

# COVER SHEET

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All responses to this collection of information are required to obtain RVSM authorization per 14 CFR 91.706; no assurance of confidentiality is provided. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524

## Reduced Vertical Separation Minimum (RVSM) Information Sheet for New Part 91 RVSM Letter of Authorization

**NOTE:** FAA Advisory Circular 91-85 ( ), *Authorization of Aircraft and Operators for Flight in Reduced Vertical Separation Minimum (RVSM) Airspace* contains information on airworthiness, continuing airworthiness, and operations programs for Reduced Vertical Separation Minimum (RVSM) operations. The AC is not mandatory and does not constitute a regulation. It describes an acceptable means, but not the only means, for authorization of aircraft and operators to conduct flight in airspace or on routes where RVSM is applied.

Attached is an information sheet package that was developed to assist operators in organizing information required to show compliance for a part 91 Reduced Vertical Separation Minimum (RVSM) Letter of Authorization (LOA).

The package consists of three parts:

1. An Information Sheet to organize RVSM information
2. Attachment A – an instruction guide
3. Attachment B – the RVSM Authorization Decision Matrix from FAA AC 91-85B

The information sheet in this package was developed to support the streamlined process recommended by the Performance Based Operations Aviation Rulemaking Committee (PARC) RVSM LOA Process Enhancement Team (composed of FAA & industry representatives). The information sheet is based upon the RVSM Authorization Decision Matrix from the AC 91-85B, Appendix F.

Not all boxes may be required to be filled out. **Read fully Attachments A and B.** Pre-coordination with the responsible Safety Office is strongly encouraged.

**NOTE:** This package consolidates required items from various FAA and ICAO documents to aid personnel in determining compliance with part 91, Appendix G. The package itself does not constitute regulatory guidance.

# COVER SHEET

**Information Sheet for Part 91 RVSM Letter of Authorization (LOA)**

**Section 1 – Identifying Information**

<b>1a. Determine responsible Flight Standards Safety Office</b>	Name:		
	Address:		
	City:	State:	Zip Code:

<b>1b. Operator Name</b>	The operator name:
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<b>1.c.</b>	N/A
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<b>1d. Aircraft M/M-S – (S)</b>	Manufacturer/Model	Registration Number	Serial Number	Mode S Code
<b>Aircraft Seating</b>	Number of Passenger Seats:		Number of Crew Seats:	

<b>1e. Aircraft Base of Operations</b>	Airport Code:	Airport Address:		
		City:	State:	Zip Code:

<b>1.f. RVSM POC</b>	Be prepared to identify RVSM responsible person and point of contact, is applicable.
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**1g.** The aircraft identified is equipped to meet all requirements for operations in RVSM airspace. This is shown by original design or alteration records that document compliance with 14 CFR Part 91, Appendix G. The Aircraft Flight Manual (AFM) and Flight Manual Supplements and supporting Manufacturer’s Operating Guides required by those documents are available to the flight crew. The aircraft, records, and documents are available for FAA inspection.

NOTE: Operators should be fully cognizant with RVSM requirements, including status of all required maintenance. Prior to conducting operations in RVSM designated airspace it is necessary that the aircraft meet all applicable RVSM airworthiness requirements.

**Information Sheet for Part 91 RVSM Letter of Authorization (LOA)**

**Section 2 – RVSM Information - Complete this section for administrative changes to an existing authorization, See RVSM Matrix, Group I, Attachment B to this document**

<b>2a. Explanation for LOA</b>	<input type="checkbox"/> Amend an existing LOA (Authorization Group I): <input type="checkbox"/> Change in Primary Business Address only <input type="checkbox"/> Change in Responsible Person and/or RVSM Point of Contact <input type="checkbox"/> Change in Aircraft Registration Number only (note: not a different aircraft) <input type="checkbox"/> Removal of an aircraft from an existing RVSM authorization with multiple aircraft  Additional information:
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<b>2b. Information on existing Authorization</b>	Current LOA Designation Number	LOA three letter code	Fixed	CHDO ID							
		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; height: 20px;"> </td> <td style="width: 33%;"> </td> <td style="width: 33%;"> </td> </tr> </table>				J	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; height: 20px;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> <td style="width: 25%;"> </td> </tr> </table>				

<b>2c. RVSM Operational Policy and Procedures</b>	(check): <input type="checkbox"/> The RVSM operational policy and procedures previously accepted by the FAA have been thoroughly reviewed, and they continue to meet all requirements for RVSM operations and conform to the applicant's additional operational requirements.
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<b>2d. Crew Training</b>	(check): <input type="checkbox"/> There have been no changes to previously trained/qualified flight crew personnel and each pilot has an adequate knowledge of RVSM requirements, policies, and procedures.
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<b>2e. RVSM Height Monitoring</b>	(check): <input type="checkbox"/> The RVSM height-keeping performance for the operator's fleet of aircraft has been reviewed. The operator's aircraft fleet meets the minimum monitoring requirements.
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**Information Sheet for Part 91 RVSM Letter of Authorization (LOA)**

**Section 3 – RVSM Information - New authorization based on one or more existing approved RVSM elements or a completely new authorization , See RVSM Matrix - Group II or Group III, Attachment B to this document**

<b>3a. Explanation for LOA</b>	<input type="checkbox"/> LOA based on one or more existing approved RVSM authorization element(s) (Authorization Group II) <p align="center">OR</p> <input type="checkbox"/> New LOA (Authorization Group III)  Additional information:
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<b>3b. Existing Authorization (if applicable)</b>	Previous LOA Designation Number (if applicable)	LOA three letter code	Fixed	CHDO ID										
		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%; height: 20px;"></td> <td style="width:33%;"></td> <td style="width:33%;"></td> </tr> </table>				J	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:12.5%; height: 20px;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> <td style="width:12.5%;"></td> </tr> </table>							

<b>3c. RVSM Operational Policy and Procedures</b>	(check one): <input type="checkbox"/> The RVSM operational policy and procedures previously accepted by the FAA have been thoroughly reviewed, and they continue to meet all requirements for RVSM operations and conform to the applicant's additional operational requirements. <p align="center">OR</p> <input type="checkbox"/> New or revised operating procedures are included with this application.
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<b>3d. Crew Training</b>	(check one): <input type="checkbox"/> There have been no changes to previously trained/qualified flight crew personnel and each pilot has an adequate knowledge of RVSM requirements, policies, and procedures. <p align="center">OR</p> <input type="checkbox"/> Completed by: _____ Date of Completion: _____
	<input type="checkbox"/> Copies of Training certificate (s) or other records attached.

<b>3e. Area(s) of Operation where Operator Initially intends to start RVSM Operations</b>	<input type="checkbox"/> Domestic U.S. Only <input type="checkbox"/> World Wide <input type="checkbox"/> Other: (specify) _____
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**Information Sheet for Part 91 RVSM Letter of Authorization (LOA)**

<b>3f. Minimum Equipment List (MEL)</b>	<input type="checkbox"/> (If applicable) or <input type="checkbox"/> N/A	
	FAA MMEL Revision:	Date:

<b>3g. RVSM Airworthiness Date</b>	Date:	TCDS/SB/STC used for RVSM Compliance: (see inst.sheet):

<b>3h. Reserved</b>
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<b>3i. TCAS II (if equipped)</b>	Note: TCAS is not required for RVSM operations. However, if TCAS II is installed it must comply with TSO C-119b Version 7 or later. Check Airspace Requirements for TCAS requirement.	
Manufacturer	Model/Part Number	Version of Software installed

<b>3j. RVSM Height Monitoring</b>	<input type="checkbox"/> RVSM Height Monitoring is Complete OR <input type="checkbox"/> Intend to complete within 6-months of authorization, if not previously monitored	Date of last monitoring:
		Number of flight hours since last monitoring (if monitoring date exceeds 2-years):
		<input type="checkbox"/> Check here if operator's aircraft fleet meets group monitoring requirements.
	<input type="checkbox"/> Record of completed height monitoring attached (including fleet requirements).	

## ATTACHMENT A

### Instruction Guide RVSM Letter of Authorization (LOA) Information Sheet

#### Table of contents

- A. Overview
- B. Instructions in accordance with the RVSM Decision Matrix
- C. Explanation for individual items on the Information Sheet

#### **A. Overview**

1. **Review the RVSM Decision Matrix.** This document provides guidance on the three authorization groups I, II or III that assist operators and inspectors in determining the most efficient review process for the authorization application. FAA AC 91-85B, *Authorization for Aircraft and Operators for Flight in Reduced Vertical Separation Minimum (RVSM) Airspace*, Figure 4-1. (The RVSM Matrix is provided in Attachment B for convenience)

NOTE: Guidance has been created in order to allow for the most efficient processing of a RVSM authorization request without sacrificing operational safety. A safety inspector may rely on this guidance in issuing new or amended RVSM authorizations. Each Inspector retains the authority to conduct as much review and research with respect to any proposed RVSM-Compliant Aircraft, or RVSM-operational requirements as is warranted in order to ensure safety and regulatory compliance requirements have been met. Operators are required to ensure that all RVSM documentation is current even if not required to submit it for authorization.

2. **Make initial contact with the FAA office to service your request, collect the required documentation in support of your request, and contact the FAA office for further submission instructions.**

NOTE: It is the operator's responsibility to ensure that documentation satisfies the requirements for authorization. A statement by the operator detailing any changes made to previously approved programs will assist the inspector in determining the level of review necessary for approval. The operator should submit final and complete documents. It would be inappropriate for an operator to submit documentation containing specific information for a different operator.

#### **B. Instructions in accordance with the RVSM Decision Matrix**

**Section 1 – Identifying Information – This section supports is always all applications, complete this section with Section 2 or Section 3 as appropriate.**

**Section 2 – Complete this section for administrative changes to an existing authorization in accordance with the RVSM Decision Matrix Group I.**

**Section 3 – Complete this section for a new authorization based on one or more existing approved RVSM elements or a completely new authorization, RVSM Decision Matrix Group II or III.**

## ATTACHMENT A

### Instruction Guide RVSM Letter of Authorization (LOA) Information Sheet

#### C. Guidance for Individual Items of the Information Sheet:

##### Section 1 - Always complete this Section with Section 2 or Section 3 as appropriate.

<p>1a. Information Sheet or letter requesting Service.</p> <p>Responsible Aviation Safety Office Information</p>	<p>Contact Information for the responsible FAA Safety Office that will issue the authorization. Determine the appropriate office for submission and complete as required.</p> <p>Note: The Flight Standards office with a service area covering the operator's principal base of operations is responsible for issuance and oversight of all part 91 LOAs for the operator.</p> <p>The address of the part 91 operator's principal base of operations must be the physical address where the operator conducts business or resides. This is a physical location where the FAA can contact the operator. It may not be a post office box. While the principal base of operations may coincide with the place where the aircraft is located, this is not always the case.</p> <p>Domestic Principal Base of Operations. Operators should request LOA issuance from the Flight Standards District Office (FSDO) with a service area that encompasses the operator's principal base of operations.</p> <p>International Principal Base of Operations. If an operator provides an address for its principal base of operations that is not in the United States, the operator must file an applications with the International Field Office (IFO) with geographic responsibility.</p>
<p>1b. Operator's Name</p>	<p>Clearly state the name of the operator. This should be the same for all Part 91 Authorizations assigned to the operator.</p>
<p>1c. N/A</p>	
<p>1d. Aircraft Manufacturer, Model, Registration and Serial Number</p> <p>Aircraft Seating</p>	<p>Supply the requested information for applicable aircraft copied from the aircraft's Standard Airworthiness Certificate. Supply the Mode S Code from the Registration Certificate.</p> <p>*All Applicants should provide a copy of the aircraft registration and airworthiness certificate for each aircraft.</p> <p><b>Note: If dealing with multiple aircraft attach a separate list as needed.</b></p> <p>Provide aircraft seating information. This is not an RVSM requirement but needed for the authorization template in WebOPSS.</p>
<p>1e. Aircraft Base of Operations</p>	<p>Submit the requested information for the Aircraft's Base of Operations.</p>

## ATTACHMENT A

### Instruction Guide RVSM Letter of Authorization (LOA) Information Sheet

	Ref: AC 91-85B paragraph 5.8.1.1
1f. RVSM Point of Contact Information	<ul style="list-style-type: none"> <li>○ Be prepared to provide information for the designated responsible person and RVSM point of contact</li> </ul> Ref: AC 91-85B paragraph 5.7, 5.7.2
1g. RVSM Responsible Person's information	The Responsible Person for flight operations is the person who has legal authority to sign the LOA on behalf of the operator. Such person should have ongoing knowledge of the operations of the aircraft. The Responsible Person may be the individual who acts as operator, or, if the operator is a legal entity, an officer, employee, or person duly designated to act on behalf of the operator. The person assumes responsibility for ensuring the operator complies with all applicable regulations, requirements, limitations, and provisions.

**Section 2. - RVSM Information - Complete this section for administrative changes to an existing authorization.**

2a. Explanation for Request	Identify the reason for a change to an existing LOA.  Ref: AC 91-85B paragraph 5.3, APP F
2b. Information on existing authorization	Provide the current LOA designation number. That code can be found on the bottom right footer on the existing LOA. <u>Include a copy of the current LOA.</u>  Ref: AC 91-85B paragraph 5.6, 5.7
2c. RVSM Operational Policy and Procedures	Review the operator's operational policies and procedures that were previously accepted by the FAA. Ensure no changes are required.  Ref: AC 91-85B chapter 3, paragraph 5.5.2, APP B, C, D
2d. Crew Training	Identify there have been no changes to the crew or crew training previously accepted by the FAA.  Ref: AC 91-85B paragraph 5.5.2
2e. RVSM Height Monitoring	Ensure the Operator's aircraft or fleet of aircraft meet the RVSM minimum monitoring requirements for height-keeping performance. The MMR charts can be found on the FAA's RVSM Documentation Webpage in the section titled "Monitoring Requirements and Procedures". Note: If the operator's aircraft is equipped with a qualified ADS-B Out system, this methodology may be used to determine the aircraft's height-keeping performance to support RVSM minimum monitoring requirements even if operating under an LOA.  Ref: AC 91-85B paragraph 5.8.6.3, APP E



## ATTACHMENT A

### Instruction Guide RVSM Letter of Authorization (LOA) Information Sheet

**Section 3. Complete this section for a new authorization or an authorization based an existing RVSM element.**

<p>3a. Explanation for Request</p>	<p>Identify if this is a request based on an existing RVSM Element, either an existing RVSM compliant aircraft or RVSM knowledgeable pilots.</p> <p>Ref: AC 91-85B paragraph 5.4, APP F</p>
<p>3b. Information on existing authorization</p>	<p>If applicable, and a previously existing RVSM LOA exists enter the information here, otherwise leave blank.</p> <p><u>Include a copy of the current LOA, if applicable.</u></p>
<p>3c. RVSM Operational Policy and Procedures</p>	<p>Identify if the operator will use operational policy and procedures previously accepted by the FAA;</p> <p>or</p> <p>new or revised operational policy and procedures are included in the application (If so attach copy).</p> <p>Ref: AC 91-85B chapter 3, paragraph 5.5.2, APP B, C, D FAA Aeronautical Information Manual (AIM), Chapter 4, Section 6</p>
<p>3d. Crew Training</p>	<p>Identify if there have been changes to the crew or crew training or if the operator will use training evidence previously accepted by the FAA.</p> <p>Provide 14 CFR part 142 training center certificates (further evaluation not required); or</p> <p>Certificates documenting completion of a course of instruction on RVSM Policy and Procedures; and/or an Operator's in house training program.</p> <p>Note: The FAA, at its discretion, may evaluate a training course prior to accepting a training certificate.</p> <p>Ref: AC 91-85B paragraph 5.5.2</p>
<p>3e. Area(s) of Operation where Operator initially intends to start RVSM Operations</p>	<p>If starting RVSM operations in a new area of operation, specify here.</p>

## ATTACHMENT A

### Instruction Guide RVSM Letter of Authorization (LOA) Information Sheet

3f. Minimum Equipment List (MEL)	<p>If operating under a MEL supply copies of applicable data.</p> <p>Ref: AC 91-85B paragraph 5.8.6.1</p>
3g. RVSM Airworthiness Date	<p>List the compliance date when the aircraft became RVSM compliant.</p> <p>If the aircraft was manufactured RVSM compliant the date of the Airworthiness Certificate is usually the compliancy date.</p> <p>If the aircraft was made RVSM compliant though a STC, Service Bulletin or a Service Letter, the RVSM compliant date will be found in the maintenance log book. Include copies of the maintenance record return to service entry and FAA form 337s if applicable.</p>
3.h Reserved	
3i. TCAS II	<p>List information requested if TCAS equipped.</p> <p>If you have TCAS II installed, verify that it has version 7 software, or later. Identify the processor part number, model and software version.</p> <p>Ref: FAA AC 91-85B, Appendix B.3.1.5</p>
3j. RVSM Height Monitoring	<p>Submit evidence of RVSM height monitoring or a plan for monitoring as required.</p> <ul style="list-style-type: none"> <li>- Monitoring via ADS-B Out (If properly equipped). <a href="#">Note: Operators may utilize ADS B altitude-keeping performance monitoring even if operating with a specific authorization when properly equipped.</a></li> <li>- Copy of entry of successful height monitoring by an approved ground based system (e.g., US AGHME from the North American RVSM Approvals Data Base or a European HMU); or</li> <li>- Report of a successful monitoring supplied by an FAA approved GPS-based provider; or</li> <li>- Evidence provided by another ICAO sponsored RMA such as Eurocontrol.</li> <li>- If the aircraft meets monitoring requirements through an Operator's fleet group monitoring requirements submit evidence of all relevant height monitoring.</li> </ul> <p>RVSM Minimum Monitoring Requirements Chart, FAA RVSM Documentation webpage – Height Monitoring Section</p>

## ATTACHMENT B

RVSM Decision Matrix from Appendix F, AC 91-85B

<b>RVSM DECISION MATRIX</b>	
<p><b>AUTHORIZATION GROUP I:</b></p> <p><b>RVSM AUTHORIZATION AMENDMENTS</b></p> <ul style="list-style-type: none"> <li>• The following changes are considered to be administrative in nature only.</li> <li>• This Group <i>only</i> applies in circumstances where a previously authorized RVSM operator and each of the previously accepted RVSM Authorization Elements <i>are remaining the same</i>.</li> </ul>	
<b>I.</b>	<b>A. Examples of Requested Action/Nature of Change</b>
	<ol style="list-style-type: none"> <li>1. Change in the primary business address of an RVSM-Compliant Aircraft and/or RVSM authorization holder.</li> <li>2. Change in an existing RVSM operator’s designated Responsible Person (or RVSM-Authorized Representative or RVSM-Point of Contact (POC)).</li> <li>3. Change in the registration markings of an RVSM-Compliant Aircraft being operated by an existing RVSM authorization holder.</li> <li>4. Removal of wording describing use of an RVSM-Approved Maintenance Program for operators otherwise not having a requirement for an approved maintenance program.</li> <li>5. Removal of an RVSM-Compliant Aircraft from an existing RVSM authorization that has multiple RVSM-Compliant Aircraft listed.</li> </ol>
<b>I.</b>	<b>B. Applicable Steps and Information Required From RVSM Authorization Holder</b>
	<ol style="list-style-type: none"> <li>1. Prior to making a request for service for an authorization amendment, each existing authorization holder should make a positive determination as to which portions of the previously accepted RVSM Authorization Elements the authorization holder is requesting to change.</li> <li>2. That authorization holder should then submit a written request to the appropriate Flight Standards office that:               <ol style="list-style-type: none"> <li>a. States which of the applicable administrative changes are occurring;</li> <li>b. Further affirmatively states that none of the previously accepted RVSM Authorization Elements that formed the basis for the initial issuance of the affected RVSM authorization have changed or are changing; and</li> <li>c. Requests the issuance of an amendment to the existing RVSM authorization that acknowledges the administrative change being made.</li> </ol> </li> <li>3. If the nature of the requested amendment is to change the primary business address or the base of operation from one service area to another, he or she must notify, in writing, the losing (previously responsible) FAA office of the new physical location and mailing address within 30 calendar-days following relocation. The losing office must request that the Web-based Operations Safety System (WebOPSS) Help Desk move the operator’s database to the appropriate receiving FAA office. The losing office must also notify the receiving office of the change. The receiving office should then update and reissue the operator’s A001 template to reflect the new address, and the receiving office becomes the appropriate Flight Standards office for processing new letters of authorization (LOA) for that operator.</li> <li>4. The authorization holder should also provide such further information as requested by the FAA to efficiently process the request.</li> </ol>

## ATTACHMENT B

<b>I.</b>	<b>C. Applicable Procedures to Be Followed by the Appropriate Flight Standards Office</b>
	<ol style="list-style-type: none"> <li>1. Review the request and supporting documentation received from the RVSM authorization applicant to determine if it appears that an amended RVSM authorization is warranted.</li> <li>2. Reissue the amended RVSM authorization that is identical to the initial RVSM authorization in all respects other than reflecting the new amended information.</li> <li>3. If the nature of the requested amendment is to change the primary business address or base of operation from one service area to another, see the additional applicable guidance in FAA Order 8900.1, <a href="#">Volume 3, Chapter 2, Section 2</a>, Responsibility for Part 91 Letters of Authorization (LOA).</li> <li>4. If an existing RVSM authorization holder has made a written affirmation that none of the underlying previously accepted RVSM Authorization Elements have changed or will change, and there is no other information provided to the FAA raising any questions or concerns with respect to the ongoing validity or applicability of those RVSM Authorization Elements, then, subject to paragraph <a href="#">5.3.4</a> of this AC, the appropriate Flight Standards office should issue the requested amendment without further inspections being required.</li> </ol>

<b>AUTHORIZATION GROUP II:</b>	
<b>RVSM AUTHORIZATION BASED ON ONE OR MORE EXISTING APPROVED RVSM AUTHORIZATION ELEMENTS</b>	
<ul style="list-style-type: none"> <li>• The following RVSM authorizations are new authorizations.</li> <li>• This Group will normally apply to a new or proposed RVSM operator that is seeking the issuance of an RVSM authorization for an aircraft that is already an RVSM-Compliant Aircraft and/or previously accepted RVSM-Knowledgeable Pilots requirements with respect to its operations of that specific aircraft.</li> </ul>	
<b>II.</b>	<b>A. Examples of Requested Action/Nature of Change</b>
	<ol style="list-style-type: none"> <li>1. There is a change in the legal status or identity of the business entity that is the Approved RVSM operator, but the Responsible Person, RVSM-Authorized Representative, and/or RVSM-POC and each of the Approved RVSM Authorization Elements are remaining the same.             <ol style="list-style-type: none"> <li>a. One example of this situation may occur where an operator is converted from an S corporation to a limited liability company under applicable state law, but no other changes are occurring.</li> <li>b. Another example may occur where the ownership and operation of an aircraft is transferred from one company to a legal affiliate, but there are no other changes occurring.</li> </ol> </li> <li>2. A new proposed RVSM operator will be using an existing RVSM-Compliant Aircraft and/or previously accepted RVSM-Knowledgeable Pilots requirements. Examples of this type of situation may include:             <ol style="list-style-type: none"> <li>a. An operator takes delivery of a newly manufactured aircraft that is type-certified as RVSM-compliant.</li> <li>b. An Approved RVSM Aircraft is being operated under an RVSM authorization issued to a Title 14 of the Code of Federal Regulations (14 CFR) part <a href="#">135</a> air carrier, and the underlying owner or a separate lessee will occasionally use that specific aircraft and/or the same RVSM-Knowledgeable Pilots requirements.</li> <li>c. A group of underlying owners or lessees use an RVSM-Compliant Aircraft, each maintaining their own operational control of that aircraft pursuant to a dry lease and/or the same RVSM-Knowledgeable Pilots requirements.</li> </ol> </li> <li>3. An existing or newly proposed Approved RVSM operator seeks an RVSM authorization and will be utilizing one or more existing Approved RVSM Authorization Elements.             <ol style="list-style-type: none"> <li>a. An example may be where an existing RVSM operator seeks to add a new proposed RVSM-Compliant Aircraft to an existing RVSM authorization where that operator will continue to use previously accepted RVSM-Knowledgeable Pilots requirements.</li> </ol> </li> </ol>

## ATTACHMENT B

<b>II.</b>	<b>B. Applicable Steps and Information Required From RVSM Authorization Applicant</b>
	<ol style="list-style-type: none"><li>1. Make a positive determination that the existing or newly proposed RVSM operator is seeking an RVSM authorization that will utilize at least one previously Approved RVSM Authorization Element (i.e., an existing RVSM-Compliant Aircraft and/or RVSM-Knowledgeable Pilots requirements).</li><li>2. Submit a written request to the appropriate Flight Standards office that:<ol style="list-style-type: none"><li>a. Provides complete documentation of an RVSM compliance program, including written information evidencing that the specific aircraft meets the requirements of an RVSM-Compliant Aircraft;</li><li>b. Further specifically states that previously accepted RVSM-Knowledgeable Pilots requirements will be used with respect to the operation of the proposed Approved RVSM Aircraft in RVSM airspace, as applicable;</li><li>c. Provides such additional information as necessary to evidence compliance with new or different RVSM-Knowledgeable Pilots requirements (or to be able to gain such approvals); and</li><li>d. Asks for the issuance of an RVSM authorization that applies to the operation of the aircraft by that proposed RVSM operator.</li></ol></li><li>3. Provide such further information requested by the FAA to efficiently process the request.</li></ol>
<b>II.</b>	<b>C. Applicable Procedures to Be Followed by the Appropriate Flight Standards Office</b>
	<ol style="list-style-type: none"><li>1. Review the request and supporting documentation received from the RVSM authorization applicant to determine if it appears that the requested RVSM authorization is warranted.</li><li>2. To the extent the RVSM applicant has provided written documentation evidencing that the operator will be using a previously accepted RVSM Authorization Element, and accept that RVSM Authorization Element as a valid basis for the issuance of the new RVSM authorization, and to the extent the applicant has presented a proposed RVSM Authorization Element that has not been previously reviewed and accepted, conduct such additional review and research with respect to that RVSM Authorization Element only as is required to issue the new RVSM authorization.</li><li>3. If an RVSM applicant has made a written affirmation that one or more of the underlying previously accepted RVSM Authorization Elements have not changed or will not change, there is no other information provided to the FAA raising any questions or concerns with respect to the ongoing validity or applicability of those RVSM Authorization Elements, and the applicant has otherwise presented sufficient evidence of compliance with the requirements of the remaining RVSM Authorization Elements, then, subject to paragraph <a href="#">5.3.4</a>, the appropriate Flight Standards office should issue the requested amendment without further inspections being required.</li></ol>

## ATTACHMENT B

### AUTHORIZATION GROUP III:

#### RVSM AUTHORIZATION NOT BASED ON ONE OR MORE EXISTING RVSM AUTHORIZATION ELEMENTS

In the event a proposed new or existing approved RVSM operator seeks the issuance of an RVSM authorization that will not be based on any existing RVSM Authorization Element, then neither Authorization Group I nor II above will apply. The proposed approved RVSM operator should submit sufficient evidence to show his or her ability to comply with each of the RVSM Authorization Elements, and the appropriate Flight Standards office should process the request as a new and unique request by reviewing all of the materials provided by the applicant to ensure that each of the RVSM Authorization Elements have been met.