

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 6710.2E

SOUTHWEST REGION

4/27/88

SUBJ: NONFEDERAL NAVIGATIONAL FACILITIES GROUND INSPECTIONS

1. PURPOSE. This order assigns responsibilities and provides guidance to Airway Facilities Sectors for the ground inspection of nonfederal navigational aid facilities.

2. DISTRIBUTION. This order is distributed to the branch level in the Flight Standards and Airway Facilities Divisions, to the Aviation Standards National Field Office (AVN), to the Oklahoma City Flight Inspection Field Office, and to all Airway Facilities field offices.

3. CANCELLATION. Order SW 6710.2D, Nonfederal Navigational Facilities Ground Inspections, dated July 24, 1985 is cancelled.

4. BACKGROUND.

a. Responsibilities for the region's nonfederal facilities program are shared by sector managers and the Field Program and Services Section, ASW-463. This order provides a breakdown of primary responsibilities that are required to cover the total Airway Facilities regulatory and support functions.

b. Order 6700.10C, Nonfederal Navigational Facilities (not distributed to the field), establishes FAA policy to ground inspect all nonfederal navigational facilities upon which an instrument flight rules (IFR) procedure is predicated. Forms to document these inspections are available through regional Distribution and Forms. Fan Marker (FM) and nondirectional radio beacon (NDB) facilities shall be ground inspected at least annually. Very high frequency omnidirectional range station (VOR), instrument landing system (ILS), simplified directional facility (SDF), and distance measuring equipment (DME) facilities shall be ground inspected at least semiannually. Federal Aviation Regulation (FAR), Part 171, outlines performance standards, operating procedures, and methodology for inspection accomplishment.

5. RESPONSIBILITIES.

a. The Field Program and Services Section, ASW-463, shall:

(1) Effect all division and interdivision nonfederal facility program coordination.

(2) Keep each Airway Facilities Sector Manager apprised of the impending establishment of nonfederal facilities within his/her sector.

Distribution: A-X (FS/AF)-3; AVN-1 (1 CY);
OKC FIFO (1 CY); A-FAF-0 (STD)

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(3) Coordinate with the Oklahoma City FIF0 concerning all Southwest Region requests for flight inspections of nonfederal navigational aid facilities.

(4) Provide Airway Facilities Sector Managers supplemental nonfederal facility program guidance.

b. Each Airway Facilities Sector Manager shall:

(1) Schedule and conduct all activities related to ground inspections.

(2) Prepare and distribute reports associated with nonfederal facilities within his/her sector.

(3) Assist nonfederal facility sponsors in the preparation, updating, and distribution of operations and maintenance manuals.

(4) Assure that existing IFR nonfederal electronic navigational aid facilities within his/her sector satisfy technical requirements noted in FAR, Part 171. Responsibility begins with the initial ground inspection.

(5) Conduct special ground inspections as required; for example, in case of potential facility involvement relative to an aircraft accident.

(6) Notify nonfederal facility sponsors by letter of deficiencies found during ground inspections and define corrective action required. A NOTAM should be issued to advise that the facility is out of service when discrepancies are found that affect safety.

(7) Keep ASW-463 apprised of action taken that affects the operational status of a commissioned nonfederal facility.

(8) Prepare and sign nonreimbursable memorandums of understanding which are required for public-use IFR electronic navigational aid facilities. Authority to sign these memorandums of understanding was delegated to the Airway Facilities Sector Managers by the current version of Order 1100.24B, Delegation of Authority to Sign Nonfederal Facility Memorandums of Understanding.

(9) At the time of the ground certifications, furnish ASW-463 information for reimbursement of costs to perform initial and recurrent ground certifications where private-use IFR navigational aid facilities are covered by a reimbursable agreement. The requirements for initial and recurrent ground certification of nonfederal navigational facilities are contained in FAR, Part 171. Estimates of costs should be based on

salaries and benefits covering the appropriate estimated number of man-days of work, plus any other object costs such as travel and transportation. Reimbursement of costs will be computed on the employees' current salary rates and benefits, based on the actual number of man-days of work, plus any other object costs such as travel and transportation, etc.

6. REPORT AND FORMS REQUIREMENTS. The Nonfederal Navigational Aid Technical Inspection Report (RIS: SW 6700-1), SW Form 6700-2, and its subsidiary worksheets have been issued for use by the Airway Facilities Sectors in documenting technical inspections of nonfederal facilities. The basic form is to be used for all inspections with the appropriate worksheet(s) attached. The original is to be sent to ASW-463, one copy each to sector files, the sponsor, and the facility. Other copies may be distributed as necessary. The basic form and the worksheets may be ordered as individual items.

- a. SW 6700-2, Nonfederal Navigational Aid Technical Inspection Report.
- b. SW 6700-2.1, Nonfederal NDB Inspection Worksheet.
- c. SW 6700-2.2, Nonfederal ILS Marker Inspection Worksheet.
- d. SW 6700-2.3, Nonfederal Localizer Inspection Worksheet.
- e. SW 6700-2.4, Nonfederal Glide Slope (Null Reference) Inspection Worksheet.
- f. SW 6700-2.5, Nonfederal VOR Inspection Worksheet.
- g. SW 6700-2.6, Nonfederal DME Inspection Worksheet.
- h. SW 6700-2.7, Nonfederal AWOS Inspection Worksheet.

*7. ACTION ITEM FOLLOWUP AND CLOSEOUT.

a. All discrepancies identified during the inspection should be listed on Page 1 of SW 6700-2 (7/85). If the discrepancy was cleared during the inspection "CDI" should be entered under the column "Action Assigned To".

b. Technical inspection reports shall remain in an active status until the Airway Facilities Sector Manager is satisfied that all outstanding action items are cleared. The designated action offices are responsible for ensuring prompt followup to obtain correction of deficiencies disclosed through technical inspections. Whenever a required corrective action is beyond the authority or capability of the office involved, the matter shall be referred to higher authority in writing.

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Problems referred to higher levels are not automatically closed out or cleared. Followup action shall continue until problems are resolved or adjudicated. The sector, branch, and other offices assigned action items shall implement effective internal followup procedures, furnish periodic (e.g., quarterly) reports on the progress of assigned items, and annotate the file copy of the report to show the date each action was completed. All periodic reports and other supporting documentation indicating action taken to clear deficiencies shall be attached to the inspection report action item record file copy.

8. RETENTION. The two most recent periodic technical inspection reports for each facility, plus all special technical inspection reports since the most recent periodic inspection, together with the appropriate supporting records, properly annotated to show completion of clearing and closeout actions, shall be retained by the sponsor at the facility, the sector office and Field Program and Services Section, ASW-463. If jurisdictional responsibility for a facility is transferred to another sector for any reason, the sector file of inspection reports pertaining to that facility shall be transferred to the new sector headquarters.

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