Test Standards Board Charter
Version 3.0

1 PURPOSE

The Test Standards Board Charter sets forth the mission, roles, and responsibilities of the Federal Aviation Administration's (FAA's) William J. Hughes Technical Center's Test Standards Board (TSB).

2 BACKGROUND

To ensure quality and reliability of the National Airspace System (NAS), new NAS systems, as well as improvements and modifications to existing systems, must be tested and evaluated prior to going into operational service. The Test and Evaluation (T&E) function is a key role performed at the William J. Hughes Technical Center.

In 2005, the Verification and Validation (V&V) effort was initiated to support the reduction of program risks and to improve the test products and services. The focus of this effort was to enhance T&E practices to:

a) Reduce latent defects in fielded systems

b) Promote data-driven, best value decision-making throughout the respective lifecycles of these systems

c) Minimize the cost and time required for test

As a result of this effort, the William J. Hughes Technical Center established the TSB along with institutionalized standard practices and procedures.

3 MISSION

The mission of the TSB is to serve as the principal focal point for the quality of T&E products and services. In fulfillment of this mission, the TSB has the following objectives:

a) Provide independent quality T&E oversight with the following outcomes:
   - Consistent quality T&E products
   - Sound technical T&E strategies and methods
   - Defined and documented risks relating to the quality of test services and the program

b) Develop, document, and institutionalize best practice T&E operations

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c) Support the assurance of the technical integrity of test programs and test process conformance

d) Continuously improve T&E processes

e) Plan for the T&E of future NAS systems, services, and capabilities including those that comprise NextGen, emerging technologies, and other evolving FAA needs

4 TSB ROLES AND RESPONSIBILITIES

The TSB oversees test projects to ensure quality and process conformance during developmental and operational test activities. The TSB serves as the technical authority on test strategies, plans, conduct, and reporting. The TSB also plays a key role in achieving and maintaining International Organization for Standardization (ISO) registrations through the maintenance, implementation, and fostering of quality T&E processes.

Under this charter, it is the responsibility of the TSB to:

a) Conduct independent reviews of test strategies, plans, and reports and provide endorsements and recommendations for approval or disapproval

b) Establish, maintain, and enhance the Test and Evaluation Handbook. This includes maintaining associated templates, samples, and guidance

c) Review, maintain, and improve the Acquisition Management System (AMS) and other policies relating to T&E

d) Develop and maintain T&E performance reports by collecting and analyzing the data necessary for inclusion in the report

e) Track program progress, T&E activities, and risks

f) Report test program status to the T&E Senior Managers on a monthly basis; resolve or escalate major T&E risks related to process/policy conformance, T&E sufficiency/credibility, or the quality of T&E services

g) Provide support and advise in meeting program T&E needs in the following areas:
   1) Applying quality T&E processes
   2) Establishing appropriate test methods
   3) Addressing NAS operations, NAS Systems, technology, and specialty areas (e.g. Systems Engineering, Verification & Validation, Human Factors, Safety, Security)

h) Support the training of test practitioners as well as developing and maintaining T&E training standards and curriculum

i) Develop strategies which ensure that T&E processes are updated on a timely basis as needed to meet the requirements of new technologies

TSB operations and procedures are documented in Appendix A of this Charter (TSB Internal Operations), the Test Roles and Responsibilities Guide and the TSB Work Product Review and Endorsement Guide.

5 TSB MEMBERS

A list of active TSB and ad-hoc members is maintained independently from the Charter. The list can be found on the ANG-E Test and Evaluation (T&E) Portal by selecting the V&V Repository and going to the T&E Standards, PDDs, Handbook category.

6 EFFECTIVE DATE AND APPROVAL OF CHARTER
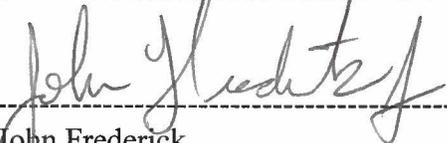
_____   8/13/2015
John Frederick   Date
Manager, Verification & Validation Strategies and Practices Branch
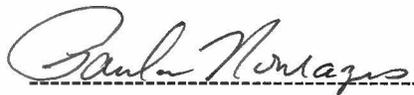
_____   8/17/2015
Paula Nouragas   Date
Manager, Air Traffic Systems (ATS) T&E Services Division

_____   8/17/2015
Michael Greco   Date
Manager, Enterprise Services Test & Evaluation Division

_____   8/20/2015
Dennis L. Filler   Date
Director, William J. Hughes Technical Center

APPENDIX A

TSB INTERNAL OPERATIONS

The Manager, Verification & Validation Strategies and Practices Branch convene regular meetings that are at least monthly.

TSB Meetings
There are three types of TSB meetings:

a) TSB T&E Program Review – A meeting that is held approximately once per month to assess each test program under TSB oversight as described below:
  - TSB assesses and reports on the status of T&E services for each test program under TSB oversight
  - TSB uses the TSB T&E Test Status Report and TSB T&E Integrated Schedule to assess and status each test program
  - TSB reviews the TSB T&E Issues Database items
  - As a result of this meeting, the TSB T&E Test Status Report and TSB T&E Issues are updated and delivered to management

b) TSB Tabling or Boarding of T&E Work Products – A meeting that is held whenever a T&E work product review has been completed by the TSB as described below:
  - The TSB points of contact for a test program will present a T&E work product for discussion to establish the TSB's endorsement position on the work product
  - TSB comments are updated and delivered to the test team
  - When required, a TSB Endorsement Position Paper is developed to address the TSB position established at this meeting on the T&E work product

c) TSB Special Topics Meeting – A free-form meeting to:
  - Assess or understand specific test programs
  - Discuss or address process improvement activities
  - Discuss test standards issues or practices
  - Host a technical interchange meeting with test program representatives