GENERAL INFORMATION			
	For more details see IPA paragraph:	Note	
What U.S (SoD) Products are eligible for approval by ANAC?	2.6 (Table 1)	Issue their own TC (called CT)	
Applicants may propose concurrent certification/validation.	3.5.7.3		
AIR-40 Inbox		<u>9-AWA-AVS-</u> <u>AIR400@faa.gov</u>	

	APPLICATION PROCEDURE			
		For more details see IPA paragraph:	Note	
Applic	ant Responsibilities			
1.	Applicant sends application to their geographic Certification Branch with applicable data.	3.1.3		
2.	Compliance to VA (Validating Authority) airworthiness and environmental standards applicable to product on the date the application for FAA TC was submitted.	3.5.11(a)		
FAA C	ertification Branch Responsibilities		1	
1.	Review application to ensure it is within scope of IPA.	3.5.2		
2.	2. Classify the validation application as Basic or Non- Basic. 3.5.3			
3.	Based on the application classification, identify the validation process (Acceptance, Streamlined Validation or Technical Validation) that is appropriate for the application.	Acceptance: 3.3 Streamlined: 3.5.4 Technical: 3.5.5		
4.	Certification Branch cover letter on behalf of applicant (Not required for Basic applications using the Streamlined Validation process, but helpful to track receipt and provide POC to ANAC).	3.5.5.1(a)	Use Memo 08-03 Appendix 1 pages 1 and 2 on AIR-40 website	
5.	Applications must include:			
	a. Application form completed by applicant.		F-101-11A http://www2.anac .gov.br/certificaca o/Form/FormE.as p	
	b. For Basic validations, include a high-level description of the design change. For Non-Basic validations, include a detailed description of the product or design change.	3.4.5.3(a), 3.5.5.1(b)		
	c. Date of application to FAA.	3.5.4.3(c), 3.5.5.1(c)		
	d. Copy of FAA TC, if issued.	3.5.4.3(e), 3.5.5.1(c)		
	e. Copy of FAA TCDS, if established.	3.5.4.3(e), 3.5.5.1(c)		
	 f. Amendment level of VA airworthiness and environmental standards FAA believes equivalent to FAA standards. 	3.5.5.1(d)(1), 3.5.5.1(o)(1) & (2)	For Non-Basic.	
	g. Definition of airworthiness and environmental standards for US approval.	3.5.5.1(c), 3.5.5.1(o)(1) & (2)	For Non-Basic.	
	h. Any additional information for known in-service issues.	3.5.5.1(e)	For Non-Basic.	
	i. Compliance checklist.	3.5.5.1(f)	For Non-Basic.	

j.	List of all FAA deviations, exemptions, special conditions, and equivalent safety findings.	3.5.5.1(g)	For Non-Basic, if known at the time of application.
k.	List of all FAA or VA issue papers.	3.5.5.1(h)	For Non-Basic.
I.	Description of all novel or unusual features.	3.5.5.1(i)	For Non-Basic.
m	 Information on VA customers and delivery schedules. 	3.5.5.1(j)	For Non-Basic.
n.	Master documentation list or master drawing list	3.5.5.1(k)	For Non-Basic.
0.	Top level drawing of product or design change	3.5.5.1(l)	For Non-Basic.
p.	Approved manuals.	3.5.5.1(m)	For Non-Basic.
q.	Weight and balance data.	3.5.5.1(n)	For Non-Basic.
r.	Instructions for continued airworthiness.	3.5.5.1(p)	For Non-Basic.
S.	Target date for VA TC.		
6. Fo Pi	orward above items to ANAC Branch of Aeronautical roducts Certification:	Appendix A	http://www2.anac .gov.br/certificaca o/Contato/Contat oE.asp

POST APPLICATION - PRE-TC ISSUANCE PROCEDURES			
		For more details see IPA paragraph:	Note
ANAC	Responsibilities		
1.	After receipt of application package from FAA, the VA notifies FAA:		
	 Receipt of application package within ten (10) working days. 	3.5.4.4(a), 3.5.6.1	
	 Advise the applicant of the applicable fees within ten (10) working days of receipt of the application package. 	3.5.4.4(b), 3.5.6.2	
	 Review the application package and request any missing information within ten (10) working days of receipt of the application package. 	3.5.4.4(c), 3.5.6.3	
	d. Identify focal point for the project.		
2.	Develop the validation Work Plan for Non-Basic validations that are going to use the Technical Validation process.	3.5.8.2	For Non-Basic.
Applic	ant Responsibilities		
1.	Support the Work Plan development, Technical Familiarization process and any requests for additional information.	3.5.8.3, 3.5.10.1(b)	For Non-Basic.
FAA C	Certification Branch Responsibilities		
1.	Support the Work Plan development, Technical Familiarization process and any requests for additional information.	3.5.10.1(b)	For Non-Basic.

ESTABLISHING THE WORK PLAN					
			For more details see IPA paragraph:	Note	
Applicant Responsibilities					
1.	Su	pport the Work Plan development.	3.5.8.3		
2.	Su foll	pport Technical Familiarization process, providing the lowing information:	3.5.10.1(b)		
	a.	An overview of the proposed type design, intended operational use, and, if applicable, relation to previously approved products.	3.5.10.1(b)(1)		
	b.	The proposed CA and VA certification basis, including analysis of potential differences.	3.5.10.1(b)(2)		
	C.	Any design features or compliance methods that trigger the Non-Basic classification criteria in paragraph 3.5.3.2.	3.5.10.1(b)(3)		
ANAC	Res	ponsibilities			
1.	As ap	soon as possible, share work plan with the FAA and plicant.	3.5.9.1(f)		
2.	VA	A work plan should include the following elements:	3.5.9.2(d)		
	a.	Identification of the applicant.	3.5.9.2(d)(1)		
	b.	Brief description of product or change.	3.5.9.2(d)(2)		
	C.	Proposed initial VA certification basis, including airworthiness standards, special conditions, exemptions, equivalent level of safety findings, and environmental standards.	3.5.9.2(d)(3), 3.5.11, 3.6	Bounded by Non- Basic criteria.	
	d.	Proposed areas of VA level of involvement.	3.5.9.2(d)(4), 3.5.10.2		
	e.	Proposed familiarization activities.	3.5.9.2(d)(5), 3.5.10.1(d), 3.5.10.1(e), 3.5.10.1(f)		
	f.	Project manager and team members.	3.5.9.2(d)(6)		
3.	Us fina	e the Technical Familiarization process to refine and alize the work plan, including:	3.5.10.1		
	a.	Establish the VA certification basis.	3.5.11		
	b.	Identify the applicable Non-Basic criteria that may require the use of Issue Papers (IP) or <i>Ficha de</i> <i>Controle de Assunto Relevante</i> (FCAR, ANAC's version of Issue Paper).	3.5.10.3		
	C.	Establish the VA scope of level of involvement.	3.5.10.1(a)(2), 3.5.10.2		
	d.	Establish the areas, if any, within the identified VA scope of level of involvement, where the VA will review compliance data.	3.5.10.1(a)(3), 3.5.10.2		

FAA Certification Branch Responsibilities			
1. Support the Work Plan development.	3.5.8.3		
Support Technical Familiarization process, providing the following information:	3.5.10.1(b)		
 An overview of the proposed type design, intended operational use, and, if applicable, relation to previously approved products. 	3.5.10.1(b)(1)		
 b. The proposed CA and VA certification basis, including analysis of potential differences. 	3.5.10.1(b)(2)		
 Any design features or compliance methods that trigger the Non-Basic classification criteria in paragraph 3.5.3.2. 	3.5.10.1(b)(3)		
3. Arrange technical familiarization meetings and activities.	3.5.10.1(d)		
 Coordinate with the VA and the applicant any applicable IPs or FCARs identified. 	3.5.10.3		
 Review the work plan. If the VA included areas of involvement outside of the Non-Basic criteria, question those work plan elements using the resolution of conflicts process in IPA section 1.8.3. 	3.5.9.1(g), 3.5.10.2, 1.8.3		

ISSUANCE OF THE TC/STC					
		For more details see IPA paragraph:	Note		
	ANAC Responsibilities				
1. 1	Notifies the FAA that all the Work Plan activities were completed, and it is ready to receive the FAA certification statement.	3.5.8.4			
2.	Issue a certificate after receipt of the FAA Statement of Compliance and the FAA TC issuance.	3.5.8.7			
FAA Certification Branch Responsibilities					
1. 1	Provide the statement of certification (also called Statement of Compliance) to the VA, after the VA request it in writing.	3.5.8.5			
2.	If the validation was concurrent, provide a copy of the TC and TCDS to the VA.	3.5.8.7			