

Letter to be sent to “guest NAA” chairperson, copy ISC Chairperson, and TCH.

Subject: TCH A/C model/type , MRB activity

Dear “NAA chairperson”:

Per “Host NAA” guidance, I would like to offer this letter of confirmation regarding the “TCH aircraft Type” aircraft, MRBR activity.

As the host authority for the “TCH aircraft Type” Aircraft we “Host NAA” would like to define our requirements in accordance with our guidelines and as per the process agreed in the IMRBPB IP 83 and 127 which outlines the process for guest regulatory authority approval.

This confirmation letter outlines our working relationship with your authority. Guest approving regulatory authorities will perform the following functions regarding the “TCH aircraft Type” Aircraft MRB activities:

1. Participate in the development and acceptance of the PPH. Any NAA regulatory differences will be defined in an appendix to the PPH.  
Any regulatory differences that might lead to multiple versions of an MSG-3 analysis must be elevated to the level of the NAA MRB management team for resolution prior to PPH acceptance.
2. “Guest NAA” will coordinate all requested PPH differences and changes through the “Host NAA” MRB Chairperson.
3. Participate in the MRB WG activities, inform the “Host NAA” WG Advisor of any national regulatory or technical differences. The “Host NAA” Advisor will solicit regulatory concurrence from the other guest advisors.  
In addition, any regulatory differences between the host authority and other approving authorities at the completion of the MRB process shall be documented in a separate MRBR appendix/section.
4. The “Host NAA” Advisor will ensure the conversation or debate over an issue ends in a timely fashion to ensure the completion of WG activities in an appropriate timeframe.  
“Guest NAA” MRB advisors shall write any concerns/comments that they may have to the “Host NAA” MRB advisor. The “Host NAA” will review these comments and discuss them with the “Guest NAA” MRB advisor as necessary before providing a consolidated set of comments to the applicant. This compilation shall clearly identify any comment that is specific to one or more NAA.  
Conversely if agreed by all NAA and TCH, comments may be submitted to TCH directly.

5. Attend ISC meetings, by invitation from the ISC Chairperson released through TCH, in coordination with of the “Host NAA” MRB Chairperson.

6. Notify the ISC Chairperson, via the “host MRB Chairperson”, of any national regulatory differences before compiling the MRBR proposal.

“Guest NAA” MRB members shall write any concerns/comments that they may have to the “Host NAA” MRB Chairperson. The “Host NAA” will review these comments and discuss with the “Guest NAA” as necessary before providing a consolidated set of comments to the applicant. This compilation shall clearly identify any comment that is specific to one or more NAA.

Conversely if agreed by all NAA and TCH, comments may be submitted to TCH directly.

The final responsibility of the “guest NAA” will be to coordinate with the “host NAA”, the MRBR approval and any appendixes/section if applicable.

After agreement has been reached on the content of the MRB Report, the “Host NAA” MRB Chairperson shall coordinate with each signing NAA to agree the approval date. Excepted in unique circumstances and in order not to delay the approval, no Approval letter shall be provided to the applicant until all signing NAA are ready to give their approval.

In any case, guest approving authorities should not issue an approval letter prior the Host authority.

Sincerely,

“Host NAA”