

Memorandum

U.S. Department
of Transportation

**Federal Aviation
Administration**

Subject: **INFORMATION:** Proposed Policy Statement on
Establishing Supplemental Type Certificate (STC) Project
Workload Priorities; PS-ACE100-2004-10028

Date: DRAFT

From: Director, Aircraft Certification Service, AIR-1

Reply to
Attn. of:

To: See Distribution

Regulatory
Reference:

Policy

This memorandum is a Federal Aviation Administration (FAA) policy for establishing workload priorities for incoming STC projects. This policy establishes criteria to process applications in a fair, timely, and efficient manner. Ultimately, it will best meet the needs of our customers.

The FAA will accept and issue an official FAA project number only for projects with complete applications. A complete application includes the following:

- The application itself with supporting documentation
- A certification plan
- Proposed use of designees

This means the project numbers cannot be assigned based on telephone calls or brief fax or electronic messages. Incomplete applications will be returned.

Once a project is accepted, projects with high levels of DER involvement will be given highest priority and projects without DER involvement will be given lowest priority.

This policy does not supersede the requirement to follow established guidelines as contained in current FAA regulatory and advisory material (see references below). Please continue to consult the already published FAA guidance regarding best practices for processing STC application packages.

Current Regulatory and Advisory Material

Existing Advisory Materials

- FAA Order 8110.4B Type Certification
- FAA Order 8100.5A, Aircraft Certification Service Mission, Responsibilities, Relationships, and Programs

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- Advisory Circular (AC) 21-40, Application Guide for Obtaining a Supplemental Type Certificate
- Certification Process Improvement (CPI) Guide

Background

As a matter of equity to applicants, the FAA should not devote resources to incomplete data packages. This policy is intended to allow the FAA to process as many projects as possible, to minimize delays to applicants, and to give credit to applicants with complete data submittals.

The FAA will evaluate the completeness of the incoming project proposal based on the criteria and give priority to those projects that have complete applications. The FAA will not accept projects via fax message or phone call. Incomplete project applications will be returned and reprioritized as a new project when it is returned to the FAA.

All incoming projects should include the following:

Application

1. Include a detailed description of the modification, the type of aircraft involved, location of the modification to be conducted (design and installation), a letter outlining who will be preparing the engineering required to substantiate the change, and a schedule for completion of the project. The applicant should also submit a statement, if necessary, that a project initiation meeting is needed or desired. Include FAA Form 8110-12.

Certification Plan

2. Submit a formal certification plan, as described in AC 21-40, paragraph 2-2(b), including a compliance checklist, proposed certification basis and means of compliance, and a data submittal timetable, with a proposed schedule of major milestones. The certification plan should describe the scope of the applicant's use of FAA designees. The plan should also identify if there are international suppliers, if a foreign registered aircraft will be used for tests, and if the installation will be performed outside of the United States.

Intended Use of Designated Engineering Representatives

3. The project data submitted to substantiate compliance with the applicable Federal Aviation Regulations should be approved by FAA Designated Engineering Representatives (DERs) when possible. Use of DERs will have a positive effect on the overall approval time to finish the project.

An official FAA project number and project engineer will be assigned after a review of the application, certification plan, and intended use of designees. More information concerning Certification Plans and the Supplemental Type Certificate Process is found in

FAA AC 21-40, which may aid the applicant in understanding the certification process and defining responsibilities during the program. Projects without DER involvement will be considered the lowest priority.

Effect of Policy

The general policy stated in this document does not constitute a new regulation or create what the courts refer to as a "binding norm." The office that implements policy should follow this policy when applicable to the specific project. Whenever an applicant's proposed method of compliance is outside this established policy, it must be coordinated with the policy issuing office, for example, through the issue paper process or equivalent. Similarly, if the implementing office becomes aware of reasons that an applicant's proposal that meets this policy should not be approved, the office must coordinate its response with the policy issuing office.

ACOs should provide this established STC project priority information to the applicant. Applicants should expect that the certificating officials would consider this information when making findings of compliance relevant to new certificate actions. Also, as with all advisory material, this policy statement identifies one means, but not the only means, of compliance.

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John J. Hickey

Distribution:

Manager, Aircraft Certification Division, AIR-100
Manager, Rotorcraft Directorate, ASW-100
Manager, Engine and Propeller Directorate, ANE-100
Manager, Transport Airplane Directorate, ANM-100
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