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Federal Aviation
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InFO

Information for Operators

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http://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/info

An InFO contains valuable information for operators that should help them meet certain administrative, regulatory, or operational requirements with relatively low urgency or impact on safety.

Subject: Updated Standards for Electronic Signatures, Recordkeeping Systems and Electronic Manual Systems

Purpose: This InFO provides information on updates to Federal Aviation Administration (FAA) Advisory Circular (AC) 120-78, along with the associated Operations Specifications (OpSpecs) and FAA Order 8900.1 policy.

Background: The FAA's Flight Standards Service (AFS) has updated its standards for electronic signatures, electronic recordkeeping systems and electronic manuals. The update was prompted by requests from industry groups such as the Operations Specifications Working Group, and the National Business Aviation Association. The updated standards apply to any electronic signature, electronic record or electronic manual used by operators for which AFS has oversight responsibility.

Discussion: The FAA recently published updated standards for electronic signatures, recordkeeping systems and manuals. The FAA has also activated a revised OpSpec, Management Specification (MSpec), Training Specification (TSpec) and Letter of Authorization (LOA) A025, which is the FAA's authorization to use electronic signatures, electronic recordkeeping system and electronic manuals. Operators should be aware that a six month transition period for issuing the new A025 has been established. During the transition period, operators currently using electronic signatures, recordkeeping systems and manuals are expected to make whatever changes are necessary to meet the updated standards.

Recommended Action: The appropriate Directors of Operations, Maintenance, Safety, and Technical Standards should familiarize themselves with the updated AC 120-78, N 8900.368 and Order 8900.1 Volume 3, Chapter 18, Section 3, Part A Operations Specifications, OpSpec/MSpec/TSpec/LOA A025. Operators are expected to revise their existing policies and procedures for electronic signatures, electronic recordkeeping systems and electronic manual systems in accordance with the new standards. Operators seeking initial authorization to use electronic signatures, recordkeeping system or manuals are expected to follow the new standards immediately.

Contact: Questions or comments regarding this InFO should be directed to the Air Transportation Division's Technical Programs Branch, AFS-260, at 202-267-8166