

**Standard Data Package Instructions
Spokane, WA FSDO AFG-SPO-FSDO-13**

**FIELD APPROVAL APPLICATION
STANDARD DATA PACKAGE
SPOKANE FLIGHT STANDARDS DISTRICT OFFICE**

March 2, 2020

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INTRODUCTION

This information package has been assembled to assist aircraft/maintenance personnel in standardizing the procedure for the application for a “field approval.”

In the process of altering an aircraft, the alteration must conform to previously approved data. This data may be in the form of information developed by the aircraft manufacturer, information developed by individuals for the use of others (the Supplemental Type Certificate (STC)), by the applicant and approved by the FAA or its representatives for one specific aircraft.

Order 8900.1 Flight Standards Information Management System (FSIMS) Volume 4, Chapter 9, Section 1 specifies those types of alterations that may be approved, under specific conditions, for field approval. This reference also lists those types of alterations that must either be evaluated by the FAA engineering department or the STC process.

Order 8110.37 Designated Engineering Representative (DER) Handbook describes how data approved by Designated Engineering Representatives (DERs) may be used to support major alterations.

Standardized Procedures for Obtaining Approval of Data Used in the Performance of Major Repairs and Major Alterations can be found in [Advisory Circular 43-210](#) (as revised)

This document has good information regarding the “Standard Data Package” (SDP), which is comprised of the Field Approval Checklist, copies of any data describing the alteration, and FAA Form 337. While the SDP is not a regulatory requirement, it is the most effective way to apply for a field approval.

FAA Order [8300.16](#), Major Repair and Alteration Data Approval, provides guidance to ASIs, responsible Aircraft Certification Service offices, DERs, and Designated Airworthiness Representatives (DARs).

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**INSTRUCTIONS FOR COMPLETING THE FIELD APPROVAL
CHECKLIST FORM**

The person requesting the field approval must use this form to provide the requested data, forms, descriptive items, and other information. The checklist form its attachments, Federal Aviation Administration (FAA) Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance), and the data make up the standard data package (SDP). The following instructions apply to corresponding items 1 through 12 of the form as illustrated in this appendix.

Item 1—Aircraft. Information to complete the Make, Model, and Serial Number blocks will be found on the aircraft manufacturer’s identification plate. The Registration Number is the same as shown on AC Form 8050-3, Certificate of Aircraft Registration (the N number).

Note: Only U.S.-registered aircraft are eligible for field approvals.

Item 2—Aircraft Owner. Enter the aircraft owner’s name, address, and telephone number.

Item 3—Type of Product and Certification Basis. On the upper line, enter a check mark in the appropriate box to identify the item being approved. If the item is not one of the three listed, check the other box and enter the product’s description in the space provided. On the bottom line, check the box that identifies how your aircraft or product was certificated. If you don’t know this information, you can find it on the Type Certificate Data Sheet (TCDS) for your aircraft, engine or appliance. On the TCDS, look in the section titled Certification Basis.

Item 4—Brief Description of Project. Using the space provided, enter a short summary of the proposed alteration or repair, e.g., “Installing a GPS in the instrument panel above the right yoke.” If additional space is needed, attach a continuation page and make a note of that on the form in this area.

Item 5—Schedule for Completion of Project. On the first line, enter the date when you need the field approval. On the second line, enter the date when you plan to start the work, and on the last line, enter the date when you expect to have the work done.

Item 6—Who Will Perform the Alteration or Repair? On the top line, enter the name of the certificated mechanic who will be doing the work. If a repair station is doing the work, leave the mechanic’s name blank and enter the name of the repair station. On the second line, enter the mechanic’s A&P certificate number, or if a repair station is doing the work, its certificate number. Also enter a contact name if you are using a repair station. If the inspector doing the approval has a question and you are not available, this will make it easier for him/her to find someone knowledgeable about the project. On the third line, give the telephone number and fax number for either the mechanic doing the work, or the repair station. On the bottom line, enter where the work will be done. This should be as complete as possible.

Item 7—Designees (DARs and DERs). If you are working with any Designated Engineering Representatives (DER) or Designated Airworthiness Representatives (DAR) for this project, include their names and telephone numbers in case the inspector needs to contact them for additional information or clarification. DERs have limitations to their authorization(s). If you are working with a designee, check with him or her to make sure that the work you want the designee to do is within the scope of his or her authorization.

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Item 8—Compliance Statement and Compliance Checklist. Before completing the alteration or repair to your aircraft, be aware that after it has been altered or repaired it must still meet its certification basis. In this section you include the proof (data) that it still does. Your compliance statement should explain how your aircraft still meets its certification basis. For instance, if you want to modify the wheels of your small airplane, you would need to ensure that the altered wheels still conform to 14 CFR Part 23.731. The compliance checklist will list each affected Federal Aviation Regulation or Civil Air Regulation (CAR) and indicate how compliance was shown. This checklist is created by the person doing the alteration or repair and should address each section of the 14 CFR/CAR applicable to the project. Appendix 2 has a sample compliance checklist format.

Item 9—Previous Alterations or Repairs that May be Affected by This Alteration. Look at the aircraft and review its records to determine if there are any modifications, Supplemental Type Certificates (STCs), repairs, or alterations that could cause a problem or conflict with the proposed alteration or repair. If an FAA Form 337 was completed for any repair or alteration that might be affected, include it. If a logbook entry was made concerning the work done, make a copy of that entry and include it in your package. Photographs and drawings of previous alterations or repairs that might be a factor can also be very helpful.

Item 10—Instructions for Continued Airworthiness (ICAs). In this attachment, describe how you will keep the altered or repaired part of the aircraft airworthy. This might include inspections that need to be done each 100 hours or during the annual inspection. These should be specific instructions that include what should be looked at and minimum or maximum measurements of parts for wear or deterioration. Troubleshooting, functional checks, installation and removal procedures, and servicing requirements, such as fluid change intervals or lubrication schedules, are also items that would be included. Figure 1 provides guidance and a sample checklist for creating ICAs. When using the ICA checklist, all items need to be considered. However, if any of the items do not apply, do not include them in the ICAs. Only address the ones that are applicable to the repair/alteration. Reference Advisory Circular [33.4-1](#) for guidance on addressing ICAs.

Item 11—Airplane Flight Manual Supplement (AFMS). If you have an AFMS for your alteration, include a copy of it. Guidance for creating an AFMS is available in [AC 23-8](#), Flight Test Guide for Certification of Part 23 Airplanes, as amended. Appendix 5 of AC 23-8 has a sample format that can be used. AFMS must be submitted with the data package but are approved by the Aircraft Certification Office. The FSDO will coordinate this work.

Item 12—Data Attached. A list of the data that is commonly included in the SDP is displayed in Block 12. If the data you are attaching is included on this list, check the appropriate box. If you have data or information that is not included in this list, check the box labeled other and enter a short description of what you are including in the space provided.

Item 13—FAA Use Only. Don't write or mark in this area, it is for FAA use only.

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FIELD APPROVAL CHECKLIST		
Instructions: Print or type all entries. This information should be as complete as possible prior to an initial discussion with the FAA.		
1. Aircraft:	Make	Model
	Registration Number N	Serial Number
2. Applicant:	Name	Address/Telephone Number
3. Type of Product and Certification Basis: <input type="checkbox"/> Airframe <input type="checkbox"/> Engine <input type="checkbox"/> Appliance <input type="checkbox"/> Other For an appliance or "Other" list: Manufacturer: Part Number: Serial Number: <input type="checkbox"/> Part 23 <input type="checkbox"/> Part 25 <input type="checkbox"/> Part 27 <input type="checkbox"/> Part 29 <input type="checkbox"/> Part 31 <input type="checkbox"/> Part 33 <input type="checkbox"/> CAR 3 <input type="checkbox"/> CAR 4(a) <input type="checkbox"/> CAR 4(b) <input type="checkbox"/> CAR 6 <input type="checkbox"/> CAR 7 <input type="checkbox"/> CAR 8 <input type="checkbox"/> CAR 13		
4. Brief Description of Project: <input type="checkbox"/> Repair <input type="checkbox"/> Alteration		
5. Schedule for Completion of Project: Date when field approval is needed: Date when work is to begin: Date for ASI visit (projected): Projected completion date for project:		
6. Who Will Perform the Repair or Alteration? Mechanic's name: _____ or Repair station: Certificate no: Contact person at the facility: Telephone number: Location where alteration/repair will be accomplished:		

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FIELD APPROVAL CHECKLIST
7. Designees (DARs, DERs, or ODAs): <input type="checkbox"/> None Designated Engineering Representatives (DER), Designated Airworthiness Representatives (DAR), or Organization Designation Authorization (ODA): Name: _____ Telephone number: _____ Name: _____ Telephone number: _____
8. Compliance Statement and Compliance Checklist: Attach the Compliance Checklist you completed.
9. Previous Repairs or Alterations Affected by This Alteration: Is this alteration compatible with previously installed equipment?
10. Maintenance Information and/or Instructions for Continued Airworthiness (ICA): Maintenance information attached? <input type="checkbox"/> Yes <input type="checkbox"/> No Reference these in block 8 of FAA Form 337.
11. Aircraft Flight Manual Supplement (AFMS): Do you have an AFMS? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, attach a copy.
12. Data Attached: <input type="checkbox"/> Proposed FAA Form 337 <input type="checkbox"/> Description of alteration, including drawings, schematics, and diagrams <input type="checkbox"/> Material list <input type="checkbox"/> Processes <input type="checkbox"/> Specifications <input type="checkbox"/> Previous field approvals <input type="checkbox"/> FAA Form(s) 8110-3 <input type="checkbox"/> Serviceable tags <input type="checkbox"/> Placards <input type="checkbox"/> Test data and/or flight test data <input type="checkbox"/> Load analysis (electrical and/or structural) <input type="checkbox"/> Other:

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INSTRUCTIONS FOR COMPLIANCE CHECKLIST

The purpose of the compliance checklist is to document which regulations are applicable to the field approval requested, and how compliance with those regulations was shown. Instructions for completing this sample compliance checklist are as follows:

- 1. 14 CFR Part/CAR Paragraph.** Specific applicable regulations may be listed by number, e.g., 14 CFR Part 23, Section 23.1353.
- 2. Subject.** Insert the subject or title of the 14 CFR Part/CAR applicable paragraphs, e.g., Storage battery design and installation.
- 3. Method of Compliance.** The method of compliance may include design drawings (D), analyses (A), tests (T), or other methods (O). Some compliance checklists simply list the letter corresponding to the applicable methods of compliance. Other compliance checklists reference specific data by title or number. You and the FAA inspector should agree upon the format.
- 4. Documentation Reference.** List the documentation (test report number, analysis report number, and so forth) that demonstrated compliance to the subject 14 CFR part or CAR paragraph.

COMPLIANCE CHECKLIST			
14 CFR Part/CAR Paragraph	Subject	Method of Compliance	Documentation Reference

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INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA) CHECKLIST 1 of 2		
A/C Make:	Model:	
S/N:	N No.:	
Revision:	Date:	
System:		
INSTRUCTIONS: Review each item for applicability. If the item does not apply, mark N/A. Include those items that do apply in Block 8 of Form 337 as ICAs, or if extensive, use separate sheet and attach to Form 337.		
Item	Subject	Ck
1.	Introduction: Briefly describes the aircraft, engine, propeller, or component that has been altered. Include any other information regarding the content, scope, purpose, arrangement, applicability, definitions, abbreviations, precautions, units of measurement, referenced publications, and distribution of the ICA, as applicable.	
2.	Description: Of the major alteration and its functions, including an explanation of its interface with other systems, if any.	
3.	Control, operation information: Or special procedures, if any.	
4.	Servicing information: Such as types of fluids used, servicing points, and location of access panels, as appropriate.	
5.	Maintenance instructions: Such as recommended inspection/maintenance periods in which each of the major alteration components are inspected, cleaned, lubricated, adjusted, and tested, including applicable wear tolerances and work recommended at each scheduled maintenance period. This section can refer to the manufacturers' instructions for the equipment installed where appropriate (e.g., functional checks, repairs, inspections). It should also include any special notes, cautions, or warnings, as applicable.	
6.	Troubleshooting information: Describes probable malfunctions, how to recognize those malfunctions, and the remedial actions to take.	
7.	Removal and replacement information: Describes the order and method of removing and replacing products or parts, and any necessary precautions. This section should also describe or refer to manufacturer's instructions to make required tests, checks, alignment, calibrations, center of gravity changes, lifting, or shoring, etc., if any.	
8.	Diagrams: Of access plates and information, if needed, to gain access for inspection.	
9.	Special inspection requirements: Such as X-ray, ultrasonic testing, or magnetic particle inspection, if required.	
10.	Application of protective treatments: To the affected area after inspection and/or maintenance, if any.	

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INSTRUCTIONS FOR CONTINUED AIRWORTHINESS (ICA) CHECKLIST 2 of 2		
Item	Subject	Ck
11.	Data: Relative to structural fasteners such as type, torque, and installation requirements, if any.	
12.	List of special tools: Special tools that are required, if any.	
13.	For commuter category aircraft: Provide the following additional information, as applicable: A. Electrical loads B. Methods of balancing flight controls C. Identification of primary and secondary structures D. Special repair methods applicable to the aircraft	
14.	Recommended overhaul periods: Required to be noted on the ICA when an overhaul period has been established by the manufacturer of a component or equipment. If no overhaul period exists, the ICA should state for item 14, "No additional overhaul time limitations."	
15.	Airworthiness limitation section: Includes any "approved" airworthiness limitations identified by the manufacturer or FAA Type Certificate Holding Office (e.g., An STC incorporated in a larger field approved major alteration may have an airworthiness limitation). The FAA inspector should not establish, alter, or cancel airworthiness limitations without coordinating with the appropriate FAA Type Certificate Holding Office. If no changes are made to the airworthiness limitations, the ICA should state for item 15, "No additional airworthiness limitations" or "Not Applicable."	
16.	Revision: Includes information on how to revise the ICA. For example, a letter will be submitted to the local FAA Office with a copy of the revised FAA Form 337 and revised ICA. The FAA inspector accepts the change by signing block 3 and including the following statement, "The attached revised/new Instructions for Continued Airworthiness (date) for the above aircraft or component major alteration have been accepted by the FAA, superseding the Instructions for Continued Airworthiness (date)." After the revision has been accepted, a maintenance record entry will be made, identifying the revision, its location, and date on the FAA Form 337. accepted, a maintenance record entry will be made, identifying the revision, its location, and date on the FAA Form 337.	

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INSTRUCTIONS FOR COMPLETION OF FORM 337

Instructions for completion of FAA Form 337 are found in [Advisory Circular 43.9-1](#) (as revised).

The following two pages are graphical views of form 337.

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 US Department of Transportation Federal Aviation Administration		MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)		Form Approved OMB No. 2120-0020 2/28/2011	Electronic Tracking Number _____
For FAA Use Only					
INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))					
1. Aircraft	Nationality and Registration Mark			Serial No.	
	Make			Model	Series
2. Owner	Name (As shown on registration certificate)			Address (As shown on registration certificate)	
	Address _____			City _____ State _____	
	Zip _____			Country _____	
	3. For FAA Use Only				
4. Type		5. Unit Identification			
Repair	Alteration	Unit	Make	Model	Serial No.
<input type="checkbox"/>	<input type="checkbox"/>	AIRFRAME	_____	(As described in Item 1 above)	_____
<input type="checkbox"/>	<input type="checkbox"/>	POWERPLANT			
<input type="checkbox"/>	<input type="checkbox"/>	PROPELLER			
<input type="checkbox"/>	<input type="checkbox"/>	APPLIANCE	Type		
			Manufacturer		
6. Conformity Statement					
A. Agency's Name and Address			B. Kind of Agency		
Name _____			U. S. Certificated Mechanic		Manufacturer
Address _____			Foreign Certificated Mechanic		C. Certificate No.
City _____ State _____			Certificated Repair Station		
Zip _____ Country _____			Certificated Maintenance Organization		
D. I certify that the repair and/or alteration made to the unit(s) identified in item 5 above and described on the reverse or attachments hereto have been made in accordance with the requirements of Part 43 of the U.S. Federal Aviation Regulations and that the information furnished herein is true and correct to the best of my knowledge.					
Extended range fuel per 14 CFR Part 43 App. B <input type="checkbox"/>		Signature/Date of Authorized Individual			
7. Approval for Return to Service					
Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is <input type="checkbox"/> Approved <input type="checkbox"/> Rejected					
BY	FAA Fit. Standards Inspector	Manufacturer	Maintenance Organization	Persons Approved by Canadian Department of Transport	
	FAA Designee	Repair Station	Inspection Authorization	Other (Specify)	
Certificate or Designation No.		Signature/Date of Authorized Individual			

FAA Form 337 (10-06)

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NOTICE

Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements.

8. Description of Work Accomplished

(If more space is required, attach additional sheets. Identify with aircraft nationality and registration mark and date work completed.)

Nationality and Registration Mark

Date

Additional Sheets Are Attached

FAA Form 337 (10-06)