

DOCUMENT CHANGE PROPOSAL/BRIEFING SHEET

FINAL DISPOSITION

ORDER/PUBLICATION: 7210.3W

CHANGE: 2

EFFECTIVE DATE: March 10, 2011

TRACKING #: 32- 4-6-5

SPECIALIST/ROUTING: Don Kemp AJR-53 (202) 267-5791

1. PARAGRAPH NUMBER AND TITLE:

4-6-5. PREPARATION OF FAA FORM 7230-4

2. BACKGROUND: When Comprehensive Electronic Data Analysis and Reporting (CEDAR) is fully deployed, it will provide air traffic management with an electronic means of assessing air traffic employee performance, managing resources, and capturing safety-related information and metrics. The tool will provide a standard interface for the collection, retrieval, and reporting of data from multiple sources. CEDAR will automate the creation, management, and storage of facility activities and events, briefing items, quality assurance reviews, and FAA forms, such as 3120-25, OJT Instruction/Evaluation Report, and 7210-4, Daily Record of Facility Operations. In addition, CEDAR will streamline many functions that managers use to execute their responsibilities as described in FAA Order 7210.3, Facility Operation and Administration; FAA Order 7210.56, Air Traffic Quality Assurance; and FAA Order 3120.4, Air Traffic Technical Training.

3. EXPLANATION OF CHANGE: This change adds a requirement for En Route and Oceanic and Terminal Air Traffic Control facilities to use the electronic version of FAA Form 7230-4, Daily Record of Facility Operation, provided in CEDAR. This change cancels and incorporates N JO 7210.755, Comprehensive Electronic Data Analysis and Reporting (CEDAR), effective August 9, 2010.

4. CHANGE:

OLD

4-6-5. PREPARATION OF FAA FORM 7230-4

Title thru g

h. FAAQ 7210.56, Air Traffic Quality Assurance, defines situations requiring a Quality Assurance Review (QAR) and the procedures to be followed to accomplish the review. Promptly notify personnel responsible for conducting the review upon identifying the need for a QAR. Record QARs with the minimum detail necessary in order to identify the initiating incident (e.g., unusual go-around, 3-hour tarmac delay) and how it was identified (e.g., in-flight evaluation). Facilities may establish local forms and procedures for recording, disseminating and documenting the resolution of QARs. Local forms used for recording this information are considered supplements to FAA Form 7230-4 and shall be filed with it.

Add

Add

NEW

4-6-5. PREPARATION OF FAA FORM 7230-4

No Change

h. FAA **Order** 7210.56, Air Traffic Quality Assurance, defines situations requiring a Quality Assurance Review (QAR) and the procedures to be followed to accomplish the review. Promptly notify personnel responsible for conducting the review upon identifying the need for a QAR. Record QARs with the minimum detail necessary in order to identify the initiating incident (**for example**, unusual go-around, 3-hour tarmac delay) and how it was identified (**for example**, in-flight evaluation).

1. En Route and Oceanic facilities must use the CEDAR tool to record and disseminate QARs. En Route and Oceanic facilities must also use CEDAR to document the resolutions of QARs.

2. Terminal facilities may establish local forms and procedures for recording,

disseminating, and documenting the resolution of QARs. Local forms used for recording this information are considered supplements to FAA Form 7230-4 and must be filed with it.

No further changes to paragraph.

5. **INDEX CHANGES:** none

6. **GRAPHICS:** none

7. **GENOT/NOTICE:** N JO 7210.755, Comprehensive Electronic Data Analysis and Reporting (CEDAR), effective August 9, 2010

8. **FORMATTING & PLAIN LANGUAGE REVIEW:** ☒ HM 3/3/2010

9. **SAFETY RISK MANAGEMENT:** (Check appropriate box).

☐ SRMD. Proposed change meets full SMS requirements for safety risk assessment.

☒ SRMDM. Proposed change is not safety related.



Kenneth A. Myers
Acting Director, En Route and Oceanic Safety
and Operations Support

5/4/2010

Date: