14CFR PART 121

AIR CARRIER CERTIFICATION PROCESS

OVERVIEW

The certification process is designed to ensure that prospective certificate holders understand and are capable of operating to the highest level of safety (49 USC Section 44702). Section 44702, Issuance of Certificates, states "When issuing a certificate under this part, the Administrator shall consider the duty of an air carrier to provide service with the highest possible degree of safety in the public interest…."

Section 44705, Air Carrier Operating Certificates, states "The Administrator of the Federal Aviation Administration shall issue an air carrier operating certificate to a person desiring to operate as an air carrier when the Administrator finds, after investigation, that the person properly and adequately is equipped and able to operate safely under this part and regulations and standards prescribed under this part."

The position of the FAA as it pertains to promoting aviation safety for air carriers is based on the explicit policy which states: "The FAA will pursue a regulatory policy, which recognizes the obligation of the air carrier to maintain the highest possible degree of safety." FAA implements this policy by providing safety controls (i.e., regulations and their application) of business organizations and individuals that fall under FAA regulations. FAA's primary responsibilities are: (1) to verify that an air carrier is capable of operating safely and complies with the regulations and standards prescribed by the Administrator before issuing an air carrier operating certificate and before approving or accepting air carrier programs; (2) to re-verify that an air carrier continues to meet regulatory requirements when environmental changes occur by conducting periodic reviews; and (3) to continually validate the performance of an air carrier's approved and accepted programs for the purpose of continued operational safety.

The aforementioned safety philosophy is being applied world wide. Sometime in early 2009, the International Civil Aviation Organization (ICAO) will implement a regulation within the Annexes requiring member states to have regulations for the development and implementation of Safety Management Systems (SMS) for all air carriers. Additional information on SMS can be found in FAA Advisory Circular 120-92.

FAA encourages applicants to review SMS references before designing their operating systems. The certification process should ensure that the applicant is able to comply with the Federal Aviation Regulations and implement formal safety programs throughout their organization.

The next several pages describe the process of applying for and obtaining an Air Carrier Certificate to conduct operations under 14 CFR Part 121. It provides information on the documents to be developed by the applicant and submitted to FAA. The certification process is a complex undertaking. Because of the wide variety of acceptable methods for preparing technical documents and other manuals, a detailed discussion is not provided. Because of the extensive aviation experience required by the regulations for management personnel, most of the documentation required for the certification process is familiar.

However, the primary reason that certifications are not successful is because the applicant did not have the appropriate staff for the certification effort. The certification process requires personnel with

different skill sets than found in a fully functioning air carrier operation. **To be successful, applicants should retain personnel who possess air carrier** *certification expertise and system development skills.*

The importance of having a complete understanding of the certification process cannot be overemphasized. The most complex and demanding time for the applicant occurs before making formal application to the FAA. During this time the applicant identifies logistical requirements, designs its air carrier systems, develops required documents, and prepares documents to apply for economic authority. To allow FAA adequate time to assign resources, the Pre-Application Statement of Intent (PASI) and Schedule of Events (SOE) should be submitted to the local Flight Standards District Office (FSDO) as soon as the applicant begins preparing for the Formal Application process.

Historically, certification times have varied from six to thirty-six months depending on the level of applicant preparedness, the less prepared - the longer the time period. The air carrier certification process is designed to expedite a project for those applicants who are better prepared to meet the certification standards and requirements.

A Certification Consultant is an organization that provides consultant services to prospective Part 121 applicants. The intent of the 14 CFR Part 121 Certification Consultant Program is to advance the Federal Aviation Administration (FAA) mission by providing assistance to air carrier applicants that request the services of a consultant to assist them with the certification process. Once qualified by FAA, the certification consultant can provide professional assistance in preparing the formal application package. This process will benefit the general public by ensuring new entrant air carriers are not delayed during the start of operations, and further ensures that the limited resources of the Administrator are effectively and efficiently utilized during the certification process.

NOTE: Although using an FAA qualified Part 121 Certification Consultant is not required, use of such services result in expediting the certification process.

The actual certification process begins once Formal Application has been made to the FAA. There are four distinct phases. Each phase is summarized below to provide an overview of the entire certification process.   Details can be found in the Certification Process Document (CPD), as revised. The applicant must understand each step of the process. The four phases are:

        (1) Formal Application
        (2) Design Assessment
        (3) Performance Assessment
        (4) Administrative Functions

Phase 1 - FORMAL APPLICATION

     a. Written notification for formal application must be submitted to the FSDO at least 45 days prior to the formal application meeting.

     b. The applicant must conduct and document a comprehensive self-audit of all documents to assure they are of sufficient quality. Fifteen days prior to the scheduled formal application meeting,

the applicant will submit all required documents to the FSDO.   FAA inspectors will conduct an initial review of the application to determine if it contains the required information and attachments. If the documents are not of sufficient quality or have omissions, the formal application and all attachments will be returned with a letter outlining the reasons for its return. If the applicant has demonstrated a satisfactory level of understanding of the requirements and has performed a quality review, the formal application will be accepted and minor deficiencies noted during the initial review can be resolved during the formal application meeting.

c. The formal application meeting should be attended by all of the applicant's key management personnel. The purpose of this meeting is to discuss the formal application and resolve any omission, deficiency, or open question. Subsequent phases of the certification process will be fully discussed. The applicant should seek clarification of any item or event that is not clear. The Certification Project Manager (CPM) will not formally accept the application during the meeting.

d. The applicant will be notified by letter whether the formal application is accepted or rejected. FAA acceptance of a formal application does not constitute approval or acceptance of individual attachments. These documents will be evaluated thoroughly during subsequent phases of the certification process. If, the formal application is not accepted, it will be returned with a written explanation of the reasons for its return.

Phase 2 – DESIGN ASSESSMENT

a. Design assessment is the function that ensures an air carrier's operating systems are designed to comply with regulations and safety standards, including the requirement to provide service at the highest level of safety in the public interest. Design assessment is the most important function because safety is the outcome of a properly designed system. Poor system design compromises safety risk management. The certification processes ensures that an air carrier's operating systems comply with the intent of the regulations. FAA uses standardized, systematic certification processes to determine an air carrier's qualification for an operating certificate.

b. After the formal application has been accepted, FAA inspectors will begin a thorough evaluation of the manuals and other technical documents. The FAA will make every attempt to complete this assessment in accordance with the agreed upon schedule of events. However, if the air carrier systems are not properly designed, lack system safety attributes, or are not in compliance with the regulations, the process will likely be delayed.

c. FAA personnel will reference the Compliance Statement and Safety Attribute Inspection (SAI's) extensively during this phase. The Compliance Statement identifies where each applicable regulatory (FAR 119 and 121 only) requirement has been adequately addressed in the manuals, programs, and/or procedures. Satisfactory completion of the Design Assessment phase will assure that all air carrier systems have been adequately designed and all operating documents have been accepted or approved, as appropriate.

Phase 3 – PERFORMANCE ASSESSMENT

a. Performance assessment is the function that helps assure operational safety. During certification, FAA inspectors conduct performance assessments to confirm that an air carrier's operating systems

produce intended results, including mitigation or control of hazards and associated risks. FAA uses performance assessments to detect latent, systemic failures that may occur due to subtle environmental changes. Performance assessments focus on known risks or other safety priorities.

b. 14 CFR part 121 requires an applicant to demonstrate the ability to comply with regulations and system safety operating practices before beginning actual revenue operations. These demonstrations include actual performance of activities and/or operations while being observed by FAA inspectors. This includes on-site evaluations of aircraft maintenance equipment and support facilities. During these demonstrations and inspections, the FAA evaluates the effectiveness of the policies, methods, procedures, and work instructions as described in the applicant's manuals and other documents using Element Performance Inspection (EPIs) data collection tools. Emphasis is placed on the applicant's management effectiveness during this phase. Deficiencies will be brought to the attention of the applicant and corrective action must be taken before a certificate is issued.

c. The following list provides examples and is not an all inclusive list of the types of items, equipment, facilities, and activities evaluated during the Performance Assessment Phase.

(1)   Training programs (classroom, courseware, simulators, aircraft, and personnel).
(2)   Airmen testing and certification (crewmembers and dispatchers, as applicable).
(3)   Station facilities (equipment, procedures, and personnel).
(4)   Recordkeeping procedures (documentation of training, flight and duty times, flight papers).
(5)   Flight control (dispatch or flight following or flight locating capabilities).
(6)   Maintenance and inspection programs (procedures, recordkeeping).
(7)   Maintenance facilities (personnel, procedures, technical information, spare parts, equipment, fueling, etc.).
(8)   Aircraft (conformity inspection, aircraft maintenance records, etc.).
(9)   MELs and CDLs (compliance with operating and maintenance procedures, etc., if applicable).
(10) Weight and balance program (procedures, accuracy, and document control).
(11) Emergency evacuation and ditching demonstrations.
(12) Tabletops and proving tests.

Phase 4 - ADMINISTRATIVE FUNCTIONS

a. The Certification Project Team (CPT) will prepare an air carrier or operating certificate and approve the operations specifications. The operations specifications contain authorizations, limitations, and provisions specific to an applicant's operation. The applicant is required to provide the CPM with a copy of the OST written economic authority. This may be in the form of a certificate, a registration, or other appropriate form. After receiving a copy of the OST economic authority, the CPM will issue the appropriate certificate and operations specifications to the applicant, who is thereafter referred to as the certificate holder. The Air Carrier or Operating Certificate, the operations specifications, and the OST economic authority enable the certificate holder to begin revenue operations.

b. The certificate holder is responsible for continued compliance with all applicable Federal Aviation Regulations and the authorizations, limitations, and provisions of its certificate and operations specifications. As a certificate holder's operation changes, the operations specifications will be amended accordingly. The process for amending operations specifications is similar to the certification process, but may be a less complex procedure depending on the subject of the amendment. The FAA is responsible for conducting periodic inspections of the certificate holder's operation to ensure continued compliance with the Federal Aviation Regulations, Operations Specifications, and safe operating practices.

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INSTRUCTIONS AND INFORMATION FOR COMPLETING FORMAL APPLICATION PACKAGE

All Part 121 air carrier applicants must review the following information, complete the required documents, and submit a complete package to the Flight Standards District Office (FSDO) assigned to the certification project. The sections containing sample documents, programs, instructions, or forms are hyperlinked.   Sample letters and programs should be modified to reflect your company's information. Significant certification guidance can be obtained at http://fsims.faa.gov and clicking on Air Operators. Use the search function to find more detailed information or go to FSIMS Content (the last listing on this page).

- **System Safety Video:** This is an online video presentation. All company personnel should view this presentation because it provides valuable information on system safety. FAA highly recommends that all new hire personnel view these videos during company indoctrination to become familiar with system safety. This video may take a few minutes to load for adequate viewing.

http://www.faa.gov/safety/programs_initiatives/oversight/atos/library/media/systemsafety.wmv

- **Overview of ATOS (Air Transportation Oversight System) Video:** These videos are online presentations. All key personnel should view these presentations because they provide valuable information on the FAA's oversight philosophy and process. FAA highly recommends that all new hire management personnel view these videos during company indoctrination to become familiar with ATOS oversight concepts.

    ATOS-Part1

    ATOS-Part2

- **Certification Process Document (CPD) Review**: The certification process a highly structured and formal process. All persons involved in the process should be familiar with the phases, gates, and other activities associated with the CPD.   This process is followed, step by step, unless formal requests for deviations are approved.

- **Pre-Application Checklist** (PAC): The PAC document can be found in the current CPD as a reference document. Separate reference documents are found at the end of the CPD. The PAC should be used as a checklist to prepare for formal application and is an important quality audit form for the applicant. It must be attached to the Formal Application Letter.

- **Formal Application Letter**: A formal application letter is submitted to the FAA Flight Standards District Office (FSDO) at least 45 days prior to a formal application meeting with least the following additional documents:

    - Completed Qualification Summary Form and Quality Audit Form of required personnel

    - List of proposed operations specifications (OpSpecs)

    - An up to date Preapplication Statement of Intent (PASI) only if there have been changes to the original PASI

    - A proposed Schedule of Events

- **FAA Form 8400-6, Pre-application Statement of Intent**: This form must be completed by all air carrier applicants and submitted to the FAA once the applicant's business plan becomes viable. Provide enough information in Box 10 of the PASI for FAA to assess the size and scope of the proposed operation. The PASI should be revised and re-submitted with the PAC if any changes have occurred since the initial submission. The completed PASI denotes intent by the applicant to start the certification process. It also allows the FAA to plan activities and prepare to commit resources.

  It is very important to the applicant that the local Flight Standards District Office can accept the certification project as requested. The FAA's internal Certification Service Oversight Process (CSOP) assures that sufficient and properly trained FAA personnel are available for the certification at the local FSDO.   It is possible that the FAA field office identified by the applicant will not be able to accept the certification.

- **Corporate Documents:** FAA verifies all information contained in the PASI. When a corporation or LLC makes application, the FAA must have a copy of the Certificate of Incorporation by the State, citizenship of the voting members, and any accompanying documentation to evaluate the eligibility of the air carrier applicant. If the applicant intends to operate under a DBA (Doing Business As), the appropriate legal documents must also be submitted.

- **Management Resumes:** The resumes detail each individuals aeronautical experience as appropriate to 14CFR Part 119.   If an individual has only the minimum experience required by the regulations, the applicant should provide work history in months and years accompanied by brief descriptions of work experience. Using the resumes and references provided, FAA

validates that minimum experience requirements have been met. Provide the qualification summary (QS) and quality audit forms (QAF) as attachments to the Formal Application Letter.

Director of Maintenance Qualification Summary Form	Director of Maintenance Quality Audit Form
Chief Pilot Qualification Summary Form	Chief Pilot Quality Audit Form
Director of Operations Qualification Summary Form	Director of Operations Quality Audit Form
Director of Safety Qualification Summary Form	Director of Safety Quality Audit Form
Chief Inspector Qualification Summary Form	Chief Inspector Quality Audit Form

- **Evidence of Economic Authority Request:** DOT has several types of economic authorities it issues: (1) section 401certificate of public convenience and necessity for scheduled or charter operations, (2) section 418 domestic all cargo authority, and (3) commuter air carrier authority. The type of authority issued to a particular company is generally based upon the type of operations that company intends to conduct. Different types of Section 401 authority may be issued: e.g., for scheduled or charter operations serving domestic or foreign points, carrying passengers/cargo/mail, or cargo/mail only. Evidence of such authority consists of the certificate together with its terms, conditions, and limitations.

- **List of Proposed Operations Specifications:** Air carrier applicants should decide early in the process which Operations Specifications will likely be issued by FAA for its intended operations. Some Operations Specifications provide additional instructions and procedures not addressed in 14CFR Part 121. Several Operations Specifications will necessitate the development of additional policies and procedures to be incorporated in the air carrier applicant's manual system. It is required that the air carrier applicant incorporate these additional instructions or procedures in the manual during the original develop of the manual and programs prior to submitting manuals and programs at formal application.

- **Vital Information Subsystem (VIS) Form**: This form can be found in the references section of the current Certification Process Document. The Vital Information Subsystem (VIS) is a subsystem of the Flight Standards Automation System (FSAS). The database is a comprehensive information system used primarily by FAA inspectors to record and disseminate data associated with inspector activity and the aviation environment. This information is required as part of receiving the air carrier designator number by the FAA.

- **Deviations and/or Exemption Requests**: Deviations. When a regulatory section contains phrases such as "unless otherwise authorized by the Administrator"; "the Administrator may . . ."; "if the Administrator finds . . . "; "the Administrator may authorize . . . "; "the Administrator allows a deviation . . . "; "notwithstanding the Administrator may issue operations specifications . . . "; or other similar words, the regulatory flexibility is referred to as a deviation.

  When a regulatory section stipulates that a deviation is permitted, any person or organization may apply for a deviation. Deviations may be granted and issued to operators conducting

operations under 14CFR Part 121. To apply for a deviation, an operator must submit a specific request to the FAA in a letter form. The application must be made by a letter that identifies the specific regulatory sections from which a deviation is requested. The letter and attachments, if appropriate, must contain the specific reasons the deviation is requested, information to show that an equivalent level of safety will be maintained, and any other information the FAA may require. The types of information that must be submitted with the request for a deviation are described in other sections within FAA Order 8400.10. Unless otherwise specified by FAA Order 8400.10, deviations requested by operators conducting operations under 14CFR FAR Parts 121 must be authorized for use by operations specifications. Approval, denial, and reconsideration procedures for processing deviation requests shall be the same as the procedures for processing, issuing, or amending operations specifications

NOTE: If the specific regulatory section does not stipulate that a deviation, waiver, or authorization may be granted or issued, compliance with the regulation is mandatory. In these cases, the only method of obtaining relief from the regulation is through the exemption process.

Exemptions: The granting of an exemption is generally viewed as an alternative method of complying with a regulatory requirement. Exemptions are promulgated under14CFR Part 11. A grant of exemption and each specific condition and limitation is a regulatory requirement. A petition for exemption may be submitted to the Federal Aviation Administration (FAA) by any interested person.

Each petition should be submitted to the FAA at least 120 days before the proposed effective date of the requested exemption. 14CFR Part 11 specifies the address for the proper FAA action office based on the subject of the petition. Serious consideration should be given to items identified below under content of petition by the prospective petitioner before the petition is written. Frivolous or ill-prepared petitions are rejected and both the petitioner's and the FAA's resources are unproductively used in the rejection process. Petitions are frequently rejected because the petitioner failed to identify and explain the reasons why a grant of exemption would be in the public interest. The petitioner's interest is not necessarily considered to be in the "public interest." A petitioner's statement that a grant of exemption would be in the public interest because it would reduce the petitioner's operating costs is not acceptable and is a reason for FAA rejection of the petition. Each petition for exemption should be well conceived and in writing.

CONTENT OF PETITION: Each petition for an exemption should contain the following:

• The rule requirement from which exemption is sought
• The nature and extent of the requested regulatory relief
• A description of each person or aircraft to be
• Any information, views, or arguments to support the action sought
• The reasons why a grant of exemption would be in the public interest
• The action to be taken by the petitioner to provide a level of safety equivalent to that provided by the rule from which exemption is sought or the reason why a grant of exemption would not adversely affect public safety

- **Proposed Schedule of Events**: The schedule of events (SOE) is a document attached to the formal application package. The form can be found in the references of the current CPD. The schedule of events is a list of items, activities, programs, aircraft and/or facility acquisitions that the applicant must accomplish or make ready for FAA inspection before certification. The schedule of events must be constructed in a logical and sequential manner. The schedule of events must also provide for a reasonable amount of time for the FAA to review and accept or approve each item or event, before scheduling other items or events that are dependent on such acceptance or approval. A failure to accomplish an item or event in a satisfactory or timely manner in accordance with the schedule of events could result in a delay in certification. When deficiencies are detected during the review of manuals and other documents, they will be returned for amendment or correction. Such action may also cause additional delays in the certification process. We encouraged an applicant to use the format provided; however, other formats may be acceptable if they provide information necessary for the certification team to ensure that you the applicant is preceding in an appropriate manner.

- **Safety Attribute Inspection (SAI) Self Audit:** This audit is the applicant's final opportunity before FAA submission to verify that system design, specific regulatory requirements, and system safety principles have been adequately developed and incorporated into the manuals. Additionally, it is the applicant's last opportunity to assure that each applicable SAI question has an accurate manual reference location (s) documented. The reference should be identified at least to the manual paragraph where the answer can be found. During the Initial Review, manual references contained in the applicant's SAI Self Audit will be verified.

- **Compliance Statement**: A Compliance Statement, often referred to as a Letter of Compliance (LOC), must be developed by all air carrier applicants and submitted to the FAA. Preparation of the compliance statement benefits an applicant by systematically ensuring that all applicable regulatory aspects are appropriately addressed during the certification process. The compliance statement shall be in the form of a complete listing of all appropriate Federal Aviation Regulation sections contained within parts 119 and 121. The Letter of Compliance should reference any applicable subpart and each relevant section of the subpart. Next to each subparagraph, the applicant must provide a specific reference to a manual or other document, and may provide a brief narrative description that describes how the applicant will comply with each regulation. This statement also serves as a master index to the applicant's manual system to expedite the FAA's review and approval of the operation and manual system. The compliance statement is an important source document during the certification process. After the certification process is completed, the compliance statement should be kept current as changes are incorporated in the applicant's system. The list of the specific regulations and subparts, including all subparagraphs, must be presented.

- **Company Manuals and Programs**: At the outset, creating a manual system appears to be an overwhelming task. However, designing air carrier systems and developing the manual may prove to be a valuable organizational business process that will lead to the adoption and integration of proven industry practices. Additionally, the dynamics required to develop air carrier systems and manuals may result in the restructuring of job tasks or the reassignment of important responsibility and authority within the organization. A properly designed and clearly documented air carrier system provides a high level of confidence to FAA and air carrier management that personnel will know precisely what is expected of them. Standardization will be the norm and management will have accountability throughout the organization. Finally, if

systems are properly designed, the manuals will describe policies and procedures for periodic audits of the air carrier functions emphasizing the importance of continuous safety improvement.

This attachment to the formal application is usually in the form of several manuals or volumes with associated work documents. For example, maintenance work (task) cards are part of the manual submission. The manuals and technical documents must contain information about the applicant's organization, general policies, instructions, information, and procedures as appropriate to each personnel, duties and responsibilities of each personnel, operational control, etc. The manuals must adhere to system safety principles. Unsatisfactory manual submissions are the primary reason for certification delays and likelihood of certification failure.

FAA strongly recommends that applicants review Safety Management Systems (SMS) reference documents before designing their operating systems and developing their manuals. For example, Advisory Circular 120-92, Introduction to Safety Management Systems for Air Operators, introduces the concepts of SMS to aviation service providers.

The applicant's entire manual, as required by 14CFR Part 121.133 must be completely developed and submitted at the time of formal application. All manual(s) and programs that are required by 14CFR Part 121 must be submitted with the formal application letter.

- **Initial Cadre Check Airman (ICCA) Training Program:** Separate guidance for the ICCA program is contained in the Certification Process Document as a reference.

- **Facility Lease agreement or Proof of Ownership**: Provide as attachments to the formal application letter the lease agreement(s) or proof of ownership(s) of each facility and list the item(s) in the Formal Application Letter.

- **Outsourcing (Contractual Agreements)**: Outsourcing means contracting out internal certificate holder programs and processes, such as maintenance, training, ground handling etc., to external, independent vendors and suppliers, where oversight for the quality of the outsourced items remains with the air carrier.

The outsourcing of traditional air carrier functions to independent contractors has increased significantly. While established air carriers outsource some of their major programs, the trend has been for new entrant carriers with rapidly changing operations to start small and outsource high-cost items such as maintenance, training, and ground handling. In addition, outsourcing has developed to the point where multiple levels of contractors could be involved in providing the service.

The contractual agreements for outsourcing not only must coincide with the applicant's manual or programs (instructions, information, policies and procedures) but they may not be contrary to applicable regulations or issued Operations Specifications applicable to the certificate holder wishing to outsource functions. Differences between contractual agreements and the certificate holder's manual may significantly affect its maintenance, training, and operations systems, subsystems and elements and its overall safety.

The FAA holds the air carrier accountable for the oversight of outsourced maintenance and training. During the certification process, the FAA will determine if adequate control and process measurement processes are documented in the manual system to assure satisfactory oversight.

- **Aircraft Lease or Proof of Ownership**: A lease is any agreement by a person (the lessor) to provide an aircraft to another person (the lessee) who will use the aircraft for compensation or hire purposes. A "wet lease" arrangement is a leasing agreement whereby a certificate holder agrees to provide an aircraft and at least one crewmember to another air carrier. In contrast, a "dry lease" arrangement is any agreement in which a lessor such as an air carrier, bank, or leasing company leases an aircraft without any crewmembers to an air carrier (the lessee) and in which the lessee maintains operational control. An "interchange agreement" is any agreement in which the operational control of an aircraft is transferred for short periods of time from one air carrier to another air carrier in which the latter air carrier assumes responsibility for the operation of the aircraft at the time of transfer. A lease is not an agreement for the sale of an aircraft or a contract of conditional sale under public law.

- **Current Aircraft Equipment List:** The List of Equipment is originally issued by the aircraft manufacturer and is required to be maintained by the Type Certificate Data sheet (TCDS). Current weight and balance reports including a List of Equipment must be maintained at all times thereafter. The exception to this requirement is when the carrier has an approved Weight & Balance (Wt & Bal) control system. The program includes loading information, passenger locations (seats), crew member seats, baggage/cargo compartment location and capacity, galley equipment, lavatories, aircraft installed equipment, etc.

  An aircraft operator could not accurately perform a weight and balance calculation of an aircraft without an up-to-date (current) Equipment List document to verify, by accurate inventory, the installed equipment on a specific aircraft. The Equipment List is normally in a form of a document (multiple pages) for transport type aircraft. Again, an air carrier operating under an approved weight and balance program may not be required to maintain a List of Equipment if an alternate means is documented in the approved program.

  For the aircraft to be considered "airworthy" the aircraft and its installed components/parts must continually meet the requirements of the original Type Certificate or approved altered condition.

- **Layout of Passenger Accommodations:** This document is an approved engineering drawing/diagram in of the aircraft cabin interior that includes, but is not limited to, a list and locations of installed equipment/components, passenger and flight attendant seats, emergency equipment and exits, lavatories, and galleys with background information as applicable. The LOPA serves as a document (aircraft specific), so consistency can be maintained in the interior compliance. This document leads the viewer through the interior design/layout and is the document that certifies the interior components' and installation. A LOPA is used extensively for flight attendant and maintenance training. A LOPA may not be required if applying for an all cargo operation.

- **Aircraft Information Form**: This self explanatory form is a required attachment.

- **Status of Drug and Alcohol Program:** All air carrier applicants must provide a drug and alcohol program to be approved by the FAA. The Drug Abatement Home page is located at the following address, Federal Aviation Administration-AAM 800

- **Status of Security Program (Passenger Screening)**: The Department of Homeland Security will be involved with the approval of an applicant's security program. FAA Principal Security Inspectors work closely with TSA Principal Security Inspectors to assist in the approval of passenger security programs. The local FSDO personnel can provide the name and address of the regional security contact. However, should you have questions about TSA, contact Brian Baney, Policy Specialist, at 1-571-227-2635.

- **Status of Environmental Assessment**: The National Environmental Policy Act (NEPA) and the Executive Order 11514 require federal agencies to assess the potential impact that any major federal action will have on the environment. Federal Aviation Administration (FAA) Order 1050.1, Policies and Procedures for Considering Environmental Impacts, as amended, is the FAA's directive that implements the requirements of NEPA and Executive Order 11514. Most of the time, applicant's seek the assistance of Environmental Assessment consultants to help with the report.

- **Status of Transportation of Dangerous Goods Procedure Manual & Training Program:** All air carrier applicants must provide a copy of a procedures manual and a training program if they intend to carry dangerous goods. If dangerous goods will not be carried, a procedures manual and training program for the recognition of dangerous goods must be submitted. FAA Security Division can answer questions or supply additional information concerning dangerous goods. Local FSDO personnel can assist you with current contact information for the Security Division.