

AIRCRAFT CERTIFICATION DIRECTORATE PROCEDURES



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**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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CHAPTER 1. GENERAL

100. PURPOSE. This order establishes general procedures and practices to assure effective, efficient, and expeditious communication and coordination among the four Aircraft Certification Directorates and Washington headquarters elements, and a common understanding of the responsibilities and relationships required in their management of the aircraft certification programs. ORDER 8000.51 AND THIS ORDER TAKE PRECEDENCE WHEREIN THERE IS A CONFLICT WITH THE PROVISIONS OF ANY CURRENT AGENCY DIRECTIVES PERTAINING TO THE AIRCRAFT CERTIFICATION PROGRAM COVERED BY THIS ORDER.

101. DISTRIBUTION. This order is distributed to the director level in Washington, the Regions, and Centers; to the division level in the Offices of Civil Aviation Security and Aviation Safety; to the branch level in the Office of the Associate Administrator for Aviation Standards and the Office of Flight Operations; to the branch level in Regional Flight Standards Divisions; to all Flight Standards Field Offices; and to all employees in the Office of Airworthiness and the Aircraft Certification Divisions.

102. BACKGROUND.

a. Order 8000.51, Aircraft Certification Directorates, dated February 1, 1982, established four Aircraft Certification Directorates to perform technical policy management and project management for the aircraft certification programs (including the type, original airworthiness, and production certification programs). In addition, various other regulatory and management functions relating to aircraft certification programs which were previously performed by Washington headquarter's elements are delegated to these directorates. Paragraph 10 of that order committed the development of the standard procedures described herein.

b. The following responsibilities were assigned with regard to the management of the type certification programs and the development and standardization of technical policy for a particular type certification category:

Small Airplane Certification Directorate (an element of the Central Region)	FAR Part 23
Transport Airplane Certification Directorate (an element of the Northwest Mountain Region).	FAR Part 25
Rotorcraft Certification Directorate (an element of the Southwest Region)	FAR Parts 27 & 29
Engine and Propeller Certification Directorate (an element of the New England Region)	FAR Parts 33 & 35

103. DEFINITIONS.

a. The term "accountable directorate" means the Aircraft Certification Directorate that has the final authority, accountability, and responsibility for

type certification programs and standardization of technical policy for a particular regulatory FAR part as assigned.

b. The term "geographic directorate" means the Aircraft Certification Directorate responsible for findings of compliance and the execution of all aircraft certification program activities within its assigned geographic area. The type certification programs will be administered in accordance with technical policy and guidance provided by the accountable directorates. The original airworthiness and production certification programs will be managed in accordance with technical policy and guidance provided by the Office of Airworthiness.

c. The term "aircraft certification Office" (ACO) means the Aircraft Certification Division's operational subelement which administers and secures compliance with agency regulations, programs, standards, and procedures governing the type design of aircraft, aircraft engines, or propellers, and provides certification expertise in the investigation and reporting of aircraft accidents, incidents, and service difficulties. Depending on a particular division's organizational structure, an ACO's functions may also include production and original airworthiness certification. The term "ACO" pertains to the following divisional certification subelements:

(1) The Small Airplane Certification Directorate's offices in Atlanta, Georgia, Wichita, Kansas, and Chicago, Illinois;

(2) The Transport Airplane Certification Directorate's offices in Seattle, Washington, and Long Beach, California;

(3) The Rotorcraft Certification Directorate's program branches in Fort Worth, Texas; and

(4) The Engine and Propeller Certification Directorate's program branches in Burlington, Massachusetts, the office in New York, New York, and the staff in Brussels, Belgium.

d. The term "project officer" means the person in, and designated by, the accountable directorate as the focal point for monitoring a specific type certification project in accordance with the certification program plan.

e. The term "project manager" means an assigned individual in a geographic directorate's ACO responsible for planning, reviewing, evaluating, and coordinating all aspects of a type certification project in accordance with the certification program plan.

f. The term "project team" means the group of specialists designated to perform a design evaluation and make findings of compliance.

g. The term "Certification Program Plan" means a document defining the working relationship between accountable and Geographic directorates or within an accountable directorate during a specific type certification project for a domestic or import product.

h. The term "Manufacturing Inspection District Office" (MIDO) means a field office of the Aircraft Certification Division. This office, within its assigned geographic area, is responsible for original airworthiness certification or approval of civil aircraft, engines, propellers, parts, and appliances; production surveillance of manufacturing facilities producing the previously mentioned products; support of the engineering elements of the Aircraft Certification Division during type certification programs; investigating and submitting enforcement reports on noncompliance with the FAR; and investigating and requiring appropriate corrective measures for service difficulties.

i. The term "Manufacturing Inspection Satellite Office" (MISO) means an element of a MIDO or Manufacturing Inspection Branch that is responsible for the same activity as a MIDO, as applicable, within its assigned area.

j. The term "significant," when used to describe a type or supplemental type certification project, for the purpose of initial project notification to an accountable directorate, means:

- (1) Any new type certificate application.
- (2) Any application for amended type certificate or new/amended supplemental type certificate in which:
 - (a) The design appears to require special conditions, exemptions, or equivalent safety findings or a certification basis derived from an unusual application of FAR 21.101 (a) (2) or 21.101(b).
 - (b) The design uses novel or unusual methods of construction.
 - (c) The design changes the kinematics, dynamics, or configuration of either the flight control or rotordrive system.
 - (d) The design change would substantially alter the aircraft's flight characteristics. Note: Flight items for which compliance can be qualitatively recorded and/or documented are considered to be nonsignificant for project description purposes. However, the accountable directorate may apt to participate in any aspect of flight testing.
 - (e) The design affects an area that has been the subject of a major service difficulty or accident.
 - (f) The design changes the engine configuration from reciprocating to turbopropeller or turbojet powered or changes from one engine or propeller model to a completely different engine or propeller model (does not include dash number changes).
 - (g) The integrity of the basic load bearing structure necessary for continued safe flight and landing or operation of the aircraft within approved limits is affected.

(h) The design consists of new state-of-the-art systems or components which have not been previously certificated or for which adequate certification criteria have not been published.

(i) The certification is likely to be controversial or highly visible.

104. CHANGES AND SUPPLEMENTS TO THIS ORDER.

a. Changes to this order will be issued by the Director of Airworthiness after appropriate coordination with the Aircraft Certification Directorates and affected Offices and Services provided such changes do not alter delegations of authority, relationships, or responsibilities prescribed by Order 8000.51.

b. This order is intended to define standard procedures only to the degree that national standardization is required. The directorates will supplement this order to further extend the procedures provided herein for the products over which they have type certification accountability. Directorate supplements will be distributed in accordance with paragraph 101 of this order.

105.-199. RESERVED.

CHAPTER 2. ORGANIZATION

200. GOALS.

a. The Aircraft Certification Directorates were established to:

- (1) Maintain or enhance the current levels of safety and public service;
- (2) Achieve improvements in consistency of application of the airworthiness standards and establish single-point type certification accountability for specific product categories;
- (3) Assure concentrations of expertise which are accountable for technical decisions and policy pertinent to aircraft, engine, and propeller categories;
- (4) Improve the timeliness of updating regulations, policy, advisory circulars, and other forms of technical guidance.

b. The procedures in this order should be weighed against these goals, and changes made when improvements will result.

201. THE DIRECTORATE. The Aircraft Certification Directorate is defined in Order 8000.51 as "an organization formed and staffed for the purpose of managing the various elements of the Aircraft Certification program. Each Directorate is headed by a Regional Director who has final authority and responsibility and is accountable to the Administrator for the certification programs assigned to that Directorate." As such, the Regional Director may organize the elements of the directorate in any manner which will assure the effective and efficient accomplishment of the assigned responsibilities.

202. AIRCRAFT CERTIFICATION DIVISION.

a. In an Aircraft Certification Directorate, the Regional Director manages the directorate through the manager of an Aircraft Certification Division and has the prerogative to organize that division in a manner that he considers best to achieve its function and purpose. Each division shall provide the common staff/line functions of:

- (1) Administrative support and resource management for the division and field elements;
- (2) Development and standardization of application of technical policies and regulations in the type certification program as assigned by FAR Part;
- (3) Administration of aircraft type certification programs within its own geographic area and coordination with the appropriate accountable directorate;
- (4) Monitoring aircraft type certification programs outside its own geographic area for which it is accountable; and

(5) Monitoring service difficulty activity and processing airworthiness directives for products for which it is ultimately responsible.

b. Each division shall accomplish the aircraft certification programs within its geographic area in accordance with technical policy guidance provided by accountable directorates and Washington headquarters.

c. Order 1100.5A, FAA Organization - Field, contains the mission and functional statements for the basic Aircraft Certification Division.

203. AIRCRAFT CERTIFICATION OFFICE. Aircraft Certification Offices and Field Offices provide all the necessary disciplines to administer fully the aircraft certification programs assigned to them. As such, they are responsible to and administered by an Aircraft Certification Division and may resemble their predecessor engineering and manufacturing elements in organization and function.

204. MANUFACTURING INSPECTION DISTRICT OFFICE. Manufacturing Inspection District Offices (MIDO) may be established to facilitate the accomplishment of airworthiness certification programs in specified geographic areas. Smaller subordinate elements, referred to as Manufacturing Inspection Satellite Offices (MISO) may also be established when desirable and cost effective in providing service to specified remote areas. MIDOs or smaller elements should report to a technical focal point at the associated ACO (or division if no ACO exists). Technical policy affecting manufacturing inspection programs will continue to flow vertically downward through the directorate from the Office of Airworthiness.

205-299. RESERVED.

CHAPTER 3. RELATIONSHIPS

300. BASIC PRINCIPLES.

a. Each directorate is responsible for technical policy management in its assigned type certification program, domestic and foreign. This responsibility shall be effected by such timely monitoring and specialist participation as necessary to be assured that a proper certification basis has been defined and that the ACO performing the design evaluations is applying the airworthiness rules and procedures adequately and uniformly, however, accountable directorates may participate in compliance determinations at their discretion.

b. The normal practice in type certification programs involves direct communications (written and oral) between the geographic ACO (including those administering foreign products) and the accountable and geographic division. Direct contact between the applicant and the accountable directorate should be discouraged; however, if contact between the applicant and an accountable directorate occurs, such communication should be made with the full knowledge of the ACO. Requests for duplicate data packages from the applicant are to be avoided, if possible, in favor of a joint review by accountable directorate specialists with their counterparts at the geographic ACO.

c. In general, determination and resolution of technical issues rest with the ACO. In the event an issue cannot be resolved, it will be referred to the accountable directorate for final determination and resolution.

d. Each directorate is responsible for effective and efficient use of FAA resources in the aircraft certification programs (type, production approval and surveillance, and original airworthiness certification) within its geographic boundaries in accordance with Order 8000.51 and established procedures. Each directorate is also responsible for assuring that the technical effectiveness of such procedures is adequate, and that the offices under its jurisdiction are performing satisfactorily within available resources.

e. Each directorate shall have the dual responsibility of implementing the guidance provided by the other directorates and the Office of Airworthiness and providing timely guidance relative to its assigned part to the other directorates. These principles shall be accomplished with the highest degree of cooperation such that an ACO in one directorate that is responding to the technical guidance from another directorate will, for all practical purposes, operate as an extension of the accountable directorate. It will be the responsibility of the accountable directorate to provide timely technical guidance and assistance, and it will be the responsibility of the geographic directorate to assure that the technical policy is implemented, and the resources provided, such that the project is completed in the most efficient manner.

301. WITHIN A DIRECTORATE.

a. Aircraft Certification Offices and Field Offices are "full service" offices and should be viewed as such by the public and other FAA offices. They provide all the necessary disciplines to administer fully type, production,

original airworthiness, and service difficulty programs within their geographic areas. Each Aircraft Certification Division manages its certification subelements, provides overall resource management and control, and directs the technical aspects of its assigned FAR responsibility. The Regional Director provides executive direction and is ultimately responsible and accountable to the Administrator for the technical adequacy of the type certification programs of his assigned FAR category worldwide, including monitoring of service difficulties and the adequacy of corrective action.

b. In general, divisions should develop procedures which minimize vertical involvement in routine technical activities, and minimize lateral involvement in resource-related actions.

302. BETWEEN DIRECTORATES.

a. Activities on many significant type certification, supplemental type certification, and most service difficulty projects will be across directorate boundaries. Direct communication between the ACO project manager and the accountable directorate's focal point (project officer or assigned technical specialists) is necessary, with the geographic division providing appropriate oversight. To minimize the administrative burden while assuring appropriate and timely management awareness, a work program management system common to all directorates will be established.

b. Formal communication related to new policy direction, procedural guidance, interpretive material, and controversial issues shall be between Aircraft Certification Division Managers.

c. Proposed airworthiness rule changes, TC procedural guidance, etc., developed by each directorate shall be formally coordinated with the other directorates before issuance, with a copy sent to the Washington Aircraft Engineering Division. Special conditions, exemptions, and appeals should undergo such coordination unless there is no possible effect on other aircraft category airworthiness rules.

d. In representing the other directorates, the Brussels Aircraft Certification Staff functions the same as a domestic ACO; however, it conducts its type certification program activities in accordance with FAR 21.29, foreign aircraft certification procedures established by the Office of Airworthiness, and existing Bilateral Airworthiness Agreements. This office also provides assistance in domestic projects by arranging for conformity and compliance inspections.

e. Normally, communications between accountable directorates and foreign manufacturers and/or their airworthiness authorities will be through, or in coordination with, the ACO assigned responsibility for the particular foreign geographic area.

f. The accountable directorate will define the degree of its involvement in each project and advise the geographic directorate as described in Chapter 4 of this order.

303. WITH OTHER REGIONS.

a. Administrative and logistic support of aircraft certification personnel and National Resource Specialists located at offices in other regions/centers is the responsibility of the Aircraft Certification Division Manager. Such offices are field offices as defined in Order 1100.1A, FAA Organization Policies and Standards, and are tenants when co-located with elements of the host organization. Agreements for host regions/centers to provide certain types of support such as office space, furniture, employee parking, utilities, postal and distribution service, subscriptions to directives and periodicals, office supplies, GSA vehicles, aircraft rental or access to agency owned aircraft, etc., are desirable when cost effective and should be formalized in a memorandum of understanding or a tenant agreement.

b. Technical contacts with regions not having aircraft certification directorates would normally be with the Flight Standards Divisions and their field offices. These relationships are addressed in Paragraph 305.

304. WITH WASHINGTON HEADQUARTERS.

a. Each directorate has been assigned responsibility for certain national staff functions in paragraph 9, Order 8000.51. Thus, on their own initiative, the directorates may represent FAA in contacts with a wide variety of industry, government, and public representatives, appropriate to the national level. It is incumbent, though, that each directorate keep the Office of Airworthiness (and when appropriate, other directorates) informed of the essence of significant discussions, and to limit such discussions to technical issues and procedures pertinent to the assigned aircraft, engine, or propeller category for which it is responsible.

b. Except for those parts of the Federal Aviation Regulations specifically assigned to the directorates, the Office of Airworthiness retains regulatory and policy responsibility for the aircraft certification programs as addressed in FAR Parts 21, 31, 39, 43, 183, and the SFARs. National and international type certification procedures common to all directorates, as contained in national directives and advisory material, are the responsibility of the Director of Airworthiness. As the principal technical staff to the Administrator and Associate Administrator for Aviation Standards, the Office of Airworthiness is responsible for assuring consistency among the directorates in their issuance of national technical policy guidance, and in their dealings with foreign airworthiness authorities in areas that transcend their assigned technical responsibilities. It is therefore incumbent upon the directorates that they operate solely within the framework and the intent of the procedures set forth in this order, and that additional guidelines be established as necessary to assure that the Office of Airworthiness is kept informed of significant discussions and agreements that could be viewed as precedent-setting.

c. Each directorate has been delegated authority to issue advisory circulars and national orders with respect to its particular area of responsibility for aircraft certification programs. This authority was previously reserved to the Office of Airworthiness. It is incumbent on the directorates to follow the

guidance and procedural requirements in Orders 1320.1, FAA Directives System; 1720.18, Distribution User's Guide; and 1320.46, FAA Advisory Circular System, et al, when preparing, coordinating, and issuing national orders and advisory circulars. To facilitate processing, the Office of Airworthiness (AWS) will act as the focal point for the directorates when additional Washington coordination is required. Each directorate should specify on the Clearance Record the appropriate office/service coordination and forward copies of draft orders to AWS and the other clearing Washington organizations. AWS will serve as a central clearinghouse on behalf of the directorates for those Washington offices and services with whom the directive is being coordinated, i.e., explaining the order, fielding questions, resolving problems, etc. Offices and services should be instructed to forward their comments to AWS which will collect all comments and transmit them to the originating directorate. After the order or advisory circular is approved and signed by the directorate, the original document should be forwarded to the Publishing and Graphics Management Branch, AMS-110, for assigning sequential numbers, printing, and distribution.

305. WITH FLIGHT STANDARDS DIVISIONS.

a. Flight Standards Divisions at directorate headquarters will provide, through their Aircraft Evaluation Groups (AEG), if so organized, all of the applicable Flight Standards technical services to elements of the directorate. These groups, comprised of operations, maintenance, and avionics specialists, provide technical services in their responsible areas of operational and maintenance consultation, coordination, and assistance in certification programs in their specialties, and the continued airworthiness and operational considerations for the operating fleets. Field support for AEG activities should be requested through the supervising regional Flight Standards Division. Order 1100.5A contains mission and function statements, including a number of board chairmanships and memberships which involve aircraft certification personnel.

b. Accident and incident notifications usually are received from the Flight Standards district offices, either directly or via the Accident Investigation Division, Office of Aviation Safety, in accordance with Order 8020.11, Aircraft Accidents and Incidents - Notification, Investigation, and Reporting. The continuing prompt receipt of such information by the ACO relating directly with the involved aircraft and engine manufacturers is essential. It shall be the responsibility of each ACO to keep the accountable directorate informed of significant accidents and incidents in accordance with the guidance in Chapter 7 of this order. After the initial notification, the FAA Accident Coordinator will contact the involved ACO directly. In some cases, an accountable directorate may wish to be included in periodic telecons and briefings by accident/incident coordinators or investigators to avoid burdening the ACO with relaying the information.

c. Technical contacts with regions not having Aircraft Certification Directorates would usually be limited to Flight Standards Divisions and their field offices. Engineering assistance to Flight Standards field offices should continue in accordance with existing local procedures. Aircraft Certification Division managers should review such relationships, written or unwritten, and develop fair and consistent procedures for continuing such support when it is

determined to be in the public interest and a cost effective use of aircraft certification resources.

d. Flight Standards field office support, particularly in the original airworthiness certification program, may be sought as provided for in paragraph 6, Order 8130.2, Airworthiness Certification of Aircraft and Related Approvals, and Order 8130.3, Responsibility - Original Airworthiness Certification, when workload and/or geographic proximity dictate. Such mutual support between manufacturing and maintenance inspectors is usually an unwritten local relationship that evolves to promote efficiency and reduce travel, and should continue.

e. Authorizations to holders of air carrier, air taxi, commercial operator, or repair station certificates to return aircraft to service after major repairs under SFAR 36 require concurrence by aircraft certification personnel. The application for this authorization is submitted to the FSDO, GADO, or ACDO having certificate responsibility over the applicant. The district office will notify the ACO in whose geographic area the district office is located of the application and arrange for a joint meeting with the applicant. The ACO is responsible for evaluating the qualifications, ability, and authority of the applicant's engineering staff. The ACO and the district office will jointly sign the applicant's procedure manual and the letter of authorization. The district office has primary responsibility for coordination with the applicant and initiating the letter of authorization in accordance with Order 8000.42A, Authorization to Develop and Use Major Repair Data Not Specifically Approved by the Administrator.

306. WITH THE AVIATION STANDARDS NATIONAL FIELD OFFICE. The Engineering and Manufacturing Branch (AVN-110) of the Aviation Standards National Field Office is available for a wide variety of support services to the Washington offices and the directorates. Branch staffing includes skills in all engineering areas (except flight test) and in the use of computers (large and small) for solution of engineering problems. Over the past 15 years, branch projects have included development of special conditions, advisory circulars, orders, petitions for exemption and rulemaking, and airworthiness directives. The branch has also worked on special projects such as Transport Category Emergency Evacuation Model, Comparison of FAR and Joint Airworthiness Requirements, Water Ingestion Test Methods, Transport Aircraft Cabin Fire Simulator Model, Small Aircraft Gust Load Computer, Child Restraint Devices, and Crashworthiness of Small Airplanes. The branch expertise covers a wide range of technical disciplines and can supplement the directorate resources in accomplishing priority assignments. The directorates are therefore encouraged to make full use of these support services. All requests for assistance from AVN-110 should be negotiated through AVN-100. The priority of activity and its work schedule, if a conflict exists, will be determined through coordination between the requesting directorate, AVN-100, and AWS-100.

307. WITH NATIONAL RESOURCE SPECIALISTS.

a. The National Resource Specialist (NRS) program is not affected directly by the directorate organizations since the NRS's serve all directorates. The directorate to which the NRS is assigned shall continue to support NRS activity, to encourage direct contact by ACO's seeking technical assistance, and to seek required funds through the budget process which will enable NRS's to support all

other directorates. When required, conflicts in priority for NRS activities will be resolved jointly by the Aircraft Certification Division Manager to which the NRS is assigned and the Manager, Aircraft Engineering Division, Office of Airworthiness.

b. The responsibilities and functions of NRS's are described in Order 8000.45, Aircraft Certification National Resource Specialists, and include a wide range of services to the directorates and Washington headquarters. The NRS is expected to provide professional technical guidance, advice and assistance to FAA aircraft certification personnel, FAA research and development activities, professional and academic organizations, private industry, other governmental bodies, and individuals on a national and international basis. The NRS represents the DOT/FAA at national and international professional meetings and conferences as the U. S. government recognized expert in his particular discipline.

c. Direct consultations with NRS's are encouraged by telephone or visits. ACO's may request the assistance of an NRS by direct telephone contact.

308. WITH INDUSTRY AND THE PUBLIC.

a. Other relationships will exist between directorates, the industry, and the public. "Alphabet groups" (domestic and foreign), trade unions, public interest groups and activists, state and local government representatives, other federal government agencies and military specialists, and the news media, all may be occasional or frequent visitors and correspondents. Aircraft Certification Divisions and their field elements should respond to these occasions with an awareness that each directorate, through its chain of command, carries the ultimate responsibility for the technical adequacy of its assigned FAR part as it now exists, together with all related technical policy guidance, published and inferred from past precedents. With this heritage goes the parallel responsibility to identify and to correct problems that result from a lack of standards or technical guidance.

b. Requests from the public for information should be handled in accordance with the procedures of Order 1200.23, Public Availability of Information. Freedom of Information Act (FOIA) requests may receive affirmative responses directly from an ACO; denials must be transmitted through the Aircraft Certification Division Manager and signed by the Director of the geographic directorate having line authority over the office receiving the request.

c. Requests from the news media should be handled in accordance with the procedures of Orders 1200.23 and 8020.11. Aircraft Certification Division managers may supplement those procedures if desired.

309. WITH RESEARCH AND DEVELOPMENT AGENCIES.

a. In carrying out the regulatory responsibilities assigned to each directorate, the need for research to provide factual data on which to predicate rulemaking or technical policy may become apparent. The initial identification of research and development needs, the development of research objectives, and requests for research projects are the accountable directorate's responsibilities.

Such request should be sent to the Associate Administrator for Aviation Standards, who is responsible for setting relative priorities for research in the aircraft safety field, and for monitoring and coordinating with the Associate Administrator for Engineering and Development (AED). Aircraft certification research and development programs will normally fall within the purview of the Office of Airworthiness, Aircraft Engineering Division, which acting for the Associate Administrator for Aviation Standards, will undertake the detail tasks of program monitoring and coordination with AED and the sponsoring directorate after the program is approved and underway.

b. When a research project is initiated, it will be accomplished by AED, or another source under contract to AED. The requesting directorate should suggest to the Washington Aircraft Engineering Division the degree of its own involvement it believes necessary to assure an adequately responsive and technically fruitful program, and have that involvement called out early in the program plan. It must also budget for that degree of participation, and be prepared to support program reviews, witness or participate in tests, etc., as and when required to assure the results are adequate for the intended purpose.

310.-399. RESERVED.

CHAPTER 4. TYPE CERTIFICATION PROCEDURES

SECTION 1. TYPE CERTIFICATION PROGRAMS - DOMESTIC PRODUCTS

400. MAJOR TYPE CERTIFICATION PROCEDURES. The procedures presented here describe the steps in a type certification program of a new aircraft to be conducted by an ACO whose geographic area includes the applicant's major engineering, manufacturing, and flight test facilities, and the ACO is assumed to be from other than the accountable directorate; however, the procedures would be similar for an ACO within an accountable directorate. Although no effort is made herein to define the detailed procedures or formats to be employed, this chapter establishes the framework of procedures for inter-directorate coordinated action, and reflects the principles discussed in Chapter 3. The detailed procedures for type certification and engineering evaluations are contained in Chapters 2 and 3 of Order 8110.4, Type Certification.

a. Certification Program Notification. When an ACO receives an application for type certification, it will assign a project manager. The ACO manager will then notify his division and the accountable directorate electronically by completing a locally produced letter following the general format in Appendix 1 of this order. A copy of the three-view drawing should also be mailed to all addressees. The project number that is assigned by the ACO should be used by all personnel in all correspondence, reports, and other documents pertaining to that project. The ACO should proceed with the project in a timely manner not waiting for a reply from the accountable directorate. The accountable directorate, upon receipt of the Certification Program Notification, will determine whether the project is significant or not significant. If they agree with the significance status as indicated by the ACO, Part B need not be returned to the ACO. Part B will be filled out and the Certification Program Notification promptly returned electronically to the ACO only in those cases in which the accountable directorate disagrees with the ACO regarding whether the project is significant or not significant. Signature authority for nonsignificant projects is delegated to the responsible ACO, unless otherwise directed by the accountable directorate. For all projects judged significant by the accountable directorate, regardless whether the ACO agrees or disagrees, the accountable directorate will assign a project officer and notify the ACO of the assignment telephonically within 2 working days from receipt of the certification program notification. The project manager and the project officer will be the focal points for the ACO and the accountable directorate, respectively. All subsequent program communications should be directed through these focal points.

b. Certification Program Plan. When the project manager receives notification of a project officer assignment from the accountable directorate, he will draft a Certification Program Plan addressing the topics contained in Appendix 2 to this order. The Certification Program Plan should be worked in 1 draft form between the project manager and the project officer until the program has developed sufficiently to enable a final Certification Program Plan to be prepared. A final Certification Program Plan will normally not be prepared until the preliminary IC Board meeting at which the detailed relationships can be discussed with the applicant. Formal approval of the Certification Program Plan should be accomplished by submission of the final plan by the project manager

through the ACO Manager to the geographic Division Manager for concurrence. The Certification Program Plan will then be transmitted to the accountable Division Manager for approval. The Certification Program Plan is the principal program coordination tool, and shall be maintained by updating throughout the program.

c. Project Team.

(1) A project team will be established for all major projects that require significant involvement by technical personnel from various disciplines. The project team may consist of:

(a) A Project Manager.

(b) Project Engineers, or technical specialists, as appropriate, to deal with the technical disciplines involved.

(c) A Project Pilot and/or Project Flight Test Engineer, if flight tests, flight manuals, cockpit procedures or evaluations will be required.

(d) A Project Manufacturing Inspector, if a type inspection authorization (TIA), conformity inspections or issuances of airworthiness certificates (including a return to service) will be required.

(e) Maintenance and/or Operations Specialists, as necessary, from the Flight Standards Division, normally the Aircraft Evaluation Group.

(2) The accountable directorate would normally serve in a consulting role to the project team, but may designate its own personnel as project team members at its discretion.

(3) As soon as practicable after receiving a project assignment, the project manager shall contact the appropriate supervisors to effect the assignment of the other project team members. The project manager is to be notified immediately of any changes in project team member assignments during the course of the project. Project Team member changes should be kept to a minimum to ensure maximum continuity in project accomplishment.

(4) In the application acknowledgment letter to the applicant (generally the first letter to the applicant), the appointed project manager will be identified by name, unit identification, and telephone number. That letter should also identify each of the project team members by name, area of technical responsibility, and telephone number. The project manager shall ensure that the applicant is promptly notified of any changes to the project team member assignments.

(5) The establishment of a named project team should not be construed to mean that other persons will not become involved in the project. Supervisors, technical specialists from other FAA offices (including the Technical Center), accountable directorate personnel, National Resource Specialists, noise specialists, outside consultants, or a Special Certification Review (SCR) team, may be utilized for the resolution of special issues.

(6) A matrix approach to project management and planning is generally used whereby the project team is expected to work together as a well-integrated unit under the leadership of a project manager for specific project coordination purposes, while the individual project team members will continue to receive normal organization supervision, as required, from supervisors on project assignments, workload priorities, and technical policies and practices. The project manager, when acting in that capacity, reports directly to the office manager; priorities for project management duties are set by the office manager.

(7) The project team, coordinated by the project manager, is expected to be the principal working contact with the applicant, handling the bulk of the certification work, and making most of the routine technical decisions on compliance with the certification requirements. Project team members are expected to coordinate technical decisions on novel or unusual design features, equivalent safety findings, new technology or otherwise significant or controversial issues with ACO management through normal lines of technical supervision.

d. Preliminary Type Certification Board Meeting. After receipt of the application, the applicant will be afforded an opportunity to provide the FAA with an overview of the design, design objectives, certification schedule, possible problem areas, etc. The project manager would set up the meeting with all who may be involved in the project including specialists from the accountable directorate. Normally the ACO manager will chair the meeting. Depending on the extent and complexity of the project, the amount of detailed design information available, the use of novel or unique design features, materials or processes, and the possible need for regulatory actions and public notices, the first meeting may be combined with a preliminary TC Board meeting. Board meetings should be reserved for those occasions when technical reviews of significant issues or project documents are required to resolve impasses or approve formal actions; less extensive meetings should be used whenever possible.

e. Issues Book. When a project is extensive, use of an Issues Book as described in Appendix 3 is recommended. When an Issues Book is used, the certification basis listed in the certification program plan can be abbreviated, and a reference to Issue Paper G-1 inserted to avoid unnecessary duplication; if an Issues Book is not required, the Certification Program Plan should maintain a full and current statement of the certification basis.

f. Data Submittal and Design Evaluation.

(1) This phase will involve a close working relationship between the applicant and the ACO, which will carry out the design evaluation and ground and flight test process in accordance with the Certification Program Plan, keeping the project officer fully informed of project status and activity so as to provide adequate opportunity for timely participation. It is also the ACO Manager's responsibility to keep his division manager fully informed of project status, level of activity and significant developments. Involvement at the geographic division level will normally pertain to priority conflicts, resource allocation, and significant technical issues identified by the division manager. Final determination and resolution of a technical issue rest with the accountable

directorate. The bulk of the type certification activity should be accomplished through ongoing technical assessments by the ACO project team members in conjunction with accountable directorate specialist participation where required.

(2) Involvement by the accountable directorate should be expected on significant issues (see paragraph 103j). For instance, establishment of the certification basis, unusual designs or processes, equivalent safety findings, selected flight tests, interpretive policy determinations, critical project documents, and other significant safety issues. Project personnel in the ACO must be free to communicate with their counterparts in the accountable directorates. Coordination for issuance of critical project documents (e.g., certification basis, Federal Register Notices, Type Inspection Authorization (TIA), Certification Summary Report, etc.) would be effected in accordance with guidance and delegations provided by the accountable directorate and set forth in the Certification Program Plan.

g. Coordination and Communication.

(1) The applicant would normally communicate only with the ACO, this is essential for effective project control. The ACO is expected to carry out the certification program within the framework of the Certification Program Plan and technical policies established by the accountable directorate. Any communication directly from the applicant to the accountable directorate should be copied to the ACO. If an applicant appeals to a higher authority, that authority should reserve action on the appeal until it has reviewed the ACO's position. Normally, the final decision shall be transmitted to the applicant by the ACO.

(2) During the TC process the identification and resolution of technical, regulatory, and administrative issues should be documented by the creation of issue papers in accordance with Appendix 3. Complete Issues Books will be maintained by the ACO project team, the applicant, and both Aircraft Certification Divisions in accordance with the Certification Program Plan. The development of draft issue papers, updated by the project team, and their transmission to the project officer by text communicator for review and concurrence (indicated telephonically) will be a primary means of assuring "real time" involvement by the accountable directorate, thus enabling true assumption of responsibility in critical areas with minimum delay in the certification process. In addition, a more rapid and informal project status or activity reporting system should be established to enable a current awareness by interested parties at both directorates. Such reports should be in the format contained in Appendix 6, should be periodic at a frequency appropriate to the project's progress and level of activity, and suitable for ease of updating and transmitting by text communicators.

(3) Accountable directorates will provide interim technical guidance in three ways.

(a) By informal discussions between their project officer or other specialists and their counterparts in the ACOs, which may be documented by a report of meeting or telecon if desired by either party.

(b) By the concurrence provided on issue papers. In its early stages, a well written issue paper can serve as the principal definition of a problem and the FAA and applicant's views on its resolution. Transmitted electronically among offices involved in the resolution, it enables rapid and coordinated solicitation of opinions and experience, and expedites development and issuance of interim guidance for a particular project without unnecessary reliance on redundant correspondence.

(c) By memorandum from the accountable division manager through the geographic division manager to the administering ACO manager, with information copies to (but not necessarily following prior coordination with) the division managers of the other directorates and AWS-100. Such memoranda are appropriate for rapid resolution of technical issues arising in an active TC/supplemental type certificate (STC) program in which documentation is required, and to form a basis for eventual inclusion in national advisory material.

h. Manufacturing Inspection. Manufacturing inspection participation in type certification programs will be as required to support the certification program plan. Establishing the work priorities within a Manufacturing Inspection District Office (MIDO) is the responsibility of the Manager of the MIDO; however, when a MIDO has several ongoing type certification programs, any priority conflicts that may arise will be resolved by the geographic directorate. Any decision that overrides the MIDO's own work program should be transmitted through its supervisory channel.

i. Interim TC Boards. Requests for an interim TC Board (including a pre-flight TC Board) may be initiated by the applicant, or may be called by the ACO as needed. Again, the project manager will set up the meeting in conjunction with all necessary participants, including specialist participation by the accountable directorate.

j. Final TC Board. Prior to calling the final TC Board, the ACO should be fully assured that the applicant has complied with all applicable airworthiness standards in accordance with technical policies established by the accountable directorate. The final TC Board could then meet to review the TC Data Sheet, to review any open items, and to decide on issuance of the TC. With all open items resolved and concurrence received from the ACO (and its directorate) and the accountable directorate, the TC would be signed by the accountable director or his designee.

k. Public Notices. Notices may, at the discretion of the accountable directorate, be required to inform the public of such action as proposed certification cases, public hearings, availability of reports and of other documents, etc. If so, the project officer and project manager shall discuss their relative capabilities and resources, and propose to their respective supervisors an efficient plan and schedule for their development and approval by the accountable Director.

l. Noise and Emissions.

(1) For noise and emission type certification programs involving applicants located within their geographical boundaries, the ACO's shall:

(a) Determine compliance or noncompliance with noise type certification regulations except for approval of equivalent means of compliance where such approval is specifically provided for in a noise type certification regulation (such as Sections 36.101, 36.103, and C36.1).

(b) Determine compliance or noncompliance with emission type certification regulations except for approval of deviations from the approved test procedures in Environmental Protection Agency (EPA) Part 87 and SFAR 27.

(c) Submit requests for approval of deviations or equivalent means of complain to the accountable directorates for disposition by the Offices of Airworthiness and Environment and Energy and, following approval, determine compliance or noncompliance with these means of compliance.

(2) The accountable directorates will provide technical guidance and assistance to the ACO's in those areas of noise and emission certification delegated to their directorate and will serve as a focal point for communications between the Aircraft Certification Offices and the Office of Airworthiness on equivalent means of compliance requests for deviations and other matters as appropriate.

401. TC AMENDMENTS AND STCs. The basic interrelationships between directorates and ACOs described in the preceding paragraphs would still apply for significant TC amendments and supplemental type certificates; however, the degree of participation by Personnel from the accountable directorates may be significantly less. It is the responsibility of the accountable directorate to consult with the ACO that managed the original TC program, as deemed appropriate, for significant projects. The project manager should complete a Certification Program Notification and forward it electronically to the accountable directorate. The ACO should proceed with the project in a timely manner not waiting for a reply from the accountable directorate. The accountable directorate will process the Certification Program Notification/ assignment of a project officer in the same manner as specified in paragraph 400a of this order. Non significant programs do not require assignment of a Project Officer or preparation of a Certification Program Plan. The accountable directorate will determine the need for a Certification Program Plan. If, after referring to paragraph 103j of this order, there is still a question of significance, the ACO should declare the program significant. Once a program is declared "non-significant," and unless unforeseen problems arise, no further involvement or coordination with the accountable directorate would be required other than periodic updates of the ACO's project list, and all aspects of the TC process will be delegated to the geographic directorate to administer.

402. TYPE DESIGN CHANGES. RESERVED.

403. TECHNICAL STANDARD ORDER (TSO) AND PARTS MANUFACTURER APPROVAL (PMA) DESIGN APPROVALS. Compliance review and approval of TSO applications and engineering

review of PMA data shall be accomplished by each directorate for applicants within its geographic area of responsibility.

404. SFAR 41 APPROVALS. Procedures for processing applications for approval of increased maximum weights under SFAR 41 parallel those for significant type or supplemental type certificate programs. The Small Airplane Certification Directorate shall be the accountable directorate for technical guidance and TC issuance. However, general policy guidance pertaining to SFAR 41 remains the responsibility of the Office of Airworthiness.

405. GLIDERS. Type certification of gliders by showing compliance with Section 21.23 of FAR 21, and the related monitoring of service difficulties and development of corrective action, will be accomplished by each directorate for applicants within its geographic area of responsibility. Advisory Circular 21.23-1, Type Certification - Fixed Wing Gliders (Sailplanes), provides two comprehensive and detailed criteria, but not the only criteria, that may be used in showing compliance with FAR 21.23(a). The development of the policy and guidance contained in AC 21.23-1 is the responsibility of the Office of Airworthiness.

406. BALLOONS. Type certification under FAR 31 of balloons and the related monitoring of service difficulties and development of corrective action, shall be accomplished by the directorate in whose geographic area the manufacturer or TC holder is located. Policy guidance, both technical and procedural, is the responsibility of the Office of Airworthiness.

407. RESTRICTED CATEGORY AIRCRAFT. Type certification of domestic aircraft in the restricted category under FAR 21.25 shall be accomplished in accordance with the type certification procedures of this section, with the following additions:

a. Restricted category certification activity is the responsibility of the geographic directorate. If policy guidance is needed with respect to determining those regulations inappropriate for the special purpose operation, the appropriate accountable directorate should be contacted.

b. Special purpose(s) other than those listed in FAR 21.25 will be processed through the advisory circular system by the Aircraft Manufacturing Division, Office of Airworthiness.

408. EQUIVALENT SAFETY. In determining the certification basis for a product under FAR 21.21, it may be inappropriate to establish special conditions for the product under FAR 21.16 or 21.101(b). In such cases, a showing of equivalent safety should be required of the applicant under the provisions of FAR 21.21 based on criteria acceptable to the Administrator. Such equivalent safety findings should be part of the type certification basis and noted on the type certification data sheet. Additionally, the ACO should discourage applicants from submitting petitions for exemption when an FAA review of the issues shows that an equivalent safety finding could be determined under FAR 21.21.

409. CERTIFICATION SUMMARY REPORT.

a. The purpose of the certification summary report (hereinafter referred to as the summary report) is to provide a single source document which summarizes the record of the FAA examination of a type design, discusses significant safety issues, and describes how the applicable airworthiness, noise, and emission requirements were complied with. In addition, it should show that any airworthiness provisions not complied with are fully compensated for by factors that provide an equivalent level of safety, and that no feature or characteristic of an aircraft makes it unsafe for the category in which certification is requested. Unusual design-related operational and maintenance issues considered in the certification program should also be addressed.

b. The accountable directorate is responsible for determining whether a summary report is required for any given project and for specifying the detailed content of the report. Issuance of a summary report is not mandatory for all projects. In deciding whether a summary report is necessary, an arbitrary cutoff by FAR Part (aircraft weight, etc.) is not a valid criterion; however, summary reports should generally be prepared for:

(1) All new airplane models over 75,000 pounds maximum gross weight and significant modifications to those airplanes.

(2) All new transport category rotorcraft and significant modifications to those rotorcraft.

(3) Aircraft determined by the accountable directorate to involve significant technology issues.

(4) Aircraft which have new or novel features or are of controversial design.

(5) Projects that have potential for unusual public interest.

Recreational aircraft (such as balloons and gliders) and restricted category approvals will not require a summary report. Small general aviation aircraft do not require a report unless the accountable directorate believes it necessary; i.e., advanced state-of-the-art, complexity, or public visibility.

c. What will be considered significant from a summary report standpoint need not coincide with the declaration of significance required by the notification of a certification program (see paragraph 103.j). The accountable directorate and the ACO can determine that a report is not necessary even though they have previously agreed on the significance of the project. That determination should be recorded in the Certification Program Plan.

d. In most cases the summary report need not be elaborate or voluminous, and should be tailored to the complexity and significance of the project. It should include an executive summary, certification basis, and a description of major issues and their resolution. In many cases, the Issues Book (if used) could fill the requirements for the description of major issues, and therefore could form the basis for most of the report. A compliance checklist referencing company and FAA documents relied upon to make the certification decision should also be included

if available. FAR's, AC's, TIC's, MMEL's, AFM's, etc., should not be included. Reference to them can be made, and extracts from them pertaining to issues discussed in the narrative can be included. The limitations section of the AFM usually should be included as an appendix to provide a statement of the conditions under which compliance was determined. It is very important that all equivalent safety findings be thoroughly documented and included in the report.

e. Unless specifically waived by the accountable Director, certification summary reports shall be complete at the time of issuance of the TC or STC.

410. SPECIAL CERTIFICATION REVIEW TEAM. RESERVED.

411-449. RESERVED.

SECTION 2. TYPE CERTIFICATION PROGRAMS-IMPORT PRODUCTS450. GENERAL.

a. Title VI of the Federal Aviation Act (FA Act) of 1958 (Public Law 85-726) as amended, charges the FM with the responsibility of ensuring safety of flight by making findings of compliance with minimum standards, rules, and regulations prior to issuance of FAA airworthiness certificates. Although the FAA may not delegate this responsibility to a foreign authority, Section 1102 of the FA Act requires the FAA to exercise and perform its powers and duties consistent with any obligations "assumed by the United States in any treaty, convention, or agreement that may be in force between the United States and any foreign country. . . .". Each Bilateral Airworthiness Agreement constitutes such an agreement; accordingly, the FAA is empowered to rely on certifications made by the Foreign Civil Airworthiness Authority (FCAA) for FAA airworthiness acceptance of aeronautical products manufactured in signatory countries. Therefore, when granting import Type Certificates, other forms of design approvals, and airworthiness approvals for products and components, the FAA, for the most part, bases its findings of compliance on certifications made in accordance with the procedures of FAR 21.29.

b. The Code of Federal Regulations, 14 CFR 21, provides for issuance of type certificates using procedures contained in Section 21.21, Issue of Type Certificate: Normal, Utility, Acrobatic, and Transport Category Aircraft, or § 21.29 Issue of Type Certificates: Import Products. The procedures for issuance of these type certificates are different; however, when issued, both type certificates have equal status and validity for the purpose of Section 603(a) of the FA Act. Aircraft manufactured in foreign countries are type certificated in the U.S. under the provisions of Section 21.29 and the applicable Bilateral Airworthiness Agreement. FAA findings of compliance for import products are based on technical evaluations, inspections and certifications made by the FAA and the competent airworthiness authority of the foreign country of manufacture.

c. A type certificate may be issued for a product that is manufactured in a foreign country with which the U.S. has an agreement for the acceptance of these products for export and import (Bilateral Airworthiness Agreement), and that is to be imported into the U.S., if:

(1) The country in which the product was manufactured certifies that the product has been examined, tested, and found to meet the certification basis established by the FAA for the product;

(2) The applicant has submitted the required technical data concerning aircraft noise and airworthiness;

(3) The manuals, placards, listings, and instrument markings required by the certification basis are presented in the English language, and in consistent units;

(4) The applicant has submitted the technical data listed in Advisory Circular 21.7; and

(5) The FAA has determined that the airworthiness and environmental standards applied by the FCAA are in compliance with U.S. requirements.

d. The procedures set forth herein are to accomplish the following:

(1) Provide for effective communications between the FAA and FCAA;

(2) Afford the FAA a full opportunity to become acquainted with the product being certificated for U.S. service; and

(3) Minimize the need for inspections and evaluations by the FAA which would duplicate those conducted by the FCAA in carrying out their domestic certification responsibilities.

451. CERTIFICATION PROCEDURES WITH BILATERAL AIRWORTHINESS AGREEMENT COUNTRIES.

a. Application for FAA Type Certification. Foreign manufacturers submit an application for FAA type certification to the Aircraft Certification Office (ACO) responsible for the country in which the manufacturer is located, through the FCAA of that country.

b. Notifications. The ACO notifies the respective accountable directorate and its own Aircraft Certification Division. Both Aircraft Certification Divisions will work together regarding ACO resources for project support, expected extent of accountable directorate involvement, expected extent of A m participation, delegations of authority, Aircraft Evaluation Group (AEG) participation, priority conflicts, and other resource-related concerns until a Certification Program Plan is mutually acceptable to the ACO and the accountable directorate.

c. Personnel Assignments. The ACO and the accountable directorate will assign a project manager and project officer, respectively, to the project who will function in accordance with Chapter 4, Section 1, paragraph 400a of this order.

d. Familiarization Briefing.

(1) As soon as practicable after the application has been received and acknowledged by the A00, a familiarization briefing will be held. The ACO will arrange the meeting in close coordination with all who may be involved in the type certification project, including specialists from the accountable directorate.

(2) The briefing will be held at a location mutually agreeable to the FCAA, the FAA, and the manufacturer. More than one visit may be required to complete familiarization needs. The meeting will be "co-chaired" by the FCAA and the ACO Manager or ACO project manager. FAA representation will be contingent upon the complexity of the product under consideration and consistent with the objective of defining the requirements for U. S. acceptance as early as possible. The briefing may be used to discuss interpretation of FCAA/U. S. standards and practices as applicable to the product under consideration.

(3) At the close of the meeting:

(a) The FCAA will be requested to advise the FAA of, and explain any deviations from, the FCAA standards envisaged at that time; including proposed exemptions, special conditions, or equivalent safety findings.

(b) The FAA will state the need for any special conditions anticipated to cover novel and unusual design features and review these with the FCAA and the manufacturer; and

(c) The ACO will present as complete as possible a preliminary statement of any additional certification requirements. The ACO will also identify any areas where more information is needed.

e. Post-Familiarization.

(1) As soon as practicable after the Familiarization Briefing, the ACO will prepare and provide a Preliminary Certification Document specifying:

(a) The specific technical issues on which the accountable directorate intends to participate. The extent of technical involvement should be predicated, in part, on the number and kind of significant design features, materials, and processes which are relatively new and for which experience and technical guidance may be needed.

(b) The extent of ACO participation in import product type certification programs is extremely important and should be defined in the Preliminary Certification Document.

(c) Any delegations and signature authority for the various project documents (certification basis, Federal Register notices, certification summary report, type certificate, etc.).

(d) Other procedural information.

(e) A preliminary statement of the U. S. Certification basis.

(f) Appendices covering: _

1 Anticipated special conditions for novel or unusual design features.

2 Anticipated additional certification requirements.

3 Information on special application of FCAA/U. S. standards, including policy guidance material.

4 Summary information on equivalent safety findings to be made by the FAA. (Items may be listed as pending in the preliminary document.)

5 Draft FCAA Type Certificate Data Sheet, when available.

6 Draft FAA Type Certificate Data Sheet, when available.

7 A list of documentation needed by the FAA (e.g., technical data compliance checklist, manuals, etc.) for type certification.

8 A list of open items where additional information is needed to further develop the certification basis.

9 Any other information which might be useful to the program.

(2) The ACO and accountable directorate will proceed with the issuance of special conditions per FAR 21.16 to cover the novel or unusual design features known at that time. Proposed special conditions will be coordinated with the FCAA and the manufacturer, and will be processed in accordance with the FAA's normal rulemaking procedures. The special conditions identified at this time may be amended to cover any additional novel or unusual design features as they become known.

f. Data Submittal and Design Review.

(1) The manufacturer provides to the ACO, through the FCAA, the technical data listed in Advisory Circular 21-7 and any additional data requested by the project manager. The ACO manages the project and conducts the complete certification review program while keeping its division and the various specialists from the accountable directorate fully informed of the project status and activity so as to provide adequate opportunity for timely participation. Involvement at division level would be in the areas of priority conflicts and resource allocation.

(2) The certification program activity will be administered by the ACO project team members in conjunction with the accountable directorate's specialists whose involvement would include the establishment of the certification basis, unusual designs or processes, equivalent safety findings, flight evaluations, interpretations and technical policy determinations, and critical program documents. ACO project personnel are free to communicate with their counterparts in the accountable directorate. Coordination or issuance of critical program documents (certification basis, Federal Register notices, and certification summary report) would be effected in accordance with guidance and delegation provided by the accountable directorate and set forth in the Certification Program Plan.

g. FAA/FCAA Contacts.

(1) All manufacturer and FCAA communications will be with the ACO for effective program control. The ACO will carry out the certification program within the framework of the Certification Program Plan and technical policies established by the accountable directorate. Final determination and resolution of technical issues rests with the accountable directorate.

(2) During the design development period the ACO will be available to:

(a) In conjunction with the accountable directorate answer inquiries from the FCAA, or from the manufacturer through the FCAA, on the interpretation of requirements of the U. S. certification basis, including special conditions;

(b) Discuss acceptable means of compliance when needed;

(c) Coordinate with the accountable directorate amendments to the special conditions to cover novel or unusual design features which may become known during the design development stage;

(d) Coordinate with the accountable directorate equivalent safety findings and/or requests for exemptions from the U. S. certification basis;

(e) Update the Preliminary Certification Document consistent with the progress of the project; and

(f) Participate in interim meetings as would be helpful to accomplish any of the above. Such a meeting may be initiated by either the ACO, FCAA, or the manufacturer. It will be "co-chaired" by the Manager of the ACO or project manager and the FCAA. The ACO Manager will be responsible for assuring the accountable directorate is notified of such meetings and arranging for their possible participation.

(3) The ACO will rely upon the FCAA to advise them of:

(a) Any novel or unusual design features which may come to light during design development that might necessitate amendment of the special conditions;

(b) Any changes or additions to the FCAA certification basis previously specified which might alter the U.S. certification basis; and

(c) Any need for equivalent safety findings or exemptions from the U. S. certification basis which may become apparent to the FCAA during design development.

h. Coordination and Communication. Identification and resolution of significant technical, regulatory, and administrative issues will be documented using Issue Papers. Complete Issue Books will be maintained by the ACO project manager, FCAA, ACO's division, and the accountable directorate in accordance with the Certification Program Plan. The development of draft Issue Papers, updated by the ACO, and their transmission to the accountable directorate for review and concurrence (indicated telephonically) will be a primary means of assuring "real time" involvement by the accountable directorate. This will assure true assumption of accountable directorate responsibility in critical areas with minimum delay in the approval process.

i. Final Certification Meeting. Prior to the Final Certification Meeting, the ACO should be fully assured by the FCAA, and through FAA participation, that

the manufacturer has demonstrated compliance with the certification basis in accordance with the technical policies established. The Final Certification Meeting would be held to review the draft TC Data Sheet, AFM, certification summary report, etc., and decide on TC issuance.

j. IC Amendments and STCs. The basic interrelationships would still apply for TC Amendments and STCs; however, the degree of participation by personnel from the accountable directorate may be significantly less.

452-499. RESERVED.

CHAPTER 5. PRODUCTION AND AIRWORTHINESS CERTIFICATION PROCEDURES

500. PRODUCTION APPROVALS. Application for new or amended production approvals shall be processed by the ACO in whose geographic area the applicant is located in accordance with procedures established by the Director of Airworthiness and contained in Order 8120.2, Production Approval and Surveillance Procedures.

501. VIOLATIONS AND ENFORCEMENT. Violations shall be investigated and reports prepared in accordance with procedures contained in Order 2150.3, Compliance and Enforcement Program, by the manufacturing inspection elements of the geographic ACO, and forwarded through the geographic division chief to the geographic directorate's legal counsel. Direct communication between the legal counsel and the initiating manufacturing inspection office can be expected during the counsel's review process.

502. ORIGINAL AIRWORTHINESS CERTIFICATION. Applications for original airworthiness certificates shall be processed by the manufacturing inspection elements in whose geographic area the applicant is located in accordance with procedures established by the Director of Airworthiness and contained in Order 8130.2.

503. SURVEILLANCE. Surveillance shall be in accordance with Order 8120.2 and other policy guidance from the Office of Airworthiness.

504. QASAR ACTIVITY. Quality Assurance Systems Analysis (QASAR) review procedures shall be utilized by the Aircraft Certification divisions in managing production approval and surveillance programs within their geographic areas in accordance with Order 8120.2 and other policy guidance from the Office of Airworthiness.

505.-599. RESERVED.

CHAPTER 6. DESIGNEES AND DELEGATIONS

600. DESIGNATED ENGINEERING REPRESENTATIVES. Selection, appointment, training, and supervision of Designated Engineering Representatives (DER) to participate in type certification programs shall be administered by the directorates on a local level within their respective geographic areas of responsibility in accordance with FAR 183 and procedures established by the Director of Airworthiness and contained in Orders 8110.4 and 8110.37, DER Guidance Handbook. Special cases which deviate from these procedures will be as agreed upon by the directorates involved. Appointments of Designated Acoustical Engineering Representatives require the prior approval of the Manager, Aircraft Engineering Division (AWS-100), and the Director of the Office of Environment and Energy (AEE-1), or their designees. All aircraft certification personnel who work directly with DER's share the responsibility for providing technical guidance, and for referring perceived shortcomings in their performance to their supervisors. All supervisory personnel share the responsibility to bring verified examples of unsatisfactory performance to the attention of the DER's appointing authority, and to document such performance when appropriate. Appointing officials shall consider such evidence when contemplating renewals, cancellations, or reductions of authority.

601. DESIGNATED MANUFACTURING INSPECTION REPRESENTATIVES. Selection, appointment, training, and supervision of Designated Manufacturing Inspection Representatives shall be administered by the directorates on a local level within their respective geographic areas of responsibility in accordance with FAR Part 183 and procedures established by the Director of Airworthiness and contained in Order 8130.2. Appointments and definitions of authority will be made considering need by FAA and the public for such representatives, but without limitations stemming from the appointing directorate's assigned FAR Part.

602. DESIGNATED ALTERATION STATIONS. Designated Alteration Stations (DAS) shall be appointed and monitored by the directorates on a local basis within their geographic areas of responsibility in accordance with FAR Part 21 and procedures contained in Order 8110.4, advisory circular 21.431-1, and other guidance provided by the Director of Airworthiness. The directorate responsible for the appropriate aircraft category retains ultimate technical responsibility for the type certification function. Quality assurance functions are the responsibility of the geographic directorate for manufacturers, and the responsibility of Flight Standards Division in the region in which the holder of a repair station certificate or commercial operator/air carrier operating certificate is located. Authorizing directorates/regions shall coordinate with the accountable directorate when considering DAS authorizations, audits, suspensions or cancellations, and major changes in procedures or approval authority. Accountable directorates shall establish procedures for their involvement in responding to DAS letters of intent to conduct type certification programs.

603. DELEGATION OPTION AUTHORIZATION (DOA) PROCEDURES.

a. Delegation Option Authorization shall be issued by the accountable directorate for the aircraft category involved. Project notification, accountable directorate participation, and significant issue resolution will be in accordance with the standard type certification procedures of paragraph 400. The geographic

directorates will administer the DOA manufacturer's programs to obtain and certify compliance with FAR Parts 21, 23, 27, 33, or 35 through the ACO.

b. Applicable procedures and guidelines in Orders 8110.4, 8120.2, and 8130.2 will be followed by the ACO when participating in DOA certification programs, and by the accountable directorate when conducting audits of the DOA manufacturer's procedures and programs for establishing compliance and conformity.

c. The ACO is responsible for surveillance of the DOA manufacturer in both the design evaluation and production certification areas. FAR 21 policy/ guidance issued by the Office of Airworthiness will be followed when evaluating the manufacturer's conduct of his DOA certification programs. Existing FAR 23, 27, 33, or 35 policy/guidance material will be used when monitoring the adequacy of the technical aspects of the manufacturer's DOA programs. Any additional or revised technical policy or guidance will be obtained from the accountable directorate in accordance with standard type certification procedures in Chapter 4.

d. The accountable directorate will conduct engineering audits of the manufacturers. These audits will be initiated when deemed appropriate by the accountable directorate or at the request of the geographic directorate or ACO administering the DOA manufacturer's program. Typical circumstances under which an audit may be initiated include, but are not limited to prior to DCA issuance, after significant changes in the manufacturer's management or technical personnel, or when indications exist of the manufacturer's ineffective conduct of his DOA program. The Office of Airworthiness, administering ACO and geographic directorate will support the accountable directorate with necessary resources to accomplish these audits. The ACO will effect action to obtain correction of any unsatisfactory findings. If unable to obtain corrective action, the ACO will notify the accountable directorate.

e. The geographic directorate will conduct quality assurance audits of the DOA manufacturers in accordance with Order 8120.2. These audits will also be initiated when deemed appropriate by the geographic directorate or at the request of the administering ACO. Participation by a representative of the accountable directorate is optional. The MIDO will effect action to obtain correction of any unsatisfactory findings, and will notify the geographic directorate of any inability to obtain corrective action.

604 -699 RESERVED.

CHAPTER 7. SERVICE DIFFICULTIES

700. GENERAL. Except as may otherwise be provided in this chapter, directorates service difficulty programs will be accomplished in accordance with Order 8010.2, Flight Standards Service Difficulty Program.

701. ROUTING AND RESPONSIBILITIES. RESERVED.

702. ACCIDENT INVESTIGATIONS. RESERVED.

703. AIRWORTHINESS DIRECTIVES.

a. Airworthiness Directives (AD's) shall be prepared by the ACO in whose geographic area the holder of the TC or design approval is located, transmitted electronically as appropriate, and proposed to the Airworthiness Directive Review Board at the accountable directorate for issuance by that Regional Director. The detailed procedures governing the preparation of AD's are the responsibility of the Director of Airworthiness with the concurrence of the Chief Counsel, and are contained in Order 8040.1, Airworthiness Directives.

b. The ACO having cognizance of a product's design approval should immediately relay significant accident and incident information and critical design deficiency evidence to the accountable directorate as well as the geographic division, and aggressively pursue investigations to determine if a hazardous condition exists and if mandatory corrective action is necessary. Service difficulty resolution is a joint responsibility of both the accountable and geographic directorates; however, certification personnel in the ACO would provide day-to-day liaison with the manufacturer and all other accident investigation participants and keep key people in both divisions aware of the progress of the investigation. If an Airworthiness Directive is justified, the ACO would prepare a complete draft of the AD including all "boilerplate" material and justification, for transmission to and issuance by the accountable directorate. In the development of the draft, the ACO will work closely with Flight Standards elements co-located with the accountable directorate. The ACO performs all required coordination with the manufacturer and preliminary coordination with affected industry groups on Pending ADs.

c. The AD Review Board will be convened by the accountable Aircraft Certification Division Manager at his facility. The board will be chaired by the division manager, or his representative, with representation from the Flight Standards Division, the Regional Counsel, and telecon involvement by ACO personnel if required. Any changes to the draft AD as a result of the AD Review Board review will be made by the accountable Aircraft Certification Division and coordinated with the ACO, and the AD will be presented to the Regional Director for issuance. When signed, the division will transmit the document for distribution in accordance with existing procedures, and assure that an exact copy is transmitted immediately to the originating ACO and AWS-100. The division will also officially notify the manufacturer and affected industry groups and provide them with copies.

d. The accountable directorate will maintain the original docket for all AD's it issues. The ACO may maintain a duplicate file on AD's it originates.

e. An "AD Executive Summary" and an "AD Coordination Check List" will be prepared. Part 1 of both forms will be completed by the ACO originating the AD and forwarded to the accountable directorate along with the proposed airworthiness directive. The accountable directorate will complete Part 2 of the forms. Each accountable directorate will provide instructions on these forms, including where, when, and to whom they will be sent. Suggested format for these items is shown in Appendices 7 and 8. Copies of the Executive Summary and Coordination Check List will be provided along with the copy of the signed AD which is sent to AWS-100.

f. When AD's are to be issued against a product type certificated under FAR 21.29 (or CAR 10), or for products that fall under the purview of an accountable directorate, the same policy and procedures applicable to domestically manufactured products apply to the initial preparation and coordination. In the case of the Brussels ACO, however, domestic resource support may be necessary due to the significant numbers of mandatory (FCAA requirement) service bulletins generated and the resulting FAA AD's that must be issued. The issuance of the AD will be accomplished by the accountable directorate.

g. AD's applicable to military surplus aircraft which were type certificated under CAR 8 or 9 are to be prepared by the geographic directorate responsible for the geographical area where the manufacturer (not necessarily the TC holder) of the aircraft is located, or was located if no longer in business. The issuance of the AD will be accomplished by the accountable directorate.

h. When an unsafe condition exists in an appliance or other item installed in several different aircraft (or engine) types, the geographic directorate in which the item is manufactured is responsible for AD issuance. The directorate(s) accountable for affected aircraft, engines, or propellers are responsible for the development and issuance of AD's against their specific products. If the unsafe condition results from the installation of the item in a particular make and Model aircraft, the AD should be issued for the aircraft by the accountable directorate; however, the proposed AD should be coordinated with the geographic directorate in which the manufacturer of the item is located.

i. When an aeronautical product is altered and approved by a Supplemental Type Certificate (STC) and an unsafe condition develops as a direct result of such product alteration, then the AD will be developed by the ACO that issued the STC and the AD will be issued by the accountable directorate.

704. EMERGENCY AIRWORTHINESS DIRECTIVES.

a. Emergency AD's are adopted rules that require immediate compliance. They are to be developed and processed in a manner similar to that described in paragraph 703 and distributed either by telegram or by priority letter.

b. Emergency telegraphic AD's usually are transmitted by facsimile to the Aircraft Engineering Division in Washington for assignment of the AD number, development of the address list, and transmission of the telegrams. Emergency

telegraphic ADs affecting U.S. air carrier aircraft are transmitted by the Washington Communications Center directly to most addressees, and to the Aeronautical Radio, Inc. (ARINC), communications center for relay through its own communications system to all affected member operators.

c. Priority air mail-letter AD's are transmitted by facsimile to the Aeronautical Center, Oklahoma City, Oklahoma, and to the Aircraft Engineering Division in Washington, D.C. The Aeronautical Center will assign the AD number and prepare for distribution by priority mail. The Aircraft Engineering Division will prepare the AD for telegraphic distribution to all countries of foreign registry and, at regional request, send out to FAA field offices through General Notice (GENOT) distribution.

d. Emergency ADs must also be sent in printed copy by the issuing directorate to the Federal Register for publication, and may contain revised instructions or requirements stemming from improved knowledge or additional technical effort by the manufacturer. The procedures for this step are identical to those used in the preparation of a routine adopted rule AD.

705. WASHINGTON HEADQUARTERS-NOTIFICATION OF AD ACTIONS. Directorates shall notify the Aircraft Engineering Division, Office of Airworthiness, of impending AD's which are likely to be viewed as unusually burdensome or controversial resulting in actions such as groundings or costly compliance requirements, or which are likely to result in significant coverage by the news media. Notification should occur when the impact has been fully defined, but sufficiently in advance of issuance to permit appropriate Washington headquarter's elements to become aware of the proposed action. In the case of emergency AD's, electronic transmission of the proposed AD and preamble to AWS-100 is the preferred means of notification. A copy of each AD, emergency or routine, shall be sent to AWS-100 when issued.

706. AIRWORTHINESS DIRECTIVES FOR BALLOONS AND GLIDERS. Airworthiness directives associated with gliders and balloons will be developed, coordinated, and issued by the directorate in whose geographic area the manufacturer or TC holder is located. Prior to issuance of an AD for a balloon or glider, the directorate will coordinate these AD's with the Aircraft Engineering Division, Certification Program Management Branch, AWS-110.

707. NTSB SAFETY RECOMMENDATIONS. FAA Order 1220.2, Procedures for Handling National Transportation Safety Board Recommendations, designates the Office of Aviation Safety as FAA's focal point for NTSB recommendations. Action responsibility for NTSB recommendations will be assigned by the Office of Aviation Safety (ASF-300), in coordination with the Office of Airworthiness (AWS-100), to the accountable directorate responsible for the type of product involved in the recommendation. A letter assigning action responsibility, together with the NTSB recommendation (Green Sheet), will be sent by ASF-300 to the appropriate accountable directorate, with copies going simultaneously to the ACO which administers the type certificate. Each directorate will establish internal procedures for evaluating the recommendation and furnishing the Office of Aviation Safety with a proposed direct reply by the Administrator to the NTSB. The Aircraft Engineering Division will provide the Headquarters focal point for

resolving technical issues that arise from Washington reviews of final replies. Directorates will be sent electronically copies of final replies prepared for the Administrator's signature prior to their leaving the Office of the Associate Administrator for Aviation Standards.

708.-799 RESERVED.

CHAPTER 8. REGULATORY ACTIONS.

800. GENERAL. This chapter contains procedures for the development, processing, and issuance of regulatory actions by the Aircraft Certification Directorates. This chapter also specifies procedures for informing the Associate Administrator for Aviation Standards (AVS-1) and other Headquarters elements of regulatory actions underway in each directorate. Regulatory actions include special conditions, petitions for exemption, petitions for rulemaking, and general rulemaking actions, but (for the purposes of this chapter) do not include Airworthiness Directives and related activities. In this chapter, "directorate" means an accountable directorate as defined in paragraph 103a. Regulatory actions not under the authority of a directorate are handled by Headquarters offices, which may request directorate participation in specific regulatory actions. The Office of Aviation Safety, Safety Regulations Division (ASF-400), provides consultation and assistance to the directorates in carrying out their newly assigned rulemaking responsibilities under Order 8000.51. Directorates may establish supplemental procedures not in conflict with this chapter.

801. RELATED DOCUMENTS. The following relate to the procedures in this chapter.

- a. Executive Order 12291, "Federal Regulations."
- b. Department of Transportation, "Improving Government Regulations, Regulatory Policies and Procedures."
- c. Regulatory Flexibility Act.
- d. Paperwork Reduction Act of 1980.
- e. Federal Aviation Regulations Part 11, "General Rule-Making Procedures," (14 CFR Part 11).

802. PROGRAM ACTIVITY RESUME. When a regulatory action is being initiated in a directorate, the directorate first establishes a program activity resume. The resume follows the format in Appendix 9. Each resume is maintained in current form by the directorate and updated whenever a significant event occurs, or at least monthly. Changes to a resume are indicated by an asterisk in the righthand margin. The initial resume and each update are transmitted to ASF-400 by text communicator. Each resume is closed when a project is completed or otherwise terminated. ASF-400 keeps AVS-1 and other interested Headquarters elements informed of each action using the resume. The resume contains at least the following information about the regulatory action:

- a. The initial date of the resume, and the revision date.
- b. The title of the action;
- c. The name, routing symbol, and FTS telephone number of the Regional Director, the Manager of the accountable Aircraft Certification Division, the project officer, the Regional Counsel (or his representative in the action), and any other FAA person who is participating actively in the action.

- d. The objective of the action in the form of a summary paragraph to be published in the Federal Register;
- e. The requirement for the action (e.g., petition, type certification activity, NTSB recommendation, and so forth), Docket number;
- f. A timetable for the action reflecting key benchmark dates;
- g. The current status of the action; and
- h. The section or sections of the Federal Aviation Regulations affected and any other significant information about the action.

803. SPECIAL CONDITIONS.

a. When an (ACO) identifies any novel or unusual design feature(s) which may warrant issuance of special conditions, the ACO advises the accountable directorate. If issue papers are being used in the type certification project, the submission of an issue paper summarizing the design features and regulatory inadequacies, and proposing the wording of the special conditions, is the preferred means of notifying the directorate.

b. If the directorate concurs in the need for a special condition, its regulatory staff will initiate a regulatory program activity resume as described in paragraph 802, and assign a sequential project number in accordance with Order 2100.13, Appendix 7 (e.g., ANM-82-1-S). A copy of the resume and subsequent revisions will be provided the ACO. The ACO will proceed to refine the proposed special condition and justification as prescribed in § 21.16, with particular attention to why the special conditions are needed to establish a level of safety equivalent to that established by the existing regulations.

c. The ACO coordinates the draft special conditions with the applicant. The applicant's comments, those of the ACO, and a recommended resolution of the applicant's comments (if appropriate) are forwarded to the directorate for review and approval. If special conditions are appropriate, the directorate prepares a notice of proposed special conditions in accordance with paragraph 806. When the notice is sent to the Regional Counsel, the directorate sends an information copy of the notice to the Office of Airworthiness, Aircraft Engineering Division (AWS-100).

d. The directorate coordinates the notice with the ACO, then obtains the concurrence of the Regional Counsel and the signature of the Regional Director. The Regional Counsel establishes and maintains the docket and assigns docket and notice numbers. Notice numbers are assigned sequentially in the form SC-82-1-NM. "SC" identifies the document as special conditions and the final letters identify the issuing directorate. The directorate sends the notice to the Assistant Chief Counsel for Regulations and Enforcement (AGC-200) for publication in the Federal Register.

e. At the close of the comment period, the Regional Counsel forwards a copy of each comment received to the assigned specialist in the directorate. The directorate, in coordination with the ACO, analyzes the comments received and develops the final special conditions following the procedures in paragraph 803b-c. The document is prepared in the form of final special conditions in accordance with paragraph 807. After publication in the Federal-Register, the resume is closed. The directorate provides a signed copy to the ACO for transmittal to the applicant.

804. PETITIONS FOR EXEMPTION.

a. Petitions for exemption received in a geographic directorate or a Headquarters office are sent directly to the accountable directorate.

b. Petitions for exemption are processed as follows:

(1) Upon receipt of a petition, the Regional Counsel establishes and maintains a docket and assigns a docket number. The directorate establishes a regulatory project, assigns a specialist, assigns a sequential project number in accordance with Order 2100.13, Appendix 7 (e.g., ANM-82-1-E), and prepares a program activity resume containing the information specified in paragraph 802.

(2) If the petition meets the requirements of §§ 11.25(b) and (d), the directorate acknowledges the petition. If the petition does not, the directorate requests additional information by a specific date (usually 30 days). If the information is not received by that date, the docket and resume are closed. If good cause is shown to waive publication of the petition in the Federal Register in accordance with § 11.27j, the accountable directorate includes a finding to that effect in the acknowledgment.

(3) Unless publication is waived, the directorate sends a summary of the petition (using the "Objective" paragraph of the resume) to AGC-200 who publishes the summary in the Federal Register with a 20-day comment period and directs comments to the directorate docket. A copy of the summary is also sent to the cognizant ACO.

(4) Within 120 days from the date of acknowledgment, the assigned specialist develops a grant or denial of exemption and obtains the concurrence of the Regional Counsel. After signature by the Regional Director, the directorate assigns an exemption number. The original of the document is sent to the petitioner and copies are sent to ASF-400, AWS-100, AGC-200, and the cognizant ACO. AGC-200 publishes a notice of disposition of petition in the Federal Register. The program activity resume is closed.

(5) Petitions for reconsideration of denial of exemption (§ 11.55) are processed following paragraphs 804b(1)-(3). Within 120 days from the date of acknowledgment, the assigned specialist develops a grant or denial of petition for the Administrator's signature. The assigned specialist prepares a letter of transmittal from the Regional Director to the Administrator and forwards the completed package through the Regional Counsel to the Regional Director for signature. The document is then sent to ASF-400 which coordinates it with the

Director of Airworthiness (AWS-1), AVS-1, and the Chief Counsel (AGC-1) and forwards it to the Administrator for signature.

(6) After the document is signed, ASF-400 sends the original to the petitioner, and copies to the directorate, AWS-100, AGC-200, and the cognizant ACO. AGC-200 publishes a notice of disposition of the petition in the Federal Register. The program activity resume is closed.

805. PETITIONS FOR RULEMAKING.

a. Petitions for rulemaking received in an accountable directorate, a geographic directorate, or a Headquarters office are sent directly to AGC-200 under § 11.25(b)(2)(iv). AGC-200 assigns a docket number and sends a copy of the petition to the directorate.

b. Petitions for rulemaking are processed as follows:

(1) Upon receipt of a petition, the directorate establishes a regulatory project, assigns a specialist, assigns a sequential project number in accordance with Order 2100.13, Appendix 7 (e.g., ANM-82-1-P) and prepares a program activity resume containing the information specified in paragraph 802.

(2) If the petition meets the requirements of §§ 11.25(b) and (c), the directorate acknowledges the petition. If the petition does not, the directorate requests additional information by a specific date (usually 30 days). If the information is not received by that date, the resume and docket are closed.

(3) The assigned specialist determines whether the petition should be published verbatim in the Federal Register or whether a summary should be published. If the petition is being published verbatim, the assigned specialist prepares a document that meets the Federal Register requirements for the signature of AGC-200 and forwards it through the Regional Counsel to AGC-200. If a summary is being published, the directorate sends a summary of that petition (using the "Objective" paragraph of the resume) to AGC-200.

(4) AGC-200 publishes either the verbatim petition or a summary in the Federal Register with a 60-day comment period. AGC-200 forwards a copy of each comment to the directorate at the close of the comment period.

(5) Within 10 days after the close of the comment period, the directorate advises the petitioner of the status of the petition. The directorate provides status reports to the petitioner every 120 days in accordance with § 11.27(k). Copies of these letters are sent to AGC-200. Projected and actual status report dates are reflected in the resume. Within 30 days after the close of the comment period, the assigned specialist updates the resume to reflect whether the petition will be granted or denied and the estimated date of completion.

(6) If the petition is being granted, the assigned specialist prepares a Notice of Proposed Rulemaking for the signature of the Regional Director following the procedures in paragraph 806.

(7) If the petition is being denied, the assigned specialist develops a Denial of Petition for the Administrator's signature. The assigned specialist prepares a letter of transmittal from the Regional Director to the Administrator and forwards the completed package through the Regional Counsel to the Regional Director for signature of the letter. The document is then sent to ASF-400 which coordinates the denial with AWS-1, AVS-1, and AGC-1 and sends it to the Administrator for signature (S 11.27(f)).

(8) After the denial is signed, ASF-400 sends the original to the petitioner and sends copies to the directorate, AWS-100 and AGC-200. AGC-200 publishes a notice of disposition of the petition in the Federal Register. The program activity resume is closed.

806. NOTICE OF PROPOSED RULEMAKING. RESERVED.

807. FINAL RULES. RESERVED.

808-899. RESERVED.

CHAPTER 9. PROGRAM MANAGEMENT AND REPORTING

900. GENERAL. RESERVED.

901. ACTIVITY RESUME SYSTEM.

a. The Activity Resume System is established as the means for providing information in a standard format within and between directorates and Washington headquarters. The system will be common to all directorates and requires the completion and transmission of only one standard form, the Program Activity Resume. The Activity Resume System can be used to keep all concerned organizations apprised of the status of all regulatory, type certification, and service difficulty programs. The resume, therefore, can be used instead of letters, briefing papers, etc., previously used for providing information.

b. Procedures for completing and processing Program Activity Resumes for regulatory actions are provided in paragraph 802.

c. Program Activity Resumes can also be used for providing information on the status of all significant current and new type certification programs, supplemental type certification programs, amended type certification programs, and service difficulty programs. The resume should follow the format in Appendix 9. All resumes and revisions will be transmitted via text communicator. The program manager/project officer should be identified by name, routing symbol, and FTS telephone number. The milestone dates refer to date of completion. The "initial" date is established when the project is activated and will not be changed. The "revised" date should be updated as the resume is revised. The "actual" date will be identified when the project is closed. An update of all active resumes should be required when significant changes occur, but normally once a month even though their status remains unchanged. Updated information should be submitted no later than the fifth working day of each month. Each resume can be closed out when a project is completed or otherwise terminated.

902.-999. RESERVED.

APPENDIX 1 - SAMPLE CERTIFICATION PROGRAM NOTIFICATION

SUBJECT: Certification Program Notification

FROM : Manager, Aircraft Certification Office, XXX-_____

TO : ACE-100 _____ ANE-100 _____
ASW-100 _____ ANM-100 _____

Part A. (To be completed by office receiving application)

The following information is provided to alert you to pending type certification activity:

1. Project No.: _____
2. Model designation: _____
3. Applicant: _____
4. Address: _____
5. Date of application: _____
6. Type of project: TC _____ STC _____ Amended TC _____
7. Expected completion date _____
8. Project Manager _____; Telephone No. _____
9. Description:
- 10a. ___ We consider this a significant program as defined in paragraph 103j of Order 8100.5.
- 10b. ___ We do not consider this a significant project.

Manager, Aircraft Certification Office

Part B. (To be completed by accountable Directorate when they disagree with the ACO)

TO : Manager, Aircraft Certification Division

FROM : ACE-100 _____ ANE-100 _____
ASW-100 _____ ANM-100 _____

We disagree and consider this program to be significant and have assigned _____ as our Project Officer. Please submit a draft Certification Program Plan at your earliest convenience.

We disagree and consider this program not significant, however, you may contact for any assistance you may need.

NOTE: Telephonic notification of the assigned project officer to a project both ACO and accountable directorate agree is significant should be made within 2 working days from receipt of this form.

Manager, Aircraft Certification Division

APPENDIX 2 - SAMPLE TYPE CERTIFICATION PROGRAM PLAN

- A. Project No. _____, Revision No. _____, Revision date _____
- B. Model designation: _____
- C. Applicant: _____
- D. Address: _____

- E. Date of application: _____
- F. Type of project: ___TC ___STC ___Amended.
- G. Certification office:
- H. Project manager: _____; Telephone No. _____
- I. Accountable Directorate:
- J. Project Officer: _____; Telephone No. _____
- K. General description:

- L. Significant features:

- M. Proposed certification basis:
- N. Exemptions needed: _____yes; _____no.
- O. Special conditions needed: _____yes; _____no.
- P. Proposed schedule:
 - 1. Preliminary type board _____
 - 2. Preflight type board _____
 - 3. Other type boards _____
 - 4. TIA issuance _____
 - 5. Certificate issue/amend _____

Q. Estimated employeehours:

1. Accountable directorate _____
2. Certification office _____
3. Other _____

R. Portions of certification basis where accountable Directorate will:

1. Find compliance:
2. Conduct tests:
- 3.

S. Coordinations required (and means of indicating concurrence):

1. TIA
2. Issues book
3. Certification Summary Report

T. Reporting requirements:

1. Recurrent
 - a.
 - b.
 - c.
2. One-time
 - a.
 - b.
 - c.

U. Documentation requirements:

1. Issues book? _____ yes, _____ no.
2. Certification Summary Report? _____ yes, _____ no.
3. Federal Register notices? _____ yes, _____ no.

V. Delegations by accountable Directorate:

1. Certification Summary Report signature? _____
2. Certificate signature? _____
3. Other? _____

W. Approved on _____ by:

Manager, Aircraft Certification Div.,
XXX-100

Manager, Aircraft Certification Div.,
XXX-100

APPENDIX 3 - ISSUE PAPERS1
2
3 1. Identification of Significant Issues.
4

5 Issue papers provide a simple, structured means of accomplishing several
6 necessary steps in the type certification process.
7

8 a. They provide a simple means for describing and tracking the resolution of
9 significant type certification issues and problems occurring throughout a program.
10 By focusing on the regulatory compliance issues, they enable the project team and
11 agency and applicant management to grasp and track the essential issues as they
12 are identified and studied by troth parties. They are invaluable tools for
13 keeping a remote accountable directorate both informed and involved in timely
14 actions. Developed on word processing equipment and transmitted electronically,
15 they provide an efficient means of assuring coordinated certification decisions,
16 and should replace other "paperwork" such as briefing papers, memoranda, and
17 lengthy letters whenever possible.
18

19 b. Issue papers form a valuable reference for future type certification
20 programs, and for development of regulatory changes. By describing significant or
21 precedent-setting technical decisions and the rationales employed, they are ideal
22 source documents.
23

24 c. The Issues Book, comprised of the final stage of each issue paper, forms
25 the principle technical content of the Certification Summary Report, and may be
26 referenced when developing the narrative portion of that report.
27

28 d. FAA technical personnel will work closely with the applicant for the
29 earliest practicable identification of significant issues that may require special
30 emphasis for resolution. This step will usually require more detailed technical
31 discussions, correspondence, review of design data and hardware, etc. The
32 applicant should be encouraged to surface questions or issues that may require
33 time or special study for resolution 9D that all significant issues can be
34 identified as soon as practicable and do not become surprises at a later time.
35

36 e. The applicant should be advised that routine items relative to showing
37 compliance and work relationships will not normally be raised as significant
38 issues unless some special problems are anticipated or develop during the course
39 of the program. Routine items will be handled with the applicant by the project
40 team, with decisions and actions documented in correspondence, data submittals,
41 and file records of meetings, conversations, and events. In this regard, it
42 should be recognized that what may be routine with an experienced applicant may
43 need to be treated as a significant issue with an applicant who has limited or no
44 current FAA type certification experience.
45

46 f. First priority should be placed on the identification, rather than the
47 resolution, of significant issues prior to the initial TC Board meeting. It is 1
48 not expected that significant issues would be identified or resolved at initial
49 project familiarization briefings, although some issues may become apparent during
50 the discussions.
51

1 2. Significant Issues. The following items will be considered significant issues
2 on major projects, requiring the development of issue papers:
3

4 a. Type Certification Basis (G-1) - designates the applicable airworthiness
5 and noise standards, including Special Conditions as necessary, that must be met
6 for certification as set forth by FAR 21.17 or FAR 21.101, as applicable. This
7 issue paper should provide the definitive justification for selection of the
8 certification basis, including specific amendment levels. Included as an
9 attachment will be a project checklist or, by document reference, the applicant's
10 own compliance checklist, if found acceptable and provided the applicant agrees to
11 provide the checklist early in the program with updates as the program progresses.
12

13 b. Determination of Compliance (G-2) - provides a statement of the FAA
14 procedural requirements, including those that define the applicant's
15 responsibilities for showing compliance.
16

17 c. Environmental Consideration (G-3) - cites the environmental requirements
18 that must be satisfied prior to certification over and above Environmental
19 Protection Agency (EPA) air pollution requirements and, on certain projects, a
20 Noise Control Act determination and/or an environmental evaluation.
21

22 d. Export Requirements - Country (G-4) - cites for those Projects where it is
23 clearly established that the applicant plans to export his product to a foreign
24 country, the extent of FAA findings of compliance with that country's
25 airworthiness requirements on behalf of the foreign civil airworthiness authority.
26

27 e. Rulemaking Actions required of the Director of the accountable
28 directorate. These include the issuance of Special Conditions per either FAR
29 21.16 or FAR 21.101(b) (2), as applicable, and actions on exemption petitions filed
30 by the applicant per FAR 11.25.
31

32 f. Equivalent Safety Findings proposed or made under the authority of FAR
33 21.21(b) (1).
34

35 g. Unsafe Situations that could preclude certification as defined in FAR
36 21.21(b) (2).
37

38 h. Application of Later Regulations per FAR 21.101(b) (1) not voluntarily
39 agreed to by the applicant.
40

41 i. Areas of New Technology or novel design that do not require a Special
42 Condition but may require the development of an acceptable means of compliance
43 with existing regulations which would set a national precedent. If research and
44 development is necessary, procedures described in paragraph 309b should be
45 followed.
46

47 j. Items requiring the utilization of a Special Certification Review (SCR)
48 team for resolution per paragraph 21 of Order 8110.4.
49

50 k. All other issues that become controversial or may otherwise require TCB
51 action to resolve.

1
2 3. Issue Paper Development.
3

4 a. New issue papers may be proposed to the TC Board at any time during the
5 process prior to final type certification.
6

7 b. The issue paper format and instructions are provided in detail in Appendix
8 4.
9

10 c. Draft issue papers will be developed by the project team members for each
11 significant issue as early in the program as practicable.
12

13 As a minimum, each draft issue paper at Stage 1 must be developed through at least
14 the "Statement of Issue" before it is presented to the initial TC Board, or
15 coordinated through the appropriate TC Board members for inclusion in the Issues
16 Book. Some "Discussion" and even a tentative "Conclusion" may be provided to
17 further clarify the issue. However, the major emphasis at Stage 1 of each issue
18 paper should be to raise the issue to FAA's and applicant's management attention
19 as early as practicable, providing a concise "Statement of Issue" in language that
20 is clearly understood by all parties concerned with resolution. Note: Issue
21 papers are considered "draft issue papers" until such time as they are coordinated
22 through the appropriate TC Board members and their initials appear on the Board
23 coordination grid.
24

25 d. Issue papers are primarily intended to provide FAA and applicant
26 management with an overview of significant issues, to provide a means of
27 determining the status of these issues, and to provide a post-certification
28 summary statement on how significant issues were resolved for public release and
29 general reference on future projects that might encounter similar situations.
30

31 e. ISSUE PAPERS WILL NOT BE CONSIDERED A PART OF THE OFFICIAL FINAL TYPE
32 CERTIFICATION PROJECT FILE. It is therefore necessary for the author of an issue
33 paper to ensure that all final conclusions and important background information
34 stated on the final stage of the issue paper are also contained in the official
35 type certification project file in the form of meeting records, telecon records,
36 correspondence with the applicant, issued Special Conditions and/or exemptions,
37 TIA or TIR statements, TCDS notes, etc. Conversely, the author of an issue paper
38 may make reference to official type certification project file documents in the
39 body of the issue paper to reduce the number of details that might distract from
40 the overview purpose of the paper.
41

42 f. For the reasons stated in (e) above, issue papers will be considered
43 documents prepared by government employees for use in effecting project management
44 containing opinions, advice, deliberations and recommendations made in the course
45 of developing official action by the government. Issue papers WILL NOT be
46 considered part of the official action, therefore, issue papers will be considered
47 as draft material to be exempt from public disclosure to the fullest extent
48 possible under the Freedom of Information Act (FOIA), Section 552(b) (5) as
49 implemented by Department of Transportation Regulations, Part 7, Section 7.71 (49
50 CFR 7.71).
51

1 g. The initial publication of the Issues Book will be the principal product
2 of the initial TC Board meeting.

3
4 4. The Issues Book

5
6 a. Issue papers passed through the initial TC Board meeting will be assembled
7 and published in the form of an Issues Book by the Project Manager. The book will
8 also provide a Table of Contents, Introduction, and identification of the project
9 team members. Distribution will be made to the TC Board members, project team
10 members, the applicant, and the accountable and geographic Aircraft Certification
11 Divisions.

12
13 b. Updating will occur on an "as needed" basis, by revisions, as individual
14 issue papers are advanced in stages. The Project Manager, with assistance from
15 the TC Board Executive Secretary, will distribute revised issue papers drafted by
16 the project team members, circulate them for coordination, and distribute them
17 singly or in convenient packages, together with revised Table of Contents pages.

18
19 c. The Issues Book will be revised to add new issue papers or update existing
20 issue papers without holding a formal TC Board meeting, provided the new or
21 updated issue papers can be cleared through the applicant and TC Board by routine
22 coordination.

23
24 5. Technical Assessment Activities and Follow-on Type Certification Board
25 Meetings.

26
27 a. It is expected that the bulk of the type certification work will be
28 accomplished through ongoing technical assessment activities by the project team
29 members and other technical participants outside the framework of formal TC Board
30 meetings. Progress on all items will be documented by normal entries in the
31 official type certification project file. Progress on significant issues will
32 also be indicated by updating existing issue papers or, if new significant issues
33 are raised, by developing new issue papers.

34
35 b. After the initial TC Board meeting, new or updated draft issue papers will
36 be coordinated with the applicant and the TC Board members. If coordination can
37 be effected with both the applicant and TC Board members without impasse, the
38 issue papers) will be placed in the Issues Book by revision without holding a
39 formal TC Board meeting.

40
41 c. Participant (TC Board member or applicant) coordination on a new or
42 updated issue paper means only that the participant understands all statements and
43 agrees that the "branch action" involvement is correct and resolution status is
44 accurately reflected by the paper.

45
46 d. Individual project team members are expected to keep their counterparts
47 fully apprised of the technical issues encountered throughout the evaluation
48 process whether or not these issues result in "issue papers." Accountable
49 directorate assistance in formulating the "FAA position" and "conclusion" should
50 be obtained before the issue paper is submitted to the TC Board members for
51 coordination. Accountable directorate concurrence with an issue paper will be

1 indicated by the Project Officer's initials and date being inserted in the
2 coordination grid by the Project Manager after telephonic or written
3 authorization.

4
5 6. Impasse.

6
7 a. If an impasse is reached between TC Board members, the ACO manager shall
8 resolve it after considering the views of all affected parties and the accountable
9 directorate's recommendations. The resulting decision becomes the basis for the
10 FAA position in the issue paper.

11
12 b. The issue paper's conclusion shall result from TC Board action. A formal
13 Interim. TC Board meeting may be called by the TC Board Chairman to hear
14 conflicting views and to resolve the issue. A request for a formal TC Board
15 meeting may be made by either a TC Board member or the applicant. If the Chairman
16 agrees a formal TC Board meeting is necessary, an agenda will be developed and
17 discussions limited to the agenda items, to assure that all participants have an
18 opportunity to be fully prepared and adequately represented. Interim TC Board
19 meetings should be scheduled to group together a number of agenda items unless
20 resolution of a major issue is essential to avoid an unacceptable delay in the
21 project.

22
23 c. Most issues should be capable of resolution informally, by coordination of
24 issue papers among the TC Board members without a meeting.

25
26 d. Acceptance of the conclusion stated in an issue paper by the TC Board
27 Chairman after receiving concurrence by the accountable directorate constitutes
28 definition of the FAA requirement. The issue paper may be transmitted to the
29 applicant by a letter of transmittal SD advising him. Further discussions,
30 correspondence, or appeals should focus on new information or proposals.
31 Responses to such efforts should refer to the current stage of the issue paper,
32 and indicate whether the new effort is considered to provide new information
33 warranting a reconsideration and revision to the issue paper, or whether the issue
34 paper conclusion stands as written.

35
36 7. The issue paper format is described in Appendix 4. A sample issue paper
37 illustrating the evolution through several stages appears as Appendix 5.

APPENDIX 4 - ISSUE PAPER FORMAT

1. PURPOSE: The format to be used in drafting issue papers is shown by Figure A. Instructions for completing the issue paper format are provided below, using the same item numbers as indicated on Figure A.

- (1) Identify applicant, model designation, and project number(s).

Example: Acme Aircraft Company
Model AC-850
Project No. CT989SNW-DL or S

- (2) List relevant regulation(s), including any Special Condition(s) issued on the model.

Examples: FAR 25.1309; or

Special Condition P-3
(SC 25-78-NW-55/3-29-78)

The following related information shall be shown, as appropriate:

- (a) If a Special Condition has been, or will be, proposed.

Example: FAR 29.1318
Special Condition Proposed

- (b) If an exemption petition has been filed by the applicant.

Example: FAR 27.954
Exemption Petition Pending (Granted or Denied)

- (c) If an equivalent safety finding is an issue.

Example: FAR 23.789
Equivalent Safety Finding Requested (Granted or Denied)

(3) List national policy documents relevant to the issue, such as Advisory Circulars, National Directives, precedent-setting Special Conditions issued for a similar situation, or policy letters issued from Washington. DO NOT LIST POLICY LETTERS AT THE REGIONAL LEVEL UNLESS ISSUED BY AN ACCOUNTABLE DIRECTORATE AS NATIONAL TECHNICAL GUIDANCE.

Examples: Advisory Circular 91-6;

Order 8110.11;

Special Condition F-1; Beech A36 Airplane (SC 23-76-WE-21/3-29-76; or
GC-21 June 19, 1972, letter to AFS-100 on Optional Equipment Approvals.

If there are no known established national policy statements on the issue, state "None."

- (4) Identify the issue by a short, concise, descriptive subject title.

Example: Head Up Display (HUD)

- (5) Alphanumeric issue identifier, e.g., G-1, A-2, P-5, etc. The first digit is an alphabetic identification of the technical area - of prime concern using

G - General (Branch responsible for overall project management)
A - Airframe
SE - Systems and Equipment
P - Propulsion
F - Flight Test
Op - Quality assurance or article conformity
O - Operational
M - Maintenance

The second digit is a number indicating the sequence of the issue number within prime area of concern group.

- (6) It is expected that most issues will be resolved in a number of "Stages." The issue paper will be revised by project team members to indicate significant progress, and each such revision will be assigned a Stage number, i.e., 1, 2, 3, etc. Stage 1 may consist of no more than a statement of the issue, without discussion or conclusion. The last stage is when the issue paper is revised to summarize the resolution of the issue, including final applicant and FAA positions, the conclusion, and change of the issue status to "closed."

- (7) Leave blank. The date of the latest revision (stage) will be inserted by the Project Manager after it has been circulated through the TC Board members.

- (8) The Issue Status will indicate the status of issue resolution, i.e., "OPEN" or "CLOSED". The Issue Status indicates the status on reaching a decision on an acceptable means of compliance. IT DOES NOT INDICATE COMPLIANCE STATUS. When a Special Condition has been proposed or an exemption petition has been made, the Issue Status will remain "OPEN" until final action has been completed by the Accountable Director, or until the pending action has been withdrawn.

- (9) When an issue paper is first presented to the TC Board, each Branch that believes it should be involved in the resolution of the issue will be identified under this item. Thus, the code 120/140/270, for example, would indicate a need to coordinate the proposed means of resolution with the Airframe (ANM-120) and Propulsion (ANM-140) Branches in the Aircraft Certification Office and the

Aircraft Evaluation Group (ANM-270) in the Flight Standards Division. TC Board grid coordination need only include the involved branches specified in the "Branch Action," the accountable directorate, and the Chairman.

(10) When an issue paper is first presented to the TC Board, it should indicate when compliance must be completed, i.e., PRE TIA, PRE TC, or PRE STC. Any change in this compliance target must be coordinated through all TC Board members.

(11) The "Statement of Issue" is probably the most important part of the paper. The first and most important step in resolving any significant issue is to put forth the issue in a clear, short, and concise statement that is understood by all concerned. The TC Board will focus on the "Statement of Issue" when the Draft Issue Paper is first presented to the Board.

Example: The applicant has requested approval of a Heads-Up Display (HUD) installation. The FAA has no published approval criteria for HUD.

(12) Provide a summary discussion of the issue. This is may be broken down to:

- (a) A noncontroversial background statement.
- (b) An FAA Position Statement to explain FAA concerns, opinions, arguments, etc.
- (c) An applicant's Position Statement, providing comments on the issue, opinions, arguments, etc. The applicant may develop the statement to be used here if he so desires. If the applicant does not opt to provide a statement for inclusion in the paper, the FAA project team member preparing the paper should state the applicant's point of view as accurately and objectively as possible.

The discussion statement (Item 12) may be as long as necessary to document the background behind an issue and to give both sides of the issue (if controversial); however, every effort should be made to keep it as concise as possible without compromising understanding for resolution. Reference to letters or other documents is encouraged to cover details. At each subsequent revision (stage), the discussion statement should be sufficiently complete so that reference to previous stages is not necessary to understand the status of resolution. If one party to a controversy changes his position, only the most current position should be retained in the discussion. In this regard, the purpose of the discussion statement is to provide an understanding of the issue and all parties' most current position on its resolution. No attempt should be made at each "stage" to maintain a record of earlier abandoned arguments or positions which have no remaining relevance to the resolution.

- (13) When a decision on how to resolve an issue has been reached, this decision will be documented in the "conclusion" statement. Tentative conclusions may be stated. The wording of a Proposed Special Condition will be provided as a "tentative" conclusion until the Special Condition

is issued by the Director of the accountable Directorate. If the Special Condition has been issued on another project, the EXACT wording should be used here. The lead-in sentence should read:

A Special Condition is proposed to read as follows:

“(Heading):”

If the TC Board Chairman is required to make a decision on how an issue will be resolved, lacking agreement by any one of the parties, including the applicant, the decision of the TC Board Chairman will be documented in the conclusion statement.

Until a conclusion, or a tentative conclusion, has been reached, state "OPEN" in Item 13.

- (14) The complete Board coordination grid will be inserted after the conclusion. The Board coordination grid will be initialed by the TC Board Members. Initials of each involved branch chief (or acting chief) and the Chairman are required for coordination. The accountable directorate's concurrence can be effected by a telephone call from the Project Officer to the Project Manager.

After the Initial TC Board meeting, the draft of any new issue paper or revision (Stage) will be coordinated through the involved TC Board members. If no controversy develops in the coordination with TC Board Members and the applicant, and contingent upon concurrence by the TC Board Chairman (initialed off), the paper will be entered into the Issues Book and distributed as a revision by the Project Manager without further technical discussion.

Items that do not achieve coordination will be identified as a draft issue paper for discussion at a TC Board meeting. All sides will be given an opportunity to present their arguments to the TC Board.

- (15) Page numbering and identification. If an issue paper has more than one page, the succeeding pages should be numbered and identified as follows: (Upper left-hand corner, 7 spaces down, 12 spaces in):

Example: Page 2 of Item G-1
Project No. CT9898NW-D

FIGURE A. ISSUE PAPER FORMAT

Project : (1) Item: (5)
 Reg. Ref. : (2) Stage: (6)
 Date: (7)
 National Policy Ref: (3) Issue Status: (8)
 Branch Action: (9)
 Subject : (4) Compliance Target: (10)

Statement of Issue: (11)

Discussion: (12)

FAA Position:

Applicant's Position:

Conclusion: (13)

Board Coordination: (14)

120	130	140	160	180	200	110	100S

Note: The position paragraphs (12) and the wording for ProcQcsed Special Conditions (13) should be indented five spaces. As a rule, all paragraphs should be flush with the left margin. Words such as OPEN and CLOSED should be inserted on the same line as the appropriate heading (8) & (12) thru (14).

Note: Designations on the Doard Coordination Grid, i.e., 120S, 120L, ect., should be used as appropriate for the Aircraft Certification Office and the acoduntable Aircraft Certification Directorate.

Applicant's Position: (Con't)

An approach and landing was satisfactorily conducted on an AC-850 airplane with left and right hydraulic systems at zero pressure to demonstrate controllability of the aircraft in the event both hydraulic systems failed or became inoperative.

The AC-850-4 features described above are common to all AC-850 models and, because of this similarity, a request to demonstrate a complete hydraulic failure on the AC-850-4 is repetitious and unwarranted.

Service experience has shown that no documented complete hydraulic systems failures have occurred during airline operation of the AC-850 airplane to date. During this time period 12,550,000 flight hours have been accumulated on 650 airplanes over a 15 year period.

Conclusion:

A Special Condition was issued on April 6, 1975, to read as follows:

"Hydraulic System Failure: The airplane must be shown by flight test to be capable of continued safe flight and landing with a complete failure of the hydraulic system."

This test is Item 12-351 of ACME Report No. AAC-103-03179/DR-319, dated October 18, 1974, entitled, "AC-850-4 FAA Certification Test Program," which is specified in the Type Inspection Authorization (TIA) for the AC-850-4.

Board Coordination:

120	130	140	160	180	200	110	100S

10/1/82

8100.5
Appendix 6

APPENDIX 6 - SAMPLE PROJECT STATUS REPORT. (RESERVED)

APPENDIX 7 - AD COORDINATION RECORD

Project No.: _____ Docket No.: _____

Make _____ Model _____

Subject: _____

PART 1 - ACO Preliminary Coordination

PRE - REVIEW BOARD

Organization Notified (Mfgr.)	Person Contacted	Response	ACO Notifier

POST - REVIEW BOARD

(Mfgr.)			

Project Manager	Routing Symbol	Date

PART 2 - Accountable Division Coordination

Distribution:

Mfgr. _____; ATA _____; NBAA _____; RAA _____; HAI _____;

AWS-1/100 _____; Originating ACO _____;

Presidential Fleet _____ Yes _____ No _____

Project Manager	Routing Symbol	Date

NOTES: (1) Accountable divisions will inform ACOs which industry associations, e.g., ATA, NBAA, etc., their AD's are to be coordinated with.

(2) All contacts with manufacturers should be coordinated with the responsible ACO.

APPENDIX 8 - AD EXECUTIVE SUMMARY

PART 1

Docket No. _____ Date _____

Originating ACO _____

ACO Project Engineer _____ Telephone No. _____

Product Type: _____ Airplane _____ Helicopter _____ Engine _____ Propeller

_____ Sailplane _____ Appliance _____ TSO _____ Other

Recommended Action: _____ NPRM _____ Immediate Adopted Rule

_____ Emergency-Telegraphic AD _____ Emergency-Priority Ltr

Make _____ Model _____

Background: _____

Analysis of Problem: _____

Corrective Action: _____

Number of Occurrences: _____

Number of Aircraft Affected: _____

Manhours Required: _____

Manufacturer Concurs: __ Yes __ No; Service Instructions Available: __ Yes __ No

Replacement Parts Availability Consistent with Compliance Time: __ Yes __ No

Can Compliance Time/Date be Adjusted? __ Yes __ No

How Compliance Time/Date established: _____

Alternatives to AD Considered: _____

Inflationary Impact Evaluation: _____

Coordinated With: _____

Other Remarks: _____

* * * * *

PART 2

This AD has the concurrence of the _____
Certification Directorate AD Review Board. It is their opinion that this AD does
not constitute a major regulation within the scope of the Secretary's policies and
procedures for simplification, analysis and review of regulations.

AXX-100

AXX-200

AXX-7

APPENDIX 9 - PROGRAM ACTIVITY RESUME

PROGRAM ACTIVITY RESUME		Resume Number
INITIAL DATE OF RESUME [Para. 802a]	Date Deferred/Cancelled	
Date of Revision	Final Completion Date	
PROJECT TITLE: [Para. 802b]		

PRINCIPAL SPECIALISTS:
[Para. 802c]

OBJECTIVE:
[Para. 802d]

REQUIREMENT:
[Para. 802e]

MILESTONE SCHEDULE:

	Initial Scheduled Completion	Revised Scheduled Completion	Actual Completion
[Para. 802f]			

STATUS:
[Para. 802g]

REMARKS/NOTES: [Para. 802h]