

# NOTICE

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

N JO 7210.835

**Effective Date:**  
January 30, 2013

**Cancellation Date:**  
January 29, 2014

**SUBJ:** Interim Guidance in the Preparation of FAA Form 7230-4

**1. Purpose of This Notice.** The purpose of this notice is to provide interim guidance to FAA Order JO 7210.3, Facility Operations and Administration, resulting from the January 30, 2012, implementation of JO 7210.632, Air Traffic Organization Occurrence Reporting; JO 7210.633, Air Traffic Organization Quality Assurance Program; and JO 7210.634, Air Traffic Organization Quality Control (QC). This notice cancels and replaces N JO 7210.803, Interim Guidance in the Preparation of FAA Form 7230-4, to update transition issues and extend and revise interim guidance on the preparation of FAA Form 7230-4, Daily Record of Facility Operation.

**2. Audience.** This notice applies to all ATO personnel, FAA contract employees and anyone using ATO directives concerning FAA Form 7230-4.

**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. Explanation of Policy Change.** This notice extends the transition period as the ATO continues to develop and improve processes and automated tools to support the emerging Just Culture. The additional time will enable the ATO to continue to collect and analyze pertinent data, technology, metrics as well as lessons learned.

**5. Procedures.** The following provides interim guidance for air traffic facilities:

**a.** While there is no requirement to use the Air Traffic Quality Assurance (ATQA) web application to submit RNP/RNAV Anomaly Reports, the form available in ATQA may still be used.

**b.** Continue to adhere to FAA Order JO 1030.3, Initial Event Response, notification requirements.

**c.** Continue to report safety occurrences through processes described in FAA Order JO 7210.632.

**d.** While QARs (legacy Quality Assurance Reports—designated by a “Q” entry on FAA Form 7230-4) are being phased out, continue to use “Q” entries to log the following:

- (1) Aircraft accidents
- (2) No-notice ground stops/holding
- (3) 3- and 4-hour TARMAC delays

**NOTE-**

*While Q entries no longer require closure, follow-up “Q” entries may be used to add pertinent information such as accident identification numbers.*

**6. Distribution.** This notice is distributed to the following organizations: Terminal, En Route and Oceanic, Mission Support, System Operations; the Office of ATO Safety and Technical Training; Air Traffic Safety Oversight Service; William J. Hughes Technical Center; and Mike Monroney Aeronautical Center.

**7. Background.** FAA Orders JO 7210.632, JO 7210.633, and JO 7210.634 helped implement a large change in how the ATO collects and reports safety data in a just safety culture. Processes and automated tools to support associated changes have not yet been fully developed and guidance outlined in the orders are still being revised to reflect new processes, procedures, metrics, automated tools, and lessons learned.

A handwritten signature in black ink, appearing to read 'ELR', with a long, sweeping horizontal stroke extending to the right.

Elizabeth L. Ray  
Vice President, Mission Support Services  
Air Traffic Organization