U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
6010.7A

Effective Date:
11/24/2008

SUBJ: Joint Acceptance Inspection

This order establishes the requirements for accomplishing, documenting, and reporting Joint Acceptance Inspections (JAIs) for FAA maintained and/or owned facilities/systems/equipment used in the National Airspace System (NAS). Reference data required by this order will serve as a historical record of facility performance from the date of facility establishment to the date of facility decommissioning.

Hank Krakowski
Chief Operating Officer

Distribution: **Selected Offices in Technical Operations Services, Terminal Services, En Route and Oceanic Services, System Operations, Operations Planning, Acquisition and Business Services and ATO Service Centers; A-W-FS-2; A-X(FS/AS)-3; A-Y(DE/AY)-2; A-FAF/FAT-0 (STD)**

Initiated By: AJW-163

RECORD OF CHANGES

DIRECTIVE NO. **6010.7A**

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL

FAA FORM 1320-5 (6-80) USE PREVIOUS EDITION

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CHAPTER 1. GENERAL INFORMATION

100. PURPOSE.

This order establishes the requirements and provides guidance for:

a. Conducting the Joint Acceptance Inspection (JAI) as specified in the FAA Acquisition Management System (FAMS) Policy and outlined in the Acquisition Management System.

b. Accomplishing, documenting, and reporting formal JAIs and related activities.

c. Conducting, documenting and reporting formal Contractor Acceptance Inspections (CAI).

d. Gaining consensus of the involved offices that the project has been completed in accordance with applicable directives, standards, and specifications, and the facility, system, or equipment is capable of providing the services required within established standards and tolerances.

e. Transferring custody and/or maintenance responsibilities of facility, system, or equipment from the Project Implementer (PI) to the office responsible for maintenance.

f. Clearing exceptions and/or design deficiencies noted/documented during the JAI process.

101. DISTRIBUTION.

This order is distributed in headquarters to group level within Technical Operations, to director level within Terminal Services, En Route and Oceanic, System Operations, Operations Planning, and Acquisition and Business Services; in the service areas to director level in Technical Operations, Terminal Services, En Route and Oceanic, and System Operations; to director level within the Air Traffic Organization Service Centers; to branch level in the regional Flight Standards and Airports divisions; to division level at the FAA Logistics Center and FAA Academy at the Mike Monroney Aeronautical Center; and to all Air Traffic Organization field offices with a standard distribution.

NOTE: Copies of this directive may be obtained at http://technet.faa.gov/6010.7/

102. EFFECTIVE DATE.

This order is effective upon date of signature.

103. CANCELLATION.

This order cancels and replaces Order 6010.7, Joint Acceptance Inspection, dated May 14, 2004.

104. EXPLANATION OF CHANGES.

This revision incorporates changes resulting from field, service area, and headquarters comments, organizational realignment, and plain language initiatives. These changes include:

a. Changing Airway Facilities terminology and organizational titles to reflect consistency with the Air Traffic Organization (ATO).

b. Changing title and definitions referenced from Service Flow Diagrams to Operations Control Center (OCC) Data.

c. Defining Joint Acceptance Decision (JAD) as the decision to accept a facility, system, or equipment from the PI in paragraph 407.

d. Adding guidance to further clarify the difference between System Support Center (SSC) Managers recommended acceptance of JAI and District Manager acceptance of JAI in paragraph 407.

e. Adding time limits for each JAD signature on the JAI in paragraph 407.

f. Changing Sections 19, 20, and 21 on the Joint Acceptance Inspection Cover Sheet to clarify the SSC Manager recommended acceptance of JAI and District Manager acceptance of JAI.

g. Defining responsibilities for various groups and offices in the ATO in paragraph 202.

h. Implementing a new JAI Web Database Application.

i. Adding guidance on JAI retention requirements in paragraph 107.

j. Defining eligibility requirements for the Joint Acceptance Board (JAB) Chairperson in paragraph 301c.

k. Adding requirement for Joint Acceptance Inspection Review Board (JAIRB) meetings scheduled on a regular basis in paragraph 505.

l. Defining differences between Operational Suitability Demonstration (OSD), Operational Readiness Date (ORD), and Initial Operating Capability (IOC) in Appendix 1.

m. Updating the JAI Checklist in Appendix 3.

n. Updating guidance for resolving disputes in paragraph 404e.

o. Updating the JAI forms in Appendix 3.

p. Adding Safety Risk Management (SRM) mitigations to JAI checklist in Appendix 3.

105. DEFINITIONS.

Definitions are referenced in Appendix 1, Definitions.

106. FORMS.

All forms required by this Order are listed in Appendix 2, CAI, and Appendix 3 JAI, and may be obtained from the JAI Web Database Application at http://jai.faa.gov or the FEDS Website at http://feds.faa.gov/

107. JAI RETENTION.

Official JAIs performed after August 2004 are stored permanently in an electronic database. Access to the JAI database is available through TechNet at http://technet.faa.gov/ or directly at http://jai.faa.gov/ The SSC Manager must retain hard copies of existing JAIs performed prior to the implementation of the JAI Web Database Application, for the lifecycle of the facility.

108.-199. RESERVED.

CHAPTER 2. JOINT ACCEPTANCE INSPECTION (JAI) CRITERIA AND PARTICIPATION

200. INTRODUCTION.

Projects to establish, relocate, and improve FAA NAS facilities require the involvement and participation of several FAA offices with different responsibilities. These offices have special interests regarding specific aspects of the projects.

201. CRITERIA FOR DETERMINING IF A JAI IS REQUIRED.

This paragraph establishes the criteria for determining if a JAI is required. The Project Implementer (PI) must conduct a JAI (if any of the following apply):

a. Before a new, improved, or relocated facility, system, or equipment, as defined by the latest version of Order 6000.5, Facility, Service and Equipment Profile (FSEP), is accepted for maintenance and/or operation on a test or commissioned basis in the NAS.

b. When real property improvements are involved.

c. On all facility construction or equipment installation projects completed under contract, after a Contractor Acceptance Inspection (CAI).

d. When requested by either the Project Implementer (PI) or the District Manager.

202. PARTICIPATION IN PROJECT IMPLEMENTATION.

The JAI for a project is accomplished at or near the end of the project succession, see Appendix 4. Project Succession. Project implementation requires that the PI, District Manager, and SSC accomplish several activities prior to, during, and after the JAI. Summaries of the responsibilities of the individual organizations are provided in the following paragraphs. The summaries are not all inclusive, and organizations may have responsibilities in addition to those listed below:

a. Project Implementer (PI). The Project Implementer (PI) is a representative from the FAA entity implementing the project regardless of which organization provides the funding. Usually, the PI is from ATO-W Engineering Services. If not, the FAA organization that established the project provides the PI and is responsible for:

(1) Using Government work force and/or contract projects to establish, install, relocate, or modernize facilities, system or equipment in accordance with established directives, standards, specifications, Project Scope Agreements (PjSA), and instructions.

(2) Providing the affected organization(s) an opportunity to review and participate in project planning during the engineering phase.

(3) Providing a copy of the final engineering package (transmittal) and/or project work order to the affected organization prior to the start of the project.

(4) Ensuring Safety Management System (SMS) compliance with appropriate Safety Risk Management (SRM) documentation and development of an implementation risk management plan communicated to the affected organization(s), e.g.; Logistics, ATO facility personnel, ATO Service Area personnel, Airports, etc.

(5) Notifying the affected organization, e.g.; Logistics, ATO facility personnel, ATO Service Area personnel, Airports, etc. on a continuing basis of the project schedule which includes:

(a) Proposed CAI date.

(b) Proposed completion.

(c) Proposed JAI date.

(6) Providing a copy of the project contract to the affected organization prior to the start of the project, if applicable.

(7) Ensuring that training required by the contract is provided.

(8) Coordinating the receiving, storing, and shipping of project material with the SSC Manager and appropriate Logistics Project Material Managers.

(9) Coordinating the release of operational equipment with the SSC Manager to facilitate project implementation.

(10) Soliciting recommendations, suggestions, and comments on project work from the SSC Manager during the project that will aid in identifying discrepancies that can possibly be corrected prior to the preparation of the CAI or JAI.

(11) Notifying the SSC Manager when the project will be ready for the JAI.

(12) Providing appropriate Facility Reference Data (FRD) information to the SSC Manager for a new facility or when a change has occurred resulting from a project. Development of completed FRD information must be a joint effort between the PI and the SSC.

(13) Coordinating with second-level support organizations to ensure the essential facility, system, equipment, technical reference and performance parameters are available when maintenance technical handbook parameters are not developed at the time of the JAI.

(14) Providing the Service Area logistics personnel with all warranty failure reports.

(15) Ensuring all modifications, Configuration Control Decisions (CCDs), manufacturer's field changes and factory changes are current and are documented for the first time commissioning or while in the custody of the PI of a facility, system, or equipment.

(16) Coordinating the flight inspections required for facility acceptance and commissioning with the Flight Standards organization and the SSC Manager.

(17) Providing support, inventory assistance, and documentation to Service Area logistics personnel for reporting excess equipment.

(18) Providing an FAA representative to serve as a Joint Acceptance Board (JAB) member with the authority to accept PI assigned exceptions.

(19) Disposing of residual project material in accordance with the latest version of Order 4600.27, Personal Property Management, Appendix 2, Process and Procedures Guides: FAA Reutilization and Disposition Process and Procedure Guide, published on the ATO Asset Management and NAS Supply Support Team website.

(20) Reviewing the validity of each exception in accordance with the Project Scope Agreement (PjSA) and conformance with applicable directives, standards, specifications, instructions, drawings, engineering plans, safety requirements, etc.

(21) Identifying and allocating sources of funds, or initiating budgetary action, as necessary to correct exceptions.

(22) Providing a representative to serve on the JAI Review Board (JAIRB) if requested by a JAI Point of Contact (POC).

(23) Correcting assigned exceptions.

(24) Completing and coordinating the red-lined drawings with the appropriate Engineering Services group at the Service Area.

b. ATO Service Center Directors. The Service Center (SC) Director is responsible for the Service Area JAI administration roles. The Service Center Director must assign, in writing, an FAA employees as the Service Area (SA) JAI Database Administrator POC, and an alternate.

(1) The SA JAI Database Administrator POC is responsible for items referenced below:

(a) Providing JAI exceptions report and clearance status.

(b) Providing JAI exception, design deficiency, and status reports as needed or required by management.

(c) Administering the JAI Web Database Application (i.e. assigning new users, access levels, etc.).

(d) Facilitating the JAI process for the ATO.

(2) The Service Center Planning and Requirements (P&R) Group Manager is responsible for:

(a) Funding prioritization.

(b) Identifying and allocating sources of funds, or initiating budgetary action, as necessary to correct exceptions.

(c) Correcting exceptions assigned to and accepted by the P&R Group.

(d) Providing an FAA representative to participate in JAI activities as needed.

c. ATO Technical Operations Service Area Directors. Technical Operations Service Area (SA) Directors are responsible for the overall JAI management. They support NAS expansion and modernization programs and must ensure adherence to the JAI process. The Technical Operations SA Director must designate, in writing, an FAA employees as the JAI POC, and an alternate. Technical Operations is responsible for managing JAI engineering activities. Within Technical Operations, the Engineering Services Office and Districts have specific responsibilities as follows:

(1) Technical Operations JAI POC. The Technical Operations JAI POC is responsible for items referenced below:

(a) Providing JAI exceptions report and clearance status.

(b) Providing JAI exception, design deficiency, and status reports as needed or required by management.

(c) Administering the JAI Web Database Application (i.e. assigning new users, access levels, etc.).

(d) Facilitating the JAI process for the Service Area Directors.

(2) Engineering Services Office. The Engineering Services Office is responsible for:

(a) Providing representatives to participate in JAI activities as needed.

(b) Reviewing all design deficiencies, determining actions to be taken and reporting their disposition to the affected organizations, as needed.

(c) Reviewing engineering plans and specifications during the engineering phase and providing timely comments on the project plan to the PI.

(d) Developing as built drawings from red-lined drawings and sending them to the District.

(e) Ensuring that JAI exceptions assigned to SSC or District are cleared in a timely manner.

(f) Correcting assigned exceptions.

(g) Managing the correction of all exceptions.

(h) Identifying and resolving test equipment matters.

(3) Districts. The District Manager is responsible for accepting the facility, system, or equipment into the NAS. The District Manager must designate an FAA employee as a representative from the District who is responsible for:

(a) Serving as the JAB Chairperson with the authority to accept exceptions assigned to the District.

(b) Ensuring the validity of each exception in accordance with the Project Scope Agreement (PjSA) and conformance with applicable specifications, drawings, engineering plans, safety requirements, etc.

(c) Representing the District on the JAIRB if requested by the Technical Operations JAI POC.

(4) Technical Operations System Support Center (SSC). Technical Operations, System Support Center Manager or designee must participate in NAS expansion and modernization programs affecting facilities, systems, or equipment associated with the SSC. The SSC Manager must ensure the JAI process is followed. The SSC Manager has specific responsibilities as follows:

(a) Reviewing engineering plans and specifications during the engineering phase and providing timely comments on the project plan to the Engineering Services Office.

(b) Reviewing and approving the implementation risk management plan developed by the PI and ensuring it is communicated to the affected organization(s).

(c) Providing qualified personnel at appropriate times throughout the project to witness and/or participate in the scope development, construction, installation, tune-up, testing and collection of technical reference data to ensure that CAI, flight inspection and JAI are accomplished. The assigned SSC representative must provide the PI with punch list items throughout the life of the project as the items are identified. This will avoid the necessity of repeating items at a later date and permit the customer to become familiar with new equipment and techniques.

(d) Coordinating the release of operational equipment to facilitate project implementation.

(e) Coordinating the receiving, storing, and shipping of project material with the PI and the Service Area Logistics personnel.

(f) Ensuring that modifications/CCDs and related documentation are current on existing equipment prior to the project implementation.

(g) Supporting the PI in coordinating the flight inspections required for facility acceptance and commissioning.

(i) Ensuring inspection data is entered into the JAI Web Database Application.

(j) Ensuring the validity of each exception in accordance with the Project Scope Agreement (PjSA) and conformance with applicable specifications, drawings, engineering plans, safety requirements, etc.

(k) Recommending the facility, system, or equipment for acceptance into the NAS.

(l) Monitoring and participating in the clearance of exceptions, regardless of the organization assigned to the exception.

(m) Confirming the clearance of each exception via the JAI Web Database Application as soon as possible or within 10 workdays once notified that the exception is ready for clearance. Clearing as-built drawing exceptions may require more than 10 workdays to validate the accuracy of the drawings.

(n) Coordinating the disposal of surplus or excess equipment/property utilizing FAA approved processes per the Disposition Process and Procedure Guide, published on the ATO asset management and NAS supply support team website.

(o) Initiating FAA Form 6000-12, Change Document-Facilities Master File, if the facility is not currently in the Facility, Service, and Equipment Profile (FSEP).

(p) Completing Facility Reference Data as a joint effort between the PI and the SSC.

(5) Technical Service Manager. The Technical Services Manager is responsible for scheduling and chairing the JAIRB meetings.

(6) Program Operations Group (POG). The POG is responsible for:

(a) Logistical support for the project.

(b) Identifying and allocating sources of funds, or initiating budgetary action, as necessary to correct exceptions on projects generated by the District.

(7) Technical Services Operations Group (TSOG). The TSOG is responsible for:

(a) Providing FAA representatives to participate in JAI activities as needed.

(b) Reviewing engineering plans and specifications during the engineering phase and providing timely comments on the project plan to the Engineering Services Office.

(c) Monitoring the clearance of exceptions, regardless of the organization assigned to the exception.

d. Air Traffic Organization (Terminal, En Route, System Operations, Technical Operations, and Acquisition & Business Service Units). These service units are responsible for:

(1) Providing FAA representatives to participate in JAI activities as needed.

(2) Verifying the adequacy of operational facility, system, or equipment.

(3) Verifying requirements as defined within the project scope agreement and other official documents defining the requirements of the project.

e. Aviation System Standards (AVN). Aviation System Standards is responsible for:

(1) Providing the support necessary for accomplishing the preliminary (preparatory) and commissioning flight inspections, as required, of new, relocated, and modernized facilities/system/equipment.

(2) Determining if the operational status of a facility, system, or equipment is in accordance with the established tolerances.

(3) Ensuring that Notices to Airmen (NOTAMs) are issued for any facility, system, or Instrument Approach Procedure (FDC NOTAM)/equipment restriction.

f. Second Level Engineering Organizations. The ATO includes several organizations that provide second level engineering support. Examples of these include ATO-W for Communication, Navigation, Power, and Weather systems; ATO-T for Terminal Automation and Surveillance; and ATO-E for En Route Automation and Surveillance. These organizations are responsible for:

(1) Issuing interim technical reference and performance requirements for facilities/system/equipment that are installed before the applicable maintenance technical handbook is issued.

(2) Providing technical support prior to JAI of new system deployments when funded by the Project Implementer.

(3) Identifying and allocating sources of funds, or initiating budgetary action, as necessary to clear assigned exceptions.

(4) Correcting assigned exceptions.

203.-299. RESERVED.

CHAPTER 3. PRELIMINARY JAI EVENTS

300. INTRODUCTION.

There are several activities that must occur before a JAI. The following paragraphs describe these preliminary JAI activities.

301. JOINT ACCEPTANCE BOARD (JAB).

The Joint Acceptance Board (JAB) consists of FAA employees that will participate in the JAI process to inspect the facility, system, or equipment and document the findings.

a. Composition. The JAB must include a representative from the PI and the JAI Chairperson. The JAB may also include representatives from the Program Office that defines requirements, the ATO Service Area Organizations, Logistics, Flight Standards, and second-level support organizations, etc.

b. Responsibility. JAB members must determine and record their findings in accordance with the PjSA and established directives, standards, and specifications and sign the JAI report for their respective offices.

c. Chairperson. The District Manager designates an FAA employee as a representative to serve as Chairperson of the JAB. The Chairperson must be responsible for the preparation of the JAI report.

NOTE: This is accomplished via the national JAI Web Database Application.

302. FINAL PREPARATION FOR THE JAI.

Prior to conducting the JAI, the JAB must complete the following preparatory actions:

a. On contract (construction and electronic equipment installation) projects, the PI and contractor must perform a CAI for the facility, system, or equipment accepted by the PI. The PI must document the CAI in the JAI Web Database application. See Appendix 2, Contractor Acceptance Inspection (CAI).

b. The PI must request that the SSC Manager provide qualified personnel necessary for participating in and assisting with the final tune-up and adjustment, field testing, preparation of technical reference and performance records, and flight inspection of the facility, system, or equipment. The PI must request SSC participation in the project at least 10 workdays in advance to allow for workload planning.

c. The PI and SSC Representative must complete all final facility, system, or equipment tune-up, testing, and documentation work.

d. When determined applicable by the SSC Manager or PI, they must conduct a preliminary inspection/walk-through using the JAI checklist as a guide to create a list of items for correction. The PI must strive to correct all identified discrepancies or incomplete items prior to the JAI.

The goal is to ensure the facility, system or equipment is ready in all operational respects for acceptance by the District Manager and, if so intended, for commissioning into the NAS.

e. The PI must coordinate with the SSC Manager and the Air Traffic Facility Manager about the start of JAI activities when Initial Operating Capability (IOC) has been achieved. IOC is the point at which installation and checkout, site acceptance and testing, CAI, and field familiarization of systems, subsystems and equipment hardware/software has been declared ready for conditional operational use in the NAS. The IOC period must end prior to the JAI date.

f. Upon notification of project completion by the PI, the District Manager/SSC Manager must schedule a JAI and designate a JAI Board Chairperson.

303. NOTIFICATION REQUIREMENTS.

Issue proper notification of a proposed JAI as follows:

a. The PI should notify the Service Center P&R Group Program Implementation Manager (PIM) of the proposed date and time of a JAI and thereafter keep the them informed of any changes.

b. The PI must notify the District and SSC at least 10 workdays prior to the date the system, facility, or equipment is ready for a JAI. This notification must define the purpose and scope of the JAI, the designated PI representative(s) who will participate, and if required, any special assistance that may be required from the District. The PI and the JAI Board Chairperson must set the JAI date.

c. The PI must ensure that sufficient time is allowed for the JAI to be thoroughly and completely accomplished.

d. The JAI Board Chairperson must notify all other appropriate offices of the scheduled JAI.

304.-399. RESERVED.

CHAPTER 4. CONDUCTING A JAI

400. INTRODUCTION.

The PI and JAB Chairperson must begin the JAI within 30 days of notification. There are several activities that must occur during a JAI. The following paragraphs describe these JAI activities.

401. JAI PARTICIPANTS.

The PI and the JAB Chairperson must be present at the JAI. The PI and the JAI Board Chairperson must convene at the designated time, date, and place to complete the JAI. FAA contractors and invited participants may be present at the JAI. The board members must use the checklists forms in the JAI Web Database Application to document their findings and electronically sign the JAI. The Air Traffic (AT) and AJW-3/AVN program areas may accomplish their portion of the JAI checklist separately from the JAB meeting.

402. JAI SCOPE.

When conducting a JAI, the PI must provide the specific scope of the inspection to the JAB Chairperson. The JAI scope must not exceed the Project Scope Agreement (PjSA) and should indicate whether it is being accepted for maintenance and/or operation on a test or commissioned basis in the NAS. Only the work identified in the PjSA requires inspection. Once inspected, you must not include it in another JAI. The PI must take the following steps:

a. Coordinate with the SSC Manager as to the number of FSEP facilities that will have a JAI. A project may affect multiple FSEP facilities. Each affected FSEP facility type must have at least one JAI.

b. Coordinate with the JAB Chairperson to assign exceptions and design deficiencies as appropriate.

c. If an Operational Suitability Demonstration (OSD) is necessary the PI, must coordinate with the affected parties to determine the Operational Readiness Date (ORD) prior to beginning the JAI. The OSD formally documents that the facility, system, or equipment is ready to support the real-time AT control tasks, the readiness of personnel, procedures, hardware, software, and support services.

403. INSPECTION CRITERIA (JAI CHECKLIST).

The establishment, relocation, modernization, or major modification of a facility, system, or equipment for use in, or in support of the NAS is dependent upon the facility, system or equipment meeting established performance and operational criteria. A JAI is necessary to ensure compliance with the various requirements pertaining to facility, system, or equipment construction, installation, performance, and operation. Facility, system or equipment construction and/or installation must meet the requirements of the engineering plan, drawings, applicable standards and specifications, and FAA directives as specified in the JAI Checklist. All references to directives, standards, and specifications pertain to the most current version. FAA Form 6010-1, JAI Report Checklist (Appendix 3), Sections A-F are indexed to the

requirements in this paragraph. The information recorded in these sections validates the construction and installation of equipment, buildings, etc.; identifies performance requirements; outlines commissioning flight inspection requirements; covers technical performance documentation and maintenance reference data requirements; provides logistics support requirements; and provides further information for final acceptance and commissioning requirements.

a. Construction and Installation Requirements. The requirements for facility, system, or equipment construction and installation are as follows.

(1) Construction/Installation Appearance. Construction/installation work accomplished in a neat, professional manner resulting in a satisfactory appearance.

(2) Roads/Grounds. Ensure that roads and grounds meet the requirements of Order 6940.3, Maintenance of Roads and Grounds.

(a) Surface Condition. Inspect roads and grounds (site plot) to ensure that the correct type and amounts of surface materials were used. Ensure the site plot and roadway were properly paved, graded, leveled, ditched, or terraced as specified in the project scope.

(b) Erosion Control. Ensure roads and grounds do not have excessive erosion that would interfere with vehicular/pedestrian ingress or egress, undermine foundations or other underground improvements, or compromise site security. Slight erosion associated with the establishment of grass or other vegetation for erosion control is acceptable. You should determine during the JAI if the vegetation cover is adequately established or whether it will require further efforts.

(c) Drainage. Inspect the roads and grounds to determine if drainage is adequate and whether the installation and construction of culverts, ditches, etc., are correct.

(d) Fences, Gates, and Cattle Guards. Ensure that fences, gates, and cattle guards were installed in accordance with established directives, standards, specifications, guidelines, and project requirements. Ensure that fences and gates were properly grounded and bonded and metal gates were strapped to the grounded fence.

(e) FAA & U.S. Government Signs. Ensure that FAA and US Government property/warning signs were installed at appropriate intervals on the sides of the facility, system, or equipment and/or fence in accordance with Order 1600.6, Protection of Agency Property, agency directives, and project specifications. Ensure that all other signs were installed in accordance with established directives, standards, specifications, guidelines, project requirements, and local standards.

(3) Towers/Poles. Ensure that towers and poles meet the requirements of Order 6930.25, Maintenance of Structures and Buildings.

(a) Tower/Pole Construction. Inspect towers and poles carefully to ensure they are correctly fabricated with the specified type and size bolts, screws, and fasteners.

(b) Paint/Finish Condition. Ensure the paint or finish condition is satisfactory, and there are no signs of rust or deterioration.

(c) Obstruction Marking/Lighting. Ensure obstruction markings and/or lights are properly displayed where applicable.

(d) Tower Grounding, Bonding, and Lightning Protection. Ensure grounding, bonding, and lightning protection of towers and poles complies with project specifications and applicable agency requirements.

(e) Ladders, Steps and Railing Devices. Inspect ladders, steps and railing devices to ensure they are structurally sound and meet OSHA and FAA safety requirements.

NOTE: This checklist item is only to evaluate for structural soundness. You should annotate OSHA/FAA Safety violations under item 401.a. (11).

(f) Guys and Anchors. Inspect guys and anchors for proper installation and tensioning.

(4) Buildings. Ensure buildings were constructed in accordance with Order 6930.25, Maintenance of Structures and Buildings, applicable agency directives, specifications, guidelines, and project requirements, utilizing the type and quality of materials specified. You must inspect all aspects of building construction prior to or during the JAI.

(a) Roof. Ensure the roof was properly installed, ventilated, adequately sealed, and without leaks. Ensure gutters and down spouts were installed as specified.

(b) Exterior Walls. Ensure the exterior walls were satisfactorily painted or finished, properly caulked, and/or sealed. Ensure all trim was properly installed. Wall panels, sections, and materials must have a correct fit and be properly secured with the required number of specified fasteners, bolts, screws, etc.

(c) Foundation. Ensure the foundation, including piers and pads, is level with the proper height or thickness and was finished as specified. Foundations must be constructed in accordance with American Concrete Institute (ACI) manuals and not have unacceptable cracks or aberrations. Anchor bolts or fasteners must be properly installed, spaced, and of the correct sizes and heights.

(d) Floors. Ensure floors are level, properly finished, and have the specified paint or covering. Ensure the floor covering and baseboards were correctly installed as appropriate. There must not be any indications of deterioration or inferior installation methods.

(e) Interior Walls. Ensure the interior wall panels, sections, and/or materials were properly installed, painted, or finished, and properly secured with the required number of specified fasteners, bolts, screws, etc.

(f) Ceilings. Ensure ceilings were properly installed, painted or finished, and trimmed.

(g) Lights. Ensure ceiling lights, exit lights, and exterior lights are of the sizes and types specified. Ensure they were correctly installed, wired, and grounded in accordance with FAA Standard 019, FAA C-1217, National Electrical Code (NEC), and other applicable National Fire Protection Association (NFPA) safety standards.

(h) Openings. Inspect doors, windows, vents, louvers, and perforations to ensure they are the sizes and types specified, properly installed, fitted, sealed, and caulked. Ensure closing mechanisms function properly and are the correct type.

(i) Plumbing, Water, and Sewer Systems. Inspect water and sewer pipes, tubing, drains, fixtures, and equipment to ensure it was installed in accordance with Order 6920.2, Maintenance of Water and Sanitation Systems, and other applicable agency directives, specifications, guidelines, and project requirements.

(j) Steps/Stairs. Ensure steps or stairs are the proper height including handrails in accordance with Order 3900.19, FAA Occupational Safety and Health Program. Steps must be level, properly finished, and have the specified paint or covering.

(k) Platforms. Ensure platforms are installed in accordance with agency standards and specifications, are level, and if appropriate, have railings and toe-boards of the proper height and specifications in accordance with the latest version of Order 3900.19.

(l) Exit Signs. Ensure all required EXIT signs were installed in accordance with the latest version of Order 3900.19, applicable FAA and EOSH safety requirements for new construction.

(m) Fire Protection. Ensure the number and types of fire extinguishers specified by Order 6930.1, Fire Prevention and Maintenance of Fire Protection Equipment, were provided and properly installed for new construction. Fire detection and alarm systems in newly occupied buildings must be installed and function as specified in the latest version of Order 3900.19.

(5) Electrical Power, Control, Signal, and Cable. Ensure that electrical power, control, signal, and cables were properly installed, wired, and comply with agency directives such as FAA-C-1217, Electrical Work, Interior, FAA-G-2100, General Requirements for Electronic Equipment, Orders 6950.2, Electrical Power Policy Implementation at NAS Facilities, JO 6950.17, Maintenance of Electrical Systems in Buildings, JO 6950.18, Maintenance of Electrical Distribution Systems, applicable maintenance handbooks, modifications, installation specifications, National Electrical Code (NEC), and other applicable National Fire Protection Association (NFPA) safety standards.

(a) Commercial Power. Ensure voltages supplied to facility, system, or equipment are of acceptable quality and at the correct levels with full loading. Voltages must be satisfactorily regulated and remain within acceptable limits with varying facility, system, or equipment loads.

(b) FAA Supplied Power (e.g., prime and standby engine/generator). Ensure voltages supplied to the facility, system, or equipment are of acceptable quality and at the correct levels with full loading. Voltages must be satisfactorily regulated and remain within acceptable limits with varying facility, system, or equipment loads. Ensure that engine generators meet the

requirements of Order JO 6980.11, Maintenance of Engine Generators, and have been tested to ensure proper operation and ability of the engine generator to support the electrical power requirements.

(c) Power Transformers. Ensure that all FAA power transformers and their enclosures are of the type and rating required to support the maximum power requirements of the facility, system, or equipment.

(d) Wiring. Inspect the electrical wiring to ensure that it was properly installed and of the correct sizes, types, and color codes.

(e) Grounding, Bonding, and Shielding. Ensure that grounding systems meet the requirements of FAA-STD-019, Lightning Protection, Grounding, Bonding, and Shielding Requirements for Facilities.

(f) Lightning Protection. Ensure that lightning arresters and surge protectors were installed on the facility, system, or equipment input power circuits, coaxial circuits, control cables, telco circuits, structures, towers, and poles in accordance with FAA STD-019, Lightning Protection, Grounding, Bonding, and Shielding Requirements for Facilities.

(g) Labeling. Inspect all distribution, demarcation, electrical outlets/switches, breakers, terminal panels, boxes, cabinets, and their associated signal, video, and control circuit terminals to ensure they are properly labeled and identified.

(h) Power, Control, Signal, and Coaxial Cables. Visually inspect all installed cables and ensure they were electrically tested in accordance with Order JO 6950.22, Maintenance of Electrical Power and Control Cable and/or JO 6650.10, Maintenance of Fiber Optic Communication Equipment. Cable installations(s) must:

(1) Deliver voltages to the facility, system, or equipment within prescribed tolerances where there is a cable or line run involved.

(2) Have all cable splices completed within prescribed tolerances.

(3) Mark underground cable runs with cable markers of the correct size installed at the locations and intervals specified by FAA-C-1391, Installation and Splicing of Underground Cable. Ground counterpoises for underground cables must comply with regional specifications.

(i) Transfer Switches. Ensure transfer switches meet the requirements of Order 6980.11, Maintenance of Engine Generators, and ensure they were tested to ensure proper operation to transfer power with prescribed tolerances.

(j) Uninterruptible Power Supply (UPS), Power Conditioning System (PCS), Battery Backup Systems. Ensure the operation of UPS/PCS/Battery Backup Systems are in accordance with Order JO 6980.25, Maintenance of Batteries for Standby Power, Order JO 6980.29, Maintenance of Uninterruptible Power Supplies, applicable maintenance handbooks, or the manufacturer's instruction book if there is no applicable technical order.

(6) Environmental Systems. Inspect the Heating, Ventilation, and Air Conditioning (HVAC) Systems to ensure they provide heating, cooling, and ventilation to meet the project requirements. Performance of the HVAC systems must be in accordance with Order JO 6970.3, Maintenance of Environmental Systems, applicable maintenance technical handbooks, codes and standards, or manufacturer's instruction book if there is no applicable technical order.

(7) Remote Maintenance Monitoring (RMM). Ensure that all facilities, systems and equipment requiring RMM have connectivity, have been tested end-to-end and have operation verified by the controlling or monitoring organization. Reference the latest revision of related directives, applicable maintenance technical handbooks, installation handbooks, and manufacturer's instruction books for proper operation and maintenance.

(8) Antenna Systems. Inspect all antennas, associated transmission lines, and mounting mechanisms to ensure they are in satisfactory physical condition, weatherproofed, properly identified and labeled as to type, frequency, etc. Antenna systems must meet the requirements of applicable maintenance technical handbooks, or manufacturer's instruction book if there is no applicable technical order. Ensure that all ground check and surveyed reference markers required by the project plan and/or technical handbooks were installed and properly identified.

(9) Equipment Modifications, NAS CCD, Manufacturer's Field Changes and Factory Changes. Ensure all nationally approved modifications, manufacturer's field changes, local CCDs for which kits/materials are available, and applicable factory changes were completed, per Order 6032.1, National Airspace System Modification Program.

NOTE: The District Manager is responsible for modifications required for existing equipment. The PI is responsible for modifications required for new installations.

(10) Telecommunications (Telco) Equipment. Inspect and test telco equipment for operational acceptability and that it meets project specifications. Ensure line quality and levels are as specified for the facility, system, or equipment. Telco systems must meet the requirements of Order 6000.22, Maintenance of Analog Lines; Order 6000.47, Maintenance of Digital Transmission Channels; Order 6470.29, Maintenance of En Route Air To Ground Communications Facilities, applicable maintenance technical handbooks or manufacturer's instruction books if a maintenance technical handbook was not published.

(11) Environmental Occupational Safety & Health (EOSH). Ensure the facility, system, or equipment is in compliance with all applicable FAA and EOSH requirements. You should classify unsafe conditions identified during the inspection as either minor or major exceptions depending on the danger posed by the unsafe conditions.

(a) Safety Items. Ensure all required safety items such as safety boards, eye wash kits, safety climbing devices, face shields, insulating rubber gloves, hot stick, etc., are in place. This list is not all-inclusive; consult with your local EOSH coordinator.

(b) Radiation Health Hazard Survey. Ensure a Radiation Health Hazard Survey was conducted on Radar and other specified facilities in accordance with Order 3900.19. For joint-use facilities, the radar site safety survey conducted by the military will be acceptable in lieu of

the FAA radiation health hazard survey. If a facility, system, or equipment does not meet the requirements of Order 3900.19, a major exception will exist until the problem is corrected.

(12) Security. Ensure locking devices, locks, cores, and keys of the approved types were provided and installed. Inspect the security features of the facility, system, or equipment to ensure they comply with Orders 1600.6, Facility Security Policy, 1600.69, FAA Facility Security Management Program, applicable maintenance technical handbooks, or manufacturer's instruction book if a maintenance technical handbook was not published.

b. Performance Requirements. Ensure all facilities/system/equipment were properly tuned and adjusted in accordance with applicable directives, specifications, guidelines, and/or instruction books. Ensure all performance requirements for a facility, system, or equipment are met as follows:

(1) Standards and Tolerances. Inspect all operating parameters to ensure they are within applicable standards and initial tolerances specified by maintenance technical handbooks and/or other directives, or manufacturer's instruction books when maintenance directives are not yet published.

(2) Capability. Ensure the facility, system, or equipment is capable of providing its intended functions and meets the requirements specified by applicable maintenance technical handbooks or other directives.

(3) Compatibility. The facility, system, or equipment operation must be compatible with other systems and equipment that it interfaces. Circuit types and impedances between various equipment units and a central system and other ancillary equipment must be properly matched to provide satisfactory operation. Control, audio, or video levels to or between system components must meet the requirements specified by applicable maintenance technical handbooks or other directives.

(4) Reliability. The facility, system or equipment must meet applicable operational onsite tests for the specified periods of satisfactory operation. The PI and the District Representative must observe reliability testing and ensure it conforms to the scope of the project. We consider this the Operational Suitability Demonstration (OSD). JAI Board members will determine in advance and in writing the timeframe, parameters, and conditions under which the facility, system, or equipment will operate during the test phase. You should document the OSD start and end date as an exception and clear it only when all members of the JAI Board concur that the facility has met the conditions of the OSD. The PI must provide the District Representative sufficient advance notification of scheduled tests to permit the District Representative to observe and participate in the tests. There must not be any factors such as drift, instability, frequent failures or interruptions, aborts, lockups, etc., that would preclude the facility, system, or equipment from being maintained in a condition that will provide satisfactory operation.

(5) Maintainability. Ensure assigned maintenance personnel are trained and ready to perform maintenance activities.

(6) Electromagnetic Interference (EMI)/Radio Frequency Interference (RFI). Ensure proper installation techniques, such as, placement of equipment, placement of cables,

shielding/grounding of cables, filtering devices, etc, were employed to the extent practicable, to ensure that EMI/RFI is held to an acceptable level, i.e. no adverse effect to surrounding facility, system, or equipment.

c. Commissioning Flight Inspection Requirements. When a facility, system, or equipment requires a commissioning flight inspection in accordance with Order 8200.1, United States Standard Flight Inspection Manual, operational usage can only occur after the following:

(1) Flight Inspection Certification. The flight inspector has determined that the operational status of the facility, system, or equipment is in accordance with the tolerances established, and has certified it for operational use.

(2) Issuance of Notice to Airmen (NOTAM). When applicable, a NOTAM was issued for the facility, system, or equipment inspection.

d. Technical Performance Documentation and Maintenance Reference Data Requirements. The requirements for collecting, documenting, and establishing facility, system or equipment technical performance and maintenance reference records are as follows:

(1) Facility Reference Data (FRD). On new installations facility reference data locations must be established in accordance with Order 6000.15, General Maintenance Handbook for NAS Facilities. The PI is responsible for providing the FRD for a new facility or when a change has occurred as a result of the project. Development of complete FRD must be a joint effort between the PI and the SSC in accordance with Order 6000.15.

(2) Technical Reference Data Forms. The PI must prepare, complete, and/or make available records and materials listed by Order 6000.15 to the District Representative prior to or during the JAI.

(3) Instruction Book(s) and/or Manufacturer's Technical Manual. The PI must provide two copies of final or preliminary instruction books to the District Representative for each type of facility, system, or equipment involved with the project. Preliminary instruction books, and/or manufacturer's technical manual(s) will constitute a minor exception until replaced with final copies. The PI is responsible for obtaining final instruction books to replace preliminary instruction books and providing them to the District Representative.

(4) Maintenance Technical Data. The PI must provide a copy of all maintenance and software procedures, automation documentation, applicable database entries exercise, checkout date, etc., applicable to the facility, system, or equipment to the District Representative.

(5) Drawings. The PI must provide facility, system, or equipment drawings, as defined by the project scope, to the District Representative. Pre-construction and existing condition updates, outside the project scope, should not be part of this requirement. The PI must submit red-line drawings to the drafting office in a timely manner then ensure the as-built drawings are completed, signed, and delivered to the SSC within 180 days of the JAI. The JAI requirements for facility drawings are as follows:

(a) Red-lined drawings must reflect the current configuration of the facility, system, or equipment, but are not in final format. One set of red-line drawings must be provided to the District Representative, and one set of red-line drawings remain with the PI to be converted into as-built drawings. When a red-line drawing is listed as an exception, the drawing number must be listed on the JAI exception list. Regardless of the number of red-line drawings, you should consider this only one exception.

(b) As-built drawings must include all required changes and conform to current FAA drawing standards. Drawings under configuration management must include the applicable Configuration Control Decision (CCD) number before submitting to the drafting office. The PI must provide three sets of the final as-built drawings to the District Representative. When an as-built drawing is listed as an exception, the drawing number must be listed on the JAI exception list. Regardless of the number of as-built drawings, you should consider this only one exception.

(6) Modification Records. The requirements for preparing and maintaining modification records are as follows:

(a) Technical Operations Modification Records. The District personnel or the PI must prepare FAA Form 6032-1, Equipment Modification Records in accordance with Order 6032.1, National Airspace System Modification Program.

(b) Log Entry of Modification. District personnel must enter facility, system, or equipment modification information into the FAA authorized electronic logging system.

(7) NAS Change Proposal (NCP), Configuration Control Decision (CCD) and Waivers. The PI must provide copies of all required NCPs, CCDs, and waivers to the District Representative.

(8) Flight Inspection Report. The PI must provide a copy of the commissioning flight inspection documentation to the District Representative.

NOTE: They may substitute a summary of the results of the commissioning flight inspection for the report until the final report is received.

(9) Maintenance Log Data Entry. District personnel must enter facility, system, or equipment information into the FAA authorized electronic logging system. Maintenance personnel use these logs to document the commissioning and certifying activities for the facility, system, or equipment, and for use in the NAS.

(10) Control Center Data. Emergency callback numbers must include telephone numbers for the supervisor and the Airway Transportation System Specialist (ATSS) charged with callback responsibility for the affected system. This is a minor exception. The SSC Manager must:

(a) Use the web callback application to populate callback numbers on the server of the appropriate SOC/OCC.

(b) Use the logging system to populate the power company name, account number & meter number in the appropriate facility's FSEP FPS record.

(c) Use the logging system to populate law enforcement and fire department telephone numbers as general points of contact on the appropriate OCC/SOC server.

(d) Use the logging system to populate Lat/Long information and the facility's physical address.

(e) Provide the Service Flow Diagram (SFD) to the appropriate SOC/OCC point of contact for inclusion and facility linking.

NOTE: The PI must provide SFD and Administrative Line Frequency (ALF) information to the SSC Manager.

(11) Power, Control, Signal, and Coaxial Cable Documentation. The PI must ensure the cable measurement data were documented in accordance with Order 6950.22, Maintenance of Electrical Power and Control Cables, and other established directives, standards, and specifications.

(12) Facility Transmitting Authorization (FTA). The PI must provide the District Manager the necessary facility transmission authorization for the operation of a newly established frequency at a facility, system, or equipment.

(13) Permits and Registrations. The PI must provide the District Manager the appropriate completed permits and or registrations**.**

e. Logistics Support Requirements.

(1) Utilities. The Service Area Program Operations Group (POG) must provide to the SSC Manager for inclusion in the FRD contract information, i.e., electrical, water, telco, gas, and sewerage services, etc, if applicable, and billing/customer identification numbers assigned by the utility companies.

(2) Equipment Warranties. The PI must provide to the SSC Manager all applicable warranties for all installed equipment.

(3) Failures Under Warranty. The PI must report and provide to the SSC Manager a copy of all FAA Form 4650-10, Warranty Failure Report, and related shipping documents to the SSC in accordance with Order 4650.20, Reporting and Replacement of Items Failing Under Warranty. This exception only applies to items that have failed under warranty prior to JAI.

(4) Working Equipment and Supplies. The PI must provide to the SSC Manager required working equipment items for new facilities as listed on Schedules A and B in Order 4630.2, Standard Allowance of Supplies and Working Equipment for National Airspace System Facilities. Typically Schedule A items are depot supplied and Schedule B items are GSA or locally procured items. On facility, system, or equipment improvement projects, only working equipment required as a result of the project is typically supplied.

(5) Leases and Titles. The Service Area POG must provide to the SSC Manager copies of leases pertaining to leased land, space, or title documents for FAA owned property. The documents must fully describe the property boundaries, rights-of-way, easements, leased space provisions and requirements, and vehicle parking provisions as applicable.

(6) Real Property. The PI/Service Area POG must complete an inventory of real property (lands, buildings, permanent structures, cable, conduit, etc.) necessary for the project. The Service Area POG must provide the inventory to the Regional Project Material Managers. The PI must report real property no longer required to the Property Custodian.

(7) In-Use Personal Property. The Service Area POG must provide an inventory of in-use personal property provided by the project. The Service Area POG must document and process the inventory using the official automated inventory tracking system.

(8) Equipment and Project Material. The project material requirements are as follows:

(a) Project Material Cumulative (PMC) Report. The PI must obtain a current copy of the Project Material Cumulative (PMC) Report and make red-line changes to the report. The PI must then provide the updated PMC Report to the Property Custodian and Project Material Manager (PMM). The red-line updates should include:

(1) Equipment installed, equipment removed, equipment not used.

(2) The project specific test equipment inventory.

(3) The project specific spare parts inventory.

(4) The FAA barcode, NSN, manufacturer, model, serial number, and quantity of each item.

NOTE: The PMC Report is available online at http://ascm.faa.gov or from the Logistics PMM.

(b) Residual Project Material. The PI must ensure there is proper documentation, care, storage and protection of all material or equipment acquired but not used by the project.

(c) Test Equipment. The PI must provide calibrated test equipment as required by the project scope, transmittal package and/or the Project Status Report (PSR).

(d) Spare Parts. The PI must provide spare parts as required by the project scope, transmittal package and/or the Project Status Report (PSR).

(9) Excess and Surplus Personal Property. The SSC Manager must coordinate and the Service Area POG must process the disposal of excess or surplus personal property in accordance with the FAA Reutilization and Disposition Process and Procedure Guide.

f. Final Acceptance and Commissioning Requirements. The requirements for final acceptance and commissioning are as follows:

(1) Final Preparation for Facility, System, or Equipment Operation. As applicable, AT operational personnel must be briefed on the operational characteristics of the facility, system, or equipment.

(2) Training. The District Manager must ensure a sufficient number of personnel assigned maintenance responsibilities are trained and/or certified in accordance with the latest version of Order 3400.3, Airway Facilities Maintenance Personnel Certification Program, or any order replacing it.

NOTE: You can assign this exception to the PI only when the implementation contract includes training.

(3) Periodic Maintenance (PM). The responsible SSC must populate the PM scheduler in accordance with the latest version of Order 6000.15 and applicable maintenance technical handbooks, or manufacturer's instruction books if a maintenance technical handbook has not been published.

(4) Instrument Approach Procedures (IAP). The Flights Standards organization must establish the IAP for facility, system, or equipment that has a direct bearing on Instrument Flight Rules (IFR) capability and publish the effective date of the IAP in accordance with Order 8260.26, Establishing and Scheduling Standard Instrument Procedures Effective Dates, prior to commissioning for use into the NAS.

(5) Facility, Service, and Equipment Profile (FSEP). As applicable, the SSC Manager or designee must submit FSEP changes through the WebFSEP application.

(6) Safety Risk Management (SRM) Mitigations. Ensure that any assigned SRM mitigations were implemented. This is a major exception.

404. EXCEPTIONS.

Conditions within the scope of the project that do not meet FAA standards of acceptability are referred to as exceptions. Exception guidelines are as follows:

a. Exception Categories. The JAB members must evaluate each identified exception and determine whether it is a major or minor exception based on the following criteria:

(1) Minor Exception. A condition that has no appreciable effect on facility, system, or equipment operation and has only a slight effect on operational or maintenance workload. A minor exception does not prevent the facility, system, or equipment from being placed into service on a test basis or commissioned for service.

(2) Major Exception. A condition that has an adverse effect on facility, system, or equipment, reliability of service, safety of personnel, required SRM mitigations, or will result in excessive operational or maintenance workload. A facility, system, or equipment with a major exception cannot be recommended for acceptance, placed into service on a test basis or commissioned for service until the exception is resolved. A major exception does not prevent completion of a JAI.

b. Notification Requirements for Exceptions.

(1) The JAB Chairperson must notify the District Manager or designee of any identified major exception that will prevent a facility, system, or equipment from being accepted for maintenance and/or operation prior to the completion of the JAI, so that every effort can be made to resolve the problem. The PI must notify their manager as well. The District Manager must upward report the non-acceptance.

(2) The PI must notify organizations not represented on the JAIRB of any exceptions assigned to them.

c. Documentation of Exceptions. All identified exceptions must be indicated on FAA Form 6010-1, JAI Checklist, and fully documented on FAA Form 6010-2, JAI Exceptions List and Clearance Record. When exceptions exist, the JAI report must, as accurately as possible, define the clearance actions necessary. If available, the specific authority (order, handbook, specifications, NEC, OSHA requirements, etc.) must be provided for each exception.

d. Assignment of Exception Clearance Actions. The JAB must assign an action office and the action required to clear the exception. The action office is responsible for notifying and coordinating with other organizations to accomplish the clearance actions.

NOTE: Only a Service Area JAI Database Administrator POC will have the authority to change the exception assignment within the JAI database.

e. Disputes. Every attempt should be made to resolve disputes over the validity of an exception at the lowest possible level. List unresolved exceptions on the JAI. The dissenting board members must state their position and recommendation for exceptions on Form 6010-2, JAI Exceptions List and Clearance Record, and/or REMARKS section of Form 6010-6, JAI Cover Sheet. Regardless of dispute(s), the JAI process must continue.

(1) The JAI Program POC will then coordinate with the JAI Review Board (JAIRB), as outlined in paragraph 505, within 30 workdays of the JAI.

(2) The JAIRB will determine if the exception is valid and then assign an action office to clear the exception using the additional information generated by the dissenting JAB member(s).

f. Responses to Assigned Exceptions. Each assignee action office of a JAI exception must provide a written response to each item indicating how they generally plan to address it within 5 days from notification of the JAI action item. You must include each response in the final JAI report.

405. DESIGN DEFICIENCIES.

A design deficiency exists when a condition is discovered during project implementation that does not meet standards but is outside of original project scope. List items pertaining to design deficiencies that are identified during the JAI on FAA Form 6010-3, Design Deficiency, in the JAI report. Do not list these items as exceptions. A full description should be provided for each item along with the recommended corrective action and cost estimate if available.

a. Design deficiencies that affect operational capability must be resolved or mitigated prior to facility, system, or equipment operational use.

b. Design deficiencies that do not affect operational capability must be forwarded to a Technical Operations JAI POC for resolution or mitigation determination in accordance with paragraph 503 of this order.

c. Notification Requirements for Exceptions.

(1) The JAB Chairperson must notify the District Manager or designee of any identified design deficiencies that will prevent a facility, system, or equipment from being accepted for maintenance and/or operation prior to the completion of the JAI, so that every effort can be made to resolve the problem. The PI must notify their manager as well. The District Manager must upward report the non-acceptance.

(2) The PI must notify organizations not represented on the JAIRB of any design deficiencies assigned to them.

d. Responses to Assigned Design Deficiencies. Each assignee action office of a design deficiency must provide a written response to each item indicating how they generally plan to address it within 5 days from notification of the JAI action item. You must include each response in the final JAI report.

406. PROJECT ACCEPTANCE.

The members of the JAB must determine that the work described in the JAI report has been completed in accordance with applicable directives, standards, specifications, and the Project Scope Agreement (PjSA) with the noted exceptions and/or design deficiencies.

a. The determination that the facility, system, or equipment will be commissioned for service is dependent upon technical performance, results of flight inspection, and attainment of required operational service.

b. Examine and inspect the facility, system, or equipment as necessary to ensure that final refinement of operating parameters, procedures, methods, and adaptation are accomplished, and the facility, system, or equipment is ready to be placed into operational use.

c. Acceptance of a facility, system, or equipment can be made with minor exceptions but cannot be accepted into the NAS with major exceptions or design deficiencies that affect operational capability.

407. JOINT ACCEPTANCE DECISION (JAD).

Every effort must be made to reach a consensus at the JAI by the JAB members concerning the exceptions and the recommendation for project acceptance. To conclude the inspection process, the JAI Cover Sheet must be completed as referenced below:

a. Inspection Data. The SSC Manager must ensure inspection data is entered into the JAI Web Database Application within 10 working days of completion of the checklist inspection.

b. JAB Signatures. Based on their findings, the JAB verifies the quantity of minor exceptions, major exceptions and design deficiencies. Each JAB member has the option to document comments on the JAI report. The PI and the Chairperson must sign the JAI when entered into the database.

NOTE: Once the JAI report is signed by at least one JAB member, exceptions can no longer be inserted or deleted.

c. SSC Manager Recommendation for Acceptance. The SSC Manager, or designee, reviews the JAI report and checks the appropriate recommendation box within 10 working days of the email notification that an inspection is ready for their signature in the database as follows:

(1) Recommend. The SSC Manager selects this box and signs the JAD report to recommend acceptance.

(2) Do Not Recommend. The SSC Manager selects this box and signs the JAD report, indicating recommendation against acceptance. Additionally, the SSC Manager must attach comments to the JAD report indicating the reasons for recommendation against acceptance.

d. District Manager Statement of Acceptance. The District Manager, or designee, reviews the JAD report and checks the appropriate acceptance box within 10 working days of the SSC Manager's signature as follows:

(1) Accept. The District Manager selects the "Accept" box and signs the JAD report to signify formal acceptance of the facility, system or equipment.

(2) Do Not Accept. The District Manager checks the "Do Not Accept" box and signs the JAD report to signify that the facility, system or equipment is NOT being accepted. The District Manager must attach the justification for the decision of non-acceptance to the report. The decision must be immediately elevated to the JAI Review Board (JAIRB) for resolution (See paragraph 505, JAIRB).

408-499. RESERVED.

CHAPTER 5. DISPOSITION OF JAI EXCEPTIONS AND DESIGN DEFICIENCIES.

500. INTRODUCTION.

After the JAI Cover Sheet and Checklist have been completed, post JAI activities begin. The disposition of JAI exceptions involves various tasks to ensure accurate and timely clearance of exceptions.

501. MONITORING EXCEPTIONS.

It is the responsibility of all parties to ensure that exceptions are cleared in a timely manner. The JAI Web Database Application provides automated reports for tracking and reviewing JAI exceptions. Users can input comments indicating actions taken to clear exceptions. Exceptions can be cleared electronically using the web tool and referencing the JAI Web Database Application Users Guide at http://jai.faa.gov.

The Technical Operations JAI POC (s) responsibilities are as follows:

a. Ensuring correctness and completeness of identified exceptions.

b. Assigning actions to resolve or mitigate exceptions to appropriate organizations.

c. Coordinating changes in action office assignments with all organizations affected.

d. Coordinating approved waivers with all organizations affected.

e. Ensuring that JAI exceptions are adequately tracked and reviewed to aid in the timely clearance of exceptions.

f. Providing JAI exception clearance status reports as needed or requested.

502. EXCEPTION CLEARANCE ACTIONS.

Use the following process to report, approve, clear exceptions, and close the clearance record. Specific procedures are outlined in the JAI Web Database Application User's Guide.

a. To clear an exception you should document the clearance action using FAA Form 6010-2, Exceptions List and Clearance Record via the National JAI database and must notify the SSC Manager or designee when this has been completed. All major exception clearances must follow the JAI process. The JAIRB can waive only minor exceptions.

b. The SSC Manager must concur or non-concur with the exception clearance action taken, using FAA Form 6010-2. If the SSC Manager non-concurs with the exception clearance action he/she must notify the action office.

c. Update the status of an exception as cleared when the actions required to resolve the exception have been completed. However, at times, the initiation of clearance actions for minor exceptions, such as the ordering or procurement of items, the funding of a special maintenance

project, the submission of a budget request, etc., may, at the discretion of the District Manager, be considered as clearing an exception. Document this type of clearance action on FAA Form 6010-2, Exceptions List and Clearance Record to indicate that although the JAI exception has been cleared, the actual work is not yet complete.

503. MONITORING DESIGN DEFICIENCIES.

It is the responsibility of all parties to ensure that solutions to design deficiencies are operationally necessary, fiscally prudent and cleared in a timely manner.
The JAI Web Database Application provides automated reports for tracking and reviewing JAI design deficiencies. Users must input comments indicating actions taken to clear design deficiencies. They can be cleared electronically via the web tool, reference JAI Web Database Application users Guide at http://jai.faa.gov/

The Technical Operations JAI Program POC responsibilities are as follows:

a. Ensuring correctness and completeness of identified design deficiencies.

b. Assigning actions to resolve or mitigate design deficiencies to appropriate organizations.

c. Coordinating changes in action office assignments with all organizations affected.

d. Coordinating approved waivers with all organizations affected.

e. Ensuring that JAI design deficiencies are reviewed to facilitate timely clearance.

f. Providing design deficiency clearance status reports as needed or requested.

504. DESIGN DEFICIENCY CLEARANCE ACTIONS.

Use the following process to report, approve, clear design deficiencies, and close the clearance record. Processes are outlined in the JAI Web Database Application User's Guide.

a. To clear a design deficiency, you should document the clearance action using FAA Form 6010-4, Design Deficiency List and Clearance Record, via the national JAI database and must notify the District Manager when this has been completed. All design deficiencies must be cleared via the JAI process, except where waived by the JAI Review Board. The JAIRB can waive only design deficiencies that do not affect operational capability.

b. The SSC Manager must concur or non-concur with the design deficiency clearance action taken via the national JAI database, using FAA Form 6010-4. The JAI Web Database Application will automatically notify the action office of this decision.

c. Update the status of a design deficiency as cleared when the actions required to resolve the design deficiency have been fully completed. However, at times, the initiation of clearance actions for design deficiencies that do not affect operational capability, such as the ordering or procurement of items, the funding of a special maintenance project, the submission of a budget request, etc., may, through the decision of the JAIRB, be considered as resolving a design

deficiency. Document this type of clearance action indicate that although the JAI design deficiency has been cleared, the actual work is not yet complete.

505. JAI REVIEW BOARD (JAIRB).

The Technical Service Manager or designee must schedule and convene a JAIRB on a regular basis to resolve concerns regarding exceptions and design deficiencies. If the board cannot reach consensus, the JAIRB Chairperson must elevate the concerns to the Service Area Director of Technical Operations for resolution. The JAIRB Chairperson must document, track, and distribute JAIRB proceedings. The respective offices must empower each representative or designee to make decisions and implement them.

a. Required Service Area JAIRB Members:

(1) Technical Service Manager (JAIRB Chairperson)
(2) Project Implementer
(3) District Representative (Chairperson)

b. Optional JAIRB Members:

(1) P&R Group Representative
(2) Engineering Services Representative
(3) Technical Services Operations Group Representative
(4) Affected District Representative
(5) Affected Engineering Services Program Representative
(6) Others as required, e.g. Program Implementation Manager (PIM)s, SSC Managers, engineers, etc.

c. Board Responsibilities. Board responsibilities include, but are not limited to:

(1) Reviewing the validity of open exceptions, exceptions that may have been missed during the JAI, and/or design deficiencies based on project scope and conformance with applicable specifications, drawings, engineering plans, safety requirements, etc.

(2) Analyzing open exceptions and/or design deficiencies for operational suitability. Ensure an appropriate level of cost/benefit will result from the expenditure of resources required to clear the item.

(3) Ensuring that open exceptions and/or design deficiencies are cleared in a timely manner. This may entail negotiations to provide alternative resources in order to clear the item.

(4) Providing information to appropriate office(s) for the procurement of items, the funding of a special maintenance project, and the submission of a budget request.

(5) Verifying that clearance action office assignments are appropriate and reassign where warranted.

(6) Waiving minor exception clearance actions using FAA Form 6010-2, Exceptions List and Clearance Record.

(7) Determining appropriate actions to be taken when latent defects are identified.

(8) Resolving disagreements encountered as a result of the JAI process.

(9) Reviewing status of outstanding JAIs.

(10) Reviewing status of outstanding exceptions.

(11) Facilitating resolution of "Major Exceptions" prior to JAI.

(12) Providing status reports to Service Area Director on unresolved issues.

(13) Providing written feedback (as needed) to JAI community on:

(a) Reports for exceptions, design deficiencies, clearances
(b) Status of clearance actions
(c) Trends

506. RETENTION OF CAI AND JAI REPORTS.

The official CAI and JAI reports are stored in the JAI Web Database Application.

507.-599. RESERVED.

APPENDIX 1. DEFINITIONS.

Automation Documentation. Automation documentation as referred to in Facility Reference Data (FRD) includes test programs, exercise/checkout data, and other data used as part of system/equipment technical performance data.

Commissioned. A facility, system, subsystem, or equipment is considered to be commissioned if it has been formally accepted and placed into operational use of service in the NAS. It indicates that the ATO has assumed formal maintenance responsibility.

Contract Acceptance Inspection (CAI). The CAI is the formal acceptance by the PI of a constructed facility from the construction contractor, or an installed system or equipment from the installation contractor.

Designee. Any employee who has been placed in acting capacity, detailed, or temporary promotion, (these and only these employees) will be able to sign the JAI as an SSC or District Manager designee.

Engineering Plan. Documents that include the project scope, project scope agreements, contract documents, requirements documents generated by the Program Office, and any other written agreements that are mutually developed between the PI and District Representative from the project authorization.

Exceptions. Exceptions are conditions within the project scope that fail to meet FAA standards of acceptability and are not waived by an approved CCD. Exceptions must be within the JAI scope.

In-Use Personal Property. Any item of personal property performing or serving an assigned operational function is permanent in nature, and does not fit the real property category. It is not consumed in use, does not lose its identity when put into use and does not ordinarily become a non-severable component of other property. Personal property includes electronic, electrical, or mechanical equipment, line item accountable property (including stand-alone equipment), administrative information sites, antennas, electronic equipment, engine generators, portable and installed test equipment, etc., which make up a commissioned facility and meets the cost/use criteria for accountability specified in Order 4600.27, Personal Property Management.

Initial Operating Capability (IOC). IOC is the point when system, subsystems, and equipment hardware/software have successfully completed installation and checkout, site acceptance and testing, CAI, field familiarization and have been declared ready for conditional operational use in the NAS. The IOC period must end prior to the JAI date.

Joint Acceptance Board (JAB). The JAB, at a minimum, will be composed of a representative from the PI and a representative of the District that is accepting the facility, system, or equipment. The JAB may also include representatives from the ATO Service Area Organizations, Logistics, Flight Standards, and second-level support organizations, etc. All representatives must be FAA employees.

Joint Acceptance Inspection (JAI). The JAI is an activity to gain consensus of all involved groups that projects for facility, system, or equipment establishment, improvement, or relocation are completed in accordance with national criteria and that the facility is capable of performing its advertised functions.

Joint Acceptance Inspection Review Board (JAIRB). A JAIRB is comprised of representatives from each affected organization, and convened to resolve concerns regarding exceptions, waivers, and design deficiencies.

Operational Readiness Date (ORD). The ORD occurs at the end of the Operational Suitability Demonstration (OSD) and is an agreed upon date between the PI and affected parties.

Operational Suitability Demonstration (OSD). The OSD is a time period during which a new or improved facility is operated under intense scrutiny to document that it satisfies construction, installation, performance, operation, and maintenance criteria and is ready for operational use.

Project Implementer (PI). The PI is the FAA entity implementing the project, although funding may be provided by other organizations. In most cases this will be ATO-W Engineering Services. If it is not, the FAA organization that established the contract is the PI.

Project Scope Agreement (PjSA). The Project Scope Agreement defines the work that needs to be accomplished to deliver a product, service, or result with the specified features and functions.

Real Property. Real property is identified as an owning interest in land together with buildings, structures, or other assets thereon or attached thereto that cannot be readily removed without changing their essential character. It consists of both capitalized and expense property.

Scope of JAI. The specific phase of the project that is being inspected. The JAI scope should indicate whether it is being accepted for maintenance and/or operation on a test or commissioned basis in the NAS. The JAI scope must not exceed the project scope.

Standards and Tolerances. Standards and tolerances are the standard values and the allowable deviations (tolerances/limits) for system/equipment technical parameters. A tabulation of standards and tolerances is contained in Chapter 3 of the applicable maintenance technical handbook. When authorized, the standards and tolerances listed in manufacturer's instruction books may be used on an interim basis until the issuance of the applicable maintenance technical handbook.

APPENDIX 2. CONTRACTOR ACCEPTANCE INSPECTION (CAI)

Most FAA construction work and a substantial number of electronic equipment installations are done on a contract basis. At the request of a Contracting Officer, the PI appoints a Contracting Officer's Technical Representative (COTR) to projects to ensure the contractor performs in accordance with the terms of the contract.

The COTR is responsible for FAA coordination with the contractor. Activities of other FAA personnel during contract construction and installation of electronic equipment are coordinated through and by the COTR.

a. Relationship of CAI and JAI. The CAI and JAI are two separate inspections.

(1) The CAI is the acceptance by the PI, of a constructed or installed facility, system, or equipment from the construction contractor or equipment installation contractor. The CAI is conducted by the COTR prior to beginning the JAI.

(2) The JAI is the acceptance by the District Manager of the constructed or installed facility, system, or equipment from the PI, for maintenance and/or operation.

b. CAI Coversheet. The COTR or PI must complete a CAI coversheet, FAA Form 6010-5, Figure 1, for each inspection of contract work.

c. CAI Checklist. Prior to the CAI, a checklist of punch list items is developed by the COTR with the assistance of District personnel. A carefully prepared checklist will identify corrective actions that should be made by the contractor before the facility, system, or equipment is accepted by the FAA and should reduce exceptions on the JAI.

d. Completion of CAI. The CAI is conducted after completion of contracted construction or installation. If site acceptance testing of a facility, system, or equipment is required, the CAI is conducted after the testing is complete. The PI responsible for project implementation should attempt to have all of the discrepancies that were identified during the CAI, corrected prior to the JAI. The CAI coversheet, FAA Form 6010-5, and a CAI checklist (if needed), is completed and provided to the Logistics Project Material Manager for inclusion into their Job Order Number (JON) folder, and the PI Project Manager.

INSTRUCTIONS FOR FAA FORM 6010-5, CAI COVER SHEET (Figure 1).

(1) CAI number. Electronically assigned by national database: The first character represents the Service Area, the next two characters represent the calendar year that the CAI was performed; then a dash followed by the letter 'C', which designates CAI; and the last five characters are sequentially assigned.

(2) Date of Inspection. The date the JAI checklist was completed.

(3-15) Title Block, Sections 3-15 are the same as the JAI Cover Sheet in Appendix 3, paragraph a.

(16) Contractor. Enter the business name of the contractor performing the work.

(17) Contract Number. Enter the number of the contract that authorized the expenditure of funds required to complete this work.

(18) Contract Date. Enter the date that the contract was awarded.

(19) Description of Project. Describe the work accomplished by the project.

(20) Description of Real Property Assets. Describe each real property asset that was accepted from the contractor.

(21) PI Representative Performing the Inspection or Acceptance. List the PI Representative or COTR that is performing the inspection. This must be an FAA employee. The PI Representative or COTR will electronically sign and date the CAI Cover Sheet.

(22) Remarks. Enter any comments or discrepancies necessary to clarify the CAI.

(23) Punch List. Check the appropriate box to indicate if a punch list was completed. Also list the date that any punch list items will be completed.

Figure 1. FAA Form 6010-5, Contractor Acceptance Inspection Report Cover Sheet.

CONTRACTOR ACCEPTANCE INSPECTION REPORT	CAI COVER SHEET	CAI Number	Date of Inspection
		1	2

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC
3	4	5	6	7

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	
8	9	10	11	12	13	13	13	13	13	13	14

Project Title:

15

Contractor:	Contract Number:	Contract Date:
16	**17**	**18**

Description of Project:
19

Description of Real Property Assets (List each asset separately):

20

Name and Title of Person Performing the Inspection or Acceptance:

21

_____ _____ _____
Print Name and Title Signature Date

Remarks:

22

☐ Punch List Attached. Recommended Date of Completion for Punch List Items: _____
☐ No Punch List. All Contract Deliverables Received by the FAA. **23**

FAA Form 6010-5 (07/08)

APPENDIX 3. JAI FORMS AND INSTRUCTIONS

The JAI report is composed of the following forms. FAA Forms 6010-6, 6010-1, and 6010-2 are mandatory. FAA Forms 6010-3 and 6010-4 are required only if a deficiency exists.

a. FAA FORM 6010-6, JAI REPORT COVER SHEET (Figure 1).

(1) JAI number. Electronically assigned by national database. The first character represents the Service Area, the next two characters represent the calendar year that the JAI was performed, then a dash, and then the last five characters are sequentially assigned.

(2) Date of Inspection. The date the JAI checklist was completed.

(3) Job Control Number (JCN). Service Area unique number assigned to specific projects.

(4) Related Job Order Number(s) (JONs). Budgetary Control Number.

(5) Project Implementer. The entity implementing the project.

(6) District. The affected District identifier.

(7) SSC. The affected Systems Service Center identifier.

(8) Cost Center Code. The cost center of the affected facility, system, or equipment.

(9) Location Identifier. Alpha Numeric location identifier (LOCID) where the facility, system, or equipment is physically located (can be found in FSEP).

(10) FSEP Facility Type. The Facility Type published in the FSEP.

(11) City. Full name of the location where the facility, system, or equipment is actually located.

(11) State. The two-letter abbreviation of the State where facility, system, or equipment is actually located.

(13) Facility Ident Code. From the FSEP, lists the facility, system, or equipment features and capabilities in a six-digit code. The digits are broken out below:

S = System
C = Category
F = Facility
T = Type
M = Model
C = Class

(14) Runway number. If applicable, list the runway impacted by this JAI. Typically, if the Facility Ident Code System Code (S) is a ‘3’, then a runway must be listed here.

(15) Project Title. Short title of project.

(16) Description of Project. Describe the work accomplished by the project.

(17) Scope of JAI. Describe the work being inspected on this JAI. The JAI scope should indicate whether it is being accepted for maintenance and/or operation on a test or commissioned basis in the NAS.

(18) JAI Participants. Name and office (routing symbol) of all JAI participants.

(19) JAB Findings. The total number of major exceptions, minor exceptions, and design deficiencies is listed in their appropriate blocks. Each JAB member must sign the form. A detailed explanation of the JAB findings process is in Chapter 4, paragraph 404, section a.

(20) SSC Recommendation for Acceptance. The SSC manager or designee, checks the appropriate 'recommend' or the 'do not recommend' box, then electronically signs the form. A detailed explanation of the SSC recommendation for acceptance process is in Chapter 4, paragraph 404, section b.

(21) District Manager Statement of Acceptance. The District Manager, or designee, checks the appropriate 'accept' or the 'do not accept' box, then signs the form. A detailed explanation of the District Managers statement for project acceptance process is in Chapter 4, paragraph 404, section c.

b. FAA FORM 6010-1, JAI REPORT CHECKLIST (Figures 2-5). The JAI Checklist is composed of four sheets shown in Figures 2 through 5. All four sheets have identical title blocks and are to be populated as follows:

(1-15) Title Block, Sections 1-15 are the same as the JAI Cover Sheet in paragraph a.

(16) Checklist. The JAI Checklist lists the requirements that must be met for acceptance of a facility, system, or equipment. The requirements are organized in sections A through F. The JAI Checklist follows the structure in Chapter 4, paragraph 401. All checklist items must be reviewed and the appropriate requirements field notated (N/A, Yes, No). If 'No' is selected, then the exception is documented on FAA Form 6010-2, JAI Exceptions List and Clearance Record.

c. FAA FORM 6010-2, JAI REPORT EXCEPTIONS LIST AND CLEARANCE RECORD (Figure 6).

(1-15) Title Block, Sections 1-15 are the same as the JAI Cover Sheet in paragraph a.

(16) Section/Item No. Section and Item Number from the JAI Checklist, FAA Form 6010-1.

(17) Major. Check this box if this is a major exception. Otherwise leave blank to indicate a Minor exception.

(18) Exceptions and Actions Required. Describe the exception and the action(s) required to clear (if known). List the authority (order, handbook, specification, National Electric Code, etc.) for each exception.

NOTE: A proposed clearance date can be added to this section.

(19) Assigned Action Office. Enter the office responsible for taking action to clear this exception.

(20) Exception Clearance Date. Enter the date the exception is cleared.

(21) Corrective Actions and Responses, Date. Enter the date when an action or response to an action was taken.

(22) Corrective Actions and Responses, Org. Enter the organization that is completing the Action or Response on the form.

(23) Corrective Actions and Responses, Corrective Action or Response. The action office uses this field to describe the action taken to correct an exception. The District uses this field to

respond to PI actions, and will write 'Exception Cleared' when the PI actions are acceptable for exception clearance.

d. FAA FORM 6010-3, DESIGN DEFICIENCY (Figure 7). An explanation of the design deficiency reporting process can be found in Chapter 4, paragraph 403.

(1-15) Title Block, Sections 1-15 are the same as the JAI Cover sheet in paragraph a.

(16) Description of Project. Describe the work accomplished by the project.

(17) Detailed Description of Design Deficiency. Provide a detailed description of the design deficiency.

(18) Recommended Corrective Action. Describe the recommended corrective action and, when possible, provide a cost estimate.

(19) Offices to be Notified. List all offices to be notified of this design deficiency.

e. FAA FORM 6010-4, DESIGN DEFICIENCY LIST AND CLEARANCE RECORD (Figure 8). An explanation of the design deficiency tracking and clearance process can be found in Chapter 5, paragraphs 503 and 504.

(1-15) Title Block, Sections 1-15 are the same as the JAI Cover Sheet in paragraph a.

(16) Deficiency Description. Briefly describe the design deficiency from Form 6010-3, Design Deficiency.

(17) Assigned Action Office. Enter the office responsible for taking action to clear this design deficiency.

(18) Deficiency Clearance Date. Enter the date the exception is cleared.

(19) Clearance Actions and Responses, Date. Enter the date when an action or response to an action was taken.

(20) Clearance Actions and Responses, Org. Enter the organization that is completing the Action or Response on the form.

(21) Clearance Actions and Responses, Clearance Action or Response. The action office uses this field to describe the action taken to clear a design deficiency. The District uses this field to respond to those actions, and will write 'Design Deficiency Cleared' when the actions are acceptable for clearance.

Figure 1. FAA Form 6010-6, Joint Acceptance Decision Report Cover Sheet.

JOINT ACCEPTANCE DECISION REPORT	COVER SHEET	JAI Number	
		1	

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC
3	4	5	6	7

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	
8	9	10	11	12	13	13	13	13	13	13	14

Project Title:
15

Description of Project:
16

Scope of JAI:
17

Joint Acceptance Inspection Participants (Name/Office):

18		

JAB Recommendation for Project Acceptance:

We, the Joint Acceptance Inspection Board, have determined that the work described in this report has been completed in accordance with applicable directives, standards and specifications, with the following findings:

19 ☐ Major Exceptions, ☐ Minor Exceptions, ☐ Design Deficiencies.

Based on these findings, we (☐ recommend, ☐ Do not recommend), acceptance into the NAS.

District Representative (Chairperson)	Project Implementer Representative	Representative
Representative	Representative	Representative

Joint Acceptance Decision (JAD) SSC Statement of Recommendation:

I have reviewed the findings of this JAI Report. Based on these findings, I ☐ Recommend, ☐ do not recommend), acceptance from the PI.

Note: If not recommended, a written explanation must be provided.

20

SSC Manager _____ Date _____

Joint Acceptance Decision (JAD) District Statement of Acceptance:

I have reviewed the findings of this JAI Report.

Based on these findings, I(☐ accept, ☐ do not accept), this facility, system, or equipment from the PI.

Note; If not accepted, a written explanation must be provided.

21

District Manager _____ Date _____

FAA Form 6010-6, Page 1 of 1 (07/08)

Figure 2. FAA Form 6010-1, Joint Acceptance Inspection Checklist, Page 1 of 4.

JOINT ACCEPTANCE INSPECTION REPORT	CHECKLIST	JAI Number	Date of Inspection
		1	2

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC
3	4	5	6	7

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	
8	9	10	11	12	13	13	13	13	13	13	14

Project Title:
15

ITEM NO.	REQUIREMENTS	REQUIREMENTS MEETS			EXCEPTION CATEGORY	
		N/A	YES	NO	MINOR	MAJOR
16	**Section A. Construction and Installation Requirements.**					
1.	Construction/Installation Appearance.					
2.	Roads/Grounds.					
	a. Surface Condition.					
	b. Erosion Control.					
	c. Drainage.					
	d. Fences, Gates, and Cattle Guards.					
	e. Signs.					
3.	Towers/Poles.					
	a. Tower/Pole Construction.					
	b. Paint/Finish Condition.					
	c. Obstruction Marking/Lighting.					
	d. Tower Grounding, Bonding and Lightning Protection.					
	e. Ladders, Steps and Railing Devices.					
	f. Guys and Anchors.					
4.	Buildings.					
	a. Roof.					
	b. Exterior Walls.					
	c. Foundation.					
	d. Floors.					
	e. Interior Walls.					
	f. Ceilings.					
	g. Lights.					
	h. Openings.					
	i. Plumbing, Water, and Sewer Systems					
	j. Steps/Stairs.					
	k. Platforms.					
	l. Exit Signs.					
	m. Fire Protection.					

FAA Form 6010-1, Page 1 of 4 (07/08)

Figure 3. FAA Form 6010-1, Joint Acceptance Inspection Checklist, Page 2 of 4.

JOINT ACCEPTANCE INSPECTION REPORT	CHECKLIST	JAI Number	Date of Inspection

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	

Project Title:

ITEM NO.	REQUIREMENTS	REQUIREMENTS MEETS N/A	REQUIREMENTS MEETS YES	REQUIREMENTS MEETS NO	EXCEPTION CATEGORY MIN OR	EXCEPTION CATEGORY MAJOR
	Section A. Construction and Installation Requirements. (continued)					
5.	Electrical Power, Control, Signal, and Cable.					
	a. Commercial Power.					
	b. FAA Supplied Power.					
	c. Power Transformers.					
	d. Wiring.					
	e. Grounding, Bonding, and Shielding.					
	f. Lightning Protection.					
	g. Labeling.					
	h. Power, Control, Signal, and Coaxial Cables.					
	i. Transfer Switches.					
	j. Uninterruptible Power Supply, Power Conditioning Systems.					
6.	Environmental Systems.					
7.	Remote Maintenance Monitoring (RMM).					
8.	Antenna Systems.					
9.	Equipment Modifications.					
10.	Telecommunications Equipment.					
11.	Environmental Occupational Safety and Health (EOSH).					
	a. Safety Items.					
	b. Radiation Health Hazard Survey.					
12.	Security.					

FAA Form 6010-1, Page 2 of 4 (07/08)

Figure 4. FAA Form 6010-1, Joint Acceptance Inspection Checklist, Page 3 of 4.

JOINT ACCEPTANCE INSPECTION REPORT	CHECKLIST	JAI Number	Date of Inspection

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	

Project Title:

ITEM NO.	REQUIREMENTS	REQUIREMENTS MEETS			EXCEPTION CATEGORY	
		N/A	YES	NO	MINOR	MAJOR
	Section B. Performance Requirements.					
1.	Standards and Tolerances.					
2.	Capability.					
3.	Compatibility.					
4.	Reliability.					
5.	Maintainability.					
6.	Electromagnetic Interference.					
	Section C. Commissioning Flight Inspection Requirements.					
1.	Flight Inspection Certification.					
2.	Issuance of Notice to Airmen (NOTAM).					
	Section D. Technical Performance Documentation and Maintenance Reference Data Requirements.					
1.	Facility Reference Data (FRD)					
2.	Technical Reference Data Forms					
3.	Instruction Book(s) and/or Manufacturer's Technical Manual(s).					
4.	Maintenance Technical Data					
5.	Drawings.					
	a. Red-Line Drawings.					
	b. As-Built Drawings.					
6.	Modification Records.					
	a. FAA Form 6032-1, Equipment Modification Record.					
	b. Log Entry of Modification.					
7.	NCP, CCD, and Waivers.					
8.	Flight Inspection Report.					
9.	Maintenance Log Data Entry.					
10.	Operations Control Center (OCC) Data.					
11.	Power, Control, Signal, and Coaxial Cable Documentation.					
12.	Facility Transmitting Authorization (FTA).					
13.	Permits and Registrations.					

FAA Form 6010-1, Page 3 of 4 (07/08)

Figure 5. FAA Form 6010-1, Joint Acceptance Inspection Checklist, Page 4 of 4.

JOINT ACCEPTANCE INSPECTION REPORT	CHECKLIST	JAI Number	Date of Inspection

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	

Project Title:

ITEM NO.	REQUIREMENTS	REQUIREMENTS			EXCEPTION CATEGORY	
		N/A	MEETS YES	MEETS NO	MINOR	MAJOR
	Section E. Logistics Support Requirements.					
1.	Utilities.					
2.	Equipment Warranties.					
3.	Failures Under Warranty.					
4.	Working Equipment and Supplies.					
5.	Leases and Titles.					
6.	Real Property.					
7.	In-Use Personal Property.					
8.	Equipment and Project Material.					
	a. Project Material Cumulative (PMC) Report.					
	b. Residual Project Material.					
	c. Test Equipment.					
	d. Spare Parts.					
9.	Excess and Surplus Personal Property.					
	Section F. Final Acceptance and Commissioning Requirements.					
1.	Final Preparation for Facility, System, or Equipment Operation.					
2.	Training.					
3.	Periodic Maintenance (PM).					
4.	Instrument Approach Procedures (IAP).					
5.	Facility, Service, and Equipment Profile (FSEP).					
6.	Required Safety Risk Management (SRM) mitigations.					

FAA Form 6010-1, Page 4 of 4 (07/08)

Figure 6. FAA Form 6010-2, Joint Acceptance Inspection Exceptions List and Clearance Record.

JOINT ACCEPTANCE INSPECTION REPORT	EXCEPTIONS LIST AND CLEARANCE RECORD	JAI Number	Date of Inspection
		1	2

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC
3	4	5	6	7

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	
8	9	10	11	12	13	13	13	13	13	13	14

Project Title:

15

Section / Item No.	Major	Exceptions and Actions Required	Assigned Action Office	Exception Clearance Date	Corrective Actions and Responses		
					Date	Org.	Corrective Action or Response
16	17	18	19	20	21	22	23

FAA Form 6010-2 (07/08)

Figure 7. FAA Form 6010-3, Joint Acceptance Inspection Design Deficiency.

JOINT ACCEPTANCE INSPECTION REPORT	DESIGN DEFICIENCY	JAI Number	Date of Inspection
		1	2

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC
3	4	5	6	7

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	
8	9	10	11	12	13	13	13	13	13	13	14

Project Title:

15

Description of Project:

16

Detailed Description of Design Deficiency:

17

Recommended Corrective Action (Include estimated cost if available.):

18

Offices to be Notified:

19

FAA Form 6010-3 (07/08)

Figure 8. FAA Form 6010-4, Joint Acceptance Inspection Design Deficiency List and Clearance Record.

JOINT ACCEPTANCE INSPECTION REPORT	DESIGN DEFICIENCY LIST AND CLEARANCE RECORD	JAI Number	Date of Inspection
		1	2

Job Control Number (JCN)	Related Job Order Number(s) (JONs)	Project Implementer	District	SSC
3	4	5	6	7

Cost Center Code	Location Identifier	Facility Type (FSEP)	Physical Location		Facility Ident. Code						Runway
			City	State	S	C	F	T	M	C	
8	9	10	11	12	13	13	13	13	13	13	14

Project Title:

15

Deficiency Description	Assigned Action Office	Deficiency Clearance Date	Corrective Actions and Responses		
			Date	Org.	Corrective Action or Response
16	17	18	19	20	21

FAA Form 6010-4 (07/08)

APPENDIX 4. PROJECT SUCCESSION

The following diagram is for illustration purposes only. The events depicted are not necessarily required for all project implementation efforts. This diagram illustrates a timeline of activities associated with project succession.

NOTE: Maintenance personnel must accomplish certification and maintenance logging as required throughout the project.