

**VOLUME 4 AIRCRAFT EQUIPMENT AND OPERATIONAL AUTHORIZATIONS****CHAPTER 9 SELECTED FIELD APPROVALS****Section 1 Perform Field Approval of Major Repairs and Major Alterations****4-1176 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.****A. Maintenance:**

- 3414, ACFT/ROUTINE FIELD APPROVAL.
- 3416, AFMS/RFMS/SAFM APPROVAL.
- 3446, EQUIP/FIELD APPROVAL.

**B. Avionics:**

- 5414, ACFT/ROUTINE FIELD APPROVAL.
- 5416, AFMS/RFMS/SAFM APPROVAL.
- 5446, EQUIP/FIELD APPROVAL.

NOTE: PTRS code 5416 is used when a standalone Aircraft Flight Manual Supplement (AFMS)/Rotorcraft Flight Manual Supplement (RFMS)/Supplemental Aircraft Flight Manual (SAFM) has been approved by an aviation safety inspector (ASI) with no other data approval. If the inspector is approving other data on Federal Aviation Administration (FAA) Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance), by stamping/signing block 3, use of PTRS code 5414 will be sufficient to document the data and AFMS/RFMS/SAFM approvals.

**4-1177 OBJECTIVE.** This section contains FAA Flight Standards Service (FS) ASI-specific guidance concerning authority and authorization to perform field approval of major repairs and alterations and to approve certain AFMSs associated with alterations. For the purposes of this guidance, AFMSs include RFMSs and SAFMs.

**4-1178 GENERAL.** Guidance concerning the ASI's roles and responsibilities previously contained in this section has been removed and incorporated into the standalone FAA Order 8300.16, Major Repair and Alteration Data Approval. Order 8300.16 provides guidance to ASIs, responsible Aircraft Certification Service offices, Designated Engineering Representatives (DER), and Designated Airworthiness Representatives (DAR). This order can be accessed at [http://www.faa.gov/regulations\\_policies/orders\\_notices/](http://www.faa.gov/regulations_policies/orders_notices/).

**4-1179 AUTHORIZATION.** Inspector authorization to perform field approvals and approve AFMSs is issued by the inspector's Flight Standards District Office (FSDO), certificate management office (CMO), or International Field Office (IFO) manager after verification that the inspector has satisfied all prerequisites. The prerequisites are:

- Knowledge of the regulatory requirements of Title 14 of the Code of Federal Regulations (14 CFR) parts 21, 23, 25, 27, 29, 43, and 65, as applicable.
- Successful completion of the Airworthiness Inspector Indoctrination course(s) or equivalent (designees are deemed to have met the equivalent requirement when granted authority).
- Successful completion of the FAA training course FAA21811, Aircraft Alterations and Repairs.
- Identification and authorization to perform field approvals by the FSDO, CMO, or IFO manager in the form of a signed statement of authorization placed in the ASI's file or in the office manual (the authorization will state that the ASI has authorization to perform field approvals and may also include limitations to this authority).

#### **4-1180 FLIGHT MANUAL SUPPLEMENT (FMS) APPROVALS.**

##### **A. Signing Authority.**

1) ASIs and designees with field approval authorization may be specifically authorized by FS policy or delegated by a responsible Aircraft Certification Service office to review and approve certain AFMSs.

2) FS policy authorizes approval of AFMSs associated with specific types of alterations that are based on data from a prior type certificate (TC) or Supplemental Type Certificate (STC) approval and where the AFMS is based on the one that was approved as part of the TC or STC. A list of those alterations is maintained as part of the Major Repair and Alteration Data Approval Job Aid, which is located at [http://fsims.faa.gov/wdocs/other/Major\\_Repair\\_Alteration\\_Job-Aid.pdf](http://fsims.faa.gov/wdocs/other/Major_Repair_Alteration_Job-Aid.pdf).

3) A responsible Aircraft Certification Service office delegation may be granted for different AFMS approval to qualified ASIs on a case-by-case basis.

##### **B. Procedures.**

1) An FMS may be submitted for approval with or without a request to approve other data associated with the alteration. If the proposed AFMS is based on an original AFMS that was approved as part of the TC or STC, the applicant must submit the original and any other supporting data necessary to evaluate the proposed AFMS. Approval of the AFMS will be indicated on the cover page of the manual. Block 3 of the associated FAA Form 337 will be stamped only if additional data is being approved. Refer to Advisory Circular (AC) 23-8, Flight Test Guide for Certification of Part 23 Airplanes, Appendix 5, Guide for Preparing Airplane Flight Manual and Pilot's Operating Handbook Supplements.

2) In those cases where an ASI or designee does not have authorization to approve an AFMS, the ASI submits the proposed AFMS and supporting data to the responsible Aircraft Certification Service office for approval. Refer to Order 8300.16, Chapter 6, Paragraph 5, ACO Approval Process, for further information.

3) At the conclusion of the review and approval of the AFMS, the applicant is responsible for ensuring that the AFMS is recorded in FAA Form 337, block 8, "Description of Work Accomplished," by reference to the approval date, document name, and number. Such entry must indicate that the AFMS is inserted into or affixed to the Aircraft Flight Manual (AFM) or pilot's operating handbook (POH).

#### **C. Task Outcomes.**

1) **Approval of Proposed AFMS.** Sign and date the cover page and return copies to the applicant.

2) **Denial of Proposed AFMS.** Terminate the process by notification in writing to the applicant. This notification should include the reason for denial. The applicant should be given the opportunity to make corrections and resubmit as necessary.

3) **Complete the PTRS Record.** Use PTRS activity code 3416/5416 for standalone AFMS/RFMS/SAFM approvals that are approved by the ASI. AFMS/RFMS/SAFMs that are approved by the responsible Aircraft Certification Service office or designees do not require a PTRS entry. If the inspector is approving other data on FAA Form 337 by stamping/signing block 3, use of PTRS code 3414/5414 will be sufficient to document the data and AFMS/RFMS/SAFM approvals.

**4-1181 FUTURE ACTIVITIES.** None.

**RESERVED.** Paragraphs 4-1182 through 4-1210.