VOLUME 10 SAFETY ASSURANCE SYSTEM POLICY AND PROCEDURES

CHAPTER 11 MAJOR CHANGES IN OPERATIONAL AUTHORITY

Section 2 Safety Assurance System: Major Change Process Document—Work Instructions

10-11-2-1 GENERAL.

A. Purpose. This section contains work instructions for the Major Change Process Document (MCPD). See Volume 10, Chapter 11, Section 1 for general information. See Volume 3, Chapter 34, Section 2 for information on what would be considered a major change of authority. The work instructions in this section provide reference material, briefing guides, meeting agendas, training requirements, and procedures material. If you are a participant in a major change in operational authority, this section applies to you.

B. Scope. The certificate-holding district office (CHDO) team leader (TL) is the point of contact (POC); he or she works closely with the principal inspectors (PI) to ensure continuity between the certificate holder and the change in operational authority. Participants in a major change in operational authority must refer to this process to determine if a certificate holder meets the requirements of the change in operational authority.

10-11-2-3 RESERVED.

10-11-2-5 BACKGROUND. Figure 10-11-2A, MCPD Work Instructions, consists of five phases and work instructions that identify the person responsible for each step in the process. Participants in a major change of operational authority may accomplish steps within each phase concurrently. Figure 10-11-2B, Schedule of Events, provides an example of a Schedule of Events (SOE) that the certificate holder will submit along with the required document list (RDL). Figure 10-11-2C is the MCPD Tracking Report that the TL uses to track step and phase completion.

Figure 10-11-2A. MCPD Work Instructions

PHASE 1—INITIAL INQUIRY.

1.1 Certificate Holder—Initiate a request for a major change in operating authority.

1.2 Certificate-Holding District Office (CHDO)—Brief the certificate holder of the required forms and documents to initiate the change. Recommend that the certificate holder conduct a self-audit of the changed operating authority using the appropriate system, subsystem, or element. The certificate holder will submit this data to the Certification Project Team (CPT).

NOTE: Inform the certificate holder that conducting a self-audit will reduce the time needed for us (the Federal Aviation Administration (FAA)) to affirm the Element Design Assessment (EDA).

1.2.1 CHDO—Develop a briefing agenda that focuses on the MCPD process to include the items below (refer to the RDL):

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- Aircraft Information Form located in Volume 10, Chapter 9, Section 1.
- Compliance Document List.
- Certificate holder's revised manual and programs.
- Proposed operations specifications (OpSpecs).
- 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)).
- SOE (see Figure 10-11-2B).
- Training plan for dispatchers.
- System Safety Assessment Data Collection Tools (DCT). Identify the elements that the change will affect.
- Self-audit Element Design Data Collection Tools (ED DCT).
- Environmental assessment requirements located in Volume 11, Chapter 6, Section 3.
- If adding an aircraft, suggest the certificate holder conduct the aircraft conformity evaluation prior to our validation of the conformity in Phase 4. Use the Aircraft Configuration Control Document (ACCD).

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 Certificate Holder Submits Request.

2.1.1 CHDO—Receive the certificate holder's application to amend its OpSpecs, per Title 14 of the Code of Federation Regulations (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 Inspector(s) (PI)—Review the request to verify that sufficient information is provided to support the requirements of § 119.51 and that the proposed operation is consistent with 14 CFR parts 119 and 121. The information must be complete and detailed enough to permit a thorough evaluation.

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 Program Tracking and Reporting Subsystem (PTRS) codes are opened, as applicable.

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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 or geographical support).

2.2.2 CHDO Manager—Select a TL for the project.

2.2.3 CHDO Manager—If the Flight Standards National Field Office (FSNFO) (AFS-900) is assisting in the addition of a new make/model of aircraft, provide a copy of the submitted documents to the AFS-900 Certification and Evaluation Program Office Manager (OM) at AFS-900-Management-Team@faa.gov.

2.2.4 AFS-900 Certification and Evaluation Program OM—If requested, the AFS-900 Certification and Evaluation Program OM will assign a Certification Team Leader (CTL) and a certification team to assist with the project.

2.2.5 CTL—Create 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 10-11-2C).

2.3 Review Submissions.

2.3.1 CPT—Review the certificate holder's submission for the RDL. The proposal should be clearly identified and the documentation specified in Phase 1 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 certificate holder.

2.3.4 TL—If the current submission is not acceptable, notify the certificate holder with a written explanation of concerns. Advise the certificate holder that the next revision must be an entire submission. Every document in the submission is labeled in sequential order (e.g., Rev. B, Rev. C).

2.3.5 TL/CTL—Modify steps of the MCPD project by adding or deleting steps to suit the individual project.

2.3.6 TL/CTL—Provide the MCPD to the certificate holder.

2.4 EDA Planning.

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

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2.4.2 CPT—Identify system/elements located in Volume 10, Chapter 1, Section 2 that the change will affect.

2.4.3 TL—Provide air-carrier-specific familiarization briefing to members of the CPT.

2.4.4 TL—Ensure the certificate holder/applicant team 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 certificate holder 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—ELEMENT DESIGN ASSESSMENT (EDA).

3.1 Planning Meeting—Modules 1 and 2.

3.1.1 PI(s)—Revise the Certificate Holder Operating Profile (CHOP) by selecting the applicable elements based on the requested scope of operation.

3.1.2 PI(s)—Modify the Certificate Holder Assessment Tool (CHAT) and populate it with identified risks.

3.1.3 PI(s)—Update the Comprehensive Assessment Plan (CAP). Ensure work instructions for EDA and Custom Data Collection Tools (C DCT) include at least the name of the team coordinator (TC), team member, and any other work instructions needed.

3.1.4 PI(s)—Identify the design elements that relate to approved manuals or programs, or to OpSpecs changes. Use Volume 10, Chapter 1, Section 2 to include elements that have been identified as high priority in the CAP.

NOTE: Teams assigned to DCTs that relate to approved manuals, programs, or to OpSpecs must include at least one aviation safety inspector (ASI) listed on the certificate holders/applicant's team roster. (The DCT TC will normally be the PI or ASI.)

NOTE: C DCT(s) may substitute for an ED DCT(s) to target specific element questions.

3.1.5 PI(s)—Adjust the EDA due dates for all elements revised or added as a result of the major change to the certificate holder's operation based on the SOE.

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3.2 Resource Management—Module 3.

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

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

3.2.3 CHDO Manager—Concur with the CAP.

3.3 Initial Cadre Training.

NOTE: Since all certificate holders must complete training before Phase 4 can begin, plan to complete EDAs in training elements first.

3.3.1 TL/PI—Review the Initial Cadre Check Airman (ICCA) plan to verify compliance with procedures found in Volume 3, Chapter 20, Sections 2 and 6. Accomplish the elements for ICCA training. Accept all courseware.

3.3.2 PI—Notify the certificate holder in writing of the approval. Include in the letter that additional training may be required if deficiencies are found during the review process.

3.3.3 TL/PI—Ensure the CAP is retargeted to assess the performance of the ICCA training.

3.4 Initial Training—Other.

3.4.1 CPT—Review other initial training to begin prior to the completion of Phase 3. Review the training program by using ED DCTs or C DCTs and related procedures. After the review, you must agree that all courseware and training materials are acceptable.

3.4.2 CPT—Review applicable procedures for:

3.4.2.1 Flightcrew member training located in Volume 3, Chapter 19.

3.4.2.2 Dispatcher training located in Volume 3, Chapter 22.

3.4.2.3 Flight attendant (F/A) training located in Volume 3, Chapter 23.

3.4.2.4 Maintenance personnel training located in Volume 3, Chapter 24.

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

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

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

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3.5 Data Collection—Module 4.

3.5.1 CPT—Accomplish an EDA, and verify certificate holder self-audited ED DCT data.

3.5.2 CPT—Accomplish data collection by using Microsoft Word-formatted ED DCTs/C DCTs instead of the automation entries.

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

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

NOTE: If an ASI observes an issue not related to his or her element, submit an "other" Dynamic Observation Report (DOR), and notify the ASIs working that element.

3.5.5 TL—If the certificate holder's self-audit ED DCT data lack quality and/or when additional data are needed, notify the certificate holder with a written explanation of concerns.

3.5.6 TL—If a subsequent certificate holder's self-audit ED DCT data contain minimal concerns, then schedule and conduct a meeting with the CPT and certificate holder to discuss and correct the discrepancies.

NOTE: Minimal concerns do not prevent the acceptance or approval of a manual.

3.6 Data Reporting—Module 4.

3.6.1 CPT—Enter data into the automation once the certificate holder's self-audit of ED DCT data is of sufficient quality.

3.6.2 CPT—The self-audited ED DCTs can be attached to the DCT in the Data Reporting Module if the certificate holder is not using the external portal. If the certificate holder uses the external portal and the self-audited ED DCTs approved by the CPM in the Data Review Module, then the self-audited ED DCTs can be loaded into the DCT. The ASI selects the "View Prior Response" button to review the certificate holder's data and determine if they would like to use the data or not. If the certificate holder's data is applied to the DCT, the automation will not indicate this in Analysis, Assessment, and Action (AAA).

3.6.3 CPT—If the ASI wants the certificate holder provided data in the first set of questions and the Certificate Management Teams (CMT) data in the second set of questions, reword this to indicate that the ASI would duplicate the question and provide their data in the second set of questions. When the DCT is complete, the ASI checks and submits the DCT.

3.6.4 CPT—Ensure ED DCT, C DCT, and DOR data meet the data quality guidelines (DQG).

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3.6.5 TC—Submit the ED DCT.

3.7 Data Reviewing—Module 4.

3.7.1 TL/Data Quality Reviewer (DQR)—Ensure data meet DQGs.

3.7.2 TL/DQR—Ensure data are saved to the automation.

3.8 AAA—Module 5.

3.8.1 TL—Conduct an EDA meeting with members of the CPT.

3.8.2 TL—Make a bottom-line assessment for each element and document on the AAA tool.

3.9 Design AAA—Module 5.

3.9.1 PI(s)—Follow the Module 5 business process found in Volume 10, Chapter 6, Section 1, to determine the appropriate course of action for each element.

3.9.2 TL—Approve or accept the entire certificate holder's system design without mitigation, then accept or approve manuals and programs, as applicable; or

3.9.3 TL—Accept the certificate holder's system design with mitigation, accept or approve manuals and programs, then document the need for additional data collection, monitoring, or mitigation; or

3.9.4 TL—Reject the certificate holder's system design, then notify the certificate holder 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—Dangerous goods 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 baseline staffing and baseline training requirements at this time.

3.11 OpSpecs.

3.11.1 Certificate Holder and TL—Verify that the proposed or revised OpSpecs are available in draft form.

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3.12 Phase 3 Review.

3.12.1 Certificate Holder—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—ELEMENT PERFORMANCE ASSESSMENT (EPA).

4.1 Confirm Operational Readiness.

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

4.1.2 Certificate Holder—Correct all concerns found during the internal evaluation.

4.2 EPA Planning—Module 2.

4.2.1 Certificate Holder—Submit an updated SOE.

4.2.2 TL—Review and concur with the SOE.

4.2.3 PI(s)—Update the CHAT using information from the EDA.

4.2.4 PI(s)—Adjust the CAP and plan the EPA 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 observed" answers, the PIs may use C DCT(s) in place of the EPA(s) to target specific element questions.

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

4.2.6 PI(s)—Ensure work instructions for assigned EPA(s) and C DCT(s) include at least the name of the team member and work instructions.

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

4.3 Resource Management—Module 3.

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

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

4.3.3 CHDO Manager—Concur with the CAP.

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4.4 Aircraft Conformity Evaluation—Module 4.

4.4.1 Certificate Holder—Complete the internal aircraft conformity inspection. Notify the TL of aircraft availability. Forward the ACCD and the Aircraft Information Form, or accepted/approved company forms, to the TL at least 10 business days prior to the aircraft conformity evaluation. The certificate holder will confirm that appropriate personnel are available for this evaluation.

4.4.2 TL—Confirm that the completed Aircraft Information Form and accepted/approved company forms are current and turned in 10 business days prior to inspection.

4.4.3 CPT—Review documents listed on the aircraft document request list.

4.4.4 TL—Review and confirm the certificate holder's aircraft conformity evaluation and records inspection to confirm all records are available to continue to the next step.

4.4.5 CPT—Use the ACCD to evaluate the aircraft and records.

4.4.6 TL—Compare the CPT's evaluation results to the certificate holder's conformity evaluation.

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

4.4.8 Certificate Holder—Submit a letter identifying corrections based on the conformity evaluation to the TL. Update the SOE.

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

4.5 Demonstration Plans.

4.5.1 Certificate Holder—Submit the following plans for the proposed operation:

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

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

4.5.3 Certificate Holder—Submit evacuation/ditching demonstration plans found in Volume 3, Chapter 30 to the project manager.

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

4.5.5 ASI/ASI-CS—Review the emergency evacuation/ditching demonstration plan and submit any recommendations or procedures to the project manager.

4.5.6 TL—Return the emergency evacuation/ditching demonstration plans and any recommendations/procedures to the certificate holder to make 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.

4.5.8 TL—If applicable, respond to the certificate holder's request for a reduction of proving test hours. Early completion of proving tests may require RFSD approval, as found in Volume 3, Chapter 29, Section 7.

NOTE: Section 121.163 contains authority for us to reduce the proving flight-hours specified in the basic regulation.

4.5.9 Certificate Holder—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.

4.5.10 Certificate Holder—Submit updated draft OpSpecs.

4.5.11 TL—Ensure draft OpSpecs have been completed by the CHDO.

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 to determine if the certificate holder's systems and personnel are ready to perform at a level that justifies conducting proving test flights. The successful completion of a tabletop exercise is an excellent indicator that the certificate holder can conduct the proving test flights within the budget set by the certificate holder and without modification to the submitted plan. If the decision is made to conduct a tabletop exercise, follow the procedures found in Volume 3, Chapter 29, Section 5. Develop scenarios to assess performance during tabletop exercises.

4.6.2 CPT/Certificate Holder—Conduct tabletop exercises and discuss the results of each scenario.

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

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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 the certificate holder on the plan and expectations.

4.7.3 CPT/Certificate Holder—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, and retain for the project report. Record EPA(s) and/or C DCTs.

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

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

4.8 Assess Certificate Holder's Facilities—Module 4.

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

- Station Facilities (Operations).
- Maintenance Facility/Main Maintenance Base.
- Line Station Facilities (Airworthiness).
- Maintenance Providers (Airworthiness).

NOTE: The CPT may accomplish these assessments prior to or during proving tests by observing the certificate holder conduct their 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 a predemonstration test meeting with the CPT, as found in 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 facilitate the collection of data to complete the EPA.

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4.10 CPT and Certificate Holder 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 Certificate Holder—Meet to discuss the proving test protocols and the proposed flight schedule.

4.10.3 CPT—Prior to each day's proving tests, conduct a daily briefing with the certificate holder's participants to review the day's plan.

4.10.4 CPT and Certificate Holder—Prior to each day's proving tests, conduct a briefing with the certificate holder to review the day's plan.

4.10.5 CPT and Certificate Holder—Conduct proving tests.

4.10.6 CPT—Use the Tabletop Scenario Worksheet as found in Volume 3, Chapter 29, Section 5, to collect data. All team members should reach a consensus on the results of each scenario.

4.10.7 CPT and Certificate Holder—Debrief the results at the end of each day.

4.10.8 CPT—Document results of each scenario on the Tabletop Scenario Worksheet.

4.10.9 TL—If all test objectives are met, and the certificate holder has demonstrated the ability to conduct line operations in compliance with regulations and safe operating practices, then recommend to conclude the proving tests.

4.10.10 TL—If test objectives are not met or the certificate holder has not demonstrated its ability to conduct line operations in compliance with regulations and/or safe operating practices, then evaluate the need for an extension or termination of the proving tests.

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 certificate holder'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—Module 4.

4.11.1 CPT—Enter EPA, C DCT, and DOR data in accordance with DQGs and submit.

4.11.2 CPT—Submit the EPA when it is complete.

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4.12 Data Review—Module 4.

4.12.1 DQR—Ensure data meets DQGs and save records to the automation.

4.13 Analysis and Assessment—Module 5.

4.13.1 TL—Conduct an AAA meeting with members of the CPT.

4.13.2 PI(s)—Make a bottom-line assessment for each element and document on the AAA.

4.14 Performance AAA—Module 5.

4.14.1 PI(s)—Follow the guidance in Module 5 to determine the appropriate course of action for each element.

4.14.2 PI(s)—If the certificate holder's system meets performance standards but has minor problems, determine if 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—Close out the configuration change request in the automation. Approval is issued by letter, by stamp of approval, by the issuance of OpSpecs, or in accordance with procedures.

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 certificate holder's OpSpecs.

5.1.3 TL/PI(s)—Validate that all manuals have been either accepted or approved.

5.1.4 PI(s)—Review the OST limitations.

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 to the Regional Division Manager.

5.2.2 RFSD Manager—Sign the air carrier certificate and return to the CHDO.

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5.2.3 CHDO Manager—Issue the amended air carrier certificate.

5.3 Prepare and Submit Final Report to CHDO Manager.

5.3.1 TL/CTL—Ensure the report includes the following:

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

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 CTL assigned by the AFS-900 Certification and Evaluation Program Office to have team members remove certificate holder company manuals from their computers.

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Figure 10-11-2B. Schedule of Events

Name of Applicant:	**Date:**	
Events	**Date Proposed**	**Date Accomplished**
Phase 1—Initial Inquiry		
Certificate Holder Initiates Change Request.		
Certificate-Holding District Office (CHDO) Briefs Certificate Holder on Major Change Process Document (MCPD).		
Phase 2—Application		
Certificate Holder Submits Request and Required Documents to Support Application.		
Application Meeting.		
Phase 3—Element Design Assessment (EDA)		
Receive Initial Approval for Initial Cadre Check Airman (ICCA) Training.		
Begin ICCA Training.		
All Manuals Approved/Accepted.		
Flightcrew Member Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Emergency Training.		
Begin Ground Training.		
Begin Flight Training.		
Begin Check Airmen Training.		
Flight Follower/Dispatch Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Ground Training.		
Begin Competency Check Air Transportation Supervisor (ATS) Training.		
Begin 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.		

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Figure 10-11-2B. Schedule of Events (Continued)

Events	Date Proposed	Date Accomplished
Flight Attendant (F/A) Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Emergency Training.		
Begin Ground Training.		
Begin Competency Check Supervisor Training.		
Maintenance Training		
Begin Instructor Training.		
Begin Basic Indoctrination.		
Begin Aircraft Ground Training.		
Begin Maintenance ASI Training (RII).		
Training Completed for Phase 4 Participants.		
Phase 4—Element Performance Assessment (EPA)		
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 Certificate Holder’s Facilities.		
Proposed Operation Start Date.		

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Figure 10-11-2C. Major Change Process Document Tracking Report

MCPD TRACKING REPORT

PROJECT IDENTIFICATION

CERTIFICATE HOLDER	PROJECT NUMBER

PHASE 1—INITIAL INQUIRY

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

PHASE 1

DATE COMPLETED	INITIALS	COMMENTS

PHASE 2—APPLICATION

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

PHASE 2

DATE COMPLETED	INITIALS	COMMENTS

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Figure 10-11-2C. Major Change Process Document Tracking Report (Continued)

PHASE 3—ELEMENT DESIGN ASSESSMENT (EDA)

STEP	TITLE	DATE CLOSED	INITIALS	COMMENTS
3.1	Planning Meeting—Module 2.			
3.2	Resource Management—Module 3.			
3.3	Initial Cadre Training.			
3.4	Other Initial Training.			
3.5	Data Collection—Module 4.			
3.6	Data Reporting—Module 4.			
3.7	Data Review—Module 4.			
3.8	Analysis and Assessment— Module 5.			
3.9	Action—Module 5.			
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

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Figure 10-11-2C. Major Change Process Document Tracking Report (Continued)

PHASE 4—ELEMENT PERFORMANCE ASSESSMENT (EPA)

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

PHASE 4

DATE COMPLETED	INITIALS	COMMENTS

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Figure 10-11-2C. Major Change Process Document Tracking Report (Continued)

PHASE 5—ADMINISTRATIVE FUNCTIONS

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

10-11-2-7 through 10-11-2-29 RESERVED.

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