

**CHANGE**U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATIONORDER 8100.7C  
CHG 1

National Policy

Effective Date:  
11/26/2007**SUBJ:** Aircraft Certification Systems Evaluation Program (ACSEP)

- 1. Purpose.** This change is issued to reflect the implementation of revised certificate management guidance. As a result, certain guidance and procedures affecting evaluation team leader currency that are specific to ACSEP have been revised to reflect the number of evaluations conducted each fiscal year. Also the requirement for quarterly tabulation and transmittal of a summary of errors from ACSEP reports has been eliminated.
- 2. Who this change affects.** This change to Order 8100.7C will be used by the following offices during the conduct of an ACSEP activity or during training: the Washington headquarters branch levels of the Aircraft Certification Service, the branch level in the regional Aircraft Certification Service divisions, all Aircraft Certification Service offices, the Aircraft Certification Service branch at the Federal Aviation Administration Academy, the Regulatory Support Division of the Flight Standards Service, and the Brussels Aircraft Certification Branch.
- 3. Disposition of Transmittal Paragraph.** After filing the attached pages, this change transmittal should be retained.

**PAGE CHANGE CONTROL CHART**

<b>Remove Pages</b>	<b>Dated</b>	<b>Insert Pages</b>	<b>Dated</b>
11	10/12/05	11	10/12/05
12	10/12/05	12	11/26/07
29	10/12/05	29	10/12/05
30	10/12/05	30	11/26/07
31	10/12/05	31	11/26/07
32	10/12/05	32	10/12/05

/s/

**John Hickey**  
Director, Aircraft Certification ServiceDistribution: A-W(IR)-3; A-X(CD)-3; A-FAC-0 (ALL);  
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(4) The candidate's appointing official is responsible for performing the following activities in evaluating the team leader candidate:

- (a) Consider the candidate's previous experience and education.
- (b) Consider the product complexity, facility size, and complexity of system elements evaluated in ACSEP evaluations in which the candidate participated.
- (c) Discuss with team leader(s) of evaluations in which the candidate participated to determine the candidate's team leadership abilities.
- (d) Review ACSEP evaluation reports for evaluations in which the candidate participated.
- (e) Review, when necessary, FAA Form(s) 8100-7 for evaluations in which the candidate participated.
- (f) Interview the candidate.
- (g) Discuss with the candidate any weaknesses or deficiencies in their team leadership abilities identified during the participation phase. Both parties will work to reduce or eliminate these weaknesses or deficiencies through additional training, additional ACSEP evaluations, National Aviation Safety Inspection Program/Regional Aviation Safety Inspection Program audits, or other similar activities that will increase the candidate's leadership abilities.

(5) On the basis of satisfactory results of the evaluation of the candidate as listed in paragraph 20b(4), the candidate's appointing official will appoint the candidate as a team leader.

c. The candidate's appointing official will document and track the completion of the requirements in paragraphs 20a and 20b for all ACSEP candidates. Upon successful completion of the requirements, the appointing official will appoint the candidate as an ACSEP evaluation team leader or team member and will formally notify the candidate of his or her appointment in writing. Ensure the appointment document includes the individual's discipline and office identification.

**NOTE: Provide written notification of appointment before the evaluator's first scheduled ACSEP evaluation as a team member or team leader.**

**21. REVIEW OF APPOINTMENT.** The cognizant appointing official (1) reviews the participation in ACSEP evaluations by each evaluator under their appointment authority, (2) notifies evaluators in writing of decisions not to continue their appointment, and (3) determines the currency and continued validity of appointments as follows.

**a. Evaluation Team Members.** Review evaluation team members' participation annually. Ensure team members have accomplished the following requirements, as a minimum:

(1) Participated at an interval of once or more every 2 fiscal years as an ACSEP evaluation team member or team leader, or conducted PI or district office audits in accordance with Order 8120.2.

**NOTE: A supplier control audit does not count toward the continued appointment of an ACSEP team member.**

(2) Demonstrated knowledge and skill in ACSEP evaluations, as determined from sources such as the ACSEP evaluation report, team leaders, cognizant managers, and satisfactory corrective action for any shortcomings in knowledge or skills noted and discussed with the team member during the interim period.

**b. Evaluation Team Leaders.** Review evaluation team leaders' participation annually. Ensure team leaders have accomplished the following requirements, as a minimum:

(1) Participated at an interval of once or more during a 2-fiscal-year period as an ACSEP evaluation team leader or as a team leader for a PI or district office audit with multiple team members in accordance with Order 8120.2.

**NOTE: A supplier control audit does not count toward the continued appointment of an ACSEP team leader.**

(2) Demonstrated knowledge and skill in ACSEP evaluations, as determined from sources such as the ACSEP evaluation report, cognizant managers, and satisfactory corrective action for any shortcomings in knowledge or skills noted and discussed with the team leader during the interim period.

**22. REINSTATEMENT OF EVALUATORS FAILING TO MEET APPOINTMENT REVIEW CRITERIA.** Cognizant appointing officials may reinstate evaluators under their appointment authority who have not met the appointment review criteria listed in paragraph 21. Use the following criteria to determine eligibility for reinstatement:

**a.** Team members and leaders who have not met participation requirements may be reinstated after acceptable participation as an evaluator-in-training, or as a team leader-in-training as applicable, in two ACSEP evaluations.

**b.** Team members who have not demonstrated ACSEP evaluation knowledge or skills may be considered for reinstatement by repeating the formal ACSEP team member appointment program listed in paragraph 20a.

**c.** Team leaders who have not demonstrated ACSEP evaluation knowledge or skills may be reinstated as a team member after acceptable participation as an evaluator-in-training in two ACSEP evaluations. Consideration for reinstatement as a team leader must then follow the formal ACSEP team leader appointment program listed in paragraph 20b.

**23.–30. RESERVED.**

**(3) Certificate Management PI or AE, or Geographic PI (When Present).** As appropriate, consider providing a copy of the completed final draft Form(s) 8100–6 to the facility’s management. Clearly mark each copy as “DRAFT” before release.

**58. POSTEVALUATION CONFERENCE.** The team leader or principal evaluator must conduct a postevaluation conference with appropriate senior management and cognizant supervisory personnel of the evaluated facility. The team leader or principal evaluator must do the following, as appropriate:

a. Introduce FAA personnel not previously introduced at the preevaluation conference.

b. Give a brief presentation of the overall results of the evaluation, using each completed ACSEP Evaluation Executive Summary as a reference:

(1) Provide a copy of each completed ACSEP Evaluation Executive Summary to the evaluated facility’s designated representative.

(2) Summarize all noncompliances. Mention only noncompliances previously discussed with the certificate management PI and AE, the geographic PI, as applicable, and facility personnel.

c. Explain the purpose and use of the ACSEP database.

d. Explain corrective action and followup procedures.

**NOTE: Emphasize that the PI or AE may conduct additional investigations into noncompliances reported in the ACSEP evaluation report. The results of these investigations may be included with the letter requesting corrective action for the ACSEP evaluation noncompliances.**

e. Remind senior management about FAA Form 8100–7 and encourage them to complete the form and send it to the address on the form within 30 calendar days of the postevaluation conference.

f. Request final comments. Clarify any misunderstandings or disagreements before departure.

g. Adjourn the ACSEP evaluation.

**59.–61. RESERVED.**

### SECTION 3. POSTEVALUATION ACTIVITIES

**62. PREPARING THE ACSEP EVALUATION REPORT.** The team leader or principal evaluator must prepare the ACSEP evaluation report. When a facility has one or more production approvals, prepare one original evaluation report. Format and compile each original evaluation report in the following order:

**NOTE: Ensure the evaluation report identifies only noncompliances presented at the postevaluation conference.**

a. FAA Form 8100–3, ACSEP Evaluation Report, or printed copy of electronic equivalent (appendix 9). Each form or printed copy must be an original and signed. Prepare an original form or printed copy for each PAH affected.

b. ACSEP Executive Summary or printed copy of electronic equivalent (appendix 6). Each summary must be an original and signed. Prepare an original summary or printed copy for each PAH affected.

c. ACSEP Evaluation Special Emphasis Items or printed copy of electronic equivalent (appendix 7). Prepare an original list of special emphasis items or printed copy for each PAH affected.

d. ACSEP Evaluation Lessons Learned or printed copy of electronic equivalent (appendix 8). Prepare an original list of lessons learned or printed copy for each evaluation.

e. Form 8100–4 or printed copy of electronic equivalent (appendix 5, part B). Prepare an original form or printed copy for each PAH facility affected.

f. Form 8100–6 or printed copy of electronic equivalent. Include signed originals, or true copies of the signed form when identical signed original Form(s) 8100–6 are required for two or more reports. See paragraph 57b(2)(f). Each report must include all applicable Form(s) 8100–6 and any objective evidence. Each copy of the objective evidence must be a true copy of the original documents, identified as indicated in paragraph 57b(1)(b). Include true copies for each PAH affected.

**NOTE: Do not include reproductions of true copies of objective evidence in an original evaluation report. Objective evidence must be a true copy signed and dated in accordance with Order 2150.3.**

**63. QUALITY REVIEW OF THE ACSEP EVALUATION REPORT.** The ACSEP Evaluation Report contains the data that forms the basis of corrective action requests (see paragraph 65) and the ACSEP national database described in chapter 5 of this order. To this end, the evaluation report must be accurate and complete. Directorate managers (or delegated individuals) must establish a review process within their directorates that ensures accuracy and completion of the evaluation report before distribution.

**64. SENDING THE ACSEP EVALUATION REPORT.** The team leader or principal evaluator and the responsible ACO and MIO managers (or designated individuals) will process the evaluation report as follows (see appendix 10):

**a. Team Leader or Principal Evaluator.**

**(1) PAH/Associate Facility.**

(a) Send, or transmit electronically, an original evaluation report to the review point within 15 working days of the postevaluation conference. The review point must return the report to the team leader or principal evaluator for correction and/or continued processing within 5 working days of receipt.

(b) Send, or transmit electronically, the original evaluation report to the responsible certificate management MIO manager within 5 working days of receipt of review point comments. Do not send copies of objective evidence to the MIO manager. Send all true copies of any objective evidence to the certificate management PI.

(c) Send, or transmit electronically, at the same time as the original report, one copy of the evaluation report to the cognizant ACO manager and to AIR-200. The copy for the ACO manager may be tailored to the requirements of the ACO manager but will always include copies of any objective evidence that the ACO manager may require to investigate identified special emphasis items. Do not send copies of objective evidence to AIR-200.

(d) Send, or transmit electronically, at the same time as the original report, one copy of the evaluation report to the immediate supervisor of any evaluators-in-training assigned to the team.

**b. Certificate Management MIO Manager.**

(1) Send, or transmit electronically, the original evaluation report to the certificate management PI within 3 working days of receipt of the report from the ACSEP team leader.

(2) Include any additional evaluation documents that the team leader provides.

**c. Certificate Management ACO Manager.**

(1) Send, or transmit electronically, the evaluation report copy to the AE within 3 working days of receipt of the report from the ACSEP team leader.

(2) Include all copies of any objective evidence received. When transmitting the report electronically, send the true copies of the objective evidence under separate cover.

**NOTE: ACO investigations of special emphasis items identified during the conduct of an ACSEP evaluation should be coordinated with the responsible MIO or CMO.**

**65. REQUESTING CORRECTIVE ACTION.** The PI must request corrective action in accordance with Order 8120.2.

**66.-71. RESERVED.**