

.03 Quality Control Review Committee (QCRC) - QCRC Memorandum

The QC Review Committee Memorandum (FAA-1041A) documents the results of the QCRC meeting. The FAA-1041A includes the following information:

- Date of the meeting
- Local office
- Case name
- AZTECS case number
- [QC review number](#)
- Reviewer name
- Error element
- Error cited
- Committee agrees or disagrees
- Explanation of disagreement
- Date the case is due back to the committee for review
- Final results
- Documentation to prevent future errors
- Signatures of the review committee

When all representatives agree, no further action is needed.

When all representatives do not agree, the Policy Representative immediately schedules a meeting between the OPE Administrator and the FAA Program Administrator.

When the issue cannot be resolved at that point, the Policy Representative immediately schedules a meeting for the DBME Assistant Director, OPE Administrator, and FAA Program Administrator at which point a final decision is made.

(For procedures following issuance of the QC-100, see [QCRC Additional Information](#))