Federal Aviation Administration

Memorandum

Date: MAR 5 2010

To: See Distribution List

From: Frank P. Paskiewicz, Manager, Production and Airworthiness Division, AIR-200

Prepared by: Production Certification Branch, AIR-220

Subject: INFORMATION: Issuance of Work Instruction AIR-002-035-W1

On March 5, 2010, the Production and Airworthiness Division issued Work Instruction (WI) AIR-002-035-W1, Aircraft Certification Service Enforcement Decision Process (EDP) and Enforcement Decision Process Worksheet (EDPW). This WI contains new AIR-specific compliance and enforcement guidance, and is available on the AIR Quality Management System (QMS) website.

This WI is effective on March 17, 2010, and must be applied to all regulatory noncompliances discovered by AIR enforcement personnel after that date.

The WI enables AIR to comply with new requirements found in Appendix F of FAA Order 2150.3B, FAA Compliance and Enforcement Program, Change 1, issued on October 23, 2009. The EDP is applied in a similar manner to the former Enforcement Decision Tool, which was removed from Order 2150.3 in the October 2009 change.

This WI supersedes much of the guidance on regulatory violations found in Section 3, Chapter 3 of FAA Order 8120.2, Production Approval and Certificate Management Procedures. That order is being updated to accommodate these policy changes; where Order 8120.2 conflicts with the WI, the WI takes precedence.

Each AIR employee with enforcement responsibilities should become familiar with this WI. A short briefing on the WI will soon be available in eLMS for those employees.

This memo supersedes AIR-200's December 18, 2008, memo clarifying the process for requesting corrective action.

If you have any questions, please contact the Production Certification Branch, AIR-220, at 9-awa-avs-air200-coord/awa/faa@faa.gov or (202) 385-6346.

INFORMATION: Issuance of Work Instruction AIR-002-035-W1

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