

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8900.710

National Policy

Effective Date:  
8/23/24

Cancellation Date:  
8/23/25

**SUBJ:** New Electronic FAA Form 337, Major Repair and Alteration, System  
Activation

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- 1. Purpose of This Notice.** This notice provides guidance to aviation safety inspectors (ASI) authorized to perform field approvals, Flight Standards (FS) Safety Assurance offices using the Electronic FAA Form 337 (E337) system, and Aviation Safety Engineers (ASE). This notice is administrative in nature.
- 2. Audience.** The primary audience for this notice is Offices of Air Carrier Safety Assurance (ACSA) and General Aviation Safety Assurance (GASA) managers, principal inspectors (PI), ASIs, the International Program Division (AFS-50), International Field Offices (IFO), the Aircraft Certification Service (AIR), the Office of Foundational Business, and other employees who use the E337 system. The secondary audience includes the Safety Standards offices.
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices) and the Dynamic Regulatory System (DRS) at <https://drs.faa.gov>. Operators and the public can find this notice on the Federal Aviation Administration's (FAA) website at [https://www.faa.gov/regulations\\_policies/orders\\_notices](https://www.faa.gov/regulations_policies/orders_notices) and DRS.
- 4. Background.** The decision was made to discontinue the use of the legacy E337 system due to licensing requirements and other factors. Information technology (IT) personnel along with the Aircraft Maintenance Division (AFS-300) worked together to develop a new system from the ground up. The new system will add functionality and will not require industry to purchase digital signature licensing or inspectors to have any additional digital signature authority.
- 5. Policy.** When the system is activated, each FS office wanting to use the system will assign at least one facility administrator. Each facility administrator will be able to add/update users, add/update repair stations, add/update ASIs, and assign field approval requests for their office. ASIs requesting a coordinated field approval will use the E337 system to forward the request to the AIR facility administrator. AIR will provide information for one facility administrator. That administrator will then use their internal system to manage the request between AIR offices.
- 6. Procedures for New Users.** To access the system, external users must first establish a MyAccess account and then go to the FAA eForms website to request access to the E337 system.

FS facility administrators will manage industry, designee, and ASI access in the E337 system for their office. AIR facility administrators will manage access for ASEs.

**7. Affected Guidance.** The following guidance documents will be updated to reflect the new E337 system:

- FAA Order 8300.16, Major Repair and Alteration Data Approval.
- Advisory Circular (AC) 43.9-1, Instructions for Completion of FAA Form 337.

**8. Action.** FS offices may provide user information for facility administrators, designees, ASIs, and industry to their senior technical advisors prior to system activation. This information will be used by IT to perform a batch upload into the system. Offices who have not provided facility administrator information before system activation should email AFS-300 at 9-AWA-AFS-300-Maintenance@faa.gov to have those names added to the system.

**9. Disposition.** We will incorporate the information in this notice into affected guidance before this notice expires. Direct questions or comments concerning the information in this notice to AFS-300 at 9-AWA-AFS-300-Maintenance@faa.gov.



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