



U.S. Department
of Transportation
**Federal Aviation
Administration**

U.S. Department of Transportation

Federal Aviation Administration

Standard Practice

**PREPARATION
OF
HANDBOOKS**

FOREWORD

1. This standard is approved for use by all departments of the Federal Aviation Administration (FAA).
2. This standard covers the format and content requirements for developing FAA handbooks. This standard supersedes FAA-STD-005E. Replacement of FAA-STD-005E became necessary when: the description of how to build Specifications, Standards and Handbooks became too confusing to define within one standard. An updated series of documents was necessary to encourage use and improve user friendliness.
3. This revision includes the requirement to provide Internet addresses in order to obtain referenced documents from contact organizations.
4. Handbooks are non-mandatory guidance documents. Handbooks offer an opportunity to preserve institutional memory and suggest solutions that have worked, without mandating those solutions. Guidance documents such as FAA-HDBK-XXX or similar procedural documents are not to be confused with FAA maintenance technical handbooks which are FAA orders and come under the guidance of the directive system in their preparation guidelines. General Maintenance Handbooks are mandatory guidance according to Order 6000.15E, paragraph 211 Document Hierarchy and 1320.58: ATO personnel must adhere to all Maintenance Technical Handbooks. As such General Maintenance Handbooks are excluded from coverage by this standard.
5. The following points are some helpful reminders for consideration when developing a specification, standard, or handbook:
 - a. Consider using an existing commercial standard before developing or revising an FAA standard.
 - b. The specification preparing activity should maintain a carefully documented, permanent record of the source and reason behind particular requirements and changes to requirements. Issues and controversial areas during the coordination process should be noted, and it may be desirable to summarize these issues and areas in the "Notes" section of the document. This record should provide a basis for related application guidance and a history useful in future document revisions.
 - c. State requirements in terms of performance or form, fit, and function, as opposed to providing details on "how to" achieve the desired result or manage a program.
 - d. Avoid unnecessary reference to other documents. If only a small portion of another document is needed, it is better to extract that portion and include it in the specification, standard, or handbook rather than reference the entire document. When referencing another document, try to limit the extent of its application by citing specific requirements or tests. Do not cite paragraph

numbers in referenced documents since these are likely to change in future updates.

- e. Try to make use of commercial products, processes, or practices when setting requirements or tests.
- f. Make a distinction between requirements portions and guidance portions of documents. Careful attention to use of the words "should" (guidance language) and "shall" (requirement language) is important.
- g. Use Section 6 "Notes" to provide users with guidance information that should be considered for inclusion in the contract, how to apply the document to different contract types and different program phases, lessons learned, relationship to other documents, tailoring guidance, and any other information that is not suitable for inclusion as a requirement or test.
- h. Procedures for functions performed only by FAA personnel should be covered by documents such as handbooks, regulations, directives, instructions, technical manuals, or standard operating procedures.

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1 SCOPE

This standard establishes the format and content requirements for the preparation of FAA handbooks prepared either by the FAA or by contractors of the FAA.

2 APPLICABLE DOCUMENTS

2.1 General

The documents listed in this section are specified in sections 3, 4, or 5 of this standard. This section does not include documents cited in other sections of this standard or recommended for additional information or as examples. While every effort has been made to ensure the completeness of this list, document users are cautioned that they must meet all specified requirements of documents cited in sections 3, 4, or 5 of this standard, whether or not they are listed.

2.2 Government documents

The following citations are government documents that are used as references in this standard.

2.2.1 Specifications, standards, and handbooks

The following form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those cited in the solicitation or contract.

2.2.1.1 STANDARDS

2.2.1.1.1 Military

MIL-STD-967 Department of Defense, Standard Practice Defense Handbooks Format and Content. 1 August 2003

2.2.1.2 SPECIFICATIONS

2.2.1.2.1 FAA

FAA-D-2494B Technical Instruction Book Manuscript: Electronic, Electrical and Mechanical Equipment, Requirements for Preparation of Manuscript and Production of Books. 14 March 1984

2.2.1.3 UNITED STATES GOVERNMENT PRINTING OFFICE

United States Government Printing Office (GPO) Style Manual

(Copies of this document are available online from the U.S. Government Printing Office at www.access.gpo.gov.)

2.2.1.4 ORDERS

2.2.1.4.1 FAA

FAA Order 1320.1E FAA Directives Management. February 17, 2007

FAA Order 1320.58 Instructions for Writing Notices, Maintenance Technical Handbooks, and SSDs. June 5, 2002

FAA Order 1800.66 Configuration Management Policy, Changes 1 and 2. September 19, 2007

FAA Order 6000.15E General Maintenance Handbook for National Airspace System (NAS) Facilities

2.3 Non-Government publications

The following documents form a part of this document to the extent specified herein. Unless otherwise specified, the issues of these documents are those cited in the solicitation or contract.

AMERICAN SOCIETY OF MECHANICAL ENGINEERS (ASME)

ASME Y14.5M Dimensioning and Tolerancing

ASME Y14.38 Abbreviations and Acronyms

(Copies of these documents are available from ASME Information Central at www.asme.org)

INSTITUTE OF ELECTRICAL AND ELECTRONICS ENGINEERS (IEEE)

IEEE 260.1 Standard Letter Symbols for Units of Measurement (SI Units, Customary Inch-Pound Units, and Certain Other Units)

(Copies of this document are available online at www.ieee.org.)

IEEE/ASTM INTERNATIONAL

IEEE/ASTM SI 10 American National Standard for Use of the International System of Units (SI): The Modern Metric System

(IEEE and ASTM International publish this standard jointly. Copies are available from www.ieee.org or www.astm.org.)

2.4 Order of precedence

In the event of a conflict between the text of this document and the references cited herein, the text of this document takes precedence. Nothing in this document, however, supersedes applicable laws and regulations unless a specific exemption has been obtained.

3 DEFINITIONS

Analysis. An element of verification that uses established technical or mathematical models or simulations, algorithms, charts, graphs, circuit diagrams, or other scientific principles and procedures to provide evidence that stated requirements were met.

Configuration Control Board. A Configuration Control Board is necessary when developing and maintaining a product since changes are inevitable. People make mistakes, customers require changes, and the environment in which the product operates evolves. In addition, people constantly develop their knowledge of the problem and their ability to solve it. In software development, it's generally said that the solution of a problem will create new problems. In other words, we get wiser all the time. The purpose of change control is to be fully in control of all change requests for a product and of all implemented changes. For any configuration item, it must be possible to identify changes in it relative to its predecessor. Any change should be traceable to the item where the change was implemented.

Configuration Management. Configuration management (CM) is a field of management that focuses on establishing and maintaining consistency of a system's or product's performance and its functional and physical attributes with its requirements, design, and operational information throughout its life.

Data. Recorded information, regardless of form or method of recording

FAA Standard. A standard used to satisfy FAA applications. FAA standards typically fall into two categories: interface and performance.

Non-Government standard. A national or international standardization document developed by a private sector association, organization, or technical society that plans, develops, establishes, or coordinates standards, specifications, handbooks, or related documents. The term does not include standards of individual companies.

Specification. A document prepared to support acquisition that describes essential technical requirements for materiel, and the criteria for determining whether those requirements are met.

Standard. A document that establishes uniform engineering or technical criteria, methods, processes, and practices.

Standard practice. It is a standard that specifies procedures on how to conduct certain non-manufacturing functions. Standard practices are developed for functions that, at least some of the time, are obtained via contractor from private sector firms.

Style. A term used to denote differences in design or appearance.

Supplement. A listing of specification sheets associated with a general specification.

Tailoring. A process where individual requirements (sections, paragraphs, or sentences) of selected specifications, standards, and related documents are evaluated to determine which are most suitable for a specific system acquisition or modification. This will ensure that each achieves an optimal balance between operational needs and cost.

Test. It is an element of verification in which scientific principles and procedures are applied to determine the properties or functional capabilities of items.

4 GENERAL REQUIREMENTS

This section covers general aspects of style, format, and requirements that are applicable to Handbooks.

4.1 Common General Requirements

This subsection describes the General Requirements that are common to Handbooks.

4.1.1 Use of copyright or patent material

Copyright or patent material shall not be included in a handbook without the prior consent of the copyright or patent owner. When such consent is obtainable, a line citing the reference source, if requested by the copyright or patent owner, shall be placed in the handbook close to the material involved.

4.1.2 Classified material

Classified and sensitive material consists of working documents and shall be designed to avoid unnecessary restrictions in their dissemination. Handbooks containing classified or sensitive information shall be appropriately marked and handled in accordance with security regulations. The title of handbooks shall not be labeled classified or sensitive. If only a limited amount of classified or sensitive information is found in a handbook, consider including such information in an annex or reference document to keep the main document unclassified or non-sensitive. The Computer Security Act of 1987 defines sensitive information as follows: The term 'sensitive information' means any information, the loss, misuse, or unauthorized access to or modification of which could adversely affect the national interest or the conduct of Federal programs, or the privacy to which individuals are entitled under section 552a of title 5, United States Code (the Privacy Act), but which has not been specifically authorized under criteria established by an Executive order or an Act of Congress to be kept secret in the interest of national defense or foreign policy. Classified information is defined by the Department of Defense (DoD) in DoD Regulation 5200.1-R. Under this regulation information may be classified as "Top Secret", "Secret", or "Confidential". These terms are further defined as follows: Top Secret shall be applied to information the unauthorized disclosure of which reasonably could be expected to cause exceptionally grave damage to the national security that the original classification authority is able to identify or describe. Secret shall be applied to information the unauthorized disclosure of which reasonably could be expected to cause serious damage to the national security that the original classification authority is able to identify or describe. Confidential shall be applied to information the unauthorized disclosure of which reasonably could be expected to cause damage to the national security that the original classification authority is able to identify or describe.

4.1.3 Text

The text shall be written in clear and simple language, free of vague terms, or those subject to misinterpretation. All sentences shall be complete and in accordance with the rules of grammar.

4.1.3.1 Grammar and style

The United States Government Printing Office Style Manual shall be used as a guide for capitalization, spelling, punctuation, syllabification, compounding words, tabular work, and other elements of grammar and style.

4.1.3.2 Abbreviations

Abbreviations shall be in accordance with ASME Y14.38. Abbreviations not covered by ASME Y14.38 shall be in accordance with the GPO Style Manual. The first time an abbreviation is used in text, it shall be placed in parentheses and shall be preceded by the word or term spelled out in full (for example, circuit (ckt) and frequency converter (freq conv)). The rule does not apply to abbreviations used for the first time in tables and equations. Abbreviations used on figures and in tables, but not referenced in the text or in any other portion of the handbook, shall be spelled out in a footnote to the applicable figure or table.

4.1.3.3 Acronyms

The first time an acronym is used in text, it shall be placed in parentheses and shall be preceded by the word or term spelled out in full (for example, International Civil Aviation Organization (ICAO)). The rule does not apply to acronyms used for the first time in tables and equations. Acronyms used on figures and in tables, but not referenced in the text or in any other portion of the handbook, shall be spelled out in a footnote to the applicable figure or table. A complete list of acronyms may also be included in section 6 of the handbook.

4.1.3.4 Symbols

Symbols shall be in accordance with IEEE 260.1. Symbols not covered by IEEE 260.1 shall be in accordance with the GPO Style Manual.

4.1.3.5 Commonly used words and phrases

The following rules shall apply for these commonly used words and phrases:

- a. Referenced documents shall be cited in the following manner:
 - (1) “conforming to ...”
 - (2) “as specified in ...”
 - (3) “in accordance with ...”

In any case, use the same wording throughout a given document and a series of directly related documents.

- b. “Unless otherwise specified” shall be used to indicate an alternative course of action. The phrase shall always come at the beginning of the sentence, and, if possible, at the beginning of the paragraph. This phrase shall be used only when it is possible to clarify its meaning by providing a reference, such as to section 6 of the handbook, for further clarification in the contract or reference to another paragraph in the handbook.
- c. The phrase “as specified herein” may be used when making reference to a requirement in a handbook that is rather obvious or not difficult to locate.
- d. The phrase “to determine compliance with” or “to determine conformance to” should be used in place of “to determine compliance to.” In any case, use the same wording throughout.
- e. The words “drawing” and “bulletin” shall be capitalized only when they are used immediately preceding the document identifier. However, specifications, standards,

and handbooks shall be identified in the text only by their document identifier; thus, FAA-HDBK-XXX (not: “handbook FAA-HDBK-XXX”).

- f. The following prepositional phrases shall be used when referencing figure and table information: “on a figure” or “in a table”.
- g. The emphatic form of the verb “shall” is to be used throughout sections 3, 4, and 5 of this standard whenever a requirement is intended to express a provision that is binding. “Shall” is not to be used in Sections 1, 2, or 6 of the standard.
- h. “Will” may be used to express a declaration of purpose on the part of the Government. It may be necessary to use “will” in cases when simple futurity is required.
- i. Use “should” and “may” to express non-mandatory provisions.
- j. “Must” shall not be used to express a mandatory provision; use the term “shall.”
- k. Indefinite terms, such as “and/or,” “suitable,” “adequate,” “first rate,” “best possible,” “and others,” and “the like” shall not be used. Use of “e.g.,” “etc.,” and “i.e.,” should be avoided.

4.1.4 Measurements

Decimals shall be used in documents instead of fractions wherever possible. Measurements such as length, time, or weight shall be stated as a limit or with a tolerance.

4.1.5 Dual dimensions

When preference is given to English units, acceptable metric units may be shown in parentheses. When preference is given to metric units, English units may be omitted or included in parentheses. The mixed use of both metric and English as primary measurements should be avoided.

4.1.6 Paragraph numbering

Each paragraph and subparagraph shall be numbered consecutively within each section of the handbook, using a period to separate the number representing each breakdown. Lowercase letters followed by a period shall be used to identify listings within a paragraph or subparagraph. Bullets shall not be used. For clarity of text, paragraph numbering should be limited to three sublevels, unless additional sublevels are unavoidable. Paragraphs in this standard are an example of how to number paragraphs.

4.1.7 Paragraph identification

Each paragraph and subparagraph shall be given subject identification. The first letter of the first word in the paragraph and subparagraph identification shall be capitalized. Paragraph and subparagraph identifications shall be underlined, italicized, or bold type.

4.1.8 Page number

The cover page shall not be numbered. Pages between the cover and the first shall section be numbered consecutively in the bottom center of each page with lower-case Roman numerals, omitting number i (for example, ii, iii, and iv). The first page of the first section shall be numbered with an Arabic numeral 1. All following pages, including appendixes and the index, shall be numbered consecutively in the bottom center of the page with sequential Arabic numerals.

4.1.9 Tables

A table shall be used when information can be presented more clearly than in text. The tables shall be placed immediately following or within the paragraph containing the first reference. If space does not permit, the table may be placed on the following page. If tables are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical order at the end of the handbook and before any figures, appendix, or index. Information included in tables shall not be repeated in the text.

4.1.9.1 Table numbering

All tables shall be numbered consecutively throughout the document with Roman numerals in the order of their reference in the text. The word "TABLE" shall be in full capitalization, followed by the Roman numeral and a period, centered above the table.

4.1.9.2 Table title

All tables shall have a title. The title shall be underlined, italicized, or boldfaced. Only the first letter of the title shall be capitalized. Table titles shall be centered above the table on the same line with the table number. If the title is too long to fit on one line, the second line shall be aligned with the first letter of the title. If a listing or tabulation appears within a paragraph as an integral part of that paragraph, and obviously does not require a title, the listing or tabulation need not be titled.

4.1.9.3 Table format

Tables shall be boxed in and ruled horizontally and vertically as necessary to ensure clarity of the table contents. If a table is of such width that it would be impractical to place it in a vertical position, it may be rotated counterclockwise 90 degrees. Large tables may be divided and, if possible, printed on facing pages.

4.1.9.4 Continuation of tables

If a table is continued to additional page(s), a horizontal line shall not be drawn at the end of the page, unless the table is a group or method type that requires a line of separation between the groups. When the table is continued to the next page, the title shall be repeated and a dash followed by the word "Continued" at the end of the title; for example, "TABLE II. Qualification inspection - Continued." The column headings shall be repeated at the top of the page on which the continuation is presented. The table shall be closed with a horizontal line when all information has been entered.

4.1.10 Figures

Dimensioning practices for outline drawings shall comply with ASME Y14.5M. Figures should be placed immediately following or within the paragraph containing the first reference to the figure. If figures are numerous or their location would interfere with correct sequencing of paragraphs and cause difficulty in understanding or interpretation, they may be placed in numerical order at the end of the handbook following any tables and before any appendix or index. If the figure is of such width that it would be impractical to place it in a vertical position, it may be rotated counterclockwise 90 degrees.

4.1.10.1 Figure numbering

All figures shall be numbered consecutively throughout the document with Arabic numerals in the order of their reference in the text. The word “FIGURE” shall be in full capitalization, followed by the Arabic numeral and a period, centered below the figure.

4.1.10.2 Figure title

All figures shall have a title. The title shall be underlined, italicized, or boldfaced. Only the first letter of the title shall be capitalized. Figure titles shall be centered below the figure on the same line with the figure number. If the title is too long to fit on one line, the second line shall be aligned with the first letter of the title.

4.1.10.3 Continuation of figures

Large figures may be broken, and, if possible, printed on facing pages. When a figure is continued on the next page, the number and title shall be repeated below the figure with a dash followed by the word “Continued” at the end of the title.

4.1.11 Footnotes and notes

Footnotes and notes may be used as indicated below.

4.1.11.1 Footnotes to text

Footnotes may be used to convey additional information that is not properly a part of the text. A footnote to the text shall be placed at the bottom of the page containing the reference to it. Footnotes shall be consecutively numbered throughout the handbook with Arabic numerals.

4.1.11.2 Footnotes to tables

Footnotes shall be numbered separately for each table as they appear in the table. Footnote numbers or symbols shall be placed immediately following a word and preceding a numeric value requiring the footnote. Numbered footnotes shall be listed in order immediately below the table. When numbered footnotes may lead to ambiguity (for example, in connection with a chemical formula), superscript letters, daggers, and other symbols may be used.

4.1.11.3 Notes to figures

Notes to figures are numbered separately from textual footnotes within the document. Drafting or dimensional notes shall be numbered consecutively and placed below the figure and above the title. The word “NOTES:” shall be placed below the figure at the left margin of the figure followed by the explanatory information in Arabic numeral sequence under “NOTES”. For example:

“NOTES:

1. Dimensions are in inches.
2. English equivalents are given for information only.”

4.1.12 Foldouts

Foldouts should be avoided since their use will require special printing and handling procedures. Whenever possible, lengthy tables should be reformatted as multiple, single-page tables. When foldouts are required, they shall be grouped in one place, preferably at the end of the document

(in the same location as figures) and suitable reference to their location shall be included in the text.

4.1.13 Definitions

Definitions shall be listed in alphabetical order in section 3. A parenthetical phrase referring to the applicable paragraph in section 6 shall follow the terms to indicate the existence of a definition, for example, “(see 6)”. When a standard definition exists, the definition should be quoted word for word and the source cited.

4.1.14 Cross-reference

Cross-reference shall be used only to clarify the relationship of requirements within the handbook and to avoid inconsistencies and unnecessary repetition. When the cross-reference is to a paragraph or subparagraph within the handbook, the cross-reference shall be only to the specific paragraph number. The word “paragraph” shall not appear; for example, “(see 3.1.1)”.

4.1.15 References to other documents

Judicious referencing of other documents in handbooks is a valuable tool that eliminates the repetition of requirements and tests adequately set forth elsewhere. However, unnecessary or untailed referencing of other documents can lead to increased costs, excessive stratification, ambiguities, and compliance with unneeded requirements. The following rules shall apply when referencing another document as a requirement in a handbook and listing it in Section 2 as an applicable document:

1. If the information is less than a page and if it is not a violation of copyright provisions, it should be included directly into the handbook without referencing another document.
2. Referenced documents shall be current (not canceled or superseded), approved for use (not drafts), and readily available.
3. Unless the entire referenced document applies, it shall not be cited in total, but shall be tailored by citing the appropriate sections of the document, such as specific types, grades, or classes; test methods; or definitive descriptions (for example, “the painting requirements of FAA-STD-XXX”). Do not reference specific paragraph, table, or figure numbers from another document since these may change when the document is revised.
4. References to policy-type documents, such as directives, instructions, and regulations shall be avoided. Many Government regulatory agencies, such as the Environmental Protection Agency or the Occupational Safety and Health Administration, issue directives and regulations that serve as technical standards. It is acceptable to reference these types of directives and regulations.
5. Documents that define management and manufacturing practices and processes shall not be cited in handbooks, and should be avoided in all handbooks.
6. Specifications, standards, drawings, or other documents that contain proprietary or unique design solutions that would restrict competition or not be readily available shall not be referenced.

4.1.16 Approved document format

The approved and dated document shall have one-inch margins. Hyperlinks may be inserted into the document to facilitate electronic viewing of the document. Hyperlinks are encouraged for a table of contents and index.

4.2 General Requirements for Handbooks

This chapter describes the general requirements that are unique to Handbooks.

4.2.1 Coverage

Handbooks shall not contain requirements. Handbooks shall be prepared to provide technical guidance or lessons learned that may help the Government or its contractors in the design, construction, selection, management, support, or operation of systems, products, processes, or services.

5 DETAILED REQUIREMENTS

This section describes the detailed requirements for preparing Handbooks within the scope of this Standard. Appendix A provides an example of a Handbook.

5.1 Handbooks

The detailed format and content requirements required for the preparation of handbooks and their notices are given in this section.

5.1.1 Organization of handbooks

The organization of handbooks is flexible. A handbook may have as many sections as is needed to provide information to users. However, as a minimum, the following organization elements and sections shall be included in handbooks in the order listed, unless it is followed by the words “if applicable” or is designated “suggested.”

- a. Self-cover (see [5.1.2](#)).
- b. Foreword (see [5.1.3](#)).
- c. Contents page (see [5.1.4](#)).
- d. Section 1: Scope (see [5.1.5](#)).
- e. Section 2: Applicable documents (see [5.1.6](#)).
- f. Section 3: Definitions (see [5.1.7](#)).
- g. Section 4: General guidance (suggested, but section 4 may be titled differently).
- h. Section 5: Detailed guidance (suggested, but section 5 may be titled differently).
- i. Section 6: Notes (see [5.1.8](#)). (There may be as many sections as needed, but the last section shall be notes. The “NOTES” section shown in this listing is identified as section 6, but if a handbook has 8 previous sections, then the “NOTES” section would be section 9.)
- j. Appendixes, if applicable (see [5.1.10](#)).
- k. An index, if applicable (see [5.1.11](#)).
- l. Concluding material (see [5.1.9](#)).

5.1.2 Self-cover

Handbooks shall have a self-cover. The security classification (if applicable), title, document identifier, date of issue, and the FAA seal shall appear on the self-cover. Handbooks shall include the following statement below the FAA seal:

“This handbook is for guidance only. Do not cite this document as a requirement.”

In addition, drafts of proposed handbooks shall carry one of the following notes at the top of the self-cover, as applicable:

"NOTE: This draft, dated (date) prepared by (preparing activity), has not been approved and is subject to modification. DO NOT USE PRIOR TO APPROVAL"

"NOTE: This draft, dated (date) prepared by (name of agent), as agent for (preparing activity), has not been approved and is subject to modification. DO NOT USE PRIOR TO APPROVAL"

This note shall be removed from the approved document prior to publication.

5.1.2.1 Heading

Handbooks shall have the following heading on the self-cover.

FEDERAL AVIATION ADMINISTRATION
HANDBOOK

5.1.2.2 Titling

Under the heading, there shall be a short title that indicates the scope of the document. The title should be constructed as if it were the title to a book, rather than having an inverted title with the main noun name first.

5.1.2.3 Document identifiers

The identifier for handbooks shall be placed in the upper right corner of the first page. The identifier as assigned by ATO-W Enterprise CM shall include the letters "FAA" followed by a hyphen, then any combination of numbers, letters, or dashes. It shall not include any other symbols.

5.1.2.3.1 Identification of coordinated handbooks

Coordinated handbooks shall be identified by the letters "FAA-HDBK" followed by a hyphen and an Arabic numeral (e.g., "FAA-HDBK-123").

5.1.2.4 Date of document

The date of approval shall appear under the document identifier on the self-cover page only. Drafts shall not have a date in this location. The space shall include the word "DRAFT" until the document is approved. The handbook approval date by the CCB shall appear in the upper right corner of the cover page.

5.1.2.5 Superseding document indicator

When applicable, a superseding document indicator shall appear in the upper right corner of the self-cover, below the handbook identifier and date, to identify those documents that have been replaced by the issuance. A line shall separate the handbook identifier and date of the superseding document from the superseding data. The word "SUPERSEDING" shall be entered below the separation line, followed by the number and date of the superseded document(s).

5.1.2.5.1 Superseding revisions

When a handbook is revised, the superseding information shall indicate that the revision supersedes the prior issuance of the handbook. Only revisions shall be listed.

- a. Example of revision superseding another revision

FAA-HDBK-123B

11 August 2002

SUPERSEDING

FAA-HDBK-123A

5 May 1996

5.1.2.5.2 Superseding other documents

A handbook may supersede other documents totally or in part. When this happens, an explanatory note shall be included in the notes section of the handbook to clarify cross-referencing information (see [4.1.14](#)) and provide any other information that contributes to understanding how to apply the superseding document.

- a. Example of document superseding a different document

FAA-HDBK-123
11 August 2002
SUPERSEDING
 FAA-STD-567C
 5 May 1996
 (See 6._)

- b. Example of document superseding two documents

FAA-HDBK-234B
11 August 2002
SUPERSEDING
 FAA-STD-890A
 6 June 1996
 FAA-C-1234
 18 July 1987
 (See 6._)

5.1.2.6 Restriction statements

Any statements that restrict access, availability, or use of handbooks shall be placed at the bottom of the self-cover below any FSC, FSG, or standardization area.

5.1.2.7 Handbook numbering.

FAA handbooks are assigned traceability numbers by Enterprise Configuration Management organization following endorsement by the Systems Engineering organization. This alphanumeric designator will utilize the following format: FAA-HDBK-(XXX), where "XXX" equals a three digit number. The handbook number is placed in the uppermost right corner of the cover page. Handbook numbers will not be issued until the draft handbook has been endorsed by Systems Engineering organization. Standard numbers are issued to the author organization following origination of the case file that will baseline the draft (endorsed) standard at the respective CCB.

5.1.3 Foreword

All handbooks shall include a foreword. The foreword shall include a preamble and a point of contact paragraph. Additional numbered statements may be included to explain the purpose of the document, background information, or reasons for changes, if it is a revision to a document. The foreword shall begin on the backside of the self-cover and shall be numbered with Roman numeral ii. See the foreword of this standard for an example.

5.1.3.1 Preambles

The following preamble shall appear as the first paragraph of the foreword:

"This handbook is approved for use by all Departments of the Federal Aviation Administration."

5.1.3.2 Contact information

Handbooks shall include contact information at the bottom center of the first page. The information shall include a mailing address and an email address. This information may be omitted for handbooks with classified or sensitive information if there are security concerns. The note shall be boxed for emphasis.

Comments, suggestions, or questions on this document should be addressed to (fill in mailing address) or emailed to (fill in email address).

Federal Aviation Administration
ATO-P/SE
800 Independence Avenue, SW.
Washington, DC 20591

Otherwise help can be found through:

http://www.faa.gov/air_traffic/nas/system_standards/

5.1.4 Table of Contents page

The Table of Contents page shall be on the page following the foreword. The single phrase "Table of Contents" in capital letters shall head the table of contents page. The table of contents page shall include section, paragraph, figure, table, and appendix numbers or letters and titles, as appropriate; and an index, if used, and the page numbers to locate them. See the table of contents page of this standard for an example.

5.1.5 Section 1 - Scope

Section 1 shall include a scope that briefly states the coverage of the handbook. Section 1 may also include paragraphs on the handbook's purpose, applicability, and classifications of items, materials, methods, practices, or processes. In addition, the scope of every handbook shall contain the following statement: "This handbook is for guidance only and cannot be cited as a requirement."

5.1.5.1 Classification

When applicable, types, grades, classes, or other classifications shall be listed under this heading in section 1 and shall be in accordance with accepted industry practice. The same designation shall be used throughout the handbook. When more than one type, grade, class, or other classification is listed, each shall be briefly defined. The classification should remain constant from revision to revision of the handbook. When the characteristics of an item change enough to affect interchangeability, the original designation shall be deleted and a new classification added. If it becomes necessary to change the designation without changing the characteristics of the item, a cross-reference shall be included in the "NOTES" section indicating the relationship between the old and new designations. This cross-reference shall remain in "NOTES" section in all successive revisions identifying designations in all revisions since the original designation change. Such changes shall be kept to a minimum.

5.1.6 Section 2 – Applicable Documents

Section 2 shall list only those documents referenced in the handbook that the user will need in order to understand fully the guidance information provided by the handbook. Documents cited in the handbook only as an example or for background information do not need to be included in section 2. If there are no applicable documents in the handbook, include the statement “This section is not applicable to the handbook.” If there are applicable documents, then the first paragraph in section 2 shall be as follows:

“2.1 General. The documents listed below are not necessarily all of the documents referenced herein, but are those needed to understand the information provided by this handbook.”

5.1.6.1 Government documents

The second paragraph in section 2 shall be titled as:

“2.2 Government documents.” This paragraph shall identify all types of Government documents listed in the sections of the handbook, if applicable. The first subparagraph under this heading shall identify Government specifications, standards, and handbooks, if applicable. The second subparagraph under this heading shall identify other types of Government documents, drawings, and publications, if applicable.

5.1.6.1.1 Government specifications, standards, and handbooks

Government specifications, standards, and handbooks shall be listed by document identifier and title. Documents shall exclude the revision letters, suffix (preparing activity symbols), and the "00" designation for interim handbooks. Titles shall be taken from the documents rather than an index. Government specifications, standards, and handbooks shall be listed numerically (except federal specifications, which shall be listed alphanumerically) under the following headings in the order shown, as appropriate:

FEDERAL SPECIFICATIONS
 FEDERAL STANDARDS
 FEDERAL HANDBOOKS

Handbooks shall include the following paragraph as 2.2.1 if specifications, standards, and handbooks are to be listed as applicable documents:

“2.2.1 Specifications, standards, and handbooks. The following specifications, standards, and handbooks form a part of this document to the extent specified herein.”

5.1.6.1.2 Other Government documents, drawings, and publications

The following types of documents shall be listed after the paragraph of 2.2.1 above, in appropriate order (numerically or alphanumerically), under the headings of the issuing Government agency. The document(s) shall be listed by identifier and title, if applicable. Titles shall be taken from the document rather than from an index.

a. Other types of Government publications, which might include technical manuals, design guides, cataloging handbooks, or reports.

b. Drawings. When detailed drawings referred to in a handbook are listed in an assembly drawing, it is only necessary to list the assembly drawing. Figures bound integrally with the handbook are not considered drawings and shall not be listed in section 2, unless they are reduced-size copies of drawings provided in the handbook for information only and use of the full-size drawings is normally required with the handbook.

c. Government documents issued by other agencies, such as the Environmental Protection Agency, National Aeronautics and Space Administration, and the Occupational Safety and Health Administration.

Handbooks shall include the following paragraph as 2.2.2 if Government documents, drawings, and publications not listed under 2.2.1 are to be listed as applicable documents:

"2.2.2 Other Government documents, drawings, and publications. The following other Government documents, drawings, and publications form a part of this document to the extent specified herein."

A parenthetical source statement shall follow each individual document or each group of related documents providing the name and address of the source. If possible, an Internet source for viewing or obtaining the documents shall be provided.

5.1.6.2 Non-Government standards and other publications

Non-Government standards and other publications not normally furnished by the Government shall be listed in appropriate order (numerically or alphanumerically) under the headings of the respective non-Government standards organization. The document(s) shall be listed by identifier and title, if applicable. Titles shall be taken from the document rather than from an index.

Handbooks shall include the following paragraph as 2.3 if non-Government standards are to be listed as applicable documents:

"2.3 Non-Government publications. The following documents form a part of this document to the extent specified herein."

A parenthetical source statement shall follow each respective issuing non-Government standards organization listing of documents, providing the name and address of the source. If possible, an Internet source for viewing or obtaining the documents shall be provided.

5.1.7 Section 3 – Definitions

Definitions of all key terms used in the handbook shall be stated in sufficient detail to provide for adequate clarity, unless the terminology is generally accepted and not subject to misinterpretation. Definitions may be included by reference to another document.

When a standard definition exists, a different definition shall not be used. Definitions shall be listed in alphabetical order. A list of acronyms and abbreviations may also be included under definitions. If there are no definitions in the handbook, include the statement "This section is not applicable to the handbook."

5.1.8 Notes Section

The last section of a handbook before any tables, figures, appendix, index, or concluding material shall be the "NOTES" section. This section shall include the following in the order listed, as applicable:

- a. Intended use
- b. Superseding documentation
- c. Cross-reference of classifications and substitutability data
- d. Subject term (key word) listing
- e. International interest
- f. Identification of changes

5.1.8.1 Intended Use

Information relative to the use of the subject matter covered by the handbook shall be included under this heading. If there are any particular applications for which the document is not well adapted, this information shall also be included.

5.1.8.2 Superseding documentation

If a handbook supersedes three or more documents, those documents shall be listed.

5.1.8.3 Cross-reference

A cross-reference of old to new classifications showing substitutability relationship shall be included, if applicable.

5.1.8.4 Subject term (key word) listing

Handbooks shall contain a listing of subject terms (key words) to enable the document to be identified during retrieval searches. If the handbook identifies any toxic chemicals, hazardous substances, or ozone-depleting chemicals, these should be included in the key word listing. The subject terms shall not repeat words found in the title of the document. The subject terms are to be listed alphabetically in a single column with the main noun or word first, followed by sequential modifiers separated by commas. Word groups that are considered to be proper or recognized nouns, such as "printed circuit board," should not be separated. The number of subject terms listed shall not exceed 25.

5.1.8.5 International standardization agreements

If the handbook implements an international standardization agreement, the following statement shall be included in the "NOTES" section:

"6.X International_standardization agreement implementation. This handbook implements (insert the document number and title of the international standardization agreement(s)). When changes to, revision, or cancellation of this handbook is proposed, the preparing activity must coordinate the action with the U.S. National Point of Contact for the international standardization agreement.

5.1.9 Concluding material

The concluding material may be provided at the end of the document following any tables, figures, appendixes, or indexes.

5.1.9.1 Preparing organization

Handbooks shall identify the appropriate symbol for the preparing FAA organization.

5.1.10 Appendix

Appendixes may be added to a handbook for purposes of illustration, application, or to group similar guidance together for clearer presentation. When required, an appendix shall be included as an integral part of a handbook, beginning on the next page following the “NOTES” section and any or tables or figures, and before an index or concluding material. Appendixes shall be referenced in the applicable part of the main body of the handbook. Table of contents and cover shall not be used.

5.1.10.1 Identification

The upper center of each page shall be marked with the handbook identifier and the word "APPENDIX" followed by the appendix letter (e.g., APPENDIX A) directly below the identifier. If more than one appendix is needed, identification shall be alphabetical (i.e., A, B, etc.).

5.1.10.2 Title

The appendix title shall be located two lines below the word "APPENDIX" on the beginning page only.

5.1.10.3 Section and Paragraph Numbering

A letter corresponding to the appendix letter, followed by a period and an Arabic numeral, shall designate the sections in the appendix. For example, the first section in Appendix A would be "A.1" and the second section in Appendix B would be "B.2." Paragraphs and subparagraphs shall be numbered consecutively within each section of the appendix. For example:

Requirements section of Appendix D.....	D.3
First paragraph.....	D.3.1
First subparagraph.....	D.3.1.1
Second paragraph.....	D.3.2

5.1.10.4 Table Numbering

All tables shall be numbered consecutively throughout an appendix. The word “TABLE” shall be in full capitalization, followed by the applicable appendix letter, the Roman numeral and a period, centered above the table. For example, the second table in Appendix B would be numbered “TABLE B-II.”

5.1.10.5 Figure Numbering

All figures shall be numbered consecutively throughout an appendix. The word “FIGURE” shall be in full capitalization, followed by the applicable appendix letter, the Arabic numeral and a period, centered below the figure. For example, the fourth figure in Appendix C would be numbered “FIGURE C-4.”

5.1.10.6 Page Numbering

Page numbers shall be numbered consecutively following the last page of the handbook.

5.1.10.7 Scope

An appendix shall have a statement of scope as its first paragraph to indicate the coverage and limitations of the appendix to ensure its proper application and use.

5.1.10.8 References

References that relate only to the appendix shall be listed in the appendix under the section heading "APPLICABLE DOCUMENTS" and shall not be referenced in section 2 of the handbook. The references shall be listed as specified in [5.1.6](#). This section shall be omitted from the appendix if not applicable.

5.1.10.9 Definitions

Definitions that relate only to the appendix shall be listed in the appendix under the section heading "DEFINITIONS." Definitions already appearing in section 3 of the handbook shall not be repeated. This section shall be omitted from the appendix if not applicable.

5.1.11 Index

An alphabetical index may be placed at the end of a handbook to permit ready reference to contents. Its use shall be limited to lengthy documents. If used, an index follows the basic document and any appendix. The pages are numbered continuously following the last page of the basic document or appendix, as applicable. The document identifier shall appear in the upper center of each page.

5.1.12 Revisions

Revisions shall follow the content and format instructions prescribed for new handbooks. Revisions shall be indicated by a capital letter immediately following the document identifier. The first revision shall be marked with the letter "A" and succeeding revisions shall be indicated by letters in alphabetical sequence, except the letters "I", "O", "Q", "S", and "Z" shall not be used. For example, when FAA-HDBK-123B is revised, it becomes FAA-HDBK-123C.

5.1.12.1 Insertion of paragraphs, figures, and tables

When new paragraphs, figures, or tables are added to the standard, they should be numbered in such a way that renumbering of existing paragraphs, figures, and tables is not necessary.

5.1.12.2 Page numbering

Since changes are an integrated part of the basic or revised document, pages shall be numbered in a natural sequence of whole Arabic numerals as described in [4.1.8](#). As pages are added or eliminated as the result of changes, there should not be any inventive numbering schemes to account for these pages. For example, if a change results in a new page between existing pages 8 and 9, do not number the new page as 8a or 8.1. Instead, let word processing automatically renumber the pages.

5.1.13 Changes

Changes shall be prepared to make limited modifications to handbooks. A handbook may be changed a maximum of five times after which it shall be revised. NAS Change Proposals are to be developed to propose changes to baselined handbooks.

5.1.13.1 Format

Changes shall be incorporated into the handbook and not issued as separate documents. When changes are issued, the entire text of the handbook shall be issued with the modifications identified as described in [5.1.12](#).

5.1.13.2 Insertion of Paragraphs, Figures, and Tables

When new paragraphs, figures, or tables are added to the handbook, they should be numbered in such a way that renumbering of existing paragraphs, figures, and tables is not necessary. For example:

<u>Existing</u>	<u>Added</u>	<u>Existing</u>
Table II	Table II-1	Table III
Figure 2	Figure 2A	Figure 3
Paragraph 4.11	Paragraph 4.11.1	Paragraph 4.12

5.1.13.3 Page Numbering

Since changes are an integrated part of the basic or revised document, pages shall be numbered in a natural sequence of Arabic integers as described in [4.1.8](#). As pages are added or eliminated as the result of changes, there should not be any inventive numbering schemes to account for these pages. For example, if a change results in a new page between existing pages 8 and 9, do not number the new page as 8a or 8.1. Instead, let word processing automatically renumber the pages.

6 NOTES

(This section contains information of a general or explanatory nature that may be helpful, but is not mandatory.)

6.1 Intended use

Handbooks covered by this standard are intended for use in acquisition to obtain FAA-unique items. Non-Government standards or commercial item descriptions should be used to describe the requirements for commercially available item.

6.2 Tailoring guidance

To ensure proper application of this standard, invitation for bids, requests for proposals, and contractual statements of work should tailor the requirements in sections 4 and 5 of this standard to exclude any unnecessary requirements. For example, if the statement of work requires a revision to a handbook, then all the paragraphs in this standard related to amendments, notices, supplements, and specification sheets should be excluded.

APPENDIX A. ACRONYM LIST

ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
ATO-P/SE	Air Traffic Organization-P/System Engineering
ATO-W	Air Traffic Organization-W
CCB	Configuration Control Board
ckt	circuit
CM	Configuration Management
DoD	Department of Defense
FAA	Federal Aviation Administration
freq conv	frequency converter
GPO	Government Printing Office
HDBK	Handbook
IEEE	Institute of Electrical and Electronics Engineers
MIL	Military
NAS	National Airspace System
OPI	Office of Primary Interest
SOW	Statement of Work
STD	Standard

APPENDIX B. FAA HANDBOOK TEMPLATE

This Appendix is not a mandatory part of the handbook. The information contained herein is intended for guidance only. The following template is offered to show what is expected in terms of format and content. When combined with the preceding information (sections 1-6) the user should have considerable guidance in generating their own handbook. FAA-HDBK-006A is an example of a handbook which by and large follows this template.

B.1 Example Template of FAA Handbook Sections

Foreword. This should contain a preamble about the intended group for guidance. This should contain statements of approval authority. This should contain a statement to the effect that Handbooks are intended for guidance only. This should contain a statement as to purpose of the Handbook. This should contain a statement related to where comments or questions on the Handbook should be addressed.

Table of Contents

1. Scope

This section has no content, only title.

1.1 Scope. This section should contain statements of intended content, purpose, and applicability. This section can define the boundary of a project which can include performance, design, and verification requirements.

1.2 Change Record - Indicates any modifications made to the document.

1.3 Overview/Definitions –Defines the product to be delivered and operational setting within the NAS.

2. Applicable Documents. Includes documents used for reference within the body of the specification, standard, or handbook. Should contain only lists of Government documents and Non-Government documents used in the Handbook and order of precedence. Included herein should be referenced specifications, standards, and handbooks as well as documents from special authorities, i.e. IEEE or ASME.

2.1 FAA Documents. Title only followed by a listing.

2.2 Non-FAA Government Documents. This may include Military documents.

2.3 Non-Government Documents. This may include documents like industry standards.

3. Definitions. Title only followed by a listing. All key and/or unique terms used in the Handbook should be listed and defined in this section.

4. General Guidance. Title only.

4.1 General recommendations. With respect to the FAA and the NAS this section should contain conformance recommendations that may cover (separate subsections for each):

- purpose,
- objectives,
- portability,
- scalability,
- management,
- general history,
- interoperability,
- applicable standards,
- profiles and/or sub-profiles

4.2 Document organization. This section should layout the content for the rest of the Handbook.

5. Detailed Guidance. Title only.

5.1 Detailed recommendations. This section should contain specific information including (separate subsections for each):

- the history and/or derivation of recommendations/requirements,
- comparison of changes i.e. the traditional recommendation versus the new,
- criticality of the information,
- any related materials having to do with service i.e. maintenance and performance,
- acquisition information, i.e. procurement, proposal, testing

6. Notes. This section is available for special definitions, tables, definitions of existing hardware, special considerations or a glossary.

6.1 Intended use.

This section shall include a statement as the intention for use within the FAA.

6.2 Tailoring guidance.

This section shall include statements that ensure proper application of this handbook.

Appendices

This section may include anything that offers back up data, examples, special figures, tables of numerical data to support the recommendations. A list of acronyms is usually found here.