

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8900.542

National Policy

Effective Date:  
3/31/20

Cancellation Date:  
3/31/21

**SUBJ:** AC 120-66C, Aviation Safety Action Program, Rollout and Implementation Plan

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- 1. Purpose of This Notice.** This notice introduces new guidance for the rollout and implementation plan for establishing an Aviation Safety Action Program (ASAP). This notice supplements current guidance relating to the ASAP. The changes are applicable to policy contained within Federal Aviation Administration (FAA) Order 8900.1, Volume 11, Chapter 2, Section 1, Safety Assurance System: Aviation Safety Action Program.
- 2. Audience.** The primary audience for this notice includes Office Managers (OM) and aviation safety inspectors (ASI) in the Flight Standards Safety Assurance Offices with oversight responsibility of eligible entities operating under Title 14 of the Code of Federal Regulations (14 CFR) with established ASAP Memorandums of Understanding (MOU). The secondary audience includes all other Flight Standards Service (FS) personnel with ASAP responsibilities.
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices). Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the FAA's website at <http://fsims.faa.gov>. This notice is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).
- 4. Background.** The FAA's safety mission requires it to take action to reduce or eliminate the possibility or recurrence of accidents in air transportation. Over the past several years, the FAA and the air transportation industry have sought innovative means to address safety problems and identify potential safety hazards. To this end, the FAA, in cooperation with the industry, issued Advisory Circular (AC) 120-66, Aviation Safety Action Programs (ASAP), in January 1997 and established several demonstration ASAPs in an effort to increase the flow of safety information to both the air carrier and the FAA. These programs included incentives to encourage employees of air carriers participating in the programs to disclose information, which may include possible violations of 14 CFR, without fear of punitive enforcement sanctions or company disciplinary action. Events reported under an ASAP that involved an apparent regulatory violation by the air carrier were handled under the Voluntary Disclosure Reporting Program (VDRP). In view of the positive safety results from those programs, the FAA issued a revised AC 120-66 in March 2000 (AC 120-66A), and again in November 2002 (AC 120-66B), which established industry-wide guidelines for participation. Based on the lessons learned from the implementation of over

900 programs since the FAA established the ASAP, this AC contains revised guidance to clarify FAA policy, facilitate achievement of an ASAP's safety goals, and encourage wider participation in the program. In October 2015, the FAA introduced the Compliance Program, which removed administrative actions for reports accepted into the program.

**5. Discussion.** In accordance with AC 120-66C, Aviation Safety Action Program, all programs are required to transition to the new ASAP MOU template within 90 calendar-days of the effective date of the AC. ASIs should review the AC, which contains the following new policies and procedures:

**a.** All MOUs must be updated to the new FAA ASAP template version 2.0. An automated ASAP MOU generator is being revised to capture the requirements outlined within AC 120-66C. Once revised, it will be available for download on our ASAP website. All eligible entities participating in an ASAP are required to download the template for review by all appropriate parties. In order to maintain standardization in the program, the FAA office will review the document and ensure that the MOU contains only standard template language. Once validated and signed, the FAA will upload the MOU status on our Knowledge Services Network (KSN) site, notifying the Air Carrier Training Systems and Voluntary Safety Programs Branch (AFS-280). Please refer to the new ASAP MOU Review Process flow in Appendix A.

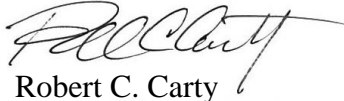
**b.** AFS-280 will not accept MOUs that deviate from the FAA ASAP template. When all parties are satisfied that the document is acceptable, the MOU will be signed by each participating party. All applicants should refer to the ASAP website to ensure they are utilizing the most current version of the MOU template. The program will be implemented in accordance with the provisions of the MOU. The transition period to the new MOU template will be 90 calendar-days from the effective date of the AC. If an operator needs additional time to coordinate the transition to the new template, contact AFS-280.

**c.** If an eligible entity's MOU is due to expire during this transition period, it may apply for an extension to ensure that its programs do not expire. Again, all extension requests are initiated by the eligible entity requesting the extension. The FAA OM will inform the AFS-280 ASAP Program Manager of the request by email at [randy.mcdonald@faa.gov](mailto:randy.mcdonald@faa.gov). AFS-280 will issue an authorization for the extension for the period requested. The request will be approved within 5 days of receipt by AFS-280.

**d.** All ASAPs are now categorized as continuing programs. These programs are subject to a review by the signatories to the MOU every 2 years to ensure appropriate objectives are being met. These programs no longer require an FS program review; however, FS will conduct random reviews to collect information, data, and feedback from participants in order to validate whether objectives of the program are being achieved and properly documented.

**6. Action.** Safety Assurance offices with oversight responsibility of eligible entities operating with established ASAP MOUs should work with the eligible entity to transition to the new ASAP MOU template within 90 calendar-days of the effective date of AC 120-66C.

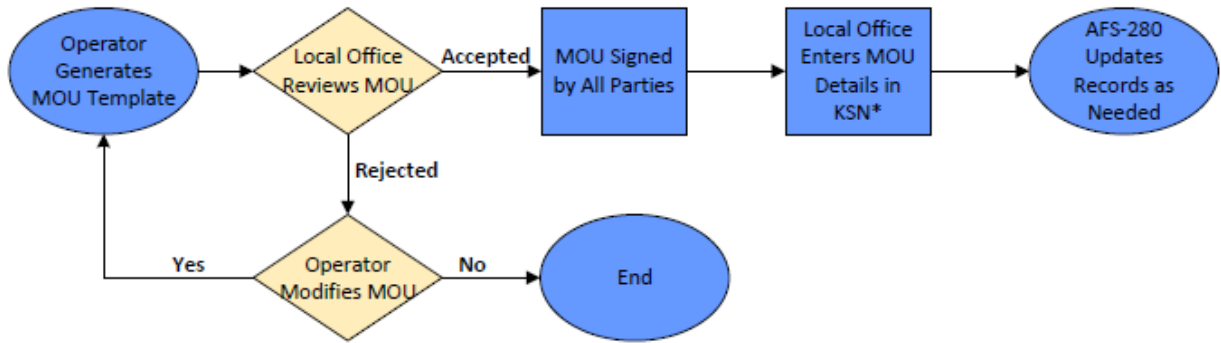
**7. Disposition.** We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions concerning the information in this notice to the Air Transportation Division (AFS-200) at 202-267-8166.



Robert C. Carty  
Deputy Executive Director, Flight Standards Service

### Appendix A. ASAP MOU Process Flow

## ASAP MOU Process Flow



\*All MOU documents maintained in local office