



ICAO

International Civil Aviation Organization
South American Office

INFORMATION PAPER

GTE/19 — IP/10
05/11/19

**CAR/SAM Planning and Implementation Regional Group (GREPECAS) Nineteenth Scrutiny Working Group Meeting
(GTE / 19)**

Barranquilla, Colombia, 18 to 22 November 2019

Agenda Item 5: Other business

a) Some matters related to GTE

FAST FORM PROJECT (FFP) - F2 AND F3 ELETRONIC FORMS

(Presented by CARSAMMA)

EXECUTIVE SUMMARY

This paper aims to present the project entitled Fast Form Project (FFP) developed by CARSAMMA, which introduces to the CAR / SAM community the use of electronic forms for the registration of aircraft RVSM approval/withdraw.

<i>Strategic Objectives:</i>	<ul style="list-style-type: none">• Security & Facilitation• Environmental Protection
<i>References:</i>	<ul style="list-style-type: none">• DOC 9937

1. Introduction

1.1 Certain measures have been adopted over the years for RVSM certification for aircraft and their operators. In the CAR/SAM region, approval records were submitted by agencies through manually completed forms and subsequently scanned. As the number of RVSM-approved aircraft in the CAR / SAM region has increased, data storage procedures need to adapt to the facilities offered using mobile devices and computers.

1.2 This paper aims to present to the aeronautical community and improvement of processes, providing fast and efficient means for sending and consulting information. To this end, CARSAMMA will start the project called Fast Form Project in 2020. This program will make available on the CARSAMMA website electronic forms for RVSM, PBCS, PBN approval registration, and other certifications provided. This process will be initiated by module 1 - RVSM F2 and F3 Approval / Withdraw Records.

2. Discussion

2.1 The Fast Form Project aims to provide Member States and International Organizations in CAR/SAM regions with electronic forms for the registration of RVSM approvals / withdraws, referred to in DOC 9937 as forms F2 and F3.

2.2 The rationale of this project is to meet the global demand for agile information flow, so that the insertion/cancellation of approved aircraft registration is inserted into CARSAMMA's database in real-time.

2.3 The form will be available on the CARSAMMA website and may be accessed by computer or mobile devices. The requirements for using the system are to have an internet access point and to be registered in the system.

2.4 To this end, each focal point (F1) will receive an email with instructions for registering users in its CAD responsible for this registration. These users will have a unique login and password, which will allow access to the web page for transmitting the registration of approval/withdrawal.

2.5 After the data entry, at the end of the process, the focal point will receive an email detailing which aircraft have been inserted in the bank with their protocol number.

2.6 From the implementation of this system, CARSAMMA will only verify the aircraft approval and Withdraw record.

2.7 Using the electronic form will allow standardization of form filling; this type of feature facilitates the familiarization of new users and promotes agility to processes.

3. Required Actions

3.1 The Meeting is invited to:

- a) Take note and review the contents of this information paper; and
- b) Invite users to access the system under testing to propose improvements and modifications that may be implemented by the release of version 1.0, or in future editions.