



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS AERONAUTICAL SYSTEMS CENTER (AFMC)
WRIGHT-PATTERSON AIR FORCE BASE OHIO


BULLETIN
AWB-014
13 September 2010

UNITED STATES AIR FORCE (USAF) AIRWORTHINESS BULLETIN (AWB)-014

Subject: Notice of Airworthiness Board Action

Attachments: (1) Glossary of References and Supporting Information
(2) Notice of Airworthiness Board Action Form

- 1. Purpose:** This bulletin describes the format for formally documenting the results of actions taken by the USAF Airworthiness Board (AB).
- 2. Office of Primary Responsibility:** ASC/ENSI. Comments, suggestions, or questions on this bulletin should be emailed to the ASC/ENSI Mailbox (ASC.ENSI.Mailbox@wpafb.af.mil).
- 3. Background:** Air Force Policy Directive (AFPD) 62-6, *USAF Airworthiness*, establishes the USAF AB to provide advice and recommendations to the USAF Technical Airworthiness Authority (TAA) regarding disposition of airworthiness actions (see USAF AWB-022, *USAF Airworthiness Board Procedures* for AF AB process details). AF AB actions are critical events in the airworthiness certification of new or modified air systems. Results of AF TAA decisions and associated AF AB actions must be formally documented and maintained as official AF records. These records will be distributed to AB members and other attendees.
- 4. Format.** Attachment 2 provides the format for the Notice of Airworthiness Board Action Form. The actual form can be found on the Air Force Knowledge Now (AFKN) Community of Practice (CoP) (see Attachment 1). The AB Secretariat (ASC/ENSI) completes this form as part of the administrative responsibilities assigned by the *Charter for the USAF Airworthiness Board*. A Notice is required for every AB action whether it resulted from a formal meeting or an electronic document review by AB members.



John E. White, SES
Director, Engineering
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USAF Technical Airworthiness Authority

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFPD 62-6, *USAF Airworthiness*

Charter for the USAF Airworthiness Board

USAF AWB-022, *USAF Airworthiness Board Procedures*

USAF Airworthiness SharePoint website;

<https://cs.eis.afmc.af.mil/sites/AeroEngDisciplines/Systems/Airworthiness/default.aspx>

AFKN Airworthiness Certification (USAF) CoP website;

<https://afkm.wpafb.af.mil/community/views/home.aspx?Filter=OO-EN-KO-11>

Abbreviations and Acronyms

AB – Airworthiness Board

AFKN – Air Force Knowledge Now

CoP – Community of Practice

MACC – Modification Airworthiness Certification Criteria

TAA—Technical Airworthiness Authority

Terms

United States Air Force (USAF) Airworthiness Bulletin (AWB) — Procedures, practices and requirements for executing USAF airworthiness policy as defined and published by the TAA.

Airworthiness – The verified and documented capability of an air system configuration to safely attain, sustain, and terminate flight in accordance with approved usage and limits.

Certification Basis – The set of approved airworthiness certification criteria, standards, methods of compliance, and exemptions that apply to a specific air system. It is typically derived from MIL-HDBK 516, *Airworthiness Certification Criteria*.

Exemption – Documentation of a permanent non-compliance with an applicable airworthiness certification criterion.

Flight Release – Documentation which authorizes flight of a specific aircraft at specific locations under approved conditions and limitations.

Military Type Certificate (MTC) – The TAA issued document which provides evidence that the aircraft system type design is in full compliance with its approved certification basis.

Technical Airworthiness Authority (TAA) – The AF official authorized to define airworthiness standards, approve the certification basis, issue findings of compliance, and issue Military Type Certificates and other flight releases.

Attachment 2

NOTICE OF AIRWORTHINESS BOARD ACTION FORM

This multiple-page form is illustrated below:

NOTICE OF AIRWORTHINESS BOARD ACTION		1. DATE (YYYYMMDD)	
2. PROGRAM / SYSTEM NAME		3. ORGANIZATION	
4. AIRWORTHINESS BOARD ACTION <i>(Check one and indicate action)</i> <input type="checkbox"/> APPROVE / DISAPPROVE CERTIFICATION BASIS <input type="checkbox"/> APPROVE / DISAPPROVE MILITARY EXPERIMENTAL FLIGHT RELEASE <input type="checkbox"/> APPROVE / DISAPPROVE MILITARY TYPE CERTIFICATION <input type="checkbox"/> APPROVE / DISAPPROVE MILITARY RESTRICTED FLIGHT RELEASE <input type="checkbox"/> APPROVE / DISAPPROVE SPECIAL FLIGHT RELEASE <input type="checkbox"/> APPROVE / DISAPPROVE WAIVER / EXEMPTION <input type="checkbox"/> OTHER		5. ATTACHMENTS <i>(Check all that apply)</i> <input type="checkbox"/> BOARD ATTENDEES LIST <input type="checkbox"/> ACTION ITEMS <input type="checkbox"/> APPROVED INITIAL TACC / MACC <input type="checkbox"/> APPROVED FINAL TACC / MACC <input type="checkbox"/> APPROVED WAIVER / EXEMPTION <input type="checkbox"/> APPROVED FLIGHT RELEASE <input type="checkbox"/> APPROVED SPECIAL FLIGHT RELEASE	
6. BOARD SECRETARIAT <i>(Name)</i>	PHONE <i>(DSN)</i>	7. PROGRAM OFFICE POC <i>(Name)</i>	PHONE <i>(DSN)</i>
8. SUMMARY OF AIRWORTHINESS BOARD ACTION			
9. TECHNICAL AIRWORTHINESS AUTHORITY SIGNATURE		10. DATE (YYYYMMDD)	

AIRWORTHINESS BOARD ACTION FORM (PG 1/4) , 20100910

LIST OF ATTENDEES				
NAME	ORG	ROLE	TELEPHONE	E-MAIL

AIRWORTHINESS BOARD ACTION FORM (PG 2/4) , 20100910

AIRWORTHINESS BOARD ACTION ITEM		
1. SHORT TITLE	2. ISSUE DATE (YYYYMMDD)	
3. ACTION ITEM NUMBER	4. PROGRAM OFFICE POC (<i>Name, DSN</i>)	5. DUE DATE (YYYYMMDD)
6. DESCRIPTION OF REQUIRED ACTION		
7. ACTION RESOLUTION SUMMARY		

AIRWORTHINESS BOARD ACTION FORM (PG 3/4) , 20100910

INSTRUCTIONS FOR COMPLETION

1. This form documents the results of USAF Airworthiness Board meetings. It serves as the minutes of the meeting. The AB Secretariat is responsible for completing the form.

Block 1: Date of the Airworthiness Board that produced this action.

Block 2: Name of the program. For modifications, include the Weapon system name. EXAMPLE: C-130 Avionics Modernization Program.

Block 3: Program Office organization. EXAMPLE: ASC/WLNM.

Block 4: Indicate which Airworthiness Board action is documented on this form.

Block 5: Indicate which of these standard airworthiness process documents are attached (the Board attendees list should be attached every time). Action items are recorded on the form provided. If details of the risk assessments for non-compliances are not completely addressed in the briefing slides, attach the full assessments. The last five items on the list are documents that have been approved and signed by the TAA and are being returned to the requesting organization.

Block 6: Name and phone number of the Airworthiness Board Secretariat, the board action officer.

Block 7: Name and phone number of the Program Office POC (i.e., action officer).

Block 8: This is a summary of the Airworthiness Board action. The intent is to have all key information summarized on a single sheet for the TAA (a continuation sheet may be used if necessary). The summary should include:

- A brief description of the requested Airworthiness Board action.
- An outline of the pertinent discussions that supported board member recommendations to the TAA.
- A summary of non-compliances and the associated risk assessments, restrictions, exemptions/waivers, etc.
- A concise description of the Airworthiness Board position.

At the discretion of the TAA, this block may simply include a reference to a separate meeting minutes document.

Block 9: The TAA or delegate (who chaired the Board) signs and dates in this block. In the lower part of the block, type the name and job title of the signatory. Example: John A. Smith III, Director, Engineering, Aeronautical Systems Center.

2. LIST OF ATTENDEES: Enter name, org symbol, role, telephone number, and e-mail address.

3. AIRWORTHINESS BOARD ACTION ITEM - This is an optional form to be used if the AB assigns action items. Blocks 1 through 6 are completed by the AB Secretariat. Block 7 is completed by the action item POC.

Block 1: Brief descriptive title of the action item.

Block 2: Date of the Airworthiness Board that produced this action item.

Block 3: Control number assigned by the AB Secretariat.

Block 4: Name and phone number of the POC assigned by the AB to this action item.

Block 5: Due date assigned by the AB.

Block 6: Brief description of the required action. The AB Secretariat will coordinate with the POC on wording and fill out this block.

Block 7: This is intended to be a brief summary of the action item results, written by the POC. Additional information (e.g., diagrams, charts, documents, photos etc.) may be attached.

AIRWORTHINESS BOARD ACTION FORM (PG 4/4) , 20100910