FAA-STD-023
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DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
STANDARD

MICROFILMING OF ENGINEERING AND ELECTRICAL DRAWINGS

FOREWORD

This Federal Aviation Administration (FAA) standard sets forth practices for the preparation of 35mm microfilm and microfilm aperture cards of engineering drawings and supporting data for the FAA National Airspace System.

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1. SCOPE

1.1 Scope. This standard defines the format and style of 35mm microfilm and microfilm aperture cards prepared for drawings and supporting data in support of the FAA National Airspace System (NAS). The requirements for the microfilm and microfilm aperture cards are defined in the referenced military specifications and standards. The military specifications and standards are tailored within this standard to meet the needs of the FAA. Only the areas of specification tailoring are defined herein, the military specifications are otherwise to be interpreted and used as written to prepare the microfilm and microfilm aperture cards.

2. APPLICABLE DOCUMENTS

2.1 Government documents. The following documents of the issue in effect on the date of invitation for bids or request for proposal, form a part of this standard to the extent specified herein. In the event of conflict between the documents referenced herein and the content of this standard, the content of this standard shall be considered a superseding requirement.

SPECIFICATIONS:

Military

MIL-C-9877	Cards, Aperture
MIL-M-9868 With Amendment 2	Microfilming of Engineering Documents, 35 MM, Requirements for.
MIL-M-38761	Microfilming and Photographing of Engineering/Technical Data and Related Documents: PCAM Card Preparation, Engineering Data Micro-Reproduction System, General Requirements for, Preparation of.

STANDARDS:

Military

MIL-STD-399	Microform Formats
MIL-STD-804	Format and Coding of Aperture, Copy and Tabulating Cards for Engineering Data Micro-Reproduction Systems.

Copies of the listed specifications and standards may be obtained from the Commanding Officer, U.S. Naval Publications and Forms Center (Attn. NPFC 1032), 5801 Tabor AVenue, Philadelphia, Pennsylvania 19120.

3. REQUIREMENTS

3.1 Microform formats.

3.1.1 Aperture cards. The aperture card format shall comply with the requirements specified for format 3 in paragraph 1.4 and 5.6 of MIL-STD-399.

3.2 Microfilm preparation. Microfilm prepared for FAA drawings and supporting data shall comply with the requirements of MIL-M-9868 with the following tailoring:

a. Microfilm shall be made from the original drawings (or prints) or shall be computer output microfilm and shall comply with requirements for Type I, Class 1 microfilm as specified in paragraph 1.2.1 and 3.2.

b. Computer output microfilm when provided shall comply with requirements as specified in amendment 2.

c. Paragraph 3.8 shall be revised to read as follows:

From Class 1 microfilm - 2 microfilm reproductions

From Class 2 microfilm - 1 microfilm reproduction

d. Paragraph 3.9.1: Delete phrase "When specified by the procuring activity".

e. Paragraph 3.9.2: Delete phrase "When specified by the procuring activity".

f. Paragraph 3.11.1: Delete phrases "Unless otherwise specified by the procuring activity" and "When specified by the procuring activity".

g. Paragraph 3.16: Delete phrase "Unless otherwise specified by the procuring activity or".

h. The following paragraphs are not applicable:

1. Para. 3.11.1.3 Three Sheet per Frame Format.

2. Para. 3.14 Microfilm Roll Identification.

3. Para. 3.15 Microfilm Index Numbers.

4. Para. 3.18 Unexposed Microfilm Section.

5. Para. 3.19 Splices.

6. Para. 4.7 Rejection of Microfilm by Government Activities.

i. When the contract requires submittal of copy microfilm aperture cards in addition to the camera microfilm, the copy microfilm shall comply with requirements for Type I, Class 2, Kind N microfilm as specified in paragraph 1.2.1 and 3.2.

3.3 Aperture card preparation. Aperture cards shall comply with requirements for type I, Class 1 cards as specified in MIL-C-9877. Card form, card code and information interpreted on the face of the card shall comply with the requirements of MIL-STD-804 with the following tailoring:

a. All drawings and supporting data and documents shall be presented in microfilm form using the dual purpose engineering document card, DD Form 1562 (card code H/T) as specified in paragraph 5.1.9.

b. The data fields of the H/T card shall comply with the requirements specified in paragraph 5.1.9 with the following modifications:

1. Upper legend field ("H" field).

a. Columns 48, 49, 53 through 76 and 78 through 80 shall remain blank.

b. Column 77 shall be identified with an "8" punch to indicate camera microfilm, otherwise the column shall remain blank.

2. Lower Legend field ("T" field).

a. Columns 31 through 46 shall identify the page numbers of the document pages contained in the frame. Pages containing more than three numbers shall be considered a complex numbering system. (i.e. 001a, 001.a, 002.1, 002a1 etc.). Page numbers punched and interpreted on the aperture card shall always have a space between the page numbers.

b. Columns 48, 49, 53 through 76 and 78 through 80 shall remain blank.

c. Column 77 shall identify camera microfilm with an "8" punch, otherwise the column shall remain blank.

4. QUALITY ASSURANCE PROVISIONS

4.1 Microfilm. Quality assurance provisions of MIL-M-9868 shall apply to all microfilm provided under the terms of this standard.

4.2 Aperture cards. The quality assurance provisions of MIL-C-9877 shall apply to all aperture cards provided under the terms of this standard. Quality testing shall be in accordance with MIL-M-38761.

5. PREPARATION FOR DELIVERY

5.1 Packaging. Microfilm aperture cards shall be packaged and prepared for delivery in accordance with requirements of MIL-M-38761.

6. NOTES

6.1 Definitions. All definitions applicable to words or phrases used in this standard are contained in Section 6 of MIL-M-38761.

6.2 Federal Services and Supply. Forms/cards availability, as part of the procurement requirements, are available through Federal Services & Supply Catalog, FSC 75, Port VIII, Section A, Class 7530.