

## .01 QC Protests - Filing Procedures

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:  
QC Facilitator  
  
NOTE This only applies to QCRC.  
  
OPE Administrator  
QC Manager  
FAA Program Administrator  
FAA Policy Support Team (PST) Manager
- Immediately following the e-mail request for protest, route the following items to the [Policy Support Team](#):  
QC-100  
Protest Memorandum  
Supporting documents  
[Case file\(g\)](#)

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