

ORDER

8740.1D

AVIATION SAFETY PROGRAM MANAGERS' HANDBOOK



9/1/00

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: A-WX(FS)-3; ASY-300(1 cy); A-Y(AY)-1; AMI-700B(1 cy);
AMA-200(80 cys); AAM-400(I cy); A-FFS-O(MAX)

Initiated By: AFS-800

FOREWORD

This order provides guidance for the management and support of the Aviation Safety Program and prescribes procedures for Safety Program Managers and all other participants in the program.

This order has been extensively revised and reorganized to incorporate significant changes which have taken place within the Aviation Safety Program over the past few years. All attempts have been made to arrange chapters in a logical sequence with the district office work program being the primary factor.

Comments and/or suggestions for changes to the content of this order are invited and will be given careful consideration. Comments should be addressed to:

Federal Aviation Administration
General Aviation and Commercial Division
Operations and Safety Program Support Branch, AFS-820
800 Independence Avenue, SW.
Washington, DC 20591

/s/

L. Nicholas Lacey
Director, Flight Standards Service

TABLE OF CONTENTS

CHAPTER 1. GENERAL INFORMATION

	Page
SECTION 1. GENERAL	
1. Purpose	1-1
2. Distribution.....	1-1
3. Cancellation	1-1
4. Background.....	1-1
5. Explanation of Changes.....	1-1
6. Objective.....	1-3
7. Industry Participation	1-3
8. Relation to Other Federal Aviation Administration Programs	1-3
9. Program Concept	1-3
SECTION 2. PROGRAM STRUCTURE	
1. Washington, DC.....	1-5
2. Region.....	1-5
3. Field	1-5
4. Aeronautical Center.....	1-5
SECTION 3. PROGRAM OPERATION	
1. Safety Program Manager (SPM) Training.....	1-7
2. Safety Program Manager Responsibility	1-7
SECTION 4. ADMINISTRATIVE INFORMATION	
1. Forms and Publications	1-9
2. Films, Slides, and Video	1-10
3. Audiovisual Equipment	1-10
4. Reports	1-10
5. Statistical Data	1-10
Figure 1-1. P-Pamphlet Order Form and Instructions	1-11
Figure 1-2. List of Federal Aviation Administration Forms used in the Aviation Safety Program.....	1-13
Figure 1-3. ASY-1 Resources Available Through ASY-300	1-14
Figure 1-4. Federal Aviation Administration Civil Aeromedical Institute (CAMI) Publications.....	1-16

CHAPTER 2. DEVELOP THE ANNUAL DISTRICT AVIATION SAFETY PROGRAM PLAN

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number.....	2-1
2. Objective.....	2-1
3. General.....	2-1
4. Plan Format.....	2-1

SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements	2-3
2. References, Forms, and Job Aids	2-3
3. Procedures	2-3
4. Task Outcomes.....	2-4

Figure 2-1. Sample Annual District Aviation Safety Program Plan.....	2-5
--	-----

TABLE OF CONTENTS (Continued)

CHAPTER 3. PREPARE A BUDGET FOR THE ANNUAL AVIATION SAFETY PROGRAM PLAN

	Page
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	3-1
2. Objective	3-1
3. General	3-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	3-3
2. References, Forms, and Job Aids.....	3-3
3. Procedures	3-3
4. Task Outcomes	3-3
5. Future Activities.....	3-3
Figure 3-1. Sample Annual Aviation Safety Program Budget.....	3-4

CHAPTER 4. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS)

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	4-1
2. Objective	4-1
3. General	4-1
4. Purpose.....	4-1
5. Guidance	4-1
6. Data Quality Analysis	4-1
7. Reports	4-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	4-3
2. References, Forms, and Job Aids.....	4-3
3. Procedures	4-3
4. Task Outcomes	4-3
5. Future Activities.....	4-3
Figure 4-1. Aviation Safety Program PTRS - Index	4-4

CHAPTER 5. EVALUATE ACCIDENT/INCIDENT REPORTS FOR TRENDS

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	5-1
2. Objective	5-1
3. General	5-1
4. Resources	5-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	5-3
2. References, Forms, and Job Aids.....	5-3
3. Procedures.....	5-3
4. Task Outcomes	5-3
5. Future Activities.....	5-3

CHAPTER 6. PLAN, PREPARE, AND MANAGE SAFETY MEETINGS, PROGRAMS, AND ACTIVITIES

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	6-1
2. Objective	6-1
3. General	6-1

TABLE OF CONTENTS (Continued)

	Page
4. Schedule of Events	6-1
5. Resources.....	6-2
6. Planning and Preparing Presentations	6-2
7. Managing Presentations and Activities	6-3
8. Safety Seminar Flyers.....	6-3
9. Safety Seminar Presented By Non-FAA Organizations	6-6
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	6-7
2. References, Forms, and Job Aids	6-7
3. Procedures	6-7
4. Task Outcomes.....	6-11
5. Future Activities	6-11
Figure 6-1. FAA Form 8740-10, Aviation Safety Program Aviation Safety - Education Seminar Masthead (Front Side)	6-12
Figure 6-2. Sample of an Aviation Safety Program Aviation Safety - Education Seminar Flyer (Front Side)	6-13
Figure 6-3. Sample of an Aviation Safety Program Aviation Safety - Education Seminar Flyer (Back Side).....	6-14
Figure 6-4. Sample of Aviation Safety Program Postcard Flyer	6-15
Figure 6-5. Sample of Completed FAA Form 8000-34, Airman ADP Mailing Label Request.....	6-16
Figure 6-6. PTRS Template for Recording Safety Meetings.....	6-17
Figure 6-7. Placement of Mailing Label/Indicia on Flyers	6-18

CHAPTER 7. MANAGE THE DISTRICT PILOT PROFICIENCY AWARD PROGRAM (WINGS)

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number.....	7-1
2. Objective.....	7-1
3. General.....	7-1
4. Pilot Proficiency Award Record Forms.....	7-1
5. Management of the Wings Pin Inventory	7-1

SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements	7-3
2. References, Forms, and Job Aids	7-3
3. Procedures	7-3
4. Task Outcomes.....	7-3
5. Future Activities	7-3
Figure 7-1. Pilot Proficiency Award Record (Front Side).....	7-4
Figure 7-2. Pilot Proficiency Award Record (Back Side)	7-5
Figure 7-3. FAA Form 8740-13, Pilot Proficiency Award Program Certificate	7-6
Figure 7-4. PTRS Template for Recording Issuance of Wings Award	7-7
Figure 7-5. Sample Letter of Congratulations for Receiving a Pilot Proficiency Award.....	7-8

CHAPTER 8. MANAGE THE DISTRICT AVIATION MAINTENANCE TECHNICIAN AWARDS PROGRAM (AMT)

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number.....	8-1
2. Objective.....	8-1
3. General.....	8-1
4. Aviation Maintenance Technically Record Forms.....	8-1
5. Management of the AMT Award Inventory	8-1

TABLE OF CONTENTS (Continued)

	Page
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements.....	8-3
2. References, Forms, and Job Aids.....	8-3
3. Procedures	8-3
4. Task Outcomes	8-3
5. Future Activities.....	8-3
Figure 8-1. Aviation Maintenance Technician Award Application	8-4
Figure 8-2. Aviation Maintenance Technically Award Program Certificate.....	8-5
Figure 8-3. Sample Letter of Congratulations for Receiving an Aviation Maintenance Technician Award	8-6
Figure 8-4. PTRS Template for Recording Issuance of AMT Award.....	8-7
 CHAPTER 9. ISSUE THE CHARLES TAYLOR "MASTER MECHANIC AWARD"	
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	9-1
2. Objective	9-1
3. General.....	9-1
4. Application.....	9-1
5. Selection Committee	9-1
6. Inventory Management	9-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	9-3
2. References, Forms, and Job Aids	9-3
3. Procedures	9-3
4. Task Outcomes	9-3
5. Future Activities.....	9-3
Figure 9-1. Sample of the Charles Taylor "Master Mechanic Award" Certificate	9-4
 CHAPTER 10. DIRECT/SUPPORT THE FLIGHT INSTRUCTOR/MAINTENANCE TECHNICIAN/AVIONICS TECHNICIAN OF THE YEAR AWARDS PROGRAM	
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	10-1
2. Objective.....	10-1
3. General.....	10-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	10-3
2. References, Forms, and Job Aids	10-3
3. Procedures	10-3
4. Task Outcomes.....	10-3
5. Future Activities	10-3
 CHAPTER 11. MANAGE THE AVIATION SAFETY COUNSELOR OF THE YEAR AWARD PROGRAM	
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	11-1
2. Objective.....	11-1
3. General.....	11-1

TABLE OF CONTENTS (Continued)

	Page
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	11-3
2. References, Forms, and Job Aids	11-3
3. Procedures	11-3
4. Task Outcomes	11-3
5. Future Activities.....	11-3
CHAPTER 12. ISSUE AN AVIATION SAFETY AWARD	
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	12-1
2. Objective	12-1
3. General	12-1
4. Issuance of the Award	12-1
5. Media Notification	12-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	12-3
2. References, Forms, and Job Aids	12-3
3. Procedures	12-3
4. Task Outcomes	12-3
5. Future Activities.....	12-3
Figure 12-1. FAA Form 8740-1, Flight Safety Award Certificate	12-4
CHAPTER 13. ESTABLISH, RENEW, OR CANCEL THE APPOINTMENT OF AN AVIATION SAFETY COUNSELOR	
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	13-1
2. Objective	13-1
3. General	13-1
4. Selection	13-1
5. Appointment.....	13-2
6. Renewal.....	13-3
7. Cancellation.....	13-3
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	13-5
2. References, Forms, and Job Aids	13-5
3. Procedures	13-5
4. Task Outcomes	13-6
5. Future Activities.....	13-6
Figure 13-1. FAA Form 8740-6, Aviation Safety Counselor Quarterly Activity Report	13-7
Figure 13-2. FAA Form 8740-8, Certificate of Appointment	13-8
Figure 13-3. Sample Letter of Appointment as an Aviation Safety Counselor.....	13-9
Figure 13-4. FAA Form 8740-5, Safety Improvement Report.....	13-10
Figure 13-5. Sample Letter of Renewal	13-11
Figure 13-6. Sample Letter of Cancellation	13-12
Figure 13-7. Vital Information Subsystem (VIS) - Designated Airmen Entry Job Aid.....	13-13
CHAPTER 14. TRAIN AN AVIATION SAFETY COUNSELOR	
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	14-1
2. Objective	14-1
3. General	14-1

TABLE OF CONTENTS (Continued)

	Page
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	14-3
2. References, Forms, and Job Aids	14-3
3. Procedures	14-3
4. Task Outcomes.....	14-4
5. Future Activities	14-4
Figure 14-1. Sample Aviation Safety Counselor Training Course Syllabus.....	14-5

CHAPTER 15. MANAGE/SUPPORT AVIATION SAFETY COUNSELOR ACTIVITIES

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number.....	15-1
2. Objective.....	15-1
3. General.....	15-1
4. Aviation Safety Counselor Activities	15-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	15-3
2. References, Forms, and Job Aids	15-3
3. Procedures	15-3
4. Task Outcomes.....	15-4
5. Future Activities	15-4
Figure 15-1. Sample Letter of Request for Activity Reports.....	15-5
Figure 15-2. PTRS Template for Recording Aviation Safety Counselor Safety Meetings.....	15-6

CHAPTER 16. INDUSTRY AVIATION SAFETY SUPPORT PROGRAM

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number.....	16-1
2. Objective.....	16-1
3. General.....	16-1
4. Purpose	16-2

SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements	16-3
2. References, Forms, and Job Aids	16-3
3. Procedures	16-3
4. Task Outcomes.....	16-3
5. Future Activities	16-3

CHAPTER 17. MANAGE THE FSDO'S PACE PROGRAM

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number.....	17-1
2. Objective.....	17-1
3. General.....	17-1

SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements	17-3
2. References, Forms, and Job Aids	17-3
3. Procedures	17-3
4. Task Outcomes.....	17-4
5. Future Activities	17-4

CHAPTER 18. PROCESS A REMEDIAL TRAINING ACTION

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number.....	18-1
--	------

TABLE OF CONTENTS (Continued)

	Page
2. Objective	18-1
3. General	18-1
4. Training for Eligible Airmen.....	18-2
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	18-5
2. References, Forms, and Job Aids	18-5
3. Procedures	18-5
4. Task Outcomes	18-6
5. Future Activities.....	18-6
Figure 18-1. Sample Remedial Training Agreement Format	18-7
Figure 18-2. Sample Letter of Investigation.....	18-9
Figure 18-3. Sample Cover Letter for a Remedial Training Agreement, Flight Operations....	18-10
Figure 18-4. Sample Remedial Training Agreement and Syllabus, Flight Operations	18-11
Figure 18-5. Sample Letter of Correction, Flight Operations	18-12
Figure 18-6. Sample Letter of Recision, Flight Operations	18-13
Figure 18-7. Sample Cover Letter for a Remedial Training Agreement, Maintenance Technical Violation.....	18-14
Figure 18-8. Sample Remedial Training Agreement and Syllabus, Maintenance Technical Violation.....	18-15
Figure 18-9. Sample Cover Letter for a Remedial Training Agreement, Maintenance Non-Technical Violation.....	18-16
Figure 18-10. Sample Remedial Training Agreement and Syllabus, Maintenance Non-Technical Violation.....	18-17

CHAPTER 19. COUNSEL AN AIRMAN

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number	19-1
2. Objective	19-1
3. General	19-1
4. Counseling Techniques and Principles.....	19-1

SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements	19-3
2. References, Forms, and Job Aids	19-3
3. Procedures	19-3
4. Task Outcomes	19-4
5. Future Activities.....	19-4

CHAPTER 20. PROCESS A FLIGHT ASSIST REPORT

SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number	20-1
2. Objective	20-1
3. General	20-1

SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements	20-3
2. References, Forms, and Job Aids	20-3
3. Procedures	20-3
4. Task Outcomes	20-4
5. Future Activities.....	20-4

TABLE OF CONTENTS (Continued)

CHAPTER 21. PROCESS A SAFETY ACTION ITEM

	Page
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	21-1
2. Objective.....	21-1
3. General.....	21-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	21-3
2. References, Forms, and Job Aids	21-3
3. Procedures	21-3
4. Task Outcomes.....	21-4
Figure 21-1. FAA Form 8740-5, Safety Improvement Report	21-5

CHAPTER 22. SUPPORT AN AIRPORT SAFETY COMMITTEE OR AN AVIATION SAFETY SUPPORT GROUP

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	22-1
2. Objective.....	22-1
3. General.....	22-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	22-3
2. References, Forms, and Job Aids	22-3
3. Procedures	22-3
4. Task Outcomes.....	22-3
5. Future Activities	22-3

CHAPTER 23. MANAGE A MAJOR AVIATION SAFETY EVENT

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	23-1
2. Objective.....	23-1
3. General.....	23-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	23-3
2. References, Forms, and Job Aids	23-3
3. Procedures	23-3
4. Task Outcomes.....	23-3
5. Future Activities	23-4

CHAPTER 24. DEVELOP NEW SAFETY PROGRAM MATERIALS

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	24-1
2. Objective.....	24-1
3. General.....	24-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	24-3
2. References, Forms, and Job Aids	24-3
3. Procedures	24-3
4. Task Outcomes.....	24-3
5. Future Activities	24-3

TABLE OF CONTENTS (Continued)

CHAPTER 25. MAINTAIN THE AVIATION SAFETY PROGRAM LIBRARY AND AUDIOVISUAL EQUIPMENT

	Page
SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	25-1
2. Objective	25-1
3. General	25-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	25-3
2. References, Forms, and Job Aids	25-3
3. Procedures	25-3
4. Task Outcomes	25-3
5. Future Activities.....	25-4

CHAPTER 26. PUBLIC AVIATION AWARENESS PROGRAM

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	26-1
2. Objective	26-1
3. General	26-1
4. Resources	26-1
5. Planning, Preparing and Managing Presentations, Programs and Activities	26-1
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	26-3
2. References, Forms, and Job Aids	26-3
3. Procedures	26-3
4. Task Outcomes	26-3
5. Future Activities.....	26-3

CHAPTER 27. METHODS OF ACCEPTANCE FOR MECHANIC/IA REFRESHER COURSE

SECTION 1. BACKGROUND	
1. Program Tracking and Reporting Subsystem Activity Number	27-1
2. Objective	27-1
3. General	27-1
4. RAPM Authority to Review, Accept, or Reject IA Renewal Training	27-1
5. RSPM Responsibilities and Limitations	27-1
6. Application Process and Course Review	27-2
7. Letter of Request	27-2
8. Training Provider Duties and Responsibilities.....	27-3
9. Requests for Reconsideration.....	27-3

TABLE OF CONTENTS (Continued)

	Page
SECTION 2. PROCEDURES	
1. Prerequisites and Coordination Requirements	27-4
2. References, Forms, and Job Aids	27-4
3. Procedures	27-4
4. Task Outcomes.....	27-5
5. Future Activities	27-5
Figure 27-1. Sample Letter of Acceptance	27-6
Figure 27-2. Sample Letter of Non-Acceptance	27-8
Figure 27-3. Information to Supply to Database Manager	27-9