

VOLUME 10 AIR TRANSPORTATION OVERSIGHT SYSTEM**CHAPTER 7 MAJOR CHANGES IN OPERATIONAL AUTHORITY****Section 1 Major Change Process Document—General Information**

10-480 PURPOSE. This chapter provides detailed guidance for an operator-requested change of operations that requires validation and/or proving tests to operators operating under Title 14 of the Code of Federal Regulations (14 CFR) part 121. For information on when to use this process (e.g., additional authority under the same part, to include adding a new make/model aircraft), see Volume 3, Chapters 1 and 34.

10-481 INITIAL INQUIRIES OR REQUESTS. When a certificate-holding district office (CHDO) receives a request for a change to an operator's operation, the CHDO manager should first determine if the change requires validation and/or proving tests. If the project involves validation and/or proving tests, the CHDO must see the Major Change Process Document (MCPD) in Volume 10, Chapter 7, Section 2. During this process, the CHDO will form a Certification Project Team (CPT).

10-482 FLIGHT STANDARDS NATIONAL FIELD OFFICE (FSNFO) (AFS-900) NOTIFICATION. The CHDO manager notifies the AFS-900 Certification and Evaluation Program Office, requesting their participation when the air carrier's request includes the adding of a new make/model aircraft and/or changes such as from cargo-only to passenger-carrying. The CHDO manager will notify AFS-900 via email at: 'AFS-900-Management-Team@faa.gov. This notification must include the following minimum information:

- The name of the operator,
- The location of the operator's principal base of operations,
- The kind of operational change,
- The airplane type, and
- The proposed date for implementation.

NOTE: This chapter also provides detailed guidance for an air carrier change of operations that requires validation and/or proving tests to operate under part 121. The participation of the AFS-900 Certification and Evaluation Program Office is recommended.

NOTE: During the MCPD process, the CHDO and AFS-900 team (if participating) will form a CPT.

10-483 MCPD.

A. Background. The MCPD provides step-by-step work instructions for the process and is useful to the CPT and operator. The MCPD replaces Notice N 8900.23, New Aircraft Process Document (NAPD), which expired on October 1, 2008.

B. Process. This process should be limited to the size and scope of the requested change. Responsibility of an MCPD project remains at the CHDO level. The CHDO team leader (TL) is

the point of contact (POC) and will work closely with the principal inspectors (PI) to ensure continuity between the existing certificate and the proposed change. Under no circumstances shall any project activity compromise the safety posture of existing certificate management functions. This document identifies the person responsible for each action in the process. Every project is unique. The MCPD has five phases, which separate this process into related activities supporting specific functions. Each phase has a set of requirements that the participants must complete before completing the next phase. Participants may accomplish steps within each phase concurrently.

NOTE: MCPD tasks for an AFS-900 Certification Team Leader (CTL) will only be required when the process includes AFS-900 as a member of the CPT.

1) Phase 1—Initial Inquiry. The operator initiates the application process by providing a request for a change of operation to the CHDO. The CHDO will brief the operator in the MCPD process. The operator's request must be in the form of a letter, which must include supporting documents as listed in Figure 10-73, Required Document List.

2) Phase 2—Application. The CPT reviews the operator's submissions for completeness and accuracy. This phase may provide for planning and coordination with AFS-900, as applicable. Phase 2 ends when the CPT accepts the application.

NOTE: In Phase 2, the TL may modify the MCPD by changing, adding, or deleting steps as necessary to suit the individual project. Acceptance of all changes to the process document will be by consensus of the PIs. Do not modify steps related to 14 CFR regulations and Federal Aviation Administration (FAA) orders.

3) Phase 3—Design Assessment (DA). The CPT evaluates the revised system design to assure compliance with regulations and safety standards, including the obligation to provide service at the highest level of safety in the public interest. This phase uses Air Transportation Oversight System (ATOS) Data Collection Tools (DCT) to collect data that FAA aviation safety inspectors (ASI) use to determine if the operator's system design meets all regulatory requirements. Phase 3 does not require the operation of an aircraft. Phase 3 ends when the assigned PI accepts or approves all revised manuals.

4) Phase 4—Performance Assessment (PA). ASIs use ATOS DCTs during this phase to collect data used to determine if the applicant's revised systems are performing as intended and producing the desired results. This phase requires the operation of an aircraft to aid in the assessment of the applicant's system design. Phase 4 ends after the successful completion of the validation and/or proving tests.

5) Phase 5—Administrative Functions. This phase provides for completion of all administrative functions (e.g., approval or acceptance of revised system documentation and issuance of operations specifications (OpSpecs)).

Figure 10-73. Required Document List

Event Description	Verified by:	Date
Operator Name		
Review Major Change Process Document (MCPD)		
Documentation Required at Initial Application Meeting		
Document/Manual	Verified by:	Date
Application Letter—Request for amendment to its operations specifications (OpSpecs). Must meet requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 119, § 119.51.		
Application Meeting		
Office of the Secretary of Transportation (OST) economic authority (if required).		
List of proposed OpSpecs paragraphs.		
Deviation and/or exemption requests.		
Schedule of Events (SOE). ¹		
Safety Attribute Inspections (SAI) self-audit (as applicable). ⁵		
Compliance statement (14 CFR part 121, § 121.135(b)(3)).		
Company manuals and programs. ^{2, 7}		
Initial Cadre Check Airman (ICCA) training plan.		
Outsourcing contractual agreements. ⁶		
Aircraft lease agreement or proof of ownership. ³		
Aircraft document request list (see Aircraft Configuration Control Document (ACCD)).		
Facility agreements (as required).		
Aircraft information form (see ACCD).		
List of Passenger Accommodations (LOPA). ⁴		
Status of security program (as applicable).		
Environmental assessment information (as applicable).		
Status of hazardous materials (hazmat) procedures manual and training program (as applicable).		

Figure 10-73. Required Document List (Continued)

Required Document List (RDL) Instructions

1. Indicate in the application letter whether the RDL and SOE are original or updated.
2. Submit all manuals/programs necessary to conduct daily operations. This would include computer software programs users' manuals, engineering and program substantiation documents that support or justify the manual system. or a program design (e.g., Weight and Balance (W&B) programs; aircraft modifications; aircraft manufacturer's maintenance, flight, operating, and performance manuals). to include user manuals for dispatch programs and flight planning programs.

NOTE: Ensure that a method exists to clearly separate real-time (current) manuals from project manuals.

3. Include as part of the formal application letter each lease agreement, letter of intent, or proof of ownership of an aircraft for the principal inspector (PI) to enter into the OpSpec. (A lease agreement or proof of ownership of an aircraft is a Phase 2 requirement.)
4. Include an engineering diagram of the aircraft cabin interior (LOPA) that includes but is not limited to locations of passenger and flight attendant (F/A) seats, emergency equipment, exits, lavatories, and galleys. A LOPA may not be required if applying for an all-cargo operation. Documentation must be available for aircraft converted to all-cargo Supplemental Type Certification (STC).
5. Submit completed self-audited SAIs, if applicable to the intended operation. All questions must be answered "Yes," "No," or "N/A." Provide explanations for "No" and "N/A" responses. For all "Yes" responses, provide reference to the manual(s), volume number(s), chapter number(s), and paragraph(s) in the company manual system or location where the relevant information is located.

NOTE: The completed SAI version must be current within 90 days of the first submission.

6. Include in the application package all new contractual agreements for outsourcing (maintenance, training, operations, etc.).
7. Include all manuals and programs required by part 121 as part of the application meeting package. Identify each manual and program submitted by using the same naming or numbering convention used to develop the manual and program.

RESERVED. Paragraphs 10-484 through 10-499.