

CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FS 1100.1 CHG 30

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SUBJ: FLIGHT STANDARDS SERVICE ORGANIZATIONAL HANDBOOK

- 1. Purpose of This Order.** This change transmits revised pages for Chapter 4, Aircraft Maintenance Division, AFS-300.
- 2. Audience.** The audience for this order includes employees from the following services within the office of the Associate Administrator for Aviation Safety: the branch level in Washington headquarters Flight Standards Service, all regional Flight Standards divisions, and all supervisors in the Flight Standards field offices.
- 3. Where You Can Find This Order.** You can access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>.
- 4. Explanation of Changes.**
 - a. The functional statement for the Aircraft Maintenance Division is revised to reflect the realignment of specific programs into a new branch.
 - b. The Special Program Branch, AFS-320, is established to oversee programs such as aging aircraft, Next Generation Composite Inspection, military maintenance, nondestructive inspection (NDI), commercial aerial refueling, and other special projects.
- 5. Disposition of Transmittal.** This transmittal is to be **RETAINED AND FILED IN THE BACK OF THIS HANDBOOK** until it is superseded by a new basic order.

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James J. Ballough
 Director, Flight Standards Service

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CHAPTER 4. AIRCRAFT MAINTENANCE DIVISION, AFS-300

400. AIRCRAFT MAINTENANCE DIVISION.

a. This division is responsible for regulations and national policy governing the certification, inspection, and surveillance of the maintenance aspects of air carrier and commercial operators, airmen (mechanics, repairmen, and parachute riggers), and air agencies (Aviation Maintenance Technician Schools (AMTS), and repair stations), and maintenance requirements, performance standards, and practices applied to ensure the continued airworthiness of civil aircraft.

b. With respect to the foregoing, the division:

(1) Develops and recommends national policies, standards, systems, procedures, and program plans.

(2) Determines the need for, justifies, and formulates new or amended regulations and supplementary regulatory material, participates in regulatory review programs, recommends grants or denials of exemptions, and develops operations specifications (OpSpecs).

(3) Advises the agencies' officers and executives, and other principal officials, and serves as a point of contact for the public and the aviation community on technical matters appropriate to the national level.

(4) Determines the need for and sponsors research and development projects.

(5) Guides and assists other divisions, the regions, and other elements of the agency in the conduct of related programs, and provides guidance on applying agency policies, standards, and procedures pertaining to safety issues.

(6) Represents the service in developing international agreements, arrangements, policies and practices involving maintenance of civil aircraft and certification of foreign airmen and air agencies.

(7) Develops, coordinates, and issues national directives to provide technical guidance on policies and procedures.

(8) Recommends, initiates, and coordinates regulatory and policy action to resolve safety problems resulting from accidents, incidents, or other sources.

c. Assigns special technical projects, recommends priorities, and provides broad policy and program guidance to ensure the adequacy of maintenance program activities performed by the Regulatory Support Division.

d. Recommends final action on requests for reconsideration or original issuance, amendment, or denial of a maintenance airman or air agency certificate.

e. Recommends final action on any petition for reconsideration or original issuance, amendment, or denial of OpSpecs pertaining to maintenance or continued airworthiness of aircraft.

f. Develops standards, policies, and procedures for examining and appointing private persons to act as representatives of the Administrator, under the provisions of 49 U.S.C., sections 44702 and 45303, with respect to the maintenance and continued airworthiness of civil aeronautical products.

g. Establishes policies and procedures and recommends final action on granting or denying exemptions under 49 U.S.C., section 44711, to foreign airmen who are directly in charge of inspection, maintenance, overhaul, or repair of aircraft, aircraft ongoing propellers, appliances, or components.

h. Establishes policies and procedures and recommends final action on granting or denying deviations under 14 CFR part 119 for Directors of Maintenance and Chief Inspectors.

i. Develops, coordinates, and recommends career development programs to ensure organizational competency for employees in this division.

j. Develops, coordinates, recommends, and supplies support materials and procedures to the FAA Safety Team (FAASTeam) for all maintenance-related topics.

401. PROGRAM MANAGEMENT AND INFORMATION BRANCH. The Program Management and Information Branch is the principal element of Aircraft Maintenance Division with respect to administrative services, planning and organizing of special projects, budgeting, and tracking and reporting on all division projects. It is responsible for the following functions:

a. Provides direct staff assistance to the division manager in the development, planning, implementation, and measurement of the division strategic and tactical management initiatives.

b. Provides a central focal point for administrative service areas of personnel management, training, organization, staffing, tracking systems, and related programs.

c. Serves as the focal point when rapid responses are required by internal and external customers.

d. Coordinates and tracks responses to high-level Congressional and industry studies and reports.

e. Project control center for administering the status/control systems covering correspondence and monitoring of division program accomplishments to assess achievements of long-range goals and objectives. Prepares reports and presentations for management in evaluating progress.

f. Provides a central focal point for managing and monitoring the development, coordination, and issuance of AFS (Flight Standards Service) national policy directives, bulletins, and advisory circular (AC) guidance material.

g. Serves as the coordination point for all division regulatory activities with the Office of Rulemaking (ARM), Office of the Chief Counsel (AGC), and other FAA elements.

402. SPECIAL PROGRAMS BRANCH. The Special Programs Branch, AFS-320, is responsible for the following functions:

a. Provides technical assistance and support for special programs such as Aging Aircraft, rulemaking projects, Damage Tolerance, Repair Assessment Programs, Corrosion Prevention and Control Programs, Structural Maintenance Programs, Department of Defense (DOD) programs, Commercial Aerial Refueling, and other programs and/or reviews mandated by Congress.

b. Provides technical support and guidance in the development of regulations, standards, policies and procedures, letters, notices, orders, handbook changes, and ACs in this area of responsibility.

c. Sponsors and provides oversight of safety and educational programs related to its area of specialization for aging aircraft rulemaking projects to include an enhanced airworthiness program for airplane safety, wide-spread fatigue damage, damage tolerance, and repair assessment programs, a corrosion prevention and control program, and structural maintenance programs, and inspections and records reviews required by Congressional mandate.

d. Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices. Participates as a member of policy boards, including interagency and industry workgroups to include national and international standards, procedures, and policies.

e. Reviews, analyzes, prepares, and processes required reports, recommends amendments to regulations, grants or denies petitions for exemption and rulemaking, and participates in rulemaking, as related to branch functions.

f. Develops guidance materials and presentations to upper management and industry groups to present Flight Standards positions across other lines of business.

403. AIR CARRIER MAINTENANCE BRANCH. The Air Carrier Maintenance Branch is the principal element in the division with respect to all air carrier maintenance issues. In this respect, the branch is responsible for developing, managing, directing, planning, organizing, coordinating, and evaluating regulations, national and international standards, policies and procedures related to the certification and surveillance of operators and the continued airworthiness of related aircraft. These activities include, but are limited to, the following:

a. Develops regulations, standards, policies and procedures, letters, notices, orders, and ACs.

b. Evaluates the effectiveness of the CFR's policy and procedures, related to the branch's area of responsibilities.

c. Reviews, analyzes, prepares, and processes required reports, recommends amendments to regulations, grants or denies petitions for exemption and rulemaking, and participates in rulemaking for 14 CFR parts 119, 121, and 135, as related to branch functions.

d. Participates as a member of policy boards, including the Maintenance Review Board (MRB) and the Flight Operations Evaluation Board (FOEB).

e. Provides technical assistance and guidance to other segments of the FAA, Federal, State, and local government agencies, and foreign Civil Aviation Authorities (CAA).

f. Sponsors and provides oversight of safety and educational programs related to its area of specialization for air carrier aircraft, including determining the criteria for maintenance training for field personnel.

g. Represents the division in international meetings to further U.S. interests and to develop international standards and recommended practices for the International Civil Aviation Organization (ICAO).

h. Has primary responsibility for policy relating to the service difficulty reporting (SDR) and maintenance interruption summary, as related to parts 119, 121, and 135 carriers.

i. Is responsible for the development of OpSpecs as related to its area of responsibility.

404. REPAIR STATION BRANCH. The Repair Station Branch is the principal element in the division for all repair station regulations, national airworthiness procedures, and policies.

a. The branch will develop, manage, direct, plan, organize, coordinate, and evaluate regulations, national and international standards, procedures, and policies for the certification, surveillance, and performance of domestic and foreign certificated repair stations under 14 CFR part 145.

b. The branch:

(1) Develops, implements, and evaluates standards, program policies, and procedures for the certification and surveillance programs of foreign/domestic repair stations.

(2) Establishes national/international airworthiness performance standards and guidance, and procedures for maintenance of repair station activities.

(3) Develops regulations, standards, policies and procedures, letters, notices, orders, and ACs in its area of responsibility.

(4) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of part 145. The branch also provides this service to other Federal, State, and local governments.

(5) Develops OpSpecs and management specifications (MSpecs) for its area of responsibility.

405. GENERAL AVIATION AND AVIONICS BRANCH.

a. The General Aviation and Avionics Branch is the principal element in the division for all general aviation maintenance, avionics, airmen, designees, and technical training regulations, national and international standards, procedures, and policies. The branch will develop, manage, direct, plan, organize, coordinate, and evaluate regulations, national and international standards, and policies and procedures for the certification, surveillance, and performance of the following:

(1) Maintenance airmen.

(2) AMTSs.

(3) Airframe and powerplant mechanics.

(4) Large/small aircraft (non-air carrier) and operating certificate holders under 14 CFR parts 91, 125, 133, and 137 for airframes, powerplants, propellers, appliances, and related systems.

(5) Parachute riggers.

(6) Repairmen of all types.

(7) Mechanics with inspection authorization.

(8) Various designated representatives of the Administrator under 14 CFR parts 65, 147, and 183.

(9) General aviation maintenance operations under 14 CFR parts 43 and 91.

b. The branch is the focal point in the division for the establishment of standards and guidance, and procedures for the airworthiness of avionics and instrument equipment and systems. The branch is also the division's focal point on technical training issues. These activities include, but are not limited to, the following. The branch:

(1) Develops regulations, standards, policies and procedures, letters, notices, orders, handbooks, and ACs in its area of responsibility.

(2) Develops, implements, and evaluates standards, program policies, and procedures for the certification and surveillance programs of AMTSSs, maintenance airmen, and designees.

(3) Establishes national/international airworthiness performance standards and guidance, and procedures for avionics and new and emerging technology.

(4) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of parts 65, 147, and 183. The branch also provides this service to other Federal, State, and local governments.

(5) Evaluates (as the division's point of contact) technical training courses offered to aviation safety inspectors (ASI), coordinates course monitoring with other division branches, and recommends course design, course enhancements, and improvements. It works with other division branches on training issues and concerns, and also works with training contacts outside of the division, as well as external to the FAA, to develop and improve training courses.

(6) Sponsors and provides oversight of safety and educational programs for avionics systems, and determines maintenance training criteria for field personnel.

(7) Evaluates the efficiency of program policies and procedures in its areas of responsibility.

(8) Develops national procedures used by field offices for the proper certification of certificate holders operating general aviation aircraft.

(9) Develops policy and procedures for the malfunction or defect (M or D) reporting system, and evaluates the effectiveness for all general aviation aircraft.

(10) Develops, implements, and evaluates standards, procedures, policies, and programs for the maintenance, alteration, and continued airworthiness of aircraft used by pilot schools, external-load operators, special purpose, agriculture operators, and operating certificate holders under part 125.

(11) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of parts 43, 91, 125, 133, and 137. The branch also provides this service to other Federal, State, and local governments.

(12) Provides technical assistance and guidance to other agency elements concerning maintenance regulatory aspects of 14 CFR parts 21, 23, 25, 27, and 29 regarding data approvals for repairs and alterations.

(13) Provides technical assistance and guidance to other agency elements concerning regulatory aspects related to fractional ownership inspection programs and other maintenance.

(14) Sponsors and provides oversight of safety and educational programs related to its area of specialization for general aviation aircraft, including determining the criteria for maintenance training for field personnel.

406. thru 409. RESERVED.