

ORDER

8100.7B

**AIRCRAFT CERTIFICATION SYSTEMS
EVALUATION PROGRAM**



November 01, 2002

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

FOREWORD

This order provides guidance and assigns responsibility for the implementation of the Aircraft Certification Systems Evaluation Program. This program is a vital element within the Federal Aviation Administration (FAA) mission of continued operational safety. This program utilizes a team of FAA engineering, flight test, and manufacturing inspection personnel to evaluate control of FAA-approved type design after initial approval by the FAA or FAA-delegated representatives, production activities by production approval holders, and design approval systems in place at delegated facilities.

The program will determine whether production approval holders and delegated facilities are meeting the applicable requirements of Title 14, Code of Federal Regulations (14 CFR) and complying with the procedures established to meet those requirements. It also will survey the application of standardized evaluation criteria not required by 14 CFR or FAA-approved data to identify national trends that may require development of new or revised regulations, policy, and guidance.

The program is dynamic and contains provisions for continuous improvement. All Aircraft Certification Service personnel participating in this program are strongly encouraged to identify difficulties in implementing this program and to recommend improvements to the National Certificate Management Improvement Team.

/s/

John Hickey
Director, Aircraft Certification Service

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CHAPTER 1. GENERAL

1. PURPOSE. This order establishes and describes the Federal Aviation Administration (FAA) Aircraft Certification Systems Evaluation Program (ACSEP). This program, an element of certificate management, is a vital element within the FAA's mission of continued operational safety and is excluded from the Department of Transportation's plan to reduce internal regulations by 50 percent. FAA Order 8120.2, Production Approval and Certificate Management Procedures, defines the entire certificate management program. Other evaluations, audits, or inspections may be required in accordance with directorate or headquarters directives. The ACSEP is a comprehensive evaluation program that accomplishes the following:

a. Applies standardized systems evaluation to the continued integrity of the design data after initial approval by the FAA or FAA-delegated representatives, to production activities at production approval holders (PAH) and associate facilities, and to design approval systems at delegated facilities. The ACSEP does not reevaluate the approval of previously approved data such as quality manuals and design data.

b. Ascertains whether PAHs, associate facilities, and delegated facilities meet the applicable requirements of Title 14, Code of Federal Regulations (14 CFR) and comply with procedures established to meet those requirements.

c. Surveys the application of standardized evaluation criteria not required by 14 CFR or FAA-approved data to identify national trends that may require development of new or revised regulations, policy, and guidance.

d. Provides customer focus through the establishment of a database for analyzing evaluation results and for reporting trends in continued operational safety upon which FAA customers may act.

e. Provides continuous improvement by continually evaluating lessons learned and customer feedback reports, and considering proposed improvements by FAA internal and external customers.

f. Provides for employee involvement by establishing and maintaining a professional staff of trained evaluators composed of aviation safety inspectors, aerospace engineers, flight test engineers, and flight test pilots.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, to the branch level in the regional Aircraft Certification Service divisions, to all Aircraft Certification Service offices, to the Suspected Unapproved Parts Program Office, to the Aircraft Certification Service branch at the Federal Aviation Administration Academy, to the Regulatory Support Division of the Flight Standards Service, and to the Brussels Aircraft Certification Division.

3. CANCELLATION. FAA Order 8100.7B Change 1, Aircraft Certification Systems Evaluation Program, dated July 01, 2003, is canceled.

4. EFFECTIVE DATE. All evaluation requirements and reference relating to manufacturer's maintenance facilities (MMF) have been removed effective October 31, 2003.

5. EXPLANATION OF CHANGES. The following significant changes are contained in this revision:

- a. Removed all reference to Manufacturer's Maintenance Facility from this Order.
- b. Renamed stand alone documents as Appendix 6 (Production Approval Holder Evaluation Criteria) and Appendix 7 (Delegated Facility Evaluation Criteria) to prevent confusion when changes are being made.
- c. Restructured Appendices numbers due to removal of Appendices 8 and 9.
- d. Changed 8100-3 Form Cover Page to show "Extension(s)" block to be check when appropriate.
- e. Added additional Acronyms (ASI, AD, and NDI) to the acronym list.

6. DEFINITIONS. The following definitions apply to the conduct and administration of an ACSEP:

a. Assigned Engineer (AE). An FAA engineer to whom the Aircraft Certification Office (ACO) manager has assigned responsibility for an ACSEP evaluation at a particular design approval facility. In the case of a delegated facility, the AE may be the engineer who is assigned oversight responsibility for the delegated facility.

b. Associate Facility. A facility approved as an extension to a PAH. The facility is owned and operated by the same corporate management as the original PAH that controls the design and quality of the product/part thereof, except for companies participating in joint-production and/or coproduction business agreements. The associate facility must be listed as a manufacturing facility on the production certificate (PC) or letter of authorization for other production approvals, for example, Parts Manufacturer Approval (PMA) or Technical Standard Order (TSO) authorization.

c. Delegated Facility. A facility that holds a Delegation Option Authorization (DOA), Designated Alteration Station (DAS), or a Special Federal Aviation Regulation (SFAR) 36 authorization and that has primary responsibility to control the design approval system in place to produce a safe design in compliance with airworthiness requirements.

d. Established Industry Practice. A widely followed method of operating that achieves consistent performance of specific functions. Examples of established industry practices include a calibration recall system and an internal audit system.

e. Evaluator. An individual the FAA appoints to perform ACSEP evaluations.

f. FAA-Approved Data. Data specifically approved by the FAA or FAA-delegated representatives, including any document referenced therein. These data may include design drawings, manuals, procedures, and specifications.

g. Facility. A physical location where a PAH, associate facility, or delegated facility performs all or part of the system element functions relevant to the approval authority granted by the FAA.

h. Geographic Manufacturing Inspection District Office (MIDO) or Certificate Management Office (CMO). A MIDO or CMO that performs certificate management of an associate facility located in its geographical area of responsibility on the basis of a request from another MIDO or CMO.

i. Lead Evaluation Office. A directorate office or branch assigned to coordinate an ACSEP evaluation.

j. Noncompliance. A PAH's or associate facility's operating practice found to be inconsistent with 14 CFR, FAA-approved data, or internal procedures. A supplier's operating practice found to be inconsistent with a PAH's or associate facility's purchase order requirements is considered to be a noncompliance by the PAH or associate facility. Refer to FAA Order 8120.2 for an explanation of the four types of noncompliance.

k. Objective Evidence. All the means by which any alleged fact tends to be established or disproved. These means must be factual, convincing, relevant, valid, reliable, and complete. Examples of objective evidence include interview statements, photographs, charts, maps, diagrams, documents, and records. Documents and records include items such as work travelers, inspection documents, FAA-approved drawings, PMA and TSO approval letters, airworthiness approval tags (FAA Form 8130-3, Authorized Release Certificate), and calibration logs.

l. Principal Evaluator. An FAA-appointed team leader who acts as the sole evaluator for the performance of an ACSEP evaluation at a specific facility.

m. Principal Inspector (PI). A manufacturing inspector who has been assigned certificate management responsibility of a particular PAH or associate facility.

n. Procedure. A specific way to perform an activity or function that is documented and usually contains the purposes and scope of the activity or function: what is to be done and by whom; when, where, and how the activity or function is to be done; the materials, equipment, and documents to be used; and how the activity or function is to be controlled and recorded.

o. Production Approval Holder (PAH). The holder of a PC, Approved Production Inspection System (APIS), PMA, or TSO authorization, who has primary responsibility to control the design and quality of a product or part thereof.

p. Requesting MIDO or CMO. An office that requests associate facility certificate management from another office having geographic responsibility of the area in which the facility is located.

q. Resource Targeting. A method of grouping and categorizing PAHs and associate facilities that provides for effective FAA certificate management resource deployment.

r. Standardized Evaluation Criteria. Questions developed for each system element that FAA ACSEP evaluation teams use to plan and document the evaluation. The applicable 14 CFR

requirements, appropriate FAA Advisory Circulars (AC) and directives, international standards and specifications, and established industry practices are the basis for these questions. Refer to appendixes 6 and 7.

s. System. An activity or function that may affect the maintenance of an FAA-approved design, quality data, or the design approval system.

t. System Element. A specific activity or function that may affect the maintenance of FAA-approved design or quality data, such as design data control, manufacturing controls, and supplier control; that may affect how a design approval system at a delegated facility provides a product in compliance with airworthiness requirements; or that may affect the delegation authority and approved procedures. Such activities are subject to evaluation of the adequacy and implementation of approved procedures.

7. FORMS. All forms used in the performance and administration of ACSEP evaluations are provided by AIR-200 in electronic format.

8. AUTHORITY TO CHANGE THIS ORDER. The issuance, revision, or cancellation of the material in this order is the responsibility of the AIR Aircraft Engineering Division (AIR-100) and AIR-200. These divisions will accomplish all changes, as required, to carry out the FAA's responsibility to provide for evaluations of PAHs and holders of a DOA, DAS, and SFAR 36 authorization.

9. RELATION TO OTHER DIRECTIVES. Orders referenced in this directive list only the basic order number. The user must establish that the latest revision/amendments are being used.

10. REQUESTS FOR INFORMATION. All public requests for information regarding completed ACSEP and non-ACSEP evaluations and related database information will be processed in accordance with the Freedom of Information Act (refer to FAA Order 1270.1, Freedom of Information Act Program).

11. ACRONYMS. Acronyms are listed in appendix 1.

12. SCOPE. The ACSEP will evaluate holders of a DOA, DAS, and SFAR 36 authorization; it also will evaluate all PC, APIS, PMA, and TSO authorization holders, and their associate facilities assessed as category 1 and 2 facilities in resource targeting groups I through III. See FAA Order 8120.2. PAHs assessed by resource targeting as category 3 facilities, suppliers, and holders of a letter of TSO design approval are not subject to the ACSEP. However, the ACSEP team leader may extend an ACSEP evaluation at a PAH to key suppliers, subtier suppliers or processors to verify the PAH is satisfactorily controlling its suppliers. The AIR directorates will implement the ACSEP. AIR-100 and AIR-200 will support the ACSEP.

13. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the AIR Automated Systems Branch, AIR-520, Attention: Directives Management Officer, for consideration. Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed regarding evaluations at delegated

facilities, you may call the Delegation and Airworthiness Branch, AIR-140, at 405-954-4103. If an interpretation is urgently needed regarding evaluations at PAHs, contact the Evaluations and International Programs Branch, AIR-230, at 202-267-8361. Also use FAA Form 1320-19 as a followup to any verbal conversation.

14. DEVIATIONS. Adherence to the procedures in this order is necessary for uniform administration of this directive material. If a deviation becomes necessary, the FAA employee involved must ensure the deviations are substantiated, documented, and concurred with by the appropriate supervisor. The deviation must be submitted to AIR-100 and AIR-200 for review and approval. The limits of Federal protection for FAA employees are defined by Title 28, United States Code § 2679.

15. RECORDS MANAGEMENT. For guidance regarding retention or disposition of records, consult your office Records Management Officer/Directives Management Officer or refer to FAA Order 0000.1, Subject Classification System, FAA Order 1350.14, Records Management, and FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

16. RESERVED.

CHAPTER 2. ACSEP EVALUATOR APPOINTMENT AND TRAINING

17. GENERAL. The appointing officials designated in paragraph 18 will select ACSEP evaluator candidates who have attained a specified level of experience, or a combination of experience and education, as engineers, flight test pilots, or aviation safety inspectors, and who have demonstrated technical knowledge and skills. A candidate will receive formal classroom ACSEP evaluation training and serve as an evaluator-in-training during ACSEP evaluations under the direct supervision of an appointed ACSEP team leader, before appointment as an ACSEP evaluation team member. A candidate for evaluation team leader will have participated in ACSEP evaluations as an appointed team member and will perform as a team leader-in-training under the direct supervision of an appointed ACSEP team leader, before appointment. Both evaluation team members and leaders will be subject to periodic reevaluation by the cognizant appointing official.

18. APPOINTING OFFICIALS. The following directorate and headquarters managers are authorized to select ACSEP evaluator candidates and to appoint qualified candidates as ACSEP team members or team leaders within their respective organizations:

- a. ACO managers and ACO branch managers.
- b. Manufacturing inspection office (MIO), MIDO, and CMO managers.
- c. Directorate Standards Staff managers.
- d. AIR-100 manager.
- e. AIR-200 manager.

19. CRITERIA FOR CANDIDATE SELECTION. The appointing official will select engineering, flight test, or aviation safety inspector candidates on the basis of the following criteria (see figure 2-1):

a. Candidates have attained at least one of the following specified levels of experience or a combination of experience and education in their specific disciplines:

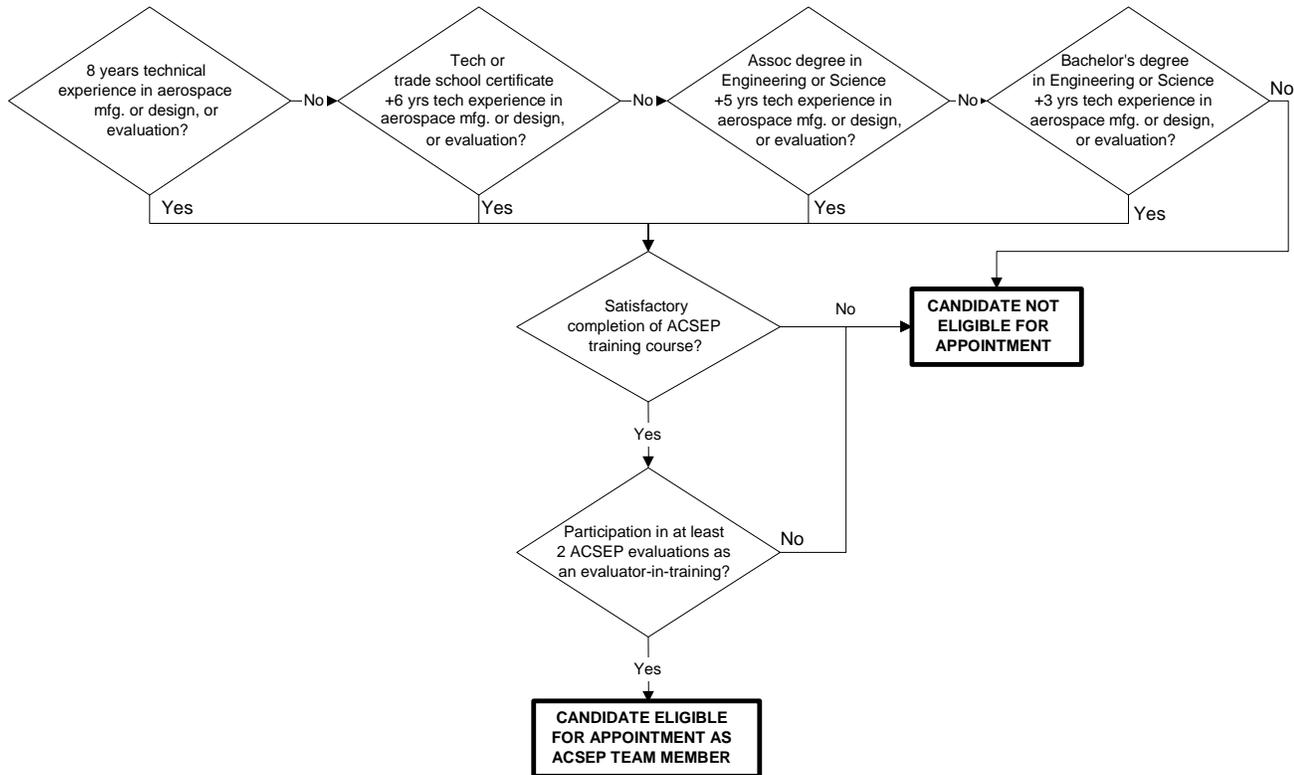
(1) At least 8 years of technical experience in aerospace manufacturing or design, or in the evaluation thereof.

(2) Technical or trade school certificate with 6 years of technical experience in aerospace manufacturing or design, or in the evaluation thereof.

(3) Associate's degree in engineering or science disciplines with 5 years of technical experience in aerospace manufacturing or design, or in the evaluation thereof.

(4) Bachelor's degree or higher in engineering or science disciplines with 3 years of technical experience in aerospace manufacturing or design, or in the evaluation thereof.

FIGURE 2-1. CRITERIA FOR CANDIDATE SELECTION AND TEAM MEMBER APPOINTMENT



b. Candidates have demonstrated technical knowledge in aerospace manufacturing or design, conceptual understanding of FAA goals and objectives, effective communication and interpersonal skills, good human relations, and coherent writing ability.

20. CRITERIA FOR APPOINTMENT. Appointment is the formal process of certifying an ACSEP candidate as an ACSEP team member or team leader on the basis of successful completion of all requirements (see figures 2-1 and 2-2).

a. Team Member. Candidates must meet the following minimum requirements before appointment as a team member (see figure 2-1):

(1) Satisfactory completion of the ACSEP team training course and written examination. The course will provide training in the policy established in this order, including the techniques for applying the standardized evaluation criteria contained in appendixes 6 and 7, and in coordinating team member involvement.

NOTE: The Planning and Program Management Division, AIR-500, will ensure that classes are scheduled on the basis of service priorities as given in the training requirements process.

(2) Participation of the candidate, and demonstration of knowledge and skills acquired during ACSEP team training, in at least two ACSEP evaluations as an evaluator-in-training.

NOTE: The candidate's appointing official must schedule the candidate's participation as an evaluator-in-training to be completed in as short a timeframe as possible to maximize the candidate's use and retention of acquired knowledge and experience.

(3) The candidate's appointing official is responsible for performing the following activities in evaluating the team member candidate:

(a) Consider the candidate's previous experience and education.

(b) Consider the product complexity, facility size, and complexity of system elements evaluated in ACSEP evaluations in which the candidate participated.

(c) Discuss with team leader(s) of evaluations in which the candidate participated to determine the candidate's ACSEP evaluation readiness.

(d) Review ACSEP evaluation reports for evaluations in which the candidate participated.

(e) Review, when necessary, FAA Form(s) 8100-7, ACSEP Evaluation Customer Feedback Report, for evaluations in which the candidate participated.

(f) Interview the candidate.

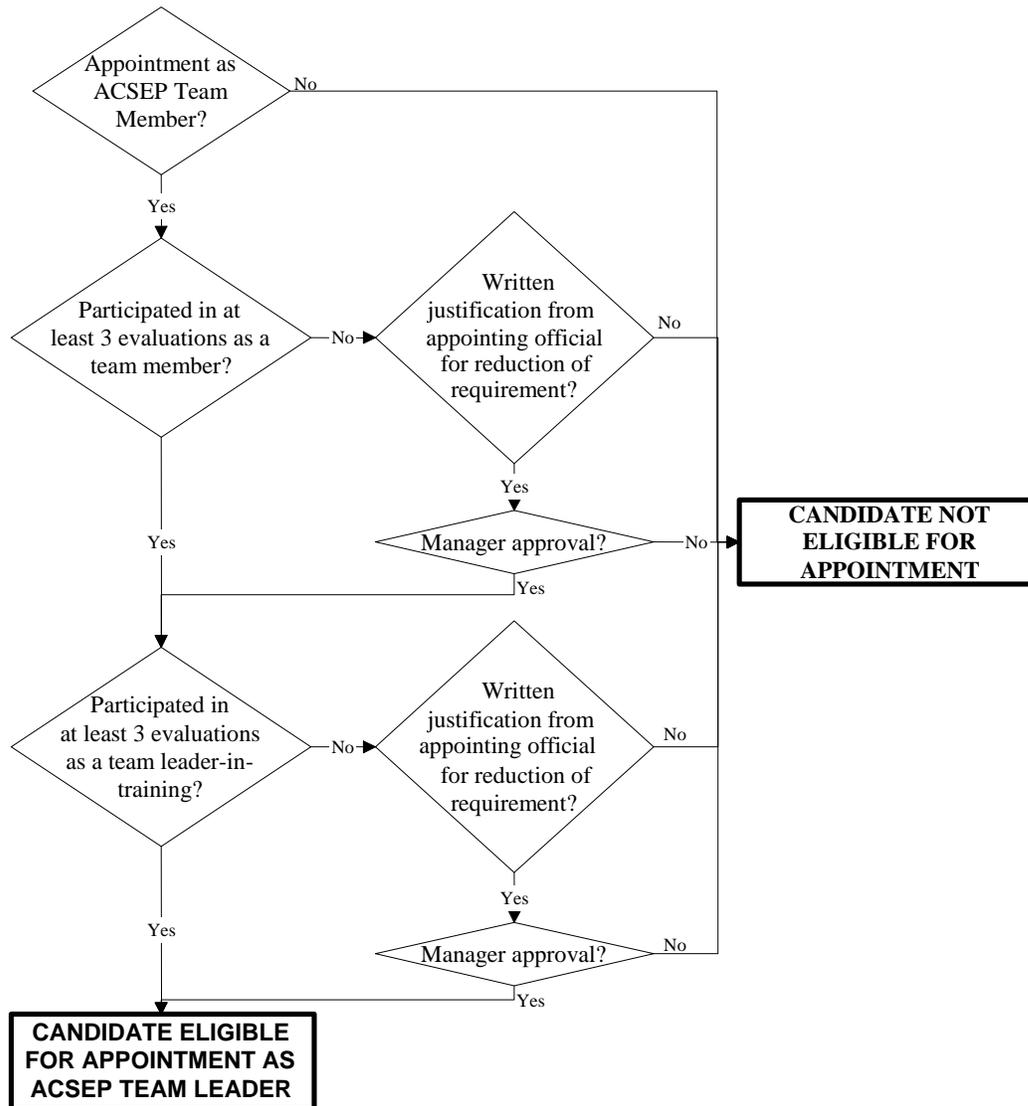
(g) Discuss with the candidate any weaknesses or deficiencies in their evaluation readiness identified during the participation phase. Both parties will work to reduce or eliminate these weaknesses or deficiencies through additional training, additional ACSEP evaluations, National Aviation Safety Inspection Program/Regional Aviation Safety Inspection Program audits, or other similar activities that will increase the candidate's evaluation readiness.

(4) On the basis of satisfactory results of the evaluation of the candidate as listed in paragraph 20a(3), the candidate's appointing official will appoint the candidate as a team member.

b. Team Leader. Candidates must meet the following minimum requirements before appointment as a team leader (see figure 2-2):

(1) Current appointment as an ACSEP evaluation team member.

(2) Participation in at least three evaluations as an appointed ACSEP evaluation team member. The candidate's appointing official may request reduction of the requirement by providing documented justification to the appointing official's manager. The responsibility for requesting any reduction of the requirement rests solely with the candidate's appointing official.

FIGURE 2–2. CRITERIA FOR TEAM LEADER APPOINTMENT

(3) Participation as a team leader-in-training, and demonstration of knowledge and skills acquired during ACSEP team training, in at least three ACSEP evaluations under the direct supervision of an appointed ACSEP evaluation team leader. The candidate's appointing official may request reduction of the requirement by providing documented justification to the appointing official's supervisor. The responsibility for requesting any reduction of the requirement rests solely with the candidate's appointing official.

NOTE: The candidate's appointing official must schedule the candidate's participation as a team leader-in-training to be completed in as short a timeframe as possible to maximize the candidate's use and retention of acquired knowledge and experience.

(4) The candidate's appointing official is responsible for performing the following activities in evaluating the team leader candidate:

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

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

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

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

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

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

(1) Participated, at an interval of 24 months or less, as an ACSEP evaluation team member or team leader, or conducted PI or district office audits in accordance with FAA Order 8120.2.

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

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

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

(1) Participated, at an interval of 12 months or less, as an ACSEP evaluation team leader or as a team leader for a PI or district office audit with multiple team members in accordance with FAA Order 8120.2.

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

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

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

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

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

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

23.–30. RESERVED.

CHAPTER 3. SELECTION AND SCHEDULING OF ACSEP EVALUATIONS

31. ACSEP EVALUATION INTERVALS. Evaluation intervals for PAHs and associate facilities are identified in FAA Order 8120.2. Delegated facilities will be evaluated at the following intervals:

- a. DOA: every 24 months.
- b. DAS: every 24 months.
- c. SFAR 36: every 36 months.

32. SELECTION OF FACILITIES TO BE EVALUATED. Procedures for selecting PAHs and associate facilities to be evaluated are identified in FAA Order 8120.2. For delegated facilities, the ACO managers, in coordination with MIDO and CMO managers as appropriate, will select for evaluation delegated facilities for which they have oversight responsibility. Selection of delegated facilities is based on the applicable evaluation interval listed in paragraph 31 and the date of the last ACSEP evaluation.

33. SCHEDULING OF ACSEP EVALUATIONS. After all facilities have been selected for evaluation in accordance with paragraph 32, each directorate will be responsible for scheduling ACSEP evaluations at the selected facilities. Use the following procedures:

a. Estimate the onsite duration of each evaluation according to the evaluation interval listed in paragraph 31. Consider the quality and/or engineering procedures and processes required to be in place, the number of applicable system elements, when known (see appendixes 6 and 7), the size and physical layout of the facility to be evaluated (single or multiple locations), and product complexity. Allow enough time to ensure that compliance to the applicable 14 CFR and FAA-approved data will be fully evaluated. Use the following list as a guide for estimating, in terms of only facility size, the onsite duration of the evaluation (excluding travel times):

- (1) Small facility with less than 100 total full-time persons: 1 to 5 working days onsite.
- (2) Medium facility with 100 to less than 400 total full-time persons: 3 to 5 working days onsite.
- (3) Large facility with 400 to less than 2,000 total full-time persons: 5 to 10 working days onsite.
- (4) Very large facility with 2,000 or more total full-time persons: 7 to 15 working days onsite.

NOTE: When estimating the onsite duration, include only those persons who are used to support the PAH or delegated facility activity.

b. Assign all scheduled evaluations a distinct ACSEP number, consisting of the fiscal year, directorate code (NE–Engine and Propeller Directorate, CE–Small Airplane Directorate, SW–Rotorcraft Directorate, or NM–Transport Airplane Directorate), and the evaluation order sequence. For example, 00CE123 represents the 123d evaluation planned for completion by the Small Airplane Directorate during fiscal year 2000. Some of the scheduled evaluations will be identified at the AIR Joint Scheduling Committee meeting as evaluations to be led by AIR–200, in accordance with paragraph 35.

NOTE: Do not reassign ACSEP numbers from canceled evaluations. Each scheduled evaluation must be uniquely identified.

c. Identify the lead evaluation office for each evaluation. This office is usually the one that regularly performs certificate management or has delegation oversight responsibility at the facility to be evaluated. For a delegated facility that also is a PAH, the lead evaluation office is the ACO that has oversight responsibility for the delegated facility. For an associate facility subject to certificate management under the handoff procedure described in FAA Order 8120.2, the lead evaluation office is the geographic office receiving the handoff. The lead evaluation office is responsible for—

- (1) Coordinating the notification letter (see paragraph 36), and
- (2) Notifying the selected team leader and team members (see paragraph 42).

d. Prepare an evaluation schedule for 1 fiscal year based on the facility selection criteria in paragraph 32 and the duration of each evaluation. Annually prepare the schedule no later than July 31.

(1) Prepare the schedule in quarterly increments using the following guidelines:

- (a) ACSEP number.
- (b) Scheduled start date of each evaluation.
- (c) Duration of each evaluation.
- (d) Facilities and types of approvals or delegated facilities to be evaluated.
- (e) Resource targeting group assignment, as applicable.
- (f) Product lines or authorized functions at the facilities to be evaluated.
- (g) Number and disciplines of evaluators assigned to each evaluation.
- (h) Additional evaluators required beyond the directorate’s resources.
- (i) Number and disciplines of evaluators-in-training and team leaders-in-training.
- (j) Total number of evaluations scheduled by quarter and for the fiscal year.
- (k) Applicable project number(s).

(2) To facilitate the merging of directorate schedules into a master schedule, as required by paragraph 35, AIR-200 will provide a common software format to the ACO, MIO, MIDO, and CMO managers for documenting the items listed in paragraph 33d(1).

(3) The ACO, MIO, MIDO, and CMO managers should schedule approval holders and delegated facilities having multiple approvals and/or delegations, such as a PC and a PMA, or a PMA and a DAS, so as to evaluate all approvals and/or delegations during one evaluation.

(4) When an approval holder or delegated facility has multiple facilities that require significant resources and time to evaluate, the ACO, MIO, MIDO, and CMO managers should consider scheduling the facilities individually.

e. Designate an assigned engineer. On the basis of the data collected for paragraphs 31 through 33d, the ACO manager determines the need to assign an FAA engineer responsibility relating to a scheduled ACSEP evaluation at a particular design approval facility or delegated facility. In the case of a delegated facility, the AE may be the engineer who is assigned oversight responsibility for the delegated facility. The AE must answer questions from the evaluators regarding the FAA-approved design or the design approval system in place at a delegated facility. The AE also must coordinate any corrective action required regarding the FAA-approved design or the design approval system.

34. SELECTION OF ACSEP EVALUATORS. The ACO, MIO, MIDO, and CMO managers select appointed ACSEP evaluators to perform each scheduled evaluation. Determine the number and types of evaluators required for each evaluation according to the following criteria:

a. Number of Evaluators Required. Determine the total number of evaluators required to ensure that compliance to the applicable 14 CFR and FAA-approved data will be fully evaluated.

(1) Estimate the number of evaluators required according to the following minimum criteria:

- (a) Resource targeting group assigned or type of delegated facility.
- (b) Number and complexity of applicable quality, engineering, flight test, and delegated facility procedures and processes in place.
- (c) Number of applicable system elements, when known (see appendixes 6 and 7).
- (d) Number of suppliers to which the evaluation will be extended, when known.
- (e) Size and physical layout of the facility to be evaluated (single or multiple locations).
- (f) Product or design approval system complexity.

(2) Use the following as a guide for estimating the number of ACSEP evaluators required. Increase or decrease the number of estimated evaluators shown below, depending on your review of the criteria contained in paragraph 34a(1) and your confidence that compliance to the applicable 14 CFR and FAA-approved data will be fully evaluated:

(a) Small facility with less than 100 full-time persons: 1 to 3 evaluators (including team leader).

(b) Medium facility with 100 to less than 400 total full-time persons: 1 to 5 evaluators (including team leader).

(c) Large facility with 400 to less than 2,000 total full-time persons: team leader plus 5 to 10 evaluators.

(d) Very large facility with 2,000 or more total full-time persons: team leader plus up to 10 evaluators.

NOTE: When estimating the number of evaluators required, include only those full-time persons who are used to support the PAH or delegated facility activity.

(3) If it is determined that one evaluator is required, select an appointed team leader to perform the evaluation; this evaluator is referred to as the principal evaluator. If two or more evaluators are selected for an evaluation, they will constitute an ACSEP evaluation team. Select an appointed team leader and the required number of appointed team members.

b. Types of Evaluators Required. Use the criteria identified in paragraph 34a(1)(a) through (f) and the following criteria to determine the types of evaluators required:

(1) Select appointed ACSEP evaluators who have appropriate knowledge of the evaluation criteria identified in appendixes 6 and 7 applicable at the facility to be evaluated, and, as appropriate, of the product(s) authorized by the approval (for example, select a propulsion engineer when an engine manufacturer is to be evaluated and select a flight test pilot when a flight test program is to be evaluated). When making this determination, consider the following:

(a) It is not necessary to select both engineers and inspectors for a small facility that does not have both engineering and manufacturing capabilities.

(b) Select appointed ACSEP evaluators, as appropriate, to maintain continued appointment in accordance with paragraph 21.

(c) Do not include any appointed evaluators who were previously employed by the facility to be evaluated within 2 years of the scheduled evaluation.

(d) Determine whether evaluators will be made available throughout the duration of the evaluation. Each evaluator is expected to fully participate in each evaluation. Base any decision to limit participation on the established AIR priorities. Notify the team leader of any limited participation by evaluators.

(2) For evaluations led by AIR-200, the AIR Joint Scheduling Committee identifies general team compositions during its annual meeting or telephone conference, on the basis of the ACSEP master schedule (refer to paragraph 35). The ACO, MIO, MIDO, CMO, and AIR-200 managers select appointed ACSEP evaluators to fill these requirements using the criteria listed in paragraph 34b(1).

c. Selection of PI and AE as team leaders or evaluators. To the greatest extent practicable, the PI and the AE will not be selected as team leaders on ACSEP evaluations of facilities for which they have certificate management, surveillance or delegation oversight responsibilities. Use the following guidelines to select the PI and/or AE as evaluators:

(1) One- or Two-Person Evaluation.

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

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

NOTE: For evaluations with at least three team members, the ACO, MIO, MIDO, and CMO managers, to the greatest extent practicable, will select as evaluators the PI, or assistant PI as appropriate, and/or the AE. The ACO, MIO, MIDO, and CMO managers should assess the logistical and personal burden of selecting the PI and/or AE for all applicable evaluations, and should assign the PI and/or AE to evaluations through which the greatest benefit may be obtained.

(2) Three- or Four-Person Evaluation.

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

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

(3) Five-Person or Greater Evaluation.

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

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

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

(1) Determine the number of appointed evaluators required for the ACSEP evaluation before assigning evaluators-in-training. Assign evaluators-in-training only to evaluations for which a team is required. Do not assign evaluators-in-training to a principal evaluator. Evaluators-in-training will supplement appointed evaluators. Do not substitute evaluators-in-training for appointed ACSEP evaluators, or evaluation team leaders-in-training for appointed ACSEP evaluation team leaders.

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

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

e. Additional Resource Requirements. Additional evaluators beyond the directorate's available resources may be required depending on the size of the facility, type and complexity of product, service, or design approval system, and overall evaluation objectives. Each directorate should present these additional resource requirements during the Joint Scheduling Committee meeting as indicated in paragraph 35. For resource requirements identified after the Joint Scheduling Committee meeting, the directorate should request additional support from other areas of AIR. If these sources of support are not available, the directorate may obtain outside support services to augment directorate resources. Criteria for obtaining outside support service personnel are included in paragraph 35a(2).

35. AIR JOINT SCHEDULING COMMITTEE. A joint scheduling committee is composed of the ACSEP headquarters project manager and an ACO and MIO manager from each directorate. When a directorate has appointed a certificate management coordinator, the directorate may assign that coordinator to the committee in place of an ACO and MIO manager. However, the certificate management coordinator must have the authority to commit resources and adjust schedules as necessary. The ACSEP headquarters project manager is the chairperson of the committee. The committee must coordinate the directorates' annual evaluation schedules into an ACSEP master schedule, coordinate additional resources required, and identify the general team compositions to support evaluations led by AIR-200.

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

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

(a) Team leader from AIR-200.

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

(c) When needed, the balance of the team members from other areas of AIR on the basis of the ACSEP master schedule.

(2) After the ACSEP master schedule is coordinated and the AIR-200-led evaluations are staffed, the committee must review any directorate requests for additional evaluation team members required to support the evaluations. The committee will identify available resources from other areas of AIR. If these sources of support are not available, the committee may recommend the use of outside support services to augment directorate resources. Support service personnel will be qualified and creditable quality assurance experts and technology specialists and will meet the criteria for candidate selection specified in paragraph 19. Directorates will obtain any required support service personnel in accordance with budgetary directives. Appendix 2 contains sample contract clauses relating to obtaining support services.

NOTE: The cognizant directorate will complete all necessary administrative measures required for facility access by support service personnel before the scheduled ACSEP evaluation. The measures may include obtaining any security clearances from the prospective facility, ensuring personnel have signed a certificate of nondisclosure for confidentiality of information (see appendix 2), and ensuring personnel are aware of their limitations (as agreed to between the directorate and the facility to be evaluated) of access and entry to the facility's proprietary or sensitive processes or systems.

(3) AIR-200 must transcribe all schedules and related decisions into written committee proceedings and provide one copy to each directorate and AIR-100.

b. Each directorate must transmit schedule changes electronically to AIR-200 at least monthly. Evaluations added to the master schedule will be assigned a new ACSEP number in accordance with paragraph 33b. AIR-200 will maintain the master schedule and update it quarterly.

36. NOTIFICATION OF FACILITIES TO BE EVALUATED. The lead evaluation office identified in accordance with paragraph 33c will notify facilities using the sample formats in appendixes 3 and 4. Coordinate with the responsible PI, or the engineer assigned oversight responsibility for a delegated facility, to ensure the letter does not arrive during scheduled shutdown periods or during any other extended periods when the letter may not be acted upon. For notifications of first-time ACSEP evaluations, inform the facility that ACSEP reference material is available on the FAA's Web site and AIR's Regulatory Guidance Library Web site. If the facility cannot access these Web sites, provide the reference material to the facility. Appendix 5 provides a summary of notification letter requirements. Notify facilities as follows:

a. PAH/Associate Facility. The lead evaluation office will perform these tasks:

(1) Prepare the notification letter and send it to the facility to be evaluated no later than 50 calendar days before the evaluation.

(2) Provide a copy of the notification letter to the designated evaluation team leader or principal evaluator, the PI, and the AE.

b. Delegated Facility. The lead evaluation office will perform these tasks:

(1) Prepare the notification letter and send it to the facility to be evaluated no later than 50 calendar days before the evaluation.

(2) Notify the cognizant MIO/MIDO/CMO via an internal FAA memorandum.

(3) Provide a copy of the notification letter to the designated evaluation team leader or principal evaluator and the AE.

(4) For DAS and SFAR 36 authorization, send a copy of the notification letter to the flight standards district office (FSDO) that has certification responsibility for the repair station or operator where the delegated facility resides.

c. Delegated Facility That Also Is a PAH. The lead evaluation office will perform these tasks:

(1) Prepare the notification letter and send it to the facility to be evaluated no later than 50 calendar days before the evaluation.

(2) Notify the cognizant MIO/MIDO/CMO via an internal FAA memorandum.

(3) Provide a copy of the notification letter to the designated evaluation team leader or principal evaluator and the AE.

(4) For DAS and SFAR 36 authorization, send a copy of the notification letter to the FSDO that has certification responsibility for the repair station or operator where the delegated facility resides.

d. Changes After Notification Letter Is Sent. As appropriate, notify the facility, responsible PAH or associate facility, requesting MIDO or CMO, AIR-200, and team leader or principal evaluator of any changes to the evaluation schedule or team composition after the notification letter has been sent.

37. MODIFICATIONS TO SCHEDULED EVALUATIONS. Every effort will be made to maintain established evaluation schedules. However, modifications to the evaluation schedule should be considered under special circumstances. The ACO, MIO, MIDO, and CMO managers will jointly reschedule any affected evaluation in coordination with the PI, AE, and the team leader or principal evaluator, and notify AIR-200 of the change in schedule. Special circumstances that may warrant modifications to the evaluation schedule include—

- a. Risk to evaluators' safety,
- b. Change in a facility's production or delegation status from active to inactive,
- c. Involvement of the FAA in a facility's labor-management dispute,
- d. Reduction in the effectiveness of the evaluation, and
- e. A nonscheduled ACSEP evaluation that requires scheduled resources (see paragraph 38).

38. NONSCHEDULED ACSEP EVALUATIONS. The ACO, MIO, MIDO, and CMO managers may also conduct nonscheduled ACSEP evaluations when situations warrant, as determined by directorate offices or Washington headquarters. Nonscheduled ACSEP evaluations will be planned, conducted, and reported in accordance with this order to the greatest extent practicable. Appropriate emphasis on planning the evaluation should be provided despite the reduced time that may be available between the decision to conduct the nonscheduled ACSEP evaluation and the actual conduct of the evaluation. Situations that may warrant a nonscheduled ACSEP evaluation include the following:

- a. Accidents and incidents.
- b. Deliberate violations.
- c. Repetitive service difficulty reports.
- d. Excessive owner/operator complaints.
- e. PAH's, associate facility's, or delegated facility's refusal/failure to take appropriate corrective action.
- f. PAH's, associate facility's, or delegated facility's inability to control suppliers.

g. Renewal of a PAH's or associate facility's production activity after a prolonged period of inactivity.

h. Any other situation as deemed necessary in the interest of safety.

39.-41. RESERVED.

CHAPTER 4. ACSEP EVALUATION PROCEDURES**SECTION 1. ACSEP EVALUATION PREPARATIONS**

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

a. Notify, in writing, the selected evaluation team leader and team members, or the principal evaluator, at least 90 calendar days before each directorate evaluation.

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

43. ACO, MIO, MIDO, and CMO MANAGERS. Notify in writing all evaluators within the directorate selected for AIR-200-led evaluations and evaluations in support of other directorates. Send notification at least 90 calendar days before each evaluation. Send a copy of the notification to the lead evaluation office and AIR-200.

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

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

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

(2) Current facility data available in the MIMIS.

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

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

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

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

(7) Lodging information.

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

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

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

(2) Dates of evaluation.

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

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

(5) Type(s) of approval.

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

(7) Current product line.

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

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

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

(11) Plant layout.

(12) Organizational chart.

(13) Major processes.

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

(15) Self-disclosure items under FAA Order 2150.3, appendix 1, Compliance/Enforcement Bulletin No. 92-2, Reporting and Correction Policy and Implementing Guidance for Holders of Production Approvals.

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

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

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

(19) Lodging information.

(20) Equipment required (for example, notebook computer, safety shoes, and coveralls).

c. Coordinate assignments, requirements, and arrangements with team members as far in advance of the evaluation as possible, but no later than 30 calendar days before the evaluation. Notify team members immediately of changes in schedule, assignments, requirements, and arrangements. Provide copies of all relevant facility documents to team members, when feasible.

NOTE: Information contained in the previous year's annual ACSEP report may be used to assist the team leader in focusing resources in the event of time constraints.

d. Forward an FAA certificate of nondisclosure (see appendix 2) to any outside support service personnel assigned no later than 35 calendar days before the evaluation. Obtain signed statements no later than 25 calendar days before the evaluation and forward them to the facility via the PI or delegated facility AE.

e. Notify the lead evaluation office immediately of changes in team numbers or composition.

f. Coordinate with the certificate management PI or AE, delegated facility AE, or geographic PI, as appropriate, to resolve specific planning problems relating to the facility to be evaluated.

g. Arrange, as appropriate, for the availability of a notebook computer and portable printer for the duration of the evaluation, and for the accomplishment of postevaluation activities. Use of a notebook computer during the evaluation will allow for quick access and search of ACSEP documentation and for preparation of high-quality documents for presentation during the postevaluation conference.

45. EVALUATION TEAM MEMBER. Perform these tasks:

a. Upon notification by the team leader, confirm availability for the evaluation, system elements assigned, and travel arrangements.

NOTE: Notify the team leader immediately if you become unavailable for the evaluation.

b. Before the evaluation, review all material provided by the team leader, the PI, or the AE appropriate to the assigned system elements. When possible, make a preliminary selection of the procedures you plan to evaluate.

46.-51. RESERVED.

SECTION 2. CONDUCT OF THE EVALUATION

52. TEAM LEADER OR PRINCIPAL EVALUATOR COORDINATION WITH FACILITY REPRESENTATIVE. The team leader or principal evaluator will coordinate with the designated representative of the facility to be evaluated to ensure that administrative arrangements for items such as team access, escorts, meeting rooms, and safety and security requirements are complete.

53. PREEVALUATION TEAM MEETING. The team leader and all team members meet in advance of starting the evaluation, usually at the facility to be evaluated. They review the following evaluation elements, as appropriate, for proper coordination and understanding:

- a. Current quality system or design approval system, and corrective action history of the facility to be evaluated in the selected areas.
- b. Team functional assignments.
- c. Evaluation plan.
- d. Evaluation objectives.
- e. Working relationship of the facility to be evaluated with the FAA.
- f. Organizational structure of the facility to be evaluated.
- g. Approved quality system documents, including any quality manual or quality data submitted by APIS or PMA holders to describe their inspection systems.
- h. Approved design approval system documents, including any procedures manual or handbook.
- i. Agreements made between the cognizant ACO, MIO, MIDO, or CMO and the facility to be evaluated.

54. PREEVALUATION CONFERENCE. Soon after arrival at the facility to be evaluated, the evaluation team leader or principal evaluator conducts a preevaluation conference with appropriate senior management, cognizant supervisory personnel, and other appropriate personnel of the facility who will be associated with the evaluation, including escorts. The team leader or principal evaluator must perform the following tasks, as appropriate:

- a. Introduce team members and support service personnel.
- b. Give a brief overview of ACSEP, highlighting the cooperative intention of the evaluation.
- c. Provide the evaluation's scope and objectives.
- d. Review details of the evaluation agenda, including the standardized evaluation criteria and procedures to be used.

e. Review administrative arrangements for the postevaluation conference.

f. Discuss FAA Form 8100–7 sent with the notification letter to the facility being evaluated.

Explain that this form is designed to obtain senior management assessment of the conduct of the ACSEP evaluation and is used by the FAA for continuous quality improvement of the certificate management program. Encourage senior management to complete the form and send it to the address on the form within 30 calendar days of the postevaluation conference.

g. Allow time for a question-and-answer session.

55. EVALUATION OF SYSTEM ELEMENTS. The ACSEP evaluation team evaluates up to seven system elements and conducts at least one product audit at PAHs and associate facilities. The team evaluates up to 10 system elements at delegated facilities. Each system element addresses a specific activity or function that may affect the maintenance of FAA-approved design or quality data, or the design approval system in place at a delegated facility. Each system element is defined in appendixes 6 and 7. The ACSEP evaluation team will perform the following tasks, as appropriate:

a. Review FAA-approved quality systems manuals or procedures manuals/handbooks to determine if current data ensure regulatory requirements are met, if conforming products and parts are manufactured, and if design approval systems are maintained and controlled.

b. Review design system, design approval system, and quality system data to determine if current data are FAA-approved.

c. Review other facility procedures (related to the production approval or delegated facility) that are not part of the facility's FAA-approved data to determine if the current procedures impact any of the system elements.

d. Evaluate compliance to facility procedures and quality requirements. Prioritize evaluation according to any special concerns raised by the PI or AE. Use the standardized evaluation criteria in appendixes 6 and 7 to determine the depth of the evaluation in the subject area. Evaluate, as necessary, a combination of document and product review to determine if the system element meets applicable requirements.

NOTE: The standardized evaluation criteria are a list of questions and related statements of condition in appendixes 6 and 7 used primarily to plan and document the results of the evaluation of each system element in a standardized manner. The criteria are designed to look across all the functional areas within a facility's organization that have the greatest potential to impact the integrity of the FAA-approved design and product quality, and the design approval system in place at a delegated facility. All responses to the questions are direct inputs to the database from which trend analysis is accomplished. Each evaluator should be knowledgeable of all the criteria applicable to the system element assigned to be evaluated and should strive to evaluate as many of the procedures, requirements, and products related to the criteria as time allows.

e. Select at least one team member to conduct at least one product audit at a PAH or associate facility of a manufactured product (for example, characteristic dimensioning, processing attributes, and physical examination) to determine compliance with current system procedures and quality requirements. Refer to FAA Order 8120.2 for product audit areas, criteria, and procedures for recording audit results.

NOTE 1: Aviation Safety Engineers (ASEs) who are currently active Team Members/Leaders will gain experience conducting product audits by assisting an Aviation Safety Inspector (ASI), who is part of the team and is conducting the required product audit and/or during certificate management functions, which includes conducting a product audit.

NOTE 2: New Aviation Safety Engineers (ASEs) will gain experience in performing product audits by assisting Aviation Safety Inspectors (ASIs) during scheduled ACSEP evaluations as part of their evaluator-in-training requirements and/or assisting during certificate management functions which includes conducting a product audit.

f. On the basis of facility procedures or quality requirements, identify and document additional standardized evaluation criteria questions and statement-of-condition practices and principles not contained in appendixes 6 and 7 that were required to document what was evaluated. Write or type additional criteria and statement-of-condition practices and principles, and include the appropriate reference to the facility procedures or quality requirements and the evaluator's recommendation of the system element to which the criteria and statement of condition apply. Team members must present new criteria and statement-of-condition practices and principles to the team leader as soon as they are completed.

g. Detect and report nonconformances and areas that may require additional evaluation by the PI or AE.

56. RECORDING NONCOMPLIANCES. Evaluators will record all noncompliances on FAA Form 8100-6, Noncompliance Record, or electronic equivalent, according to the guidelines in FAA Order 8120.2.

NOTE 1: Record as a certification-related noncompliance any condition that questions the certification basis. Address the noncompliance as a special emphasis item in the evaluation report (refer to paragraphs 57b(2)(d) and 62c, and appendix 11).

NOTE 2: When evaluating a facility that is both a delegated facility and a PAH, prepare a separate FAA Form 8100-6 if the noncompliance affects both the delegated facility and the PAH.

57. EVALUATION MEETINGS.

a. Daily Meeting. The team leader or principal evaluator holds the following daily meetings, as appropriate:

(1) Meeting with Evaluation Team Members. The team leader will review and discuss the following with team members:

(a) Status of the evaluation.

(b) Problems encountered.

(c) Plan of the next day's evaluation.

(d) All FAA Form(s) 8100-6 prepared during the day to ensure correctness, adequacy, and completeness.

(2) Meeting/Communication With PI and AE. The team leader or principal evaluator ensures the certificate management PI and AE, the delegated facility AE, and the geographic PI, as applicable, are informed of all discussions concerning the status of the evaluation. This meeting should occur daily when the PI and AE are part of the evaluation team. Otherwise, coordinate with the PI and AE to establish the method and frequency at which these discussions should occur.

(3) Meeting With the Evaluated Facility's Designated Representative. The team leader or principal evaluator holds a brief meeting daily with the evaluated facility's designated representative to discuss the progress of the evaluation, including problems encountered, the status of actions requested by the team, schedule changes, and the coordination of further evaluation activities.

b. Final Critique Meeting/Evaluation Wrap-Up. At the conclusion of the evaluation, the team leader holds a final critique meeting. The principal evaluator allows time to finalize the details of the evaluation. The team leader and members or the principal evaluator do the following, as appropriate:

(1) Team Members or Principal Evaluator.

(a) Complete all required FAA Form(s) 8100-6, or electronic equivalent. When using an electronic equivalent, print to paper when all information has been entered. Team members discuss FAA Form(s) 8100-6 with the team leader to determine if there are any possible violations of the applicable requirements of 14 CFR. The team leader must resolve any disagreement on noncompliance(s). The lead evaluation office, or requesting MIDO or CMO, as applicable, must determine the level of corrective action required (see paragraph 65).

(b) Ensure all true copies of objective evidence are attached to the appropriate FAA Form(s) 8100-6, appropriately referenced, and clearly identified in accordance with FAA Order 2150.3.

(c) Complete FAA Form 8100–4, ACSEP Survey Sheet for Production Approval Holders, or FAA Form 8100–8, ACSEP Survey Sheet for DAS/DOA/SFAR 36 Delegated Facilities, or electronic equivalent, in accordance with appendix 8 or 9. When using an electronic equivalent, print to paper when all information has been entered. Prepare original forms as follows:

1 PAH or Associate Facility. Prepare one original FAA Form 8100–4.

2 Facility With Multiple Production Approvals. Prepare one original FAA Form 8100–4. Base the survey responses on the criteria for the highest-level quality requirement; for the purposes of ACSEP, the quality levels, from highest to lowest, are PC, TSO authorization, APIS, and PMA. For example, if a facility has a PMA and a TSO authorization, prepare one FAA Form 8100–4 based on the TSO authorization criteria.

3 Delegated Facility. Prepare one original FAA Form 8100–8 for each delegated facility approval. For example, if a facility has a DAS and an SFAR 36 authorization, prepare one FAA Form 8100–8 for the DAS and one FAA Form 8100–8 for the SFAR 36 authorization.

NOTE: A facility may have several of the approvals and authorizations referenced in paragraph 57b(1)(c). In general, most combinations will require preparation of original forms for each approval or authorization. For example, if a facility has a PMA, a TSO authorization, a DAS, and an SFAR 36 authorization, three forms would be prepared—one FAA Form 8100–4 for the PMA/TSO authorization, one FAA Form 8100–8 for the DAS, and one FAA Form 8100–8 for the SFAR 36 authorization.

(2) Team Leader or Principal Evaluator.

(a) Resolve team disagreements on specific noncompliances.

(b) Discuss all noncompliances with the certificate management PI or AE, delegated facility AE, and the geographic PI, as applicable.

(c) Prepare the ACSEP Evaluation Executive Summary (see appendix 10). Prepare original forms as follows:

1 PAH or Associate Facility. Prepare one original summary.

2 Facility With Multiple Production Approvals. Prepare one original summary. For example, if a facility has a PMA and a TSO authorization, prepare one original summary.

3 Delegated Facility. Prepare one original summary for each delegated facility approval. Include in each summary only those noncompliances applicable to the specific delegated facility approval. For example, if a facility has a DAS and an SFAR 36 authorization, prepare two original summaries—one for the DAS and one for the SFAR 36 authorization.

NOTE: A facility may have several of the approvals and authorizations referenced in paragraph 57b(1)(c). In general, most combinations will

require preparation of original summaries for each approval or authorization. For example, if a facility has a PMA, a TSO authorization, a DAS, and an SFAR 36 authorization, three summaries would be prepared—one for the PMA/TSO authorization, one for the DAS, and one for the SFAR 36 authorization.

(d) Identify and record specific problems or concerns that the ACSEP evaluation team believes require further action and that should be brought to the attention of the ACO, MIO, MIDO, or CMO managers, the geographic PI, the AE, and the flight standards principal maintenance inspector (as appropriate). Use the instructions in appendix 11 to record these special emphasis items. Prepare original documents as follows:

1 PAH or Associate Facility. Prepare one original document.

2 Facility With Multiple Production Approvals. Prepare only one original document. For example, if a facility has a PMA and a TSO authorization, prepare one original document.

3 Delegated Facility. Prepare one original document for each delegated facility approval. Include in each document only those special emphasis items applicable to the specific delegated facility approval. For example, if a facility has a DAS and an SFAR 36 authorization, prepare two original documents—one for the DAS and one for the SFAR 36 authorization.

(e) Discuss with team members, as appropriate, and record any lessons learned during the ACSEP evaluation that may improve ACSEP policy or evaluation techniques. Use the instructions in appendix 12. Prepare only one original document and include copies with each report.

(f) Verify that signed original FAA Form(s) 8100–6 have been prepared for inclusion, as applicable, in each ACSEP evaluation report to be sent to the responsible certificate management MIDO, CMO, or ACO having delegation oversight. See paragraph 62f. Each report to be sent must include all applicable FAA Form(s) 8100–6. When a signed original FAA Form 8100–6 is applicable to two or more reports, do the following:

1 Reproduce the signed original FAA Form(s) 8100–6 as required for inclusion in the applicable ACSEP evaluation report(s) to be sent to the responsible certificate management MIDO, CMO, or ACO having delegation oversight.

2 Identify all true copies of the signed form in accordance with FAA Order 2150.3.

(g) Provide a copy of the completed final draft FAA Form(s) 8100–6 to the certificate management PI or AE, the delegated facility AE, and the geographic PI, as applicable, when they are present.

(h) Verify that the required number of true copies of objective evidence have been prepared for inclusion, as applicable, in each ACSEP evaluation report to be sent to the responsible certificate management MIDO, CMO, or ACO having delegation oversight.

(i) Provide all true copies of objective evidence to the certificate management PI or AE, or delegated facility AE, when present. When the PI or AE is not present, forward the copies in accordance with the applicable instructions in paragraph 64a. If the objective evidence will be necessary as a reference during preparation of the evaluation report, make a separate copy and identify each page as “For Reference Only.”

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

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

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

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

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

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

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

d. Explain corrective action and followup procedures.

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

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

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

g. Adjourn the ACSEP evaluation.

59.–61. RESERVED.

SECTION 3. POSTEVALUATION ACTIVITIES

62. PREPARING THE ACSEP EVALUATION REPORT. The team leader or principal evaluator must prepare the ACSEP evaluation report. When a facility has one or more production approvals, prepare one original evaluation report. When a facility has one or more delegated facility authorizations, prepare one original evaluation report for each authorization (for example, if a facility has a PMA and a TSO authorization, prepare one report; if a facility has a PMA, a TSO authorization, and a DAS, prepare two reports—one for the PMA/TSO authorization activity and one for the DAS). Format and compile each original evaluation report in the following order:

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

a. FAA Form 8100–3, ACSEP Evaluation Report, or printed copy of electronic equivalent (appendix 11). Each form or printed copy must be an original and signed. Prepare an original form or printed copy for each PAH and/or delegated facility affected.

b. ACSEP Executive Summary, or printed copy of electronic equivalent (appendix 8). Each summary must be an original and signed. Prepare an original summary or printed copy for each PAH and/or delegated facility affected.

c. ACSEP Evaluation Special Emphasis Items, or printed copy of electronic equivalent (appendix 9). Prepare an original list of special emphasis items or printed copy for each PAH and/or delegated facility affected.

d. ACSEP Evaluation Lessons Learned, or printed copy of electronic equivalent (appendix 10). Prepare an original list of lessons learned or printed copy for each evaluation.

e. FAA Form(s) 8100–4 or 8100–8, or printed copy of electronic equivalent (appendix 6 or 7). Prepare an original form or printed copy for each PAH and/or delegated facility affected.

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

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

63. QUALITY REVIEW OF THE ACSEP EVALUATION REPORT. The ACSEP Evaluation Report contains the data that forms the basis of corrective action requests (see paragraph 65) and the ACSEP national database described in chapter 5 of this order. To this end, the evaluation report must be accurate and complete. Directorate managers must establish a review process within their directorates that ensures accuracy and completion of the evaluation report before distribution. Each directorate must tabulate the results of their review quarterly and transmit a summary of the errors found to AIR-200 so they may be emphasized during the ACSEP training.

64. SENDING THE ACSEP EVALUATION REPORT. The team leader or principal evaluator and the responsible ACO and MIO managers will process the evaluation report as follows (see appendix 12):

a. Team Leader or Principal Evaluator.

(1) PAH/Associate Facility.

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

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

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

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

(2) Delegated Facility.

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

(b) Send, or transmit electronically, the original evaluation report to the ACO manager that has oversight responsibility for the delegated facility within 5 working days of receipt of review point comments. Do not send copies of objective evidence to the ACO manager unless no engineer has been assigned. Send all true copies of any objective evidence to the AE.

(c) Send, or transmit electronically, at the same time as the original report, one copy of the evaluation report to AIR-200. Do not include copies of objective evidence to AIR-200.

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

(e) For DOA and DAS facilities, send, or transmit electronically, at the same time as the original report, one copy of the evaluation report to the MIDO or CMO manager that has geographic responsibility for the area in which the DOA or DAS facility is located. The copy for the MIDO or CMO manager may be tailored to the requirements of the MIDO or CMO manager but will always include copies of any objective evidence that the MIDO or CMO manager may require to investigate identified special emphasis items.

b. Certificate Management MIO Manager.

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

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

c. Certificate Management ACO Manager.

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

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

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

d. ACO Manager With Oversight Responsibility for the Delegated Facility.

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

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

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

e. MIDO or CMO Manager With Geographic Responsibility for a DOA or DAS Facility.

Send, or transmit electronically, the evaluation report copy to the responsible PI within 3 working days of receipt of the report from the ACSEP team leader.

NOTE: MIDO or CMO investigations of special emphasis items that were identified during the conduct of an ACSEP evaluation at a DOA or DAS should be coordinated with the ACO that has oversight responsibility.

f. Delegated Facility AE. For DAS and SFAR 36 facilities, send a copy of the evaluation report to the flight standards PI that has oversight responsibility for a repair station or operator in which the DAS or SFAR 36 facility resides.

65. REQUESTING CORRECTIVE ACTION. The PI or delegated facility AE, as applicable, must request corrective action in accordance with FAA Order 8120.2 or Order 8100.9, as applicable.

66.–71. RESERVED.

CHAPTER 5. ACSEP NATIONAL DATABASE

72. PURPOSE. The ACSEP national database, when fully developed and established, will provide a capability to detect shifts in performance and statistically significant trends for the industry as a whole and for different segments of the industry. It also will identify trends emerging in the performance of ACSEP evaluations.

73. FILES. The ACSEP national database will contain selected information from all ACSEP evaluations conducted. It will contain selected facility information, records of noncompliances for each ACSEP evaluation conducted, records of each FAA Form 8100-4 and 8100-6 survey, records of lessons learned, and records of customer feedback reports.

74. DATABASE MANAGEMENT. AIR-230 will manage the ACSEP national database and will do the following, as appropriate:

a. Review the database as follows:

(1) Examine new entries.

(2) Note shifting levels of performance in different segments of the industry, including any statistically significant differences in the system elements when compared at all PAHs, associate facilities, and delegated facilities.

(3) Highlight potential trends emerging in particular aspects of the system elements.

(4) Analyze trends emerging in particular aspects of the system elements.

(5) Highlight trends emerging in the performance of ACSEP evaluations.

b. Provide selected data and reports.

NOTE: All report recipients will use the information only internally and will not issue any reports outside of AIR. Refer to paragraph 10 of this order.

c. Obtain, as required, outside support services to augment its resources with qualified and creditable experts and specialists to support database management and system analyses in accordance with budgetary directives and in coordination with AIR-500. Sample contract clauses relating to obtaining support services are contained in appendix 2.

NOTE: AIR-230 will complete all necessary FAA administrative measures before assignment of support service personnel to database management and system analyses. These measures include ensuring personnel have signed a certificate of nondisclosure for confidentiality of information (see appendix 2).

75. USE OF THE DATABASE. Directorates may use the ACSEP national database to obtain reports on noncompliances, frequently used 14 CFR references, and industry compliance. They may use the database to detect shifts in performance and statistically significant trends for different segments of the industry. Directorates also may use the database to assist in scheduling.

76.–81. RESERVED.

APPENDIX 1. ACRONYMS

1. Applicability. The acronyms listed in figure 1 apply to this entire order.

FIGURE 1. ACRONYMS

14 CFR	Title 14, Code of Federal Regulations
AC	Advisory Circular
AC Form	Aeronautical Center Form
ACO	Aircraft Certification Office
ACSEP	Aircraft Certification Systems Evaluation Program
AD	Airworthiness Directive
AE	assigned engineer
AFM	airplane flight manual
AFMS	airplane flight manual supplement
AIR	Aircraft Certification Service
AIR-100	Aircraft Engineering Division
AIR-200	Production and Airworthiness Division
AIR-230	Evaluations and International Programs Branch
AIR-500	Planning and Program Management Division
APIS	Approved Production Inspection System
ASI	Aviation Safety Inspector
CMO	certificate management office
DAS	Designated Alteration Station
DOA	Delegation Option Authorization
FAA	Federal Aviation Administration
FSDO	flight standards district office
MIDO	manufacturing inspection district office
MIMIS	Manufacturing Inspection Management Information System
MIO	manufacturing inspection office
MRB	Materials Review Board
NDI	Non-destructive Inspection
PAH	production approval holder
PC	production certificate
PI	principal inspector
PMA	Parts Manufacturer Approval
SFAR	Special Federal Aviation Regulation
STC	supplemental type certificate
TC	type certificate
TSO	Technical Standard Order

APPENDIX 2. PREPARATION OF CLAUSES FOR CONTRACTS FOR SUPPORT SERVICES

1. PURPOSE. This appendix provides sample contract clauses and a sample certificate of nondisclosure for use in contracts for obtaining services to support ACSEP evaluations, database management, and system analyses.

2. SAMPLE CLAUSES AND ATTACHMENT. The following sample clauses provide the minimum requirements to be included in a contract for support services. Figure 1 shows a sample attachment to the Confidentiality of Information clause requiring support service personnel to agree to its terms and conditions.

a. The following clause is applicable to all Contractors:

H.1 Confidentiality of Information.

a. To the extent that the work under this contract requires that the contractor be given access to confidential or proprietary business or technical information belonging to the Government or other companies, designees, contractors, or competitors, or to the extent that in performing the work under this contract, the contractor gains access to Government data through any means, then the contractor must, after receipt thereof, treat such information as confidential and agree not to appropriate such information to its own use or to disclose such information to third parties unless specifically authorized by the contracting officer in writing; however, the foregoing obligations must not apply to the following:

(1) Information that, at the time of receipt by the contractor, is in public domain.

(2) Information that is published after receipt thereof by the contractor or otherwise becomes part of the public domain through no fault of the contractor.

(3) Information that the contractor has in its possession at the time of receipt thereof and was not acquired directly or indirectly from the Government or other companies.

(4) Information that the contractor can demonstrate was received by it from a third party who did not require the contractor to hold it in confidence.

b. The contractor must execute the certificate set forth as attachment 1 for each employee who will participate as an evaluator under this contract. The certificate must be presented by the contractor's employees or forwarded by the FAA to various companies who may be evaluated under the contract.

**APPENDIX 2. PREPARATION OF CLAUSES
FOR CONTRACTS FOR SUPPORT SERVICES**

b. The following clause is applicable to support service personnel who will support ACSEP evaluations and should be used in conjunction with clause H.1:

H.2 Relationships. The contractor must provide support to the Government by completing work assigned under this contract. Support must be provided in the following areas: auditing of quality and engineering functions; collection, evaluation, and processing of data; and written documentation of incidents not in compliance with ACSEP evaluation criteria. The contractor must not provide technical direction under the contract. The contractor must abide by any limitations of access and entry to proprietary or sensitive processes or systems that the Government may stipulate. Although the effort under this contract may include the collection and processing of data, as well as the formulation of noncompliances and recommendations, the final disposition of all information must remain the sole province of the Government.

c. The following clause is applicable to support service personnel who will support database management or system analysis and should be used in conjunction with clause H.1:

H.2 Relationships. The contractor must provide support to the Government by completing work assigned under this contract. Support must be provided in the following areas: input, analysis, and trending of data; and compilation of analytical reports. The final disposition of all information must remain the sole province of the Government.

APPENDIX 3. PREPARATION OF THE NOTIFICATION LETTER TO A PAH OR ASSOCIATE FACILITY

1. PURPOSE. This appendix provides instructions and sample paragraphs for preparing a notification letter to a PAH or associate facility for a scheduled evaluation.

2. INFORMATION TO INCLUDE IN THE NOTIFICATION LETTER. Figure 1 provides sample paragraphs with the minimum information to include in a notification letter to a PAH or associate facility. Additional paragraphs may be added as necessary to provide specific directorate or AIR-100/200 information.

a. First Paragraph. The first paragraph is introductory and serves to establish the regulatory basis for the evaluation and to identify the facility and type of approval being evaluated. This paragraph applies to all approval types.

b. Second Paragraph. The second paragraph identifies the dates of the evaluation and provides a general outline of the functions to be evaluated.

c. Third Paragraph. The third paragraph identifies the approximate number of evaluators who will be participating in the evaluation and the team leader or principal evaluator, as applicable. In addition, when support service personnel are used to support an evaluation, this paragraph must state the general purpose of the support service personnel, advise use of the FAA certificate of nondisclosure, request special requirements, and identify the support service personnel.

d. Fourth Paragraph. The fourth paragraph requests appropriate senior management attendance at preevaluation and postevaluation conferences, as well as cognizant technical and supervisory personnel. It also requests assignment of knowledgeable escorts.

e. Fifth Paragraph. The fifth paragraph requests senior management feedback on the conduct of the ACSEP evaluation through FAA Form 8100-7 to be sent to the cognizant ACO or MIO manager. This form should be prepared electronically and may be provided to the facility to be evaluated in either electronic or printed format. Prepare FAA Form 8100-7 (figure 2) by typing in the following:

(1) **Block 1.** The ACSEP number.

(2) **Block 2.** The name of the evaluated facility.

(3) **Block 3.** The start and end dates of the evaluation.

(4) **Block 4.** The address of the cognizant ACO or MIO manager. Enclose a prepaid self-addressed envelope in which the facility may return the form.

f. Final Paragraph. The final paragraph is a closing paragraph indicating to whom specific questions concerning the evaluation should be addressed. It directs that questions relative to scheduling be addressed to the lead evaluation office or requesting MIDO or CMO and that questions relative to the conduct of the evaluation be addressed to the team leader or principal evaluator.

**APPENDIX 3. PREPARATION OF THE NOTIFICATION
LETTER TO A PAH OR ASSOCIATE FACILITY**

FIGURE 1. SAMPLE PARAGRAPHS FOR THE NOTIFICATION LETTER

The Federal Aviation Administration (FAA), in accordance with its responsibilities under the recodified Federal Aviation Act of 1958 (, as amended,) and applicable requirements of Title 14, Code of Federal Regulations, has selected (name of PAH/associate facility), located in (city, state), for the conduct of an evaluation. Your certification as a (type of approval holder) has been approved by the FAA contingent upon the Administrator's right to evaluate and inspect your organization, facilities, product, and records. This includes your entire network of suppliers and approval extensions, as appropriate.

The evaluation of your facility is scheduled to be conducted from (start date) to (end date) under the FAA's Aircraft Certification Systems Evaluation Program (ACSEP). This evaluation will be broad-based in nature and will encompass elements such as design control, manufacturing processes and controls, and supplier control. Procedures and records will be examined in addition to a "hands-on" witnessing of relevant system processes.

(The FAA evaluation team will consist of approximately (total number) members.) The (FAA team leader designated/principal evaluator) for this evaluation is (Mr./Ms.) (name) who may be reached at (telephone number). (His/Her) address is (office address). The evaluation team will be supported by a support service person who will be performing specific duties on behalf of the FAA. This person is identified below. This person will sign an FAA certificate of nondisclosure that will be forwarded to the facility via the FAA (principal inspector/assigned engineer) before the start of the evaluation. Please inform the FAA of any special requirements necessary for this person to access your facilities and restricted areas.

<u>Support Service Person's Name</u>	<u>Company Affiliation</u>
(Name)	(Company)

Attendance by a representative of senior management responsible for the facility to be evaluated, as well as cognizant technical and supervisory personnel, is requested during the preevaluation and postevaluation conferences. We further suggest that escorts who are knowledgeable of the various areas to be visited be provided to ensure the evaluation is conducted smoothly and with minimal disruption to your staff.

One of the primary features of the ACSEP is continuous quality improvement. As part of this process, it is important for us to know what your senior management thought about the conduct of the ACSEP evaluation. We therefore encourage senior management to complete the attached FAA Form 8100-7, ACSEP Evaluation Customer Feedback Report, and return it in the enclosed prepaid self-addressed envelope within 30 calendar days of the postevaluation conference.

If you have any questions concerning the scheduling of this evaluation, please feel free to contact me. If you have any questions concerning the conduct of the evaluation, please contact the (team leader/principal evaluator) (Mr./Ms.) (name of team leader/principal evaluator), at the above address and telephone number.

**APPENDIX 3. PREPARATION OF THE NOTIFICATION
LETTER TO A PAH OR ASSOCIATE FACILITY**

**FIGURE 2. SAMPLE FAA FORM 8100-7,
ACSEP EVALUATION CUSTOMER FEEDBACK REPORT (CONTINUED)**

ACSEP EVALUATION CUSTOMER FEEDBACK REPORT, con't					
3. Daily meetings	Unsatisfactory	Poor	Satisfactory	Good	Excellent
• Explanation of noncompliances	<input type="checkbox"/>				
• Resolution of issues	<input type="checkbox"/>				
Comments/recommendations for improvement:					
4. Post-evaluation conference	Unsatisfactory	Poor	Satisfactory	Good	Excellent
• Communication	<input type="checkbox"/>				
• Explanation of executive summary	<input type="checkbox"/>				
• Explanation of follow-up actions	<input type="checkbox"/>				
Comments/recommendations for improvement:					
5. Conduct of the evaluation	Unsatisfactory	Poor	Satisfactory	Good	Excellent
• Team professionalism	<input type="checkbox"/>				
• Overall conduct of the ACSEP team	<input type="checkbox"/>				
Comments/recommendations for improvement:					
_____ Signature (optional)			_____ Date		
Please return completed form to:					
(4)					
FAA Form 8100-7 (10/02)					

APPENDIX 4. PREPARATION OF THE NOTIFICATION LETTER TO A DELEGATED FACILITY

1. PURPOSE. This appendix provides instructions and sample paragraphs for preparing a notification letter to a delegated facility for a scheduled evaluation at that facility.

2. INFORMATION TO INCLUDE IN THE NOTIFICATION LETTER. Figure 1 provides sample paragraphs with the minimum information to include in a notification letter to a delegated facility. Additional paragraphs may be added as necessary to provide specific directorate or AIR-100/200 information.

a. First Paragraph. The first paragraph is introductory and serves to establish the regulatory basis for the evaluation and to identify the facility and type of approval being evaluated. This paragraph applies to all delegated facilities.

b. Second Paragraph. The second paragraph identifies the dates of the evaluation and provides a general outline of the functions to be evaluated.

c. Third Paragraph. The third paragraph identifies the approximate number of evaluators who will be participating in the evaluation and the team leader or principal evaluator, as applicable. In addition, when support service personnel are used to support an evaluation, this paragraph must state the general purpose of the support service personnel, advise use of the FAA certificate of nondisclosure, request special requirements, and identify the support service personnel.

d. Fourth Paragraph. The fourth paragraph requests applicable security requirements and points of contact.

e. Fifth Paragraph. The fifth paragraph requests appropriate senior management attendance at preevaluation and postevaluation conferences, as well as cognizant technical and supervisory personnel. It also requests assignment of knowledgeable escorts.

f. Sixth Paragraph. The sixth paragraph requests senior management feedback on the conduct of the ACSEP evaluation through FAA Form 8100-7 to be sent to the cognizant ACO or MIO manager. Complete the form as specified in appendix 3, paragraph 2e.

g. Final Paragraph. The final paragraph is a closing paragraph indicating to whom specific questions concerning the evaluation should be addressed. It directs that questions relative to scheduling be addressed to the lead evaluation office and that questions relative to the conduct of the evaluation be addressed to the team leader or principal evaluator.

APPENDIX 4. PREPARATION OF THE NOTIFICATION LETTER TO A DELEGATED FACILITY

FIGURE 1. SAMPLE PARAGRAPHS FOR THE NOTIFICATION LETTER

The Federal Aviation Administration (FAA), in accordance with its responsibilities under the recodified Federal Aviation Act of 1958 (, as amended,) and applicable requirements of Title 14, Code of Federal Regulations, has selected (name of delegated facility), located in (city, state), for the conduct of an evaluation. Your authorization as a (type of delegated facility) has been approved by the FAA contingent upon the Administrator's right to evaluate and inspect your organization, facilities, products, articles, and records. This includes your entire network of suppliers, as appropriate.

The evaluation of your facility is scheduled to be conducted from (start date) to (end date) under the FAA's Aircraft Certification Systems Evaluation Program (ACSEP). This evaluation will be broad-based in nature and will encompass elements such as project management, design control, testing, and conformity inspection. Procedures and records will be examined in addition to "hands-on" witnessing of relevant system processes.

(The FAA evaluation team will consist of approximately (total number) members.) The (FAA team leader designated/principal evaluator) for this evaluation is (Mr./Ms.) (name) who may be reached at (telephone number). (His/Her) address is (office address). The evaluation team will be supported by a support service person who will be performing specific duties on behalf of the FAA. This person is identified below. This person will sign an FAA certificate of nondisclosure that will be forwarded to the facility via the FAA (principal inspector/assigned engineer) before the start of the evaluation. Please inform the FAA of any special requirements necessary for this person to access your facilities and restricted areas.

<u>Support Service Person's Name</u> (Name)	<u>Company Affiliation</u> (Company)
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Please inform (Mr./Ms.) (name of team leader/principal evaluator) of all security requirements for this facility so that appropriate clearances may be obtained. In addition, please provide the name, title, address, and telephone number of an individual who will serve as the company point of contact for this evaluation.

Attendance by a representative of senior management responsible for the facility to be evaluated, as well as cognizant technical and supervisory personnel, is requested during the preevaluation and postevaluation conferences. We further suggest that escorts who are knowledgeable of the various areas to be visited be provided to ensure the evaluation is conducted smoothly and with minimal disruption to your staff.

One of the primary features of the ACSEP is continuous quality improvement. As part of this process, it is important for us to know what your senior management thought about the conduct of the ACSEP evaluation. We therefore encourage senior management to complete the attached FAA Form 8100-7, ACSEP Evaluation Customer Feedback Report, and return it in the enclosed prepaid self-addressed envelope within 30 calendar days of the postevaluation conference.

If you have any questions concerning the scheduling of this evaluation, please feel free to contact me. If you have any questions concerning the conduct of the evaluation, please contact the (team leader/principal evaluator) (Mr./Ms.) (name of team leader/principal evaluator), at the above address and telephone number.

APPENDIX 5. NOTIFICATION LETTER REQUIREMENTS

1. PURPOSE. This appendix provides a tabular summary of the primary notification letter requirements identified in chapter 3 of this order.

2. DESCRIPTION. Figure 1 provides a summary by facility type of notification letter requirements for which the lead evaluation office is responsible. It identifies the type of notification activity required and when the notification activity should be accomplished.

FIGURE 1. NOTIFICATION LETTER REQUIREMENTS SUMMARY

FACILITY TO BE EVALUATED	NOTIFICATION ACTIVITY	TIMETABLE (calendar days before evaluation)
♦ PAH ♦ Associate Facility <i>(Within area of responsibility)</i> Ref. para. 36a	❶ Letter to facility	50
	❷ Copy to designated team leader or principal evaluator	50
	❸ Copy to PI/AE	50
♦ Delegated Facility ♦ Delegated Facility That Also Is a PAH Ref. paras. 36b and 36c	❶ Letter to facility	50
	❷ Memo to cognizant MIO/MIDO/CMO	50
	❸ Copy to designated team leader or principal evaluator	50
	❹ Copy to PI/AE	50
	❺ Copy to the FSDO that has certification responsibility for the repair station or operator where the delegated facility resides (DAS/SFAR 36 only)	50

**APPENDIX 6. FORMAT FOR STANDARDIZED EVALUATION CRITERIA FOR
PAHs AND ASSOCIATE FACILITIES**

- 1. PURPOSE.** The criteria and survey form is incorporated into a STAND-ALONE DOCUMENT

**APPENDIX 7. FORMAT FOR STANDARDIZED EVALUATION CRITERIA
FOR DELEGATED FACILITIES**

- 1. PURPOSE.** The criteria and survey form is incorporated into a STAND-ALONE DOCUMENT.

**APPENDIX 8. PREPARATION INSTRUCTIONS
FAA ACSEP EXECUTIVE SUMMARY**

1. PURPOSE. This appendix provides instructions for preparing the FAA ACSEP Executive Summary. This summary provides the status of each system element evaluated and a narrative of noncompliances. The completed summary will be the only record of noncompliances that the team leader provides at the postevaluation conference to the evaluated facility.

2. SPECIFIC GUIDANCE. Figures 1 through 3 show sample executive summaries with numbered blocks. Prepare the summary as follows:

a. Block 1. Insert the ACSEP number/report number.

b. Block 2. Insert the project number(s) assigned to the production approval activity being evaluated. For a delegated facility, enter the type of delegated facility (that is, DAS, DOA, or SFAR 36).

c. Block 3. Insert the name of the facility that was evaluated.

d. Block 4. Insert the date(s) of the evaluation.

e. Block 5. Insert brief statements outlining the noncompliances for each of the applicable system elements. Format the summary as follows:

(1) State the total number of noncompliances identified for the entire evaluation, even if there were none.

(2) Discuss only those system elements that have noncompliances recorded. Do not list system elements that have no noncompliances recorded.

(a) State the number of noncompliances identified for each system element discussed.

(b) Summarize the noncompliances for each system element discussed.

f. Block 6. Have the team leader sign in this block. This block may be signed by a team leader-in-training but must also be countersigned by the team leader. When an electronic version of the executive summary is used, ensure that all required names are listed.

g. Block 7. Insert the date of the postevaluation conference.

h. Block 8. Insert the required marking in accordance with guidelines found in FAA Order 1600.2D.

**APPENDIX 8. PREPARATION INSTRUCTIONS FOR
FAA ACSEP EXECUTIVE SUMMARY**

FIGURE 1. SAMPLE EXECUTIVE SUMMARY FOR PAHs AND ASSOCIATE FACILITIES

FEDERAL AVIATION ADMINISTRATION AIRCRAFT CERTIFICATION SYSTEMS EVALUATION PROGRAM (ACSEP) EXECUTIVE SUMMARY	
(1)	(2)
ACSEP NO./REPORT NO.: 98NE278/1-1	PROJECT NO.: PE9999NE
(3) FACILITY: Cape Cod Aircraft Engine Co.	
(4) DATE OF EVALUATION: August 6-15, 1998	
(5) <u>SYSTEM ELEMENT NONCOMPLIANCES</u>	
During this evaluation, the team documented 10 noncompliances.	
<u>Design Control System Element:</u> Four noncompliances were recorded for this system element. One noncompliance was recorded for a breakdown in the approved procedure for determining major or minor design changes. A second noncompliance was recorded for a breakdown in the approved procedure for processing minor design changes. Two additional noncompliances were recorded for a breakdown in the approved procedures for submitting major design changes and process specification changes to the FAA.	
<u>Software Quality Assurance System Element:</u> One noncompliance was recorded for this system element. It was recorded for an isolated incident of obsolete software media not being properly controlled.	
<u>Manufacturing Processes System Element:</u> Four noncompliances were recorded for this system element. A noncompliance was recorded for a breakdown in the job order manufacturing sequence for the main housing, part Nos. 123-666, and 123-667. Another noncompliance was recorded for an isolated incident of changes to work instructions not being properly controlled. One noncompliance was recorded for an isolated incident of a change to a special process not being properly controlled. One noncompliance was recorded for a breakdown in the approved procedures for handling parts sensitive to electrostatic discharge.	
<u>Supplier Control System Element:</u> One noncompliance was recorded for this system element. It was recorded for a breakdown in the approved procedure to make information available to the FAA regarding all delegation of authority to suppliers to make major inspection of any products/parts thereof.	
(6)	(7)
J.J. Gem	August 15, 1998
(8)	
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**APPENDIX 8. PREPARATION INSTRUCTIONS FOR
FAA ACSEP EXECUTIVE SUMMARY**

FIGURE 2. SAMPLE EXECUTIVE SUMMARY FOR DELEGATED FACILITIES

FEDERAL AVIATION ADMINISTRATION AIRCRAFT CERTIFICATION SYSTEMS EVALUATION PROGRAM (ACSEP) EXECUTIVE SUMMARY	
(1) ACSEP NO./REPORT NO.: 98SW333/1-1	(2) PROJECT NO.: DAS
(3) FACILITY: Metal Components Inc.	
(4) DATE OF EVALUATION: April 3-5, 1998	
(5) <u>SYSTEM ELEMENT NONCOMPLIANCES</u>	
During this evaluation, the team documented eight noncompliances.	
<u>Project Management System Element:</u> Two noncompliances were recorded in this system element. One noncompliance was recorded for a system breakdown in the failure to obtain FAA concurrence on an equivalent safety issue before issuance of STC No. ST008-D. The second noncompliance was recorded for an isolated incident of a certification summary report that was improperly filled out.	
<u>Design Data Approval System Element:</u> Two noncompliances were recorded in this system element. One noncompliance was recorded for a system breakdown in the failure to provide adequate security (that is, limited access) for the DAS/FAA-approved type data files. The second noncompliance was recorded for a system breakdown in the failure to follow procedures that require special handling of software media.	
<u>Testing System Element:</u> One noncompliance was recorded in this system element. The noncompliance was recorded for a system breakdown in the use of non-DAS personnel to witness and approve required certification tests.	
<u>Continued Airworthiness System Element:</u> Two noncompliances were recorded in this system element. One noncompliance was recorded for an isolated incident of a reported service problem that was not properly documented. The second noncompliance was documented against the FAA-approved DAS Procedures Manual for a failure reporting procedure that is inconsistent with 14 CFR § 21.3 (that is, 72 hours versus the required 24 hours for FAA notification).	
<u>Audit System Element:</u> One noncompliance was recorded in this system element. The noncompliance was recorded for an isolated incident of a failure to accomplish required followup on an internal audit report that was identified as "corrective action required."	
(6) Q.C. Record	(7) April 5, 1998
(8) FOR OFFICIAL USE ONLY Public availability to be determined under 5 U.S.C. 552	

**APPENDIX 8. PREPARATION INSTRUCTIONS FOR
FAA ACSEP EXECUTIVE SUMMARY**

**FIGURE 3. SAMPLE EXECUTIVE SUMMARY FOR FACILITIES WITH
NO NONCOMPLIANCES**

FEDERAL AVIATION ADMINISTRATION AIRCRAFT CERTIFICATION SYSTEMS EVALUATION PROGRAM (ACSEP) EXECUTIVE SUMMARY	
(1) ACSEP NO./REPORT NO.: 01SW334/1-1	(2) PROJECT NO.: PP0000SW
(3) FACILITY: Excellent Metal Components Inc.	
(4) DATE OF EVALUATION: April 1, 2001	
(5) <u>SYSTEM ELEMENT NONCOMPLIANCES</u>	
During this evaluation, the team documented no noncompliances.	
(6) J.M. Tired	(7) April 1, 2001
(8) FOR OFFICIAL USE ONLY Public availability to be determined under 5 U.S.C. 552	

**APPENDIX 9. PREPARATION INSTRUCTIONS FOR
ACSEP EVALUATION SPECIAL EMPHASIS ITEMS**

1. PURPOSE. This appendix provides instructions for preparing ACSEP Evaluation Special Emphasis Items. These items are intended to bring to the attention of the ACO and MIO managers, the PI, the AE, and the FSDO principal maintenance inspector (as appropriate) specific problems or concerns that the ACSEP evaluation team believes require further action.

2. SPECIFIC GUIDANCE. Figures 1 and 2 show sample special emphasis items with numbered blocks. Prepare the special emphasis items by inserting in the following:

a. Block 1. The ACSEP number/report number.

b. Block 2. The project number(s) assigned to the production approval activity being evaluated. For a delegated facility, enter the type of delegated facility (that is, DAS, DOA, or SFAR 36).

c. Block 3. A brief statement summarizing the problem or concern, identifying the relevant system element, and referencing the relevant noncompliances. Provide a recommendation for further action required, as appropriate.

d. Block 4. Insert the required marking in accordance with guidelines found in FAA Order 1600.2D.

**APPENDIX 9. PREPARATION INSTRUCTIONS FOR
ACSEP EVALUATION SPECIAL EMPHASIS ITEMS**

**FIGURE 1. SAMPLE ACSEP EVALUATION SPECIAL EMPHASIS ITEMS
FOR PAHs AND ASSOCIATE FACILITIES**

ACSEP EVALUATION SPECIAL EMPHASIS ITEMS	
(1) ACSEP NO. /REPORT NO.: 98SW314/1-2	(2) PROJECT NO.: PT9999SW
(3) <u>NOTE TO MIO MANAGER AND COGNIZANT PRINCIPAL INSPECTOR</u> At the request of the principal inspector, the team put special emphasis on the supplier control system element. Although only two noncompliances were recorded, a large number of isolated incidents were recorded among the other system element criteria. See the attached FAA Forms 8100-6, isolated noncompliances Nos. 6 to 19. The team cannot say with confidence that a systemic problem exists with supplier control; however, when all of the discrepancies are taken as a whole, we believe there is a strong probability that a systemic problem may exist. We recommend that a special evaluation be conducted on the supplier control system element to fully determine whether a systemic problem exists.	
<u>NOTE TO ACO MANAGER AND AE</u> A noncompliance was recorded in the design data control system element for a suspected problem with the FAA-approved data. See the attached FAA Form 8100-6, noncompliance No. 20. There is a systemic problem with FAA-approved drawings that call out incorrect or nonexistent process specifications. We recommend that this problem be investigated further.	
(4) FOR OFFICIAL USE ONLY Public availability to be determined under 5 U.S.C. 552	

**APPENDIX 9. PREPARATION INSTRUCTIONS FOR
ACSEP EVALUATION SPECIAL EMPHASIS ITEMS**

**FIGURE 2. SAMPLE ACSEP EVALUATION SPECIAL EMPHASIS ITEMS
FOR DELEGATED FACILITIES**

ACSEP EVALUATION SPECIAL EMPHASIS ITEMS	
(1)	(2)
ACSEP NO./REPORT NO.: 98SW365/1-1	PROJECT NO.: DAS
(3)	
<u>NOTE TO ACO MANAGER AND AE</u>	
<p>During the evaluation of the Design Change Approval system element it was discovered that many of the drawings reviewed had in excess of 25 design change notices (DCN) attached. Although the FAA-approved procedures manual does not specify a limit to the number of DCNs allowed before a formal drawing revision, the current facility practice appears excessive. Because facility procedures do not specify a limit on the number of DCNs allowed, no noncompliances were documented; however, a noncompliance was documented for approval of parts that were not in conformance to type design data, and excessive DCNs were considered a contributing factor (see FAA Form 8100-6, noncompliance No. 3). The team recommends that the ACO/AE review the FAA-approved procedures manual and work with the delegated facility to revise the design change procedures to specify a realistic limit on the number of DCNs that may be written against a drawing before a formal drawing revision is required.</p>	
<u>NOTE TO FSDO PRINCIPAL MAINTENANCE INSPECTOR</u>	
<p>During the review of DAS conformity inspection records for various galley installation supplemental type certificates, it was noted that a high number of the galley compartment covers were rejected before an article was accepted for installation. The rejects were apparently caused by lack of or improper procedures in storage of prepreg material from which the covers were made. A roll of prepreg material needs to be in cold storage when it is not in use. Each roll needs a record to show how long the roll is out of the cold storage vault when the roll is taken out for use. The records for the cold storage vault appear to be too lax to get the needed controls for the prepreg material. It is recommended that the FSDO principal maintenance inspector for the repair station investigate this issue and revise the facility's inspection and procedures manual as deemed appropriate.</p>	
(4)	
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**APPENDIX 10. PREPARATION INSTRUCTIONS FOR
ACSEP EVALUATION LESSONS LEARNED**

1. PURPOSE. This appendix provides instructions for recording lessons learned from ACSEP evaluations. These lessons form an important part of the ACSEP quality improvement program.

2. SPECIFIC GUIDANCE. Figure 1 shows sample lessons learned statements. Prepare the lessons learned by inserting in the following:

a. Block 1. The ACSEP number/report number.

b. Block 2. The project number(s) assigned to the production approval activity being evaluated. For a delegated facility, enter the type of delegated facility (that is, DAS, DOA, or SFAR 36).

c. Block 3. All events noted during the evaluation that may lead to improvement of ACSEP policy or evaluation techniques. Events should include the following:

(1) An assessment of the performance of the evaluation, detailing the successes, failures, unique problems encountered, solutions, and recommendations for future evaluations, policy, and related training.

(2) Difficulties in using this order, including the standardized evaluation criteria, and recommendations for improving this document and the related training.

(3) The rationale for checking the “Unable to evaluate” block on FAA Form 8100–4 or 8100–8 for an ENTIRE SYSTEM ELEMENT (for example, lack of time, inadequate resources, or lack of expertise).

(4) All new evaluation criteria and/or statement-of-condition practices and principles.

(a) State the complete text of any new criteria added to FAA Form 8100–4 or 8100–8. Include a statement of condition, as appropriate.

(b) State the complete text of any new practices or principles proposed for an existing statement of condition. Indicate the criterion number to which the statement of condition applies.

d. Block 4. Insert the required marking in accordance with guidelines found in FAA Order 1600.2D.

**APPENDIX 10. PREPARATION INSTRUCTIONS FOR
ACSEP EVALUATION LESSONS LEARNED**

FIGURE 1. SAMPLE ACSEP EVALUATION LESSONS LEARNED

ACSEP EVALUATION LESSONS LEARNED	
(1)	(2)
ACSEP NO./REPORT NO.: 98NM355/1-1	PROJECT NO.: PQ9999NM
(3)	
<u>EVALUATION ASSESSMENT</u>	
The evaluation process went well. The facility response to the ACSEP process was favorable. Two-person teams were used for all system element evaluations; all team members agreed that this approach helped them get started quicker and contributed to a more complete evaluation of each system element.	
<u>DIFFICULTIES IN USING THE ORDER</u>	
Standardized Evaluation Criteria 103 and 415 are so similar that it is difficult to determine which of the criteria to write a noncompliance against. As written, the danger exists of writing two noncompliances when only one exists. We recommend combining these two criteria to eliminate duplication.	
<u>SYSTEM ELEMENTS NOT EVALUATED</u>	
The Organizational Management system element was not evaluated due to lack of time.	
<u>PROPOSED NEW EVALUATION CRITERIA</u>	
System Element 5 (Manufacturing Controls). Are the critical parameters of the holography process identified and controlled?	
(4)	
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**APPENDIX 11. PREPARATION INSTRUCTIONS FOR
FAA FORM 8100-3, ACSEP EVALUATION REPORT, COVER PAGES**

- 1. PURPOSE.** This appendix provides instructions for preparing FAA Form 8100-3.
- 2. PREPARING THE FRONT OF THE FORM.** Figure 1 shows the front of FAA Form 8100-3 with numbered blocks. Prepare the form by typing in the following:
 - a. Block 1.** The ACSEP number.
 - b. Block 2.** The report number. This number will consist of the report order sequence and the total number of separate original reports issued under the ACSEP number in block 1. For example, ACSEP Evaluation Report No. 1-2 would indicate that this is the first report in a series of two separate original reports issued for a specific evaluation. This example could indicate, in one instance, that an evaluation was conducted at a PAH that also holds a DAS authorization, thereby requiring issuance of two separate original reports. When only one report is required, identify it as No. 1-1.
 - c. Block 3.** The name, address, city, state (or country), and ZIP/postal code of the facility that was evaluated.
 - d. Block 4.** A checkmark in the applicable box(es) to indicate the type(s) of design or production approval the facility has; ensure that the box labeled (Extension(s)) is also checked if applicable.
 - e. Block 5.** The date of the preevaluation conference.
 - f. Block 6.** The date of the postevaluation conference.
 - g. Block 7.** The name of the office responsible for certificate management or delegation oversight of the evaluated facility.
 - h. Block 8.** The name of the MIDO or CMO responsible for surveillance of the evaluated facility. No entry is required if the certificate management MIDO or CMO performs the surveillance.
 - i. Block 9.** The team leader's or principal evaluator's signature. This block may be signed by a team leader-in-training but also must be countersigned by the team leader. When an electronic version of the form is used, ensure that all required names are typed in.
 - j. Block 10.** The date of signature.
 - k. Block 11.** The location of the objective evidence. Indicate if the objective evidence is attached to the report or if the objective evidence has been retained by the PI or AE.

**APPENDIX 11. PREPARATION INSTRUCTIONS FOR
FAA FORM 8100-3, ACSEP EVALUATION REPORT, COVER PAGES**

FIGURE 1. SAMPLE FAA FORM 8100-3 (FRONT)

 U.S. Department of Transportation Federal Aviation Administration	<table border="1"><tr><td>ACSEP Number 02CE365</td></tr></table> (1)	ACSEP Number 02CE365
ACSEP Number 02CE365		
ACSEP Evaluation Report No. 1-1 (2)		
Facility: (3) XYZ Tire Company 55667 Aviation Parkway Anytown, OH 45000-5566		
Facility Type: <input type="checkbox"/> APIS <input type="checkbox"/> PC <input type="checkbox"/> TSO <input type="checkbox"/> PMA <input type="checkbox"/> Extension(s) (4) <input type="checkbox"/> DOA <input type="checkbox"/> SFAR 36 <input type="checkbox"/> DAS		
(5) Start Date: May 12, 2002	(6) End Date: May 15, 2002	
Certificate Management/Delegation Oversight Office: (7) Vandalia MIDO		
Certificate Management/Geographic MIDO/CMO: (8)		
(9) Prepared By: Jill Doe	(10) May 21, 2002	
_____ FAA ACSEP Evaluation Team Leader Date		
(11) Location of Objective Evidence: Retained by the principal inspector. _____		
FAA Form 8100-3 (05/04) FOR OFFICIAL USE ONLY (when filled in) Public availability to be determined under 5 U.S.C. 552		

**APPENDIX 11. PREPARATION INSTRUCTIONS FOR
FAA FORM 8100-3, ACSEP EVALUATION REPORT, COVER PAGES**

3. PREPARING THE BACK OF THE FORM. Figure 2 shows the back of FAA Form 8100-3 with numbered blocks. Prepare the form by typing in the following:

a. Block 12. The name of each team member, including any national resource specialist, manager, or outside support service personnel used, and any evaluators/team leaders-in-training who participated. List the team members first. Do not enter the team leader's name.

b. Block 13. The office to which each individual listed in block 12 is officially assigned.

c. Block 14. The discipline of each individual listed in block 12. Identify whether the individual is an aviation safety inspector, engineer, or flight test pilot.

d. Block 15. The specialty of each individual listed in block 12, as applicable. Identify engineers by systems and equipment, propulsion, airframe, or flight test specialty.

e. Block 16. An "E" to identify evaluators-in-training; or a "T" to identify team leaders-in-training. Leave this block blank for team members.

**APPENDIX 11. PREPARATION INSTRUCTIONS FOR
 FAA FORM 8100-3, ACSEP EVALUATION REPORT, COVER PAGES**

FIGURE 2. SAMPLE FAA FORM 8100-3 (BACK)

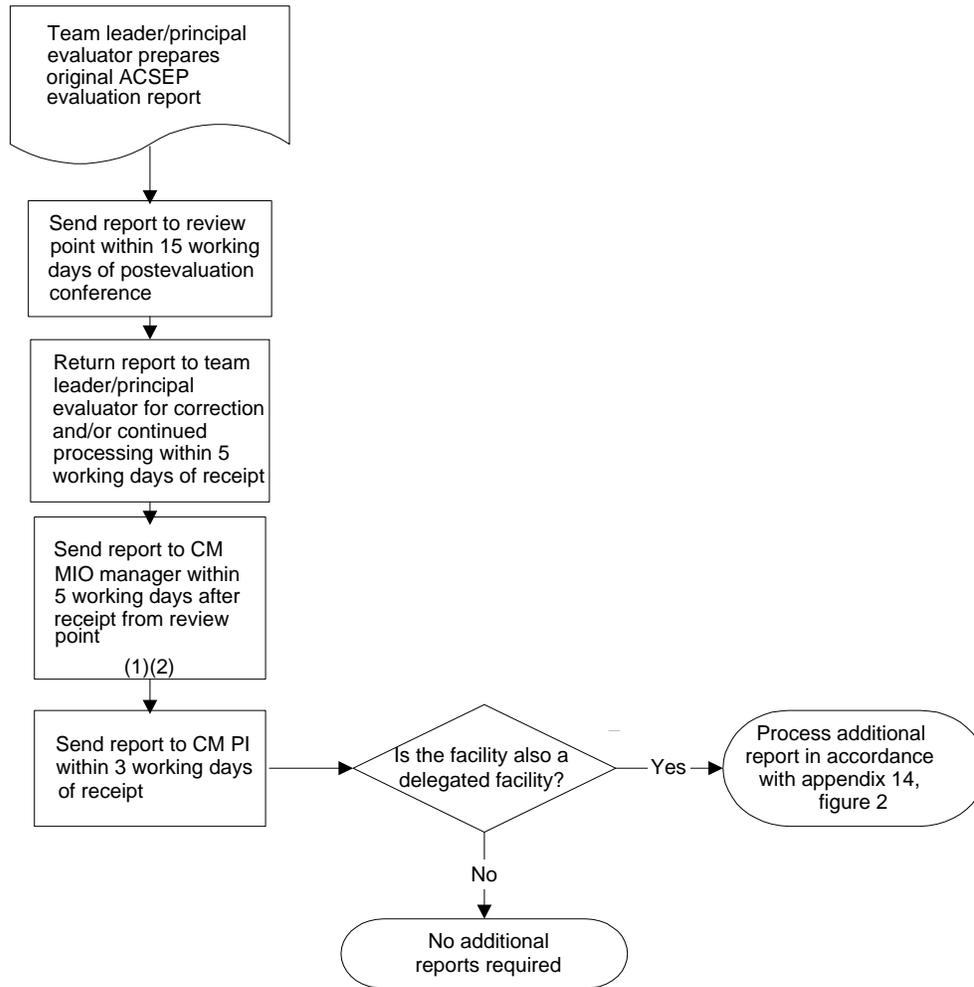
TEAM MEMBERS				
Name	Office	Discipline	Specialty	Training Status (E or T)*
(12)	(13)	(14)	(15)	(16)
John Smith	Atlanta MIDO	ASI		
Fred Exe	ACE-118W	Eng	Airframe	
Mary Lamb	ACE-117A	Eng	Airframe	E
				*E = Evaluator-in-training
				T = Team Leader-in-training
FAA Form 8100-3 (05/04) FOR OFFICIAL USE ONLY (when filled in) Public availability to be determined under 5 U.S.C. 552				

APPENDIX 12. PROCESS FOR SENDING ACSEP EVALUATION REPORTS

1. PURPOSE. This appendix provides several flowcharts to assist the team leader, principal evaluator, MIO manager, and ACO manager in identifying where a completed ACSEP evaluation report is required to be sent. It supplements the description provided in chapter 4, section 3, of this order.

2. DESCRIPTION. Figures 1 and 2 provide flowcharts to identify where a completed ACSEP evaluation report is required to be sent for the various facility types encountered during the ACSEP evaluation.

FIGURE 1. PROCESS FOR PAHs AND ASSOCIATE FACILITIES



Legend

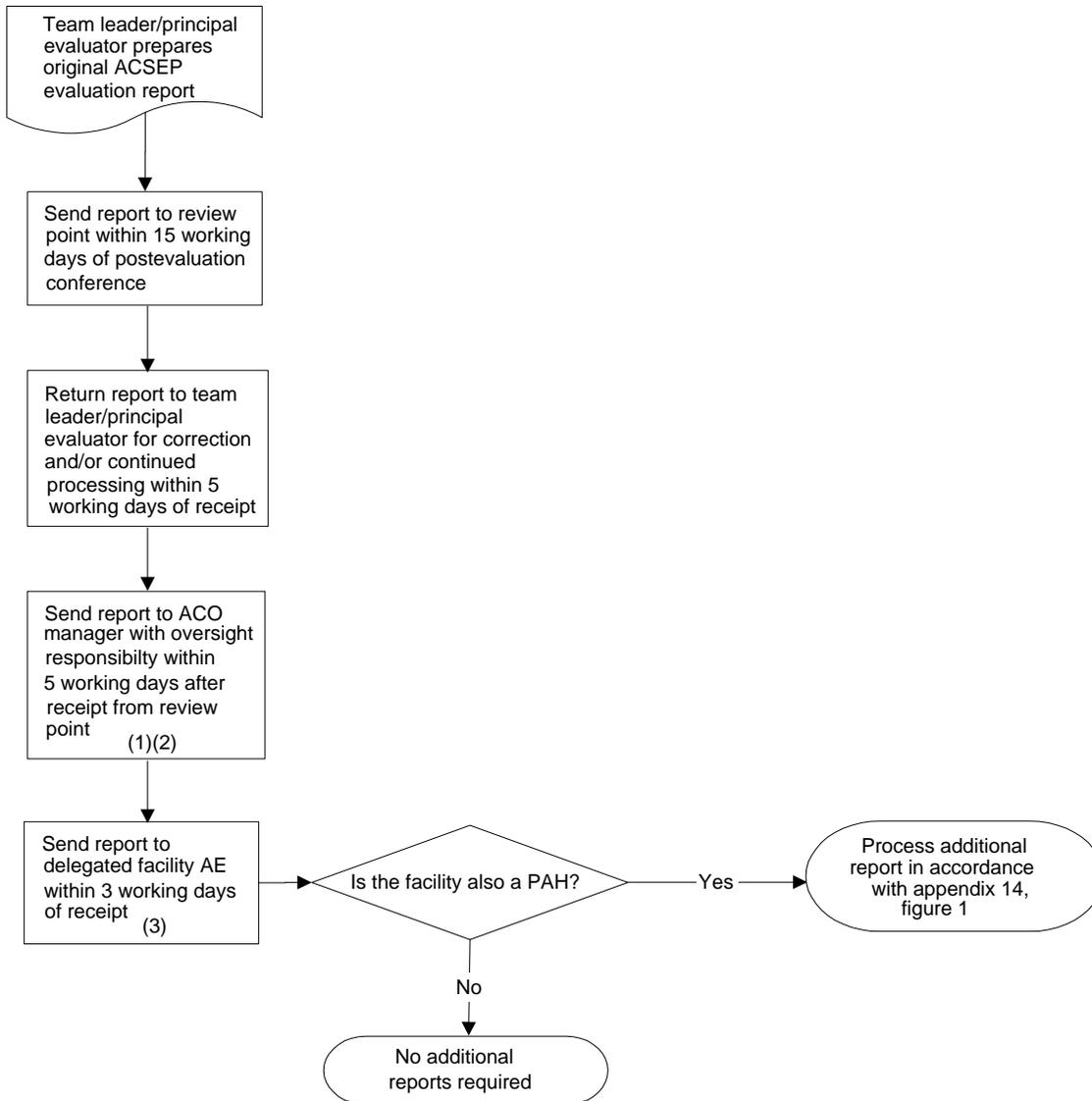
CM = Certificate management

(1) = Copy to CM ACO manager for forwarding to CM AE

(2) = Copy to AIR-200

APPENDIX 12. PROCESS FOR SENDING ACSEP EVALUATION REPORTS

FIGURE 2. PROCESS FOR DELEGATED FACILITIES



Legend

CM = Certificate management

(1) = Copy to CM MIDO or CMO manager for forwarding to CM PI (DOA/DAS only)

(2) = Copy to AIR-200

(3) = Copy to FSDO PI with oversight responsibility for applicable repair station or operator (DAS/SFAR 36 only)



U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

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

Subject: FAA Order 8100.7B

To: Directive Management Officer, AIR-520

(Please check all appropriate line items)

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

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

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

Other comments:

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

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

