

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

N JO 7210.879

Effective Date:
March 23, 2015

Cancellation Date:
March 22, 2016

SUBJ: Interim Guidance in the Preparation of FAA Form 7230-4

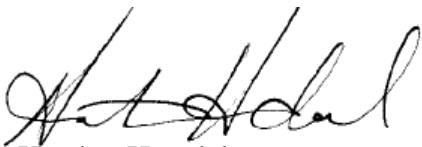
- 1. Purpose of This Notice.** This notice amends FAA Orders JO 7210.3, Facility Operation and Administration, and replaces FAA Notice JO 7210.835, Interim Guidance in the Preparation of FAA Form 7230-4, to update transition issues and extend and revise interim guidance on the preparation of FAA Form 7230-4, Daily Record of Facility Operation. This Notice supports a test and transition period for procedures created in the development of new quality assurance, quality control, and occurrence reporting processes and guidance.
- 2. Audience.** This notice applies to all Air Traffic Organization (ATO) personnel, FAA contract employees, and anyone using ATO directives concerning FAA Form 7230-4.
- 3. Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications Web site at http://www.faa.gov/air_traffic/publications/.
- 4. Explanation of Policy Change.** Extends the timeframe to implement procedures and processes described in ATO Orders on Quality Control, Quality Assurance, and Occurrence Reporting and Safety Orders. The transition period has been extended as the ATO continues to develop and improve processes and automated tools to support the emerging Just Culture. The additional time will enable the ATO to continue to collect and analyze pertinent data, technology, metrics, as well as lessons learned.
- 5. Procedures.** The following provides interim guidance for air traffic facilities:
 - a. While there is no requirement to use ATQA to submit Required Navigation Performance/Area Navigation (RNP/RNAV) Anomaly Reports, the form available in ATQA may still be used.
 - b. Continue to adhere to FAA Order JO 1030.3, Initial Event Response, notification requirements.
 - c. Continue to report safety occurrences through processes described in FAA Order JO 7210.632.
 - d. While QARs (legacy Quality Assurance Reports—designated by a “Q” entry on FAA Form 7230-4) are being phased out, continue to use “Q” entries to log the following:
 - (1) Aircraft accidents
 - (2) No-notice ground stops/holding
 - (3) 3- and 4-hour TARMAC delays

NOTE- While Q entries no longer require closure, follow-up “Q” entries may be used to add pertinent information such as accident identification numbers.

6. Distribution. This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support, and System Operations; the Office of ATO Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

7. Background. FAA Orders JO 7210.632, JO 7210.633, and JO 7210.634 helped implement a large change in how the ATO collects and reports safety data in a just safety culture. Processes and automated tools to support associated changes have not yet been fully developed, and guidance outlined in the orders is still being revised to reflect new processes, procedures, metrics, automated tools, and lessons learned.

8. Related Publication’s. JO 7210.3, JO 8020.16, JO 7210.632, JO 7210.633, JO 7210.634, and JO 1030.3.



Heather Hemdal
Director, Air Traffic Procedures
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3/19/15

Date Signed