

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N JO 7210.956

Air Traffic Organization Policy

Effective Date:

09/03/2025

Cancellation Date:

09/03/2026

SUBJ: FAA Order JO 7210.634A, Air Traffic Organization (ATO) Quality Control, Revised Paragraph 2-1.c.(4) and Paragraph 7-4

1. Purpose of This Notice. This notice revises the policy in Federal Aviation Administration (FAA) Order JO 7210.634A, *Air Traffic Organization (ATO) Quality Control*, paragraph 2-1.c.(4) and paragraph 7-4, regarding Corrective Action Plans (CAPs) being documented and recorded in the Comprehensive Electronic Data Analysis and Reporting (CEDAR) tool and the ATO Portal Compliance Verification Tool.

2. Audience. This notice applies to all ATO service units.

3. Where Can I Find This Notice? This notice is available on the MyFAA Employee website at https://employees.faa.gov/tools_resources/orders_notices/ and the FAA website at http://www.faa.gov/regulations_policies/orders_notices.

4. Background. The Quality Control Groups across the ATO Service Areas have identified conflicting guidance regarding FAA Order 7210.634A CHG 1 (effective 9/1/2021) for CAP requirements for all non-compliant items from Internal Compliance Verifications (ICVs) and External Compliance Verifications (ECVs), which previously only required a mitigation plan in the Compliance Verification (CV) Tool.

5. Information. The intent is that any CAP developed as the result of a proactive Quality Control (QC) process must be documented in CEDAR (e.g., the result of a Service Review that validated a safety issue in need of corrective action). CAPs that are the result of the ICV and ECV process are to be referenced in the CV Tool and copied into CEDAR for documentation and monitoring.

6. Action: Replace paragraph 2-1.c.(4) and paragraph 7-4 with the following:

(4) **Document.** Facilities implementing a CAP as the result of an internal QC process must document the CAP in CEDAR for mitigation monitoring and effectiveness determinations. Facilities implementing a CAP as the result of an ICV or ECV must also document the CAP in CEDAR. Any CAP entered into CEDAR as a result of an ICV or ECV must reference that CAP within the CV Tool when entering the information.

09/03/2025

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