

## .01 QC Protests - Filing Procedures

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

The procedures for filing a protest are as follows:

- Send an e-mail to the following staff with an intent to protest the findings within ten calendar days of the date of the QC-100:  
QST Administrator  
QC Manager  
FAA Program Administrator  
Policy Support Team management, see [Policy Support Team](#) for the e-mail address
- Immediately following the e-mail request for protest, route the following items to the Policy Support Team:  
Protest Memorandum  
Supporting documents

NOTE FAA must not contact ANY verification source or the participant to gather ANY additional information. When additional information is needed, see [QC Additional Information](#).