



U.S. Department
of Transportation

**Federal Aviation
Administration**

Memorandum

Subject: **ACTION:** STC Documentation

Date: February 25, 2004

From: Manager, Certification Programs Branch, AIR-110

Reply to
Attn. of: Randall Petersen:
202-267-9583

To: ACOMT, SMT, AMA-220

Reference: Order 8110.4B and Order 8110.48.

This memorandum clarifies policy for all Directorate and Aircraft Certification Office (ACO) staff regarding Supplemental Type Certificate (STC) documentation and submittal for website integration. The documentation procedures contained in this memo provide additional guidance to that identified in Order 8110.48. These procedures supercede the requirements in Order 8110.4B, paragraph 4-6.

Order 8110.48 defines the procedures for documenting and making available the STC certification basis for product changes. Changes to the certification basis must list the regulations and amendment level of each regulation for the changed product. They should also include equivalent level of safety findings, exemptions, and special conditions as appropriate.

All Aircraft Certification Offices must forward electronic copies of STCs, along with the certification basis continuation sheet(s), to the Delegation and Airworthiness Programs Branch (AIR-140) within two weeks of STC issuance. The STC along with the continuation sheet(s) will be published on the Regulatory and Guidance (RGL) web site and will be available to the public.

The STC data contained in the RGL website is for information only. Possession of the STC document does not constitute rights to the design data or installation of the modification. The STC and its supporting data (drawings, instructions, specifications, etc.) are the property of the STC holder. It is incumbent upon the user to contact the STC holder to obtain rights for the use of the STC and the design data contained therein.

ACOs must make copies of STCs including the continuation sheet(s) available to anyone upon request. A letter must accompany copies of the STC with the following statement referencing the STC number: "Possession of the Supplemental Type Certificate does not constitute rights to the installation of the modification or the design data contained therein. The STC and related information (drawings, data, specifications) are the property of the STC holder. The Federal Aviation Administration will not release proprietary data without authorization from the holder. The user is required to obtain installation approval and/or data rights from the STC holder."

The information contained in this Memorandum will be included in the release of Order 8110.4C.

/s/

Nancy Lane