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 (RVSM) 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 AC 91-85A

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 information sheet is based upon the RVSM Authorization Decision Matrix from the AC 91-85A, Figure 4-1.

Not all boxes on the information sheet may be required to be filled out. **Read fully Attachments A and B <u>before attempting to fill in</u> 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.

Paperwork Reduction Act Burden Statement: A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 2120-0679. Public reporting for this collection of information is estimated to be approximately 16 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, completing and reviewing the collection of information.

All responses to this collection of information are required to obtain or retain a benefit by 14 CFR Part 91. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to the FAA at: 800 Independence Ave. SW, Washington, DC 20591, Attn: Information Collection Clearance Officer, ASP-110.

COVER SHEET

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 1 – Identifying Information

1a. Servicing FSDO or IFO Information	Name:		
	Address:		
	City:	State:	Zip Code:

1b. Operator's Name & Primary Business Address	The operator's legal name:		
	Address:		
	City:	State:	Zip Code:

1c. Alternate Mailing Address	Address:		
	City:	State:	Zip Code:

1d. Aircraft M/M-S – (S)	Manufacturer/Model	Registration Number	Serial Number	Mode S Code
Aircraft Seating	Number of Passenger Seats:		Number of Crew Seats	

1e. Aircraft Base of Operations	Airport Code:	Airport Address:		
		City:	State:	Zip Code:

1f. RVSM Point of Contact	Name:	Title:
	Email:	Phone:

1g. This is a request for RVSM Authorization. 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.

Responsible Person	Name:	Title:
	Email:	Phone:

Section 2 – RVSM Information - Complete this section for administrative changes to an existing authorization, See RVSM Matrix, Group I, Attachment B to this document

2a. Explanation for Request	☐ This request is submitted to amend an existing LOA (Authorization Group I): ☐ Change in Primary Business Address only ☐ Change in Responsible Person and/or RVSM Point of Contact ☐ Change in Aircraft Registration Number only (note: not a different aircraft) ☐ Removal of an aircraft from an existing RVSM authorization with multiple aircraft Additional information:

2b. Information on existing Authorization	(1). Current LOA Designation Number	LOA three letter code	Fixed	CHDO ID	
			J		

2c. RVSM Operational Policy and Procedures	(check): ☐ 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.

2d. Crew Training	(check): ☐ 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.

2e. RVSM Height Monitoring	(check): ☐ The RVSM height-keeping performance for the operator's fleet of aircraft has been reviewed. The operator's aircraft fleet meets the minimum monitoring requirements.

Section 3 – RVSM Information - Complete this section for a new authorization based on one or more existing approved RVSM elements or an completely new authorization , See RVSM Matrix - Group II or Group III, Attachment B to this document

3a. Explanation for Request	☐ This is a request for a new LOA based on one or more existing approved RVSM authorization element(s) (Authorization Group II) OR ☐ This is a request for a new LOA (Authorization Group III) Additional information:

3b. Information on existing Authorization (if applicable)	(1). Previous LOA Designation Number (if applicable)	LOA three letter code	Fixed	CHDO ID	
			J		

3c. RVSM Operational Policy and Procedures	(check one): ☐ 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. OR ☐ New or revised operating procedures are included with this application

3d. Crew Training	(check one): ☐ 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. OR ☐ Completed by: Date of Completion:
	☐ Copies of Training certificate (s) or other records attached

3e. Area(s) of Operation where Operator Initially intends to start RVSM Operations	☐ Domestic U.S. Only ☐ World Wide ☐ Other: (specify)

3f. Minimum Equipment List (MEL)	☐ (If applicable)or ☐ N/A
	FAA MMEL Revision: Date:

3g. RVSM Airworthiness Date	Date:	TCDS/SB/STC used for RVSM Compliance: (see inst.sheet):

3h. RVSM Equipment

Quantity	Manufacturer	Model	Type of Equipment	Part Number

RVSM Equipment Data	☐ 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.

3i. TCAS II (if equipped)	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

3j. RVSM Height Monitoring	☐ RVSM Height Monitoring is Complete OR ☐ 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):
		☐ Check here if operator's aircraft fleet meets group monitoring requirements.
	☐ 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. FAA AC 91-85A, Authorization for Aircraft and Operators for Flight in Reduced Vertical Separation Minimum (RVSM) Airspace, Figure 4-1. (The RVSM Matrix is provided in Attachment B for convenience)

   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. **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 1 – Identifying Information – Complete this section when requesting RVSM Authorization, submit this section with Section 2 or Section 3 as appropriate.

Section 2 – Complete this section for administrative changes to an existing authorization in accordance with the RVSM Decision Matrix Group I.

Section 3 – Complete this section for a new authorization based on one or more existing approved RVSM elements or a completely new authorization, RVSM Decision Matrix Group II or III.

ATTACHMENT A

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

C. Guidance for Individual Items of the Information Sheet:

Section 1 - Always complete and submit this Section with Section 2 or Section 3 as appropriate.

1a. Information Sheet or letter requesting Service. FSDO or IFO Information	List Contact Information for the Office that will issue the authorization Determine the appropriate office for submission and complete as required. Note: The Operator's primary business address must be within the service area for the applicable area. Ref: AC 91-85A paragraph 4.1.2, 4.2
1b. Operator's Name and Primary Business Address	Clearly state the name of the operator. This should be the same for all Part 91 Authorizations assigned to the operator. Ref: AC 91-85A paragraph 4.1.2
1c.. Alternate Mailing Address (if needed)	If required provide an alternate mailing address Ref: AC 91-85A paragraph 4.1.2
1d. Aircraft Manufacturer, Model, Registration and Serial Number	Supply the requested information for applicable aircraft copied from the aircraft's Standard Airworthiness Certificate. Supply the Mode S Code from the Registration Certificate. *All Applicants should provide a copy of the aircraft registration and airworthiness certificate for each aircraft. **Note: If dealing with multiple aircraft attach a separate list as needed.**
Aircraft Seating	Provide aircraft seating information. This is not an RVSM requirement but needed for the authorization template in WebOPSS.
1e. Aircraft Base of Operations	Submit the requested information for the Aircraft's Base of Operations. Ref: AC 91-85A paragraph 4.1.2
1f. RVSM Point of Contact Information	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. o Full name o Contact telephone number(s), identify mobile, office, etc. o Email address Ref: AC 91-85A paragraph 3.5.1

1g. RVSM Responsible Person's information	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. o Full name o Contact telephone number(s), identify mobile, office, etc. o Email address o Provide signature Ref: AC 91-85A paragraph 3.5, 3.5.1

Section 2. - RVSM Information - Complete this section for administrative changes to an existing authorization.

2a. Explanation for Request	Identify the reason for a change to an existing LOA. Ref: AC 91-85A paragraph 2.4.1, Figure 4-1
2b.Information on existing authorization	Provide the Current LOA designation number. That code can be found on the bottom right footer on the existing LOA. <u>Include a copy of the current LOA.</u> Ref: AC 91-85A paragraph 3.5, 3.5.1, 4.2.1.3, 4.2.2.3
2c.RVSM Operational Policy and Procedures	Review the operator's operational policies and procedures that were previously accepted by the FAA. Ensure no changes are required. Ref: AC 91-85A paragraph 3.3, Appendix B and C
2d.Crew Training	Identify there have been no changes to the crew or crew training previously accepted by the FAA. Ref: AC 91-85A paragraph 3.3,1.1
2e.RVSM Height Monitoring	Ensure the Operator's aircraft or fleet of aircraft meet the RVSM minimum monitoring requirements for height-keeping performance. The MMR charts can be found on the FAA's RVSM Documentation Webpage in the section titled "Monitoring Requirements and Procedures". Ref: AC 91-85A paragraph 3..6.4

ATTACHMENT A

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

Section 3. Complete this section for a new authorization or an authorization based an existing RVSM element.

3a. Explanation for Request	Identify if this is a request based on an existing RVSM Element, either an existing RVSM compliant aircraft or RVSM knowledgeable pilots. Ref: AC 91-85A paragraph 2.4.1, Figure 4-1
3b.Information on existing authorization	If applicable, and a previously existing RVSM LOA is exists enter the information here, otherwise leave blank. <u>Include a copy of the current LOA, if applicable.</u>
3c. RVSM Operational Policy and Procedures	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) Ref: AC 91-85A paragraph 3.3, Appendix B and C FAA Aeronautical Information Manual (AIM), Chapter 4, Section 6
3d. Crew Training	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. Provide 14 CFR part 142 training center certificates (further evaluation not required); or Certificates documenting completion of a course of instruction on RVSM Policy and Procedures; and/or an Operator's in house training program. Note: The FAA, at its discretion, may evaluate a training course prior to accepting a training certificate. Ref: AC 91-85A paragraph 3.3,1.1
3e. Area(s) of Operation where Operator initially intends to start RVSM Operations	If starting RVSM operations in a new area of operation, specify here.

ATTACHMENT A

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

3f. Minimum Equipment List (MEL)	If operating under a MEL supply copies of applicable data. Ref: AC 91-85A paragraph 3.6.2
3g. RVSM Airworthiness Date	List the compliance date when the aircraft became RVSM compliant. Include a copy of the maintenance records to be included with your document submission If the aircraft was manufactured RVSM compliant the date of the Airworthiness Certificate is usually the compliancy date. 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.
3h. RVSM Equipment	Identify RVSM required components. 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. Ref: AC 91-85A paragraph 3.6.1
3i. TCAS II	List information requested if TCAS equipped. If you have TCAS II installed, verify that it has version 7 software, or later. Identify the processor part number, model and software version. Ref: FAA AC 91-85, Appendix B.7

3j. RVSM Height Monitoring	Submit evidence of RVSM height monitoring or a plan for monitoring as required. - 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 - Report of a successful monitoring supplied by an FAA approved GPS-based provider; or - Evidence provided by another ICAO sponsored RMA such as Eurocontrol. If the aircraft meets monitoring requirements through an Operator's fleet group monitoring requirements submit evidence of all relevant height monitoring. Ref: AC 91-85A paragraph 3..6.4 RVSM Minimum Monitoring Requirements Chart, FAA RVSM Documentation webpage – Height Monitoring Section

ATTACHMENT B

AC 91-85A Figure 4-1. RVSM Decision Matrix

RVSM DECISION MATRIX	
AUTHORIZATION GROUP I: **RVSM AUTHORIZATION AMENDMENTS** • The following changes are considered to be administrative in nature only. • This group *only* applies in circumstances where a previously authorized RVSM Operator and each of the previously accepted RVSM Authorization Elements *are remaining the same*.	
I.	**A. Examples of Requested Action/Nature of Change**
	1. Change in the primary business address of an RVSM-Compliant Aircraft and/or RVSM authorization holder. 2. Change in an existing RVSM Operator's designated Responsible Person (or RVSM-Authorized Representative or RVSM-Point of Contact (POC)). 3. Change in the registration markings of an RVSM-Compliant Aircraft being operated by an existing RVSM authorization holder. 4. Removal of an RVSM-Compliant Aircraft from an existing RVSM authorization having multiple RVSM-Compliant Aircraft listed.
I.	**B. Applicable Steps and Information Required from RVSM Authorization Holder**
	1. Prior to making a request for service for an authorization amendment, each existing authorization holder should make a positive determination none of the previously accepted RVSM Authorization Elements are changing 2. That authorization holder should then submit a written request to the responsible FSDO, CHDO, or IFO that: a. States which of the applicable administrative changes are occurring; b. Further affirmatively states none of the previously accepted RVSM Authorization Elements forming the basis for the initial issuance of the affected RVSM authorization have changed or are changing; and c. Requests the issuance of an amendment to the existing RVSM authorization acknowledging the administrative changes being made. 3. If the nature of the requested amendment is to change the primary business address from 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 will then request the WebOPSS Help Desk move the Operator's database to the responsible receiving FSDO, CHDO, or IFO. The losing FSDO, CHDO, or IFO will also notify the receiving FSDO, CHDO, or IFO of the change. The receiving FSDO, CHDO, or IFO will 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. 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.
I.	**C. Applicable Procedures the Responsible FSDO, CHDO, or IFO Will Follow Upon a Request for an Administrative Change to an Existing RVSM Authorization**
	1. Review the request and supporting documentation received from the RVSM authorization holder to determine if it appears an amended RVSM authorization amendment is warranted. 2. Re-issue the amended RVSM authorization identical to the initial RVSM authorization in all respects other than reflecting the new amended information; and 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

RVSM DECISION MATRIX	
	Order 8900.1, Volume 3, Chapter 2, Section 2, Responsibility of Part 91 Letters of Authorization (LOA). 4. If an existing RVSM authorization holder has made a written affirmation 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 2.4.4, the FSDO, CHDO, or IFO should issue the requested amendment without further inspections being required.

AUTHORIZATION GROUP II: RVSM AUTHORIZATION BASED ON ONE OR MORE EXISTING APPROVED RVSM AUTHORIZATION ELEMENTS	
• The following RVSM authorizations are new authorizations. • This group will normally apply to a new or proposed RVSM Operator seeking the issuance of an RVSM authorization for an aircraft already an RVSM-Compliant Aircraft or where the new RVSM Operator will be utilizing previously accepted RVSM-Knowledgeable Pilots requirements with respect to its operations of that specific aircraft.	
II.	**A. Examples of Requested Action/Nature of Change**
	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. 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. 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. 2. A new proposed RVSM Operator will be using an existing RVSM-Compliant Aircraft, together with a previously accepted RVSM-Knowledgeable Pilots requirements. Examples of this type of situation may include: a. An Operator takes delivery of a newly-manufactured aircraft type certified as RVSM-compliant. 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 Maintenance Program and/or the same RVSM-Knowledgeable Pilots requirements. 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-Knowledgeable Pilots requirements. 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. 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 previously accepted RVSM-Knowledgeable Pilots requirements.

II.	B. Applicable Steps and Information Required from RVSM Authorization Applicant
	1. Make a positive determination that the existing or new proposed RVSM Operator is seeking an RVSM authorization utilizing at least one previous RVSM Authorization Element (i.e., an existing RVSM-Compliant Aircraft and/or RVSM-Knowledgeable Pilots requirements). 2. Submit a written request to the responsible FSDO, CHDO, or IFO that: a. Provides complete documentation of an RVSM compliance program, including written information evidencing the specific aircraft meets the requirements of an RVSM-Compliant Aircraft; b. Further specifically states 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; c. Provides such additional information as necessary to evidence compliance with new or different RVSM-Knowledgeable Pilots requirements (or to be able to gain such approvals); and d. Asks for the issuance of an RVSM authorization applying to the operation of the aircraft by that proposed RVSM Operator. 3. Provide such further information as the FSDO, CHDO, or IFO may request in order to efficiently process the request.
II.	**C. Applicable Procedures to be Followed by the Responsible FSDO, CHDO, or IFO**
	1. Review the request and supporting documentation received from the RVSM authorization applicant to determine if it appears the requested RVSM authorization is warranted. 2. To the extent the RVSM applicant has provided written documentation evidencing 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 not 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. 3. If an RVSM applicant has made a written affirmation 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 2.4.4, the FSDO, CHDO, or IFO should issue the requested amendment without further inspections being required.

AUTHORIZATION GROUP III:

RVSM AUTHORIZATION NOT BASED ON 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 not based on any existing RVSM Authorization Element, then neither Authorization Group I nor II above will apply, the applicant 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 each of the RVSM Authorization Elements have been met.