



**U.S. Department
of Transportation
Federal Aviation
Administration**

InFO

Information for Operators

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Flight Standards Service
Washington, DC

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 cancels InFO 16010, dated 7/19/16 and 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 signature, record or manual required by Title 14 Code of the Federal Regulations (14 CFR), or used to satisfy the requirements of 14 CFR, that an operator elects to affix, maintain, provide access to, or otherwise distribute electronically.

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 the FAA initially established a six month transition period for issuing the new A025. The FAA has extended the transition period to one calendar-year. 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 (120-78A), Notice N8900.395 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, no later than June 22, 2017, which is when the previous version of A025 will expire. 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