

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.658

### National Policy

Effective Date:  
6/1/23

Cancellation Date:  
6/1/24

**SUBJ:** Safety Assurance System (SAS) Phase 4 Wave 1 Vision, Changes, and Benefits

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**1. Purpose of This Notice.** This notice provides information related to changes included in the next phase of the Safety Assurance System (SAS). Deployment of SAS Phase 4 will occur in three “rolling” waves. The project planning effort “rolls out” detailed plans for the foreseeable future and, as the project evolves, periodically reevaluates the completion dates and costs. This notice will focus on information related to SAS Phase 4 Wave 1, which takes place from fiscal year (FY) 2023 Quarter 3 to FY2025 Quarter 1.

**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), aviation safety inspectors (ASI), International Field Offices (IFO), the Office of Foundational Business, and other employees who use SAS to support certificate management, certification, and Continued Operational Safety (COS). The secondary audience includes the Office of Safety Standards (OSS).

**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.**

**a.** SAS Phase 4 Wave 1 development began in FY2022 and is a collaborative effort that included representatives and subject matter experts from the following:

- (1) Air Transportation Division (AFS-200),
- (2) Aircraft Maintenance Division (AFS-300),
- (3) Flight Technologies and Procedures Division (AFS-400),
- (4) Regulatory Support Division (AFS-600),

- (5) General Aviation and Commercial Division (AFS-800),
- (6) Safety Analysis and Promotion Division (AFS-900),
- (7) ACSA,
- (8) GASA,
- (9) Office of Foundational Business,
- (10) Office of Hazardous Materials Safety (AXH), and
- (11) Professional Aviation Safety Specialists, AFL-CIO (PASS) representatives.

**b.** The results of the collaboration helped develop focus areas for SAS Phase 4 Wave 1, which are to:

(1) Integrate the remaining Enhanced Flight Standards Automation System (eFSAS) functionality into SAS;

(2) Create a SAS web application to support government-furnished equipment (GFE), such as mobile devices;

(3) Create a single repository for SAS document storage and management; and

(4) Integrate the Operations Approval Portal System (OAPS) and the Operations Safety System (OPSS) into SAS.

## **5. Enhanced Flight Standards Automation System (eFSAS).**

**a. Vision.** Migrate the remaining eFSAS functionality into SAS, which allows users to manage all Vitals information and Configuration Data in one oversight tool.

### **b. Benefits.**

(1) Maintain all Vitals information in SAS.

(2) Streamline the user (PI/ASI) experience.

(3) Guide the user through the population of fields via hover over tool tips.

(4) Integrate other Title 14 of the Code of Federal Regulations (14 CFR) parts into SAS certification projects.

### c. What's New?

#### (1) Configuration Data.

(a) Initiate configuration changes and change a certificate status in SAS Vitals information for 14 CFR parts 91 subpart K (part 91K), 125, 133, and 137.

(b) Enter Vitals information directly into SAS for 14 CFR parts 91 public use and 129, without using a configuration change.

(c) Use hover over tool tips to view detailed descriptions that will guide the user when populating Vitals fields.

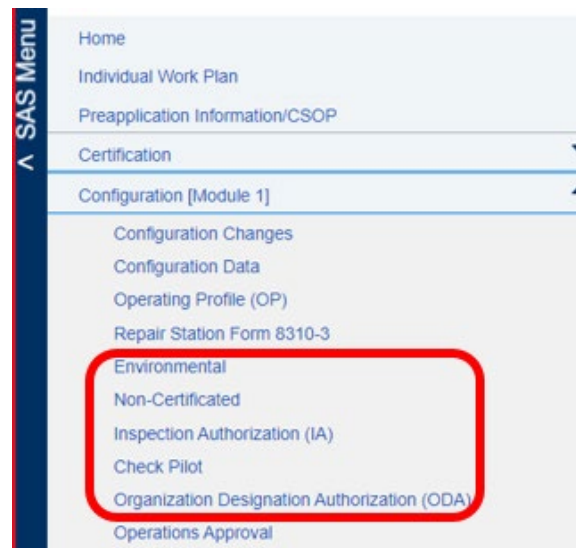
(d) Create activities or link activities and tasks within a configuration change on the Determine Action screen. Display a grid of added activities and tasks on the Disposition Request screen (see Figure 1).

(e) Add, update, and delete environmental data, Organization Designation Authorizations (ODA) that are not in the Designee Management System (DMS), non-certificated entities, and Check Pilots (see Figure 2).

**Figure 1. Configuration Change Request to Link Activities or Tasks**

The screenshot displays the 'Configuration [Module 1] > Configuration Changes' interface. The top bar shows 'Welcome Derek Smith' and a help icon. The left sidebar contains a 'SAS Menu' icon. The main content area has a breadcrumb trail: 'Configuration [Module 1] > Configuration Changes'. Below this, there's a dropdown for 'CH/A: 307G - 307 AVIATION LLC (Active) - NM03' and an 'Expanded View' checkbox. A status bar indicates 'Selected CH/A: 307G, 307 AVIATION LLC | Peer Groups: (137 P) Part 137 Agricultural Aircraft Operations | Version: CC for CFR part 137 | Status: In Review | Last Updated: 01/13/2023'. The main content area has tabs for 'Configuration Changes', 'Configuration Data', and 'Operating Profile'. Under 'Configuration Changes', there are sub-tabs: 'Select Configuration', 'Change Request Detail', 'Recommended Questions', 'Determine Action', and 'Disposition Request'. The 'Disposition Request' tab is active, showing a 'Change Request Title: CC for CFR part 137', 'Change Request Id: CR 307G 230113.1855', 'Status: Field Office Review', 'Last Updated By: Smith, Derek', and 'Last Updated: 01/13/2023 01:56 PM'. Below this, there are sections for 'AFS Actions' and 'AXH Actions'. The 'AFS Actions' section includes a 'Send notification to AXH' button, a 'Notify AXH' button, and a status 'AXH notified on 01/13/2023'. The 'AXH Actions' section includes 'Activity Record (Added - 0)' with an 'Add Activity' button, 'Link Activity (Linked - 0)' with a search box and an 'Add' button, and 'Link Task (Linked - 0)' with a search box and an 'Add' button. A red box highlights the 'Add Activity' button and the 'Link Activity' and 'Link Task' sections. At the bottom, there is an 'Other:' text area and a 'Save Text' button.

**Figure 2. SAS Menu Showing the Addition of Environmental, Non-Certificated, Inspection Authorization (IA), Check Pilot, and Organizational Designation Authorization (ODA) to Configuration [Module 1]**



(2) New Management Functions.

(a) Ability to transfer noncertificated entities and Inspection Authorization (IA) holders to another office.

(b) Transfer various records from one inspector to another by using the Enhanced Global Inspector Update.

(3) Additional 14 CFR Parts Added to Certification Projects.

(a) Create a certification project for parts 91K, 125, 133, and 137. Once the Certification Services Oversight Process (CSOP) is complete, a certification project is generated, which allows the assigned certification project manager (CPM) and team members to begin and track the certification progress (see Figure 3).

(b) Create an approval project for part 129. Once the designator is assigned, the status of the applicant changes and a certification project is generated (see Figure 3).

(c) The CPM can request a precertification number or designator code (part 125 Special Deviation/Letter of Deviation Authority (LODA)) through the automation.

(d) Certification teams can add activity records to help assess the design and performance of a certification project.

(e) The CPM can request certificate activation through SAS automation.

**Figure 3. Certification Projects Showing Inclusion of Additional 14 CFR Parts**

Drag a column header and drop it here to group by that column

Office	Type of Applicant	Applicant	Cert. Number	Physical Address	Proposed Type of Ops	Proposed Start Date	Last Updated	FAA Comment	Status
NM03	Principal	Agricore Aircrafts LLC		1380 Route 36, Louisville, US, 88320	(137 P) Part 137 Agricultural Aircraft Operations	02/20/2023	01/13/2023 12:56 PM		Initial-Cert
NM03	Principal	CFR 91K TEST01	*A1K123P	.. US,	(91k M) Part 91k Fractional Ownership	01/12/2023	01/12/2023 05:07 PM		Activation Confirmed
NM03	Principal	CFR 91K TEST02	*C3K123P	.. US,	(91k M) Part 91k Fractional Ownership	01/12/2023	01/12/2023 05:01 PM		Precert
NM03	Principal	Eire Air	*07F123P		(129 L) Part 129 Foreign Air Carriers		12/23/2022 11:28 AM		Activation Confirmed

(4) Designator Request for 14 CFR Parts 91 Public Use and 129. A new “Designator request (Part 91 PUB and 129)” link has been added to the SAS menu. This new feature allows the PI to request a designator. Once issued, the PI can update the associated SAS Vitals.

(5) New SAS Standard Reports.

(a) Environmental Summary Report. The report provides a list of unique environmental records based on filter criteria. High-level Vitals data is displayed, including, but not limited to, associated air operator, district office, and airport. The user may filter results using a range of dimensions such as city, state, validation date, and 14 CFR part.

(b) Check Pilot Summary Report. The report provides a list of unique Check Pilot records based on filter criteria. High-level Vitals data is displayed, including, but not limited to, airman name, designator, and 14 CFR part. The user may filter results using a range of dimensions, such as status, assigned safety inspector, and last observed date.

(c) Inspector Assignment for Inspection Authorization. This report provides a method for grouping inspector assignments by office and activity status. IA data dimensions include authorization number and name.

## 6. Mobile Devices.

**a. Vision.** Develop a mobile application for SAS that can be used on GFE, such as mobile devices.

**b. Benefits.**

(1) Enable real-time data entry (Data Collection Tools (DCT), Custom DCTs (C DCT), and Activity Recording (AR)) while conducting surveillance.

(2) Allow data entry while offline that automatically saves once online.

(3) Reduce duplicative efforts by eliminating the need to transfer data to SAS from alternative collection methods (i.e., DCT-to-GO).

(4) Allow for the secure collection and recordation of information, such as documents, notes, or photographs, from remote locations.

**c. What's New?** A new SAS mobile application will allow inspectors to use GFE to directly record inspection results in SAS. It has a user interface that supports online and offline input.

(1) Allow FAA inspectors to enter DCTs, activities, and tasks using a GFE mobile device (e.g., tablet, iPhone).

(2) Collect and record data while in connected mode (with virtual private network (VPN) connection) and disconnected mode (e.g., airplane mode, no service coverage).

**Figure 4. Sample Mobile Application Screen**



## **7. SAS Integration of OAPS/OPSS.**

**a. Vision.** Retire the legacy OAPS and integrate functions into SAS to submit, track, manage, and share information related to operating approvals. Replace the legacy Web-based Operations Safety System (WebOPSS) with the newly designed OPSS, which has improved functionality and the ability to interface with SAS.

## **b. Benefits.**

(1) Consolidate management, tracking, and interactions with industry regarding applications, operations specifications (OpSpec), including the Next Generation Air Transportation System (NextGen), and other certificate management functions.

(2) Increase productivity and eliminate redundant business processes by using a single method for industry/external stakeholder interaction.

(3) Use SAS automation to apply for any OpSpecs.

## **c. What's New?**

(1) OAPS. Current applications in OAPS will be moved into SAS and historical records for OAPS work will be identified in SAS through issuance of resultant Letters of Authorization (LOA) or OpSpecs and recorded activities. This operating system combines the SAS External Portal and operations approval to allow certificate holders, applicants, and entities to submit, track, and manage certificate data and documents; communicate with FAA personnel; schedule events; and view FAA notifications in one place. Individual Work Plan (IWP) tiles provide a summary of the status of applications.

(a) Operations Approval Tile. This tile is used by the PI. The Operations Approval tile lists a summary of applications submitted, assigned, in review, or returned, as well as those awaiting review/concurrence or in a completed status (see Figure 5).

(b) Manager Operations Approval Tile. This tile is used by office management. The Manager Operations Approval tile lists a summary of applications submitted, transferred, and waitlisted.

(c) National Coordinator Tile. This tile is for SAS users who have the Coordinate Operations Approval function. The tile lists a summary of applications waitlisted nationally.

**Figure 5. Sample PI's IWP Operations Approval Tile**



(2) OPSS. OPSS is integrated into SAS to replace WebOPSS for developing and issuing OpSpecs, management specifications (MSpec), training specifications (TSpec), LOAs, and other authorizing documents.

(3) Changes to SAS External Portal to Support Additional 14 CFR Parts. Any 14 CFR part that was supported in OPSS is supported in the SAS External Portal. Industry can update data from SAS and OPSS. This allows external users to create and submit an application for

modifying operations approval. The FAA can track and manage industry operations approval requests, and generate a memorandum of concurrence for operations approval.

(4) Operations Approval Application Status Report. This new configuration report filters to display the status of an operations approval application. This report can also be accessed in the SAS External Portal.

## **8. Document Management/Records Management.**

**a. Vision.** Provide a single records repository for use in SAS and OPSS for documents associated with COS, certification, oversight management, and other business processes that SAS and OPSS support.

(1) FAA Order 1350.14, Records Management, contains the requirements and responsibilities for FAA employees and contractors in conducting the agency's Records Management Program and provides specific guidelines and procedures for management of FAA records. The Flight Standards Programs Branch (AFB-140) will continue to oversee the records management process for Flight Standards in accordance with Order 1350.14 and other associated policy and guidance.

(2) Records personnel will continue to follow the National Archives and Records Administration (NARA)-approved Records Retention Schedule to dispose of records.

### **b. Benefits.**

(1) Standardize document/records storage location and processes, naming conventions, and file structure for SAS-related documents.

(2) Eliminate the need to search across multiple locations for documents.

(3) Improve ability to be compliant with records management policies by automating the current manual processes for document retention.

(4) Enhance and ease record retrieval.

(5) Increase visibility into other office's documents.

### **c. What's New?**

(1) Records Repository. The single SAS records repository allows real-time data entry and retrieval of all SAS-related documents/records. New technologies provide for improved storage, searches, and disposition of documents. Records personnel will use SAS to complete the retention schedule in accordance with the national file plan.

(2) Manage Functions.

(a) Document Search. Allow for browsing and viewing, basic searches, and advanced searches of documents and files.



(b) Document Actions. Enable users to attach, update, move, delete, disposition, and send documents to retention. Drag and drop capability is included as a new feature.

(c) Retention. Enable users to analyze, retain, and delete documents sent for review.

(d) Utility. Allow designated users to create, update, move, copy, activate/deactivate, or delete standard folders, and set retention times accordingly.

(3) Document Management Module. Documents uploaded to SAS can be viewed in the Document Management module. This module allows the creation of new folders beyond the standard folders. Additionally, documents can be dispositioned and users can view the version history.

**Figure 6. Mock-Up of the Document Management Module Changes**

SAS Generic	SAS Generic ID	Folder	Attached Date
Task	T-CE03-5004	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Activity	CE032023012021	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Activity	CE032023012022	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Activity	CE032023012023	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Activity	CE032023012024	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Activity	CE032023012025	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Task	T-CE03-5005	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Task	T-CE03-5006	91\SAS Generic\AITT	5/9/2023 10:18:18 AM
Task	T-CE03-5007	91\SAS Generic\AITT	5/9/2023 10:18:18 AM

**9. Training and Deployment.** Formal training and training aids will be developed to support SAS Phase 4 Wave 1 changes. More information will be provided once training and deployment plan dates are finalized.

**10. Disposition.** Some of the information in this notice will be incorporated into FAA Order 8900.1, Volume 10, Safety Assurance System Policy and Procedures, and other applicable policy. Direct questions or comments concerning the information in this notice to AFS-900 at 9-avs-afs900-directives@faa.gov.

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