CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

National Policy

ORDER 8100.7E CHG 1

Effective Date:
08/24/2011

SUBJ: Aircraft Certification Systems Evaluation Program

1. Purpose. This change removes Notes 1 and 2 from paragraph 4-14f. The notes state aviation safety engineers (ASEs) who are involved in conducting an Aircraft Certification Systems Evaluation Program (ACSEP) evaluation will gain experience in conducting product audits by assisting aviation safety inspectors (ASIs) during scheduled ACSEP evaluations. These notes have been removed because ASEs do not need to gain experience in this area to perform their duties; therefore, it should not be a requirement.

2. Who This Change Affects. This change to Order 8100.7E will be used by the following offices when conducting an ACSEP activity or during training: the Washington headquarters branch levels of the Aircraft Certification Service, the branch level in the Aircraft Certification Service field offices, the Aircraft Certification Branch at the Federal Aviation Administration Academy, and the Regulatory Support Division of the Flight Standards Service.

3. Disposition of Transmittal Paragraph. Retain this transmittal sheet until the directive is cancelled by a new directive.

PAGE CHANGE CONTROL CHART

Remove Pages	Dated	Insert Pages	Dated
4-6	8/31/2010	4-6	8/24/2011
4-7 and 4-8	8/31/2010	4-7 and 4-8	8/24/2011

Terry A. Allen
Acting Manager
Production and Airworthiness Division, AIR-200

(3) The component page of the ACSEP report entitled Special Emphasis Items may be used to record any additional or supplemental information pertaining to the supplier audit record review that the evaluator considers important. Include this information as a note under the heading, "Note to MIO Manager and Cognizant Principal Inspector."

> **Note:** The results will be used for two purposes: (1) to identify areas that may require more focused attention during evaluation of the supplier control system element and (2) as input into the following year's RBRT assessment of the PAH.

(4) Any noncompliance noted during the review of PAH supplier audit reports will be recorded under supplier control system element criteria number 602. Noncompliance will also be documented in accordance with paragraph 4-15 of the order.

> **Note:** Paragraph 4-14d, and appendix D, section 6, paragraph 1a, apply only to PAH facilities that use suppliers in the process of manufacturing FAA-approved products. Review of supplier records should be started early in the evaluation process to allow for additional time in case issues are noted.

e. Evaluate compliance to facility procedures and quality requirements. Prioritize evaluation according to any special concerns raised by the PI or AE. Use the standardized evaluation criteria in appendix D to determine the depth of the evaluation in the subject area. Evaluate, as necessary, a combination of document and product review to determine if the system element meets applicable requirements.

> **Note:** The standardized evaluation criteria are a list of questions and related statements of condition in appendix D used primarily to plan and document the results of the evaluation of each system element in a standardized manner. The criteria are designed to cross all the functional areas within a facility's organization that have the greatest potential to impact the integrity of the FAA-approved design and product quality. All responses to the questions are direct inputs to the database from which trend analysis is accomplished. Each evaluator should be knowledgeable of all the criteria applicable to the system element assigned to be evaluated and should strive to evaluate as many of the procedures, requirements, and products related to the criteria as time allows.

f. Select at least one team member to conduct at least one product audit at a PAH or associate facility of a manufactured product (for example, characteristic dimensioning, processing attributes, and physical examination) to determine compliance with current system procedures and quality requirements. Refer to Order 8120.2 for product audit areas, criteria, and procedures for recording audit results.

g. On the basis of facility procedures or quality requirements, identify, and document additional standardized evaluation criteria questions and statement-of-condition practices and principles not contained in appendix D that were required to document what was evaluated. Write or type additional criteria and statement-of-condition practices and principles, and include the appropriate reference to the facility procedures or quality requirements and the evaluator's recommendation of the system element to which the criteria and statement of condition apply. Team members must present new criteria and statement-of-condition practices and principles to the team leader as soon as they are completed.

h. Detect and report noncompliances and areas that may require additional evaluation by the PI or AE.

4-15. Recording Noncompliances. Evaluators will record all noncompliances on FAA Form 8100-6, Noncompliance Record, or electronic equivalent, according to the guidelines in Order 8120.2.

> **Note:** Record as a certification-related noncompliance any condition that questions the certification basis. Address the noncompliance on the Executive Summary (refer to paragraphs 4-16b(2)(c) and 4-21b, and appendix E) and as a special emphasis item in the evaluation report (refer to paragraphs 4-16b(2)(d) and 4-21c, and appendix F).

4-16. Evaluation Meetings.

a. Daily Meeting. The team leader or principal evaluator holds the following daily meetings, as appropriate:

(1) Meeting with Evaluation Team Members. The team leader will review and discuss the following with team members:

(a) Status of the evaluation.

(b) Problems encountered.

(c) Plan of the next day's evaluation.

(d) All Form(s) 8100-6, or electronic equivalent, prepared during the day to ensure correctness, adequacy, and completeness.

(2) Meeting/Communication with PI and AE. The team leader or principal evaluator ensures that the certificate management PI and AE, and the geographic PI, as applicable, are informed of all discussions concerning the status of the evaluation. This meeting should occur daily when the PI and AE are part of the evaluation team. Otherwise, coordinate with the PI and AE to establish the method and frequency at which these discussions should occur.

(3) Meeting with the Evaluated Facility's Designated Representative. The team leader or principal evaluator holds a brief meeting daily with the evaluated facility's designated representative to discuss the progress of the evaluation, including problems encountered, the status of actions requested by the team, schedule changes, and the coordination of further evaluation activities.

b. Final Critique Meeting/Evaluation Wrap-Up. At the conclusion of the evaluation, the team leader holds a final critique meeting. The principal evaluator allows time to finalize the details of the evaluation. The team leader and members or the principal evaluator do the following, as appropriate:

(1) Team Members or Principal Evaluator.

(a) Complete all required Form(s) 8100-6, or electronic equivalent. When using an electronic equivalent, print to paper when all information has been entered. Team members discuss Form(s) 8100-6 with the team leader to determine if there are any possible violations of the applicable requirements of 14 CFR. The team leader must resolve any disagreement on noncompliance(s). The lead evaluation office, or requesting MIDO or CMO, as applicable, must determine the level of corrective action required (see paragraph 4-24).

(b) Ensure that all true copies of objective evidence are attached to the appropriate Form(s) 8100-6, or electronic equivalent, appropriately referenced, and clearly identified in accordance with Order 2150.3.

(c) Complete FAA Form 8100-4, ACSEP Survey Sheet for Production Approval Holders, or electronic equivalent, in accordance with appendix D (part B). When using an electronic equivalent, print to paper when all information has been entered. Prepare original forms as follows:

1 PAH or Associate Facility. Prepare one original Form 8100-4.

2 Facility with Multiple Production Approvals. Prepare one original Form 8100-4. Base the survey responses on the criteria for the highest-level quality requirement; for the purposes of ACSEP, the quality levels, from highest to lowest, are PC, TSO authorization and PMA. For example, if a facility has a PMA and a TSO authorization, prepare one Form 8100-4 based on the TSO authorization criteria.

(2) Team Leader or Principal Evaluator.

(a) Resolve team disagreements on specific noncompliances.

(b) Discuss all noncompliances with the certificate management PI or AE, delegated facility AE, and geographic PI, as applicable.