

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1220.2F

3/22/95

FAA PROCEDURES FOR HANDLING NATIONAL TRANSPORTATION
SAFETY BOARD RECOMMENDATIONS

SUBJ:

1. PURPOSE. This order prescribes uniform procedures within the FAA for acting on and responding to recommendations made by the National Transportation Safety Board (NTSB). This order also implements Order DOT 2000.1D, Department of Transportation Procedures for Handling National Transportation Safety Board Recommendations.
2. DISTRIBUTION. This order is distributed to the office level in Washington and the regional certification directorates.
3. CANCELLATION. Order 1220.2E, Procedures for Handling National Transportation Safety Board Recommendations, dated February 16, 1990, is canceled.
4. BACKGROUND. The NTSB was established by statute in 1966, located within the Department of Transportation, to promote transportation safety by conducting independent accident investigations and by formulating safety improvement recommendations. Effective April 1, 1975, the NTSB was reestablished as an independent agency (reference Title III of the Transportation Safety Act of 1974 and the Independent Safety Board Act of 1974). The NTSB and the FAA have a common objective of promoting safety in aviation and preventing aircraft accidents within the scope of their respective statutory responsibilities. When accidents occur, FAA participates in the NTSB investigation to learn what accident prevention actions it should initiate to prevent a recurrence of similar accidents and to provide technical support to the NTSB. The NTSB has jurisdiction to investigate accidents to determine probable cause and to make recommendations to reduce the likelihood of recurrences of similar accidents.
5. EXPLANATION OF CHANGES. This revision reflects deletion of the quarterly report to the Office of the Secretary of Transportation on the status of all "open" NTSB safety recommendations and documents the revision of Order DOT 2000.1D, Department of Transportation Procedures for Handling National Transportation Safety Board Recommendations.

6. POLICY.

a. All NTSB safety recommendations will be given timely attention and full consideration. The NTSB safety recommendation responses will be prepared on a priority basis.

b. Periodic assessments will be made of the status of NTSB safety recommendations to ensure timely and appropriate FAA response action and to ensure that complete consideration has been given to each NTSB safety recommendation.

c. All NTSB safety recommendations will be coordinated fully with each affected organizational element before a substantive reply is made to the NTSB.

d. All NTSB safety recommendations will be considered active and subject to priority attention until appropriate action has been completed and the safety recommendations have been classified as "closed" by the NTSB.

e. Every effort will be made to resolve controversial NTSB safety recommendation issues in a timely manner.

7. RESPONSIBILITIES.

a. The Executive Secretariat, AOA-3, will:

(1) Assign the action for NTSB recommendations to the Office of Accident Investigation (AAI).

(2) Ensure signature of the formal initial response to the Chairman of the NTSB no later than 90 days after receipt of the initial safety recommendation (Section 307 of Title III of the Transportation Safety Act of 1974).

b. The Office of Accident Investigation (AAI) will:

(1) Serve as FAA's focal point for receiving, processing, managing, and tracking NTSB safety recommendations. Ensure compliance with this order and effective implementation of stated policy.

(2) Assign action to the appropriate program office(s) having subject matter responsibility for the NTSB safety recommendations.

(3) Serve as the liaison between FAA and the NTSB on all NTSB safety recommendation issues.

(4) Review and evaluate proposed responses to NTSB recommendations for adequacy, accuracy, and appropriateness in resolving the safety issue(s) addressed. Ensure that the agency's

actions are consistent with previous FAA actions taken on similar matters.

(5) Prepare initial FAA responses to NTSB safety recommendations for the Administrator's signature no later than 70 days after receipt of the NTSB safety recommendations.

(6) Coordinate for review and comment all FAA responses to NTSB safety recommendations with all affected organizational elements.

(7) Maintain a status log and file of all NTSB safety recommendations and correspondence.

(8) Conduct and lead meetings with FAA program offices and the NTSB to discuss and resolve controversial NTSB recommendation issues.

c. Headquarters program offices and regional program divisions assigned as an NTSB safety recommendation action office will:

(1) Designate principal and alternate coordinators for NTSB safety recommendations and notify AAI of the names, telephone numbers, and routing symbols. These individuals will serve as the points-of-contact on all NTSB safety recommendation issues.

(2) Conduct a technical evaluation of each NTSB safety recommendation received to determine the feasibility of implementing the recommendation or alternative action needed to respond to the safety recommendation issue. If an NTSB safety recommendation is misrouted, notify AAI immediately.

(3) Prepare proposed responses to NTSB safety recommendations. Headquarters and regional program offices are required to submit proposed response to AAI no later than 40 days after receipt of the initial safety recommendation. Provide an anticipated completion date for all proposed actions in response to the NTSB safety recommendations.

(4) Provide AAI with copies of all documents to support FAA's response to NTSB safety recommendations.

(5) Ensure that proposed responses address directly the NTSB safety recommendation issues and that proposed responses state clearly the agency's proposed course of action to address such issues. If alternative action is proposed or if the recommendation is rejected, either wholly or in part, provide justification for the agency's position.

(6) Coordinate proposed actions to address NTSB safety recommendations with all affected FAA elements prior to forwarding proposed response to AAI.

(7) Conduct periodic internal review of proposed actions in response to NTSB safety recommendations to ensure timely completion of stated actions. If major slippages are identified, notify AAI immediately of revised completion date.

(8) Respond to all followup correspondence from the NTSB within 30 days after receipt. If proposed actions involve long-term efforts, periodic status reports will be submitted to AAI.

8. REPORTING REQUIREMENTS.

a. The Annual Report to the Secretary on FAA's Responsiveness to NTSB Safety Recommendations and Accident Investigations will be prepared by AAI for the Administrator's signature. The report will be submitted to the Secretary on or before March 15 of each year and will address actions taken during the preceding calendar year. This report will:

(1) Assess the effectiveness of the statutory scheme for dealing with accident investigations.

(2) Identify any problem areas in the FAA's working relations with the NTSB.

(3) Recommend changes in procedures, relationships, or basic legal authority.

b. Headquarters program offices and regional program divisions will provide AAI with a quarterly report on the status of the "open" NTSB safety recommendations. This report will include the NTSB safety recommendation number, the FAA status, and an anticipated completion date for all actions in response to the NTSB safety recommendation.


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Administrator