Project Specific Certification Plan

[Project Title]

[Insert Applicant Document Number], Revision [IR]

Between

[Insert the Name of the Applicant/Company]

And

[Insert name of ACO Branch] ACO Branch

[Insert Address of ACO Branch]

[FAA Project Number]

For FAA Project Number (leave blank until number assigned by the FAA), include the Applicant Project Number (If applicable)

# List of Revisions:

|  |  |  |  |
| --- | --- | --- | --- |
| Revision Number | Revision Description | Applicant  Name and Title  Signature | Date |
|  |  |  |  |
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|  |  |  |  |

# Designee Signatures

|  |  |  |  |
| --- | --- | --- | --- |
| **Revision Number** | **Name of Designee**  **Technical Discipline** | **Signature** | **Date** |
|  |  |  |  |
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# 1.0 GENERAL INFORMATION/PROJECT SCOPE

The purpose of this Project Specific Certification Plan (PSCP) is to define and document the requirements and tasks required for this proposed:

|  |  |  |
| --- | --- | --- |
|  | Type Certificate |  |
|  | Amended Type Certificate | [Insert Type Certificate Datasheet (TCDS) Number] |
|  | Supplemental Type Certificate |  |
|  | Amended Supplemental Type Certificate | [Insert STC Number] |

This PSCP will be managed and maintained jointly by the [Insert Name of FAA Managing Office] Branch of the Federal Aviation Administration and [insert Applicant name].

The [Insert Name of FAA Managing Office] Branch will document concurrence of the PSCP using standard correspondence practices as agreed to between the Applicant and the FAA. Once the FAA concurs with the PSCP, it is documentation of the commitment between the Applicant and the FAA. Once the PSCP has been concurred with, if errors and/or omissions are identified, [Applicant name] will revise the PSCP promptly or notify the ACO Branch of the error/omission in a manner agreed to between the ACO Branch and Applicant. Project changes (e.g., changes to the scope, designees, proposed means of compliance, schedule, required compliance documents, etc.) will require revisions to the PSCP by the Applicant and concurrence by the FAA. The ACO Branch will document their concurrence or non-concurrence with the changes in a manner agreed to by both parties. The Applicant will write the PSCP as completely as possible at the outset of the project. Once the FAA concurs with the PSCP, FAA resources will be planned and committed for its completion.This PSCP becomes effective upon approval by the Applicant or the Applicant’s representative and concurrence by the FAA. It will continue in effect throughout all phases of the certification project and any changes in the PSCP will be documented in a manner agreed to between the ACO Branch and the Applicant, or at the end of the project in the [Summary of PSCP Deviations (See Section 11.0](#_11.0_SUMMARY_OF)). Any change in the provisions of this PSCP will be approved by the Applicant and concurred with by the FAA. FAA concurrence with this PSCP does not constitute a binding contract obligating the FAA to issue an approval. In the case of any conflict between this PSCP and any FAA regulation, order, or policy, the FAA regulation, order, or policy is the governing document.

## 1.1 Project Information Summary:

|  |  |
| --- | --- |
| **Applicant Name** |  |
| Agent’s Name  [If not using an agent, list N/A] |  |
| **Project Number (if known)** |  |
| **Application Date**  [Include copy of application within or with the PSCP] |  |
| Type of Project |  |
| Project Description |  |
| **Model-Series Designation** |  |
| **List of applicable aircraft serial numbers and Identification of which S/N will be used as the prototype** |  |
| Managing Aircraft Certification Office Branch |  |
| Applicable MIDO Section |  |
| Applicable AED Office |  |
| Foreign Civil Airworthiness Authority (FCAA) Validation Required (Yes/No) |  |
| FCAA Notification Required (Yes/No) |  |
| Project Classification” (i.e., significant or not significant) |  |
| Project Requires Certificate Management ACO Branch Coordination (Yes/No) |  |
| Simultaneous Dependent Projects |  |

# 2.0 PROJECT DESCRIPTION

## 2.1 New Aircraft, Engine and/or Propeller Certification

## 2.2 Changes to an Aircraft, Engine and/or Propeller Certification

## 2.3 FAA Aircraft Evaluation Division (AED) Involvement:

# 3.0 SAFETY ASSESSMENT

# 4.0 PROJECT SCHEDULE

## 4.1 Project Milestones

# 5.0 CERTIFICATION BASIS

## 5.1 Certification Basis and Change Product Rule Justification

[Provide a statement which identifies the proposed CFR (or CAR) Part with the appropriate amendment level(s) and date.]

[For a new TC, here is an example of a certification basis:

“14 CFR Part 25 of the Code of Federal Regulations, dated February 1, 1965, including Amendments 25-1 through 25-89”]

or

*[For an STC classified as “not significant” (ref.* § *21.101, FAA Order 8110.48A, and AC 21.101-1B), here is an example of a certification basis:*

*Airworthiness & Environmental Standards are the original certification basis for the Models DC-9-81, -82, -83, MD-88 as shown on TCDS A6WE, Revision 27]*

*or*

*[For an STC, the following is an approval with a split certification basis:*

*“Based on* §§ *21.115 and 21.101, and the FAA policy for significant changes in FAA Order 8110.48A, here is an example of a certification basis:*

1. *Airworthiness & Environmental Standards for components and areas not affected by the change are the original certification basis for the Models DC-9-81, -82, -83, MD-88 as shown on TCDS A6WE, Revision 27.*
2. *Airworthiness & Environmental standards for components and areas affected by the change as of the date of application, April 20, 2010, is 14 CFR part 25 effective February 1, 1965 including Amendments 25-1 through 25-129, and 14 CFR part 26 effective December 10, 2007 including Amendments 26-1 through 26-4. “]*

## 5.2 Special Conditions

[Special conditions will be required for this project]. [Project additional rational to explain reasoning]. or

[Special conditions are not anticipated for this project.]

## 5.3 Equivalent Level of Safety Findings

[Equivalent Level of Safety Findings will be required for this project]. [Project additional rational to explain reasoning]. or

[Equivalent Level of Safety Findings are not anticipated for this project.]

## 5.4 Issue Papers

[Issue Papers will be required for this project]. [Project additional rational to explain reasoning]. or

[Issue Papers are not anticipated for this project.]

## 5.5 Exemptions

[Exemptions will be required for this project]. [Project additional rational to explain reasoning]. or

[Exemptions are not anticipated for this project.]

## 5.6 Airworthiness Directives

[A review of the airworthiness directives listed in the FAA’s Regulatory Guidance Library has been conducted and it is anticipated that there are no ADs that affect this project. This review will be conducted routinely throughout the project to ensure there are no new/revised ADs prior to the completion of the project.] or

[A review of the airworthiness directives listed in the FAA’s Regulatory Guidance Library has been conducted and it is anticipated that there is one AD that will be affected by this project. AD XXXX-XX-XX which was issued on [insert date] requires [insert compliance actions required.] [Insert how compliance will be shown for this project].

## 5.7 Part 26 Compliance Requirements

[This project is not a transport category project and part 26 is not applicable.]

[Part 26 is required for this project. Details for how compliance will be shown is included in the Compliance Checklist.]

[This project is a transport category aircraft; however, part 26 is not applicable to this project because [insert rationale].

# 6.0 SHOWING and FINDING COMPLIANCE

## 6.1 Means of Compliance (MOCs)

## 6.1.1 Engineering Certification Test (T)

## 6.1.2 Flight Tests (FT) and Ground Tests (GT)

## 6.1.3 Analysis (AN)

## 6.1.4 Design Review (DR)

## 6.1.5 Compliance Inspection (CI)

## 

## 6.2 Documentation

## Table 1 – Document Deliverables

| Table 1  Document Deliverables | | | | | |
| --- | --- | --- | --- | --- | --- |
| Document Title | Document Number | Means of Compliance | FAA/Designee (Name) | A/RA/ASO | Comments |
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## 6.3 Compliance Checklist

## Table 2 – Compliance Checklist

| Table 2  Compliance Checklist | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Regulation | Title | Applicable Amendment | Means of Compliance | Document Name & Number | FAA / DER (Name) | Finding of Compliance (Approve or Recommend) or Applicant Showing Only | Guidance Reference & Remarks |
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# 7.0 CONFORMITY INSPECTION

[This paragraph includes **a list of test articles to be used to generate compliance data. Identify any features or attributes for which special instructions to the manufacturing inspector or designee will be necessary to ensure the test article or installation meets the requirements of the test plan**.]

|  |  |  |
| --- | --- | --- |
| Item # | Article | Features-Attributes for special instructions |
|  |  |  |

[A Conformity Inspection Plan (CIP) with more details is provided as an appendix (or as a separate document). **The CIP must be concurred with by the ACO Branch and MIDO prior to issuing the first conformity request (reference FAA Order 8110.4C, Paragraph 5-5c.(3)).]**

# 8.0 CONTINUED OPERATIONAL SAFETY (COS)

**The Applicant provides a description of how the continued operational safety requirements will be met after the certificate (TC/STC) is issued**. If Applicant has a PSP in place and it covers COS, then state simply “See PSP for COS.”

# 9.0 DELEGATION and COMMUNICATION

Both the FAA and [insert the Applicant’s name] agree to foster an environment where open communications between all parties is maintained. The FAA supports the utilization of designees to the fullest extent possible to assist in the successful completion of the project in the identified timeframe.

## 9.1 Designees (Engineering, Manufacturing, and Maintenance)

**Identification of all designees intended for use in the certification project, their names, email address, phone numbers, and their areas of authority.**

## Table 3 – Designees Authorized for this Project

| Table 3  Designees Authorized for this Project | | | | |
| --- | --- | --- | --- | --- |
| Designee  (Name, email, phone) | Designee Number | Designee Chart and Specialty | Delegated Function(s)/  Function Codes |
|  |  |  |  |
|  |  |  |  |
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9.2 Communication and Coordination Expectations  
[The focal points for official project communication between the FAA and the Applicant are provided in this section, unless otherwise established in a PSP (Partnership for Safety Plan) or other agreement accepted by the FAA. The following table is an example of communication channels, but can be tailored to each Applicant/FAA office relationship.]

## Table 4 - Accountable Positions for Official Communication

| Table 4  Accountable Positions for Official Communication | | |
| --- | --- | --- |
| Accountable  Position | FAA (Name, title, email, phone) | Company (Name, title, email, phone) |
| Management |  |  |
| Focal |  |  |
| Project Lead |  |  |
| Applicant Statement of Compliance Agent |  |  |

## 9.3 Issues Resolution Process

[This section will not be used due to the scale and complexity of the project.] or

[See PSP Document XXXXX for additional details.] or

[Insert details of the Issues Resolution Process].

### 9.3.1 Guidelines for Resolution of Issues:

## 9.4 Undue Pressure

[This section will not be used due to the scale and complexity of the project.] or

[See PSP Document XXXXX for additional details.] or

[Insert details of the Undue Pressure Process].

## 9.5 Undue Burden

[This section will not be used due to the scale and complexity of the project.] or

[See PSP Document XXXXX for additional details.] or

[Insert details of the Undue Burden Process].

# 10.0 SPECIAL PROJECT CONSIDERATIONS

## 10.1 Foreign Notification and Validation

[No Foreign notification is required as the aircraft is N-registered.]

[This project will modify a foreign-registered aircraft and will require involvement from the FCAA of the state of registry. The state of registry is [Insert Country]].

[No concurrent Foreign Validation is planned.]

# 11.0 SUMMARY OF PSCP DEVIATIONS

[There are no deviations to this PSCP]

[The following deviations have been pre-coordinated with the FAA. Each deviations is listed individually with documentation of their concurred by the FAA.]

[The following deviations have not been coordinated with the FAA. Each deviations is listed individually and requires concurrence by the FAA.]

# 12.0 Lessons Learned

[This section will not be used due to the scale and complexity of the project.] or

[See Executive Summary Document XXXXX for additional details.]

# 

# Appendix A – Acronyms

*Add/remove acronyms as applicable for the project.*

|  |  |
| --- | --- |
| AC | Advisory Circular |
| AD | Airworthiness Directive |
| AED (AEG) | Aircraft Evaluation Division (formerly Aircraft Evaluation Group) |
| AFM | Airplane Flight Manual |
| AFMS | Airplane Flight Manual Supplement |
| AMC | Acceptable Method of Compliance |
| AML | Approved Model List |
| AMM | Aircraft Maintenance Manual |
| AMOC | Alternative Methods of Compliance |
| ASTC | Amended Supplemental Type Certificate |
| ATC | Amended Type Certificate |
| BASA | Bilateral Aviation Safety Agreement |
| CAA | Civil Aviation Authority |
| CAR | Civil Air Regulations |
| CCA | Common Cause Analysis |
| CCL | Compliance Checklist |
| CDL | Configuration Deviation List |
| CFR | Title 14 Code of Federal Regulations |
| CIP | Conformity Inspection Plan |
| CMA | Common Mode Analysis |
| CMO | Certificate Management Office |
| CMR | Certification Maintenance Requirements |
| COS | Continued Operational Safety |
| CPG | Certification Process Guide |
| CPL | Commercial Parts List |
| CPN | Certification Project Notification |
| CSR | Certification Summary Report |
| DAH | Design Approval Holder |
| DAR | Designated Airworthiness Representative |
| DER | Designated Engineering Representative |
| DMIR | Designated Manufacturing Inspection Representative |
| EASA | European Union Aviation Safety Agency |
| ECS | Environmental Control System |
| ELOS | Equivalent Level of Safety |
| ESF | Equivalent Safety Finding |
| EWIS | Electrical Wiring Interconnection Systems |
| FAA | Federal Aviation Administration |
| FC | Failure Condition |
| FCAA | Foreign Civil Airworthiness Authority |
| FCOM | Flight Crew Operations Manual |
| FHA | Functional Hazard Assessment |
| FMEA | Failure Mode and Effects Analysis |
| FMES | Failure Modes and Effects Summary |
| FOEB | Flight Operations Evaluation Board |
| FSB | Flight Standardization Board |
| FSDO | Flight Standards District Office |
| ICA | Instructions for Continued Airworthiness |
| IP | Issue Paper |
| IPA | Implementation Procedures for Airworthiness |
| LOPA | Layout of Passenger Accommodations |
| MIDO | Manufacturing Inspection District Office |
| MMEL | Master Minimum Equipment List |
| MOA | Memorandum of Agreement |
| MOC | Means of Compliance |
| MOU | Memorandum of Understanding |
| MRB | Maintenance Review Board |
| NACIP | National Automated Conformity Inspection Process |
| ODA | Organization Designation Authorization |
| PAH | Production Approval Holder |
| PC | Production Certificate |
| P-FHA | Preliminary Functional Hazard Assessment |
| PI | Principal Inspector |
| PMA | Parts Manufacturer Approval |
| PRA | Particular Risks Analysis |
| PSCP | Project Specific Certification Plan |
| PSP | Partnership for Safety Plan |
| PSSA | Preliminary System Safety Assessment |
| RFC | Request for Conformity |
| RFM | Rotorcraft Flight Manual |
| RFMS | Rotorcraft Flight Manual Supplement |
| RGL | Regulatory Guidance Library |
| RTCA | Radio Technical Commission for Aeronautics |
| SAE | Society of Automotive Engineers |
| SAIL | Small Airplane Issues List |
| SC | Special Condition |
| SSA | System Safety Analysis |
| STC | Supplemental Type Certificate |
| STIR | Supplemental Type Inspection Report |
| TAIL | Transport Airplane Issued List |
| TC | Type Certificate |
| TCB | Type Certification Board |
| TCBM | Type Certification Board Meeting |
| TCDS | Type Certificate Data Sheet |
| TIA | Type Inspection Authorization |
| TIR | Type Inspection Report |
| TSO | Technical Standard Order |
| TSOA | Technical Standard Order Approval |
| ZSA | Zonal Safety Analysis |

# 

# Appendix B – Commonly Used Reference Documents

1. Title 14 CFR part 21, Certification Procedures for Products and Articles
2. Title 14 CFR part 23, Airworthiness Standards: Normal, Utility, Acrobatic, and Commuter Category Airplanes
3. Title 14 CFR part 25, Airworthiness Standards: Transport Category Airplanes
4. Title 14 CFR part 26, Continued Airworthiness and Safety Improvements for Transport Category Airplanes
5. Title 14 CFR part 27, Airworthiness Standards: Normal Category Rotorcraft
6. Title 14 CFR part 29, Airworthiness Standards: Transport Category Rotorcraft
7. Title 14 CFR part 31, Airworthiness Standards: Manned Free Balloons
8. Title 14 CFR part 33, Airworthiness Standards: Aircraft Engines
9. Title 14 CFR part 34, Fuel Venting and Exhaust Emission Requirements for Turbine Engine Powered Airplanes
10. Title 14 CFR part 35, Airworthiness Standards: Propellers
11. Title 14 CFR part 36, Noise Standards: Aircraft Type and Airworthiness Certification
12. Title 14 CFR part 39, Airworthiness Directives
13. Title 14 CFR part 91, General Operating and Flight Rules
14. Title 14 CFR part 121, Operating Requirements: Domestic, Flag, and Supplemental Operations
15. Title 14 CFR part 125, Certification and Operations: Airplanes Having Seating Capacity of 20 or More Passengers or a Maximum Payload Capacity of 6,000 Pounds or More; and Rules Governing Persons on Board such Aircraft
16. Title 14 CFR part 135, Operating Requirements: Commuter and On-Demand Operations and Rules Governing Persons Onboard Such Aircraft
17. FAA Type Certification Data Sheet [Datasheet Number], revision [xx], dated [MM/DD/YYY]
18. [Applicant Name]/FAA Partnership for Safety Plan, dated [MM/DD/YYY]
19. FAA Advisory Circular 00-68, Aircraft Certification Service Voluntary Disclosure Reporting Program
20. FAA Advisory Circular 00-69, Best Practices for Airborne Software Development Assurance Using EUROCAE ED-12( ) and RTCA DO-178( )
21. FAA Advisory Circular 00-74, Avionics Human Factors Considerations for Design and Evaluation
22. FAA Advisory Circular AC 120-93, Damage Tolerance Inspections for Repairs and Alterations
23. FAA Advisory Circular 20-107, Composite Aircraft Structure
24. FAA Advisory Circular 20-115, Airborne Software Development Assurance Using EUROCAE ED-12( ) and RTCA DO-178( )
25. FAA Advisory Circular 20-152, RTCA, Inc., Document RTCA/DO-254, Design Assurance Guidance for Airborne Electronic Hardware
26. FAA Advisory Circular 20-166, Issue Paper Process
27. FAA Advisory Circular 20-167, Airworthiness Approval of Enhanced Vision System, Synthetic Vision System, Combined Vision System, and Enhanced Flight Vision System Equipment
28. FAA Advisory Circular 20-174, Development of Civil Aircraft and Systems
29. FAA Advisory Circular 20-190, Aircraft Electromagnetic Compatibility Certification
30. FAA Advisory Circular 21-40, Guide for Obtaining a Supplemental Type Certificate
31. FAA Advisory Circular 21-43, Production Under 14 CFR Part 21, Subparts F, G, K, and O
32. FAA Advisory Circular 21-45, Commercial Parts
33. FAA Advisory Circular 21-46, Technical Standard Order Program
34. FAA Advisory Circular 21-48, Using Electronic Modeling Systems as Primary Type Design Data
35. FAA Advisory Circular 21-50, Installation of TSOA Articles and LODA Appliances
36. FAA Advisory Circular 21-51, Applicant's Showing of Compliance and Certifying Statement of Compliance
37. FAA Advisory Circular 21-55, Process to Support FAA Findings of Undue Burden or No Undue Burden for PAHs Requesting to Use a Manufacturing Facility Located Outside of the United States
38. FAA Advisory Circular 21.101-1, Establishing the Certification Basis of Changes Aeronautical Products
39. FAA Advisory Circular 23-8, Flight Test Guide For Certification of Part 23 Airplanes
40. FAA Advisory Circular 23-17, Systems and Equipment Guide for Certification of Part 23 Airplanes and Airships
41. FAA Advisory Circular 23-19, Airframe Guide for Certification of Part 23 Airplanes
42. FAA Advisory Circular 23.1309-1, System Safety Analysis and Assessment for Part 23 Airplanes
43. FAA Advisory Circular 23.2010-1, FAA Accepted Means of Compliance Process for 14 CFR Part 23
44. FAA Advisory Circular 25-7, Flight Test Guide For Certification Of Transport Category Airplanes
45. FAA Advisory Circular 25-16, Electrical Fault and Fire Prevention and Protection
46. FAA advisory Circular, 25-19, Certification Maintenance Requirements
47. FAA Advisory Circular 25-22, Certification of Transport Airplane Mechanical Systems
48. FAA Advisory Circular 25-26, Development of standard wiring practices documentation
49. FAA Advisory Circular 25-27, Development of Transport Category Airplane Electrical Wiring Interconnection Systems Instructions for Continued Airworthiness Using and Enhanced Zonal Analysis Procedure
50. FAA Advisory Circular 25.571-1, Damage Tolerance and Fatigue Evaluation of Structure
51. FAA Advisory Circular 25.1309-1, System Design and Analysis
52. FAA Advisory Circular 25.1529-1, Instructions for Continued Airworthiness of Structural Repairs on Transport Airplanes
53. FAA Advisory Circular 25.1581-1, Airplane Flight Manual
54. FAA Advisory Circular 25.1701-1, Certification of Electrical Wiring Interconnection Systems on Transport Category Airplanes
55. FAA Advisory Circular 26-1, Part 26, Continued airworthiness and Safety Improvements
56. FAA Advisory Circular 27-1, Certification of Normal Category Rotorcraft
57. FAA Advisory Circular 29-2, Certification of Transport Category Rotorcraft
58. FAA Advisory Circular 39-10, Alternative Methods of Compliance
59. FAA Advisory Circular, 120-53, Guidance for Conducting and Use of Flight Standardization Board Evaluations
60. FAA Order 8100.11, Requirements for Finding Undue Burden and No Undue Burden Under 14 CFR Part 21
61. FAA Order 8110.4, Type Certification
62. FAA Order 8110.42, Parts Manufacturer Approval Procedures
63. FAA Order 8110.48, How to Establish the Certification Basis for Changed Aeronautical Products
64. FAA Order 8110.49, Software Approval Guidelines
65. FAA Order 8110.51, Acceptability of Previously Approved Certification Compliance Data from Foreign Sources
66. FAA Order 8110.52, Type Validation and Post-type Validation Procedures
67. FAA Order 8110.54, Instructions for Continued Airworthiness Responsibilities, Requirements, and Contents
68. FAA Order 8110.112, Standardized Procedures for Usage of Issue Papers and Development of Equivalent Levels of Safety Memorandums
69. FAA Order 8110.115, Certification Project Initiation and Certification Project Notification
70. FAA Policy Memorandum PS-AIR-21-1901, Use of Remote Technology During the Performance of Inspections and Tests
71. FAA Policy Memorandum, AIR600-18-AIR-6C0-DM119, Revision 1, Deviation to Order 8110.112A to Facilitate a Streamlined Issue Paper Process
72. FAA Policy Memorandum, PS-AIR-21-1901, Use of Remote Technology During the Performance of Inspections and Tests, dated March 31, 2020
73. FAA Policy Memorandum, AIR-600-18-6C0-DM106, Revision 2, Approved Deviation to FAA Orders 8110.4C, 8110.112A, and 8100.16 to Remove the Requirements to Develop Issue Papers for Certain Special Conditions and Equivalent Level of Safety Findings
74. FAA Policy Memorandum, PS-ACE100-2001-004, Guidance for Reviewing Certification Plans to Address Human Factors for Certification of Part 23 Small Airplanes dated August 29, 2002
75. FAA Policy Memorandum, PS-ANM-99-2, Guidance for Reviewing Certification Plans to Address Human Factors for Certification of Transport Airplane Flight Decks, dated September 29, 1999
76. SAE ARP 4761, Guidelines and Methods for Conducting the Safety Assessment Process on Civil Airborne Systems and Equipment
77. The FAA and Industry Guide to Product Certification”, Third Edition, Dated May 2017

# Appendix C – Example Functional Hazard Analysis (FHA)

| Item# | Function | Failure Condition (FC) | Phase | Effect of Failure Condition on Aircraft/Crew | Classification of FC | Notes | Verification |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1. AIRCRAFT LEVEL | | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| 1. SYSTEM LEVEL | | | | | | | | |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |