



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
National Policy

**NOTICE**  
**N 8000.337**

Effective Date:  
12/11/06  
Cancellation Date:  
12/11/07

**SUBJ: Initial Release Information for Use of the Web-based Automated FAA Form 337**

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**1. PURPOSE.** This notice provides guidance information to Flight Standards field offices for access and use of the newly automated Federal Aviation Administration (FAA) Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance).

**2. DISTRIBUTION.** We will distribute this notice to the division level in the Flight Standards Service in Washington headquarters, including the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the branch level in the regional Flight Standards divisions; and to all Flight Standards District Offices (FSDO). Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avr.faa.gov>. Operators may find this information on the FAA Web site at [http://www.faa.gov/library/manuals/examiners\\_inspectors/8000/](http://www.faa.gov/library/manuals/examiners_inspectors/8000/). This information is also available on the Aviation Safety (AVS) eForm Service Web site for electronic Form 337 at <http://eformservice.faa.gov/eform337.aspx>.

**3. BACKGROUND.** The FAA is releasing a new, interactive Web-based FAA Form 337 system that gives the user the ability to fill out, digitally sign, and print forms online. The user may also interact with the FAA when necessary and forward forms directly to the aircraft registry to be placed in the official aircraft records.

**4. DISCUSSION.**

**a.** Creating and submitting forms electronically greatly speeds processing time as opposed to the paper method. The electronic system mirrors the traditional paper version so the information contained in Advisory Circular (AC) 43.9-1, Instructions for Completion of FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance), is relevant to both methods. Differences specific to the electronic Form 337 include the need to acquire access to the system and use digital signatures.

**b.** In order to keep this information separate and reduce any confusion, information specific to the electronic Form 337 is not in AC 43.9-1. Instead, it is described in detail with drop down menus, mouse over help, an online help system, and individual online tutorials accessible to the user in the electronic Form 337 program. The online help system and tutorials can be accessed from the system Web page and do not require an account to use.

**c.** In June 2006, N 8300.121, Use and Distribution of FAA Form 337, Including Automated Submission and Retention System (ASRS), was issued. This notice relieved the aviation safety inspector (ASI) of the review process for FAA Form 337s not requiring data approval and applied to both paper and electronic versions.

**d.** Due to conflict with a previously established acronym we are no longer using the term ASRS and will refer to the form as the electronic Form 337 or e337. This form is also the first application of the larger program known as “eForm Service.”

**e.** While the ASI will no longer be performing reviews of electronic Form 337s as stated in N 8300.121, this does not mean the ASI cannot perform spot checks or surveillance of forms submitted by its assigned certificate holders that perform major repairs or alterations. Automation is being developed to provide reporting and searching capability for the inspector as well as links to the Safety Performance Analysis System and the Electronic Document Retrieval System for data analysis. The system will provide query capabilities and enable inspector surveillance and certificate management by data query based on agency name, certificate number, and date range. The query enhancement is scheduled for release within 30 to 60 days after system implementation. More complex, comprehensive search capabilities will be evaluated and phased in over a longer term.

**f.** Documents associated with these changes include:

(1) Title 14 CFR part 43, appendix B, effective November 3, 2006, no longer requires the form be submitted to the local FSDO.

(2) The current edition of AC 43.9-1 has been revised to include updated regulatory requirements and incorporates information provided in this notice.

(3) Order 8300.10, Airworthiness Inspector’s Handbook, will be revised to include information in this notice.

(4) FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance) has been revised with a revision date of 10-06. Forms with the older date (12-88) should be purged from the system when the new form is posted.

## **5. ELECTRONIC FORM 337.**

**a.** The FAA and industry will benefit by using a Web-based electronic Form 337. Customer service will be improved by the following additions:

(1) A more efficient and standardized interface for inspectors and industry users.

(2) Instantaneous access and direct processing to the aircraft registry.

(3) The most current blank form will be available to industry users, which can be computer generated to produce clean, legible reports.

(4) A common database for internal FAA oversight and monitoring functions, generated from the electronic Form 337s.

(5) The ability to query the database for safety trend monitoring and compliance.

**b.** The updated electronic Form 337 retains the same OMB number and may be used for the paper version. A blank e337 form can be printed and used for the paper process. However, the two processes cannot be mixed. If a form is started in the electronic version, it must be finished in that manner, and visa versa. This is due to security issues with the electronic signatures. Details of the form changes are described in AC 43.9-1.

**c.** The electronic Form 337 can be accessed at <http://eformservice.faa.gov/eform337.aspx>. The right side of the page has login fields for industry users and a shortcut access button for FAA personnel. The left side of the page, as well as containing a link to a non-FAA site to request digital certificates for use with the form, also has a navigation menu displaying:

- System Requirements
- User Support
- Help Topics
- Tutorials
- Print Blank Form 337

**d.** The electronic form has functionality that includes:

- Automated workflow
- Advanced form and field intelligence
- Database lookups
- Digital certificates
- The ability to attach documents
- Integration with the aircraft registry

**e.** The system includes online guidance for these functions and user support is also available from AVS Support Central. Potential areas requiring assistance include:

- Retrieving and importing digital certificates;
- Administering and adding designated ASIs to the global group for permission to complete the industry user account request Web form; and
- Support for configuration settings and version issues with Adobe Reader.

**f.** For more help with this form, contact FAA Aviation Safety Support Central at (405) 954-7272 or e-mail AVS Support Central at [9-AMC-AVS-Support-Central@faa.gov](mailto:9-AMC-AVS-Support-Central@faa.gov).

**6. ACTION.**

**a. System Impacts.** Account information and credential validation will be performed by ASIs, aviation safety technicians, and aviation safety assistants as determined by local office policy. This will involve completing and submitting the online account access request form for industry users. This is a one time user account request; industry users will be responsible for updating their account profile as needed and renewing airman certificates/digital signature certificates as required. The actual account creation will be accomplished by AVS Support Central staff and e-mails of the new account information will be sent directly to the industry user.

**b. Computer Use.** This system is Web-based and only requires Adobe Reader v7.0.5 which is already part of the AVS 2.0 baseline image. Processing of electronic Form 337 by Airworthiness ASIs with field approval authority will require importing digital certificates provided by AVS. Technical assistance may be required for this installation, although administrative privileges are not a requirement.

**7. DISPOSITION.** We will permanently incorporate the information in this notice in FSIMS before this notice expires. This notice was developed jointly by the Aircraft Maintenance Division, AFS-300, and the AVS Information Technology Division, AQS-200. All questions or comments should be directed to AFS-350 at (202) 267-7404.

ORIGINAL SIGNED (by)

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Director, Flight Standards Service