

# COVER SHEET

## Reduced Vertical Separation Minimum (RVSM) Information Sheet Part 91 RVSM Letter of Authorization

**NOTE:** FAA Advisory Circular 91-85, Authorization of Aircraft and Operators for Flight in Reduced Vertical Separation Minimum Airspace contains information on airworthiness, continuing airworthiness, and operations programs for Reduced Vertical Separation Minimum (RVSM) operations. The AC is not mandatory and does not constitute a regulation. It describes an acceptable means, but not the only means, for authorization of aircraft and operators to conduct flight in airspace or on routes where RVSM is applied.

Attached is an information sheet package that was developed to assist operators in collecting the necessary data needed to submit an application for a part 91 Reduced Vertical Separation Minimum (RVSM) Letter of Authorization (LOA).

The package consists of three parts:

1. An Information Sheet to organize RVSM information
2. Attachment A – an instruction guide on filling in the Information Sheet
3. Attachment B – the RVSM Authorization Decision Matrix from FAA Order 8900.1

The information sheet in this package was developed to support the streamlined process recommended by the PARC RVSM LOA Process Enhancement Team (composed of FAA & industry representatives). The new policy is contained in revised Federal Aviation Administration (FAA) RVSM guidance material approved in January 2014. The information sheet is based upon the RVSM Authorization Decision Matrix from the FAA Order 8900.1, Volume 4, Chapter 10, Section 1, Paragraph 4-1237- C.

Not all boxes on the information sheet may be required to be filled out. **Read fully Attachments A and B before attempting to fill in the information sheet.** Pre-coordination with the appropriate Flight Standards District Office (FSDO) or International Field Office (IFO) is strongly encouraged.

**NOTE:** This package consolidates required items from various FAA and ICAO documents to aid personnel in determining the acceptability of submitted authorization requests. The package itself does not constitute regulatory guidance.

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## Information Sheet for Part 91 RVSM Letter of Authorization (LOA)

**Read Attachment A, Instruction Guide for completion of the RVSM LOA Information sheet and Attachment B, RVSM Decision Matrix before attempting to complete this Information Sheet.**

### Section I - Identifying Information

<b>1. Servicing FSDO or IFO Information</b>	Name:		
	Address:		
	City:		
	State:		
	Zip Code:		
	Phone Number:		

<b>2. Operator's Name &amp; Primary Business Address</b>	The operator's official (legal) name		
	Primary Business Address and City		State
			Zip Code

<b>3. Aircraft M/M-S – (S)</b>	Manufacturer/Model	Registration Number	Serial Number	Mode S Code

<b>4. Aircraft Seating</b>	Number of Passenger Seats	Number of Crew Seats

<b>5. Aircraft Base of Operations</b>	Airport Code	Airport Address and City	State	Zip Code

<b>6. Alternate Mailing Address</b>	Mailing Address and City	State	Zip Code

<b>7. RVSM Point of Contact</b>	Name:	Title:
	Email:	Phone:

**8.** The aircraft identified is equipped to meet all requirements for operations in RVSM airspace. This is shown by original design or alteration records that document compliance with 14 CFR Part 91, Appendix G Section 2. The Aircraft Flight Manual (AFM) and Flight Manual Supplements and supporting Manufacturer's Operating Guides required by those documents are available to the flight crew. The aircraft, records, and documents are available for FAA inspection.

NOTE: Operators should be fully cognizant with RVSM requirements, including status of all required maintenance. Prior to conducting operations in RVSM designated airspace it is necessary that the aircraft meet all applicable RVSM airworthiness. This could include, and is not limited to the altimeters, air data computers, autopilot altitude keeping device, altitude alerter, skin waviness test and more.

<b>Responsible Person</b>	Name:	Title:
	Email:	Phone:

## Information Sheet for Part 91 RVSM B046 Letter of Authorization (LOA)

### Section II – RVSM Information

<b>9. Explanation for Request</b>	<p><input type="checkbox"/> a. This request is submitted to amend an existing LOA (Authorization Group I):</p> <p style="padding-left: 40px;">Previous Part 91 ID Number:</p> <p style="padding-left: 40px;"><input type="checkbox"/> (1) Change in Primary Business Address only</p> <p style="padding-left: 40px;"><input type="checkbox"/> (2) Change in Responsible Person and/or RVSM Point of Contact</p> <p style="padding-left: 40px;"><input type="checkbox"/> (3) Change in Aircraft Registration Number only (note: not a different aircraft)</p> <p style="padding-left: 40px;"><input type="checkbox"/> (4) Removal of an aircraft from an existing RVSM authorization with multiple aircraft</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> b. This is a request for a new LOA based on one or more existing approved RVSM authorization element(s) (Authorization Group II)</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> c. This is a request for a new LOA (Authorization Group III)</p> <p>Additional information:</p>
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<b>10. RVSM Operational Policy and Procedures</b>	<p>(check one): <input type="checkbox"/> The RVSM operational policy and procedures previously accepted by the FAA have been thoroughly reviewed, and they continue to meet all requirements for RVSM operations and conform to the applicant's additional operational requirements.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> New or revised operating procedures are included with this application</p>
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<b>11. Crew Training</b>	<p>(check one): <input type="checkbox"/> There have been no changes to previously trained/qualified flight crew personnel and each pilot has an adequate knowledge of RVSM requirements, policies, and procedures.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Completed by: _____ Date of Completion: _____</p> <p><input type="checkbox"/> Copies of Training certificate (s) or other records attached</p>
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<b>12. RVSM Maintenance Program</b>	<p>(check one): <input type="checkbox"/> The operator's RVSM Maintenance Program previously approved by the FAA has been thoroughly reviewed and will continue to meet the RVSM maintenance requirements for the aircraft. Maintenance programs previously approved for specific operators containing operator specific information such as personnel names, company names, registration numbers or incompatible policies or procedures are not appropriate for use by another operator without revision and approval.</p> <p>NOTE: The aircraft instructions for continued airworthiness (ICAs) of a newly manufactured aircraft that has been designed to meet RVSM requirements are FAA approved and may be submitted along with acceptable operator procedures as a previously approved RVSM maintenance program. The manufacturers recommended maintenance</p>
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## Information Sheet for Part 91 RVSM B046 Letter of Authorization (LOA)

	<p>procedures when followed without exception constitute acceptable procedures and require no further review. The aircraft may not have been modified from its original RVSM design. It is the operator's responsibility to provide or identify and reference these documents in a clear and understandable manner.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> The operators RVSM Maintenance Program is submitted for approval with this application.</p>
<b>13. Minimum Equipment List (MEL)</b>	<p><input type="checkbox"/> (If applicable</p> <p>FAA MMEL Revision: _____ Date: _____</p>

<b>14. RVSM Airworthiness Date</b>	Date: _____	TCDS/SB/STC used for RVSM Compliance: (see inst.sheet)

<b>15. RVSM Equipment</b>				
Quantity	Manufacturer	Model	Type of Equipment	Part Number
<b>RVSM Equipment Data</b>	<input type="checkbox"/> If flight manual supplements are required for equipment, provide copies of the cover page, list of effective pages and a copy of the page that contains the RVSM Capability Statement.			

<b>16. TCAS II (if equipped)</b>	Note: TCAS is not required for RVSM operations. However, if TCAS II is installed it must comply with TSO C-119b Version 7 or later.	
Manufacturer	Model/Part Number	Version of Software installed

<b>17. RVSM Height Monitoring</b>	<input type="checkbox"/> RVSM Height Monitoring is Complete <p style="text-align: center;">OR</p> <input type="checkbox"/> Intend to complete within 6-months of authorization, if not previously monitored	Date of last monitoring: _____
		Number of flight hours since last monitoring (if monitoring date exceeds 2-years): _____
		<input type="checkbox"/> Check here if operator's aircraft fleet meets group monitoring requirements.
<input type="checkbox"/> Record of completed height monitoring attached (including fleet requirements)		

## ATTACHMENT A

### Instruction Guide for Completion of the RVSM Letter of Authorization (LOA) Information Sheet

#### Table of contents

- A. Overview
- B. Instructions for completing the Information Sheet in accordance with the RVSM Decision Matrix
- C. Explanation for individual items on the Information Sheet

#### **A. Overview**

1. **Review the RVSM Decision Matrix.** This document provides guidance on the three authorization groups I, II or III that assist operators and inspectors in determining the most efficient review process for the authorization application. The Matrix is found in FAA Order, 8900.1, Volume 4, Chapter 10, Section 1, Paragraph 4-1237-C, Fig. 4-88. (also Attachment B)

NOTE: Guidance has been created in order to allow for the most efficient processing of a RVSM authorization request without sacrificing operational safety. A safety inspector may rely on this guidance in issuing new or amended RVSM authorizations. Each Inspector retains the authority to conduct as much review and research with respect to any proposed RVSM-Compliant Aircraft, RVSM-Approved Maintenance Program or RVSM-operational requirements as is warranted in order to ensure safety and regulatory compliance requirements have been met. Operators are required to ensure that all RVSM documentation is current even if not required to submit it for authorization.

2. **Review the Reduced Vertical Separation Minimum Job Aid.** This document identifies core RVSM reference documents for operators and inspectors and provides a list of operator documents or exhibits that an operator should submit to support an application for RVSM authorization.
3. **Make initial contact with the FAA office to service your request, complete the information sheet according to the instructions, collect the required documentation in support of your request, and contact the FAA office for further submission instructions.**

NOTE: It is the operator's responsibility to ensure that documentation satisfies the requirements for authorization. A statement by the operator detailing any changes made to previously approved programs will assist the inspector in determining the level of review necessary for approval. The operator should submit final and complete documents. It would be inappropriate for an operator to submit documentation containing specific information for a different operator.

#### **B. Instructions for completing the Information Sheet in accordance with the RVSM Decision Matrix**

##### **Section I – Identifying Information**

**Items 1 -8:** Always complete Items 1 through 8

##### **Section II - RVSM Information**

###### **Item 9:**

- Check Item a, b or c depending on which Authorization Group your request falls into.

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**Instruction Guide for Completion of the RVSM Letter of Authorization (LOA) Information Sheet**

**Item 9-a:** Check this box if the request is for an amendment to an existing LOA (RVSM Authorization Group I)

- Fill in the existing authorization number

**Item 9-a-(1): Change in Business Address only**

- Review items 10 through 13 and ensure that there are no changes to these items
- Ensure losing FSDO or IFO is notified in writing of change of business address

**Item 9-a-(2): Change in Responsible Person and or RVSM Point of Contact only**

- Review items 10 through 13 and ensure that there are no changes to these elements
- Ensure that the name of the new personnel are listed in boxes 7 and 8, as applicable

**Item 9-a-(3): Change in Aircraft Registration Number only (not a different aircraft)**

- List the old and new registration number in the additional information section of item 9
- Ensure the new registration number is included in item 3
- Review items 10 through 13 and ensure that there are no changes to these items

**Item 9-a-(4): Removal of an aircraft from an existing RVSM authorization with multiple aircraft**

- List the identifying information of the aircraft to be removed in the additional information section of item 9
- Review items 10 through 13 and ensure that there are no changes to these items

**Item 9-b:** Check this box if the request is for a new LOA based on one or more existing approved RVSM authorization elements (RVSM Authorization Group II)

- Determine which existing RVSM authorization elements remain unchanged.
- Review items 10 through 13. Provide information as required. Ensure for those items that are changing supporting documentation is provided.
- Complete items 14 through 17.

**Item 9-c: Requesting a new LOA**

- Determine that no current authorization elements exist or a new application.
- Complete all items on the information sheet.

**C. Guidance for Individual Items of the Information Sheet:**

<p>1. Servicing FSDO or IFO Information</p>	<p>List Contact Information for the Office that will issue the authorization Determine the appropriate office for submission and complete as required.</p> <p>Also, see item 14, the Operator's "Primary Business Address".</p> <p>Note: The Operator's primary business address must be within the service area for the applicable area.</p> <p>Ref: FAA Order 8900.1, Vol3, Ch2, Sec2, Para. 3-55</p>
<p>2. Operator's Name and Primary Business</p>	<p>Clearly state the name of the operator. This should be the same for all Part 91 Authorizations assigned to the operator.</p>

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**Instruction Guide for Completion of the RVSM Letter of Authorization (LOA) Information Sheet**

Address	<p>Note: The primary business address must be within the service area for the applicable FSDO or IFO.</p> <p>Ref: FAA Order-8900.1, Vol3,Ch2, Sect2, Para.3-55 FAA Order 8900.1, Vol4, Ch10, Sec 1, Para. 4-1235-B</p>
3. Aircraft Manufacturer, Model, Registration and Serial Number	<p>Supply the requested information copied from the aircraft's Standard Airworthiness Certificate. Supply the Mode S Code from the Registration Certificate.</p> <p><b>*All Applicants should provide a copy of the aircraft registration and airworthiness certificate for each aircraft.</b></p>
4. Aircraft Seating	<p>Provide aircraft seating information. This is not an RVSM requirement but needed for the authorization template in WebOPSS.</p>
5. Aircraft Base of Operations	<p>Submit the requested information for the Aircraft's Base of Operations.</p> <p>Ref: FAA Order 8900.1, Vol3, Ch2, Sec2, Para.3-55-A</p>
6. Alternate Mailing Address (if needed)	<p>If required provide an alternate mailing address</p> <p>Ref: FAA Order 8900.1, Vol3,Ch2, Sec2, Para.3-55-B, 3-55-E(2)</p>
7. RVSM Point of Contact Information	<p>RVSM Point of Contact (POC) – This person is either the Responsible Person, or if different than the Responsible Person, a person to act as a contact person who has actual day-to-day knowledge of the RVSM-compliant aircraft operations and maintenance. If the POC is other than the Responsible Person, this person <u>does not</u> have authority to sign the LOA.</p> <ul style="list-style-type: none"> <li>○ Full name</li> <li>○ Contact telephone number(s), identify mobile, office, etc.</li> <li>○ Email address</li> </ul> <p>Ref: FAA Order 8900.1, Vol4, Ch10 Sec 1, Para. 4-1236-E</p>
8. RVSM Responsible Person's information	<p>RVSM Responsible Person – the Operator or the Operator's legal authority to sign the LOA. This person must be a U.S. citizen, or a person who holds a U.S. pilot certificate and who accepts responsibility for complying with the stated regulations.</p> <ul style="list-style-type: none"> <li>○ Full name</li> <li>○ Contact telephone number(s), identify mobile, office, etc.</li> <li>○ Email address</li> </ul> <p>Ref: FAA Order 8900.1, Vol4, Ch10 Sec 1, Para. 4-1236-E</p>
9. Explanation for Request	<p>Identify if this is a change to an existing LOA or a request for a new LOA. <u>If this is a request for a change to an existing LOA include a copy of the current LOA.</u></p> <p>Ref: FAA Order 8900.1, Vol4, Ch10, Sec1, Para. 4-1237 (RVSM Decision Matrix)</p>
10. RVSM Operational Policy and Procedures	<p>Identify if the operator will use operational policy and procedures previously accepted by the FAA or New or revised operational policy and procedures are included in the application (If so attach copy)</p> <p>Ref: FAA Order 8900.1, Vol4, Ch10, Sec1, Para. 4-1236 FAA AC 91-85, Para. 12d(4), App 4 and 5</p>

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<p>11. Crew Training</p>	<p>Identify if there have been changes to the crew or crew training or if the operator will use training evidence previously accepted by the FAA.</p> <p>Provide 14 CFR part 142 training center certificates (further evaluation not required); or</p> <p>Certificates documenting completion of a course of instruction on RVSM Policy and Procedures; and/or an Operator's in house training program.</p> <p>Note: The FAA, at its discretion, may evaluate a training course prior to accepting a training certificate.</p> <p>Ref: FAA Order 8900.1, Vol4, Ch10, Sec1, Para. 4-1236-B FAA AC 91-85, Para. 12d(3)</p>
<p>12. RVSM Maintenance Program</p>	<p>Identify if the operator is submitting an RVSM Maintenance program for approval</p> <p>Ref: FAA Order 8900.1, Vol4, Ch10, Sec1, Para. 4-1235</p>
<p>13. Minimum Equipment List (MEL)</p>	<p>If operating under a MEL supply copies of applicable data.</p> <p>Ref: FAA Order 8900.1, Vol4, Ch10, Sec1, Para. 4-1236-C FAA AC 91-85 p. 12d(6)</p>
<p>14. RVSM Airworthiness Date</p>	<p>List the compliance date when the aircraft became RVSM compliant. Include a copy of the maintenance records to be included with your document submission</p> <p>If the aircraft was manufactured RVSM compliant the date of the Airworthiness Certificate is usually the compliancy date.</p> <p>If the aircraft was made RVSM compliant though a STC, and Service Bulletin or a Service Letter, the RVSM compliant date will be found in the maintenance log book. Include copies of the maintenance record return to service entry and FAA form 337s if applicable.</p>
<p>15. RVSM Equipment</p>	<p>Identify RVSM required components.</p> <p>If flight manual supplements are required for equipment, provide copies of the cover page, list of effective pages and a copy of the page that contains the RVSM Capability Statement.</p> <p>Ref: FAA Order 8900.1, Vol4, Ch10, Sec1, Para. 1235-D-1 FAA AC 91-85, Para. 12d(2)</p>
<p>16. TCAS II</p>	<p>List information requested if TCAS equipped.</p> <p>If you have TCAS II installed, verify that it has version 7 software, or later. Identify the processor part number, model and software version.</p> <p>Ref: 14 CFR 91 Appendix G section 2 (g). FAA Order 8900.1, Vol4, Ch10 Sec1, Para. 4-1242-E, Fig. 4-87 FAA AC 91-85, Appendix 4</p>
<p>17. RVSM Height Monitoring</p>	<p>Submit evidence of RVSM height monitoring or a plan for monitoring as required.</p> <ul style="list-style-type: none"> <li>- Copy of entry of successful height monitoring by an approved ground based system (e.g., US AGHME from the North American RVSM Approvals Data Base or a European HMU); or</li> </ul>

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	<ul style="list-style-type: none"><li>- Report of a successful monitoring supplied by an FAA approved GPS-based provider; or</li><li>- Evidence provided by another ICAO sponsored RMA such as Eurocontrol.</li></ul> <p>If the aircraft meets monitoring requirements through an Operator's fleet group monitoring requirements submit evidence of all relevant height monitoring.</p> <p>Ref: FAA Order 8900.1, Vol4, Ch1, Sec5, Para. 4-109-H FAA Order 8900.1, Vol4, Ch10, Sec1, Para. 4-1236-D FAA AC 91-85 p. 12h</p>
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**ATTACHMENT B**  
**RVSM Decision Matrix**

**Figure 4-88. RVSM Decision Matrix**

<b>RVSM DECISION MATRIX</b>	
<p><b>AUTHORIZATION GROUP I:</b></p> <p><b>RVSM AUTHORIZATION AMENDMENTS</b></p> <ul style="list-style-type: none"> <li>• The following changes are considered to be administrative in nature only.</li> <li>• This group <i>only</i> applies in circumstances where a previously authorized RVSM operator and each of the previously accepted RVSM Authorization Elements <i>are remaining the same</i>.</li> </ul>	
<b>I.</b>	<b>A. Examples of Requested Action / Nature of Change</b>
	<ol style="list-style-type: none"> <li>1. Change in the primary business address of an RVSM-Compliant Aircraft and/or RVSM authorization holder.</li> <li>2. Change in an existing RVSM operator’s designated Responsible Person (or RVSM-Authorized Representative or RVSM-Point of Contact (POC)).</li> <li>3. Change in the registration markings of an RVSM-Compliant Aircraft being operated by an existing RVSM authorization holder.</li> <li>4. Removal of an RVSM-Compliant Aircraft from an existing RVSM authorization that has multiple RVSM-Compliant Aircraft listed.</li> </ol>
<b>I.</b>	<b>B. Applicable Steps and Information Required from RVSM Authorization Holder</b>
	<ol style="list-style-type: none"> <li>1. Prior to making a request for service for an authorization amendment, each existing authorization holder should make a positive determination as to which portions of the previously accepted RVSM Authorization Elements authorization to changing.</li> <li>2. That authorization holder should then submit a written request to the controlling FSDO, CHDO, or IFO that:               <ol style="list-style-type: none"> <li>a. States which of the applicable administrative changes are occurring;</li> <li>b. Further affirmatively states that none of the previously accepted RVSM Authorization Elements that formed the basis for the initial issuance of the affected RVSM authorization have changed or are changing; and</li> <li>c. Requests the issuance of an amendment to the existing RVSM authorization that acknowledges the administrative change being made.</li> </ol> </li> <li>3. If the nature of the requested amendment is to change the primary business address from</li> </ol>

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**RVSM Decision Matrix**

	<p>one FSDO, CHDO, or IFO service area to another, it must notify, in writing, the losing (previously responsible) FSDO, CHDO, or IFO of the new physical location and mailing address within 30 calendar-days following relocation. The losing FSDO, CHDO, or IFO must request that the WebOPSS Help Desk move the operator's database to the appropriate receiving FSDO, CHDO, or IFO. The losing FSDO, CHDO, or IFO must also notify the receiving FSDO, CHDO, or IFO of the change. The receiving FSDO, CHDO, or IFO should then update and reissue the operator's A001 template to reflect the new address, and the receiving FSDO, CHDO, or IFO becomes the responsible FSDO, CHDO, or IFO for processing new LOAs for that operator.</p> <p>4. The authorization holder should also provide such further information as the FSDO, CHDO, or IFO may request in order to efficiently process the request.</p>
<b>I.</b>	<b>C. Applicable Procedures to be Followed by the Appropriate FSDO, CHDO, or IFO</b>
	<ol style="list-style-type: none"> <li>1. Review the request and supporting documentation received from the RVSM authorization applicant to determine if it appears that an amended RVSM authorization amendment is warranted.</li> <li>2. Re-issue the amended RVSM authorization that is identical to the initial RVSM authorization in all respects other than reflecting the new amended information; and</li> <li>3. If the nature of the requested amendment is to change the primary business address from one FSDO service area to another, see the additional applicable guidance in FAA Order, 8900.1, Volume 3, Chapter 2, Section 2, Responsibility of Part 91 Letters of Authorization (LOA).</li> <li>4. If an existing RVSM authorization holder has made a written affirmation that none of the underlying previously accepted RVSM Authorization Elements has changed or will change, and there is no other information provided to the FSDO raising any questions or concerns with respect to the on-going validity or applicability of those RVSM Authorization Elements, then, subject to subparagraph 4-1237A(3), the FSDO, CHDO, or IFO should issue the requested amendment without further inspections being required.</li> </ol>
<p align="center"><b>AUTHORIZATION GROUP II:</b></p> <p align="center"><b>RVSM AUTHORIZATION BASED ON</b>  <b>ONE OR MORE EXISTING APPROVED RVSM AUTHORIZATION ELEMENTS</b></p> <ul style="list-style-type: none"> <li>• The following RVSM authorizations are new authorizations.</li> <li>• This group will normally apply to a new or proposed RVSM operator that is seeking the issuance of an RVSM authorization for an aircraft that is already an RVSM-Compliant Aircraft or where the new RVSM operator will be utilizing a previously accepted RVSM –Approved Maintenance Program and/or previously accepted RVSM-Knowledgeable Pilots requirements with respect to its operations of that specific aircraft.</li> </ul>	
<b>II.</b>	<b>A. Examples of Requested Action/Nature of Change</b>

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**RVSM Decision Matrix**

	<ol style="list-style-type: none"> <li>1. There is a change in the legal status or identity of the business entity that is the Approved RVSM Operator, but the Responsible Person, RVSM Authorized Representative and/or RVSM Contact Person and each of the Approved RVSM Authorization Elements are remaining the same.             <ol style="list-style-type: none"> <li>a. One example of this situation may occur where an operator is converted from an S-corporation to a limited liability company, for example, under applicable state law, but no other changes are occurring.</li> <li>b. Another example may occur where the ownership and operation of an aircraft is transferred from one company to a legal affiliate, but there are no other changes occurring.</li> </ol> </li> <li>2. A new proposed RVSM operator will be using an existing RVSM-Compliant Aircraft, together with a previously accepted RVSM-Approved Maintenance Program and/or previously accepted RVSM-Knowledgeable Pilots requirements. Examples of this type of situation may include:             <ol style="list-style-type: none"> <li>a. An operator takes delivery of a newly-manufactured aircraft that is type certified as RVSM-compliant. The operator provides a written statement that the manufacturer’s approved RVSM maintenance program will be used without deviation.</li> <li>b. An Approved RVSM Aircraft is being operated under an RVSM Authorization issued to a part 135 air carrier, and the underlying owner or a separate lessee will occasionally use that specific aircraft while it is maintained under part 135 air carrier’s RVSM-Approved Maintenance Program and/or the same RVSM-Knowledgeable Pilots requirements.</li> <li>c. A group of underlying owners or lessees use an RVSM-Compliant Aircraft, each maintaining their own operational control of that aircraft pursuant to a dry lease, while also utilizing the same previously accepted RVSM-Approved Maintenance Program and/or the same RVSM-Knowledgeable Pilots requirements.</li> </ol> </li> <li>3. An existing or new proposed Approved RVSM Operator seeks an RVSM Authorization and will be utilizing one or more existing Approved RVSM Authorization Elements.             <ol style="list-style-type: none"> <li>a. An example may be where an existing RVSM operator seeks to add a new proposed RVSM-Compliant Aircraft to an existing RVSM authorization where that operator will continue to use an already accepted RVSM-Approved Maintenance Program (applicable to the specific RVSM design) and/or previously accepted RVSM-Knowledgeable Pilots requirements.</li> </ol> </li> </ol>
<b>II.</b>	<b>B. Applicable Steps and Information Required from RVSM Authorization Applicant</b>
	<ol style="list-style-type: none"> <li>1. Make a positive determination that the existing or new proposed RVSM operator is seeking an RVSM authorization that will utilize at least one previously RVSM Authorization Element (i.e., an existing RVSM-Compliant Aircraft, an RVSM-Approved</li> </ol>

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	<p>Maintenance Program, and/or RVSM-Knowledgeable Pilots requirements).</p> <ol style="list-style-type: none"> <li>2. Submit a written request to the controlling FSDO, CHDO, or IFO that:             <ol style="list-style-type: none"> <li>a. Provides complete documentation of an RVSM compliance program, including written information evidencing that the specific aircraft meets the requirements of an RVSM-Compliant Aircraft;</li> <li>b. Further specifically states that an existing RVSM-Approved Maintenance Program and/or previously accepted RVSM-Knowledgeable Pilots requirements will be used with respect to the operation of the proposed Approved RVSM Aircraft in RVSM airspace, as applicable;</li> <li>c. Provides such additional information as necessary to evidence compliance with a new or different RVSM-Approved Maintenance Program and/or new or different RVSM-Knowledgeable Pilots requirements (or to be able to gain such approvals); and</li> <li>d. Asks for the issuance of an RVSM authorization that applies to the operation of the aircraft by that proposed RVSM operator.</li> </ol> </li> <li>3. Provide such further information as the FSDO, CHDO, or IFO may request in order to efficiently process the request.</li> </ol>
<b>II.</b>	<b>C. Applicable Procedures to be Followed by the Appropriate FSDO, CHDO, or IFO</b>
	<ol style="list-style-type: none"> <li>1. Review the request and supporting documentation received from the RVSM Authorization Applicant to determine if it appears that the requested RVSM Authorization is warranted.</li> <li>2. To the extent the RVSM applicant has provided written documentation evidencing that the operator will be using a previously accepted RVSM Authorization Element, and accept that RVSM Authorization Element as a valid basis for the issuance of the new RVSM authorization, and to the extent the applicant has presented a proposed RVSM Authorization Element that has not been previously reviewed and accepted, conduct such additional review and research with respect to that RVSM Authorization Element only as is required to issue the new RVSM authorization.</li> <li>3. If an RVSM applicant has made a written affirmation that one or more of the underlying previously accepted RVSM Authorization Elements have not changed or will not change, there is no other information provided to the FSDO, CHDO, or IFO raising any questions or concerns with respect to the on-going validity or applicability of those RVSM Authorization Elements, and the applicant has otherwise presented sufficient evidence of compliance with the requirements of the remaining RVSM Authorization Elements, then, subject to subparagraph 4-1237A(3), the FSDO, CHDO, or IFO should issue the requested amendment without further inspections being required.</li> </ol>
<p align="center"><b>AUTHORIZATION GROUP III:</b> <b>RVSM AUTHORIZATION NOT BASED ON</b></p>	

**ATTACHMENT B**  
**RVSM Decision Matrix**

**ONE OR MORE EXISTING RVSM AUTHORIZATION ELEMENTS**

- In the event a proposed new or existing Approved RVSM Operator seeks the issuance of an RVSM Authorization that will not be based on any existing RVSM Authorization Element, then neither Authorization Group I nor II above will apply, the proposed Approved RVSM Operator should submit sufficient evidence to show its ability to comply with each of the RVSM Authorization Elements, and the FSDO, CHDO, or IFO should process the request as a new and unique request by reviewing all of the materials provided by the applicant to ensure that each of the RVSM Authorization elements have been met.