

AVS-AFS ELECTRONIC FAA FORM 337

USER GUIDE



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Version 8.0

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
OFFICE OF REGULATION AND CERTIFICATION**

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Form 337 User Guide	Revision: 8.0
	Date: 08/15/2013

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REVISION HISTORY		
Document Revision	Description of Change	Date
1.0	(Web Release v1.2.2.1) Initial Release. (Document generated by RoboHelp Online Help System and then reformatted to add Title Page with FAA logo, headers and footers, etc. to match other eForms documents.	05/01/2008
2.0	(Web Release v1.2.2.2) Updated screen shots for external 7.x Form Manager UI and Login pages to remove FAA branding and logo.	07/25/2008
3.0	(Web Release v2.0.0) Updated for LiveCycle ES v8.2 Release	10/01/2008
4.0	(Web Release v2.0.2) Added eForms Admin link in Form Manager; new web page template; replaced AVS Support Central with AVS National Service Desk	09/28/2009
5.0	(Web Release v2.1.0) Updated System Requirements and updated screenshots to reflect new versions of Adobe Acrobat/Reader.	02/25/2010
5.1	Prepared document for pending release on the use of AVS Provisioning for Account Request by ASIs and Industry users. (Replaced My Profile with Default Login; added AVS Provisioning process to request user accounts.)	06/16/2010
6.0	(Web Release v2.1.1.) Updated document to change Account Request process from AVS Provisioning back to the old process, replacing Default Login with My Profile, and going back to the old account request process for ASIs and Industry users.	09/14/2010
6.1	Updated System Requirements.	11/09/2010
6.2	Added last step under Form 337 Internal User Setup	03/07/2011
7.0	(Web Release v2.1.3) Added NSD contact under 'Before You Begin' sections. Updated Block 3 Signature Requirements to accommodate DAR51 signatures according to Order 8100.17. Updated ACO coordination of supplemental documents for Form 337 to also include DARs, not only ASIs. Added Signature Validation for all Form 337 users.	02/29/2012
7.1	Moved instructions on Validation check for N number and Serial number in Block 1 from RTS Agent to Form Initiator process.	09/24/2012
8.0	(Web Release v2.2) Updated System Requirements and Windows/Adobe screenshots due to Standard Client 3.0 implementation and web template changes. Updated digital signature request and validation processes to remove any reference to Team Askin (TATI) as the approved certificate authority.	08/15/2013

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NOTE: Refer to the [eForm Service User Guide](#) for instructions on the general use of the eForm system, such as Navigating Form Manager, Form Manager Tools, Form Categories, etc.

1. Before You Begin

Welcome to FAA Form 337 Help System. The following Help Topics are provided for those who are going to perform or supervise a major repair or a major alteration and are going to fill out the FAA Form 337.

If you have any problems with the eForm system, need assistance with the form, or have requests to make changes or additions, please feel free to contact the AVS National Service Desk (NSD) 24 hours/7days a week.

Phone: 1-877-AVS-NSD1 (1-877-287-6731)

Email: [AVS National Service Desk](#)

2. System Requirements

The following operating system has been tested and certified to work with the eForm Service and subsequent forms. Therefore, we can provide user support only for this environment.

Windows Platforms (Supported by Aviation Safety)

- Adobe Reader v10.1.1 (or later) or Adobe Reader v10 (or later)
- Adobe Flash Player v11.6.602.168 (or later)
- Intel 1.3 GHz processor (or faster)
- Microsoft Windows 7 with Service Pack 1; XP Professional or Home Edition, or Tablet PC with Service Pack 2; Windows 2000 with Service Pack 4; Windows Server 2003
- 128MB of RAM (256MB or higher recommended)
- 335MB of available hard disk space
- Microsoft Internet Explorer 8.0 (32-bit)

Although Adobe Corporation advertises that their Reader product works on other operating systems (see list below), Aviation Safety does not have the resources to support these multiple platforms.

Windows Platforms or Applications (Not supported by Aviation Safety)

- Firefox
- Google Chrome
- Apple Safari

Macintosh

- Adobe Reader v10 (or later)
- Adobe Flash Player v10.3.181.14 (or later)

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- PowerPC G4, G5, or Intel processor
- Mac OS X v10.4.11 to 10.5.6
- 128MB of RAM (256MB or higher recommended)
- 405MB of available hard disk space
- Safari 2.0.4 (or later)

Linux

- Adobe Reader v10 (or later)
- Adobe Flash Player v10.3.181.14 (or later)
- 32-bit Intel Pentium processor or equivalent
- Red Hat Linux WS 5, SUSE Linux Enterprise Desktop (SLED) 10 SP2 and Ubuntu 7.10
- GNOME or KDE Desktop Environment
- 512MB of RAM (1GB recommended)
- 150MB of available hard-disk space (additional 75MB required for all supported font packs)
- GTK+ (GIMP Toolkit) user interface library, version 2.6 (or later)
- Firefox 2.0 (or later)
- OpenLDAP and CUPS libraries

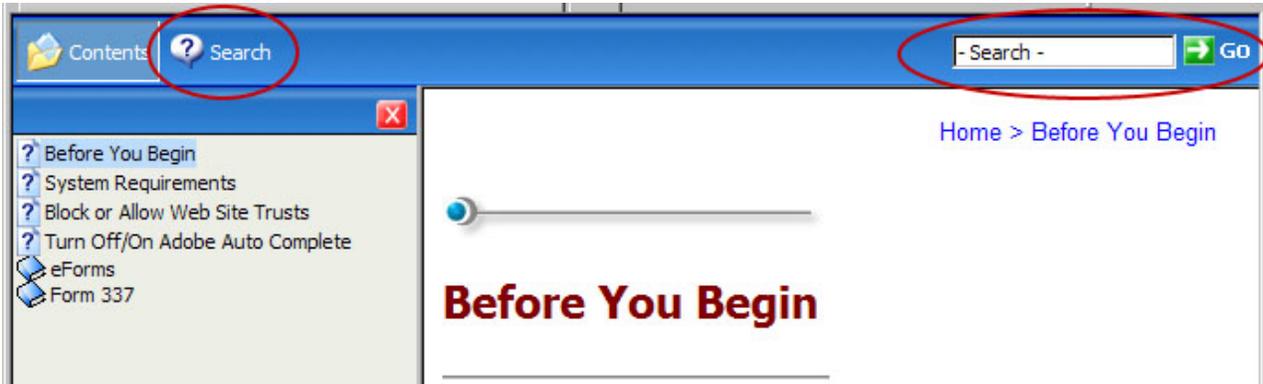
Solaris

- Adobe Reader v10 (or later)
- Adobe Flash Player v10.3.181.14 (or later)
- 32-bit Intel Pentium processor or equivalent
- Solaris 10 u5 or OpenSolaris 2008.11
- GNOME or KDE Desktop Environment (GNOME only for Solaris 10)
- 512MB or higher of available RAM (1GB recommended)
- 200MB of available hard-disk space (additional 75MB required for all supported font packs)
- GNU C library (glibc) version 2.3 (or later)
- GTK+ (GIMP Toolkit) user interface library, version 2.6 (or later) (On Solaris10, also works with GTK 2.4.9 also)
- Firefox 2.0 (or later)
- Open LDAP and CUPS libraries

NOTE: Currently, touchpads such as the iPad, Kindle Fire, Nook or other similar devices have NOT been tested with eForms.

3. Searching for a Help Topic

Use the Search feature in the Help system to easily find a topic. Typing a keyword or set of words (i.e. digital signature) in the Search box will display a list of topics that contain that word. Select the most likely topic that will have the information you need.



4. Download Adobe Reader

How to check which version is currently installed

1. Open Adobe Reader.
2. Select **Help** from the Menu Bar and click **About Adobe Reader**.
3. Note the version displayed on the upper right area of the splash screen.
4. If it doesn't meet the minimum [System Requirements](#) for the eForm system, proceed with the uninstall process below.

NOTE: To uninstall or install Adobe Reader, you need to have administrative rights to your computer. If you do not have administrative rights, contact your local computer support staff to remove Adobe Reader and install the supported version.

Adobe Reader Uninstall Instructions

1. Close all open applications and programs.
2. Click the **Start** Button and select the **Settings** menu item (if available).
3. Click on **Control Panel**.
4. Click on **Add or Remove Programs**.
5. Once the Programs list appears, do the following:
 - a. Scroll through the list and select the older, unsupported version.
 - b. Click the **Remove** button at the right.
 - c. Click **Yes**.
 - d. Follow the onscreen removal instructions.
 - e. When prompted, reboot the computer.
6. Once rebooted, install the supported version using the following instructions.

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Adobe Reader Install Instructions

1. To install, click the Adobe Reader icon below. This will bring up the File Download screen.



2. Click on the **Run** button. After the Optimizer runs, the **Setup** screen will appear.
3. Click **Next**.
4. Click **Next** again at the **Welcome** and **Destination** screens.
5. At the **Ready to Install** screen, click **Install**.
6. At the **Setup Completed** screen, click on **Finish**.
7. Once installed, double-click the **Adobe Reader icon** on your desktop.
8. Click the **Accept** button on the license agreement screen, and then **Close**.
9. If a message appears asking if you want automatic updates, select **No**.
10. Adobe Reader is now ready to be used with eForm Service.

5. Block or Allow Web Site Trusts

To manually allow web sites or change a web site from 'blocked' to 'allowed', follow the instructions below.

Manually Allow Web Sites

1. Open Adobe Acrobat or Adobe Reader.
2. Click **Edit > Preferences** on the menu bar at the top of the screen.
3. Select **Trust Manager** in the Categories list.
4. Click the **Change Settings** button.
5. Type the web address in the 'Host name' text box.
6. Click the **Allow** button.
7. Click the **OK** button to save and close the Preferences.

IMPORTANT: To use the eForm Service where data searches are involved, it is required to always allow the eformservice.faa.gov web site trust.

Change Blocked Web Sites to Allowed

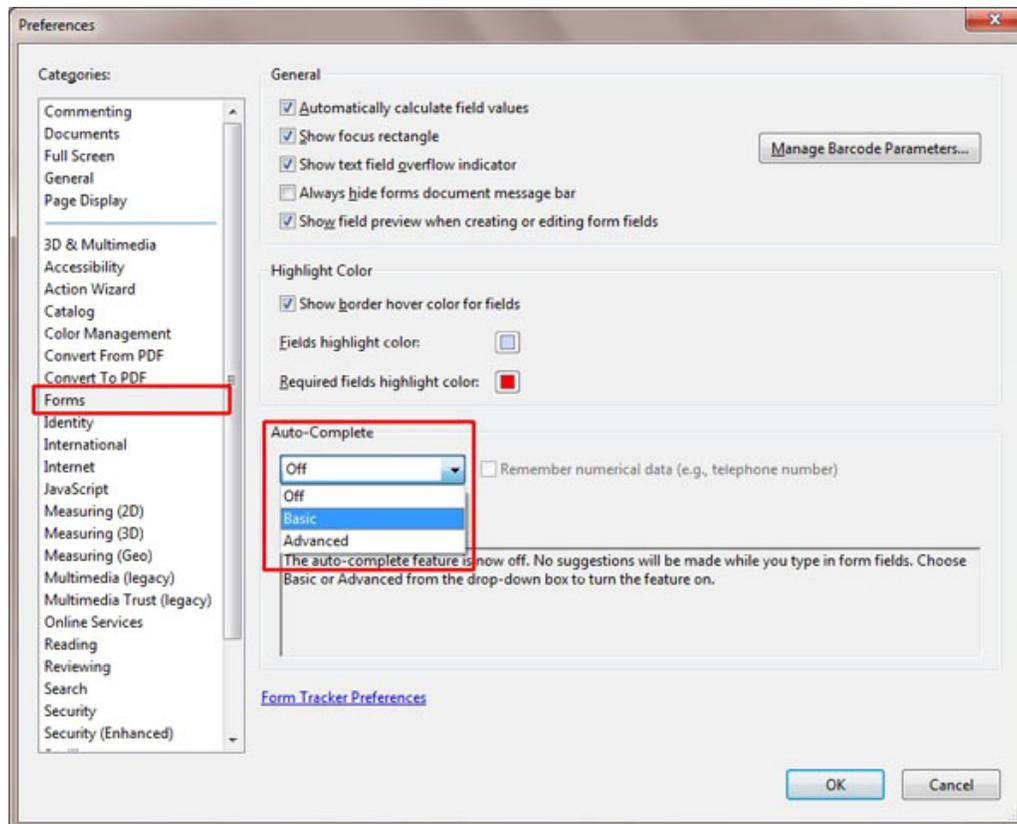
1. Open Adobe Acrobat or Adobe Reader.
2. Click **Edit > Preferences** on the menu bar at the top of the screen.
3. Select **Trust Manager** in the Categories list.
4. Click the **Change Settings** button.
5. Highlight the web site in the Site listing that you want to unblock.
6. Click the **Delete** button.
7. To allow the web site:

- The next time you access the web site it will ask you to Allow or Block the web site you are entering. Click the **Allow** button. The web site will add itself to the Allow list in Adobe.
 - If you want to manually add the web site instead of waiting till the next time you visit the web site, follow the above set of instructions on how to manually allow web sites.
8. Click the **OK** button to save and close the Preferences.

6. Turn Off/On Adobe Auto Complete

Turn On Adobe Auto Complete

1. Open Adobe Acrobat or Adobe Reader. (Note: The screenshot below of the Preferences Dialog Box was taken from Adobe Acrobat. Adobe Reader may look slightly different.)
2. Click **Edit > Preferences** on the menu bar at the top of the screen.
3. Select **Forms** in the Categories list.
4. Near bottom of the screen, under Auto-Complete, click on the drop down box and change the settings from 'Off to 'Basic'.
5. Click the **OK** button to save and close the Preferences.



Turn Off Adobe Auto Complete

1. Open Adobe Acrobat or Adobe Reader.
2. Click **Edit > Preferences** on the menu bar at the top of the screen.
3. Select **Forms** in the Categories list.
4. Near bottom of the screen, under Auto-Complete, click on the drop-down box and change the settings from 'Basic' to 'Off'.
5. Click the **OK** button to save and close the Preferences.

7. User Support

The eForm home page contains links to User Support and training materials on the left side of the window.

Federal Aviation Administration eForms e337 Home Page

Available Functions:

- Home
- Login
- What's New
- System Requirements
- User Support**
- 337 Help Topics
- 337 Tutorials
- Fill & Printable Form-337 PDF
- Request Digital Certificate For Non-FAA Personnel
- Certificated Organization User Account Request

eForms Applications

- eForms Home Page

eForms - Electronic Form 337 Home Page

eForms
 The Office of Aviation Safety (AVS) provides an electronic Form Service in support of the Government PaperWork Elimination Act (GPEA) and eGOV initiatives. Creating and submitting forms electronically greatly speeds up form processing as opposed to manual paper processing methods. *The electronic FAA Form 337*, which is available from this site, provides for the creation, submission and approval of the FAA Major Repair and Alteration in an effort to save time and effort in service to Industry customers and to promote Aviation Safety.

Registration
 To create and process an electronic FAA Form 337 you must be registered as a user with the AVS eForms. To become registered, contact a local Flight Standards District Office ([FSDO](#)) closest to you and request a user account to access electronic FAA Form 337. You will need to present current FAA-issued certifications to verify you have the valid credentials required to access the system. This may require making an appointment to visit the FSDO.

For Organizational User Account Requests, see instructions using the link under Electronic Forms Topics.

Digital Certificates
 An authorized electronic Digital Certificate is required as part of this system. If, as an Industry user, you do not already have an authorized Digital Certificate, you may request one using the link from the navigation menu on the left side of this page. FAA Personnel authorized to perform Field Approvals must contact the AVS National Service Desk. This Digital Certificate will be used as your actual signature and is just as binding.

To contact AVS National Service Desk, click on “**User Support**” on the home page. The following window is displayed, which contains the phone numbers and an email link to AVS National Service Desk.

The screenshot shows the 'eForms e337 Home Page' with the Federal Aviation Administration logo. The 'Available Functions' sidebar includes 'Home', 'Login', 'What's New', 'System Requirements', 'User Support', '337 Help Topics', '337 Tutorials', 'Fill & Printable Form-337 PDF', 'Request Digital Certificate For Non-FAA Personnel', and 'Certificated Organization User Account Request'. The 'User Support' section is expanded, displaying the following content:

Aviation Safety eForms User Support

User support is available from AVS National Service Desk for help with many different aspects of the eForms. National Service Desk can help with access, passwords, and some level of application support.

Web-based on-line help and tutorials are available from the help and tutorial sections accessed from the main eForms web site.

Aviation Safety User Support is provided for the eForms only for specific Windows platforms.

Please visit the eForms "[System Requirements](#)" page for a listing of computer hardware, software and operating systems supported.

Contact AVS National Service Desk at:

877-287-6731

[Email AVS National Service Desk](#)

The 'eForms Applications' section includes a link to 'eForms Home Page'.

To access the eForm Service Help Topics and the User Guide, click on “**Help Topics**” on the home page. The following window is displayed, which contains the link to the Help Topics and User Guide.

The screenshot shows the 'eForms e337 Home Page' with the Federal Aviation Administration logo. The 'Available Functions' sidebar includes 'Home', 'Login', 'What's New', 'System Requirements', 'User Support', '337 Help Topics', '337 Tutorials', 'Fill & Printable Form-337 PDF', 'Request Digital Certificate For Non-FAA Personnel', and 'Certificated Organization User Account Request'. The '337 Help Topics' section is expanded, displaying the following content:

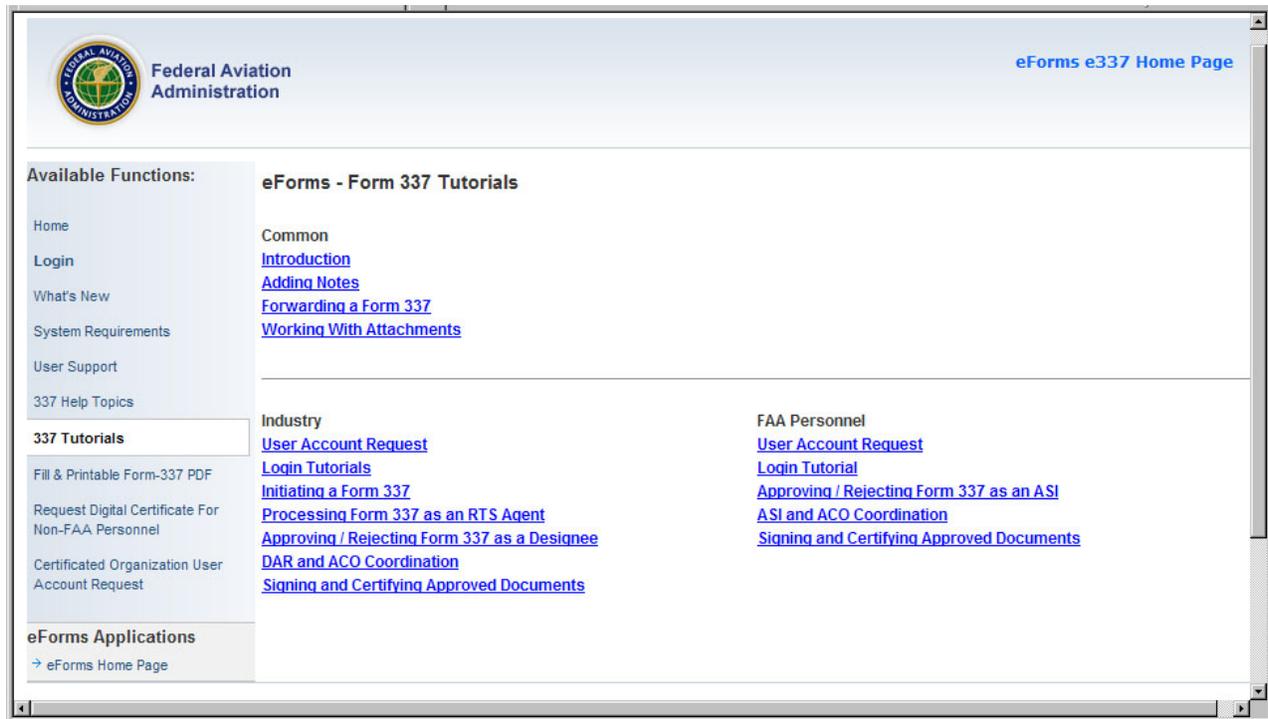
eForms - Form 337 Help Topics

- **Form 337 Online Help.**
This Form 337 Online Help system guides you through the different aspects of filling out and processing the electronic Form 337. It walks you through Form Manager, discusses Form Manager problems, general Form 337 questions, digital certificates and much more.
- **Form 337 User Guide.**
This Form 337 User Guide is a PDF document of the complete Form 337 Online Help system. It is available here for download. *(PDF opens in a new window or tab. To save, right click the link, and select "Save Target As..." Or open it and click on the "Save a Copy" icon in the Adobe Acrobat or Reader screen.)*
- **Advisory Circular, Related Notices and Guidance.**
Access to current advisory circular, notices and guidance related to the FAA Form 337
- **v-GO - Reduced Sign-On Solution Information. (FAA Aviation Safety Personnel Only)**
FAA internal users can use the Oracle Enterprise Single Sign-On (ESSO) to access the eForm Service. FAA personnel can use this link to learn more about how to use the ESSO program.

The 'eForms Applications' section includes a link to 'eForms Home Page'.

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To access the Tutorials, click on “**Tutorials**” on the home page. A menu page will appear with several tutorials to choose from.



8. FAA Form 337

8.1 Digital Certificate

The Form 337 requires an Electronic Digital Signature (Digital Certificate) for submission. This Digital Signature will be used the same as your actual signature, and will be just as binding. To obtain a digital signature, follow instructions under [Requesting a Digital Certificate](#). To purchase a digital signature, there will be a one time setup fee and a yearly maintenance fee.

Digital Signatures are a way for you to sign each Workflow form securely without actually signing the form.

To use your Digital Signature, click in the signature/date field in the Form 337. The Sign Document dialog box appears as show in the example below. Select your signature from the drop-down box and then click **Sign**.



8.2 Requesting a Digital Certificate

A Digital Certificate is a signing certificate or signature issued by a Certificate Authority for the purpose of digitally signing PDF documents. To access the eForm 337 system, both internal and external users will need to get a digital certificate from the Digital Certificate Service Website (<https://dcs.faa.gov/>), an FAA-approved certificate authority. Contact the National Service Desk for detailed instructions and support.

IMPORTANT: When requesting digital certificates, submit the name that is used for legally signing documents (e.g., James O. Goodrich vs. Jim Goodrich).

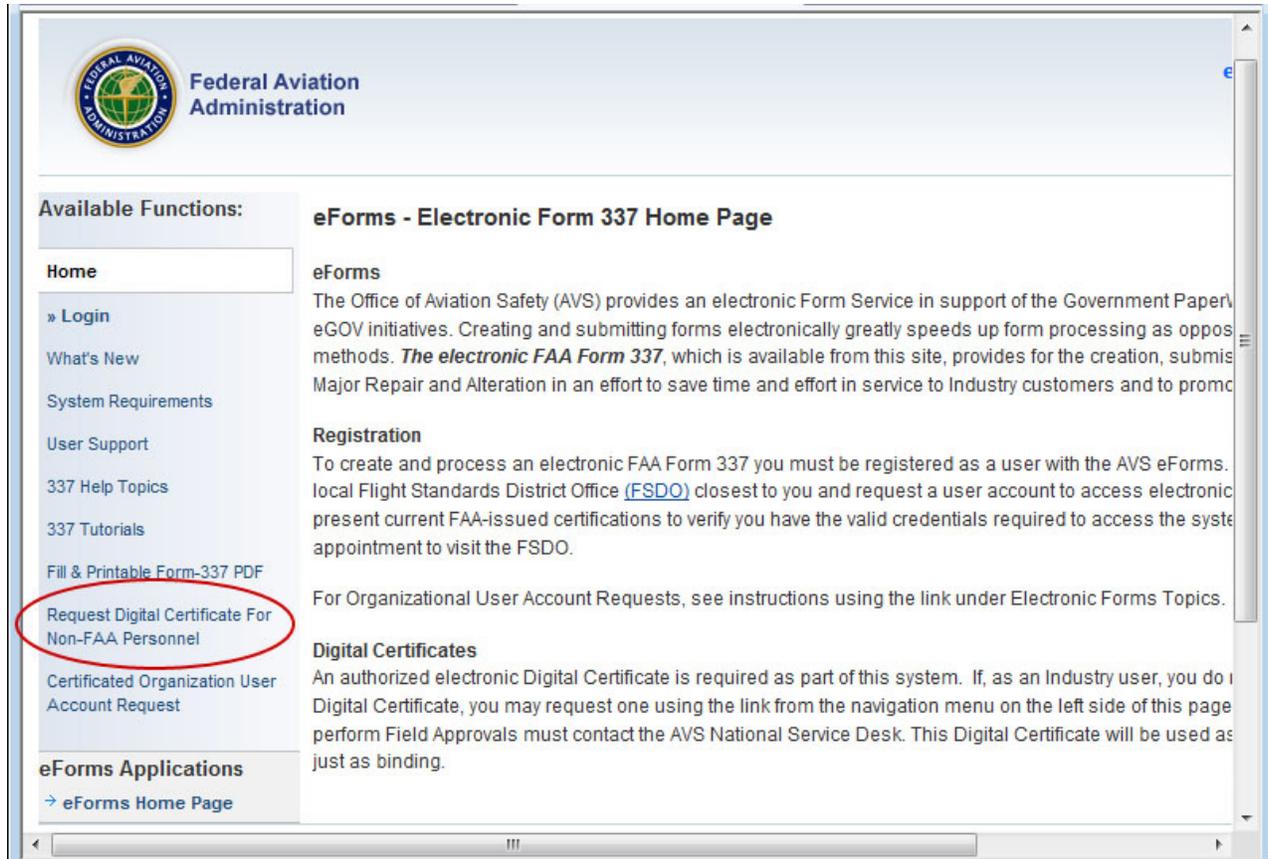
8.2.1 Internal (FAA) Form 337 Users

- FAA Personnel (inspectors) who are authorized to perform field approvals should call or email the AVS National Service Desk and request a Digital Certificate.
- ASIs will be provided digital certificates via an email invitation from the approved certificate authority. The only action necessary is to click the link provided and follow the instructions and prompts.
- Digital signatures provided by the FAA-approved certificate authority are for official use only. An employee who wishes to use the system as an external user (for personal use) must obtain an additional digital signature at his/her own expense.

8.2.2 External (Industry) Form 337 Users

The following instructions provide steps for Non-FAA Personnel to request a digital certificate.

1. Access the <http://eformservice.faa.gov/eform337.aspx> web site.
2. Click the link in the left navigation menu to request a digital certificate and follow the instructions on the page.



- You will go through an Identity Authentication process where you will be required to enter personal information such as Social Security Number, Date of Birth, home address, and phone number.
- You will then be directed to the GeoTrust web site to answer questions based on the information you provided.
- You will receive an email invitation. Simply follow the instructions provided in that email and the prompts provided by the certificate authority.

8.3 Installing Digital Certificate

IMPORTANT NOTE: After receiving the .pfx file, save a copy of the file to a safe, secure location as a backup file for future needs. Never import the signature from this file/location. In case you forget your password or a problem occurs with the file, you can copy the backup .pfx file to another location and import it again.

8.3.1 Prepare Adobe Reader (and Acrobat Professional if installed)

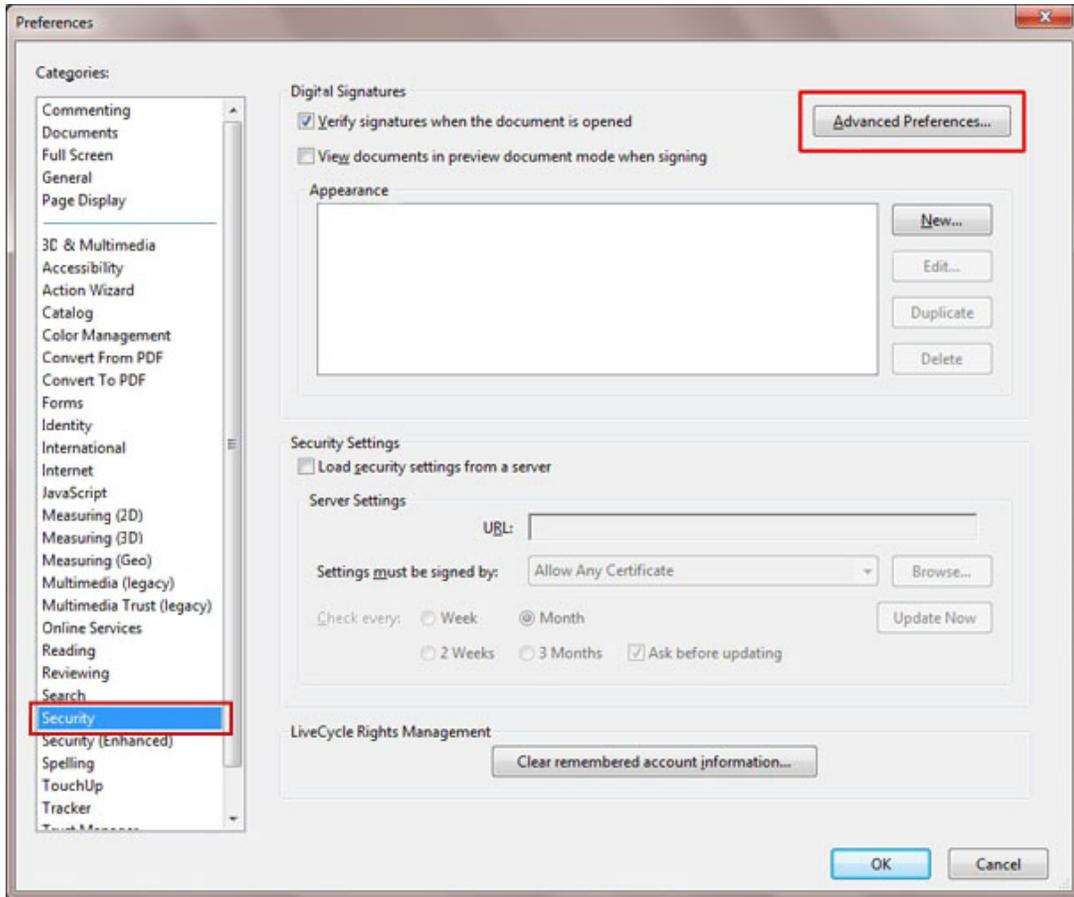
NOTE: The screenshots below were taken from Acrobat Pro X.

1. Open Adobe Reader (or Adobe Professional).

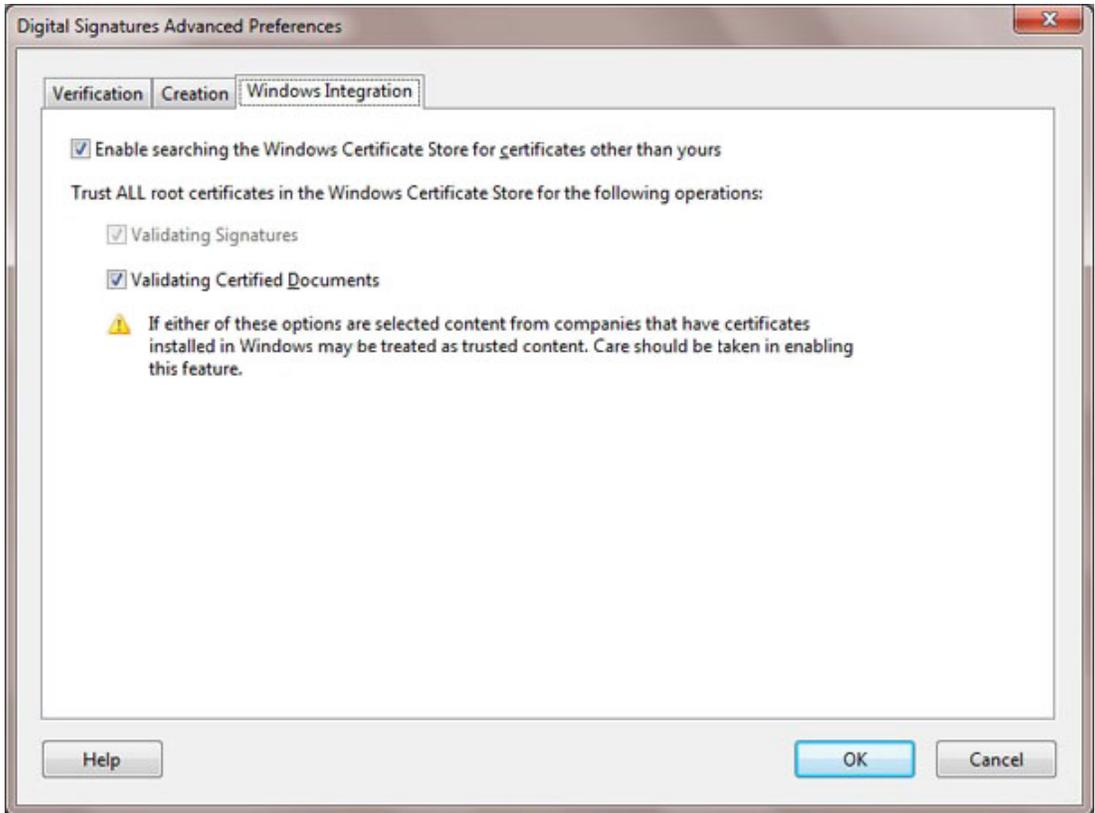
NOTE: For optimal use, it's highly recommended that both Adobe Reader and Adobe Acrobat Professional are the same version.

2. From the top menu, click **Edit – Preferences**.

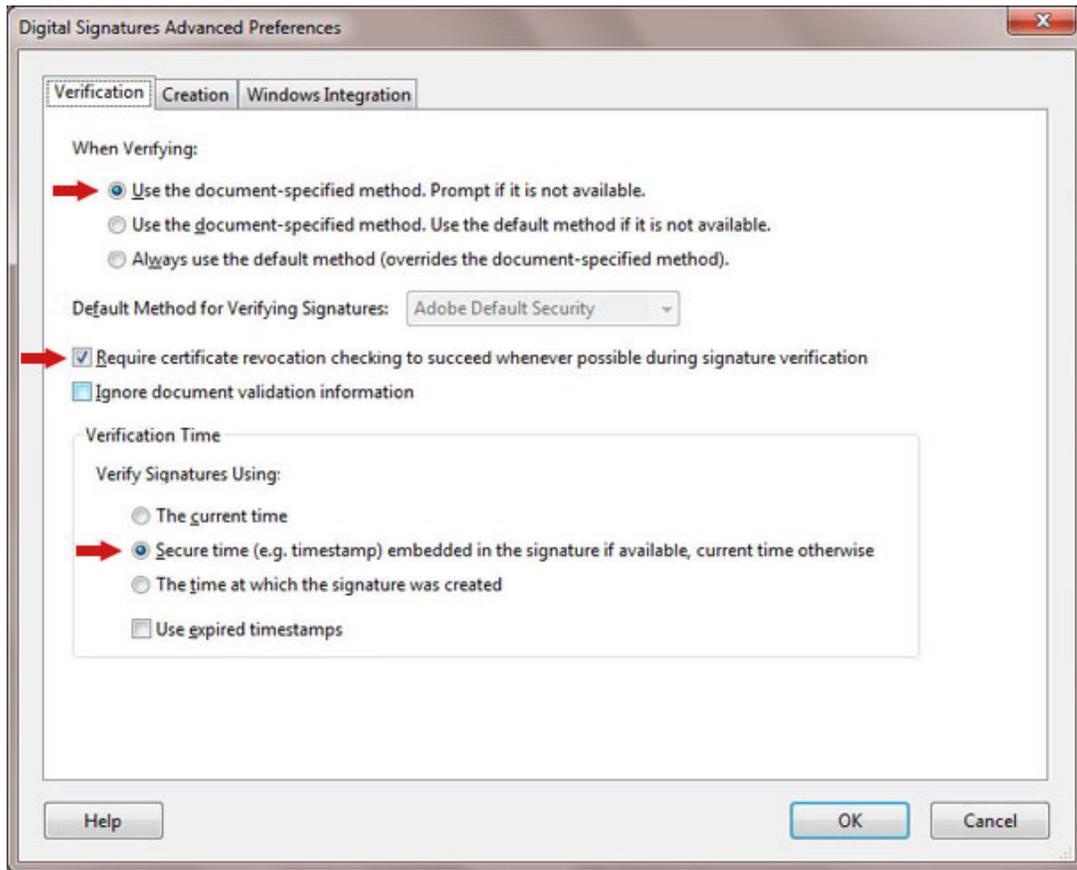
3. In the Preferences window, click the **Security** category on the left. Make sure that the check box for 'Verify signatures when the document is opened' is selected.
4. Click **Advanced Preferences** button.



5. Click the **Windows Integration** tab.
6. Select all check boxes.



7. Click the **Verification** tab and select the options shown in the window below.



8. Click **OK** again to close the Advanced Preferences window.

9. Click **OK** to close the Preferences window.

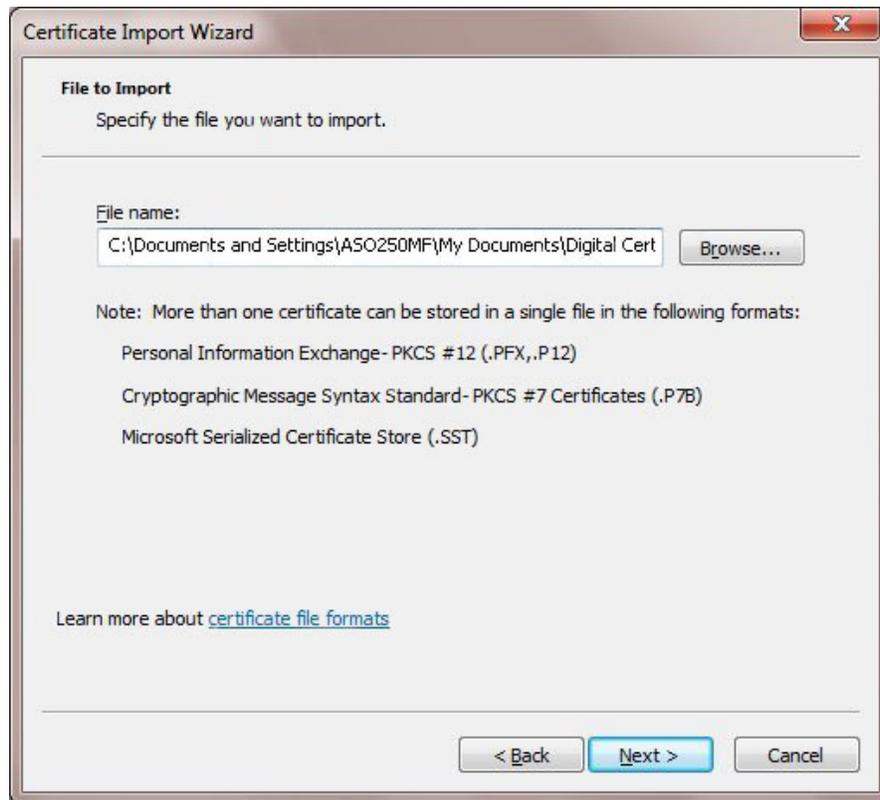
10. Exit the Adobe application. Your digital certificate is now ready for use.

8.3.2 Importing the digital certificate

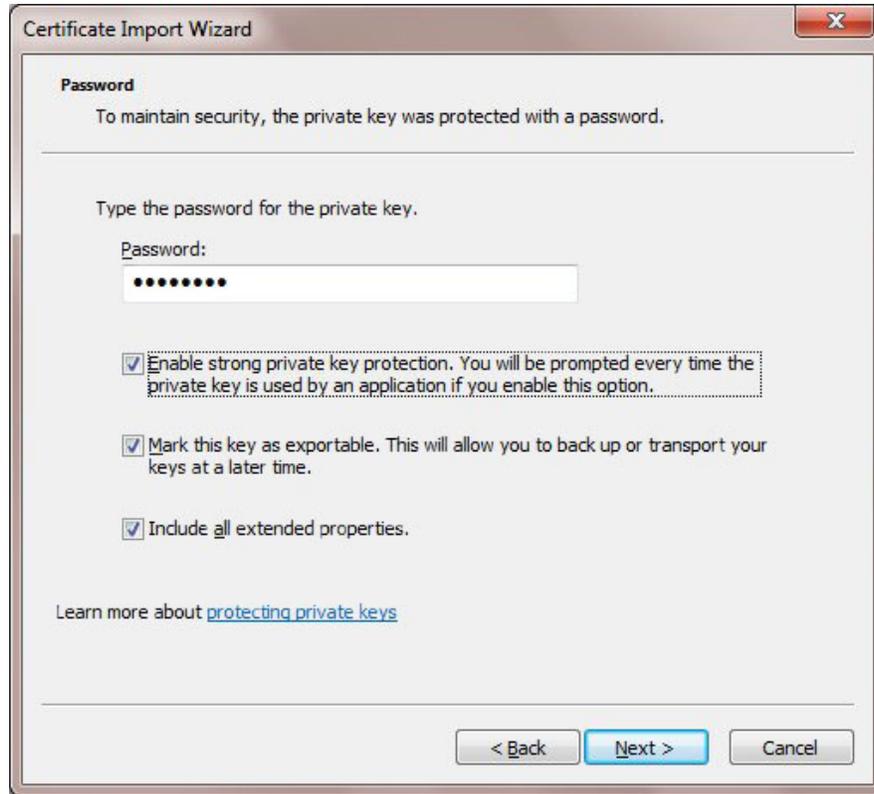
1. Double-click your .p12 or .pfx digital certificate file.
2. Click **Next**.



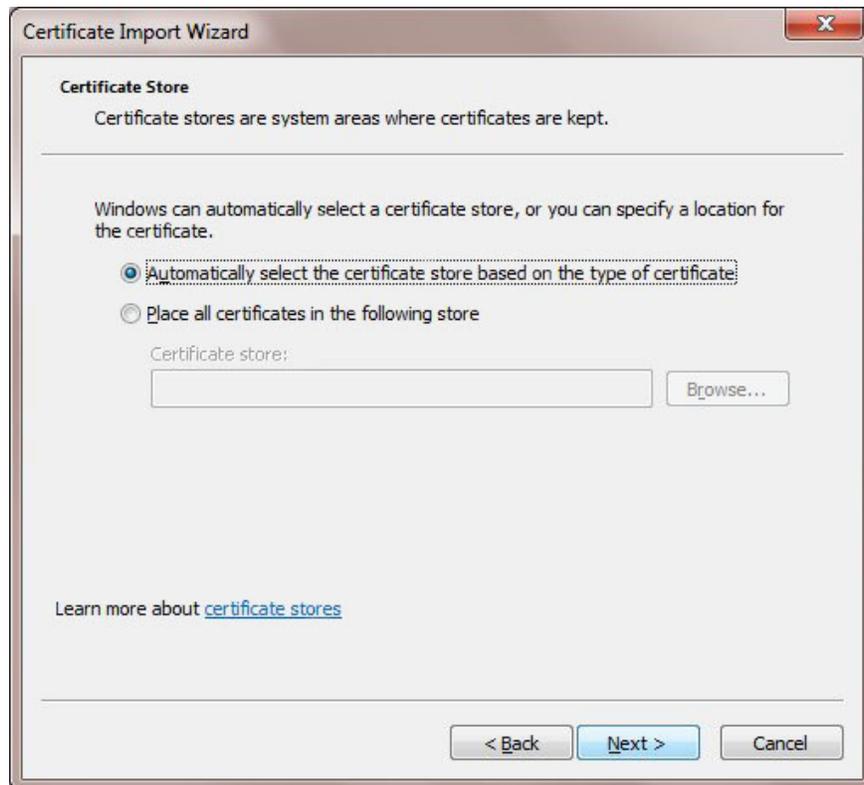
3. Note the path to the digital certificate file already is entered in the File Name: Field.
4. Click **Next**.



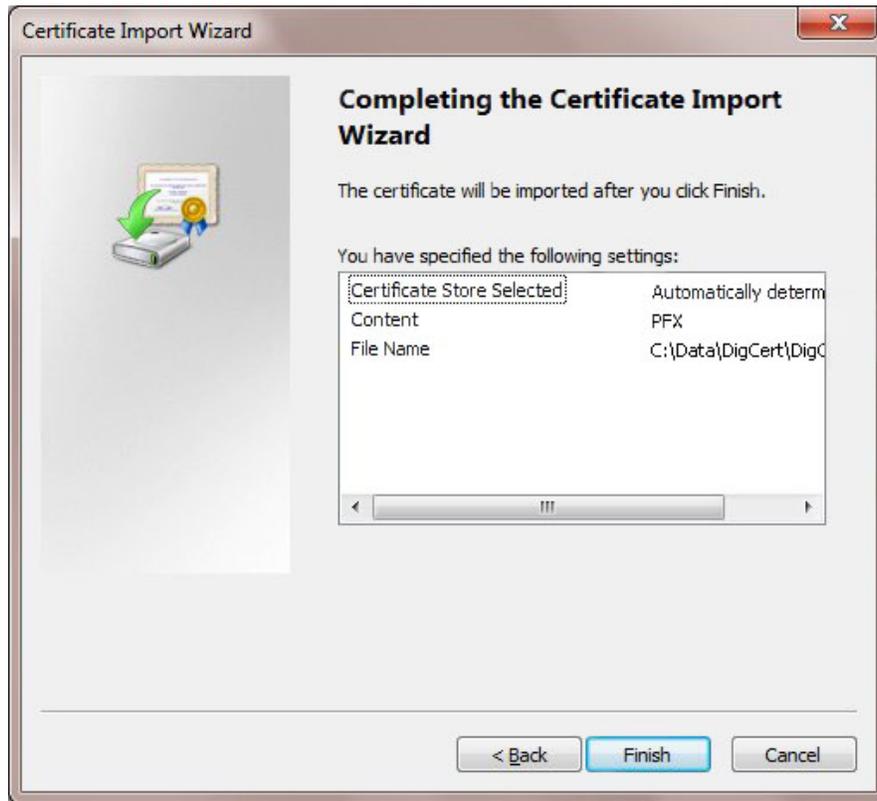
5. Enter your password and select both check boxes.
6. Click **Next**.



7. Keep default selection and click **Next**.



8. Click **Finish**.



9. Click **Set Security Level**.



10. Select **High** and Click **Next**.



11. Enter and confirm your password (use the same password used to download the Digital Certificate) and click **Finish**.

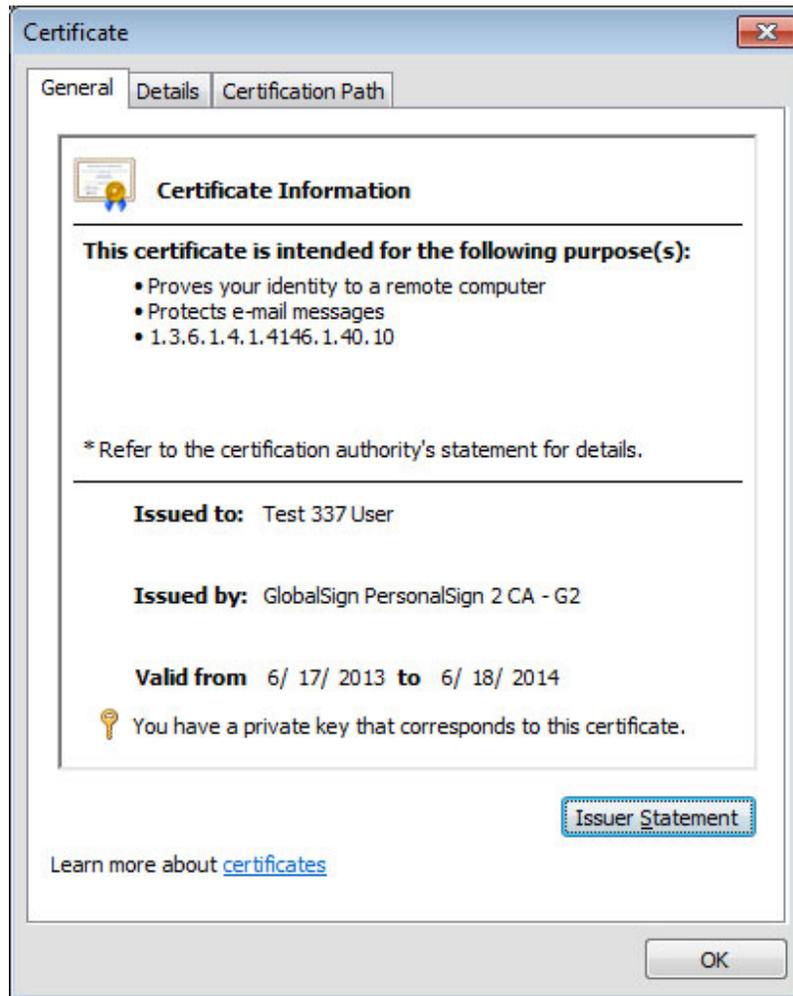


12. Click **OK**.

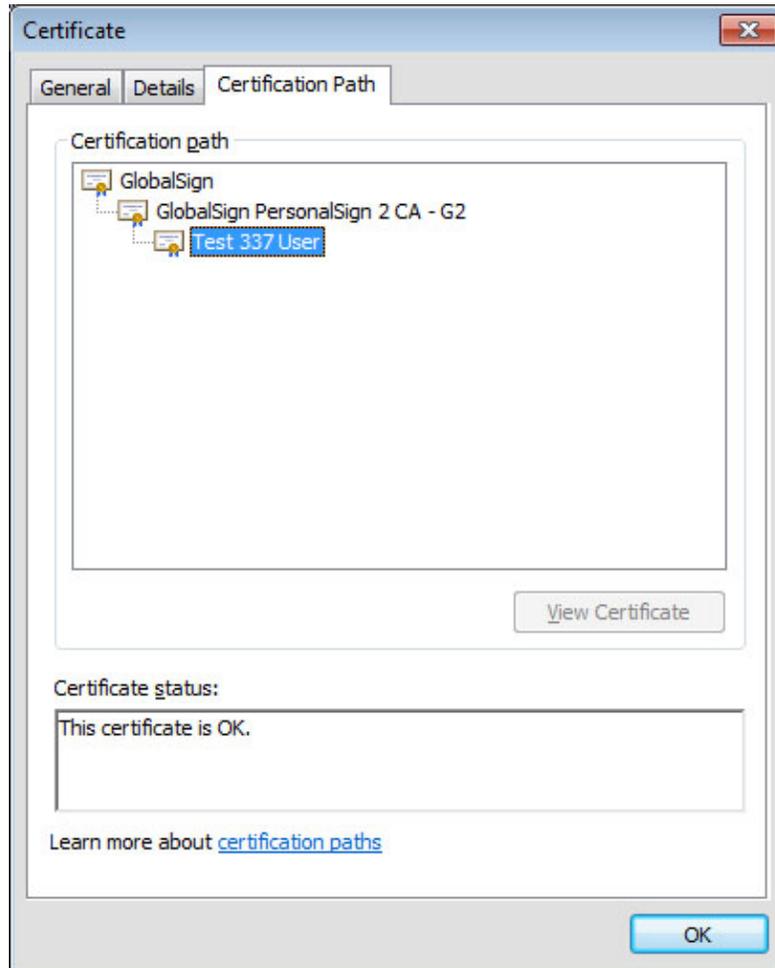
13. Click **OK** when prompted that the import was successful.

8.3.3 Viewing a correctly installed digital certificate from a Trusted Certificate Authority

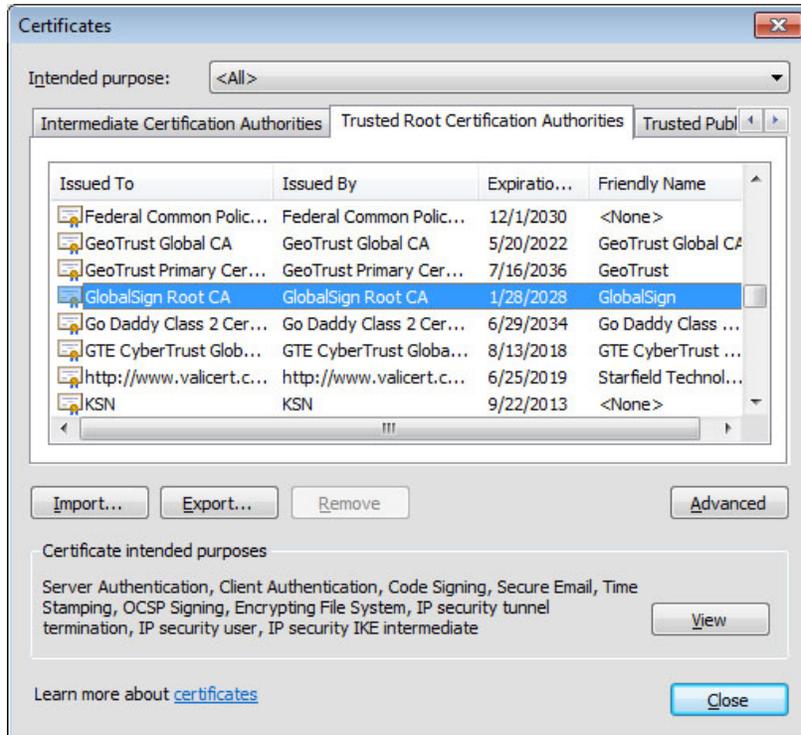
1. Open Internet Explorer and click Tools - Internet Options - Content tab - Certificates button. Select the certificate entry and click the View button to see the Certificate Information in the General tab:



2. Click the **Certification Path** tab. Properly imported certificate path should look like the dialog below for your specific certificate:



3. Click **OK**.
4. In the Certificates window, select the **Trusted Root Certification Authorities** tab. Scroll down and locate the GlobalSign Root CA. This is the trusted root used for the digital certificate.



5. Click **Close**, and then click **OK**.

8.4 Digital Signature Status Icons

The Adobe Reader or Acrobat will display one of several digital signature icons. The definitions below will help you recognize the difference between each of the digital signature icons. If desired, you can check the authenticity for a digital signature by first making sure you are connected to the Internet, so that Adobe Reader or Acrobat can check the digital signatures. Next, view the Signatures tab on the navigation pane (shown below); this shows all the signatures for the document. Then click "Validate All" on the Signatures tab to validate all the signatures in the document.

NOTE: Depending on the version of Adobe Acrobat or Reader you're using in you web browser, the digital signature icons you see may differ from the examples show below.

8.4.1 Definitions

Adobe Reader or Acrobat displays one of several results for each entry in the Signatures tab. Typical results include:



Valid Signature: A green check mark with a signed document indicates that the signer's Digital ID is valid and current.



Invalid Signature: A red X with a signed document indicates that the Digital ID that was used to apply the digital signature is not valid because it has expired or has been canceled/revoked.



Signature Validity is Unknown: A yellow triangle with a signed document indicates that the Digital ID that was used to apply the digital signature is unknown and has not been verified.

Note 1: This is a normal occurrence when an expected change occurs as the form is processed through the Workflow. Any change to the form will invalidate previously signed signatures. However, to revalidate, simply click on the Signatures Tab and click “Validate All” to validate all signatures in the document.

Note 2: This could also be due to the Adobe preference setting for Security not being set properly. To set or verify this preference, see [Installing Digital Certificate – Prepare Adobe Reader](#).



Valid Signature, Modified Document: A green arrow with a signed document and blue “i” (info) icon indicates that the document has been altered since that signature was first applied.



Validation Undetermined for one or more Signatures: A magnifying glass with a signed document indicates that at least one signature requires validating. The icon appears on the Document Message Bar right above the form.

8.4.2 Checking When the Document was Signed

You can check when the document was signed by viewing the time stamps of signatures. Do this by clicking the Signatures icon on the navigation panel or the Signature Panel button on the Document Message Bar (if using Adobe 9 or later) as shown in the example below.

The screenshot shows the Adobe Reader interface for a PDF form. The top toolbar includes icons for Save, Print, Email, and other functions, along with a page indicator (1 / 3) and a zoom level of 60%. The Document Message Bar at the top displays a green checkmark and the text "Signed and all signatures are valid. Please fill out the following form." To the right of this bar is a "Signature Panel" button, which is highlighted with a red box.

The left-hand navigation panel shows the "Signatures" section. Under "Validate All", there is a list of signatures. The first signature, "Rev. 1: Signed by John A. Smith", is expanded. It shows the following details:

- Signature is valid:
- Document has not been modified
- Signed by the current user
- Signature date/time are from the document
- Signature Details:
 - Last Checked: 2012.06.07 09:54:11 (highlighted with a red box)
 - Field: form1[0].#subform[0].Block_7[0]
 - Click to view this version
- Unsigned Signature Fields:
 - form1[0].#subform[0].Block_7[0]
 - form1[0].#subform[0].Block_8[0]

The main form area displays the "FAA Form 337 (10-06) Electronic Form (PDF)". It includes fields for City, State, Country (UNITED STATES), and Certified Maintenance Organization. A section titled "7. Approval for Return to Service" contains a table for "BY" (FAA FTL Standards Inspector, FAA Designee) and "Signature/Date of Authorized Individual" (John A. Smith). A "NOTICE" section at the bottom states: "Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration..."

At the bottom of the window, there are buttons for "Save", "Offline", and "Complete".

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8.5 Problems Accessing the System

8.5.1 Accessing the System

Visit <http://eformservice.faa.gov/>

Problems accessing the system?

[Airmen Certificate Not Found](#)

[Airmen Certificate Revoked](#)

[Digital Certificate Expired](#)

8.5.2 Airmen Certificate Not Found

Upon logging into the system you were notified your certification could not be found; contact your local FSDO to rectify the problem.

8.5.3 Airmen Certificate Revoked

Upon logging into the FAA Form 337 system you were notified your certification is expired; contact your local FSDO to rectify the problem.

8.5.4 Digital Certificate Expired

Upon signing a signature field in a form, users will receive an error message if their digital certificate has expired. To acquire a new digital certificate, follow instructions under [Requesting a Digital Certificate](#).

8.5.5 Locked Account

To unlock your account, contact AVS National Service Desk at 877-287-6731 or email [AVS National Service Desk](#).

Related Topic:

[User Support](#)

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8.6 Working with the Form

8.6.1 Form Field Information

The system includes Data Integrity which requires the completion of certain fields or blocks within the form based on the steps within the Form 337 submission process. Error Messages will appear if required fields are not completed.

NOTE: Refer to [Completing the Form 337](#) Help Topic for more detailed information on filling out the form.

BLOCK 1

Aircraft:

Nationality and Registration Mark

The user should enter nationality and registration mark as found on the current AC Form 8550-3.

Serial No.

Enter serial number as found on the aircraft manufacturer's identification plate.

Make

Enter make as found on the aircraft manufacturer's identification plate.

Model

Enter model as found on the aircraft manufacturer's identification plate.

Series

Enter series as found on the aircraft manufacturer's identification plate. (This is not mandatory at this time; see [Clarification on Usage of the Form 337 Series Block.](#))

Note: When you enter the Registration Mark, the Make, Model, Name (Block 2), and Address (Block 2) will be entered automatically after pressing the Search button next to Registration Mark. Verify that the information in block 1 and 2 matches the aircraft registration.

BLOCK 2

Owner:

Name (As shown on registration certificate):

Verify that the auto-filled name matches the current aircraft owner's complete name as shown on AC Form 8050-3. Correct if needed.

Address (As shown on registration certificate):

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Verify that the auto-filled address matches the current aircraft owner's complete address as shown on AC Form 8050-3. Correct if needed.

Note: As the Initiator, complete blocks 4, 5, 6 and 8 (Blocks 1 and 2 are Optional for component alteration/repair).

BLOCK 3

For FAA Use Only:

ASI sign-off (left side of form)

From the drop-down box, select the sign-off statement appropriate to the type of approval being granted. Click on the Inspector Signature field and add your Digital Signature to the document.

Designee sign-off (right side of form)

From the drop-down box, select the sign-off statement appropriate to the function being performed. Add your Authorization Number, click on the Designee Signature field, and add your Digital Signature to the document.

BLOCK 4

Type:

Enter a checkmark in the appropriate column to indicate whether the unit was repaired or altered.

Note: If you do not indicate whether the unit was repaired or altered, you will not be able to select a Make, Model, and Serial No. for the unit.

BLOCK 5

Unit Identification:

Airframe

No Make, Model, or Serial No. need to be entered.

Power plant

Select the correct Make from the drop down list and provide the Model and Serial No. for the unit being repaired or altered.

Propeller

Select the correct Make from the drop down list and provide the Model and Serial No. for the unit being repaired or altered.

Appliance

Enter the correct Make, Type, and Manufacturer, and provide the Model and Serial No. for the unit being repaired or altered.

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BLOCK 6

Conformity Statement:

A. Agency's Name and Address

"Enter name of the mechanic, repair station, or manufacturer accomplishing the repair or alteration. Mechanics should enter their name and permanent mailing address. Repair station and manufacturers should enter the name and address under which they do business."

B. Kind of Agency

"Check the appropriate box, at the left of the agency name, to indicate the type of person or organization that performed the work."

C. Certificate Number

"Mechanics should enter their mechanic's certificate number. Repair stations should enter their air agency certificate number and the rating(s) under which the work was performed. Manufacturers should enter their type production number, STC number or TSO number of the appliance altered."

Fuel System Modification:

Check this box if the modification includes extended range fuel tanks installed within the passenger compartment or baggage compartment. Leave the check box blank if no extended range fuel tanks were installed.

Compliance Statement:

Signature of Authorized Individual

Click inside the Signature box to apply your Digital Signature after repair or alteration is complete.

BLOCK 7

Approval for Return to Service

Approval for Return to Service

Approved/Rejected: "Check the "Approved" or "Rejected" box to indicate the finding.

By

Check the appropriate box, to the left of the name, to indicate who made the finding.

Other

Use this block to indicate a finding by a person other than those listed.

Certificate or Designation No.

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Enter the appropriate certificate or designation number.

Signature of Authorized Individual

Click inside the Signature box to apply your Digital signature for the approval of Return to Service.

BLOCK 8

NOTE: Describe repair or alteration in Block 8; this is a required field to submit the form to the next stage (i.e., ASI, DAR or Return to Service agent). Cut and paste text as necessary – remembering the 8,000 character limitation. Block 8 will expand dynamically based on text entered. Pages will be created as you add text or new text blocks. If necessary, type the phrase “See attached files” and attach a file that describes the work accomplished and select "Send to Registry”.

Description of Work

Enter a clear and concise statement describing the work accomplished. It is important that the location of the repair or alteration relative to the aircraft or component be described. The approved data used as the basis for approving the major repair or alteration for return to service should be identified and described in this area.

Interim Inspection Comments

Enter the interim inspection comments into the specified box. Interim inspections are utilized in situations when work must be closed up prior to final inspection (i.e. inspection of wing structure before the fabric covering is installed). This field allows the return to service (RTS) agent to accomplish and record pre-closure inspection if necessary.

Signature of Authorized Individual

Click inside the Signature box to apply the Digital signature for the ASI accomplishing the review.

Additional Sheets Needed

Check the box at the bottom of the page if additional sheets are needed to describe the work accomplished.

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8.6.2 Form Manager Icons

The Adobe LiveCycle Form Manager will display several different icons that act as buttons to aid in the processing of the eForms. The definitions below will help you recognize the difference between each of the icons used in the eForm Workflow process. The use of these icons is also covered in various Help Topics that include more information about their function in the workflow.



Attachment - Save: This icon of a paperclip with blue down arrow is found under the Attachments tab. Click on this icon to save a file attachment to your computer or an external device.



Attachment - Update: This icon of a paperclip with a blue up arrow is found under the Attachments tab. Click on this icon to upload an updated file attachment to the form.



Audit - View Assignments: This icon is found in the Audit view of a task under the In Progress tab and the Archived tab. Click on this icon to view the assignments for the task.



Audit - View Attachments: This icon is found in the Audit view of a task under the In Progress tab and in the Archived tab. Click on this icon to view the attachments for the task.



Audit - View Form: This icon is found in the Audit view of a task under the In Progress tab and in the Archived tab. Click on this icon to view the form for the task.



Claim task and make it your own: This icon of an open lock is found under the Task Details tab of a shared task. Click on this icon to claim the task and add it to your own Worklist for future work.



Claim and open task: This icon of an open lock with a blue right arrow is found under the Task Details tab of a shared task. Click on this icon to claim and open the task for immediate attention.



Delete: This trash can icon is found in the Worklist view and the Attachments tab. Click on this icon to delete a task or attachment. Only the initiator of the form or the attachment can perform this function.



Edit: This pencil icon is found in the Worklist view and in the Audit view of a task under the Archived tab to allow change of the task description.

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 **Favorites - Add:** This hollow star is found in the Directory Panel. Click on this icon to add a form in the Favorites category.

 **Favorites - Remove:** This solid star icon is found in the Directory Panel. Click on this icon to remove a form from the Favorites category.

 **Forwarding:** This icon is found in the Worklist view and Task Details tab. Click on this icon to forward a task to another user. In the Forwarding tab, this icon (with green arrow) appears next to the name of the user who will receive the forwarded task.

 **Lock:** This lock icon is found under the Task Details tab. Click on this icon to lock the task and prevent others from claiming it.

 **Remove Task:** This icon is found under the Task Details tab. Click on this icon to abandon the task and remove it from the Worklist view.

 **Save to Worklist (Draft):** This icon is found in the Form tab to allow saving of a draft copy of the form for future editing. The same icon will also appear next to the form on the Worklist view, identifying that form/task as a saved draft.

 **Share(d) Task:** In the Worklist view, this icon represents a shared task. In the Task Details tab, click this icon to share the task with another user.

 **Take Form Offline:** This icon is found under the Form tab. Click on this icon to save a copy of the form on the computer or an external device.

8.6.3 Adding Notes

You can add notes to relay important information to others involved in the Workflow. When a Workflow Form is sent to a Worklist, notes are delivered with the form. Other users who participate in the process can view, update, and delete the notes if you provide permission. It is recommended (good practice) to click on the Attachment tab upon opening a form in the Workflow to check for any notes that might have been posted.

The screenshot shows a software interface window titled '337'. It has three tabs: 'Task Details', 'Form', and 'Attachments (0)'. The 'Attachments (0)' tab is active and highlighted with a red box. Inside this tab, there is an 'Add New' section with two radio buttons: 'Attachment' and 'Note'. The 'Note' radio button is selected and highlighted with a yellow box. Below the radio buttons are three input fields: 'Title', 'Note', and 'Permissions'. The 'Permissions' dropdown menu is currently set to 'Read Only'. At the bottom right of the form are 'OK' and 'Cancel' buttons. Below the form area, the text 'There are no items to display.' is centered.

8.6.3.1 To Add a Note:

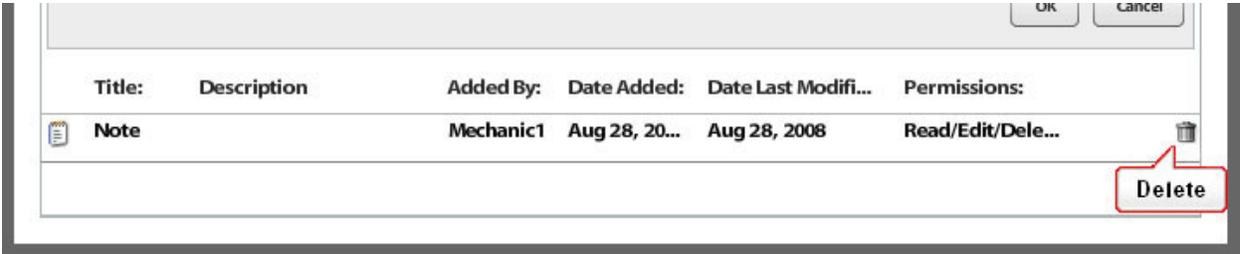
1. Select **Note** in the Attachments tab.
2. Type a title for the note in the Title box, and type the text for the note in the Note box.
3. Select the Permissions level for the note for other users who participate in the process. Choose from the following levels:
 - **Read Only** - Users can only view the attachment
 - **Read/Edit/Delete** - Users can either read, edit, and/or delete the attachment
 - **Read/Edit** - Users can either read and/or edit the attachment.
 - **Read/Delete** - Users can read the attachment and/or remove it from the form
 - **No access** - The attachment icon is not visible to subsequent users.
4. Click **OK** when done. A text file that contains your note is attached to the form.

8.6.3.2 To Update a Note:

If you have permission, you can update a note by clicking it and directly modifying the text.

8.6.3.3 To Delete a Note:

If you have permission, you can delete a note by clicking the Delete icon  to the right of the note. A dialog box will appear to confirm the deletion.



8.6.4 File Attachments

Attachments in LiveCycle Form Manager are similar to attachments used in an email. When a Workflow Form is sent to a Worklist, attachments are delivered with the form.

Attach files to the form to communicate supplementary information or to include files to the Workflow Form that others require to complete their task. Multiple attachments may be added, but they must be added one at a time.

For Workflow Forms, files remain attached to the form until a user, who processes the form at a subsequent stage of the Workflow, deletes them.

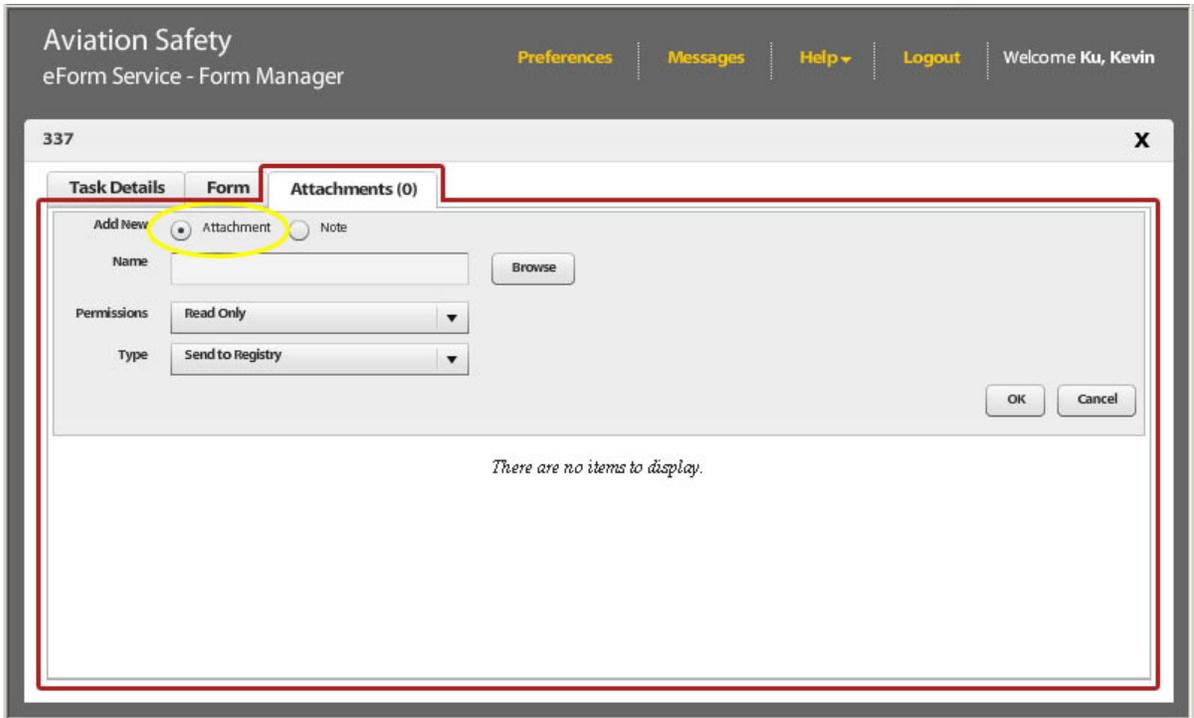
Attachments have permissions that determine what can be done with them. Depending on the permissions granted, the user can view, modify, or delete attachments. When attaching a file to a form, specify the permissions that determine what can be done with the file at subsequent stages of the Workflow. Configure the permissions after attaching the file. If attaching more than one file, set different settings for each attachment.

When accessing a form in the Archived tab, any attachments associated with the forms are read-only, regardless of how the permissions were originally set. If an attachment must remain with a Workflow form for all subsequent stages of the Workflow, choose a permission that does not allow other users to delete the attachment.

Files uploaded to this system cannot exceed 8 ½ by 11 or European A4 (Portrait or Landscape) or larger than 5MB. For additional information, see [File Upload Limitation](#) for list of acceptable file types. Password-protected or restricted documents will not be accepted for upload in the Form 337 workflow. Although there are no limits to the number of attachments, the more attachments there are in the Workflow, the longer it will take to submit or retrieve the Form 337.

NOTE: Do not attach password-protected or permission-restricted files to your Form 337 submission as these files cannot be processed. The restrictions on these attachments block the processing of the Form 337 submission for delivery to Registry.

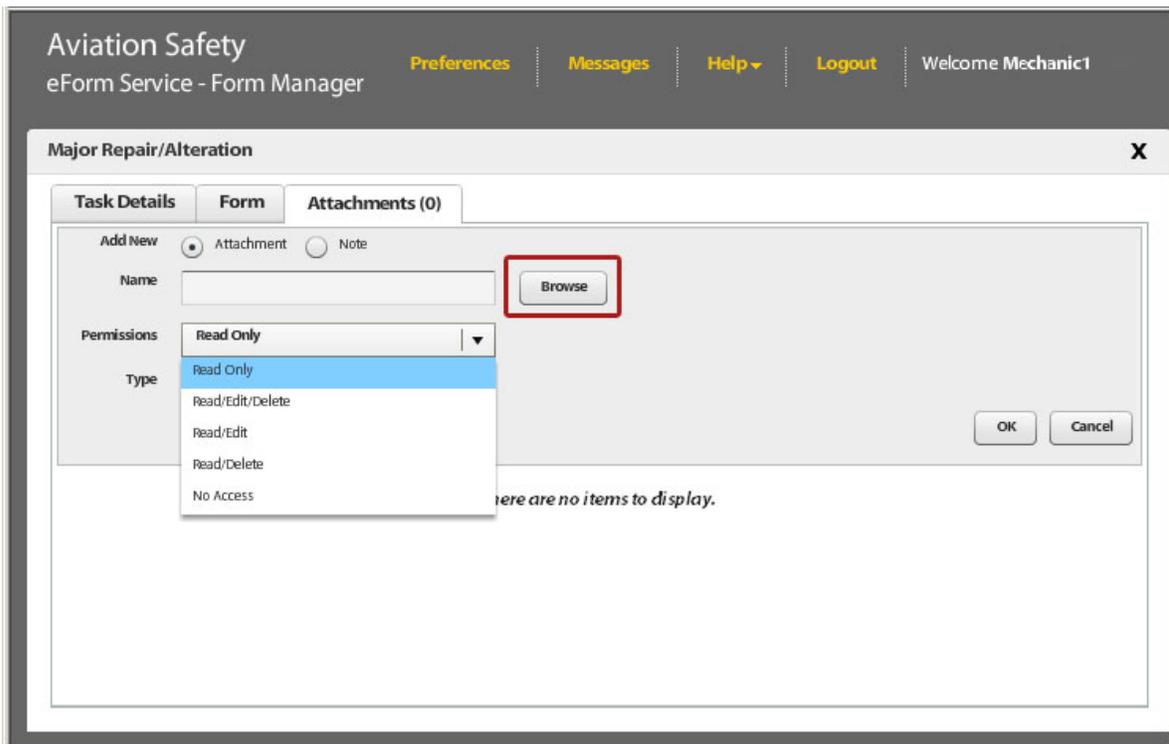
NOTE: Instead of clicking the "X" at the top right corner of the window after working with attachments, it is good practice to go back to the Form tab to either save the form as draft or click the Complete button when you are ready to forward the form to the next step in the workflow. This is because any edits to the form made prior to working on attachments are not saved if you click the "X" and then select "Yes" to close the form.



8.6.4.1 Adding a File Attachment

NOTE: Files you attach will be downloadable and viewable by others. However, only you as the Initiator can delete them from the Workflow Attachment section.

1. Click the **Browse** button to the right of the **Name** box and select the file to be attached.



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2. In the **Permissions** list, select the Permissions level for the file. Choose from the following levels:

- **Read Only** - Users can only view the attachment
- **Read/Edit/Delete** - Users can either read, edit, and/or delete the attachment
- **Read/Edit** - Users can either read and/or edit the attachment
- **Read/Delete** - Users can make read the attachment and/or remove it from the form
- **No access** - The attachment icon is not visible to subsequent users.

3. In the Type list, choose **Send to Registry** or **Do not Send to Registry**.

NOTE: All documents identified as "Send to Registry" are publicly available. When attaching documents with proprietary supplemental information for the repair or alteration, you need to select "Do Not Send to Registry" if you do not intend for it to be available to the public.

The screenshot shows a web application interface for 'Aviation Safety eForm Service - Form Manager'. The user is logged in as 'Mechanic1'. The main window is titled 'Major Repair/Alteration' and has three tabs: 'Task Details', 'Form', and 'Attachments (0)'. The 'Attachments (0)' tab is selected. In the 'Add New' section, the 'Attachment' radio button is selected. The 'Name' field is empty, and there is a 'Browse' button next to it. The 'Permissions' dropdown menu is set to 'Read Only'. The 'Type' dropdown menu is set to 'Send to Registry', and its dropdown list is open, showing 'Send to Registry' (highlighted) and 'Do not Send to Registry'. There are 'OK' and 'Cancel' buttons at the bottom right of the form. Below the form area, the text 'There are no items to display.' is displayed.

4. Click **OK** when done.

Related Topic:

[Attachment Dimensions](#)

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8.6.4.2 File Upload Limitation

There are four limitations to all files attached in the Form 337 workflow.

1. Only the following file types can be attached in the Form 337 workflow.

Microsoft Office Word Document (specifically .doc and .docx)

Adobe PDF file (specifically .pdf)

Plain Text file (specifically .txt)

Rich Text file (specifically .rtf)

Image files (specifically .jpg, .jpeg, .gif, .tiff, .tif, or .eps)

Microsoft Bitmap image files (specifically .bmp)

Microsoft Visio (specifically .vsd)

Microsoft Office Excel Spreadsheet (specifically .xls and .xlsx)

Microsoft Office PowerPoint Presentation (specifically .ppt and .pptx)

PostScript Print files (specifically .ps)

AutoCAD (specifically .dwg)

2. Each file attachment must be 5MB or less.
3. Only 8 ½ by 11 or European A4 (Portrait or Landscape), or smaller, will be accepted by Aircraft Registry. If a file is greater than this dimension, the upload will fail and a message will appear for the user to resize the document and try the upload again.
4. Password-protected or restricted documents will not be accepted for upload in the Form 337 workflow. A time-out message will appear after a period of time with instructions to verify whether the file is password-protected or restricted. The user needs to remove the password or restriction and try to upload again.

8.6.4.3 Saving an Attachment

The screenshot shows the 'Attachments (1)' tab with the following details:

- Add New:** Attachment, Note
- Name:** [Empty text box]
- Permissions:** Read Only (dropdown)
- Type:** Send to Registry (dropdown)
- Buttons:**

Title:	Description	Added By:	Date Adde...	Date Last ...	Permissions:
<u>My Attachm</u>	Send to Registry	Mechani...	Sep 04, 20...	Sep 04, 2008	Read/Edit/Dele...

Callouts in the image:

- File Attachment:** Points to the attachment name 'My Attachm'.
- Save:** Points to the save icon in the table's action column.

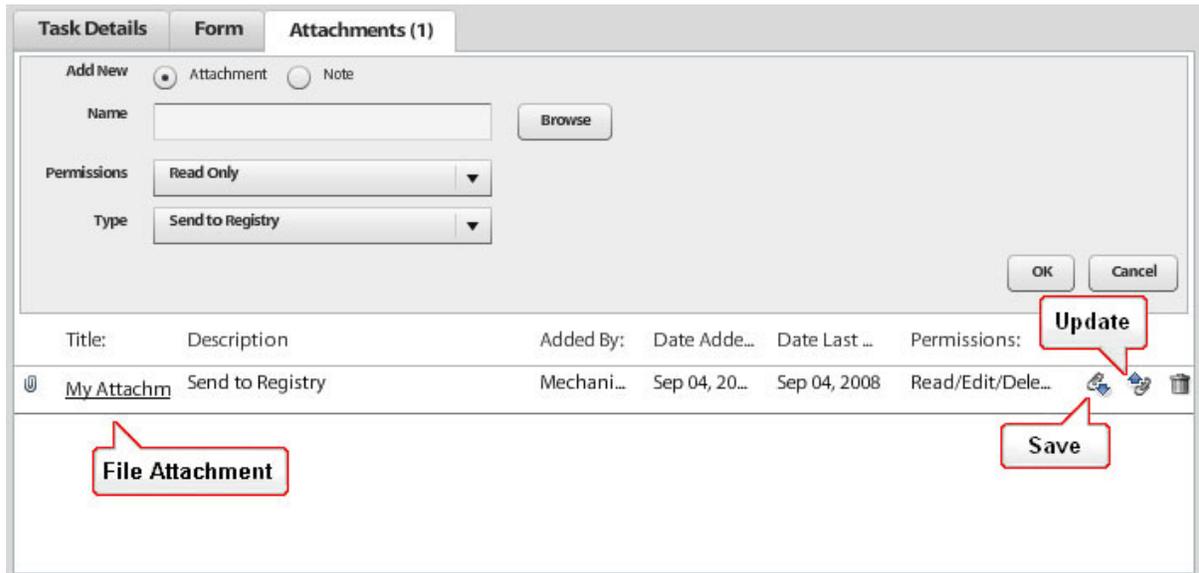
1. Click on the Save icon  to save the file to a folder in your computer or an external device.
2. When the "Select location for download..." box opens, select the location to save the file.
3. Enter a file name or leave as is, then click the **Save** button.
4. A dialog box appears to confirm that you have saved the attachment. Click the **OK** button.

NOTE: Clicking the file name will also bring up a File Download box that provides another way to save the attachment in your computer or an external device.

8.6.4.4 Updating an Attachment

If you have permission to update the attachment, an Update icon  appears to the right of the file.

To Download and Edit an Attachment:



To update a Workflow attachment, save the file to the computer, edit it, and upload the updated file, do the following steps:

1. Click the Save icon  to the right of the attachment to be updated. The "Select location for download..." box appears.
2. Select the location on the computer to save the file and click the **Save** button. DO NOT change the name or the extension of the file.
3. Open the file from where it was saved and edit as necessary. After completing work on the file, save it.
4. Back on the Form Manager, click on the Update icon . The "Select file to upload..." box opens.
5. Locate and select the updated file.
6. Click the **Open** button.
7. A confirmation box appears. Click **OK** to update the attachment. The updated file is attached as indicated under "Date last Modified".

Note: If for any reason a document cannot be opened and edited:

- The document has read-only permissions.

Solution: Contact the original creator of the document.

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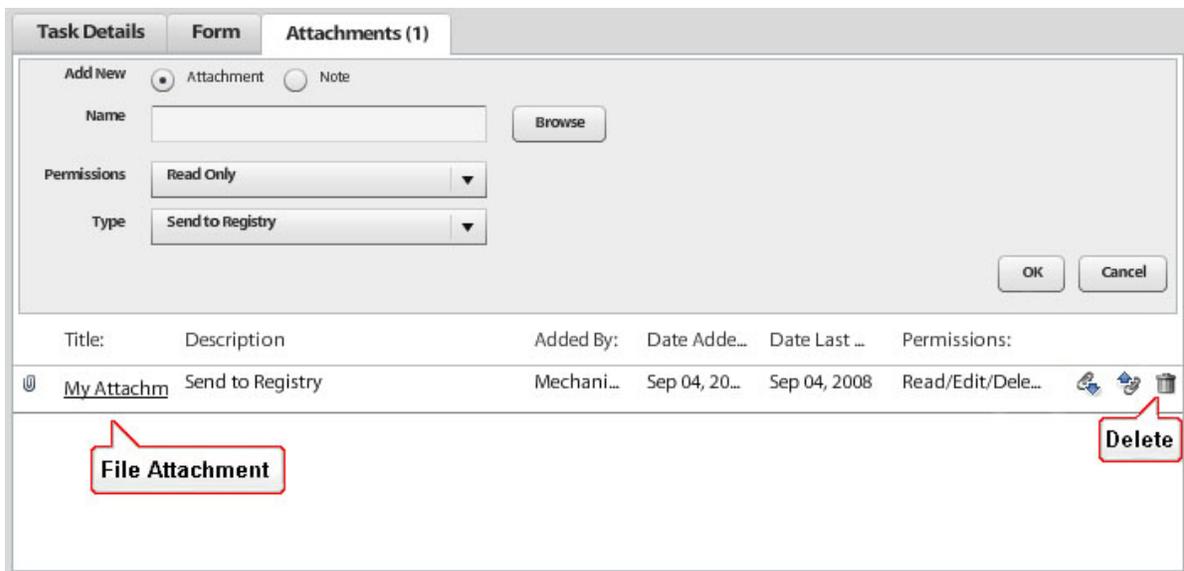
- The document is not supported by any programs on the computer.
Solution: Contact the AVS National Service Desk and notify them of the problem.

Note: If for any reason a document cannot be updated on the Workflow form:

- The document is named incorrectly.
Solution: Rename the edited file with the same File Name listed on the Workflow Forms Attachment Section. If the file will still not upload, contact the AVS National Service Desk and notify them of the problem.

8.6.4.5 Deleting an Attachment

If you have permission to delete the attachment, a trash icon  appears to the right of the file.



The screenshot shows the 'Attachments (1)' tab in a software interface. At the top, there are tabs for 'Task Details', 'Form', and 'Attachments (1)'. Below the tabs, there is a section for 'Add New' with radio buttons for 'Attachment' (selected) and 'Note'. There are input fields for 'Name' (with a 'Browse' button), 'Permissions' (set to 'Read Only'), and 'Type' (set to 'Send to Registry'). 'OK' and 'Cancel' buttons are at the bottom right of this section. Below is a table with columns: Title, Description, Added By, Date Added, Date Last, and Permissions. The table contains one entry: 'My Attachment' with description 'Send to Registry', added by 'Mechani...', on 'Sep 04, 2008', with permissions 'Read/Edit/Dele...'. To the right of the table entry are icons for refresh, update, and delete (trash can). A red callout box labeled 'File Attachment' points to the 'My Attachment' entry. Another red callout box labeled 'Delete' points to the trash can icon.

- Click on the trash can icon  to the right of the attachment to be deleted. A dialog box will appear to confirm the deletion of the attachment (see example below).

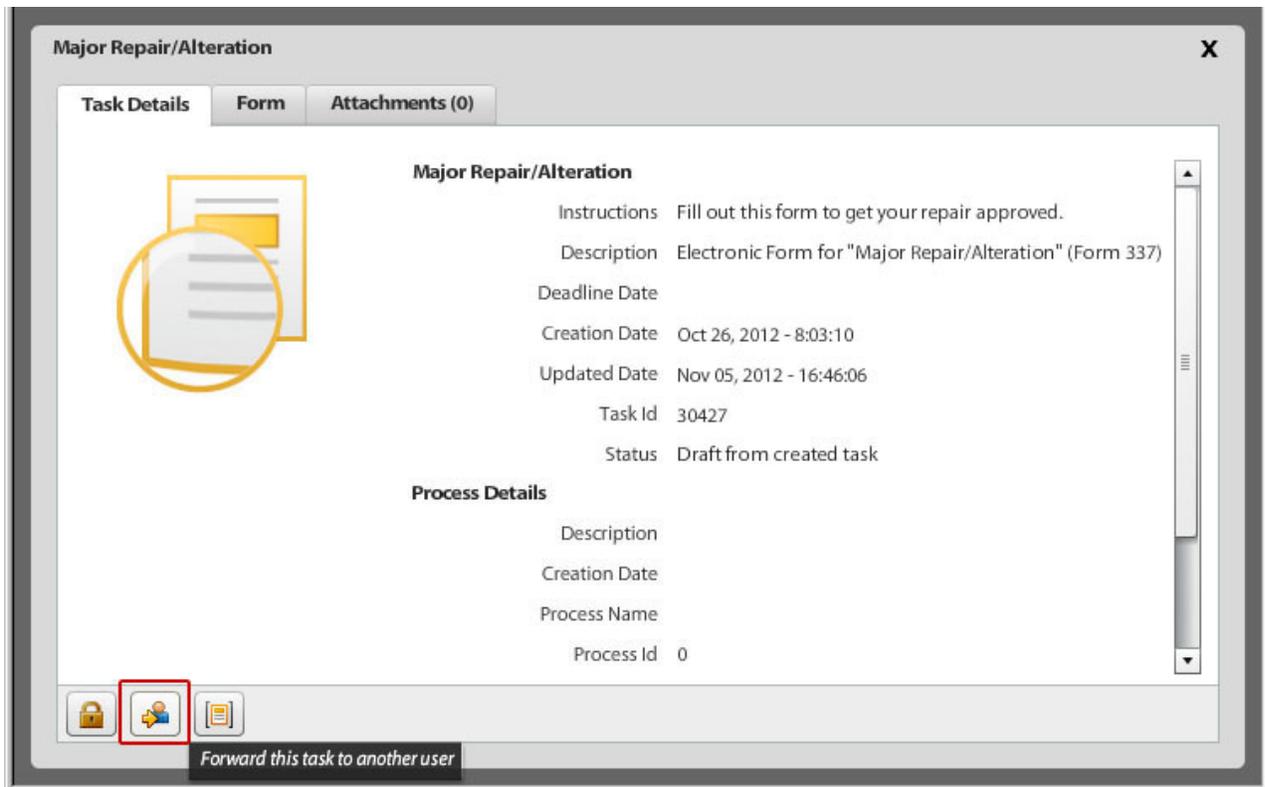
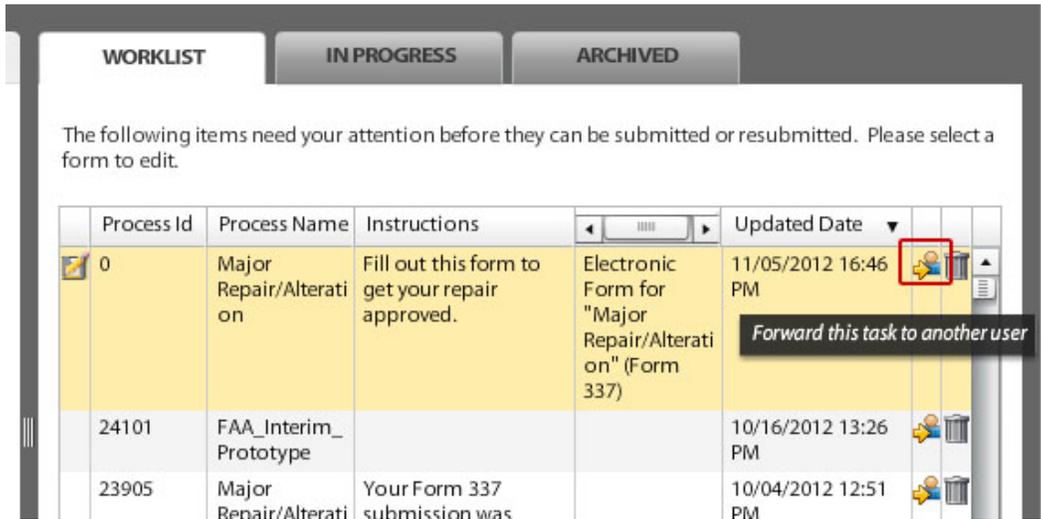


- Click **OK** to delete; otherwise, click **Cancel** to go back to the Attachment window.
- After selecting the **OK** button, another dialog box will confirm that you have deleted the attachment. Click **OK**.

8.6.5 Forwarding a Form

The Forward function can be used to forward a task or form to another user for review purposes, collaboration, or assistance in completing the form. This does **not** submit the form or route it to the next stage in the workflow process. (**NOTE:** If routing a Form 337, see [Complete Button and Routing Information](#).)

Forwarding a form can be done from either the Worklist tab or from the Task Details tab, as shown in the examples below.



1. Click the Forwarding icon to open the Forwarding window as shown below.

Major Repair/Alteration X

Task Details **Form** **Attachments (0)** **Forwarding**

Perform a forwarding action on your Task

Forward this task to another user. Assign this task to another individual.

To locate a user, type the user's name in the text field and press enter. Select the desired user from the list and then add the user to the recipient list and select ok to perform the action.

Type Name and then Select from List:

Find

Name	Phone Number	Email

View User's Schedule **Add**

Recipient

Name	Phone Number	Email

Ok **Remove** **Cancel**

2. To locate a user, type the user's name in the text field and click the **Find** button or press **Enter** on the keyboard.

NOTE: You can enter either the first name or the last name (not both) or the format of (lastname, firstname). User name is not case-sensitive.

3. Select the desired user from the list (see example below) and click on the Forwarding icon next to the user name. The result of the search may return more than one name (i.e., for the last name Smith). Scroll down the list and select the appropriate individual.

Major Repair/Alteration X

Task Details | **Form** | **Attachments (0)** | **Forwarding**

Perform a forwarding action on your Task

Forward this task to another user. Assign this task to another individual.

To locate a user, type the user's name in the text field and press enter. Select the desired user from the list and then add the user to the recipient list and select ok to perform the action.

Type Name and then Select from List:

smith | **Find**

Name	Phone Number	Email
Smith, Brian	brian.srr 206-812-9553	brian.smith@cargo360.aero

View User's Schedule | **Add**

Recipient

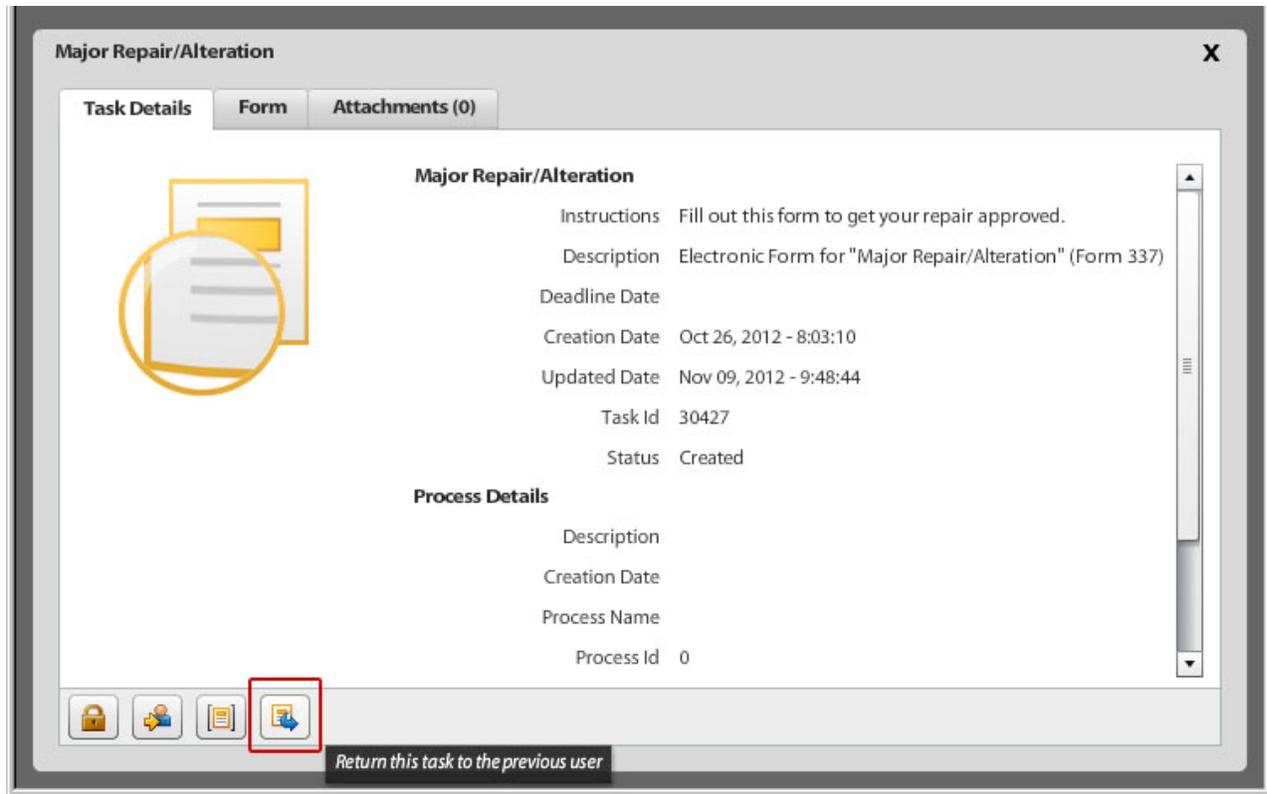
Name	Phone Number	Email

Ok | **Remove** | **Cancel**

4. Click the **Add** button to add the user to the Recipient list.
5. Click **OK** to forward the task.

8.6.5.1 Returning a Forwarded Form

1. To return the forwarded task or form back to the sender, open the form in the Worklist.
2. On the Task Details tab, click the "Return this task to the previous user" icon on the bottom of the window.



3. The form disappears from your Worklist view and a yellow message bubble appears on the top menu bar to notify you that the form has been added to the previous user's Worklist queue.

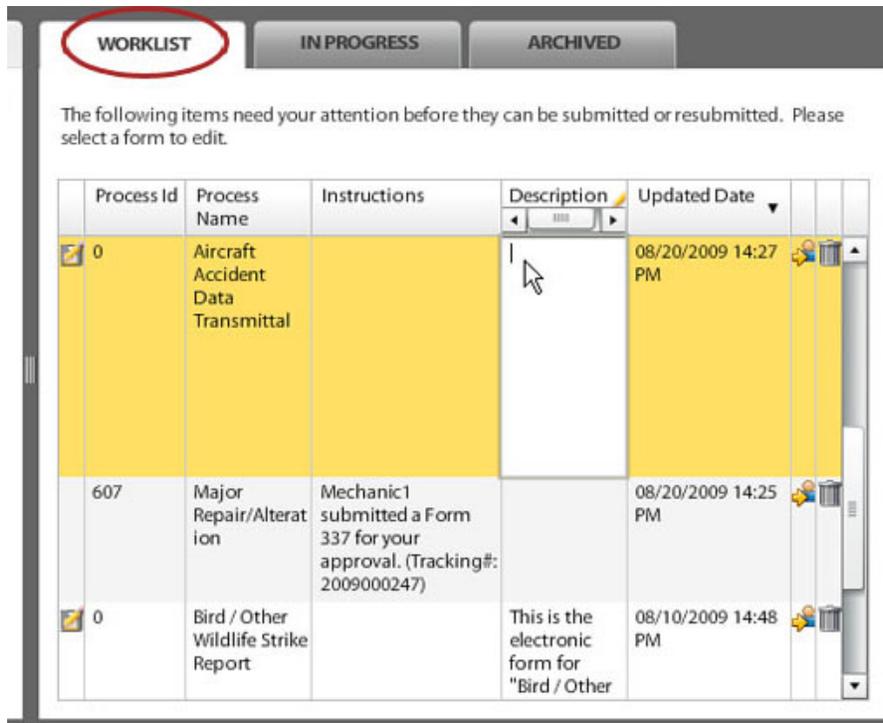
8.6.6 Changing Task Description

The description for each task can be changed (or added) while in **Worklist** view or in **Archived** view. See examples below.

NOTE: This description is used for organizing your own Worklist and Archived views and does not go with the task when it is sent to the next stage of the workflow process. The only exception is when the task is forwarded to another user since the description stays only with forwarded tasks.

8.6.6.1 Changing Task Description in Worklist View

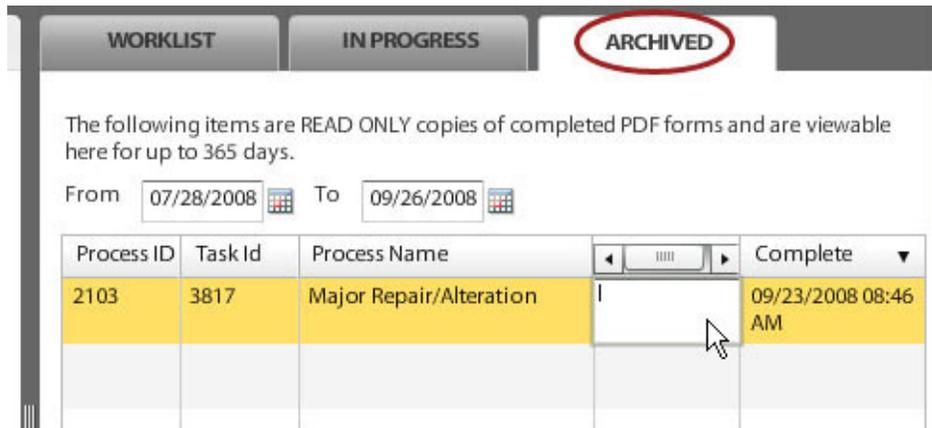
Click inside the Description section of the task and type the description in the text box. Press **Enter** on the keyboard or click outside the text box when finished.



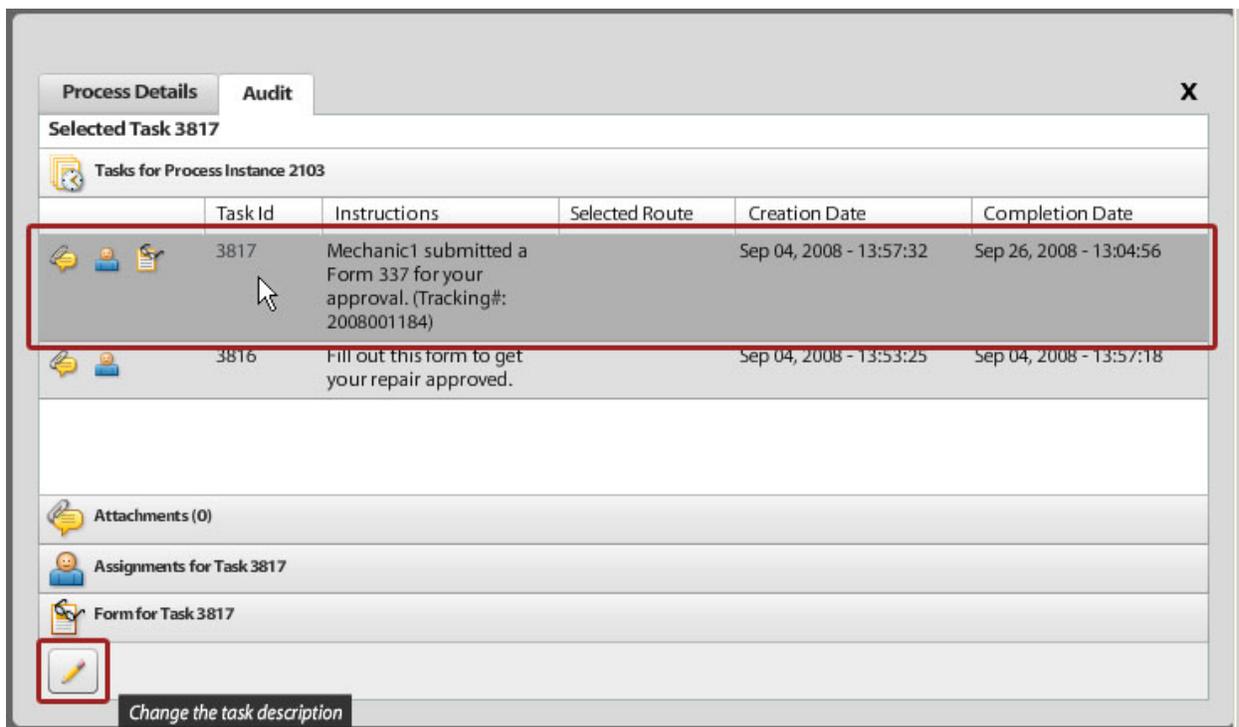
8.6.6.2 Changing Task Description in Archived View

For the Archived view, there are two ways to change the task description:

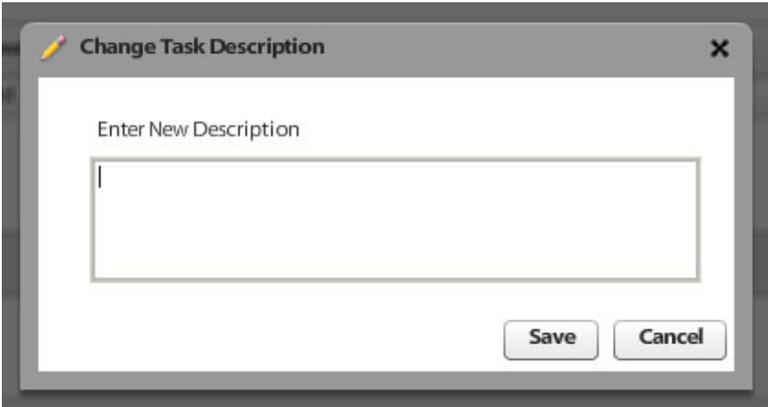
1. One way is by clicking inside the Description section of the task and typing the description in the text box. Press **Enter** on the keyboard or click outside the text box when finished.



2. Another way is by double-clicking on the task in the Archived view above to open it and then selecting the Audit tab. Click once on the task and the Edit icon  appears on the left bottom corner of the window, as shown in the example below. The Edit icon is also visible when clicking on the View icon  to open the form.



- Click on the Edit (Pencil) icon and the "Change Task Description" window appears for you to enter the description of the task.

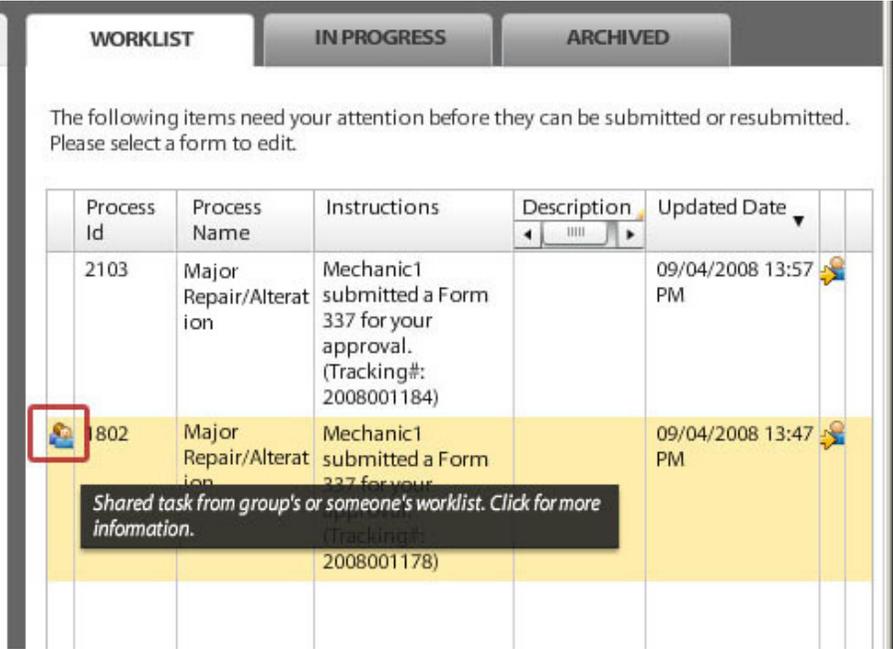


- Click **Save** when done or **Cancel** to go back to Audit view.

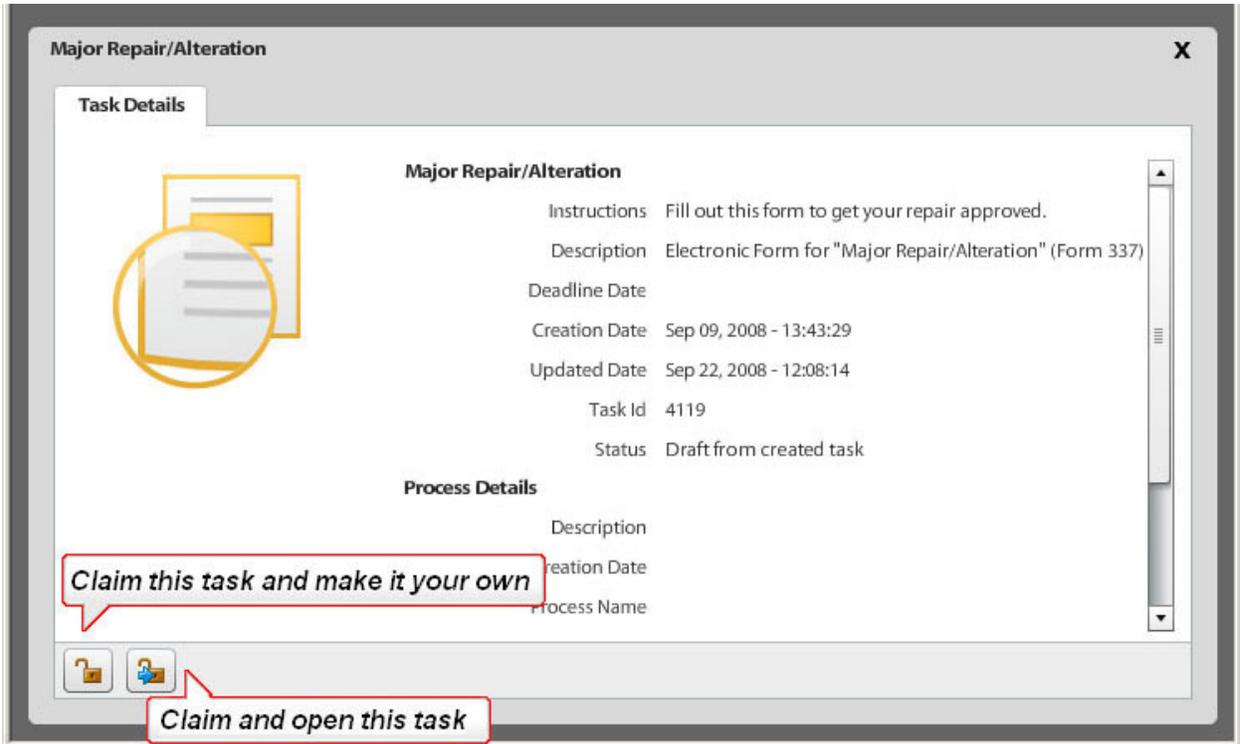
8.6.7 Claiming a Shared Form

Form 337 users can claim a shared task by performing the steps below. Shared tasks have the  icon to the left of the tasks.

- Double-click on the shared task to open it.



2. The Task Details window opens. Click on the left icon  to claim the task and add it to your own Worklist for future work. Click the right icon  to claim and open the task for immediate attention.



8.6.8 Saving to Worklist (Draft)

If you need to save the form for future editing or completion, you can save a draft copy of a form so that you do not lose your existing work. This does **not** submit the form.

1. With the Form tab open, click the **Save** (Save to Worklist (Draft)) button on the bottom left corner of the form.

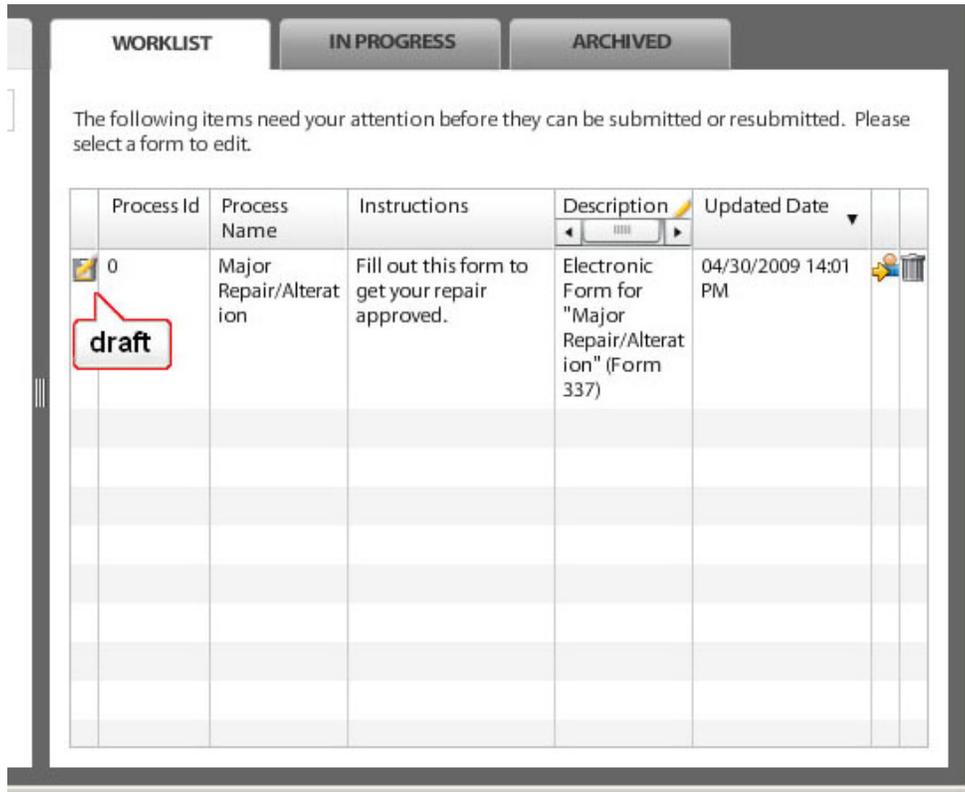
The screenshot shows a web-based form titled "Major Repair/Alteration" from the US Department of Transportation Federal Aviation Administration. The form is displayed in a "Form" view. A red box highlights the "Save" button at the bottom left, which is labeled "Save to Worklist (Draft)". The form contains the following fields:

MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)		Form Approved OMB No. 2120-0020 2/28/2011	Electronic Tracking Number For FAA Use Only
INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))			
1. Aircraft	Nationality and Registration Mark N 750AR	Serial No. AFS750	
	Make FAA REGISTRY TEST FILE	Model AFS750	Series
2. Owner	Name (As shown on registration certificate)	Address (As shown on registration certificate)	
		City	State
		Zip	Country
3. For FAA Use Only			

2. A confirmation bubble briefly appears to confirm that the form has been saved to the Worklist view.



- When you exit the form and go to the Worklist view, the Save to Draft icon appears next to the form (see example below).



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8.7 Advisory Circular

8.7.1 Table of Contents

AC No: 43.9-1F

Date: 1/25/07

Change:

Initiated by: AFS-340

Subject: Instruction for Completion of FAA Form 337

1. [Purpose](#)
2. [Cancellation](#)
3. [Related Regulations](#)
4. [Information](#)
5. [Electronic Format](#)
6. [Instructions for Completing FAA Form 337](#)
7. [Administrative Processing](#)
8. [Appendix I](#)

8.7.2 Purpose

This Advisory Circular (AC) provides instructions for completing Federal Aviation Administration (FAA) Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance).

8.7.3 Cancellation

AC 43.9-1E, Instructions for Completion of FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance), dated 5/21/87, is canceled.

8.7.4 Related Regulations

Title 14 of the Code of Federal Regulations (14 CFR) part 43, C++ 43.5, 43.7, 43.9, and Appendix B.

8.7.5 Information

FAA Form 337 is free and available at all FAA Manufacturing Inspection District Offices, Flight Standards District Offices (FSDO), International Field Offices, Certificate Management Offices, and online at <http://eformservice.faa.gov/StaticForm337.aspx>

1. The form serves two main purposes:
 - a. To provide aircraft owners and operators with a record of major repairs and alterations, indicating the details and approvals.
 - b. To provide the FAA with a copy of the form for inclusion in the aircraft records at the FAA Aircraft Registration Branch, AFS-750.
2. This form can be completed on paper or by using the FAA electronic Form 337. Information can be found online at <http://eformservice.faa.gov/eForm337.aspx> or by contacting your local FSDO.

8.7.6 Electronic Format

Electronic Tracking Number. In the upper right corner of the form's header, a block has been provided titled "Electronic Tracking Number." This block is used only in the electronic version to automatically apply a number that identifies and retrieves forms electronically.

Watermark. Under current policy, the header block titled "For FAA Use Only" has no official use except as a watermark applied automatically to indicate submittal when using electronic media.

		Form Approved OMB No. 2120-0020 2/28/2011	Electronic Tracking Number 2010001112
MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)		For FAA Use Only	
Electronically Submitted 337			
INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.8, Part 43 Appendix A for instructions and disposition of this form. This report is required by law (49 U.S.C. §44101(a)) (or subsequent revision thereof) for each such violation. (49 U.S.C. §46301(a))			
1. Aircraft	Nationality and Registration Mark	750AR	Serial No.
	Make	FAA REGISTRY TEST FILE	Model
2. Owner	Name (As shown on registration certificate)	AR TEST RECORD	Address (As shown on registration certificate)
			Address PO BOX 2 City OKLAHOMA CITY State OK

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8.7.7 Completing the Form 337

The person who performs or supervises a major repair or major alteration must prepare the Form 337. The form is executed at least in duplicate and is used to record major repairs and major alterations made to an aircraft, airframe, powerplant, propeller, appliance, or a component part thereof. The following instructions apply to items 1 through 8 of the form as illustrated in Appendix 1. The terms "Item" and "Block" are used synonymously in FAA documents relating to data collection on Form 337.

NOTE: The following instructions were copied from [Advisory Circular 43.9-1F](#), Instructions for Completion of FAA Form 337.

1. **Item 1– Aircraft.** The "Nationality and Registration Mark" is the same as shown on Aircraft Certification (AC) Form 8050-3, Certificate of Aircraft Registration. An "N" prefix denotes the nationality for U.S. registered aircraft. Information to complete the "Make", "Model", and "Serial Number" blocks is found on the aircraft manufacturer's identification plate. A "Series" block has been provided to further identify the series of a specific model. Proper segregation of the model and series will be useful in collecting data for safety-related issues.

NOTE: When the aircraft registry receives a completed Form 337 for the official aircraft file, it is validated by matching the registration "N" number with the serial number. If an application for a change to the "N" number has been made, it is important for the submitter to receive verification of the change from the FAA registry with a new AC Form 8050-3. If the Form 337 must be submitted before receipt of the new registration, then the old "N" number must be used.

2. **Item 2 – Owner.** Enter the aircraft owner's complete name and address as shown on AC Form 8050-3. When work is performed during a change in ownership, it is permissible to use the name and address shown on AC Form 8050-1, Aircraft Registration Application.

NOTE: When a major repair or major alteration is made to a component part, items 1, 2, and in some cases 5 will be left blank and the original and duplicate copies of the form will remain with the part until it is installed on an aircraft. After entering the required information in items 1, 2, and if appropriate, 5, the person who installed the part will give one form to the owner/operator and forward the duplicate copy to the FAA registry within 48 hours after the aircraft is approved for Return to Service. If a component part of an airframe, powerplant, propeller, or appliance is repaired or altered and the unit identification information is not known, it is appropriate to apply the preceding procedure and leave item 5 blank until the airframe, powerplant, propeller, or appliance is installed on the aircraft.

3. **Item 3 – For FAA Use Only.** Indicate approval in item 3 when the FAA determines that data used to perform a major repair or major alteration conforms to accepted industry practices and is in compliance with current guidance and regulatory requirements. Approval is indicated by one of the following methods. (See paragraph 7, Administrative Processing, for further details.)
 - a. **Approval of Data by Examination Only.** Enter the following statement on Form 337 when the data package is reviewed and a data approval is completed:

"The data identified herein complies with the applicable airworthiness requirements and is approved for the above described aircraft, subject to conformity inspection by a person authorized in section 43.7."
 - b. **Approval of Data by Physical Inspection.** Enter the following statement on Form 337 when a physical inspection, demonstration, or other type of test of an aircraft is satisfactorily performed and an installation approval is completed:

"Approval by Physical Inspection, Demonstration, Testing, etc.—One Aircraft: The alteration or repair identified herein complies with the applicable airworthiness requirements and is approved for the above described aircraft, subject to conformity inspection by a person authorized in section 43.7." (Order 8300.10, vol. 2, ch. 1, section 2, paragraph 5d(3).)

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- c. **Designated Airworthiness Representative Statement of Completeness.** Authorized designee certification of data indicates that the data in item 8, Description of Work Accomplished, comes from FAA-approved sources and addresses all the original certification requirements for the aircraft described in item 1. It does not constitute a field approval or approval of the data. Enter the following statement when an authorized designee has reviewed and certified the alteration data package by signing, dating, and entering its designee authorization number in item 3:

“The alteration identified herein has been reviewed and found to be complete with appropriate Designated Engineering Representative approvals. All aspects of the alteration(s) are compatible and eligible for use on the above described aircraft, subject to conformity inspection by a person authorized in § 43.7.” (Order 8300.10, vol. 2, ch. 1, section 1, paragraph 15c.)

- d. **Overweight Aircraft Operating Under a Special Flight Permit.** Enter the following statement as part of the recordkeeping requirements for overweight flight permits contained in the current edition of FAA Order 8130.2, Airworthiness Certification of Aircraft and Related Products:

“No person may operate this aircraft, as altered herein, unless it has within it an appropriate and current special flight permit issued under part 21.” (Order 8130.2F, paragraph 196b.)

4. **Item 4 – Type.** Enter a checkmark in the appropriate column to indicate whether the unit was repaired or altered. Use only one “Type” line per form.
5. **Item 5 – Unit Identification.** Use the information blocks under item 5 to identify the airframe, powerplant, propeller, or appliance that has been repaired or altered. It is only necessary to complete the blocks for the unit repaired or altered. The procedure for repair or alteration of a component part when the unit identification is unknown is detailed in paragraph 6b above. Use only one “Unit Identification” line per form.

NOTE: A component of an airframe, powerplant, propeller, or appliance repaired or altered must be clearly identified in item 8 listing the part number, serial number, and any other descriptive information as applicable.

6. **Item 6 – Conformity Statement.**

- a. **“A” – Agency’s Name and Address.** Enter the name of the certificated person or entity accomplishing the repair or alteration. Mechanics should enter their name and permanent mailing address. Manufacturers, repair stations, and certificated maintenance organizations should enter the name and address under which they are certificated.
- b. **“B” – Kind of Agency.** Check the appropriate box to indicate the type of person or organization that performed the work.

NOTE: For the purposes of this form, a Canadian Approved Maintenance Organization is considered a foreign mechanic.

- c. **“C” – Certificate Number.** Enter the appropriate certificate number for the “Kind of Agency” entered in item 6b of the form. Mechanics should enter their mechanic’s certificate number. Certificated maintenance organizations and repair stations should enter the number referenced on the air carrier, air operator, or air agency certificate issued by the FAA as appropriate. Manufacturers should enter their Production Certificate or Supplemental Type Certificate number as appropriate. When repairing or altering articles, manufacturers holding Technical Standard Orders (TSO) approvals should enter the TSO number of the affected article.

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- d. **“D” – Compliance Statement.** Use this space to certify that the repair or alteration complies with 14 CFR part 43. When work was performed or supervised by certificated mechanics, they should enter the completion date of the repair or alteration and sign their full name. Repair stations and maintenance organizations are permitted to authorize their employees to date and sign this conformity statement to comply with their FAA-approved program.
- e. **Fuel Tank Modification.** For modifications involving installation of extended range fuel tanks in the passenger or baggage compartment as described in part 43, appendix B, check the box provided to indicate the modification.

NOTE: In this instance, one copy of Form 337 must be placed onboard the aircraft as specified in 14 CFR part 91, § 91.417 when the aircraft is returned to service.

- 7. **Item 7 – Approval for Return to Service.** Part 43 establishes the conditions under which major repairs or major alterations to airframes, powerplants, propellers, and appliances may be approved for return to service. This portion of the form is used to indicate approval or rejection of the repair or alteration and to identify the person or agency making the airworthiness determination.
 - a. Check the “approved” or “rejected” box to indicate the finding. Rejected forms will be returned to the person who made the modification, as identified in item 6, for correction. Approved forms will be completed, signed, and submitted to the aircraft registry.
 - b. Check the appropriate box to indicate who made the finding. Use the box labeled “other” to indicate a finding by a person other than those listed. This box is reserved for any entity, not otherwise identified, that the FAA may authorize to perform that function. The person who made the finding should sign and date the form. The person’s name should also be typed or printed below their signature and the appropriate certificate or designation number should be entered. If an aviation safety inspector (ASI) signs item 7, the ASI’s office identifier is placed in the certificate or designation number block.
 - c. Before approving Form 337, it is the responsibility of the person returning the product to service to ensure that all the work described in item 8 match approved data and that the information presented on the form is complete.
 - d. If the form is not accepted by the aircraft registry for any reason, it will be routed through the FAA regional office back to the return to service agent identified in item 7.

8. Item 8 – Description of Work Accomplished.

- a. Enter a clear, concise, and legible statement describing the work accomplished in item 8 on the reverse side of Form 337. It is important to describe the location of the repair or alteration relative to the aircraft or component. If making a repair to a buckled spar, the description entered in item 8 might begin by stating, “Removed wing from aircraft and removed skin from outer 6 feet. Repaired buckled spar 49 inches from the tip in accordance with...” and continue with a description of the repair. If the repair or alteration can be concealed by skin or another structure then an authorized individual should make a pre-closure certification statement. This statement includes a signature and certificate number and says that a pre-closure inspection was made and that covered areas were found satisfactory.

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- b. The description should refer to all applicable 14 CFR sections and to the FAA-approved data used to substantiate the airworthiness of the repair or alteration. Forms of FAA-approved data are contained in Order 8300.10 and AC 43-210, Standardized Procedures for Requesting Field Approval of Data, Major Alterations, and Repairs.

NOTE: Supplemental data such as stress analyses, test reports, sketches, or photographs are often proprietary and not intended as part of the item 8 description. Supplemental data submitted as part of the item 8 description should be identified as an attachment to the form using the following procedure.

- c. If additional space is needed to describe the repair or alteration for item 8, check the "Additional Sheets Are Attached" box at the bottom of the page. Attach sheets showing the aircraft nationality, registration mark, and the date the work was completed. All attachments to item 8 must be submitted on 8 ½- by 11-inch paper to allow for proper processing into the aircraft historical record at the aircraft registry. If attachments to Form 337 are received by the FAA in a format larger than an 8 ½- by 11-inch page, then the submission will be returned to the person identified in item 7 for correction and resubmission.
- d. Showing weight and balance computations under item 8 are not required but it may be done. If weight and balance of the aircraft are affected by the work described on Form 337, the changes should be entered in the aircraft weight and balance records with the date, signature, and reference to the form.

8.7.8 Administrative Processing

Form 337 will be executed in duplicate with one signed copy given to the aircraft owner and one copy forwarded to the FAA within 48 hours after the airframe, aircraft engine, propeller, or appliance is installed on an aircraft and approved for Return to Service. FAA processing of the forms and their supporting data will depend on whether approved or unapproved data is used.

NOTE: The following information is derived from the Advisory Circular 43.9-1F, Instructions for Completion of FAA Form 337, item 7.

1. **Approved Data.** Complete the form as instructed in this AC, excluding item 3, and ensure that items 6 and 7 have been properly executed. Give a copy of the form to the aircraft owner/operator and send a duplicate copy to the FAA Aircraft Registration Branch within 48 hours after the airframe, aircraft engine, propeller, or appliance is installed on an aircraft and approved for return to service.
2. **Unapproved Data.** Complete the form as instructed in this AC, leaving items 6 and 7 blank. Both copies of the form and any supplemental data will be sent to the local FAA district office. When the FAA determines that the major repair or major alteration data complies with regulations and conforms to accepted industry practices, data approval will be recorded by entering an appropriate statement in item 3. Both forms and any supplemental data will be returned to the applicant who will then complete items 6 and 7. The applicant will give one of the completed forms to the aircraft owner/operator and submit the other completed form to the FAA Aircraft Registration Branch for inclusion in the aircraft records.

NOTE: The electronic FAA Form 337 allows for electronic approvals and processing of Form 337 from the time it is used to describe the alteration or repair until it is forwarded to the FAA Aircraft Registration Branch. At this time the FAA does not allow for the mixing of the two processes. If Form 337 is started in the electronic format, it must be completed that way and cannot be completed using the paper process. Further information is supplied at the Web site shown in paragraph 4(b).

3. Signatures on Form 337.

- a. An FAA inspector's signature in item 3 indicates approval of the data described in that section for use in accomplishing the work described in item 8 of the form. The statement of

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completeness in item 3 by an appropriately rated designee is a “certification of completeness” of required data. It is not a field approval or approval of data.

NOTE: Signatures in item 3 count as data approval or completeness of approved data only and do not indicate the approval for return to service for the work in item 8.

- b. A signature in item 6 is a certification by the person performing the work that the work complies with all applicable airworthiness requirements and FAA-approved data. The certification is only applicable to the work described in item 8 or attached sheets.
 - c. A signature in item 7 by an FAA Flight Standards Inspector or Designee constitutes an authorized Return to Service. A signature is not an approval of data. Data approval procedures are performed in item 3 by an authorized individual and further defined in Order 8300.10 and AC 43-210. Other persons listed in item 7 are authorized to “approve for return to service” if the major repair or major alteration uses and conforms to FAA-approved data and is performed in compliance with part 43.
 - d. If engineering assistance was requested, written Aircraft Certification Office concurrence (e.g., memo or e-mail) becomes an attachment to Form 337.
4. **U.S. Military and Foreign Use.** Form 337 is not authorized for use with aircraft not registered in the United States. The form may be provided to the U.S. Military or a foreign civil air authority if it is requested as a record of work performed and should be completed following part 43 and this AC. A note on the form should inform the U.S. Military or foreign authority that the form is not an official record and that the FAA aircraft registry will not record it.
5. **Completed Forms.** Completed forms should be submitted to the Aircraft Registration Branch, AFS-750, PO Box 25504, Oklahoma City, Oklahoma 73125. Electronic forms are submitted automatically through the website at: <http://eformservice.faa.gov/eForm337.aspx>.

8.7.9 Appendix I

FAA FORM 337

<p style="text-align: center; margin: 0;">MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="font-size: small;">Form Approved OMB No. 2120-0020</td> <td style="font-size: small;">Electronic Tracking Number</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: x-small;">For FAA Use Only</td> </tr> </table>	Form Approved OMB No. 2120-0020	Electronic Tracking Number	For FAA Use Only																																							
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1. Aircraft	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%; font-size: x-small;">Nationality and Registration Mark</td> <td style="font-size: x-small;">Serial No.</td> </tr> <tr> <td style="font-size: x-small;">Make</td> <td style="font-size: x-small;">Model Series</td> </tr> </table>	Nationality and Registration Mark	Serial No.	Make	Model Series																																						
Nationality and Registration Mark	Serial No.																																										
Make	Model Series																																										
2. Owner	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; font-size: x-small;">Name (As shown on registration certificate)</td> <td style="font-size: x-small;">Address (As shown on registration certificate)</td> </tr> <tr> <td></td> <td style="font-size: x-small;">Address _____</td> </tr> <tr> <td></td> <td style="font-size: x-small;">City _____ State _____</td> </tr> <tr> <td></td> <td style="font-size: x-small;">Zip _____ Country _____</td> </tr> </table>	Name (As shown on registration certificate)	Address (As shown on registration certificate)		Address _____		City _____ State _____		Zip _____ Country _____																																		
Name (As shown on registration certificate)	Address (As shown on registration certificate)																																										
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3. For FAA Use Only																																											
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 15%;">4. Type</th> <th colspan="5">5. Unit Identification</th> </tr> <tr> <td style="font-size: x-small;">Repair</td> <td style="font-size: x-small;">Alteration</td> <td style="font-size: x-small;">Unit</td> <td style="font-size: x-small;">Make</td> <td style="font-size: x-small;">Model</td> <td style="font-size: x-small;">Serial No.</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="font-size: x-small;">AIRFRAME</td> <td style="text-align: center;">_____</td> <td style="font-size: x-small;">(As described in Item 1 above)</td> <td style="text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="font-size: x-small;">POWERPLANT</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="font-size: x-small;">PROPELLER</td> <td></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="font-size: x-small;">APPLIANCE</td> <td style="font-size: x-small;">Type</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td style="font-size: x-small;">Manufacturer</td> <td></td> <td></td> </tr> </table>		4. Type	5. Unit Identification					Repair	Alteration	Unit	Make	Model	Serial No.	<input type="checkbox"/>	<input type="checkbox"/>	AIRFRAME	_____	(As described in Item 1 above)	_____	<input type="checkbox"/>	<input type="checkbox"/>	POWERPLANT				<input type="checkbox"/>	<input type="checkbox"/>	PROPELLER				<input type="checkbox"/>	<input type="checkbox"/>	APPLIANCE	Type						Manufacturer		
4. Type	5. Unit Identification																																										
Repair	Alteration	Unit	Make	Model	Serial No.																																						
<input type="checkbox"/>	<input type="checkbox"/>	AIRFRAME	_____	(As described in Item 1 above)	_____																																						
<input type="checkbox"/>	<input type="checkbox"/>	POWERPLANT																																									
<input type="checkbox"/>	<input type="checkbox"/>	PROPELLER																																									
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6. Conformity Statement																																											
A. Agency's Name and Address			B. Kind of Agency																																								
Name _____			U. S. Certified Mechanic	Manufacturer																																							
Address _____			Foreign Certified Mechanic	C. Certificate No.																																							
City _____ State _____			Certificated Repair Station																																								
Zip _____ Country _____			Certificated Maintenance Organization																																								
D. I certify that the repair and/or alteration made to the unit(s) identified in item 5 above and described on the reverse or attachments hereto have been made in accordance with the requirements of Part 43 of the U.S. Federal Aviation Regulations and that the information furnished herein is true and correct to the best of my knowledge.																																											
Extended range fuel per 14 CFR Part 43 App. B <input type="checkbox"/>			Signature/Date of Authorized Individual																																								
7. Approval for Return to Service																																											
Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is <input type="checkbox"/> Approved <input type="checkbox"/> Rejected																																											
BY	FAA Fit. Standards Inspector	Manufacturer	Maintenance Organization	Persons Approved by Canadian Department of Transport																																							
	FAA Designee	Repair Station	Inspection Authorization	Other (Specify)																																							
Certificate or Designation No.			Signature/Date of Authorized Individual																																								

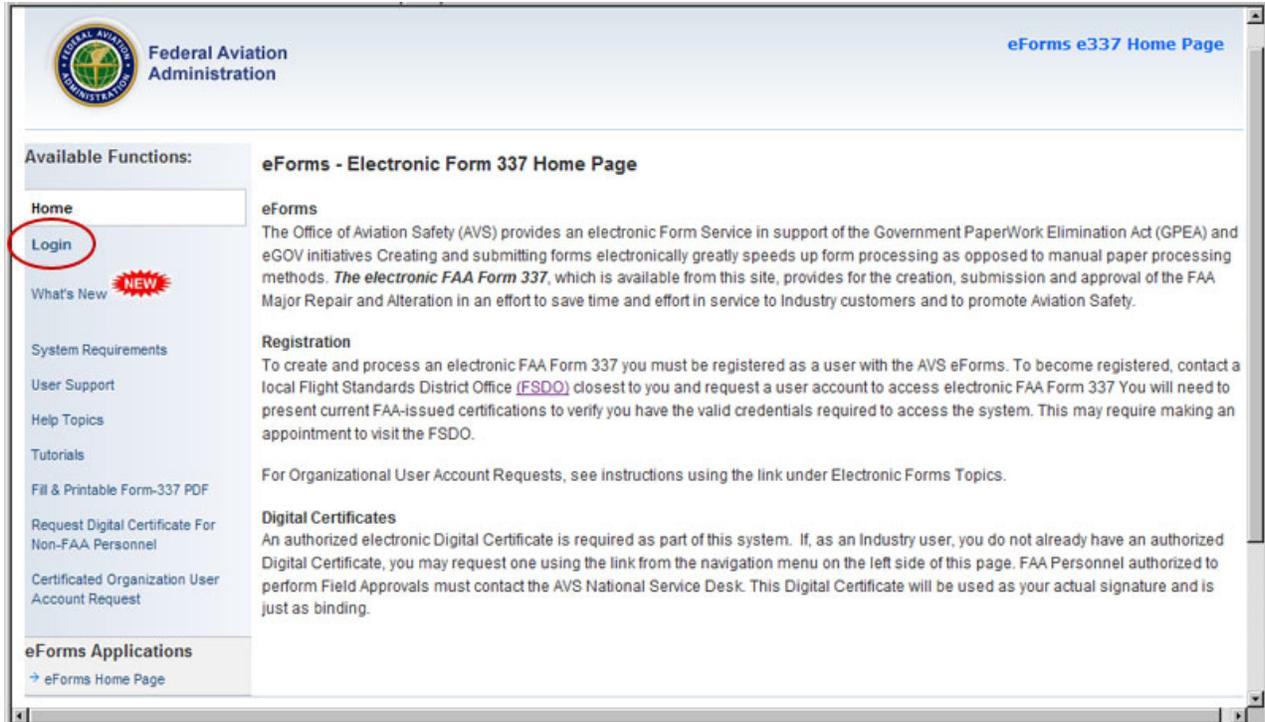
FAA Form 337 (10-06)

8.8 FAA Personnel Users

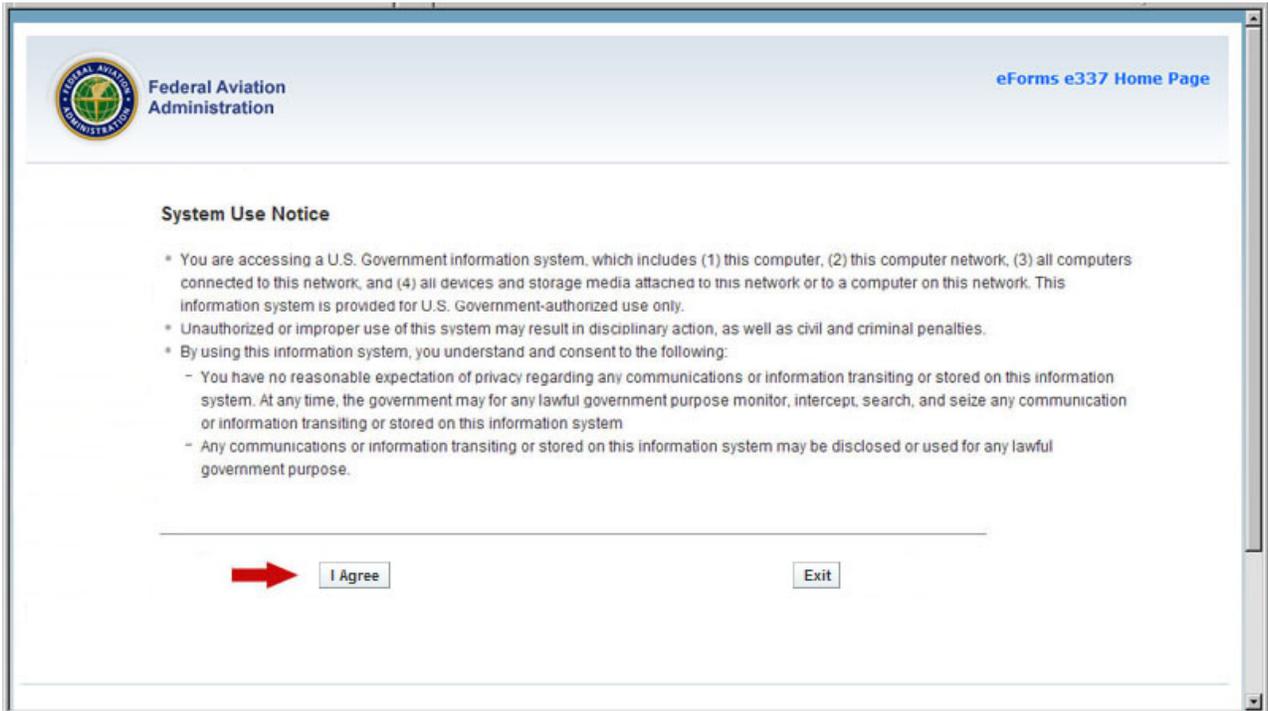
8.8.1 Login as FAA Personnel

To enter the eForm system as an FAA Personnel User, follow the login procedure below.

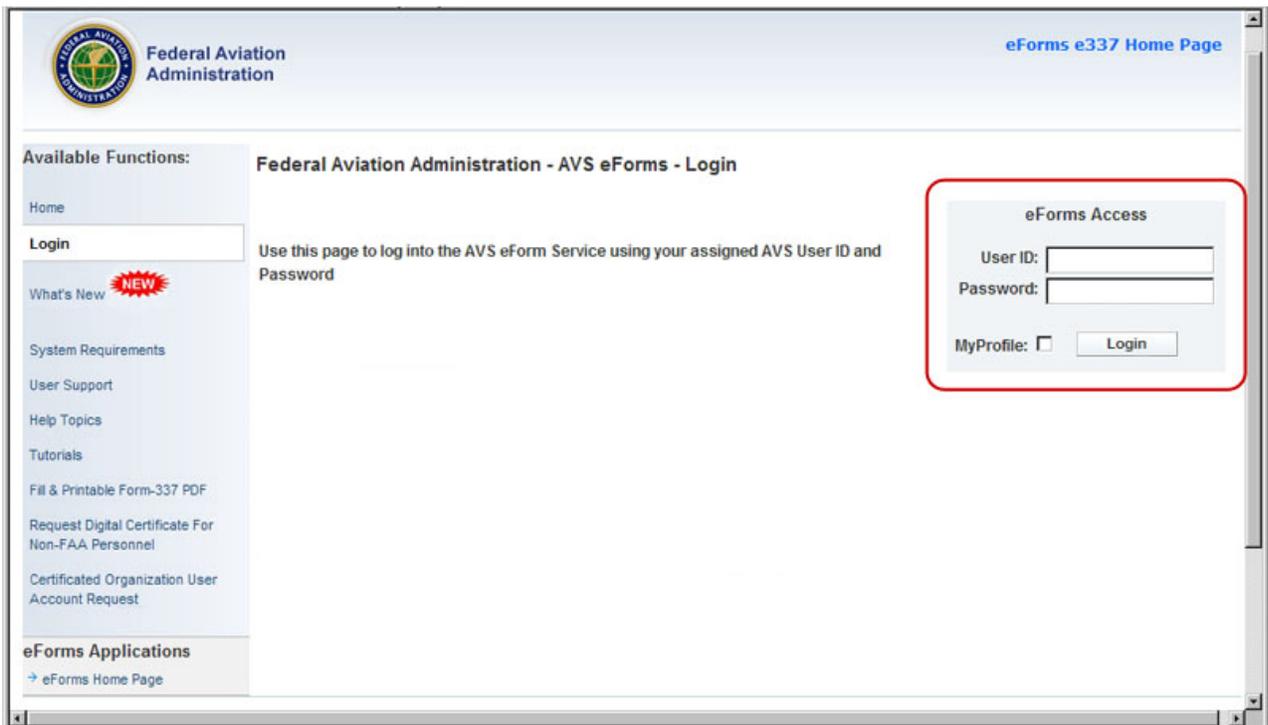
1. Access the <http://eformservice.faa.gov/eform337.aspx> web site.
2. Click the **Login** link on the left navigation pane.



3. A "System Use Notice" page appears. To proceed to the eForm Service login page, click on the **I Agree** button.



4. The eForms Login appears. Enter the **User ID** and **Password** that you use to access your computer and then click the **Login** button.



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8.8.2 FAA Access Permission Process

When a change is needed for the User Account Request function for the Form 337 program, please request additions or removals from the local office 337Requester group following the current AVS National Service Desk procedures (see link below).

Follow the instructions below when there is a change to the ASI's in your office who have been authorized to do Form 337 Field Approvals:

1. When a current ASI with Field Approval authority no longer has that function or moves to another office, please submit a request for the removal of the ASI from the local 337User group following the current AVS National Service Desk procedures (see link below).
2. When an ASI has been newly authorized to perform Form 337 Field Approvals within your office:
 - a. Submit a request for adding the user's AVS account to the local 337User group.
 - b. Submit an email with the following information on the new office ASI(s) authorized to perform 337 Field Approvals to the AVS National Service Desk. They will create a request ticket with that information and assign it to the Form 337 IT Program Manager, who will make the official request to Team Askin:

Office Name (i.e., Oklahoma City FSDO):
Office Identifier (i.e., SW15, or SW00):
Legal Signature name (i.e., James J. Doe):
Title (i.e., ASI, PMI):
Email:
Telephone #:
Extension (if applicable):
Location (City, State):
AVS User ID (i.e., ASW214MB):

Related Topics:

[Form 337 Active Directory Account Admin](#)

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8.8.3 Form 337 Active Directory Account Admin

Follow instructions below for setting up and managing internal and external Form 337 user accounts.

8.8.3.1 Form 337 Group Setup

1. The groups below should be created in the Office's USR Organizational Unit (OU) in Active Directory (AD).
 - a. XXXYYY0GRP_337User
 - b. XXXYYY0GRP_337Requester

NOTE: XXXYYY represents the office ID (ex. Fairbanks FSDO would be AAL2010GRP_337User and AAL2010GRP_337Requester)
2. When the groups are created, the Computer Specialist should email this information to AVS National Service Desk (NSD), so they can add the local groups to the National Form 337 Groups.
3. The NSD will add the local groups to the national groups.
 - c. The 337User group will be added to the AFS0000GRP_337ASI group.
 - d. The 337Requester group will be added to the AFS0000GRP_337UserRequest group.

8.8.3.2 Form 337 Internal User Setup

1. The Office Manager will supply the Computer Specialist with the user information.
 - a. The Office Manager should supply a list of the office's ASIs with Field Approval.
 - b. The Office Manager should supply a list of personnel who can collect/validate Industry user information.
2. Each of the user's accounts in AD must be updated to include the following information.
 - a. First Name: must contain the user's first name
 - b. Last Name: must contain the user's last name
 - c. Display Name: must contain Last Name, First Name
 - d. Office Field: must contain '4-letter office identifier' (Example: Fairbanks FSDO would be AL01)
 - e. Telephone Number: must contain the user's phone number ###-###-#### x###
 - f. E-mail: must contain the user's FAA email address (Example: John.doe@faa.gov)
3. The Computer Specialist should place the users with Field Approval into the office's 337User Group. (Example: xxxyyygrp_337user)
4. The Computer Specialist should place the users who can collect/validate Industry user information into the office's 337Requester group. (Example: xxxyyygrp_337requester)
5. Offices without a Computer Specialist will need to request these group memberships via their manager. The manager should email the National Service Desk with permission to add the group.

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8.8.3.3 Form 337 External User Setup

1. There are two types of external account requests for access to eForm 337: External Individual Account Requests and Certificated Organizational Accounts. Both types of account requests should be escalated to eForms Tier3 for completion.
2. Tier 3 will initiate the external account request via AVS Provisioning and notify the NSD when the ticket should be closed.
3. The new external user will be notified through an automated message from AVS Provisioning that the account has been initiated.

8.8.3.4 Form 337 External Disabled Accounts

1. The National Service Desk will escalate all requests for permission to enable 337 external accounts to the eForm Service Tier 3 group.
2. The eForm Service Tier 3 group will determine if the account can be enabled.
3. If the account can be enabled, the eForm Service Tier 3 group will send an email message to nsdupdate@faa.gov. The email message will ask for the ticket to be reassigned to an NSD analyst and will contain permission to enable the account. The NSD analyst will enable the account, communicate with the customer, and resolve the ticket.
4. If the eForm Service Tier 3 group determines that the account cannot be enabled, an email will be sent to nsdupdate@faa.gov. The email message will ask for the ticket to be reassigned to an NSD analyst and will contain the reason why the request was denied and the contact information. The NSD will communicate with the customer and resolve the ticket.

8.8.3.5 Form 337 External User Profile Update

Requests from an external user to update his/her 337 profile can be handled by the user via the AVS Portal. The NSD or eForms Tier 3 group also has the ability to update the user's 337 profile via AVS Provisioning.

8.8.4 User Account Request

8.8.4.1 For Individual Accounts

IMPORTANT NOTE: This process applies only to individuals who are not employed by any certificated organization. Industry users should contact the local Flight Standards District Office and present their maintenance certificate. A representative of the FSDO will request the account creation by completing the following steps.

1. Log in to eForm Service following instructions under [Login as FAA Personnel](#).
2. In Form Manager, click on the **eForms Admin** link on the top menu bar.

3. The eForms Admin Home page opens as a separate window. Click the **Individual eForm 337 Account Request** link.

4. You are directed to the **Individual User Account Request** page as shown below. Fill in all applicable information for the Industry User, including multiple certificate numbers.

MyFAA eForms Admin Home

Individual User Account Request
Please provide as much information as possible for contact purposes.
Required fields marked with asterisk *

* First: MI: * Last:

* Name:

Company:

Title:

Address:
or PO Box

City, State, Zip, Country: US

* Phone, * Email:

* Field Office:

* Account Group Types: (Check all that apply)

Mechanic Inspection Authorization NonCertificated

Repairman Designee

Certificate Numbers: Comments:

Mechanic:

Repairman:

Inspection Auth:

Designee: (With dashes)

Changes made here are only reflected within the AVS eForms System

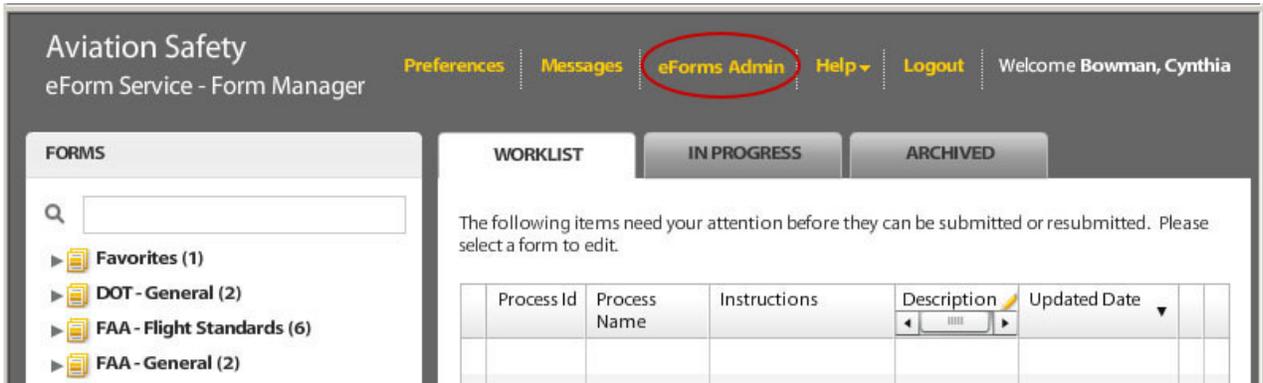
Please allow up to 72 business hours for any changes.

5. If entering information for multiple users, click the **Submit Another** button, and repeat the steps above.
6. After entering the last Industry User information, click the **Submit & Exit** button.
7. The Industry User profiles are submitted to the AVS National Service desk for processing. The Service Desk personnel will create the account based on the submitted information.

8.8.4.2 For Certificated Organizations

IMPORTANT NOTE: This process applies only to individuals who are also employed by any certificated organization(s). Follow the same process for changes (additions or removals). For request from Repair Stations or Maintenance Organizations with several Industry Users, follow the steps below.

1. Access the eForm Service following instructions under [Login as FAA Personnel](#).
2. In Form Manager, click the **eForms Admin** link on the to menu bar.



3. The eForms Admin Home page opens as a separate window. Click the **Certificated Organization eForm 337 User Account Request** link.



- You are directed to the “**Certificated Organization User Account Request Procedures**” page.

MyFAA eForms Admin Home

Certificated Organization User Account Request Procedures

Industry organizational POCs are instructed to download and complete an organizational user account request spreadsheet for users at their organization who will use the electronic Form 337 system. **Certificated Organizations must follow this same request process for additions or removals of those needing access to the electronic Form 337 program.** For emergency terminations of employees, they should immediately email their POC at the local FSDO with the request and user information, who will forward the email with their approval directly to the AVS National Service Desk email box, with a courtesy copy (cc) to the local office computer specialist.

Upon receipt of an email with the completed user account request spreadsheet for any organization (i.e. Repair Stations, Foreign AMO's and 121, 135, 91K certificate holders with a Continuous Airworthiness Maintenance Program (CAMP)), please review and verify all the information provided and forward the spreadsheet with a statement approving the creation of these accounts to their local computer specialist who will forward the request to AVS National Service Desk. (Existing protocol dictates that National Service Desk will only accept requests for organizational account requests or changes from the local office computer specialist.) Follow the same procedure for changes (additions and removals) requested by certificated organizations.

Once received, National Service Desk will begin the process of creating the user accounts. They will initiate the account(s) and send out automated email notifications with instructions. The process is as follows:

- The new user will receive an email that includes a link to the AVS-Provisioning Service Portal for user registration along with a temporary password.
- After the user has successfully registered the account a second email with the user login ID will follow.
- The FAA POC will receive an email confirmation upon completion of the new account.

[Click here for Certificated Organization User Account Request Spreadsheet](#)

Allow 72 hours for account processing and creation upon receipt of the spreadsheet by National Service Desk.

- Click the **Certificated Organization User Account Request Spreadsheet** link to open or save a copy of the spreadsheet (see spreadsheet example below). Please ensure accurate contact information (phone/email) is entered in case there are questions about the user request.

Microsoft Excel - OrgAcctReq337[1].xls

File Edit View Insert Format Tools Data RoboPDF Window Contribute Help Adobe PDF Type a question for help

Arial 10 B I U

1	Organizational User Account Requests For The Electronic FAA Form													NOTE	
2	Certificate Holder Name: _____													(Repair Station/Maintenance Organization, etc.)	
3	Certificate Holder Number: _____														
4	Certificate Holder District Office: _____													(If Different from Cert Holder)	
5	Certificate Holder Email Address: _____													(Common mailbox or primary POC)	
6	User Account Information Below:														
7	First Name:	MI	Last Name	Job Title	Address 1	Address 2	City	State	Zip	Country	Phone	Individual's Email	Individual's Cert Type	Cert Number	Dist Office
8															
9															
10															
11															
12															
13															
14															
15															
16															
17															
18															
19															
20															
21															
22															
23															

Sheet1 / Sheet2 / Sheet3

Ready NUM

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6. Upon receipt of an email with the completed user account request spreadsheet for any organization (i.e. Repair Stations, Foreign AMO's and 121, 135, 91K certificate holders with a Continuous Airworthiness Maintenance Program (CAMP)), please review and verify all the information provided and forward the spreadsheet with a statement approving the creation of these accounts to their local computer specialist, who will forward the request to AVS National Service Desk. (Existing protocol dictates that the Service Desk personnel will only accept requests for organizational account requests or changes from the local office computer specialist.)
7. Once received, the AVS National Service Desk personnel will begin the process of creating the user accounts. They will initiate the account(s) and send out automated email notifications with instructions. The process is as follows:
 - The new user will receive an email that includes a link to the AVS Provisioning Service Portal for user registration with a temporary password.
 - After the user has successfully registered the account, a second email with the user login ID will follow.
 - The FAA POC will receive an email confirmation upon completion of the new account.

Once the certificated organization's account is established, it is up to the organization's internal processes to determine task assignment and control.

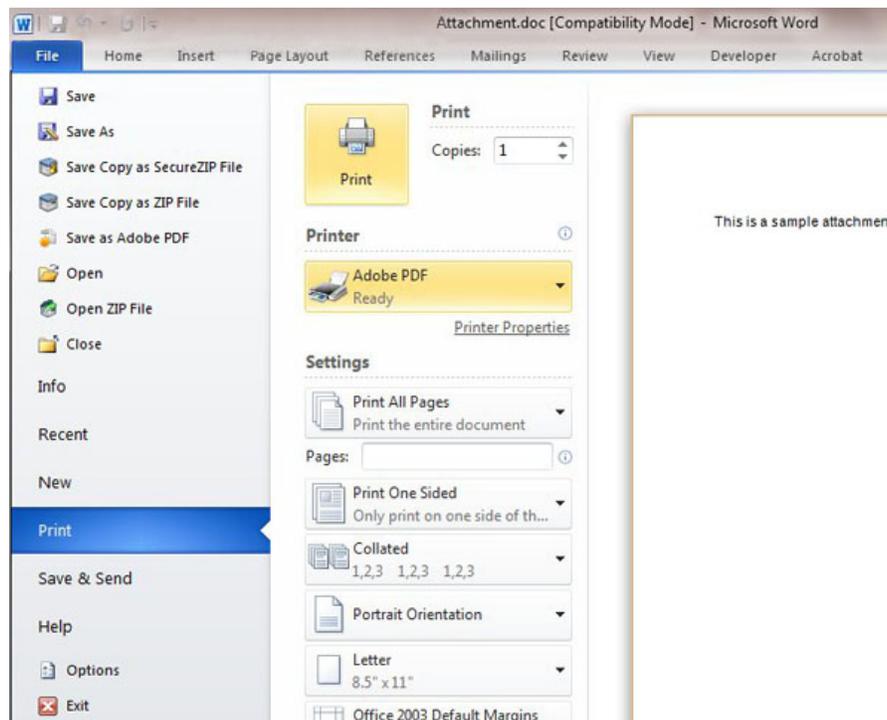
8.8.5 Document Approval Process

8.8.5.1 Signing and Certifying Approved Documents

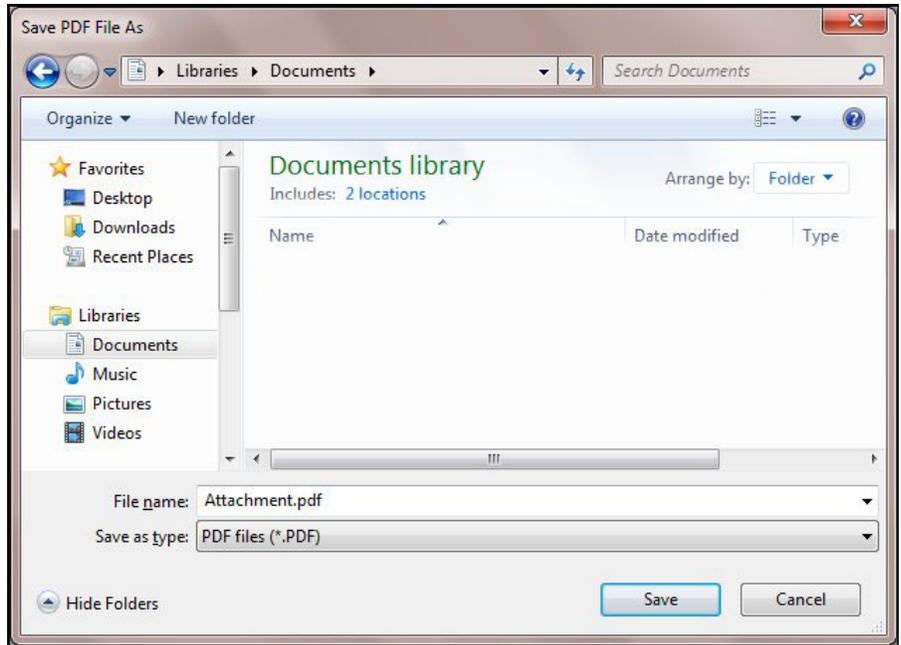
This Help topic demonstrates how an ASI, an authorized DAR, or an ACO POC converts, signs, and certifies supporting documents included with Form 337 submission.

Converting a Word document received in email to Adobe PDF

1. Detach the document from email and save it to a local or network drive.
2. Open the document.
3. Review and coordinate changes as necessary until ready to approve.
4. When ready to approve the document and digitally sign, perform the following functions:
 - a. With the document open, select **File > Print**. From the available printers, select **Adobe PDF**. Click **OK**.



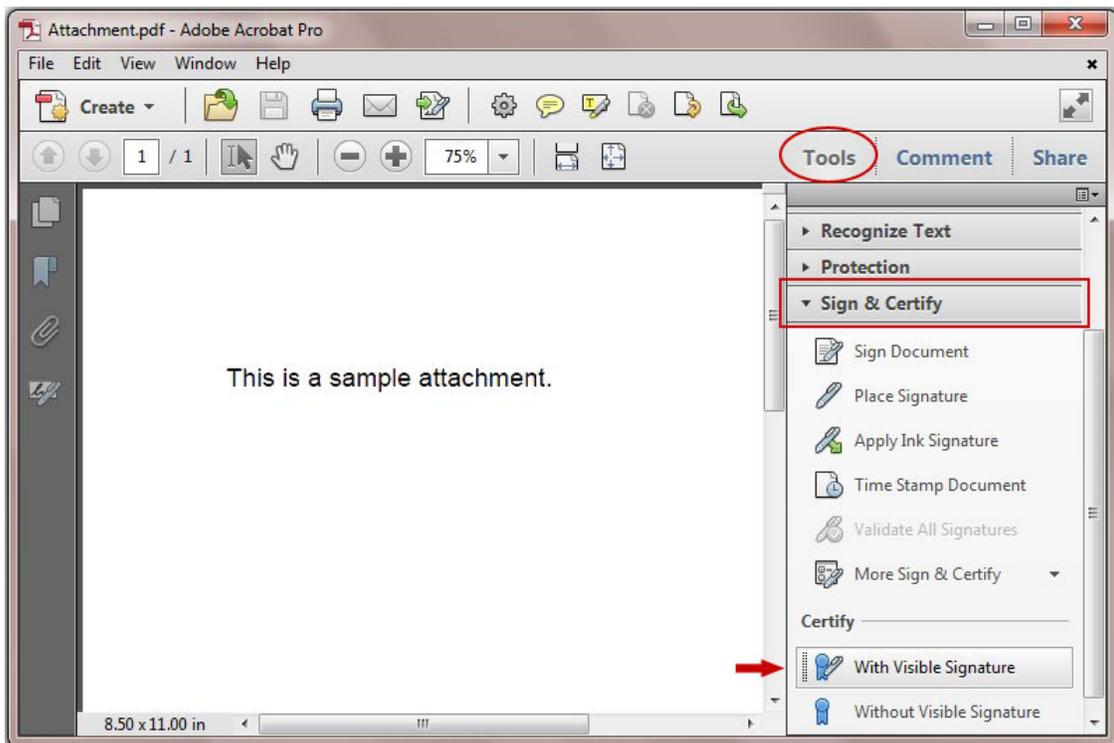
- b. From the following prompt, ensure that the drive location for the PDF file is accurate and click **SAVE**.



Signing and Certifying a PDF Document

NOTE: The screenshots below were taken from Adobe Acrobat Pro X.

1. Open the saved PDF document.
2. Click **Tools** on the top right area of the window, and then select **Sign & Certify – With Visible Signature**.



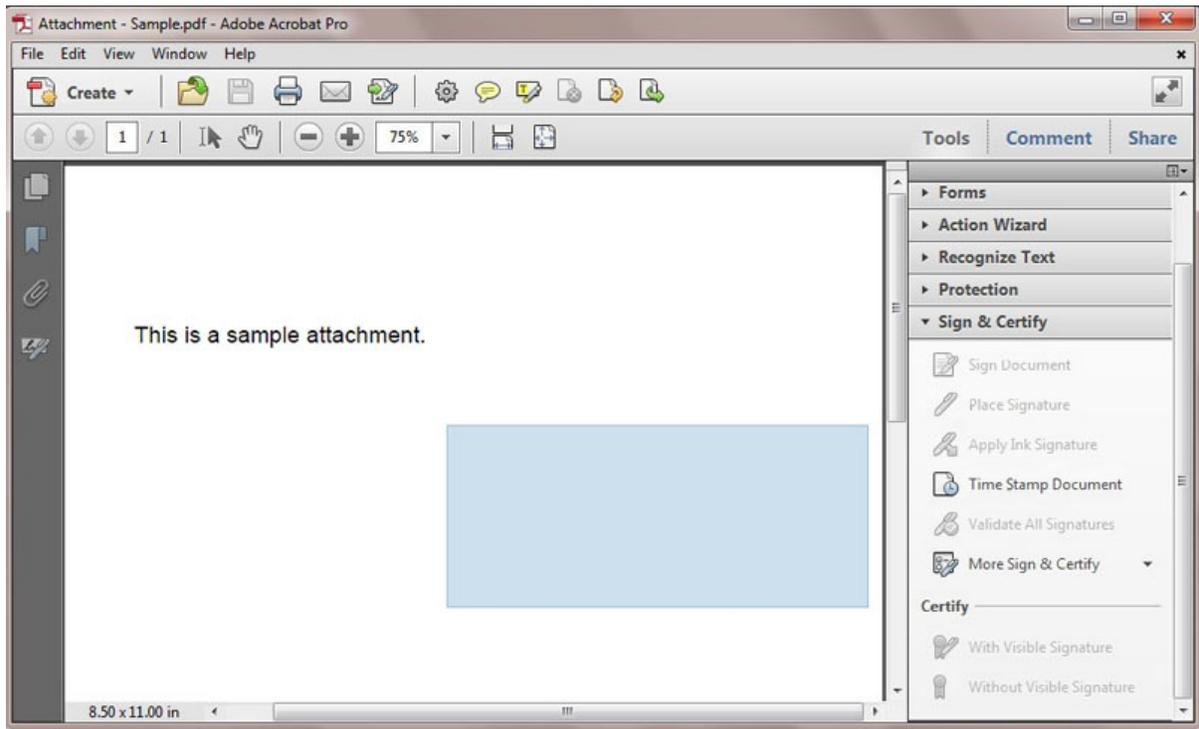
3. The Save As Certified Document dialog appears. Click **OK**.



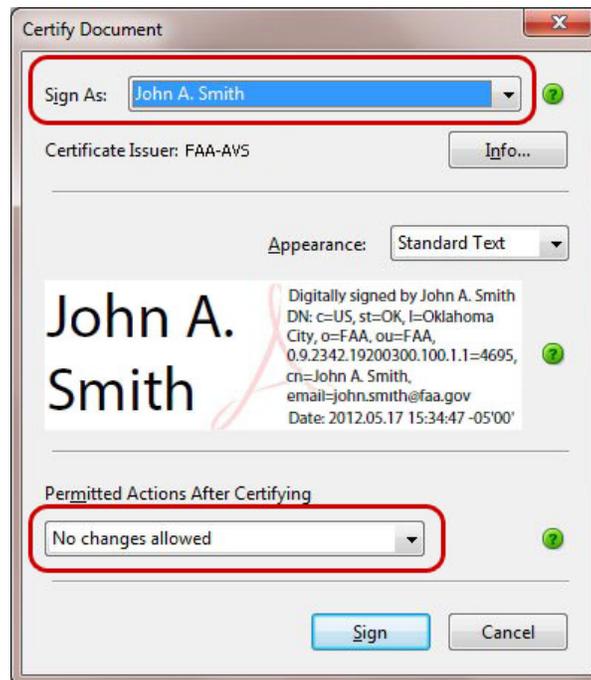
4. Click **OK** when prompted to create the signature field.



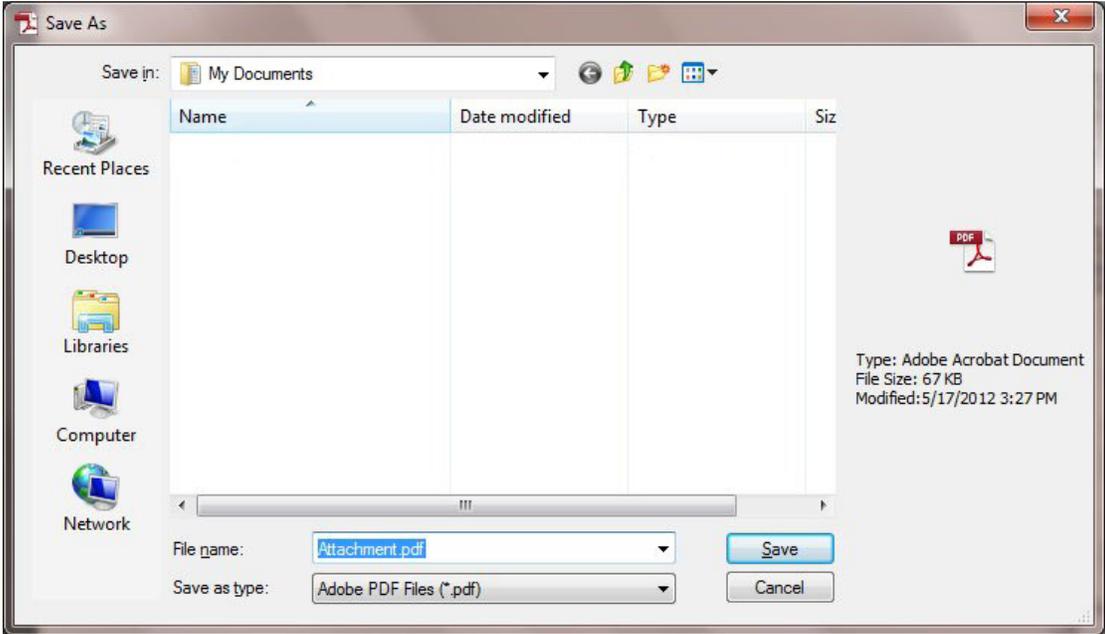
5. With your mouse, drag and draw the area where you wish to sign.



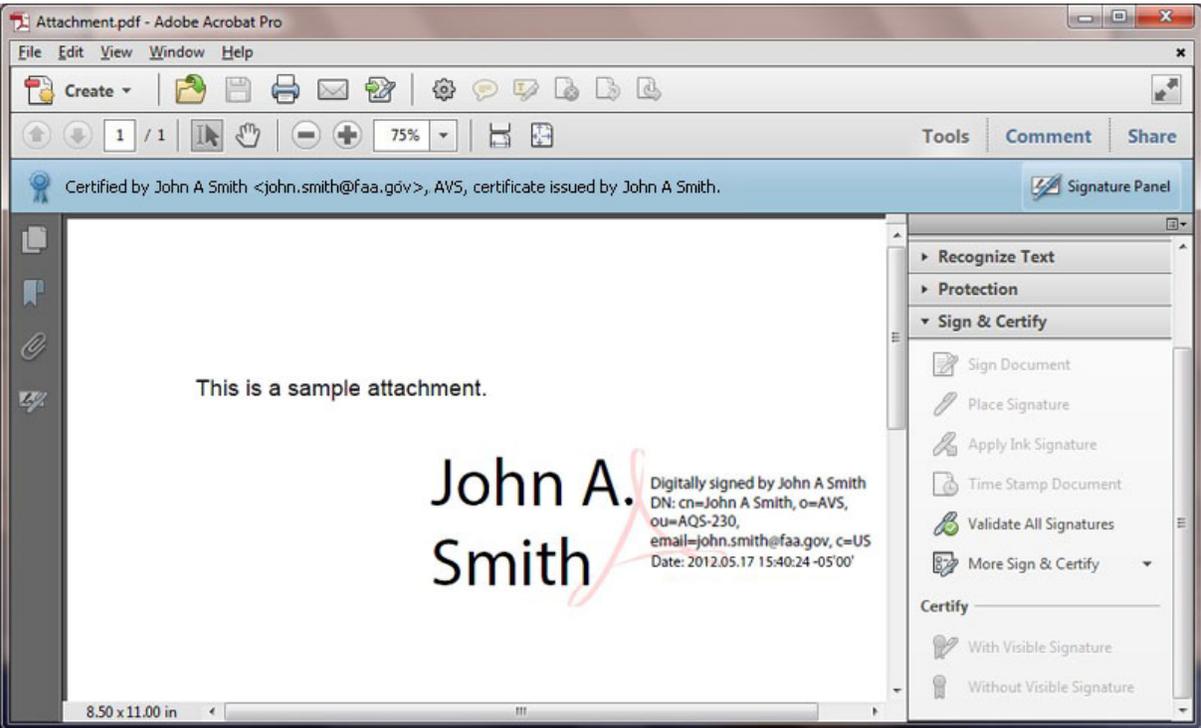
6. Select your digital signature from the drop-down box and select "**No changes allowed**" for the second drop-down box. Then, click the **Sign** button.



- The **Save As** dialog box appears. Select the appropriate folder, save document using the same file name, and click the **Save** button.



- Enter your digital certificate password and click **OK**.
- Your digital certificate is applied to the signature field.



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10. If the approved document is signed by the ACO POC, they must return the certified and signed PDF document to the ASI or authorized DAR by the same method it was received (i.e. Forwarding or Emailing). The ASI or authorized DAR can then attach the document to the Form 337.

NOTE: Do not password-protect the certified/signed PDF document. It is not necessary and will cause problems when the document is eventually processed for delivery to Aircraft Registry.

8.8.5.2 ASI/DAR and ACO Coordination

In some instances an Aviation Safety Inspector (ASI) or authorized Designee has the need to coordinate the review or approval of supplemental or supporting documents included with Form 337 submission (see [Signing and Certifying Approved Documents](#)).

A supplemental document is a document that provides supplemental information to the ASI or DAR in support of the modification but is not considered an attachment to the Form 337. Therefore, the document is selected as 'Do Not Send to Registry' (for example, proprietary information such as an engineering report).

A supporting document is a document that is essentially part of the Form 337 or an extension of Block 8 and supports the description of the work to be accomplished. At times a document may need an approval signature (i.e., an Addendum to a Flight Manual Supplement). This document is one that would be attached with the 'Send to Registry' selection and would, therefore, be delivered to Registry along with the Form 337.

After a determination that coordination between the ASI/DAR and ACO is needed, the system provides two methods to accommodate the transfer of information. The preferred method is [Forwarding the Form 337](#) file to the ACO point of contact (POC). The alternate method is [Emailing the attachment](#) back and forth between the ASI/DAR and the ACO POC.

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Forwarding Form 337

The ASI or an authorized DAR can forward the Form 337 task to their ACO POC to complete the approval process of the attached document (i.e. Addendum to Flight Manual Supplement). Follow instructions under [Forwarding a Form](#) to perform this function.

After the task is forwarded successfully, the ACO has the Form 337 and the attachment for coordination. The ACO POC double-clicks the work task to open the Form 337 and downloads the attachment to a preferred location (computer or network server). The ACO can then convert and sign the document using Acrobat Professional. (See [Signing and Certifying Approved Documents](#))

Once the ACO reviews and/or approves the attachments, the ACO will attach the file and return the Form 337 back to the ASI or DAR by clicking the Forwarding icon for the task. (For approving documents see [Signing and Certifying Approved Documents](#))

NOTE: The ACO must forward the task with the approved and signed PDF back to the ASI or DAR. The **Complete** button on the bottom of the screen should NOT be used for this action.

Once the ASI or DAR has the reviewed and approved attachments, he/she can complete and sign block 3 and submit the approved Form 337 and attachments back to the Initiator of the form.

When received, the Initiator will need to download a copy of the signed PDF for the aircraft owner records and an additional copy for his/her own records. The original 'unsigned' document previously attached to the Form 337 will then need to be deleted.

Related Topic:

[Following a Form](#)

Emailing Form 337 Attachments

This help topic demonstrates the Emailing function.

1. The ASI or an authorized DAR can detach documents from the Attachment tab of the electronic Form 337 by clicking the Save icon  and saving the attachment to the location desired.

Waiting RTS Approval

Task Details | **Form** | Attachments (2)

Add New: Attachment Note

Name:

Permissions:

Type:

Title:	Description	Added By:	Date Adde...	Date Last Modifi...	Permissions:
My Attachment.pdf	Send to Registry	Mechani...	Sep 04, 20...	Sep 04, 2008	Read/Edit/Dele...

File Attachment (callout to 'My Attachment.pdf')

Save (callout to Save button)

2. The ASI or DAR then attaches the saved file to an email and sends it to the ACO for coordination. Once the concurrence is made, the ACO POC converts and digitally signs the approved PDF. (See [Signing and Certifying Approved Documents](#)).
3. The ACO then emails the signed PDF back to the ASI or DAR.
4. The ASI or DAR attaches the signed PDF to the Form 337 Workflow (per the instructions under [File Attachments](#)) and submits the form back to the Initiator.

When received, the Initiator will need to download a copy of the signed PDF for the aircraft owner records and an additional copy for his/her own records. The original 'unsigned' document previously attached to the Form 337 will then need to be deleted.

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8.8.6 Using the System as an ASI

If the ASI (Aviation Safety Inspector) approves the form, the inspector will digitally sign Block 3 and click the **Approve** button on the bottom right corner of the window. If the ASI rejects the form, the inspector should include a note (see [Adding Notes](#)) to enter instructions back to the Initiator, and click the **Reject** button on the bottom of the window. Whether approved or rejected, the form will automatically be routed back to the Initiator. This section includes data integrity validations to ensure that block 3 is completed appropriately if approved or is cleared if rejected.

Related Topics:

[Signing and Certifying Approved Documents](#)

[ASI and ACO Coordination](#)

[Field Approval](#)

[Signing Block 3 as an ASI](#)

[Approving/Rejecting a Form](#)

Block 3

For FAA Use Only

ASI sign-off (left side of form)

Aviation Safety Inspectors will click on the drop-down box to select the sign-off statement appropriate to the type of approval being granted, click on the Inspector Signature field, and then add their Digital Signature to the document.

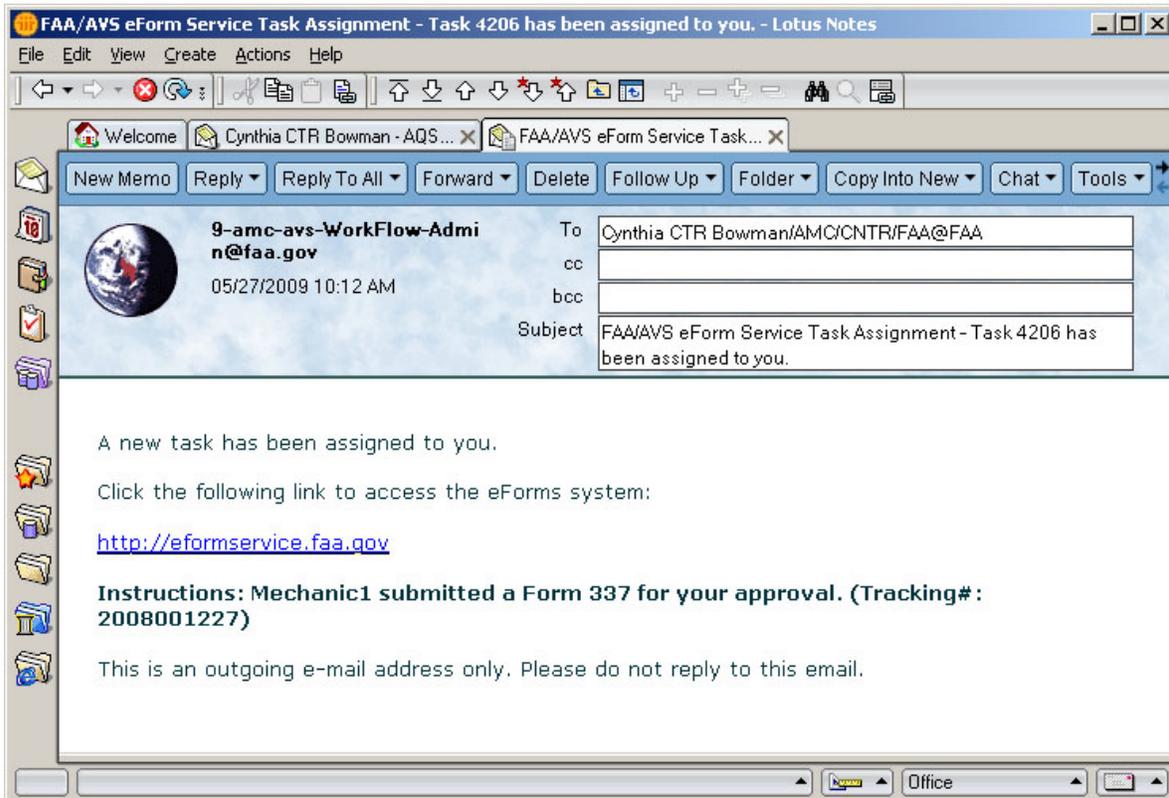
8.8.6.1 Field Approval

Aviation Safety Inspector - Field Approval

As an Aviation Safety Inspector with Field Approval authority, you will receive emails as shown in the example below to notify you that you have a new work task.

NOTE: The task number in the email Subject line is related to the software login of the instances of the form as it flows through the Workflow. This number can be referenced for troubleshooting purposes.

1. The email text includes information on who sent you the Form 337 for approval along with the Tracking number. The Tracking number is a unique, sequential number assigned to each Form 337 once it is submitted. This number is related to the complete Form 337 package and is automatically entered in the upper right corner of the form.



2. Click the link in the email text or log into the eForm Service site - - <http://eformservice.faa.gov/eform337.aspx>
3. Follow the login instructions under [Login as FAA Personnel](#) to access the eForm Service System.
4. The form that is waiting for approval will appear on your "Worklist" page. Double-click on the form to open it and refer to [Approving/Rejecting a Form](#) and [Signing Block 3 as an ASI](#) for further instructions.

WORKLIST **IN PROGRESS** **ARCHIVED**

The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.

Process Id	Process Name	Instructions	Description	Updated Date	
2407	Major Repair/Alteration	Mechanic1 submitted a Form 337 for your approval. (Tracking#:		09/09/2008 12:01 PM	
2406	Major Repair/Alteration			09/09/2008 10:58 AM	
2302	Major Repair/Alteration	Mechanic1 submitted a Form		09/09/2008 10:53 AM	

Process Id: 2407
 Task Id: 4116
 Task Status: Assigned
 Step Name: *Waiting for ASI Approval* ←
 Initiator: Mechanic1
 Process Start Date: 09/09/2008 12:01 PM
 2008001194)

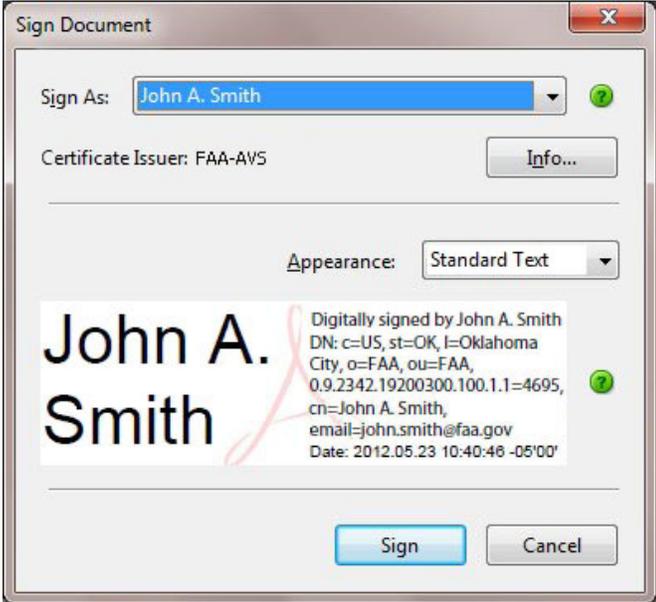
8.8.6.2 Signing Block 3 as an ASI

Block 3 of the Form 337 has the appropriate canned text for Data or Physical Identification as well as for Overweight Flight Permit. If approving the form, select the one that applies. (To enter comments for the form initiator, click the **Attachments** tab and select **Note**, following instructions under [Adding Notes](#).)

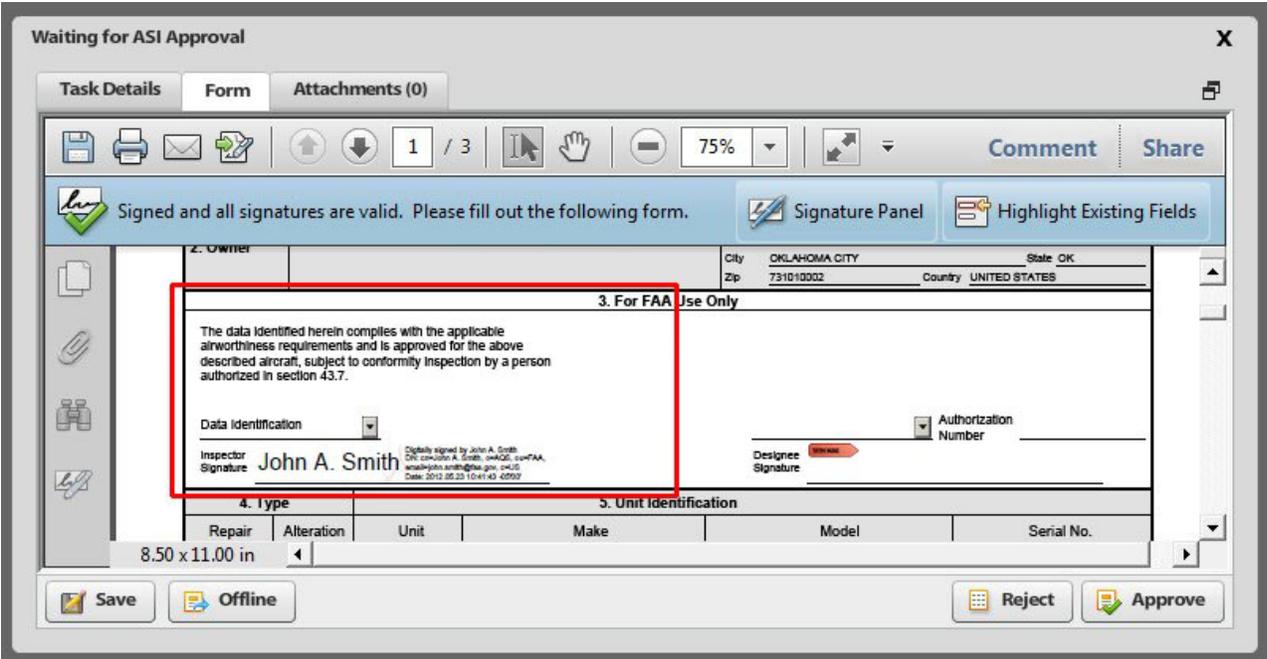
1. From the drop-down box on the left side of Block 3, select the sign-off statement appropriate to the type of approval being granted. Then, click on the Inspector Signature field.

NOTE: You must select a sign-off statement from the drop-down box in order to sign the form.

- After clicking the signature field, the Sign Document window appears as shown in example below. Select your Digital ID, and click the **Sign** button.



- Enter your password when prompted. The digital certificate appears in block 3 as shown in the example below.



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NOTE 1: If you signed the form with a signature that was not issued by an FAA-approved certificate authority, such as using a personal signature created in Adobe Acrobat, the form will be returned to your Worklist page with the following statement under the Instructions column (see example below). Obtain a valid signature by following instructions under [Requesting Digital Certificate](#) and [Installing Digital Certificate](#).



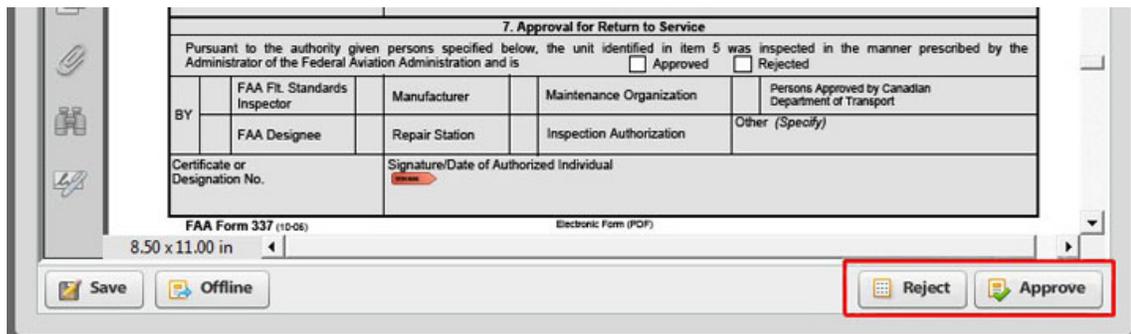
The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.

Process Id	Process Name	Instructions	Description	Updated Date		
31410	Major Repair/Alteration	"The issuer of your digital signature certificate is either unknown or not trusted. Signers must use a valid digital signature issued by an FAA approved certificate authority. Please see the program's online Help or contact the Service Desk for guidance"		06/06/2013 10:39 AM		

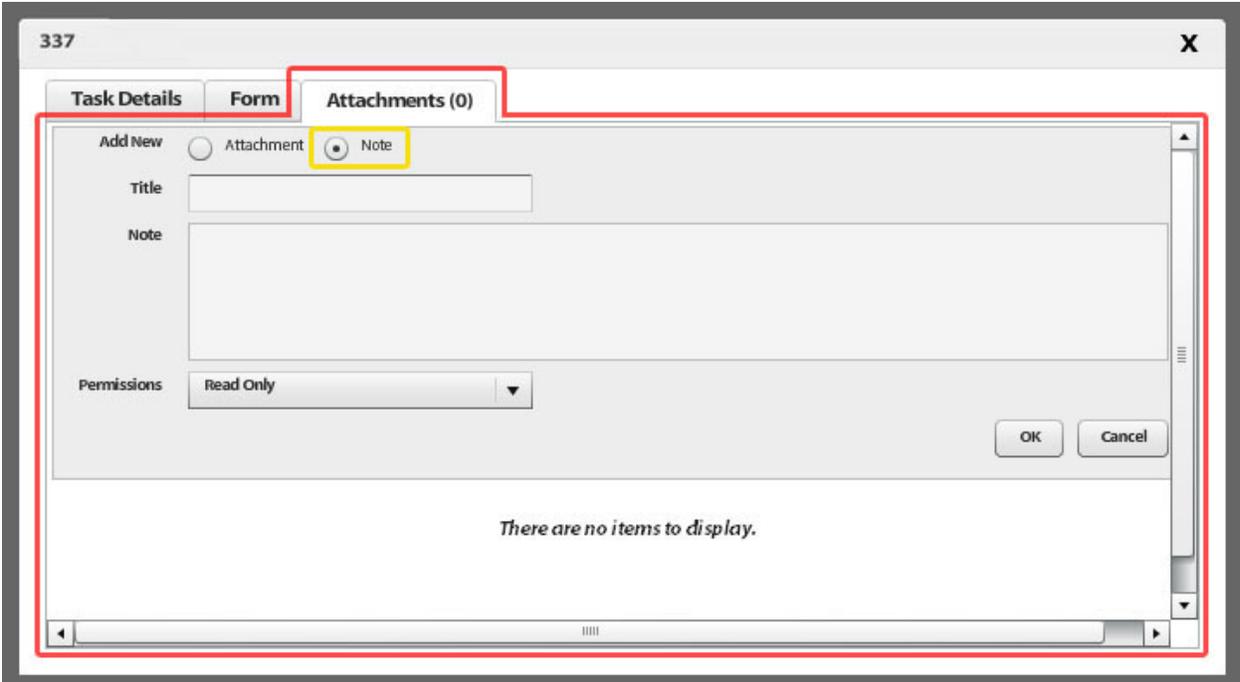
NOTE 2: After installing a valid signature, open the form, right-click on the invalid signature, select **Clear Signature**, and sign the form using the valid signature.

8.8.6.3 Approving/Rejecting a Form

The **Approve** and **Reject** buttons are located on the bottom right corner of the Form 337 user interface.



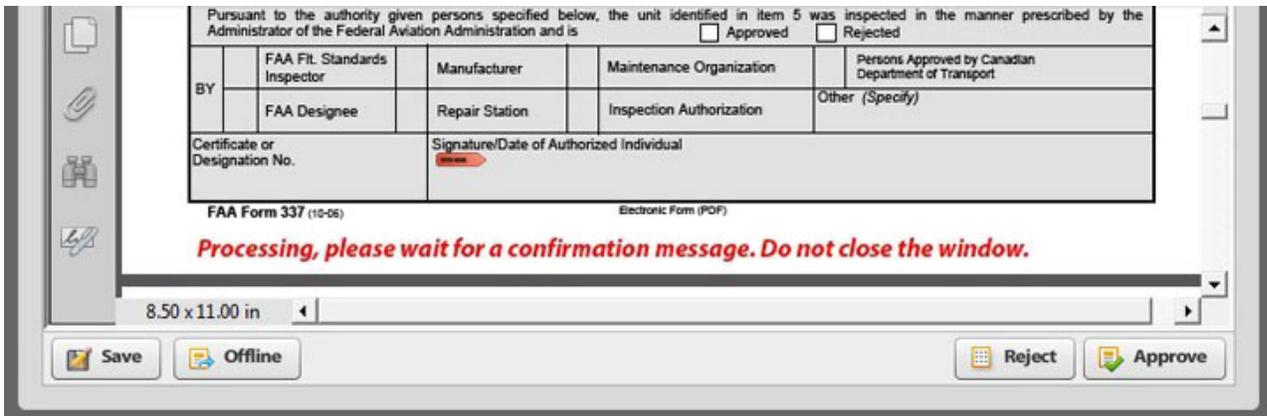
1. If approving the form, click the **Approve** button at the bottom of the window.
2. If rejecting the form:
 - a. Go to **Attachments** tab and enter a note or comment to describe what needs to be changed (see Adding Notes help topic instructions).



b. Go back to the Form tab and click the Reject button at the bottom of window.

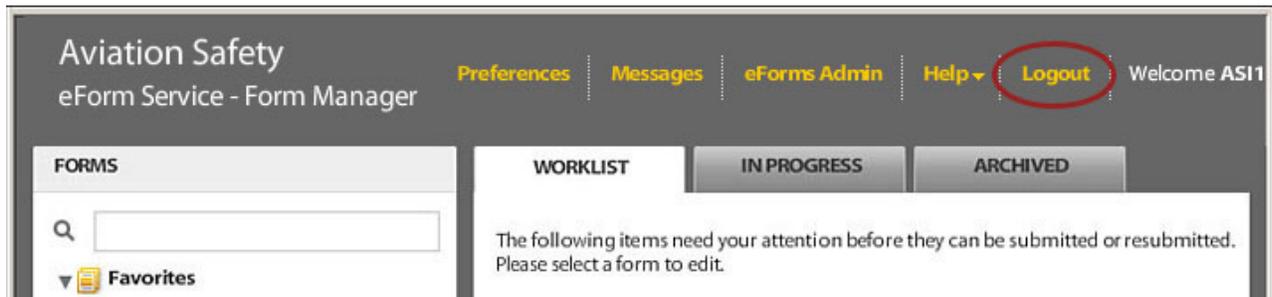
NOTE: There is data integrity based on approval or reject selection. If approved, statement and signature are required in Block 3. If rejected, statement and signature in Block 3 will be cleared.

3. After selecting either **Approve** or **Reject**, a "Processing..." message appears and the form is sent back to the form initiator. You will be directed back to the Worklist page.



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- When finished, click **Logout** in the upper right corner of the interface.



- A confirmation window will appear; click **OK** to log out or **Cancel** to return to Form Manager.



8.8.6.4 Adding Attachments

If adding attachments is necessary, please refer to [File Attachments](#).

Related Topics:

[ASI and ACO Coordination](#)

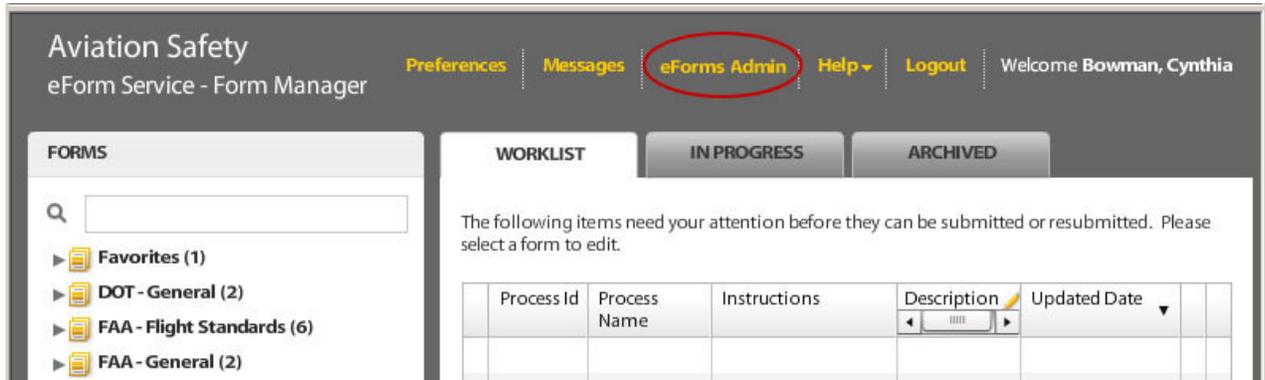
[Signing and Certifying Approved Documents](#)

8.8.7 FAA Form 337 Reports

8.8.7.1 Generating Reports

IMPORTANT NOTE: Generating reports applies only to Aviation Safety Inspectors and Flight Standards management.

1. Log in following instructions under [Login as FAA Personnel](#).
2. In Form Manager, click on the **eForms Admin** link on the top menu bar.



3. The eForms Admin Home page opens as a separate window. Click the **eForm 337 Reports** link.



4. In the Reports Menu, select the report you would like to generate.

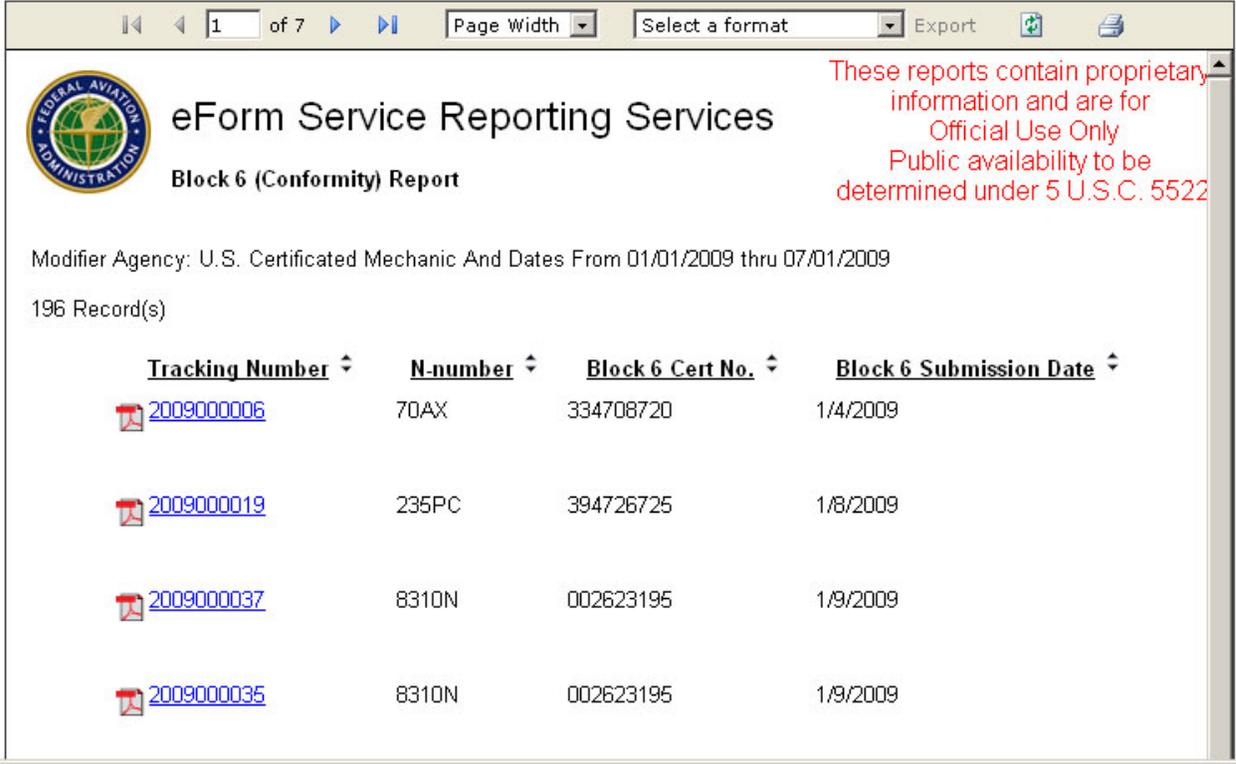


5. Depending on the report you select, enter any of the search criteria options and click **Submit**. You can narrow your search by entering additional search criteria.



6. Below is an example of one of the reports. To view the Form 337 or any of the attachments, click the blue link and the attachment will open in a new browser.

NOTE: To view the list in ascending or descending order (such as by Tracking Number, N-Number, etc.), click on the up-down arrows  to the right of the corresponding column heading to rearrange the view as desired.

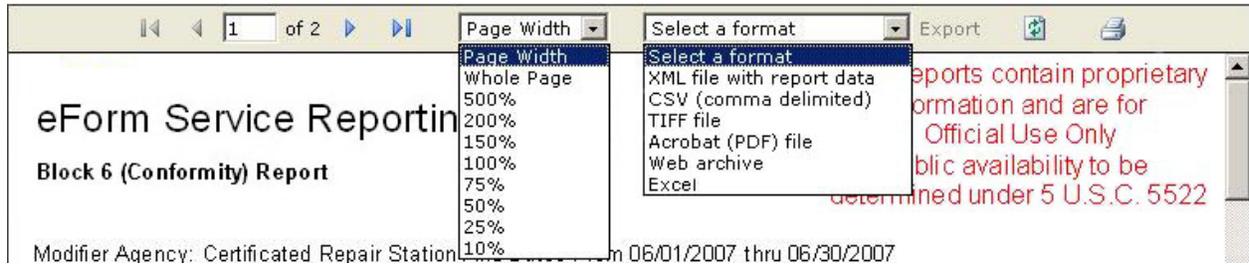


The screenshot shows a web browser window displaying the 'eForm Service Reporting Services' interface. The page title is 'Block 6 (Conformity) Report'. A red warning message in the top right corner states: 'These reports contain proprietary information and are for Official Use Only. Public availability to be determined under 5 U.S.C. 5522'. Below the title, it indicates the modifier agency is 'U.S. Certificated Mechanic And Dates From 01/01/2009 thru 07/01/2009' and shows '196 Record(s)'. A table with four columns is displayed: 'Tracking Number', 'N-number', 'Block 6 Cert No.', and 'Block 6 Submission Date'. Each column heading has a small up-down arrow icon. The table contains four rows of data, each with a red document icon and a blue hyperlink for the tracking number.

<u>Tracking Number</u> 	<u>N-number</u> 	<u>Block 6 Cert No.</u> 	<u>Block 6 Submission Date</u> 
 2009000006	70AX	334708720	1/4/2009
 2009000019	235PC	394726725	1/8/2009
 2009000037	8310N	002623195	1/9/2009
 2009000035	8310N	002623195	1/9/2009

8.8.7.2 Report Viewer Toolbar

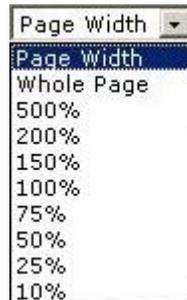
The Report Viewer Toolbar will assist you with paging, viewing, exporting, and printing the report if necessary.



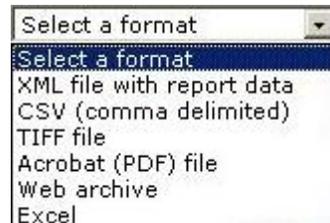
1. The section below will assist you with paging through the reports.



2. The next section let's you adjust the size of the report for your viewing preference.



3. Export allows you to export the report results to various formats.



XML file with report data: This will collect the data into XML (Extensible Markup Language) format and you will have the opportunity to save it in this format if deemed necessary.

CSV (comma delimited): This will export data into CSV (Comma Separated Values) format and you will have the opportunity to save the report in this format if deemed necessary.

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TIFF file: This will export the data into a TIFF (Tagged Image File Format) and you will have the opportunity to save the report in this format if deemed necessary.

Acrobat (PDF) file: This will render the report into PDF (Portable Document Format).

Web archive: This will render the report into web format.

Excel: This will render the report to a Microsoft Excel spreadsheet.

NOTE: When exporting the report, you will not be able to open the PDF 337 Forms or the attachments. If you attempt to click on a link in an exported report, the following message may occur: (*Click **No** to close the error message*)



4. The Refresh button will enable you to refresh the reports data to view the most current set of data.



5. The Print button will let you print the current report in the Viewer.



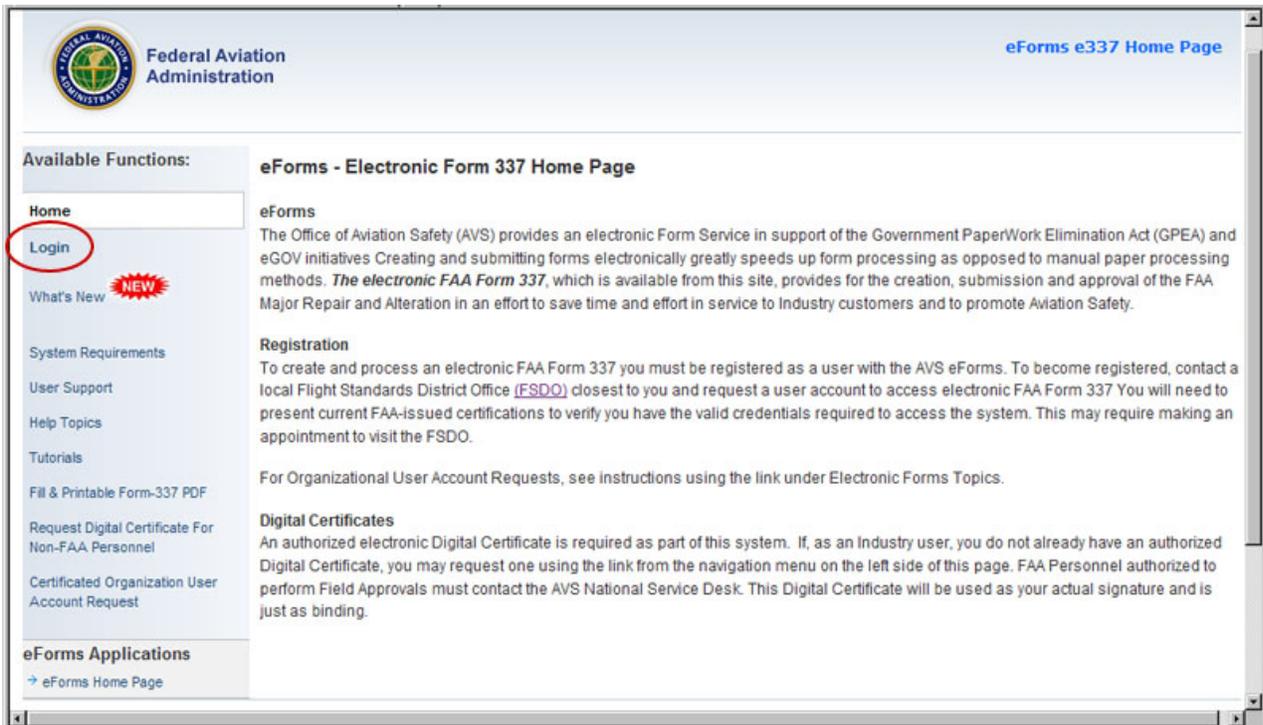
8.9 Industry Users

8.9.1 System Login

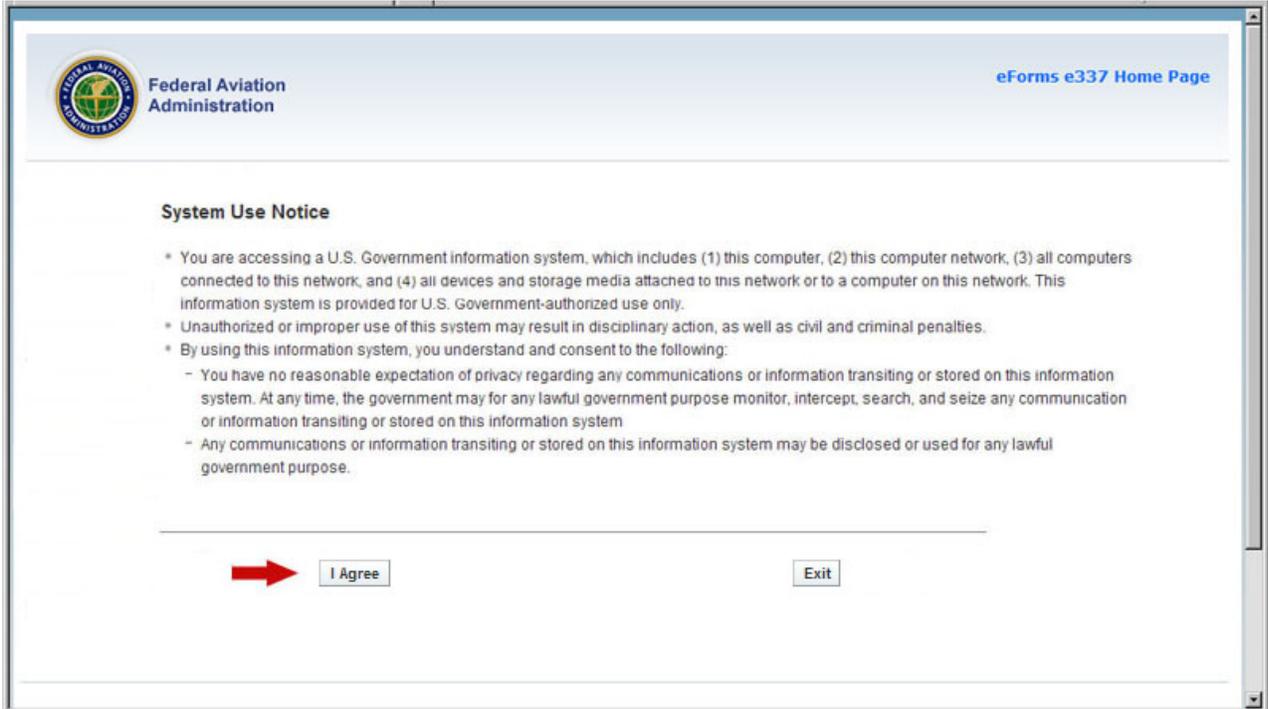
8.9.1.1 Login as Industry User

To enter the eForm system as an Industry User, follow the login procedures below.

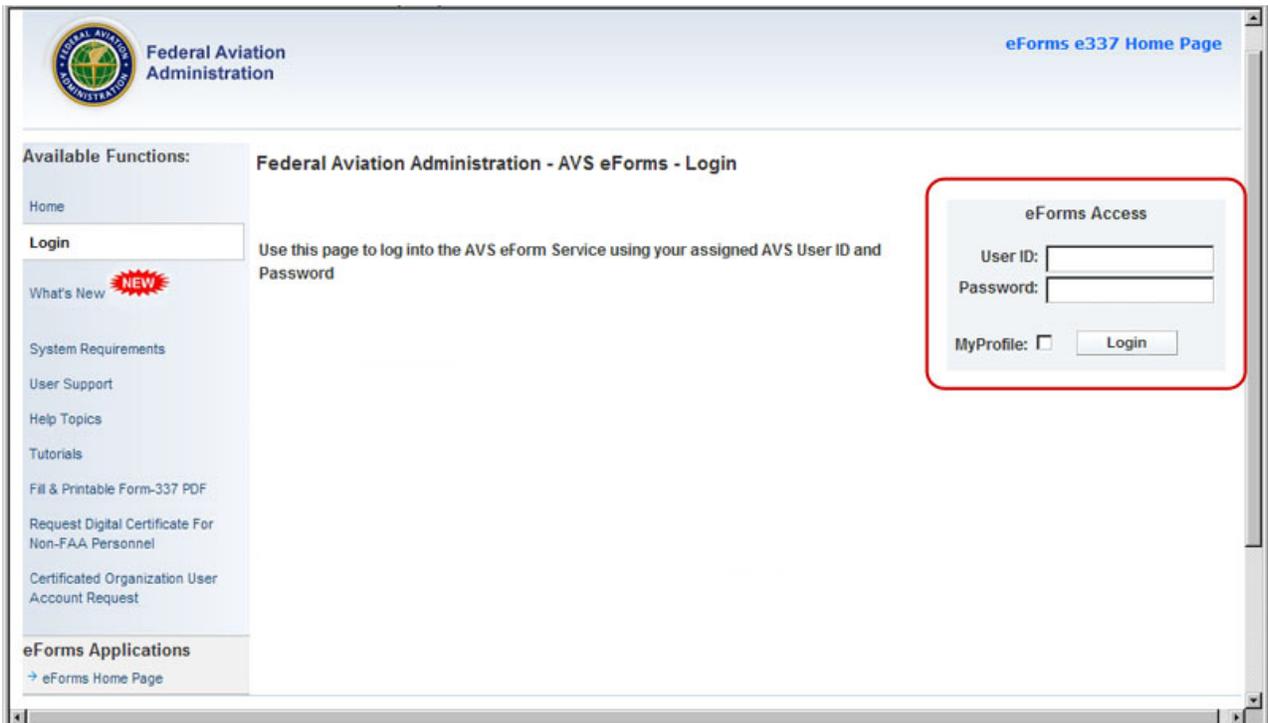
1. Access the <http://eformservice.faa.gov/eform337.aspx> web site.
2. Click the **Login** link on the left navigation pane.



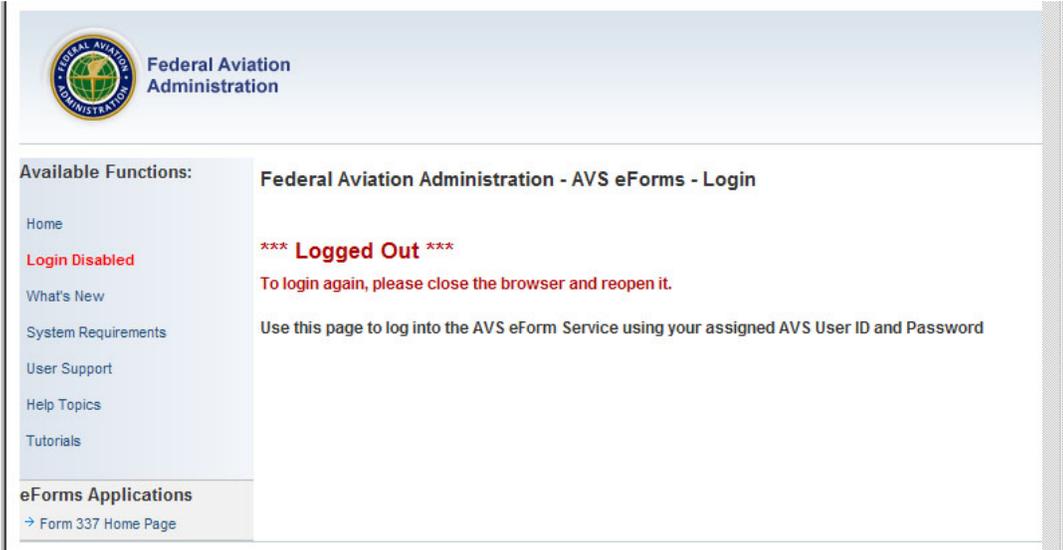
3. A "System Use Notice" page appears. To proceed to the eForm Service login page, click on the **I Agree** button.



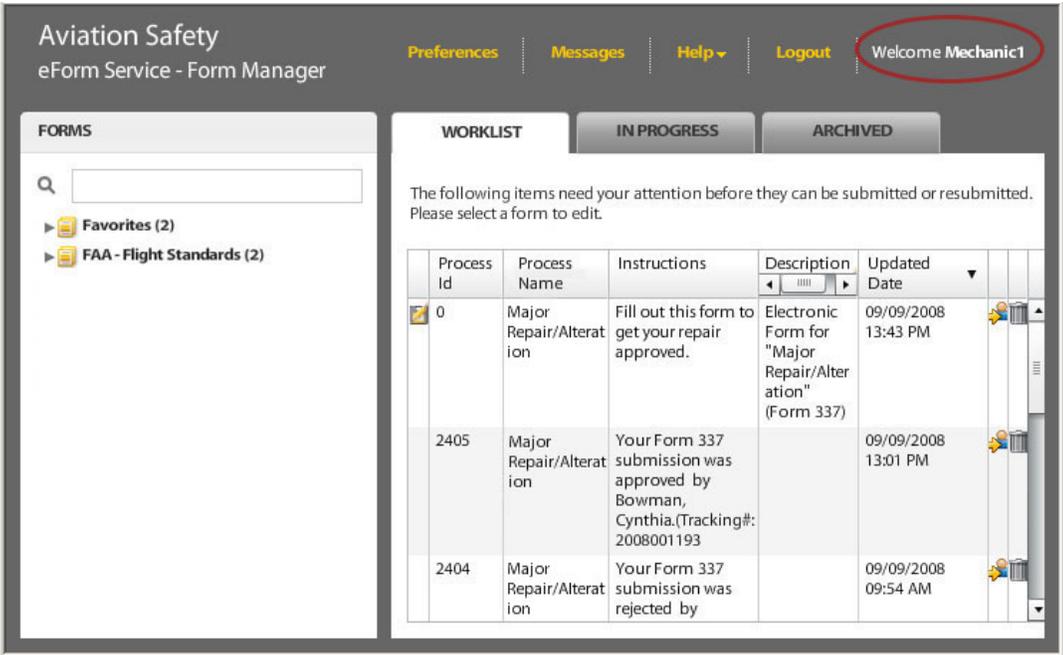
4. Enter your user name that was supplied to you when you created your eForm Service Account, and then enter your password. Then, click the **Login** button to access the eForms Service System.



NOTE: After five attempts of entering the wrong login information, the system will log you out as shown below. Close the browser, re-open it, and re-navigate back to the Login page.

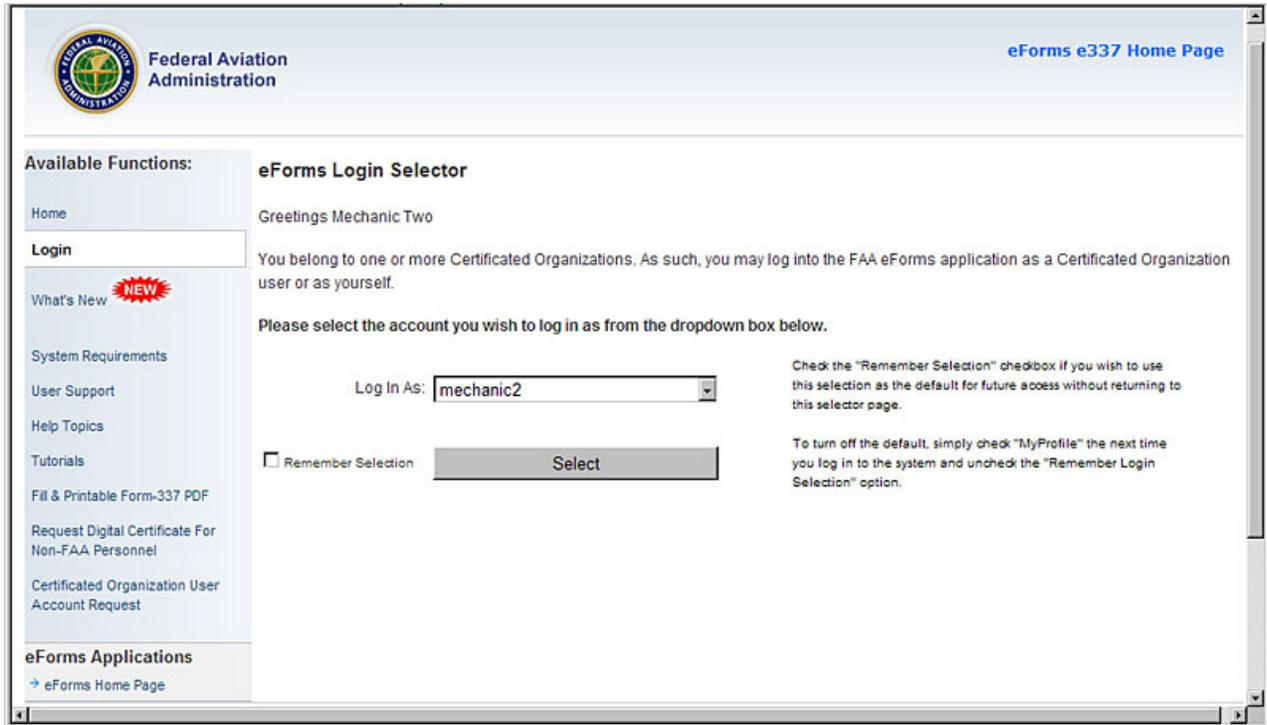


- Industry users who perform work for certificated organizations will be presented with an Account Login Selector screen. For example, an individual with an IA may perform work not related to a certificated organization. In this case, the individual has the option to log in as himself/herself to initiate a form on an aircraft or log in as an employee of a certificated organization if that organization is performing the major repair or alteration. See the next Help Topic on **Account Login Selector** for further details.
- After successful login, the Form Manager page is displayed and the login name appears in the upper right corner of the page.

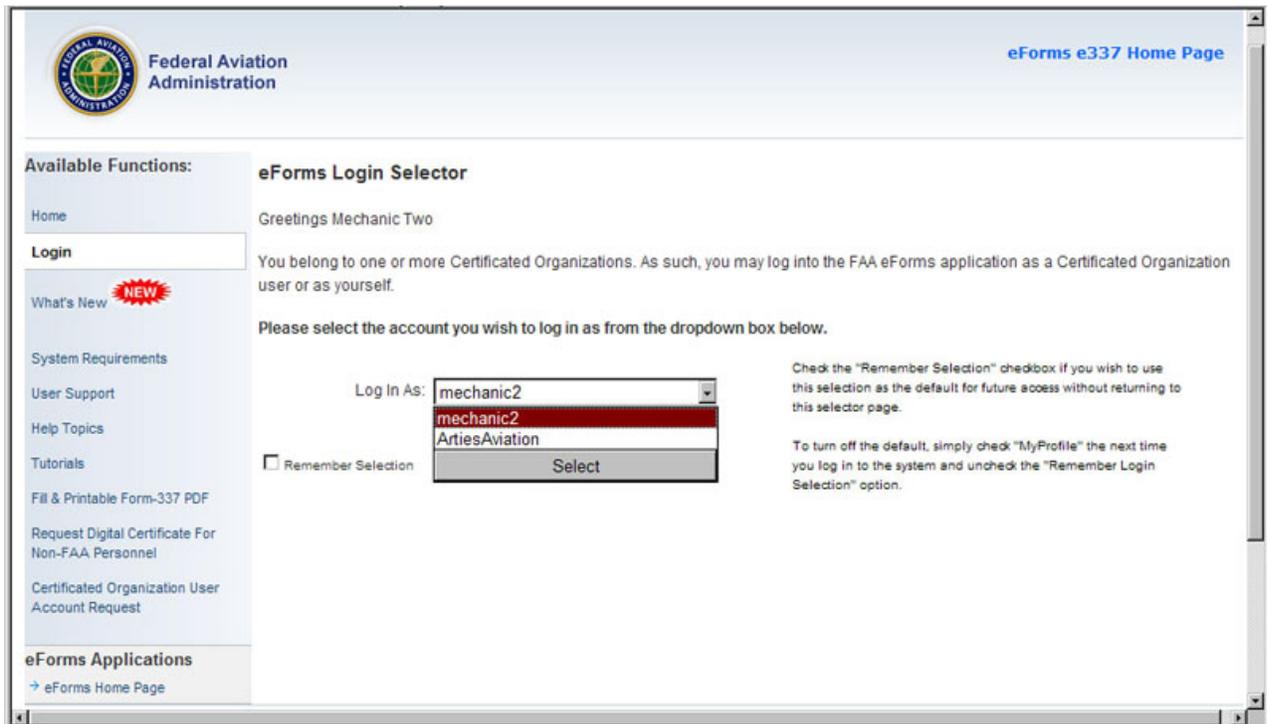


8.9.1.2 Account Login Selector

1. Industry users who also work for certificated organizations (i.e. repair stations) will see the following screen after logging in with their individual user account.

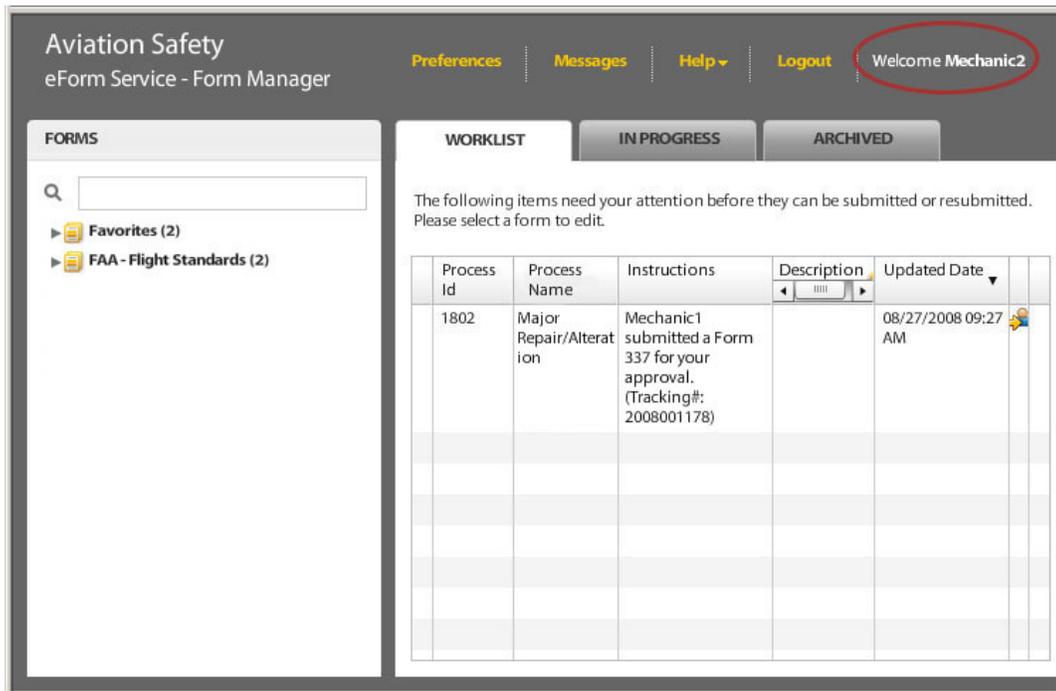


2. Select your user account from the drop-down box.



NOTE: Check the "Remember Selection" check box if you wish to use this selection as the default login for future access without returning to this selector page. To turn off the default login, follow the steps in the next section below.

3. After choosing the Login option from the drop-down list, click the **Select** button to enter the FAA eForm Service Form Manager page. To verify the login name, check the upper right corner of the browser screen.



To Turn Off the Default Login

1. To turn off the default login, simply select the "MyProfile" check box in the main Login page the next time you access the system.



2. Uncheck the "Remember Selection" check box on the MyProfile User Information page, and then click the **Continue** button. See example below.

The screenshot shows the 'MyProfile User Information' page. On the left is a navigation menu with 'Available Functions' (Home, Login, What's New, System Requirements, User Support, Help Topics, Tutorials) and 'eForms Applications' (Form 337 Home Page). The main content area includes:

- User ID: Mechanic2
- Default Login: Remember Selection (highlighted with a red arrow)
- Logging in as: mechanic2
- *First MI *Last: Mechanic Two
- Phone / *Email: testmechanic2@gmail.com
- *Field Office: AC01 - ACADEMY TRAINING, AMA-240 (highlighted with a red box)
- Certificate Numbers: 2220499 (MECHANIC W/IA)

 A 'Continue' button is at the bottom, and a reference link 'Click Here' is provided for profile changes.

NOTE: The next time you log in, you will be directed to the Account Login Selector page.

For additional information, see Help Topic [Selecting and Changing the Default](#).

Related Topic:

[Editing Individual Account Profile](#)

8.9.1.3 Editing Individual Account Profile

This Help Topic provides details on how to view your individual account profile and where to go to edit your information as a Form 337 Industry user.

1. Log in as usual and select the "MyProfile" box before clicking the **Login** button.

The image shows a close-up of the 'eForms Access' login form. It contains fields for 'User ID' and 'Password', a 'MyProfile' checkbox (circled in red), and a 'Login' button.

2. The MyProfile page will appear as shown below. This page is for your reference only. To edit your account information, click the link on the bottom of the page. This link will direct you to the AVS Provisioning Service page, where you can modify your account. Otherwise, click the **Continue** button to proceed to the Form Manager page.

The screenshot displays the 'MyProfile User Information' page. At the top left is the Federal Aviation Administration logo. The page title is 'MyProfile User Information'. On the left side, there is a navigation menu with 'Available Functions' (Home, Login, What's New, System Requirements, User Support, Help Topics, Tutorials) and 'eForms Applications' (Form 337 Home Page). The main content area shows the following information:

- User ID: Mechanic1
- *First MI *Last: (blank)
- Name: Mechanic One
- Phone / *Email: testmechanic1@gmail.com
- *Field Office: AC01 - ACADEMY TRAINING, AMA-240 (highlighted with a red box)
- Certificate Numbers: 2770994 {MECHANIC} and 2770994 {MECHANIC W/IA}

Below the certificate numbers, there is a note: 'Please contact your local FSDO for any certificate information corrections.' At the bottom of the form area is a large 'Continue' button. Below the button, there is a blue link: 'For reference only. To make changes to your personal profile, please [Click Here](#).'

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8.9.2 Obtaining User Accounts

8.9.2.1 Individual Accounts

IMPORTANT NOTE: This process applies only to individuals who are not employed by any certificated organization.

Follow the two required processes below to initiate the account request to access and use the electronic FAA Form 337:

1. Register as a user with the AVS eForm Service - - Contact the local Flight Standards District Office (FSDO) to schedule an appointment with your FAA AVS field office Point of Contact (POC), who will initiate the account request. You will need to present current FAA-issued certifications to prove that you have the valid credentials required to access the system. Also contact the local FSDO for changes to your certificate and/or rating so they can request an update to your account.
2. Obtain a Digital Certificate to be used as your electronic Signature on the Form 337 - - Request a Digital Certificate from an authorized and approved certificate authority, following instructions under [Requesting a Digital Certificate](#).

NOTE: Requesting a user account can be done before or after your request for a digital certificate.

Local FSDO Offices

Click [here](#) to view contact information for the nearest FSDO.

Related Topic:

[Editing Individual Account Profile](#)

8.9.2.2 Certificated Organization Accounts

USER ACCOUNT REQUEST FOR CERTIFICATED ORGANIZATIONS

IMPORTANT NOTE: This process applies only to individuals who are also employed by any certificated organization(s). Follow the same process for changes (additions or removals). Repair Stations or Maintenance Organizations with several Industry Users need to follow the steps below.

1. Access the <http://eformservice.faa.gov/eform337.aspx> web site.
2. Click the **Certificated Organization User Account Request** link on the left navigation page.

The screenshot shows the FAA eForms e337 Home Page. The header includes the Federal Aviation Administration logo and the text 'Federal Aviation Administration' and 'eForms e337 Home Page'. The left navigation menu lists several options, with 'Certificated Organization User Account Request' circled in red. The main content area is titled 'eForms - Electronic Form 337 Home Page' and contains sections for 'eForms', 'Registration', and 'Digital Certificates'. The 'eForms' section describes the electronic form service. The 'Registration' section explains the requirements for creating an account. The 'Digital Certificates' section describes the need for an authorized electronic digital certificate.

- You are directed to the 'Certificated Organization User Account Request' page. Read the directions on this page before continuing to the next step.

The screenshot shows the FAA eForms Form 337 - Certificated Organization User Account Request page. The page header includes the Federal Aviation Administration logo and the text 'eForms e337 Home Page'. The main content area is titled 'eForms Form 337 - Certificated Organization User Account Request' and contains the following text:

Use the downloadable Excel spreadsheet for all organizational user account requests (i.e., Repair Stations, Foreign AMO's and 121, 135, 91K certificate holders with a Continuous Airworthiness Maintenance Program (CAMP)).

Download the spreadsheet and complete, at a minimum, all of the required (R) columns appropriately. Once completed, please email the list to your local FAA certificate holding field office Point of Contact (POC) (PMI or PAI, etc.) for approval and validation. Follow the same procedure for changes (additions or removals) for your organizations. **For emergency terminations of employees, immediately email your POC at the local FSDO with the request and user information of the person terminated. They will forward their approval directly to the account administrators.**

The local FAA personnel POC will review and verify all the information provided and forward the spreadsheet with a statement requesting the creation of these accounts to their local computer specialist who will forward the request to AVS National Service Desk. Protocol dictates that National Service Desk will only accept requests for organizational account requests or changes from the local office computer specialist.

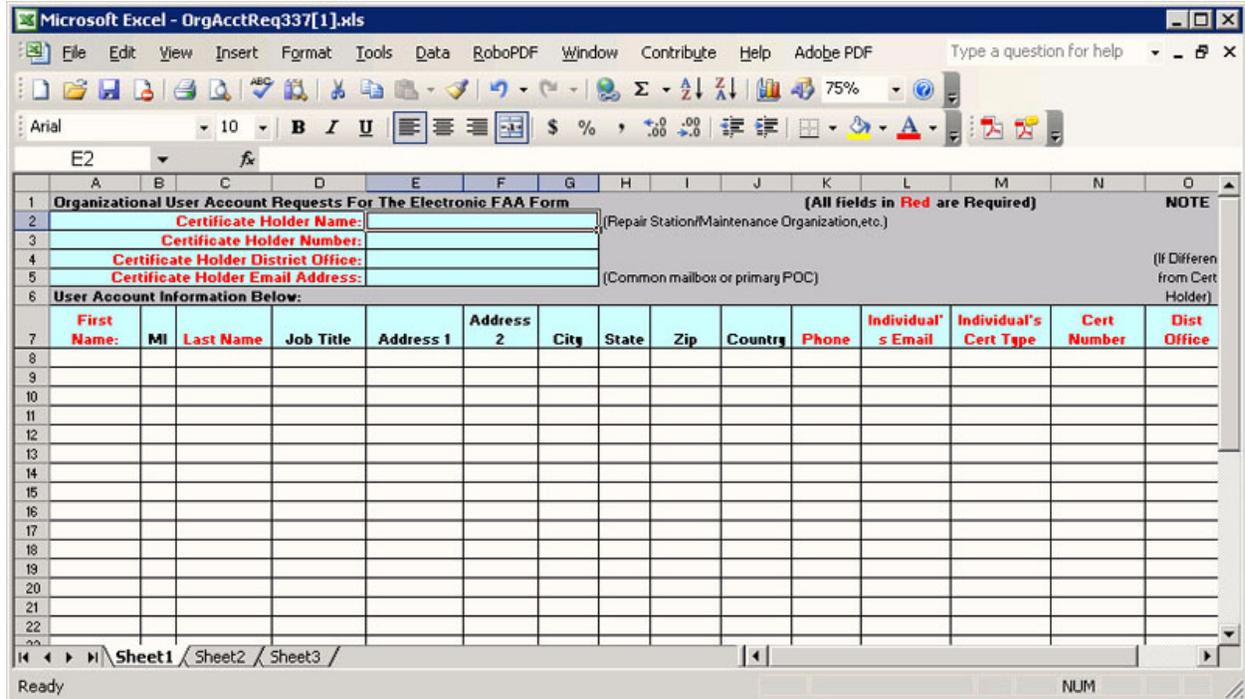
Once received, National Service Desk will begin the process of creating the user accounts. They will initiate the account(s) and send out automated email notifications with instructions. The process is as follows:

- The new user will receive an email that includes a link to the AVS-PS Portal for user registration along with a temporary password.
- After the user has successfully registered the account a second email with the user login ID will follow.
- The FAA POC will receive an email confirmation upon completion of the new account.

[Click here for Certificated Organization User Account Request Spreadsheet](#)

Allow 72 business hours for account processing and creation upon receipt of the organization's spreadsheet by AVS National Service Desk from the local field office POC.
NOTE: New user accounts will have to wait up to 24 hours after they get their login ID notification before they can actually log in.

- Click the **Certificated Organization User Account Request Spreadsheet** link.
- Download the spreadsheet and complete, at a minimum, all of the required (Red) columns appropriately (*Please ensure accurate contact information (phone/email) in case there are questions about the user request*). Once completed, please email the list to your local FAA certificate holding field office Point of Contact (PMI or PAI, etc.) for approval and validation. Follow the same procedure for changes (additions or removals) for your organizations.



6. The local FAA personnel POC will review and verify all the information provided and forward the spreadsheet with a statement requesting the creation of these accounts to their local computer specialist, who will forward the request to the AVS National Service Desk. Protocol dictates that the Service Desk personnel will only accept requests for organizational account requests or changes from the local office computer specialist.
7. Once received, Service Desk personnel will begin the process of creating the user accounts. They will initiate the account(s) and send out automated email notifications with instructions. The process is as follows:
 - The new user will receive an email that includes a link to the AVS Provisioning Service Portal for user registration along with a temporary password
 - After the user has successfully registered the account, a second email with the user login ID will follow.
 - The FAA POC will receive an email confirmation upon completion of the new account.

8.9.3 Using the System as a Form Initiator

8.9.3.1 Opening a Form 337

You can open a new form from the Form Directory Panel on the left side of the Form Manager page or the Worklist tab on the right side of the page.

- To open a new form, double-click “**Major Repair/Alteration**” (not the star icon) on the Form Directory Panel.

NOTE: Clicking on the star icon will add/remove the selection to/from the Favorites category.

The screenshot displays the 'Aviation Safety eForm Service - Form Manager' interface. On the left, the 'FORMS' directory is visible, with 'Major Repair/Alteration' selected. The main area shows the 'WORKLIST' tab, which contains a table of tasks. A tooltip is shown over the task with ID 2405, providing detailed information about that task.

Process Id	Process Name	Instructions	Description	Updated Date
0	Major Repair/Alteration	Fill out this form to get your repair approved.	Electronic Form for "Major Repair/Alteration" (Form 337)	09/09/2008 13:43 PM
2405	Major Repair/Alteration	Your Form 337 submission was approved by		09/09/2008 13:01 PM
2404				09/09/2008 09:54 AM

Tooltip for Process Id: 2405:

- Process Id: 2405
- Task Id: 4207
- Task Status: Assigned
- Step Name: Assigned to Modifier
- Initiator: Mechanic1
- Process Start Date: 09/09/2008 10:29 AM

- To open an existing form (or task), double-click on the form name in the Worklist. Placing the mouse pointer over a task will display detailed information about that task.

NOTE: Placing the mouse over a forwarded task will also display who forwarded the task. A trash icon will not appear to the right of the task, because only the initiator of the form can delete the forwarded task.

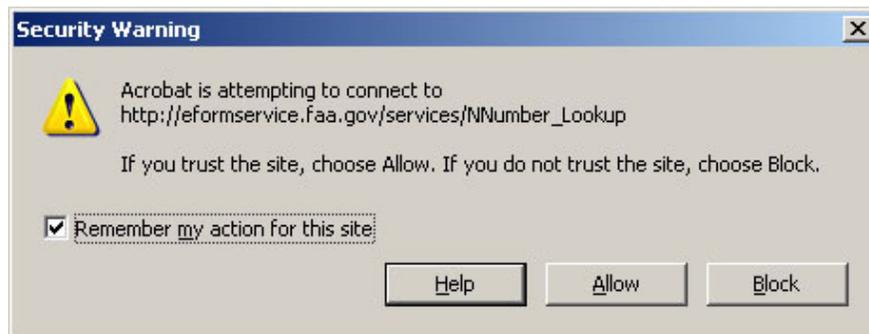
8.9.3.2 Search Button (Block 1)

The **Search** button in Block 1 allows you to search for an aircraft's information based on the Registration Mark that you enter and automatically fill in the information onto the form for you. When using this feature, it is always good practice to verify the aircraft information that was automatically filled in for you.

1. Enter the Registration Mark to the right of the 'N'.

The image shows a screenshot of the FAA Form 337, 'MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)'. The form is titled 'Form Approved OMB No. 2120-0020 11/30/2007' and 'Electronic Tracking Number For FAA Use Only'. It is marked 'Electronically Submitted 337'. The instructions state: 'INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))'. The '1. Aircraft' section has a 'Nationality and Registration Mark' field with 'N' entered, and a 'Search' button next to it. Below this are fields for 'Make', 'Model', 'Series', and 'Serial No.'. At the bottom, there are fields for 'Name (As shown on registration certificate)' and 'Address (As shown on registration certificate)'.

2. Click the **Search** button.
3. The first time you perform a search, you may receive the following Security Warning. Select the "Remember my action..." check box and click the **Allow** button.



NOTE: This selection lets the application know that you trust this site for database searches and web service functionality to fill in the form.

NOTE: If another window appears other than the Security Warning window above, refer to [Data Connection Security Warning](#) in the Troubleshooting section for further instructions.

4. The fields in Block 1 will be auto-filled except for the Serial No. Verify the Serial No. and enter it manually (this is an additional method of validation and will validate upon submitting the form). You can edit any of these fields to reflect a bill of sale, a change in the Make or Model, the change to include the Series, etc. This information is saved to the Form 337 database.

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NOTE: If the validation fails, check your N number and Serial No. entries in block 1. If it still fails, it may be a result of the change request to Registry not being accomplished at the time of submission of the 337. Save the form to your Worklist and follow up on the change with Registry. Then open the saved Form 337 and complete the submission.

Related Topic:

[Data Connection Security Warning](#)

8.9.3.3 Adding a New Block 8

1. Click the **Add a New Block** button on page 2 of the form (shown below) to create additional space (pages) to the 'Description of Work Accomplished' (Block 8). This allows you more space to type the description of the work accomplished.

The screenshot shows a section of the Form 337 interface. At the top, there is a box labeled "NOTICE" with the text: "Weight and balance or operating limitation changes shall be entered in the appropriate aircraft record. An alteration must be compatible with all previous alterations to assure continued conformity with the applicable airworthiness requirements." Below this is the "8. Description of Work Accomplished" section, which includes a "Help" button, a "Add a New Block" button, and two input fields: "Nationality and Registration Mark" (containing "N750AR") and "Date" (containing "09/09/2008"). A large text area is visible below the input fields.

2. Describe repair or alteration in Block 8; this is a required field to submit the form to the next stage (i.e., ASI, DAR or Return to Service agent). Cut and paste text as necessary – remembering the 8,000 character limitation.

NOTE: Block 8 will expand dynamically based on text entered. Pages will be created as you add text or new text blocks.

3. If necessary, type the phrase "See attached files". Then, go to the Attachments tab, attach a file that describes the work accomplished, and select "Send to Registry".

8.9.3.4 Working with Attachments

Files uploaded to this system cannot exceed 8 ½ by 11 or European A4 (Portrait or Landscape) or larger than 5MB. For additional information, see [File Upload Limitation](#) for list of acceptable file types. Password-protected or restricted documents will not be accepted for upload in the Form 337 workflow. Although there are no limits to the number of attachments, the more attachments there are in the Workflow, the longer it will take to submit or retrieve the Form 337.

Refer to the following instructions when working with attachments in Form Manager:

[File Attachments](#) (General Information)

[Adding a File Attachment](#)

[Saving an Attachment](#)

[Updating an Attachment](#)

[Deleting an Attachment](#)

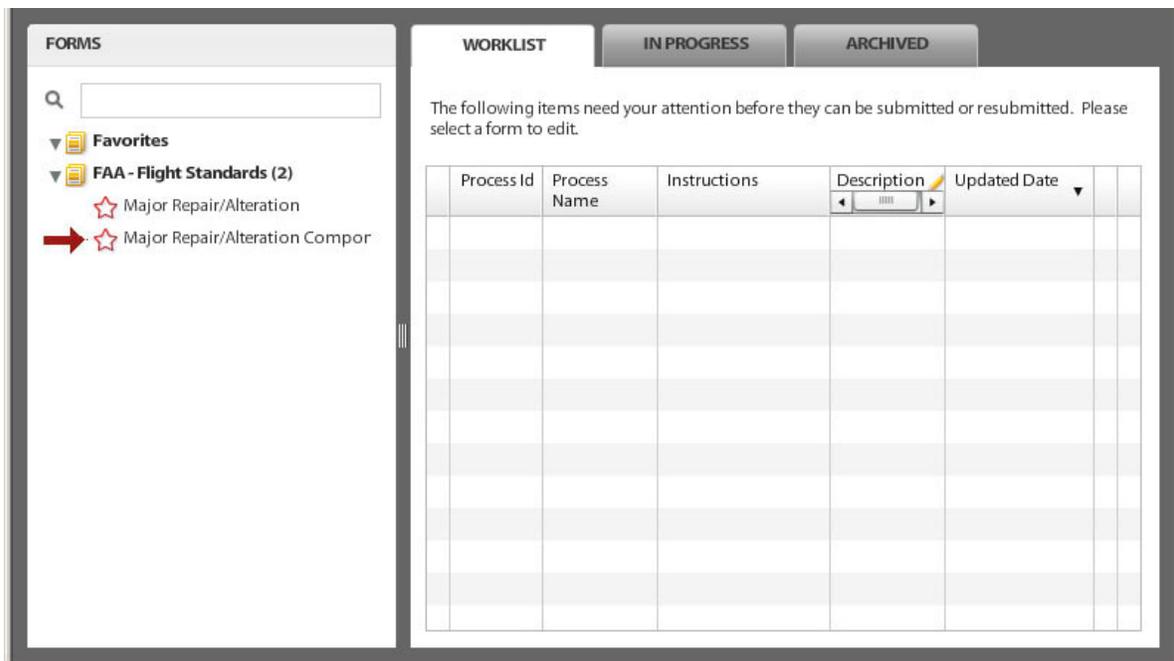
8.9.3.5 Component Repair

With Blocks 1 and 2 empty, complete Blocks 4, 5, 6 and 8 for a component repair. Upon approval, the Return to Service Agent will confirm if the repair or alteration is for a component. The Form 337 will be held indefinitely until it is installed. The form can then be retrieved by following the steps below.

NOTE: Completion of Blocks 1 and 2 are required upon component installation and prior to final form submission to Registry.

1. Double-click **Major Repair/Alteration Component Search** (not the star icon) on the Form Manager Directory Panel.

NOTE: Clicking on the star icon will only add or remove the selection from the Favorites category.



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2. The 337 Component Search window appears. Enter the Tracking Number, click **Validate**, and follow instructions provided in the Step 2 window.

The screenshot shows a software window titled "Major Repair/Alteration Component Search". Inside the window, there are two tabs: "Task Details" and "Form", with "Form" selected. A toolbar at the top contains various icons for file operations (save, print, email, share), navigation (up, down, home, back), zooming (1 / 1, - , +, 75%), and other functions (Comment, Share). The main content area displays the "F337 Component Search Form" with the US Department of Transportation Federal Aviation Administration logo. The form has two sections: "Step 1: Enter 10 digit tracking number and click Validate" and "Step 2:". Under Step 1, there is a "Tracking Number" label followed by a ten-digit input field and a "Validate" button. At the bottom of the window, there are "Save" and "Offline" buttons on the left, and a "Complete" button with a green checkmark on the right.

Related Topics:

[Installing a Component](#)

8.9.3.6 Complete Button and Routing Information

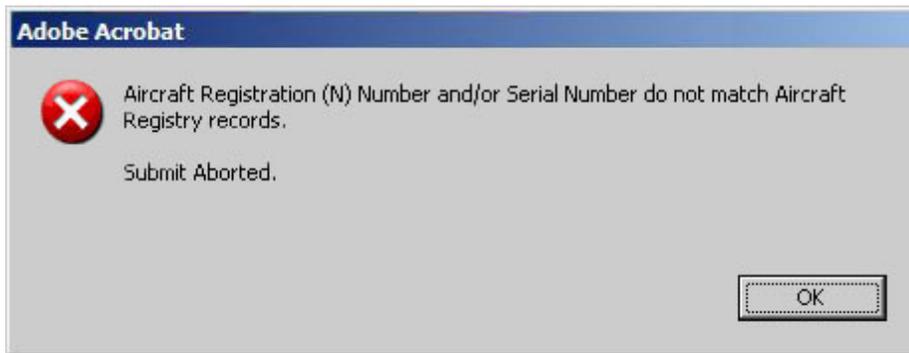
1. When the form is ready for submission to either the ASI, a DAR, or for approval for Return to Service, click the **Complete** button in the lower right corner of the page.

The screenshot shows the 'Major Repair/Alteration' form interface. The form is titled 'MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)'. It includes the following fields:

- 1. Aircraft:**
 - Nationality and Registration Mark: N 750AR
 - Serial No.: AFS750J
 - Make: FAA REGISTRY TEST FILE
 - Model: AFS750
 - Series: (empty)
- 2. Owner:**
 - Name (As shown on registration certificate): AR TEST RECORD
 - Address (As shown on registration certificate): PO BOX 2
 - City: OKLAHOMA CITY
 - State: OK
 - Zip: 731010002
 - Country: UNITED STATES

The 'Complete' button is highlighted with a red box in the bottom right corner.

NOTE: If the Form 337 does not match the Aircraft Registry Registration N Number and Serial Number combination, an error message will appear at this time to verify and correct the information. Click **OK**. The form will not submit. Verify the information in Block 1 and click the Complete button when ready..



2. The Routing Information window will appear (see example below). This will route the Form 337 to the next step in the workflow process.

3. Select the appropriate approval type and person you want approval from.
 - a. **Select Type of Approval or Review**

Clicking on the drop-down box under 'Select a Type of Approval or Review' will list the three items below:

- Aviation Safety Inspector
- Designee
- Return to Service Agent

Select the appropriate approval or review type that you need for your Workflow Document.

- If Aviation Safety Inspector review is selected: Whether approved or rejected, the Form 337 will be returned back to Initiator
- If Designee is chosen for field approval: Whether approved or rejected, the Form 337 will be returned back to the Initiator.
- If Return to Service Agent is selected for approval: If rejected, the Form 337 will be returned to the initiator. If approved, it will go forward for delivery to the Aircraft Registry, and the Initiator will receive an email confirmation with the attached read-only copy of the signed Form 337. The Return to Service Agent, ASI, or DAR receives a courtesy copy of the e337 as appropriate, depending on their participation.

NOTE: If the initiator (individual Mechanic with Inspection Authorization or certificated person acting on behalf of a Certificated Organization) desires to approve the repair/alteration for Return to Service, he/she must select himself/herself or the appropriate certificated organization from the drop-down list within the Region/field office with oversight of his/her certification. This is necessary for the form to move to

the next stage of the workflow.

b. Select FAA Region

Clicking on the drop-down box under 'Select a FAA Region' lists the different regions an FAA center is located. Select the region where the person you want to approve your Workflow document is located.

c. Select FAA Office

Clicking on the drop-down box under the 'Select a FAA Office' lists the different offices in the FAA that corresponds with the region you selected. Select the Office where the person you want to approve your Workflow form is located.

d. Click on Search

Note: Wait about 5-10 seconds and the list should be generated.

e. Select a person to approve/review this modification

Clicking on the drop-down box under 'Select a person to approve/review this modification' will display a list of names that can approve/review your Workflow form.

4. Click the **OK** button when you are finished filling out the Routing Information. The information you entered will be saved automatically.
5. A “Processing...” message will appear at the bottom of the first page of the form.

Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is Approved Rejected

BY	FAA Fit. Standards Inspector	Manufacturer	Maintenance Organization	Persons Approved by Canadian Department of Transport
	FAA Designee	Repair Station	Inspection Authorization	Other (Specify)

Certificate or Designation No. Signature/Date of Authorized Individual

Processing, please wait for a confirmation message. Do not close the window.

8.50 x 11.00 in

Save Offline Reject Approve

NOTE 1: If you signed the form with a signature that was not issued by an FAA-approved certificate authority, such as using a personal signature created in Adobe Acrobat, the form will be returned to your Worklist page with the following statement under the Instructions column (see example below). Obtain a valid signature by following instructions under [Requesting Digital Certificate](#) and [Installing Digital Certificate](#).



The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.

Process Id	Process Name	Instructions	Description	Updated Date
31410	Major Repair/Alteration	"The issuer of your digital signature certificate is either unknown or not trusted. Signers must use a valid digital signature issued by an FAA approved certificate authority. Please see the program's online Help or contact the Service Desk for guidance"		06/06/2013 10:39 AM

NOTE 2: After installing a valid signature, open the form, right-click on the invalid signature, select **Clear Signature**, and sign the form using the valid signature. Click the **Complete** button when ready.

- The Status of the form will be displayed in the **In Progress** tab. Each item can be identified by the unique Process ID.

Aviation Safety
eForm Service - Form Manager

Preferences | Messages | Help | Logout | Welcome Mechanic2

FORMS

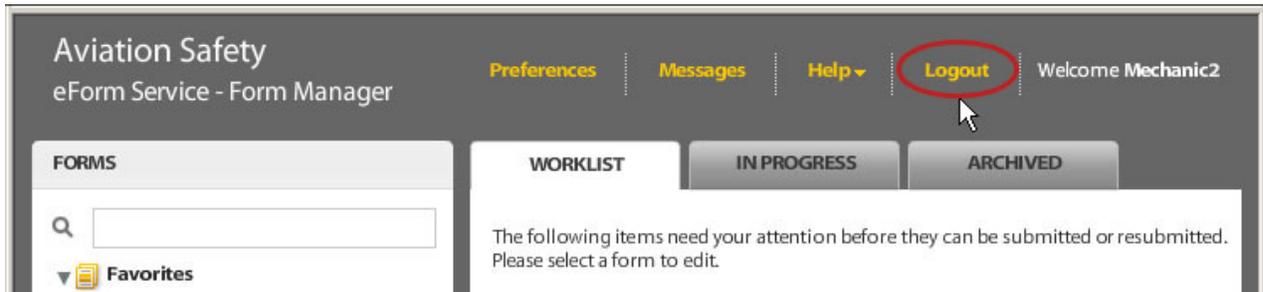
WORKLIST | **IN PROGRESS** | ARCHIVED

The following items are READ ONLY copies of PDF forms that are in progress. Go to My Worklist to edit forms.

Process ID	Tracking Number	Process Name	Step Name	Assigned To	Updated Date
74732	2012000088	Major Repair/Alteration	Waiting for ASI Approval	ASI1	02/17/2012 13:21 PM
74248	2012000041	Major Repair/Alteration	Assigned to Modifier	Mechanic1	01/23/2012 08:28 AM
74314	2012000017	Major Repair/Alteration	Waiting RTS Approval	Mechanic1	01/11/2012 08:11 AM
73839	2011000907	Major Repair/Alteration	Waiting RTS Approval	Mechanic1	02/03/2012 13:50 PM
73660	2011000885	Major Repair/Alteration	Waiting DAR	DAR1	12/12/2011 10:10 AM

NOTE: The Form 337 will be sent to the user selected, along with an email notification.

- When finished, close the system by clicking **Logout** in the upper right corner of the Form Manager window. Make sure process is completed before clicking the **Logout** button.



- A confirmation window will appear; click **OK** to log out or **Cancel** to return to Form Manager.



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8.9.3.7 Forwarding a Form 337

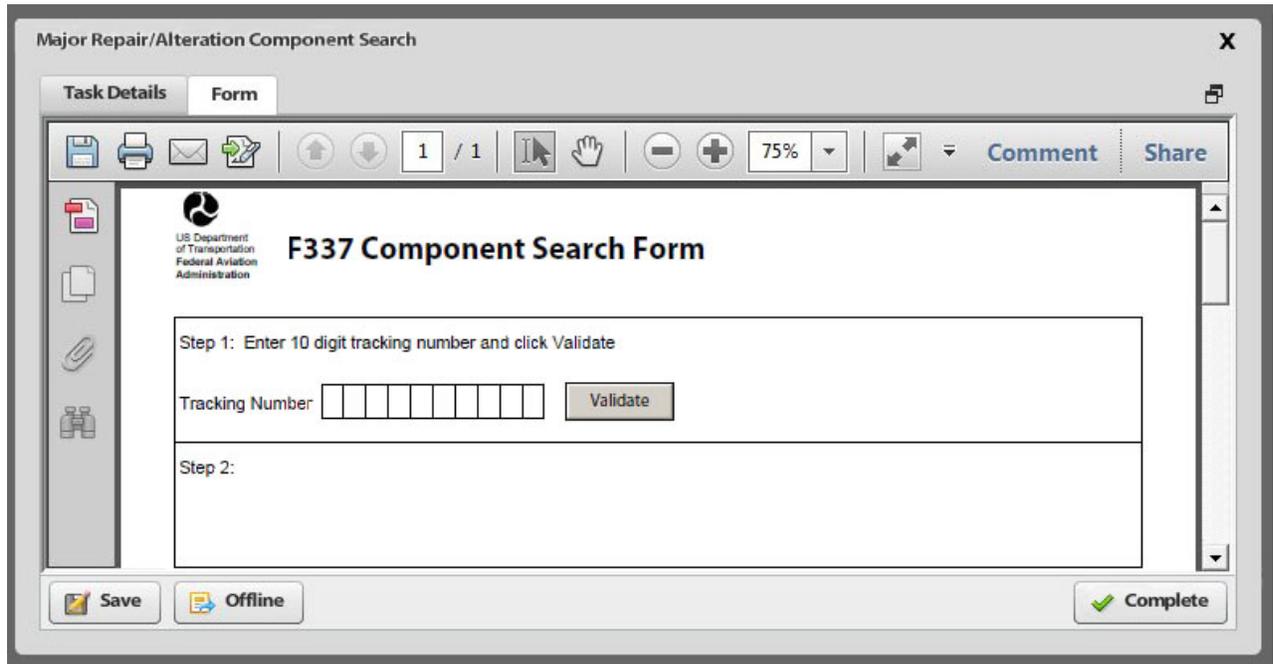
The Forward function can be used to forward a task or form to another user for review purposes, collaboration, or assistance in completing block description in Block 8 by an administrative person. This does **not** submit the form or route it to the next stage in the workflow process.

WARNING! Certificated organization should NOT use the forwarding task unless forwarding to an individual outside the organization. Instead, users completing work for a certificated organization only need to click the **Save to Worklist (Draft)** button  Save when they have finished working on a specific form. Others in the organization can identify tasks assigned by the organization using the unique process ID.

See [Forwarding a Form](#) for further instructions.

See [Complete Button and Routing Information](#) to submit and route the form to the ASI, DAR, or RTS agent.

- The 337 Component Search window appears. Enter the Tracking Number, click **Validate**, and follow instructions provided in the Step 2 box.



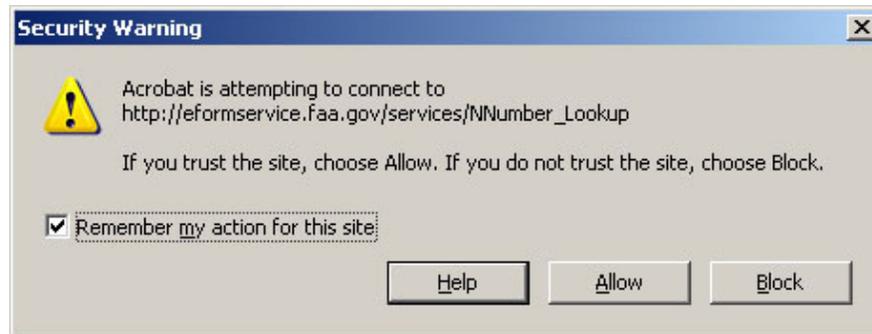
- Blocks 1 and 2 are required fields and must be completed before clicking the **Complete** button on the bottom of the window.

 US Department of Transportation Federal Aviation Administration	MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)		Form Approved OMB No. 2120-0020 11/30/2007	Electronic Tracking Number For FAA Use Only
	Electronically Submitted 337			
INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))				
1. Aircraft	Nationality and Registration Mark N	<input type="text"/> <input type="button" value="Search"/>	Serial No.	
	Make	Model	Series	
2. Owner	Name (As shown on registration certificate)		Address (As shown on registration certificate)	
	<input type="text"/>		<input type="text"/>	
	City <input type="text"/> State <input type="text"/>		Zip <input type="text"/> Country UNITED STATES <input type="text"/>	
3. For FAA Use Only				
Inspector Signature <input type="text"/>		Designee Signature <input type="text"/>		
		Authorization Number <input type="text"/>		

- Place the cursor in the middle of the Nationality and Registration mark field to the right of the "N" and type in the aircraft number. Then click **Search**.

Nationality and Registration Mark N 750AR	Search	Serial No.
Make	Search	Model
		Series

- The first time you perform a search, you may receive the following Security Warning. Select the **Remember my action...** checkbox and click the **Allow** button.



NOTE: This selection lets the application know that you trust this site for database searches and web service functionality to fill in the form.

NOTE: If another window appears other than the Security Warning window above, refer to [Data Connection Security Warning](#) in the Troubleshooting section for further instructions.

- The fields in Block 1 will be auto-filled except for the Serial No. Verify and enter the Serial No. manually (this is an additional method of validation and will validate upon submitting the form). You can edit any of these fields to reflect a bill of sale, a change in the Make or Model, the change to include the Series, etc. This information is saved to the Form 337 database.

NOTE: If the validation fails, check your N number and Serial No. entries in block 1. If it still fails, it may be a result of the change request to Registry not being accomplished at the time of submission of the 337. Save the form to your Worklist and follow up on the change with Registry. Then open the saved Form 337 and complete the submission.

- Click the **Complete** button on the bottom of the window to send the completed Form 337 of the installed component to Registry.

Related Topic:

[Data Connection Security Warning](#)

[Component Repair](#)

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8.9.5 Using the System as an RTS Agent

8.9.5.1 Form Field Information

The system includes Data Integrity which requires the completion of certain fields or blocks within the form based on the steps within the Form 337 submission process. Error Messages will appear if required fields are not completed.

Return to Service Agent

The Return to Service Agent will receive an email notification from the Workflow "admin" that a new workflow item requires action.

The RTS (Return to Service) Agent reviews data entered in Block 8 and fills out Block 7.

If the RTS Agent rejects the form, the agent makes the necessary comments on the cover page and clicks the **Complete** button to resubmit the form back to the Initiator.

If the RTS Agent approves the form, the agent will complete and digitally sign Block 7 and click the **Complete** button to send the form to Registry.

Block 7

Approval for Return to Service

Approval for Return to Service

Approved/Rejected: Check the "Approved" or "Rejected" box to indicate the finding.

By

Check the appropriate box to the left of the name to indicate who made the finding.

Other

Use this block to indicate a finding by a person other than those listed.

Certificate or Designation No.

Enter the appropriate certificate or designation number.

Signature of Authorized Individual

Click inside the Signature box to apply your Digital signature for the approval of Return to Service.

8.9.5.2 Opening and Reviewing the Form 337

- From the "Worklist" tab on the Form Manager, double-click on a Form 337 submitted for approval to Return to Service. Each task can be identified by the unique Process ID.

NOTE: Placing the mouse pointer over a task will display detailed information about that task.

The screenshot shows the 'WORKLIST' tab selected. Below the tabs, a message states: 'The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.' Below this is a table with columns: Process Id, Process Name, Instructions, Description, and Updated Date. A tooltip is displayed over the row with Process Id 851, containing the following information:

- Process Id: 850
- Task Id: 1026
- Task Status: Assigned
- Step Name: Waiting RTS Approval
- Initiator: Ku, Kevin
- Process Start Date: 07/24/2008 10:08 AM

- Review the Form 337 submission.

NOTE: Take special care to make sure the Registration and Nationality Mark and the Serial Number are accurate. A validation check will occur on submit if approved (see [Validation Checks](#)).

The screenshot shows the top portion of Form 337. It includes the FAA logo and the title 'MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)'. It also displays the 'Form Approved' date (2/28/2011) and the 'Electronic Tracking Number' (2008001573). Below the title, there are instructions: 'INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a)).' At the bottom, there is a table for '1. Aircraft' with columns for 'Nationality and Registration Mark' (750AR), 'Serial No.' (AFS750), and 'Model' (AFS750). A red box highlights the 'Nationality and Registration Mark' and 'Serial No.' fields.

8.9.5.3 Add/Remove Interim Inspection and Signature Block

The RTS Agent can add/remove the interim inspection and signature block.

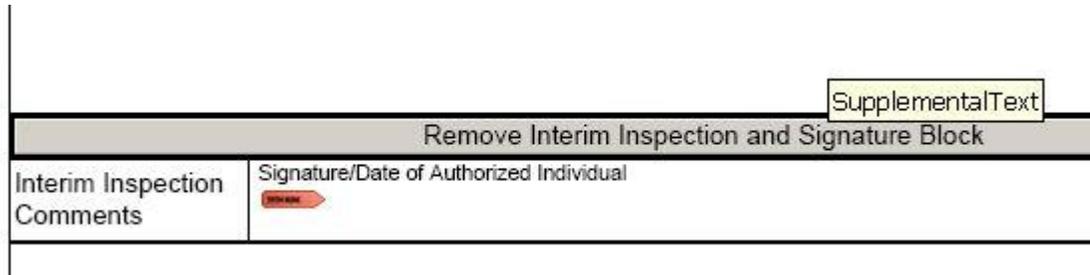
Add Signature Block

Clicking on the button labeled Add Interim Inspection and Signature Block (block 8) will add the signature block underneath the button.



Remove Signature Block

Clicking on the button labeled Remove Interim Inspection and Signature Block (block 8) will remove the signature block underneath the button.



8.9.5.4 Reject for Return to Service

If rejected for Return to Service, enter notes or comments and send the form back to the Initiator as follows:

1. Click the **Attachments** tab and select **Note**. Enter your notes or comments for the recipient of the form as necessary and click **OK**. (See [Adding Notes](#) for further details.)

The screenshot shows a window titled "Waiting RTS Approval" with a close button (X) in the top right. It has three tabs: "Task Details", "Form", and "Attachments (0)". The "Attachments (0)" tab is active. Under "Add New", there are two radio buttons: "Attachment" and "Note". The "Note" radio button is selected and highlighted with a yellow box. Below this are text input fields for "Title" and "Note". A "Permissions" dropdown menu is set to "Read Only". At the bottom right are "OK" and "Cancel" buttons. Below the form area, it says "There are no items to display."

2. Select the **Rejected** checkbox in Block 7.

The screenshot shows the FAA Form 337 (10-06) "Approval for Return to Service". The text reads: "Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is Approved Rejected". The "Rejected" checkbox is circled in red. Below this is a table for "BY" with columns for "FAA Ft. Standards Inspector", "Manufacturer", "Maintenance Organization", and "Persons Approved by Canadian Department of Transport". There are also fields for "Certificate or Designation No." and "Signature/Date of Authorized Individual". At the bottom, there are "Save", "Offline", and "Complete" buttons. The "Complete" button has a green checkmark.

3. Click the **Complete** button at the bottom right corner of the window. The Form 337 will automatically be sent back to the Initiator with your comments on what needs to be corrected.

4. A “Processing...” message will appear at the bottom of the first page of the form. The form is then sent back to the Initiator.

7. Approval for Return to Service

Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is Approved Rejected

BY	FAA Fit. Standards Inspector	Manufacturer	Maintenance Organization	Persons Approved by Canadian Department of Transport
	FAA Designee	Repair Station	Inspection Authorization	Other (Specify)

Certificate or Designation No. _____ Signature/Date of Authorized Individual _____

FAA Form 337 (10-06) Electronic Form (PDF)

Processing, please wait for a confirmation message. Do not close the window.

8.50 x 11.00 in

Save Offline Complete

8.9.5.5 Approve for Return to Service

If approving the Form 337, complete and sign Block 7 as follows:

1. Select the **Approved** checkbox, complete Block 7, and click in the signature/date field.

7. Approval for Return to Service

Pursuant to the authority given persons specified below, the unit identified in item 5 was inspected in the manner prescribed by the Administrator of the Federal Aviation Administration and is Approved Rejected

BY	FAA Fit. Standards Inspector	Manufacturer	Maintenance Organization	Persons Approved by Canadian Department of Transport
	FAA Designee	Repair Station	Inspection Authorization	Other (Specify)

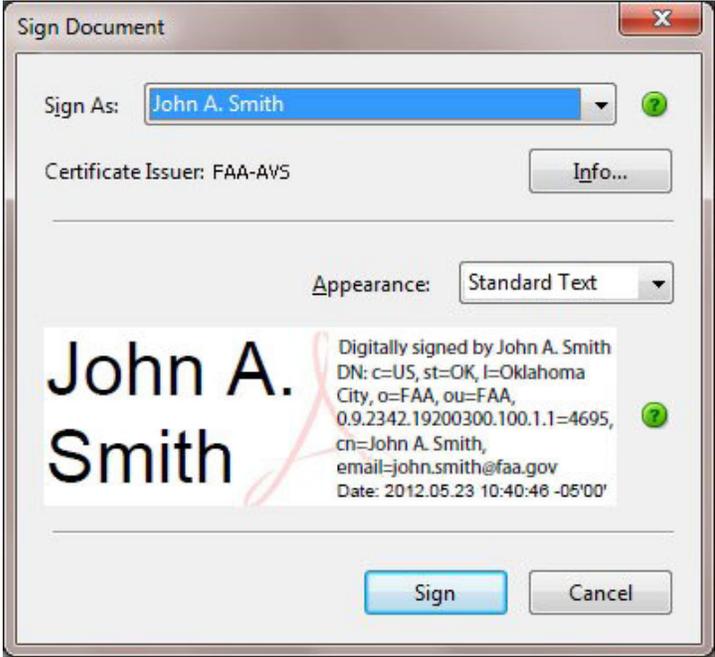
Certificate or Designation No. _____ Signature/Date of Authorized Individual _____

FAA Form 337 (10-06) Electronic Form (PDF)

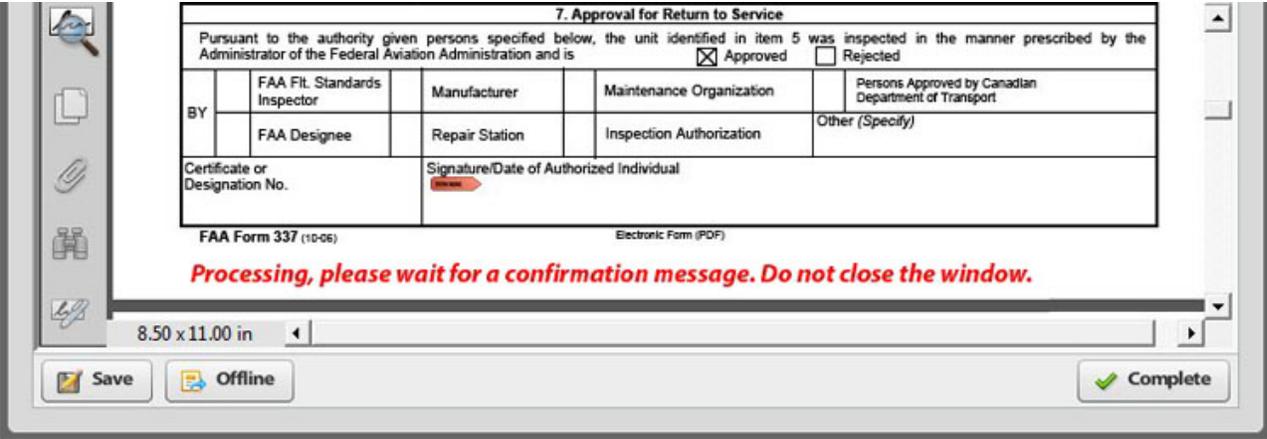
8.50 x 11.00 in

Save Offline Complete

- The "Sign Document" window appears (see example below). Select your digital ID from the dropdown box, and click the **Sign** button.

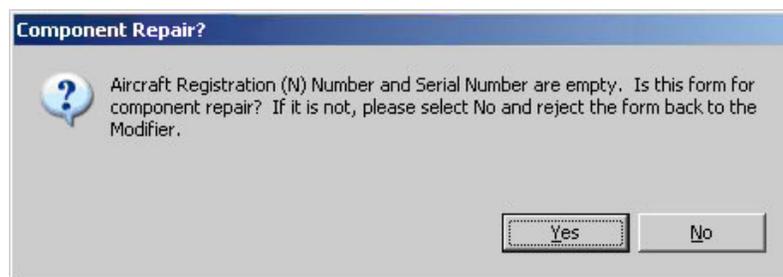


- Enter your digital certificate password and click **OK**. Your digital certificate is applied to the signature field.
- Click the **Complete** button. The Form 337 as approved for Return to Service will automatically be forwarded to Registry. A "Processing..." message will appear at the bottom of the first page of the form.



8.9.5.6 Validation Checks

1. Upon clicking the **Complete** button, the following validation checks are performed. One checks if the Form 337 is for a Component Repair and another checks whether the signature is valid or not. Base on the results of these validation checks, the following messages will appear.
 - a. If the Form 337 is approved for Return to Service and is for a component repair (Block 1's Registration N Number and Serial Number are empty) the Return to Service agent will receive the following confirmation prompt, asking if it is for a component repair. Click **Yes** if it is for a component repair. (If it is not for a component repair – click **No**. The form will not submit and you will be instructed to return the Form to the initiator to correct Block 1.)



NOTE: As a component repair, it will be held indefinitely until the component is installed. See the Online Help topic, ["Installing a Component"](#).

- b. If you signed the form with a signature that was not issued an FAA-approved certificate authority, such as using a personal signature created in Adobe Acrobat, the form will be returned to your Worklist page with the following statement under the Instructions column (see example below). Obtain a valid signature by following instructions under Requesting Digital Certificate and Installing Digital Certificate.



The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.

Process Id	Process Name	Instructions	Description	Updated Date		
31410	Major Repair/Alteration	"The issuer of your digital signature certificate is either unknown or not trusted. Signers must use a valid digital signature issued by an FAA approved certificate authority. Please see the program's online Help or contact the Service Desk for guidance"		06/06/2013 10:39 AM		

NOTE: After installing a valid signature, open the form, right-click on the invalid signature, select **Clear Signature**, and sign the form using the valid signature.

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2. The completed record is stored in the Return to Service Agent's Archive for 365 days, where you can print a copy and download attachments, if desired.
3. An email will be sent to the Initiator and a courtesy copy to the RTS agent, confirming receipt by the FAA.

8.9.5.7 Email Notifications

Each time someone sends a Form 337 for action, the recipient selected in the Routing dialog will receive an email notification of that work task.

Example:

9-amc-avs-Workflow-Admin	08/27/2008	09:19 AM	2,403	Task Assignment - Process: 337. Task 3508 has been assigned to you.
--------------------------	------------	----------	-------	---

1. Additionally, an email notice of the final Form 337 Submittal will be sent to the Initiator with a courtesy copy to the Return to Service (RTS) Agent of receipt of the Form 337 by the FAA.

Example:

9-amc-avs-WorkF	09/15/2006	11:31 AM	3,988,683	 FAA Form 337 Submittal
-----------------	------------	----------	-----------	--

2. Be aware of email limitations (attachment size, mailbox size) and that the final Form 337 notifications with PDF attachment could be 2MB or more.

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8.9.6 Using the System as a Designee

Designee or DAR (Designated Airworthiness Representative)

The Designee will review the form for field approval or to certify the data on the form. After certifying/approving the form, the Designee will digitally sign Block 3 and click the **Approve** button on the bottom right corner of the window. If rejecting the form, the Designee should include a note (see [Adding Notes](#)) to enter instructions back to the Initiator, and click the **Reject** button on the bottom of the window. Whether approved or rejected, the form will automatically be routed back to the Initiator. This section includes data integrity validations to ensure that block 3 is completed appropriately if approved or is cleared if rejected.

Related Topics:

[Signing and Certifying Approved Documents](#)

[DAR and ACO Coordination](#)

[Signing Block 3 as a Designee](#)

[Approving/Rejecting a Form](#)

Block 3

Designee sign-off (right side of form)

Designees who are certifying/approving the form will select the appropriate sign-off statement from the drop-down box, add their Authorization Number, click on the Designee Signature field, and then add their Digital Signature to the document.

8.9.6.1 Signing Block 3 as a Designee

Follow the instructions below for signing the form. (To send comments to the form initiator click the **Attachments** tab and select **Note**, following instructions under [Adding Notes](#).)

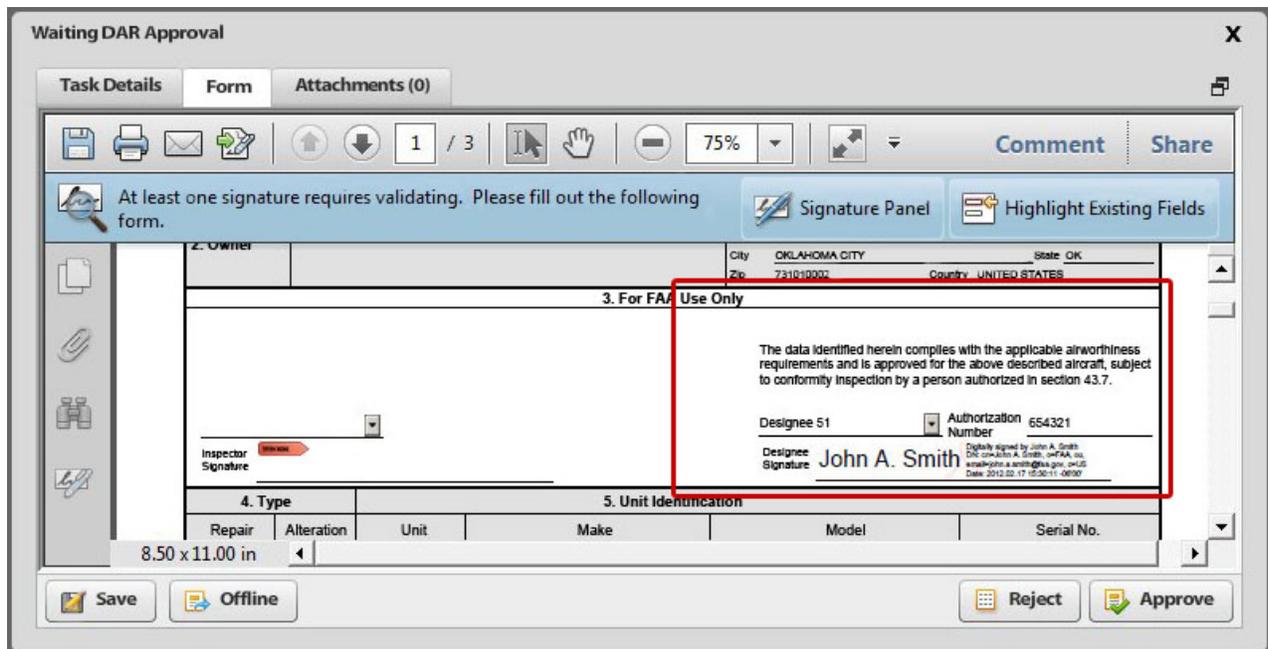
1. From the drop-down box on the right side of Block 3, select the appropriate sign-off statement, add your Authorization Number, and click on the Designee Signature field.

NOTE: You must select either Designee 50 or Designee 51 in order to sign the form.

- After clicking the signature field, the Sign Document window appears (see example below). Select your Digital ID, and click the **Sign** button.



- Enter your password when prompted. The digital certificate appears in block 3 as shown in the example below.



NOTE 1: If you signed the form with a signature that was not issued by an FAA-approved certificate authority, such as using a personal signature created in Adobe Acrobat, the form will be returned to your Worklist page with the following statement under the Instructions column (see example below). Obtain a valid signature by following instructions under [Requesting Digital Certificate](#) and [Installing Digital Certificate](#).

WORKLIST **IN PROGRESS** **ARCHIVED**

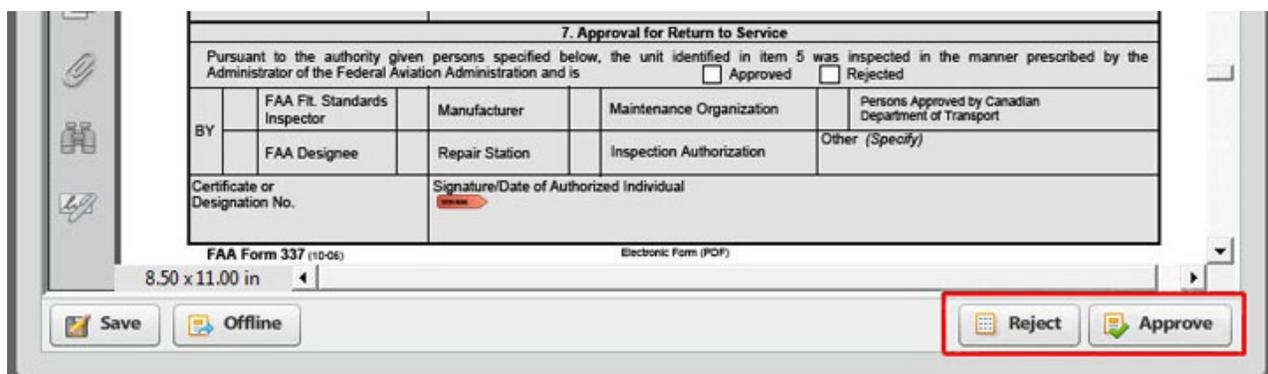
The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.

Process Id	Process Name	Instructions	Description	Updated Date
31410	Major Repair/Alteration	"The issuer of your digital signature certificate is either unknown or not trusted. Signers must use a valid digital signature issued by an FAA approved certificate authority. Please see the program's online Help or contact the Service Desk for guidance"		06/06/2013 10:39 AM

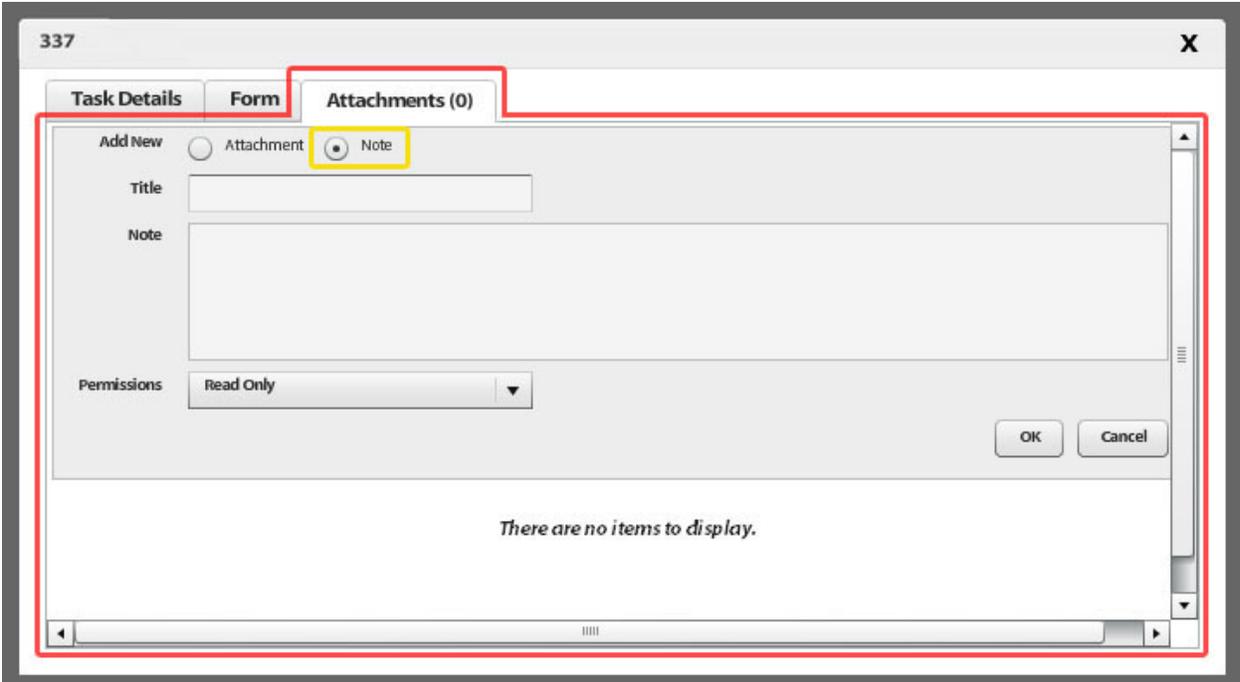
NOTE 2: After installing a valid signature, open the form, right-click on the invalid signature, select **Clear Signature**, and sign the form using the valid signature.

8.9.6.2 Approving/Rejecting a Form

The **Approve** and **Reject** buttons are located on the bottom right corner of the Form 337 user interface.



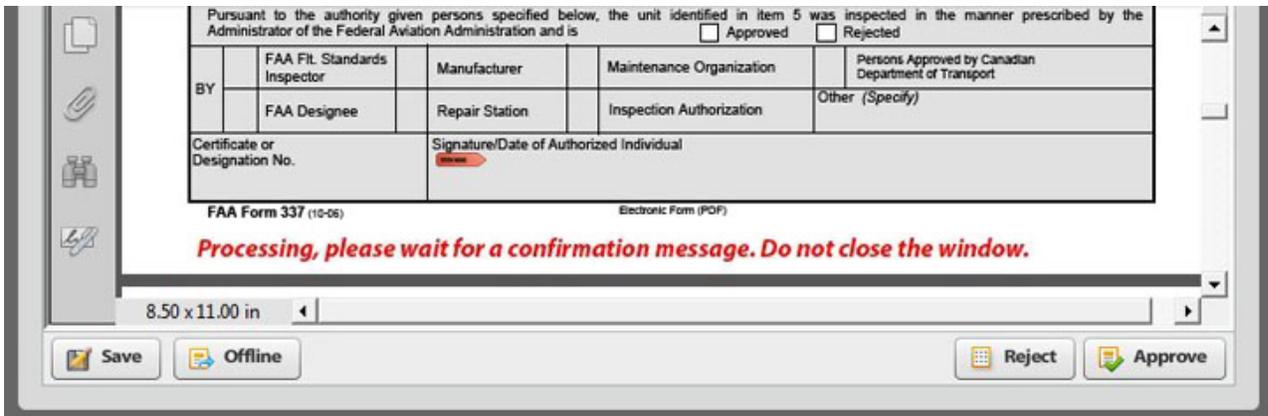
1. If approving the form, click the **Approve** button at the bottom of the window.
2. If rejecting the form:
 - a. Go to Attachments tab and enter a note or comment to describe what needs to be changed (see Adding Notes for instructions).



b. Go back to the Form tab and click the Reject button at the bottom of window.

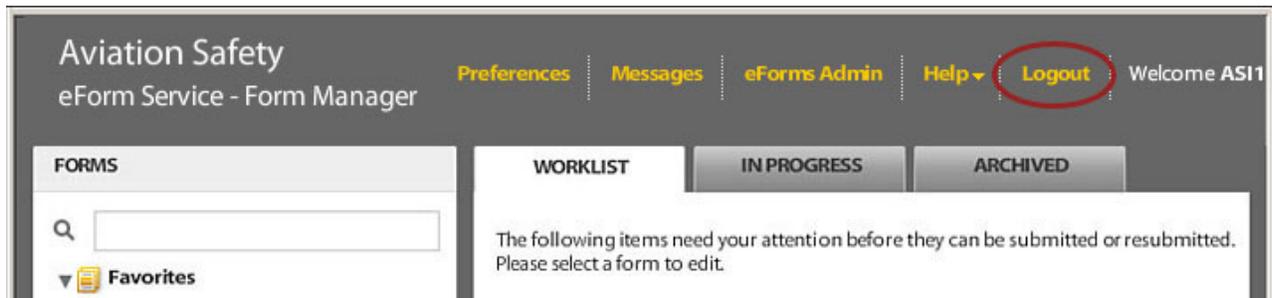
NOTE: There is data integrity based on approval or reject selection. If approved, statement and signature are required in Block 3. If rejected, statement and signature in Block 3 will be cleared.

3. After selecting either **Approve** or **Reject**, a "Processing..." message appears and the form is sent back to the form initiator. You will be directed back to the Worklist page.



4. When finished, click **Logout** in the upper right corner of the interface.

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5. A confirmation window will appear; click **OK** to log out or **Cancel** to return to Form Manager.



8.9.6.3 ASI/DAR and ACO Coordination

In some instances an Aviation Safety Inspector (ASI) or authorized Designee has the need to coordinate the review or approval of supplemental or supporting documents included with Form 337 submission (see [Signing and Certifying Approved Documents](#)).

A supplemental document is a document that provides supplemental information to the ASI or DAR in support of the modification but is not considered an attachment to the Form 337. Therefore, the document is selected as 'Do Not Send to Registry' (for example, proprietary information such as an engineering report).

A supporting document is a document that is essentially part of the Form 337 or an extension of Block 8 and supports the description of the work to be accomplished. At times a document may need an approval signature (i.e., an Addendum to a Flight Manual Supplement). This document is one that would be attached with the 'Send to Registry' selection and would, therefore, be delivered to Registry along with the Form 337.

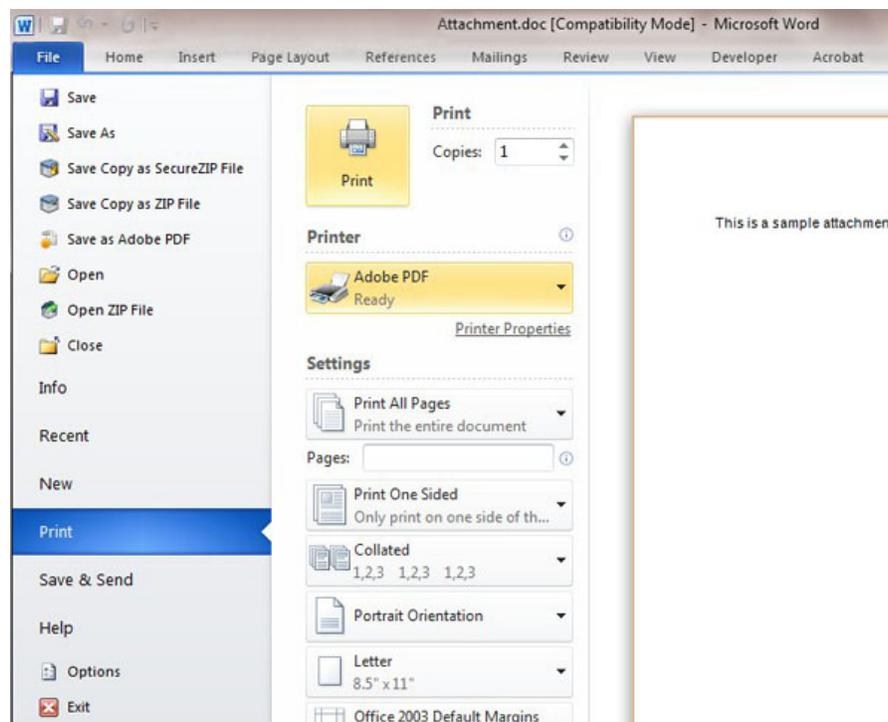
After a determination that coordination between the ASI/DAR and ACO is needed, the system provides two methods to accommodate the transfer of information. The preferred method is [Forwarding the Form 337](#) file to the ACO point of contact (POC). The alternate method is [Emailing the attachment](#) back and forth between the ASI/DAR and the ACO POC.

Signing and Certifying Approved Documents

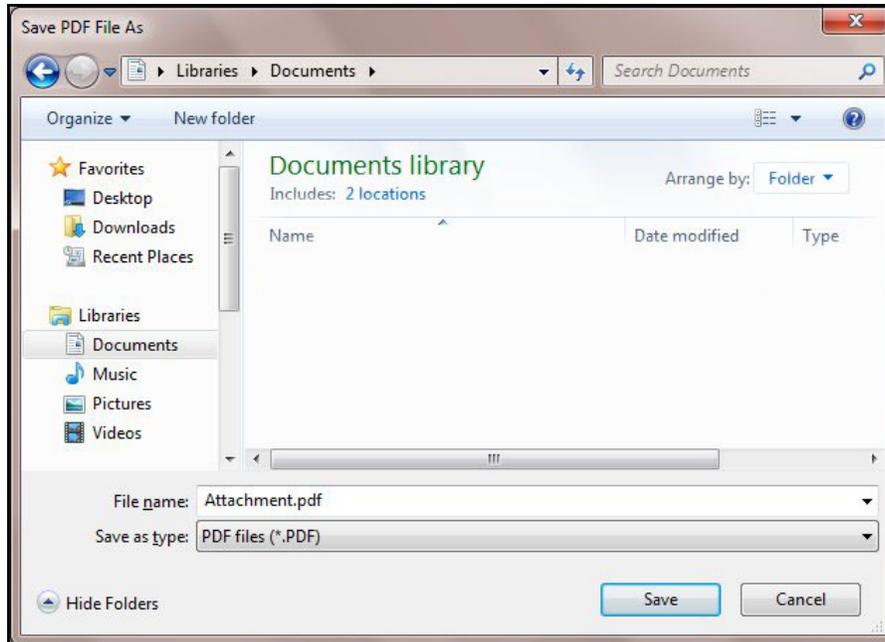
This Help topic demonstrates how an ASI, an authorized DAR, or an ACO POC converts, signs, and certifies supporting documents included with Form 337 submission.

Converting a Word document received in email to Adobe PDF

1. Detach the document from email and save it to a local or network drive.
2. Open the document.
3. Review and coordinate changes as necessary until ready to approve.
4. When ready to approve the document and digitally sign, perform the following functions:
 - a. With the document open, select **File > Print**. From the available printers, select **Adobe PDF**. Click **OK**.

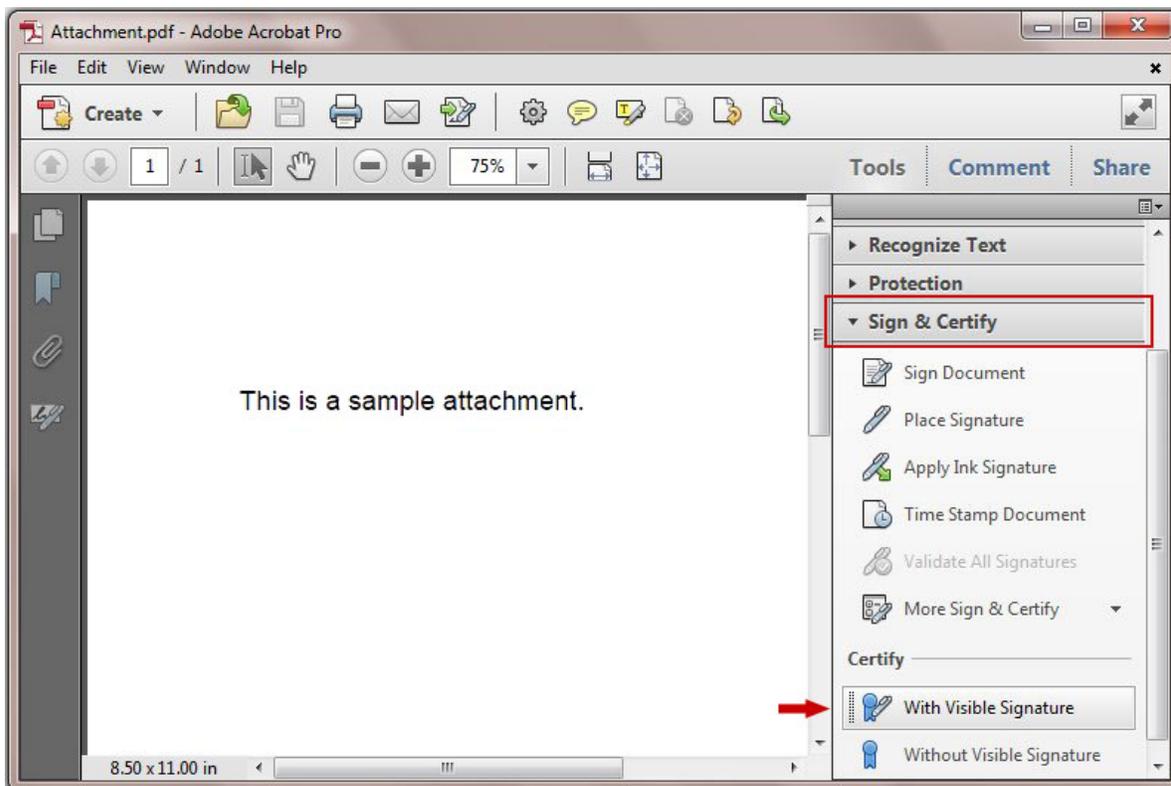


- b. From the following prompt, ensure that the drive location for the PDF file is accurate and click **SAVE**.



Signing and Certifying a PDF Document

1. With the File open in Adobe Professional, select **Sign > Certify with Visible Signature** from the Menu bar.



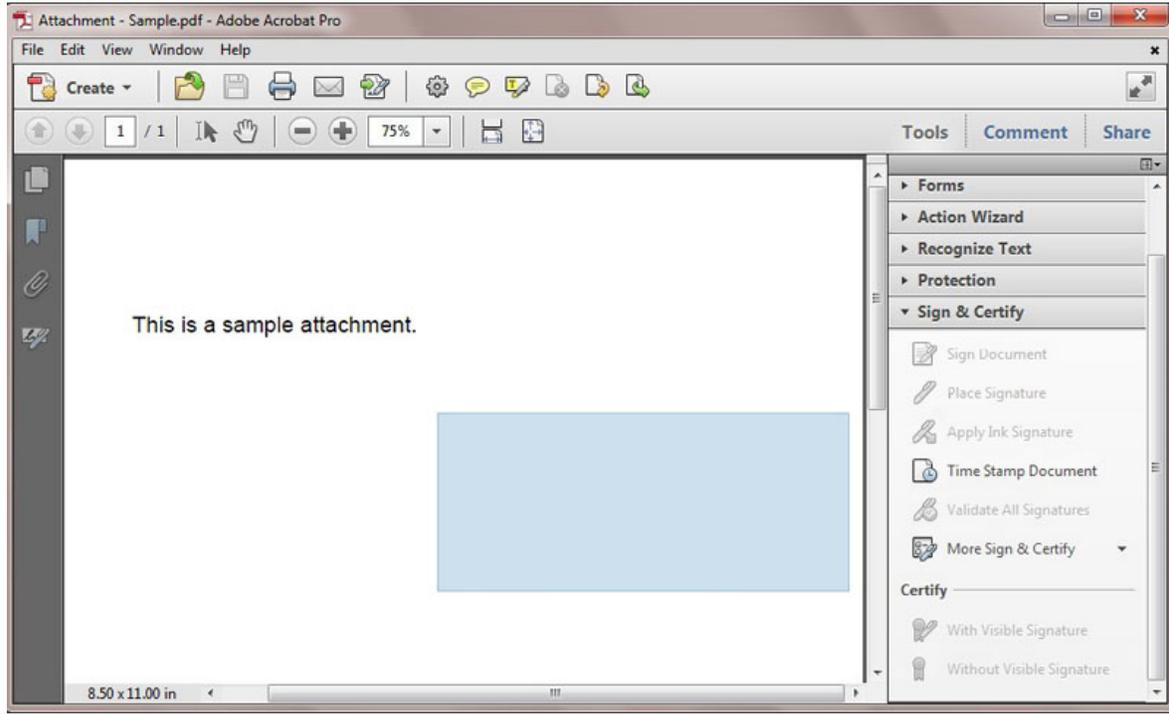
2. The Save as Certified Document dialog appears. Click **OK**.



3. Click **OK** when prompted to create the signature field.



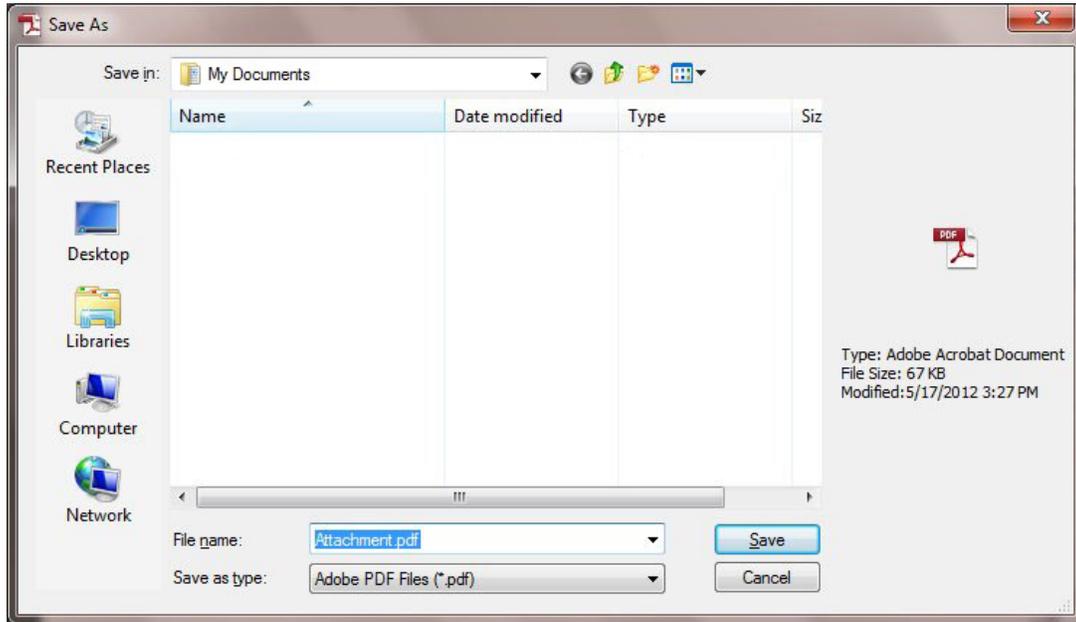
4. With your mouse, drag and draw the area where you wish to sign.



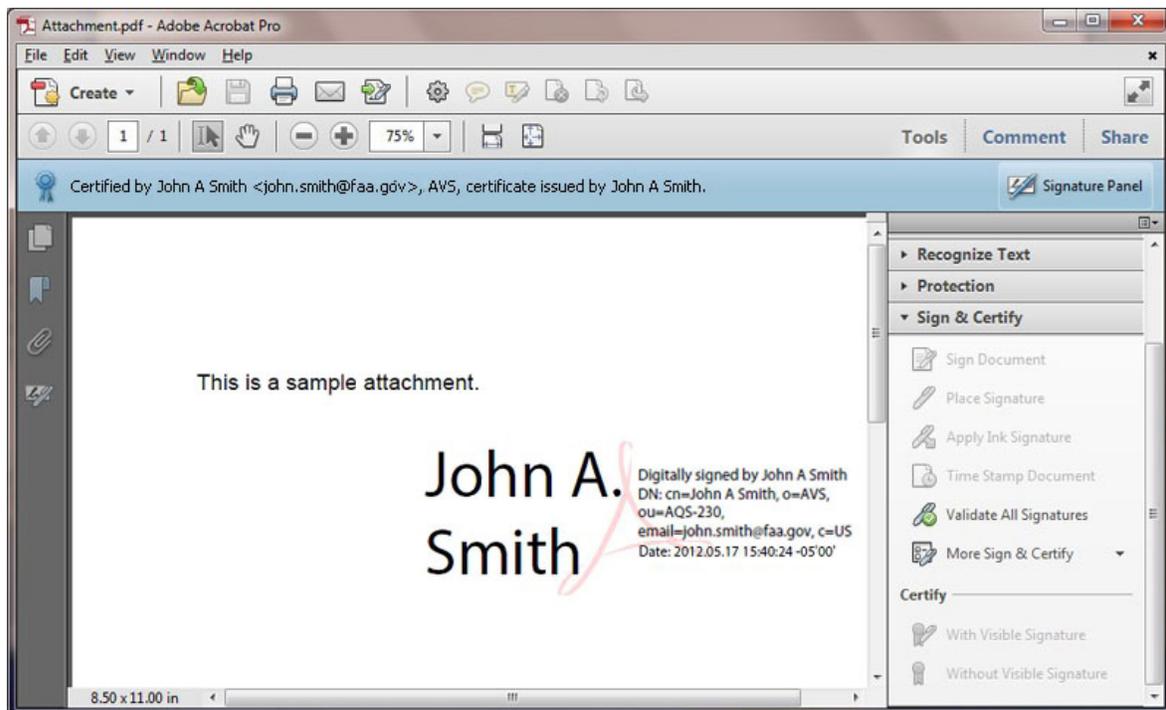
5. Select your digital signature from the drop-down box and select "No changes allowed" for the Permitted Changes... dropdown box. Then, click the **Sign** button.



- The **Save As** dialog box appears. Select the appropriate folder, save document using the same file name, and click the **Save** button.



- Enter your digital certificate password when prompted and click **OK**.
- Your digital certificate is applied to the signature field.



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9. If the approved document is signed by the ACO POC, they must return the certified and signed PDF document to the ASI or authorized DAR by the same method it was received (i.e. Forwarding or Emailing). The ASI or authorized DAR can then attach the document to the Form 337.

NOTE: Do not password-protect the certified/signed PDF document. It is not necessary and will cause problems when the document is eventually processed for delivery to Aircraft Registry.

Forwarding Form 337

The ASI or an authorized DAR can forward the Form 337 task to their ACO POC to complete the approval process of the attached document (i.e. Addendum to Flight Manual Supplement). Follow instructions under [Forwarding a Form](#) to perform this function.

After the task is forwarded successfully, the ACO has the Form 337 and the attachment for coordination. The ACO POC double-clicks the work task to open the Form 337 and downloads the attachment to a preferred location (computer or network server). The ACO can then convert and sign the document using Acrobat Professional. (See [Signing and Certifying Approved Documents](#))

Once the ACO reviews and/or approves the attachments, the ACO will attach the file and return the Form 337 back to the ASI or DAR by clicking the Forwarding icon for the task. (For approving documents see [Signing and Certifying Approved Documents](#))

NOTE: The ACO must forward the task with the approved and signed PDF back to the ASI or DAR. The **Complete** button on the bottom of the screen should NOT be used for this action.

Once the ASI or DAR has the reviewed and approved attachments, he/she can complete and sign block 3 and submit the approved Form 337 and attachments back to the Initiator of the form.

When received, the Initiator will need to download a copy of the signed PDF for the aircraft owner records and an additional copy for his/her own records. The original 'unsigned' document previously attached to the Form 337 will then need to be deleted.

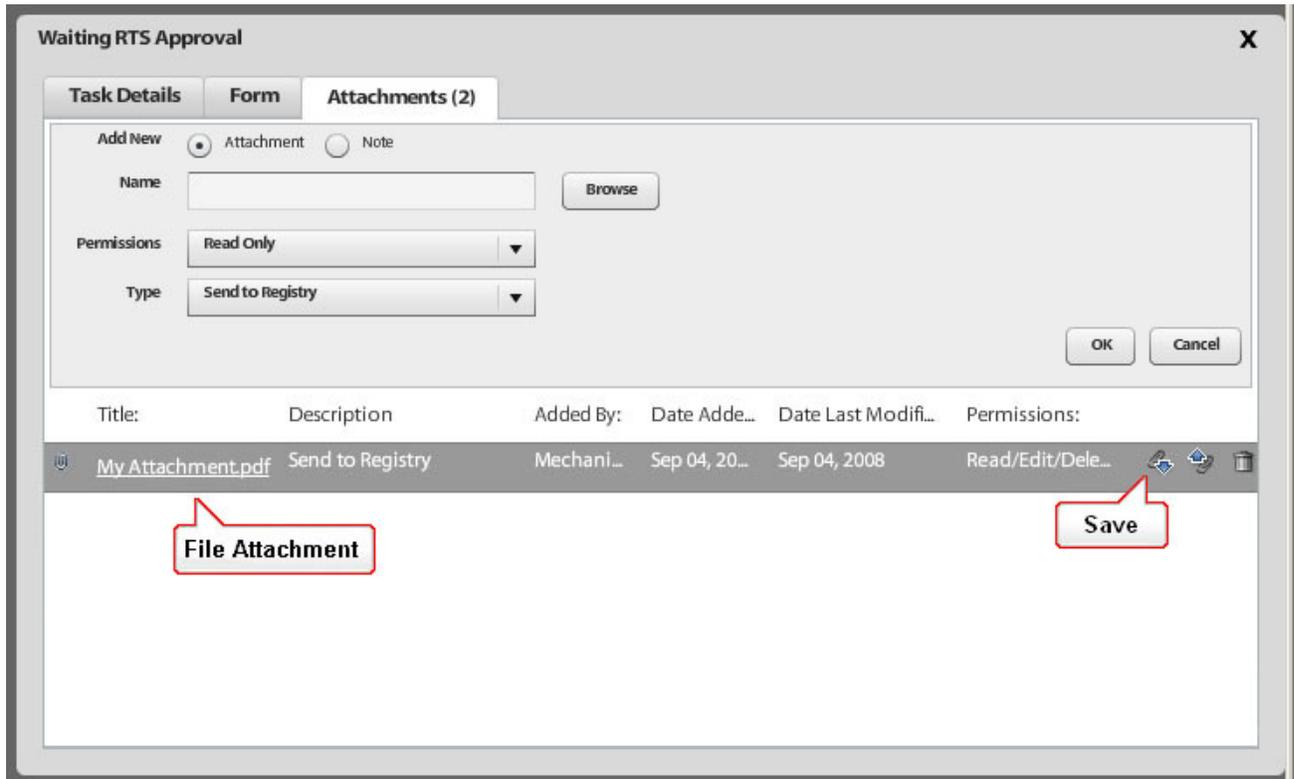
Related Topic:

[Following a Form](#)

Emailing Form 337 Attachments

This help topic demonstrates the Emailing function.

1. The ASI or an authorized DAR can detach documents from the Attachment tab of the electronic Form 337 by clicking the Save icon  and saving the attachment to the location desired.



Waiting RTS Approval

Task Details | **Form** | Attachments (2)

Add New: Attachment Note

Name:

Permissions:

Type:

Title:	Description	Added By:	Date Added	Date Last Modified	Permissions:
 My Attachment.pdf	Send to Registry	Mechani...	Sep 04, 20...	Sep 04, 2008	Read/Edit/Dele...   

File Attachment (callout box pointing to 'My Attachment.pdf')

Save (callout box pointing to the save icon in the table)

2. The ASI or DAR then attaches the saved file to an email and sends it to the ACO for coordination. Once the concurrence is made, the ACO POC converts and digitally signs the approved PDF. (See [Signing and Certifying Approved Documents](#)).
3. The ACO then emails the signed PDF back to the ASI or DAR.
4. The ASI or DAR attaches the signed PDF to the Form 337 Workflow (per the instructions under [File Attachments](#)) and submits the form back to the Initiator.

When received, the Initiator will need to download a copy of the signed PDF for the aircraft owner records and an additional copy for his/her own records. The original 'unsigned' document previously attached to the Form 337 will then need to be deleted.

8.9.7 Certificated Organization Users

8.9.7.1 Selecting and Changing the Default

Industry users who perform work for certificated organizations will be presented with an Account Login Selector screen. For example, an individual with an IA may perform work not related to a certificated organization. In this case, the individual has the option to log in as himself/herself to initiate a form on an aircraft or log in as an employee of a certificated organization if that organization is performing the major repair or alteration. If the user selects the "**Remember Selection**" checkbox, it will become the default for each time the user logs in.

The screenshot shows the FAA eForms e337 Home Page. The header includes the Federal Aviation Administration logo and the text "eForms e337 Home Page". The main content area is titled "eForms Login Selector" and displays "Greetings Mechanic Two". Below this, a message states: "You belong to one or more Certificated Organizations. As such, you may log into the FAA eForms application as a Certificated Organization user or as yourself. Please select the account you wish to log in as from the dropdown box below." The "Log In As:" dropdown menu is currently set to "mechanic2". Below the dropdown is a checkbox labeled "Remember Selection" and a "Select" button. To the right of the "Remember Selection" checkbox, there are two paragraphs of text: "Check the 'Remember Selection' checkbox if you wish to use this selection as the default for future access without returning to this selector page." and "To turn off the default, simply check 'MyProfile' the next time you log in to the system and uncheck the 'Remember Login Selection' option." The left sidebar contains a list of "Available Functions" including Home, Login, What's New (with a "NEW" badge), System Requirements, User Support, Help Topics, Tutorials, Fill & Printable Form-337 PDF, Request Digital Certificate For Non-FAA Personnel, and Certificated Organization User Account Request. At the bottom of the sidebar is the "eForms Applications" section with a link to "eForms Home Page".

Related Topic:

[Account Login Selector](#)

8.9.7.2 CertOrg Worklist

A Worklist for a certificated organization (Repair Stations, Foreign AMO's and 121, 135, 91K certificate holders with a Continuous Airworthiness Maintenance Program (CAMP)) will contain multiple Form 337 tasks being processed by employees of that organization. Internal processes established by the organization will determine task assignment and control. The items can be identified by the unique **Process ID**.

The screenshot shows a software interface with a 'FORMS' sidebar on the left and a main 'WORKLIST' area. The 'WORKLIST' area has tabs for 'WORKLIST', 'IN PROGRESS', and 'ARCHIVED'. Below the tabs, a message states: 'The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.' Below this message is a table with the following data:

Process Id	Process Name	Instructions	Description	Updated Date
2401	Major Repair/Alteration	Your Form 337 submission was approved by Bowman, Cynthia.(Tracking#: 2008001189	Electronic Form for "Major Repair/Alteration" (Form 337)	09/23/2008 13:53 PM
2301	Major Repair/Alteration	Your Form 337 submission was rejected by Bowman, Cynthia.(Tracking#: 2008001187	Electronic Form for "Major Repair/Alteration" (Form	09/23/2008 13:49 PM
2404	Major Repair/Alteration	Your Form 337 submission was rejected by Bowman, Cynthia.(Tracking#: 2008001192	Electronic Form for "Major Repair/Alteration" (Form	09/23/2008 13:49 PM
2402	Major Repair/Alteration	Your Form 337 submission was	Electronic Form for "Major	09/23/2008 13:49 PM

WARNING! Certificated organization must NOT use the forwarding task  unless forwarding to an individual outside the organization.

Instead, users completing work for a certificated organization only need to click the **Save to**

Worklist (Draft) button  on the bottom left corner of the window when they have finished working on a specific form. Others in the organization can, when assigned, open any previously Save to Worklist task. Each item can be identified by the unique Process ID.

Major Repair/Alteration

Task Details | Form | Attachments (0)

1 / 3 | 75% | Comment | Share

US Department of Transportation
Federal Aviation Administration

MAJOR REPAIR AND ALTERATION
(Airframe, Powerplant, Propeller, or Appliance)

Form Approved OMB No. 2120-0020 2/28/2011 | Electronic Tracking Number
For FAA Use Only
Electronically Submitted 337

INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §46301(a))

1. Aircraft	Nationality and Registration Mark	N 750AR	Search	Serial No.	AFS750J
	Make	FAA REGISTRY TEST FILE		Model	AFS750
				Series	
	Address (As shown on registration certificate)				
	Address PO BOX 2				
	City OKLAHOMA CITY				
	State OK				
	Zip 731010002				
	Country UNITED STATES				

Save to Worklist (Draft) | Save | Offline | Complete

Once an electronic Form 337 is ready for approval (for example, field approval or approval for Return to Service), the user must click the **Complete** button at the bottom right corner of the window to route the form to the appropriate approval type in the routing dialog (shown below). In most cases, a certificated organization will route a Form 337 back to that organization for approval to Return to Service. Doing this changes the state of the form so that Block 7 is opened and can be completed.

337 Routing Dialog

1. Select a Type of Approval or Review:
Return to Service Agent

2. Select a FAA Region:
SOUTHWEST

3. Select a FAA Office:
ALBUQUERQUE FSDO SW01 / ABQ FSDO

4. Click on Search:
Search

5. Select a person to approve/review this modification:
Johnson, David

OK | Cancel

Related Topic:

[Complete Button and Routing Information](#)

8.9.8 Deleting Tasks and System Purge

Deleting Tasks

Displayed tasks can be deleted only by the Initiator. A trash icon appears to the right of each task except for forwarded or assigned tasks. This function allows the user to manage and clean out their Worklist.

NOTE: The Delete function is irreversible. This is not the same as a purge done by the system.

The screenshot shows a software interface with three tabs: 'WORKLIST', 'IN PROGRESS', and 'ARCHIVED'. The 'WORKLIST' tab is active. Below the tabs, a message reads: 'The following items need your attention before they can be submitted or resubmitted. Please select a form to edit.' Below this message is a table with the following data:

Process Id	Process Name	Instructions	Description	Updated Date	
0	Major Repair/Alteration	Fill out this form to get your repair approved.	Electronic Form for "Major Repair/Alteration" (Form 337)	09/23/2008 15:18 PM	Trash icon circled in red
2401	Major Repair/Alteration	Your Form 337 submission was approved by	Electronic Form for "Major	09/23/2008 13:53 PM	Person icon

A tooltip with the text 'Delete this entire process' is overlaid on the trash icon in the first row.

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System Purge

The system will automatically purge Form 337 tasks that have not been completed within one year of the last modified date. This does not include Form 337 Component Repairs that have been approved for Return to Service.

A warning email message will be automatically sent 30 days before the record is purged. See example of email below.

EXAMPLE:

From: 9-AMC-AVS-Workflow-Admin@faa.gov

Subject: WARNING: Termination of inactive e337 record in 30 days

This is to notify you that your Form 337 with Process Task ID <unique number> will be terminated in 30 days. You do not need to do anything if the repair or alteration is no longer valid or needed for future completion. It will be purged from the system automatically in 30 days. However, if you wish to keep this as an active and valid record, simply update the record by performing the following:

1. Double-click the record in Worklist to open the form.
2. Click the Save to Worklist (Draft) icon in the lower left corner of the form view window.
3. Close the form by clicking the small x at the top right of the "light gray form view window".
4. Validate that the Updated Date entry in the Worklist has been changed to the current date. (Refresh the browser, if necessary.)
5. The record will safely remain in your Worklist for another year. If at that time it has not been updated or completed, another system warning email will be sent 30 days before it is purged.

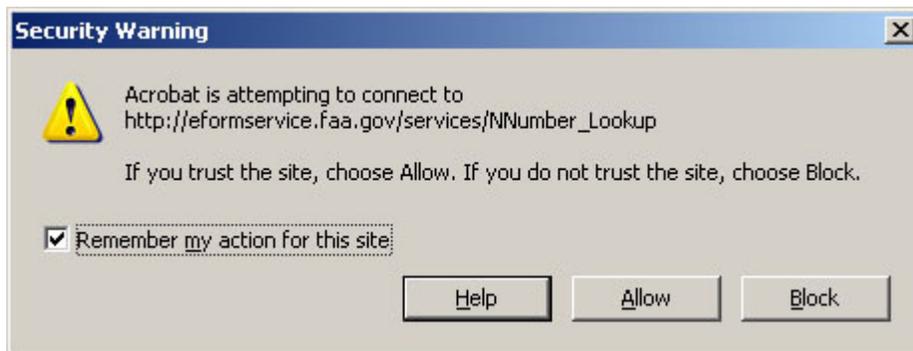
THIS IS AN OUTBOUND EMAIL ADDRESS ONLY. PLEASE DO NOT REPLY TO THIS MESSAGE.

8.10 Troubleshooting

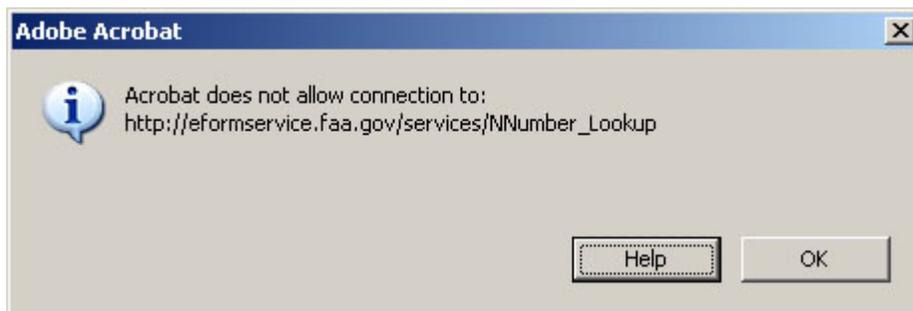
8.10.1 Data Connection Security Warning

When filling out Block 1 and clicking the **Search** button, a Security Warning dialog box may appear as shown below.

 US Department of Transportation Federal Aviation Administration	MAJOR REPAIR AND ALTERATION (Airframe, Powerplant, Propeller, or Appliance)		Form Approved OMB No. 2120-0020 11/30/2007	Electronic Tracking Number
				For FAA Use Only Electronically Submitted 337
INSTRUCTIONS: Print or type all entries. See Title 14 CFR §43.9, Part 43 Appendix B, and AC 43.9-1 (or subsequent revision thereof) for instructions and disposition of this form. This report is required by law (49 U.S.C. §44701). Failure to report can result in a civil penalty for each such violation. (49 U.S.C. §48301(a))				
1. Aircraft	Nationality and Registration Mark N		Serial No.	
	Make		Model	Series
Name (As shown on registration certificate)			Address (As shown on registration certificate)	



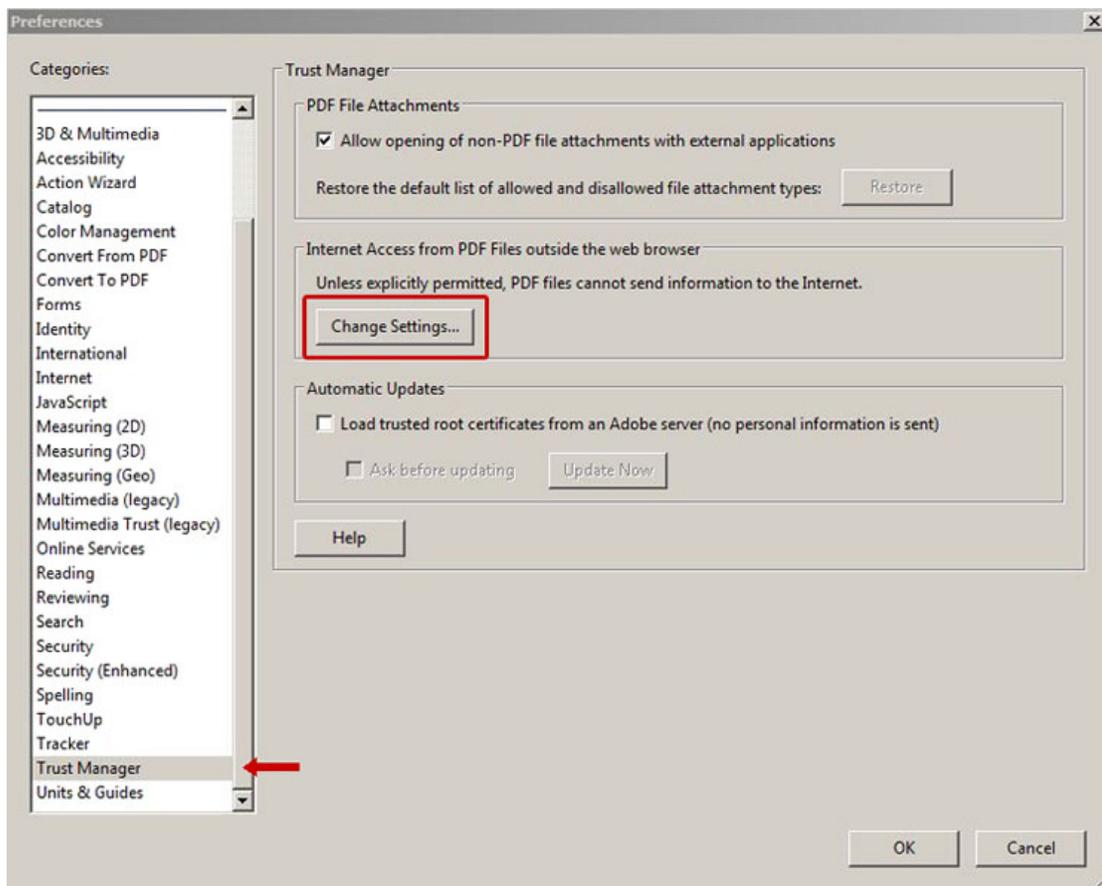
If you select the "**Remember my action...**" checkbox and then mistakenly click on the **Block** button, Adobe Acrobat will not allow you to proceed with filling out the form. The two dialog boxes below will appear.



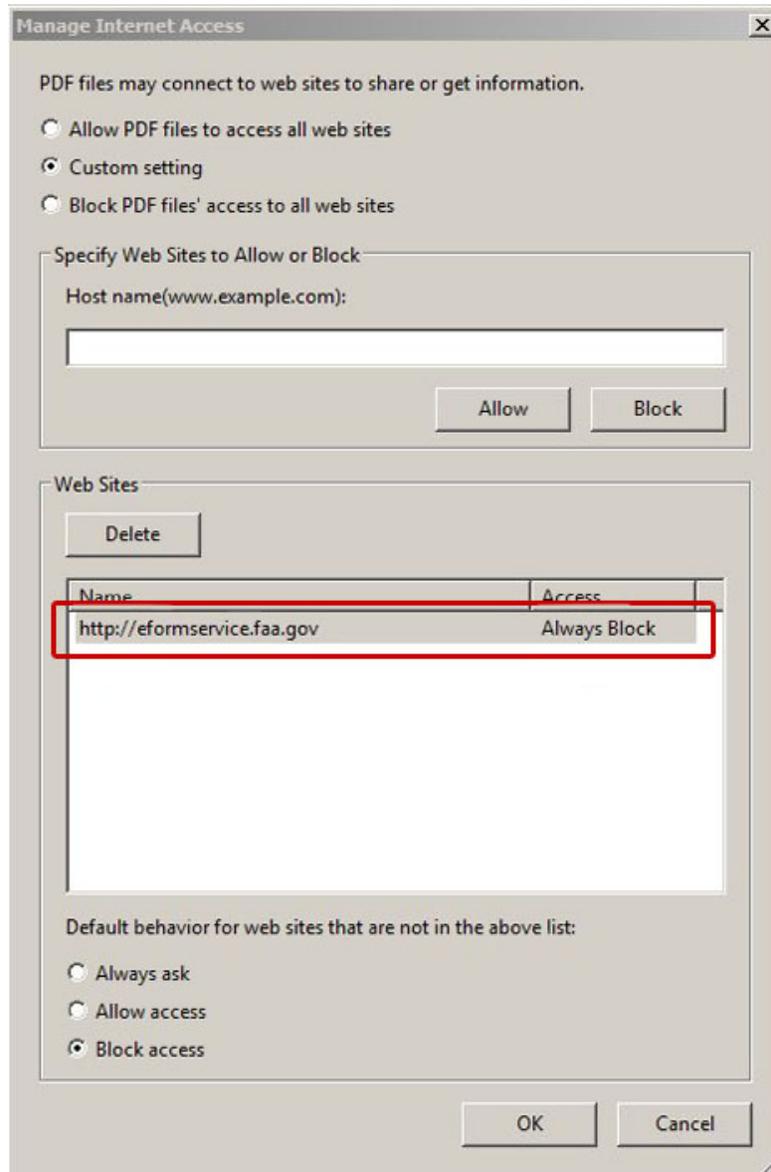


Click **OK** for both boxes and perform the following steps:

1. Open Acrobat Reader.
2. Click **Edit > Preferences**.
3. The Preferences window appears. Select **Trust Manager** under Categories on the left side of the window and click the **Change Settings** button.



- The Manage Internet Access window appears. Highlight the URL name, as shown in the example below, and click the **Delete** button.



NOTE: Anytime you open a protected PDF document and a security warning dialog box prompts you to allow or block a URL, select the "Remember my action for this site" check box to add the URL to the "My Web Sites" list/text box above.

- Click the **OK** button when done and close Adobe Reader.

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8.10.2 Attachment Dimensions

1. Only 8 ½ by 11 or European A4 (Portrait or Landscape), or smaller, will be accepted by Aircraft Registry. If a file is greater than this dimension, the upload will fail and a message will appear for the user to resize the document and try the upload again.
2. Each file attachment must be 5MB or less.

NOTE: The more attachments added to the Workflow, the longer it will take to submit or retrieve the Form 337.

8.10.3 File Types

1. Only the following file types can be attached in the Form 337 workflow.

Microsoft Office Word Document (specifically .doc and .docx)

Adobe PDF file (specifically .pdf)

Plain Text file (specifically .txt)

Rich Text file (specifically .rtf)

Image files (specifically .jpg, .jpeg, .gif, .tiff, .tif, or .eps)

Microsoft Bitmap image files (specifically .bmp)

Microsoft Visio (specifically .vsd)

Microsoft Office Excel Spreadsheet (specifically .xls and .xlsx)

Microsoft Office PowerPoint Presentation (specifically .ppt and .pptx)

PostScript Print files (specifically .ps)

AutoCAD (specifically .dwg)

2. Password-protected or restricted documents will not be accepted for upload in the Form 337 workflow. A time-out message will appear after a period of time with instructions to verify whether the file is password-protected or restricted. The user needs to remove the password or restriction and try to upload again. The system converts "Send to Registry" attachments to TIFF before being submitted to the Aircraft Registry. Some attachments may be restricted PDF files or read-only .doc or .rtf documents. This will prevent the conversion to TIFF for integration with the Registry EDRS program.

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8.10.4 Configuration Conflicts

NOTE: AVS Configuration Management team tests and controls all AVS client configuration as well as baseline software version update. The software versions for the following products are required for this system and are currently part of the AVS standard client.

Adobe Reader and Adobe Acrobat Professional

The eForm Service has been tested and validated to work with Adobe Reader and Acrobat Professional version 10 (or later).

For instructions on how to install the correct version, see [Adobe Reader download web page](#).

Adobe Flash Player

The AVS eForm Service has been tested to work with Adobe Flash Player v11.6.602.168 (or later). Earlier versions may not support current system functionality.

Related Topic:

[System Requirements](#)

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8.10.5 Frequently Asked Questions

Q: When I open the form it is Read Only and I cannot complete the task.

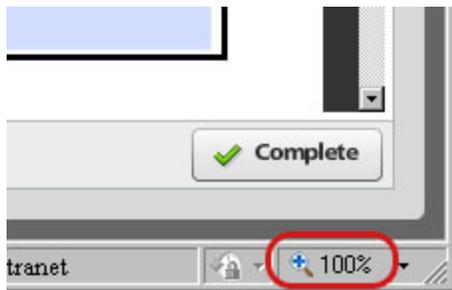
A: Check to see if you are opening the form from the In Progress or Archived tab. In most cases, this is the cause.

Q: When I look at the form in Archive(d) it does not show the completed form.

A: The Archive(d) (as well as In Progress or Participated) is a view of the form at the stage of when you completed your task. Only the Return to Service Agent's archive will show the completed form. However, both the Initiator and Return to Service Agent will also receive an email confirmation of the receipt of the submitted form (with a read-only copy of the form).

Q: When I open the form, I do not see the Complete button (and other buttons on the bottom of the form window).

A: Make sure that the zoom level at the bottom of the Internet Explorer window, right side of the Status Bar, is set to 100%. To see the Status Bar, go to View > Toolbars and select Status Bar. If setting the zoom level does not resolve the problem, contact the [National Service Desk](#).



Q: What should I do if I mistakenly routed or sent the Form 337 to the wrong person?

A: You will have to contact the person to notify him/her of the mistake and request that the form be forwarded back to you by following the instructions under [Returning a Forwarded Form](#).

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8.11 Definitions

AVS Provisioning Service (AVS-PS): A web-based portal that allows end users to manage certain aspects of their account. AVS-PS allows end users to unlock their account, reset their password, and update their profile information. Additionally, AVS-PS allows FAA Points of Contact and authorized personnel the ability to create and manage accounts.

Block: A generic term used when referencing the Item area as identified in the Advisory Circular for the Form 337. Block is, therefore, synonymous with Item.

Aircraft Certification Office (ACO): The Aviation Safety Inspector coordinates with the ACO for the review and approval of supplemental or supporting documents included with Form 337 submissions.

Archive(d): Forms that have been finalized and are now archived (read-only).

Aviation Safety Inspector (ASI): Federal Aviation Administration (FAA) full-time employee with the authority and credentials for oversight and surveillance of aviation specialties for operations, maintenance, or avionics.

Certificate Authority: The vendor who validates and verifies that the digital signature is a valid certificate and that the users signing with the certificate are who they say they are.

Certification Authority: An entity which issues Digital Certificates and performs certain functions associated with issuing such Digital Certificates.

Compromise: Reasonable suspicion or actual unauthorized disclosure, loss, loss of control over, or use of a Private Key associated with the Digital Certificate.

Delegate: A person who is authorized to initiate AVS accounts. A Delegate may or may not be an FAA employee. Unlike the POC, a Delegate can only create accounts for specific applications (i.e. Form 337).

Designee (or DAR): A Designated Airworthiness Representative (DAR) who is authorized by the FAA to examine, test, and/or make inspections necessary to issue airman or aircraft certificates.

Digital Certificate: A signing certificate issued by a Certificate Authority for the purposes of digitally signing PDF documents.

Digital Signature: A transformation of a message using an asymmetric cryptosystem such that a person having the initial message and the signer's Public Key can accurately determine whether the transformation was created using the Private Key that corresponds to the signer's Public Key and whether the message has been altered since the transformation was made.

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Initiator/Modifier: The individual who initiates and modifies the Form 337, major repair, or alteration to an aircraft.

In Progress: Forms that are in progress but not yet finalized.

Installer: Individual who completes the aircraft information in Blocks 1 and 2 of the e337 in the final processing of an e337 for a component repair. These individuals must have an account to access the system but may not have acquired a digital signature.

Key Pair: Two mathematically related keys, having the following properties: (a) one key can be used to encrypt a message that can only be decrypted using the other key, and (b) even knowing one key, it is computationally infeasible to discover the other key.

Organization: A legally recognized company, enterprise, or governmental agency that has applied for or has been issued Digital Certificates utilizing the TATI service.

Point of Contact (POC): An employee who is authorized to initiate account registrations.

Private Key: The key of a Key Pair used to create a Digital Signature. This key must be kept private.

Process ID: Unique technical (system) ID number identifying each form upon execution of a workflow process. This is assigned the first time the Complete button is clicked when the form is opened in the user interface.

Public Key: The key of a Key Pair used to verify a Digital Signature. The Public Key is made freely available to anyone who will receive digitally signed messages from the holder of the Key Pair. The Public Key is usually provided via a Digital Certificate issued by a Certification Authority. A Public Key is used to verify the digital signature of a message purportedly sent by the holder of the corresponding Private Key.

Return to Service Agent (RTS): Individual who is authorized to approve the work for return to service.

Subscriber: A person or entity who (a) is the subject named or identified in the Digital Certificate issued to such person or entity, (b) holds a Private Key that corresponds to a Public Key listed in that Digital Certificate, and (c) the person or entity to whom digitally signed messages verified by reference to such Digital Certificate are to be attributed.

Supplemental Document: Files that provide supplemental information to the ASI in support of the modification but are not considered Attachments to the Form 337 and therefore are selected as 'Do Not Send To Registry'. For example, proprietary information such as engineering report.

Supporting Document: Files that are essentially part of the Form 337 or an extension of Block 8 and supports the description of the work to be accomplished. At times a document may need an

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approval signature (i.e., an Addendum to a Flight Manual Supplement). This document is one that would be attached with the 'Send to Registry' selection and would, therefore, be delivered to Registry along with the Form 337.

Task ID: Incremental technical (system) ID number that helps track tasks at each individual stage of a form process to help troubleshoot system problems.

Tracking Number: The sequential form tracking number created for each electronic Form 337 upon initial submission.

Worklist: A list of forms that were sent to you as part of an automated workflow. These are forms that need to be processed for approval, rejection, or for future editing.

END OF DOCUMENT