

VOLUME 10 AIR TRANSPORTATION OVERSIGHT SYSTEM**CHAPTER 7 MAJOR CHANGES IN OPERATIONAL AUTHORITY****Section 2 Major Change Process Document—Work Instructions**

10-500 GENERAL. This section contains work instructions for the Major Change Process Document (MCPD). It also provides reference material, including briefing guides, meeting agendas, training requirements, and other guidance material used during the process.

NOTE: All Order 8900.1 guidance in this order regarding Program Tracking and Reporting Subsystem (PTRS) and Air Transportation Oversight System (ATOS) recording requirements must be observed and is not superseded by this document.

10-501 REFERENCES, FORMS, AND JOB AIDS.**A. References (current editions):**

- Volume 3, Chapter 20, Section 2 (see Approval of Initial Cadre Check Airmen information).
- Volume 3, Chapter 30 (all sections).
- Volume 10, Chapter 6, Section 2 (see Tabletop Exercise and Proving Test Protocol information).
- Volume 10, Chapter 6, Section 3.

B. Forms:

- Aircraft Information Form (see Volume 10, Chapter 6, Section 3, Figure 10-71).
- MCPD Tracking Report (see Figure 10-76).

C. Job Aids:

- MCPD Work Instructions (see Figure 10-74).
- Schedule of Events (SOE) (see Figure 10-75).
- Required Document List (RDL) (see Volume 10, Chapter 7, Section 1, Figure 10-73).
- Request List (see Volume 10, Chapter 6, Section 3, Figure 10-70).
- Tabletop Scenario Worksheet (see Volume 10, Chapter 6, Section 2, Figure 10-68).
- Proving-Flight Test Scenario Worksheet (see Volume 10, Chapter 6, Section 2, Figure 10-69).

Figure 10-74. Major Change Process Document Work Instructions

PHASE 1—INITIAL INQUIRY.

1.1 Air Carrier—Initiate a request for a major change in operating authority.

1.2 Certificate-Holding District Office (CHDO)—Brief air carrier of the required forms and documents required to initiate the change. See the Required Document List (RDL) (Volume 10, Chapter 7, Section 1, Figure 10-73).

1.2.1 CHDO—Recommend air carrier conduct a self-audit of the changed systems using appropriate Safety Attribute Inspections (SAI). (See Volume 10, Chapter 1, Section 2, Figure 10-6, ATOS System/Subsystem/Element Chart—Airworthiness Elements; and Figure 10-7, ATOS System/Subsystem/Element Chart—Operations and Cabin Safety Elements. The air carrier will submit this data to the Certification Project Team (CPT).)

NOTE: Advise the air carrier this should significantly decrease the time needed for the Federal Aviation Administration (FAA) to affirm the revised Design Assessment (DA).

1.2.2 CHDO—Briefing agenda should focus on the Major Change Process Document (MCPD) process, to include listed items below (see Volume 10, Chapter 7, Section 1, Figure 10-73):

- Aircraft Information Form (see Volume 10, Chapter 6, Section 3, Figure 10-71).
- Compliance document, list of applicable specific regulatory requirements (SRR), and method of compliance.
- Air carrier’s revised manual and programs.
- Proposed operations specifications (OpSpecs) (see Volume 3, Chapter 18, Sections 2 and 8).
- Exemption and deviation requests.
- Outsourcing (contractual arrangements).
- Training curriculum, to include initial cadre training.
- Lease agreement or proof of ownership of aircraft (include aircraft registration and serial number(s)).
- Schedule of Events (SOE) (see Figure 10-75).
- Training plan for dispatchers in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 121, § 121.400(c)(2), as required.
- System Safety Assessment (Data Collection Tools (DCT)). Identify the elements that the requested change will affect.
- Self-audited SAIs, as applicable.

- Environmental Assessment (EA) requirements (see Volume 11, Chapter 6, Section 3).
- If adding an aircraft, suggest the air carrier conduct the aircraft conformity evaluation prior to FAA's validation of the conformity in Phase 4. (See Volume 10, Chapter 6, Section 3.)

1.3 Phase 1 Review.

1.3.1 CHDO—Verify the completion of all steps in Phase 1 before proceeding to Phase 2.

PHASE 2—APPLICATION.

2.1 Air Carrier Submits Request.

2.1.1 CHDO—Receive air carrier's application to amend its OpSpecs, per 14 CFR part 119, § 119.51(c), by submitting a letter of request to the CHDO at least 90 days prior to the date of proposed change.

2.1.2 Principal Inspectors (PI)—Initially review the request to verify sufficient information to support the requirements of § 119.51 and that the proposed operation is consistent with parts 119 and 121. The information must be complete and detailed enough to permit a thorough evaluation. (See Volume 3, Chapter 1, Section 1.)

2.1.3 PI(s)—Identify the Labor Distribution Reporting (LDR) project code (e.g., Project: 12XXFAFAR121; Task: CM0010).

2.1.4 PI(s)—Ensure that the appropriate PTRS codes are opened, as applicable.

2.2 Establish Certification Team.

2.2.1 CHDO Manager—Notify the regional Flight Standards division (RFSD) if additional MCPD project team resources are required (e.g., dispatcher and geographical support).

2.2.2 CHDO Manager—Select a team leader (TL) for the project.

2.2.3 CHDO Manager—When the Flight Standards National Field Office (FSNFO) (AFS-900) is participating as a member in the addition of a new make/model aircraft, or is requested for other MCPD projects, provide a copy of the submitted documents to the AFS-900 management team at AFS-900-Management-Team@faa.gov.

2.2.4 AFS-900 Certification and Evaluation Program Office Manager—As applicable, the AFS-900 Certification and Evaluation Program Office Manager will assign a Certification Team Leader (CTL) and certification team to assist with the project.

2.2.5 CTL—Generate a new project in the AFS-900 Certification and Evaluation Program Office SharePoint Web site.

2.2.6 CHDO Manager/TL—Identify CPT members.

2.2.7 TL—Initiate MCPD Tracking Report. (See Figure 10-76.)

2.3 Examination of Submissions.

2.3.1 CPT—Review the air carrier’s submission, to include the RDL to ensure that the proposal is clearly identified (see Volume 3, Chapter 1, Section 1) and the documentation specified in Phase 1 is provided.

2.3.2 CPT—Discuss the review of the submission and determine acceptance or rejection.

2.3.3 TL—If the current submission is acceptable, provide a letter to the air carrier. (See Volume 10, Chapter 2, Section 1, Figure 10-12, Acceptance of Formal Application.)

2.3.4 TL—If the current submission is not acceptable, notify the air carrier with a written explanation of concerns. (See Volume 10, Chapter 2, Section 1, Figure 10-13, Rejection of Formal Application.) Advise the air carrier that the return of the next revision must be as an entire submission. Every document in the revised submission will be labeled in sequential order (e.g., Rev. B, Rev. C, etc.).

2.3.5 TL/CTL—Modify steps of this MCPD project, as appropriate, by adding or deleting steps as necessary to suit the individual project.

2.3.6 TL/CTL—Provide the revised MCPD to the air carrier, as applicable.

2.4 DA Planning.

2.4.1 TL/CTL—Conduct a meeting with members of CPT to review the MCPD process, as necessary.

2.4.2 CPT—Identify ATOS system/elements that the requested change will affect. (See Volume 10, Chapter 1, Section 2, Figure 10-6, ATOS System/Subsystem/Element Chart—Airworthiness Elements; and Figure 10-7, ATOS System/Subsystem/Element Chart—Operations and Cabin Safety Elements.)

2.4.3 TL—Provide air carrier-specific familiarization briefing, as appropriate, to members of the CPT. (See Volume 10, Chapter 2, Section 3, Figure 10-46, Air Carrier-Specific Familiarization Briefing Outline of Subjects.)

2.4.4 TL—Ensure the Certificate Management Team (CMT) roster lists all CPT members.

2.4.5 TL—Contact the Office of the Secretary of Transportation (OST), Office of Aviation Analysis, Air Carrier Fitness Division at 202-366-9721 to confirm that the OST authorizes the air carrier to conduct the proposed operation.

2.5 Phase 2 Review.

2.5.1 TL/CTL—Verify the completion of all steps in Phase 2 before proceeding to Phase 3.

PHASE 3—DA.

3.1 Planning Meeting—ATOS Business Process Modules 1 and 2.

3.1.1 PI(s)—Jointly revise the Air Carrier Oversight Profile (ACOP) by selecting the applicable elements based on the requested scope of operation, as required.

3.1.2 PI(s)—Modify the Air Carrier Assessment Tool (ACAT) and populate it with identified risks.

3.1.3 PI(s)—Update the Comprehensive Assessment Plan (CAP). Ensure work instructions for assigned DAs and Constructed Dynamic Observation Reports (ConDOR) include at least the name of the team coordinator (TC), team member, and any other work instructions needed. Enter “MCPD, Rev. X” in the Local/Regional/National field.

3.1.4 PI(s)—Identify elements that pertain to FAA-approved manuals, programs, or OpSpecs changes (see Volume 10, Chapter 1, Section 2, Figures 10-6 and 10-7), to include additional elements that have been identified as high priority in the CAP.

NOTE: Teams assigned to SAIs that pertain to FAA-approved manuals or programs, or that relate to OpSpecs, must include at least one CMT aviation safety inspector (ASI). (The TC will normally be the PI or CMT ASI.)

NOTE: ConDOR(s) may substitute for an SAI(s) to target specific element questions.

3.1.5 PI(s)—Adjust the DA due dates for all elements revised or added as a result of the major change to the air carrier’s operation based on the SOE.

3.2 Resource Management—ATOS Business Process Module 3.

3.2.1 TL/CTL—Provide input to Frontline Managers (FLM) to help them identify team resources needed to complete DAs.

3.2.2 CHDO and AFS-900 FLMs—Determine resource availability and assign TCs and team members to support the DA plan.

3.2.3 CMT/CHDO Manager—Concur with the DA plan (see Volume 10, Chapter 2, Section 3).

3.3 Initial Cadre Training.

NOTE: Since all employees must complete training before Phase 4 can begin, plan to complete DAs in any training elements first.

3.3.1 TL/PI—Review the Initial Cadre Check Airman (ICCA) plan to verify compliance with guidance. (See Volume 3, Chapter 20, Section 2.) Accomplish the appropriate ATOS elements for this ICCA training. The TL/PI must ensure that all courseware to be used in training must be accepted before use.

3.3.2 PI—Notify the air carrier in writing of the approval. Include in the letter that additional training may be required if deficiencies are found during the review process that will affect the ICCA training.

3.3.3 TL/PI—Ensure the CAP is retargeted to use appropriate training Performance Assessments (PA) to assess the performance of the ICCA training.

3.4 Initial Training—Other.

3.4.1 CPT—Review any other initial training requested by the air carrier to begin prior to the completion of Phase 3. Review the training program by using the applicable SAIs or ConDORs and related guidance. After review, the CPT must agree that all courseware and training material(s) are acceptable.

3.4.2 CPT—Review applicable guidance for:

3.4.2.1 Airmen (Volume 3, Chapter 19).

3.4.2.2 Dispatchers (Volume 3, Chapter 22).

3.4.2.3 Flight attendants (F/A) (Volume 3, Chapter 23).

3.4.2.4 Maintenance personnel (Volume 3, Chapter 24).

3.4.3 TL—Coordinate with the responsible PI to provide initial approval for the selected training program.

3.4.4 PI—Notify the air carrier in writing of the approval. Include in the letter that additional training may be required if deficiencies are found during the review process that will affect the training.

3.4.5 TL/PI—Ensure the CAP is retargeted to use appropriate training PA to assess the performance of the training.

3.5 Data Collection—ATOS Business Process Module 4.

3.5.1 CPT—Accomplish a DA by completing assigned SAIs using the SAI instructions, and by verifying air carrier self-audited SAI data (as applicable).

3.5.2 CPT—Accomplish data collection by using Microsoft Word-formatted SAIs/ConDORs (as applicable) in lieu of the ATOS database entries.

3.5.3 CPT—Complete the assigned DA sections using work instructions provided by the PIs.

3.5.4 CPT—Collect and analyze the data by conducting a data analysis meeting.

3.5.5 TL—If the current submission is not of sufficient quality and/or when additional data is needed, notify the air carrier with a written explanation of concerns.

3.5.6 TL—If a subsequent submission contains minimal concerns, schedule and conduct a meeting with the CPT and air carrier to discuss and correct remaining discrepancies. (“Minimal concerns do not prevent the acceptance or approval of a manual as-is.”)

NOTE: ConDORs may substitute for SAIs.

NOTE: If an ASI observes an issue unrelated to his or her assigned element, document the issue in an “other” Dynamic Observation Report (DOR), and notify the ASI(s) working that element.

3.6 Data Reporting—ATOS Business Process Module 5.

3.6.1 CPT—Once the air carrier’s submission is of sufficient quality, the CPT will start entering data into the database.

3.6.2 CPT—Enter the first submission of the applicant’s self-audited SAI data (if applicable) by selecting “Begin New Activity.” Enter “MCPD” in the “Local/Regional/National” field on the “Common Data” screen. Begin data reporting by entering the applicant’s self-audited SAI data for the sections not assigned to the CPT for assessment. Identify this data as “Air Carrier-Provided Data.” Once the entire applicant’s self-audited SAI data has been entered, save activity number 1 to “final.”

NOTE: If air carrier declines to submit self-audited SAIs, proceed to step 3.6.3 and save as “Activity 1.”

3.6.3 CPT—Each team member will enter his or her responses into ATOS automation by selecting “Begin New Activity.” Enter “MCPD” in the “Local/Regional/National” field on the “Begin Inspection Activity” screen. With the completion of data entry, save activity number 2 to “final.”

NOTE: If an ASI observes an issue unrelated to his or her assigned element or that the assigned element cannot capture the issue, document the issue in an “other” DOR and notify the ASI(s) working that element.

3.6.4 CPT—Ensure SAI, ConDOR, and DOR data meet the data quality guidelines (DQG). (See Volume 10, Chapter 2, Section 6, Table 10-1, Data Quality Guidelines—Specific Data Requirements Table; and Table 10-2, Data Quality Guidelines—Data Dimensions Table.)

3.6.5 TC—Save SAI to master record.

3.7 Data Reviewing—ATOS Business Process Module 6.

3.7.1 TL/Data Reviewer—Ensure data meet DQG. (See Volume 10, Chapter 2, Section 6, Tables 10-1 and 10-2.)

3.7.2 TL/Data Reviewer—Ensure all data has saved to the ATOS database.

3.8 Design Analysis and Assessment—ATOS Business Process Module 7.

3.8.1 TL—Conduct a DA meeting with identified members of the CPT to analyze collected data by element.

3.8.2 TL—Make a bottom line assessment for each element and document on the Assessment Determination and Implementation (ADI) tool.

3.9 Design Action Determination and Implementation—ATOS Business Process Module 8.

3.9.1 PI(s)—Follow the Module 8 business process to determine the appropriate course of action for each element. (See Volume 10, Chapter 2, Section 9.)

3.9.2 TL—If the entire air carrier system design meets requirements for acceptance or approval without mitigation, accept or approve manuals and programs, as applicable.

3.9.3 TL—If the air carrier’s system design is accepted with mitigation, accept or approve manuals and programs, as applicable, and document the need for additional data collection, monitoring, or mitigation.

3.9.4 TL—If the air carrier system design is rejected, notify the air carrier in writing and repeat steps as necessary in Phase 3.

3.10 Check Status of the Following:

3.10.1 TL—Environmental review.

3.10.2 TL—Hazardous materials (hazmat) program.

3.10.3 TL—Security program.

3.10.4 TL—Check new requirements of economic authority.

NOTE: The CHDO manager may elect to review CMT baseline staffing and baseline training requirements at this time, as applicable.

3.11 OpSpecs.

3.11.1 Air Carrier and TL—Verify that the proposed or revised OpSpecs have been generated as draft, as applicable.

3.12 Phase 3 Review.

3.12.1 Air Carrier—Complete training for all Phase 4 participants.

3.12.2 TL/CTL—Verify the completion of all steps in Phase 3 before proceeding to Phase 4.

PHASE 4—PA.

4.1 Confirm Operational Readiness.

4.1.1 Air Carrier—Conduct an internal safety assessment of operating systems using company internal evaluation procedures and documentation. Submit results to the TL.

4.1.2 Air Carrier—Ensure all concerns found during the internal evaluation have been corrected.

4.2 PA Planning—ATOS Business Process Module 2.

4.2.1 Air Carrier—Submit updated SOE.

4.2.2 TL—Review and concur with SOE.

4.2.3 PI(s)—Ensure the ACAT is updated using information from the DA.

4.2.4 PI(s)—Adjust the CAP and plan the PAs to observe during the demonstration phase. Include elements determined to be high priority/risk in the CAP.

NOTE: To prevent a large number of “not observable” answers, PIs may use ConDOR(s) in place of the PA(s) to target specific element questions.

4.2.5 PI(s)—Adjust the PA due dates for all elements revised or added, based on the SOE.

4.2.6 PI(s)—Ensure work instructions for assigned PA(s) and ConDOR(s) include at least the name of the recommended team member and any other work instructions needed.

NOTE: Enter “MCPD, Rev. X” in the “Local/Regional/National” field box.

4.3 Resource Management—ATOS Business Process Module 3.

4.3.1 TL/CTL—Provide input to FLMs to help them identify team resources to complete the PA plan.

4.3.2 CHDO and AFS-900 FLMs—Determine resource availability and assign team members to support the PA plan.

4.3.3 CMT/CHDO Manager—Concur with the PA plan.

4.4 Aircraft Conformity Evaluation—ATOS Business Process Module 4.

4.4.1 Air Carrier—Complete the internal aircraft conformity inspection. Notify the TL of aircraft availability. Forward the complete Aircraft Configuration Control Document (ACCD) and Aircraft Information Form (see Volume 10, Chapter 6, Section 3, Figure 10-71), or accepted/approved company forms to the TL at least 10 business days prior to the aircraft conformity evaluation. The air carrier will confirm that appropriate personnel are available for this evaluation.

4.4.2 TL—Confirm that the completed Aircraft Information Form is current and is onhand 10 business days prior to inspection.

4.4.3 CPT—Review submitted documents listed on the aircraft document request list. (See Volume 10, Chapter 6, Section 3, Figure 10-70, Request List.)

4.4.4 TL—Complete an initial review of the air carrier’s aircraft conformity evaluation and records inspection to confirm all required records are available to continue to the next step.

4.4.5 CPT—Evaluate the aircraft and records. Use the ACCD (see Volume 10, Chapter 6, Section 3).

4.4.6 TL—Compare the CPT’s evaluation results to the air carrier’s conformity evaluation.

4.4.7 TL—Notify the air carrier in writing of evaluation results and any discrepancies requiring correction.

4.4.8 Air Carrier—Submit a letter identifying corrections based on the conformity evaluation to the TL. Update the SOE, as required.

4.4.9 TL—Accept or reject corrective action(s). If the corrective action(s) require revision to the manuals, return to the system safety review process. When the aircraft conformity is satisfactory, notify the air carrier and proceed to the evacuation/ditching demonstration, if applicable, or proving tests.

4.5 Demonstration Plans.

4.5.1 Air Carrier—Submit the following plans, as appropriate, for the proposed operation:

- Emergency evacuation plan.
- Ditching plan.
- Proving test plan.

4.5.2 Air Carrier—Submit a request for a letter of authorization (LOA) to operate in accordance with §§ 119.33(c) and 121.163, while demonstrating the appropriate operations under part 121. The air carrier must make this request at least 10 business days before any aircraft flight demonstrations.

4.5.3 Air Carrier—Submit evacuation/ditching demonstration plans to the project manager, if applicable, in accordance with Volume 3, Chapter 30.

4.5.4 TL—Forward the evacuation/ditching demonstration plan to the Aviation Safety Inspector—Cabin Safety (ASI-CS) for review and resource planning.

4.5.5 ASI/ASI—Cabin Safety (ASI-CS)—Review the emergency evacuation/ditching demonstration plan in accordance with Volume 3, Chapter 30, and submit any recommendations or guidance for change to the project manager.

4.5.6 TL—Return the emergency evacuation/ditching demonstration plans and any recommendations/guidance to the air carrier, if necessary, for corrections and resubmit plan to include an updated SOE.

4.5.7 TL—If the plan is acceptable, meet with the CPT to establish resources needed and plan the demonstration in accordance with Volume 3, Chapter 30.

4.5.8 TL—If applicable, respond to the air carrier’s request for a reduction of proving test hours. Early completion of proving tests may require RFSD approval. (See Volume 3, Chapter 29.)

NOTE: Section 121.163 contains authority for the FAA to reduce the proving flight-hours specified in the basic regulation. (See Volume 3, Chapter 29, Section 7.)

4.5.9 Air Carrier—Submit a request for an LOA, as required by § 119.33(c), for demonstrating appropriate operations under part 121. Make this request at least 10 business days before any aircraft flight demonstration. (See Volume 3, Chapter 29, Section 4.)

4.5.10 Air Carrier—Submit updated draft OpSpecs (for Web-based Operations Safety System (WebOPSS) users).

4.5.11 TL—Ensure draft OpSpecs have been completed by the CHDO (for WebOPSS users).

4.5.12 CHDO Manager/TL—Issue LOA in accordance with Volume 3, Chapter 29, and § 119.33(c).

4.6 Tabletop Exercise.

4.6.1 CPT—Tabletop exercises are a valuable tool that is used to determine if the air carrier’s systems and personnel perform at a level that justifies conducting proving test flights. The successful completion of a tabletop exercise is an excellent indicator that the

air carrier can conduct the proving test flights within the budget set by the air carrier and without modification to the submitted plan. If the decision is made to conduct a tabletop exercise, follow the guidance in Volume 10, Chapter 6, Section 2. Develop scenarios to assess performance during tabletop exercises.

4.6.2 CPT/Air Carrier—Conduct tabletop exercises and discuss results of each scenario.

4.6.3 TL—If any scenario is unsatisfactory, confirm the air carrier has made corrections to its system design or has corrected personnel performance issues before beginning proving tests.

4.7 Evacuation/Ditching Demonstrations (as required).

4.7.1 TL/ASI-CS—Discuss demonstration plan with the CPT.

4.7.2 TL/ASI-CS—Brief air carrier on plan and expectations.

4.7.3 CPT/Air Carrier—Conduct evacuation/ditching demonstrations, as applicable.

4.7.4 CPT—Observe emergency evacuation/ditching demonstrations and document the results on FAA Form 8430-1, Air Carrier Emergency Evacuation Demonstration Report (retain for the project report). Record PA(s) and/or ConDORs, as applicable. (See Volume 3, Chapter 30, Section 8.)

4.7.5 TL—After the CHDO manager reviews and initials report, forward a completed copy of FAA Form 8430-1 to the RFS.

4.7.6 TL—Save completed FAA Form 8430-1 copies.

4.8 Assess Air Carrier's Facilities—ATOS Business Process Module 4.

4.8.1 CPT—Assess at least the following facilities, as applicable, using appropriate DCTs:

- Station facilities (Operations).
- Maintenance facility/main maintenance base.
- Line station facilities (AW).
- Maintenance providers (AW).

NOTE: The CPT may accomplish these assessments prior to or during proving tests by observing the air carrier conduct its own internal safety assessment (see step 4.1).

4.9 Prepare for Proving Tests.

4.9.1 TL—Confirm that the OST/Department of Transportation (DOT) has issued the show cause order “if required” by the OST/DOT.

4.9.2 TL—Conduct predemonstration test meeting with CPT. (See Volume 3, Chapter 29, Sections 2 and 4.)

4.9.3 TL—Schedule the CPT for proving tests.

4.9.4 CPT—Develop proving test scenarios that will facilitate the collection of data that will be used to complete the PA. (See Volume 3, Chapter 29, Section 5, and Volume 10, Chapter 6, Section 2, paragraph 10-440, Proving Test Protocols.)

4.10 CPT and Air Carrier Conduct Proving Tests.

4.10.1 TL—Coordinate the proving test plan with the assigned CPT members and assign tasks to participating team members. Conduct the proving tests using the five-phase process described in Volume 3, Chapter 29, Section 2.

4.10.2 CPT and Air Carrier—Meet to discuss the proving test protocols and the proposed flight schedule. (See Volume 10, Chapter 6, Section 2, and Volume 3, Chapter 29, Section 2.)

4.10.3 CPT—Prior to each day’s proving tests, conduct a daily briefing with the air carrier’s participants to review the day’s plan.

4.10.4 CPT and Air Carrier—Prior to each day’s proving tests, conduct a briefing with the air carrier to review the day’s plan. (See Volume 3, Chapter 29, Section 5.)

4.10.5 CPT and Air Carrier—Conduct proving tests.

4.10.6 CPT—Collect data (and document the results) for assigned PA(s) or ConDOR(s). The Tabletop Scenario Worksheet (see Volume 3, Chapter 29, Section 5, Figure 3-111F, Tabletop Scenario Worksheet) should be used for this purpose. All team members should reach consensus on the satisfactory results of each scenario prior to proceeding.

4.10.7 CPT and Air Carrier—Debrief results at the end of each day.

4.10.8 CPT—Document results of each scenario on the appropriate worksheet.

4.10.9 TL—After all test objectives have been met and the air carrier has repeatedly demonstrated its ability to conduct line operations in compliance with regulations and safe operating practices, recommend the proving tests conclude.

4.10.10 TL—If selected test objectives have not been met or the air carrier has not demonstrated its ability to conduct line operations in compliance with regulations and/or safe operating practices, evaluate the need for an extension or termination of the proving tests. (See Volume 3, Chapter 29.)

4.10.11 CHDO Manager—Notify the RFSD of normal completion of proving tests or proving tests that were terminated due to an unsatisfactory performance.

NOTE: The RFSD must concur with the early termination of the proving test due to the air carrier's unsatisfactory performance. Early completion (completed before the approved flight-hours) or normal completion is only a report to the RFSD.

4.11 Data Reporting—ATOS Business Process Module 5.

4.11.1 CPT—Enter PA, ConDOR, and DOR data in accordance with DQGs and save activities to “final.” (See Volume 10, Chapter 2, Section 6, Tables 10-1 and 10-2.)

4.11.2 CPT—Save the PA to the master record when it is complete.

4.12 Data Review—ATOS Business Process Module 6.

4.12.1 Data Evaluation Program Manager (DEPM)/Data Reviewer—Ensure data meets DQGs and save records to the ATOS database. (See Volume 10, Chapter 2, Section 6, Tables 10-1 and 10-2.)

4.13 Performance Analysis and Assessment—ATOS Business Process Module 7.

4.13.1 TL—Conduct a DA meeting with selected members of the CPT to analyze collected data by element.

4.13.2 PI(s)—Make a bottom-line assessment for each element and document on the angle of incidence (AOI) tool.

4.14 Performance Action Determination and Implementation—ATOS Business Process Module 8.

4.14.1 PI(s)—Follow the ATOS Module 8 business processes (see Volume 10, Chapter 2, Section 9) to determine the appropriate course of action for each element.

4.14.2 PI(s)—If the air carrier's system meets performance standards but has minor problems, determine whether additional data collection, monitoring, or action is necessary.

4.15 Phase 4 Review.

4.15.1 TL/CTL—Verify the completion of all steps in Phase 4 before proceeding to Phase 5.

PHASE 5—ADMINISTRATIVE FUNCTIONS.

5.1 Approve OpSpecs.

5.1.1 TL—Approval is issued by letter, by stamp of approval, by the issuance of OpSpecs, or in accordance to guidance.

5.1.2 TL/Pis—Verify that all required changes to the enhanced Vital Information Database (eVID) and OpSpecs have been completed. Coordinate with PIs on approval/disapproval of the air carrier's OpSpecs. (Refer to § 119.51.)

5.1.3 TL/PI(s)—Validate that all manuals applicable to this project have been either accepted or approved, as applicable.

5.1.4 PI(s)—Review the OST limitations before signing the amended OpSpecs.

5.1.5 PI(s)—Sign OpSpecs.

5.2 Issue Air Carrier Certificate (as applicable).

5.2.1 CHDO Manager—Review and forward amended certificate (as applicable) to the RFSO manager.

5.2.2 RFSO Manager—If applicable, sign the air carrier certificate and return to the CHDO.

5.2.3 CHDO Manager—Issue the amended air carrier certificate, if applicable.

5.3 Prepare and Submit Final Report to CHDO Manager.

5.3.1 TL/CTL—Ensure the report includes the following, as applicable:

- Letter of application.
- Proving test report.
- Emergency evacuation/ditching demonstration report.
- List of OpSpecs paragraphs issued (as applicable).
- All formal correspondence with the air carrier.

5.3.2 CHDO—Retain final report.

5.4 Phase 5 Review.

5.4.1 TL/CTL—Verify the completion of all steps in Phase 5.

5.4.2 CTL—Send message to the AFS-900 Certification and Evaluation Program Office assigned CTL to have team members remove air carrier company manuals from their computers (if applicable).

Figure 10-75. Schedule of Events

Name of Applicant:	Date:	
Events	Date Proposed	Date Accomplished
Phase 1—Initial Inquiry		
Air Carrier Initiates Change Request.		
Certificate-Holding District Office (CHDO) Briefs Air Carrier on Major Change Process Document (MCPD).		
Phase 2—Application		
Air Carrier Submits Request and Required Documents to Support Application.		
Application Meeting.		
Phase 3—Design Assessment (DA)		
Receive Initial Approval for Initial Cadre Check Airman (ICCA) Training.		
Begin ICCA Training.		
All Manuals Approved/Accepted.		
Pilot Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Emergency Training.		
Begin Aircraft Ground School.		
Begin Simulator/Aircraft Training.		
Begin Check Airmen Training.		
Flight Follower/Dispatch Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Aircraft Ground Training.		
Begin Competency Check Air Transportation Supervisor (ATS) Training.		
Begin Federal Aviation Administration (FAA)-Administered Competency Checks to ATS (as applicable). (Note: A dispatch safety inspector (DSI) must administer the Check.)		
FAA-Observed Comp Check Administered by ATS.		
Operating Familiarization. (Must be completed within 90 days of the initial introduction of the aircraft.)		
Competency Checks.		

Figure 10-75. Schedule of Events (Continued)

Flight Attendant (F/A) Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Emergency Training.		
Begin Aircraft Ground Training.		
Begin Competency Check Supervisor Training.		
Events	Date Proposed	Date Accomplished
Maintenance Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Aircraft Ground Training.		
Begin Maintenance Inspector Training (Required Inspection Items (RII)).		
Training Completed for Phase 4 Participants.		
Phase 4—Performance Assessment (PA)		
Proposed Operation Start Date.		
Submit Operational Readiness Results.		
Submit Emergency Evacuation and Ditching Plan (as required).		
Submit Proving-Run Test Plan.		
Submit Completed Aircraft Conformity Evaluation Documentation.		
Aircraft Ready for FAA Conformity Evaluation.		
Tabletop Exercise.		
Evacuation/Ditching Demonstration.		
Generate Proving Test Letter of Authorization (LOA).		
Conduct Proving Test.		
Finish Proving Runs.		
Assess Air Carrier's Facilities.		
Proposed Operation Start Date.		

Figure 10-76. Major Change Process Document Tracking Report

MCPD TRACKING REPORT

PROJECT IDENTIFICATION

AIR CARRIER	PROJECT NUMBER

PHASE 1—INITIAL INQUIRY

STEP	TITLE	DATE CLOSED	INITIALS	COMMENTS
1.1	Air Carrier Initial Inquiry.			
1.2	Certificate-Holding District Office (CHDO) Briefing to Air Carrier.			
1.3	Phase 1 Review.			

PHASE 1

DATE COMPLETED	INITIALS	COMMENTS

PHASE 2—APPLICATION

STEP	TITLE	DATE CLOSED	INITIALS	COMMENTS
2.1	Air Carrier Submits Request.			
2.2	Establish Certification Team.			
2.3	Examination of Submissions.			
2.4	Design Assessment (DA) Planning.			
2.5	Phase 2 Review.			

PHASE 2

DATE COMPLETED	INITIALS	COMMENTS

Figure 10-76. Major Change Process Document Tracking Report (Continued)

PHASE 3—DA

STEP	TITLE	DATE CLOSED	INITIALS	COMMENTS
3.1	Planning Meeting—Air Transportation Oversight System (ATOS) Module 2.			
3.2	Resource Management—ATOS Module 3.			
3.3	Initial Cadre Training.			
3.4	Other Initial Training.			
3.5	Data Collection—ATOS Module 4.			
3.6	Data Reporting—ATOS Module 5.			
3.7	Data Review—ATOS Module 6.			
3.8	Design Analysis and Assessment—ATOS Module 7.			
3.9	Design Action Determination and Implementation—ATOS Module 8.			
3.10	Status Check—Programs and Approvals Process Proving-Test Plan.			
3.11	Operations Specifications (OpSpecs).			
3.12	Phase 3 Review.			

PHASE 3

DATE COMPLETED	INITIALS	COMMENTS

Figure 10-76. Major Change Process Document Tracking Report (Continued)

PHASE 4—PERFORMANCE ASSESSMENT (PA)

STEP	TITLE	DATE CLOSED	INITIALS	COMMENTS
4.1	Confirm Operational Readiness.			
4.2	PA Planning—ATOS Module 2.			
4.3	Resource Management—ATOS Module 3.			
4.4	Aircraft Conformity Evaluation—ATOS Module 4.			
4.5	Demonstration Plans.			
4.6	Tabletop Exercise.			
4.7	Evacuation/Ditching Demonstrations.			
4.8	Assess Air Carrier’s Facilities.			
4.9	Prepare for Proving Flights.			
4.10	Certification Project Team (CPT) and Air Carrier Conduct Proving Flights.			
4.11	Data Reporting—ATOS Module 5.			
4.12	Data Review—ATOS Module 6.			
4.13	Performance Analysis and Assessment—ATOS Module 7.			
4.14	Performance Action Determination and Implementation—ATOS Module 8.			
4.15	Phase 4 Review.			

PHASE 4

DATE COMPLETED	INITIALS	COMMENTS

Figure 10-76. Major Change Process Document Tracking Report (Continued)

PHASE 5—ADMINISTRATIVE FUNCTION

STEP	TITLE	DATE CLOSED	INITIALS	COMMENTS
5.1	Approve OpSpecs.			
5.2	Issue Air Carrier Certificate (as applicable).			
5.3	Prepare and Submit Final Report to CHDO Manager.			
5.4	Phase 5 Review.			

PHASE 5

DATE COMPLETED	INITIALS	COMMENTS

RESERVED. Paragraphs 10-502 through 10-517.