



## FAA Airport Lighting Equipment Certification Program Overview

COMPLETE EMC/EMI, ENVIRONMENTAL STRESS, AND PHOTOMETRIC TESTING SERVICES

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### Dear Valued Certification Customer,

Thank you for choosing Elite Electronic Engineering, Inc. as your third-party certifier for Airport Lighting Equipment. Elite is designated by the Federal Aviation Administration as a third-party certifier, which means we are authorized to issue a Certificate of Conformance after successful completion of qualification testing of your airport lighting equipment and to maintain the certificate through ongoing certification compliance requirements.

These certification credentials enable Elite to efficiently license you as a manufacturer, perform qualification testing, and help you achieve market access as a qualified product listed in the FAA Advisory Circular (AC) 150/5345-53D Addendum.

To acquaint you with the steps and procedures associated with the airport lighting equipment certification process, we have provided this certification process overview. Of course, whenever you have questions on the certification process, please contact our FAA Program Administrator.

### Certification Process Overview

#### 1) Licensing Process

##### a. Initial Quality Management System Audit

To begin the certification process, you as a manufacturer must sign a licensing agreement with Elite. Per FAA Advisory Circular 150/5345-53D, a quality management system audit must be completed before signing the licensing agreement. Elite will send a quote to complete the audit and start the scheduling process. Once the licensing agreement is signed, the initial audit will not have to be completed for other certification inquiries.

##### b. Licensing Agreement, Procedural Guide, and Certification Affidavit

Upon successful completion of the initial quality audit, a licensing agreement, procedural guide, and certification affidavit will be emailed to the point of contact at your company. The licensing agreement and certification affidavit will need to be signed and returned to Elite. The procedural guide outlines how Elite's certification program is operated.

#### 2) Certification Application

To begin the certification process, Elite will email an application (FAAGA-000) to your point of contact. This application includes step-by-step instructions on filling out the document and includes a list of related documents that needs to accompany the application.

#### 3) Administrative Review

When all the required information has been received by Elite, an Elite certification specialist shall examine the documents to determine if all submitted information is complete, accurate, and correctly prepared for certification. A complete application is required before the qualification testing can begin. Once the administrative reviewer has determined that all necessary documents are present, they shall forward all documents and their review checklists to the technical reviewer.

If the reviewer finds information is missing, then Elite's FAA Program Administrator shall prepare a letter that includes a description of administrative or technical information that is still needed. The applicant will also be informed they have thirty (30) days to respond before the application is dismissed. If the application is dismissed, the administrative reviewer shall arrange for all test data, exhibits, samples, or other related items to be returned to the applicant.



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### 4) Qualification Testing

Elite must review and approve the proposed test plan. Elite has the internal capability to complete qualification testing; however, some testing may be done off-site. In the case where off-site testing is required, Elite has the option to witness all testing at the expense of the manufacturer. Elite will not accredit any lab to ISO 17025 standards but will ensure that all testing is done within the ISO 17025 standards.

### 5) Technical Review

Next, a technical review shall be performed by Elite to determine if the test data and report satisfy the applicable requirements. Elite shall complete the evaluation using the technical requirements checklists that apply to the specific device.

The technical reviewer may request additional test data or clarification of data. The FAA Program Administrator shall issue the request to the manufacturer. Once the technical reviewer has completed their evaluation, they shall forward all documents and their review checklists to the FAA Program Administrator. The FAA Program Administrator forwards all information to the certification approval committee.

### 6) Certification Committee Approval

After Elite has completed the administrative review and the technical review, the findings from each shall be forwarded to Elite's certification committee where the final decision on the grant of certification shall be made. The certification committee shall be comprised of individuals (or a single person) who did not participate in the testing of the product.

The certification committee shall analyze the findings and the recommendations from the administrative reviewer and technical reviewer then present a decision to the FAA Program Administrator. The FAA Program Administrator shall notify the applicant and the FAA of a successful certification.

If the committee determines that the device fails to meet the requirements of the technical review, the FAA Program Administrator shall immediately notify the applicant in writing regarding the specific cause of the negative finding. The applicant shall have thirty (30) days to respond before the application is dismissed. If the application is dismissed, Elite's FAA Program Administrator shall notify the applicant as such in writing then arrange for all test data, exhibits, samples, or other related items to be returned.

### 7) Complaints and Appeals

A manufacturer may appeal a dismissed application. All appeals must be in writing and directed to the Certification Department Supervisor. The formal appeal shall be presented to a committee comprised of individuals (or a single person) who did not participate in the product testing or original review or original approval. The appeals committee may solicit additional information from the administrative and technical reviewers, or it may require additional information from the manufacturer. Elite shall respond to all appeals within thirty (30) days of receipt of the written notification from the manufacturer. If an appeal fails its committee review, then the Certification Department Supervisor shall notify the manufacturer as such in writing and no further appeal or certification review activities shall take place.

A manufacturer may file a formal complaint against Elite Electronic Engineering's Certification scheme. The formal complaint will be presented to a committee comprised of individuals (or a single person) who did not participate in the product testing or original review or original approval. The complaint committee may solicit additional information from the administrative and technical reviewers, or it may require additional information from the applicant. Elite shall respond to all complaints within thirty (30) days of receipt of the written notification from the applicant. Should the complaint be approved by the complaint committee, all follow ups will be conducted in accordance with the latest revision of Elite Electronic Engineering's Quality Manual.



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### 8) Certification Database

A database of all certified products is maintained and published monthly by the FAA as an addendum to FAA AC 150/5345-53D.

Elite will create a file for all certificates granted, to include all application data and documents. This file will be kept for the life of the certificate and will include any changes or modifications made to the product.

### 9) Surveillance

The FAA requires that third-party certifiers solicit continuing compliance information from manufacturers. Elite will perform two manufacturing site audits yearly. One audit will be focused on the manufacturer's QMS procedures and the other will focus on the manufacturing and testing processes of each certified product.

If it is determined through surveillance that the products are no longer in compliance with the requirements for which it was certified, then Elite shall immediately notify the applicant and the FAA. The applicant shall be required to address the cause of the failure, correct the situation, and provide a follow up report to Elite within thirty (30) days. Elite may require a test of the product to support the compliance investigation. If the failure is not addressed satisfactorily, then Elite shall inform the applicant and the FAA that the certificate has been rescinded.

### 10) Modifications to Product

Elite must be made aware of all modifications to a certified product. Some changes may require that testing be completed to ensure the modified product still meets the requirements of the Advisory Circular. Elite's FAA Program Administrator will be able to guide you through this process and help to determine what changes can be made and what testing needs to be completed.

### 11) Miscellaneous

Elite will make available upon request, the following: information about (or reference to) the certification scheme(s), including evaluation procedures, rules and procedures for granting, for maintaining, for extending or reducing the scope of, for suspending, for withdrawing or for refusing certification. Elite will also make available upon request, a description of the means by which the certification body obtains financial support and general information on the fees charged to applicants and to clients.

Final words....

Your contact for this program will be with our FAA Program Administrator, Brad DeGrave. Unless otherwise directed, all project information will typically be transmitted by email to Brad using the following contact information.

Brad DeGrave  
FAA Program Administrator  
Elite Electronic Engineering Inc  
1516 Centre Circle  
Downers Grove, IL 60515  
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*Once again, thank you for selecting Elite as your certification services provider.*