

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.726

National Policy

Effective Date:
12/11/24

Cancellation Date:
12/11/25

SUBJ: OpSpec/MSpec/LOA A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems

1. Purpose of This Notice. This notice announces a revision to operations specification (OpSpec)/management specification (MSpec)/Letter of Authorization (LOA) A025 templates. The purpose of the revision is to remove columns in certain tables that caused repetitive reissuance of the OpSpec/MSpec/LOA. The template revisions apply to Title 14 of the Code of the Federal Regulations (14 CFR) parts 91 subpart K (part 91K), 121, 125 (including part 125 Letter of Deviation Authority (LODA) holders), 133, 135, and 121/135 combined certificate holders.

a. Mandatory Revision—14 CFR Parts 91K, 121, 125 (Including Part 125 LODA Holders), 135, and 121/135. The revision to the A025 template is mandatory for 14 CFR parts 91K, 121, 125 (including part 125 LODA holders), 135, and 121/135 combined certificate holders.

Note: Title 14 CFR part 125 LODA holders are identified in the Web-based Operations Safety System (WebOPSS) as “125M.”

b. Nonmandatory Revision—14 CFR Part 133. The revision to the A025 template for 14 CFR part 133 is nonmandatory.

2. Audience. The primary audience for this notice is principal inspectors (PI), aviation safety inspectors (ASI), and managers within Flight Standards (FS) Safety Assurance offices. The secondary audience includes ASIs and managers within Safety Standards and Foundational Business 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 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 and DRS.

4. Updates to OpSpec/MSpec/LOA A025 Tables and Columns.

a. The Column Related to the Electronic Signature Process Revision Number and Date Has Been Removed. The column requiring the revision number and date for the electronic signature process has been removed from the Electronic Signatures table. This update eliminates the need to reissue the OpSpec/MSpec/LOA whenever an electronic signature process is revised. Instead, conditions have been added to the A025 template which require the certificate holder, program manager, operator, or LODA holder (depending on the regulatory part) to notify the responsible Flight Standards office when changes are made to the electronic signature process, and to revise the manual containing the electronic signature process to reflect changes to the process.

Note: There is no Electronic Signatures table in the A025 template for 14 CFR part 133.

b. The Column for the “Software Version Number” for Electronic Recordkeeping Systems Has Been Removed. The column for the “Software Version Number” has been removed from the A025 tables applicable to electronic recordkeeping systems. This includes those tables applicable to approved electronic recordkeeping systems, in accordance with 14 CFR §§ 121.683 and 125.401. This update eliminates the need to reissue the OpSpec/MSpec/LOA any time the software version number is revised. Instead, conditions have been added requiring the certificate holder/program manager/operator/LODA holder to have a process for software revision control.

c. The Column for the “Number and Date of the Latest Revision” to the Master Manual Has Been Removed. The column for the “Number and Date of Latest Revision” to the master manual containing the electronic manual system description and list of electronic manuals has been removed from the Electronic Manual System table. This update eliminates the need to reissue the OpSpec/MSpec/LOA any time the master manual is revised. Instead, conditions have been added requiring the certificate holder/program manager/operator/LODA holder to notify the responsible Flight Standards office when changes are made to the electronic manual system, and to revise the master manual to reflect changes to the electronic manual system.

Note: The previous A025 template for 14 CFR part 133 did not require a master manual to be listed. Therefore, the table for electronic manuals remains unchanged in the new 14 CFR part 133 template.

5. Revised Policy. In conjunction with the revisions to the A025 templates, the FAA has updated policy related to electronic signatures, electronic recordkeeping systems, and electronic manuals. For electronic manuals, the policy is now consistent with amendments to the 14 CFR requirements for these manuals, which occurred in May 2023 (refer to 88 FR 34437, Updating Manual Requirements To Accommodate Technology, dated May 30, 2023).

a. Updated Policy in FAA Order 8900.1. Updated policy is contained in the following sections of Order 8900.1:

- Volume 3, Chapter 18, Section 3, Part A Operations Specifications—General, OpSpec/MSpec/TSpec/LOA A025.
- Volume 3, Chapter 31, Section 1, General—Definitions and Terminology.
- Volume 3, Chapter 31, Section 2, Requirements for Approval, Acceptance, and Authorization.

b. Update to Advisory Circular (AC) 120-78, Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals. AC 120-78 has been updated for consistency with the Order 8900.1 updates.

6. Sample A025 Templates. Appendices to this notice show the revised templates. This notice contains the following:

- The sample MSpec A025 template in Appendix A applies to 14 CFR part 91K.
- The sample OpSpec A025 template in Appendix B applies to 14 CFR part 121.
- The sample OpSpec A025 template in Appendix C applies to 14 CFR part 125.
- The sample LOA A025 template in Appendix D applies to 14 CFR part 125 LODA holders.
- The sample LOA A025 template in Appendix E applies to 14 CFR part 133.
- The sample OpSpec A025 template in Appendix F applies to 14 CFR part 135.
- The sample OpSpec A025 template in Appendix G applies to 14 CFR part 121/135.

7. Action.

a. Title 14 CFR Parts 91K, 121, 125 (Including LODA Holders), 135, and 121/135. The revision to the A025 template for 14 CFR parts 91K, 121, 125 (including part 125 LODA holders), 135, and 121/135 is a mandatory revision (template revision numbers vary by regulatory part). PIs and responsible ASIs for these certificate holders/program managers/operators/LODA holders will issue the revised A025 template and archive the previous revision no later than 90 calendar days from the date of this notice.

(1) Updates to Tables Require Manual Repopulation. Except for the Electronic Access to Minimum Equipment List(s) table, all of the tables in the A025 template have been updated. The updates remove a column in each table. This means that the “Load Active” function in the WebOPSS Workspace will not work correctly. Therefore, each table will have to be repopulated manually.

(2) “Load Active” is Functional for Tables That Have Not Been Revised. For any tables in A025 that have not been revised, the tables can be populated by using the “Load Active” function in the WebOPSS Workspace.

b. Title 14 CFR Part 133. Revision 01b of the A025 template for 14 CFR part 133 is nonmandatory. PIs and ASIs responsible for these certificate holders will determine if the revision is applicable to the certificate holder.

(1) Certificate Holders Authorized to Use an Electronic Recordkeeping System. If Table 1 of LOA A025 for 14 CFR part 133 lists an electronic recordkeeping system, then

revision 01b of A025 applies to the certificate holder. In this case, PIs and responsible ASIs will issue the revised template and archive the previous revision no later than 120 calendar days from the date of this notice. (Order 8900.1, Volume 3, Chapter 18, Section 2, Operations Safety System, contains information on nonmandatory OpSpec revisions.)

(2) Certificate Holders Not Authorized to Use an Electronic Recordkeeping System. If Table 1 of LOA A025 lists “N/A” in the first column and no other information is entered into the table, then the certificate holder is not authorized to use an electronic recordkeeping system. In this case, no further action is required. (Order 8900.1, Volume 3, Chapter 18, Section 3, OpSpec/MSpec/TSpec/LOA A025, contains information specific to A025 for 14 CFR part 133.)

8. Disposition. The information in this notice has been incorporated into Order 8900.1. Direct questions or comments concerning this notice to the Air Transportation Division (AFS-200) at 202-267-8166.



Timothy R. Adams for
Lawrence Fields
Executive Director, Flight Standards Service

Appendix A. Sample MSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 91K

a. The program manager is authorized to use the electronic signatures, electronic recordkeeping systems, or electronic manual system listed in this management specification.

b. The program manager is authorized to use an electronic signature to attest to, certify, endorse, or otherwise authenticate the items listed in Table 1. The following conditions apply:

(1) The program manager must notify the responsible Flight Standards office of changes to the electronic signature process.

(2) The program manager must revise the manual listed in Table 1 to reflect any changes to the electronic signature process.

[A selectable dropdown list for Table 1 is provided in WebOPSS.]

Table 1 – Electronic Signatures

Kind of Electronic Signature	Manual Containing the Electronic Signature Process

c. The program manager is authorized to use the electronic recordkeeping system(s) listed in Table 2 to maintain records and make them available in accordance with the 14 CFR Part 91K recording and recordkeeping requirements. The following conditions apply:

(1) The program manager must have a process for software revision control.

(a) The software revision control process must be contained in the manual listed in Table 2.

(b) The software revision control process must include program manager notification to the responsible Flight Standards office whenever software revisions affect the following items:

(i) Record entry.

(ii) Record display.

(iii) Record access.

(iv) Data quality.

Table 2 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

d. The program manager is authorized to use the electronic manual system described in the master manual listed in Table 3 to maintain, distribute, and otherwise make available the program manager's manuals in accordance with the requirements of Part 91K. The following conditions apply:

(1) The program manager must notify the responsible Flight Standards office of changes to the electronic manual system.

(2) The program manager must revise the master manual listed in Table 3 to reflect any changes to the electronic manual system.

Table 3 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals

e. The program manager is approved to provide electronic access to the minimum equipment list(s) (MEL) for the aircraft listed in Table 4.

Table 4 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

Appendix B. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 121

a. The certificate holder is authorized to use the electronic signatures, electronic recordkeeping systems, or electronic manual system listed in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse, or otherwise authenticate the items listed in Table 1. The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic signature process.

(2) The certificate holder must revise the manual listed in Table 1 to reflect any changes to the electronic signature process.

[A selectable dropdown list for Table 1 is provided in WebOPSS.]

Table 1 – Electronic Signatures

Kind of Electronic Signature	Manual Containing the Electronic Signature Process

c. The certificate holder is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember and dispatcher records listed in Table 2 in accordance with the requirements of 14 CFR Part 121, § 121.683. The following conditions apply:

(1) The certificate holder must have a process for software revision control.

(a) The software revision control process must be contained in the manual listed in Table 2.

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

(i) Record entry.

(ii) Record display.

(iii) Record access.

(iv) Data quality.

Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember and Dispatcher Records – § 121.683

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 3 to maintain records and make them available in accordance with the Part 121 recording and recordkeeping requirements. The following conditions apply:

(1) The certificate holder must have a process for software revision control.

(a) The software revision control process must be contained in the manual listed in Table 3.

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

- (i) Record entry.
- (ii) Record display.
- (iii) Record access.
- (iv) Data quality.

Table 3 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

e. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 4 to maintain, distribute, and otherwise make available the certificate holder's manuals in accordance with the requirements of Part 121. The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic manual system.

(2) The certificate holder must revise the master manual listed in Table 4 to reflect any changes to the electronic manual system.

Table 4 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals

f. The certificate holder is approved to provide electronic access to the minimum equipment list(s) (MEL) for the airplane(s) listed in Table 5.

Table 5 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

Appendix C. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 125

a. The certificate holder is authorized to use the electronic signatures, electronic recordkeeping systems, or electronic manual system listed in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse, or otherwise authenticate the items listed in Table 1. The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic signature process.

(2) The certificate holder must revise the manual listed in Table 1 to reflect any changes to the electronic signature process.

[A selectable dropdown list for Table 1 is provided in WebOPSS.]

Table 1 – Electronic Signatures

Kind of Electronic Signature	Manual Containing the Electronic Signature Process

c. The certificate holder is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember records listed in Table 2 in accordance with the requirements of 14 CFR Part 125, § 125.401. The following conditions apply:

(1) The certificate holder must have a process for software revision control.

(a) The software revision control process must be contained in the manual listed in Table 2.

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

(i) Record entry.

(ii) Record display.

(iii) Record access.

(iv) Data quality.

**Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember
Records – § 125.401**

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 3 to maintain records and make them available in accordance with the Part 125 recording and recordkeeping requirements. The following conditions apply:

(1) The certificate holder must have a process for software revision control.

(a) The software revision control process must be contained in the manual listed in Table 3.

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

- (i) Record entry.
- (ii) Record display.
- (iii) Record access.
- (iv) Data quality.

Table 3 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

e. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 4 to maintain, distribute, and otherwise make available the certificate holder's manuals in accordance with the requirements of Part 125. The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic manual system.

(2) The certificate holder must revise the master manual listed in Table 4 to reflect any changes to the electronic manual system.

Table 4 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals

f. The certificate holder is approved to provide electronic access to the minimum equipment list(s) (MEL) for the airplane(s) listed in Table 5.

Table 5 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

Appendix D. Sample LOA A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 125 Letter of Deviation Authority (LODA) Holders

1. The operator/company, authorized to conduct operations in accordance with the Letter of Deviation Authority (LODA) A125, is authorized to use the electronic signatures, electronic recordkeeping systems, and electronic manual system listed in this Letter of Authorization (LOA).

2. The operator/company is authorized to use an electronic signature to attest to, certify, endorse, or otherwise authenticate the items listed in Table 1. The following conditions apply:

a. The operator/company must notify the responsible Flight Standards office of changes to the electronic signature process.

b. The operator/company must revise the manual listed in Table 1 to reflect any changes to the electronic signature process.

[A selectable dropdown list for Table 1 is provided in WebOPSS.]

Table 1 – Electronic Signatures

Kind of Electronic Signature	Manual Containing the Electronic Signature Process

3. The operator/company is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember records listed in Table 2 in accordance with the requirements of 14 CFR Part 125, § 125.401. The following conditions apply:

a. The operator/company must have a process for software revision control.

(1) The software revision control process must be contained in the manual listed in Table 2.

(2) The software revision control process must include operator/company notification to the responsible Flight Standards office whenever software revisions affect the following items:

(A) Record entry.

(B) Record display.

(C) Record access.

(D) Data quality.

**Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember
Records – § 125.401**

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

4. The operator/company is authorized to use the electronic recordkeeping system(s) listed in Table 3 to maintain records and make them available in accordance with the Part 125 recording and recordkeeping requirements. The following conditions apply:

a. The operator/company must have a process for software revision control.

(1) The software revision control process must be contained in the manual referenced in Table 3.

(2) The software revision control process must include operator/company notification to the responsible Flight Standards office whenever software revisions affect the following items:

(A) Record entry.

(B) Record display.

(C) Record access.

(D) Data quality.

Table 3 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

5. The operator/company is authorized to use the electronic manual system described in the master manual listed in Table 4 to maintain, distribute, and otherwise make available the operator/company's manuals in accordance with the requirements of Part 125. The following conditions apply:

a. The operator/company must notify the responsible Flight Standards office of changes to the electronic manual system.

b. The operator/company must revise the master manual listed in Table 4 to reflect any changes to the electronic manual system.

Table 4 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals

6. The operator/company is approved to provide electronic access to the minimum equipment list(s) (MEL) for the airplane(s) listed in Table 5.

Table 5 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

Appendix E. Sample LOA A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals: 14 CFR Part 133

1. The certificate holder is authorized to use the electronic signatures, electronic recordkeeping systems, and electronic manuals in accordance with the paragraphs and tables contained in this Letter of Authorization (LOA).

[Select]

☐ 2. The certificate holder is authorized to use electronic signatures in accordance with the requirements of 14 CFR Part 133.

[or]

☐ 2. The certificate holder is not authorized to use electronic signatures.

3. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 1.

[List record(s) or select N/A.]

Table 1 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

4. The certificate holder is authorized to use the electronic manuals listed in Table 2.

[List manual(s) or select N/A.]

Table 2 – Electronic Manuals

Name of Manual

Appendix F. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 135

a. The certificate holder is authorized to use the electronic signatures, electronic recordkeeping systems, or electronic manual system listed in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse, or otherwise authenticate the items listed in Table 1. The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic signature process.

(2) The certificate holder must revise the manual or document listed in Table 1 to reflect any changes to the electronic signature process.

[A selectable dropdown list for Table 1 is provided in WebOPSS.]

Table 1 – Electronic Signatures

Kind of Electronic Signature	Manual or Document Containing the Electronic Signature Process

c. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 2 to maintain records and make them available in accordance with the 14 CFR Part 135 recording and recordkeeping requirements. The following conditions apply:

(1) The certificate holder must have a process for software revision control.

(a) The software revision control process must be contained in the manual or document listed in Table 2.

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

- (i) Record entry.
- (ii) Record display.
- (iii) Record access.
- (iv) Data quality.

Table 2 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual or Document Containing the Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 3 to maintain, distribute, and otherwise make available the certificate holder's manuals in accordance with the requirements of Part 135.

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic manual system.

(2) The certificate holder must revise the master manual listed in Table 3 to reflect any changes to the electronic manual system.

Table 3 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals

e. The certificate holder is approved to provide electronic access to the minimum equipment list(s) (MEL) for the aircraft listed in Table 4.

Table 4 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

Appendix G. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 121/135**SECTION I. Part 121 Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems**

a. The certificate holder is authorized to use the electronic signatures, electronic recordkeeping systems, or electronic manual system listed in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse, or otherwise authenticate the items listed in Table 1 (Section I). The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic signature process.

(2) The certificate holder must revise the manual listed in Table 1 (Section I) to reflect any changes to the electronic signature process.

[A selectable dropdown list for Table 1 is provided in WebOPSS.]

Table 1 – Electronic Signatures

Kind of Electronic Signature	Manual Containing the Electronic Signature Process

c. The certificate holder is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember and dispatcher records listed in Table 2 (Section I) in accordance with the requirements of 14 CFR Part 121, § 121.683. The following conditions apply:

(1) The certificate holder must have a process for software revision control.

(a) The software revision control process must be contained in the manual listed in Table 2 (Section I).

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

- (i) Record entry.
- (ii) Record display.
- (iii) Record access.
- (iv) Data quality.

Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember and Dispatcher Records – § 121.683

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 3 (Section I) to maintain records and make them available in accordance with the Part 121 recording and recordkeeping requirements. The following conditions apply:

(1) The certificate holder must have a process for software revision control.

(a) The software revision control process must be contained in the manual referenced in Table 3 (Section I).

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

- (i) Record entry.
- (ii) Record display.
- (iii) Record access.
- (iv) Data quality.

Table 3 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual Containing the Electronic Recordkeeping System Description

e. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 4 (Section I) to maintain, distribute, and otherwise make available the certificate holder's manuals in accordance with the requirements of Part 121. The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic manual system.

(2) The certificate holder must revise the master manual listed in Table 4 (Section I) to reflect any changes to the electronic manual system.

Table 4 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals

f. The certificate holder is approved to provide electronic access to the minimum equipment list(s) (MEL) for the airplane(s) listed in Table 5 (Section I).

Table 5 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

SECTION II. Part 135 Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems

a. The certificate holder is authorized to use the electronic signatures, electronic recordkeeping systems, or electronic manual system referenced in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse, or otherwise authenticate the items listed in Table 1 (Section II). The following conditions apply:

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic signature process.

(2) The certificate holder must revise the manual or document listed in Table 1 (Section II) to reflect any changes to the electronic signature process.

[A selectable dropdown list for Table 1 is provided in WebOPSS.]

Table 1 – Electronic Signatures

Kind of Electronic Signature	Manual or Document Containing the Electronic Signature Process

c. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 2 (Section II) to maintain records and make them available in accordance with the 14 CFR Part 135 recording and recordkeeping requirements. The following conditions apply:

(1) The certificate holder has a process for software revision control.

(a) The software revision control process must be contained in the manual or document referenced in Table 2 (Section II).

(b) The software revision control process must include certificate holder notification to the responsible Flight Standards office whenever software revisions affect the following items:

- (i) Record entry.
- (ii) Record display.
- (iii) Record access.
- (iv) Data quality.

Table 2 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Manual or Document Containing the Electronic Recordkeeping System Process Description

d. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 3 (Section II) to maintain, distribute, and otherwise make available the certificate holder's manuals in accordance with the requirements of Part 135.

(1) The certificate holder must notify the responsible Flight Standards office of changes to the electronic manual system.

(2) The certificate holder must revise the master manual listed in Table 3 (Section II) to reflect any changes to the electronic manual system.

Table 3 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals

e. The certificate holder is approved to provide electronic access to the minimum equipment list(s) (MEL) for the aircraft listed in Table 4 (Section II).

Table 4 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL