



# Federal Aviation Administration

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## Memorandum

Date: JUL 12 2010

To: ACOLT  
MIMT

From: <sup>FOR</sup> David W. Hempe, Manager, Aircraft Engineering Division, AIR-100 *SymCable*

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Memo No.: AIR-100-10-001

Subject: Policy Statement for Submittal of Technical Standard Order (TSO) Minor Design Changes

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### Summary

This policy statement provides guidance on the submittal of minor design changes by technical standard order authorization (TSOA) holders.

### Current Regulatory and Advisory Material

FAA Order 8150.1B, *Technical Standard Order Program*, paragraph 15.a. (1) states: "Manufacturers of TSO articles must be instructed that all minor design changes must be properly and adequately substantiated and that the revised data must be forwarded to the appropriate ACO within 180 days of making the minor change and preferably before shipment of the articles."

### Relevant Past Practice

Aircraft Certification Offices (ACOs) have established a formal agreement with TSOA holders for the timely submittals of minor design changes. Most have been within 180 days of making the minor change.

### Policy

TSOA holders are to establish a process for the timely submittal of minor design changes, as required by 14 CFR § 21.611(a), to their responsible ACO.

ACOs are to instruct manufacturers of TSO articles to substantiate and document all minor design changes for their records. The ACO may ask TSOA holders to provide revised data for their files or make it available, as agreed upon with the ACO. The manufacturer must notify the ACO of any minor design changes within the time frame agreed upon. We recommend a period

will prevent the manufacturer from distributing non-complying articles in the event the ACO finds that a minor change claim is unsubstantiated.

This new policy will be incorporated in Order 8150.1C. If you have any questions on this policy contact Doug Law, 202-385-6458.