

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8000.75A

8/12/02

SUBJ: AVIATION SAFETY INSPECTOR EN ROUTE INSPECTION PROCEDURES

1. **PURPOSE.** This order contains information and guidance concerning the authorization and conduct of en route inspections by Aviation Safety Inspectors (ASI), classification series 1825, of the Flight Standards Service (AFS). The procedures in this order provide guidance to Flight Standards personnel on the performance of en route work program responsibilities.

2. **DISTRIBUTION.** This order is distributed to the branch level in the Washington headquarters Flight Standards Service; and the Office of Aviation System Standards; to all Regional Administrators; to the Directors of the Mike Monroney Aeronautical Center; and the Europe, Africa, and Middle East Area Office; to the Regulatory Standards Division at the FAA Academy; to the branch level in the regional Flight Standards Divisions; to all Flight Standards District Offices; to all International and Aeronautical Quality Assurance Field Offices; to all Flight Standards Certificate Management Offices; and to all Aircraft Evaluation Groups.

3. **CANCELLATION.** Order 8000.75, Aviation Safety Inspector En Route Inspection Procedures, dated February 8, 1993, is canceled.

4. EXPLANATION OF CHANGES.

- a. The background has been revised in paragraph 5;
- b. The ASI's qualifications are addressed in paragraph 10;
- c. A voluntary proficiency en route inspection program is added in paragraph 11;
- d. A new paragraph 15 has been added regarding duty time for en route inspections and the applicability of a rest period following an extended en route inspection; and
- e. An evaluation process in paragraph 19 has been added.

5. BACKGROUND.

a. The Administrator established that ASIs are encouraged to conduct an en route inspection at every opportunity while on duty time. In this regard:

(1) The presence of a Federal Aviation Administration (FAA) ASI (referred to henceforth as "you") performing an authorized en route inspection onboard an aircraft makes a positive difference in aviation safety.

Distribution: A-W(FSNN)-3; A-XY-1; AMA-200 (80 cys);

Initiated By: AFS-120

(2) Whenever you (the holder of a 110A credential) are assigned the specific job function to conduct an en route inspection onboard an air carrier/air operator in the national airspace system, your successful accomplishment of that en route inspection, either in the pilot's compartment or in the cabin as assigned, is considered to be in the best interests of aviation safety, Flight Standards, and the traveling public.

(3) As managers and supervisors have responsibility regarding office work requirements and priorities, no en route inspection shall be conducted without prior authorization by the cognizant authorizing official. Normally, the cognizant authorizing official is the immediate supervisor unless designated otherwise by AFS management.

b. The objective of the en route inspection program is inspector observance of air carriers in the environment of the air transportation system and encouragement of the highest level of safety in air transportation. In this regard:

(1) En route inspections are one of the most important surveillance functions performed by ASIs and may be one of the most effective means of evaluating an air carrier's system safety attributes, thus contributing to meeting the mission needs of the FM.

(2) Cockpit and cabin en route inspections are one of the most efficient means of accomplishing these critical safety functions.

c. Consistent with office work requirements and priorities, managers and supervisors should encourage en route inspections to the benefit of the overall surveillance program. In this regard:

(1) Various documents have been published concerning AFS guidance and procedures with regard to en route inspections.

(2) This order consolidates that guidance and establishes standardized procedures for all AFS personnel involved with the en route inspection work program.

6. APPLICABILITY. This order is applicable to all en route inspection job tasks conducted by ASIs or any other inspectors designated by the Director, Flight Standards Service, AFS-1.

7. GENERAL.

a. AFS Management. Management controls are a necessary part of an effective surveillance program to ensure that every en route inspection is conducted in accordance with program goals and this order. In this regard:

(1) Supervisors and managers are responsible for ensuring that AFS work program or mission needs and objectives will be met before authorizing an en route inspection work activity.

(2) All inspectors, supervisors and managers should be aware of and take action to preclude an en route inspection that may provide the appearance of impropriety or reflect negatively on the agency.

b. Aviation Safety Inspectors. You are responsible for ensuring that you perform en route inspections and associated travel in accordance with your duties and assigned work programs. In this regard, a work program pertaining to the individual ASI will also include the assignment of a specific job function to perform an en route that has been approved by the supervisor that supports local, regional, or national mission needs or objectives.

c. Title 49 of the Code of Federal Regulations Part 99 requires all government employees to avoid the perception of a conflict of interest. In this regard:

(1) This order provides a system of tracking and accountability as a safeguard against abuse of the program.

(2) The paperwork required for each en route inspection must be properly executed and maintained on file in accordance with records management policies and procedures.

8. AUTHORIZATION OF EN ROUTE INSPECTIONS. Your supervisor gives authorization for an en route inspection. Either you or the supervisor may initiate planning for the en route inspection.

a. When a supervisor or manager determines that an en route inspection falls within the local, regional, or national work program, and you are appropriately qualified in accordance with this order, the supervisor or manager is encouraged to authorize the en route inspection.

b. If, due to unforeseen circumstances beyond your control, you require a change to the return leg of a previously authorized round trip en route inspection, you are to contact your supervisor or office manager. If, after reasonable efforts, you are not able to contact your supervisor or office manager, you are to select a return leg en route inspection that neither incurs any additional cost to the Employer nor significantly deviates from the return leg en route inspection that was originally authorized. In such instances, within a reasonable period of time after you return to your facility, you are to report the change to your supervisor. If requested, you are to provide acceptable documentation to the supervisor so the supervisor may assess whether the change was appropriate to the circumstances of the situation.

9. INSPECTOR ELIGIBILITY. Paragraph 10 outlines the minimum qualification requirements to conduct en route inspections. Other job functions, which may be combined with the conduct of en route inspection such as initial operating experience and check airman or aircrew program designee surveillance, may require additional qualifications and/or training. Supervisors should refer to appropriate handbook sections prior to qualifying and assigning new inspectors to en route inspections/surveillance and associated job functions.

10. INSPECTOR QUALIFICATIONS. To be eligible to conduct en route inspections, you must meet the following criteria:

a. You must successfully complete the En Route Inspection Course, Aviation Safety Inspector Indoctrination String Course (or previous FAA equivalent) appropriate to your specialty.

b. You must successfully complete all on-the-job training (OJT) pertinent to the conduct of en route inspections. All OJT must be documented in accordance with the appropriate OJT guide.

c. You must hold an FAA Form 1 10A, Aviation Safety Inspector's Credential.

11. EN ROUTE TASK FAMILIARIZATION, OJT, AND PROFICIENCY.

a. Familiarization and OJT.

(1) You should become familiar with the type of inspection, the air operator's procedures, and the specific aircraft being inspected before undertaking an en route task. You can accomplish this through OJT with your supervisor or with other experienced personnel qualified to conduct OJT. The responsible training supervisor or OJT instructor should qualify new inspectors to perform the en route job function by thoroughly briefing them before they are authorized to conduct en route inspections.

(2) Computer-based instruction (CBI) regarding en route procedures will be developed by the Flight Standards Training Division, AFS-500.

b. Voluntary Proficiency En Route Inspection Program. The following is established for a two (2) year period commencing on the effective date of this order:

(1) Process:

(a) During September (of each year during this program), you may voluntarily request to perform proficiency en route inspections, for the upcoming fiscal year, in order to maintain proficiency in the skills necessary to conduct en route inspections; and

(b) Within ten (10) working days (of the supervisor's receipt of your request), you and the supervisor will meet to jointly assess:

(i) The benefit to the Employer of you conducting the proficiency en route inspections; and

(ii) The need for you to conduct en route inspections in order for you to maintain proficiency.

(2) Authorization. If the supervisor determines that it is beneficial to the Employer for you to conduct proficiency en route inspections and that you need to conduct en route inspections to maintain proficiency in conducting en route inspections:

(a) You may be authorized to perform up to two (2) proficiency en routes per quarter -- each leg (outbound or return) is counted as one (1) en route inspection;

(b) The supervisor may determine the need for and authorize you to perform up to two (2) additional en route inspections per fiscal year to ensure you are proficient in conducting en route inspections; and

(c) En route inspections under this program shall be scheduled to help accomplish the en route surveillance program scheduled for that office for the fiscal year.

(3) Review of Program Outcomes. Within sixty (60) days prior to the end of the two (2) year period, this program will be evaluated to assess whether it should be modified, extended, or terminated:

(a) A work group, chartered by AFS-1, will conduct this review and provide recommendations to AFS- 1;

(b) Those unions representing AFS employees, who will be affected by changes to this program, will be invited to have a representative of that union to participate in this review; and

(c) If no decision is made by AFS-1 to modify or extend this program this program will automatically be terminated upon the conclusion of the two (2) year period.

12. SCHEDULING OF EN ROUTE INSPECTIONS.

a. Authority. Title 14 of the Code of Federal Regulations (14 CFR) sections 121.548, 121.581, 125.317, and 135.75 state an air operator's responsibilities with regard to an ASI's admission to the pilot's compartment and the availability of the flight deck observer's seat. While these requirements are established to ensure the availability of the flight deck observer's seat for FAA surveillance, you should be aware that air carriers and operators may use these seats for operational purposes such as required line checks, initial operating experience, and equipment observations by maintenance technicians.

b. Scheduling. To avoid scheduling conflicts, you should make a reasonable effort to schedule the flight deck observer's seat with the air operator before arriving at the airport, regardless of whether the inspection is planned for the flight deck or cabin. You should inform the air operator of your position as an ASI and of the requirement for the flight deck observer's seat for the conduct of an en route inspection on a "must fly" basis. These procedures should prevent scheduling conflicts between you and other personnel (who also have flight deck observer's seat eligibility) from the FAA, the National Transportation Safety Board, or the U.S. Secret Service as well as with air operator personnel who may rely upon the flight deck observer's seat to carry out required management and/or operational functions.

(1) Conflicts with Air Carrier Personnel. To avoid disruption of an air operator's operations, you should evaluate situations where conflicts arise over the use of the flight deck observer's seat. If after evaluation, you determine that an air operator management function, such as a line check, will create a conflict with regard to the flight deck observer's seat, you may determine that the planned en route inspection can be rescheduled. However, where you have a specific function that can only be performed aboard that particular flight, such as the surveillance of specific crewmembers or aircraft, you should conduct the inspection as planned.

(2) Conflicts with FAA or Other Governmental Agencies. You should handle scheduling conflicts concerning other FAA elements or governmental agencies that may arise after your arrival at the airport in a diplomatic and professional manner, and in an area isolated

from air operator personnel and passengers. While you have a statutory inspection and surveillance function to perform, you should attempt to ascertain the purpose of the other individual's need to occupy the forward observer's seat. Unless you determine that the other individual's need for the observer's seat is necessary and in the interest of safety, or to perform another regulatory function which cannot be delayed, you should inform the individual and the air operator that you have a "must fly" priority for the observer's seat.

(3) Simultaneous Cockpit and Cabin En Route Inspections. Conducting more than one cockpit or cabin en route inspection at the same time, on the same aircraft, is not permitted except when the supervisor(s) of the affected ASIs concur(s) and so authorize(s) that both inspections occur simultaneously because separate work functions exist and unique circumstances dictate that the cockpit and cabin en route inspections occur simultaneously.

c. Cockpit En Route Inspections in Aircraft not Equipped with Flight Deck Observer's Seat. With the exception of aircraft operated by a commuter air carrier under 14 CFR Part 135 that are not equipped with a flight deck observer's seat, there is no regulatory requirement for an operator to make a passenger seat in the cabin available to the FAA. If a cabin seat is required to conduct a cockpit en route inspection on an aircraft not equipped with a flight deck observer's seat, you should make an effort to inform the air carrier in advance to preclude disruption of the carrier's operations.

d. Cabin En Route Inspections in Aircraft Equipped with Flight Deck Observer's Seat. There is no regulatory requirement for an operator to make a passenger seat in the cabin available to the FAA for purposes of cabin en route inspection. To help ensure cabin en route and, in some cases, cockpit en route inspection work program planning and accomplishment, the flight deck observer's seat should be scheduled in advance. Upon arrival at the airport, you should inform the operator that you plan to perform a cabin en route inspection and request an available seat in the passenger cabin. Should a passenger seat not be available, you should use the scheduled flight deck observer's seat and conduct a cockpit en route inspection. You may not ask the operator to deny boarding to a revenue passenger to allow you a seat in the cabin on aircraft equipped with flight deck observer's seats.

13. COCKPIT EN ROUTE INSPECTIONS BY CABIN SAFETY INSPECTORS. The work program responsibility of the cabin safety inspector is the surveillance and inspection of cabin safety functions and equipment. This responsibility is primarily accomplished by cabin en route inspections. To maximize surveillance of those cabin safety functions and crew interfaces which are observable from the flight deck observer's seat, cabin safety inspectors are also authorized to conduct cockpit en route inspections and will be issued an unrestricted FAA Form 11 OA.

a. While conducting cockpit en route inspections, the cabin safety inspector's observations concerning crewmember interactions and cabin activities should include but are not limited to:

(1) Crew compliance with sterile cockpit procedures, including initiation and termination signals.

(2) Monitoring of aircraft public address system for required passenger briefings and announcements.

- (3) Cockpit-to-cabin crew coordination.
- (4) Notification of turbulent air penetration.
- (5) Handling of problem passenger(s) or in-flight medical emergencies.
- (6) Proper locking and entry procedures for the flight deck door.

b. Before departure or upon arrival at the gate, time and circumstances permitting, the inspector may observe passenger cabin safety preflight or postflight activities such as:

- (1) Inspection of aircraft emergency equipment.
- (2) Inspection of flight attendant-required personal equipment.
- (3) Surveillance of the passenger boarding/disembarkation process to ensure compliance with the air operator's approved carry-on baggage program.
- (4) Compliance with exit row seating program.
- (5) Appropriate flight attendant complement as required by the regulations with passengers remaining aboard the aircraft at the gate.

14. INSPECTOR CONDUCT ON EN ROUTE INSPECTIONS. In performing en route inspections, your actions are highly visible to airline employees and to the general public. You should be cautious when discussing FAA policy, activities, and/or technical matters that may be outside your knowledge or expertise and may reflect negatively on the FM. Also, you should avoid discussions concerning other operators or air carriers. You should avoid discussions concerning your activities before and after the en route inspection. If questioned, you should respond that you are performing official duties and checking and observing flight operations. If a passenger approaches you to inquire about the air operator, aircraft, or any other operational information, you should tactfully direct the passenger to the air operator's representative or agent. It is imperative that you use tact and good judgment at all times.

15. DUTY TIME WHILE CONDUCTING EN ROUTE INSPECTION AND REST FOLLOWING EXTENDED EN ROUTE INSPECTION.

a. When you conduct an authorized en route inspection, you will be on duty time for the period of time you are performing that en route inspection. Such period of duty time does not alter or supercede applicable FAA directives or pertinent provisions, if any, of an applicable collective bargaining agreement, if any.

b. If otherwise eligible, you may be authorized a rest following completion of an extended en route inspection. Such rest will be administered in accordance with the pertinent provisions of the FAA Travel Policy and the pertinent provisions, if any, of an applicable collective bargaining agreement, if any.

16. REPORTING AND RECORDING.

a. At the completion of an en route inspection or an Air Transportation Oversight System (ATOS) surveillance activity, you must complete:

(1) An appropriate FAA Form 8000-36, PTRS Data Sheet or an ATOS Surveillance Activity Report, as appropriate; and

(2) Any other recording documents per FAA orders and handbooks.

b. In addition to the information required by the appropriate inspector's handbook, you must enter the serial number of FAA Form 8430-1 3, Request for Access to Aircraft, used on the inspection in the appropriate block on the document used to report the en route inspection results.

17. ISSUANCE AND CONTROL OF FM FORM 8430-13. The key control document for the en route inspection program is FAA Form 8430-13, which is issued in booklets and is accountable property. Each facility charged with the responsibility for the issuance of these forms must establish a control system and internal audit procedures to track and assure accountability.

a. **Tracking Methods.** Tracking systems such as journal book entries or index card systems are acceptable methods of tracking accountability. The tracking system should include the documented serial numbers, name and signature of person issued the booklet, date of issuance, and any returned booklet covers and/or unused copies of FM Form 8430-1 3. Each inspector issued FAA Form 8430- 13 is responsible for the proper use and safekeeping of this form.

b. **Return of Forms.** Upon an inspector's separation or transfer from an office, region, or headquarters, all unused FAA Form 8430-13 booklets issued by that office must be accounted for and returned to the issuing supervisor or manager.

c. **Record Retention.**

(1) Each facility will maintain records of both the issuance and the return of FAA Form 8430-13, as well as the expended form booklets for 2 years.

(2) Yellow file copies of used FAA Form 8430-13 may be disposed of by the inspector's assigned office after 1 year.

18. DIRECTIVE FEEDBACK. All AFS employees are encouraged to identify the need for policy and procedural guidance that will ensure efficient work accomplishment. If you have noted a deficiency, clarification, or improvement that this directive may need, please use FAA Form 1320-1 9, Directive Feedback Information, included with this order, to submit your comments to the Manager, Administrative Management Branch, AFS-120, for consideration. If an interpretation is urgently needed, you may call the originating office for guidance, but you should follow up with submission of FAA Form 1320-19.

19. EVALUATION.

a. In order to ensure continuous improvement, this order will be evaluated within the first 12 months of implementation to assess whether the guidance and procedures set forth in this document are appropriate.

(1) A work group, chartered by AFS-1, will conduct this review and provide recommendations to AFS- 1.

(2) Those unions representing AFS employees, who will be affected by changes to this order, will be invited to have a representative of that union to participate in this review. The evaluation should include a review of a sample of FM Forms 1320-19 submitted during the previous year.

b. Additional or other reviews concerning this order may be initiated by AFS-1.



James J. Ballough
Director, Flight Standards Service



U.S. Department of
Transportation
**Federal Aviation
Administration**

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: Order 8000.75A

To: Manager, Administrative Management Branch: AFS-120

(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: _____