

4/15/05

SUBJ: AIRCRAFT CERTIFICATION MANAGEMENT (ACMT)

1. **PURPOSE.** This order prescribes the composition, mission, and functions of the Aircraft Certification Management Team (ACMT).
2. **DISTRIBUTION.** This order is distributed to the section level of all Aircraft Certification Service Offices.
3. **CANCELLATION.** Order 1110.108B, Aircraft Certification Management Team (ACMT), dated September 27, 1990, is cancelled.
4. **RELATED PUBLICATIONS.** The latest edition of Federal Aviation Administration (FAA) Order 8100.5A, Aircraft Certification Service Mission, Responsibilities, Relationships and Programs, can be referenced for more information about the Service.
5. **BACKGROUND.**

a. The mission of the Aircraft Certification Service (AIR) is to: work with aviation authorities, manufacturers, and other stakeholders to help them successfully improve the safety of the international air transportation system; provide a safety performance management system to ensure continued operational safety of products in coordination with the Flight Standards Service; administer safety standards governing the design, production, and airworthiness of civil aeronautical products; and to oversee design, production, and airworthiness certification programs to ensure compliance with the prescribed safety standards.

b. AIR carries out its mission through: The Aircraft Engineering Division, the Production and Airworthiness Division, the Planning and Program Management Division, the International Policy Office, all located in Washington DC; the Engine and Propeller Directorate, located in Burlington, MA; the Small Airplane Directorate, located in Kansas City, MO; the Rotorcraft Directorate, located in Fort Worth, TX, and the Transport Airplane Directorate, located in Seattle, WA.

- (1) An organizational chart of the Service is displayed in appendix 1, Aircraft Certification Service.
- (2) A chart showing the geographical boundaries of each Directorate is included as appendix 2, Aircraft Certification Service Geographical Directorates.

c. The Aircraft Engineering Division and the Production and Airworthiness Division, as well as the four Directorates, perform regulatory and policy development functions for those Code of Federal Regulations (CFR) parts for which they have responsibility.

d. The ACMT was established in 1986 by the Director, Aircraft Certification Service, to enable senior executives and managers with policy formulation and implementation responsibilities to participate in the resolution of complex national and international management issues affecting the effectiveness and efficiency of the Service.

6. COMPOSITION. The ACMT is composed of the following principals:

- a. Director, Aircraft Certification Service, AIR-1;
- b. Deputy Director, Aircraft Certification Service, AIR-2;
- c. Manager, Aircraft Engineering Division, AIR-100;
- d. Manager, Production and Airworthiness Division, AIR-200;
- e. Manager, Planning and Program Management Division, AIR-500;
- f. Manager, Engine and Propeller Directorate, ANE-100;
- g. Manager, Small Airplane Directorate, ACE-100;
- h. Manager, Rotorcraft Directorate, ASW-100;
- i. Manager, Transport Airplane Directorate, ANM-100.

7. EXTENDED MEMBERSHIP. The extended ACMT includes Division and Directorate Assistant Managers, the Manager of the International Policy Office, AIR-40, the Safety Management Program Manager, AIR-150, the AIR Quality Management Systems (QMS) Management Representative, as well as the AIR IT Liaison.

8. OBJECTIVES. The ACMT objectives are to provide leadership and direction to the Service with a view toward:

- a. Shaping and supporting FAA, AVS and AIR goals and objectives;
- b. Continuously improving the quality of the Service's products and services;
- c. Focusing on internal and external customer needs and strengthening those customer relationships in support of the AIR mission;
- d. Encouraging the contributions of all employees and involving employees and all levels of management in decision-making.

9. ACMT FUNCTIONS. In carrying out its mission, the ACMT:

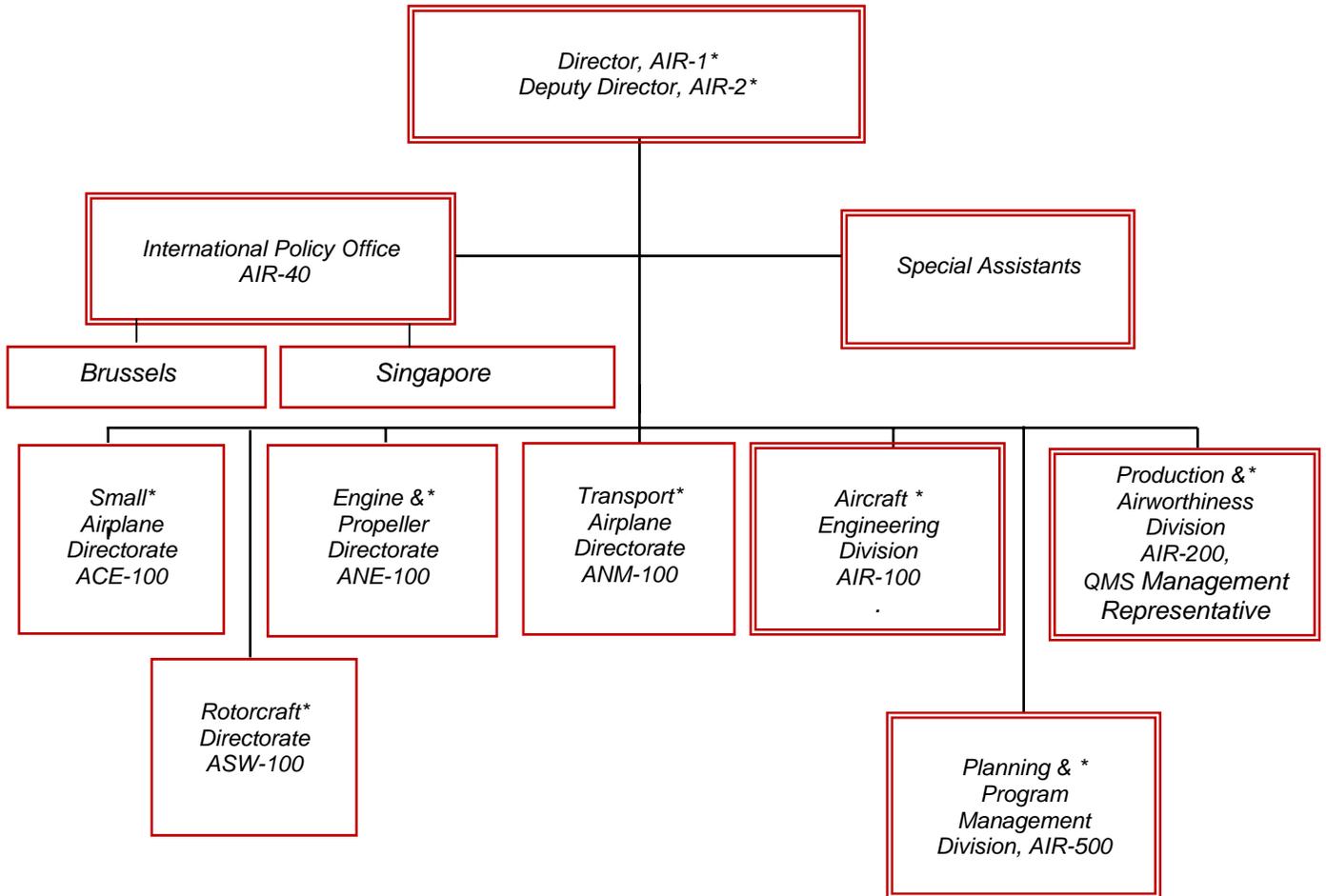
- a. Establishes AIR's strategic vision and long and short term goals, integral to the FAA plan;
- b. Reviews and revises, as necessary, the priorities for national program activities;
- c. Establishes the Service's program and fiscal guidelines and develops budget strategies;
- d. Provides Service-wide leadership in adopting, applying, and continuously improving the AVS Quality Management System (QMS) policies and procedures for AIR business processes and work activities;
- e. Facilitates the implementation of the Safety Management Program throughout the Service in coordination with Flight Standards;
- f. Promotes application of standardization and consistent national policy across Directorates;
- g. Provides leadership to promote AVS Service integration objectives and adoption of corporate values and behaviors;
- h. Fosters development and implementation of procedures for effective liaison with entities external to the Service including other aviation authorities and industry.

10. AVS QUALITY MANAGEMENT SYSTEM. The ACMT plays a major role in implementing and sustaining the policies and procedures of the QMS process for the Service. The ACMT will actively assist in designing and deploying the system through the initial stages. Once the Service receives ISO Standard registration, the ACMT will conduct regular and on-going management reviews and will incorporate an evaluation of the results of the reviews into existing ACMT meetings and/or telcons for decisions or actions. The management reviews will be a regular agenda item for all ACMT meetings. The AIR Management Representative will determine the agenda for the reviews, which will include elements such as reviewing the results of audits, corrective and preventive actions, in addition to any feedback on the system, from employees or external stakeholders.

11. MEETINGS. The ACMT shall conduct its business through weekly telcons, "special telcons," quarterly meetings, and other meetings as needed. The quarterly meetings shall be limited to the time required to complete business that requires a face-to-face meeting. The meetings will be held in Washington D.C. or selected field locations. ACMT business requiring decisions and/or approval shall be conducted during the course of regular quarterly meetings. ACMT business that is limited to information sharing is usually conducted via regular or special telcons.

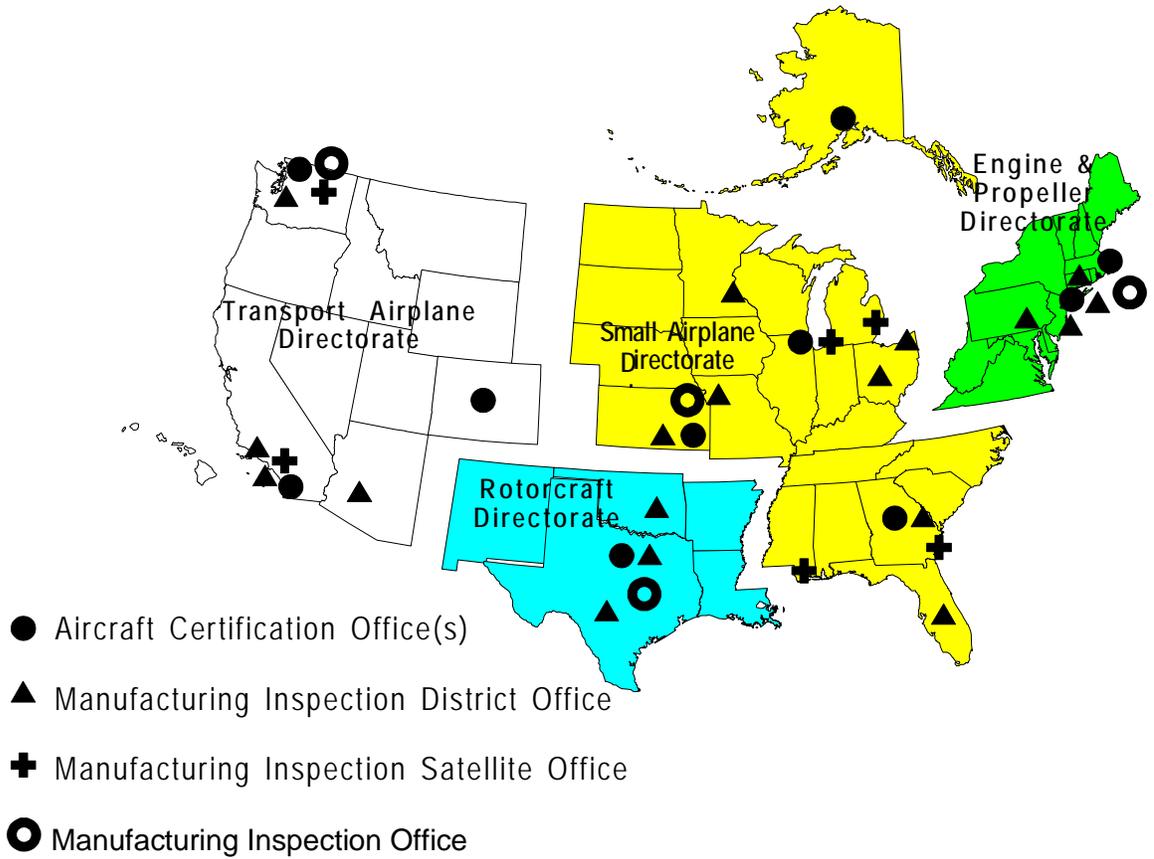
John J. Hickey,
Director, Aircraft Certification Service

APPENDIX 1: AIRCRAFT CERTIFICATION SERVICE



* Aircraft Certification Management Team (ACMT)
Double edge boxes represent HQ locations

APPENDIX 2: AIRCRAFT CERTIFICATION SERVICE GEOGRAPHICAL DIRECTORATES





U.S. Department
of Transportation
**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 1110.108, AIRCRAFT CERTIFICATION MANAGEMENT (ACMT)

To: Directive Management Officer, AIR-530

(Please check all appropriate line items)

An error (procedural or typographical) has been noted in paragraph _____ on page _____.

Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____