

CHAPTER 9. PROVING AND VALIDATION TESTS

SECTION 6. REPORTING PROCEDURES

1635. REPORT CONSTRUCTION. The test team shall create a report of proving or validation tests by means of the Program Tracking and Reporting Subsystem (PTRS).

A. Opening a Master PTRS Record. When a test team is formed, the team leader shall ensure that a master PTRS record is opened. This PTRS entry will remain open until the team completes its assignment. Team leaders shall enter their assigned inspector identifiers in the "Inspector Name Code" field so that the team leader will be identified on the master record. The team leader shall ensure that an "O" is entered in the "Status: (COP)" field and that the appropriate PTRS codes are entered in the "Activity Number" field, as follows:

- 1202 for proving tests associated with an initial certification
- 1313 for proving tests associated with the addition of an aircraft type
- 1402 for validation testing associated with approval of a geographic area requiring Class II navigation (see volume 3, paragraph 1659A, B, and C)
- 1410 for validation testing associated with approval of special navigation procedures (see volume 3, paragraph 1659E)
- 1441 for validation testing associated with special performance authorizations (see volume 3, paragraph 1661)
- 1442 for validation testing associated with special operational authorizations (see volume 3, paragraph 1663)

B. "Miscellaneous" Field Entries.

(1) Use of Alpha-Numeric Code. When the master record is opened, the team leader shall ensure that the record identification (ID) number generated by the computer is entered in the "Miscellaneous" field.

(2) Recording Individual Job Functions. Each job function performed by a team member shall be reported by using the appropriate PTRS activity code and the individual inspector's identification code. The number placed in the "Miscellaneous" field of the master record shall be entered in the "Miscellaneous" field of all PTRS entries associated with the project. This procedure will allow any interested FAA inspector or manager to locate all records associated with the project.

C. "COMMENT" Section Entries. When the master record is opened, the test team leader shall ensure that a brief statement of the project's purpose is placed in "SECTION IV--COMMENT SECTION." The test team shall ensure that appropriate explanatory or descriptive information is entered in the "COMMENT" section of all PTRS entries. This procedure will ensure that the team captures all required data and will eliminate the need for the test team to complete a final written report.

D. Progressive Comments on the Master Record. As each of the five phases of the test process are completed, the team leader shall ensure that a comment showing the date the phase was completed is placed on the master record. This procedure will enable FAA Headquarters specialists and managers to call up the master record and to determine the status of the project.

1637. CLOSING THE MASTER RECORD. After the team has completed the project, the team leader shall ensure that a closing summary is placed in the "COMMENT" section of the master PTRS record. This summary should be written as an executive overview and should avoid lengthy discussions or repetition of explanations contained in individual PTRS entries. Once the summary has been completed, the master record should be closed. The following are suggested items for the summary:

- Total test hours planned and actually flown
- Major deficiencies that required significant corrective actions, and nature of corrections
- Major delays encountered in completing the project and reasons for those delays

1638.-1642. RESERVED.

[PAGES 3-771 THROUGH 3-774 RESERVED]