

**CHANGE**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

ORDER 8110.103A  
CHG 1

National Policy

06/30/2011

**SUBJ:** Alternative Methods of Compliance (AMOC)

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1. **Purpose.** This change incorporates recommendations set forth by the Airworthiness Directive (AD) Compliance Review Team (CRT) to:

- a. Expand delegation authority for certain AMOCs;
- b. Share AMOCs with the design approval holders (DAHs);
- c. Add additional guidance when an AMOC is necessary; and
- d. Revise the criteria for 24/7 AMOC requests.

2. **Who This Change Affects.** This order is distributed to the Washington Headquarters division levels of the Aircraft Certification Service and Flight Standards Service; to the branch levels of the Aircraft Certification Service; to the branch levels in the regional Flight Standards Divisions and Aircraft Certification Directorates; to all Flight Standards District Offices and International Field Offices; to all Aircraft Certification Offices (ACOs); to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices; and to the Aircraft Certification and Airworthiness Branches at the Federal Aviation Administration (FAA) Academy.

3. **Effective Date.** This order is effective July 30, 2011.

4. **Disposition of Transmittal Paragraph.** Retain this transmittal sheet until the directive is cancelled by a new directive.

**PAGE CHANGE CONTROL CHART**

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**3-2. The AMOC Proposal.** 14 CFR 39.19 states that "... anyone may propose to FAA an alternative method of compliance or a change in the compliance time, if the proposal provides an acceptable level of safety."

**a.** While a letter is preferred, the FAA office identified in the AD may receive AMOC proposals submitted by other means, such as email, fax, or telephone. AMOC proposals received by telephone must be documented.

**b.** In accordance with 14 CFR 39.19, advise AMOC requesters to send their AMOC proposal to their PI. The PI may add comments and must forward a copy of the AMOC proposal to the manager of the FAA office identified in the AD. The requester may, at the same time they send it to their PI, send a copy of the proposal to the manager of the office identified in the AD. If the requester doesn't have a PI (such as a design approval holder (DAH)), we advise them to send the proposal directly to the manager of the FAA office identified in the AD.

**Note:** If sending information directly to the manager, send it to the attention of the person identified in the Related Information section of the AD.

**c.** Requesters may also submit AMOC proposals to certain ODA holders or certain company structural DERs, if provided for in the AD. Use of this option falls under the "Unless FAA authorizes otherwise" clause in 14 CFR 39.19.

**d.** If a PI, flight standards district office (FSDO), certificate-holding district office (CHDO), or international field office (IFO) identifies that there is an urgent need for AMOC support outside of normal business hours, then follow the process in appendix F of this order.

**Note:** A CHDO means the FSDO that has responsibility for administering the certificate and is charged with the overall inspection of the certificate holder's operations (reference 14 CFR 110.2).

### **3-3. Delegated AMOCs.**

**a.** Some ACOs authorize certain company structural DERs or type certification ODA holder's structural unit members (UM) to review and approve AMOC proposals. For information on what the ODA holder and DER can do within this delegated authority, refer to FAA Orders 8100.15 and 8110.37.

(1) The AD will identify if AMOC approval authority is delegated. For older ADs that do not include an AMOC delegation section, AMOCs may be delegated following the guidance in FAA Orders 8110.37 and 8100.15, as appropriate, via a process established between the responsible office and the DAH. AMOCs that have been delegated by the ACO and approved by the designee require no further FAA approval. The responsible office can delegate AMOC approvals only for ADs where the requester intends to restore an aircraft's structure to its type certification basis or other known, defined, and published standards. This includes:

(a) Certain AD-mandated structural modifications, alterations, or repairs including those where no previous FAA-approved action exists.

(b) Fully substantiated temporary structural repairs, if the standards required by the AD are well defined.

(c) The approval of an alternate inspection method, threshold, or interval where a new repair or modification results in the inability to accomplish the existing AD-mandated inspection or necessitates a change in the existing AD inspection threshold. The standard for these approvals is the appropriate damage tolerance regulation (e.g., 14 CFR 25.571, Amendment 45 or later).

(d) In coordination with the responsible office, where the designee has documented a pattern of identical approvals and it has been demonstrated that the AMOC is applicable to a defined fleet of aircraft, the designee may be authorized to approve a global AMOC, on a case-by-case basis, for any of the conditions identified in (a), (b), or (c) above.

(2) When reviewing an AMOC proposal, the DER or UM is not required to coordinate with the AEG/PI/FSDO/CHDO/IFO. However, the designee must consider whether the AMOC proposal is transferable (see paragraph 3-11.b. for additional details).

(3) ACOs must ensure that restrictions applicable to foreign registered aircraft are followed by DERs and ODA holders (see paragraph 4-5).

(4) The responsible office can remove delegated authority for approving AMOCs at any time, and for any reason it deems appropriate. See FAA Order 8100.8 for more information on removing a DER's delegated authority. See FAA Order 8100.15 for more information on removing an ODA holder's authority.

**b.** The responsible office may delegate to an ODA holder the authority to approve global AMOCs for administrative (non-technical) corrections to a service bulletin referenced in an AD provided there is a procedure in place for such approvals. See FAA Order 8100.15 for specifics regarding this procedure.

### **3-4. Assigning Evaluator and Checking FAA Authority.**

**a.** The responsible office assigns an evaluator to the AMOC proposal if they have not delegated AMOC approval authority per paragraph 3-3. The evaluator can be an aviation safety engineer, flight test engineer or pilot, as appropriate.

**b.** If the AMOC proposal is for an AD issued by another CAA, the FAA does not approve the proposal because it is the responsibility of the CAA that issued the AD. The evaluator drafts a denial response per paragraph 3-12.

**c.** If an AMOC proposal is for an FAA AD for a foreign registered aircraft, the FAA can approve the proposal, but authorizing use of the AMOC is the responsibility of the CAA of the

state of registry (SoR). See paragraph 4-5 for more information on AMOC proposals for foreign registered aircraft.

**3-5. Requirements for AMOC Proposals.** If you are the evaluator, ensure the AMOC proposal contains all the required information and documentation. A submittal is not considered complete until the required information is received. You may contact the requester, as necessary, to obtain missing information. The proposal must include:

- a. The requester's name and complete mailing address.
- b. The affected product(s), model designation(s), serial number(s) (if applicable), flight hours or cycles (if applicable), and SoR (if known).
- c. The AD number and specific AD paragraph(s) to which the proposal applies.
- d. A complete and detailed description of the AMOC proposal, including (where applicable):

- (1) Article names,
- (2) Article numbers,
- (3) Article serial numbers,

**Note:** The term "article" is defined in 14 CFR part 21.1(b)(2), Amendment 21-92.

- (4) Descriptions of damage (e.g., fatigue cracks or corrosion),
- (5) Existing or affected modifications, alterations or repairs,
- (6) Alternative inspection methods, including repeat intervals,
- (7) Change in compliance times,
- (8) Technical descriptions of alternative processes or procedures,
- (9) Pictures and drawings, and
- (10) Other details necessary to define the acceptable level of safety that the AMOC will achieve.

e. Substantiating data showing why we should determine that the proposed AMOC resolves the unsafe condition with an acceptable level of safety. Two examples are:

- (1) Data demonstrating that a different inspection method will produce acceptable results.

(2) Analysis showing that a previously modified, altered, or repaired structure in the area addressed by the AD redirects the load paths to eliminate the potential for cracking (the unsafe condition) identified in the AD.

f. If the requester wants to change their airplane/rotorcraft flight manual, instruct them to submit the affected sections of the manual and the proposed changes.

g. If the requester wants to use later revisions of service documents specified in an AD, then the proposal must include copies of those service documents and how the revised service documents provide an acceptable level of safety.

h. If the requester wishes to allow the AMOC response to be shared with the DAH, the proposal must include a statement to that effect. Refer to paragraph 4-6.

### **3-6. Level of Safety Determination.**

a. Evaluate the data submitted along with the information (e.g. risk analysis, etc) used to support the decision to issue an AD, and using your best engineering judgment, determine if the AMOC proposal provides an acceptable level of safety. You may contact the requester to obtain missing or additional information. For import products, you may consult with the CAA of the SoD for information to help in making the safety determination.

b. If you determine that the AMOC provides an acceptable level of safety, then continue with the AMOC process in paragraph 3-7.

c. If you determine that the proposal does not provide an acceptable level of safety, consider allowing the requester an opportunity to address any deficiencies. If any deficiency still exists after giving the requester the opportunity to respond, then you must deny the proposal per paragraph 3-12.

### **3-7. Is AEG Coordination Required?**

a. As the evaluator you must determine if AEG coordination is required by using the AEG coordination criteria in appendix B of this order for both individual and global AMOCs. AEG provides technical knowledge for the operator's maintenance program as well as insight to fleet issues.

b. If the AEG coordination criteria in appendix B are met, the AEG is your primary AFS point of contact for the AMOC proposal. Discuss the AMOC proposal with the AEG and continue the process starting with paragraph 3-9. Include AEG on the AMOC response coordination grid when routing the response for coordination per paragraph 3-13.

### **3-8. Coordination with PI/FSDO/CHDO/IFO.**

a. If the AEG is not the primary AFS point of contact per paragraph 3-7, then either the PI/FSDO/CHDO or the IFO is your primary AFS point of contact.

**b.** If the AMOC proposal is for a U.S. registered aircraft, then the PI/FSDO/CHDO is your primary AFS point of contact for the AMOC proposal, except if it is operated by a foreign operator (14 CFR part 129).

**c.** If the AMOC is for a foreign registered aircraft or if it is U.S. registered but operated by a foreign operator, then the IFO is your primary AFS point of contact.

**d.** If the AMOC proposal came directly to the ACO with no PI/FSDO/CHDO/IFO comments, notify the appropriate PI/FSDO/CHDO/IFO to provide them an opportunity to comment on the proposal. PI/FSDO/CHDO/IFO insight is especially important for proposals for changes in AD compliance times. If you are having difficulty obtaining a response from the PI/FSDO/CHDO/IFO or resolving issues, contact the manager of the appropriate office for assistance.

**e.** The evaluator must save a record of the request for PI/FSDO/CHDO/IFO comments, the resulting comments (including no comment, if applicable), and any comments initially provided with the AMOC proposal. These records can be in various formats such as a memo, printed email or telecon record.

**3-9. Coordination with Legal Counsel.** Legal review of an AMOC is not required. However, the evaluator can choose to request coordination from the Regional Airworthiness Counsel responsible for the product. When doing so, include the Regional Airworthiness Counsel on the approval letter grid.

### **3-10. Proper Methods of Responding to AMOC Proposals.**

**a.** The responsible office manager, or person delegated AMOC approval/denial authority, approves or denies all AMOC proposals via:

- (1) An email response, or
- (2) A letter response.

**b.** An email response must be transmitted from and contain the name and title of the official approving or denying the AMOC (see paragraph 3-11.e. and 3-12.b.). The email must contain the minimum requirements of this order for an AMOC approval response (see paragraph 3-11.c.) or denial response (see paragraph 3-12). The AMOC approval email response must contain either of the following statements, as appropriate:

(1) For ADs where specific reference is made to an AMOC letter, use “This e-mail is issued per the authority of the Manager of the [*insert approving office*] and is the AMOC approval letter referenced in paragraph (\*) of AD \*\*\*\*\_\*\*\_\*\*.”

(2) For all other ADs, use “This e-mail is issued per the authority of the Manager of the [*insert approving office*] as referenced in paragraph (\*) of AD \*\*\*\*\_\*\*\_\*\*.”

**c.** Do not respond to AMOC proposals verbally. This applies even if you are certain a response will be provided. You may informally state that you are working on an AMOC

proposal response, but you must clarify that the proposal is not approved or denied until the requester receives the authorized written or electronic response. Refrain from making a commitment for approval or denial of the proposal since circumstances may change or delay that determination.

**3-11. How to Approve an AMOC.** If the responsible office has delegated AMOC approval authority to a DER or ODA holder, then follow the AMOC process as shown in FAA Orders 8110.37, Designated Engineering Representative Handbook, or 8100.15, Organization Designation Authorization Procedures, as applicable (see paragraph 3-3).

a. The evaluator reviews the comments, if any, received from the PI/FSDO/CHDO/IFO or AEG when reviewing an AMOC proposal and makes a recommendation whether to approve or deny the AMOC.

**b. Transferability Determination.** If you are considering recommending that the AMOC proposal be approved, determine if the AMOC should be transferable. A transferable AMOC is an AMOC that will continue to apply to a product after it has been transferred to a new owner/operator. The holder of a transferable AMOC can make the AMOC approval document available to someone else who receives a product covered by that document. Changes of compliance time are typically not transferable. You must be careful when determining transferability, and not make an AMOC transferable if it depends on:

- (1) A particular maintenance program schedule, which may not transfer with the product,
- (2) Procedures, facilities, or processes unique to the requester,
- (3) Operational procedures, limitations, or training that are unique to the requester,
- (4) Recurring inspections or other maintenance actions unique to a requester's maintenance program, or
- (5) Any other factors unique to the requester.

**c. The AMOC Approval Response.** If you recommend approval of the AMOC proposal, you must draft an AMOC approval response. Appendix C in this order contains guidance on how to write a specific and effective approval statement within the response. See examples of problematic statements in appendix D. The approval response must, at a minimum, meet the following requirements:

- (1) Clearly state the AD number and specific AD paragraph(s) to which the AMOC applies.
- (2) Specify the make and model designation(s) or other limiting factors (like serial number(s) or part number(s)) to which the AMOC applies.
- (3) Reference the substantiating data used to establish the acceptable level of safety which was the basis for approving the AMOC.

(4) Identify any restrictions on the AMOC, such as applicability, special procedures, facilities, processes, or time limitations (or specify that there are no restrictions, if applicable).

(5) If applicable, refer to the appropriate service documents by number, revision level, and date of revision (if available).

**Note:** If some of the required information in paragraphs 3-11.c.(1)-(5) are contained in the AMOC proposal, you may refer to the information in the proposal and attach it to the AMOC response.

(6) State whether the AMOC is transferable.

(7) Include the following statement:

“Before using this AMOC, notify your appropriate principal inspector, or lacking a principal inspector, the manager of the local flight standards district office/certificate holding district office.”

(8) Include the following statement:

“All provisions of AD \*\*\*\*-\*\*-\*\* that are not specifically referenced above remain fully applicable and must be complied with accordingly.”

(9) Include the following statement (this statement is not required for global AMOC approvals, because it may not be possible to determine who has received or is using a global AMOC):

“The [*insert approving office*] will revoke this AMOC if the [*insert approving office*] later determines that this AMOC does not provide an acceptable level of safety.”

**d. Review the AMOC Approval Response Checklist (Optional).** Use the optional AMOC approval response checklist in appendix E to help you comply with this order. If you determine that the draft approval response does not comply with any requirement in this order, correct it to bring it into compliance.

**e. AMOC Approval Authority.** The manager of the responsible office, or person delegated AMOC approval authority, is the approval authority for the AMOC. The manager is authorized to delegate duties and responsibilities for AMOC approval using an approval/denial authority delegation memorandum. The manager may delegate authority for AMOC approval to other managers or non-managers. These personnel do not have to be the acting manager as long as they have been delegated approval authority by the manager via an office AMOC approval/denial authority delegation memorandum. Any limitations associated with these delegations are defined in the memoranda issued by the manager.

**3-12. Denying an AMOC Proposal.** If you, the evaluator, are considering recommending denial of the AMOC proposal, notify the requester and the responsible PI/FSDO/CHDO/IFO or AEG, as appropriate, and provide the requester an opportunity to address the deficiency. If the

deficiency still exists after giving the requester sufficient time to respond, then you must draft a denial response. The AMOC denial response must state the reasons the proposed AMOC is being denied (e.g. paragraphs 3-12.a.(1) thru 3-12.a.(4)).

**a. AMOC Denial Criteria.** The responsible office must deny the AMOC proposal if the proposal:

- (1) Does not provide an acceptable level of safety,
- (2) Does not meet the AMOC proposal requirements per paragraph 3-5,
- (3) Is for an AD issued by another CAA per paragraph 3-4.b. (the FAA refers the requester to the CAA of the country the aircraft is registered in), or
- (4) Is not appropriate as an AMOC (e.g., an AMOC proposal to solely reduce the applicability section of an AD; or if the proposal is already permitted by the service information instructions required by the AD, etc.).

**b. AMOC Denial Authority.** The manager of the responsible office, or person delegated AMOC denial authority, is the denial authority for the AMOC. The manager is authorized to delegate duties and responsibilities for AMOC denial using an approval/denial authority delegation memorandum. The manager may delegate authority for AMOC denial to other managers or non-managers. These personnel do not have to be the acting manager as long as they have been delegated denial authority by the manager via an office AMOC approval/denial authority delegation memorandum. Any limitations associated with these delegations are defined in the memoranda issued by the manager.

### **3-13. How to Route the Response.**

**a. Response Package.** Once you have drafted the response using either an email or letter, then you must route it for coordination along with the following documentation:

(1) The original incoming AMOC proposal or documented telephone proposal (including the PI/FSDO/CHDO/IFO comments, if transmitted); and

(2) A coordination grid which includes signatures or initials of the following persons (you may collect scanned or faxed copies of coordination grids). For email responses, a copy of coordination via email is an acceptable alternative.

- (a) You, the evaluator,
- (b) AEG, as required,
- (c) Technical specialist(s) at your discretion, and
- (d) The manager of the responsible office, or person delegated AMOC approval/denial authority.

(3) The completed AMOC Response Checklist, if used; and

(4) If recommending approval, any additional substantiating data used to establish the acceptable level of safety which was the basis for recommending approval of the AMOC (e.g., service information, emails, calculations, etc.).

**b. Approval/Denial Authority Response.** If you are the manager of the responsible office, or person delegated AMOC approval/denial authority, consider the following before authorizing the AMOC response and address any issues or concerns found:

(1) Do you have the authority to approve or deny the proposal (refer to paragraphs 3-11.e. and 3-12.b.)?

(2) If approving the AMOC, does the proposal provide an acceptable level of safety?

(3) If approving the AMOC, does the AMOC response avoid problematic language? (See appendix D for examples.)

(4) If approving the AMOC, does the AMOC response approval statement include the correct AD paragraph(s)?

(5) If approving the AMOC, does the AMOC approval response follow a clearly delineated requirement chain? (See appendix C for an example.)

(6) Should AEG have been included on the coordination grid?

(7) Was the PI/FSDO/CHDO/IFO coordinated with, when required by paragraph 3-8.b or 3-8.c?

(8) Should other technical personnel or organizations review the AMOC decision?

**3-14. Compile Records and Storing in Office Files.** The office's AMOC file consists of the following information (either in hard copy or electronic format). When filing AMOC information, use file code 8040.1. See appendix H, paragraph 803 for more information on records management.

**a.** The original AMOC proposal in whatever form it came (including the documented telephone proposal, if applicable).

**b.** Record of the request for PI /FSDO/CHDO/IFO comments, the resulting comments (including no comment, if applicable), any comments initially provided with the AMOC proposal, and a record of AEG contact when required by paragraph 3-7.b.

**c.** A copy of the AMOC response.

**d.** The original coordination grid and any scanned or faxed copies of coordination grids, including email coordination (refer to paragraph 3-13.a.(2)).

**e.** The completed AMOC approval response checklist (appendix E), if used.

f. If the AMOC was approved, any additional substantiating data used to establish the acceptable level of safety which was the basis for approving the AMOC (e.g., service information, emails, calculations, record of discussion with technical specialist, etc.).

**3-15. Distribution of Responses.** The responsible office sends copies of the AMOC response as summarized in table 1.

**Table 1. AMOC Response Distribution for FAA ADs**

|   | Individual AMOC                       |                                       | Global AMOC  |
|---|---------------------------------------|---------------------------------------|--|
|   | U.S. Registered Product               | Non U.S. Registered Product           | (U.S or Non-U.S. Registered Product)   |
| <b>AMOC Requester</b>                           | Original response                     | Original response                     | Original response  |
| <b>PI/FSDO/CHDO/IFO</b>                         | Copy PI/FSDO/CHDO/IFO                 | Copy IFO                              | Not Applicable   |
| <b>AEG</b>                                      | Copy if on response coordination grid | Copy if on response coordination grid | Copy   |
| <b>CAA (for Non-U.S. Registered Products) *</b> | Not Applicable                        | Copy to SoR                           | Copy SoR; and<br>Copy to Transport Canada and the European Aviation Safety Agency (EASA) under the terms of our bilateral agreements |

\* When replying to direct AMOC proposals for non-U.S. registered products, always send a copy to the CAA overseeing that requester, and if different, the CAA of the SoR. Contact the FAA International Policy Office, AIR-40, if you are uncertain of the appropriate CAA contact.

**Note:** For any delegated AMOC, in addition to the distribution shown in the above table a copy should also be sent to the responsible office and managing office, if different.

(1) Our AMOC approval responses for FAA ADs for foreign registered aircraft must clearly note that the FAA does not have authority to approve AMOCs to any AD issued by another CAA.

(2) If the response involves an AMOC to a “sensitive” AD (see FAA Manual FAA-IR-M 8040.1, *Airworthiness Directives Manual*, Chapter 6, paragraph 6 for examples), coordinate with AIR-40.

**4-6. Sharing AMOCs with Design Approval Holders.** Some DAHs keep a database of global AMOCs that is available to their operators. The database allows operators to search previously approved global AMOCs that may apply to their aircraft. In order to assist DAHs in identifying AMOCs that might be candidates for a global AMOC, requesters may include consent in the AMOC proposal letter that permits the responsible office to share the AMOC approval response with the DAH. The responsible office will share with the DAH all AMOC approval responses for proposals that include such consent. The consent must include a statement allowing the FAA to provide the AMOC approval response to the DAH for consideration for a global AMOC. For example:  
“Operator XYZ grants the FAA approving office permission to share the AMOC approval response with the Design Approval Holder for their consideration in proposing a global AMOC.”

**Note:** You are responsible for notifying your PI (or lacking a PI, the manager of the FSDO/CHDO) before you use an AMOC. You may have additional requirements for maintenance record keeping for methods of compliance to an AD (e.g., 14 CFR 43.9, 91.417 (a)(2)(v), 121.380(a)(2)(vi), or 135.439(a)(2)(v)).

### 108. Typographical Errors.

**Question:** Do I need an AMOC if the service instructions referenced by the AD have an obvious typographical error? For example, it states to use lint-free clothes (when it should have identified lint-free cloths)?

**Answer:** Yes, in cases of typographical errors in either the AD or service instructions, you will need to apply for an AMOC. The FAA will approve these types of requests as global AMOCs since a typographical error affects all parties subject to the AD.

### 109. Required for Compliance.

**Question:** Do I need an AMOC if I can accomplish the intent of the compliance action in the service instructions? For example, the service instructions state to use a 20-gallon bucket, but I only have a 50-gallon bucket to rinse the part.

**Answer:** Maybe. Starting June 2011, some DAHs are adopting the “required for compliance” (RC) notation whereby those critical steps of a service bulletin are identified with a notation of RC.

If the service bulletin incorporates this notation, and:

- *If the task is identified as RC, then you must request an AMOC to deviate from this task; or*
- *If the task is not identified as RC, then you may deviate from the specific task without an AMOC.*

However:

- *If the service bulletin does not incorporate the RC notation, and the task is in the mandated portion of the service bulletin, then you must request an AMOC to deviate from the requirements in the service instructions.*

**601. Is There a Need for Urgent Support?** If the PI/FSDO/CHDO/IFO identifies the need for urgent AMOC support after normal business hours, they must notify the AEG. The AEG, if it agrees, requests 24/7 AMOC support from the manager of the responsible office, or person delegated AMOC approval/denial authority.

**602. Does the 24/7 Criteria Apply?**

a. The responsible office manager, or person delegated AMOC approval/denial authority, determines if all of the following 24/7 conditions are met:

(1) AMOC support is needed after normal business hours and in order to support proposals identified by PI/FSDO/CHDO/IFOs; and

(2) AMOC support is needed to avoid significant air transportation disruptions or substantial impact to an operator.

b. This process is intended to provide urgent support to PI/FSDO/CHDO/IFOs and is exercised at the discretion of the responsible office manager or the person delegated AMOC approval/denial authority. It is not intended to be used to accommodate operators who have failed to plan adequately for AD compliance.

c. If the 24/7 criteria do not apply, proceed to paragraph 607.

d. If the 24/7 criteria apply, proceed to paragraph 603.

**603. Is Sufficient Technical Staff Available to Evaluate the AMOC?**

a. The responsible office manager, or person delegated AMOC approval/denial authority, determines if sufficient technical staff is available to provide AMOC support.

b. If sufficient technical staff is available, proceed to paragraph 604.

c. If sufficient technical staff is not available, you may assign yourself as the evaluator and proceed to paragraph 605. If technical staff is not available and you do not assign yourself as the evaluator, inform all parties involved that the action will need to wait per paragraph 607.

**604. Assigning the AMOC.** The responsible office manager, or person delegated AMOC approval/denial authority, assigns an evaluator to the AMOC proposal. The evaluator can be an aviation safety engineer, flight test engineer or pilot, senior engineer or engineering manager, or responsible office manager or person delegated AMOC approval/denial authority.

**605. Is an AMOC needed?** As the evaluator, you must determine if an AMOC is needed. If it is, then proceed with the process. Refer to paragraph 2-2 and appendix A of this order for guidance. If you determine an AMOC is not needed then inform all parties involved of your determination per paragraph 612.

**606. Is the AMOC Proposal Adequate?**

**a.** Use the AMOC proposal requirements in paragraph 3-5 of this order as a guide to determine if the proposal is adequate to make an evaluation. You may contact the requester, as necessary, to obtain missing information.

**b.** If you have enough information to determine that the AMOC does or does not provide an acceptable level of safety, then draft an AMOC approval or denial per paragraph 608. If the available data supports a limited period of operation, then to ensure an acceptable level of safety, consider making the AMOC time-limited (reference paragraph 3-11.c(4) of this order).

**c.** If, even after contacting the requester, you determine that you do not have sufficient data to determine if the AMOC does or does not provide an acceptable level of safety, inform all parties involved that action will need to wait per paragraph 607.

**607. Evaluator or Responsible Office Authority, as Appropriate, Communicates Reasons to All Parties Involved.**

**a.** Send an email to all parties involved (including AEG and PI/FSDO/CHDO/IFO), notifying them of one of the following reason(s) that the action will need to wait:

(1) 24/7 criteria doesn't apply, or

(2) The FAA cannot determine if the AMOC proposal does or does not provide an acceptable level of safety because of:

(a) inadequate data, or

(b) lack of available technical staff.

**b.** When sufficient data and/or technical staff is available, you may reconsider the AMOC proposal starting from the beginning of the AMOC process per paragraph 3-2.

**608. Draft AMOC Approval or Denial Response.** The responsible office manager, or person delegated AMOC approval/denial authority, approves or denies the AMOC proposal using the methods described in paragraph 3-11.c or 3-12 of this order, as appropriate.

**609. Notify PI/FSDO/CHDO/IFO of AMOC.**

**a.** If the AMOC proposal is global and made by someone other than an owner/operator, there is no need for you to contact the PI/FSDO/CHDO/IFO.

**b.** For all other AMOC proposals, you must notify the appropriate PI/FSDO/CHDO/IFO of the AMOC response. If the PI/FSDO/CHDO/IFO is unavailable, proceed with issuing the AMOC response.

**610. Coordinate AMOC Response with AEG, as Required.** The evaluator must coordinate with AEG, if needed. Use the criteria identified in appendix B of this order.

**611. Route AMOC Response.**

**a.** Coordinate and route the AMOC response along with the incoming AMOC proposal (including the PI/FSDO/CHDO/IFO comments, if transmitted). You must file all correspondence and communication records in your office's file per paragraph 3-14.

**b.** Authority for delegation of the approval or denial of the AMOC is in accordance with relevant authority delegation memo (see paragraphs 3-11.e. and 3-12.b. of this order). See appendix E of this order for an optional checklist to support compliance with this order for AMOC approval responses.

**612. Communicate Response.** Communicate the AMOC response to all parties involved, as appropriate. Distribute the AMOC response per paragraph 3-15 of this order.