

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8000.295

Date: 2/3/05

Cancellation

Date: 2/3/06

SUBJ: NEW AIRCRAFT PROCESS DOCUMENT

1. PURPOSE. This notice introduces the Flight Standards Service (AFS) New Aircraft Process Document (NAPD) and the Aircraft Configuration process.

2. DISTRIBUTION. This notice is distributed to the division level in the Flights Standards Service in Washington headquarters; to the branch level in the regional Flight Standards divisions; to the Flight Standards District Offices; and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center. This notice is also distributed electronically to the division level in the Flight Standards Service in Washington headquarters and to all regional Flight Standards divisions and district offices. This information is also available on the Federal Aviation Administration's (FAA) Web site at:

<http://www.faa.gov/avr/afs/notices/8000/N8000-295.doc>.

3. BACKGROUND. The NAPD is based on the AFS system safety approach applied to Title 14 of the Code of Federal Regulations (14 CFR) part 121 air carrier certificates. The system safety approach is a structured, safety-driven means used by the FAA to manage air carrier certificates based on their systems, subsystems, elements, and specific regulatory requirements.

4. RELATED PUBLICATIONS.

- a. FAA Order 8300.10, Airworthiness Inspector's Handbook.
- b. FAA Order 8400.10, Air Transportation Operations Inspector's Handbook.
- c. Aircraft Configuration Control Job Aid QF 210.03.
- d. Data Collection Tool 1.X, Element 1.2.6, Aircraft Listing.

5. DISCUSSION.

a. This document provides guidance and automated procedures for aviation safety inspectors (ASI) to use when:

- (1) An existing air carrier adds a new make and model (type) of aircraft to its operations;
- or

(2) An existing air carrier adds aircraft of the same make and model currently on their operations specifications (OpSpecs).

b. The NAPD incorporates the systems safety concepts embodied within the Air Transportation Oversight System (ATOS) as explained in Order 8400.10, appendix 6. The NAPD also uses the Aircraft Configuration Control Job Aid as a guide in the accomplishment of the aircraft conformity evaluation.

6. ACTION.

a. **Add New Make and Model.** When a certificate-holding district office (CHDO) is notified of a request to add a new make and model (type) of aircraft to an existing certificate holder's OpSpecs, the CHDO manager should first determine if technical assistance is needed from the Certification, Standardization, and Evaluation Team (CSET). When making this determination, the manager should consider if ASIs assigned to the project have satisfactorily completed air carrier indoctrination training, have the necessary experience as an air carrier inspector or cabin safety inspector (CSI), and have experience with the type of aircraft proposed to be added to the operator's OpSpecs.

(1) If assistance **is not needed** from CSET, CHDO personnel should follow the guidance provided in the NAPD located on the CSET web site, <http://cset.faa.gov>, on the Aircraft Conformity Team (ACT) page.

(2) If assistance **is needed** from CSET, the CHDO manager should notify the Flight Standards Certification and Surveillance Division, AFS-900, via e-mail at: 'AVR-AFS900-CSET-Leadership Team. This notification should include the following minimum information:

- (a) The name of the air carrier;
- (b) The location of the air carrier's principal base of operations;
- (c) The kind(s) of change(s) to the operation;
- (d) The type of airplane(s); and
- (e) The proposed date for implementation.

NOTE: Further step-by-step guidance is outlined in the NAPD located on the CSET Web site, <http://cset.faa.gov>, on the ACT page.

b. **Add Additional Aircraft of the Same Make and Model.** When a CHDO is notified of a request to add an additional aircraft of the same make and model as currently on an operator's OpSpecs, the following actions should be taken:

(1) Principal inspectors (PI) assigned to an air carrier should ensure that aircraft/equipment added to an operating certificate conform to its type design and operational rules using the Aircraft Configuration Control Job Aid, QF 210.03, as appropriate.

NOTE: The current Aircraft Configuration Control Job Aid can be downloaded in a portable document format (.pdf) from the Web address <http://cset.faa.gov> on the ACT page. The Aircraft Configuration Control Job Aid is maintained by CSET and revised under CSET's continual improvement process.

(2) PIs should ensure that an air carrier adding an aircraft to an operating certificate has established procedures for bridging aircraft onto its certificate. The Aircraft Configuration Control Job Aid, QF 210.03, can be used to help develop the air carrier's procedures for adding an aircraft to a certificate as well as validating the aircraft conforms to its type design and the operational rules.

(3) If desired, FAA personnel may request on-the-job training (OJT) and/or mentoring regarding the Aircraft Configuration Control Job Aid, before conducting aircraft conformity inspections. OJT ensures proper application of the Aircraft Configuration Control Job Aid. CSET ACT members will provide the training. To arrange for OJT or mentoring presentation, the CHDO manager should notify AFS-900 via Lotus Notes at: 'AVR-AFS900-CSET-Leadership Team.

7. INQUIRIES. This notice was developed by AFS-900 in partnership with the Professional Airways Systems Specialists (PASS). Comments or questions regarding the information or instructions in this notice should be directed to AFS-900 via Lotus Notes at: 'AVR-AFS900-CSET-Leadership Team.

8. LOCATION. The material contained in this notice will be incorporated in next revision to FAA Orders 8300.10 and 8400.10.

/s/ John M. Allen (for)
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