NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

N JO 7210.893

Effective Date:
June 6, 2016
Cancellation Date:
November 10, 2016

SUBJ: Interim Guidance in the Preparation of FAA Form 7230-4

1. Purpose of This Notice. This notice amends FAA Order JO 7210.3, Facility Operation and Administration, to update transition issues and extend and revise interim guidance on the preparation of FAA Form 7230-4, Daily Record of Facility Operation. This notice continues to support a test and transition period for procedures created in the development of new quality assurance, quality control, and occurrence reporting processes and guidance.

2. Audience. This notice applies to all Air Traffic Organization (ATO) personnel, FAA contract employees, and anyone using ATO directives concerning FAA Form 7230-4.

3. Where Can I Find This Notice? This notice is available on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices/ and on the air traffic publications Web site at http://www.faa.gov/air_traffic/publications/.

4. Cancellation. FAA Notice JO 7210.879, Interim Guidance in the Preparation of FAA Form 7230-4 dated March 23, 2015 is canceled.

5. Explanation of Policy Change. This policy change extends the timeframe to implement procedures and processes described in ATO Orders on Quality Control, Quality Assurance, and Occurrence Reporting and Safety Orders. The transition period has been extended as the ATO continues to develop and improve processes and automated tools to support the emerging Positive Safety Culture. The additional time will enable the ATO to continue to collect and analyze pertinent data, technology, metrics, as well as lessons learned. This notice specifically clarifies that "Q" entries are no longer required, while aircraft accidents, no-notice ground stops/holding, and 3-/4-hour tarmac delays should continue to be logged on FAA Form 7230-4. It also provides Notes to clarify (1) when such log entries do not require MORs, follow-up FAA Form 7230-4 entries may be used to add pertinent information, and (2) FAA Order JO 7210.3, paragraph 17-5-14 incorrectly instructs 3-/4-hour tarmac delays to be reported as MORs and is replaced by guidance in this notice.

6. Procedures The following provides interim guidance for Air Traffic facilities:

a. While there is no requirement to use ATQA to submit Required Navigation Performance/Area Navigation (RNP/RNAV) Anomaly Reports, the form available in ATQA may still be used.

b. Continue to adhere to FAA Order JO 1030.3, Initial Event Response, notification requirements.

c. Continue to report safety occurrences (e.g. mandatory occurrence reports or MORs) through processes described in FAA Order JO 7210.632.

d. While QARs (legacy Quality Assurance Reports—previously designated by a "Q" entry on FAA Form 7230-4) are no longer required, continue to log the following on FAA Form 7230-4:

(1) Aircraft accidents

(2) No-notice ground stops/holding

(3) 3- and 4-hour tarmac delays

NOTE-

1. *For those log entries listed above that do not require a mandatory occurrence report (MOR), follow-up FAA Form 7230-4 entries may be used to add pertinent information such as accident identification numbers.*
2. *Although FAA Order JO 7210.3, paragraph 17-5-14, indicates an MOR is required for a 3-/4-hour tarmac delay, continue to report these on the log, process them in accordance with current traffic management procedures, and report them as significant in keeping with FAA Order JO 1030.3. However, do not report a tarmac delay that does not involve a safety occurrence as an MOR.*

7. Distribution. This notice is distributed to the following ATO service units: Air Traffic Services, Mission Support Services, System Operations and Safety and Technical Training; the Air Traffic Safety Oversight Service; the William J. Hughes Technical Center; and the Mike Monroney Aeronautical Center.

8. Background. FAA Orders JO 7210.632, JO 7210.633, and JO 7210.634 helped implement a large change in how the ATO collects and reports safety data in a positive safety culture. Processes and automated tools to support associated changes have not yet been fully developed, and guidance outlined in the orders is still being revised to reflect new processes, procedures, metrics, automated tools, and lessons learned.

9. Related Publications. JO 7210.3, JO 8020.16, JO 7210.632, JO 7210.633, JO 7210.634, and JO 1030.3.

Original signed by Maurice Hoffman for

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Date Signed