



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
Air Traffic Organization Policy

**ORDER
JO 1030.1**

Effective Date:
May 13, 2008

SUBJ: Air Traffic Organization Safety Guidance (ATO-SG)

- 1. Purpose of This Order.** This order establishes a method for providing new and revised guidance material to the Air Traffic Organization (ATO) pertaining to the ATO Safety Management System (SMS). New and/or revised guidance will supplement existing orders, directives, guidance and materials to include ATO Order JO 1000.37 and the SMS Manual Version 1.1. Information contained in each ATO Safety Guidance (ATO-SG) will be included in existing orders, directives, and materials as they undergo scheduled updates. As ATO-SGs are incorporated into permanent materials, they will be cancelled. The process for developing and dispersing an ATO-SG may be found on the second page of this document.
- 2. Audience.** All ATO personnel.
- 3. Where Can I Find This Order.** This order is available on the Federal Aviation Administration (FAA) public Internet website at <http://employees.faa.gov/Tools & Resources>. The ATO will number and date each ATO-SG and list the ATO-SGs in ascending order on the ATO Experience Safety Services' web site. All active, cancelled and superseded ATO-SGs will be housed on the ATO Experience Safety Services' website at <http://atoexperience.faa.gov/safety/>.
- 4. Authority to Change this Order.** The Chief Operating Officer has delegated the authority to amend or cancel this order to the Vice President of ATO Safety Services.
- 5. Action.** All ATO Safety Engineers, Safety Managers and Safety Directors must become familiar with the contents of each ATO-SG and distribute the guidance to the field as required.
- 6. Background.** ATO-SGs contain guidance regarding the processes and procedures applicable to the safety of the National Airspace System (NAS). An ATO-SG may provide information alone or a combination of information and guidance material or recommended actions to be taken by the ATO toward meeting the requirements of directives such as ATO SMS Order JO 1000.37 and FAA Order 1100.161.
- 7. Announcement of ATO Safety Notices.** ATO Safety Services will announce newly posted ATO-SGs via email to ATO Headquarters Safety Engineers, Safety Managers and Safety Directors. ATO-SGs will be posted on the ATO Experience Safety Services' website within 5 business days of approval.

Original Signed by

Hank Krakowski
Chief Operating Officer

Distribution: Electronic

Initiated By: AJS-2

ATO Safety Guidance Process

