

## INSTRUCTIONS FOR COMPLETING THE FIELD APPROVAL CHECKLIST FORM

The person requesting the field approval may use this form to provide the requested data, forms, descriptive items, and other information. If this form is not used, an equivalent method for presenting the information and data may be used. The checklist form (or equivalent), its attachments, Federal Aviation Administration (FAA) Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance), and the data make up the standard data package (SDP). The following instructions apply to corresponding items 1 through 12 of the form as illustrated in this appendix.

**Item 1—Aircraft.** Information to complete the Make, Model, and Serial Number blocks will be found on the aircraft manufacturer's identification plate. The Registration Number is the same as shown on AC Form 8050-3, Certificate of Aircraft Registration (the N number).

**Note: 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 the item is not one of the three listed, check the Other box and 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 alteration or repair, e.g., "Installing a GPS in the instrument panel above the right yoke." If additional space is needed, attach a continuation page and make a note of that on the form in this area.

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

**Item 6—Who Will Perform the Alteration or Repair?** 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 A&P certificate number, or if a repair station is doing the work, their certificate. Also enter a contact name if you are using a repair station. If the person doing the approval has a question and you are not available, this will make it easier for him or her to find someone knowledgeable about the project. On the third line, give the telephone number for either the mechanic doing the work, or the repair station. On the bottom line, enter where the work will be done. This 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 inspector needs to contact them for additional information or clarification. DERs have limitations to their authorization(s). If you are

## INSTRUCTIONS FOR COMPLETING THE FIELD APPROVAL CHECKLIST FORM (Continued)

working with a designee, check with him or her to make sure that the work you want the designee to do is within the scope of his or her authorization.

**Item 8—Compliance Statement and Compliance Checklist.** Before completing your alteration or repair to your aircraft, be aware that after it has been altered or repaired it must still meet its certification basis. In this section you include the proof (data) that it still does. Your compliance statement should explain how your aircraft still meets its certification basis. For instance, if you want to modify the wheels of your small airplane, you would need to ensure that the altered wheels still conform to section 23.731. The compliance checklist will list each affected Title 14 of the Code of Federal Regulations (14 CFR)/Civil Air Regulations (CAR) and indicate how compliance was shown. This checklist is created by the person doing the alteration or repair and should address each section of the CFRs 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.** Look at the aircraft and review its records to determine if there are any modifications, Supplemental Type Certificates (STC), repairs, or alterations that could cause a problem or conflict with the proposed alteration or repair. If an FAA Form 337 was completed for any repair or alteration that might be affected, include it. If a logbook entry was made concerning the work done, make a copy of that entry and include it in your package. Photographs and drawings of previous alterations or repairs that might be a factor can also be very helpful.

**Item 10—Instructions for Continued Airworthiness (ICA).** In this attachment, describe how you will keep the altered or repaired part of the aircraft airworthy. This might include inspections that need to be done each 100 hours or during the annual inspection. These should be specific instructions that include what should be looked at and minimum or maximum measurements of parts for wear or deterioration. Troubleshooting, functional checks, installation and removal procedures, and servicing requirements, such as fluid change intervals or lubrication schedules, are also items that would be included. Figure 1 provides guidance and a sample checklist for creating ICAs.

**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 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 can be used.

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

**Item 13—FAA Use Only.** Don't write or mark in this area, it is for FAA use only.

## FIELD APPROVAL CHECKLIST

<b>FIELD APPROVAL CHECKLIST</b>									
Instructions: Print or type all entries. This information should be as complete as possible prior to your initial discussion with the FAA.									
<b>1. Aircraft</b>	Make	Model							
	Registration Number N	Serial Number							
<b>2. Applicant</b>	Name	Address/Telephone Number							
<b>3. Type of Product and Certification Basis</b>									
AIRFRAME	ENGINE	APPLIANCE	OTHER _____						
Part 23 CAR 8	Part 25 CAR 13	Part 27 Other	Part 29	Part 31	Part 33	CAR 3	CAR 4(b)	CAR 6	CAR 7
<b>4. Brief Description of Project</b>									
<b>5. Schedule for Completion of Project</b>									
Date when field approval is needed: _____									
Date for ASI visit (projected): _____									
Projected completion date for alteration: _____									
<b>6. Who Will Perform the Alteration or Repair?</b>									
Mechanic's name: _____					or Repair station: _____				
Certificate no: _____					Contact person at the facility: _____				
Telephone number: _____									
Location where alteration/repair will be accomplished: _____									
<b>7. Designees (DARs and DERs)                      None</b>									
Names and telephone numbers of the Designated Engineering Representatives, (DER) and/or Designated Airworthiness Representatives (DAR) who are helping with the project:									
Name: _____					Telephone number: _____				
Name: _____					Telephone number: _____				

**FIELD APPROVAL CHECKLIST (Continued)**

**8. Compliance Statement and Compliance Checklist**

Attach the Compliance Checklist that you completed.

**9. Previous Alterations or Repairs That May Be Affected by This Alteration**

**10. Instructions for Continued Airworthiness (ICA)**

ICAs attached

Include these in block 8 of the 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 ICA
- 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 \_\_\_\_\_

**13. FAA Use Only**

Date: \_\_\_\_\_  
Assigned inspector: \_\_\_\_\_  
FAA office \_\_\_\_\_  
Additional information required:

## SAMPLE COMPLIANCE CHECKLIST FORMAT

The purpose of the compliance checklist is to document which regulations are applicable to the field approval requested, and how compliance with those regulations was shown. Instructions for completing this sample compliance checklist are as follows:

**1. 14 CFR Part/CAR Paragraph.** Specific applicable regulations may be listed by number, e.g., 14 CFR part 23, section 23.1353.

**2. Subject.** The subject or title of the 14 CFR part/CAR applicable paragraphs, e.g., Storage battery design and installation.

**3. Method of Compliance.** The method of compliance may include design drawings (D), analyses (A), tests (T), or other methods (O). Some compliance checklists simply list the letter corresponding to the applicable methods of compliance. Other compliance checklists reference specific data by title or number. The applicant and the FAA inspector should agree upon the format.

**4. Documentation Reference.** List the documentation (test report number, analysis report number, and so forth) that demonstrated compliance to the subject 14 CFR part or CAR paragraph.

**SAMPLE COMPLIANCE CHECKLIST FORMAT (Continued)**

**COMPLIANCE CHECKLIST FORMAT**

14 CFR Part/CAR Paragraph	Subject	Method of Compliance	Documentation Reference