

(a) **PAH Facility.** Do not select the responsible certificate management PI. Do not select the AE if the AE is the engineer assigned design responsibility for the facility to be evaluated.

(b) **Satellite MMF.** Do not select the responsible certificate management or surveillance PI.

(c) **Delegated Facility.** Do not select the AE if the AE is the engineer assigned oversight responsibility for the delegated facility.

(2) **Three- or Four-Person Evaluation.**

(a) **PAH Facility.** Select as a team member either the responsible certificate management PI or the AE, if the AE is the engineer assigned design responsibility for the facility to be evaluated. If the AE is not assigned design responsibility, both the AE and the responsible certificate management PI may be selected as team members.

(b) **Satellite MMF.** Select as a team member either the responsible certificate management or surveillance PI, but not both.

(c) **Delegated Facility.** Select the AE as a team member, when practicable.

(3) **Five-Person or Greater Evaluation:**

(a) **PAH Facility.** Select as a team member either the responsible certificate management PI or AE, or both.

(b) **Satellite MMF.** Select as a team member either the responsible certificate management or surveillance PI, or both.

(c) **Delegated Facility.** Select the AE as a team member, when practicable.

**NOTE: For a facility where surveillance has been requested, the manager of the MIDO to which the surveillance request was made (hereafter referred to as the surveillant MIDO) and the requesting MIDO manager should agree on whether the surveillant PI or the requesting office PI will be selected.**

d. **Selection of Evaluators-in-Training and Team Leaders-in-Training.**

(1) **Determine the number of appointed evaluators required** for the ACSEP evaluation prior to assigning evaluators-in-training. Assign evaluators-in-training only to evaluations where a team is required. Do not assign evaluators-in-training to a principal evaluator. Evaluators-in-training will supplement appointed evaluators. Do not substitute evaluators-in-training for appointed ACSEP evaluators, nor evaluation team leaders-in-training for appointed ACSEP evaluation team leaders.



(2) **Do not assign** more than two evaluators-in-training or more than one team leader-in-training to any one evaluation. Try to assign each evaluator-in-training or team leader-in-training to different team leaders during the participation phase of the training.

(3) **In cases** where evaluators-in-training or team leaders-in-training from other directorates or AIR-100/200 are proposed to be used in an evaluation, coordinate with the appointing managers to establish their eligibility.

e. **Additional Resource Requirements.** Additional evaluators beyond the directorate's available resources may be required depending on the size of the facility, type and complexity of product, service, or design approval system, and overall evaluation objectives. Each directorate should present these additional resource requirements during the Joint Scheduling Committee meeting as indicated in paragraph 44 below. For resource requirements identified after the Joint Scheduling Committee meeting, the directorate should request additional support from other areas of the Aircraft Certification Service. If these sources of support are not available, the directorate may obtain outside support services to augment directorate resources. Criteria for obtaining support service personnel is included in paragraph 44a(2).

**44. AIRCRAFT CERTIFICATION SERVICE JOINT SCHEDULING COMMITTEE.** A Joint Scheduling Committee composed of the ACSEP headquarters project manager and an ACO and MIO manager from each directorate will be established. When a directorate has appointed an ACSEP project coordinator, the directorate may assign that coordinator to the committee in place of an ACO and MIO manager. However, the ACSEP coordinator must have the authority to commit resources and adjust schedules as necessary. The ACSEP headquarters project manager is the chairperson of the committee. The committee will coordinate the directorates' annual evaluation schedules into an ACSEP master schedule, coordinate additional resources required, and identify the general team compositions to support evaluations which will be led by AIR-200.

a. **After the updated annual evaluation schedule is prepared** by each of the directorates, the ACSEP headquarters project manager will convene a meeting or telephone conference of the Joint Scheduling Committee. The committee will accomplish the following tasks:

(1) **The committee will identify general team compositions** for evaluations to be led by AIR-200 as follows:

(a) Team leader from AIR-200.

(b) Team members from the directorate responsible for the facility to be evaluated will be utilized, to the extent practicable, based on the number of evaluators previously identified on the directorate's evaluation schedule.

(c) When needed, the balance of the team members will be requested from other areas of the Aircraft Certification Service based on the ACSEP master schedule.

(2) **After the ACSEP master schedule is coordinated** and the AIR-200 led evaluations are staffed, the committee will review any directorate requests for additional evaluation team members required to support their evaluations. The committee will identify available resources from other areas of the Aircraft Certification Service. If these sources of support are not available, the committee may recommend the use of outside support services to augment directorate resources. Support service personnel will be qualified and creditable quality assurance experts and technology specialists, and will meet the criteria for candidate selection specified in paragraph 15. Directorates will obtain any required support service personnel in accordance with budgetary directives. Appendix 6 contains sample contract clauses relating to obtaining support services.

**NOTE: The cognizant directorate will complete all necessary administrative measures required for facility access by support service personnel prior to the ACSEP scheduled evaluation. This will include such items as: obtaining any security clearances from the prospective facility if required; ensuring personnel have signed a certificate of nondisclosure for confidentiality of information (see Appendix 6); and ensuring personnel are aware of their limitations (as agreed to between the directorate and the facility to be evaluated) of access and entry to the facility's proprietary or sensitive processes or systems.**

(3) **The Production & Airworthiness Certification Division will transcribe** all schedules and related decisions into written committee proceedings, and provide one copy to each directorate, and AIR-100.

b. **Changes to the Master Schedule.** Each directorate shall transmit schedule changes electronically to AIR-200 at least monthly. Evaluations added to the master schedule will be assigned a new ACSEP number in accordance with paragraph 42b above. The Production & Airworthiness Certification Division will maintain the master schedule, monitor scheduled activities and changes thereto, and update the master schedule quarterly.

**45. NOTIFICATION OF FACILITIES TO BE EVALUATED.** The lead evaluation office identified in accordance with paragraph 42c above will notify facilities using the sample formats in appendices 7, 8, or 9. Coordinate with the responsible PI, or the engineer assigned oversight responsibility for a delegated facility, to ensure the letter does not arrive during scheduled shutdown periods or during any other extended periods when the letter may not be acted upon. Attach one copy of all applicable ACSEP advisory material for notifications of first-time ACSEP evaluations. Appendix 12 provides a summary of notification letter requirements. Notify facilities as follows:

a. **Facility Located in the U.S.**

(1) **Production Approval Holder/Associate Facility.** The lead evaluation office will:

(a) **Prepare** the notification letter and send it to the facility to be evaluated no later than 50 days prior to the evaluation.

