

AIRWORTHINESS CIRCULAR

Delegated Technical Authority Annual Reports

PURPOSE:

This USAF Airworthiness (AW) Circular (AC) provides a template for Director of Engineering (DOE)-Level Delegated Technical Authority (DTA) annual reports.

SCOPE:

This AC applies to all DOE-Level DTAs.

ATTACHMENTS:

1. Annual Report Template

CANCELLATIONS:

Not applicable. This is the initial release of this AC.

REFERENCED DOCUMENTS:

1. AW Bulletin (AWB)-225, *Airworthiness Delegated Technical Authorities*
2. AFI 91-204, *Safety Investigation and Hazard Reporting*

DISCUSSION:

AWB-225 requires DOE-Level DTAs to provide an annual report summarizing AW-related activities conducted during the prior calendar year. To ensure consistency, an annual report template has been developed and is provided in this AC.

RECOMMENDATION:

DOE-Level DTAs should use the template in Attachment 1 to submit their annual report to the USAF AW Office no later than 31 January of each year, as required by AWB-225. A digital copy is available at <https://cs2.eis.af.mil/sites/23230/Airworthiness/SitePages/Home.aspx>.

POINTS OF CONTACT:

USAF AW Office, USAF.Airworthiness.Office@us.af.mil.



THOMAS M. FISCHER, SES
Director, Engineering and Technical
Management/Services
USAF Technical Airworthiness Authority

Attachment 1

ANNUAL REPORT TEMPLATE

CY [TBD] Annual Report: ADFs and AW Approvals											
DOE-Level DTA:											
Modification Information			ADF			AW Approval					
MDS / Program	CE-Level DTA	Modification / ECP Name	Date	Tracking Num	Reportable, Non-reportable, No impact	Issue Date	Type (MFR/MT)	Number	Expiration Date/SL	Active (Y/N)	Additional Notes

FIGURE 1. Annual Report: AW Determination Forms and AW Approvals

CY [TBD] Annual Report: Serious and High Risks									
DOE-Level DT:									
Two-Letter Directorate	MDS Platform	System Safety Risk Assessment Title	Risk Level	AW-Related Risk (Y/N) <i>Note 5</i>	Initial Acceptance Date	Current Re-Acceptance Date	Date Risk Reduced	Flight Test Only (Y/N) <i>Note 6</i>	Additional Notes <i>Note 7</i>

- Notes:
1. If the platform does not have Serious or High risks, enter "No Serious or High Risks" in the *System Safety Risk Assessment Title* column.
 2. If a risk reported in the prior reporting period was reduced to Medium/Low or eliminated, (a) "strikethrough" the entries in the *System Safety Risk Assessment Title* and *Risk Level* columns, and (b) enter the date the risk was reduced or eliminated in the *Date Risk Reduced* column.
 3. If a risk reported in the prior reporting period was reduced from High to Serious, (a) "strikethrough" the entries in the *System Safety Risk Assessment Title* and *Risk Level* columns, (b) enter the date the risk was reduced in the *Date Risk Reduced* column, and (c) add a new row for the Serious risk.
 4. If a risk reported in the prior reporting period was elevated from Serious to High, (a) "strikethrough" the entries in the *System Safety Risk Assessment Title* and *Risk Level* columns, (b) enter "Risk elevated from Serious to High" in the *Additional Notes* column, and (c) add a new row for the High risk.
 5. *AW-Related Risk* column: Enter "Y" if the risk is AW related. Enter "N" if the risk is a system safety risk, but not AW related (e.g., risk associated with a weapon after safe separation or ground safety risk).
 6. *Flight Test Only* column: Enter "Y" if the risk only applies to a flight test configuration. Enter "N" in all other cases.
 7. *Additional Notes* column: Identify the status of mitigation activities, to include root cause determination, funding status (e.g., not funded, partially funded, or fully funded to be mitigated), and estimated completion date.

FIGURE 2. Annual Report: Serious and High Risks

CY [TBD] Annual Report: Class A Mishaps			
DOE-Level DTA:			
Mishap Date	AFSAS Report #	Description	TAA Briefing Date

Notes:

1. Do not include Privileged Safety Information. Refer to AFI 91-204 for additional guidance.
2. If there were no Class A mishaps, enter "No Class A mishaps" in the *Description* column.

FIGURE 3. Annual Report: Class A Mishaps