

VOLUME 9. TECHNICAL STAFF ADMINISTRATION AND RESPONSIBILITIES

CHAPTER 1. INSPECTOR RESPONSIBILITIES, ADMINISTRATION, AND CONDUCT

SECTION 1. RESPONSIBILITIES OF AVIATION SAFETY INSPECTORS

1. GENERAL. This chapter addresses many, but not all, of the responsibilities, standards of conduct, and credentials of aviation safety inspectors (ASI) assigned to air transportation job functions. This section describes the general responsibilities of the ASI. ASI's of the Federal Aviation Administration (FAA) play a key role in ensuring that the United States aviation system continues to be the safest in the world. This responsibility for safety in air travel covers almost every facet of aviation, including the certification of aircraft and airmen; the operation and maintenance of aircraft; aircraft manufacturing; and the approval of new aircraft design. Within the Flight Standards Division of the FAA, ASI's are divided by specialty into the groups of Airworthiness, Operations, and Avionics; and subdivided by specific position description.

A. Operations Inspector Certificate Management Functions. Air carrier operations inspectors are experienced pilots who specialize in the operation of aircraft and who ensure compliance with the Federal Aviation Regulations (FAR). These inspectors have responsibility for scheduled and supplemental air carriers, air travel clubs, and commercial operators. On a daily basis, air carrier ASI's may administer tests (written, oral, and practical) for a variety of certificates and ratings, perform en route cockpit inspections, and conduct surveillance on various other aspects of an air carrier's operation. These other aspects typically would include evaluating the operations of air carriers and similar commercial aviation operations for adequacy of facilities, equipment, procedures, and overall management to ensure safe operation of aircraft. Other important functions of air carrier ASI's include the examination of airmen (pilots, dispatchers, flight engineers (FE)) for initial and continuing qualification, as well as the evaluation of airman training programs, equipment, and facilities. When, in the course of an inspection, inspectors find an aircraft or airman not in compliance with the FAR, they may recommend

an enforcement action. Such enforcement can range from administrative action to civil penalty and possible certificate suspension or revocation.

B. Additional Functions of Operations Inspectors. An additional role is the investigation of aircraft accidents in cooperation with the National Transportation Safety Board (NTSB), the Federal agency primarily responsible for investigating accidents. Air carrier ASI's may also speak to student groups about career opportunities in the field of aviation, and may conduct seminars and briefings on pertinent aviation topics for pilots, dispatchers, and airline officials. Inspectors may also, from time to time, be called upon to testify in administrative hearings and trials.

3. INVESTIGATIONS. Three areas that ASI's are responsible for investigating are accidents, incidents, and enforcements.

A. Accidents. ASI's may be required to conduct on-site accident investigations when serious injuries or fatalities have occurred. The inspector may work closely with the NTSB, or be solely responsible for the investigation if it has been delegated by the NTSB to the FAA.

B. Incidents. ASI's are responsible for the investigation of incidents, as appropriate. Some of the incidents that require investigation are as follows:

- Foreign air carrier incidents
- Reports of emergency evacuation
- Incidents involving hazardous materials
- Noise complaints
- Damage caused by a civil aircraft

C. Enforcements. ASI's are required to investigate, analyze, and report enforcement findings. In situations that involve alleged noncompliance with the

FAR, ASI's are required to make recommendations concerning enforcement action.

5. SURVEILLANCE.

A. Airman Surveillance. ASI's are responsible for the surveillance of airman who have been certified under Parts 61, 63, and 143 of the FAR. Some of the airman that an ASI may surveil are as follows:

- Flight instructors
- Designated pilot examiners (DPE)
- Pilot proficiency examiners (PPE)
- FE examiners
- Dispatcher examiners

B. Air Carrier Operator Surveillance. A number of the surveillance activities that ASI's shall perform are as follows:

(1) ASI's shall conduct the following:

- FAR Part 121 and 135 ramp inspections
- FAR Part 121 and 135 cabin en route inspections
- FAR Part 121 and 135 cockpit en route inspections
- Pilot proficiency and competency checks for FAR Part 121 and 135 operators
- FE proficiency checks for FAR Part 121 operators
- Evaluations of FAR Part 121 and 135 operators' aircraft operations from an air traffic control (ATC) tower

(2) ASI's shall inspect the following:

- FAR Part 121 and 135 operators' trip records
- FAR Part 121 and 135 operators' training programs
- FAR Part 121 operators' crew and dispatch records
- FAR Part 121 operators' flight-following and flight-dispatch procedures
- FAR Part 135 operators' flight-following or flight-locating procedures
- FAR Part 121 operators' check airmen
- FAR Part 121 operators' aircrew program designees (APD)
- FAR Part 121 and 135 operators' line stations

- FAR Part 135 operators' main base or sub-base
- FAR Part 121 and 135 operators during a strike
- FAR Part 135 operators' deicing programs
- FAR Part 135 operators' manuals
- Flight simulators or flight training devices (FTD)

7. CERTIFICATION.

A. Airmen. Some of the ASI's certification duties involve the following:

- Certify an FE or flight navigator under FAR Part 63
- Designate or renew a pilot or FE examiner within an aircrew designated examiner (ADE) program
- Evaluate an airman's minimum navigation performance specification (MNPS) qualifications

B. Air Carriers. ASI's are heavily involved in the certification of FAR Part 121 and 135 air operators. Some of the many duties of the ASI in air operator certification are as follows:

- Approve FAR Part 121 and 135 operators' exit seating plans
- Approve FAR Part 121 operators' carry-on baggage programs
- Conduct proficiency checks of FAR Part 121 and 135 operators' pilots
- Conduct proficiency checks of FAR Part 121 operators' FE's
- Conduct FAR Part 121 and 135 emergency evacuations or ditching demonstrations
- Conduct FAR Part 121 and 135 aircraft proving and validation tests
- Designate check airmen under FAR Parts 121 and 135
- Evaluate FAR Part 121 and 135 operators' compliance statements
- Evaluate FAR Part 121 and 135 flightcrew training programs
- Evaluate FAR Part 121 dispatcher training programs
- Evaluate FAR Part 121 and 135 operators' operations manuals

- Evaluate FAR Part 121 and 135 approved flight manuals or company aircraft operations manuals
- Evaluate FAR Part 121 and 135 operators' aircraft checklists
- Evaluate FAR Part 121 and 135 operators' airport and weather aeronautical data
- Evaluate FAR Part 121 operators' special means of navigation
- Evaluate FAR Part 121 operators' powerback procedures
- Evaluate FAR Part 121 and 135 operators' airport/runway performance data analysis systems
- Evaluate FAR Part 121 and 135 operators' minimum equipment lists (MEL)
- Evaluate FAR Part 121 and 135 hazardous materials (HAZMAT) programs
- Evaluate FAR Part 121 and 135 passenger briefing cards
- Evaluate FAR Part 121 and 135 operators' crew recordkeeping systems
- Issue and amend operations specifications under FAR Parts 121 and 135
- Issue an air carrier operating certificate under FAR Parts 121 and 135
- Evaluate FAR Part 135 operators' flight-locating procedures
- Evaluate FAR Part 135 operators' flight/trip records
- Review FAR Part 135 operators' compliance statements

9. OTHER RESPONSIBILITIES. ASI's participate in other activities, such as accident prevention, and the issuance of authorizations. ASI's also perform many other duties, including the ones that follow:

- Make a deposition or court appearance
- Process a voluntary surrender of an operator's certificate
- Provide technical assistance

11. INSPECTOR RESOURCE DATA BASE.

A. Inspector Resources. The ASI workforce contains a vast pool of untapped knowledge and experience. The need to take advantage of this resource becomes apparent during the team selection process for the National Aviation Safety Inspection Program (NASIP), the Regional Aviation Safety Inspection Program (RASIP), and handbook working groups. In addition, an inspector's specialized knowledge of, and experience with, specific aircraft may be beneficial to another principal operations inspector (POI) during proving flights, checkrides, accident investigations, recurrent certifications, maintenance and inspection program approval, and field approval of repairs or alterations. It is also advantageous to identify inspectors who have aircrew experience in older, unusual, or rare aircraft.

B. Use of the Program Tracking and Reporting Subsystem (PTRS).

(1) *Locating Resources.* The Inspector Resource Data Base will enable Headquarters and field office personnel to identify inspectors with specific experience or knowledge. The information will be available to inspectors by their querying the PTRS in the National Data Base.

(2) *Maintaining Records Currency.* After completing an initial questionnaire and making the appropriate PTRS entry, all inspectors, including managers and supervisors, will be responsible for keeping their personal record current by entering any changes to the original information (such as additional type rating, training, team participation) in the record as necessary. The inspector should record the Record Identification Number of the PTRS entry so that future record updates can be made.

12.-20. RESERVED.

[PAGES 9-4 THROUGH 9-22 RESERVED]

