

Federal Aviation Administration
Advanced Systems Design Service Team: Non-federal Program
Non-federally Employed Maintenance Technician Requirements

Verification Authority & Performance Exams

Non-federally employed maintenance technicians must follow the policy in the most recent version of [FAA Order 6700.20](#) *Approval, Operation, and Oversight of Non-federal Systems*, found at FAA.gov Orders & Notices webpage. Chapter 7 discusses the requirements for obtaining FAA issued verification authority. Verification Authority gives a non-federally employed maintenance technician the authority to conduct maintenance, make repairs, and verify that a non-federally owned system is safe for operation in the National Airspace System (NAS).

Candidates for verification authority must present/complete all the following.

- Successfully complete an FAA-approved maintenance course that includes a final exam and provide a course completion certificate.
- Possess a Federal Communications Commission (FCC) General Radiotelephone Operator License (GROL) for systems with a transmitter.
- Successfully complete an FAA hands-on performance exam. The Non-federal Program keeps a list of the appropriate performance exam for each system type and model.

If a Candidate fails a performance exam, the program allows for retesting with a mandatory waiting period between attempts.

The FAA has the authority to suspend/revoke verification authority for lack of proficiency and/or misconduct. Suspensions and revocations apply NAS-wide and depending on the violation could extend to other system types.

Facility Maintenance Log (FML) - Form 6030-1

Non-federally employed maintenance technicians must follow the policy in the most recent version of FAA Order 6000.15, Appendix H, *Paper Maintenance Logs Standard Operating Procedures (SOP)*. The FML SOP explains the correct way to log site visits, scheduled maintenance, and repairs. Non-federal technicians can find this information on the Non-federal Program's public website at this link: [Maintaining Non-Federal Systems \(faa.gov\)](#). See "How to use Form 6030-1" and "Logging Codes" under the heading "Maintenance Documents."

Coordinating Scheduled Outages

Non-federally employed maintenance technicians must follow the policy in the most recent version of [FAA Order 6700.20](#). Chapter 6, paragraph 18 discusses reporting outages to the appropriate Control Center. The contact information is in the system's Operation & Maintenance Manual. For routine maintenance, the Non-federal Program requires notification at least 24 hours in advance. Provide the Control Center with the following information:

- Specific time the interruption will occur,
- Planned duration of outage, and
- Purpose for the outage.

Follow-up with the Control Center at least 30 minutes and no more than 2 hours before removing the system from service to obtain confirmation of approval. The FAA recommends scheduling routine maintenance during non-peak traffic periods.

Returning Systems to Service

Notify the appropriate Control Center when returning a system to service and request the removal of any outstanding Notices to Air Missions (NOTAMs) that are no longer valid.