

### SECTION 3. AVIATION SAFETY INSPECTOR (ASI) CREDENTIALS

**41. GENERAL.** This section contains information for inspectors concerning the types of aviation safety inspector (ASI) credentials and the inspector eligibility requirements and application procedures for those credentials. This section also contains direction and guidance to be used by inspectors when employing ASI credentials during the performance of inspector tasks.

**43. TYPES OF CREDENTIALS.** ASI's are issued two types of credentials: (1) FAA Form 110A, (Aviation Safety Inspector Access to U.S.-Registered Aircraft), which authorizes an inspector free and uninterrupted access to the pilot's compartment of any U.S.-registered aircraft in the performance of official duties (see figure 9.1.3.1.); and (2) FAA Form 8000-39 (Aviation Safety Inspector Access to Airports), which authorizes the inspector free and uninterrupted entry into the air operations areas (secured areas) of any U.S. airport (see figure 9.1.3.2.). Both of these credentials are issued in accordance with FAA Order 8000.38, "Aviation Safety Inspector's Credential, FAA Form 110A, and Use of FAA Form 8430-13, Request for Access to Aircraft," as amended.

**45. ELIGIBILITY REQUIREMENTS.** Operations ASI's currently assigned to GS-1825 or GM-1825 positions involving air transportation inspections and surveillance are eligible to receive the FAA Form 110A credential; however, the inspector must have also completed course 21607, "Air Carrier Operations Indoctrination," or course 20702, "General Aviation Operations Indoctrination," as appropriate. To be eligible for the Form 8000-39 credential, the ASI must possess (or be concurrently issued) the FAA Form 110A credential; have fulfilled the requirements set forth in this handbook authorizing the conduct of en route inspections; and have a job function that requires the conduct of inspections.

**47. APPLICATION PROCEDURES.** Inspectors shall apply for the two credentials by completing one FAA Form 1600-14, "Application for Revised Identification or Credential Card" (see figure 9.1.3.3.) in accordance with the procedures in FAA Order 8000.38, "Aviation Safety Inspector's Credential, FAA Form 110A, and Use of FAA Form 8430-13, Request for Access to Aircraft." District

office managers may initiate an application for one or both of the credentials using the procedures in that order. To expedite the issuance of the credentials, the application may be initiated before the inspector meets the training and qualification requirements outlined in this handbook. The Office of Program and Resource Management (APR-110) shall process the application and then retain the completed credential(s) until notified by the FAA Academy Flight Standards Branch (AAC-950) that the inspector has satisfactorily completed indoctrination training. APR-110 shall then forward the credential(s) to the appropriate flight standards division manager for issuance to the inspector.

**49. USE OF CREDENTIALS.** Although the credentials contain the general authorization for the inspector to conduct FAA work functions, specified work functions may only be performed after the inspector has been authorized by an appropriate supervisor and has satisfied the training and qualification requirements specified in this handbook. The work functions for the two credentials are as follows:

*A. FAA Form 110A Credential.* The FAA Form 110A credential contains authorization for an inspector to issue FAA Form 8430-13, "Request for Access to Aircraft," (see figure 9.1.3.4.) for access to U.S.-registered aircraft, along with a requirement that inspectors be given free and uninterrupted entry to the pilot compartment when performing official duties. These official duties include the conduct of cockpit en route inspections (see volume 6, chapter 2, section 4). An inspector who meets all training and qualification requirements, with the exception of not yet possessing an airline transport pilot (ATP) certificate with an airplane type rating, may conduct cabin en route inspections (see volume 6, chapter 2, section 3).

*B. FAA Form 8000-39 Credential.* The FAA Form 8000-39 credential contains authorization for an inspector to be given free and uninterrupted access to restricted areas at airports governed by the FAR's while the inspector is performing official duties. These official duties include those types of inspections (such as ramp inspections) that are contained in volume 6, chapter 2 of this handbook. An inspector must display this credential on an outer garment to be permitted entry airport secured areas, and while working in these

areas. While employing the FAA Form 8000-39 credential, inspectors should consider the following procedures:

(1) *Physical Barriers.* Although this credential is an authorization for inspectors to be in secured areas, for physical barriers such as locked doors and gates, an inspector may need to seek local assistance to gain access. Inspectors should ask at the time of entry if the operator has any specific security program practices and procedures that need to be followed.

(2) *Passenger Screening Points.* Inspectors approaching passenger screening points may not bypass that screening; however, if the inspector is unable to afford the delay that may be involved in passenger screening, then arrangements should be made with the airport or operator personnel to enter the secured areas at other entry points.

(3) *Temporary Identification Cards.* When inspections are scheduled to exceed 1 day at airports outside of the inspector's geographic area of responsibility, the inspector shall attempt to obtain a temporary identification

card. At airports where inspectors are normally assigned, the inspectors should continue to obtain and wear that airport's identification badge (if any).

**NOTE: An inspector encountering recurring difficulties for obtaining access to secured airport areas should provide that information, through the inspector's supervisor, to the civil aviation security field office (CASFO) for that airport so that any problems can be addressed.**

*C. Lost or Stolen Credentials.* If either one or both of these credentials are lost, stolen, or damaged, the inspector should report the occurrence immediately to the inspector's supervisor and to the regional flight standards division (RFSD) office. When the credential is FAA Form 8000-39, the inspector should contact the security division and APR-100 to track this information. Replacement of the credentials shall be made in accordance with Order 8000.38, "Aviation Safety Inspector's Credential, FAA Form 110A, and Use of FAA Form 8430-13, Request for Access to Aircraft."

**50. - 60. RESERVED.**

**FIGURE 9.1.3.1.  
FAA FORM 110A (AVIATION SAFETY INSPECTOR  
ACCESS TO U.S.-REGISTERED AIRCRAFT)**

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**[THIS FIGURE INTENTIONALLY REMOVED FOR SECURITY REASONS - 6/5/00]**

**FIGURE 3.1.3.2.**  
**FAA FORM 8000-39 (AVIATION SAFETY INSPECTOR ACCESS TO AIRPORTS)**

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**[THIS FIGURE INTENTIONALLY REMOVED FOR SECURITY REASONS - 6/5/00]**

**FIGURE 9.1.3.3.  
FAA FORM 1600-14, "APPLICATION FOR REVISED  
IDENTIFICATION OR CREDENTIAL CARD"  
(FRONT)**

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**[THIS FIGURE INTENTIONALLY REMOVED FOR SECURITY REASONS - 6/5/00]**

**FIGURE 9.1.3.3. (Cont'd.)  
FAA FORM 1600-14, "APPLICATION FOR REVISED  
IDENTIFICATION OR CREDENTIAL CARD"  
(REVERSE SIDE)**

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**[THIS FIGURE INTENTIONALLY REMOVED FOR SECURITY REASONS - 6/5/00]**

**FIGURE 9.1.3.4.  
FAA FORM 8430-13, "REQUEST FOR ACCESS TO AIRCRAFT"**

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**[THIS FIGURE INTENTIONALLY REMOVED FOR SECURITY REASONS - 6/5/00]**

**[PAGES 9-52 THROUGH 9-58 RESERVED]**