

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER 8100.7C
CHG 2

National Policy

Effective Date:
May 29, 2008

SUBJ: Aircraft Certification Systems Evaluation Program

1. Purpose. This change incorporates a modification to paragraph 42 a, and paragraph 43 to revise the minimum notification time from 90 days to 60 days. This change will allow the appropriate notification to occur within the stated time for evaluations that are scheduled in the months immediately following the latest release date of the annual schedule established in paragraph 33 d. The change also removes the requirement for the notification to be in writing or be documented.

a. Paragraph 42 a., Lead Evaluation Office, page 21, was changed to remove the requirement for written notification and to establish that the notification does not need to be documented. The minimum notification time was changed to at least 60 calendar days before each directorate evaluation.

b. Paragraph 43, ACO, MIO, MIDO, and CMO Managers, page 21, was changed to remove the requirement for written notification and to change the minimum notification time to at least 60 calendar days. This paragraph was also changed to establish that the notification does not need to be documented.

2. Who This Change Affects. This order is distributed to the Washington Headquarters division levels of the Aircraft Certification Service and 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 and International Field Offices; to all Aircraft Certification Offices (ACO); to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices; to the Aircraft Certification and Airworthiness Branches at the FAA Academy; and to the Flight Standards International Field Offices.

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

CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
21/22	10/12/2005	21/22	5/29/2008

/s/

Frank Paskiewicz
Manager, Production and Airworthiness Division

CHAPTER 4. ACSEP EVALUATION PROCEDURES

SECTION 1. ACSEP EVALUATION PREPARATIONS

42. LEAD EVALUATION OFFICE. Perform the following evaluation preparations, as a minimum:

* a. Notify, in writing, the selected evaluation team leader and team members, or the principal evaluator, at least 60 calendar days before each directorate evaluation. The notification does not need to be documented.

* b. Ensure logistical support for an evaluation within the geographical area.

* **43. ACO, MIO, MIDO, and CMO MANAGERS.** Notify in writing all evaluators within the directorate selected for AIR-200-led evaluations and evaluations in support of other directorates. Send notification at least 60 calendar days before each evaluation. Send a notification to the lead evaluation office and AIR-200. The notification does not need to be documented.

44. EVALUATION TEAM LEADER OR PRINCIPAL EVALUATOR. Coordinate evaluation preparation. The team leader provides orientation to team members, and assigns system elements to team members. These actions, as appropriate, require coordination with the PI, AE, and the facility to be evaluated. The team leader or principal evaluator will perform the following, as appropriate:

a. Upon receipt of a copy of the notification letter, contact the lead evaluation office to identify the responsible PI and AE and obtain from the PI and AE such items as the following:

(1) Applicable FAA-approved procedures, including engineering and quality manuals, procedures manuals, and handbooks, when practical. Obtain documentation in electronic format, if available, to simplify copying and distribution to team members. If applicable data are available only electronically, work with the PI or AE to identify relevant documents and to obtain printed copies of only those pages necessary to support the ACSEP evaluation.

(2) Current facility data available in the CMIS.

(3) Known or suspected problem areas, including any areas the PI and AE would like special emphasis on during the evaluation, such as requests to conduct a product audit in accordance with Order 8120.2.

(4) Current self-disclosure items reported under FAA Order 2150.3, Compliance and Enforcement Program, appendix 1, Compliance/Enforcement Bulletin No. 92-2, Reporting and Correction Policy and Implementing Guidance for Holders of Production Approvals, that are in the process of corrective action.

(5) Agreements made between the cognizant ACO, MIO, MIDO, or CMO and the facility to be evaluated.

(6) Facility access information, including badges and security clearances.

(7) Lodging information.

(8) Any other items necessary to prepare for the evaluation.

b. Prepare a written evaluation plan for conducting the evaluation. The evaluation plan includes the following items:

(1) Name and address of the facility to be evaluated.

(2) Dates of the evaluation.

(3) Names of the team leader and members (when more than one evaluator is selected).

(4) Evaluation objectives. List the reason for the ACSEP evaluation and what information is expected to be obtained during the evaluation (for example, establish facility compliance with the procedures established to meet the applicable requirements of 14 CFR or establish cause of repetitive service difficulty reports).

(5) Type(s) of approval.

(6) Type certificate (TC) or supplemental type certificate (STC) number, as applicable.

(7) Current product line.

(8) Number of employees associated directly with the production approval activity.

(9) List of top-level FAA-approved procedures (for example, quality manual index of procedures, procedures manual, PMA approval letter, and TC data sheets).

(10) FAA/facility agreements in effect; for example, agreement on frequency of submittal of minor design changes.

(11) Plant layout.

(12) Organizational chart.

(13) Major processes.

(14) Unusual features of the product, manufacturing and inspection methods, or design approval system.

(15) Self-disclosure items under Order 2150.3, appendix 1, Compliance/Enforcement Bulletin No. 92-2.

(16) Special emphasis items recommended by the PI and AE.

(17) System element, to include product audit, assignments (when more than one evaluator is selected).

(18) Access information, including facility point of contact.