NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.395

National Policy

Effective Date:
12/19/16

Cancellation Date:
12/19/17

SUBJ: Extension of Due Date for Required Action by Notice N 8900.368, OpSpec/MSpec/TSpec/LOA A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems

1. Purpose of This Notice. This notice extends the due date for the required action set forth in Notice N 8900.368, OpSpec/MSpec/TSpec/LOA A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems, from December 22, 2016 to June 22, 2017. This notice also replaces N 8900.368 and restates its original purpose, which is to announce significant updates to the Federal Aviation Administration's (FAA) standards for electronic signatures, electronic recordkeeping systems, and electronic manual systems. In conjunction with the updated standards, Operations Specification (OpSpec), Management Specification (MSpec), Training Specification (TSpec), and Letter of Authorization (LOA) A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems, have also been revised. The revision to A025 applies to most, but not all, of the templates. The majority of the templates required revisions to reformat the manner in which information is entered into each template.

a. The Updated Policy and Standards Apply to All 14 CFR Parts. The significant updates to the policy and standards governing the use of electronic signatures, electronic recordkeeping systems, and electronic manual systems apply to all parts under Title 14 of the Code of Federal Regulations (14 CFR). Specifically, the standards apply to any signature, record, or manual required by 14 CFR, or used to satisfy the requirements of 14 CFR, that a regulated entity (e.g., certificate holder, program manager, operator, air agency, or Organization Designation Authorization (ODA) holders) elects to affix, maintain, provide access to, or otherwise distribute electronically.

b. Mandatory Template Revision. This is a mandatory revision to the A025 template for 14 CFR parts 91 subpart K (part 91K), 121, 125, 133, 135, 141, and 142. Required action for these templates is described in subparagraph 8a of this notice. The 14 CFR parts 145 and 147 templates did not require revision. However, there is required action associated with these regulatory parts described in subparagraph 8b.

2. Audience. The primary audience for this notice is certificate-holding district offices (CHDO) (including Flight Standards District Offices (FSDO) and certificate management offices (CMO)), principal inspectors (PI), and aviation safety inspectors (ASI). The secondary audience includes Flight Standards Service (AFS) divisions and branches in the regions and in headquarters (HQ).

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Air carriers (certificate holders) can find this notice on the FAA's website at http://fsims.faa.gov. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Cancellation. This notice cancels and replaces N 8900.368, dated June 22, 2016.

5. Background.

a. Request for Update to OpSpec A025 and Underlying Policy. The Operations Specifications Working Group (OSWG) requested that the FAA update its policy regarding OpSpec A025. The OSWG cited a widespread lack of standardization in A025 authorizations as a basis for the request. In examining the request by the OSWG, the Air Transportation Division (AFS-200) determined that the wide range of varying A025 authorizations was due, in large part, to a lack of clear FAA policy regarding A025, and outdated policy and standards related to electronic signatures, electronic recordkeeping systems, and electronic manual systems. As a result, AFS-200 has coordinated with the Aircraft Maintenance Division (AFS-300) and the General Aviation and Commercial Division (AFS-800) to update the A025 templates for parts 91K, 121, 125, 133, 135, 141, and 142. There are no changes to the A025 templates for part 145 repair stations or part 147 Aviation Maintenance Technician Schools (AMTS) associated with this notice. The underlying policy related to electronic signatures, electronic recordkeeping systems, and electronic manual systems has also been updated. This includes the revision and renaming of Advisory Circular (AC) 120-78. The current edition of AC 120-78 (120-78A) is now titled Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals.

b. Request to Extend the Due Date for the Required Action Mandated by N 8900.368. AFS-200 received a request from the OSWG to extend the required action date associated with N 8900.368. The OSWG felt the extension was necessary to allow more time for certificate holders with complex existing electronic applications and systems to meet the new standards set forth in the current edition of AC 120-78. The FAA has determined that the request is in the public's interest. We are, therefore, providing the requested extension via this notice. In conjunction with this extension, we have revised the expiration date of the previous version of the A025 template until June 22, 2017.

6. Updated Policy. The following FAA order and AC have been updated as of June 2016.

a. FAA Order 8900.1. The FAA has updated the following Order 8900.1 sections:

- Volume 3, Chapter 18, Section 3, Part A Operations Specifications—General, OpSpec/MSpec/TSpec/LOA A025.
- Volume 3, Chapter 25, Section 1, General Topics.
- Volume 3, Chapter 31, Section 1, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems, General—Definitions and Terminology.

- Volume 3, Chapter 31, Section 2, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems, Requirements for Approval, Acceptance, and Authorization.
- Volume 3, Chapter 31, Section 4 is now reserved.

b. AC 120-78, Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals.

7. Template Samples. This notice contains the following A025 template samples. These samples have not been altered in any way since their original publication in N 8900.368 on June 22, 2016.

- The sample MSpec A025 template in Appendix A applies to part 91K.
- The sample OpSpec A025 template in Appendix B applies to part 121.
- The sample OpSpec A025 template in Appendix C applies to part 125.
- The sample LOA A025 template in Appendix D applies to part 125M.
- The sample OpSpec A025 template in Appendix E applies to part 133.
- The sample OpSpec A025 template in Appendix F applies to part 135.
- The sample OpSpec A025 template in Appendix G applies to part 121/135.
- The sample TSpec A025 template in Appendix H applies to part 141.
- The sample TSpec A025 template in Appendix I applies to part 142.

8. Action. As soon as practicable, PIs must review the updated policy referenced in subparagraph 6a of this notice and notify all certificate holders and program managers with existing electronic signature processes, electronic recordkeeping systems, or electronic manual systems of the revision to AC 120-78 and the contents of this notice. The Order 8900.1 policies and the standards outlined in the current edition of AC 120-78 are designed to be consistent. However, PIs should also review the current edition of AC 120-78 to gain an understanding of how the standards are described to the regulated entities for which the FAA's AFS has oversight responsibility.

a. PIs of Certificate Holders or Program Managers Conducting Part 91K, 121, 125, 133, 135, 141, or 142 Operations. PIs now have until June 22, 2017 to review the certificate holder/program manager's existing electronic signature processes, electronic recordkeeping systems, and electronic manual systems; verify they are consistent with the updates to the policies set forth in Order 8900.1, Volume 3, Chapter 31, Section 2, and the standards contained in the current edition of AC 120-78; and issue the revised A025 template. If a certificate holder's existing electronic process or system does not meet the updated standards, the CHDO must inform the certificate holder, in writing, as soon as possible and provide an explanation that includes a list of deficiencies and required corrections. PIs may not issue the revised template to any certificate holder/program manager whose electronic signatures, electronic recordkeeping systems, or electronic manual systems do not meet the standards of the AC. The previous versions of the A025 template will expire on June 22, 2017, and will no longer be valid.

b. PIs of Part 145 Repair Stations and Part 147 AMTSs. Although the templates have not changed for parts 145 and 147, the standards for electronic signatures, records, and manuals have been revised. PIs of part 145 repair stations and part 147 AMTSs now have until June 22, 2017 to

verify that each repair station and school that is currently issued OpSpec A025 meets the standards of the newly revised AC 120-78. If a repair station's or AMTS's existing electronic/digital process or system does not meet the standards, the CHDO must inform the repair station or AMTS, in writing, and provide an explanation that includes a list of deficiencies and required corrections. The A025 templates for parts 145 and 147 have not been revised; therefore, reissuance of these templates is *not* required.

c. New Applications for Electronic Signatures, Electronic Recordkeeping Systems, or Electronic Manual Systems. As of June 22, 2016, which is the original publication date of N 8900.368, now superseded by this notice, all new applications for electronic signatures, electronic recordkeeping systems, and electronic manual systems must meet the standards set forth in the current edition of AC 120-78 and Order 8900.1, Volume 3, Chapter 31, Section 2.

9. Disposition. We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions or comments concerning this notice to the Technical Programs Branch (AFS-260) at 202-267-8166.



John Barbagallo
Deputy Director, Flight Standards Service

Appendix A. Sample MSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 91 Subpart K

U.S. Department of Transportation Federal Aviation Administration

Management Specifications

A025 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems

a. The program manager is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems, or Electronic Manual System listed in this management specification.

b. The program manager is authorized to use an electronic signature to attest to, certify, endorse or otherwise authenticate, the items listed in Table 1.

(Select from the items in the drop-down menu provided in Table 1)

Table 1 – Electronic Signatures

Kind of Electronic Signature	Electronic Signature Process Revision Number and Date	Manual Containing the Electronic Signature Process
Signature on Electronic Training or Qualification Record		
Fractional Owner's Signature on an Operational Control Briefing Acknowledgement (§ 91.1013)		
Signature on Records or Reports Required by the CAMP (§ 91.1411)		
Signature on CAMP Airworthiness Release or Maintenance Log Entry (§ 91.1443)		
Signatures on Required Aircraft Maintenance Records (§ 91.1113)		
Signature on Electronic Records Authorized in Table 2		
N/A		

c. The program manager is authorized to use the electronic recordkeeping system(s) listed in Table 2 to maintain records and make them available, in accordance with the 14 CFR part 91 subpart K recording and recordkeeping requirements.

Table 2 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing the Electronic Recordkeeping System Description

d. The program manager is authorized to use the electronic manual system described in the master manual listed in Table 3, to maintain, distribute and otherwise make available, the program manager's manuals in accordance with the requirements of part 91 subpart K. Changes to the electronic manual system require a revision to the master manual which must be recorded in Table 3.

Table 3 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals	Number and Date of Latest Revision

e. The program manager is approved to provide electronic access to the Minimum Equipment List(s) (MEL) for the aircraft listed in Table 4.

(Enter aircraft M/M or M/M/S based on MEL specification. For all MELs, enter "ALL.")

Table 4 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

Appendix B. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 121

U.S. Department of Transportation Federal Aviation Administration

Operations Specifications

A025 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems

a. The certificate holder is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems, or Electronic Manual System listed in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse or otherwise authenticate, the items listed in Table 1 below.

(Select from the items in the drop-down menu provided by Table 1)

Table 1 – Electronic Signatures

Kind of Electronic Signature	Electronic Signature Process Revision Number and Date	Manual Containing Electronic Signature Process
Signature on Training or Qualification Record		
Flightcrew Member's Signature Affirming Fitness for Duty (§ 117.5(d))		
Pilot-in-Command's Signature Concurring With a Flight Duty Period Extension (§ 117.19)		
Pilot-in-Command's Signature on a Flight Release (§ 121.597)		
Pilot-in-Command's Signature on a Dispatch Release (§ 121.663)		
Aircraft Dispatcher's Signature on a Dispatch Release (§ 121.663)		
Signature on Load Manifest (§ 121.665)		
Signature on an Extended Operations Pre-Departure Service Check (§ 121.374)		
Signature on an Aircraft Maintenance Log (§ 121.701)		
Signature of Authorized Certificated Mechanic or Repairman on an Airworthiness Release or Aircraft Log Entry (§ 121.709)		
Signatures Required on Aircraft Maintenance Records (§ 121.380)		
Signature on Electronic Records Authorized in Tables 2 and 3		
N/A		

c. The certificate holder is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember and dispatcher records listed in Table 2, in accordance with the requirements of 14 CFR part 121, § 121.683.

Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember and Dispatcher Records

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing the Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 3 to maintain records and make them available, in accordance with the part 121 recording and recordkeeping requirements.

Table 3 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing the Electronic Recordkeeping System Description

e. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 4 to maintain, distribute and otherwise make available, the certificate holder's manuals in accordance with the requirements of part 121. Changes to the electronic manual system require a revision to the master manual which must be recorded in Table 4.

Table 4 – Electronic Manual System

Master Manual Containing the Electronic Manual System Description and List of Electronic Manuals	Date of Latest Revision and Revision Number

f. The certificate holder is approved to provide electronic access to the Minimum Equipment List(s) (MEL) for the airplane(s) listed in Table 5.

(Enter airplane M/M or M/M/S as specified in the MEL. For all MELs, enter "ALL.")

Table 5 – Electronic Access to Minimum Equipment List(s)

MEL by Airplane M/M or M/M/S as Specified by MEL

Appendix C. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 125

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Operations Specifications

A025 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems

a. The certificate holder is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems, or Electronic Manual System listed in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse or otherwise authenticate, the items listed in Table 1 below.

(Select from the drop-down menu provided in Table 1 below)

Table 1 – Electronic Signatures

Kind of Electronic Signature	Electronic Signature Process Revision Number and Date	Manual Containing Electronic Signature Process
Signature on Training or Qualification Record		
Pilot-in-Command's Signature on a Flight Release (§ 125.351)		
Signature on a Load Manifest (§ 125.405)		
Signature on an Airplane Maintenance Log (§ 125.407)		
Signature on an Airworthiness Release or Maintenance Record Entry (§ 125.411)		
Signature on Electronic Records Authorized in Tables 2 and 3		
N/A		

c. The certificate holder is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember records listed in Table 2, in accordance with the requirements of 14 CFR part 125, § 125.401.

Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember Records

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing the Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 3 to maintain records and make them available, in accordance with the part 125 recording and recordkeeping requirements.

Table 3 – Electronic Recordkeeping System

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing the Electronic Recordkeeping System Description

e. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 4, to maintain, distribute and otherwise make available, the certificate holder's manuals in accordance with the requirements of part 125. Changes to the electronic manual system require a revision to the master manual which must be recorded in Table 4.

Table 4 – Electronic Manual System

Master Manual Containing Electronic Manual System Description and List of Electronic Manuals	Date of Latest Revision and Revision Number

f. The certificate holder is approved to provide electronic access to the Minimum Equipment List(s) (MEL) for the airplane(s) listed in Table 5.

(Enter airplane M/M or M/M/S based on MEL specification. For all MELs, enter "ALL.")

Table 5 – Electronic Access to Minimum Equipment List

MEL by Airplane M/M or M/M/S as Specified by MEL

Appendix D. Sample LOA A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 125 Letter of Deviation Authority (LODA) Holders

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14 CFR Part 125M Operations

Letter of Authorization

Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems

1. The Operator/Company, authorized to conduct operations in accordance with the Letter of Deviation Authority (LODA A125), is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual System listed in this letter of authorization (LOA).

2. The Operator/Company is authorized to use an electronic signature to attest to, certify, endorse or otherwise authenticate, the items listed in Table 1 below.

(Select from drop-down menu provided in Table 1 below)

Table 1 – Electronic Signatures

Kind of Electronic Signature	Signature Process Revision Number and Date	Manual Containing Electronic Signature Process
Signature on a Training or Qualification Record		
Pilot-in-Command's Signature on a Flight Release (§ 125.351)		
Signature on a Load Manifest (§ 125.405)		
Signature on an Airplane Maintenance Log (§ 125.407)		
Signature on an Airworthiness Release or Maintenance Record Entry (§ 125.411)		
Signature on Electronic Records Authorized in Tables 2 and 3		
N/A		

3. The Operator/Company is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember records listed in Table 2, in accordance with the requirements of 14 CFR part 125, § 125.401.

Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember Records

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing Electronic Recordkeeping System Description

4. The Operator/Company is authorized to use the electronic recordkeeping system(s) listed in Table 3 to maintain records and make them available, in accordance with the part 125 recording and recordkeeping requirements.

Table 3 – Electronic Recordkeeping System

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing Electronic Recordkeeping System Description

5. The Operator/Company is authorized to use the electronic manual system described in the master manual listed in Table 4, to maintain, distribute and otherwise make available, the Operator/Company's manuals in accordance with the requirements of part 125. Changes to the electronic manual system require a revision to the master manual which must be recorded in Table 4.

Table 4 – Electronic Manual System

Master Manual Containing Electronic Manual System Description and List of Electronic Manuals	Date of Latest Revision and Revision Number

6. The Operator/Company is approved to provide electronic access to the Minimum Equipment List(s) (MEL) for the airplane(s) listed in Table 5.

(Enter airplane M/M or M/M/S based on MEL specification. For all MELs, enter "ALL.")

Table 5 – Electronic Access to Minimum Equipment List

MEL by Airplane M/M or M/M/S as Specified by MEL

Appendix E. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manuals: 14 CFR Part 133

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Operations Specifications

A025 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manuals

a. The certificate holder is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manuals in accordance with the paragraphs and tables contained in this operations specification.

Select

b. The certificate holder is authorized to use electronic signatures in accordance with the requirements of 14 CFR part 133.

or

b. The certificate holder is not authorized to use electronic signatures.

c. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 1.

(List record or select N/A)

Table 1 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic manuals listed in Table 2.

(List manuals or select N/A)

Table 2 – Electronic Manuals

Name of Manual

Appendix F. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 135

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Operations Specifications

A025 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems

a. The certificate holder is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems, or Electronic Manual System listed in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse or otherwise authenticate, the items listed below.

(Select from drop-down menu provided in Table 1 below)

Table 1 – Electronic Signatures

Kind of Electronic Signature	Signature Process Revision Number and Date	Manual or Document Containing Electronic Signature Process
Signature on Training or Qualification Record		
Pilot-in-Command's Signature on the Pre-Flight Risk Analysis (§ 135.617)		
Operations Control Specialist's Acknowledgement of the Pre-Flight Risk Analysis (§ 135.619)		
Signature of Authorized Certificated Mechanic or Repairman on an Airworthiness Release or Aircraft Maintenance Log (§ 135.443)		
Signature on an Extended Operations Pre-Departure Service Check (§ G135.2.8)		
Signature on Electronic Records Authorized in Table 2		
N/A		

c. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 2 to maintain records and make them available, in accordance with the 14 CFR part 135 recording and recordkeeping requirements.

Table 2 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Software Version Number	Manual or Document Containing Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 3, to maintain, distribute and otherwise make available, the certificate holder's manuals in accordance with the requirements of part 135. Changes to the electronic manual system require a revision to the master manual which must be recorded in Table 3.

Table 3 – Electronic Manual System

Master Manual Containing Electronic Manual System Description and List of Electronic Manuals	Date of Latest Revision and Revision Number

e. The certificate holder is approved to provide electronic access to the Minimum Equipment List(s) (MEL) for the aircraft listed in Table 4.

(Enter aircraft M/M or M/M/S based on MEL specification. For all MELs, enter "ALL.")

Table 4 – Electronic Access to Minimum Equipment List(s)

MEL by Aircraft M/M or M/M/S as Specified by MEL

Appendix G. Sample OpSpec A025, Electronic Signatures, Electronic Recordkeeping Systems, and Electronic Manual Systems: 14 CFR Part 121/135 Combination Certificate

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Operations Specifications

A025 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems

SECTION I. Part 121 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems.

a. The certificate holder is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems, or Electronic Manual System referenced in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse or otherwise authenticate, the items listed in Table 1 (Section I) below.

(Select from drop-down list provided in Table 1 below)

Table 1 – Electronic Signatures

Kind of Electronic Signature	Electronic Signature Process Revision Number and Date	Manual Containing Electronic Signature Process
Signature on Training or Qualification Record		
Flightcrew Member's Signature Affirming Fitness for Duty (§ 117.5(d))		
Pilot-in-Command's Concurrence With a Flight Duty Period Extension (§ 117.19)		
Pilot-in-Command's Signature on a Flight Release (§ 121.597)		
Pilot-in-Command's signature on a Dispatch Release (§ 121.663)		
Aircraft Dispatcher's Signature–Dispatch Release (§ 121.663)		
Signature on Load Manifest (§ 121.665)		
Signature on an Extended Operations Pre-Departure Service Check (§ 121.374)		
Signature on an Aircraft Maintenance Log (§ 121.701)		

Kind of Electronic Signature	Electronic Signature Process Revision Number and Date	Manual Containing Electronic Signature Process
Signature of Authorized Certificated Mechanic or Repairman on an Airworthiness Release or Aircraft Log Entry (§ 121.709)		
Signatures Required on Aircraft Maintenance Records		
Signature on Electronic Records Authorized in Tables 2 and 3 (Section I)		
N/A		

c. The certificate holder is authorized to use the approved electronic recordkeeping system(s) to maintain the crewmember and dispatcher records listed in Table 2 (Section I), in accordance with the requirements of 14 CFR part 121, § 121.683.

Table 2 – Approved Electronic Recordkeeping System(s) for Crewmember and Dispatcher Records

Kind of Record	Name of Electronic System	Software Version Number	Manual Containing Electronic Recordkeeping System Description

d. The certificate holder is authorized to use the electronic recordkeeping systems listed in Table 3 (Section I) to maintain records and make them available, in accordance with the part 121 recording and recordkeeping requirements.

Table 3 – Electronic Recordkeeping System

Kind of Record	Name of Electronic System	Version Number	Manual Containing Electronic Recordkeeping System Description

e. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 4 (Section I) to maintain, distribute and otherwise make available, the certificate holder’s manuals in accordance with the requirements of part 121. Changes to the electronic manual system require a revision to the master manual which must be recorded in Table 4 (Section I).

Table 4 – Electronic Manual System

Master Manual Containing Electronic Manual System Description and List of Electronic Manuals	Date of Latest Revision and Revision Number

f. The certificate holder is approved to provide electronic access to the Minimum Equipment List(s) (MEL) for the airplane(s) listed in Table 5 (Section I).

(Enter airplane M/M or M/M/S based on MEL specification. For all MELs, enter "ALL.")

Table 5 – Electronic Access to Minimum Equipment List

MEL by Airplane M/M or M/M/S as Specified by MEL

SECTION II. Part 135 Electronic Signatures, Electronic Recordkeeping Systems and Electronic Manual Systems.

a. The certificate holder is authorized to use the Electronic Signatures, Electronic Recordkeeping Systems, or Electronic Manual System referenced in this operations specification.

b. The certificate holder is authorized to use an electronic signature to attest to, certify, endorse or otherwise authenticate, the items listed in Table 1 (Section II) below.

(Select from drop-down list provided in Table 1 below)

Table 1 – Electronic Signatures

Kind of Electronic Signature	Signature Process Revision Number and Date	Manual or Document Containing Electronic Signature Process
Signature on Training or Qualification Record		
Signature of the Pilot-in-Command on the Pre-Flight Risk Analysis (§ 135.617)		
Operations Control Specialist's Acknowledgement of the Pre-flight Risk Analysis (§ 135.619)		
Signature of Authorized Certificated Mechanic or Repairman on an Airworthiness Release or Aircraft Maintenance Log (§ 135.443)		
Signature on Extended Operations Pre-Departure Service Check (§ G135.2.8)		

Kind of Electronic Signature	Signature Process Revision Number and Date	Manual or Document Containing Electronic Signature Process
Signature on Electronic Records Authorized in Table 2 (Section II)		
N/A		

c. The certificate holder is authorized to use the electronic recordkeeping system(s) listed in Table 2 (Section II) to maintain records and make them available, in accordance with the 14 CFR part 135 recording and recordkeeping requirements.

Table 2 – Electronic Recordkeeping System(s)

Kind of Record	Name of Electronic System	Software Version Number	Manual or document Containing Electronic Recordkeeping System Process Description

d. The certificate holder is authorized to use the electronic manual system described in the master manual listed in Table 3 (Section II), to maintain, distribute and otherwise make available, the certificate holder's manuals in accordance with the requirements of part 135. Changes to the electronic manual system require a revision to the master manual which must be recorded in Table 3 (Section II).

Table 3 – Electronic Manual System

Master Manual Containing System Description and List of Electronic Manuals	Date of Latest Revision and Revision Number

e. The certificate holder is approved to provide electronic access to the Minimum Equipment List(s) (MEL) for the aircraft listed in Table 4 (Section II).

(Enter aircraft M/M or M/M/S based on MEL specification. For all MELs, enter "ALL.")

Table 4 – Electronic Access to Minimum Equipment List

MEL by Aircraft M/M or M/M/S When Specified by MEL

Appendix H. Sample TSpec A025, Electronic Recordkeeping Systems: 14 CFR Part 141

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14 CFR Part 141 Pilot Schools

Training Specifications

Electronic Recordkeeping System

a. The certificate holder is authorized to use the electronic recordkeeping system described or referenced in this paragraph.

Text Box

select

b. The certificate holder is authorized to use electronic signatures in conjunction with the recordkeeping system described or referenced in subparagraph a. of this training specification.

or

b. The certificate holder is not authorized to use electronic signatures.

Text Box - NS

Appendix I. Sample TSpec A025, Recordkeeping Systems: 14 CFR Part 142

U.S. Department of Transportation Federal Aviation Administration

Training Specifications

A025 Recordkeeping Systems

a. The certificate holder is authorized to use the recordkeeping system(s) described or referenced in this paragraph to maintain the records required by 14 CFR part 142, § 142.73:

(1) Paper-Based Recordkeeping System.

Text Box

(2) Electronic Recordkeeping System.

Text Box

b. The certificate holder will maintain trainee records at the following location(s):

Table 1 – Location and Point of Contact Information for Trainee Records

Physical Address	Mailing Address	Point of Contact (POC)	Voice Telephone Number	Facsimile Telephone Number	Email Address

c. The certificate holder will maintain, at the following location, records that show regulatory compliance with Instructor and Evaluator qualifications and training requirements:

Table 2 – Location and Point of Contact Information for Records Showing Regulatory Compliance with Instructor and Evaluator Qualifications and Training Requirements

Physical Address	Mailing Address	Point of Contact (POC)	Voice Telephone Number	Facsimile Telephone Number	Email Address

select

d. The certificate holder is authorized to use electronic signatures in conjunction with the recordkeeping system described or referenced in subparagraph a. of this training specification.

or

d. The certificate holder is not authorized to use electronic signatures.