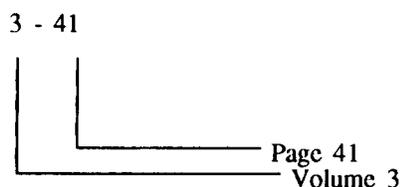


SECTION 3. INSPECTOR USE OF HANDBOOK MATERIAL

31. HANDBOOK ORGANIZATION. The Air Transportation Operations Inspector's Handbook is organized by volume, chapter, section, paragraph and subparagraph. A "Handbook Table of Contents" for the entire handbook is located just after the foreword. This table of contents contains a list of the titles of the handbook's volumes, chapters, and sections. Each volume has a more detailed "Volume Table of Contents" which provides not only the titles of chapters and sections, but also the titles of the paragraphs in that volume. The locator used in all of the tables of contents is a full page number which consists of the volume number, a dash, and the page number of the volume. For example, 3-41 indicates volume 3, page 41.



A. *Pagination.* All chapters will begin on right hand pages. Each page in the handbook includes headers and footers containing a locator, paragraph identifier, date, and subject information, which are defined as follows.

(1) The locator consists of the volume number, a dash, and the page number. The locator helps the reader locate the correct volume and page sought. The locator is at the bottom left or right of the page, depending on whether it is an odd or even page. The locator is on the

bottom right of the page on odd-numbered pages and on the bottom left on even-numbered pages.

(2) The paragraph identifier consists of the first paragraph number cited on that page. The paragraph identifier helps the reader locate the specific paragraph sought. Like the locator, the paragraph identifier is also located on the bottom left or right of the page, depending on whether it is an odd or even page. The paragraph identifier is on the bottom right of the page on even-numbered pages and on the bottom left on odd-numbered pages.

(3) The date that the page was published is on the top of each page. This date of issue is important because it provides the reader with the timeframe in which that particular portion of the handbook was sent out. The date is either on the left or right side of the top of the page, depending on whether it is an odd or even page. The date is on the top right of even-numbered pages and on the top left of odd-numbered pages.

(4) The subject information is at the top of each page and consists of the order number (8400.10) and the Change number (which is the publisher's number for that particular portion of the handbook material). The subject information is either on the left or right side of the top of the page, depending on whether it is an odd or even page. The subject information is on the top right of odd-numbered pages and on the top left of even-numbered pages.

ILLUSTRATION OF ODD- AND EVEN-NUMBERED HANDBOOK PAGES

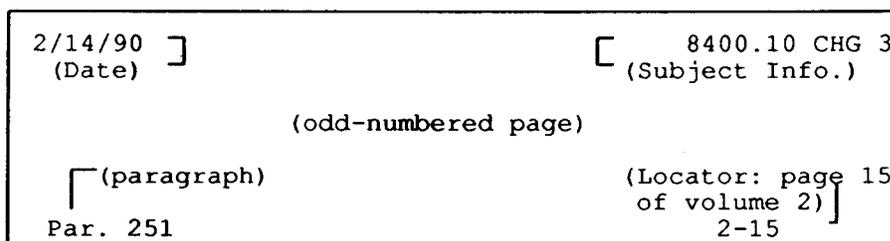


ILLUSTRATION OF ODD- AND EVEN-NUMBERED HANDBOOK PAGES (Cont'd.)

8400.10 CHG 3] (Subject Info.)	[2/14/90 (Date)
(even-numbered page)	
[(Locator: page 12 of volume 2) 2-12	(paragraph)] Par. 35

B. *Notes and FYI's.* The handbook also includes "notes" and "FYI's" (informational supplements). Notes are indented, bold paragraphs which appear periodically within the handbook text with the word "**NOTE**" preceding the information. These notes of text are intended to emphasize certain aspects or items of a particular subject or subject area. Notes contain necessary information which an inspector must know to successfully complete a job function. FYI's are indented, italicized paragraphs which appear periodically within the handbook text with the word "FYI" preceding the information. These informational supplements offer information which is not necessary to the inspector for purposes of the handbook, but which may significantly add to an inspector's knowledge or understanding of a subject.

C. *Tables and Figures.* Tables and figures are an important part of the handbook. Tables contain factual material, usually in columnar form, from which information can be extrapolated. Figures include many kinds of informational elements. In this handbook figures are used for job aids, sample letters, and charts. Most figures and tables are located within the body of the text and usually directly follow the related subject. When figures or tables are lengthy, as in the case of job aids, they are placed at the end of the appropriate section so as not to create large breaks in the textual material. Figures and tables are identified in sequential numerical order by volume, chapter, section, and the figure or table number. For example, the first table in volume 2, chapter 1, section 1 is identified as table 2.1.1.1 and the second table is table 2.1.1.2.

D. *Examples.* The examples used in this handbook are usually short, textual, or graphic illustrations of methods or procedures used by inspectors in the performance of job tasks. These examples are located within the text immediately following the subject. They

are not titled or designated by a numbering system, however, they are separated from the text by bold, solid, horizontal lines. This method of separation is also used occasionally to differentiate between levels of involvement in a method or procedure (see the evacuation demonstration discussed in volume 3, chapter 10, section 2).

33. APPENDICES. There are three appendices to the handbook.

A. *Appendix 1.* Appendix 1 is reserved for the operations bulletins currently in Order 8430.1D and 8430.17. The operations bulletins in Orders 8430.1D and 8430.17 will remain in effect until they are incorporated into this handbook. Before these bulletins are incorporated into the handbook, they will be consolidated and updated.

B. *Appendix 2.* Appendix 2 is reserved for the handbook index. This index provides inspectors with direct location references for specific topics and with cross references for related topics. General subjects as well as related topics and subjects can also be located in the index. A locator in the index consists of two numbers: the volume number and the paragraph number separated by a period (for example, volume 1 paragraph 31 is shown as 1.31). Each locator is unique. Once the locator is identified in the index, the subject can be found by the user turning to the volume and leafing through the pages while looking at the footer on each page for the paragraph number. When one subject is discussed in the text for several paragraphs, the sequence of paragraph numbers is given (for example, aircraft noise 3.1861-1868). Subjects are shown as entries and subentries, and are all listed alphabetically. When there are less than four entries for a particular subject, the subject (main entry) is followed by the locators which the user can use to find that subject. For example:

Operations specifications 3.67, 3.79, 3.105

When there are four or more entries for a subject, each locator is preceded by a subheading which includes more detail. In such cases, main entries are printed flush left and the subentries are indented for the first subentries and again for further entries. For example:

Operations specifications
 Aeromedical helicopter operations 3.239
 Aeronautical weather data 3.79
 Aircraft interchange arrangements 3.105
 Aircraft wet lease arrangements 3.103
 definition of 3.95
 U.S. air carrier 3.107C
 U.S. and foreign air carriers 3.17

(1) *Cross References.* Cross references are used to direct the user to related information in the handbook. Terms used as cross references are not primary entries (entries with locators). Cross references serve to direct the user to the entry actually used such as the following:

Aborted takeoff demonstration. *See* Emergency evacuation

There are three phrases used for cross references. "See" is the phrase used when the user can find related information under another entry, as in the previous example. "See also" is the phrase used when the user can find related information in another entry. "See under" is the phrase used when the subject is a subentry under another subject. When this is the case, and the subentry is not in the same words, the exact entry and subentry are shown. The following examples illustrate the "See also" and "See under" types of cross references.

- (a) Magnetic unreliability 4.151, 4.359, 5.35
See also INS and NAT/MNPS.
- (b) NAT/MNPS (entry from (a) above)
 Accuracy data necessary for initial approval 4.145B
 Four criteria of 4.145C
 Gross navigational errors within 4.145D
 Special factors in the approval process 4.147B
- (c) Aeronautical weather data. *See under* Operations specifications

(2) *Lists of Tables and Figures.* Appendix 2 also contains two lists of figures and tables. The first list is simply the numbers of the figures or tables with their titles in sequential order. This is useful when the user knows generally where to find the figure or table in the handbook. The second listing is the titles of the figures and tables in alphabetical order. This is useful when the user knows the figure name but not the general location of it in the handbook.

C. *Appendix 3.* Appendix 3 is reserved for handbook bulletins. Handbook bulletins are transmitted to regions and district flight standards offices by FAA electronic mail and are followed up by standard distribution. Handbook bulletins should be retained in Appendix 3 until they are incorporated into the manual or superceded. An index containing a list of current handbook bulletins and the status of all handbook bulletins is published with each formal change.

34. - 36. RESERVED.

[PAGES 1-20 THROUGH 1-24 RESERVED]

