



**U.S. DEPARTMENT OF TRANSPORTATION**  
**FEDERAL AVIATION ADMINISTRATION**  
National Policy

**NOTICE**  
**N 8000.356**

Effective Date:

3/16/2007

Cancellation Date:

3/16/2008

**SUBJ: Access to Air Carrier Flight Decks and Revision to OpSpec A048**

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**1. PURPOSE.** This notice provides information, direction, and guidance regarding access to air carrier flight decks to aviation safety inspectors (ASI).

**2. DISTRIBUTION.** We will distribute this notice to the division level in the Flight Standards Service in Washington headquarters, including the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the branch level in the regional Flight Standards divisions; and to all Flight Standards District Offices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.av.faa.gov>. Operators may find this information on the Federal Aviation Administration's (FAA) Web site at: [http://www.faa.gov/library/manuals/examiners\\_inspectors/8000/](http://www.faa.gov/library/manuals/examiners_inspectors/8000/).

**3. CANCELLATIONS.** This notice cancels the following Flight Standards bulletins:

- a. HBAT 98-05, Legal Interpretation Concerning Access to the Flight Deck.
- b. HBAT 99-05, Occupancy of any Observer's Seat Located on the Flight Deck.
- c. HBGA 99-09, Occupancy of any Observer's Seat Located on the Flight Deck.
- d. FSAT 02-06, Restricted Access to the Flight deck.

**4. BACKGROUND.** Due to the events of September 11, 2001 the FAA implemented a number of regulatory and policy changes regarding who can access the flight deck of a Title 14 of the Code of Federal Regulations (14 CFR) part 121 air carrier airplane and how authorized people can access a flight deck during flight. This notice provides inspectors information and guidance for dealing with flight deck admission issues. In addition to the three bulletins listed in paragraph 3, we have incorporated guidance from the following expired notices:

- a. N 8000.288, Use of the Flight Deck Jump Seat by Aviation Safety Inspectors with Facial Hair.
- b. N 8400.61, Flight Deck Security Transport Category All-Cargo Airplanes.
- c. N 8400.75, Procedures for Opening, Closing, and Locking of Flightcrew Compartment Doors, Including Audio and Visual Verification Procedures.

**5. GUIDANCE.**

a. Appendix 1 of this notice provides handbook guidance regarding access to part 121 air carrier flight decks. The guidance in this notice supersedes the guidance in Order 8400.10,

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**Distribution:** A-W(FS)-2; A-X(FS)-3; A-FFS-7 (LTD); AMA-200 (12 cys)  
(Electronically: A-W(FS)-2; A-X(FS)-2; A-FFS-7)

**Initiated By:** AFS-200

volume 3, chapter 16, section 3, paragraph 2287. Inspectors should use the guidance in this notice in place of the guidance in paragraph 2287.

**b.** Appendix 2 provides new guidance for flight deck access authorization procedures and an operations specification (OpSpec) A048 manual procedures checklist to be included in Order 8400.10, volume 3, chapter 1, section 3, paragraph 63, OpSpec A048.

**c.** Appendix 3 includes the revised OpSpec A048.

**6. ACTION.** ASIs and FSDO managers should review the guidance in the appendices.

**7. DISPOSITION.** We will permanently incorporate the information in this notice in FSIMS before this notice expires. Any questions regarding this notice should be directed to the Air Transportation Division, AFS-200, at 202-267-8166.

ORIGINAL SIGNED BY

John M. Allen for

James J. Ballough

Director, Flight Standards Service

**APPENDIX 1. ORDER 8400.10, VOLUME 1, CHAPTER 4, SECTION 4, EXEMPTIONS, DEVIATIONS, WAIVERS, AND AUTHORIZATIONS**

**181. ADMISSION TO THE FLIGHT DECK—GENERAL.** The general purpose of Title 14 of the Code of Federal Regulations (14 CFR) part 121, § 121.547 is to set forth who may be admitted to the flight deck of any aircraft used in part 121 operations. Section 121.547(a) and (b) apply to *all* part 121 operators and are *admission to the flight deck requirements*. Part 121, § 121.583 allows all-cargo operators to carry certain persons without complying with the passenger requirements in § 121.547(c). These persons must fit into at least one of the categories specified in § 121.583(a)(1) through (8) and are *not* authorized access to the flight deck. Also, to carry these persons, a flight deck door must be installed on the all-cargo aircraft according to FAA legal interpretations dated July 17, 2001 and April 2, 2002. See paragraph 184 for more information. Due to the events of September 11, 2001, the prevalent decisionmaking philosophy regarding flight deck access is one of a restrictive nature. The FAA must be judicious when determining which persons qualify for flight deck access. Individuals seeking access to the flight deck must also meet certain physical, cognitive, and language capabilities (see paragraph 182, below).

A. Under § 121.547, those who may access the flight deck are:

- (1) A crewmember;
- (2) An FAA air carrier inspector;
- (3) An authorized representative of the National Transportation Safety Board (NTSB);
- (4) A Department of Defense (DOD) Commercial Air Carrier Evaluator (must be issued a Survey and Analysis (S&A) Form 110B, DOD Commercial Air Carrier Evaluator's credential);
- (5) Those individuals who are authorized by all of the following:
  - (a) The pilot in command (PIC). The PIC must follow the approved company processes and procedures described in the manual required by § 121.133.

**NOTE: Title 14 CFR part 91, § 91.3 and § 121.547(a)(4) provide the PIC with "final authority" regarding the operation of the aircraft and as such, may exclude any person from the flight deck in the interest of safety.**

(b) An appropriate management official of the 14 CFR part 119 certificate holder. The management official must follow the approved company processes and procedures described in the manual required by § 121.133.

(c) The FAA Administrator. The Administrator may delegate this authority to AFS-200 or to the POI. The Administrator approves access to the flight deck by either:

1. Issuing an FAA Form 8430-6 (see paragraph 185, below); or

2. Reviewing the air carrier(s)' manuals (to determine that the air carrier(s)' procedures are not contrary to § 121.547, as amended) and, for air carriers desiring to admit eligible employees of other part 119 certificate holders, issuing OpSpec A048, subject to its requirements (see volume 3, chapter 1, section 3, OpSpec A048, Verification of Personnel for Access to Flight Deck).

*B.* Refer to Table 1.4.4.1, Compliance Table: Admission to Flight Deck, and paragraph 184, Admission to Flight Deck-All Cargo Carrying Operations, for additional guidance in assessing whether an individual is authorized access to the flight deck. Table 1.4.4.1 also contains guidance regarding § 121.547(c) (seat availability requirements in the passenger compartment).

*C.* Table 1.4.4.1 summarizes § 121.547 and the discussions concerning flight deck access issues discussed in paragraphs 181 through 187 of this section. Transportation Security Administration (TSA) Security Directives (SD) may further restrict access to the flight deck. Included in the table are examples of personnel who may be authorized flight deck access. The table applies to both passenger and cargo operations but does not address personnel specifically authorized in § 121.583 because § 121.583 does not address flight deck access.

**TABLE 1.4.4.1. COMPLIANCE TABLE: ADMISSION TO FLIGHT DECK**

**NOTE: TSA Security Directives (SD) may further restrict access to the flight deck.**

| Authorized Position(s)  | Applicable Regulation  | Authorization Circumstances (Who the Administrator is allowing)   | Seat in back required  | Security Information ID, Form, or Other  |
|---|--|---|--|--|
| Crewmember  | § 121.547(a)(1)  | Crewmembers assigned duties on that flight (Flight crewmember, check airman, cabin crewmember). <i>NOTE: This does not include deadheading or off-duty flightcrew personnel.</i>        | NO   | Certificate holder's verification process & procedures IAW the manuals required by § 121.133   |
| 1) FAA aviation safety inspector (ASI)<br><br>2) NTSB Investigator<br><br>3) DOD Commercial Air Carrier Evaluator | § 121.547(a)(2) & § 121.548 <i>NOTE: Paragraph (a)(2) does not limit the emergency authority of the pilot in command to exclude any person from the flight deck in the interest of safety.</i><br><br>§ 121.547(a)(2) & § 121.548a | 1) Safety-related duties as required by 14 CFR who is checking or observing flight operations.<br><br>2) Performing official duties.<br><br>3) Checking or observing flight operations. | NO § 121.547(c)(1)<br><br>NO § 121.547(c)(1)<br><br>NO § 121.547(c)(1) | 1) ID – FAA Form 110A; ASI also provides FAA Form 8430-13 to air carrier personnel for en route inspections.<br><br>2) NTSB ID Card (Form 1660.2) and NTSB Form 7000-5<br><br>3) S&A Form 110B <i>NOTE: DOD personnel without a Form 110B must be issued a Form 8430-6 by AFS-200 and must have a seat available in the passenger compartment.</i> |

TABLE 1.4.4.1. COMPLIANCE TABLE: ADMISSION TO FLIGHT DECK (continued)

| Authorized Position(s)  | Applicable Regulation                           | Authorization Circumstances (Who the Administrator is allowing)  | Seat in back required            | Security Information ID, Form, or Other  |
|---|---|--|----------------------------------|--|
| An employee of:<br>The United States:                             | § 121.547(a)(3)                                 | Must have the permission of all 3:<br>a) PIC<br>b) An appropriate management official of the part 121 certificate holder<br>c) The Administrator                       | YES                              | a.) PIC must follow company policies and procedures IAW § 121.133<br>b) Management official must follow company policies and procedures IAW the manual required by § 121.133<br>c) The Administrator may delegate this authority to AFS-200 or to the POI. |
| Federal Air Marshall (FAM)<br><br>US Air Traffic Controller (ATC) | 49 CFR § 1544.237<br><br>§ 121.547(a)(3)(ii)(A) | When operationally airborne and threat requirements dictate the need for access to the flight deck.<br>When authorized by the Administrator to observe ATC procedures. | YES<br><br>NO<br>§ 121.547(c)(2) | ID issued by Department of Homeland Security (DHS)<br><br>Evaluation staff, FAA Form 7010-2 and 7000-1<br>FAA Form 3120-28 IAW Air Traffic Procedures  |

TABLE 1.4.4.1. COMPLIANCE TABLE: ADMISSION TO FLIGHT DECK (continued)

| Authorized Position(s)  | Applicable Regulation  | Authorization Circumstances (Who the Administrator is allowing)   | Seat in back required                          | Security Information ID, Form, or Other   |
|---|------------------------|---|--|---|
| An employee of a part 121 certificate holder whose duties are such that admission to the flight deck is necessary or advantageous for safe operations; or | § 121.547(a)(3)(ii)(B) | <p>Individuals employed by the certificate holder conducting the flight and eligible under this section include:</p> <p>a) Non-operating pilots;</p> <p>b) Other personnel authorized by 14 CFR to observe flight operations;</p> <p>c) persons whose duty is directly related to the conduct or planning of flight operations or in-flight monitoring of aircraft equipment or operating procedures, if their presence on the flight deck is necessary to perform their duties and have been authorized in writing by a responsible supervisor listed in the operator's manual as having that authority (i.e. certificated dispatchers, flight followers, simulator instructors, on-duty mechanics, and, for all-cargo operations, animal handler(s), hazardous material handler(s), those responsible for cargo security, cargo handler(s) necessary for the loading and unloading, or testing/evaluating, of cargo/cargo containers or loading equipment).</p> | NO<br>§ 121.547(c)(3)<br>or<br>§ 121.547(c)(5) | Certificate holder's verification process & procedures IAW the manual required by § 121.133<br><i>NOTE: Employees of traffic, sales, and other air carrier departments not directly related to flight operations cannot be considered eligible unless authorized under § 121.547(a)(4).</i> |

TABLE 1.4.4.1. COMPLIANCE TABLE: ADMISSION TO FLIGHT DECK (continued)

| Authorized Position(s)   | Applicable Regulation  | Authorization Circumstances<br>(Who the Administrator is allowing)  | Seat in back required | Security Information ID, Form, or Other   |
|--|------------------------|---|-----------------------|---|
|  |                        | d) Individuals employed by another part 121 certificate holder whose duties with that part 121 certificate holder require an airman certificate and who is authorized by the part 121 certificate holder operating the aircraft to make specific trips over a route.  | NO<br>§ 121.547(c)(4) | Certificate holder's verification process & procedures IAW the manual required by § 121.133 & OpSpec A048 (See Vol. 3, Ch. 1, Sec. 3)   |
| 3) An employee of an aeronautical enterprise certificated by the Administrator and whose duties are such that admission to the flight deck is necessary or advantageous for safe operations. | § 121.547(a)(3)(ii)(C) | A technical representative of the manufacturer of the aircraft or its components whose duties are directly related to the in-flight monitoring of aircraft equipment or operating procedures, if his presence on the flight deck is necessary to perform his duties, and he has been authorized in writing by the Administrator and by a responsible supervisor of the operations department of the part 119 Certificate holder, listed in the Operations Manual as having that authority. The phrase "necessary or advantageous for safe operation" shall be strictly and narrowly interpreted. Examples that meet the intent of the rule might include: | NO<br>§ 121.547(c)(6) | Certificate holder's verification process & procedures IAW the manual required by § 121.133 or FAA Form 8430-6 issued by POI<br><br><i>NOTE: This does not include clerical, administrative, or management employees who are not directly involved with the safe operation of the aircraft.</i> |
|  | § 121.547(a)(3)(ii)(C) | a) Repair station (part 145) individuals whose duties are directly related to the in-flight monitoring of aircraft equipment  | NO<br>§ 121.547(c)(6) | a) Certificate holder's verification process & procedures IAW the manual required by § 121.133 or FAA Form 8430-6 issued by POI   |



**TABLE 1.4.4.1. COMPLIANCE TABLE: ADMISSION TO FLIGHT DECK (continued)**

| <b>Authorized Position(s)</b>   | <b>Applicable Regulation</b> | <b>Authorization Circumstances (Who the Administrator is allowing)</b>   | <b>Seat in back required</b> | <b>Security Information ID, Form, or Other</b>   |
|---|------------------------------|--|------------------------------|--|
|   | § 121.547(a)(3)(ii)(C)       | b) Part 142 training center instructors as required by § 142.53  | YES                          | b) Certificate holder's verification process & procedures IAW the manuals required by § 121.133 or FAA Form 8430-6 issued by POI |
|   | § 121.547(a)(3)(ii)(C)       | c) The holder of a production certificate (part 21) or type certificate—test pilots, flight test engineers, technical representatives when assigned responsibilities for monitoring equipment or evaluating procedures | NO<br>§ 121.547(c)(6)        | c) Certificate holder's verification process & procedures IAW the manual required by § 121.133 or FAA Form 8430-6 issued by POI  |
| Secret Service Agent  | § 121.550                    | Assigned the duty of protecting a person aboard an aircraft.   | YES                          | U.S. Secret Service  |
| Any person who has the permission of the pilot in command, and an appropriate management official of the part 121 certificate holder and the Administrator. | § 121.547(a)(4)              | Any person who, in the judgment of the Administrator, has an operational need for a particular flight. This provision will be strictly and narrowly interpreted.   | YES                          | AFS-200 issues FAA Form 8430-6 unless otherwise delegated to the POI   |

## **182. ADMISSION TO THE FLIGHT DECK—PHYSICAL, COGNITIVE, AND LANGUAGE CAPABILITIES.**

*A. General Guidance.* Principal operations inspectors (POI) and AFS-200 personnel shall use the policies and guidance information listed below to determine the physical, cognitive, and language capabilities of any person requesting authorization to occupy an observer's seat on the flight deck before issuing FAA Form 8430-6, Admission to Flight Deck. In addition, POIs should encourage their assigned certificate holders to incorporate these policies and guidance information into their manuals for use by their personnel. Any FAA personnel occupying any observer's seat on the flight deck will comply with the minimum physical, cognitive, and language capabilities in paragraph 182B, below.

*B. Minimum Physical, Cognitive, and Language Capabilities.* Any person who occupies any observer's seat on the flight deck must:

(1) Possess sufficient physical mobility, strength, and dexterity in both arms, hands, legs, and feet to reach upward, sideways, and downward to the location of any emergency exits, exit-slide operating mechanisms, emergency exit devices (descent reel, tape, or rope), and observer's seat operating mechanisms.

(2) Be able to, without assistance, physically grasp, push, pull, turn, or otherwise expeditiously manipulate any emergency exit, exit-slide operating mechanisms, emergency exit devices (descent reel, tape, or rope), and observer's seat operating mechanisms.

(3) Be able to, without assistance, physically push, shove, pull, or otherwise expeditiously open or provide access to any emergency exit.

(4) Be able to physically reach all emergency exits expeditiously without the assistance of any person and appliance, such as crutches, a wheelchair, or a cane.

(5) Be able to physically don and use the observer's seat oxygen mask, life preserver, smoke goggles, and appropriate Protective Breathing Equipment (PBE) without assistance from any crewmember.

**NOTE: The intended user of the equipment listed in paragraph 182B(5) above must personally assure that a good fit and seal can be achieved using the equipment that is provided by the aircraft operator. An individual's facial hair (beard, mustache, etc.) may affect the efficiency and performance of a mask. The lack of a seal between the mask and skin will result in a reduced amount of oxygen in the mask and the entry of smoke or toxic fumes that could result in an individual's reduced capability, awareness, and performance, potentially causing a distraction to the flightcrew during an emergency. Therefore, individuals with facial hair that will affect the efficiency and performance of a mask should not occupy a seat on the flight deck. If an air carrier's policy results in a bearded ASI being denied access to the flight deck jump seat, the ASI will comply with that policy. Subject to a review by FAA management, an Enforcement Investigative Report (EIR)**

**based solely on a bearded ASI being denied access to the flight deck jump seat shall not be initiated.**

(6) Be able to physically operate the seat belt and shoulder harness mechanisms and assemblies located at the observer's seat without assistance from any crewmember.

(7) Possess sufficient visual capacity to perform the specified physical capabilities with regard to emergency exits, operating mechanisms, and emergency equipment without the assistance of visual aids beyond contact lenses or eyeglasses.

(8) Possess sufficient aural capacity to hear and understand instructions by crewmembers without assistance beyond a hearing aid.

(9) Possess the ability to adequately impart information orally to crewmembers.

(10) Possess the ability to read and understand instructions related to emergency evacuation procedures and equipment provided by the appropriate certificate holder in text or graphic form.

(11) Possess the ability to hear and understand oral crewmember commands or instructions.

**183. ADMISSION TO THE FLIGHT DECK—FOREIGN PILOT AUTHORIZATION.**

Certificated airmen who are employed by foreign air carriers, and U.S. citizens who pilot aircraft for foreign air carriers, whether or not they are under contract with U.S. air carriers, may *not* have access to the flight deck unless they:

- A. Are specifically authorized by the certificate holder's management;
- B. Are issued FAA Form 8430-6 by AFS-200 (unless AFS-200 delegates the authority to the POI); and
- C. Are given permission by the PIC.

**184. ADMISSION TO FLIGHT DECK—ALL CARGO CARRYING OPERATIONS.**

A. *General Guidance.*

(1) Special Federal Aviation Regulation (SFAR) 92-5 required certain transport all-cargo airplanes to modify the flight deck door to delay or deter unauthorized entry to the flight deck compartment. These doors were referred to as Phase I doors. This rule authorized variances from existing design standards for the doors and allowed for approval for return to service of modified airplanes without prior approved data. This rule expired on October 1, 2003.

(2) Part 121, § 121.313(j)(2) mandates that all-cargo airplanes that had a flight deck door installed on or after January 15, 2002 must meet the requirements of 14 CFR part 25, § 25.795 by October 1, 2003, or the operator must implement a security program approved by the

Transportation Security Administration (TSA) for the operation of all airplanes in that operator's fleet.

(3) Section 25.795 specifies the necessary structural strength and integrity of flight deck doors. Flight deck doors meeting this regulation standard are referred to as phase II doors. For purposes of this policy, any door not meeting § 25.795 requirements, or airplanes with no door installed, are considered non-phase II doors.

(4) A certificate holder that operates only airplanes with phase II doors is not required to have a specifically approved security program under § 121.313(j)(2). However, for those airplanes affected by § 121.313(j)(2), without an approved security program, if the phase II door's primary and secondary locking system should become inoperative, no persons can be carried, other than flightcrew and those personnel outlined in paragraph 5 a and b below.

(5) All certificate holders who operate any airplane with a non-phase II door may continue to carry those personnel specified in paragraphs a and b below. These persons should be listed in the manual required by § 121.133:

(a) Those persons necessary for the safety of flight: animal handler(s), hazardous material handler(s), and those responsible for cargo security (valuable, confidential, fragile, and perishable). These persons must have their employer-issued photo ID;

(b) Cargo handler(s) necessary for the loading and unloading, or testing/evaluating, of cargo/cargo containers or loading equipment. These individuals must have their employer-issued photo ID.

B. These persons are subject to the certificate holder's flight deck access verification procedures. In summary, persons aboard an all-cargo carrying aircraft will qualify under § 121.547 (access to the flight deck), or 121.583 (access to other than flight deck).

## **185. USE OF FAA FORM 8430-6, ADMISSION TO FLIGHT DECK.**

A. *Personnel Authorized.* Individuals authorized issuance of an FAA Form 8430-6 (See Table 1.4.4.1):

(1) *FAA Personnel.* Requests for admission to an air carrier flight deck by FAA (non-Flight Standards personnel) or FAA-associated personnel under the provisions of § 121.547(a)(4) should be submitted through the CHDO and RO to AFS-200 for approval.

(2) *Other-than-FAA Personnel.* Section 121.547(a) (3) (ii) (a) governs requests by individuals other than FAA personnel (or FAA-associated personnel) for admission to the flight deck and should be submitted to the operator concerned. The operator, in turn, shall forward the request to the appropriate CHDO. The CHDO, upon receipt of a request, should examine it to determine if such authorization is warranted. When issuing Form 8430-6, principal operations inspectors (POI), or their designated representatives, must determine that all required information is complete and that the request is appropriately justified.

(3) *DOD Personnel.* Section 121.547(a)(2) and (c)(1) allow DOD commercial air carrier evaluators who have an S&A Form 110B access to the flight deck without a seat available in the passenger compartment. All other DOD personnel must be issued an Form 8430-6 through AFS-200 and must have a seat available in the passenger compartment.

*B. Restrictions.* Authorization for admission to the flight deck and the issuance of Form 8430-6 shall be restricted to key officials of airlines and FAA personnel or FAA-associated personnel. Any deviations from this guidance will require approval by AFS-200 before issuance. Except for those categories of persons described above, Form 8430-6 is not to be issued unless the request is received from the carrier or operator and includes a justification for that person's presence on the flight deck. Form 8430-6 must be limited to a specific flight or series of flights or a period of time not to exceed 6 months unless otherwise authorized by AFS-200. Coordination directly with AFS-200 is authorized with concurrent notification (e-mail, etc.) to the regional office.

*C. Technical Representatives.* Section 121.547(c)(6) contains special provisions for authorizing flight deck access without a seat in the cabin for certain technical representatives of the manufacturer of the aircraft or its components, whose presence on the flight deck is necessary to perform the duties of monitoring the aircraft equipment or operating procedures. In this case, written authorization from the operator is required and the CHDO shall issue a Form 8430-6, which must be used for granting approval in lieu of a Letter of Authorization. The validity period will not exceed 6 months from the date of issuance.

**NOTE: If the Technical Representative is granted access in accordance with the manuals required by § 121.133, then Form 8430-6 is not required.**

*D. Disposition of FAA Form 8430-6.* The original is forwarded to the applicant, and the second copy is retained at the CHDO.

*E. Removal of Authorization.* Upon evidence of abuse of FAA Form 8430-6, the issuing authority may cancel the authorization. It shall be canceled by certified mail if the holder ceases to be employed in the capacity in which its issuance was predicated and the holder fails to return the form voluntarily.

*F. Transmittal Letter.* When the completed Form 8430-6 is processed and returned to the air carrier or individual concerned, it should be made clear to all holders, including FAA personnel, that this authorization may not be issued for the purpose of free transportation. The issuing authority (i.e., CHDO) shall forward a transmittal letter with each issuance. The validity period should not exceed 6 months from the date of issuance. (See Figure 1.4.4.5)

## **186. VERIFICATION OF PERSONNEL FOR ACCESS TO THE FLIGHT DECK.**

*A. Identity Verification Procedures for Other Part 121 Certificate Holders.* OpSpec A048, Verification of Personnel for Access to Flight Deck, is available for those part 121 operators that seek authorization for access to the flight deck jumpseat in accordance with § 121.547(a)(3) for individuals not employed by the certificate holder granting access. Required FAA authorization for employees of part 121 certificate holders to access the flight deck (jumpseat) of other part 121 certificate holders will be granted in accordance with § 121.547(a) through the approval

of these procedures as incorporated in the certificate holder's manual that is required by part 121, § 121.133 and issuance of OpSpec A048.

**NOTE: TSA may impose additional restrictions through issuance of security programs and/or security directives. It is imperative that the certificate holder is in possession of any pertinent TSA approvals or authorizations for any associated TSA requirements.**

*B. Certificate Holder Procedures.* Certificate holder procedures for accessing the flight deck jumpseat must include verification of identity, employment status, and jumpseat eligibility at gate check-in. Four verification methods are described in the following tables. Each method contains unique procedures. All methods must include the following items:

(1) The individual requesting access must have an employee photo ID card issued by their employer.

(2) The company official granting access will complete the company authorization procedures contained in their manual required by § 121.133 to include the verification method.

(3) Verification must include the requester's Name, Employee Number, and flight deck (jumpseat) access eligibility.

*C. Verification Programs.* Two verification programs are available for use under OpSpec A048. They are:

(1) *Cockpit Access Security System (CASS).* A direct-access database system developed by the Air Transport Association, in coordination with AIRINC, the FAA, the TSA, part 121 certificated air carriers, and labor unions.

(a) The CASS is a network of databases hosted by participating part 121 air carriers that contains employment and security information for individuals authorized by the FAA to occupy an aircraft's flight deck jumpseat during normal operations. The information and process used for the CASS is intended to verify a person's identity, eligibility for access to the jumpseat, and their employment status at the time of check-in. This program will enhance flight deck security and permit verified individuals to occupy the jumpseat for transportation.

(b) Under CASS, each air carrier is responsible for coordination with the TSA and development of software that will interface with the AIRINC network and the systems of other participating airlines, and it must provide the required information. The operational procedures for the air carrier's system should be included in their manual required by § 121.133. These procedures should be validated before issuance of OpSpec A048 using the associated Job Aid. The Job Aid includes steps for the certificate holder to demonstrate their system and procedures to the POI and evidence of a required audit of employee records, before issuance of OpSpec A048.

(2) *Flight Deck Access Restriction Program (FDAR).* A direct-access database or other system that is not part of the CASS, but serves the same purpose in confirming a requester's identity, employment status, and jumpseat eligibility. Similar to the CASS, each air carrier must

develop procedures that are incorporated in their manual required by § 121.133. The FDAR may employ methods similar to CASS through a direct-access computerized database system, or through more the conventional methods of telephonic, email, and facsimile verification. The TSA may restrict the use of the FDAR through an air carrier's TSA approved security program.

*D. Computer Database System (CASS or FDAR).* Procedures for the certificate holder's employees assigned verification tasks to interface with the host system and positively confirm identity, employment status, and flight deck jumpseat eligibility of the person requesting access. See volume 3, chapter 1, section 3, OpSpec A048, for guidance on issuing OpSpec A048.

(1) The software must interface with other participating part 121 certificated air carrier(s) and it must provide the required information. The procedures and software should be validated before issuance of OpSpec A048 using the associated job aid located in the automated Operations Safety System (OPSS). The job aid includes a requirement for the certificate holder to demonstrate their system and procedures to the POI and evidence of a required audit of employee records, before issuance of OpSpec A048.

(2) Regardless of which method(s) is approved for use under OpSpec A048, the certificate holder must develop procedures and incorporate them in the manual required by § 121.133.

(3) If electronic database access is used, the software must interface with other participating part 121 certificated air carrier(s) and it must provide the required information. The procedures and software should be validated before issuance of A048 using the associated job aid. The job aid includes a requirement for the certificate holder to demonstrate their system and procedures to the POI and evidence of a required audit of employee records, before issuance of OpSpec A048.

(4) Regardless of which method(s) is approved for use under A048, the certificate holder must develop procedures and incorporate them in the manual required by § 121.133. These procedures must address one or both of the following verification methods, unless otherwise restricted by the TSA:

*E. Verification Requirements.* Regardless of which system(s) the certificate holder intends to use, the information outlined below must be provided through procedures contained in the certificate holder's manual required by § 121.133. This information must be made available to the certificate holder's personnel as described below:

(1) *Computer Database System (CASS or FDAR).* Procedures for the certificate holder's employees assigned verification tasks to interface with the host system and positively confirm identity, employment status, and flight deck eligibility of the person requesting jumpseat access. A job aid located in OPSS is provided for analysis of the certificate holder's procedures before issuance of OpSpec A048.

(2) *Conventional Systems (email, facsimile, and/or telephonic-based).*

(a) The holder of OpSpec A048 must list each part 121 certificate holder with which jumpseat agreements are in place and contact numbers and/or email addresses that will be used to verify a requester's information at time of check-in, in their manual required by § 121.133.

(b) The issuing authority for the air carrier will confirm eligibility by contacting one of the following that has access to the required data:

1. Dispatch/system operation control;
2. Human resources;
3. Crew scheduling; or
4. Other database verification sources approved by the Administrator.

(c) The issuing authority must include a verification number or name of person who verified employment and eligibility of the requester to access the flight deck on the authorization form. Facsimile or electronic mail is acceptable as an alternate method of verification, provided the message contains the required information. All systems, whether computer database or conventional, must operate using methods and procedures approved through the issuance of OpSpec A048. At a minimum, the procedures and provisions must provide for:

1. Establishing currency and accuracy of employee records through an initial audit, before issuance of A048.
2. Performing semi-annual audits of employee records to ensure accountability for all issued identification cards and currency and accuracy of employee records contained in the database.

**NOTE: The Director of Operations is responsible to ensure accurate and timely completion of all required record audits.**

3. Real-time availability to the issuing authority for use in verification of required data at check-in.
4. Including full name; employee number; flight deck (jumpseat) access eligibility for the person making the request.
5. Loss of employee identification.
6. Re-issuance of all company photo identification badges if 5 percent or greater are lost or not accounted for.

**NOTE: If not requesting access to the flight deck in accordance with § 121.547, company procedures for cabin access applies.**



*F. Identity and Eligibility Verification Methods.* The following guidance is to be addressed in operators' procedures in verifying an individual's identity and jumpseat eligibility. Methods are arranged by type of operation.

(1) *Method #1: Passenger Carrying Operations—employees of the part 121 certificated air carrier, wholly-owned domestic subsidiaries, or domestic code-share partners.* Certificate holder procedures for accessing the flight deck (jumpseat) must include verification of identity, employment status, and jumpseat eligibility, at gate check-in using the procedures outlined in paragraph D above.

(2) *Method #2: All Operations—eligible employees of other part 121 certificated air carriers.* Certificate holder procedures for accessing the flight deck (jumpseat) must include verification of identity, employment status, and jumpseat eligibility, at gate check-in using the procedures outlined in paragraph D above and as follows:

(a) Additional items for non-company flight crewmembers accessing the flight deck:

1. Current Medical certificate, if the requester serves as a flight crewmember for his or her employer.

2. Appropriate airman certificate.

(b) Flight deck access by non-company employees must also be authorized by issuance of OpSpec A048.

(3) *Method #3: All-Cargo Carrying Operations—employees of the part 121 certificated air carrier, wholly-owned domestic subsidiaries, or domestic code-share partners.* Certificate holder procedures for accessing the flight deck (jumpseat) must include verification of identity, employment status, and jumpseat eligibility, at gate check-in using the procedures outlined in paragraph 3 above.

**NOTE: Section 121.583(a) lists numerous passenger-carrying requirements that all-cargo operators may not need to comply with to carry the persons listed in § 121.583(a)(1)-(8). For an all-cargo operation, an air carrier need not comply with the passenger-carrying requirements in § 121.547 (c), but no person or entity, including the air carrier, is excused from the flight deck admission requirements in § 121.547(a) and 121.547(b) when seeking access to the flight deck. Airplanes must have a flight deck door installed that separates the flight deck from the cabin or cargo area to carry individuals under § 121.583.**

(4) *Method #4: All-Cargo Carrying Operations—non-crewmembers of the part 121 certificated air carrier.*

(a) Certificate holder procedures for accessing the flight deck (jumpseat) must include verification of identity, employment status, and jumpseat eligibility, at gate check-in using the procedures outlined in paragraph 3 above.

(b) All persons being transported in the aircraft must be screened and have their accessible property searched before entering the aircraft:

1. Pat down or hand-held metal detector for an individual;
2. Physical inspection of property.

## **187. PROCEDURES FOR OPENING, CLOSING, AND LOCKING OF FLIGHT DECK DOORS.**

### *A. Background.*

(1) On January 15, 2002, 14 CFR part 25, § 25.772, was amended to require an emergency means to enable a flight attendant to enter the flight deck should the flightcrew become incapacitated. This change applies to airplanes that are newly certificated under part 25 and was not retroactive to existing airplanes. The operational requirements found in 14 CFR part 121 § 121.313 were also amended on January 15, 2002 to require each operator to establish methods that enable a flight attendant to enter the flight deck in the event that a flight crewmember becomes incapacitated. As with § 25.772(c), these methods are intended for use under emergency conditions and not for routine access to the flight deck. As such, aircraft electronic keypads or electronic pushbuttons installed in the cabin must be used only in emergency situations. (The only time the crew may use the emergency flight deck access procedure during normal operations is when the aircraft is on the ground, the flight deck door is closed and locked, and the flight deck is unoccupied.) Additionally, § 121.313(g) states, in part, "...no person other than a person who is assigned to perform duty on the flight deck may have a key to the flight deck door." Therefore, any keys in the possession of cabin crewmembers that are used for opening bins or containers in the cabin cannot be capable of unlocking the flight deck door.

(2) Unless an air carrier has FAA-approved procedures under § 121.587 (b), the flight deck door must remain closed during flight time. In order to operate the flight deck door during flight time and permit flight deck access by persons authorized in accordance with § 121.547, part 121 certificate holders must develop and use FAA-approved procedures regarding the opening, closing, and locking of the flight deck door. These FAA-approved procedures should be included in the operators' operations and flight attendant manuals. Additionally, § 121.313 requires any associated signal or identity confirmation system to be easily detectible and operable by each flight crewmember from his/her duty station. To meet security needs of accomplishing an audio and visual identification, one person on the flight deck is required to visually identify the person seeking access through the viewing port or viewing device.

*B. Certificate Holders' Procedures.* Certificate holders' procedures must include at least the following:

(1) Normal procedures for opening flightcrew compartment doors to include:

(a) Who is authorized to have access to the flight deck.

(b) How a crewmember verifies the identity of a person requesting access to the flight deck. This process must include a positive means for flight crewmembers to identify persons requesting entry to the flight deck and to detect suspicious behavior or a potential threat before unlocking the flight deck door. To meet security needs of accomplishing an audio and visual identification, one person on the flight deck is required to visually identify the person seeking access through the viewing port or viewing device.

(c) How flight deck door keypad access codes are disseminated (i.e., flight deck door keypad access codes may be disseminated through the certificate holder's normal manual process).

(d) Flight attendant procedures to verify there are no passengers in any forward lavatory, and no passengers are standing in the area surrounding the flight deck door.

(e) Flight attendant procedures for blocking the passenger aisle when the flight deck door is opened.

(f) Procedures for two-person flightcrews, when one flight crewmember leaves the flight deck (i.e., a flight attendant must lock the door and remain on the flight deck until the flight crewmember returns to his or her station).

(2) Emergency electronic keypad or emergency pushbutton procedures to include:

(a) Events requiring the use of emergency procedures (i.e., pilot alerts, etc.).

(b) Determining when the flightcrew is, or is suspected of being, incapacitated, or there is no response from the flight deck.

(c) Keeping the flight deck door locked until an audio and visual verification of the person requesting entry is made.

(d) How to determine whether a person requesting access is under duress.

(e) How to determine when the flight deck door locking system may be taken out of the deny-access position.

(f) Flight deck crew procedures to follow when an electronic keypad or pushbutton is being used to gain unauthorized access to the flight deck.

(g) When the flightcrew must take immediate action to deny access to the flight deck.

(3) Crewmember training programs should include these procedures, associated crewmember duties and responsibilities, crew coordination, and emergency situation training modules in appropriate curriculum segments.

*C. POI Approval Process.* To comply with § 121.587(b), POIs are to review and approve their assigned certificate holders' procedures in accordance with the current approval process found in Order 8400.10 and the guidance provided in this paragraph.

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**APPENDIX 2. ORDER 8400.10, VOLUME 3, CHAPTER 1, SECTION 3,  
PARAGRAPH 63, OPSPEC A048—FLIGHT DECK ACCESS AUTHORIZATION  
PROCEDURES**

A. Operation specification (OpSpec) A048, Flight deck Access Authorization Procedures, is provided for a 14 CFR part 119 certificate holder that elects to have an approved program to allow persons eligible under 14 CFR part 121, § 121.547(a)(3) access to the flight deck using the Cockpit Access Security System (CASS) program and/or the Flight Standards Flight deck Access Restriction (FDAR) program in accordance with the limitations and provisions of the operations specification (sample may be found below). It is important to note that the Transportation Security Agency (TSA) may restrict flight deck access through issuance of Security Directives. The TSA also evaluates and approves (or denies) use of any system that is used to vet persons requesting flight deck access, such as CASS.

B. CASS is a voluntary program. It is okay if an individual operator does not elect to participate. If they do decide to use the CASS, they must meet all of its criteria.

(1) An airman certificate is not specifically required for CASS, as not all persons eligible for flight deck access need one (e.g., flight followers).

(2) CASS is not an FAA program, however, it is available to air carriers for use in determining identification and eligibility of individuals seeking access to flight deck jumpseats. CASS accommodates most positions that are eligible for flight deck access, such as flightcrew members and flight followers. An air carrier should contact ARINC's CASS representative directly with questions about program accommodation for specific position(s) that are eligible for flight deck access.

(3) If the Director of Operations elects to delegate the task of auditing the database, the Director of Operations retains full responsibility for its accuracy, completeness, currency, etc.

C. *Background.* In the past, TSA, Industry, and FAA agreed upon the use of a valid passport when using this system.

(1) Since that agreement, technology has advanced to the point that an individual's photograph is now a required element of that person's electronic record in the CASS system.

(2) A passport is no longer specifically required for CASS participation.

(3) TSA has issued a Security Directive (SD) that requires an air carrier to include digitized pictures of persons participating in CASS before that air carrier is approved for participation by the TSA.

(4) Also, as the guidance states, TSA may impose further restrictions on flight deck access through issuance of SDs.

D. The checklist in Table 3.1.3.1 should be used to ensure the part 119 certificate holder's manual procedures for the required verification and access procedures for accessing the flight

deck jumpseat meets requirements. The appropriate sections of this checklist should be completed by the operator and provided to that operator's FAA principal operations inspector (POI) along with their request for amendment of their OpSpecs to include A048.

(1) The certificate holder may elect to include procedures for one or both of the following verification programs in its manual procedures:

(a) CASS.

(b) FDAR.

(2) The checklist should be completed using the following methodology:

(a) No.—Item and sub item number.

(b) Item Description—Provide a description of the item.

(c) Response—Circle “Yes” or “No” to indicate whether or not the item is adequately addressed in the program.

(d) Manual Page Reference—Enter the manual page number where the item is addressed.

**TABLE 3.1.3.1. A048 MANUAL PROCEDURES CHECKLIST**

| NO.  | ITEM DESCRIPTION   | RESPONSE | MANUAL PAGE REFERENCE |
|------|--|----------|-----------------------|
| 1.   | Does the certificate holder's procedures include a requirement to obtain the requester's employer-issued photo identification card?  | Yes No   |                       |
| 2.   | Does the certificate holder's procedures include a requirement to verify at the time of check-in the information obtained from the person requesting flight deck jumpseat access using one of the following methods (the certificate holder may select one or more of the following methods):                      |          |                       |
| a.   | CASS?  | Yes No   |                       |
| b.   | FDAR-Electronic Database?  | Yes No   |                       |
| c.   | FDAR-Telephone?  | Yes No   |                       |
| c-i. | <b>If yes</b> , does the certificate holder's procedures contain a list of part 119 certificate holders with which flight deck jumpseat agreements are in place and the respective contact numbers and/or email addresses for use in employee flight deck jumpseat eligibility and employment status verification? | Yes No   |                       |
| d.   | FDAR-Email?  | Yes No   |                       |
| d-i. | <b>If yes</b> , does the certificate holder's procedures contain a list of part 119 certificate holders with which flight deck jumpseat agreements are in place and the respective contact numbers and/or email addresses for use in employee flight deck jumpseat eligibility and employment status verification? | Yes No   |                       |
| e.   | FDAR-Facsimile?  | Yes No   |                       |
| e-i. | <b>If yes</b> , does the certificate holder's procedures contain a list of part 119 certificate holders with which flight deck jumpseat agreements are in place and the respective contact numbers and/or email addresses for use in employee flight deck jumpseat eligibility and employment status verification? | Yes No   |                       |
| 3.   | Does the certificate holder's procedures assign responsibility to the Director of Operations for:  |          |                       |
| 3.a. | Completion of an initial audit to confirm accuracy of employee records used under this operations specification authorization?   | Yes No   |                       |

**TABLE 3.1.3.1. A048 MANUAL PROCEDURES CHECKLIST (continued)**

| NO.  | ITEM DESCRIPTION   | RESPONSE | MANUAL PAGE REFERENCE |
|------|--|----------|-----------------------|
| 3.b. | Completion of recurring audits to confirm accuracy of employee records used under this operations specification authorization at least once each six months?             | Yes No   |                       |
| 3.c. | Updating any and all employee status changes of the employee records used in accordance with this authorization within 24 hours of the time that the change(s) occurred? | Yes No   |                       |
| 4.a. | Has the certificate holder satisfactorily demonstrated their software and procedures to the Principal Operations Inspector?  | Yes No   | NA                    |
| 4.b. | Did the demonstration reveal any instances where flight deck jumpseat access was granted when it should have been denied?  | Yes No   | NA                    |
| 5.   | Did the initial audit (see item 3 a above) reveal any records representing former employees as current employees?  | Yes No   | NA                    |
| 6.   | Is the Certificate Holder in receipt of applicable TSA authorization to use a vetting system for persons requesting flight deck access (e.g., CASS)?                     | Yes No   |                       |



**APPENDIX 3. SAMPLE OPSPEC A048. VERIFICATION OF PERSONNEL FOR  
ACCESS TO FLIGHT DECK**

a. The certificate holder is authorized to allow persons eligible under 14 CFR Section 121.547(a)(3) access to the flight deck using the Cockpit Access Security System (CASS) program and/or the Flight Standards Flight deck Access Restriction (FDAR) program in accordance with the limitations and provisions of this operations specification.

b. Description of Policies and Procedures and Approved Program(s). The applicable approved flight deck access eligibility program(s), i.e., CASS, FDAR, or CASS/FDAR and the location in the certificate holder's manual where the approved applicable policies and procedures are described must be listed in Table 1 of this operations specification.

**Table 1 – Approved CASS and/or FDAR Program**

| Approved CASS and/or FDAR Program | Location in Manual of Applicable Policies and Procedures |
|-----------------------------------|--|
| TABL01                            | TABL02   |

c. Other Limitations and Provisions.

(1) Granting Access to the Flight deck. At check-in time, the certificate holder must verify the identity and eligibility of the person requesting access to the flight deck using the applicable program policies and procedures approved in Table 1 of this operation specification. The person requesting access must provide to the certificate holder their part 119-certificated employer-issued (in accordance with TSR part 1544) photo identification card for granting access to the flight deck.

(2) Audits and Status Changes. The Director of Operations must ensure the following is available to the POI upon request:

(a) Completion of an initial audit to confirm accuracy of employee records used under this operations specification.

(b) Completion of recurring audits to confirm accuracy of employee records used under this operations specification at least once each six months.

(c) Any and all employee status changes of the employee records used in accordance with this authorization must be updated within 24 hours of the time that the change in status occurred.

TEXT99