CHANGE

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

1800.56O CHG 1

Effective Date:
12/3/14

SUBJ: National Flight Standards Work Program Guidelines

1. Purpose of This Order. This order restates existing Flight Standards Service (AFS) policy for developing and executing annual surveillance work programs.

2. Audience. This order pertains to AFS personnel who use annual surveillance work programs.

3. Where You Can Find This Order. This change may be accessed by Flight Standards personnel through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Operators and the public can find this order at http://fsims.faa.gov.

4. Explanation of Policy Changes. This change corrects in paragraph 5 a minor error in the numbering system within the document. The content is unaffected by the change.

5. Disposition of Transmittal Paragraph. This change will remain in FSIMS until superseded by a revision to this order.

PAGE CHANGE CONTROL CHART

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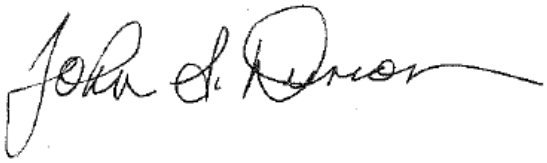


John S. Duncan
Director, Flight Standards Service

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

ORDER 1800.56O

Effective Date:
9/15/14

SUBJ: National Flight Standards Work Program Guidelines

1. Purpose of This Order. This order restates existing Flight Standards Service (AFS) policy for developing and executing annual surveillance work programs. It updates previous guidance regarding work activities and incorporates organizational changes. This order identifies specific work functions that AFS personnel must accomplish to provide a baseline of information and the appropriate assurances to assess the soundness of the aviation system. The guidance in this order assists AFS personnel in planning their annual work program by prioritizing surveillance activities based on previous data analysis and inspector expertise with respect to certificate holder operations.

2. Audience. This order pertains to AFS personnel who use annual surveillance work programs.

3. Where You Can Find This Order. You can find this order on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Operators can find this order on the Federal Aviation Administration's (FAA) Web site at http://fsims.faa.gov. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. What This Order Cancels. This revision cancels FAA Order 1800.56N, National Flight Standards Work Program Guidelines, dated August 14, 2013.

5. Explanation of Policy Changes.

a. New Surveillance Requirements.

(1) Appendix A, Subparagraph 5a(2)(f) and (g). Added one 3639 and two 3623 based on the Air Carrier Maintenance Branch's (AFS-330) recommendation.

(2) Appendix A, Subparagraph 5a(4)(a)*2* and *3*. Changed surveillance requirement to conduct three of each ramp type of ramp inspection, per the International Programs and Policy Division's (AFS-50) recommendation.

(3) Appendix A, Subparagraph 5a(11)(b)*6*. Added one 3666 or 5666 based on the Avionics Branch's (AFS-360) recommendation.

(4) Appendix A, Subparagraph 5a(13)(a)*4*h. Changed to reflect that the requirement is based on a 2-year cycle of risk, per the Aircraft Maintenance Division (AFS-304).

b. Appendix A Changes.

(1) Subparagraph 5a(4). Added a note directing inspectors to FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 12 for guidance on surveillance of Title 14 of the Code of Federal Regulations (14 CFR) part 129 operators.

(2) Subparagraph 5a(4). Revised various parts to provide explanatory information for inspectors conducting part 129 inspections.

(3) Subparagraph 5a(4)(a). Changed requirement to reflect operations in accordance with foreign air carriers engaged in common carriage.

(4) Subparagraph 5a(5)(b). Deleted 3632 and 5632 due to lack of handbook guidance.

(5) Subparagraph 5a(20)(c). Note changed per AFS-650 to assign SEED inspections to Regional Branch Manager.

(6) Subparagraph 5a(21)(d). Note changed per AFS-650 to assign SEED inspections to Regional Branch Manager.

(7) Subparagraph 5c(1)(a). Eliminated authority to terminate based on WPMP analysis. Subsequent paragraphs b-f reordered to paragraphs a-e.

(8) Subparagraph 5c(1)(f). Added 14 CFR part 145 required surveillance work activity (R-item) termination procedures for repair stations performing work for the military only. Harmonizes with Order 8900.1, Volume 6, Chapter 9, Section 17, subparagraph 6-1974C, first note.

(9) Subparagraph 5c(1)(h). Added 14 CFR part 135 and part 145 R-item and planned surveillance work activity (P-item) termination procedures when transitioning from National Work Program Guidelines (NPG) oversight to Safety Assurance System (SAS) oversight.

(10) Subparagraph 5c(2), 5c(2)(a)–(c). Revised R-item procedure and added P-item procedure for surveillance activities cancelled due to resources not available (RNA).

(11) Subparagraph 5d(1). Revised annual work program procedures to develop P-items based on risk and not on staffing or budget.

(12) Subparagraph 5d(3). Added field office quarterly meeting requirement to identify R-item and P-item cancellations.

(13) Subparagraph 8(a). Deleted due to lack of handbook guidance.

(14) Subparagraph 8(a). Changed due to comments from AFS-300.

(15) Subparagraph 8(b). Changed due to comments from AFS-300.

c. Appendix B Changes. None.

d. Appendix C Changes. Subparagraph 4b(2). Included language allowing a part 129 single principal inspector (PI) to make the required Geographic Airport Data Display (GEO ADD) record.

e. Appendix D Changes. Appendix D was modified by adding the RNA Cancellation Template. Acronyms and abbreviations were moved to the new Appendix E.

f. Appendix E Added.

(1) Created a new Appendix E for acronyms and abbreviations.

(2) New Acronyms. Added RNA and SAS.

6. AFS Work Functions.

a. Safety Areas. There are four critical safety areas to ensure an overall level of safety within the aviation system. Listed in order by priority, the safety areas are: surveillance, investigation, certification, and aviation education. Regional Flight Standards divisions (RFSD) and office managers must retain the flexibility to allocate resources to accomplish these tasks, while considering specific geographic and environmental factors, staffing, and budgetary constraints.

b. Accomplishment of Work Functions. Each safety area has work functions for AFS personnel to complete. RFSDs plan and perform these tasks using available resources to accomplish the FAA's mission. RFSDs may use existing directives and guidance to implement the program. The accomplishment of these work functions is essential to ensure that:

(1) The aviation community complies with regulations, standards, and safe operating practices.

(2) The FAA fulfills its oversight responsibilities.

(3) The NPG represents a system-wide identification of areas that have proven safety risks. A local analysis of certificate holders will likewise identify other areas where there are safety risks. It is the responsibility of the PI and the Front Line Manger (FLM) to assess all of these risks as they develop their work programs. The office should create work programs based on the highest areas of risk and document decisions to deviate from keeping the R-items as the highest priority.

7. Surveillance Overview. The U.S. public is the primary stakeholder in and beneficiary of surveillance that FAA inspectors conduct. The FAA carries out its safety mission with due regard to its accountability to the public. The high level of safety required by the statute is in the interest of the public. FAA employees involved in surveillance activities are responsible for determining on behalf of the public that air operators and air agencies can provide service with the highest possible degree of safety. It is vital that work programs are developed to reflect the oversight necessary for a vigorous, all-inclusive, and effective oversight program. This means programs should be constructed based on safety considerations and not on resources available. If the resources are not available to complete the work program and the regions cannot provide additional resources, the process to identify and accurately report shortages will be followed. Manipulating the oversight programs or the reporting process to present an inaccurate or distorted picture of oversight prevents senior managers from addressing shortages. It may potentially prevent senior managers from acquiring additional resources for AFS because the

resource data is distorted or not accurate. Regional division managers and their staffs must support this philosophy and convey the importance of oversight program data integrity and accuracy to their field offices. It is highly recommended that regional division managers meet with their field office managers from time to time to assure a common understanding of this policy.

a. Statutory Authorization. The U.S. Congress has authorized the Secretary of the Department of Transportation (DOT) to inspect air operators, air agencies, and air personnel. Statutory requirements empower the FAA "to carry out the functions, powers, and duties of the Secretary of Transportation relating to aviation safety." A significant duty of the FAA is to conduct surveillance in all areas of air commerce. This surveillance provides the FAA with accurate, real-time, and comprehensive information for evaluating the safety status of the air commerce system.

b. Conducting Surveillance.

(1) This order reaffirms the importance of the AFS surveillance program in ensuring maintenance of the highest level of safety within the aviation community. Each field-level organization, in accomplishing its required surveillance program, receives support from AFS. Appendix A, Work Program Activities, contains a description of specific surveillance activities a field office must accomplish. The Flight Standards National Field Office (AFS-900) will revise the surveillance requirements in Appendix A as necessary to ensure that AFS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment and community.

(2) The R-item Appendix A lists are essential. AFS personnel must regularly accomplish these work activities to fulfill the statutory and regulatory oversight responsibilities of the FAA. AFS considers the level of surveillance activities this order requires as a minimum. Accomplishment of these work functions is essential to provide reasonable assurance of continued compliance with regulations, standards, and safe operating practices. AFS-900 uses Regional Automated Modular Planning Software (RAMPS) to identify the requirements this order outlines and assign R-items to the responsible Flight Standards District Offices (FSDO), International Field Offices (IFO), International Field Units (IFU), certificate-holding district offices (CHDO), and certificate management offices (CMO). Database and automation errors may result in required work activities that are not generated through RAMPS automation. When R-items are not generated due to a database or automation error, the required surveillance and work activities specified in this order still apply and Program Tracking and Reporting Subsystem (PTRS) records must be generated locally.

(3) Inspectors must accomplish R-items within the annual work cycle because they are a top priority for AFS. Offices should carefully plan surveillance activities, but, when necessary, may reschedule accomplishment of these activities to accommodate urgent situations associated with other safety-related functions. AFS encourages the systematic programming of surveillance activity throughout the year to avoid extraordinary effort at the end-of-year closeout. RFSDs plan the performance of these surveillance tasks using available resources to accomplish the FAA's mission. RFSDs may use existing directives and policy guidance to implement the program.

Note: Offices may cancel R-items and P-items if resources are not available to accomplish the work as explained in Appendix A, subparagraph 5c(2).

(4) Quality and thoroughness are essential in performing all surveillance activities. The accomplishment of these critical work functions ensures compliance with the regulations and standards and examines safe operating practices within the aviation industry.

(5) Under a system safety concept of oversight, the FAA must validate a certificate holder's active systems to ensure that they continue to meet their intended regulatory and safety objectives. Validation is the oversight function that ensures continuing operational safety. The Performance Assessments (PA) provided in the required inspection program verify that certificate holders maintain their approved or accepted system design. Such assessments also validate that a certificate holder's operating systems produce intended results, which include control of hazards and associated risk. Surveillance is a tool to provide information for PAs and risk management (RM). The emphasis on completing required inspection items allows for the assessment of system status rather than simple tabulation of observed deficiencies. Documenting that a process is performing as intended is as important as documenting deficiencies. The FAA cannot regard the absence of negative observations as a substitute for assertive evidence that the process performs as intended. Audit data should supply objective evidence of the adequacy or inadequacy of a system.

(6) In continuing support of the FAA's Destination 2025 goal to reduce accidents, AFS requires all PIs to target their safety surveillance on risk and/or safety assessment.

(a) This order outlines a baseline, periodic audit that requires PIs to validate critical certificate holder programs and systems. This baseline is only the initial part of a comprehensive oversight program. Its purpose is to control the risk of undetected failure within critical systems, and ensure that possible latent risks caused by deficiencies do not remain undetected. In addition to this baseline, PIs must conduct a safety assessment (using the Work Program Management Process (WPMP) or any other RM process) of their assigned certificate holders. This safety assessment analyzes many factors, including the results of prior inspections and significant events.

(b) This order emphasizes the requirement to use the Safety Performance Analysis System (SPAS) for safety assessment, surveillance planning, decision making, certification, and investigation, as appropriate. SPAS is a major tool for managing a risk-based work program and it is the foundation for a data-driven approach to safety. SPAS performance measures help the FAA identify trends to focus resources.

(c) Using the results of this assessment, PIs will create their annual work programs and conduct regular safety reassessments or reviews of their annual work programs. PIs must act upon emerging trends, safety concerns, and changes in the aviation environment as they develop.

Note: Annual work programs are based solely on risk and not on staffing or budget. Field office personnel must meet quarterly to review work programs to identify any R-items or P-items that require cancellation due to a lack of resources as explained in Appendix A, subparagraph 5c(2).

(7) Public aircraft operations include certain government operations within U.S. airspace. Although these operations must comply with certain general operating rules (i.e., those applicable to all aircraft in the National Airspace System (NAS)), FAA certification is not required and the FAA is not obligated to perform the safety oversight, systems/equipment certification, and issuance of operational standards that are required for civil aircraft operations.

(a) Public aircraft status is not an "automatic" status granted by the existence of a contract between a civil operator and a government agency (whether local, State, or Federal). Public aircraft eligibility determinations are made on a flight-by-flight basis under the terms of the statute (Title 49 of the United States Code (49 U.S.C.) §§ 40102 and 40125). During contracted operations, it is the responsibility of the civil operator and the contracting government agency to verify that each flight conducted as a public aircraft operation is eligible under the terms of the statute.

(b) The FAA requires a written declaration of public aircraft status (from the contracting government official or higher level official) prior to any contracted public aircraft flights. The declaration should explain how the flights conducted under that contract are eligible public aircraft operations under the terms of the statute. While a public aircraft eligibility determination must be made before each flight, the declaration of status is submitted to the FAA only once for each government contract. If the FAA does not have a declaration on file, the FAA will consider all contracted operations to be civil aircraft operations. The FAA retains the authority to determine whether a government-contracted flight was, in fact, a legitimate public aircraft operation under the terms of the statute. For more information on public aircraft operations and the process for declarations, refer to the current edition of FAA Order 8900.1.

(c) Government aircraft operators holding any type of FAA certification will be included in the normal surveillance activities, such as spot inspections of the aircraft and aircraft records. This includes any aircraft exclusively leased to the Federal Government. Any aircraft or operation certificated by the FAA is subject to this surveillance regardless of whether they are operating as public or civil. Government-owned aircraft operators who are conducting public aircraft operations must be included in the FSDO's annual planned surveillance activities to ensure that their status remains unchanged.

8. Investigations. The FAA generates these work activities on an as-required or as-discovered basis. Surveillance work activities generate many of the compliance and enforcement investigations. The FAA uses investigations to determine causal factors of potential or actual problem areas. Investigations are the vehicles to effect appropriate corrective action. We must emphasize the investigations that have the greatest potential for identifying and targeting significant adverse safety trends that may result in safety recommendations.

9. Certification. The certification work activities validate the competency of an air operator, air agency, or airman, and validate their compliance with appropriate statutory and regulatory requirements before working in the commercial aviation industry. For work program purposes, inspections that must support the continued holding of a certificate use 1600-, 3600-, and 5600-series PTRS activity codes. Certification work activities must be thorough to ensure the competency that the safety regulations require. There are unique complexities and safety implications for air carrier certification. For issuing airman and aircraft certificates, a designee is

appointed under 14 CFR part 183 as a representative of the FAA Administrator to examine, inspect, and test aircraft and persons.

10. Aviation Education. As an integral part of meeting the FAA's statutory obligation to promote aviation safety, AFS provides aviation education and guidance to all segments of the aviation community. Aviation education targets the General Aviation (GA) community and enjoys an important human factors role in the relationship that the FAA has with the flying public.

11. Reporting Procedures and Data Collection.

a. Enhanced Vital Information Database (eVID). The FAA maintains data in the eVID regarding air carriers, air operators, air agencies, and air personnel. The FAA frequently uses the eVID to report statistical information about AFS to internal and external organizations. The FAA also uses this data for work program planning, for the follow-on analysis of work activities, and for defining the environmental complexity at all levels within AFS.

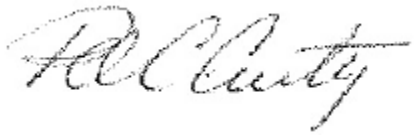
b. Analysis of Data. The primary purpose in requiring surveillance, investigation, and certification work functions is to obtain sufficient amounts of information about the operating procedures, oversight process, and inspection results for air carriers, air operators, air agencies, and airmen. Analysis and evaluation of the data is necessary to identify trends that may negatively impact aviation safety. In addition, appropriate corrective actions and followup activities are essential to ensure the success of the annual surveillance work program.

c. Identification of Surveillance Work Functions. The FAA identifies AFS surveillance work functions by four-digit activity numbers and the associated 14 CFR part to allow data entry into the PTRS. Field office managers and FLMs must establish procedures to periodically review data for quality to ensure that PTRS data is complete, consistent, valid, and correct according to the guidance in the current edition of the PTRS Procedures Manual (PPM). Additionally, field office managers and FLMs must ensure that surveillance activities are prioritized based on potential risk.

d. Followup Action. When appropriate, inspectors should correctly record followup actions in the PTRS to monitor corrective actions by an aviation organization. Aviation safety inspector (ASI) opinion codes that require a comment should reflect factual data, and inspectors should accurately record them as "I," information; "P," potential; or "U," unacceptable. Correctly recording U's and P's provides valuable information from the ASI about the certificate holder, authorized fractional ownership program, or air agency.

12. Distribution. The FAA will distribute this order to the Associate Administrator for Aviation Safety (AVS-1), the branch level in the AFS Washington headquarters (HQ), the program director, FAA Academy, the Regulatory Standards Division (AMA-200) at the Mike Monroney Aeronautical Center (MMAC), all regional administrators, the branch level in the regional AFS divisions, and all AFS field offices.

13. Directive Feedback Information. Direct questions or comments to AFS-900 at the following mailbox: 9-AMC-AVS-AFS-NPG@faa.gov. For your convenience, FAA Form 1320-19, Directive Feedback Information, is the last page of this order. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order on FAA Form 1320-19.



Robert Carty
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Appendix A. Work Program Activities

1. Purpose. This appendix provides a structure for developing annual work programs and the requirements for specific surveillance activities performed each fiscal year (FY) by Flight Standards Service (AFS). This appendix also contains recommendations for additional planned surveillance work activities (P-item) that aviation safety inspectors (ASI) should consider when preparing a total surveillance work program.

2. General. The AFS work program consists of required surveillance work activities (R-item) and P-items.

a. R-Items. R-items comprise the mandatory core inspection program based on critical oversight issues, which the Federal Aviation Administration (FAA) identified at a national level. The required inspection program provides an essential level of surveillance activity for certificate holders.

b. P-Items. P-items provide comprehensive targeted inspections that meet special surveillance requirements for each certificate holder. P-items make up the depth and substance of each office's annual work program and are tailored to the changing aviation environment.

c. Exclusions from the National Work Program.

(1) This appendix excludes air carriers that have surveillance work programs developed under the Air Transportation Oversight System (ATOS). ATOS air carrier work programs are developed by individual Certificate Management Teams (CMT), as defined by ATOS. Oversight of Title 14 of the Code of Federal Regulations (14 CFR) part 183 airmen (e.g., aircrew program designees (APD) and Flight Engineer Examiners (FEE)) used by ATOS air carrier CMTs is established by this order.

(2) This appendix excludes certificate holders that have surveillance work programs developed under the Safety Assurance System (SAS). Principal inspectors (PI) develop SAS work programs, as defined by FAA Order 8900.1, Volume 10, Safety Assurance System Policy and Procedures. Oversight of part 183 airmen (e.g., APDs and FEEs) used by certificate holders is established by this order.

d. Annual Work Program Closeout Procedures.

(1) The Work Program Management Process (WPMP) is continuous throughout the year. Field offices must complete, terminate, or cancel the national R-items and P-items by September 30 each year.

(2) If an ASI identifies an area of risk that a certificate holder must address during the fourth quarter, the ASI should initiate corrective actions with the certificate holder. The ASI should then plan surveillance activities to ensure that the certificate holder has successfully implemented any corrective actions. The ASI will incorporate additional surveillance activities on that certificate holder into the new FY planning cycle.

3. Surveillance Work Program Planning and Resources. Completion of R-items is mandatory unless terminated or cancelled; offices should carefully schedule them to maximize efficiency and cost-effectiveness. Surveillance is a vital function that AFS field office personnel perform. Accurate planning, high-quality inspections, and precise reporting are essential.

a. Planning and Reporting Work Functions. Offices must plan work functions and report them in accordance with the guidance in the current editions of the following:

- FAA Order 1800.56, National Flight Standards Work Program Guidelines.
- FAA Order 8900.1, Flight Standards Information Management System (FSIMS).
- Program Tracking and Reporting Subsystem (PTRS) Procedures Manual (PPM).
- Safety Performance Analysis System (SPAS) WPMP.
- Enhanced Flight Standards Automation System (eFSAS) User Manual.

b. Planning Required Surveillance. AFS plans the required surveillance program on a national and international level, and assigns its accomplishment to individual regions.

(1) Each ASI who has surveillance responsibilities will carefully plan for the accomplishment of surveillance using data analysis and personal subject matter expertise concerning the certificate holder's operations.

(2) Do not leave required inspections of certificate holders that have seasonal, irregular, or infrequent operations until the end of the FY when the lack of ASI resources or the business operations of the certificate holder make an inspection impossible.

c. Surveillance Planning Tools. The following tools are available for inspectors for a risk-based assessment of the operation(s) of 14 CFR.

(1) Title 14 CFR Part 135 Certificate Holders.

(a) Surveillance Priority Index (SPI). Inspectors must use the SPI numerical value derived for each certificate holder to prioritize surveillance activities among certificate holders. High values are interpreted as higher risk. Detailed use of the SPI is available in Appendix B, Surveillance Priority Index.

(b) Geographic Airport Data Display (GEO ADD) Tool. This paragraph applies to PI who have oversight responsibilities for certificate holders that have been included in the Geographic Surveillance Program. PIs must accomplish a geographic surveillance needs review at least annually and are encouraged to update their review as many times as necessary during the year based on changes in risk. PIs will use the GEO ADD tool to aid in determining the type and location of geographic surveillance that is necessary. The GEO ADD tool is available at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

Note: Detailed use of the Geographic Surveillance Program and GEO ADD tool is available in Appendix C, Flight Standards Service Geographic Surveillance Program for Parts 121, 129, and 135.

(c) Surveillance and Evaluation Program (SEP) Data Package. Inspectors can use analysis of information from the SEP data package of each certificate holder to identify areas of risk within the certificate holder's operations. Inspectors can access the SEP data package from the SPAS home page.

(d) The Oversight Prioritization Tool (OPT). Inspectors use the OPT for air carrier contract surveillance planning. It allows for prioritization among contract maintenance providers and should be utilized during the surveillance planning cycle. This tool will assist the PI, other assigned inspectors, supervisors, and managers in identifying areas of concern or criticality about contract providers and will target resources toward the highest priority contract maintenance providers. This tool will assist the part 135 (10 or more) PIs, other assigned inspectors, supervisors, and managers in prioritizing maintenance provider oversight. OPT guidance is available in Order 8900.1, Volume 6, Chapter 9, Section 3.

(2) Title 14 CFR Part 145 Certificate Holders. Inspectors must use the Repair Station Assessment Tool (RSAT) and review prior years' surveillance findings using SPAS analysis data for the applicable repair station to provide a subsystem assessment, which is a numerical value, derived for each certificate holder. This allows the inspector to plan surveillance for the new FY and prioritize surveillance activities among certificate holders. Also, use of the RSAT ensures that each inspector complies with guidance that directs him or her to document their findings in the PTRS database and review the inspection database for previous findings. Additionally, a review of the risk management process (RMP) database should be performed to determine if additional surveillance is needed. Review of the RMPs applicable to repair stations will provide inspectors with valuable information with work program planning.

d. Validating National Enhanced Vital Information Database (eVID) Records. It is extremely important that all national eVID records are current and accurate because the FAA generates Flight Standards National Work Program Guidelines (NPG) work programs using these data. This order reaffirms the requirement to validate these files at least once every 12 months, or sooner if information changes. In an effort to obtain the most accurate information possible for the annual surveillance work program, this validation should be as close as possible to the annual eVID snapshot. The eVID snapshot typically occurs on the last Saturday of July.

e. Regional Automated Modular Planning Software (RAMPS).

(1) The RAMPS coordinator assigns all R-items as a regional responsibility. Managers and supervisors will ensure that qualified and trained ASIs accomplish the inspection work activities. Supervisors should consider the quality of work performed as a performance appraisal item.

(2) If the subject of the required inspection item (e.g., operator, airman, or aircraft) has changed or is no longer active within the district, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the responsible field office of the disposition of the inspection. RAMPS coordinators will work together to resolve interregional transfer of inspections.

(3) Three fields may not be changed in an R-item to accomplish the inspection; they are: designator code, 14 CFR part, and activity number. Inspectors can change all other fields in a national R-item, including airman name, make/model, and airport location.

f. Field Office Responsibilities. Field office managers will monitor the staffing and fiscal resources necessary to complete their national surveillance work programs on a monthly basis.

(1) Managers should identify projections of resource shortfalls as early in the FY as possible. Field office managers will communicate any resource issues to the regional RAMPS coordinators. RAMPS coordinators will consider known staffing resource shortfalls in the field offices before assigning geographic or modifiable R-items within the region.

(2) All field offices have additional resources available through the regional divisions and headquarters (HQ). Field office personnel must meet quarterly to review their work programs to identify any R-items or P-items that require cancellation due to certain circumstances. Cancel and terminate R-items and P-items only under the provisions in subparagraph 5c, Work Program Revisions and Deviation Authority.

4. Changes to This Appendix. To maintain the highest level of safety within the aviation system, the Flight Standards National Field Office (AFS-900) will continue to review work program requirements for changes. Future changes to surveillance requirements outlined in this appendix will occur through a revision to this order.

5. Required Surveillance. This paragraph lists surveillance activities for air carriers, air operators, air agencies, and air personnel operating under 14 CFR. The surveillance this paragraph requires has priority over other work activities. You can only amend these work activities using the work program revision and deviation authority procedures in subparagraph 5c. ASIs must prepare a PTRS transmittal for each specific surveillance activity performed and include information on all findings observed in section IV, comments, of the transmittal.

a. Required Work Activities.

(1) Title 14 CFR Part 125—Operations.

(a) Main Base Inspection (1616). Conduct one inspection on each FAA-certificated operator within the region (certificate-holding district office (CHDO)).

(b) Ramp Inspection (1622). Conduct one inspection on each FAA-certificated operator within the region (CHDO).

(c) Manual Procedures (1621). Conduct one inspection on each FAA-certificated operator within the region (CHDO).

(2) Part 125—Airworthiness. Conduct one of each of the following inspections on each make and basic model aircraft for each FAA-certificated operator within the region (CHDO):

(a) Ramp (one 3627 or one 5627).

(b) Spot (one 3628 or one 5628).

(c) Aircraft Records (one 3634 or one 5634).

(d) Inspection Program (one 3637 and one 5637).

(e) Airworthiness Directive (AD) Compliance Inspection (one 3649 and one 5649).

(f) Approved Weight and Balance (W&B) (one 3639).

(g) Ramp Cargo Check (two 3623).

(h) Suspected Unapproved Parts (SUP) Procedures (one 3622 or one 5622). Conduct one inspection on each operator certificated within the region (CHDO).

(i) Conduct one of each surveillance activity of the operators Fuel Tank Flammability Reduction (FTFR) program requirements (4635 and 6635) (CHDO). Enter the acronym "FTFR" (without the quotation marks) into the "National Use" field.

(3) Part 125 Deviation Holder—Operations. Conduct the following inspection on each deviation holder (CHDO): Part 125 deviation holder (1683).

(4) Title 14 CFR Part 129 Foreign Air Carriers—Operations and Airworthiness.

Note: Inspectors should refer to the appropriate chapter and section of FAA Order 8900.1, Volume 12, for information prior to conducting the surveillance required by this paragraph.

Note: Refer to Order 8900.1, Volume 12, Chapter 3, Section 3, for inspector training requirements.

(a) This requirement applies to foreign air carriers engaged in common carriage operations within the United States to whom the FAA issues part 129 operations specifications (OpSpecs).

1. Conduct one of each ramp inspection (1622, 3627, and 5627) on each scheduled passenger and/or cargo part 129 foreign air carrier at each airport of operation.

2. Conduct three of each of the following inspections on each nonscheduled foreign air carrier utilizing aircraft type certificated (TC) for 10 or more seats that operates within the geographical area approved by OpSpec A001. The responsible FAA office (e.g., International Field Office (IFO)/International Field Unit (IFU)) will generate these activities.

a. Ramp 1622.

b. Ramp 3627.

c. Ramp 5627.

3. Conduct three of each of the following inspections on each nonscheduled foreign air carrier utilizing aircraft TC'd for 9 or fewer seats at least once every 3 years within the geographical area approved by OpSpec A001. The responsible FAA office (e.g., IFO/IFU) will generate these activities.

a. Ramp 1622.

b. Ramp 3627.

c. Ramp 5627.

Note: For nonscheduled part 129 operations, when the foreign air carrier notifies the responsible FAA office (e.g., IFO/IFU) of a nonscheduled flight as required by foreign OpSpec paragraph A001, the responsible office (e.g., IFO/IFU) generates R-items locally when the nonscheduled operation occurs within their geographic area of responsibility. When the nonscheduled operation is planned outside the responsible FAA office's (e.g., IFO/IFU) geographic area of responsibility and is more than 3 business days away, then inspectors will initiate a Geographic Surveillance Program request using the procedures in Appendix C. The request will also include an annotation that the request is an R-item requirement. The inspector performing the ramp inspection will record "NS129" without the quotation marks in the "Miscellaneous Use" field of the PTRS transmittal.

(b) For IFOs/IFUs issuing part 129, § 129.14 approvals, conduct a desk audit annually of each operator's inspection program (3637 and 5637) (CHDO).

(c) Heightened Surveillance List (HSL). For additional guidance, refer to Order 8900.1, Volume 12, Chapter 12, Section 1, and the HSL.

1. PIs responsible for part 129 operators must monitor the HSL for part 129 operators on a quarterly basis. This list can be found at: https://my.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs50.html.

2. Operators appearing on the HSL will receive one additional ramp inspection quarterly at each airport of operation (1622, 3627, and 5627) until the FAA removes them from the HSL. These required inspections should be locally generated. Enter the inspection into the National Program Tracking and Reporting Subsystem (NPTRS), and enter the acronym "HSL" (without the quotation marks) into the "National Use" field.

(d) The FAA office with oversight authority of the airports located within their geographic district has the responsibility for the required ramp inspections. IFOs/IFUs that issue

OpSpecs and/or holders of OpSpecs have the responsibility for maintaining environmental data in the eVID for scheduled part 129 air carriers operating to domestic airports. Assign and conduct geographic inspections in accordance with subparagraph 5b, Appendix C, and Order 8900.1, Volume 11, Chapter 11, Section 1. IFOs/IFUs with responsibility for foreign operators should not send inspectors outside their geographic airport unless they provide complete justification to the region and they receive approval from the region. The office with geographic authority over the airport where the carrier has operations should complete all R-items.

(e) Conduct one of each surveillance activity on each § 129.14 operator's FTFR program requirements (4635 and 6635) (CHDO). Enter the acronym "FTFR" (without the quotation marks) into the "National Use" field.

(5) Title 14 CFR Part 133 Operator.

(a) Operations. Conduct a ramp (1622) or a site (1623) inspection and an operator main base (1616) or manual procedures (1621) inspection on a minimum of 10 percent of the operators certificated within the region (CHDO). Rotate surveillance of these operators year to year.

(b) Airworthiness. Conduct a ramp (3627 or 5627) or spot (3628 or 5628) inspection, and aircraft records inspection (one 3634 and one 5634) on a minimum of 10 percent of operators certificated with the region (CHDO). Rotate surveillance of these operators year to year.

(6) Part 135 Commuter—Operations. This requirement applies to operators designated as commuters per OpSpec A001, subparagraph a.

(a) 1.0 Aircraft Configuration Control.

1. Ramp (1622). Conduct two inspections on each make and basic model aircraft for each FAA-certificated commuter operator within the region (CHDO).

2. Ramp (1622). Conduct two inspections on each make and basic model aircraft for each operator that operates within the region (environmental). The FAA will not assign the inspection if the CHDO is the same as the geographic office.

(b) 2.0 Manuals—Manual/Procedures (1621). Conduct one inspection on each operator that maintains the manual/procedures within the region (environmental). Single-pilot or single pilot-in-command (PIC) operators are not subject to this requirement.

(c) 3.0 Flight Operations.

1. En Route—Cockpit (1624). Conduct one inspection on each make and basic model aircraft for each operator that operates within the region (environmental). The FAA will not assign the inspection if the CHDO is the same as the geographic office.

2. En Route—Cockpit (1624). Conduct one inspection on each make and basic model aircraft for each FAA-certificated commuter operator within the region (CHDO).

3. Crew/Dispatcher Records (1627). Conduct one inspection on each operator that maintains crew/dispatcher records within the region (environmental).

4. Trip Records (1628). Conduct one inspection on each operator that maintains trip records within the region (environmental). (Those required by part 135, § 135.63(c) and (d).)

5. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each operator that maintains dispatch/flight following/flight locating within the region (environmental).

6. Deicing/Anti-icing (1637). Conduct one inspection for each air operator certificated within the region (CHDO).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply because of weather conditions.

(d) 4.0 Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground inspection or one pilot flight inspection on each FAA-certificated commuter operator within the region (CHDO).

2. Training Program (1626). Conduct one inspection on each applicable training program that the operator conducts or contracts for within the region (environmental). The four training programs are:

- Dispatch,
- Flight Attendant (F/A),
- Flight Engineer (FE), and
- Navigator.

3. Pilot Record Improvement Act of 1996 (PRIA) Procedures (1620). Conduct one inspection on each FAA-certificated commuter operator within the region (CHDO).

(e) 5.0 Route Structures. Facility (1635) Inspection. Conduct one inspection on each operator that maintains a facility within the region (environmental).

(f) 6.0–8.0 Reserved.

(7) Part 135 On-Demand—Operations. This requirement applies to operators designated as on-demand per OpSpec A001, subparagraph a.

(a) 1.0 Aircraft Configuration Control.

1. Ramp (1622). Conduct one inspection on a minimum of 10 percent (minimum of 25 percent for Alaskan region) of all FAA-certificated, on-demand operators within the region (CHDO). Rotate surveillance of these operators from year to year.

2. Ramp (1622). Conduct one inspection on each make and basic model helicopter for each FAA-certificated helicopter emergency medical services (HEMS) operator within the region.

(b) 2.0 Manuals. Manual/Procedures (1621). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-pilot or single-PIC operators.

(c) 3.0 Flight Operations.

1. Crew/Dispatcher Records (1627). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO).

2. Trip Records (1628). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-engine aircraft.

3. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

(d) 4.0 Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground inspection or pilot flight inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-pilot or single-PIC operators.

2. Training Program (1626). Conduct one F/A inspection on each FAA-certificated, on-demand operator within the region (environmental).

3. Training Program (1626). Conduct one pilot ground inspection or pilot flight inspection on each FAA-certificated HEMS operator within the region (CHDO).

> **Note:** For operators authorized to use night vision goggles (NVG) or Night Vision Imaging Systems (NVIS), emphasis should be placed on training and checking of these systems. Additional guidance may be found in Order 8900.1, Volume 4, Chapter 7, Section 4. Enter the acronym “NVIS” (without the quotation marks) into the “National Use” field of the PTRS transmittal.

4. PRIA Procedures (1620). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO).

(e) 5.0 Route Structures.

1. Main Base Inspection (1616). Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

2. Facility (1635) Inspection. Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

(f) 6.0–8.0 Reserved.

(8) Part 135—Airworthiness. This requirement applies to an operator that maintains any of its aircraft under § 135.411(a)(2).

(a) 1.0 Aircraft Configuration Control.

1. SUP Detection Procedures (one 3622 and one 5622). Conduct one inspection on each operator (CHDO or environmental).

2. Ramp (3627 or 5627) or Spot (3628 or 5628) Inspections. Conduct two inspections in any combination on each make and basic model aircraft of each FAA-certificated, on-demand operator within the region (CHDO). These two inspections may be chosen from any combination of the following PTRS activities: 3627, 3628, 5627, or 5628 (CHDO).

3. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft if the operator maintains these records within the region (CHDO).

4. Continuing Analysis and Surveillance System (CASS) (one 3635 and one 5635). Conduct one inspection on each operator (CHDO).

5. Continuous Airworthiness Maintenance Program (CAMP) (one 3637 and one 5637). Conduct one inspection on each operator (CHDO).

6. Structural Spot (3647). Conduct two inspections on each make and basic model aircraft when the operator performs structural inspections of that basic make and model within the region (environmental).

7. AD Compliance Inspection (one 3649 or one 5649). Conduct one on each make and basic model aircraft. Conduct one inspection for each operator (CHDO).

8. NVIS Inspection (one 4634 or one 6634). Conduct one inspection on each make and basic model aircraft of each aircraft operator with OpSpec D093, Helicopter Night Vision Goggle Operations (HNVGO) Maintenance Program, that conducts operations within the region (environmental).

(b) 2.0 Manuals. Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each operator (CHDO or environmental).

(c) 3.0 Flight Operations—Deicing/Anti-icing (3625). Conduct one inspection for each operator certificated within the region (CHDO). Conduct one inspection on each operator (CHDO or environmental).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply because of weather conditions.

(d) 4.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each operator (CHDO or environmental).

(e) 5.0 Route Structures.

1. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each operator within the region (environmental).

2. Contract Maintenance Facility (one 3624 and one 5624). Conduct one inspection for each air operator who has contract maintenance facilities (environmental).

Note: ASIs will use the "Affiliated Designator" field, as appropriate, when completing PTRS transmittals or list the name of the maintenance provider in the "Non-Cert Activity Name/Company" block if a designator does not exist.

3. Fuel Facility Inspection (3638). Conduct one inspection on each operator within each region (environmental).

(f) 6.0–8.0 Reserved.

(9) Part 135—Airworthiness. This requirement applies to an operator that maintains any of its aircraft under § 135.411(a)(1).

(a) 1.0 Aircraft Configuration Control. Conduct one of the following 12 inspections (subparagraphs *1* through *6*) on each operator certificated within the region (CHDO). At least 20 percent of the activities must be avionics inspections.

1. Maintenance Facility Inspection (3619 or 5619).

2. SUP Detection Procedures (3622 or 5622).

3. Ramp (3627 or 5627).

4. Spot (3628 or 5628).

5. Aircraft Records (3634 or 5634).

6. Inspection Program (3637 or 5637).

7. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each commuter operator that maintains or contracts within the region.

8. Ramp (two 3627 or two 5627). Conduct two inspections on each make and basic model aircraft of each commuter or scheduled cargo operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

9. Ramp (3627 or 5627). Conduct one inspection on each make and basic model helicopter for each FAA-certificated HEMS operator within the region (CHDO or environmental). Enter the acronym "HEMS" (without quotation marks) in the "National Use" field of the PTRS transmittal.

10. Spot (one 3628 or one 5628). Conduct one inspection on each make and basic model aircraft of each commuter or scheduled cargo operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

11. NVIS Inspection (one 4634 or one 6634). Conduct one inspection on each make and basic model aircraft of each aircraft operator with OpSpec D093 that conducts operations within the region (nine or fewer passenger seats) (environmental).

(b) 2.0 Manuals (Reserved).

(c) 3.0 Flight Operations: En Route—Cockpit (one 3629 or one 5629). Conduct one inspection on each make and basic model aircraft of each commuter operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

Note: The FAA does not require a cockpit en route inspection for scheduled cargo flights.

(d) 4.0 Personnel Training and Qualifications (Reserved).

(e) 5.0 Route Structures.

1. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one inspection on each commuter operator that maintains or contracts within the region (environmental).

2. Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

3. Fuel Facility Inspection (3638). Conduct one inspection on each operator within each region (environmental). Single-pilot or single-PIC operators are not subject to this requirement.

(f) 6.0–8.0 Reserved.

(10) Title 14 CFR Part 137 Operator—Operations and Airworthiness. Conduct these inspections on at least 20 percent of the operators certificated within the region (CHDO). Rotate surveillance of these operators from year to year. Conduct one ramp (3627) or one spot (3628) inspection, and one ramp (5627) or one spot (5628) inspection, and one of the following five inspections:

(a) Main Base (1616).

(b) Ramp (1622).

(c) Site (1623).

(d) Facility (1635).

(e) Aircraft Records (3634 or 5634).

(11) Title 14 CFR Part 141 Air Agency—Pilot Schools.

(a) Operations. Conduct one of each of the five following inspections for each air agency and satellite school certificated within the region (CHDO):

1. Air Agency Facility Inspection (1640).

2. Student Records (1649).

3. Personnel Records (1650).

4. Ramp Inspection (1652), if flight training is conducted.

5. Airman/Certificated Flight Instructor (CFI) (1662).

(b) Airworthiness. Conduct one of each of the six following inspections for each air agency and satellite school certificated within the region that conducts flight training (CHDO):

1. Pilot School Facility (3650).

2. AD Compliance (3667 or 5667).

3. Part 141 Ramp (3664 or 5664).

4. Equipment/Manuals/Tools (3658).

5. Spot Inspection (3665).

6. Aircraft Records (3666 or 5666).

(12) Title 14 CFR Part 142 Air Agency—Training Center. Conduct one of each of the following inspections on each training center within the region (CHDO). Conduct the 1630 and 1640 inspections on each training center and satellite.

(a) Simulator/Training Device—1630 (Training Center and Satellite).

(b) Facility—1640 (Training Center and Satellite).

(c) Training Curriculum—1646 (Training Center).

(d) Student Records—1649 (Training Center).

(e) Personnel Records—1650 (Training Center).

(f) Simulator/Flight Training Device (FTD) Document—1654 (Training Center and Satellite).

(13) Part 145 Air Agency—Repair Station. Conduct one of each of the following inspections on each repair station within the region (CHDO). If the repair station performs both maintenance and avionics functions, accomplish both inspections.

(a) Repair station facility inspection (3650 and 5650).

1. The 3650/5650 inspection for repair stations is the combined R-items generated from the RSAT located in the planning module. The items in subparagraphs 5a(13)(b) through (f) will always be part of the 3650/5650 R-items.

2. For foreign repair stations located outside the United States without a maintenance agreement, RAMPS will generate the required activities if there is a current FY date in the eVID "Expiration Date" field.

3. For foreign repair stations located outside the United States with a maintenance agreement, RAMPS will generate the 3653 and/or 5653 required activities if there is a current FY date in the eVID "Expiration Date" field.

4. For all repair stations, the FAA may generate additional activities based on the risk assessment data entered into the RSAT. Please refer to current guidance for additional information. Additional information on the use of RSAT and RMP can be found in Order 8900.1, Volume 6, Chapter 9, Sections 1 and 2, respectively.

(b) Quality Control (QC) (3608/5608).

(c) Maintenance Process (3654/5654).

(d) Technical Data (3656/5656).

(e) Training (3661/5661).

(f) Inspection/Unapproved Parts (3668/5668).

(g) Inspect the following if selected in eVID:

1. Work Away from Station (3606/5606).

2. Contract Maintenance Noncertificated (3607/5607).

3. Contract Maintenance Certificated (3663/5663).

4. Air Carrier and Air Operator Requirements (3618/5618).

5. European Aviation Safety Agency (EASA) Oversight Audit (3669/5669).

(h) The FAA will automatically generate the following items as R-items if they have not received an inspection in the previous 2 years.

1. Parts and Materials (3601/5601).

2. Certificate Requirements (3604/5604).

3. Records Systems (3605/5605).

4. Housing and Facilities (3657/5657).

5. Tools and Equipment (3658/5658).

6. Personnel Records (3659/5659).

7. Manuals (3660/5660).

(i) Inspect a Bilateral Aviation Safety Agreement (BASA)/Maintenance Implementation Procedures (MIP) repair station (3653 and 5653).

(14) Title 14 CFR Part 147 Air Agency—Aviation Technical Schools (Airworthiness). Conduct one inspection for each air agency school certificated within the region (CHDO): Aviation Technical School Facility (one 3650 and one 5650) and Inspect Training/Curriculum Document (one 3661).

(15) Title 14 CFR Part 91K—Fractional Ownership Operations (Airworthiness and Operations). These requirements apply to fractional ownership program managers designated as such by management specification (MSpec) A001, subparagraph a.

(a) 1.0 Aircraft Configuration Control.

1. Ramp (1622). Conduct one inspection on a minimum of 10 percent of the program aircraft for each fractional ownership program manager authorized via MSpecs within the region (CHDO).

2. Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager that has authorization via MSpecs within each region (CHDO).

(b) 2.0 Manuals—Manual/Procedures (1621). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

(c) 3.0 Flight Operations.

1. Crew Records (1627). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

2. Flight Following/Scheduling/Flight Locating (1636). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

(d) 4.0 Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

2. Training Program (1626). Conduct one F/A inspection on each fractional ownership program manager that has authorization via MSpecs within the region, if applicable (CHDO).

(e) 5.0 Route Structures.

1. Main Base Inspection (1616). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

2. Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs within the region (CHDO).

(f) 6.0–8.0 Reserved.

(16) Part 91K—Airworthiness. The requirements apply to any fractional ownership program manager that maintains his or her aircraft under CAMP.

(a) 1.0 Aircraft Configuration Control.

1. SUP Detection Procedures (one 3622 and one 5622). Conduct one inspection for each fractional ownership program manager's CAMP.

2. Ramp (3627 or 5627) or Spot (3628 or 5628) Inspections. Conduct two, in any combination, on each make and basic model aircraft for each fractional ownership program manager that is authorized via MSpecs within the region (CHDO). Choose these two inspections from any combination of the following PTRS activities: 3627, 5627, 3628, or 5628 (CHDO).

3. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager, who maintains these records within the region (CHDO).

4. CASS (one 3635 and one 5635). Conduct one inspection on each fractional ownership program manager's CAMP (CHDO).

5. Inspection Program (one 3637 and one 5637). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager's CAMP (CHDO).

6. Structural Spot (3647). Conduct two inspections on each make and basic model aircraft for each fractional ownership program manager who performs structural inspections of that basic make and model within the region (CHDO).

7. AD Compliance Inspection (one 3649 or one 5649). Conduct one inspection on each make and basic model aircraft. Conduct one inspection for each fractional ownership program manager (CHDO).

(b) 2.0 Manuals—Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each fractional ownership program manager (CHDO).

(c) 3.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each fractional ownership program manager's CAMP (CHDO).

(d) 4.0 Route Structures—Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each fractional ownership program manager's maintenance facilities within the region (CHDO).

(e) 5.0–8.0 Reserved.

(17) Part 91K—Airworthiness. These requirements apply to any fractional ownership program manager who does not maintain aircraft under a CAMP.

(a) 1.0 Aircraft Configuration Control. Conduct two of the following 12 inspections (subparagraphs *1* through *6*) on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO). One inspection must be a maintenance inspection and the other must be an avionics inspection. The inspections may be different types (e.g., one maintenance ramp inspection and one avionics spot inspection).

1. Maintenance Facility Inspection (3619 or 5619).

2. SUP Detection Procedures (3622 or 5622).

3. Ramp (3627 or 5627).

4. Spot (3628 or 5628).

5. Aircraft Records (3634 or 5634).

6. Inspection Program (3637 or 5637).

(b) 2.0 Manuals—Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each fractional ownership program manager (CHDO).

(c) 3.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each fractional ownership program manager (CHDO).

(d) 4.0–8.0 Reserved.

(18) Part 91 Air Tour—Airworthiness. These requirements apply to any operator conducting air tour operations under part 91, § 91.147. Conduct two of the following eight inspections on 10 percent of the air tour operators that have authorization via a letter of authorization (LOA) within the region (CHDO). One inspection must be a maintenance inspection and the other must be an avionics inspection. The inspections may be different types (e.g., one maintenance ramp inspection and one avionics spot inspection). The FAA will generate these activities locally. If the FAA issues fewer than 10 LOAs, perform two inspections.

(a) Ramp (3627 or 5627).

(b) Spot (3628 or 5628).

(c) Aircraft Records (3694 or 5694).

(d) AD Compliance Inspection (one 3696 or one 5696).

Note: ASIs will use the part 91 LOA ID number in the "National Use" field of the PTRS transmittals and list the name of the operator in the "Non-Cert Activity Name/Company" block.

(19) Part 91 Parachute Operations—Operations and Airworthiness. These requirements apply to any parachute operation aircraft under part 91 conducting parachute operations in accordance with 14 CFR part 105. Conduct two of the following 10 inspections per year on each parachute operation/drop zone located within the FSDO jurisdiction. One inspection must be an airworthiness inspection and the other must be an operations inspection. These inspections may be different types (e.g., one maintenance spot inspection and one operations ramp inspection). The FAA will generate these activities locally.

(a) Ramp (1622, 3627, or 5627).

(b) Parachute Jumps (1696).

(c) Spot (3681 or 5681).

(d) Aircraft Records (3694 or 5694).

(e) Title 14 CFR Part 65 Rigger (senior or master) (3678).

Note: Inspector comments in the applicable PTRS report should cover, as applicable: pilot certification and medical certificate, aircraft maintenance/inspection, aircraft fueling procedures, and aircraft configuration for sport skydiving operations. When performing parachute harness and reserve pack

inspections, verify Technical Standard Order (TSO) 23, Personnel Parachute Assemblies and Components, harness and reserve parachute marking compliance.

Note: Inspectors will identify any surveillance associated with this activity by entering "SPORTJUMP" in the "National Use" field of the PTRS record.

(20) Part 183 Airmen—Operations.

(a) Conduct one of each of the following inspections on each examiner designated within the region (CHDO):

1. FEE (1668).

2. APD (1672).

Note: Because the 1672 is a part 183 inspection of the airman and not a part 121 inspection of the air carrier, RAMPS will generate these inspections for all active APDs.

3. Designated Aircraft Dispatcher Examiner (DADE) (1669).

4. Training Center Evaluator (TCE) (1673).

5. Airman Certification Representative (ACR) (1671).

(b) Conduct one of the following inspections on each examiner designated within the region (CHDO). This inspection must be an onsite surveillance of a complete practical test.

1. Designated Pilot Examiner (DPE)—Large/Turbojet (1664).

2. Sport Pilot Examiner (SPE) (1660).

3. Pilot Proficiency Examiner (PPE) (1666).

4. DPE—Other (1665).

Note: RAMPS assigns activity number 1660, 1664, or 1666 to any examiner not assigned activity 1665.

(c) The Flight Standards Designee Quality Assurance Branch (AFS-650) will identify additional R-items for Special Emphasis Evaluation Designee (SEED) of selected designees based on analytical research and risk assessment. Using SEED R-items allows AFS to reduce required surveillance on many designees and refocus these ASI resources on selected designees. AFS-650 will notify the RAMPS coordinators of SEED R-items annually. AFS-650 may participate in selected SEEDs as a team member.

Note: RAMPS coordinators create the SEED R-items locally and initially assign them to their AFS Regional Branch Manager (AXX-230). The Branch Manager may then select a regional team leader and assign the SEED R-items for

completion. SEED inspections require AFS-650 coordination and AFS-650 will assign a SEED tracking number for entry in the PTRS "National Use" field.

(21) Part 183 Airmen—Airworthiness.

(a) Conduct one Designated Mechanic Examiner (DME) inspection (3675) on each DME designated within the region (CHDO). This inspection must be an onsite surveillance of a complete test.

(b) Conduct one inspection on each Designated Parachute Rigger Examiner (DPRE) (3676).

(c) Conduct two Designated Airworthiness Representative (DAR) inspections (3677 or 5676) on each DAR designated within the region (CHDO). At least one inspection must include an onsite observation.

Note: ASIs will use the "Affiliated Designator" field as appropriate when completing PTRS transmittals.

(d) AFS-650 will identify additional R-items for SEED of selected designees based on analytical research and risk assessment. Using SEED R-items allows AFS to reduce required surveillance on many designees, and refocus these ASI resources on selected designees. AFS-650 will notify the RAMPS coordinators of SEED R-items annually. AFS-650 may participate in selected SEEDs as a team member.

Note: RAMPS coordinators create the SEED R-items locally and initially assign them to their AFS Regional Branch Manager (AXX-230). The Branch Manager may then select a regional team leader and assign the SEED R-items for completion. SEED inspections require AFS-650 coordination and AFS-650 will assign a SEED tracking number for entry in the PTRS "National Use" field.

(22) Part 183—Airworthiness. Conduct one onsite surveillance activity (4677 or 6677) for each Organization Designation Authorization (ODA) that has an FAA Organization Management Team (OMT) member within the region (CHDO) assigned to it.

Note: ASIs will record "SUPV" in the "National Use" field of the PTRS transmittal when complying with annual supervision procedures found in the current edition of FAA Order 8100.15, Organization Designation Authorization Procedures, Chapter 5, Section 5-4. ASIs will record "DOIP" in the "National Use" field of the PTRS transmittal when complying with 24-month Delegated Organization Inspection Program procedures found in Order 8100.15, Chapter 6.

Note: PTRS codes 4677 and 6677 must not be used to record aircraft certification package reviews which should be recorded under PTRS code 4520 or 6520.

(23) Part 65 Airmen—Operations. Conduct one onsite surveillance activity (1667) for each approved aircraft dispatcher certification course within the region (CHDO).

b. Geographic Program Requirements.

(1) Order 8900.1, Volume 11, Chapter 11, Section 1, requires field offices to incorporate PI work program requirements into the development of the geographic work program to ensure meeting overall certificate management goals. The order also requires flexibility in the surveillance plan developed by the local qualified inspector, to allow for the incorporation of ongoing changes to inspection requirements forwarded from the FSDO/IFO/certificate management office (CMO). In addition, the qualified inspectors will be aware of the field office resource needs when developing work programs for air carriers.

(2) Regions will accept geographic R-items transferred from other regions to the maximum extent resources permit. Regions should make the field office assignments in consideration of office resource limitations.

(a) The FSDO/CMO/IFO/IFU uses the surveillance needs of the air carrier to help determine where to target geographic R-items. The field office location to which the surveillance is targeted may be unrelated to the eFSAS environmental file that generated the R-item.

(b) Regional RAMPS coordinators will coordinate with field office locations to ensure that targeted geographic R-items meet the requirements of the FSDO/IFO/CMO within the region's known resource limitations.

(c) FSDO/CMO/IFO/IFU Front Line Managers (FLM) will ensure the development of a surveillance plan that includes the execution of P-items within the resource limitations of the office supporting the needs of the geographic program.

(3) Regional RAMPS coordinators will address resource shortfalls, which may result from the assignment of geographic R-items, using the cancellation process described in subparagraph 5c.

(4) Coordinate nonscheduled air carrier inspections across district office or regional boundaries.

(a) PIs must inform other regions' district offices that a certificate holder is operating in the other's geographic area and whether the certificate holder is conducting scheduled or nonscheduled operations.

(b) RFSD managers may identify operators to inspect under the requirements of the planned Geographic Surveillance Program.

c. Work Program Revisions and Deviation Authority. Only the specific authority in this paragraph may change the work program items (R-items and P-items) in this order. This order provides limited authority to change R-items and P-items to allow additional flexibility and enhance the overall effectiveness of the work program. R-items comprise a small part of the overall work program (less than 20 percent). P-items make up the depth and substance of the annual work program. All work program items (R or P) are risk based. The FAA uses R-items to target surveillance based on specific national surveillance requirements. ASIs should understand the difference between canceling and terminating R-items and P-items. The FAA cancels work

program items when there are no available resources to accomplish the activity. Subparagraph 5c(1) contains the criteria for terminating R-items. The FAA discourages widespread termination of risk-based work program items because it may lead to an ineffective work program.

(1) Termination of Work Program Items (R-Items or P-items). You may terminate work program items using a "T" in the "Results" field of the PTRS record for the following reasons:

Note: Document the reason for terminating work program items in section IV of FAA Form 8000-36, Program Tracking and Reporting System Data Sheet. The comments section of terminated items per subparagraph 5c(1)(a) through 5c(1)(h) must include a statement that the regional RAMPS coordinator has concurred with the action.

Note: Risk is the basis of all R and P work program items. Plan the annual P-items based on risk. Continue to generate additional inspections (ad hoc), as needed, based on local conditions.

Note: Termination of planned items (P-items) will use the same process used for the termination of R-items.

Note: Use the WPMP risk analysis to assign inspector resources. Assign resources to the highest risk surveillance items. Cancel assignments if a resource shortfall occurs, in accordance with the guidance contained in this order for Resources Not Available (RNA).

(a) AFS-900. AFS-900 may adjust the required items in this order based on analytical results. These adjustments will enable AFS to target surveillance activities to those areas identified as needing a change in surveillance activity based on observed trends. AFS-900 will notify regional and field offices (as appropriate) of changes to required items or recommended planned surveillance, along with termination instructions.

(b) Changed Certificate. If the subject of the surveillance (operator, aircraft, etc.) has changed or is no longer active within the district office, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the FSDO/CMO/IFO/IFU of the disposition of the inspection. The RAMPS coordinators will work together to resolve any needed interregional transfer of inspections. Use keyword code 971 to indicate terminated NPG surveillance.

(c) Surrendered or Revoked Certificate. If an operator surrenders a certificate or you revoke the certificate, then terminate the work program item. The PTRS record should indicate the date of the surrender or revocation. Use keyword code 971 to indicate terminated NPG surveillance.

(d) Incorrect eVID. If incorrect information in the eVID generates R-items, the required PTRS comment should indicate that the PI has corrected the eVID. In the event of an R-item generated in error for a check airman listed by name, change the name of the check airman to another check airman and accomplish the R-item. Use keyword code 971.

(e) Change of Operating Regulation. For certificate holders changing their operating regulation (e.g., from part 135 to part 121), the FAA will terminate the required inspections generated under the existing 14 CFR part. The district office will reenter these required inspections using PTRS transmittal software. The required PTRS comment should include the change of operating 14 CFR part and the date the change occurred. Use keyword code 971.

(f) Termination of Surveillance for Repair Stations Performing Maintenance for the U.S. Military Only. You may terminate R-items with the following activity codes for a repair station that only performs maintenance for the U.S. military: 3601, 3605, 3606, 3618, 3654, 3656, 3658, 3668, 3669, 5601, 5605, 5606, 5618, 5654, 5656, 5658, 5668, and 5669. Use keyword code 971.

(g) Termination of Foreign Repair Station Surveillance. You can terminate R-items for a foreign repair station with a maintenance agreement that were generated during a non-renewal year. Use keyword code 971.

(h) SAS Transition. The following special R-item and P-item termination instructions apply when an office transitions to SAS.

1. Terminate your office's remaining parts 135 and 145 work program items (R-items and P-items) if your office is the CHDO for those remaining items. Enter "SAS" (without quotations) in the "National Use" field of the PTRS record. Use keyword code 971 to indicate terminated NPG surveillance and enter the following comment "Surveillance of this certificate transferred to SAS on [date]." It is not necessary to include a statement that the regional RAMPS coordinator has concurred with this action for terminations performed per this subparagraph.

> **Note:** Subparagraph 5c(1)(i)*1* also applies to any of your office's remaining parts 135 and 145 Other Required Work Activities R-Item team inspections required by subparagraphs 8a through 8c.

2. Do not terminate your office's remaining parts 135 or 145 R-items or P-items if your office is not the CHDO and the R-items or P-items were created as a result of environmental files, transfers, or Operational Analysis Report Site (OARS) geographic surveillance requests. Those remaining R-items or P-items should be accomplished using the PTRS unless the termination or cancellation instructions of subparagraphs 5c(1)(a) through 5c(1)(g) apply.

(2) Cancellation of R-Items and P-Items Due to RNA. Under certain circumstances, the FAA may cancel R-items and P-items if resources are not available to accomplish the work.

> **Note:** The NPG represents a system wide identification of areas that have proven safety risks. A local analysis of certificate holders will likewise identify other areas where there are safety risks. It is the responsibility of the PI and the FLM to assess all of these risks as they develop their work programs. The office should create work programs based on the highest areas of risk and document decisions to deviate from keeping the "R" items as the highest priority.

(a) Field offices that need additional resources to accomplish R-items or P-items will contact their Regional Office (RO) and request the resources needed to accomplish the work. At the time of the request, the field office will open the PTRS transmittal for the affected R-item or P-item proposed for cancellation (status field = O) and enter one of the following abbreviations in the "Local" field:

PTRS Miscellaneous Field Entry/Code	RNA Reason Code Definition
RNAP	Resource Not Available - Personnel Shortages
RNAQ	Resource Not Available - Personnel Qualifications
RNAF	Resource Not Available - Funds Unavailable
RNAS	Resource Not Available - Security Restricted

(b) The transmittal for the R-item or P-item will remain open until resources are provided to accomplish the surveillance or closed when AFS-900 provides authorization to cancel the R-item or P-item (result field = X and status field = C). These PTRS entries will allow for the tracking of annual resource deficiencies. Document the rationale for cancelling the R-item or P-item in the comments section of the PTRS record. The documentation should be clear and detailed so that someone unfamiliar with the cancellation can easily understand the rationale behind the cancellation.

> **Note:** Open R-items and P-items identified for cancellation may remain open from quarter to quarter but do not leave them open until the end of the FY for AFS-900 authorization for cancellation and closing. AFS-900 must receive requests for cancellation by the beginning of the fourth quarter.

(c) Regions must make every effort to resolve RNAs before requesting national resources or authorization for cancellation. Regions unable to provide necessary resources will forward the field office resource request in writing via email to: 9-AMC-AVS-AFS-NPG@FAA.GOV. The region and office will jointly complete the template found in Appendix D for each request. The completed template must accompany the request for cancellation. AFS-900 will provide authorization in writing to cancel the R-item or P-item and notify the Director of Flight Standards Service (AFS-1), Deputy Director of Flight Standards Field Operations (AFS-2F), or Deputy Director of Flight Standards Policy Oversight (AFS-2P) as appropriate.

d. Planned Surveillance.

(1) The annual work program is based solely on risk. Developing P-items based on risk is the primary driver of the program not staffing or budget. The P-items provide a comprehensive inspection review of foreign and domestic air carriers, air operators, air agencies, and airmen that make up each office's work program. The P-items also provide an indepth, targeted oversight program that meets special surveillance requirements for each specific air carrier.

(2) In order to identify safety issues and target resources effectively, PIs must consider various safety data when developing planned surveillance programs. These data include

accident/incident trends, patterns, and causal factors, as well as other types of safety data that may signal a need for additional surveillance.

(3) Offices should give every consideration to completing the P-item work program for each certificate holder. AFS field offices must meet quarterly to review their work programs to identify any R-items or P-items that require cancellation. FSDO/CMO/IFO/IFU managers will be accountable for balancing surveillance, certification, and investigation priorities.

6. Surveillance of FAA Aircraft. The FAA must provide a surveillance and inspection program for all FAA aircraft operations. The FAA has assigned a flight program Certificate Management Team (CMT) for regulatory oversight of the individual FAA aircraft flight programs and will maintain accurate information in the eVID for the annual development of a required work program. The surveillance program must be equal in scope and detail to a program required for similar part 135 on-demand air carriers. The flight programs may seek certification in accordance with the current air carrier regulations. However, if the flight program does not hold an air carrier certificate, the surveillance and inspection program will be equal in scope and detail to an air carrier operation. The CMT will have regulatory responsibility for all FAA Flight Program participants and will develop discretionary P-items. The CMT inspectors should conduct other aspects of the surveillance program for these operators, including the cancellation and termination of R-items, in accordance with the provisions of this order.

7. After Normal Duty Hours and Weekend Surveillance. Offices should accomplish at least 10 percent of the surveillance after normal duty hours to include weekends. This surveillance would include both required and planned surveillance activities. Inspectors must enter "OFFHOUR" in the "National Use" field of the PTRS record. If other guidance requires the use of the "National Use" field, place "OFFHOUR" in the "Miscellaneous Use" field.

> **Note:** Off-hour activities are activities that occur outside of normal FAA duty hours, including weekends. The CHDO and regional or national guidance determine off-hour activities and the hours that comprise off hours.

8. Other Required Work Activities. The activities in this paragraph are R-items. The FAA will generate these locally, based on areas of greatest risk. The general guidance in this order regarding the planning, accomplishment, recording, termination, and cancellation of R-items applies to the following items:

a. Part 145 Agency—Repair Station. Each CHDO may conduct an "In-Depth Team Inspections of a Part 145 Repair Stations" (3614 or 5614) (foreign or domestic) that have exhibited elevated risk. Inspectors will enter "145AGENCY" in the "National Use" field of the PTRS. Inspectors may conduct these inspections concurrently with the inspection requirements in subparagraph 8b.

b. Part 145 Agency—Repair Station. Each region may conduct a "Team Focused Inspection of a Contract Maintenance Provider and/or Repair Station" (3082 or 5082) using the guidance in Order 8900.1, Volume 6, Chapter 2, Section 42. This inspection should be utilized for contract maintenance providers and repair stations that perform contract maintenance for Part 121, 135 (ten or more), and 91K operators and have exhibited elevated risk. Inspectors

should combine the inspection effort of parts 121 and 145 into one inspection. Inspectors may conduct these inspections concurrently with the inspections conducted in subparagraph 8a.

Appendix B. Surveillance Priority Index

1. Overview. When developing an annual work program, or during reassessment of an existing work program, principal inspectors (PI) with oversight responsibility for one or more Title 14 of the Code of Federal Regulations (14 CFR) part 135 certificate holders must use the Surveillance Priority Index (SPI) in the Safety Performance Analysis System (SPAS). The SPI will allow inspectors to prioritize work functions based upon the SPI-ranked score. A higher SPI score provides a preliminary indication of higher inspection priority. When using the SPI, it is important to remember that a part 135 certificate holder's calculated index value is not an absolute measure of safety risk, but rather a tool to assist users in prioritizing certificate holders when considering future surveillance. Inspectors can only determine a definitive assessment of individual safety risk(s) after conducting surveillance and then analyzing the subsequent surveillance results along with other relevant data. PIs can use the SPI as part of a safety analysis to identify increased risk of a particular certificate holder and allow the PI to increase or redirect surveillance, based on priority. The SPI allows the Federal Aviation Administration (FAA) to leverage resources more efficiently by focusing attention and surveillance where it is most necessary.

> **Note:** PIs must use the SPI to help prioritize surveillance and must evaluate the results of the model carefully. While the SPI results must be a factor in the PI's decision making process, the SPI results should not serve as an overall substitute for other data and information, including the PI's judgment, in prioritizing surveillance needs.

2. Guidance. The current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 6, Chapter 2, Section 1, contains detailed guidance on the use and application of the SPI. PIs should review it thoroughly.

3. Access the SPI. To access the SPI, select the link, "135 Surveillance Priority Index" at http://home.spas.faa.gov/spas.asp.

4. Learn About the SPI. Once the inspector selects the SPI-link, the SPI query page appears. To learn more about the SPI, select the movie camera icon. A 20-minute audiovisual tutorial will describe the functionality of the SPI and how PIs can use this tool to enhance surveillance activities. Inspectors who have not recently reviewed the tutorial should complete the review.

Appendix C. Flight Standards Service Geographic Surveillance Program for Parts 121, 129, and 135

1. Purpose. This appendix provides information and guidance concerning the Flight Standards Service (AFS) Geographic Surveillance Program for air carriers operating in accordance with Title 14 of the Code of Federal Regulations (14 CFR) parts 121 and 135 (excluding single-pilot operators) and foreign air carriers operating in accordance with 14 CFR part 129. This appendix applies to principal inspectors (PI) for all parts 121, 129, and 135 certificates.

2. Background. The Geographic Surveillance Program was deployed in three phases. Phase 1 was deployed in fiscal year (FY) 2011 under Notice 8900.137, Flight Standards Service (AFS) Geographic Surveillance Program for 14 CFR Parts 121 and 135—Phase 1, and inducted approximately 1/3 of the part 135 air carriers and those part 121 air carriers that operated pursuant to a contract with another part 121 air carrier. Phase 2 was deployed in FY 2012 under Notice 8900.174, Flight Standards Service Geographic Surveillance Program for 14 CFR Parts 121, 129, and 135—Phase 2, and inducted all remaining part 121 air carriers that were not inducted in Phase 1, all part 129 foreign air carriers, and an additional 1/3 of the part 135 air carriers. Phase 3 was deployed in FY 2013 under FAA Order 1800.56M, National Flight Standards Work Program Guidelines, dated July 30, 2012, and encompassed all remaining parts 121, 129, and 135 certificates that were not inducted in Phase 1 or Phase 2.

> **Note:** If your office has transitioned to SAS you will follow the guidance pertaining to the geographic program contained in Order 8900.1 Volume 10. Appendix C will continue to apply to those offices that have not transitioned to SAS. If your office has transitioned to SAS and you need to request geographic support from an office that has not yet transitioned, then you must follow the guidance in this appendix.

3. Geographic Surveillance Program.

a. Geographic Surveillance. Prior to the full implementation of the Air Transportation Oversight System (ATOS), AFS had in place a Geographic Surveillance Program that was executed by geographic inspectors in field offices with responsibility for surveillance of parts 121 and 135 air carriers operating within their geographic boundaries. These offices created work programs consisting of required and planned inspections based on parameters contained in this order. Due to the increased resource needs of ATOS, many field offices transferred their geographic inspectors to ATOS Certificate Management Teams (CMT). A greater level of oversight is required, specifically, for additional surveillance of air carriers' operating locations that are not present in the Federal Aviation Administration's (FAA) current surveillance plans.

b. Data Collection. Inspections carried out via the Geographic Surveillance Program will be conducted on a recurring basis at an increasing number of air carriers' operating locations as this program progresses through a series of implementation phases. Data collection from a wider range of operating locations will add to the overall quality of the data collection process, as well as identify hazards and associated risks not previously identified at some locations. Identification of previously unobserved hazards and associated risks is critical to ensure corrective action and risk mitigation.

c. Onsite Inspections. The Airline Safety and FAA Extension Act of 2010 (H.R. 5900), Section 211, Safety Inspections of Regional Air Carriers, requires the Administrator of the FAA to perform (not less frequently than once each year) random onsite inspections of air carriers that provide air transportation pursuant to a contract with another part 121 air carrier, to ensure that such air carriers are complying with all applicable safety standards of the Administration. Code-share and partnership agreements meet the definition of a contract. A current listing of code-sharing agreements can be found at: https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData. The Geographic Surveillance Program procedures in this order meet the requirements of section 211.

d. Foreign Air Carriers.

(1) In March 2008, the International Civil Aviation Organization (ICAO) Secretariat adopted amendment 32 to Annex 6, which strengthened the oversight of and requirements for foreign operators. This amendment became effective later that year and applicable on January 1, 2010. Annex 6, Chapter 4, paragraph 4.2.2 contains the new standard. Specifically, paragraph 4.2.2.2 requires that "states shall establish a program with procedures for the surveillance of operations in their territory by a foreign operator and for taking appropriate action when necessary to preserve safety." ICAO Doc 8335, Manual of Procedures for Operations, Inspection, Certification and Continued Surveillance, part VI, discusses State responsibilities regarding commercial air transport operations by foreign operators. Part IV, chapter 1 addresses the principles of surveillance of foreign operators, and part IV, chapter 5 discusses continued surveillance of operators from other states.

(2) This order states that the FAA office with oversight authority of the airports located within their geographic district has the responsibility for the required ramp inspection. Geographic inspections should be assigned and conducted in accordance with Appendix A, subparagraph 5b and Order 8900.1, Volume 11, Chapter 11, Section 1. International Field Offices (IFO)/International Field Units (IFU) with responsibility for foreign operators should not send inspectors outside their geographic airport unless they provide complete justification to the region and receive approval from the region. The office with geographic authority over the airport where scheduled operations occur should complete all required surveillance work activities (R-item).

4. Action. The actions outlined below must be performed by PIs for all parts 121 and 135 air carriers and for part 129 foreign air carriers.

a. Part 121 Geographic Surveillance Procedures.

(1) PIs will accomplish a Geographic Surveillance Program review within 12 months from the last review, and at least annually, by the end of the FY, and are encouraged to update their review as many times as necessary during the year based on changes in risk. The review will also include a determination as to whether the assigned air carrier provides air transportation pursuant to a contract with another part 121 air carrier. Use the Geographic Airport Data Display (GEO ADD) tool to aid in determining the type and location of geographic surveillance needed. The GEO ADD tool is located at:

https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

(2) Document the accomplishment of the review by entering a 1045/3045/5045 activity code in the Program Tracking and Reporting Subsystem (PTRS). If the review is done as a CMT, only one PTRS activity is necessary provided a comment is made in the comments section of the PTRS record stating "accomplished as a CMT." If the review is done individually, all three PTRS activities are necessary. Enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal.

(3) If necessary, prepare a geographic surveillance request for your office manager's signature to communicate risk-based geographic surveillance requirements. PIs and managers must make geographic surveillance requests on the Operational Analysis Report Site (OARS) at http://10.16.80.40:81/cgi-bin/surveillance_request_display.cgi. PIs and managers must request and obtain a user account by sending their Aviation Safety (AVS) user ID and role to dominic.r.jones@faa.gov.

(4) If the office manager agrees that the surveillance requirements are risk based and cannot be accomplished with existing office resources, he or she will concur with the request by transmitting it electronically to the regional coordinator and Front Line Manager (FLM). If the requested surveillance is at a location within the requesting office's region, the regional coordinator will identify the appropriate field office and forward the request to that office's manager. If the requested surveillance is located in another region, the regional coordinator will transfer it electronically to the regional coordinator and FLM in the region where surveillance is necessary. The receiving region will identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(5) The receiving office manager or designee will assign an inspector to accomplish the surveillance including any specific PI instructions. If resources are not available, the regional coordinator will attempt to locate resources elsewhere in the region. If no other resources are available, the regional coordinator will, after concurrence from division management, return the request electronically.

(6) Inspectors will only use ATOS random inspections for this program. ASIs not previously ATOS-1.2-trained or non-CMT ASIs must complete training in accordance with the requirements specified in Order 8900.1, Volume 10, Chapter 2, Section 3, paragraph 10-146.

(7) Upon completion of the surveillance, enter "GEOADD" without quotes or spaces, in capital letters, in the "Local/Regional/National Use" field in the ATOS random inspection common data field. Inspectors accomplishing random inspections on part 121 regional air carriers as a result of the requirements in subparagraph 3c will instead enter "HR5900" without quotes or spaces, in capital letters, in the "Local/Regional/National Use" field. Office management will enter the completed record ID in OARS and close out the OARS request.

(8) PIs will monitor and evaluate the results of geographic random inspections and take followup actions when necessary. The Regional Office (RO) staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

b. Part 129 Geographic Surveillance Procedures.

(1) PIs will accomplish a Geographic Surveillance Program review within 12 months from the last review, and at least annually, by the end of the FY and are encouraged to update their review as many times as necessary during the year based on changes in risk. Use the GEO ADD tool to aid in determining the type and location of geographic surveillance that is needed. The GEO ADD tool is located at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

(2) Document the accomplishment of the review by entering one of the following activities codes in the PTRS: 1045/3045/5045. If the review is done as a PI team, only one PTRS activity is necessary provided that a comment is made in the comments section of the PTRS record stating "accomplished as a PI team." One record ID may be used for all part 129 assigned to a single PI. If one record ID is made then add the following comment in the comments section of the PTRS record: "one record for all part 129 assigned." If the review is done individually, all three PTRS activities are necessary. Enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal.

(3) If necessary, prepare a geographic surveillance request for your office manager's signature to communicate risk-based geographic surveillance requirements. PIs and managers must make geographic surveillance requests on the OARS at: http://10.16.80.40:81/cgi-bin/surveillance_request_display.cgi. PIs and managers must obtain a user account by sending their AVS user ID and role to dominic.r.jones@faa.gov. Choices for geographic surveillance include the following PTRS codes:

PTRS Activity	Operations	Maintenance	Avionics
Ramp Inspection	1622	3627	5627

Note: Geographic surveillance requests made through OARS are not to be used for coordinating the transfer of PTRS records or for soliciting assistance with the completion of R-items or planned surveillance work activities (P-item).

(4) If the office manager agrees that the surveillance requirements are risk based and cannot be accomplished with existing office resources, he or she will concur with the request by transmitting it electronically to the regional coordinator and FLM. If the requested surveillance is at a location within the requesting office's region, the regional coordinator will identify the appropriate field office and forward the request to that office's manager. If the requested surveillance is located in another region, the regional coordinator will transfer it electronically to the regional coordinator and FLM in the region where surveillance is necessary. The receiving region will identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(5) If resources are available, the receiving office manager or designee will assign an inspector to accomplish the surveillance including any specific PI instructions, and create an R-item PTRS transmittal for each requested surveillance activity. If resources are not available, the regional coordinator will attempt to locate resources elsewhere in the region. If no other

resources are available, the regional coordinator will, after concurrence from division management, return the request electronically.

(6) Any inspector who has completed the electronic Learning Management System (eLMS) course, How to Conduct a 14 CFR Part 129 Ramp Inspection, and all required on-the-job training (OJT), based on work assignment, can be assigned to accomplish the surveillance.

(7) Upon completion of the surveillance, enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal. Office management will enter the completed record ID in OARS and close out the OARS request.

(8) PIs will monitor and evaluate geographic surveillance results and will take followup actions as necessary. The RO staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

c. Part 135 Geographic Surveillance Procedures.

(1) PIs will accomplish a Geographic Surveillance Program review within 12 months from the last review, and at least annually, by the end of the FY, and are encouraged to update their review as many times as necessary during the year based on changes in risk. Use the GEO ADD tool to aid in determining the type and location of geographic surveillance that is needed. The GEO ADD tool is located at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

(2) Document the accomplishment of the review by entering a 1045/3045/5045 activity code for each certificate in the PTRS. If the review is done as a CMT, only one PTRS activity is necessary provided that a comment is made in the comments section of the PTRS record stating "accomplished as a CMT." If the review is done individually, all three PTRS activities are necessary. Enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal.

(3) If necessary, prepare a geographic surveillance request for your office manager's signature to communicate risk-based geographic surveillance requirements. PIs and managers must make geographic surveillance requests on the OARS at http://10.16.80.40:81/cgi-bin/surveillance_request_display.cgi. PIs and managers must obtain a user account by sending their AVS user ID and role to dominic.r.jones@faa.gov. Choices for geographic surveillance may include, but are not limited to, the following PTRS codes:

Table C-1. Geographic Surveillance Choices

PTRS Activity	Operations	Maintenance	Avionics
Facility Inspection		3619	5619
Cargo Check		3623	
Deice Inspection (Seasonal)	1637	3625	5625
Ramp Inspection	1622	3627	5627
Spot Inspection		3628	5628
Aircraft Records Inspection		3634	5634
Fuel Facility Inspection		3638	5638

Note: Geographic surveillance requests made through OARS are not to be used for coordinating the transfer of PTRS records or for soliciting assistance with the completion of R-items or P-items.

(4) If the office manager agrees that the surveillance requirements are risk based and cannot be accomplished with existing office resources, he or she will concur with the request by transmitting it electronically to the regional coordinator and FLM. If the requested surveillance is at a location within the requesting office's region, the regional coordinator will identify the appropriate field office and forward the request to that office's manager. If the requested surveillance is located in another region, the regional coordinator will transfer it electronically to the regional coordinator and FLM in the region where surveillance is necessary. The receiving region will identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(5) If resources are available, the receiving office manager or designee will assign an inspector to accomplish the surveillance, including any specific PI instructions, and create an R-item PTRS transmittal for each requested surveillance activity. If resources are not available, the regional coordinator will attempt to locate resources elsewhere in the region. If no other resources are available, the regional coordinator will, after concurrence from division management, return the request electronically.

(6) Upon completion of the surveillance, enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal. Office management will enter the completed record ID in OARS and close out the OARS request.

(7) PIs will use the Safety Performance Analysis System (SPAS) to monitor and evaluate geographic surveillance results and take followup actions as necessary. The RO staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

Appendix D. RNA Cancellation Template

P-Item/R-Item Record ID:

PTRS Code:

Requesting Office Code:

RNA Reason:

Requestor's Name:

> **Note:** This form consists of two parts. The office will complete the first part and the Regional POC will complete the second part prior to submitting the request for cancellation to AFS-900.

Requesting office: Complete the questions below before you send the template to the Regional POC.

1. Did the office properly assess the risk during the annual planning of surveillance?

2. Before making the request to cancel the assignment, did the office confirm that no resources were available?

3. Did the office review the PTRS record associated with the request to ensure compliance with Order 1800.56O?

4. Does this request impact special surveillance tracking, such as HEMS?

5. Is the type of surveillance unique, such as night vision goggles evaluation, which will result in future cancellations?

6. Did the office use the OARS geographic request?

7. Did the request involve using national resources which were not available?

8. Was this surveillance item cancelled or terminated in the past resulting in no surveillance for the specific operator?

Remarks:

Local Office Manager Approval:

_____ _____
Printed Name Signature

Requesting regional office: Complete the questions below before you submit your request for cancellation to AFS-900 at 9-AMC-AVS-AFS-NPG@FAA.GOV.

1. Did the Regional Office contact other offices within the region for assistance?

2. Did the Regional Office contact other regions for assistance?

3. Did the division manager review and agree with this request?

Regional Office POC Approval:

_____ _____
Printed Name Signature

Appendix E. Acronyms and Abbreviations

ACR	Airman Certification Representative
AD	Airworthiness Directive
AFS	Flight Standards Service
APD	Aircrew Program Designee
ASI	Aviation Safety Inspector
ATOS	Air Transportation Oversight System
AVS	Aviation Safety
BASA	Bilateral Aviation Safety Agreement
CAMP	Continuous Airworthiness Maintenance Program
CASS	Continuing Analysis and Surveillance System
CFI	Certificated Flight Instructor
CHDO	Certificate-Holding District Office
CMO	Certificate Management Office
CMT	Certificate Management Team
DADE	Designated Aircraft Dispatcher Examiner
DAR	Designated Airworthiness Representative
DME	Designated Mechanic Examiner
DOT	Department of Transportation
DPE	Designated Pilot Examiner
DPRE	Designated Parachute Rigger Examiner
EASA	European Aviation Safety Agency
eFSAS	Enhanced Flight Standards Automation System
eLMS	Electronic Learning Management System
eVID	Enhanced Vital Information Database
F/A	Flight Attendant
FAA	Federal Aviation Administration
FE	Flight Engineer
FEE	Flight Engineer Examiner
FLM	Front Line Manager
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
FTD	Flight Training Device

FTFR	Fuel Tank Flammability Reduction
FY	Fiscal Year
FYRS	Fiscal Year Resource Shortfall
GA	General Aviation
GEO ADD	Geographic Airport Data Display
HEMS	Helicopter Emergency Medical Services
HQ	Headquarters
HSL	Heightened Surveillance List
ICAO	International Civil Aviation Organization
IFO	International Field Office
IFU	International Field Unit
LOA	Letter of Authorization
MIP	Maintenance Implementation Procedures
MMAC	Mike Monroney Aeronautical Center
MSpecs	Management Specifications
NAS	National Airspace System
NPG	National Work Program Guidelines
NPTRS	National Program Tracking and Reporting Subsystem
NVG	Night Vision Goggles
NVIS	Night Vision Imaging System
OARS	Operational Analysis Report Site
ODA	Organization Designation Authorization
OJT	On-the-Job Training
OMT	Organization Management Team
OpSpecs	Operations Specifications
OPT	Oversight Prioritization Tool
PA	Performance Assessment
Part 91K	Part 91 Subpart K
PI	Principal Inspector
PIC	Pilot in Command
PPE	Pilot Proficiency Examiner
PPM	PTRS Procedures Manual
PRIA	Pilot Record Improvement Act of 1996
PTRS	Program Tracking and Reporting Subsystem

P-item	Planned Surveillance Work Activity
QC	Quality Control
RAMPS	Regional Automated Modular Planning Software
RFSD	Regional Flight Standards Division
R-item	Required Surveillance Work Activity
RM	Risk Management
RMP	Risk Management Process
RNA	Resources Not Available
RO	Regional Office
RSAT	Repair Station Assessment Tool
SAS	Safety Assurance System
SEED	Special Emphasis Evaluation Designee
SEP	Surveillance and Evaluation Program
SPAS	Safety Performance Analysis System
SPE	Sport Pilot Examiner
SPI	Surveillance Priority Index
SUP	Suspected Unapproved Parts
TC	Type Certificate
TCE	Training Center Evaluator
W&B	Weight and Balance
WPMP	Work Program Management Process

U.S. Department
of Transportation
Federal Aviation
Administration

FAA Form 1320-19, Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: FAA Order 1800.56O, National Flight Standards Work Program Guidelines

To: Directive Management Officer, _____

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____ .

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the following subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

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