



U.S. Department
of Transportation
Federal Aviation
Administration

Advisory Circular

Subject: Part 135 Operator Aircraft
Configuration Inspection

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Initiated by: AFS-300

- 1 PURPOSE OF THIS ADVISORY CIRCULAR (AC).** This AC provides information concerning the placement of aircraft into service for Title 14 of the Code of Federal Regulations (14 CFR) part [135](#) commuter and on-demand operations. This AC is not mandatory and does not constitute a regulation. This AC describes an acceptable means, but not the only means, to demonstrate the aircraft to be operated is configured to the operational requirements of 14 CFR part 135. The terms “should” and “recommend” are used when following the guidance is recommended but not required to comply with this AC.
- 2 AUDIENCE.** This AC applies to operators who conduct 14 CFR part 135 commuter and on-demand operations and are seeking to add an aircraft to their Operating Certificate.
- 3 WHERE YOU CAN FIND THIS AC.** You can find this AC on the Federal Aviation Administration’s (FAA) website at https://www.faa.gov/regulations_policies/advisory_circulars and the Dynamic Regulatory System (DRS) at <https://drs.faa.gov>.
- 4 SCOPE.** As a certificate holder or applicant for a 14 CFR part 135 commuter and on-demand operation, there must be an aircraft, authorized by the Administrator, attached to the certificate. The aircraft must be in an airworthy condition and configured to meet the operational requirements of 14 CFR part 135. It is the responsibility of the operator to determine the airworthiness of the aircraft and configure the aircraft to the operational requirements of 14 CFR part 135. The configuration inspection must be conducted by the operator. In the inspection, the operator will:
 - 4.1** Verify the aircraft is registered, the appropriate registration information is contained on the Airworthiness Certificate, and the information on the Airworthiness Certificate and the registration document are identical.
 - 4.2** If the aircraft is leased, the lease must contain a provision for the sole possession, control, and use for flight (including arrangements for performing required maintenance) to the lessee. The certification team will review the aircraft lease to verify it contains the appropriate requirements.
 - 4.3** Verify the aircraft has been maintained in accordance with 14 CFR parts [21](#), [43](#), and [91](#). (Refer to Section 6, Terms and Conditions, of the Airworthiness Certificate.)

- 4.4 Verify the equipment authorized by the Supplemental Type Certificates (STC) has been installed correctly, the instructions for continued airworthiness (ICA) have been complied with, the data has been recorded per 14 CFR parts 43 and 91, and the data was submitted to the FAA Aircraft Registration Branch as required by 14 CFR part 43 appendix [B](#).
- 4.5 Verify all major repairs and alterations, including field approvals, have been performed appropriately and the data was submitted to the FAA Aircraft Registration Branch as required by 14 CFR part 43 appendix B.
- 4.6 Perform any modifications or alterations to the aircraft to conform it to the operating requirements of 14 CFR part 135.
- 4.7 Establish procedures to enable the acceptance of this aircraft, and any other aircraft, into the organization. This includes the selection of a maintenance or inspection program as required to be entered into the maintenance records. These procedures must also be able to capture, track, and document all required maintenance to include life-limited parts.

5 OPERATIONS SPECIFICATIONS (OPSPECS).

- 5.1 **OpSpecs Content.** Title 14 CFR § [119.49](#) defines the contents required in OpSpecs. The operator is responsible for providing the details of their operation and aircraft configuration in accordance with 14 CFR § 119.49 for review and authorization by the FAA principal inspectors (PI) in the operator's OpSpecs. The operator should contribute the information required for the OpSpecs when the operator performs the configuration inspection.
- 5.2 **Operations Safety System (OPSS).** If authorized operator personnel have been trained in, and the PI has approved industry access to, OPSS, the authorized personnel can prepare the aircraft changes in the aircraft list in OPSS and draft the required OpSpecs for review by the PI. If the PI authorizes the proposed OpSpecs, he/she can then sign and issue the OpSpecs to the operator.
- 6 **JOB AID.** The job aid in Appendix [A](#), Configuration Inspection, will assist the operator with performing the configuration inspection required to authorize an aircraft for use on the certificate. This procedure is also referred to as “adding an aircraft to the certificate.” The job aid will also assist the operator with establishing a procedure to be documented in the manual required by 14 CFR § [135.23\(s\)](#). Although single-pilot operators with OpSpec A040, Single Pilot Operator, issued are not required to develop a manual, it is recommended they use this AC as a guide and consider documenting a procedure.
- 6.1 **Authorization Steps.** Table [1](#) contains the steps to obtaining authorization for the appropriate OpSpecs.

Table 1. Steps to Obtain Authorization

1	Operator	Decide what you want to do with the aircraft and where you want to do it, and how you will maintain and inspect the aircraft. See Appendix C , Checklist for Operations Specifications, which describes most of the available options. Request guidance from the PIs as needed.
2	Operator	Confirm that the aircraft, crew, and company procedures will meet the specific requirements related to what you want to do. Refer to the applicable sections of 14 CFR parts 43, 91, and 135, and the OpSpecs in OPSS.
3	Operator	Perform the configuration inspection. See Appendix A .
4	Operator	Send a letter to the responsible Flight Standards District Office (FSDO) requesting all of the following (see the sample letter in Appendix B): <ul style="list-style-type: none"> • To add the aircraft to OPSS, • To authorize each kind and area of operation you want, and • To authorize the maintenance and/or inspection programs you want. Attach any revisions to your manual, to include training programs, operating procedures, minimum equipment list (MEL), and maintenance and/or inspection programs as needed to support what you want.
5	Operator	Describe the aircraft configuration and any airworthiness limitations using the worksheets and checklists in Appendix A, Section 1 and Section 2 . Include attachments Section 3 and Section 4 to show compliance with the requirements. Provide copies of all documents that support compliance as confirmed in step two above.
6	Operator/ Administrator	Receive validation, acceptance, and approval: Receive approval from the PIs for the documents or revisions that require specific approval. All other documents must be acceptable to the FAA before OpSpecs can be issued. If necessary, the FAA may require your demonstration of aircraft compliance, pilot proficiency, validation of operations procedures, training program, and maintenance and/or inspection programs. Be sure to allow time for this process.
7	Operator	Register insurance and economic authority: The operator must either hold a Certificate of Public Convenience and Necessity (CPCN) under 14 CFR part 204 from the Office of the Secretary of Transportation (OST) as a commuter air carrier or be registered with OST as an air taxi operator under 14 CFR part 298 (using OST Form 4507, Air Taxi Operator Registration and Amendments). All aircraft must also have and maintain aircraft accident liability insurance coverage on file with OST according to 14 CFR part 205 (using OST Form 6410, U.S. Air Carriers - Certificate of Insurance). The required OST Forms 4507 and 6410 can be obtained at https://www.faa.gov/about/office_org/headquarters_offices/avs/offices/afx/afx/afx200/afx260/exemptions .

		The PIs must verify that any aircraft being added to a 14 CFR part 135 certificate is properly registered and has aircraft insurance on file with OST before the aircraft can be authorized via the OpSpecs.
8	Operator/ Administrator	Using the information provided by the operator, the OpSpecs will be revised as needed. The aircraft make, model, and series (M/M/S) will be authorized by OpSpec A003, Aircraft Authorization, and the specific aircraft will be authorized by registration number in OpSpec D085, Aircraft Listing. Any other requested areas of operation will be authorized by the appropriate OpSpecs.

6.2 Documents. Gather the following documents:

1. Copy of Aircraft Records. These can be obtained from the Aircraft Registration Branch. They can be requested via the internet (there is a fee) at https://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/copies_aircraft_records.
2. Type Certificate Data Sheet (TCDS). This can be downloaded and printed from <https://drs.faa.gov/browse/TCDSMODEL/doctypeDetails>.
3. Copy of FAA Registry Aircraft Inquiry. This can be obtained from <https://registry.faa.gov/aircraftinquiry/>.

7 AC FEEDBACK FORM. For your convenience, the AC Feedback Form is the last page of this AC. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this AC on the Feedback Form.



Rick Domingo
Executive Director, Flight Standards Service

APPENDIX A. CONFIGURATION INSPECTION

1.1 OPERATOR AND AIRCRAFT INFORMATION	SECTION 1			AIRCRAFT & OPERATOR INFORMATION			<input type="checkbox"/> Check if this is an UPDATE/REVISION		
	Operator's Legal Name						Operator's Certificate Number		
	Registered Owner Enter exactly as shown on the registration certificate (see NOTE below)								
	Address								
	City/State/Zip								
	Aircraft Make		Complete Model & Series Number		Serial No		Registration Number		
							N		
	Date of Manufacture or Construction (from the data plate if available) or Date of Original Airworthiness Certificate (Maintenance Record Entry)								
	Airport Designator		Configuration Check One		Passenger Seats		Class of Operation		Condition
	Ops Base _____		<input type="checkbox"/> All Cargo		Certificated _____		<input type="checkbox"/> SEL <input type="checkbox"/> MEL		<input type="checkbox"/> IFR
Maint. Base (Records) _____		<input type="checkbox"/> Combi		Installed _____		<input type="checkbox"/> SES <input type="checkbox"/> MES		<input type="checkbox"/> IFR/VFR	
		<input type="checkbox"/> Passenger				<input type="checkbox"/> SEL/SES <input type="checkbox"/> MEL/MES		<input type="checkbox"/> Day/Night	
		<input type="checkbox"/> PAX & Cargo				<input type="checkbox"/> Amphibian <input type="checkbox"/> Rotorcraft		<input type="checkbox"/> Day Only	

NOTE: The registered aircraft owner(s) legal name must be identical to the certificate holder's legal name or you must provide a copy of a lease or other agreement that shows how the air carrier will control the operation and maintenance of the aircraft.
See [FAA Guidance on Leases](#).

1.2 SCHEDULE OF EVENTS If an event or item is applicable, please enter your estimated date, otherwise leave blank.	Certification Phase 3—DOCUMENT COMPLIANCE		Certification Phase 4—DEMONSTRATION & INSPECTION (All documents must be approved or found acceptable before this phase)	
	Event	Planned Submission Date	Event	Planned Date(s)
	Deviation Request (For Proving Test Flights)		Pilot Training	
	Pilot Training Program/Revision		Flight Attendant Training (As Required)	
	Flight Attendant Training Program/Revision (As Required)		Maintenance Training [10-or More 135.411(a)(2)]	
	Maintenance Training Program [10-or More 135.411(a)(2)]		FAA Verification of Operator's Conformity Inspection (The aircraft must be ready for operations in accordance with part 135)	
	Plan for Proving Test or Validation		Proving Test Flights	
	Final Compliance Statement		Pilot Testing and Checking	
	Economic Authority, any changes to air taxi aircraft registration and insurance require using OST Forms 4507 and 6410, respectively (refer to AC 135-44, Table 1, step 7)		Flight Attendant Testing	
			Validation Test Flights	
			Other:	
PHASE 5 FAA CERTIFICATION and/or OPSPECS			PROPOSED COMPLETION DATE	

1.3 CONTACT INFORMATION	Name		Phone	Email	Fax
	Director of Maintenance				
Director of Operations					

SECTION 2	AIRWORTHINESS LIMITATIONS FOR OPERATIONS SPECIFICATIONS PART D FOR THIS AIRCRAFT
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NOTE: This information is for aircraft maintenance and airworthiness part D operations specifications.
Part numbers and document numbers must be complete and accurate.

2.1 ADDITIONAL REQUIRED AIRCRAFT INFORMATION For Operations Under § 135.411(a)(1) Only Refer to AC 135-7 (as revised) for Guidance	AIRCRAFT: Enter the aircraft manufacturer's maintenance document identification number or part number here:	Aircraft Maintenance Manual Read Note 1				
			Revision Level			
			Date			
		Item	Make & Model	Maintenance/Overhaul Document ID or Part Number Read Note 1	Time-In-Service Document ID or Part Number Read Note 2	Time-In-Service Interval
	ENGINE (Left or Single Engine)					
	ENGINE (Right if applicable)					
	PROPELLER/ROTOR (Left or Single Engine)					
	PROPELLER/ROTOR (Right if applicable)					
	PROPELLER GOVERNOR (Left or Single Engine)					
	PROPELLER GOVERNOR (Right if applicable)					
PRIMARY GOVERNOR						
OVERSPEED GOVERNOR						

NOTE 1 Please enter the exact name, identification or part number, revision level, and date of the publication(s) under which the item will be maintained (normally these are the airframe and the engine, propeller, and governor service manuals).

Include a copy of the front page of each maintenance document and copies of relevant supporting records.

NOTE 2 Please identify the manufacturer's publication(s) by exact number and title that specify the overhaul/replacement time, or time-in-service interval for the item. (This information is often located in a service bulletin.)

Include a copy of the front page of each maintenance document and copies of relevant supporting records.

2.2 MAINTENANCE & INSPECTION HISTORY	Parts 43 & 91	Before this application, the aircraft was maintained and inspected under the following maintenance and/or inspection programs: (Please check)			
		<input type="checkbox"/> Annual Inspections, 91.409(a)		<input type="checkbox"/> 100-Hour Inspections, 91.409(b)	
		<input type="checkbox"/> Progressive Inspections, 91.409(d)		<input type="checkbox"/> Last 91.411 and 91.413 Inspection	
		<input type="checkbox"/> CAMP/CAIP [121 or 135.411(a)(2)], 91.409(f)(1)		<input type="checkbox"/> Manufacturer's Program, 91.409(f)(3)	
		<input type="checkbox"/> AAIP Under 135.419 and 91.409(c)(2) or (f)(2)		<input type="checkbox"/> Other Approved Program, 91.409(f)(4)	

2.3 INTENDED (NEW) MAINTENANCE & INSPECTION PROGRAM UNDER PART 135	135.411	<p>Under our air carrier certificate, the aircraft will be inspected and maintained as indicated below:</p> <p><input type="checkbox"/> § 135.411(a)(1) Maintained according to parts 43 and 91 and inspected under (select one):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Annual inspections and 100-hour inspections under § 91.409(a) and (b) <input type="checkbox"/> Progressive inspections under § 91.409(d) <input type="checkbox"/> Approved Aircraft Inspection Program (AAIP) under § 135.419 and § 91.409(c)(2) or (f)(2) <input type="checkbox"/> Current inspection program recommended by the manufacturer under § 91.409(f)(3) <p>OR</p> <p><input type="checkbox"/> § 135.411(a)(2)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Inspected and maintained according to a Continuous Airworthiness Maintenance Program (CAMP) under § 91.409(f)(1) and §§ 135.427 through 135.443 (required for 10-or-more pax aircraft, optional for others)
2.4 ANTICIPATED AIRCRAFT USE	ESTIMATED TOTAL (Parts 91 and 135) TAKEOFFS PER MONTH _____ ESTIMATED TOTAL (Parts 91 and 135) FLIGHT HOURS PER MONTH _____	

2.5 EMERGENCY EQUIPMENT [135.421] Refer to AC 135-7 (as revised) for guidance.				A/C Make/Model Registration N
Item	Part Number	Description or Part Name	Manufacturer's Maintenance Document	Life Limits or Inspection Intervals
Portable Breathing Equip (PBE)				
Smoke-Masks/ Goggles/Hoods				
Eng Fire Ext				
Eng Fire Ext Squibs				
N2 Blow-Down Bottles				
Squib for N2 Bottle				
Portable O2 Equipment				
Crew O2 Masks				
Pax O2 Masks				
O2 Cylinder				
O2 Pressure Regulators				
O2 Generators				
Emergency Power Supplies, List Each				
<input type="checkbox"/> List any Other Emergency Equipment not listed on this page on another sheet.				

Part Number	Description or Part Name	Manufacturer's Maintenance Document	Life Limits or Inspection Intervals
135.155 PORTABLE FIRE EXTINGUISHERS			
Make/Model	Aircraft Location		
91.205(b)(12) FOR OPERATIONS BEYOND POWER-OFF GLIDING DISTANCE FROM SHORE			
Approved Personal Floatation Gear (required)			
	Number Installed: <input type="checkbox"/> One for each seat		
Pyrotechnic Signaling Device (required)			

SECTION 3	AIRCRAFT COMPLIANCE STATEMENT FOR PART 135 OPERATIONS
3.1 ALL AIRCRAFT	A/C Make/Model Registration N

INSTRUCTIONS FOR SECTION 3:

- Please refer to part 135 subpart C, Aircraft and Equipment, and part 91 as applicable, for the specific requirements of the items listed below.
- Check the box next to the item to indicate that it meets the requirements of the rule.
- Provide all additional information indicated.

135.143 General requirements

- (a) For each item marked or recorded in any field, the applicant certifies that the equipment meets the applicable Federal aviation regulations. Indicate items that do not apply by "NA."
- (b) All required instruments and equipment not originally installed by the aircraft manufacturer are approved as shown by FAA Form(s) 337 which are listed in Section 2.6 of this document and are available for inspection by the FSDO, and are in operable condition. (Revised text to conform to the rule.)

135.143(c) ATC transponders*

	Mode S		If not Mode S, Date Installed *	ATC Transponder Make & Model
	Yes	No		
#1	<input type="checkbox"/>	<input type="checkbox"/>		
#2	<input type="checkbox"/>	<input type="checkbox"/>		

***NOTE: For part 135 operations, ATC transponders installed after January 1, 1992, must be Mode S.**

***Warning:** Be aware that by January 1, 2020, you must be equipped with ADS-B Out to fly in most controlled airspace. Federal regulations §§ [91.225](#) and [91.227](#) contain the details.

135.144 Portable electronic devices

- Attach a list of all portable electronic devices intended to be used by the flightcrew or enter "none":
- Results of interference testing for PED used by crew and passengers.

135.147 Dual controls are installed

135.149 Equipment requirements: General

- (a) Altimeter(s): Sensitive & adjustable for barometric pressure
- (b) Carburetor: Heat/deice or
Pressure carburetor: Alternate air source
- (c) For turbojet airplanes: Third artificial horizon installed according to § 121.305(j)

135.156 Flight data recorders: Filtered data

135.157 Oxygen equipment: Meets all requirements
See Section 2.5 if this box is checked.

135.159 Passenger carrying under VFR at night or VFR over-the-top conditions

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> (a) Gyroscopic rate-of-turn indicator <input type="checkbox"/> (b) Slip skid indicator <input type="checkbox"/> (c) Gyroscopic bank-and-pitch indicator <input type="checkbox"/> (d) Gyroscopic direction indicator <input type="checkbox"/> (e) Generators meeting FAR specifications | <ul style="list-style-type: none"> (f) For night flight authorization: <ul style="list-style-type: none"> <input type="checkbox"/> Anti-collision light system <input type="checkbox"/> Instrument lights <input type="checkbox"/> 2 "D-Cell" flashlight or equivalent |
|---|---|

135.160 Radio altimeter or deviation for rotorcraft

135.161 VFR communication and navigation equipment for navigation by pilotage
See the tables under § 135.165 (next page) for equipment information.

135.163 Passenger carrying under IFR

- | | |
|---|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> (a) Vertical speed indicator <input type="checkbox"/> (b) Free air temperature indicator <input type="checkbox"/> (c) Heated pitot tube for each airspeed indicator <input type="checkbox"/> (d) Gyroscopic power source indicator or
power failure warning indicator <input type="checkbox"/> (e) Alternate static source | <ul style="list-style-type: none"> <input type="checkbox"/> (f) Single-engine aircraft
(Generator/load combination as specified) <input type="checkbox"/> (g) Multiengine aircraft:
(Two generators loaded as specified) <input type="checkbox"/> (h) Two independent sources of energy as specified to
power gyroscopic instruments |
|---|---|

135.181 Performance requirements: Aircraft operated over-the-top or in IFR conditions

135.183 Performance requirements: Land aircraft operated over water

135.185 Empty weight and center of gravity: Currency requirement
For multiengine aircraft: Date Last Weighed:

135.605 Helicopter Terrain Awareness and Warning System (HTAWS)

135.607 Flight data monitoring system

3.1 ALL AIRCRAFT (continued)	A/C Make/Model Registration N
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135.165 Communication and Navigation Equipment: Extended Overwater or IFR Carrying Operations

Navigation Equipment Installed

	Make/Model	Date Installed		Make/Model	Date Installed
VOR 1	<input type="checkbox"/> *		VOR 2	<input type="checkbox"/> *	
DME 1			DME 2		
ADF 1			ADF 2		
ILS Receiver			Marker Beacon		
GPS Equipment installed			Misc. Equipment Installed		

* Indicates FM Immunity for European Operations

	Make/Model	Indicate All Sensors	Approved For
1	_____ Date Installed _____	<input type="checkbox"/> Flight Management System or <input type="checkbox"/> NAV Management System <input type="checkbox"/> GPS TSO # & Class _____ <input type="checkbox"/> INS/IRS <input type="checkbox"/> Other _____ <input type="checkbox"/> Short-Range RNAV <input type="checkbox"/> VOR/DME or <input type="checkbox"/> DME/DME-FMS	<input type="checkbox"/> WAAS <input type="checkbox"/> Nonprecision Approaches <input type="checkbox"/> Remote/Oceanic <input type="checkbox"/> RNP Type(s) __ Time Limits _____ <input type="checkbox"/> BRNAV <input type="checkbox"/> PRNAV <input type="checkbox"/> VNAV <input type="checkbox"/> En Route/Terminal ONLY
2	_____ Date Installed _____	<input type="checkbox"/> Flight Management System or <input type="checkbox"/> NAV Management System <input type="checkbox"/> GPS TSO # & Class _____ <input type="checkbox"/> INS/IRS <input type="checkbox"/> Other _____ <input type="checkbox"/> Short-Range RNAV <input type="checkbox"/> VOR/DME or <input type="checkbox"/> DME/DME-FMS	<input type="checkbox"/> WAAS <input type="checkbox"/> Nonprecision Approaches <input type="checkbox"/> Remote/Oceanic <input type="checkbox"/> RNP Type(s) __ Time Limits _____ <input type="checkbox"/> BRNAV <input type="checkbox"/> PRNAV <input type="checkbox"/> VNAV <input type="checkbox"/> En Route/Terminal ONLY

If a third navigation system is installed, please attach the information indicated above for that system.

Installed Equipment and Systems

Two microphones Two headsets (with boom mic required if CVR is installed) or One headset and one speaker

	Make/Model	Date Installed		Make/Model	Date Installed
VHF COM 1	<input type="checkbox"/> 8.33 KHz Spacing*		VHF COM 2	<input type="checkbox"/> 8.33 KHz Spacing*	
VHF COM 3	<input type="checkbox"/> 8.33 KHz Spacing*		UHF COM 1		
UHF COM 2			HF COM 1		
HF COM 2			SATCOM		
ADS-B			ADS-C		
Data Link			OTHER		

*Required for certain operations outside the U.S.

NOTICE: TO AVOID DELAYS IN APPROVAL, provide the following for each navigation or communication system listed above: (Electronic copies in PDF format are acceptable.)

- Copies of the installation approval documents (original/updated equipment list or FAA Form 337) and
- Flight manual sections or supplements that show approval of the aircraft and equipment for the requested operations. Contact the FSDO if there are any questions.

PLEASE COMPLETE THIS PAGE ONLY IF APPLICABLE

3.2 TURBINE-POWERED, TURBOJET, AND/OR TEN-OR-MORE PASSENGER AIRCRAFT	A/C Make/Model Registration N
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Proving Test Flights	135.145	<input type="checkbox"/> NOT REQUIRED	<input type="checkbox"/> REQUIRED	<input type="checkbox"/> Proving test plan is scheduled on page A-1 <input type="checkbox"/> Proving tests are scheduled on page A-1 <input type="checkbox"/> Request for deviation is scheduled on page A-1
Additional Equipment Requirements	135.150	<input type="checkbox"/> Public address and crewmember interphone systems		
	135.151	<input type="checkbox"/> Cockpit Voice Recorders	Make/Model/Series	Date Installed
	135.151(d)	<input type="checkbox"/> Dual Headsets with Boom Mics		
	135.152	<input type="checkbox"/> Flight Data Recorders		
	135.154	<input type="checkbox"/> Terrain Awareness and Warning System (TAWS) <input type="checkbox"/> Class A <input type="checkbox"/> Class B		
	Warning: Ensure all TAWS functions are active. If any are deactivated, the system no longer meets TSO-C151().			
135.158	<input type="checkbox"/> Pitot heat indication systems			
Additional Airworthiness Requirements	135.169	<p>(a) For all large airplanes (more than 12,500 pounds, maximum certificated takeoff weight): The aircraft:</p> <input type="checkbox"/> Is a commuter category airplane, or <input type="checkbox"/> Meets the additional requirements of §§ 121.215 through 121.283, and 121.307. <p>(b) For Reciprocating-engine airplanes configured for ten-or-more passengers or For Turbopropeller-powered Small Airplanes configured for ten-or-more passengers: <input type="checkbox"/> Meets all applicable conditions specified in § 135.169(b). <p>(c) For all ten-or-more pax small airplanes, state the maximum passenger seating configuration _____ <p>(d) Cargo or baggage compartments: All transport category airplanes type certificated after January 1, 1958. <input type="checkbox"/> Each Class C or D cargo compartments is not greater than 200 cubic ft in volume, or <input type="checkbox"/> Meets all applicable conditions specified in § 135.169(d). </p></p></p>		
	135.170	<input type="checkbox"/> Materials for compartment interiors		
	135.171	<input type="checkbox"/> Shoulder harness installation at flight crewmember stations		
	135.173	<input type="checkbox"/> Airborne thunderstorm detection equipment requirements	Make/Model/Series	Date Installed
	135.175	<input type="checkbox"/> Airborne weather radar equipment requirements		
	135.177	<input type="checkbox"/> Emergency equipment requirements for aircraft having a passenger seating configuration of more than 19 passengers		
	135.180	<input type="checkbox"/> Traffic Alert and Collision Avoidance System (TCAS)	<input type="checkbox"/> TCAS I <input type="checkbox"/> TCAS II TCAS II software version 7 or higher? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	91.180	<input type="checkbox"/> Aircraft was built to RVSM requirements as shown in the type certificate. <input type="checkbox"/> Aircraft was modified to RVSM requirements under Service Bulletin _____ or STC _____ on (date) _____ <input type="checkbox"/> A copy of the maintenance sign-off is included with this conformity statement.		

SECTION 4	PART 135 AIRWORTHINESS CHECKLIST
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It is highly recommended you use this checklist frequently and especially before presenting the aircraft to the FAA for inspection or before an FAA check ride.

A/C Make and Model	Registration N
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INSPECTION ITEMS

Check if the item meets all applicable FAR Requirements

CERTIFICATES AND REGISTRATION

- The Registration Certificate is on board and current.
- The Airworthiness Certificate is on board and current.
- The Radio Station License is on board and current (optional).

OPERATING LIMITATIONS

- FAA-approved Aircraft Flight Manual (AFM) or Pilot's Operating Handbook is current, complete, and in serviceable condition.
- AFM contains Flight Manual Supplements (AFMS) that are current and applicable to the installed autopilot/flight director, navigation equipment, and other installed equipment to which an AFMS applies. AFMSs that do not apply to the aircraft are stowed to prevent their use.
- All required placards are secure and readable.
- The flight deck contains all operating manuals and/or placards required by the AFM and AFMSs, type certificate (TC), STC, or FAA Forms 337.
- All switches, circuit breakers, controls, etc., are properly labeled.
- AFM contains current weight and balance data, and all obsolete weight and balance data is superseded; or, for aircraft not requiring an AFM, the current weight and balance and equipment list is in the aircraft.
- AFM contains a current and complete equipment list.
- For multiengine aircraft, the AFM contains a weighing record showing the aircraft was weighed within the last three years. The record includes an equipment list, which describes the approved aircraft configuration at the time of weighing. The weighing record has the signature and certificate number of the person or agency doing the work and the date of completion.

AIR CARRIER OPERATIONS DOCUMENTS

- Aircraft Maintenance Log (§ 135.65) is on board and contains no open mechanical irregularities.
- The document provided for compliance with § 135.71 is on board and current.
- Minimum Equipment List (MEL) is on board and current, if applicable.
- Air Carrier Operations Manual (or applicable parts) is on board and current.

- Deferred Maintenance Log contains no items deferred beyond the time allowed in the MEL.
- The operator's name or certificate number is displayed and readable from the ground as required by § 119.9.

PASSENGER SAFETY

- All internal cabin placards required by the TC or the AFM are secure and readable.
- Passenger briefing cards meet part 135 requirements. (Refer to AC 121-24 for more information regarding the Passenger Safety Information Briefing and Briefing Cards.)
- Required emergency equipment is on board, properly stowed, and inspected. (See Section 2.5.)
- Approved cargo restraints are in place.

GENERAL AIRWORTHINESS

- The aircraft has the proper equipment and approval documentation required by part 135 subpart C.
- All external placards, required by the TC or the AFM, are secure and readable.
- All cowl fasteners, screws, etc., are secure.
- Antennas are free from erosion.
- ADF/HF long-wire antenna is under spring tension.
- All static wicks are installed; none are broken except as deferred under an MEL. No broken bonding straps.
- The aircraft make, model and serial number data are on the outside of the fuselage.
- All instruments, systems, and equipment are operating properly or deferred under an MEL; the aircraft is airworthy and legal to fly.

MAINTENANCE RECORDS

- The maintenance records show that all airworthiness inspections are current, including annual/100-hr or scheduled inspection, altimeter, encoder, static system, ATC transponder, etc.
- All required maintenance, including maintenance of life-limited items, is current.
- Review and verify the TCDS and any STC for items that affect operations and maintenance (e.g., electronic system security special conditions).
- The maintenance records include an Airworthiness Directive (AD) listing showing that all ADs are complied with, including recurring ADs. The listing must comply with § 91.417(a)(2)(v).

I certify that, to the best of my knowledge, the information contained in this report is complete and accurate.

Signature	(or other qualified title)	Certificate Number	Date

APPENDIX B. SAMPLE LETTER**[EXAMPLE: INSERT COMPANY LETTERHEAD, NAME AND ADDRESS]**

[Insert Date]

[Mr./Ms.] [Insert Name]
Principal Maintenance Inspector
Federal Aviation Administration
Flight Standards District Office
1234 Anywhere St., Suite 100
City, State 12345-6789

Dear [Mr./Ms.] [Insert last name of the principal maintenance inspector]:

This is to apply for amended operations specification (OpSpec) paragraph D085 [if new make/model aircraft, insert “and A003”, else hit delete] to add [insert the aircraft make, model, series] registration number [insert the registration number including N] to our air carrier operation. Please see the following attachments for details of this application.

Attachment Section 1 provides:

- Additional information about the aircraft.
- Our Schedule of Events for the activities needed to add the aircraft to our fleet.
- Names and contact information for personnel assigned to this project.

Attachment Section 2: Airworthiness Limitations Information for Operations Specifications Part D.**Documents for Approval:** We include the documents checked below for your review and approval.

- Checklist for Operations Specifications: A004 is included to show OpSpec paragraphs to add or that need revision for operations with this aircraft. We attached information that shows the aircraft is equipped and approved for each requested operation. We developed or are developing the written procedures and training programs related to those operations. The Schedule of Events in Section 1 includes dates for completion of the documents and for training and demonstrations of proficiency where required.
- Minimum Equipment List (MEL) (mandatory attachment if you will use an MEL).
- Approved Aircraft Inspection Program (AAIP). (The AAIP is an optional program to be developed by the operator. It is a mandatory attachment if determined to be used.)
- Continuous Airworthiness Maintenance Program (CAMP) (mandatory attachment for 10-or-more-passenger aircraft operations; optional for all other aircraft).
- Reduced Vertical Separation Minimum (RVSM) Operations and Training Programs (mandatory attachment(s) for aircraft operated between FL290 and FL410 inclusive; refer to § 91.180 and AC 91-85).
- Procedures to conduct a pretakeoff contamination check during ground icing conditions (refer to AC 135-16). (If not included, OpSpec A041 may be delayed.)

- Deviation request (mandatory attachment if a deviation is required; e.g., reduction in proving test flight time).
- Training program revision (mandatory if any training is required to add the aircraft or operation).

Documents for Acceptance: We include the documents checked below for your review and acceptance.

- Aircraft Lease (mandatory attachment if the air carrier is not the legal owner of the aircraft; refer to § 135.25(b) and the above link to lease guidance).
- Revision to the Operations Manual (mandatory for any change to the MEL or other part 135 operations document).
- Attachment Section 3:** Aircraft Compliance Statement and supporting documents.
- Attachment Section 4:** Airworthiness Checklist and inspection statement showing the aircraft is ready for operations under part 135.
- Proof of DOT Economic Registration (mandatory attachment for first aircraft; provide within 30 days after adding any additional aircraft).
- The data required by Section 2.7, Required Maintenance & Inspection Data.

Please contact the persons indicated in Attachment Section 1 for any questions concerning this application. Please let us know immediately if you are not able to accommodate our schedule of events.

Sincerely,

[Insert name and title]

Attachments

APPENDIX C. CHECKLIST FOR OPERATIONS SPECIFICATIONS

Use the information provided below to prepare the required procedures for operations, maintenance, and training, as applicable. Use this information to prepare for validation and proficiency checks that may be required. Contact your principal inspector (PI) for information as needed.

Note: If adding an aircraft, please only check paragraphs that are new or that require revision related to the aircraft you want to add.

X	Part	#	Purpose
	A	005	Conduct operations under certain exemptions and/or deviations.
	A	011	Use an approved carry-on baggage program.
	A	013	Conduct extended overwater turbojet operations without required emergency equipment.
	A	014	Conduct special en route instrument flight rules (IFR) operations in Class G airspace.
	A	015	Use an autopilot in lieu of a second-in-command.
	A	017	Use an approved security program in helicopter operations.
	A	018	Conduct scheduled passenger helicopter operations.
	A	019	Use automotive gasoline as aircraft fuel.
	A	020	Conduct 14 CFR part 135 airplane operations without instrument-rated pilots.
	A	021	Conduct helicopter emergency medical services/air ambulance operations in accordance with part 135.
	A	022	Use an approved exit row seat program.
	A	023	Determine ground icing conditions for the purpose of flight (using an approved deicing/anti-icing procedure in accordance with part 135, § 135.227(b)(3)).
	A	024	Conduct airplane air ambulance operations under part 135.
	A	025	Use the electronic signatures, electronic recordkeeping systems, or electronic manual system listed in A025.
	A	027	Conduct land-and-hold-short operations (LAHSO) at designated airports and specified runway configurations as identified by Air Traffic Services (ATS) in Order JO 7110.118.
	A	028	Conduct aircraft wet lease arrangements.
	A	029	Use an aircraft interchange agreement under 14 CFR part 119, § 119.49.
	A	031	Make arrangements with training centers and other organizations for certificate holder training in accordance with § 135.324.
	A	032	Adopt flightcrew member flight time limitations rules to establish flight attendant duty and flight time limitations and rest restrictions.
	A	033	Conduct certain part 135 operations in accordance with flight and rest time limitations under §§ 135.261 through 135.273.

X	Part	#	Purpose
	A	034	Conduct operations using an approved Advanced Qualification Program (AQP) in accordance with 14 CFR part 121 subpart Y, §§ 121.901 through 121.925.
	A	037	Conduct commuter and on-demand operations as a basic part 135 operator in accordance with the deviation provisions of §§ 135.21(a) and 135.341(a).
	A	038	Conduct on-demand operations as a basic part 135 operator in accordance with the deviation provisions of §§ 119.69(b), 135.21(a), and 135.341(a).
	A	039	Conduct single pilot-in-command operations as a part 135 operator in accordance with the deviation provisions of §§ 119.69(b), 135.21(a), and 135.341(a).
	A	040	Conduct operations as a single pilot operator.
	A	041	Conduct a pretakeoff contamination check during ground icing conditions for part 135 operators.
	A	046	Conduct single-engine IFR (SEIFR) passenger-carrying operations under part 135.
	A	050	Conduct Helicopter Night Vision Goggle Operations (HNVGO).
	A	051	Conduct en route Airplane Night Vision Goggle Operations (ANVGO) and any additional authorized ANVGO in accordance with part 135 and the limitations and provisions of Operations Specification (OpSpec) A051.
	A	055	Accept, handle, and carry materials regulated as hazardous materials (hazmat).
	A	056	Conduct data link communications.
	A	057	Conduct “eligible on-demand operations” as defined in and in accordance with § 135.4.
	A	061	Use an Electronic Flight Bag (EFB) in the aircraft as part of an authorized EFB Program.
	A	096	Use only actual passenger and baggage weights (no combinations of average and actual weights) for all its aircraft.
	A	097	Use any combination of actual, standard average (or segmented), or survey-derived average weights in its small cabin aircraft passenger and baggage weight program.
	A	098	Use any combination of actual, standard average (or segmented), or survey-derived average weights for its medium cabin aircraft.
	A	099	Use any combination of actual, standard average (or segmented), or survey-derived average weights for its large cabin aircraft.
	A	160	Conduct part 135 rotorcraft operations without the radio altimeter equipment required by § 135.160(a), under a deviation as provided in § 135.160(b) and in accordance with the limitations and provisions of Letter of Deviation Authority (LODA) A160.

X	Part	#	Purpose
	A	304	Conduct the Airline Transport Pilot (ATP) Certification Training Program (CTP), required by 14 CFR part 61, § 61.156 for all ATP applicants, subject to the conditions and limitations in OpSpec A304.
	A	323	Conduct airplane operations using a Liquid Water Equivalent System (LWES).
	A	348	Allow persons eligible under § 121.547(a)(3) access to the flightdeck using the Continuing Analysis and Surveillance System (CASS) program and/or the Flight Deck Access Restriction (FDAR) program in accordance with the limitations and provisions of A348.
	A	355	Use Automatic Dependent Surveillance-Broadcast (ADS-B) In equipment and procedure(s) as specified in A355.
	A	501	Suspend its liability insurance due to seasonal operations.
	A	502	Use the air carrier merger and/or acquisition plan.
	A	504	Conduct the ATP CTP, required by § 61.156 for all ATP applicants, subject to the conditions and limitations in OpSpec A504.
	A	519	Conduct operations into the Democratic People's Republic of Korea (DPRK).
	A	529	Conduct emergency operations to support a temporary regional disaster recovery.
	A	532	Conduct flight operations in accordance with Special Federal Aviation Regulations (SFAR) 112 (14 CFR part 91, § 91.1603) in the Tripoli (HLLL) flight information region (FIR) under a contract or subcontract, grant, or cooperative agreement with the sponsoring U.S. Government Entity.
	A	533	Conduct flight operations in accordance with SFAR 107 (14 CFR part 91, § 91.1613) in the territory and airspace of Somalia at altitudes below FL260 under a contract or subcontract, grant, or cooperative agreement with the sponsoring U.S. Government Entity.
	A	535	Conduct flight operations in accordance with SFAR 114 (14 CFR part 91, § 91.1609) in the Damascus (OSTT) FIR under a contract or subcontract, grant, or cooperative agreement with the sponsoring U.S. Government Entity.
	A	536	Conduct flight operations in accordance with SFAR 115 (14 CFR part 91, § 91.1611) in the specified areas of the Sanaa (OYSC) FIR under a contract or subcontract, grant, or cooperative agreement with the sponsoring U.S. Government Entity.
	A	999	Issue an International Civil Aviation Organization (ICAO) Air Operator Certificate (AOC) through the Operations Safety System (OPSS).
	B	029	Conduct operations using approved driftdown or fuel dumping procedures.
	B	030	Conduct IFR en route Area Navigation (RNAV) operations in the State of Alaska using Technical Standard Order (TSO)-C145()/C146() Global Positioning System (GPS)/Wide Area Augmentation System (WAAS) RNAV systems as the only means of IFR navigation in accordance with SFAR 97.
	B	032	Conduct IFR en route operations.

X	Part	#	Purpose
	B	034	Conduct Class I navigation using an area navigation system.
	B	035	Conduct Class I navigation in the U.S. Class A airspace using an area or long-range navigation system.
	B	036	Conduct oceanic and remote continental navigation using multiple long-range navigation systems (LRNS).
	B	037	Conduct operations in Central East Pacific (CEP) airspace.
	B	038	Conduct operations in North Pacific (NOPAC) airspace.
	B	039	Conduct operations in North Atlantic High Level Airspace (NAT HLA).
	B	040	Conduct operations in areas of magnetic unreliability.
	B	045	Conduct extended overwater operations using a single long-range communication system (SLRCS).
	B	046	Conduct operations in Reduced Vertical Separation Minimum (RVSM) airspace.
	B	048	Conduct air tour operations below an altitude of 1,500 feet above ground level (AGL) in the State of Hawaii.
	B	049	Conduct operations in the Grand Canyon National Park Special Flight Rules Area (GCNP-SFRA).
	B	054	Conduct oceanic and remote airspace navigation using a single LRNS.
	B	057	Conduct commercial air tour operations over certain national park(s) and tribal lands within or abutting those national park(s).
	B	342	Conduct Extended Operations (ETOPS) with two-engine airplanes.
	B	344	Conduct ETOPS in passenger-carrying airplanes with more than two-engines.
	B	450	Operate into/out of or overfly sensitive international area(s) as identified in B450 in accordance with the authorizations, conditions, and limitations of B050.
	C	048	Conduct the specified enhanced flight vision system (EFVS) operations under § 91.176 in accordance with the limitations and provisions in C048.
	C	049	Use a destination airport analysis program.
	C	051	Conduct terminal instrument operations using specific procedures and landing minima for airplanes.
	C	052	Conduct operations using basic instrument approach procedures (IAP) for airplanes.
	C	054	Conduct IFR approach procedures using special IFR landing minimums for airplanes.
	C	055	Derive alternate airport weather minimums from the standard table for airplanes.
	C	057	Use IFR takeoff minimums for part 135 airplane operations—all airports.
	C	060	Conduct Category (CAT) II or CAT II and III instrument approach and landing operations in accordance with OpSpec C060.

X	Part	#	Purpose
	C	061	Use flight control guidance systems for airplane automatic landing operations other than CAT II and III.
	C	062	Use manually flown flight control guidance systems certified for airplane landing operations.
	C	063	Conduct IFR RNAV 1 and/or Required Navigation Performance (RNP) 1 instrument departure procedures, RNAV 1 and/or RNP 1 Standard Terminal Arrival Routes (STAR) published in accordance with 14 CFR part 97, and/or tailored arrivals (TA).
	C	064	Conduct nonscheduled passenger and/or all-cargo, special terminal area IFR airplane operations in Class G airspace and at airports without an operating control tower.
	C	065	Use powerplant reversing systems for rearward taxi in specific airplane operations.
	C	067	Operate airplanes with special airport authorizations, provisions, and limitations.
	C	068	Conduct noise abatement departure profile operations with its subsonic turbojet-powered airplanes over 75,000 pounds gross takeoff weight.
	C	070	Conduct scheduled operations at authorized airports.
	C	071	Use autopilot minimum use altitudes/heights in accordance with § 135.93 and the limitations and provisions of OpSpec C071.
	C	072	Conduct engine-out departure procedures with approved 10-minute takeoff thrust time limits.
	C	073	Use minimum descent altitude (MDA) as a decision altitude (DA)/decision height (DH) with vertical navigation (VNAV) on a nonprecision approach (NPA).
	C	075	Conduct airplane IFR circle-to-land approach maneuvers.
	C	076	Conduct airplane contact approaches using IFR CAT I landing minimums.
	C	077	Conduct certain part 135 turbojet operations in the terminal area using visual flight rules (VFR).
	C	079	Conduct part 135 IFR airplane operations using lower-than-standard takeoff minima.
	C	080	Conduct scheduled passenger, special terminal area IFR airplane operations in Class G airspace and at airports without an operating control tower.
	C	081	Conduct the special IAP, departure procedure, STAR, and RNAV Visual Flight Procedure (RVFP) operations specified in OpSpec C081.
	C	085	Conduct RNAV operations substituting for part 97 instrument approaches.
	C	384	Conduct RNP special aircraft and aircrew authorization required (SAAAR) approaches in accordance with part 97 and OpSpec C384.
	D	072	Conduct Continuous Airworthiness Maintenance Programs (CAMP).
	D	073	Use an Approved Aircraft Inspection Program (AAIP).

X	Part	#	Purpose
	D	074	Use a reliability program for the entire aircraft.
	D	075	Use a reliability program for airframe, powerplant, systems, or selected items.
	D	076	Use short-term escalation.
	D	080	Use leased maintenance program authorization: U.S.-registered aircraft.
	D	083	Use short-term escalation authorization for borrowed parts that are subject to overhaul requirements.
	D	084	Conduct ferry flights under special flight permits (SFP) with continuing authorization.
	D	086	Use an ETOPS aircraft maintenance program.
	D	087	Use a maintenance program for leased foreign-registered aircraft.
	D	088	Use maintenance time limitations for operators with a partial reliability program.
	D	089	Use maintenance time limitations for operators without a reliability program.
	D	090	Use Coordinating Agencies for Suppliers Evaluation (CASE).
	D	092	Use listed airplanes for operations in designated RVSM airspace in accordance with B046 and D092.
	D	093	Use an approved maintenance program for HNVGO.
	D	094	Use a Night Vision Imaging System (NVIS) and night vision goggles (NVG) on aircraft to conduct ANVGO per maintenance documents, under part 135.
	D	095	Use an approved minimum equipment list (MEL).
	D	101	Use aircraft with nine or less passenger seats with the additional maintenance requirements of § 135.421 applicable for aircraft engine, propeller, and propeller control (governor).
	D	102	Use aircraft with nine or less passenger seats with the additional maintenance requirements of § 135.421 applicable for rotorcraft operations.
	D	103	Use a single-engine aircraft maintained in accordance with §§ 135.411 and 135.421 in passenger-carrying IFR operations.
	D	104	Use aircraft with nine or less passenger seats with the additional maintenance requirements of § 135.421 applicable for emergency equipment.
	D	106	Suspend its liability insurance for specific aircraft in long-term storage or maintenance.
	D	301	Aircraft Network Security Program (ANSP) authorization
	E	096	Use Weight and Balance (W&B) control procedures.
	H	101	Conduct terminal flight operations under IFR—helicopter.
	H	102	Conduct operations using basic IAPs for helicopters.
	H	103	Conduct CAT I IFR landings other than airborne radar approaches—helicopter.
	H	104	Conduct IFR Helicopter En Route Descent Area (HEDA) procedure.
	H	105	Use alternate airport IFR weather minimums—helicopter.

X	Part	#	Purpose
	H	106	Conduct helicopter operations using standard takeoff minimums under part 135.
	H	108	Conduct helicopter CAT II operations.
	H	109	Conduct helicopter CAT III operations.
	H	110	Use flight control guidance systems for aircraft automatic landing operations—helicopter.
	H	111	Use manually flown flight control guidance systems certified for aircraft landing operations—helicopter.
	H	112	Conduct helicopter approach operations using an area navigation system.
	H	113	Conduct nonscheduled passenger and all-cargo (scheduled and nonscheduled) special terminal area IFR rotorcraft operations in Class G airspace.
	H	114	Use special airport authorizations, limitations, and provisions—helicopter.
	H	116	Conduct helicopter operations using lower-than-standard takeoff minimums under part 135.
	H	117	Conduct helicopter CAT I, instrument landing system (ILS), microwave landing system (MLS), or GPS landing system (GLS) approach procedures with specific IFR landing minimums.
	H	118	Conduct helicopter circle-to-land maneuvers using IFR CAT I landing minimums.
	H	119	Conduct helicopter contact approaches using IFR CAT I landing minimums.
	H	120	Conduct operations in authorized airports for scheduled operations—helicopter.
	H	121	Conduct scheduled passenger terminal area IFR rotorcraft operations in Class G airspace.
	H	122	Conduct the special IAP, departure procedure, and STAR rotorcraft operations specified in OpSpec H122.
	H	123	Conduct Class I navigation using area or long-range navigation systems with WAAS for rotorcraft RNP 0.3 en route and terminal operations.

Advisory Circular Feedback Form

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 2120-0746. Public reporting for this collection of information is estimated to be approximately 20 minutes 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 voluntary. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:
Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway,
Fort Worth, TX 76177-1524.

If you find an error in this Advisory Circular, have recommendations for improving it, or have suggestions for new items/subjects to be added, you may let us know by emailing this form to the Flight Standards Directives Management Officer at 9-AWA-AFB-120-Directives@faa.gov.

Subject: AC 135-44, Part 135 Operator Aircraft Configuration Inspection

Date: _____

Please mark all appropriate line items:

- An error (procedural or typographical) has been noted in paragraph _____ on page _____.
- Recommend paragraph _____ on page _____ be changed as follows:
- In a future change to this AC, please cover the following subject:
(Briefly describe what you want added.)
- Other comments:
- I would like to discuss the above. Please contact me using the information below.

Submitted by: _____

Date: _____