

**To** TPS Working Group **Date** November 15, 2019

**From** Sam Buckwalter **Reference** 19-999/SMA-152 kpp  
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**Subject** **Meeting Announcement**  
**Test Program Set (TPS) Quality Working Group**

**When** January 21-22, 2020, from 0900 to 1700  
January 23, 2020, from 0900 to 1400

**Chairman** Ted Patmore, Delta Air Lines

**Where** Meeting Location  
KLM Royal Dutch Airlines  
1117ZL Schiphol East  
The Netherlands

The meeting room and bus directions will be announced closer to the meeting.

**Hotel Information**

The easiest hotel to access KLM facility and downtown is the Hilton Schiphol. The ARINC Industry Activities (IA) staff will be departing the Hilton lobby at 0755 in the morning to walk to the buses.

Below is a listing of other hotels within proximity of KLM:

- Steigenberger Airport Hotel Amsterdam
- Sheraton
- Ibis
- Radisson

For more information on the hotels use the following link:  
<http://www.klmflightcrewtraining.com/logistics.php>

**Security Information**

The following security information needs to be provided to Sam Buckwalter by January 3, 2020:

1. Name
2. Initials as mentioned in the passport
3. Company name
4. Nationality
5. Date of birth
6. Permanent address
7. Telephone number

**Instruction**

Please notify ARINC Industry Activities of your intention to attend by registering online at: <http://www.aviation-ia.com/events/>.

Dress code for this meeting is business casual. Comments or questions regarding any of the agenda items are invited. If you wish any material to be circulated prior to the meeting, please submit your proposals via e-mail to Sam Buckwalter by January 6, 2020. After that date, if you have new material, they may only be introduced on the agenda with the approval of the chairman and formal consensus of the group.

The meeting is open to all interested parties. Individuals requesting time on the agenda should contact Sam Buckwalter. The agenda will be finalized one week prior to the meeting.

**Travel Information**

Traveling from Schiphol Airport (Schiphol Plaza)

A separate email announcement will be made with the meeting room name and location along with which bus to take from Schiphol to the KLM facilities.

**Meeting Objectives**

Original Equipment Manufacturers (OEMs) often deliver a Technical Support and Data Package (TSDP) that contains a cornucopia of documents. The relevant Test Specification data is obscured and difficult to ascertain within the large amount of data that is not relevant to the Test Specification.

The aim of this project is to update the ARINC Report 625-3 to emphasize the importance that the OEM provides a Test Specification that is intelligible, unobscured, and complete as possible.

The role of the TSDP is to provide the minimal amount of data required to fully understand and implement the Test Specification. Only data that is pertinent to the Test Specification should be provided. It should be separate and independent of all non-pertinent data.

**cc**

AMC Steering Committee