

**.01 Region QC-100 Responsibilities - Reviewing the QC-100**

**REVISION 17**  
(07/01/11 - 09/30/11)

When QST notifies FAA that an error exists, the FAA designated staff MUST complete the following:

- Review the QC-100.
- Place the QC-100 in the [case file\(g\)](#).
- Submit a protest memorandum, when applicable, within ten days of receipt of the QC-100.

NOTE Do NOT take any necessary action on the case before the expiration of the ten day protest deadline.

When designated staff disagrees with the findings noted on the QC-100, a protest is filed. For filing a protest, see [QC Protests](#).

When reviewing the QC-100, it is determined that additional information is needed, see [QC Additional Information](#).

NOTE FAA must not contact ANY verification source or the participant to gather ANY additional information.