
Volume 3. Air Operator Technical Administration

CHAPTER 1. OPERATIONS SPECIFICATIONS

SECTION 2. AUTOMATED OPERATIONS SPECIFICATIONS SUBSYSTEM(OPSS)

21. GENERAL.

A. The automated Operations Specifications Subsystem (OPSS) consists of standard as well as non-standard templates for Operations Specifications (OpSpecs) Management Specifications (MSpecs), and Letters of Authorization (LOA) developed by Washington Headquarters. These documents are most commonly called "paragraphs." MSpec paragraphs are issued to Program Managers that conduct fractional ownership operations under Title 14 of the Code of Federal Regulations (14 CFR) part 91, subpart K (91K). (Order 8400.10, volume 3, chapter 1, section 2, subparagraphs 39 and 41 discuss nonstandard OpSpec/MSpec paragraphs.) LOAs are used to issue certain authorizations to 14 CFR part 91 operators. All standard paragraphs, LOA templates, and any subsequent revisions are first coordinated within the Federal Aviation Administration (FAA) and then with appropriate industry organizations. After this coordination, the standard paragraph authorizations are incorporated into the automated OPSS computer software. The OPSS is programmed to provide only those OpSpecs/MSpec paragraphs and other templates such as LOAs which are applicable to a particular type of operation under a particular 14 CFR part. When the appropriate standard paragraph templates have been selected and all the required information has been entered into the OPSS, a complete set of OpSpecs/MSpecs or LOAs can be issued and printed or exported electronically specific to the particular certificate holder, operator, or program manager, and type of operation.

B. This section provides general direction and guidance to inspectors concerning actions necessary to generate a complete set of OpSpecs/MSpecs and LOAs. This section also provides general information on the OPSS, such as control of standard paragraphs/templates, use of filter colors, and procedures for amending standard paragraphs. The OPSS is designed for generating automated OpSpecs/MSpecs/LOAs to allow inspectors to collect and record appropriate information necessary for issuing required OpSpec/MSpec paragraphs as well as authorizing the optional paragraphs and LOAs as listed in OpSpec/MSpec A004. Before attempting to enter information directly into the OPSS, users should be familiar with the OPSS and the

most current OPSS user's manual. The most current user's manual can be downloaded from the web site located at <http://www.opspecs.com>.

C. This section also provides general information for the subsystems within the OPSS. These subsystems include, but are not limited to, the applicable guidance (Guidance Subsystem), emergency airworthiness directives (Emergency Airworthiness Directive (AD) Notification, OpSpecs/MSpecs paragraph A447), the exemptions, 14 CFR part 298 liability insurance (see subparagraph 47 below), and report and query capability. These subsystems are an integral part of the Dynamic Information System (DIS).

D. OPSS Guidance Subsystem. The guidance subsystem contained within the OPSS provides relevant guidance documents in association with individual paragraphs. Many guidance documents, such as advisory circulars, bulletins, preambles, directives, and excerpts from Orders and regulations, may be associated with multiple paragraphs. Other guidance documents are unique to the individual paragraphs:

(1) *Revision History*. The revision history gives a succinct abbreviation of each paragraph revision since the paragraph was transferred into the new automated OPSS.

(2) *OpSpec/MSpec/LOA JobAid*. An OpSpec/MSpec/LOA JobAid is designed to provide a variety of up-to-date information regarding individual paragraphs. These JobAids contain miscellaneous information, references for the authorization, and a sample of the associated template. The JobAid may change with the addition or correction of information. The date of the last JobAid revision is indicated on the title line of the document. JobAid information may be included in other directives or guidance documents.

23. DYNAMIC INFORMATION SYSTEM (DIS). The OPSS is the mechanism used to collect and maintain the information required for the (DIS). The most conspicuous portion of the OPSS contains the OpSpec/MSpec paragraphs and the LOAs. The DIS subsystems are integrated into the OPSS to enable the population of the DIS data. Before the OpSpec/MSpec paragraphs and LOAs can be processed, certain fields of information must be provided to the OPSS.

These critical fields of information must be current for the OpSpecs/MSpecs or LOAs to be technically accurate. The fields of information under the Certificate Holder menu option are used in the OpSpec/MSpec paragraphs and LOAs when the user is prompted to “Select Data” for individual OpSpecs/MSpecs or LOA. The DIS consists of the following data fields for each selected Certificate Holder or operator information:

A. Aircraft Authorization. This area contains specific information about the aircraft the operator/program manager is authorized to use and specific conditions for that operator/program manager. This information is used in OpSpecs/MSpecs A003, D085, and any other paragraphs or LOAs that require the insertion of aircraft for authorization or data collection. Information that is collected includes:

- Aircraft Make/Model/Series
- Aircraft Registration Number
- Nose Number (if applicable)
- Aircraft Serial Number
- Specific Regulation that the aircraft is being operated under:
 - 14 CFR parts 91, 91K, 121, 125, 129, 135, 133, 137
- Specific Section of 14 CFR part 119 that identifies the type of approved operational usage:
 - Section 119.1(e)(2), 135.1(c), (Air Tour)
 - Section 119.21(a)(1), 121 Domestic (intrastate)
 - Section 119.21(a)(2), 121 Flag (common carriage)
 - Section 119.21(a)(3), 121 Supplemental (common carriage)
 - Section 119.21(a)(4), 135 Commuter (common carriage)
 - Section 119.21(a)(5), 135 On Demand (common carriage)
 - Section 119.21(b), 121 Domestic (common carriage)
 - Section 119.21(c), 121 Supplemental (common carriage)
 - Section 119.23(a), part 125 operators (common carriage is not involved)
 - Section 119.23(b), part 135 operators (common carriage is not involved)
 - Section 119.25(a), Rotorcraft commuter (common carriage)
 - Section 119.25(b), Rotorcraft on-demand, (common carriage)
- Part 91
 - Part 91 subpart K
 - Part 133, External Load
 - Part 137, Agricultural
- Operational Use of Aircraft (previously “Kind of Operation”) (see subparagraph 24 for discussion on “kinds of operations”):
 - 129 Foreign or 129.14 Foreign
 - Commuter (135)
 - Domestic (121)
 - External Load (133)
 - Flag (121),
 - Non-Stop Sight Seeing (135.1(c))
 - On-Demand (135),
 - On-Demand Cargo Only (135)
 - Supplemental (121)
 - Flight (125)
 - Flight (91)
 - Aerial Application (137)
 - 91K Fractional
- Configuration of the Specific Aircraft:
 - Pax & Cargo, Passenger, All Cargo, Combi
- Noise Stage (if applicable)
- Seats Demonstrated (evacuation demonstration under 14 CFR parts 25 and 121; certified number for all other aircraft))
- Seats Approved (mini-evacuation demonstration that is operator-specific)
- Flight Attendants (required number)
- Class of Operation:
 - Amphibian, HEL (helicopter), MEL (multi-engine land), MES (multi-engine sea), MEL/MES (both), SEL(single-engine land), SES (single engine-sea), SEL/SES (both)
- En Route Type:
 - IFR, IFR/VFR, VFR
- Condition:
 - Day Only, Day/Night
- Civil Reserve Aviation Fleet (CRAF):
 - Medical, Floor, Door
- Remarks section that records and identifies multiple comments

B. Domestic and International Addresses. These addresses for the certificate holder, program manager, or operator will be inserted into OpSpec/MSpec A001.

C. Airworthiness Directives (AD) Notification. The FAA must send emergency ADs to the applicable certificate holders and operators. Therefore, the FAA must have the current mailing information for certificate holders, operators, and program managers. This mailing information will be inserted into OpSpec/MSpec A447. Because OpSpec/MSpec A447 paragraph is not an “authorization” per se and is used primarily for information, the signature of the certificate holder is not required for this paragraph to be completed, processed, and activated/issued. If the principal inspector can provide the appropriate mailing information, then an FAA signature is sufficient. See Order 8400.10, volume 3, chapter 1, section 3, OpSpec/MSpec A447 for guidance.

D. Deviation and Exemption Assignments From 14 CFR Parts. OpSpec A005 is populated with the information from these assignments. The deviation list is built by the OPSS users for others to use as well so it is important that the referenced 14 CFR is accurate and that the description is concise and succinct. Any deviation granted must be listed in A005 even if the deviation specifics are described through the issuance of an OpSpec/MSpec paragraph. If the deviation specifics are described in a separate OpSpec/MSpec paragraph, the paragraph should be identified in the “remarks” column next to the deviation listed in A005. This should be a general remark and not specific for the operator/program manager. The exemptions are selected from the exemption database. The text of each exemption is available to the user. If an exemption that is needed does not appear in the database, contact the OPSS Operations Center to request that it be loaded into the system.

E. Principal Inspectors. This area contains the names of principal avionics, maintenance, and operations inspectors specific to the Certificate Holding District Office (CHDO) to which the OPSS is defaulted. This area is used to update the specific principal inspectors that are assigned to a certificate holder, air operator, or program manager. This information is used when the OpSpec/MSpec paragraphs are ready to be signed. All three principal inspectors are responsible for the oversight and coordination of the authorizations granted by the issuance of the OpSpecs/MSpecs and in some cases LOAs. It is the responsibility of all three principals to ensure that the paragraph being issued is accurate and complete. Many of the authorizations require the scrutiny of avionics inspectors as well as maintenance and operations inspectors. If there is a disagreement between a POI and PMI/PAI regarding the contents of an operator's/program manager's OpSpec/MSpec paragraph, the issue must be resolved prior to the issuance of the paragraph in question.

F. Doing Business As (DBA). If the certificate holder, program manager, or operator conducts operations under other names, these are put into the DIS at this location and are labeled, “Doing Business As” or abbreviated as DBA. This information is inserted into OpSpec/MSpec A001. (See

Order 8400.10, volume 3, chapter 1, section 3, OpSpec/MSpecA001, for more information on DBAs).

G. Personnel.

(1) This area contains basic and generally static information about the certificate holder's, program manager's, or air operator's responsible personnel. The information field(s) include the FAA accountable manager in a fractional ownership program management company and the maintenance and avionics points of contact, FAA recognized position titles, names of the approved personnel, and the company's equivalent position title and what, if any, parts of the OpSpecs/MSpecs/LOAs they are authorized to sign. The following are examples of the titles and corresponding paragraphs indicated in parentheses:

- AD Notification Representative (A447)
- Chief Inspector (A006)
- Agent for Service (A007)
- Director of Operations (A006)
- Director of Maintenance (A006)
- Other Designated Persons (A007)
- Chief Pilot (A006)
- Director of Safety (A006)
- FAA Accountable Manager [91K only] (A007)
- Points of Contact for Part 91K Operations, Maintenance, and Avionics (A007)

(2) For those operators having a split certificate and operate under both parts 121 and 135, the OPSS provides position selections to accommodate this situation. If the operator separates part 121 and 135 operations with specific personnel for position titles, the appropriate title selection must indicate which 14CFR that person is responsible for. If there is no split certificate, the position title would not contain a reference to any 14 CFR.

H. Authorized Areas. This area contains the information that is selected for insertion into the operator's/program manager's approved geographic areas of operations for OpSpec/MSpec B050. It is used by other district offices (other than the CHDO) who have a surveillance work program for the operator/program manager in their respective geographic areas of responsibility. The OPSS guidance subsystem contains names and locations of islands and countries that may be used for insertion into OpSpec/MSpec B050.

I. Review Insurance Information. This on-line module is made available for the principal inspectors to review the status of the liability insurance of the certificate holder. See 8400.10, volume 3, Chapter 1, section 2, paragraph #47 for detailed information.

24. OPERATIONAL USE OF AIRCRAFT AND KINDS OF OPERATIONS

A. Part 119, section 119.49, Contents of operations specifications, 14CFR sections 119.49(a)(5), 119.49(b)(5), and 119.49(c)(4) dictate in pertinent part that each certificate holder conducting domestic, flag, commuter, supplemental, or on-demand operations must obtain OpSpecs containing the “kind and area of operations authorized.” Part 119, section 119.3, Definitions, states that “Kind of operation” means one of the various operations a certificate holder is authorized to conduct, as specified in its operations specifications. For instance, if a certificate holder normally conducts only domestic operations and wants to extend those operations to ANY foreign point, “flag” must be entered in OpSpec A001 (by virtue of the definition of a flag operation) even if the certificate holder has authorization to conduct those operations under “domestic” regulations.

- Section 119.7(b) addresses only agency actions that alter the overall type of operations that an air carrier (part 121 or 135) is authorized to conduct. These operations are identified in paragraph A001, which lists the kinds of operations that the FAA authorizes the air carrier to perform under its certificate, i.e., commuter, domestic, supplemental, flag, or on-demand operations. These must be appropriately selected for each certificate holder.
- For part 125 certificate holders, § 125.31 requires the operations specifications to contain the “kinds of operations authorized.” The certificate holder is authorized to conduct flight operations in non-common carriage and private carriage pursuant to 14 CFR § 119.23(a) – part 125, and provided the certificate holder does not engage in common carriage. In addition, the part 125 certificate holder may not conduct operations carrying people or property for compensation or hire, where such operations result directly or indirectly from any person’s holding out to the public to furnish transportation (i.e., common carriage). The kind of operations for part 125 certificate holders are included in the standard OpSpec paragraph A001 and is not selectable.
- For the Fractional Ownership Program Managers providing services under 14 CFR Part 91K, the kinds of operations are not required in the MSpecs because they do not engage in common carriage.

B. By contrast, OpSpec/MSpec A003 does not identify the operator’s/program manager’s overall authority to conduct a particular kind of operation. Instead, OpSpec/MSpec A003 represents the FAA’s approval of the operator’s/program manager’s use of particular aircraft in carrying out the kinds of operations that are authorized, presumably through the air carrier or operating certificate

and OpSpec A001.

C. For part 121 and 135 air carriers, the column “Operational Use of the Aircraft” in OpSpec A003 reflects this true effect by identifying the FAA-approved use for the aircraft types listed. When listing aircraft that are used for more than one kind of operation as authorized in OpSpec A001, those aircraft should be identified with the most extensive use of the aircraft. For instance, if the certificate holder is authorized domestic, flag, and supplemental operations in OpSpec A001 and the aircraft could be used in any one of the three operations, the certificate holder should identify the aircraft as a “flag” aircraft. However, if the certificate holder intends to use an aircraft in only one kind of operation, despite the multiple authorizations in A001, the certificate holder should identify the aircraft as such.

D. The rest of the “set” of OpSpec/MSpec paragraphs are then developed to authorize the conduct of specific types, areas, or routes of operations in accordance with the authorizations issued in A001 and A003 and must not contradict the authorizations for the “kind of operation” authority issued to them in A001 and A003. Thus, through the issuance of a variety of OpSpecs/MSpecs, e.g., OpSpec A050, Helicopter Operations with Night Vision Goggles, OpSpec B036 for Class II Navigation, and OpSpec C065, Powerback Operations with Airplanes, different types of operations are authorized in order to support the “kinds” of authorization(s) granted in OpSpec A001.

25. REQUIRED AND OPTIONAL OPSPEC AND MSPEC PARAGRAPHS. The following is a general discussion of the available OpSpec/MSpec paragraphs and part 91 templates and LOAs for each database.

A. With the development of the OPSS, specific required and optional OpSpec/MSpec paragraphs for a certificate holder, program manager, or operator operating in accordance with certain 14 CFR parts are automatically extracted from the databases. For example, if the certificate holder is certified under part 121, then only the OpSpec paragraphs that are required and optional for part 121 authorizations will be available. Part 135 required OpSpec paragraphs will not be available in that database. Likewise only the required and optional MSpec paragraphs will be available in the part 91 subpart K database.

B. In the part 91 database, all the LOAs are optional authorizations for issuance to the operator; however, in the part 91 database inspectors will need to process the operator name, identification number, address, and aircraft information in order to issue an LOA. Inspectors will need to sign and activate paragraphs A001, A003, A004, A006—but, will not “issue” them to the operator. (refer to Order 8400.10, volume 3, chapter 1, section 3-6 for details about each paragraph in the database.

C. The standard OpSpec/MSpec paragraphs and LOA templates for parts 91, subpart K (MSpecs), 121, 125, 129,

and 135 fixed wing and rotor craft operations are divided into the following six parts. Each part contains standard paragraphs that can be consecutively numbered from 001 to 999. Approval of all OpSpec/MSpec paragraphs and LOAs may be indicated by the signature of the principal inspectors, supervisor, or the CHDO manager who may sign for any of the principal inspectors (see paragraph 42 below for details). Most of the authorizations in Parts A, B, and C need thorough coordination between the operations, maintenance, and avionics inspectors for issuance. If there is a disagreement between a POI and PMI/PAI regarding the contents of an operator's/program manager's OpSpec/MSPEC paragraph, this issue must be resolved prior to the issuance of the paragraph in question. The part 91 database contains standard part 91 LOAs and the part 91K database contains the official standard MSPEC authorizations for fractional ownership program managers.

(1) *Part A* - Part A paragraphs are generally considered to be the responsibility of both airworthiness and operations aviation safety inspectors. Contents of these paragraphs must be carefully coordinated between operations, avionics, and maintenance inspectors before approval. Approval of these paragraphs is indicated by the signature of any one of the three assigned principal inspectors or as determined by individual CHDO policy (see paragraph 42 below for details). If there is a disagreement between a POI and PMI/PAI regarding the contents of an operator's/program manager's OpSpec or MSPEC paragraph (or LOA), the issue must be resolved before the principal inspectors issue the paragraph (or LOA) in question.

(2) *Part B - En Route Authorizations, Limitations, and Procedures.* Operations inspectors are primarily responsible for preparing and approving (signing) authorizations in Part B. Coordination between operations, maintenance, and avionics inspectors is essential.

(3) *Part C - Airplane Terminal Instrument Procedures and Airport Authorizations and Limitations.* Part C pertains to fixed wing airplanes only. Operations inspectors are primarily responsible for preparing and approving (signing) the authorizations in Part C. Coordination between operations, maintenance, and avionics inspectors is essential.

(4) *Part D - Aircraft Maintenance.* Maintenance and avionics inspectors are primarily responsible for preparing and approving (signing) the paragraphs in Part D.

(5) *Part E - Weight and Balance.* Maintenance inspectors are primarily responsible for preparing and approving (signing) Part E. The maintenance inspectors must carefully coordinate the Part E OpSpec/MSpec authorization with operations inspectors.

(6) *Part H - Helicopter Terminal Instrument*

Procedures and Airport Authorizations and Limitations. Part H are the rotorcraft equivalent to the Part C paragraphs for fixed wing operations. Operations inspectors are primarily responsible for preparing and approving (signing) the paragraphs in Part H. (Part 121 and 125 operations will not have Part H in the databases.)

D. Training Centers. Training specifications are issued in accordance with part 142, section 142.5(b). For the purpose of the training specifications required for part 142, the term "training specifications" will be synonymous with the terms OpSpecs/MSpecs, and the generic form for OpSpecs contained within the new automated OPSS will be used in place of the original Form 8400-8. The training center program manager is responsible for the issuance and signing of training specifications for part 142 certificate holder (see paragraph 42 of this section for signature information). Information regarding the applicability and issuance of training specifications is contained in part 142, section 142.11 and FAA Order 8700.1, General Aviation Operations Inspector's Handbook, volume 2, chapter 148. Training specifications were realigned to correspond more closely with the numbering system employed for OpSpecs issued to air carriers. This alignment will provide a correlation when discussing the relationships between the training center and its contracting operators/program managers. Part 142 OpSpecs are divided into the following four basic sections:

(1) *Part A - General.* Includes the issuance and applicability, definitions, authorizations and limitations summary, exemptions and deviations, flight training equipment and training location authorizations, and personnel listings.

(2) *Part B - Training Authorizations, Limitations, and Procedures.* Includes the approved curricula listings for individual airmen and operators/program managers, special training programs and training agreements.

(3) *Part C - Airplane Terminal Instrument Procedures, and Airport Authorizations and Limitations.* At this time this section only contains approved circling approach authorizations for specified simulators.

(4) *Part D - Maintenance Requirements, Limitations, and Procedures.* Includes flight training equipment maintenance and records requirements, Minimum Equipment List, and Simulator Component Inoperative Guide (SCIG) authorizations.

E. Repair Stations. Part 145, section 145.19 sets forth the requirements for repair station OpSpecs. The term "certificate holder" is now used to include the holder of a repair station certificate as described in the OpSpecs. The OpSpecs lettering and numbering system used for repair stations attempts to be consistent with those in use by other 14 CFR certificate holders and operators. The repair station OpSpecs (Form 8400-4-1) has been replaced with the issu-

ance of the OPSS computer generated generic OPSS form. For guidance for issuing part 145 OpSpecs see FAA Order 8300.10, Airworthiness Inspector's Handbook, volume 2, chapter 161. The principal airworthiness inspector(s) assigned to the part 145 certificate are responsible for issuing and authorizing (signing) all the certificate holder's OpSpecs. (See paragraph 42 of this section for signature proxy guidelines) Part 145 standard (and nonstandard, if applicable) OpSpecs are currently divided into three parts, each of which has an assigned letter designator and contains standard paragraphs.

(1) Part A - OpSpec paragraphs are considered to be general paragraphs and are issued for both Domestic and Foreign Repair Stations. This part contains the ratings, limitations, and special authorizations.

(2) Part B - Currently, Part B contains only OpSpec B050 which applies to foreign repair stations and provides for the authorization to conduct services under contract to a U.S. Carrier/part 129 foreign flag operator at a location other than the repair stations facility. (Reference: Order 8300.10, chapter 163, section 1, paragraph 7.)

(3) Part D - Contains specific authorizations, limitations, and procedures in OpSpec D100, for work to be performed at a place other than the Repair Station's Fixed Location. OpSpec paragraph D100 must list the work authorized and the approved Inspection Procedures Manual must reference the work that the repair station is approved to perform away from the fixed location. This is the only means that the FAA has to approve that section of the Inspection Procedures Manual (IPM) which describes how the repair station will perform work away from its fixed location.

F. The standard OpSpec paragraphs for part 133 operators, External Load, is in two parts (see 8700.1 for policy guidance). Both operations and airworthiness aviation safety inspectors are assigned to a part 133 certificate and should follow the guidance for signature authority in paragraph 42 of this section.

- Part A - General: Includes the issuance and applicability, definitions, authorizations and limitations summary, exemptions and deviations, personnel listings, airworthiness directives information, and other general authorizations. It also contains the official authorizations for Class D and IFR operations.
- Part D – Aircraft listing for airworthiness.

G. There are standard "OpSpec" paragraphs developed for part 137 certificate holders, Agricultural Aerial Application. Even though OpSpec paragraphs are not required for part 137 operations, it is encouraged that the Principal Inspectors use the provisions of the OPSS to record the information on the part 137 certificate holder in the OPSS. Provisions are available for the part 137

certificate holder to use the OPSS in their own offices in the same way as the part 121 or 135 certificate holders. For example, if the part 137 certificate holder requests a waiver from § 137.51, Operation over congested areas, the waiver may be issued in an OpSpec format through the OPSS Part 137 database. The part 137 certificate holder is also eligible to participate in "Industry OpSpecs" or IOPSS if requested. The part 137 database is in two parts (see Order 8700.1 for guidance). The principal operations and airworthiness aviation safety inspectors assigned to the part 137 certificate are responsible for maintaining the information for that certificate in the OPSS. The guidance in paragraph 42 of this section would apply:

- Part A - General: Includes the issuance and applicability, definitions, authorizations and limitations summary, exemptions and deviations, personnel listings, any waivers or special authorizations, and airworthiness directive information.
- Part D – Aircraft listing for airworthiness. OpSpec D085 provides for the aircraft listing of those aircraft that meet the airworthy requirements used in the certificate holders Agricultural Aerial Application operations.

27. OPSPECS/MSPEC (AND LOA) CHECKLIST FOR OPTIONAL AUTHORIZATIONS AND LIMITATIONS. OpSpec/MSpec A004 contains a series of statements considered to be a checklist for optional authorizations or available LOAs. A004 also gives a statement of prohibitions if the operator/program manager is not authorized those optional authorizations. The A004 checklist provides for the selection of authorizations that are available for the specific 14CFR type of certificate holder, operator, or program manager. When accurately selected in the A004 checklist, the checklist describes the optional authorizations applicable for the specific certificate holder, operator, or program manager for which OpSpecs/MSpecs or LOAs are being prepared. Required OpSpec/MSpec paragraphs will not appear in the A004 checklist. Some of the statements in A004 describe general information about the operator/program management responsibility and certain statements describe the capability of the aircraft being operated. Other statements identify specific authorizations and/or limitations which apply or will apply to the operator or program manager.

A. When selecting authorizations concerning the operator/program manager, the authorizations must be factually correct. When selecting a statement which describes a limitation or restriction, inspectors must be aware that the selection will result in the A004 checklist showing the authorization of an OpSpec/MSpec paragraph or LOA. Standard OpSpec/MSpec paragraphs providing special authorizations usually require special training curriculums, maintenance programs, and modifications to the operator's/program manager's manuals and minimum equipment list (MEL). The A004 checklist includes both

operations and maintenance items. Coordination between operations, avionics, and maintenance inspectors is absolutely essential for these authorizations. The principal operations inspector, principal maintenance inspector, and principal avionics inspector must all agree that the selections made on the A004 checklist are accurate. Principal inspectors should also review the A004 checklist with the operator/program manager and agree that the selected statements accurately describe the operations authorized to be conducted.

B. After the selections are moved to the OPSS Workspace Grid, the appropriate standard paragraphs or LOAs can then be completed (reference the current OPSS User's Manual for details). The active table of contents can be printed to review all the standard paragraphs applicable to the operator/program manager and identifies paragraphs or LOAs which provide special authorizations or prohibitions.

29. TEST OR TRAINING OPSPECS/MSPECS. At each Flight Standards office, a set of practice or test OpSpecs/MSpecs can be generated. When generating practice OpSpecs/MSpecs, refer to either the OPSS Student Training Manual or to the OPSS User's Manual for details. A set of practice or test OpSpecs/MSpecs can be used when someone wants to practice using the OPSS and does not have a "real" operator in the database or does not want to experiment with the information on a "real" operator. From time-to-time the OPSS database managers will purge the testing and training databases. For information about obtaining a pre-certification or certification number, please refer to the current version of the OPSS User's Manual.

30. OPERATOR- OR PROGRAM MANAGER - REQUESTED OR FAA-INITIATED OPSPECS/MSPECS CHANGES. The signature block of each OpSpec/MSpec identifies whether the FAA issued the paragraph because of an FAA-initiated change or if the Certificate Holder applied for a change to the content of the specific paragraph.

A. During the signing process for each OpSpec/MSpec, within the signature block section, under the "Origin (FAA or Operator)" tab, two selections are available for the user to choose from: "Issued by the Federal Aviation Administration" or "The Certificate Holder applies for the Operations in this paragraph."

B. If the user selects "Issued by the Federal Aviation Administration" toggle, no further comments can be made. The user can find a brief synopsis of FAA-initiated change information in the Revision History for each document. The Revision History, as well as the official handbook documentation with applicable guidance for the revision can be found in the Guidance Subsystem of OPSS.

C. If the user selects "The Certificate Holder applies for the Operations in this paragraph" toggle, the user can enter a

brief statement documenting the reason for the re-issuance or amendment in the "Support Information Reference" clear text box. In this text box, the user may want to refer to the date of the operator/program manager's letter requesting the authorization or any other pertinent information applicable to the change.

31. DRAFTS OF AND FINAL SIGNED OPSPECS/MSPECS OR LOAS.

A. Inspectors should coordinate the draft OpSpecs/MSpecs or LOAs with the operator/program manager. This coordination should involve the operator/program manager throughout the final preparation of the documents. This provides an opportunity to develop a common understanding between the operator/program manager and the FAA about the authorizations, limitations, and provisions in the authorizations. The operator/program manager must also be given the occasion to verify that added operator- or program manager-specific information is correct.

(1) The OPSS guidance subsystem provides access to various guidance documents in association with individual OpSpec/MSpec paragraph and LOA authorizations. Inspectors should review these documents with the certificate holder, program manager, or operator, along with a draft of the authorization, to see what the operator must do to be in compliance prior to the issuance of the requested or required paragraph.

(2) Access to guidance documents is found under the OPSS tool bar "Paragraph--Guidance Documents."

B. After the draft OpSpecs/MSpecs or LOAs have been reviewed and final corrections made, if any, the final authorizations can be printed and physically signed or if the certificate holder or operator has electronic signature capability, the authorizations can be electronically signed. The FAA must sign (electronically) to issue/activate the authorization to the certificate holder or operator's grid as a final document for issuance. The certificate holder or operator should also sign the final document (either electronically or physically). However, the certificate holder does not always have to sign the OpSpec/MSpec paragraph for it to be effective.

33. TABLE OF CONTENTS FOR AUTHORIZATIONS. The automated OpSpecs/MSpecs and LOAs table of contents is an integral section of an operator's/program manager's authorizations. The OPSS can automatically print a table of contents for each part individually.

35. AUTOMATED FEATURES AND SYMBOLOGY OF AUTOMATED OPSPEC/MSPEC PARAGRAPHS AND LOAS.

A. The OPSS prints page numbers automatically on the

OpSpecs/MSpecs and LOA forms.

B. Headquarters (HQ) Control Date. The OPSS automatically prints the words “HQ Control Date” and the date on the upper right corner of the OpSpecs/MSpecs or LOA template and gives reference to the latest Headquarters revision. This “HQ Control Date” is for Headquarters control purposes only and must not be construed as an effective date. The OPSS prints the operator’s/program manager’s certificate or identification number in the lower right corner of the template and the operator’s/program manager’s name will be printed on the bottom center of each page. See paragraph 37 in this section for a discussion about the HQ revision terminology.

C. Effective Date and Signature Date. For original issuance of an OpSpec/MSpec paragraph or LOA both the “effective date” and the “signature date” should be the same but is not required to be the same. For authorization amendments, these dates may also be different. The effective date may be later than the signature date; or, in the case of an FAA-initiated required change, the effective date may be before the authorization is actually signed by the certificate holder, program manager, or operator. For an authorization to be effective, it does not necessarily have to be signed by the certificate holder, program manager, or the operator; it is effective by the FAA signature only.

D. The OPSS provides a filter under the Tools pull-down menu and affect what is seen within the OPSS. The OPSS filter automatically displays, in color, those paragraphs that Headquarters has changed or archived and is intended to alert the users that a change has occurred.

37. MANDATORY AND NONMANDATORY CHANGES. OpSpec/MSpecs and LOA changes are either mandatory (Policy change) reflected by the color red or tan, or nonmandatory (minor text/format change) reflected by the color green to alert the OPSS users of changes. Turning the old templates “tan” instead of “red” allows for a period of time for the certificate holders, program manager, or operators to come into compliance with the newly released mandatory template change before the existing template is rendered “inactive” (turns “red”) and no longer usable. The tan filter color may also be used for a template that has an expiration date after which it will no longer be effective or valid. The filters also allow users to view previously issued authorizations.

A. Whether it is a mandatory or nonmandatory change, an initial review of the Revision History in the Guidance Subsystem should be the first step to determine what has caused the change to the template. If the change occurs due to new policy, that new policy document will be referred to in the Revision History and it will also be available for viewing, printing, or extracting from the Guidance Subsystem for that template. None of the changes should go past 90days without being reissued or reevaluated. It may

require a review of the original certification or authorization process for the evaluation or reissuance as relevant to the initiation of the change in color whether it is a mandatory or nonmandatory change.

B. If a mandatory change is made and the principal inspectors determine that it affects any particular operator(s)/program manager(s), then it is necessary to amend and reissue the OpSpec/MSpec or LOA as soon as appropriate or within 30 days for all those affected (14 CFR section 119.51). A mandatory change will typically be as a result of a policy or regulatory change in which the standard template itself has been revised by Headquarters. If a mandatory change is made, the HQ Revision number changes, i.e., from HQ Revision010 to HQ Revision020.

C. If a nonmandatory change is made and the principal inspectors determine that it affects any particular operator(s)/program manager(s), then it is necessary to amend and reissue the authorization as soon as appropriate, by a predetermined date, or within 90 days for all those operator(s)/program manager(s) affected. The nonmandatory changes may be due to a text/format change or as a result of the issuance of new or additional policy for that authorization but the standard language of the template itself did not change. If a nonmandatory revision is made, the HQ Revision changes, i.e., HQ Revision010 to HQ Revision01a or from 02b to 02c.

D. Archived OpSpec/MSpec Paragraphs or LOAs. OpSpec/MSpec paragraphs or LOAs are archived by Headquarters to either remove a template and accompanying guidance or to replace an existing template with a new one. Archived templates and guidance are available for viewing only by adjusting the filter settings in the OPSS. Once a template has been archived it is disabled and not available for issuance but can be viewed only when the filters are properly set.

39. OPTIONAL TEXT, STANDARD, AND NONSTANDARD TEXT.

A. Standard OpSpec/MSpec Paragraphs and LOA Templates. Many of the standard templates in the OPSS have a provision permitting inspectors to include optional text. The templates having optional text entered can be considered either “standard” or “nonstandard” depending upon the specific requirements for authorization itself or the text that is added. The optional or additional text should relate to the subject matter of the standard paragraph or give a description of the approved program for that authorization. Inspectors may need to add optional or additional text as a subparagraph to address operator/program managers situations which are unique or to satisfy an operator’s/program manager’s request to have a situation addressed in their individual authorization. The provisions in the optional/additional text must not be less restrictive or contrary to the provisions in standard templates developed by Washington

Headquarters. If the optional/additional text that is added is more restrictive than the standard text, the inspector must have a justifiable reason. A more restrictive provision results in unique treatment and could adversely affect an operator's/program manager's competitive position. Examples of situations which may justify adding extra subparagraphs include the following:

(1) An accident or series of incidents or enforcement actions which indicate a need for higher minimums, more stringent procedures, or prohibition of certain maneuvers.

(2) En route, terminal area, or airport situations which are unique to a particular operator/program manager or a small number of operators/program managers.

(3) Situations which require interim provisions such as airport construction, temporary obstacles, or temporary aircraft performance restrictions.

(4) Situations in which the operator/program manager does not train for certain maneuvers or procedures, resulting in a need to specify restrictions to provide for acceptable levels of safety.

(5) Self-imposed restrictions or procedures requested by the operator/program manager to be specified in the authorization.

B. Certain templates are by nature ones that require the operator/program manager to explain or describe its own program or method of operations, or reference to an FAA-approved program but do not require approval by the Regional or Headquarters offices as nonstandard paragraphs. An example of this kind of OpSpec/MSpec would be A008, Operational Control (or Flight Operations for the MSpecs)

C. Nonstandard, Temporary Data Collection, and Time-Limited Templates.

(1) Nonstandard authorizations and additional text (TEXT99) in a standard template can be proposed by the certificate holder, program manager, or operator, CHDO, Region, or Headquarters. Procedures for requesting nonstandard authorizations and additional nonstandard text in a standard template must follow the procedures outlined in paragraph 41 below.

(2) Adding additional text as extra subparagraphs to a standard template authorization that is less restrictive requires that the operator/program manager and the principal inspectors follow the procedures for requesting a nonstandard authorization. Nonstandard authorization approval procedures are outlined in paragraph 41 below. There are cases where it is necessary to provide a unique authorization for an air carrier. For example, for emerging technologies where complete guidance has not been developed, a nonstandard authorization can be proposed,

approved, and made available in the appropriate OPSS database. These nonstandard templates are put into the appropriate OPSS database part with a "300" number, i.e., A312, B302, C315, D371, and the template HQ revision extension will be an "N", such as, 00N, or if it is revised, 01N. If the nonstandard template were to be approved as a standard authorization, it would then be assigned a new number in the proper sequencing. The new standard template must be issued in its place and the nonstandard template and issued authorizations will be archived and no longer available.

(3) There are cases where it is necessary to provide a unique temporary data collection template. For example, when the FAA Administrator asks for continuous progress reports on the status of the installation for the cockpit door requirement, a specific template can be developed and made available in the appropriate OPSS database. These data collecting templates are put into the appropriate OPSS database and part with a "400" number series, i.e., A412, B402, C415, D471, and the template HQ revision extension will be a "D", such as, 00D, or if it is revised, 01D. As such, these do not normally result in an "authorization" but are considered to be official "documents" and are handled using the same processes as described for issuing authorizations.

(4) Certain nonstandard authorizations may have predetermined time limits in which the authorization expires. An example of this is specific deviation authorizations for part 121 certificate holders in support of military operations by part 121 certificate holders (14 CFR section 119.55-57). These temporary authorizations will be put into the appropriate part of the templates (e.g., general, en route, terminal, or airworthiness, etc.) in the "500" series of numbers, i.e., A501, B511, C515, D521, and the template revision extension will be an "N", such as 00N, or if it is revised, 01N. These templates could contain "N" extensions if they are "nonstandard." They might also be standard templates. If a nonstandard time-limited template becomes a standard authorization with no automatic time limit, it will be assigned a new number in the proper sequencing and part and the nonstandard template will be archived. If the template is a nonstandard authorization, the processes and procedures for nonstandard authorization or deviations for military operations would apply.

41. PROCEDURES FOR REQUESTING NONSTANDARD AUTHORIZATIONS.

A. Nonstandard Airworthiness or part 145 Repair Station OpSpec Paragraphs. Order 8300.10, Volume 2, Chapter 84, Section 1, Paragraph 13, provides guidance for the principal maintenance inspector (PMI) on issuing nonstandard paragraphs and will remain the same, stating that nonstandard paragraphs only be used in situations unique to a specific certificate holder.

B. Nonstandard Operator- or Program Manager- Requested Authorizations. Any nonstandard authorization request from the operator/program manager must be

submitted to the principal inspector. It must contain enough information to support the request, such as a statement of why the operator/program manager cannot comply with the specific standard authorization; the airports specific to the operation; the comparable level of safety; pertinent navigational equipment; the type of aircraft; company procedures that ensure the safety of flight; and any other supporting documentation. Further, the request must include a copy of the standard authorization with the proposed nonstandard language inserted appropriately.

(1) The principal inspector must evaluate and substantiate the information. If the principal inspector does not concur with the proposal, a letter denying the application of the nonstandard paragraph with an explanation of the reasons for denial shall be forwarded to the operator/program manager.

(2) If the principal inspector concurs, the completed package shall be forwarded as described in subparagraph D below. The package must include the recommendation, the operator's/program manager's application, the supporting information, alignment with current national policy, the necessity of the proposed paragraph, and the proposed nonstandard verbiage.

C. Nonstandard Authorization Request by the POI. The POI may need to add a subparagraph to an already existing standard authorization in order to address operator/program manager situations which are unique or to satisfy an operator's/program manager's request to have a situation addressed in a particular authorization. The provisions in those nonstandard subparagraphs should not be less restrictive to the provisions in standard template authorizations developed by Washington Headquarters. The nonstandard subparagraphs should relate to the subject matter of the main paragraph. Anything outside the approved guidance should be forwarded to the appropriate Headquarters Division for prior approval.

(1) In those cases where the nonstandard additional text is less restrictive, FAA Headquarters must authorize the proposed text prior to issuance to the operator/program manager. The proposal must contain the same information as described above for operator/program manager-requested nonstandard authorizations.

CAUTION: Do not change or add anything to the language, format, or numbering of the standard templates as provided by Headquarters. If the standard template language is changed in any way, this may invalidate Headquarters policy.

(2) In the OPSS the nonstandard text is entered under the text tab which states "Enter text for a nonstandard paragraph." In the template there will be a bookmark, "TEXT99" where that subparagraph will be inserted when the paragraph is drafted. The nonstandard language will be a new subparagraph that prints in italics to set off the

nonstandard language and normally will be written similarly as:

"e. Notwithstanding subparagraph [*insert appropriate subparagraph reference, i.e., "c(5)"*] above for operations [*insert appropriate language, i.e., "that are conducted solely within the state of Alaska" or "conducted at Example Airport"*], the highest of the following minimum altitudes apply...."

D. When a nonstandard authorization to a standard template is requested, the principal inspector forwards a transmittal letter and the supporting documentation for the request with a copy of the whole standard template and the requested nonstandard verbiage as shown above, to the appropriate Regional Flight Standards Division (RFSD). If the RFSD concurs with the principal inspector, it shall forward its response to the appropriate Flight Standards Headquarters division for review. Once the determination is made at the appropriate Headquarters Division level, a notification will be sent to the RFSD who will in turn forward it to the requesting principal inspector. The Headquarters Division should also send an informal notification of the denial or approval to the POI via an electronic mail message. If the response is a concurrence to the proposed nonstandard text, the principal inspector can authorize the nonstandard text by entering it into the OPSS for that authorization and issue it to the operator/program manager. The OPSS allows for the nonstandard text of each authorization to be evaluated to determine if other operators/program managers are similarly affected and whether the standard paragraph needs revision.

E. Proposed Authorizations and Templates. Another type of nonstandard authorization should only be considered when the subject matter does not relate to any standard paragraph and it would be inappropriate to add the information as additional text, or a proposed standard document or authorization that needs guidance developed for nationwide implementation. These can be sent electronically to AFS Headquarters and requested to be inserted into the OPSS database for use. These special nonstandard templates can be inserted into the appropriate part of the OPSS using a "600 series" number and an "N" after the number.

F. In order to expedite the nonstandard review process, the Headquarters divisions may accept the completed package as attachments through electronic mail as long as the hard copy package is subsequently forwarded to the appropriate Headquarters Division. Prior to sending it electronically, contact the respective division to ensure that electronic processing is acceptable, and to ensure proper coordination.

42. SIGNATURE AUTHORITY FOR OPSPEC, MSPEC, TRAINING SPECIFICATIONS, LOA, OR OTHER ISSUANCE OF DOCUMENTS USING THE OPSS. In general, for OpSpecs, MSpecs, LOAs, and other authorizations or documents in the OPSS, the following guidance applies.

A. The following list shows which types of (qualified) aviation safety inspectors are responsible for and who may sign each type of OpSpec/MSpec:

(1) Part A – Both operations and airworthiness inspectors are responsible for and may sign Part A authorizations and issuance requires coordination between the operations and airworthiness inspectors.

(2) Part B – Operations Inspectors are responsible for and may sign for Part B authorizations but only after coordination with the airworthiness inspectors responsible for the operator/program manager.

(3) Part C - Operations Inspectors are responsible for and may sign for Part C authorizations but only after coordination with the airworthiness inspectors responsible for the operator/program manager.

(4) Part D – Airworthiness inspectors are responsible for and may sign for the issuance of the Part D authorizations.

(5) Part E – Airworthiness inspectors are responsible for and may sign the authorization but only after coordination with the operations inspector responsible for the operator/program manager.

(6) Part H - Operations Inspectors are responsible for and may sign the Part H authorizations but only after coordination with the airworthiness inspectors.

B. Proxy for Signature Authority. For certificate holders, part 142 training center program managers, and part 91K program managers, the principal inspectors assigned to the certificate/program manager are given the applicable signature authority by virtue of their position. However, for situations where the appropriate principal inspector is not available and an authorization or other document needs to be signed and activated, each Flight Standards District Office should develop office policy in regard to the proxy or proxies for the principal inspector's signature authority. The following items should be addressed in the office policy:

(1) Normally the office manager and the supervisor of the principal inspector has signature authority by virtue of their positions and could sign for the principal inspector in his/her absence.

(2) The principal inspectors for each certificate/operator or program manager should designate additional

proxies for his/her signature that are qualified and authorized. These could include but not limited to:

(a) Assistant principal inspectors assigned to the same operator or program manager.

(b) Other qualified aviation safety inspectors (that are not assigned to the operator or program manager) as designated by the local office policy.

C. Local office policy should also determine:

(1) Who is responsible for maintaining the aviation safety inspector list in the OPSS.

(2) That the signature block is changed to show the inspector doing the signing for the assigned principal inspector. (In the future it may be possible to have the name of the proxy inspector doing the electronic signing in the watermark.)

(3) Procedures for determining proxy authorization limits, such as:

(a) If the proxy is authorized to sign mandatory and nonmandatory authorization amendments

(b) If the proxy is authorized to sign and activate a 400 series (data collection) paragraph?

(c) If the proxy is authorized to sign and activate paragraphs in the data bases where the documents are not required by regulation or are not official authorizations, but are completed, signed, and activated for recordkeeping purposes, e.g., part 137 (with the exception of the issuance of official waivers, etc., in the OPSS) or part 133 (with the exception of the issuance of official IFR and Class D authorizations, etc.).

43. PRINTING AUTOMATED AUTHORIZATIONS OR DOCUMENTS.

A. Any template, authorization, or document can be printed at different stages in the development towards issuance. Please refer to the current OPSS User's Manual for more detailed instructions.

B. After an authorization or document has been reviewed, verified for accuracy, and coordinated with the operator/program manager, it can be printed for signature. An authorization or data collection document is considered to be effective if the FAA has signed it electronically or by hand. In cases where the FAA generates the authorizations for the certificate holder, or operator, the FAA should hand-sign the individual authorizations and ask the certificate holder, or operator to hand-sign. Because the FAA is still transitioning to a paperless environment, the CHDO should retain the paper copy with the operator or certificate holder's signature in the office file for a minimum of 5 years. All MSpecs authorizations and documents will be electronically-signed by both the FAA and the individuals designated to sign for the program managers. There is no

need nor requirement for paper copies of the MSpecs to be retained in the CHDO office files as the OPSS will retain the official copies that are electronically signed by both parties. A single authorization or a selected set of authorizations may be printed with or without the table of contents in each part. Please refer to the current OPSS User's Manual for more detailed instructions.

45. OPERATOR'S RECEIPT OF APPROVED AUTHORIZATIONS OR DOCUMENTS.

A. Hand-Signed Authorizations or Documents.

(1) After the operator completes a new or amended OpSpec, LOA, or other document, the CHDO will review the proposed document in the workspace and make or suggest any proposed changes. Once the CHDO and operator agree on the proposal, the CHDO shall put the document in "Signed" status, move it to "Active," print two copies, and hand-sign both. Both copies shall then be hand-delivered or sent by U.S. mail with return receipt to the operator for signature. When both copies have been signed by the operator, one copy shall be retained by the CHDO and one by the operator. When the operator signs the document as being received, they are acknowledging that they have reviewed it, agree that the information is correct, and that they will comply with the specifications appearing in that document.

(2) Principal inspectors shall keep a current, signed copy of all hand-signed OpSpec documents, including the table of contents, on file in the CHDO for at least 5 years. The signed documents that are currently in effect for the operator shall be filed together. Superseded, surrendered, or revoked documents and authorizations and table of contents shall be marked appropriately and retained in the CHDO office for at least 5 years. If an operator's certificate is surrendered or revoked, the OpSpecs shall be marked appropriately and retained in the district office files for at least 5 years. Surrendered or revoked OpSpec paragraphs or other authorizations must be inactivated in the OPSS by the applicable Principal Inspector. The OPSS Active OpSpecs or other authorizations remain in effect within the OPSS until they are amended or inactivated by the FAA. When amended or inactivated, the previous active document will be electronically archived. Under certain circumstances the FAA allows for the "suspension" of a certificate holder's OpSpecs. OpSpec A501 is issued to an air carrier certificate holder that requests to completely cease all kinds of operations for all of its aircraft for a designated period of time. The issuance of OpSpec A501 voluntarily holds *all* of the air carrier certificate holder's OpSpecs, with the exception of paragraph A501, in a state of suspension for the established period of time, as listed in OpSpec A501. (See Order 8400.10, volume 3, chapter 1, section 3, OpSpec A501).

(3) *An Exception.* All MSpecs will be electronically signed by both the FAA and the individuals designated to

sign for the program managers. There will be no issuance of MSpecs using paper copies. Therefore, there is no requirement to store hard copies of MSpecs. The official copies will remain in the OPSS database either as active or archived.

B. Electronically-Signed Authorizations and Documents Issued from the OPSS.

(1) After the operator/program manager has completed a new or amended OpSpec paragraph, LOA, or other document and placed it in Draft status in the OPSS, the CHDO will review the proposed document in the Workspace area and make or suggest any proposed changes. Once both the CHDO and operator/program manager agree on the proposal, the operator/program manager must electronically sign the paragraph and advise the CHDO that the Industry Signature has been accomplished. When the Industry Signature has been accomplished, the operator/program manager is acknowledging that the information is correct and that they agree to comply with the specifications appearing in the paragraph, authorization, or document. The CHDO shall then electronically sign the paragraph and move it to the Certificate Holder area.

(2) Once the document is in the Certificate Holder area, the CHDO may wish to print a paper copy of the document for data retention purposes. However, a printed copy is not required since the active official documents will be retained in the OPSS database. When an OpSpec or other document is amended or revoked, the previous Active OpSpec or document will be electronically archived. Surrendered or revoked OpSpec paragraphs, authorizations, or documents must be inactivated in the OPSS. The OPSS Active OpSpec, authorization, or document remains in effect within the OPSS until they are amended or inactivated by the FAA. When amended or inactivated, the previous Active document will be electronically archived for an indefinite period of time.

C. Issuance of an OpSpec/MSpec, authorization, or document by the FAA without the concurrence or signature of the operator/program manager. In general, when the FAA issues and signs a required OpSpec/MSpec paragraph, authorization or document, it is considered to be effective whether or not the operator, program manager, or certificate holder has signed it. If, in accordance with the provisions and limitations of 14 CFR § 119.51 or part 91 subpart K, the FAA determines that an amendment is needed, the CHDO will issue the amended OpSpec, authorization, or document as effective with only the FAA's electronic signature. For instance, some of the OpSpec/MSpec paragraphs are not necessarily issued as authorizations but as data collection documents. These paragraphs are "issued" for information purposes, such as, OpSpec/MSpec A447, Emergency AD Notification. It is not a requirement for the operator or program manager to sign this paragraph/document for it to be "effective" or activated in the OPSS. It is desirable for

the operator or program manager to sign the document to validate that the information being collected is correct.

46. PART 142 TRAINING SPECIFICATIONS. Information regarding the applicability and issuance of training specifications is contained in part 142, § 142.11 and FAA Order 8700.1, volume 2, chapter 148. Training specifications are issued in accordance with part 142, § 142.5(b). Training specifications have been realigned to correspond more closely to the numbering system employed for OpSpecs. This will provide a correlation when discussing the relationships that will be developed between the training center and its contracting operators/program managers. (See Order 8700.1 for guidance in regard to part 142 training centers and specifications).

47. OPSS LIABILITY INSURANCE SUBSYSTEM.

The FAA Air Transportation Division, Program Management Branch, AFS-260, maintains the 14 CFR part 298, § 298.21(c)(2) registration for the part 135 on-demand certificate holders. The Secretary of Transportation (OST) Form 4507 and OST Form 6410 are to be submitted whenever changes occur within the certificate holder's operation. Every (on-demand) air carrier operator who plans to begin operations under part 135 must register with AFS-260, not later than 30 days prior commencing such operations. The registration of an on-demand air carrier shall remain in effect until it is amended by the carrier or canceled by the Administrator. (See 8400.10, volume 2, chapter 1, section 2, paragraph 19 for additional guidance in regard to part 298 liability insurance.)

A. AFS personnel in FAA Headquarters review insurance information and, based on their findings, identify which certificate holders are no longer authorized to operate. If a certificate holder is no longer authorized to operate, the AFS personnel place a notification in the OPSS. This is an *immediate* notification in OPSS and is visible upon opening the certificate holder window. The caption "Insurance in a Non-Compliant State" is displayed in red in

the top center of the "Maintain Operations Specifications" window. See figure 3.1.2.1.

B. A red ALERT CLAUSE has been added to the OPSS as a new feature that may appear at the top of the "Maintain Operation Specifications" window to aid POIs in their surveillance of the certificate holder's compliance with 14 CFR part 298 exemption authority regulations. The ALERT CLAUSE will be displayed when an applicant or existing certificate holder is not in compliance these regulations under either of the following two conditions:

(1) A new applicant for part 135 on-demand operations is waiting for the part 298 exemption authority, and/or

(2) An existing part 135 on-demand air carrier's part 298 exemption authority has become delinquent.

C. If a red ALERT CLAUSE, "Insurance in a Non-Compliant State," appears at the top of the "Maintain Operations Specifications" window in the OPSS, the "Review Insurance Info" selection can be used to view the details of the noncompliance. See the guidance document in association with OpSpec A001 that graphically explains this feature.

D. If you have questions in regard to a respective part 135 air carrier's part 298 Exemption Authority status as displayed in the OPSS, you may contact one of the following by telephone or by e-mail:

(1) Katherine Tatum, 202-267-7897 (air carriers A-D).

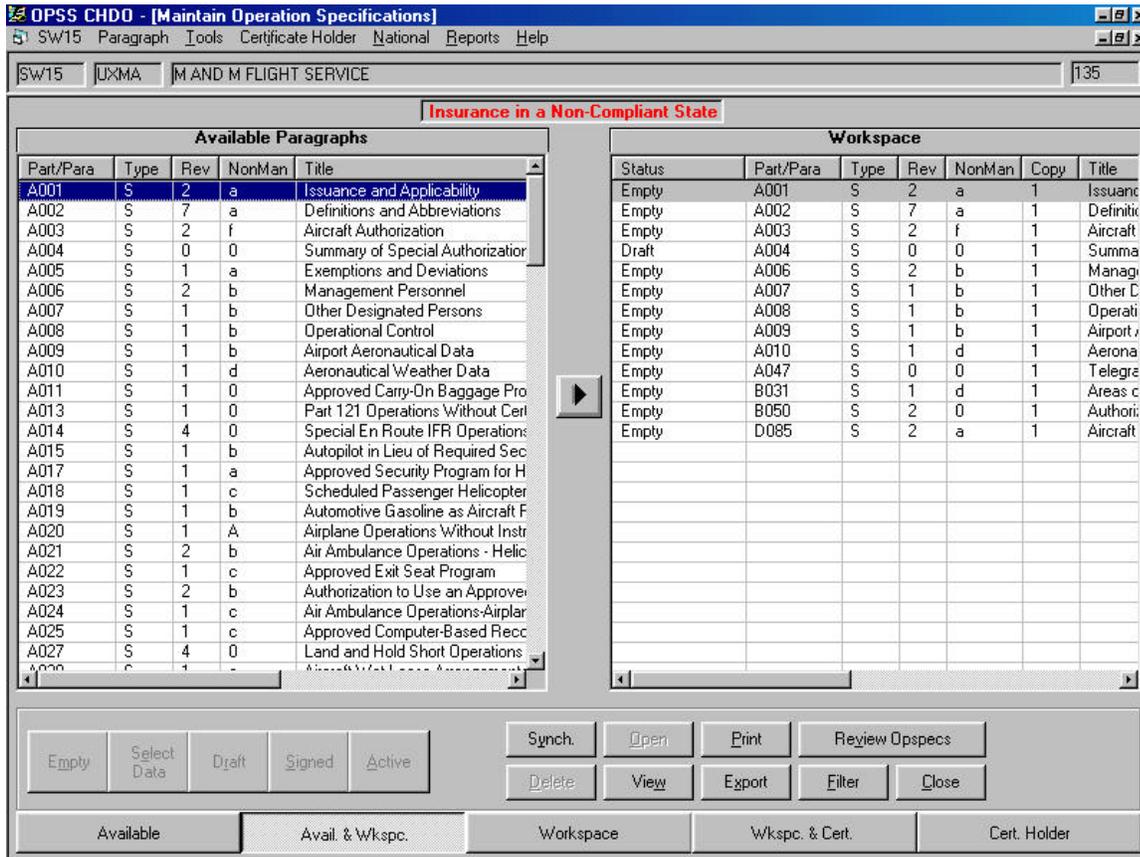
(2) George Ceffalo, 202-267-9814 (air carriers E-N)

(3) Roy Robinson, 202-267-7773 (air carriers O-Z).

(4) Belinda Eaton, 907-271-5908 (Alaska Region only).

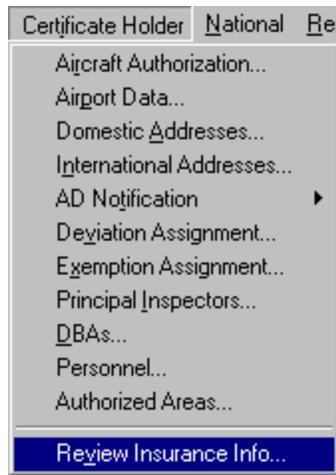
48. - 60. RESERVED.

FIGURE 3.1.2.1. RED ALERT CLAUSE



Follow these steps to review the part 298 exemption authority status for the selected certificate holder:

1. Select **Certificate Holder** from the **OPSS CHDO - Maintain Operations Specifications** menu bar.
2. Select **Review Insurance Info** as shown below:



[THIS PAGE INTENTIONALLY LEFT BLANK]

[PAGES 3-29 THROUGH 3-36 RESERVED]