



Federal Aviation Administration

Memorandum

Date: **JUN 11 2009**

To: Managers of Directorate Standardization Branches, Managers of Aircraft Certification Offices.

From: David W. Hempe, Manager, Aircraft Engineering Division, AIR-1000 *D. Hempe*

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Subject: Deviations to Federal Aviation Administration (FAA) Order 8110.4C regarding Certification Project Notification (CPN) Process

In response to the requests from Transport Airplane Directorate Standardization Branch, ANM-113, relating to Order 8110.4C and the Certification Project Notification (CPN) Process, this memo hereby approves the deviations listed below. These deviations are approved for all Directorates and ACOs.

The following summarizes the requests and our responses:

Description	AIR-100 Response	Request Type
Printed record of the CPN in the ACO project file	Attachment #1	Deviation
Project numbers assigned by delegated organization	Attachment #2	Deviation
Preparation of CPN by ACO Support Staff	Attachment #3	Deviation

See each attachment for the response to each individual item.

Description	Request Type
Printed record of the CPN in the ACO project file	Deviation

In response to the submittal of the Directive Feedback Form 1320-19, dated December 8, 2008, AIR-100 is in agreement that the ACO should no longer be required to retain a printed version of the CPN in the project records, provided that an appropriate electronic record exists and can be retrieved on demand. This requires that an acceptable means exists for electronically storing and retrieving the CPN information and the responses, which will exist upon implementation of the Automated CPN Database. When such a system is not available, a printed record should be retained.

This deviation to Order 8110.4C, Appendix 1, Figure 1 is hereby approved.

The following summarizes your arguments for the change:

Through the use of electronic means such as database programs, a representation of the CPN form can be produced for any certification project requiring coordination. The ACO may extract this information from the database during the normal course of work on a project or when an audit occurs.

As a service, we can take advantage of the efficiency gains that our automation tools offer, thus reducing the need to waste time and resources printing and filing paper forms. Because the service processes about 3000 CPNs annually, even small efficiency gains can add up to a significant overall benefit.

Other related processes, such as the designee training records managed by DIN, have taken a similar approach of referring to electronic records in lieu of printed hardcopies.

Description	Request Type
Project numbers assigned by delegated organization	Deviation

In response to the submittal of the Directive Feedback Form 1320-19, dated December 8, 2008, AIR-100 is in agreement that delegated organizations may use project numbers that do not follow the prescribed naming convention detailed in Figure 5 of Appendix 1 of Order 8110.4C.

This deviation to Order 8110.4C, Appendix 1, Paragraph 1h and Figure 5 is hereby

The following summarizes your arguments for the change:

Order 8110.4C, Appendix 1, paragraph 1h states that the project number will reflect the type of project and the Project ACO (note that it also reflects the product type). Although this is true of the FAA project numbers generated by tools such as ACOS, many delegated organizations use their own system to assign project numbers, and these project numbers are used on the CPN. In this case, the number does not reflect the type of project and the PACO.

For example, a standard project number issued by the FAA looks something ST01234CH-A (see Appendix 1, Figure 5 for a more detailed description). Delegated organizations assign their own numbers, which do not follow a defined pattern across the different delegated organizations. These can be tracked through the CPN process because the identifiers are unique, but there is no guarantee that they will remain unique in the future. For example, if a DAS chose to name their projects something like STC001, STC002, etc, then it is conceivable that another DAS may chose the same nomenclature, thus resulting in project numbers that are no longer unique when collected at the FAA.

Description	Request Type
Preparation of CPN by ACO Support Staff	Deviation

In response to the submittal of the Directive Feedback Form 1320-19, dated December 8, 2008, AIR-100 is in agreement that other personnel within the Aircraft Certification Office (ACO) can perform the task of preparing the CPN.

This deviation to Order 8110.4C, Paragraph 2-4b(2)(c) and Appendix 1, Figure 3, Paragraph 1 is hereby approved.

The Order states that the ACO Project Manager prepares the CPN. However, the Project Manager is not the only person within the ACO that performs this task. In some ACOs, the Support Staff person may also initiate the CPN process.