elevators. Retrim the patch if necessary.
return (n)	BACK (adv)	AFTER THE AILERONS GO BACK TO NEUTRAL, MAKE SURE THAT THEY ARE FLUSH WITH THE FLAPS.	After return of ailerons to neutral, check that they flush 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 <u>NOTE</u> : REVERSE is part of a TN when it refers to rearward thrust. Refer to Rule 1.5, category 6.	MOVE THE CONTROL IN THE OPPOSITE DIRECTION. MANUALLY TURN THE PROPELLER BLADES TO THE FULL REVERSE POSITION.	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 Technical Verbs, Manufacturing Process.		



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
RIGID (adj)	That cannot easily bend or change shape	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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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), and other parts of a system 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.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
RUB (v), RUBS, RUBBED, RUBBED	To move or cause something to move with pressure (TN) and friction (TN) along a surface	RUB THE SURFACE WITH A CLEAN CLOTH. MAKE SURE THAT THE COILS OF THE OXYGEN HOSE DO NOT RUB TOGETHER.	
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
SAFE (adj) (SAFER, SAFEST)	Not dangerous, disarmed	MAKE THE AREA SAFE BEFORE YOU CONTINUE THE WORK.	
SAFELY (adv)	In a safe manner	MAKE SURE THAT THE LADDER IS SAFELY ATTACHED.	
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
sanitize (v)	DISINFECTANT (TN)	CLEAN THE MASK ASSEMBLIES WITH DISINFECTANT.	Sanitize the mask assemblies.
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)	EXAMINE, SCAN (TN)	EXAMINE THE SURFACE ALONG THE TRAILING EDGE. THE ANTENNA DOES A SCAN THROUGH 80 DEG.	Scan the surface along the trailing edge. Antenna scans through 80 deg.
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)	TURN, SCREW (TN)	CONTINUE TO TURN THE END FITTING UNTIL IT IS IN THE CORRECT POSITION. ATTACH THE STRAPS TO THE PANELS WITH SCREWS.	Continue screwing the end fitting until it is in the correct position. Screw straps to the panels.
scrub (v)	BRUSH (TN)	USE A BRUSH TO CLEAN METAL PARTS.	Scrub all metal parts.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. THE VALVE IS AGAINST THE FRAME.	Seat the O-ring. The valve is seated on the frame.
SECONDARY (adj)	Second (TN) in importance	DO AN OPERATIONAL CHECK OF THE SECONDARY FLIGHT CONTROLS.	
secure (adj)	TIGHT, SAFE, CORRECTLY (adv)	MAKE SURE THAT THE BOLTS ARE TIGHT. MAKE SURE THAT THE PLATFORM IS SAFE BEFORE YOU LIFT IT. MAKE SURE THAT THE BRACKETS ARE CORRECTLY ATTACHED.	Check that the bolts are secure. Make sure the platform is secure before raising it. Check brackets for secure attachment.
secure (v)	ATTACH, SAFETY	REMOVE THE BOLTS THAT ATTACH THE UNIT. SAFETY THE PULLEY GUARD PINS WITH SPLIT PINS.	Undo the bolts securing the unit. Secure the pulley guard pins with split pins.
securely (adv)	CORRECTLY, SAFELY, TIGHT (adj)	MAKE SURE THAT THE BRACKETS ARE CORRECTLY ATTACHED. MAKE SURE THAT THE LADDER IS SAFELY ATTACHED. MAKE SURE THAT THE BOLTS ARE TIGHT.	Check that the brackets are securely attached. Make sure the ladder is securely attached. Make sure that the bolts are securely installed.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 YOU CANNOT MOVE THE BOLTS, APPLY SOME PENETRATING OIL. IF THE FLAP CONTROL MOTOR CANNOT TURN, USE THE ALTERNATIVE MODE.	If control cable is seized in the pulley, release the cable tension. If the bolts are seized, apply some penetrating oil. If flap control motor is seized, use the alternate mode.
SELECT (v)	Make a choice <u>NOTE</u> : Do not use it as a synonym for SET.	SELECT THE HYDRAULIC SYSTEM THAT YOU WILL PRESSURIZE. SELECT THE LANGUAGE FROM THE MENU. SET THE SWITCH TO "TEST".	Select switch to TEST



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
SELECTION (n)	The action or result of choosing	THE OPERATION OF THE INDICATOR DOES NOT PREVENT THE SELECTION OF SYSTEM 1.	
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.
		YOU CAN DISCONNECT THESE LINE FITTINGS.	These line fittings are separable.
separate (adj)	NOT CONNECTED, ISOLATED, NOT ATTACHED	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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
SEQUENCE (n)	The relation of items that follow one after the other in a list or the relation of steps or events that occur one after the other in time	TIGHTEN THE BOLTS IN THE SEQUENCE THAT IS GIVEN IN FIGURE 3.	
serious (adj)	IMPORTANT, DANGEROUS	VIRUS CONTAMINATION IS AN IMPORTANT PROBLEM. HYDRAULIC FLUID IS DANGEROUS FOR YOUR EYES.	Virus contamination is 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 something into a given adjustment, condition, or mode	SET THE ALTIMETER SCALE TO 1013 mbar.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	COLLECT, STABLE (adj)	LET THE SEDIMENT COLLECT AT THE BOTTOM OF THE TANK.	Let the sediment settle at the bottom of the tank.
		LET THE INDICATIONS BECOME STABLE.	Let the indications settle.
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 or cause to move quickly up and down or from side to side	SHAKE THE CONTAINER.	
		THE CONTROL COLUMN STARTS TO SHAKE BEFORE A STALL OCCURS.	
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
shape (v)	SHAPE (n)	MAKE THE PATCH THE SAME SHAPE AS THE CUTOUT.	Shape the patch to suit the cutout.
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 DAMAGE.	Shield your eyes. Shield the control unit from damage.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	1. To cause to be seen 2. To be in view or come into view	THE INDICATOR SHOWS THE LEVEL OF HYDRAULIC FLUID IN THE RESERVOIR. 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 1.17).	THIS PROCEDURE IS IMPORTANT.	This procedure is significant.
silence (v)	STOP	STOP THE ALARM BELL.	Silence the alarm bell.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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. 97 AT THE SAME TIME.	Accomplishment of this Service Bulletin requires the simultaneous accomplishment of Service Bulletin No. 97.
simultaneously (adv)	AT THE SAME TIME	DO THE TWO STEPS AT THE SAME TIME.	Perform the two steps simultaneously.
SINCE (con)	Function word that shows: "from some time in the past until a later time or now" <u>NOTE:</u> For other meanings, use BECAUSE.	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.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 4.0 Nm.	If slight leakage is found, torque the connection to 4.0 Nm.
		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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
slip (v)	MOVE, REMOVE, DANGEROUS (adj)	MOVE THE CARRIAGE ALONG THE FLAP TRACK. REMOVE THE CLAMP FROM THE CABLE. IF FUEL OR LUBRICATING OIL SPILLS, CLEAN THE AREA IMMEDIATELY. A WET SURFACE IS DANGEROUS AND CAN CAUSE YOU TO FALL.	Slip the carriage along the flap track. Slip the clamp from the cable. If fuel or lubricating oil spills, clean the area immediately. You can slip and fall.
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	MAKE SURE THAT THE MOVEMENT OF THE ELEVATORS IS SLOW.	
slow down (v)	DECREASE	DECREASE THE SPEED OF OPERATION.	Slow down the operation.
SLOWLY (adv)	In a slow manner	TURN THE KNOB SLOWLY.	
sluggish (adj)	SLOW	IF THE MOVEMENT OF THE NEEDLE IS TOO SLOW, REPLACE THE SENSOR.	If the movement of the needle is sluggish, replace the sensor.
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.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
smear (v)	APPLY	APPLY GREASE TO THE TAPER SLEEVE.	Smear grease on taper sleeve.
SMELL (v), SMELLS, SMELLED, SMELLED	To sense with the nose	IF YOU SMELL OIL IN THE COMPARTMENT, REPLACE THE RECIRCULATION FILTERS.	
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.	
SMOOTH (adj) (SMOOTHER, SMOOTHEST)	1. Has a continuous uniform surface	MAKE SURE THAT THE PAINTED SURFACE IS SMOOTH.	
	2. Has a constant rate of movement	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.	The retaining clip must snap into position.
		IF YOU BEND THIS PART TOO FAR, IT WILL BREAK.	If you bend this part too far, it will snap.



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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	1. To put something into a liquid and keep it there until it is fully wet or soft 2. To stay in liquid until fully wet or soft.	SOAK THE FILTER IN THE CLEANING SOLUTION FOR 4 HOURS. THE COMPONENT MUST SOAK IN THE SOLUTION FOR A MINIMUM OF 2 HOURS.	
soapy (adj)	SOAP (TN)	CLEAN WITH A SOLUTION OF SOAP AND WATER.	Clean using soapy water.
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 2. The answer to a problem	PREPARE THE SOLUTION IN A CONTAINER MADE OF CERAMIC MATERIAL. A "BITE" TEST WILL GIVE THE SOLUTION.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
solve (v)	SOLUTION (n)	IF THE REMOVAL OF THE VALVE WAS NOT THE 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.
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 SOLVENT.	
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 a voice to make words	SPEAK INTO THE MICROPHONE.	
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.	
speck (n)	PARTICLE	DUST PARTICLES CAN HAVE DIFFERENT DIMENSIONS.	Dust specks can have different dimensions.
speech (n)	VOICE	IF YOU CANNOT HEAR THE VOICE, REPLACE THE UNIT.	If the speech is not audible, replace the unit.

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
SPEED (n)	The rate of movement	IF THE WIND SPEED IS MORE THAN 20 KNOTS, 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 THE ELECTROLYTE SPILLS, REMOVE IT IMMEDIATELY. 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.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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) SPRAYS, SPRAYED, SPRAYED	To apply as a spray.	DO NOT SPRAY DISINFECTANTS DIRECTLY ONTO THE CARPETS OR INSTRUMENT PANELS.	
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.
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.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
stage (n)	STEP	DO NOT REMOVE THE PIN DURING THIS STEP.	Do not remove the pin at this stage.
stained (adj)	DIRTY, STAIN (TN)	IF THE CARPET IS DIRTY, CLEAN IT WITH MATERIAL No. 8. IF THERE ARE HYDRAULIC FLUID STAINS ON THE COVER, EXAMINE THE LINE COUPLINGS.	If carpet is stained, clean with the Material No. 8. If cover is stained by hydraulic fluid, check line couplings.
stamp (v)	STAMP (TN)	PUT THE TEST DATE ON THE CYLINDER NECK WITH AN APPLICABLE 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 ALL STANDARD AND THE SPECIAL TOOLS.	
starboard (adj)	RIGHT	MOVE THE AILERONS UP ON THE RIGHT WING.	Deflect ailerons upwards on starboard wing.
START (n)	The beginning of a movement or operation	YOU CAN GET SLOW MOVEMENT AT THE START.	
START (v), STARTS, STARTED, STARTED	1. To begin a procedure, movement or operation 2. To come into being, activity or operation	START THE ENGINE. MEASURE THE BEND RADIUS OF THE HOSE FROM THE POINT WHERE THE BEND STARTS.	
state (n)	CONDITION	EXAMINE THE CONDITION OF THE UNIT.	Check the state of the unit.
state (v)	TELL	UNLESS THE MANUFACTURER'S INSTRUCTIONS TELL YOU DIFFERENTLY, DO THE PROCEDURE THAT FOLLOWS.	Unless otherwise stated by the manufacturer, do the following procedure.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
station (v)	PUT	PUT A PERSON NEAR THE FUEL TANK.	Station a person near the fuel tank.
stationary (adj)	STABLE, STOP (v)	WHEN THE PRESSURE IS STABLE, CLOSE THE VALVE. WHEN THE FLYWEIGHTS STOP, DO THE TEST.	When the pressure is stationary, close the valve. When the flyweights are stationary, do the test.
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.	
sterilize (v)	DISINFECTANT (TN)	CLEAN THE MASK ASSEMBLIES WITH DISINFECTANT.	Sterilize the mask assemblies.
stick (v)	ATTACH , FREELY (adj)	ATTACH THE LABEL TO THE SURFACE. MAKE SURE THAT THE FAN BLADES MOVE FREELY.	Stick the label 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	1. To cause the end of a procedure, movement or an operation 2. To come to an end	STOP THE ENGINE. WHEN THE FLOW STOPS, REMOVE THE DRAIN HOSE.	
store (v)	KEEP, CONTAIN, STORAGE (TN) <u>NOTE:</u> You can use this word as a TV for computer processes and applications.	KEEP THE CARTRIDGES IN A SAFETY AREA. THE FIRE EXTINGUISHER BOTTLES CONTAIN THE AGENT HALON 1301 IN LIQUID CONDITION. WHEN YOU PUT THE UNIT INTO STORAGE, OBEY THE INSTRUCTIONS SHOWN ON IT.	Cartridges should be stored in a safety area. The fire extinguisher bottles store the agent Halon 1301 in liquid condition. When you store the unit, follow the instructions shown on it.
STOW (v), STOWS, STOWED, STOWED	To move or cause to move into a specified position of storage.	STOW THE LIFE VEST SAFELY BELOW THE PASSENGER SEAT. MAKE SURE THAT THE THRUST REVERSER STOWS WHEN YOU PUSH THE QUADRANT CONTROL FORWARD.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.	Oil must be strained before use.
strap (v)	STRAP (TN)	DO NOT PUT STRAIN ON THE BELLOWS. USE A STRAP TO ATTACH THE CABLES TO THE STRUCTURE.	Do not strain bellows. 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.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 2. The arrangement of something	ATTACH THE WIRES TO THE STRUCTURE. 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 TO A LABORATORY FOR ANALYSIS.	Submit metal particles for analysis.
SUBSEQUENT (adj)	Following in an “unspecified” time or sequence <u>NOTE</u> : Use NEXT (adj) for the first occurrence that follows immediately in time or sequence.	SUBSEQUENT REPAIR OPERATIONS WILL BE FOR THE NEW CONFIGURATION ONLY. DO THE NEXT INSPECTION.	Do the immediately subsequent inspection.
SUBSEQUENTLY (adv)	After an unspecified time <u>NOTE</u> : Use THEN (adv) for an occurrence that follows immediately in time or sequence.	KEEP THE TOOLS THAT YOU WILL SUBSEQUENTLY USE. LIFT THE COVER. THEN PULL THE HANDLE.	Lift the cover and subsequently pull the handle.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 THAT PREVENTS CORROSION.	The primer contains a corrosion-inhibiting substance.
substitute (adj)	EQUIVALENT, ALTERNATIVE	USE AN EQUIVALENT MATERIAL IF THE SPECIFIED ONE IS NOT AVAILABLE. IF THE SPECIAL TOOLS ARE NOT AVAILABLE, USE AN ALTERNATIVE PROCEDURE.	A substitute material may be used if the specified one 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.	
successful (adj)	CORRECT	IF THE TEST RESULTS ARE NOT CORRECT, REPLACE THE UNIT.	If the test is not successful, replace the unit.
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.
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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
SUFFICIENT (adj)	Not less than necessary	ADJUST THE CLAMP 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.	
support (n)	SUPPORT (TN), HOLD (v)	PUT A SUPPORT BELOW THE ITEM BEFORE YOU DISCONNECT IT. MAKE SURE THAT A PERSON HOLDS THE ITEM WHILE YOU DISCONNECT IT.	Make certain there is adequate support for the item before disconnecting 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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 ALL SEALANT THAT IS AROUND THE HOLE.	Clean the mounting and the surrounding area. Remove all sealant surrounding the hole.
survey (v)	EXAMINE, INSPECTION (n)	EXAMINE THE WING SKIN. DO AN INSPECTION OF THE AIRCRAFT SURFACE.	Survey the wing skin. Survey the aircraft surface.
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.
suspend (v)	HANG, STOP	HANG THE ELEMENT IN A BATH OF SOLVENT. STOP THE PROCEDURE IF THE CABLE CATCHES.	Suspend the element in a bath of solvent. Suspend operations if the cable catches.
SWALLOW (v), SWALLOWS, SWALLOWED, SWALLOWED	To take through the mouth and esophagus into the stomach <u>NOTE:</u> Use for WARNINGS only.	IF YOU SWALLOW NITRIC ACID, GET MEDICAL AID IMMEDIATELY.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. YOU CAN CALIBRATE ALL THE COMPASS SYSTEMS AT THE SAME TIME.	Swing the shock absorbers into position. 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. SET THE "NAV 1" SWITCH TO "OFF".	Switch off the unit after 5 min. 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, item, or condition	THE SPECIFICATION GIVES THE SYMBOLS FOR RELAYS, DIODES, AND OTHER PARTS OF THE SYSTEM.	
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)	ADJUST	ADJUST COMPASS SYSTEM 1 UNTIL IT AGREES WITH COMPASS SYSTEM 2.	Synchronize compass system 1 with compass system 2.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
SYNCHRONIZED (adj)	1. That operates at the same time	MAKE SURE THAT THE TWO ROTORS ARE SYNCHRONIZED.	
	2. That agrees with	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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	PUT THE FOIL IN POSITION AND ATTACH IT WITH ADHESIVE TAPE.	Tape the foil in position.
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 IN 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 IN 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	Immediately after 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 PRIMER LAYER 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
thorough (adj)	FULL	DO A FULL CHECK OF THE HYDRAULIC SYSTEM.	Do a thorough check of the hydraulic system.
thoroughly (adv)	FULLY	DRY THE SURFACE FULLY.	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)	Into one (TN) end or side and out of the other	IF FUMES COME THROUGH , DO THE EMERGENCY PROCEDURE.	
THROUGH (pre)	Into one (TN) end or side and out of the other	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 a point in a sequence to another	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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 the fuel tank is tight.
		MAKE SURE THAT THERE IS TENSION IN THE LOCKWIRE.	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 at an angle (TN) or to put something at an angle (TN) between the vertical (TN) and the horizontal (TN)	TO ALIGN THE BOLT, TILT IT TO THE LEFT SIDE.	
		IF THE SHAFT TILTS, STOP THE TEST PROCEDURE.	
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
tip (n)	POINT	BEFORE YOU MAKE THE HOLE, MAKE SURE THAT THE POINT OF THE DRILL BIT IS SHARP.	Before you make the hole, make sure the tip of the drill bit 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.	
TOP (adj)	That is uppermost	A NUMBER IN THE TOP LEFT CORNER OF THE DISPLAY REFERS TO A RELATED PAGE.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. ADD FLUID TO THE HYDRAULIC RESERVOIR AS NECESSARY.	Top up hydraulic system 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 5000 LB.	
TOTAL (n)	The full quantity	ADD THE VALUES. THE TOTAL MUST NOT BE MORE THAN 15 mm.	
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.	
toward (pre)	TO, DIRECTION (n)	THE ARROW MUST POINT TO THE REAR. MANUALLY PUSH THE RAM AIR TURBINE IN THE DIRECTION OF THE RETRACTED POSITION.	The arrow must point toward the rear. Manually push the Ram Air Turbine toward 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 the rate of fuel transfer 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)	DO THE TEST TO MAKE SURE THAT THE TRANSPONDER TRANSMITS THE SIGNAL CORRECTLY.	
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 LEVER MOVES THROUGH A 30-DEG. ARC.	The turnbuckle travels through a hole in the bulkhead. The lever travels through a 30-deg. arc.
treat (v)	APPLY, TOUCH	APPLY WAX TO THE SURFACE. BE CAREFUL WHEN YOU TOUCH PRINTED CIRCUIT BOARDS WITH CMOS COMPONENTS.	The surface shall be treated with wax. 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. THIS SIGNAL STARTS THE OPERATION OF THE TEST SET.	Heat triggers a pressure increase. This signal triggers test set operation.
trim (v)	CUT, ADJUST	CUT THE PATCH TO THE CORRECT DIMENSION. ADJUST THE FLIGHT CONTROLS.	Trim patch to fit. Trim the flight controls.
trip (v)	OPEN, RELEASE	OPEN THE CIRCUIT BREAKER. THE HOLD-ON SWITCH RELEASES.	Trip circuit breaker. 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. THE BEARING TURNS AT 1500 RPM.	
twice (adv)	TWO (TN)	DO THIS PROCEDURE TWO TIMES.	Do this procedure twice.
TWIST (v), TWISTS, TWISTED, TWISTED	1. To use a force (TN) that turns something and causes a distortion (TN) 2. To turn or change shape as a result of torsion	DO NOT TWIST THE CABLES. IF THE CABLE TWISTS, DISCONNECT THE TWO CONNECTORS.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 FOR THIS TYPE OF FASTENER.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 TO DO THIS WORK, DO NOT DO THIS ENGINE TEST.	If you are unauthorized, do not 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. MAKE SURE THAT THERE IS NO CONTAMINATION IN THE FUEL TANKS.	Check that hydraulic fluid is uncontaminated. 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.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
under (pre)	BELOW, IN, LESS THAN	INSTALL THE CABLE THROUGH THE GUIDE TUBE BELOW THE CABIN FLOOR.	Install the cable through the guide tube under the cabin floor.
		THIS CAN OCCUR IN DIFFERENT CONDITIONS.	This can occur under different conditions.
		MAKE SURE THAT THE PRESSURE IS LESS THAN 30 PSI.	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.	Avoid uneven fuel load about the aircraft centerline.
		REPLACE THE SLIDE VALVE IF ITS SURFACE IS ROUGH.	Replace slide valve if its surface is uneven.
UNFOLD (v), UNFOLDS, UNFOLDED, UNFOLDED	To open or straighten from a folded position or condition	UNFOLD THE SHEETING CAREFULLY.	
		MAKE SURE THAT THE INDICATOR LIGHT COMES ON WHEN THE BLADES UNFOLD.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. Switch should unlatch.
UNLESS (con)	Except if	DO NOT REMOVE THE ADAPTER FROM THE STABILIZER UNLESS A REPAIR IS NECESSARY.	



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
unload (v)	REMOVE, RELEASE, LOAD (TN)	RELEASE THE SPRING TENSION. REMOVE THE CARGO. REMOVE THE LOAD FROM THE SPRING BALANCE.	Unload the spring tension. Unload the cargo. Unload the spring balance.
UNLOCK (v), UNLOCKS, UNLOCKED, UNLOCKED	To release or become released from a locked condition	MAKE SURE THAT THE CABIN DIFFERENTIAL PRESSURE IS ZERO BEFORE YOU UNLOCK THE DOOR. IF THE LEVER UNLOCKS DURING THE TEST, SET THE LEVER TO THE LOCKED POSITION AGAIN.	
unnecessary (adj)	NOT NECESSARY	REMOVE ALL 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 PROTECTIVE TREATMENT ON THE BARE SURFACES.	Protect unpainted surfaces.
unplug (v)	DISCONNECT, PLUG (TN)	DISCONNECT THE SOLDERING IRON. REMOVE THE PLUG FROM THE FUEL LINE.	Unplug soldering iron. Unplug the fuel line.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 BUSHINGS.	
unstable (adj)	STABLE	MAKE SURE THAT THE HYDRAULIC PRESSURE IS STABLE.	Avoid unstable hydraulic pressure conditions.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 or become removed from around an object	UNWIND THE CABLE. IF THE HOSE UNWINDS TOO QUICKLY FROM THE REEL, STOP THE TEST.	
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
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.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
use (n)	OPERATION, OPERATE (v)	DO NOT GO NEAR THE REAR OF THE AIRCRAFT DURING OPERATION OF THE APU. DO NOT LET PERSONS GO NEAR THE REAR OF THE AIRCRAFT WHILE THE APU OPERATES.	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 if the APU is in use.
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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
valid (adj)	CORRECT, APPLICABLE	MAKE SURE THAT THE TEST RESULTS ARE CORRECT. THIS PROCEDURE IS APPLICABLE ONLY IN DIGITAL MODE.	Make sure test results are valid. This procedure is only valid in digital mode.
validity (n)	CORRECT (adj), APPLICABLE (adj)	MAKE SURE THAT THE TEST RESULTS ARE CORRECT. THIS STEP IS APPLICABLE ONLY WHEN YOU APPLY THE TOP LAYER OF PAINT.	Check the validity of the test results. The validity of this step is restricted to the application of the paint 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 AND THE CONDITIONS WHERE THEY ARE APPLICABLE.	This document specifies the various torque values and the conditions where they are applicable.
vary (v)	CHANGE	CHANGE THE FREQUENCY AND RECORD THE RESULTS.	Vary the frequency and record the results.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 RESULTS. MAKE SURE THAT A PERSON WHO IS NOT IN THE TANK CAN ALWAYS HEAR YOU.	Send a verbal message about the results 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 the tightness 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.
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.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
vicinity (n)	NEAR (pre), ADJACENT (adj)	MAKE SURE THAT SOLVENTS ARE NOT NEAR THE ENGINE EXHAUST. DO AN INSPECTION OF THE DAMAGE AND OF THE ADJACENT AREA.	Do not leave solvents in the vicinity of the engine exhaust. Do an inspection of the damage and of the immediate vicinity.
VIEW (n)	The ability to see something	MAKE SURE THAT YOU HAVE A SATISFACTORY VIEW OF ALL COMPONENTS.	
view (v)	SEE	THIS WILL BE IN THE 2 O'CLOCK POSITION, AS 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 OIL LEVEL THROUGH THE SIGHT GAUGE. WHEN THE INDICATOR COMES INTO VIEW, STOP THE PUMP.	Make certain that the oil level is visible through the sight gauge. When the indicator is visible, stop the pump.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
VOICE (n)	The sound you make when you speak	SPEAK INTO THE MICROPHONE IN YOUR USUAL VOICE.	
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 THE SOLVENT NEAR FLAMES OR SPARKS. THIS SOLVENT CAN RELEASE FLAMMABLE FUMES.	Be careful with the solvent (this solvent is volatile and can be dangerous).
VOLUME (n)	<ol style="list-style-type: none">1. The space that an object fills2. How loud a sound is	MEASURE THE VOLUME OF THE OIL CAREFULLY. TO ADJUST THE VOLUME, USE THE BUTTONS ON THE SIDE OF THE PHONE.	



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
WAIT (v)	To stop doing something while another thing occurs. <u>NOTE</u> : Use only for persons. Do not use with the meaning of STAY.	(1) IF THE STATUS OF THE FAULT IS "NOT CONFIRMED": (a) OPEN THE APPLICABLE CIRCUIT BREAKER. (b) WAIT FOR 4 MINUTES. (c) DO THE BITE TEST. DO NOT LET THE AIRCRAFT STAY ON THE RUNWAY.	Do not let the aircraft wait on the runway.
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)	WILL, NECESSARY (adj)	IDENTIFY THE PARTS THAT YOU WILL INSTALL AGAIN. RECORD THE CORRECT VALUE, IF IT IS NECESSARY.	Identify the parts that you want to reinstall. Record the correct value if it is wanted.
WARM (adj)	Moderately hot	KEEP THE GASKETS IN A WARM DRY 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		



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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.
watch (v)	MONITOR, LOOK	MONITOR THE N2 INDICATION DURING THE TEST. LOOK FOR AIR BUBBLES.	Watch the N2 indication for the duration of the test. 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.	THE CABLE CAN WEAR QUICKLY IN THIS POSITION. 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.
WEATHER (n)	Conditions of the atmosphere (TN): temperature (TN), moisture (TN), winds (TN), clouds (TN)	STEP 2 IS APPLICABLE ONLY IF THE WEATHER IS WET.	

Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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	1. To measure the weight of something	WEIGH THE TWO PARTS OF THE COMPOUND.	
	2. To have a specified weight.	THE UNIT WEIGHS 20 KG.	
WEIGHT (n)	The force (TN) caused when gravity (TN) acts on the mass of an object.	THE BASIC WEIGHT OF THE AIRCRAFT DOES NOT INCLUDE ALL ITEMS.	
well (adv)	CORRECTLY, GOOD (adj)	MAKE SURE THAT THE BEARING IS CORRECTLY INSTALLED.	Ensure the bearing is well seated.
		THERE MUST BE A GOOD AIRFLOW IN THE WORK AREA.	Work area must be well ventilated.
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	STOP THE TEST WHEN THE PRESSURE IS MORE THAN 7000 kPa.	Stop the test whenever the pressure exceeds 7000 kPa.
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.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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. EXAMINE ALL OF THE SYSTEM TO FIND THE CAUSE OF THE INTERFERENCE.	The whole procedure must be done. 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
WIDE (adj) (WIDER, WIDEST)	That has large width	REPAIR ALL CRACKS THAT ARE WIDER THAN 0.05 mm.	
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	WARNINGS AND CAUTIONS IN THIS MANUAL WILL HELP YOU TO DO THE WORK SAFELY AND CORRECTLY.	
WIND (v), WINDS, WOUND, WOUND	To move around and around an object	WIND THE TAPE ON THE REEL.	
windy (adj)	WIND (TN)	OBEY THESE SPECIAL PRECAUTIONS 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	ALIGN THE MARK WITH THE LONGITUDINAL AXIS.	
		ATTACH THE FLANGE (10) WITH THE FOUR BOLTS (15).	
		REMOVE THE VALVE (2) WITH THE EXTRACTOR.	
withdraw (v)	REMOVE	REMOVE THE INDICATOR FROM THE INSTRUMENT PANEL.	Withdraw indicator from instrument panel.



Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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)	THIS MATERIAL IS RESISTANT TO FIRE.	This 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) <u>NOTE:</u> Refer to Technical Verbs, Manufacturing Processes.	BE CAREFUL WHEN YOU DO WORK NEAR FUEL TANKS. ALWAYS GRIND THE SURFACE IN A CIRCULAR DIRECTION.	Be careful when you work near fuel tanks. When grinding the surface, 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.
wrap (v)	PUT, WIND	PUT THE PART IN OILPAPER. WIND MASKING TAPE AROUND THE PART.	Wrap the part in oilpaper. Wrap masking tape around the part.



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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
WRITE (v), WRITES, WROTE, WRITTEN	To record data or information 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)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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Keyword (part of speech)	Approved meaning/ ALTERNATIVES	APPROVED EXAMPLE	Not approved
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 KEEP THEM 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)	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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