

CHANGE

**U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

**ORDER
8110.115
CHG 1**

National Policy

Effective Date:
09/05/14

SUBJ: Certification Project Initiation and Certification Project Notification

1. Purpose. This change incorporates requests from field offices to accommodate changes in organization and procedures in local offices.

2. Who this Change Affects. This change affects employees in project aircraft certification offices (PACO); accountable directorates, aircraft evaluation groups (AEG); certificate management ACO (CMACO); the Alternative Fuel Program Staff (AIR-20); organization designation authorization (ODA) units; Design, Manufacturing and Airworthiness Division (AIR-100); Certification Procedures Branch (AIR-110); chief scientific and technical advisors (CSTA); and the Federal Aviation Administration (FAA) training academy (AMA-220).

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

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4. Administrative Information. Distribute this order to the branch level in Washington headquarters, branch levels of the Aircraft Certification Service; the branch levels of the regional aircraft certification directorates; branch level of International Policy Office; all aircraft certification offices (ACO); aircraft evaluation groups, and chief scientific and technical advisors.

A handwritten signature in black ink that reads "Susan J. M. Cabler". The signature is written in a cursive, slightly slanted style.

Susan J. M. Cabler
Acting Manager, Design, Manufacturing and
Airworthiness Division
Aircraft Certification Services

is directly accomplished by the project ACO or accountable directorate. In addition, the National CPN Database can now be used in place of the bulletin board.

- (8) Clarification of the roles and responsibilities for the transmission of CPN data.
- (9) Addition of ODA holders' direct participation in the transmittal of CPN data when the method for transmitting that data is established with the PACO and the directorates.
- (10) Introduction of the National CPN Database and its use by the directorates and AEGs for their responses.
- (11) Clarification of the use of certification project codes and added definitions for those codes.
- (12) Addition of BASOO (Boeing Aviation Safety Oversight Office), GASOO (Gulfstream Aviation Safety Oversight Office), and AIR-20 (Alternative Fuels Program Staff) to the list of ACO designators.
- (13) Removal of the terminology and determination of "Significant Project" and replaced it with a determination of "Directorate Involvement".

b. The following orders also use the CPN process:

- (1) FAA Order 8110.4, *Type Certification*.
- (2) FAA Order 8110.101, *Type Certification Procedures for Military Commercial Derivative Aircraft* (Additional notification form is required. See Order 8110.101, appendix C.)
- (3) FAA Order 8110.42, *Parts Manufacturer Approval Procedures*.
- (4) FAA Order 8100.15, *Organization Designation Authorization Procedures*.
- (5) FAA Order 8110.54, *Instructions for Continued Airworthiness*.
- (6) FAA Order 8110.56, *Restricted Category Type Certification*.
- (7) FAA Order 8100.5, *Aircraft Certification Service: Mission, Responsibilities, Relationships, and Programs*.
- (8) FAA Order 8110.48, *How to Establish the Certification Basis for Changed Aeronautical Products*.

6. Who Must Use the Processes in This Order.

a. PACO must use the processes in this order to notify the accountable directorate and the AEG when they begin work on all certification projects. PACO must also use this process for validation projects when they are listed in the Bilateral Aviation Safety Agreement's Implementation Procedures for Airworthiness (BASA IPA) as the accountable office for the

specific product type. When a directorate is listed in a BASA IPA as the accountable office for the specific product type, the accountable directorate assumes the applicable responsibilities of the PACO.

b. Directorates, CMACO (if applicable), and AEG must use the processes in this order to respond to PACO notification of certification or type validation projects.

7. Responsibilities. This section identifies who receives and transmits the minimum required information and when that information must be transmitted. This minimum required information, referred to as the CPN data, is defined in figure 1 of this order.

a. PACO Responsibilities. The PACO:

(1) Works with ODA holders and the accountable directorate to develop the process for transmitting the CPN data from the ODA holder to the FAA.

(2) Receives applications and requests for certification projects from applicants or ODA holders.

(3) Assigns a project manager to identify the CPN data for which they are responsible using figure 1 of this order for each certification project.

(4) Accurately documents the CPN data for each certification project.

(5) Transmits the CPN data to the accountable directorate and the AEG within 10 working days of receiving an acceptable request for a certification, validation or PMA project. CPN data that is entered into the National CPN Database is available to the AEG and need not be sent separately to the AEG.

(6) Notifies the appropriate CMACO, as necessary per appendix C of this order, within 10 working days of receiving an acceptable request for a certification project. When multiple CMACO require notification, which could be case for AML projects, the PACO notifies all of those CMACO.

(7) Informs the appropriate CSTA and other appropriate branches of the Design, Manufacturing and Airworthiness Division (AIR-100) as early as possible when the proposed design or product change consists of new state-of-the-art systems or the design having novel or unusual features. The CSTA directory can be found at this web site: http://www.faa.gov/aircraft/air_cert/design_approvals/csta/directory/. The appropriate branch offices of AIR-100 and their areas of responsibility can be found at http://www.faa.gov/about/office_org/headquarters_offices/avs/offices/air/hq/engineering/.

(8) Notifies the accountable directorate, the AEG and the CMACO (as applicable) of project changes that could necessitate a directorate re-evaluation of the project with respect to the need for directorate involvement per appendix B or of a "significant change" per 14 CFR 21.101(a) or (b).

(9) Coordinates aerial dispensing of liquids projects with the Engineering Procedures Office (AIR-110) per FAA Order 8110.4. Also coordinates by email with AIR-110 on all restricted category/military surplus projects (per FAA Order 8110.56) to 9-AWA-AVS-AIR100-COORD.

(10) Coordinates by email with AIR-100 all projects seeking approval under the authority of 14 CFR 21.8(d) per order 8110.4C CHG 4, paragraph 6-10 to 9-AWA-AVS-AIR100-COORD. Use SP code for this type of project.

(11) Within 10 business days, addresses responses from the accountable directorate, AEG, and CMACO, as necessary (e.g., additional information request, issue paper request, instructions for continued airworthiness (ICA) request).

b. CMACO Responsibilities. The CMACO:

(1) Receives CPN data from the PACO.

(2) Transmits the CPN data for which they are responsible to the PACO within 10 working days of receiving a CPN.

c. AEG Responsibilities. The AEG makes the determination as to their involvement concerning operational and maintenance evaluations for each certification project. Maintenance evaluations may include review of the ICA or impact assessment. Operational evaluations may include pilot training, type rating requirements, reviewing the aircraft flight manual (AFM), and evaluating master minimum equipment list (MMEL) revision requests. The AEG:

(1) Receives CPN data.

(2) If necessary, makes a request for additional information from the PACO within 10 working days of receiving the CPN data.

(3) Transmits the CPN data for which they are responsible to the PACO within 10 business days of receiving a CPN. If the AEG makes a request for additional information from the PACO, the AEG responds within 10 days of receiving the additional data requested.

d. Accountable Directorate Responsibilities. The accountable directorate:

(1) Receives CPN data.

(2) Assigns a project officer for projects when a need for directorate involvement has been identified.

(3) If necessary, makes a request for additional information from the PACO within 10 business days of receiving the CPN data.

(4) Transmits the CPN data for which they are responsible to the PACO within 10 business days of receiving the CPN data. If the accountable directorate makes a request for additional information from the PACO, the directorate responds within 10 days of receiving the additional data requested.

8. Methods of Transmitting CPN Data.

a. The PACO. The PACO transmits the CPN data electronically to the directorate using a method agreed upon between the PACO and directorate. CPN data can be transmitted by the ODA holder if a process has been established between the ODA holder and the FAA.

b. The Accountable Directorate. The accountable directorate enters CPN data which has not already been input by the PACO into the National CPN Database. The accountable directorate responds to project notifications using the National CPN Database.

c. The AEG. The AEG uses the National CPN Database to respond to projects within the CPN Database.

d. The CMACO. The CMACO responds to projects using a method agreed upon by the PACO and the CMACO.

9. Projects That Get Entered into the National CPN Database.

a. New Type Certificate. All new type certificate (TC) projects will be entered into the National CPN Database.

b. Major Type Design Changes. All projects for major type design changes will be entered into the National CPN Database (e.g., AT, ST, SA. See appendix A, table 1 for codes).

c. Parts Manufacturer Approvals. Parts manufacturer approval (PMA) projects for critical/life-limited parts will be entered into the National CPN database. For other PMA projects, the accountable directorate will determine if the project needs to be entered into the National CPN Database.

d. Special Projects. Although SP projects are not directly associated with a specific design approval (e.g., approval under a 14 CFR 21.305 project), SP projects will be entered into the National CPN database to enable directorate, AEG and CMACO responses.

10. Required CPN Data. The CPN data requirements are summarized in figure 1 and detailed in paragraph 10 in this order. This CPN data represents the minimum required data that must be communicated between ACO, directorates, and the AEG when PACO initiate a certification project.

a. The CPN data in figure 1 must be provided using paragraph 10 in this order, unless specified "Optional." When the "Required Information" column in figure 1 lists values, the data provided must be one of the values listed.

b. All date fields must include month, day, and year.

c. When the name of an FAA person is required, specify the name as it appears in the FAA directory. For example, specify as "Jane Doe" or as "John C Doe". When a middle initial is needed, do not place a period after it. Do not include any additional information in these fields that are not part of the name as it appears in the FAA directory such as titles like Mr., Mrs., Jr., Sr., job titles such as Manager, organization management team (OMT) lead, or phone numbers, organization name, etc.

d. For name fields that allow for multiple entries, separate each name by a comma. For example: “Jane Doe, John C Doe”.

Figure 1. Summary of Required CPN Data**PART A**

Part A is the minimum data to be transmitted from the PACO to the directorate, the AEG and the CMACO.

Data Description	Summary of Required Information (See paragraph 10 for the full explanation of the allowable data parameters)
Project Number	Unique FAA Project Number using the Project Numbering System in appendix A or unique Delegated Organization number.
Project ACO (PACO)	AC, AK, AT, BA, BO, CE, CH, DE, EN, FO, GU, IB, LA, MC, NY, RC, RD, SC, SE, WI (See appendix A, table 2, for code description.)
Project Title	(Optional) A short phrase describing the project.
Model(s)	Models that are already identified on a TCDS or expected to be identified on a TCDS.
Project Description	Brief description that includes enough information to make a clear judgment on the involvement of others.
Applicant Name	Name of applicant as it is expected to appear on a certificate or already appears on a certificate.
Applicant Address	Street, City, State, Postal Code and Country of applicant
Applicant POC	(Optional) Contact information for the applicant's point of contact (POC) person.
Date of Application	Enter a date to include month, day and year.
Expected Completion Date	Enter a date to include month, day and year.
Project Type	TC, ST, AT, SA, SP, PM (See appendix A, table 1 for code description.)
Product Type	A, B, E, G, P, R, S, T, I, Q (See appendix A, table 3 for code description.)
Is PMA for Critical/Life-Limited Part?	Yes, No.

Figure 1. Summary of Required CPN Data (continued)**PART A (continued)**

Data Description	Summary of Required Information
Project Manager	Name as specified in the FAA directory.
Project Engineer	(Optional) For FAA employees, enter name(s) as specified in the FAA directory listing. For ODAs, enter exact email address(es).
Has the ACO identified a potential need for Directorate Involvement from Appendix B?	Yes, No.
Does the ACO consider this a significant product change per 14 CFR 21.101?	Yes, No, NA.
CMACO Coordination	Yes, No.
Accountable Directorate	EPD, RCD, SAD, TAD (See appendix A, table 4 for code description.)
AEG Office	BOS-AEG, FTW-AEG, MKC-AEG, LGB-AEG, SEA-AEG (See appendix A, table 5 for code description.)
CMACO Office	AC, AK, AT, BA, BO, CE, CH, DE, EN, FO, GU, IB, LA, MC, NY, RC, RD, SC, SE, WI (See appendix A, table 2, for code description.)
Reference Certificate	(Optional) The TC or STC number of the certificate being created or amended.

o. Project Engineer. (Optional) The PACO provides the name of the engineer assigned to support the project manager. For less involved projects, the PACO may choose to not assign a separate project engineer. The PACO may also choose to use this field to identify other person(s) with whom the CPN is to be coordinated. For example, the ODA holder's focal point or an FAA administrative assistant for the project could be listed here if the PACO chooses.

p. Has the ACO identified a potential need for Directorate Involvement from Appendix B? The ACO determines the potential need for accountable directorate involvement in a project based on the criteria in appendix B. The accountable directorate ultimately decides their involvement in a project. The PACO answers:

(1) "Yes" if the project or proposed design changes meet any of the criteria given in appendix B of this order, or

(2) "No" if the proposed changes do not meet any of the criteria given in appendix B.

q. Does the ACO consider this a significant product change per 14 CFR 21.101? FAA Order 8110.48 provides policy to assist with the "Yes" or "No" determination. FAA Advisory Circular (AC) 21.101, Establishing the Certification Basis of Changed Aeronautical Products, provides one method of compliance that applicants may use and is also guidance to assist the FAA engineer in this determination. The accountable directorate is responsible for the final determination if the change is significant or not,. The PACO answers:

(1) "Yes" if they consider the proposed product change to be significant per 14 CFR 21.101(b)(i) or (ii),

(2) "No" if they consider the proposed product change to be not significant per 14 CFR 21.101(b)(i) or (ii), or

(3) "NA" if the applicant is proposing to comply with all the regulatory amendments in effect on the date of the application for the change per the intent of 14 CFR 21.101 as indicated by the applicant's proposed certification basis.

r. CMACO Coordination. The PACO must coordinate with the CMACO that manages the product TC if the project is of a type listed in appendix C of this order. The PACO answers "Yes" or "No" if the proposed changes do or do not involve any one of the project types listed in Appendix C. This requirement is unnecessary when the PACO is also the CMACO. In this case, the coordination will be established by each office's internal procedure.

s. Accountable Directorate. The PACO specifies the directorate that is accountable for the project. The accountable directorate is the directorate that will receive the project notification based on the product type. The PACO will not assign more than one accountable directorate to a project. Specify:

(1) Engine and Propeller Directorate (EPD) for product types E and P,

Appendix A. Project Numbering and Designators

FAA Project Numbering System Used in Figure 1:

FAA Project Numbers will use the following format:

AA nnnnn YY-X

Where:

- AA is the two-letter designator for Project Type – see table 1 below.
- nnnnn is the integer sequential number for the specified ACO; e.g., 00146.
- YY is the two-letter designator for the Aircraft Certification Office (ACO) – see Table 2 below.
- X is the one-letter designator for the Product Type – see table 3 below.

As an example, TC00125AT-A would be a TC project assigned by the Atlanta ACO on a small airplane with the assigned number 00125.

Table 1 – Project Type Designators

Code	Description
TC	New Type Certificate (TC)
ST	New Supplemental Type Certificate (STC)
AT	Amended Type Certificate
SA	Amended Supplemental Type Certificate
SP	Special Project
PM	Parts Manufacturer Approval (PMA)

Table 2 - Aircraft Certification Office (ACO) Designators

Code	Branch	Description
AC	ASW-150	Ft. Worth Airplane Certification Office
AK	ACE-115N	Anchorage Aircraft Certification Office
AT	ACE-115A	Atlanta Aircraft Certification Office
BA	ANM-100B	Boeing Aviation Safety Oversight Office (BASOO)
BO	ANE-150	Boston Aircraft Certification Office
CE	ACE-112	Small Airplane Directorate
CH	ACE-115C	Chicago Aircraft Certification Office
DE	ANM-100D	Denver Aircraft Certification Office
EN	ANE-140	Engine Certification Office
FO	AIR-20	Fuels Program Office
GU	ACE-100G	Gulfstream Aviation Safety Oversight Office (GASOO)
IB	ANM-116	Transport Airplane Directorate International Branch
LA	ANM-100L	Los Angeles Aircraft Certification Office
MC	ACE-100M	Military Certification Office
NY	ANE-170	New York Aircraft Certification Office
RC	ASW-170	Ft. Worth Rotorcraft Certification Office
RD	ASW-110	Rotorcraft Directorate
SC	ASW-190	Ft. Worth Special Certification Office
SE	ANM-100S	Seattle Aircraft Certification Office
WI	ACE-115W	Wichita Aircraft Certification Office

Table 3 – Product Type Designators

Code	Description
A	Small Airplane
B	Balloon
E	Engine
G	Glider
P	Propeller
R	Rotorcraft
S	Airship
T	Transport Airplane
I	Experimental
Q	Other, or not product

Table 4 - Directorate Designators

Code	Description
EPD	Engine-Propeller
RCD	Rotorcraft
SAD	Small Airplane
TAD	Transport Airplane

Appendix C. PACO to CMACO Coordination

See paragraph 11.r for detailed instructions.

1. General.

a. Any STC, PMA or repair that affects or replaces a critical or life limited structural or engine part, such as landing gear, thrust reversers, gear boxes, rotating engine parts, pistons, connecting rods, engine block, and head.

b. Modifications to empty/zero fuel weight.

c. Externally mounted equipment (excluding antennas).

d. Type Design Change affecting existing airworthiness directive (AD) compliance.

2. Engine/Prop/Fuel System/ Auxiliary Power Unit (APU).

a. Change in type or power rating of engine.

b. Propeller/propeller control replacement.

c. Propeller installations that affect gear box/changes to mass balance.

d. APU and APU compartment modifications.

e. Fuel system modifications.

f. Change to electronic engine controls or instruments.

g. Nacelle modifications.

3. Electrical/Avionics/Software.

a. Software modifications that affect critical systems.

b. Electrical modifications to aircraft with full authority digital engine control (FADEC) engines.

c. Single pilot instrument flight rules (IFR) certification modifications.

d. New/novel avionics packages (for example, glass cockpit, engine indicating and crew alerting system (EICAS)).

e. Electrical modifications powered from systems having automatic load shedding features.

g. CPN Process. The process of notification and response when CPN data is sent by the PACO to the accountable directorate, the AEG, and the CMACO.

h. National CPN Database. The National CPN Database is a web-based program used by each accountable directorate and the AEG to respond to the CPN and to log CPN data.

i. Special Project. A certification project that is not a TC, STC, amended TC, amended STC, or PMA project (e.g., approval under 14 CFR 21.305 project).

Appendix E. Administrative Information

1. Distribution. Distribute this order to the branch level in Washington headquarters, branch levels of the Aircraft Certification Service; the branch levels of the regional aircraft certification directorates; branch level of International Policy Office; all aircraft certification offices (ACO); aircraft evaluation groups, and chief scientific and technical advisors.

2. Authority to change This Order. The issuance, revision, or cancellation of the material in this order is the responsibility of the Certification Procedures Branch (AIR-110).

3. Suggestions for Improvement. If you find deficiencies, need clarification or want to suggest improvements to this order, send FAA Form 1320-19, Directive Feedback Information, (written or electronically) to the Aircraft Certification Service, Administrative Services Branch, AIR-530, Attention: Directives Management Officer. You can also send a copy to the Design, Manufacturing and Airworthiness Division, AIR-100, Attention: Comments to Order 8110.115. If you urgently need an interpretation, contact the Engineering Procedures Branch, AIR-110, at 202-385-6312. Always use Form 1320-19, in appendix F to follow up each verbal conversation.

4. Records Management. Refer to Orders 0000.1, FAA Standard Subject Classification System; 1350.14B, Records Management; and 1350.15, Records, Organization, Transfer, and Destruction Standards; or your office Records Management Officer or Directives Management Officer for guidance regarding retention or disposition of records.