



Federal Aviation Administration

Memorandum

Date: 09/21/2016

To: See Distribution List (Electronic)

From: Richard E. Jennings, Acting Manager, Design, Manufacturing, & Airworthiness Division, AIR-100 

Prepared by: Madeleine Miguel, Certification Procedures Branch, AIR-110

Subject: Revision of Figure A-1 in Appendix A of Order 8110.112A, *Standardized Procedures for Usage of Issue Papers and Development of Equivalent Levels of Safety Memorandums*.

Memo No.: AIR100-2016-AIR-110-PM-10

The purpose of this memorandum is to introduce a revision to Figure A-1 in Appendix A of Order 8110.112A, *Standardized Procedures for Usage of Issue Papers and Development of Equivalent Levels of Safety Memorandums*. The purpose of this revision is to introduce a timeline grid as the first page of Figure A-1 in Appendix A. This revision to Figure A-1 has been coordinated with both the Aircraft Certification Office Leadership Team (ACOLT) and the Standards Management Team (SMT). This revision is applicable to all Aircraft Certification Offices, Aircraft Certification Directorates, Manufacturing Inspection District Offices, the Flight Standards Service (including Aircraft Evaluation Groups), the International Policy Office, and the FAA Academy Regulatory Support Division.

Background

Currently, Figure A-1 in Appendix A of FAA Order 8110.112A contains the coordination grid of a typical issue paper (IP). AIR-110, in conjunction with the SMT and the ACOLT, has developed a document detailing the timeline of a typical IP for the purpose of streamlining the IP process. This document introduced 14 new steps describing the timeline of a typical IP with corresponding signature dates during the IP process. The results from this study have been incorporated into a new IP timeline grid capturing the dates of these 14 steps. This IP timeline grid will become the first page of the coordination grid as it appears in Figure A-1 of Appendix A of Order 8110.112A. The dates captured by this new IP timeline grid will be used as data points for the purpose of streamlining the IP process.

Action

AIR-110 has revised the coordination grid of the IP template as it appears in Figure A-1 of Appendix A of Order 8110.112A by adding the 14 steps IP timeline grid. Effective on the date of this memorandum, replace the current Figure A-1 in Appendix A of Order 8110.112A in its entirety with the attached revised Figure A-1. This action only applies to new IPs started on or after the date of this memorandum.

If you have any questions, or require any additional information, please contact the Certification Procedures Branch, AIR-110, at (202) 267-1575.

Attachments:

Revised Appendix A, Figure A-1

Electronic Distribution List

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Figure A-1. Issue Paper Coordination Grid

DO NOT REMOVE FROM ISSUE PAPER (ATTACHED)**Issue Paper Timeline**

Definition	Stage 2 (date)		Stage 3 (date)		Stage 4 (date)	
	Step #	Date	Step #	Date	Step #	Date
Application date. Date when an application package (including FAA form 8110-12) is submitted to the project ACO.	1	A				
Issue paper start date. The need as identified in the Standards Staff response to the CPN (or meeting notes, emails and other communications from Standards Staff)	2	S				
ACO receives applicant position. Date the ACO receives the response to the issue paper from the applicant. (* If applicable at stage 2, enter date applicant requests ELOS finding).		N/A *	6	A	10	A
ACO sign off. Date the approving person at the ACO initials the coordination grid.	3	A	7	A	11	A
Standards Staff receives issue paper from ACO. Date the Standards Staff receives the issue paper.	4	S	8	S	12	S
Standards Staff approval. Date the Standards Staff approving person signs the issue paper.	5	S	9	S	13	S
ACO transmits issue paper to the applicant. Date the project ACO transmits the stage 4 approved issue paper to the applicant.					14	A

Instructions:

1. For domestic certification projects only.
2. Dates are to be entered as follows:
 - A: By the ACO Program/Project Manager (PM), or other ACO designated individual.
 - S: By the Standards Staff (SS) Project Officer (PO), or other SS designated individual.
3. If any of the steps is not applicable, enter "N/A" as the date.
4. The ACO must send the completed grid to the Directorate Standards Staff Project Officer after entering the date for item 14 (ACO transmits issue paper to the applicant).
5. The Standards Staff PO, or other designee, enters this information into the Directorate's tracking system.

Figure A-1. Issue Paper Coordination Grid – (Cont.)

DO NOT REMOVE FROM ISSUE PAPER (ATTACHED)

COORDINATION GRID

APPLICANT

NAME _____

MODEL _____ **PROJECT NO.** _____

ISSUE PAPER

NUMBER: _____ **STAGE** _____ **DATE** _____

SUBJECT: _____

PROJECT/PROGRAM

MANAGER: _____

SPECIALISTS

	ACO	ACO	ACO	ACO	DIR	DIR
Branch/Org Name						
Initials Date						

SPECIALISTS

	DIR	PM	PO	AEG	CSTA	MIDO
Branch/Org Name						
Initials Date						

ACO BRANCH MANAGEMENT

Branch/Org Name						
Initials Date						

ACCOUNTABLE DIRECTORATE STANDARDS STAFF MANAGEMENT

	111	112	113	114	110	
Branch/Org Name						
Initials Date						

For technical and procedural policy overseen by the Design, Manufacturing, and Airworthiness Division branches (AIR-110, AIR-130, AIR-140, AIR-150 or AIR-160), add them to the grid below, as appropriate.

DESIGN, MANUFACTURING, and AIRWORTHINESS DIVISION STANDARDS STAFF MANAGEMENT

	110	130	140	150	160	AIR-100
Branch/Org Name						
Initials Date						