

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION  
Air Traffic Organization Policy

N JO 7210.752

**Effective Date:**  
August 9, 2010

**Cancellation Date:**  
March 10, 2011

**SUBJ:** Comprehensive Electronic Data Analysis and Reporting (CEDAR)

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1. **Purpose of This Notice.** This notice requires en route and oceanic air traffic control facilities to use CEDAR to record, disseminate, and document the resolution of Quality Assurance Reviews (QAR).
2. **Audience.** This notice applies to air traffic personnel in En Route and Oceanic Services.
3. **Where Can I Find This Notice?** This notice is available on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices/](https://employees.faa.gov/tools_resources/orders_notices/) and on the air traffic publications Web site at [http://www.faa.gov/air\\_traffic/publications/](http://www.faa.gov/air_traffic/publications/).
4. **Procedures.** Amend Federal Aviation Administration (FAA) Order JO 7210.3 to read as follows:

#### 4-6-4. FAA FORM 7230-4, DAILY RECORD OF FACILITY OPERATION

a. Completion of FAA Form 7230-4, Daily Record of Operation. Using agency-approved automation methods to complete FAA Form 7230-4 is preferred to using manual methods.

1. Each air traffic facility must use the Comprehensive Electronic Data Analysis and Reporting (CEDAR) program to complete an automated version of FAA Form 7230-4.

2. Where currently in use, facilities and/or TMUs, may continue to use the NTML to complete an automated version of the FAA Form 7230-4.

**NOTE-**

*A National Workgroup has been established to develop methods to exchange pertinent data between CEDAR and NTML that is needed to complete FAA Form 7230-4. This method will enable a single method of completing an automated version of the FAA Form 7230-4 while maintaining the unique program functionality capability of both CEDAR/NTML programs.*

3. If an automated method is not available to complete FAA form 7230-4, the facility and or traffic management unit must manually complete the form. An example of the Daily Record of Facility Operation follows this section. (See FIG 4-6-1.)

Delete subparagraph b, and renumber to subparagraph c.

#### 4-6-5. PREPARATION OF FAA FORM 7230-4

Title thru subparagraph g, no change.

h. FAA Order 7210.56, Air Traffic Quality Assurance, defines situations requiring a Quality Assurance Review (QAR) and the procedures to be followed to accomplish the review. Promptly notify personnel responsible for conducting the review upon identifying the need for a QAR. Record QARs with the minimum detail necessary in order to identify the initiating incident (for example, unusual go-around) and how it was identified (for example, in-flight evaluation).

- 1. En Route and Oceanic facilities must use the CEDAR tool to record and disseminate QARs. En Route and Oceanic facilities must also use CEDAR to document the resolutions of QARs.
- 2. Terminal facilities may establish local forms and procedures for recording, disseminating, and documenting the resolution of QARs. Local forms used for recording this information are considered supplements to FAA Form 7230-4 and must be filed with it.

No further changes to paragraph.

**7. Distribution.** This notice is distributed to the following Air Traffic Organization (ATO) service units: En Route and Oceanic and System Operations Services; the ATO Office of Safety; Office of the Service Center; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; Mike Monroney Aeronautical Center; and all air route traffic control centers.

**8. Background.** When CEDAR is fully deployed, it will provide air traffic management with an electronic means of assessing air traffic employee performance, managing resources, and capturing safety-related information and metrics. The tool will provide a standard interface for the collection, retrieval, and reporting of data from multiple sources. CEDAR will automate the creation, management, and storage of facility activities and events; briefing items; QARs; technical training discussions; and FAA forms-- such as 3120-25, OJT Instruction/Evaluation Report, and 7210-4, Daily Record of Facility Operations.

In addition, CEDAR will streamline many functions that managers use to execute their responsibilities as described in FAA Order 7210.3, Facility Operation and Administration; FAA Order 7210.56, Air Traffic Quality Assurance; and FAA Order 3120.4, Air Traffic Technical Training.

**9. Safety Management System.** A preliminary safety analysis of the change has been documented in a Safety Risk Management Decision Memorandum which will be maintained on file for the lifecycle of the program.

*Nancy B. Kalinowski*  
 for Nancy B. Kalinowski  
 Vice President, System Operations Services  
 Air Traffic Organization

7-8-10  
 Date Signed