

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN REGION

157-1430
WE 6020.6A

400
12/18/75

SUBJ: JOINT ACCEPTANCE INSPECTIONS FOR FAA FACILITIES

1. PURPOSE. This order provides guidelines and procedures to be followed in accomplishing the Joint Acceptance Inspections (JAI) of new, relocated, or improved facilities.
2. DISTRIBUTION. This order is distributed to branch level in the Airway Facilities, Air Traffic and Flight Standards Divisions; to the Logistics Division; to all Airway Facilities Sectors and Field Offices; to the Flight Inspection Field Office (FI~~F~~FO), Los Angeles; and to Flight Inspection National Field Offices (FI~~F~~FO), AFS-500.
3. CANCELLATIONS. This order cancels WE 6020.6 dated 4/12/74.
4. GENERAL POLICY. A Joint Acceptance Inspection Board will evaluate each new, relocated, or improved facility to insure compliance with national and regional construction, maintenance and operational standards. A JAI shall be completed prior to commissioning the facility, system, subsystem, or equipment. Every effort shall be made to clear all exceptions prior to the final JAI.
 - a. The JAI Board shall verify that the facility, system, subsystem or equipment meets all construction, installation, maintenance, operational and safety requirements. Deficiencies and exceptions must be clearly defined within the scope of the project and action assigned to the appropriate office; i.e., the AFS or a branch in the Regional Office.
 - b. A facility may be commissioned with minor exceptions provided they do not derogate maintainability, reliability, or operational services to the extent that the facility cannot be used to properly satisfy its intended functions.
 - c. Joint Acceptance Inspections may be made in several phases. An interim JAI may be made of early construction or equipment installation phases of the project. An interim JAI transfers custody and maintenance responsibility of the inspected portions of an incomple^{Establishment}ted facility to the AF sector. It does not relieve the ^{Establishment} ~~Facilities~~ ~~Establishment~~ Branch, Frequency Management and Leased Communications Staff, Logistics Division, or FI~~F~~FO of any other responsibility designated by this order. Phases of a project accepted by an interim JAI should not be re-inspected in subsequent JAIs, unless substantive changes have been made to the work already accepted.

Distribution: RAF/AT/FS-3; RLG-2; FAF-2/FAF-3/FAF-7 (min.) Initiated By: AWE-460
FI~~F~~FO-LAX(5 copies each); AFS-500 (3 copies)

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- d. The Joint Acceptance Inspection of "turnkey" facilities may be accomplished in conjunction with the on-site acceptance between the installing office and the contractor. This is suggested to permit the user to participate in the Operational Readiness Demonstration (ORD) and evaluate facility performance prior to contract acceptance. The JAI Board should conduct such inspections according to standard JAI procedures but should not direct or negotiate with the contractor (See paragraph 6).
- e. Serious deficiencies may be discovered after the JAI which derogate maintainability, reliability, or operational services to the extent that the facility cannot function as intended. The AF Sector Manager shall report such instances to the Chief, Maintenance Operations Branch, who will coordinate with other division elements to determine a course of action.

5. RESPONSIBILITY.

- a. Airway Facilities Division, ^{Engineering} Facilities Establishment Branch. The Facilities Establishment Branch (FEB) is responsible for:
- (1) Installing, relocating, or improving facilities, systems, sub-systems and equipment in accordance with work orders, contracts, project plans, and appropriate directives. Such actions, must comply with all established standards, specifications, and instructions for both FAA accomplished and contracted projects.
 - (2) Conducting the Operational Readiness Demonstration of all NAS systems unless a Contracting Officer's Representative (COR) has been designated other than in ~~the FEB~~ *AWE-450*.
 - (3) Notifying the AF Sector Manager and Materiel Manager, AWE-52 of the property inventory date. The inventory should be scheduled 3 to 5 days prior to the JAI.
 - (4) Notifying the AF Sector Manager of readiness for a JAI five (5) working days prior to this readiness.
 - (5) Completing all authorized modifications and waiver requests prior to commissioning of newly installed equipment.
 - (6) Preparing facility documentation when listed as OPI in par. 5.i.
- b. Engineering Branch, AWE-430. The Engineering Branch is responsible for:

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(1) Participating in Joint Acceptance Inspections when new facilities, systems, subsystems, or equipment are part of the Establishment project, or when requested by any JAI Board member.

(2) Requesting Sector Manager's permission to participate if there are unusual engineering aspects in the project.

c. Airway Facilities Sector. The Airway Facilities Sector Manager is responsible for:

(1) Notifying appropriate representatives of Air Traffic, Flight Standards, and Logistics Divisions and alerting the Maintenance Operations and Engineering Branches of planned JAIs and details concerning the convening of a Joint Inspection Board four working days before the JAI.

(2) Verifying system operational integrity following installation and tune-up prior to JAI.

(3) Assuring that equipment which is to be removed and relocated meets operational tolerances and all authorized modifications are completed and properly documented including waivers when applicable.

(4) Preparing and distributing JAI reports.

(5) Preparing and distributing facility commissioning NOTAMS.

(6) Insuring that facility documentation as listed in paragraph 5.i. is provided by the designated OPI.

d. Flight Inspection National Field Office (FINFO). The FINFO is responsible for:

(1) Verifying that flight inspection findings support facility use as published in the Airmen's Information Manual, aeronautical information charts, etc.

(2) Determining the need for additional flight checks to resolve facility discrepancies in order to meet commissioning tolerances. (This is usually done by on-site coordination between the installation engineer, the sector, and the flight inspector.)

(3) Certifying the operational status of a facility in accordance with established standards and tolerances.

(4) Reporting the results of the commissioning flight inspection and status of the facility to all interested parties.

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- (5) Provide information to the AF Sector for publication of the Notice to Airmen and providing technical details for input to the Airmen's Information Manual.
 - (6) Provide copies of flight inspection recordings or other documents as required.
- e. Flight Standards Division. The Flight Standards Division is responsible for coordinating with Air Traffic Division on airspace, procedures, and operational changes resulting from changes in facility performance.
- f. Air Traffic Division. The Air Traffic Division is responsible for:
- (1) Providing the Airway Facilities Division with operational requirements.
 - (2) Providing JAI representatives when operating quarters, communications equipment, or other equipment used by Air Traffic is involved.
 - (3) Providing local Air Traffic controllers to assist with radar flight inspections.
 - (4) Certifying the adequacy of radar systems from an operational view point.
- g. Logistics Division. The Materiel Management Branch is responsible for:
- (1) Providing the current Project Material Cumulative Report (PMC) for the inventory of property.
 - (2) Completing the physical inventory of property, with the assistance of the Project Engineer and Property Custodian, prior to JAI.
 - (3) Ensuring that appropriate action is initiated for reporting all property located during the inventory that is not included on the PMC report or in the property in-use records.
 - (4) Initiating appropriate action when material which is listed on the PMC report cannot be located.
 - (5) Ensuring that material remaining in work-in-progress inventory that is reserved for the completed project is transferred to the unassigned inventory, reported to Washington, and all in-use personal property removed is reported as excess.
 - (6) Performing the required coding, batching, posting, and

documentation required for transfer of financial and quantitative data from the work-in-progress record to applicable accountability records.

- (7) Preparing Facility Documentation as listed in paragraph 5.i.
- h. Offices responsible for the Operational Readiness Demonstration (ORD) will advise the JAI board when the ORD is completed.
- i. Documentation Requirements. The JAI Board has the responsibility to determine that all pertinent record documents are on hand or will be provided to the AF sector. Organizational responsibilities for documentation actions are indicated as the office of primary interest (OPI) for the following examples:
- (1) Completed real property owned-unit records (RPOUR), FAA Form 4630-1 OPI, ~~Facilities Establishment Branch.~~ AWE-450
 - (2) Updated project material cumulative report (PMC) reconciled with installed equipment and readied for signature by the property custodian. OPI, Logistics Division.
 - (3) Copy of Telecommunications Service Request (TSR), FAA Form 4441-1. OPI, Frequency Management and Leased Communications Staff.
 - (4) Completed regional screening of Excess Personal Property, Form 4800-1. OPI, Logistics Division.
 - (5) Copies of executed real property leases and utilities contracts. OPI, Logistics Division.
 - (6) Current Facility Transmitting Authorization, WE Form 6050-1, is posted where a transmitter is installed. OPI, Frequency Management and Leased Communications Staff.
 - (7) Copies of approved waivers secured during installation or modification of the facility or equipment. OPI, ~~Facilities Establishment Branch.~~ AWE-450.
 - (8) Completed Equipment Modification Record, FAA Form 6032-1, for all installed modifications. OPI, ~~Facilities Establishment Branch.~~ AWE-450.
 - (9) Completed Electronic Equipment Environment Survey, DD Form 1374, for all installed transmitters and receivers. OPI, ~~Facilities Establishment Branch.~~ AWE-450.

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- (10) Completed Facilities Master File Change Document, FAA Form 6000-1, to place the facility in its proper status when commissioned. OPI, Airway Facilities Sector.
 - (11) Copies of Flight Inspection Records. OPI, ~~Facilities Establishment Branch.~~ *AWE-450.*
 - (12) Copies of Notices to Airmen regarding navigation aids and communications services. OPI, Flight Inspection National Field Office.
 - (13) Copy of Radar Site Safety Survey Report and/or environmental and operational safety surveys. OPI, ~~Facilities Establishment Branch.~~ *AWE-450.*
 - (14) Other record document requirements per Order 6020.2A.
6. RELATIONS WITH CONTRACTORS. Most construction work and some electronic installations are done on a contract basis. The contractor must perform in accordance with recognized standards and the terms of the contract. All changes in the contract must be made in writing by the contracting officer. The resident engineer or on-site representative acting as the contracting officer's representative is responsible for the work and therefore, issues all directions and instructions to the contractor. Discussions, suggestions, or comments relative to the work must be with, or directed to the resident engineer or on-site representative. Others may negotiate with or issue directions to a contractor ONLY WHEN SPECIFICALLY AUTHORIZED by the contracting officer.
7. FAMILIARIZATION VISITS. Airway Facilities Sector and Engineering Branch personnel should visit projects periodically in order to obtain a thorough knowledge of new facilities. Familiarization visits should be fully coordinated with the resident engineer, crew chief, engineer in charge, or technician in charge, and scheduled at a mutually acceptable time. Conditions which may adversely affect the maintenance effort should be discussed with the FAA engineer/technician in charge of the installation. If local corrective action cannot be taken because of contract provisions or for other reasons, the circumstances shall be reported by the AF Sector to the Facilities Establishment Branch, AWE-450, for coordination within the AF Division and with other regional elements.
8. JOINT ACCEPTANCE INSPECTION BOARD
- a. A JAI Board shall be convened at the completion of each project involving construction or installation of new, relocated, or improved facilities. The board will be composed of representatives of the Airway Facilities Division and, when appropriate, Logistics, Air Traffic and Flight Standards Divisions. Board members

representing the Airway Facilities Division will normally be the installation or construction supervisor responsible for the project, the Airway Facilities Sector Manager or his representative, and an Engineer Branch engineer. The Chairman will be the AF Sector Manager or his representative. Board members representing other divisions will normally be the chief of the local Air Traffic facility or his representative, and representatives of the Logistics and Flight Standards Divisions, if required.

- b. JAI Reports shall be prepared by the AF Sector Manager and signed by the installation or construction representative, and the Air Traffic, Flight Standards, Logistics and Engineering Branch representatives when they are included as Board members.
 - c. The members of the Board shall represent their division or branch with full authority to evaluate the acceptability of the project. In order for a construction or installation project to be accepted, all members of the Board shall accept the action items at this time.
 - d. Representatives of military facilities which interface with joint-use sites should be invited to participate as observers for JAIs on those portions of the projects which directly affect their operation.
9. JAI PROCEDURES. Evaluation of environmental or electronic projects shall be accomplished as follows:
- a. The Airway Facilities Sector shall arrange for a Sector Representative to participate on a part time basis in construction, installation, tune-up, equipment tests, project coordination, and flight inspection phases. This should be done to avoid the necessity of repeating technical performance tests during the JAI and to familiarize sector personnel with new equipment and techniques. When possible, the same individual should participate throughout the project.
 - b. The Engineering Branch shall arrange for a Branch representative to participate in unusual installations or when requested by the sector or ~~the~~^{the AF-450}; when necessary for familiarization; or to assure facility operational integrity.
 - c. The JAI Board shall determine that the construction or installation project:
 - (1) Has been established in accordance with project engineering drawings, specifications, good engineering practices and applicable electrical and safety codes.

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- (2) Is properly constructed, installed, tuned, and meets standards and tolerances prescribed in current FAA directives.
 - (3) Is maintainable and capable of performing its functions in commissioned status.
- d. When portions of a facility, system, subsystem, or equipment are being modified or replaced, the JAI shall be limited to that particular portion of the facility affected by the changes and the overall effect on system operation.
- e. An Operational Readiness Demonstration (ORD) should be included as part of the Commissioning JAI in order to evaluate operational, maintenance and engineering capabilities affected by the project. An ORD should:
- (1) Provide for final refinement of operating procedures, methods, adaptation, and technical parameters.
 - (2) Demonstrate, prior to commissioning, the adequacy of all aspects involving actual control of air traffic.
 - (3) Verify that system, subsystem, and equipment documentation accurately describes the facility.
 - (4) Verify that sufficient staffing exists and that personnel are sufficiently trained and familiar with system functions and equipment has been furnished in accordance with Handbooks 6200.4A and 4630.2 and are adequate to support an operational facility.
- f. Complete test data, drawings and instruction manuals furnished with the equipment shall be turned over to sector personnel. One complete set of standard and/or corrected drawings marked "as-built" shall be given to the sector representative and replaced by ~~the~~ AWE-450 final drawings within 180 days. Installation personnel are responsible for correcting applicable drawings and for providing two copies of the corrected instruction books.
- g. When records of performance and adjustments, FAA Form 198, are required by directives for new facilities, major modifications, or modernizations, ~~the~~ ^{due to} personnel shall prepare and distribute the complete sets of equipment and performance records to the Airway Facilities Sector prior to the JAI data to allow for review.
- h. An AF training and test-run period is required for some facilities to uncover layout defects and resolve operational problems. Time for this should be provided between completion of the JAI and the commissioning of the facility. In certain cases, this may not be

possible due to a commissioning mandate. Following are the recommended periods.

SECRA - 15 days	Communication Facilities - 3 - 5 days
RML - 15 days	
VIDEO MAPPER - 5 days	ILS - 21 days
ASDE - 30 days	TACAN - 15 days
ASR - 30 days	New facility types - 15 - 30 days depending upon complexity
ARSR (MIL/JOINT USE) 60 days	Automation Subsystem - completion of operations changeover

- i. Exceptions shall be categorized as either major or minor. Major exceptions shall be indicated on WE Form 6020-6 by preceding the description of the exception with an asterisk.
- (1) A major exception that would result in non-acceptance is defined as follows:
- (a) Whenever the installation or a portion thereof does not conform to applicable specifications, drawings, engineering plans, agency directives and criteria, or electrical and safety codes.
 - (b) Whenever the quality of physical workmanship is detrimental to the performance or maintainability of the facility, or presents an unacceptable appearance.
 - (c) Whenever any condition resulting from the installation or modification adversely affects the safety of personnel.
 - (d) Whenever any condition resulting from the installation or modification degrades maintainability, reliability, or operational services.
 - (e) Whenever conditions exist which will interfere with the access or maintainability of the facility.
 - (f) Whenever test, operating, or working equipment is inadequate to support reliable facility operation.
- (2) A minor exception is one that has no appreciable effect on facility operation or has only a slight effect on operational or maintenance work load.

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- (3) Exceptions which can be corrected with material and manpower available shall be cleared before the JAI is completed. These exceptions will not be listed on the report.
- (4) Exceptions that cannot be cleared prior to completion of the JAI and that are agreed to by all members of the Board shall be listed. All listed exceptions must be within the scope of the project as originally defined by the Program and Planning Branch, AWE-420, AWE-450, and the Sector Manager. Refer to the Project Management Review Meeting Minutes, F&E Program Project Assignment Sheet, WE Form 6020-1, or the Special Maintenance Project Data Sheet, FAA Form 3630, for a description of the scope of the project.
- (5) Other items requiring action as the result of this installation or modification, but beyond the scope of the project, should be resolved by using the Budget Request, SMP, LPP, or sector resource process.
- (6) Responsibility for correcting exceptions will be assigned by the Board subject to review and concurrence by the office assigned the action. If the assigned action office does not concur it will notify the Maintenance Operations Branch who is then responsible for obtaining an action office concurrence.
- (7) An exception which is listed on an interim JAI must also be included on the commissioning JAI, if it has not been cleared. Any exception listed on interim JAI(s) but not included on the commissioning JAI will be considered cleared. However, if an uncleared exception was omitted through an oversight of the Board, it must be cleared by the responsible office.

j. Differences of Opinion.

- (1) Joint Acceptance Inspection Board members are expected to resolve all differences within their capability and responsibility. However, if opinions differ as to what constitutes an exception or how it shall be corrected, the report shall be prepared in the usual manner and the differences will be resolved by coordination with the AF Division Branches involved at the lowest possible level.
- (2) Exceptions for which mutual agreement among the JAI Board members cannot be obtained, shall be itemized separately. Dissenting members shall state their positions, and recommendations shall be referred to higher authority for resolution. The JAI report shall be amended to reflect the final decisions rendered on these items of disagreement.

- (3) The Joint Acceptance Inspection should be suspended when Board members cannot agree regarding the acceptability of the facility. Under these circumstances JAI Board members will notify the next higher level of supervision by the most expeditious means. If differences of opinion still cannot be resolved, the ranking AFS field supervisors involved in the disagreement shall initiate a conference telephone call to the appropriate division and/or branch chiefs. It is expected that every resource will be expended to resolve the disagreement before referring it to the AF Division Chief for resolution.

10. JOINT INSPECTION REPORT (RIS exempt)

- a. The report shall consist of Joint Acceptance Inspection, WE Form 6020-5, and when exceptions are noted, JAI Schedule of Exceptions and Clearance Actions, WE Form 6020-6 and Automated JAI Exception Worksheet, WE Form 6020-8. Appendicies, 1, 2, and 3 are samples. Reports are required only for final JAIs. WE Form 6020-5 is self-explanatory. Exceptions shall be listed on WE Form 6020-6 in ascending key number order with individual items numbered in sequence. These sequence (item) numbers should be used in referencing exceptions on the WE Form 6020-8. WE Form 6020-8 shall be completed and submitted with each final JAI only when exceptions are listed on WE Form 6020-6.
- b. Use of WE Form 6020-8, Automated JAI Exception Worksheet. Specific data is required for automating JAI exception worksheets. The data required and its location on the WE Form 6020-8 is described below.

(1) Description of WE Form 6020-8.

WE Form 6020-8 has two sides. Side one has two sections. The upper section is titled "Header Information", and the lower section is titled "Detail Information". Side two is a continuation of the "Detail Information" section.

(2) Header Information.

A separate header is required for each JAI report that includes uncleared exceptions. The header information consists of:

- (a) A Unique Record Identifier (REC-ID) (Entries must agree with the facilities master file.)

(1) Facility Type - H, OM, ASR, ARTS, etc.

(2) Facility Identifier - LAX, WJF, OAKA, QSA, INB, etc.

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- (b) Sector Identifier (SMO) - SFO, SAN, RNO, etc.
- (c) Project Job Order Number (JON) - The job order number is a five digit number. In the space provided with a zero (0) in the left hand block, then write the job order number.
- (d) Date of final JAI (JAI Date).

(3) Detail Information

- (a) Sequence number (SEQ #) - The sequential number associated with the uncleared exception noted on WE Form 6020-6. Refer to the two columns on the left side of the page labeled "SEQ #". Write the sequential number from the WE Form 6020-6, associated with the noted exception, in the space provided. This number identifies the "Required Action" line that is associated with the description and corrective action required noted on the WE Form 6020-6.
- (b) Action. The description and corrective action noted on WE Form 6020-6. The information must be condensed to 30 alpha/numeric characters maximum, including spaces. Abbreviate, omit articles, prepositions, vowels, etc. as necessary. (NOTE: Exceptions are to be fully explained on WE Form 6020-6. The information is to be condensed to 30 alpha/numeric characters on the Automated JAI Exception Worksheet only.) Refer to the center of the page. Write the required action in the 30 spaces provided. Ensure that the sequential number on WE Form 6020-8 and the sequential number on WE Form 6020-6 agree. If more space is required use additional sheets and attach. Do not duplicate the header information.
- (c) Assignee (ASGN).

Assignee responsible for clearing the exception - AFS-400, AWE-438, AWE-420, etc. (NOTE: The sector assignee designation utilizes the last three figures of the sector's cost center code.) Refer to the right side of the page. Write the assignee responsible in the 7 spaces provided. The responsible assignee must be either the Sector Manager or a branch in the Regional Office.
- (d) The WE Form 6020-8 is to be submitted with the final JAI Report. Any uncleared exceptions that were noted on a partial JAI are to be included. The sequential numbers associated with the action required must not be duplicated.

c. Automated Program Operation Outline.

- (1) The Automated JAI Exception Worksheet will be completed and submitted to AWE-460 by the Sector Manager with the final JAI Report. Reports are to be submitted for final JAIs only.
- (2) AWE-460 will review and distribute the WE 6020-8 forms for computer entry and storage.
- (3) AWE-460 will retrieve the data from the computer, review and distribute the ADP runs to the sectors and other assignees.
- (4) Sectors will report cleared exceptions, document clearance on the ADP run and return the ADP run to AWE-460 attached to the Quarterly Report.
- (5) Other action offices will report their cleared exceptions on the ADP run to AWE-460 within 30 days after the end of each quarter.
- (6) The ADP run will be reviewed and updated by AWE-460.
- (7) Items 3, 4, 5, and 6 above will continue until all exceptions are cleared.
- (8) When all exceptions have been cleared, the computer data base will also be cleared.

d. General.

- (1) An ADP readout will be sent to the Sector Manager the second month of each quarter. Additional ADP runs will be sent to the Sector Manager upon request to AWE-460.
- (2) Additional WE Forms 6020-8 may be requisitioned from AWE-53A1.
- (3) Interim JAI reports need not be filed at the sectors nor forwarded to the Regional Office. However, distribution of the final JAI is to be made to all assigned action offices.

- e. The JAI Report shall provide the basis for acceptance and commissioning a facility and must be accurately prepared. The Airway Facilities Sector Manager shall prepare and distribute the report. Except in extraordinary situations the report must be completed and distributed within ten working days following the JAI and prior to commissioning of a facility.

- f. The Establishment Engineering Branch representative and the Airway Facilities Sector representative must sign the JAI report indicating that all individuals of the Joint Inspection Board are in total agreement with the contents of the report, except as noted in paragraph 9.j.(2). One representative from Air Traffic, Flight Standards, and Logistics Division will also sign the report when they are Board members.
- *g. The Joint Acceptance Inspection report will be distributed as follows: (Copies shall be routed directly).

Original: Facility Equipment Records (AF Sector).

2 copies: Establishment Engineering Branch (AWE-450).

1 copy: Maintenance Engineering Branch (AWE-430).

1 copy: Maintenance Operations Branch (AWE-460).

1 copy: Air Traffic Facility Chief (AT Facility).

1 copy: Each office assigned Clearance Action.

1 copy: Property Manager (AWE-52).

1 copy: Each Board Member (other than those designated above). *

11. FOLLOW-UP ACTION

- *a. The Airway Facilities Sector Manager or designee will:

- (1) Maintain the original JAI Report as part of the equipment record documentation.
- (2) Monitor those JAI Reports containing exceptions and annotate the Schedule of Exceptions and Clearance Actions WE Form 6020-6 as Clearance Actions are completed.
- (3) Sign and date each page of WE Form 6020-6 when all exceptions on that page have been cleared. When all JAI exceptions are cleared, forward a copy of the signed page(s) of WE Form 6020-6 to AWE-460. Maintain original WE Form 6020-6 with JAI report. *

- b. The Sector Manager and all action assignees will receive a quarterly ADP listing of all pending exceptions until those exceptions have been cleared. The Sector Manager and all assignees will also receive an ADP listing of all uncleared exceptions over one year old.
- c. If there are outstanding exceptions which have not been cleared within one (1) year from the date of the commissioning JAI,

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the Sector Manager of the facility concerned will notify the Chief, Maintenance Operations Branch, AWE-460 and appropriate representatives for the purpose of re-convening a Joint Acceptance Board. This board shall review the outstanding exceptions and determine the appropriate course of action needed to accelerate clearance of these exceptions.

* d. Exceptions Assigned to Washington Headquarters for Action.

(1) The Establishment Engineering Branch, AWE-450 will contact appropriate parties in Washington Headquarters to determine what action, if any, is planned to clear exceptions assigned to headquarters for action.

(a) If action is planned, AWE-450 will ascertain time frame and advise appropriate sector and AWE-460.

(b) If Washington Headquarters plan no action on a JAI exception, AWE-450 will request a written statement to that effect from Washington Headquarters.

1 AWE-450 will prepare a letter to the sector, to be routed through AWE-430 and AWE-460, advising that Washington Headquarters intends to take no action on the outstanding JAI exception.

2 At this time, a decision will be made by all concerned parties as to the disposition of the outstanding exception. *


W. R. FREHSE

Chief, Airway Facilities Division

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WE Appendix 1

WE APPENDIX 1 - SAMPLE JOINT ACCEPTANCE INSPECTION

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WESTERN REGION
P O BOX 92067 WORLDWAY POSTAL CENTER
LOS ANGELES, CALIFORNIA 90009



DATE _____
IN REPLY REFER TO JAI Board/Manager, AF Sector _____
SUBJECT Joint Acceptance Inspection, _____
(Facility)

FROM _____
TO Chief, Airway Facilities Division, AWE-400

A(n) _____ Joint Acceptance Inspection was held on _____
(interim or commissioning)
to _____ 19__ covering the following described facilities and work:

Facility Type, Identification, Location

F&E Work Order Number _____

Contract Number _____

Special Maint. Project Number _____

Job Order Number _____

Brief description of Project: _____

The following persons participated in the inspection:

Board Members:

<u>Chairman:</u>	_____	_____
	AF Sector Rep.	Title
<u>Member:</u>	_____	_____
	Installing Office Rep.	Title
<u>Member:</u>	_____	_____
	F.S. Rep. (as required)	Title
<u>Member:</u>	_____	_____
	Logistics (as required)	Title
<u>Member:</u>	_____	_____
	Other	Title
<u>Observers:</u>	_____	_____
	_____	_____

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WE APPENDIX 1 - SAMPLE JOINT ACCEPTANCE INSPECTION

Following are the findings of the Board:

1. The Facility or Equipment (electronic, mechanical or electrical) has been found capable of performing its intended functions within prescribed standards and tolerances and of providing the operational services intended or required.
 Without Exceptions Exceptions noted on WE Form 6020-6
 Not Applicable
2. An Operational Readiness Demonstration (ORD) has been performed in accordance with:
 Without Exceptions Exceptions noted on WE Form 6020-6
 Not Applicable
3. The Equipment (electronic, mechanical or electrical) has been installed, tested and adjusted in accordance with applicable plans, specifications and instructions. It has been properly interfaced and is compatible with the operation of other equipment or systems. Adequate monitor and control capability has been provided, where applicable. Work was completed in a neat and professional manner.
 Without Exceptions Exceptions noted on WE Form 6020-6.
 Not Applicable
4. Applicable Flight Inspection Reports have been reviewed and fully support the commissioning or restoration of the facility.
 Without Exceptions Exceptions noted on WE Form 6020-6
 Not Applicable
5. Authorized Equipment Modifications or engineering changes have been completed. A listing of completed modifications is attached. Equipment Modification Records, FAA Form 6032-1, have been furnished where applicable.
 Without Exceptions Exceptions noted on WE Form 6020-6
 Not Applicable
6. Plant Construction, alteration or repair has been completed in accordance with applicable engineering drawings, specifications, standards and codes. Work was completed in a neat and professional manner. The facility conforms to applicable agency security standards.
 Without Exceptions Exceptions noted on WE Form 6020-6
 Not Applicable

WE APPENDIX 1 - SAMPLE JOINT ACCEPTANCE INSPECTION

7. Logistics

- a. All test, operating and working equipment and initial supply support allowance is on hand and is adequate to support facility operation.

Without Exceptions Exceptions noted on
WE Form 6020-6

Not Applicable

- b. Excess and surplus property has been identified and a copy furnished to the Sector Manager.

Without Exceptions Exceptions noted on
WE Form 6020-6

Not Applicable

- c. Excess Property Reports, FAA Form 4800-1, have been prepared.

Without Exceptions Exceptions noted on
WE Form 6020-6

Not Applicable

- d. A physical inspection of existing real property was made. Real property records reflect current facility configuration as of this date.

Without Exceptions Exceptions noted on
WE Form 6020-6

Not Applicable

- e. Personal property capitalization procedures are in accordance with the provisions of Order 4650.7, Management of Project Material.

Without Exceptions Exceptions noted on
WE Form 6020-6

Not Applicable.

8. Technical Records have been furnished including instruction manuals, approved waivers, completed tune-up forms, standard drawings, marked-up "as-built" drawings, WE Form 6050-1, Facility Transmitter Authorization, a copy of the radar site safety survey and/or environmental and operational safety surveys when applicable, and agreement for monitor and/or control by non-FAA organizations, when applicable.

Without Exceptions Exceptions noted on
WE Form 6020-6

Not Applicable

9. Copies of applicable FAA Form 198 Data, Automation test documents or plant equipment performance tests have been furnished.

Without Exceptions Exceptions noted on
WE Form 6020-6

Not Applicable

WE APPENDIX 1 - SAMPLE JOINT ACCEPTANCE INSPECTION

10. Applicable flight standards procedures and commissioning NOTAMs have been coordinated and are available for commissioning of the facility.

Without Exceptions Exceptions noted on
 Not Applicable WE Form 6020-6

11. A training and test-run period of ____ days between AFS acceptance date (below) and AFS issuance of the commissioning NOTAM is agreed to by the Board.

Not Applicable

12. Other Findings including deficiencies in standard designs, hazards to personnel, problems with maintenance or operation, etc.

Without Exceptions Exceptions noted on
 Not Applicable WE Form 6020-6

Remarks: _____

WE APPENDIX 1 - SAMPLE JOINT ACCEPTANCE INSPECTION

Exceptions which were not corrected during the JAI are to be listed on WE Form 6020-6 and attached to this report.

Pages _____ to _____ of WE Form 6020-6 are attached and form a part of this JAI report.

CONCURRENCE.

Signed:	_____	_____	_____
	Name	Title	Date
	_____	_____	_____
	Name	Title	Date
	_____	_____	_____
	Name	Title	Date
	_____	_____	_____
	Name	Title	Date

ACCEPTANCE.

The facility or work described in this report _____ accepted
(is) (is not)
for maintenance and continuing operation this date.

Signed: _____ Date _____
AF Sector Representative

If not accepted, the circumstances must be explained fully by the AF Sector representative.

COMMISSIONING.

The facility will be commissioned on or about _____.

5/19/80

WE 6020.6A CHG 2
Appendix 2

APPENDIX 2 SAMPLE

JOINT ACCEPTANCE INSPECTION
SCHEDULE OF EXCEPTIONS AND CLEARANCE ACTIONS

Page ___ of ___

_____ JAI Date(s) _____
(Facility)

_____ (Location) _____ (Identification of Work)

Key No.	SEQ No.	EXCEPTION	CLEARANCE				
		Description of exception and corrective action required	Assigned or Proposed Office	"A" or "P"	Completion Date		
					Est	Act	Initials

*ALL EXCEPTIONS ON THIS PAGE HAVE BEEN SATISFACTORILY CLEARED.

_____, 19_____
AF SECTOR MANAGER

WE Form 6020-6 (5-80) (Obsoletes Previous Edition)

