

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

SW 8000.30E

SOUTHWEST REGION

2/24/04

SUBJ: ACCESS TO AIRCRAFT FORM, FAA 8430-13

1. PURPOSE. This order establishes control procedures for the issuance and accountability of access to aircraft form, FAA 8430-13.

2. DISTRIBUTION. This order is distributed to Southwest Region Flight Standards Division, branch level, and all Southwest Region Flight Standards field offices.

3. CANCELLATION. Order SW 8000.30D, Access to Aircraft Form, FAA Form 8430-13, dated November 2, 1992, is canceled.

4. BACKGROUND. Accounting for and monitoring the use of FAA Form 8430-13 is essential to aircraft security.

5. EXPLANATION OF CHANGES. This revision gives new guidance on the issuance and retention of FAA Form 8430-13 booklets and provides guidance on steps to follow if booklet should be lost.

6. RESPONSIBILITIES.

a. Managers of field offices are responsible for appointing, in writing, an individual, with sufficient alternates, who has sole responsibility for the issuance and control of FAA Forms 8430-13, in accordance with this order and FAA Order 8000.75 as revised. The Flight Standards Division Manager will appoint the responsible individual for division staff specialists.

b. Unit managers and/or appropriate supervisors are responsible for ensuring that the access to aircraft forms are used only by authorized individuals in the performance of their official duties.

7. CONTROL LOGS. Locally developed logs will be used to receipt and account for books of the FAA Form 8430-13 until they are destroyed. When a shipment of the forms is received, each book will be entered on the appropriate log in numerical sequence by reflecting the from-to numbers of the forms in the book.

8. ISSUANCE OF BOOKS. Designated personnel will issue books of the FAA Form 8430-13 to eligible inspectors upon request. The date of issuance and the inspector's name will be entered in the appropriate log. An inspector may normally possess two books of 8430-13s, however, in special situations, the inspector's supervisor may approve up to four books.

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9. INSPECTOR'S PROCEDURES.

- a. Inspectors will issue the original of the FAA Form 8430-13 (white copy) to the carrier or operator for each en route or cabin inspection performed.
- b. Inspectors will complete the Record of Request Issued log each time an 8430-13 is used.
- c. If an 8430-13 form is completed and not used, both white and yellow copies will be marked "VOID" and will be left in the booklet. The Record of Request Issued log will also be marked "VOID" for the request number.

10. TURN-IN PROCEDURES. After all forms in the book have been used, the inspector will turn in the book to the appropriate or designated individual. A log entry will be made indicating the date of turn-in. Upon an inspector's separation or transfer from a field or regional office, all unused 8430-13 booklets issued by that office must be accounted for and returned to the appropriate or designated individual. Partially used booklets will not be re-issued. The booklets will be disposed of in accordance with procedures in paragraph 13.

11. VALIDATION. Semiannually, during March and September, the designated individual will verify that all outstanding books are still in the possession of the inspectors.

12. LOST BOOKS. In the event an inspector loses a book of 8430-13s, the inspector will sign a statement attesting that he has conducted a diligent search and cannot find the relevant book and considers it lost. The office manager will sign that he concurs with the inspector's statement. The signed statement will be filed in the appropriate log.

13. DISPOSITION.

- a. Completed booklets will be maintained for two (2) years, however the yellow copy of the 8430-13 may be destroyed after one (1) year.
- b. Control log pages may be destroyed after all booklets listed on the page have been destroyed.

14. SECURITY. Control logs and books of FAA Form 8430-13 will be secured so as to prevent loss.

/s/ Ronald McGarry for
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Manager, Flight Standards Division

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