

APPENDIX A. INSTRUCTIONS FOR COMPLETING THE FIELD APPROVAL CHECKLIST

When requesting a field approval, you may use the fillable checklist found in Figure A-1, Field Approval Checklist, to provide the requested data, forms, descriptive items, and other information. You can also use an equivalent method for presenting the information and data. The following instructions apply to corresponding items 1 through 12 of the Field Approval Checklist as illustrated in this appendix.

Item 1—Aircraft. The Registration Number is the same as shown on AC Form 8050-3, Certificate of Aircraft Registration. Only U.S.-registered aircraft are eligible for field approvals.

Item 2—Applicant. Enter the applicant's name, address, and telephone number.

Item 3—Type of Product and Certification Basis. On the upper line, enter a check mark in the appropriate box to identify the item being approved. If you check "Other," enter the product's description in the space provided. On the bottom line, check the box that identifies how your aircraft or product was certificated. If you don't know this information, you can find it on the Type Certificate Data Sheet (TCDS) for your aircraft or engine. On the TCDS, look in the section titled Certification Basis.

Item 4—Brief Description of Project. Using the space provided, enter a short summary of the proposed repair or alteration, such as "Installing a GPS in the instrument panel above the right yoke." If you need additional space, attach a continuation page and note that on the form in this area.

Item 5—Schedule for Completion of Project. On the first line, enter the date you need the field approval. On the second line, enter the date you plan to start the work, and on the last line, enter the date you expect to complete the work.

Item 6—Who Will Perform the Repair or Alteration? On the top line, enter the name of the certificated mechanic who will be doing the work. If a repair station is doing the work, leave the mechanic's name blank and enter the name of the repair station. On the second line, enter the mechanic's Airframe and Powerplant (A&P) certificate number, or if a repair station is doing the work, their certificate number.

Also enter a contact name if you are using a repair station. If the ASI doing the approval has a question and you are not available, this will make it easier for the ASI to find someone knowledgeable about the project. On the third line, give the telephone number of the mechanic or the repair station doing the work. On the bottom line, enter the location where the work will be done. This location information should be as complete as possible.

Item 7—Designees (DARs and DERs). If you are working with any Designated Engineering Representatives (DER) or Designated Airworthiness Representatives (DAR) for this project, include their names and telephone numbers, in case the ASI needs to contact them for additional information or clarification. DERs have authorization limitations; if you are working with a designee, make sure anticipated work is within the designee's authorization.

Item 8—Compliance Statement and Compliance Checklist. Before completing the repair/alteration to your aircraft, be aware that the aircraft must still meet its certification basis after alteration/repair. Include an entry in block 8, to include proof, or data, as well as your compliance statement, that it still meets its certification basis. For example, if you want to

modify the wheels of your small airplane, you would ensure the altered wheels still conform to Title 14 of the Code of Federal Regulations (14 CFR) part 23, § 23.731. The compliance checklist will list affected 14 CFR/Civil Air Regulations (CAR) and indicate how the applicant showed compliance. The person doing the repair or alteration creates this checklist, and should address each section of the regulations applicable to the project. Appendix 2 has a sample compliance checklist format.

Item 9—Previous Alterations or Repairs that May be Affected by This Alteration. Review the aircraft’s records to determine if there are any modifications, Supplemental Type Certificates (STC), alterations, or repairs that could conflict with the proposed repair/alteration. If the prior applicant completed an FAA Form 337 for repairs/alterations that might be affected, include it. If the prior applicant made a logbook entry concerning the work done, make a copy of that entry and include it in your package. Photographs and drawings of previous alterations/repairs that might be a factor can also be very helpful.

Item 10—Maintenance Information. In this attachment, describe how to maintain the altered/repaired part of the aircraft airworthy. This might include 100-hour or annual inspections. These should be specific instructions, including (1) inspection items, (2) minimum or maximum measurements of parts for wear or deterioration, (3) troubleshooting, (4) functional checks, (5) installation and removal procedures, and (6) servicing requirements, such as fluid change intervals or lubrication schedules. Figure 5-1 provides guidance and a sample checklist for creating maintenance information.

Item 11—Aircraft Flight Manual Supplement (AFMS). If you have an AFMS for your alteration, include a copy of it. Guidance for creating an AFMS is available in Advisory Circular (AC) 23-8, Flight Test Guide for Certification of Part 23 Airplanes, as amended. Appendix 5 of AC 23-8 has a sample format that you can use.

Item 12—Data Attached. If the data you are attaching is included on this list, check the appropriate box. If you have data or information not included in this list, check the box labeled “Other” and enter in the space provided a short description of what you are including.

Item 13—For All the Data Submitted. Review all data submitted and determine if the data meets the requirements listed. Check the appropriate box after review.

Item 14—FAA Use Only. Don’t write or mark in this area—it is for FAA use only.

Figure A-1. Field Approval Checklist

FIELD APPROVAL CHECKLIST																			
Instructions: Print or type all entries. This information should be as complete as possible prior to an initial discussion with the FAA.																			
1. Aircraft	Make	Model																	
	Registration Number N	Serial Number																	
2. Applicant	Name	Address/Telephone Number																	
3. Type of Product and Certification Basis																			
<table style="width:100%; border:none;"> <tr> <td style="text-align:center;">Airframe</td> <td style="text-align:center;">Engine</td> <td style="text-align:center;">Appliance</td> <td style="text-align:center;">Other</td> </tr> </table> <p>For an appliance or "Other" list: Manufacturer: Part Number: Serial Number:</p> <table style="width:100%; border:none;"> <tr> <td style="text-align:center;">Part 23</td> <td style="text-align:center;">Part 25</td> <td style="text-align:center;">Part 27</td> <td style="text-align:center;">Part 29</td> <td style="text-align:center;">Part 31</td> <td style="text-align:center;">Part 33</td> </tr> <tr> <td style="text-align:center;">CAR 3</td> <td style="text-align:center;">CAR 4(a)</td> <td style="text-align:center;">CAR 4(b)</td> <td style="text-align:center;">CAR 6</td> <td style="text-align:center;">CAR 7</td> <td style="text-align:center;">CAR 8</td> <td style="text-align:center;">CAR 13</td> </tr> </table>			Airframe	Engine	Appliance	Other	Part 23	Part 25	Part 27	Part 29	Part 31	Part 33	CAR 3	CAR 4(a)	CAR 4(b)	CAR 6	CAR 7	CAR 8	CAR 13
Airframe	Engine	Appliance	Other																
Part 23	Part 25	Part 27	Part 29	Part 31	Part 33														
CAR 3	CAR 4(a)	CAR 4(b)	CAR 6	CAR 7	CAR 8	CAR 13													
4. Brief Description of Project																			
<table style="width:100%; border:none;"> <tr> <td style="text-align:center;">Repair</td> <td style="text-align:center;">Alteration</td> </tr> </table>			Repair	Alteration															
Repair	Alteration																		
5. Schedule for Completion of Project																			
Date when field approval is needed: Date when work is to begin: Date for ASI visit (projected): Projected completion date for project:																			
6. Who Will Perform the Repair or Alteration?																			
Mechanic's name: _____ or Repair station: _____ Certificate no: _____ Contact person at the facility: _____ Telephone number: _____ Location where alteration/repair will be accomplished: _____																			

FIELD APPROVAL CHECKLIST	
7. Designees (DARs, DERs, or ODAs)	None
Designated Engineering Representatives (DER), Designated Airworthiness Representatives (DAR), or Organization Designation Authorization (ODA):	
Name:	Telephone number:
Name:	Telephone number:
8. Compliance Statement and Compliance Checklist	
Attach the Compliance Checklist you completed.	
9. Previous Repairs or Alterations Affected by This Alteration. Is this alteration compatible with previously installed equipment?	
10. Maintenance Information and/or Instructions for Continued Airworthiness (ICA)	
Maintenance information attached?	Yes No
Reference these in block 8 of FAA Form 337.	
11. Aircraft Flight Manual Supplement (AFMS)	
Do you have an AFMS?	Yes No If yes, attach a copy.
12. Data Attached	
Proposed FAA Form 337	
Description of alteration, including drawings, schematics, and diagrams	
Material list	
Processes	
Specifications	
Previous field approvals	
FAA Form(s) 8110-3	
Serviceable tags	
Placards	
Test data and/or flight test data	
Load analysis (electrical and/or structural)	
Other:	

FIELD APPROVAL CHECKLIST			
13. For All the Data Submitted:			
Are all applicable airworthiness requirements addressed?	Yes	No	N/A
Are all exemptions addressed?	Yes	No	N/A
Are all special conditions addressed?	Yes	No	N/A
Are the requirements of Part 26 addressed?	Yes	No	N/A
Are all applicable airworthiness directives addressed?	Yes	No	N/A
Are instructions for continued airworthiness addressed?	Yes	No	N/A
Are the applicable noise requirements addressed?	Yes	No	N/A
Are the applicable emission requirements addressed?	Yes	No	N/A
Are all changes to a flight manual addressed?	Yes	No	N/A
14. FAA Use Only			
Date:			
Assigned inspector:			
FAA office:			
Is a field approval appropriate?	Yes	No	
If a field approval is not performed, what is the proper method for alteration?			
Record entry	STC	Other:	
Requires ACO concurrence?	Yes	No	
Requires AEG ICA review?	Yes	No	
Additional information required:			