



AFS-205 FEDERAL AVIATION ADMINISTRATION NATIONAL SIMULATOR PROGRAM

Flight Simulation Training Device Qualification Guidance

NSP Evaluation Discrepancies: Procedures for Discrepancy Closure and Request for Due Date Extension

FSTD Guidance Bulletin 07-01

Purpose: This bulletin provides guidance for sponsors to use in managing discrepancies found during an FAA National Simulator Program (NSP) evaluation of a Flight Simulation Training Device (FSTD).

Policy: The time period granted for correction of a discrepancy found during an evaluation may not be exceeded without the approval of the NSP.

- **Discrepancy Closure:** Timely closure of NSP discrepancies should be processed by emailing a copy of the completed NSP electronic evaluation report (received at the completion of the evaluation) to 9-aso-avr-sim-team@faa.gov. Do not alter the format of the electronic document. PDF files are not acceptable. This correspondence should arrive no later than the expiration date for the discrepancy and should include the corrective action taken and date closed in **BOLD RED FONT**. Multiple closures (or extension requests) may be entered on one report. Although email is preferable, facsimiles will still be accepted at this time (404.761.8906).
- **Extensions:** The initial time period allotted for correction of a discrepancy that affects the operation of the FSD discovered during any NSP-conducted FSD evaluation may not exceed 30 days. However, we recognize the potential for some discrepancies requiring longer time periods to effect an appropriate correction (i.e. parts acquisition etc.). To request periods for discrepancy correction longer than the allotted time frame, complete the appropriate fields on the NSP evaluation report (received at the conclusion of the evaluation) and email to the attention of the NSP Duty Officer at 9-aso-avr-sim-team@faa.gov. Do not alter the format of the electronic document. PDF files are not acceptable. Multiple closures (or extension requests) may be entered on one report. Although email is preferable, facsimiles will still be accepted at this time (404.761.8906).

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Grant of extension will be determined by the NSP on a case by case basis. *For consideration, the request must include an explanation of the action that has been accomplished to date, proposed further action and an estimate of the additional time required.* This request should be received two business days prior to the discrepancy due date. The decision to grant an extension (including the length of the extension) will be made after coordination with the Evaluating Inspector (EI), NSP supervisor or TPAA/POI/TCPM, where appropriate, and be based on the following:

- a. The actions that have been taken up to the time of the request, and
- b. How significant the FSTD operation is affected by the discrepancy in question.

In any circumstance, all restrictions placed on the FSTD resulting from any such discrepancy will remain in place until the discrepancy is corrected.

- **Appeal Process:** A discrepancy or denial of extension may be contested by contacting the NSPM. To do so, a formal letter requesting reconsideration should be written to the National Simulator Program Manager as far in advance of the due date as possible. The NSPM will review the matter and inform the applicant of the outcome. Additionally, The NSP Duty Officer can be reached in the Atlanta office Monday through Friday at 404.832.4700.