

DOCUMENT CHANGE PROPOSAL/BRIEFING SHEET

FINAL DISPOSITION

ORDER/PUBLICATION: 7210.3X

CHANGE: 1

EFFECTIVE DATE: July 26, 2012 **TRACKING #:** 31- 4-6-5

SPECIALIST/ROUTING: Donald Kemp AJV-11 (202) 267-5791

1. PARAGRAPH NUMBER AND TITLE:

4-6-5. PREPARATION OF FAA FORM 7230-4

2. BACKGROUND: When Comprehensive Electronic Data Analysis and Reporting (CEDAR) is fully deployed, it will provide air traffic management with an electronic means of assessing air traffic employee performance, managing resources, and capturing safety-related information and metrics. The tool will provide a standard interface for the collection, retrieval, and reporting of data from multiple sources. CEDAR will automate the creation, management, and storage of facility activities and events, briefing items, quality assurance reviews, and FAA forms, such as 3120-25, OJT Instruction/Evaluation Report, and 7210-4, Daily Record of Facility Operations. In addition, CEDAR will streamline many functions that managers use to execute their responsibilities as described in FAA Order 7210.3, Facility Operation and Administration; FAA Order 7210.56, Air Traffic Quality Assurance; and FAA Order 3120.4, Air Traffic Technical Training.

3. EXPLANATION OF CHANGE: There is a requirement for en route and oceanic air traffic control facilities to use the electronic version of FAA Form 7230-4, Daily Record of Facility Operation, provided in CEDAR. This change adds a provision for terminal facilities and flight service stations to be able to use automated versions of FAA form 7230-4. This change cancels and incorporates N JO 7210.789, Comprehensive Electronic Data Analysis and Reporting (CEDAR), effective October 19, 2011.

4. CHANGE:

OLD

NEW

4-6-5. PREPARATION OF FAA FORM 7230-4

4-6-5. PREPARATION OF FAA FORM 7230-4

Title thru h1

No Change

2. Terminal facilities may establish local forms and procedures for recording, disseminating, and documenting the resolution of QARs. Local forms used for recording this information are considered supplements to FAA Form 7230-4 and must be filed with it.

2. Terminal facilities **and flight service stations may utilize an automated version of FAA Form 7230-4 or** establish local forms and procedures for recording, disseminating, and documenting the resolution of QARs. Local forms used for recording this information are considered supplements to FAA Form 7230-4 and must be filed with it.

No further changes to paragraph.

5. INDEX CHANGES: none

6. GRAPHICS: none

7. GENOT/NOTICE: N JO 7210.789, Comprehensive Electronic Data Analysis and Reporting (CEDAR), effective October 19, 2011

8. FORMATTING & PLAIN LANGUAGE REVIEW: **HM 7/12/2011**

9. SAFETY RISK MANAGEMENT: (Check appropriate box).

SRMD. Proposed change meets full SMS requirements for safety risk assessment.

SRMDM. Proposed change is not safety related.



Diane K. Bodenhamer
Acting Director, En Route and Oceanic Safety
and Operations Support

Date: