

**To** TPS Working Groups **Date** December 20, 2018  
**From** Sam Buckwalter **Reference** 18-999/SMA-110 kpp  
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**Subject** **Meeting Announcement**  
**Test Program Set (TPS) Quality Working Group**

**When** March 5-6, 2019, from 0900 to 1700 (Tuesday-Wednesday)  
March 7, 2019, from 0900 to 1400 (Thursday)

**Chairman** Ted Patmore, Delta Air Lines

**Where** **Meeting Location**  
Hilton Cocoa Beach Oceanfront  
1550 N. Atlantic Avenue  
Cocoa Beach, Florida 32931 USA  
tel + 1 321-799-0003  
fax + 1 321-799-0344  
<http://www.hiltoncocoabeach.com>

The group room rate for this meeting is \$189.00 USD. To book online, visit the following address:

[https://secure3.hilton.com/en\\_US/hi/reservation/book.htm?inputModule=HOTEL  
&ctyhocn=CCBCHHF&spec\\_plan=AIA19&arrival=20190304&departure=2019  
0307&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIREC](https://secure3.hilton.com/en_US/hi/reservation/book.htm?inputModule=HOTEL&ctyhocn=CCBCHHF&spec_plan=AIA19&arrival=20190304&departure=20190307&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIREC)  
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Alternately, you can book using the following directions:

- Reservation Telephone: +1 866-580-7402
- Provide the group code: AIA19
- Provide your Arrival/Departure Dates and the number of guests in the room
- Confirm Reservation with Contact Details and Credit Card

The hotel reservation cutoff date is **February 4, 2019**, to obtain the group rate of **\$189.00**

## **Travel Information**

Please arrange your own ground and air transportation.

The Hilton Cocoa Beach Oceanfront Hotel is about 45 miles from the Orlando, Florida airport. There is not a courtesy shuttle to the hotel.

There are, however, a few transportation services that provide a shuttle between Orlando and Cocoa Beach. The following are a few that serve this route:

<http://www.cbshuttle.com/cocoa-beach-rates.htm>

<http://www.aroundtheclockusa.com/1601300.html>

<http://www.cocoa-beach-shuttle.net/>

### **Orlando International Airport**

Distance from hotel: 45 miles

Drive time: 45 min.

Directions: Take SR 528 East (Bee Line) for 40 miles until it becomes A1A South at Port Canaveral. Go five miles on A1A South through Cape Canaveral and into Cocoa Beach. The Hilton hotel is located one mile south of Ron Jon's on the left.

Note: SR 528 (Bee Line) is a toll road so you will need to have cash.

### **Melbourne International**

Distance from hotel: 25 miles

Drive time: 40 min.

Directions: Turn left onto Nasa Blvd to US 1; turn left onto US 1 North to SR 404 (Pineda Cswy). Turn right onto 404 East to Hwy A1A; turn left onto A1A North and go eight miles. The Hilton hotel is located on the right side of the road.

## **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 Supplement 3 to ARINC Report 625 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.

## **Instructions**

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 February 18, 2019. 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.

**cc**

AMC Steering Committee