

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8120.14

11/20/2003

SUBJ: IMPLEMENTATION OF THE CERTIFICATE MANAGEMENT INFORMATION SYSTEM

- 1. PURPOSE.** This order contains guidance related to implementing the Certificate Management Information System (CMIS).
- 2. DISTRIBUTION.** This order is distributed to the Washington Headquarters branch levels of the Aircraft Certification Service and Information Technology Branch, to the branch levels of the Aircraft Certification Directorates, to all Aircraft Certification Offices, to all Certificate Management Offices and all Manufacturing Inspection District and Satellite Offices, to the Aircraft Certification and Airworthiness Branches at the Federal Aviation Administration Academy, to the Suspected Unapproved Parts Program Office, and to the Brussels Aircraft Certification Staff.
- 3. AUTHORITY TO CHANGE THIS ORDER.** The Aircraft Certification Service (AIR) Production and Airworthiness Division (AIR-200) and the Aircraft Engineering Division (AIR-100) are responsible for issuing, revising, or canceling the material in this order. These divisions will accomplish all required changes to carry out the Federal Aviation Administration's (FAA) responsibility for implementing CMIS.
- 4. RELATED PUBLICATIONS.**
 - a. FAA Order 1370.76, Aircraft Certification Information Resource Management Program.
 - b. FAA Order 8100.7, Aircraft Certification Systems Evaluation Program.
 - c. FAA Order 8100.9, DAS, DOA, and SFAR 36 Authorization Procedures.
 - d. FAA Order 8120.2, Production Approval and Certificate Management Procedures.
- 5. RELATION TO OTHER DIRECTIVES.**
 - a. Orders referenced in this directive list only the basic order number. It is the responsibility of the user to establish that the latest revision/amendments are being used.
 - b. This order implements CMIS. Related publications provide the appropriate policy and will be revised to reflect processes automated by CMIS.

Distribution:

A-W (IR) -3; A-X (CD) -3; A-FAC-0 (ALL);
AMA-220 (10 copies); AVR-20 (10 copies);
AEU-100 (10 copies); AVR-11

Initiated By: AIR-200

c. A future CMIS user's guide will provide detailed procedures for using CMIS. In those cases where activities are automated by CMIS, follow the corresponding procedures in the CMIS user's guide.

6. DEVIATIONS. Adherence to the procedures in this order is necessary for uniform administration of this directive material. AIR-200 must coordinate and approve any deviations from this guidance material. If a deviation becomes necessary, the FAA employee involved must ensure the appropriate supervisor substantiates, documents, and concurs with the deviation. Each deviation must be submitted to AIR-200 for review and approval. Title 28, United States Code, § 2679 defines the limits of Federal protection for FAA employees.

7. BACKGROUND.

a. In 1999 the AIR Information Systems Steering Group (ISSG) chartered the Aircraft Certification Systems Evaluation Program (ACSEP) Information Systems Users Group (ISUG) to automate certain process in Order 8100.7, ACSEP. Under a separate initiative, the Manufacturing Inspection Management Team (MIMT) chartered the Certificate Management Team (CMT) to revise and enhance certificate management (CM) procedures for manufacturing inspection. In 2000, based on recommendations from both chartered groups, the ISSG agreed to expand ACSEP ISUG automation requirements to include CM functions. With the development and publication of Order 8100.9, both AIR-100 and the Aircraft Certification Office Management Team (ACOMT) agreed to add technical audit processes from this order to CMIS.

b. The ISSG proposed naming this expanded system CMIS, to reflect two philosophical foundations of this system. First, CM is a function common to both Aviation Safety Inspectors (ASIs) and Aviation Safety Engineers (ASEs). Second, CMIS is a national, enterprise-level database. Accordingly, ACSEP ISUG was renamed CMIS ISUG.

c. CMIS was developed with leadership and oversight from a diverse team of AIR personnel in the form of the CMIS ISUG. The CMIS ISUG has included representatives from each directorate, AIR-100, AIR-200, and linking members to the MIMT and ACOMT. Order 1370.76 assigns broad responsibilities to ISUGs for establishing detailed system requirements, overseeing system development, selecting the system design, and deploying the system.

d. CMIS is a browser-based information system designed to meet the needs and requirements of the FAA to monitor continued operational safety in the aircraft manufacturing environment and delegated facilities. CMIS will incorporate all pertinent data related to the evaluation of production approval holders (PAHs) and holders of a Delegation Option Authorization, Designated Alteration Station authorization, and Special Federal Aviation Regulation Number 36 authorization. While CMIS will facilitate many CM functions, CMIS is not designed to automate all of these functions. Using CMIS will make tasks easier, reduce manual transcription errors, and facilitate information sharing.

8. IMPLEMENTATION.

a. Each Directorate Manager should consider assigning CMIS coordinator responsibilities to an individual within their organization. CMIS coordinators could help maintain the accuracy and timeliness of directorate CMIS data by monitoring CMIS activities, coordinating as necessary to address any concerns, preparing directorate reports, and performing any other tasks beneficial to the directorate.

b. A diverse team of AIR personnel will perform user acceptance testing prior to deploying CMIS.

c. The Information Technology Branch (AVR-11) will provide on-site training before deploying CMIS.

d. CMIS is scheduled to be deployed in the second quarter of FY-04. AVR-11 will provide a Uniform Resource Locator (URL) for users to gain access to CMIS.

e. AVR-11 will issue the CMIS user's guide. The CMIS user's guide will contain detailed instructions and procedures for all CMIS functions.

f. CMIS support will be provided by a contractor supported "Help Desk" and directorate software mentors.

g. After deployment, ASIs, ASEs, and flight test pilots will only use CMIS to perform work processes automated by CMIS.

9. REQUESTS FOR INFORMATION. All public requests for information regarding CMIS implementation will be processed in accordance with the Freedom of Information Act. Refer to FAA Order 1270.1, Freedom of Information Act Program. Any deficiencies found, clarifications needed, or improvements regarding the content of this order should be forwarded to the Planning and Financial Resources Management Branch, AIR-530, Attention: Directives Management Officer, for consideration. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience or you may obtain it electronically from the FAA web site. A copy may be forwarded to AIR-200, Attention: Comments to Order 8120.14. If an interpretation is urgently needed, you may contact AIR-200 for guidance, but you should also use the Form 1320-19 as a follow-up to each verbal conversation.

10. RECORDS MANAGEMENT. Refer to Orders 0000.1, FAA Standard Subject Classification System, 1350.14, Records Management, and 1350.15, Records Organization, Transfer, and Distribution Standards, or your office Records Management Officer (RMO)/Directives Management Officer (DMO) for guidance regarding retention or disposition of records.

/s/

Frank P. Paskiewicz
Manager, Production and Airworthiness
Division, AIR-200



U.S. Department
of Transportation

**Federal Aviation
Administration**

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8120.14, Implementation of the Certificate Management Information System

To: Directive Management Officer, AIR-530

Fax Number: 202-385-4559

(Please check all appropriate line items)

- An error (procedural or typographical) has been noted in paragraph _____ on page _____.
- Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

- In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

Other comments:

I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (8-89)