



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

ORDER
8000.75C

Effective Date:
11/23/18

SUBJ: Aviation Safety Inspector En Route Inspection Procedures

1. Purpose of This Order. This order provides guidance on authorizing and conducting an en route inspection by an aviation safety inspector (ASI). The procedures in this order pertain to Flight Standards Service personnel in regards to the performance of en route work assignment responsibilities.

2. Audience. The audience for this order includes all of the Flight Standards Service, all regional administrators, the directors of the Mike Monroney Aeronautical Center (MMAC), the Federal Aviation Administration (FAA) Academy (AMA) Regulatory Standards Division (AMA-200), the Office of International Affairs (API), and any other ASI who holds an FAA Form 110A, Aviation Safety Inspector's Credential.

3. Where You Can Find This Order. You can find this order on the MyFAA employee website 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.av.s.faa.gov>. Air carriers (operators) can find this order on the FAA's website 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. Order 8000.75B, Aviation Safety Inspector En Route Inspection Procedures, dated August 29, 2005, is canceled.

5. Explanation of Policy Changes:

- Subparagraph 8c, a reference to international en routes was added.
- In paragraph 11, verbiage was added to instruct the ASI to use the second seat if two flight deck observer seats are installed when an official line check is being conducted by the airline.
- Paragraph 14 was amended to replace references to the Air Transportation Oversight System (ATOS) with references to the Safety Assurance System (SAS).
- Paragraph 17 was amended to allow for the new en route module tracking system for FAA Form 8430-13, Request for Access to Aircraft. This paragraph was also updated to explain en route coordinator and ASI responsibilities for issuance, security, retention, and surrender of 8430-13 booklets.
- This revision incorporates grammar and readability edits throughout the document and updates Flight Standards office information per the Future of Flight Standards (FFS) reorganization.

6. Applicability. This order is applicable to all en route inspection job tasks conducted by an ASI or any other inspector designated by the Executive Director, Flight Standards Service or their managers.

7. Background. Managers and supervisors are responsible for and must ensure that en route inspections are consistent with office work requirements and priorities, as well as in accordance with this order. When a supervisor or manager assigns an ASI who is the holder of a valid FAA Form 110A an en route inspection on board an air carrier/operator in the National Airspace System (NAS) (either on the flight deck or in the cabin), a successful accomplishment of that en route inspection makes a positive difference in aviation safety and benefits the FAA and the traveling public.

8. General.

a. Flight Standards Management. Management controls are a necessary element of an effective surveillance program which ensures that en route inspections are conducted in accordance with program goals and this order. Supervisors and managers are responsible for determining that Flight Standards work assignments or mission needs and objectives will be met before authorizing an en route inspection work activity. Managers and supervisors are responsible for making sure their assigned employees do not misuse FAA Form 8430-13, Request for Access to Aircraft. Managers or supervisors should run reports to ensure accuracy of the FAA Form 8430-13 entries into SAS.

b. ASIs. ASIs are responsible for performing en route inspections and associated travel in accordance with their duties and assigned work. (This may include the assignment of a specific job function to perform an en route inspection supporting mission needs or objectives.) ASIs should thoroughly understand FAA Order 8000.38, Aviation Safety Inspector Credentials Program, before conducting en route inspections. An ASI may not conduct an en route inspection without prior authorization by his or her supervisor or manager (unless designated otherwise by Flight Standards management). ASIs are expected to be dressed in appropriate and professional attire while conducting en route inspections.

c. International En Route Inspections. For specific information on planning and conducting an en route inspection on a U.S. air carrier to an international destination, an ASI must refer to FAA Order 8900.1 Volume 12, International Aviation. Direct all inquiries to the International Program Division.

d. Conflict of Interest. Title 49 of the Code of Federal Regulations (49 CFR) part 99 requires all government employees to avoid the perception of a conflict of interest. As such, ASIs and supervisors/managers should be diligently aware of and take action to preclude an en route inspection that may provide the appearance of impropriety or reflect negatively on the agency. In this regard:

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

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

9. Inspector Qualifications for Conducting En Route Inspections.

a. General. ASI qualifications required for conducting an en route inspection include possessing a current and valid FAA Form 110A and the supervisor's approval. Supervisors should confirm that any applicable on-the-job training (OJT) requirements are complete before approving an en route inspection.

b. Specialized Qualifications. Other job functions, which may be combined with the conduct of en route inspections, such as Operating Experience (OE) and check pilot/check Flight Engineer (FE) or aircrew program designee (APD) surveillance, may require additional qualifications and/or training. Supervisors should refer to appropriate directive sections before qualifying and assigning new inspectors to en route inspection surveillance and associated job functions.

10. Authorization of En Route Inspections.

a. Authorization and Planning. Supervisors/managers are encouraged to authorize an en route inspection if the ASI is appropriately qualified and the en route inspection supports the work assignments. An ASI or a supervisor/manager may initiate planning for an en route inspection. However, since an en route inspection is an assignment of work, the supervisor/manager must, among other things, consider whether or not the en route inspection is appropriate and cost effective, as well as determine whether or not to authorize the en route inspection before it is conducted.

b. Changes to Plans. If unforeseen circumstances require changes to a planned en route inspection, the ASI must contact and notify the supervisor/manager. If, after reasonable efforts, the ASI cannot contact and notify the supervisor/manager, the ASI is to select an en route inspection that incurs minimum additional cost to the FAA and does not significantly deviate from the en route inspection originally authorized. In such instances, the ASI will report the changes to the supervisor/manager within a reasonable period of time. If requested, the ASI will provide acceptable documentation to the supervisor/manager for analysis. The supervisor/manager will assess whether the changes were appropriate to the circumstances.

11. Scheduling of En Route Inspections.

a. Authority. Title 14 of the Code of Federal Regulations (14 CFR) part 121, §§ 121.548 and 121.581, part 125, § 125.317, and part 135, § 135.75 state the requirement for an air carrier/operator's responsibilities regarding an ASI's admission to the flight deck and the availability of the flight deck observer seat. While these requirements are established to provide for the availability of the flight deck observer seat for FAA inspections, air carriers and operators may use these seats for operational purposes such as required line checks, OE, and equipment observations by maintenance technicians.

b. Scheduling. To avoid scheduling conflicts, ASIs should make a reasonable effort to schedule the flight deck observer seat with the air carrier/operator before arriving at the airport, regardless of whether the inspection is planned for the flight deck or cabin. The ASI should inform the air carrier/operator of his or her position as an ASI and of the requirement for the flight deck observer seat for conducting an en route inspection on a "must fly" basis. These

procedures should help prevent scheduling conflicts between the ASI and other personnel (who also have flight deck observer seat eligibility) from the FAA, the National Transportation Safety Board (NTSB), or the U.S. Secret Service, or air carrier/operator personnel who may rely upon the flight deck observer seat to carry out required management and/or operational functions.

(1) **Avoid Scheduling Conflicts with Air Carrier/Operator Personnel.** To avoid disruption of an air carrier/operator's operations, the ASI should evaluate situations where conflicts arise over the use of the flight deck observer seat. If the evaluation determines that an air carrier/operator management function, such as a line check, will create a conflict with the flight deck observer seat, the ASI may determine that the planned en route inspection can be rescheduled. However, if the inspection includes a specific function that the ASI can only perform aboard that particular flight, such as the surveillance of specific crewmembers or aircraft, the ASI should conduct the inspection as planned. If there are two flight deck observer seats in the cockpit, consider using the secondary seat if the airline is conducting an official line check. Keep in mind that an ASI may only conduct an en route inspection from a secondary flight deck observer seat if that seat has been determined to be suitable. (Refer to the applicable aircraft Flight Standardization Board (FSB) report to determine suitability of flight deck observer seats.)

(2) **Scheduling Conflicts with the FAA or Other Government Agencies.** An ASI should resolve scheduling conflicts with other FAA elements or government agencies that may arise after his or her arrival at the airport in a diplomatic and professional manner. Discussions over the scheduling conflict should take place in an area isolated from air carrier/operator personnel and passengers. The discussion should establish purpose and need for the observer's seat. Unless it is determined that others need the observer's seat, and it is in the interest of safety, or it is to perform another regulatory function which cannot be delayed, the ASI should inform the air carrier/operator that he or she has "must fly" priority for the observer's seat.

(3) **Avoid Scheduling Simultaneous Cockpit and Cabin En Route Inspections.** Conducting more than one en route inspection at the same time, on the same aircraft, is not permitted except when the supervisors/managers of the affected ASIs concur and authorize a simultaneous en route inspection. This is permitted only when separate work functions and/or unique circumstances exist.

c. Cockpit En Route Inspections in Aircraft Not Equipped with Flight Deck Observer Seat. If a cabin seat is required to conduct a cockpit en route inspection on an aircraft not equipped with a flight deck observer seat, the ASI should make an effort to inform the air carrier/operator in advance to preclude disruption of the carrier's operations.

d. Cabin En Route Inspections in Aircraft Equipped with Flight Deck Observer Seat. No regulatory requirement exists that requires an operator to provide a passenger seat in the cabin to an ASI for purposes of cabin en route inspection. Therefore, the ASI should schedule the use of flight deck observer seat in advance.

(1) Upon arrival at the airport, the ASI should request access to the flight deck observer seat for a particular flight from the gate agent. After boarding the aircraft, the ASI should inform the captain and lead flight attendant (F/A) that his or her intent is to perform a cabin en route

inspection. If a seat is available (empty) after all passengers have boarded, the ASI may occupy the empty seat. The ASI should not ask the gate agent to assign a seat prior to boarding. Another ASI should not occupy the flight deck observer seat while the ASI conducts the cabin en route inspection, unless under the conditions stated in subparagraph b(3) above. If no passenger seat is available, the ASI should use the scheduled flight deck observer seat.

(2) An ASI may not ask the operator to deny boarding to a revenue passenger to accommodate an ASI with a seat in the cabin on aircraft equipped with flight deck observer seats. At no time should an ASI occupy an F/A jump seat when conducting a cabin en route inspection.

12. Cockpit En Route Inspections by an ASI – Cabin Safety (ASI-CS). The work assignment responsibility of an ASI-CS 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 that are observable from the flight deck observer seat, the ASI-CS is also authorized to conduct cockpit en route inspections and will be issued an unrestricted FAA Form 110A.

a. Recommended Observations. While conducting cockpit en route inspections, observations of 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 (PA) system for required passenger briefings and announcements.

(3) Flight-deck-to-cabin-crew coordination.

(4) Notification of turbulent air penetration.

(5) Handling of passenger conflict or in-flight medical emergencies.

(6) Proper locking and entry procedures for the flight deck door.

b. Preflight/Postflight Activities. Before departure or upon arrival at the gate, time and circumstances permitting, the ASI-CS may observe passenger cabin safety preflight or postflight activities such as:

(1) Inspection of aircraft emergency equipment.

(2) Inspection of F/A required personal equipment.

(3) Surveillance of the passenger boarding/disembarkation process and compliance with the air carrier/operator's approved carry-on baggage program.

(4) Compliance with exit row seating program.

(5) Appropriate F/A complement as required by the regulations with passengers remaining aboard the aircraft at the gate.

13. Inspector Conduct During En Route Inspections. Please note that the actions of ASIs performing en route inspections are highly visible to airline employees and the general public. ASIs represent the Administrator and everything they do and say will be noted either positively or negatively. During the course of an ASI's en route inspection duties, he or she should keep in mind the following:

a. Interaction with Air Carrier/Operator Employees. Although transportation from one airport to another is a byproduct, an ASI's sole purpose for being on the flight is to conduct the en route inspection. An ASI conducts an en route inspection to observe not only the aircrew operations, but all other operations in the NAS associated with the flight. If an ASI has any other priorities in mind, he or she is not authorized to conduct the inspection. Caution is strongly recommended when discussing FAA policy, activities, and/or technical matters that might be outside the ASI's knowledge or expertise and could reflect negatively on the FAA. In addition, the ASI should:

- Avoid discussing other air carriers or operators.
- Avoid discussing his or her activities before and after the en route inspection.

b. Interaction with General Public. It is imperative that an ASI utilizes tact and good judgment when interacting with the general public. Some possible scenarios and responses are listed below:

- If questioned by the general public, an ASI should state that they are performing official duties and checking and observing flight operations.
- If approached by a passenger who inquires about the air carrier/operator, aircraft, or any other operational information, an ASI should tactfully direct the passenger to the air carrier/operator's representative or agent.

14. En Route Inspections Conducted by Non-Certificate-Holding District Office (CHDO) Personnel. En route inspections are one of the FAA's most effective methods of accomplishing its air transportation surveillance objectives and responsibilities. These inspections provide the FAA with an opportunity to assess elements of the aviation system that are both internal and external to an operator. Our presence on the flight deck and in the cabin during commercial airline operations provides needed and positive public exposure. Our presence also informs the air carriers of our commitment to oversight and safety. To supplement the already existing surveillance process, additional ASIs such as Office of Safety Standards personnel may also be used for en route inspections. If qualified, non-CHDO ASIs are encouraged to conduct thorough en route inspections when able. Non-CHDO ASIs who are authorized by their managers to conduct en route inspections are also required to document the task in SAS in accordance with Order 8900.1. Managers are responsible for ensuring that their ASIs are properly documenting en route inspections.

15. Duty Time While Conducting En Route Inspection and Rest Period Following Extended En Route Inspection.

a. Duty Time. ASIs will be on duty for the period of time they are conducting an en route inspection. Such duty time does not alter or supersede applicable FAA directives or pertinent provisions of an applicable collective bargaining agreement.

b. Rest Period. If otherwise eligible, a rest period following completion of an extended en route inspection may be authorized. Such rest periods will be administered in accordance with the pertinent provisions of the applicable travel directives and collective bargaining agreement.

16. Reporting and Recording. For reporting and recording requirements for cabin en route inspections and cockpit en route inspections, refer to Order 8900.1, Volume 6, Chapter 2, Parts 121, 135, and 91 Subpart K Inspections. In addition to the information required by the appropriate inspector's handbook, the ASI will enter the FAA Form 8430-13 number used for the work function (i.e., line check, OE, or check airman observation) into the appropriate documentation used to report the job function. FAA Form 8430-13 is the FAA's documented access to the aircraft and must be used for any work function involving passenger and/or cargo flight operations.

17. Issuance and Control of FAA Form 8430-13. The control documents for the en route inspection program are FAA Form 8430-13 booklets. These booklets are accountable property. Managers are responsible for controlling the distribution of all 8430-13 booklets within their office. A manager can delegate authority for management and distribution of en route booklets to an en route coordinator or an alternate within their office. En route coordinators are responsible for the record maintenance, issuance, security, and internal audit reports of these en route booklets.

a. Tracking Method. En route Coordinators must use the 8430-13 En Route automated module to manage, track, and control the issuance of the 8430-13 booklets. The 8430-13 En Route Module is the new standardized automated tracking system that the 110A Program Office has implemented to manage the distribution and record control of 8430-13 booklets. Use of previous tracking systems such as journal book entries, index card systems, SharePoint, or Excel spreadsheets are no longer primary methods of tracking accountability.

b. 8430-13 Distribution. ASIs may obtain these 8430-13 booklets from any Flight Standards office with this new tracking system, regardless of office origin. All ASIs must schedule an appointment with an en route coordinator prior to obtaining, exchanging, or returning booklets. En route booklets must be obtained, exchanged, or returned in person to any Flight Standards office.

c. Quality Assurance. ASIs seeking issuance, exchanges, or returns will be responsible for providing the en route coordinator with the previous coordinator's name and the date and location of the last exchange (if applicable).

d. Book Limit. ASIs may have up to three 8430-13 booklets issued to them at any time. Booklet exchanges will be contingent upon the surrender of each completed booklet but cannot exceed three booklets.

e. En Route Booklet Surrender Protocol. Prior to retirement, resignation, termination, or separation from Flight Standards, all ASIs in possession of 8430-13 booklets are required to surrender the 8430-13 booklets to a designated en route coordinator.

f. Record Retention. Upon completion, the yellow copies in the booklet must be retained for 1 year. The rear cover containing the flight information must be retained for 2 years. Once all booklets noted on the log have been destroyed, control log pages may also be destroyed.

g. Security of FAA Form 8430-13. Unassigned 8430-13 booklets must be secured in a General Services Administration (GSA)-approved security container, safe, or similar security device to prevent loss. Designated en route coordinators or assigned alternates are responsible for verifying that all outstanding booklets are in the inspector's possession a minimum of twice a year.

h. Lost/Stolen En Route Books. If a book is lost or stolen, the inspector will notify within 72 hours an en route coordinator within a Safety Assurance office who will assist the ASI in entering a report via the FAA Web Incident Reporting Site (WebIRS) at <https://incidentreporting.faa.gov/>. The WebIRS summary must be emailed to the 110A Program Office at 9-AWA-AVS-AFS110A@faa.gov.

18. Directive Feedback Information. Direct questions or comments to the Air Transportation Division, Air Carrier Operations Branch at 9-AFS-200-Correspondence@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.



Rick Domingo
Executive Director, Flight Standards Service



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: Order 8000.75C, Aviation Safety Inspector En Route Inspection Procedures

To: Flight Standards Directives Management Officer, AFB-140 Directives Mailbox
(9-AWA-AFB-140-Directives@faa.gov)

(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: _____

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