



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

**ORDER
1800.56H**

Effective Date:
9/14/07

SUBJ: National Flight Standards Work Program Guidelines

1. Purpose of This Order. This order restates existing Flight Standards Service (AFS) policy for the development and execution of annual surveillance work programs. The order updates previous guidance regarding work activities and incorporates organizational changes. It identifies specific work functions AFS personnel must accomplish to provide a baseline of information and the appropriate assurances to assess the soundness of the aviation system.

2. Audience. This document pertains to AFS personnel who utilize annual surveillance work programs.

3. Where You Can Find This Order. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avr.faa.gov>.

4. Distribution. We will distribute this order to the Associate Administrator for Aviation Safety; to the branch level in the Washington headquarters AFS; to the program director, Federal Aviation Administration (FAA) Academy, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to all regional administrators; to the branch level in the regional AFS divisions; and to all AFS field offices.

5. Cancellation. This revision cancels FAA Order 1800.56G, National Flight Standards Work Program Guidelines, dated September 26, 2006.

6. Explanation of Policy Changes.

a. Paragraph 7c—Changed Regional Automated *Mainframe* Planning Software (RAMPS) to Regional Automated *Modular* Planning Software (RAMPS).

b. Replaced references to Order 8000.49 with Notice 8000.363, Flight Standards Geographic Program, throughout the document.

c. Replaced references to *geographic inspector* with *qualified inspector* throughout the document.

d. Appendix A Changes.

(1) Paragraph 2d(3)—Changed *air carrier* and *operator* to *certificate holder*.

(2) Paragraph 3a—Handbook name changed to FAA Order 8900.1, Flight Standards Information Management System (FSIMS). (Formally FAA Orders 8300.10, 8400.10, and 8700.1 now combined as one.)

(3) Paragraph 3b(1)—Revised language.

- (4) Paragraph 3b(3)—Added reference to paragraph 7 for special-emphasis activities.
- (5) Paragraph 3b(4)—Removed.
- (6) Paragraph 3c—Revised language in its entirety.
- (7) Paragraph 3c(2)—Changed Regional Automated *Mainframe* Planning Software (RAMPS) to Regional Automated *Modular* Planning Software (RAMPS).
- (8) Paragraph 5a(2)I—Deleted ASIs will ensure the Outsource Maintenance Organization Audit is accomplished using guidance from Element Performance Inspection (EPI) 1.3.7
- (9) Paragraph 5a(2)8—Deleted “ASIs will ensure the CASS inspection is accomplished using guidance from EPI 1.3.11.”
- (10) Paragraph 5a(10)(a)6—Deleted *Structural Inspection Program—3646*.
- (11) Paragraph 5a(15)—Title 14 of the Code of Federal Regulations (14 CFR) part 145-Air Agency-Repair Station—Revised language in its entirety; added Notes section to subparagraph (15)(e), and added 3653 and 5653.
- (12) Paragraph 5a(15)(k)—PTRS codes 3669 and 5669 are included.
- (13) Paragraph 5a(17) Airmen—Operations: Removed (a) and Note: moved (b) to (17).
- (14) Paragraph 5a(18)(a)—Increased the Designated Mechanic Examiner (DME) 3675 activity from one to two for each DME designated within the region.
- (15) Paragraph 5a(18)(b) Airmen-Airworthiness—Added (b) Conduct one designated parachute rigger examiner (DPRE) 3676 within the region (CHDO).
- (16) Paragraph 5b(1)—Revised language.
- (17) Paragraph 5b(2)(c)—Revised language.
- (18) Paragraph 6c(1)—Revised language.
- (19) Paragraph 7a—Added special emphasis for air tours.
- (20) Paragraph 7d—Off-hour surveillance done: changed schedule to accomplish.
- (21) Paragraph 7e(4)—Deleted.
- (22) Paragraph 7f—Notice 8000.307, Special Emphasis Inspection Program for Helicopter Emergency Medical Services, was cancelled. Reference to this document was removed.

- (23) Paragraph 7f(3)—Added subparagraphs (d) and (e) from subparagraph 7(f)(4).
- (24) Paragraph 7g(8)(a)—Codes changed to 3619 and 5619.
- (25) Paragraph 9a—Changed from “will conduct at least one Team Focused In-depth Inspection” to “will conduct a team-focused in-depth inspection.”
- (26) Paragraph 9b—Reference to HBAW 05-09C was removed because it is cancelled.

7. Flight Standards Work Functions.

a. To ensure the FAA fulfills its statutory and regulatory requirements, we have identified four safety areas as critical to ensure an overall level of safety within the aviation system. Listed in order by priority, the safety areas are: surveillance, investigation, certification, and aviation education. Regional division managers and office managers must retain the flexibility to effectively allocate resources to accomplish these tasks, while considering specific geographic and environmental factors, staffing, and budgetary constraints.

b. Each safety area has work functions for AFS personnel to complete. The accomplishment of these work functions is essential to ensure (1) the aviation community complies with regulations, standards, and safe operating practices; and (2) the FAA fulfills its oversight responsibilities. Regional AFS divisions plan and perform these tasks using available resources to accomplish the FAA mission. Regional division managers may use existing orders and policy guidance to implement the program.

8. Surveillance.

a. The U.S. Congress has authorized the Secretary of the Department of Transportation to inspect air operators, air agencies, and air personnel. Statutory requirements empower the FAA “to carry out the functions, powers, and duties of the Secretary of Transportation relating to aviation safety.” A significant duty of the FAA is to conduct surveillance in all areas of air commerce. This surveillance provides the FAA with accurate, real-time, and comprehensive information for the evaluation of the safety status of the air commerce system.

b. This order reaffirms the importance of the FAA AFS surveillance program in assuring maintenance of the highest level of safety within the aviation community. Each field-level organization, in accomplishing their required surveillance program, receives support from AFS. Appendix A contains a description of specific surveillance activities a field office must accomplish. We will revise the surveillance requirements in Appendix A annually—or as necessary—to ensure AFS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment or community.

c. We consider all required surveillance work activities (R-items) listed in Appendix A as essential. We must accomplish these work activities regularly to ensure we fulfill the statutory and regulatory oversight responsibilities of the FAA. AFS considers the level of surveillance activities required by this order as a minimum. Accomplishment of these work functions is essential to provide reasonable assurance of continued compliance with regulations, standards, and safe operating practices. We use the Regional Automated Modular Planning Software to

identify the requirements outlined in this order and to assign R-items to the Flight Standards District Offices, international field offices, certificate-holding district offices, and certificate management offices.

d. Because R-items are top priority for AFS, they must be accomplished within the annual work cycle. Offices should carefully plan surveillance activities, but when necessary, offices may reschedule accomplishment of these activities to accommodate urgent situations associated with other important safety-related functions. We encourage the systematic programming of surveillance activity throughout the year to avoid extraordinary effort at the end of year closeout. Regional AFS divisions plan the performance of these surveillance tasks using available resources to effectively accomplish the FAA mission. Regional division managers may use existing orders and policy guidance to implement the program.

e. We emphasize quality and thoroughness in the performance of all surveillance activities. The accomplishment of these critical work functions ensures compliance with the regulations and standards and examines safe operating practices within the aviation industry.

f. Under a system safety concept of oversight, we must validate a certificate holder's active systems to ensure they continue to meet their intended regulatory and safety objectives. Validation is the oversight function that ensures continuing operational safety. The performance assessments provided for in the required inspection program verify that certificate holders maintain their originally approved or accepted system design. Such assessments also validate that a certificate holder's operating systems produce intended results, which include control of hazards and associated risk. Surveillance is a tool to provide information for performance assessments and risk management. The emphasis on completing required inspection items allows for assessment of system status rather than simple tabulation of observed deficiencies. Documenting that a process is performing as intended is as important as documenting deficiencies. We cannot regard the absence of negative observations as a substitute for assertive evidence that the process performs as intended. Audit data should supply objective evidence of the adequacy or inadequacy of a system.

g. In continuing support of the FAA's Flight Plan goal to reduce accidents, AFS requires all principal inspectors (PI) to target their safety surveillance on risk and/or safety assessment.

(1) This order outlines a baseline, periodic audit, which requires PIs to validate critical certificate holder programs and systems. This baseline is only the initial part of a comprehensive oversight program. Its purpose is to control the risk of undetected failure within critical systems and ensure possible latent risks caused by deficiencies do not remain undetected. In addition to this baseline, PIs must conduct a safety assessment (using the Surveillance and Evaluation Program, Work Program Management Process or any other risk management process) of their assigned certificate holders. This safety assessment analyzes many factors, including the results of prior inspections and significant events.

(2) This order emphasizes the requirement to use the Safety Performance Analysis System (SPAS) for safety assessment, surveillance planning, decisionmaking, certification, and investigation, as appropriate. SPAS is a major tool for managing a risk-based work program and

is the foundation for a data-driven approach to safety. SPAS performance measures help the FAA identify trends to effectively focus resources.

(3) Using the results of this assessment, PIs will create their annual work program and conduct regular safety reassessments or reviews of their annual work program. PIs are required to act upon emerging trends, safety concerns, and changes in the aviation environment as they develop throughout the year.

9. Investigations. We generate these work activities on an “as required” or “as discovered” basis. Surveillance work activities generate many of the compliance and enforcement investigations. The FAA uses investigations to determine causal factors of potential or actual problem areas. Investigations are the vehicle to effect appropriate corrective action. We must emphasize the investigations that have the greatest potential for identifying and targeting significant adverse safety trends that may result in safety recommendations.

10. Certification. The certification work activities validate the competency of an air operator, air agency, or airman, and their compliance with appropriate statutory and regulatory requirements before working in the commercial aviation industry. For work program purposes, inspections that are required to support the continued holding of a certificate use 1600-, 3600-, and 5600-series Program Tracking and Reporting Subsystem (PTRS) activity codes. These activity codes particularly pertain to entities outside the United States that hold certificates that expire regularly. Certification work activities must be thorough to ensure the competency that the safety regulations require. There are unique complexities and safety implications for air carrier certification. For issuing airman and aircraft certificates, a designee is appointed under 14 CFR part 183 as a representative of the FAA Administrator to examine, inspect, and test aircraft and persons.

11. Aviation Education. As an integral part of meeting the FAA’s statutory obligation to promote aviation safety, AFS provides aviation education and guidance to all segments of the aviation community. Aviation education targets the general aviation community and enjoys an important human factors role in the relationship that the FAA has with the flying public.

12. Reporting Procedures and Data Collection.

a. The FAA maintains data in the Vital Information Subsystem (VIS) regarding air carriers, air agencies, and air personnel. We frequently use VIS to report statistical information about AFS to internal or external organizations. We also use this data for work program planning, the follow-on analysis of work activities, and defining the environmental complexity at all levels within AFS.

b. The primary purpose in requiring surveillance, investigation, and certification work functions is to obtain sufficient amounts of information about the operating procedures, oversight process, and inspection results for air carriers, air agencies, and airmen. Analysis and evaluation of the data is necessary to identify trends that may negatively impact aviation safety. In addition, appropriate corrective actions and followup activities are essential to ensure the success of the annual surveillance work program.

c. We identify AFS surveillance work functions by four-digit activity numbers, and the associated part in 14 CFR to allow data entry into PTRS. Field office managers and supervisors must establish procedures to periodically review data for quality to ensure that PTRS data is complete, consistent, valid, and correct according to the guidance in the PTRS Procedures Manual, current edition.

d. When appropriate, inspectors should correctly record followup actions in PTRS to monitor corrective actions by an aviation organization. Aviation safety inspector (ASI) opinion codes that require a comment should reflect factual data and be accurately recorded as I, information; P, potential; or U, unacceptable. Correctly recording Us and Ps provide valuable information from the ASI about the certificate holder or air agency.

ORIGINAL SIGNED by

John M. Allen for

James J. Ballough
Director, Flight Standards Service

Appendix A. Work Program Activities

1. Purpose. This appendix provides a structure for the development of a work program and the requirements for specific surveillance activities performed by the Flight Standards Service (AFS) for the fiscal year (FY) beginning October 1, 2007. This appendix also contains recommendations for additional planned surveillance work activities (P-items) and special emphasis areas, which aviation safety inspectors (ASI) should consider when preparing a total surveillance work program.

2. General. The AFS work program consists of required surveillance work activities (R-items) and P-items.

a. R-items comprise the mandatory core inspection program based on critical oversight issues, which have been identified at a national level. The required inspection program provides an essential level of surveillance activity for certificate holders.

b. P-items provide comprehensive targeted inspections, which meet special surveillance requirements for each certificate holder operating within a field office's geographic district. P-items make up the depth and substance of each office's annual work program, and the field office should tailor them to the continually changing local aviation environment. We developed the special emphasis inspection areas from safety trends that affect aviation safety. We have included them in paragraph 7 to assist field offices in preparing the P-item program.

c. Exclusions from the National Work Program. In this appendix, all references to Title 14 of the Code of Federal Regulations (14 CFR) part 121 certificate holders exclude the air carriers that have surveillance work programs developed under the Air Transportation Oversight System (ATOS). ATOS air carriers have separate surveillance requirements and work programs developed by individual certificate management teams (CMT), as defined by ATOS.

d. Annual Work Program Closeout Procedures. The Work Program Management Process (WPMP) is continuous throughout the year. Field offices must complete the national R-items, which form the central core of activities for the annual work program, by September 30 each year.

(1) To assist principal inspectors (PI) with fourth quarter work program planning, we generate as P-items areas of risk identified through the Surveillance and Evaluation Program (SEP) during the fourth quarter. We schedule the completion dates for these P-items at some point in the fourth quarter.

(2) We will generate areas of risk identified through SEP during the fourth quarter as R-items or P-items based on risk priority and SEP instructions. The scheduled completion dates will be at some point in the new FY work program planning cycle.

(3) If an ASI identifies an area of risk that a certificate holder must address during the fourth quarter, the ASI should initiate corrective actions with the certificate holder. The ASI should then plan surveillance activities to ensure the certificate holder has successfully implemented any corrective actions. Incorporate additional surveillance activities on that certificate holder into the new FY planning cycle.

3. Surveillance Work Program Planning and Resources. Completion of R-items is mandatory; offices should carefully schedule them to maximize efficiency and cost effectiveness. Surveillance is a vital function AFS field office personnel perform to ensure safety and regulatory compliance in the aviation system. Accurate planning, high-quality inspections, and precise reporting are essential.

a. Offices must plan work functions and report them in accordance with the guidance in the current editions of:

- FAA Order 8300.10, Airworthiness Inspector's Handbook
- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook
- FAA Order 8700.1, General Aviation Operations Inspector's Handbook
- Flight Standards Information Bulletins
- Program Tracking and Reporting Subsystem (PTRS) Procedures Manual
- Safety Performance Analysis System (SPAS) WPMP
- Vital Information Subsystem (VIS) Procedures Manual

Note: FAA Orders 8300.10, 8400.10, and 8700.1 will be combined into one electronic document, FAA Order 8900.1 Flight Standards Information Management System.

b. AFS plans the required surveillance program on a national and international level, and assigns its accomplishment to individual regions.

(1) Each ASI who has surveillance responsibilities will carefully plan for the accomplishment of surveillance using data analysis and personal subject matter expertise concerning the certificate holder's operations.

(2) Do not leave required inspections of certificate holders that have seasonal, irregular, or infrequent operations until the end of the FY when lack of ASI resources or the business operations of the certificate holder make an inspection impossible.

(3) Include recommended special emphasis work activities (refer to paragraph 7) in planned surveillance as necessary.

c. It is extremely important that all National Vital Information Subsystem records are current and accurate because the National Work Program Guidelines (NPG) work programs are generated utilizing this data. This order reaffirms the requirement for these files to be validated at least once every 12 months or sooner if information changes. In an effort to obtain the most accurate information possible for the annual surveillance work program, this validation should be as close as possible to the annual VIS snapshot. The VIS snapshot is normally conducted on the last Saturday of July.

(1) For part 121 certificate holders, AFS assigns all R-items to the certificate-holding district office (CHDO). The PIs have the option of assigning R-items to the appropriate geographic Flight Standards District Office (FSDO) or accomplishing R-items within the CHDO. The CHDO may automatically accomplish the geographic assignment of R-items during the planning cycle using the Source Environmental Report, or manually through the PTRS transfer process.

(2) The Regional Automated Modular Planning Software (RAMPS) coordinator assigns all other R-items as a regional responsibility. Managers and supervisors will ensure that qualified and trained ASIs accomplish the inspection work activities. Supervisors should consider the quality of work performed as a performance appraisal item.

d. If the subject of the required inspection item (e.g., operator, airman, aircraft) has changed or is no longer active within the district, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the FSDO of the disposition of the inspection. RAMPS coordinators will work together to resolve interregional transfer of inspections.

e. Three fields may *not* be changed in an R-item to accomplish the inspection; they are: designator code, 14 CFR part, and activity number. Inspectors can change all other fields in a national R-item, including airman name, make/model, and airport location.

f. Field office managers will monitor the staffing and fiscal resources necessary to complete their national surveillance work programs on a monthly basis.

(1) Managers should identify projections of resource shortfalls as early in the FY as possible. Field office managers will communicate any resource issues to the regional RAMPS coordinators. RAMPS coordinators will consider known staffing resource shortfalls in the field offices before the assignment of geographic or modifiable R-items within the region.

(2) All field offices have additional resources available through the regional divisions and headquarters. Cancel and terminate R-items only under the provisions in paragraph 5c, Work Program Revisions and Deviation Authority.

g. Non-ATOS, part 121 CHDOs will complete the work program requirements of this order. These CHDOs will use the SEP throughout the year to ensure a continuous assessment of the safety status of assigned air carriers. This SEP review may require a modification and/or retargeting of an inspector's work program. Apply the SEP according to the requirements of this order. Download the SEP work instructions from http://www.faa.gov/safety/programs_initiatives/oversight/atos/surveillance/.

4. Changes to This Appendix. To maintain the highest level of safety within the aviation system, we will annually review work program requirements for changes. Future changes of surveillance requirements outlined in this appendix will occur through a revision to this order.

5. Required Surveillance. This paragraph lists surveillance activities for air carriers, air operators, air agencies, and air personnel. The surveillance required by this paragraph has priority over other work activities. You can only amend these work activities using the work program revision and deviation authority procedures contained in paragraph 5c. ASIs must

prepare a PTRS transmittal for each specific surveillance activity performed and include information on all findings observed in section IV, Comments, of the transmittal.

a. Required Work Activities.

(1) Part 121 Domestic/Flag/Supplemental—Operations.

(a) 1.0, Aircraft Configuration Control. Perform either of the following:

1. Conduct one ramp inspection (1622) on each make and basic model aircraft operated by each operator within the region (environmental).

2. Conduct two ramp (1622) inspections on each make and basic model aircraft operated by each operator solely within the region (CHDO).

(b) 2.0, Manuals. Manual/Procedures (1621): Conduct one inspection on each operator that is certificated within the region (CHDO).

(c) 3.0, Flight Operations.

1. En Route—Cockpit (1624) Conduct one inspection on each operator that is certificated within the region; conduct one on each make and basic model aircraft operated. (CHDO).

2. En Route—Cockpit (1624). On each operator that operates within the region, conduct one inspection on each make and basic model (environmental).

3. En Route—Cabin (1625). Conduct two inspections on each operator that is certificated within the region (CHDO). This inspection is required when the aircraft configuration requires a flight attendant.

4. En Route—Cabin (1625). On each operator that operates within the region, conduct one inspection on each make and basic model when the aircraft configuration requires a flight attendant (environmental).

5. Deicing/Anti-icing (1637). Conduct one inspection on each operator that is certificated within the region (CHDO).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply due to weather conditions.

6. Trip Records (1628). Conduct one inspection on each operator that maintains these records within the region (environmental). (Those required by part 121, sections 121.695 or 121.697, as appropriate.)

7. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each operator that maintains these records within the region (environmental).

8. Cargo Checks (1638). Conduct two inspections on each operator that is certificated within the region (CHDO).

(d) 4.0, Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each operator that is certificated within the region (CHDO).

2. Training Program (1626). Conduct one inspection on each applicable training program that is conducted within the region (environmental). The four training programs are: dispatch, flight attendant, flight engineer, and navigator.

3. Crew/Dispatcher Records (1627). Conduct one inspection on each operator that maintains these records within the region (environmental).

(e) 5.0, Route Structures. Facility (1635): Conduct one inspection on each operator that maintains a facility within the region (environmental).

(f) 6.0–8.0, Reserved.

(2) Part 121 Domestic/Flag/Supplemental—Airworthiness.

(a) 1.0, Aircraft Configuration Control.

1. Outsource Maintenance Organization (one 3617 and one 5617). Conduct one inspection for each air operator that has contract maintenance providers who perform maintenance (CHDO).

2. Suspected Unapproved Parts Detection Procedures (one 3622 or one 5622). Conduct one inspection on each operator within the region (CHDO or environmental).

3. Deicing/Anti-icing (3625). Conduct one inspection on each operator certificated within the region (CHDO).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply due to weather conditions.

4. Ramp (one 3627 or one 5627). Conduct one inspection on each make and basic model aircraft for each certificate holder operating within each region (CHDO or environmental).

5. Spot (two 3628 and one 5628). Conduct inspections on each make and basic model aircraft conducting scheduled maintenance for each district office (environmental).

6. En Route Cockpit (one 3629 or one 5629). Conduct one inspection on each make and basic model aircraft for each certificate holder operating within each region (CHDO or environmental).

7. Aircraft Records (one 3634 and one 5634). Conduct one inspection for each make and basic model aircraft if these records are maintained within the region (environmental).

8. Continuing Analysis and Surveillance System (one 3635 and one 5635). Conduct one inspection on each operator within the region (CHDO).

9. Reliability Program (3636). The RAMPS will schedule a maintenance R-item inspection for each operator reliability program. If an inspection is scheduled for a nonexistent program, terminate the inspection requirement in accordance with the deviation authority contained in paragraph 5c (CHDO). Conduct one inspection on each operator within the region (CHDO).

10. Inspection Program (one 3637 and one 5637). One of each program review on each make and basic model aircraft operated (CHDO).

11. Fuel Facility (3638). Conduct one inspection on each operator within the region (CHDO or environmental).

12. Weight and Balance Program (one 3639 or one 5639). Conduct one inspection on each make and basic model operated (CHDO).

13. Contract Maintenance Facility (one 3640 and one 5640). Conduct one inspection for each air operator that uses contract maintenance facilities that perform substantial maintenance (CHDO). ASIs will ensure the contract maintenance facility inspection is accomplished using the guidance from Element Performance Inspection (EPI) 1.3.7.

Note: ASIs will use the Affiliated Designator field as appropriate when completing PTRS transmittals or list the name of the maintenance provider in the Non-Cert Activity Name/Company block if a designator does not exist.

14. Contract Maintenance Facility (one 3624 and one 5624). Conduct one inspection for each air operator that uses contract maintenance facilities that perform other than substantial maintenance (CHDO). ASIs will ensure the contract maintenance facility inspection is accomplished using the guidance from EPI 1.3.7.

Note: ASIs will use the Affiliated Designator field as appropriate when completing PTRS transmittals or list the name of the maintenance provider in the “Non-Cert Activity Name/Company” block if a designator does not exist.

15. Structural Inspection Program (3646). Conduct one program review on each make and basic model aircraft operated (CHDO).

16. Structural Spot (3647). Conduct two inspections for each make and basic model aircraft if structural inspections of that basic make and model are performed within the region (environmental).

17. Airworthiness Directive Compliance Inspection (one 3649 or one 5649). Conduct one inspection on each make and basic model aircraft (CHDO).

(b) 2.0, Manuals. Manual/Procedures (one 3626 and one 5626): Conduct one inspection on each operator within the region (CHDO or environmental).

(c) 3.0, Flight Operations. Cargo Check (3623): Conduct two inspections on each operator that is certificated within the region (CHDO).

(d) 4.0, Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633): Conduct one inspection on each operator within the region (CHDO or environmental). ASIs will ensure the maintenance training program inspection is accomplished using the guidance from EPI 4.2.1.

(e) 5.0, Route Structures. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one at each location that has company maintenance personnel and hangar facilities (environmental).

(f) 6.0–8.0 Reserved.

(3) Part 125—Operations.

(a) Main Base Inspection (1616). Conduct one inspection on each operator that is certificated within the region (CHDO).

(b) Ramp Inspection (1622). Conduct one inspection on each operator that is certificated within the region (CHDO).

(4) Part 125—Airworthiness.

(a) Conduct one of each of the following inspections on each make and basic model aircraft for each operator that is certificated within the region (CHDO):

(b) Ramp (one 3627 or one 5627).

(c) Spot (one 3628 or one 5628).

(d) Aircraft Records (one 3634 or one 5634).

(e) Inspection Program (one 3637 and one 5637).

(f) Airworthiness Directive Compliance Inspection (one 3649 and one 5649).

(g) Suspected Unapproved Parts Procedures (one 3622 or one 5622). Conduct one inspection on each operator certificated within the region (CHDO).

(5) Part 125 Deviation Holder—Operations and Airworthiness. Conduct one of each of the following inspections on each deviation holder (CHDO):

(a) Part 125 Deviation Holder (1683).

(b) Part 125 Deviation Holder (one 3690 or one 5690).

(6) Part 129 Foreign Air Carriers—Operations and Airworthiness.

(a) This requirement applies to operators designated as foreign air carriers per operations specifications (OpSpecs), paragraph A001.

1. Conduct one of each ramp (1622, 3627, and 5627) inspection on each scheduled passenger and/or cargo operators whose OpSpecs have been issued within the region (CHDO).

2. Conduct one of each ramp (1622, 3627, and 5627) inspection on every scheduled operator that operates within the region (environmental).

3. Conduct a ramp (1622, 3627, and 5627) inspection of a nonscheduled foreign operator utilizing an aircraft with 20 or more seats whose OpSpecs have been issued within the region and are subject to the reporting requirements of OpSpecs paragraph A039 (CHDO). Surveillance of the operators must be rotated from year to year.

4. OpSpecs holders who are from countries classified as Category 2 under the International Aviation Safety Assessment Program will receive two of each ramp (1622, 3627, and 5627) inspection while operating within the region (environmental).

(b) For International Field Offices (IFO) issuing part 129, section 129.14 approvals, conduct one of each inspection program (3637 and 5637) (CHDO).

Note: Only ASIs who have met the following training requirements can conduct these ramp inspections: (1) special training required by the International Programs and Policy Division, AFS-50; or (2) completed online training course 27026, Part 129 Ramp Inspections; or (3) are permanently assigned to an IFO, and have completed all required on-the-job training.

(7) Part 133 Operator.

(a) Operations. Conduct a ramp (1622) or a site (1623) inspection on a minimum of 10 percent of the operators certificated within the region (CHDO). Surveillance of these operators must be rotated from year to year.

(b) Airworthiness. Conduct a ramp (3627) or one spot (3628) inspection on a minimum of 10 percent of the operators certificated within the region. Surveillance of these operators must be rotated from year to year.

(8) Part 135 Commuter—Operations. This requirement applies to operators designated as commuters per OpSpecs, paragraph A1a.

(a) 1.0, Aircraft Configuration Control.

1. Ramp (1622). Conduct two inspections on each make and basic model aircraft for each commuter operator that is certificated within the region (CHDO).

2. Ramp (1622). Conduct two inspections on each make and basic model aircraft for each operator that operates within the region (environmental). If the CHDO is the same as the geographic office, the inspections will not be assigned.

(b) 2.0, Manuals. Manual/Procedures (1621): Conduct one inspection on each operator that maintains the manual/procedures within the region (environmental). This is not required for single-pilot or single pilot-in-command operators.

(c) 3.0, Flight Operations.

1. En Route—Cockpit (1624). Conduct one inspection on each make and basic model aircraft for each operator that operates within the region (environmental). If the CHDO is the same as the geographic office, the inspection will not be assigned.

2. En Route—Cockpit (1624). Conduct one inspection on each make and basic model aircraft for each commuter operator that is certificated within the region (CHDO).

3. Crew/Dispatcher Records (1627). Conduct one inspection on each operator that maintains crew/dispatcher records within the region (environmental).

4. Trip Records (1628). Conduct one inspection on each operator that maintains trip records within the region (environmental). (Those required by part 135, section 135.63, paragraphs (c) and (d).)

5. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each operator that maintains dispatch/flight following/flight locating within the region (environmental).

6. Deicing/Anti-icing (1637). Conduct one inspection for each air operator certificated within the region (CHDO).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply because of weather conditions.

(d) 4.0, Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each commuter operator that is certificated within the region (CHDO).

2. Training Program (1626). Conduct one inspection on each applicable training program that is conducted or contracted for within the region (environmental). The four training programs are: Dispatch, Flight Attendant, Flight Engineer, and Navigator.

(e) 5.0, Route Structures. Facility (1635) Inspection. Conduct one inspection on each operator that maintains a facility within the region (environmental).

(f) 6.0–8.0 Reserved.

(9) Part 135 On-Demand—Airworthiness and Operations. This requirement applies to operators designated as on-demand per OpSpecs, paragraph A1a.

(a) 1.0, Aircraft Configuration Control.

1. Ramp (1622). Conduct one inspection on a minimum of 10 percent (minimum of 25 percent for Alaska region) of all on-demand operators that are certificated within the region (CHDO). Surveillance of these operators must be rotated from year to year.

2. Ramp (1622). Conduct one inspection on each make and basic model aircraft for each helicopter emergency medical services (HEMS) operator that is certificated within each region (CHDO or environmental).

3. Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each HEMS operator that is certificated within each region (CHDO or environmental).

(b) 2.0, Manuals. Manual/Procedures (1621): Conduct one inspection on each on-demand operator that is certificated within the region (CHDO). This is not required for single-pilot or single pilot-in-command operators.

(c) 3.0, Flight Operations.

1. Crew/Dispatcher Records (1627). Conduct one inspection on each on-demand operator that is certificated within the region (CHDO).

2. Trip Records (1628). Conduct one inspection on each on-demand operator that is certificated within the region (CHDO). This is not required for single-engine aircraft.

3. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each HEMS operator that is certificated within the region (CHDO).

(d) 4.0, Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each on-demand operator that is certificated within the region (CHDO). This is not required for single-pilot or single pilot-in-command operators.

2. Training Program (1626). Conduct one flight attendant inspection on each on-demand operator that is certificated within the region (environmental).

(e) 5.0, Route Structures.

1. Main Base Inspection (1616). Conduct one inspection on each HEMS operator that is certificated within the region (CHDO).

2. Facility (1635) Inspection. Conduct one inspection on each HEMS operator that is certificated within the region (CHDO).

3. Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each HEMS operator that is certificated within the region (CHDO).

(f) 6.0–8.0 Reserved.

(10) Part 135—Airworthiness. This requirement applies to any operator whose largest aircraft is maintained under part 135, section 135.411(a)(2), 10 or more passenger seats.

(a) 1.0, Aircraft Configuration Control.

1. Suspected Unapproved Parts Detection Procedures (one 3622 and one 5622). Conduct one inspection on each operator (CHDO or environmental).

2. Ramp (3627 or 5627) or Spot (3628 or 5628) Inspections. Conduct two in any combination, on each make and basic model aircraft of each on-demand operator that is certificated within the region (CHDO). These two inspections may be chosen from any combination of the following PTRS activities: 3627, 5627, 3628, or 5628 (CHDO).

3. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft if these records are maintained within the region (CHDO).

4. Continuing Analysis and Surveillance System (one 3635 and one 5635). Conduct one inspection on each operator (CHDO).

5. Inspection Program (one 3637 and one 5637). Conduct one inspection on each make and basic model aircraft for each operator (CHDO).

6. Structural Spot (3647). Conduct two inspections on each make and basic model aircraft when structural inspections of that basic make and model are performed within the region (environmental).

7. Airworthiness Directive Compliance Inspection (one 3649 or one 5649). Conduct one on each make and basic model aircraft. Conduct one inspection for each operator (CHDO).

(b) 2.0, Manuals. Manual/Procedures (one 3626 and one 5626): Conduct one inspection on each operator (CHDO or environmental).

(c) 3.0, Flight Operations. Deicing/Anti-icing (3625): Conduct one inspection for each operator certificated within the region (CHDO). Conduct one inspection on each operator (CHDO or environmental).

Note: RAMPS coordinators may terminate any of the deicing/anti-icing inspections that do not apply because of weather conditions.

(d) 4.0, Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each operator (CHDO or environmental).

(e) 5.0, Route Structures.

1. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each operator within the region (environmental).

2. Contract Maintenance Facility (one 3624 and one 5624). Conduct one inspection for each air operator who has contract maintenance facilities (environmental).

Note: ASIs will use the Affiliated Designator field, as appropriate, when completing PTRS transmittals or list the name of the maintenance provider in the Non-Cert Activity Name/Company block if a designator does not exist.

(f) 6.0–8.0 Reserved.

(11) Part 135—Airworthiness. This requirement applies to any operator who maintains its largest aircraft under section 135.411(a)(1), nine or fewer passenger seats.

(a) 1.0, Aircraft Configuration Control. Conduct one of the following 12 inspections (1 through 6) on each operator certificated within the region (CHDO). At least 20 percent of the activities must be avionics inspections.

1. Maintenance Facility Inspection (3619 or 5619).

2. Suspected Unapproved Parts Detection Procedures (3622 or 5622).

3. Ramp (3627 or 5627).

4. Spot (3628 or 5628).

5. Aircraft Records (3634 or 5634).

6. Inspection Program (3637 or 5637).

7. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each commuter operator that maintains or contracts within the region.

8. Ramp (two 3627 or two 5627). Conduct two inspections on each make and basic model aircraft of each commuter or scheduled cargo operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

9. Spot (one 3628 or one 5628). Conduct one inspection on each make and basic model aircraft of each commuter or scheduled cargo operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

(b) 2.0, Manuals (Reserved).

(c) 3.0, Flight Operations. En Route—Cockpit (one 3629 or one 5629). Conduct one inspection on each make and basic model aircraft of each commuter operator that conducts operations within the region (nine or fewer passenger seats) (environmental).

Note: A cockpit en route inspection is not required for scheduled cargo flights.

(d) 4.0, Personnel Training and Qualifications (Reserved).

(e) 5.0, Route Structures. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one inspection on each commuter operator that maintains or contracts within the region (environmental).

(f) 6.0–8.0 Reserved.

(12) Part 137—Operator. Operations and Airworthiness. Conduct one of the following seven inspections on a minimum of 20 percent of the operators certificated within the region (CHDO). Surveillance of these operators must be rotated from year to year.

(a) Main Base (1616).

(b) Ramp (1622).

(c) Site (1623).

(d) Facility (1635).

(e) Ramp (3627).

(f) Spot (3628).

(g) Aircraft Records (3634).

(13) Part 141—Air Agency—Pilot Schools.

(a) Operations. Conduct one inspection for each air agency and satellite school certificated within the region (CHDO):

1. Air Agency Facility Inspection (1640).

2. Student Records (1649).

(b) Airworthiness. Conduct one inspection for each air agency and satellite school certificated within the region (CHDO):

1. Pilot School Facility (3650).

2. Airworthiness Directive Compliance (one 3667 or one 5667).

3. Part 141 Ramp (one 3664 or one 5664).

(14) Part 142—Air Agency—Training Center. Conduct one of each of the following inspections on each training center within the region (CHDO). The 1630 and 1640 inspections should be conducted on each training center and satellite.

- (a) Simulator/Training Device—1630 (Training Center and Satellite).
- (b) Facility—1640 (Training Center and Satellite).
- (c) Training Curriculum—1646 (Training Center).
- (d) Student Records—1649 (Training Center).
- (e) Personnel Records—1650 (Training Center).

(15) Part 145—Air Agency—Repair Station. Conduct one of each of the following inspections on each repair station within the region (CHDO).

(a) If the repair station performs both maintenance and avionics functions, both inspections must be accomplished.

1. Repair station facility inspection(s) (3650 and 5650).

Note: The 3650/5650 for repair station is the combined “R” items generated from the Repair Station Assessment Tool located in the planning module. Subsystems (b–e) will always be part of the 3650/5650 “R” items.

2. Inspect a repair station’s quality control system (3608/5608).
3. Inspect a repair station’s maintenance process (3654 and 5654).
4. Inspect a repair station’s technical data (3656 and 5656).
5. Inspect a repair station’s training program (3661 and 5661).

(b) Inspect the following if selected in VIS:

1. Inspect a repair station and its authorization for work away from its fixed location (3606/5606).
2. Inspect a repair station’s contract maintenance program for noncertificated maintenance facilities (3607/5607).
3. Inspect a repair station’s contract maintenance program (3663 and 5663).
4. Inspect a repair station for maintenance/alterations performed for part 121, 125, 129, and 135 certificate holders (3618/5618).
5. Inspect that the repair station is following the European Aviation Safety Agency (3669/5669).

Note: For all repair stations, additional activities may be generated based on the risk assessment data entered into the Repair Station Assessment Tool. Please refer to current guidance for additional information.

Note: For foreign BASA/MIP repair stations, enter the certificate expiration date in the “Expiration Date” field of the VIS main record. If there is a current FY date in the VIS “Expiration Date” field, RAMPS will generate the 3653/5653 activities. You can terminate inappropriately generated activities in accordance with the procedures described in paragraph 5c(2)(b), below.

(16) Part 147—Air Agency—Aviation Technical Schools. Airworthiness. Conduct one inspection for each air agency and satellite school certificated within the region (CHDO): Aviation Technical School Facility (one 3650 and one 5650).

(17) Airmen—Operations. Conduct one of each of the following inspections on each examiner designated within the region (CHDO):

(a) Pilot Examiner—Large/Turbojet (1664).

Note 1: PTRS activity number 1664 will be assigned to all multiengine examiners.

(b) Pilot Examiner—Other (1665).

Note 2: If activity number 1664 is assigned, RAMPS will not assign a 1665.

(c) Flight Engineer Examiner (1668).

(d) Aircrew Program Designee (1672).

(e) Dispatch Examiner (1669).

(f) Training Center Evaluator (1673).

(18) Airmen—Airworthiness.

(a) Conduct two designated mechanic examiner (DME) (3675) inspections on each DME designated within the region (CHDO).

(b) Conduct one inspection on each designated parachute rigger examiner 3676.

(c) Conduct two designated airworthiness representative (DAR) (3677) inspections on each DAR, including organizational DARs, designated within the region (CHDO). At least one inspection must include an onsite observation.

(d) Conduct a computer testing center (1663 or 3679 or 5678) inspection on 100 percent of the domestic and foreign testing centers within the region.

Note: ASIs will use the “Affiliated Designator” field as appropriate when completing PTRS transmittals.

b. Geographic Program Requirements.

(1) FAA Notice 8000.363, Flight Standards Geographic Program, requires field offices to incorporate PI work program requirements into the development of the geographic work program to ensure meeting overall certificate management goals. The notice also requires flexibility in the surveillance plan developed by the local qualified inspector, to allow for the incorporation of ongoing changes to inspection requirements forwarded from the FSDO/IFO/certificate management office (CMO). In addition, the qualified inspectors will be aware of the field office resource needs when developing work programs for air carriers.

(2) Regions will accept geographic R-items transferred from other regions to the maximum extent resources permit. Regions should make the field office assignments in consideration of office resource limitations.

(a) The decision where to target geographic R-items is a FSDO/IFO/CMO responsibility based on the surveillance needs of the air carrier. The field office location to which the surveillance is targeted may be unrelated to the Flight Standards Automation System environmental file that generated the part 121 R-item.

(b) Regional RAMPS coordinators will coordinate with field office locations to ensure that within the region's known resource limitations, targeted geographic R-items meet the requirements of the FSDO/IFO/CMO.

(c) FSDO/CMO/IFO frontline managers will ensure the development of a surveillance plan that includes the execution of special emphasis items (as applicable) and P-items within the resource limitations of the office, supporting the needs of the geographic program.

(3) Regional RAMPS coordinators will address resource shortfalls, which may result from the assignment of geographic R-items, using the cancellation process described in paragraph 5c, Work Program Revisions and Deviation Authority.

(4) Coordinate nonscheduled air carriers inspections across district office or regional boundaries.

(a) Under Notice 8000.363 PIs must inform other regions' district offices that a certificate holder is operating in the other's geographic area, and whether the certificate holder is conducting scheduled or nonscheduled operations.

(b) Regional AFS division managers may identify operators to be inspected under the requirements of the planned geographic surveillance program.

c. Work Program Revisions and Deviation Authority. Only the specific authority in this paragraph may change the R-items in this order. This order provides limited authority to change R-items to allow additional flexibility and enhance the overall effectiveness of the work program. R-items comprise a small part of the overall work program (less than 20 percent). We have targeted them based on specific national surveillance requirements. ASIs should understand the difference between canceling and terminating R-items. We cancel R-items when we have no

available resources at a national level to accomplish the activity. Subparagraph 5c(1) contains the criteria for terminating R-items. We discourage widespread termination of R-items because that may lead to an ineffective national work program.

(1) Termination of R-Items Except Foreign Repair Stations. You may terminate R-items using a T (without italics) in the results field of the PTRS record for the following reasons:

Note: The reason for the terminating R-items must be documented in section IV, Comments, of Form 8000-36, Program Reporting and Tracking System Data Sheet. In addition, the comments section must also include a statement that the regional RAMPS coordinator has concurred with the action.

(a) Inspector Analysis. PIs who are trained and authorized users of the Safety Performance Analysis System (SPAS) and are assigned a work program may use the SPAS Work Program Management Process (WPMP) to terminate R-items or make other adjustments in their air carrier/air operator/air agency work program.

1. This section does not apply to 14 CFR part 183. You *must* provide documentation of the analysis performed and the reason for terminating any required work activity in section IV of Form 8000-36.

2. For terminations resulting from SPAS/WPMP analysis, use keyword code 973 to indicate NPG Surveillance Deviation, and enter *WPMP* (without italics) in the *Miscellaneous* field of the PTRS record.

(b) Flight Standards Safety Analysis Information Center (FSAIC). FSAIC may adjust the required items in this order based on analytical results. These adjustments will enable AFS to dynamically target surveillance activities to those areas identified as needing a change in surveillance activity based on observed trends. FSAIC will notify regional and field offices (as appropriate) of changes to required items or recommended planned surveillance, along with termination instructions.

(c) Retargeting. You must use the SEP to evaluate an air carrier's program. You may also use the SEP to terminate an NPG generated R-item if a new work activity code replaces the terminated activity code. This process is referred to as retargeting.

1. Before retargeting an NPG R-item, you must provide an analysis that reveals why the activity to be terminated is no longer needed and why the new activity is of higher priority.

2. Enter the documentation of the justification for terminating any R-item in section IV of Form 8000-36.

3. In the *Miscellaneous* field of the PTRS records, enter *SEP* (without italics) for tracking purposes.

4. Changes to the national R-item work program or the P-item work program using the SEP risk assessment process must use keyword code *974* to indicate *SEP Surveillance Deviation*. The SEP manual provides detailed guidance for completing the functions above.

(d) Changed Certificate. If the subject of the R-item surveillance (operator, aircraft, etc..) has changed or is no longer active within the district office, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the FSDO/IFO/CMO of the disposition of the inspection. The RAMPS coordinators will work together to resolve any needed interregional transfer of inspections. Keyword code *971* should be used to indicate *terminated NPG surveillance*.

(e) Surrendered or Revoked Certificate. If an operator surrenders a certificate, or you revoke the certificate, then terminate the R-item. The PTRS record should indicate the date of the surrender or revocation. Use keyword code *971* to indicate terminated NPG surveillance.

(f) Incorrect VIS. If incorrect information in VIS generates R-items, the required PTRS comment should indicate that the PI has corrected the VIS. In the event of an R-item generated in error for a check airman listed by name, change the name of the check airman to another check airman and accomplish the R-item. Use keyword code *971*.

(g) Change of Operating Regulation. For certificate holders changing their operating regulation (e.g., from part 135 to part 121), we will terminate the required inspections generated under the existing 14 CFR part. The district office will reenter these required inspections using PTRS transmittal software. The required PTRS comment should include *change of operating 14 CFR part* (without italics) and the date the change occurred. Use keyword code *971*.

(h) Transition from NPG to ATOS. In accordance with paragraph 2c, CMTs who have transitioned from an NPG annual surveillance work program to ATOS, because of ATOS Phase II, will terminate required inspections generated under part 121. Terminate R-item and P-item inspections, and the PTRS records should indicate the date of the transition of the CMT (comprehensive surveillance plan finalized) to ATOS. Use keyword code *971*.

Note: We expect each CMT to perform an adequate amount of their NPG annual surveillance work program until transitioned into the ATOS. (e.g., 25 percent each quarter.) Additionally, the part 135 NPG activities will still apply when part 121/135 CMTs transition into ATOS.

(2) Termination of Foreign Repair Station Surveillance. The following special instructions apply for the termination of foreign repair station surveillance activities:

(a) If the foreign repair station certificate is due for renewal at any time during the FY, enter the renewal date in the Expiration field of the VIS main record. If there is a current FY date in the VIS Expiration field, RAMPS will not generate the 3650/5650 surveillance activities.

(b) For those repair stations operating under a foreign BASA/MIP agreement, credit a satisfactory review by the National Aviation Authority for repair station certificate renewal to activity codes 3653 and/or 5653.

1. For both FAA ASI specialties, each ASI should accomplish a review of those repair stations with VIS and OpSpecs requirements and credit the review to activity codes 3653 and 5653.

2. The renewal cycle for those repair stations under a BASA/MIP agreement is 24 months after the first 12 months following initial certification. Enter the renewal date in the Expiration field of the VIS main record. If there is a current FY date in the VIS Expiration field, the RAMPS program will generate a 3653 and/or 5653 document review and certificate renewal activities.

3. You can terminate activity codes generated out of the FY sequence, with reference to the renewal due date in the VIS Expiration field, for those repair stations under a BASA/MIP agreement. If circumstances require a change in the FY certificate renewal date cycle, update the VIS main record Expiration field to reflect the change.

(3) Cancellation of R-Items and Resource Shortfalls. Under certain circumstances, you may cancel R-items if the resources are not available to accomplish the work. The following instructions apply for the cancellation of R-items:

(a) Field offices that need additional resources to accomplish R-items will contact their respective regional office and request the resources needed to accomplish the work (refer to paragraph 3f).

(b) At the time of this regional request, open the PTRS transmittal for the affected R-item proposed for cancellation (status field = O), and enter the abbreviation FY08RS (fiscal year 2008 resource shortfall) in the Miscellaneous field. The transmittal for the R-item will remain open. This entry will allow for the tracking of annual resource deficiencies at the field office level.

(c) Regions should make every effort to resolve resource shortfalls before requesting national resources or authorization for cancellation. Regions unable to provide necessary resources will forward the field office's resource request in writing or via e-mail to the FSAIC. The FSAIC will attempt to obtain the resources for the field office. If FSAIC cannot obtain the resources, the FSAIC will provide written authorization to cancel the R-item.

6. Planned Surveillance.

a. The P-items provide a comprehensive inspection review of the air carriers, both foreign and domestic, air agencies, and airmen that make up each office's work program. The P-items also provide an in-depth, targeted oversight program that meets special surveillance requirements for each specific air carrier. Offices should give every consideration to completing the P-item work program for each air carrier within the scope of the available resources for each region and field office. FSDO/CHDO/CMO managers will be accountable for balancing surveillance, certification, and investigation priorities.

b. Non-ATOS part 121 CHDOs will complete the work program requirements of this order. In addition, these CHDOs will use the SEP throughout the year to ensure a continuous assessment of the safety status of assigned air carriers. This review may require a modification

and/or retargeting of an inspector's work program. Apply the SEP in accordance with this order. Download the SEP work instructions from http://www.faa.gov/safety/programs_initiatives/oversight/atos/surveillance/.

c. Analyses routinely identify trends affecting aviation safety. We also consider recommendations from the National Transportation Safety Board (NTSB), the Office of the Inspector General, and the Government Accountability Office in identifying these trends.

(1) Each field should actively include the special emphasis items when planning its work program.

(2) When identified on a national level, we will list the emphasis areas as part of paragraph 7.

(3) AFS ASIs must pay special attention to these trend areas when planning and conducting surveillance activities.

(4) The completion of special emphasis work items:

(a) Increases an existing work program with additional inspections for completion, as appropriate.

(b) Includes a special emphasis area into the accomplishment of an existing surveillance item.

7. Special-Emphasis Items.

a. Commercial Air Tour Operators. Conduct ramp checks of commercial air tour operator airworthiness/operations in accordance with applicable handbook guidance. Inspectors should consider the NTSB recommendations and published changes to 14 CFR when planning surveillance. Refer to the following Web pages for more information:

<http://www.nts.gov/publictn/2007/AAR0703.pdf>

http://www.nts.gov/Recs/letters/2007/A07_18_26.pdf

(1) Conduct at least one of each 1622 and 3627 ramp check for each commercial air tour operator who operates in accordance with 14 CFR parts 91, 135, 136 and/or 121.

(2) When documenting the ramp checks in the National PTRS (NPTRS), enter *AIRTOUR* (without italics) in the National Use field.

(3) For part 91, commercial air tour operators capture or verify their information in the VIS non-certificated file with an activity type of SSR (sightseeing flights).

b. Certificated Flight Instructors.

(1) In accordance with FAA Order 8700.1, chapter 12, conduct surveillance of certificated flight instructors (CFI) with oversight responsibilities of any student who has been involved in an accident or incident.

(2) ASIs should conduct surveillance of high-activity CFIs who annually have recommended at least four applicants for a practical test (Order 8700.1, volume 2, chapter 12, section 1, paragraph 5a), and who have a failure rate of 30 percent or greater (Order 8700.1, volume 2, chapter 12, section 1, paragraph 5d) among students recommended for certification of all certificates and all ratings.

(3) Observe CFIs during student/pilot operations; do not simply review CFI activities.

(4) Use PTRS activity number 1662 to record CFI surveillance in the NPTRS, and enter *CFI* (without italics) into the *National Use* field.

Note: Significant CFI activities, such as flight reviews, proficiency checks, and recurrent dual instruction, may not result in certification actions and, therefore, will not be recorded in any FAA data repository. Also, CFIs who work in a district office area may not appear in SPAS for that district office because they live in another area. Completeness of data on CFIs depends on the accurate submission of the PTRS activity number 1563 records for each certification activity. A similar report is currently available documenting a designated pilot examiner's pass/fail rates.

(5) The ASI may access the air personnel component in SPAS and should locate the National Vital Information Subsystem Designated Airman and CFI Query.

(a) The ASI should find the Air Personnel Multiple Designee CFI Flag View to locate the name of the CFI in question.

(b) Select the name of the CFI and review the Activities column for the number of pass/fail activities.

(c) A further drilldown on the activities will present a one-line display of NPTRS activities and the pass/fail rate for a 2-year period. The SPAS advisory flag display changes color at an 80 percent pass/fail rate based on 14 CFR section 61.197 criteria for certification renewal, but the actual pass/fail rate percent appears in the NPTRS line adjacent to the flag display.

c. Part 129 Air Operators.

(1) Use the Special Emphasis Surveillance List (SEL) for foreign air carriers to increase the surveillance of part 129 air carriers and improve their visibility to the geographic community. The FSAIC posts this list quarterly at <http://avssharepoint.faa.gov/afs/900/FSAIC/info/survey.aspx>.

(a) Office managers ensure that inspectors perform additional surveillance on air carriers that appear in this list and operate within the office's geographic area.

(b) Inspectors should conduct at least two additional operations or airworthiness inspections (ramp check, weight and balance control, or records inspection) monthly. Enter the inspection into the NPTRS, and enter *SEL* (without italics) into the National Use field.

(2) The ramp inspections should include cargo locks, netting/restraints, and tiedowns of all part 129 cargo operations.

(3) You may conduct maintenance and avionics ramp inspections (3627 and 5627) for 14 CFR section 129.14 aircraft in conjunction with other part 145 activities if the aircraft is available within the United States or in a foreign part 145 repair station.

d. After Normal Duty Hours and Weekend Surveillance. Offices should accomplish 10 percent of the surveillance after normal duty hours, to include weekends. (Use *OFFHOUR* in the *National Use* field.) If other guidance requires the use of the National Use field, place *OFFHOUR* in the *Miscellaneous Use* field.

e. Reduced Vertical Separation Minimum (RVSM). In support of the FAA Flight Plan 2004–2008 in the areas of increased safety and greater capacity, place special emphasis on aircraft and/or operators that have been granted RVSM approval.

(1) Field offices should promote continued surveillance on those operators with an approved RVSM program to ensure continued compliance with regulatory requirements.

(2) When ASIs encounter concerns with regard to RVSM during any surveillance activity, it should be noted in the NPTRS. When making an NPTRS entry to this affect, inspectors should notate the characters *RVSMSUR* (without italics) into the National Use field.

f. Part 135 Operators' Operational Control. When conducting surveillance activities on part 135 operators, principal operations inspectors (POI) must review the certificate holders operational control system.

(1) Typically, inspector usually accomplish the inspection of the operational control requirements of a part 135 operator during a base inspection. Anytime changes to the complexity and/or the scope of the certificate holder's operations occur, POIs should immediately ascertain whether the part 135 operator has the necessary system of controls in place to maintain operational control over each flight.

(2) Maintaining operational control of flights and providing flight locating functions are two separate but distinct responsibilities of each part 135 operator.

(a) Having a sufficient flight locating system does not, by itself, mean that the part 135 operator is properly maintaining operational control of a part 135 flight.

(b) Operational control requires an operator to have the knowledge to make decisions and take actions on a daily basis necessary to operate flights safely and in compliance with the regulations.

(3) POIs need to accomplish the following:

(a) Periodically review the specificity and appropriateness of the operational control systems identified and referenced in OpSpecs paragraph A008. This review must establish the degree to which the operator actually accomplishes the procedures referenced by these systems.

(b) When an operator references a particular section of a general operations manual process in paragraph A008, the POI must review the manner and method by which the operator furnishes that manual and its changes.

(c) Review the manner and method by which the operator makes additions to flight crewmembers in accordance with 14 CFR section 135.21(d) and (g).

(d) A complete review of part 135 operational control as established in OpSpecs paragraph A008, to include PTRS recording and tracking requirements.

(e) FAA Order 8400.10, volume 6, chapter 2, section 18, and volume 3, chapter 6, provide additional policy and guidance material on operational control requirements.

g. HEMS. In support of FAA Orders 8300.10 and 8400.10, place special emphasis on HEMS aircraft and/or operators, as indicated by their holding approved OpSpecs paragraph A021.

(1) This special emphasis inspection program focuses on areas identified as causal factors in a review of HEMS accidents from 1999 to 2004.

(2) For all specialties, the areas of special emphasis include:

(a) Operational control, including policies, procedures, training, communications, and management.

(b) Safety culture development, including policies, procedures, and training.

(3) Within the operations specialty, areas of special emphasis include:

(a) Weather information access and use by flightcrews, management, and in-flight communications specialists.

(b) Operator's knowledge of terrain, obstructions, airspace, and special weather considerations for operating in the specific geographic area, especially at night, and in periods of reduced visibility.

(c) Operator's knowledge of the certificate holder's risk assessment and management procedures, including crewmember and management duties, responsibilities, and authorities as

related to assigning, accepting, declining, and canceling flight assignments and the continuation, diversion, or termination of flights once underway.

(d) Pilot and flightcrew knowledge of all installed aircraft equipment, including communications, navigation, and any special equipment such as night vision goggles (NVG), terrain awareness and warning systems (TAWS), radar altimeters, etc.

(e) Safety procedures in and around the heliport and offsite landing zone, especially at night.

(f) Coordination with local emergency medical services (EMS), law enforcement, and fire services for offsite landing zone preparation, including weather estimation, obstruction and other hazard evaluation, lighting, and other operational considerations.

(g) Procedures for use of nonpilot flight crewmembers for situational awareness during flight operations (clearing the aircraft for obstructions, keeping a lookout for traffic, monitoring checklist functions), especially at night and in periods of reduced visibility.

(4) Within the airworthiness specialties (maintenance and avionics), areas of special emphasis include:

(a) A review of aircraft records for helicopter airworthiness status, regulatory compliance (airworthiness directives, bulletins, or any other required compliances), minimum equipment list (MEL) compliance, maintenance record retention procedures, and any other reviews deemed necessary.

(b) A review of maintenance procedures used onsite. This could include inspection of special equipment; technician qualifications, experience, and training; and the maintenance program for each make/model helicopter at base.

(c) A review of technical data such as maintenance manuals, service bulletins, manufacturer manuals, illustrated parts catalogs, etc., used for onsite maintenance.

(d) Proper tools, equipment, and materials for the performance of maintenance and inspections.

(e) A review of the weight and balance program used at each operational site. Many HEMS programs have special weight and balance procedures for the various configurations used depending on the specific type of mission (e.g., litter, isolate, additional litter, patient weight).

(f) A review of the NVG maintenance program and FAA installation approval, if applicable.

(g) Inspection of refueling facility if located at the helicopter base of operations.

(5) Specific Actions.

(a) Within the FSDOs, accomplish the following inspections, with emphasis on the specific areas identified with each inspection and the general emphasis on the areas discussed in paragraph 5:

(b) Operations. POIs assigned to HEMS operators should accomplish the following inspections on assigned certificate holders:

1. When conducting a base inspection (PTRS Code 1616), emphasize operational control, management, communications, crew rest areas, weather and aeronautical data collection and dissemination systems, maintenance control, and crew scheduling.

2. When conducting a ramp inspection (PTRS Code 1622), emphasize internal and external lighting (including cockpit windshield and window glare at night), night flying equipment, aeronautical information (charts, airport/facility directories, etc.), communications and navigation equipment, attitude flight instruments, medical equipment installation, use of MELs, maintenance discrepancy reporting, and special equipment (radio altimeters, NVGs, TAWS, etc.).

3. When conducting a training program inspection (PTRS Code 1626), emphasize night and low-visibility operations training and procedures, controlled flight into terrain (CFIT) avoidance, and recovery from inadvertent instrument meteorological conditions (IMC).

4. When conducting a facility inspection (PTRS Code 1635), emphasize safety equipment, communications equipment, access to weather information, heliport security, marking and lighting, approach and departure paths, and obstructions. (This inspection should include a night evaluation of the heliport and nearby obstruction lighting.)

5. When conducting a flight locating inspection (PTRS Code 1636), emphasize operational control, coordination with management, communications, weather and aeronautical data availability and use, and risk assessment and decisionmaking procedures.

(6) FSDOs with HEMS operations conducted by certificate holders based outside their area (another FSDO is the CHDO) must accomplish the following inspections, using helicopter-rated Operations ASIs on certificate holder facilities located within the FSDO's geographic area.

(a) When conducting a base inspection (PTRS Code 1616), emphasize operational control, management, communications, crew rest areas, weather and aeronautical data collection and dissemination systems, maintenance control, and crew scheduling.

(b) When conducting a ramp inspection (PTRS Code 1622), emphasize internal and external lighting (including cockpit windshield and window glare at night), night flying equipment, aeronautical information (charts, airport/facility directories, etc.), communications and navigation equipment, attitude flight instruments, medical equipment installation, use of the MELs, maintenance discrepancy reporting, and special equipment (radio altimeters, NVGs, TAWS, etc.).

(c) When conducting a training program inspection (PTRS Code 1626), emphasize night and low-visibility operations training and procedures, CFIT avoidance, and recovery from inadvertent IMC.

(d) When conducting a facility inspection (PTRS Code 1635) emphasize safety equipment, communications equipment, access to weather information, heliport security, marking and lighting, approach and departure paths, and obstructions. (This inspection should include a night evaluation of heliport and nearby obstruction lighting.)

(e) When conducting a flight locating inspection (PTRS Code 1636), emphasize operational control, coordination with management, communications, weather and aeronautical data availability and use, and risk assessment and decision making procedures.

(7) Airworthiness. Principal maintenance inspectors and principal avionics inspectors assigned to HEMS operators should accomplish the following inspections on assigned certificate holders:

(a) When conducting a base inspection (PTRS Code 3619 or 5619), emphasize aircraft maintenance control procedures, controls for maintenance records, inspection procedures including scheduling and unscheduled procedures, technical data, equipment, and general operations manual procedures relating to maintenance activities.

(b) When conducting a ramp inspection (PTRS Code 3627/5627), emphasize type of inspection program for aircraft, conformity approvals for equipment installed (supplemental type certificate (STC), field approval, etc.), weight and balance program for each make/model, MEL procedures, maintenance technical data used at each base for adequacy and currency (applicable to each make/model maintained at base), and a review of the aircraft records.

1. If the operator uses NVGs, inspect for FAA approval (STC) for NVG-compatible cockpit lighting.

2. Assure the operator uses NVG instructions for continued airworthiness (ICA) to maintain the goggles and cockpit lighting. FAA Order 8300.10, volume 3, chapter 7, Inspect Aircraft Used for Air Ambulance, provides additional ASI guidance.

(c) When conducting a spot inspection (PTRS Code 3628/5628), emphasize observation and analysis of in-progress maintenance functions for compliance with the specific methods, techniques, and practices in the operator's inspection and maintenance programs.

(8) FSDOs with HEMS operations conducted by certificate holders based outside their area (another FSDO is the CHDO) must ensure that Airworthiness (avionics and maintenance) ASIs accomplish the following inspections on certificate holder facilities located within the FSDO's geographic area.

(a) When conducting a facility inspection (PTRS Code 3619/5619), emphasize aircraft maintenance control procedures, controls for maintenance records, inspection procedures including procedures for scheduled and unscheduled maintenance, technical data, equipment,

and general operations manual procedures relating to maintenance activities and refueling if used at base.

(b) When conducting a ramp inspection (PTRS Code 3627/5627), emphasize the type of inspection program for aircraft, conformity approvals for equipment installed (STC, field approval, etc.), weight and balance program for each make/model, MEL procedures, maintenance technical data used at each base for adequacy and currency (applicable to each make/model maintained at base), and a review of the aircraft records. If the operator uses NVGs:

1. Inspect for FAA approval for NVG-compatible cockpit lighting.
2. Assure the operator uses NVG ICAs to maintain the goggles and cockpit lighting.

8. Surveillance of FAA Aircraft.

a. The FAA must provide a surveillance and inspection program for FAA aircraft operations. The surveillance program must be equal, in scope and detail, to a program required for similar part 135 on-demand air carriers.

b. Some of the FAA Flight Program participants conducting on-demand operations are already certificated under part 135 and are assigned to a specific FSDO.

c. The FSDOs responsible for oversight of the individual FAA aircraft flight operations will maintain accurate information in the VIS database for the annual development of a required work program.

d. FSDO's that have geographic responsibility for FAA Flight Program participants will develop discretionary P-items.

e. Inspector should conduct other aspects of the surveillance program for these operators, including the cancellation and termination of R-items, in accordance with the provisions of this order.

9. Other Required Work Activities. The activities in this paragraph are R-items for FY 2008. They will be locally generated based on areas of greatest risk. The general guidance in this order regarding the planning, accomplishment, recording, termination, and cancellation of R-items applies to the following items:

a. Air Agency—Repair Station. Each CHDO will conduct a team-focused in-depth inspection (3614/5614) of all part 145 repair station certificate holders who meet the requirements of FAA Order 8300.10, volume 2, chapter 157, once every 3 years.

b. Air Carrier. Each regional Flight Standards division manager will direct the accomplishment of two detailed air carrier in-process/task, inspection/team event of a substantial maintenance provider (3082) audit as described in FAA Order 8300.10, volume 3, chapter 134.

Appendix B. Acronyms and Abbreviations

14 CFR	Title 14 of the Code of Federal Regulations
AFS	Flight Standards Division
ASI	Aviation Safety Inspector
ATOS	Air Transportation Oversight System
BASA	Bilateral Aviation Safety Agreement
CFI	Certificate Flight Instructor
CFIT	Controlled Flight Into Terrain
CHDO	Certificate-Holding District Office
CMO	Certificate Management Office
CMT	Certificate Management Team
DAR	Designated Airworthiness Representative
DME	Designated Mechanic Examiner
DPRE	Designated Parachute Rigger Examiner
EMS	Emergency Medical Services
EPI	Element Performance Inspection
FAA	Federal Aviation Administration
FSAIC	Flight Standards Safety Analysis Information Center
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
HEMS	Helicopter Emergency Medical Services
IFO	International Field Office
IMC	Inadvertent Instrument Meteorological Condition
MEL	Minimum Equipment List
MIP	Maintenance Implementation Procedures
NPG	National Work Program Guidelines
NPTRS	National PTRS
NTSB	National Transportation Safety Board
NVG	Night Vision Goggle
OpSpecs	Operation Specifications
PI	Principal Inspector
POI	Principal Operations Inspector
PPM	PTRS Procedures Manual
PTRS	Program Tracking and Reporting Subsystem
P-item	Planned Surveillance Work Activities
RAMPS	Regional Automated Modular Planning Software
RVSM	Reduced Vertical Separation Minimum
R-item	Require Surveillance Work Activity
SEL	Special Emphasis Surveillance List
SEP	Surveillance and Evaluation Program
SPAS	Safety Performance Analysis System
STC	Supplemental Type Certificate
TAWS	Terrain Awareness and Warning System
VIS	Vital Information Subsystem
WPMP	Work Program Management Process

Appendix C. Inspector Feedback

Information Currency. The Flight Standards Certification and Surveillance Division, AFS-900, has developed a revision process to ensure that the information in this order is current and correct. Direct any comments regarding deficiencies or suggested program improvements to the NPG program manager using the feedback sheet below. All comments will be reviewed and the order will be amended as appropriate.

Inspector Feedback Sheet

Subject: FAA Order 1800.56, National Flight Standards Work Program Guidelines, current edition

To: NPG Program Manager, Flight Standards Safety Analysis Information Center, AFS-900, 45005 Aviation Drive, Suite 131, Dulles, VA, 20166

Please check all appropriate items. Attach a copy of the affected pages.

An error (procedural or typographical) has been noted in paragraph _____, on page _____.

Recommend paragraph _____ on page _____, be changed as follows: (Attach separate sheets if necessary.)

Recommend a change to national policy in paragraph _____, on page _____ as follows: (Attach separate sheets if necessary.)

In a future change to this order, please cover the following subject: (Briefly describe what you want added.)

I would like to discuss the above. Please contact me.

Submitted by: _____ **Date:** _____

Telephone number: _____ **Routing symbol:** _____

FAA E-mail address: _____

Federal Aviation Administration