

CHANGE

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER 8120.2E
CHG 3**

National Policy

Effective Date:
09/5/08

SUBJ: Production Approval and Certificate Management Procedures

- 1. Purpose.** This change implements the use of AIR QMS Procedure AIR-002-085-W1 and its associated forms. The work instruction describes the required content of all applicant/PAH project folders maintained by the MIDO/CMO.

- 2. Who This Change Affects.** This order is distributed to Washington Headquarters division levels of the Flight Standards Service, to the branch levels of the Aircraft Certification Service, to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates, to all Flight Standards District Offices, to all Aircraft Certification Offices, to all Aircraft Certification field offices, to all Manufacturing Inspection District and Satellite Offices, to the Aircraft Certification and Airworthiness Branches at the Federal Aviation Administration Academy, and to the Flight Standards Service Regulatory Support Division.

- 3. Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the directive is canceled by a new directive.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
7 (and 8)	5/29/07	7 (and 8)	09/5/08


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Manager, Production and
Airworthiness Division, AIR-200

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A-FFS-0 (LTD); A-FAC-0 (ALL); AMA-220 (10 copies);
AMA-250 (10 copies); AFS-600 (10 copies); AVS-20 (ALL);
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Initiated By: AIR-200

9. REQUESTS FOR INFORMATION. All public requests for information regarding production approval or CM activities will be processed in accordance with the Freedom of Information Act. Refer to FAA Order 1270.1, Freedom of Information Act Program. Any deficiencies found, clarifications needed, or improvements regarding the content of this order should be forwarded to the Planning and Financial Resources Management Branch, AIR-530, Attention: Directives Management Officer, for consideration. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience or you may obtain it electronically from the FAA Web site. A copy may be forwarded to the Production and Airworthiness Division, AIR-200, Attention: Comments to Order 8120.2. If an interpretation is urgently needed, you may contact AIR-200 for guidance, but you should also use the Form 1320-19 as a follow up to each verbal conversation.

10. AUTHORITY TO CHANGE THIS ORDER. The issuance, revision, or cancellation of the material in this order is the responsibility of the Aircraft Certification Service, Production and Airworthiness Division, AIR-200. This division will accomplish all changes, as required, to carry out the agency's responsibility to provide for production approval and CM.

11. DEVIATIONS. Adherence to the procedures in this order is necessary for uniform administration of this directive material. Any deviations from this guidance material must be coordinated and approved by AIR-200. If a deviation becomes necessary, the FAA employee involved should ensure the deviations are substantiated, documented, and concurred with by the appropriate supervisor. The deviation must be submitted to AIR-200 for review and approval. The limits of federal protection for FAA employees are defined by Title 28 U.S.C. § 2679.

12. ELECTRONIC SIGNATURE. The use of an electronic signature for the issuance of a production certificate and a production limitation record, or a production approval letter (i.e., APIS, PMA, or TSO authorization) is not permitted.

13. RECORDS MANAGEMENT. Refer to Orders 0000.1, FAA Standard Subject Classification System, 1350.14, Records Management, and 1350.15, Records Organization, Transfer, and Distribution Standards, or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records. Refer to AIR Quality Management System Procedure AIR-002-085-W1 for guidance regarding the content, filing, and storage location of records related to the applicant/PAH. All records must be in accordance with documents referenced in this order by April 30, 2009.

14.-19. RESERVED.