

CHAPTER 1 GENERAL INFORMATION

Section 1 General

1 PURPOSE. This order provides a description of the Federal Aviation Administration (FAA) Safety Team (FAASTeam) and procedural guidance to the FAASTeam Program Manager (FPM) for managing and conducting the program.

2 DISTRIBUTION. This order is distributed to the branch level in the Flight Standards Service; the regional Flight Standards Divisions; Flight Standards District Offices (FSDOs); Certificate Management Offices; International Field Offices; and the FAA Academy.

3 CANCELLATION. This order cancels Order 8740.1D, Aviation Safety program managers Handbook, dated September 1, 2000.

4 BACKGROUND. In 1970, the FAA established the General Aviation Accident Prevention Program to provide a safety program that was responsive to general aviation needs. The program was based on the premise that improving the attitude, knowledge, and proficiency of airmen can reduce general aviation accidents. Over the years, the program proved to be effective in reducing the number of general aviation accidents and was well received as a proactive, customer-focused effort promoting aviation safety education. In recent years, however, statistical reviews indicated that the reduction in the general aviation fatal accident rate did not continue to decline at an acceptable rate.

A. In 1995, an attempt was made to revitalize the program by changing the program name to the Aviation Safety Program. This attempt had a minimal effect on the program because it lacked the necessary conceptual and structural changes. It was realized that for the Flight Standards safety program to increase its effectiveness, conceptual and structural changes needed to take place.

B. In 2004, a new program was initiated with the signing of Order 8000.83, FAA Safety Team (FAASTeam). The new program is based on a safety management system, which contains principles of risk management, system safety, and new technology concepts. Additionally, the FAASTeam will address new areas not previously addressed by the Aviation Safety Program, such as air carrier/air agencies and international operations. To institute these changes, Order 8000.83 created the FAASTeam on September 27, 2004.

5 EXPLANATION OF CHANGES.

A. Structure. The program receives direction and guidance from the National FAASTeam Manager, AFS-8. The program's structure requires regional Flight Standards division managers to establish a regional FAASTeam manager and regional FAASTeam office in each region. Where regional staffing requirements dictate, the regional Flight Standards division manager may establish an assistant regional FAASTeam manager. The number, specialty, and location of FAASTeam program managers in each region will be determined by the regional FAASTeam manager in coordination with the regional division manager and with input from AFS-8. Throughout this order, FAASTeam program manager is a generic term that does not

differentiate between technical specialties. Regional FAAS Team managers and FAAS Team program managers may be remotely sited employees.

B. Handbook Format. The format of this order separates procedural techniques from background information. Except for introductory chapters, each chapter is divided into two sections, Background and Procedures. Section 1, Background, provides the objective of the task, general information, and FAA policy relating to the task. Where appropriate, Section 2, Procedures, outlines procedures for performing the task and provides required procedural steps and criteria for determining completion of the task. Additional information can be found in the validated FAAS Team job tasks (found in FAAS Team Tracking System (FAAS Tracks)).

6 OBJECTIVE. The objective of the FAAS Team is to promote safety and technical proficiency by providing guidance and support to the aviation community through education and cooperative efforts with that community. All activities that are conducted by the FAAS Team are directly tied to the FAA Flight Plan, found within the Goals of Increased Safety, International Leadership, and Organizational Excellence.

7 INDUSTRY PARTICIPATION. It is essential to team with the aviation industry, civic organizations, and state and local aeronautical agencies to foster the highest principles of customer service. Leadership, expertise, and diversity contributed by people and organizations outside the FAA vastly enhance the program. Today's FAAS Team includes all sectors of the aviation industry as well as general aviation airmen. With the many demands on the people serving the program, it is important for a FAAS Team program manager to fully utilize the time and skills of all available participants to accomplish program goals.

8 RELATION TO OTHER FAA PROGRAMS. The FAAS Team complements other FAA programs and activities by emphasizing that safety is an integral responsibility and priority for all Agency lines of business. FAAS Team program managers must strive to establish and maintain working relationships within the FAA in the same manner they would be promoted in industry.

9 PROGRAM CONCEPT. The FAAS Team is Flight Standards' safety program and resides at the director level. AFS-8 manages the program for AFS-1 and provides all guidance and direction to the regional FAAS Team managers. The regional Flight Standards division managers support the program with staff and logistical needs.

RESERVED. Paragraphs 10 through 24.

Section 2 Program Structure

25 WASHINGTON HEADQUARTERS.

A. Office of the Director of Flight Standards Service, AFS-1. AFS-1 is responsible for the FAAS Team and all related standards and guidance material.

B. National FAAS Team Manager, AFS-8. AFS-8 is responsible for the implementation of all related national policies, standards, programs, and procedures. AFS-8 provides direction and guidance through the Flight Standards regional division managers to regional FAAS Team managers and FAAS Team program managers as directed by AFS-1.

C. Deputy National FAAS Team Manager, AFS-8A. AFS-8A is responsible for providing assistance to the national FAAS Team manager. AFS-8A also chairs the national FAAS Team management board consisting of other national personnel and the regional FAAS Team managers.

D. National FAAS Team Communications and Statistical Manager. The FAAS Team communications and statistical manager is responsible for developing, designing, and implementing media and communications for national and international aviation related meetings, conventions, and symposiums. The communications and statistical manager is also responsible for oversight of the data mart and provides statistical assistance to the FAAS Team.

E. National Resource Center.

1) The national FAAS Team outreach manager is responsible for the management, development, and implementation of the programs and functionality of faasafety.gov. The outreach manager:

- a) Analyzes costs of projects, workload productivity, and funding utilization.
- b) Identifies best practices and new techniques from the commercial sector for programs and systems necessary for FAAS Team growth and productivity.
- c) Develops and formulates policies, procedures, and guidelines for technical training and use of Web-based programs used by FAAS Team members.

2) The national production manager is responsible for the management, development, and implementation of the operations and video production for the FAA production studios. The production manager:

- a) Analyzes costs of projects, workload productivity, and funding utilization.
- b) Identifies best practices and new techniques from the commercial sector for locating sources of video production systems technologies.
- c) Develops and formulates policies, procedures, and guidelines for technical training in video safety programs.

NOTE: See Figure 1-1 FAASTeam Organizational Chart.

26 REGIONS.

A. Regional Flight Standards Division Managers. Each Flight Standards region is responsible for providing support for the FAASTeam in accordance with all related national policies, standards, and procedures. Regional Flight Standards division managers have administrative responsibility for the program and provide positive leadership and staff support to all suborganizational elements under their direction. Regional Flight Standards division managers are responsible for the accomplishment of the goals and completion of the FAASTeam objectives.

B. Regional FAASTeam Manager. The regional FAASTeam manager is responsible for the overall management of the regional FAASTeam and maintains supervisory authority over assistant regional FAASTeam managers and FAASTeam program managers. At the direction of the regional Flight Standards division and in coordination with AFS-8, the regional FAASTeam manager designs, implements, and evaluates the FAASTeam program within the region's geographical area. The regional FAASTeam manager must coordinate program activities that cross regional boundaries with the appropriate regional and FAASTeam managers.

27 FIELD.

A. FAASTeam Program Managers.

1) The regional FAASTeam manager assigns each FAASTeam program manager under regional supervision and direction an area of responsibility. The FAASTeam program manager is then responsible for the operation of the program in that area and may be called upon to provide assistance in other areas based on their personal specialty and skill set.

2) FAASTeam program managers are experts in specific subjects associated with safety management systems, which include risk management, system safety, and new technology concepts, who manage the FAASTeam program in their assigned area of responsibility by coordinating activities involving FAA and non-FAA FAASTeam members and FAASTeam representatives (industry team members and other volunteers). (See Chapter 12 for more information.)

B. FAASTeam Representatives. FAASTeam representatives are volunteer team members trained to support higher standards of safety by promoting a cultural change in the aviation community toward a higher level of safety. This will be accomplished through safety management systems that include risk management, system safety, and safe practices.

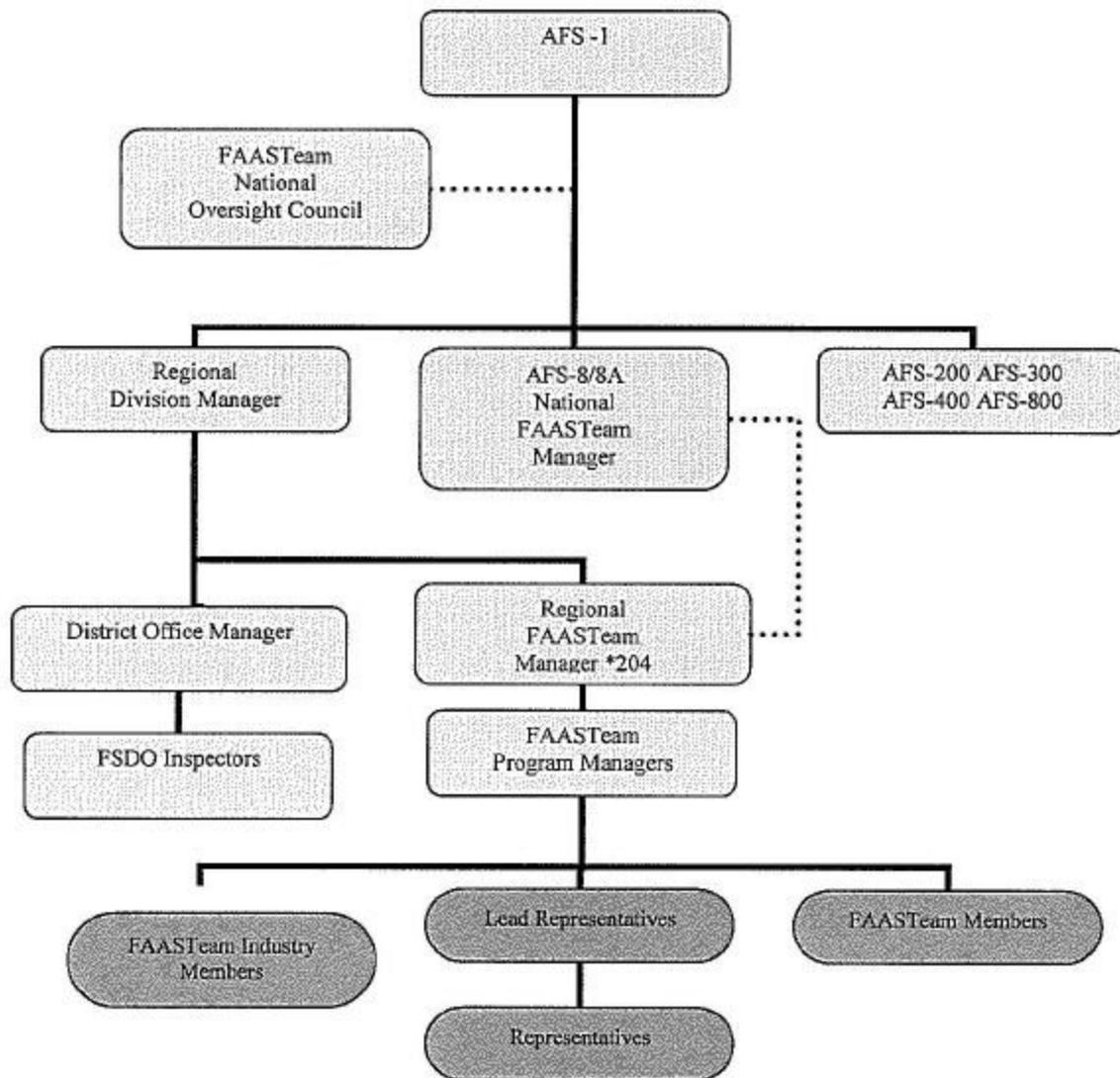
C. Flight Standards Field Offices.

1) Each field office must provide and maintain an office for use by each FAASTeam program manager. When a FAASTeam program manager is located at an office, that office must provide storage space, furnishings, telephones, office supplies, an appropriate vehicle, and administrative/computer support services to the FAASTeam program manager. The requirements

for the FAASTeam program manager’s office are described in FAA Order 8000.83. These items and procedures are described in more detail in each region’s FAASTeam office manual.

2) Each field office will provide the support necessary to accomplish the goals of the FAASTeam as directed by AFS-1 through AFS-8 to the regional Flight Standards division managers.

Figure 1-1, FAASTeam Organizational Chart



RESERVED. Paragraphs 28 through 42.

Section 3 Program Operation

43 FAASTEAM PROGRAM MANAGER TRAINING. Within the first year of selection for the position, each FAAS Team program manager must complete the required FAAS Team program manager training. Additional training should be scheduled in accordance with the standard training needs assessment FAAS Team program manager training profile.

44 FAASTEAM PROGRAM MANAGER RESPONSIBILITIES. The FAAS Team program manager (you) is (are) responsible for designing, implementing, and evaluating the safety program within his/her assigned area(s) of responsibility. You design and implement a business plan that supports the accomplishment of the Administrator's national goals and objectives. Responsibilities include duties in the following areas:

A. Technical Administration. Using a safety management system (SMS) process, the FAAS Team provides airmen, air operators, air agencies, airport/aviation organizations, and other FAA facilities with information and programs that promote aviation safety education for all types of aviation activities. You:

1) Coordinate a working relationship with major air carriers, air operators, air agencies, and general aviation organizations to maintain contact with their management officials for the support and enhancement of their own safety programs.

2) Lead joint FAA/industry meetings, participate in public user meetings, maintain appropriate contact with the local news media through or in coordination with the regional public affairs office and regional FAAS Team manager, and cooperate with local and state aeronautical agencies and other groups to resolve significant safety issues, decrease environmental hazards, and address potential safety problems.

3) Researches and evaluates local environmental data with the help of the field office management team(s) and applies available automation in developing program emphasis areas from operator statistics and accident/incident trends.

B. Program Management. You use the business plan to accomplish the Administrator's national goals and objectives.

1) Prepare an Analysis and Justification Report that is used to create the regional FAAS Team business plan for the fiscal year

2) The FAAS Team educates airmen in regulatory compliance and the use of safety management systems. You also assist the local field offices with educational outreach.

3) You may participate in accident/incident investigations to the extent necessary to identify causal trends and manage FAAS Team responses. You analyze accident and incident data to identify target emphasis areas in your assigned area of responsibility thereby making safety improvements and recommendations.

4) You recommend and manage the support and training of FAAS Team representatives. These representatives should be the proactive advocates for all local aviation interests within your assigned area of responsibility.

C. Surveillance. You, as the FAAS Team program manager:

1) Support the local field office compliance and enforcement programs by making recommendations for program emphasis; but, do not conduct certification activities, regulatory surveillance, inspections, or investigations. The FAAS Team complements the FAA's enforcement program by persuading and motivating the aviation community to strive toward higher proficiency and safety levels through compliance with regulatory standards.

2) Evaluate trends that may indicate deterioration in safety practices of air carriers, air operators, air agencies, airmen, designees, or airport operations and work with the organizations to correct such deteriorations.

3) May conduct en route inspections as required, to support the FAAS Team mission. En route inspections will be conducted in accordance with Order 8000.75, Aviation Safety Inspector En Route Inspection Procedures (as revised).

D. Other. You may have additional responsibilities, including a wide variety of FAAS Team duties in support of major aviation events or other national and regional activities and subactivities.

RESERVED. Paragraphs 45 through 59.

Section 4 Administrative Information

60 FAASTEAM USE-OF COMPUTER/INTERNET-BASED PROGRAMS. All regional FAASite managers, FAASite program managers, representatives, and other team members will be required to use programs and systems administered through computer/Internet-based media. Those programs and services are referenced throughout this handbook and other FAASite policy and procedures documents. Most of these programs and systems are available via the FAASite's faasafety.gov and SharePoint sites.

A. Faasafety.gov was developed to facilitate the FAA's need for rapid communication with airmen, throughout the world, on aviation safety matters. One subsystem of faasafety.gov is the Safety Program Airmen Notification System (SPANS). SPANS is an example of resounding success as a medium for communication.

B. All FAASite members, both FAA staff and volunteers, will be trained, to the extent necessary relative to their position on the team, on the many uses of faasafety.gov programs and services. Because of the dynamic nature of such computer/Internet based systems a current, online manual will be provided to supplement training and to keep each member current in using the systems and services. All FAASite members must review and follow the information found in these online manuals.

C. General reference is made throughout this order and other FAASite documentation for the need to use faasafety.gov or other such computer/Internet-based media to accomplish a required task. Current procedures and policies associated with required tasks can be found in the respective online manuals and guidance and take precedence over any general guidance found herein.

D. The national FAASite outreach manager is responsible for this guidance and other FAASite computer/Internet-based systems and services. Contact the outreach manager with any concerns, problems, and recommendations for these systems and services.

61 FAASTEAM PRODUCTS AND MATERIALS. FAASite products and materials should be procured in sufficient quantity to support scheduled program activities and to accommodate public requests. However, airmen should be encouraged to print or download safety materials from faasafety.gov whenever possible so that the FAASite can avoid the expense of ordering these products and the need to store them.

A. Ordering Procedures. All FAASite products and supplies can be ordered from the FAASite's National Resource Center in Lakeland, Florida. Orders may be placed via faasafety.gov or other electronic format such as e-mail or by fax. See Consumables on faasafety.gov for ordering information.

B. Reproduction. FAASite program managers must ensure that reproduction of media products is not in violation of copyright laws. Generally, all media distributed from FAA sources is in the public domain and needs no special permission for reproduction. Media obtained from commercial sources may require written authorization for reproduction. FAASite program managers should verify if it is permissible to reproduce commercial media with the regional FAASite manager before proceeding.

C. Audiovisual Log. FAASTeam program managers will establish and maintain an audiovisual lending library at appropriate locations. Faasafety.gov provides a tracking system to ensure accountability of the inventory and to facilitate the public's use of media products.

62 AUDIOVISUAL EQUIPMENT. The FAASTeam program manager will maintain an inventory of all aviation safety audiovisual equipment and report it annually as part of the business plan. The equipment will not be loaned out except to representatives, who will accept responsibility for the equipment and are trained in its use.

63 FAASTEAM TRACKING SYSTEM (FAASTRACKS). All FAASTeam measurable objectives must be reported through FAASTracks, which uses the electronic formats found on the FAASTeam SharePoint site.

RESERVED. Paragraphs 64 through 79.

CHAPTER 2 THE FAASTEAM ANALYTICAL RESOURCE SYSTEM

80 ACTIVITY.

A. FAASTeam SharePoint and faasafety.gov are the FAASTeam electronic documents and Web-based program management system.

B. FAASTeam SharePoint provides access to at least the following:

- Aviation Safety Information Analysis and Sharing (ASIAS),
- FAASTeam Equipment Directory System,
- FAASTeam Tracking System (FAASTracks), and
- Regional FAASTeam business plan.

C. Faasafety.gov contains at least the following:

- FAASTeam members and Facilities Directory,
- Information Lending Library System, and
- Safety Program Airman Notification System (SPANS).

D. These subprograms help the FAASTeam program manager accomplish the Administrator's national goals and objectives.

81 **OBJECTIVE.** This task explains the uses of the tools housed within FAASTeam SharePoint and faasafety.gov, and promotes maximum utilization of resources.

82 **GENERAL.** FAASTeam SharePoint and faasafety.gov were designed to provide the FAASTeam program manager with the automation and electronic tools needed to support accomplishment of the Administrator's national goals and objectives. Figure 2-1, Structure and Subprograms Flowchart for the FAASTeam Analytical Resource System, is a system chart showing the relationship between all available tools. Use of these tools will allow the FAASTeam program manager to use resources more efficiently.

A. Regional FAASTeam Business Plan.

1) The business plan is an electronic document and tool used by the regional FAASTeam office to accomplish national goals set by the Administrator. The business plan is based on data-driven statistical analysis of accidents and incidents and the geographic diversity within the FAASTeam program manager's area of responsibility. The business plan also includes national activities, subactivities, regional subactivities, and local concerns. Based on a comprehensive analytical review of safety data, the FAASTeam program manager develops the program tasks, resulting in measurable objectives. These identified measurable objectives will be used to reduce the likelihood of accidents/incidents. The identified measurable objectives will be monitored and analyzed for effectiveness towards the mitigation of accidents/incidents. The identified measurable objectives and continuous monitoring and analysis will support the request for funding necessary to target and retarget identified risks and action plans for accomplishment of the Administrator's national goals.

2) The business plan may combine, supplement, or assist program tasks with other FAAS Team program managers, crossing geographic and regional boundaries to accomplish described measurable objectives.

3) The process and procedures for the business plan can be found in Chapter 4 of this order.

B. ASIAS. ASIAS is a Web-based system that collates all significant causal factors and identifiable trends pertinent to the geographic accident/incident rates. The National FAAS Team Data Coordinator, through FAAS Team SharePoint, will manage ASIAS data. Trends will be monitored for the length of time necessary to evaluate fluctuations in the accident/incident rate levels. Using ASIAS, the FAAS Team program manager will work within safety management systems, and perform a risk analysis to identify hazards. The FAAS Team program manager will then be able to design appropriate tasks, resulting in measurable objectives to minimize or eliminate the identifiable hazards.

C. FAAS Team Equipment Directory. The FAAS Team Equipment Directory Tool on the SharePoint site contains the master listing of all approved equipment that may be used within the FAAS Team. The FAAS Team Equipment Directory Tool also includes the required minimum equipment that must be made available to each FAAS Team program manager. The National Resource Center, under the direction of AFS-8, manages the FAAS Team Equipment Directory Tool. The FAAS Team program manager will use this tool to account for the equipment assigned, useful life, replacement date, and cost of replacement for a 7-year projection.

D. FAAS Tracks. FAAS Tracks provides the FAAS Team program manager with budgetary oversight of all fiduciary responsibilities. The FAAS Team program manager will use this tool to identify, process, and control the funding that has been planned, received, obligated, or mitigated for the identifiable measurable objectives driven by the tasks during the fiscal year. FAAS Tracks reporting features will provide the FAAS Team program manager with the necessary oversight for financial accounting.

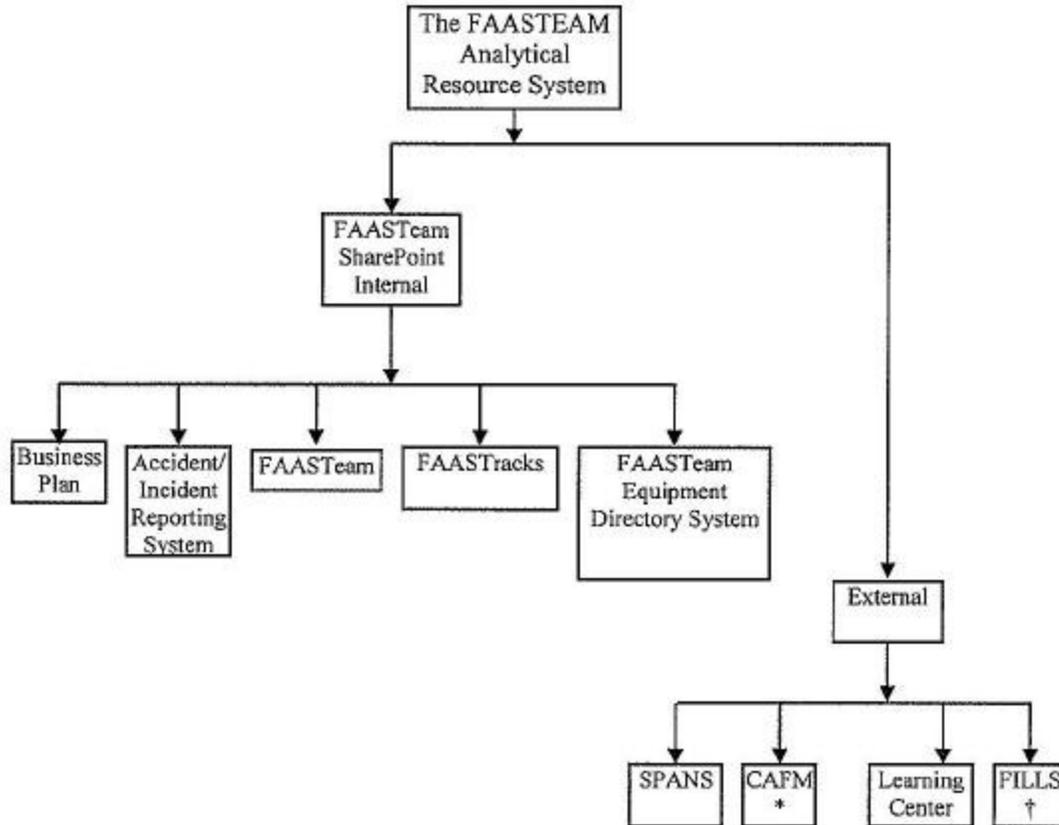
E. FAAS Team Members and Facilities Directory. The FAAS Team Members and Facilities Directory lists all FAAS Team representatives and other team members available to assist the FAAS Team program manager in accomplishing designed program activities. The information in the directory is available to all users of faasafety.gov based on user privileges.

F. FAAS Team Information Lending Library System. FAAS Team Information Lending Library System tool provides a category listing and inventory of all safety products available for use by the FAAS Team members.

G. Learning Center. The Learning Center provides training and education for FAAS Team members. Upon completion of the training or educational program, the system allows the FAAS Team member to download a certificate of completion. The Learning Center also maintains training records for use with the Pilot Proficiency Awards Program and Aviation Maintenance Technician (AMT) awards programs.

H. SPANS. SPANS provides event notification information for FAASTeam members. SPANS will also allow FAASTeam managers to send safety notifications to participating members.

Figure 2-1, Structure and Subprograms Flowchart for the FAASTeam Analytical Resource System



* Contact and Facility Management System
† FAASTeam Information Lending Library System

RESERVED. Paragraphs 83 through 112

CHAPTER 3 REVIEW AND PROCESS SAFETY DATA AND EVALUATE TREND ANALYSIS

Section 1 Background

113 ACTIVITY. The information gathered and analyzed during this activity is the focus of most other safety program events. This information, when properly used and disseminated to other FAAS Team members, will provide valuable information to the aviation community to help them with their own safety programs and processes.

114 OBJECTIVE. For you to review, analyze, and evaluate accident/incident data and all other related information to identify trends and causal factors associated with aviation activity within an assigned area of responsibility. This information will become the focus for future FAAS Team program activities and events.

115 GENERAL. You should:

A. Monitor accident, incident, and other event reports on a daily basis to obtain information relating to the causal factors of those occurrences.

B. Evaluate the information, identify any trends that develop, and modify safety events and activities, as necessary, to educate airmen about the contributing factors associated with current accident/incident trends.

116 DATA MART.

A. You will find accident/incident data through Web-based applications designed especially for your use at the FAAS Team SharePoint site. The Certification and Surveillance Division, AFS-900, Aviation Safety Information Analysis and Sharing (ASIAS), compiled this information from a specially designed data mart using National Transportation Safety Board (NTSB) accident/incident information.

B. For additional or more in-depth information you can access a number of databases covering a wide range of aviation data through the FAAS Team's SharePoint site. Some of these databases may include:

1) **Aviation Safety Reporting System (ASRS).** The ASRS contains reports of unsafe occurrences and hazardous situations that are voluntarily submitted by pilots, air traffic controllers, and others involved in aviation operations. Information collected by the ASRS is used to identify hazards and safety discrepancies in the National Airspace System and for human factors safety research.

2) **Service Difficulty Report (SDR).** The SDR contains reports of malfunctions and defects that occurred with aircraft, powerplants, and other aircraft components.

3) **FAA Accident/Incident Data System (AIDS).** AIDS contains data records for aviation accidents/incidents since 1978. The information contained in AIDS is gathered from several sources including accidents/incident reports on FAA Form 8020-23.

4) **Near Midair Collision System (NMACS).** The NMACS database is used to record reports of in-flight incidents when two aircraft have closed to an unsafe distance and avoided an actual collision:

117 INITIAL NOTIFICATION. You will be notified of accidents and incidents in their assigned areas under any bargaining unit agreements. Arrangements for this notification should be accomplished with associated regional command centers and coordinated with Flight Standards District Office (FSDO)/NTSB personnel working an accident/incident.

118 COLLABORATION WITH INVESTIGATORS. You should be involved in each accident/incident investigation to the extent necessary to gather pertinent information needed to develop future safety program activities and events. This may be accomplished through onsite visits, inspector interviews, NTSB interviews, and other such activities deemed necessary on a case-by-case basis.

119 INFORMATION UPDATE. As an accident or incident investigation progresses, additional facts pertaining to causal factors may emerge. You should keep informed of current developments during all accident/incident investigations by maintaining contact with FSDO/NTSB personnel working an accident/incident.

RESERVED. Paragraphs 120 through 134.

Section 2 Procedures

135 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of FAA accident investigation procedures, system safety principles, qualification as an aviation safety inspector (ASI), and appointment as a FAAS Team program manager.

B. Coordination. This task may require coordination with ASIAS, Information Management Section, AFS-624 (see AC 20-109A), Flight Standards field offices, National Transportation Safety Board (NTSB), air traffic control (ATC), FAAS Team representatives, and other elements of the aviation community based on specific accident/incident needs and circumstances.

136 REFERENCES.

- Pertinent Federal aviation regulations,
- Data mart,
- FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting (current edition),
- Current district accident, incident, and near midair collision reports, and
- Malfunction and defect reports, safety alerts, and Airworthiness Directives issued as a result of an accident/incident.

137 PROCEDURES.

A. Daily Review. Each day, you will review data related to recent accidents or incidents. This includes the following steps:

- Once you are notified of an event, find out who the points of contact are for the event and get as much information as possible, including registration number, pilot information, location, etc.,
- If the pilot is domiciled outside of your area of responsibility, notify the appropriate FAAS Team program manager about the event and provide him/her with the information,
- Maintain contact with the people leading the investigation so you continue to receive relevant information, and
- Review the information you receive in an effort to identify likely factors involved in the event and decide if notifications need to be sent out to appropriate FAAS Team members. Coordinate the notifications with your regional FAAS Team manager.

B. Evaluate Trend Analysis. You should analyze available safety data at least once a quarter to identify the primary factors that contribute or may contribute to accidents and incidents in your assigned area(s) of responsibility. Causal factors may be associated with the time of the year, certain types of flight operations, airworthiness-related issues, or situations unique to a local area like terrain, weather conditions, or airport traffic density. Other factors

may also play an important part in the trends identified such as inadequate or inappropriate procedures being used by companies or individuals. You should use all pertinent demographic and geographic data during this evaluation process and pass it along to the appropriate personnel. Pay particular attention to events involving designated pilot examiners (DPE), flight instructors, or student pilots. You should become familiar with the organizations within their assigned area(s) of responsibility so they can identify such trends and help the respective organization's safety program mitigate them.

C. Program Emphasis. The findings from periodic and regular evaluation of the data should drive the establishment of emphasis areas within local safety program activities and events. Area accident trends and causal factors may vary significantly from national trends and may require the development of special events to educate airmen in the pertinent subject areas. You should use accident/incident data when planning tasks, budgeting, and establishing priorities during development of the Business Plan.

D. Addressing Trends. You should use safety events, district newsletters, instructor workshops, airport safety committee projects, and FAAS Team representatives' activities to increase awareness in the aviation community of local area safety concerns. You should notify organizations within your area of responsibility of programs and processes to mitigate recognized trends and problems. You should encourage organizations to develop appropriate mitigation programs on their own. You will notify the National FAAS Team Manager, AFS-8, of any anomalies to national accident/incident trends found within your region or specialized area(s) of responsibility.

E. Certificated Flight Instructor (CFI) Special Emphasis. You should work with FAAS Team representatives to establish a specific program to improve communication with area flight instructors and flight schools. You can use increased DPE and flight instructor awareness of weak instructional areas, changes in local procedures, improved airport markings/procedures, accident/incident trends, and coordination with ATC, coupled with better communication between local general aviation pilots and air carrier operators to mitigate area accident trends.

F. Inspection Authorization (IA) Renewal Meetings. You should work with FAAS Team representatives to arrange participation in the annual FSDO Inspection Authorization (IA) renewal meeting(s). It provides a unique opportunity to discuss airworthiness-related accidents/incidents, unsafe trends, changes in regulations, awards programs, and local safety program initiatives.

G. Develop Program Materials. You should adapt existing programs to local needs and work with the National Resource Center in developing new materials to supplement the nationally-distributed safety education products.

H. Planning. You will incorporate trend data into the Business Plan as part of the planning and budgetary process.

138 TASK OUTCOMES. Completing this task results in establishing a valid profile of area accident/incident causal factors. It also facilitates the inclusion of material in the Business Plan to focus attention on the critical areas and provide direction for safety event planning. Proper

dissemination of casual factor trends and appropriate motivation processes through FAASTeam members should help mitigate those trends and causal factors.

139 FUTURE ACTIVITIES.

A. Communicate with Airmen. Discuss the emphasis areas with FAASTeam members, including FAASTeam representatives, ATC, airport management, flight schools, air agencies, aviation maintenance organizations, airport safety committees, and other aviation organizations. Solicit their ideas and urge their participation in projects to educate and inform area airmen.

B. Obtain Expert Assistance. Schedule guest speakers with expertise in the applicable areas to speak at future safety program events such as safety seminars, IA renewal meetings, and flight instructor workshops.

RESERVED. Paragraphs 140 through 154.

CHAPTER 4 REGIONAL FAASTEAM BUSINESS PLAN

Section 1 Background

155 ACTIVITY. The regional Federal Aviation Administration Safety Team (FAAS Team) business plan is designed to assist the regional FAAS Team through evaluation of all available data that will identify the associated risks. Through risk analysis, you, as the FAAS Team program manager, will develop program tasks to obtain measurable objectives and generate required funding.

156 OBJECTIVE. For you to prepare an Analysis and Justification Report that is used to create the regional FAAS Team business plan for the fiscal year. Your successful completion of this task results in a comprehensive report, which promotes maximum utilization of field resources and supports accomplishment of the Administrator's national goals and objectives.

157 GENERAL.

A. You use the business plan to accomplish the national goals set by the Administrator. The business plan is based on data-driven statistical analysis of accidents/incidents, the geographic diversity, and local concerns within the FAAS Team's area of responsibility. The business plan also includes national activities and FAAS Team Management Board subactivities. Based on the overall analytical review, you will develop the tasks to obtain measurable objectives tied to the subactivities. These measurable objectives will justify the request for funding necessary to accomplish the Administrator's national goals and objectives.

B. Your specializations should be used wherever needed to accomplish the Administrator's national goals. You will use the business plan to justify the use of other resources to accomplish described measurable objectives.

158 BUSINESS PLAN FORMAT. The regional FAAS Team business plan format will contain the following information and be located on the FAAS Team SharePoint as an online document:

A. Goals, Measurable Objectives, and Activities. The business plan includes:

- National goals and objectives set by the Administrator,
- National activities set by the National FAAS Team Manager,
- Subactivities set by the National FAAS Team Management Board,
- Additional activities set by the regional FAAS Team manager, and
- Tasks you develop.
- Concerns identified by the Flight Standards field offices and input from other sources will be identified through tasks and placed under the appropriate subactivities contained within the business plan after approval by the division manager.

B. Identification of Risk Areas. The business plan will include significant causal factors and identifiable trends pertinent to the geographic accident/incident rates. By using the Aviation Safety Information Analysis and Sharing (ASIAS), you will use a safety management system and perform a risk analysis to identify risks. The results of this analysis are used to identify appropriate tasks that result in measurable objectives used to minimize or eliminate the identifiable risks. ASIAS provides access to the following automated electronic graphs and charts: (See Figure 4-1 for ASIAS graphs and charts.)

- FAASTeam 5 Year Event Data,
- FAASTeam Accidents by Type of Operation,
- FAASTeam Accidents by Operator,
- FAASTeam Accidents by Event FSDO,
- FAASTeam Accidents by Airports,
- FAASTeam Accidents by City,
- FAASTeam Accidents by Crew Domicile,
- FAASTeam Accidents Top Causes,
- FAASTeam Accidents by Pilot Certificate,
- FAASTeam Maintenance related Accidents by Subject, Maintenance Personnel—Causes Only,
- FAASTeam Accidents Owner/Pilot Mechanic Personnel—Causes Only, and
- FAASTeam Accidents Part 91 by Type of Operation, Maintenance Personnel—Causes Only.

NOTES:

1. For the purposes of the business plan, the charts will be built on yearly data from the fiscal year (FY).
2. These 12 charts will be required for the business plan and Analysis and Justification Report. Additional charts are available for more information on causal factors, maintenance or special items as needed. You can request additional information from ASIAS through your data mart representative.
3. Each of these district charts will roll-up into regional charts, which in turn roll-up into the national charts.
4. These charts can be expanded or use drill down for more details for both operations and maintenance information.

Figure 4-1, Analysis and Justification Report Sample

Note the charts are based on operations specialty for this sample.

Southern Region
<Assigned Area of Responsibility>
(AREA 3)
<State>
(Georgia)
Field Offices: SO11
FAASTeam
Analysis and Justification Report FY07



Date of Origin: 05-05-06

Revision Date: 00/00/00

Revision Number: 00

Name
FAASTeam Program Manager
1701 Columbia Avenue
College Park, GA 30337
404-305-7280

Figure 4-1, Analysis and Justification Report Sample—Continued

Southern Region

Area 3<List of Field Office>

Revision Page

Revision Number	Date	Update
Original	05-08-06	First Draft

Figure 4-1, Analysis and Justification Report Sample—Continued

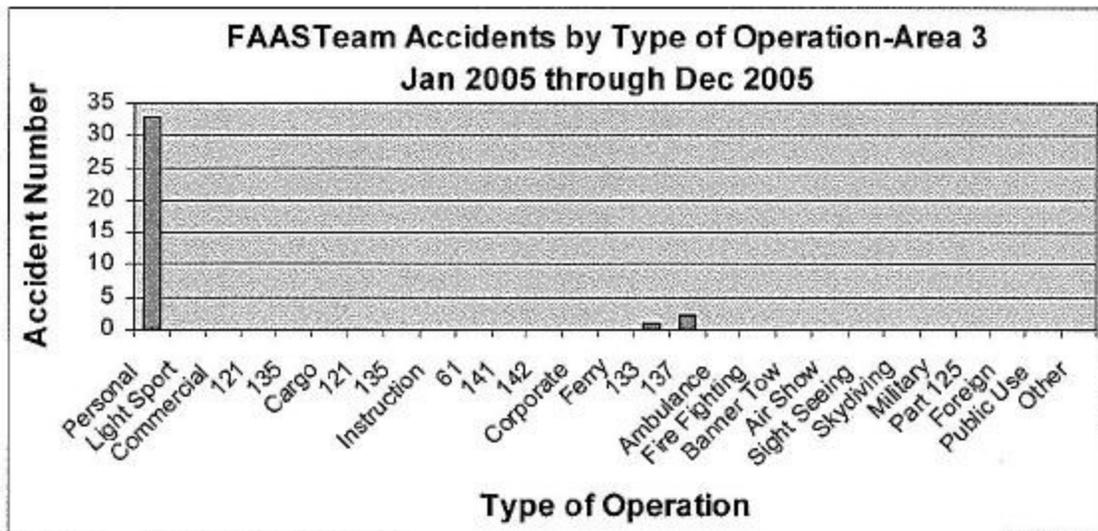
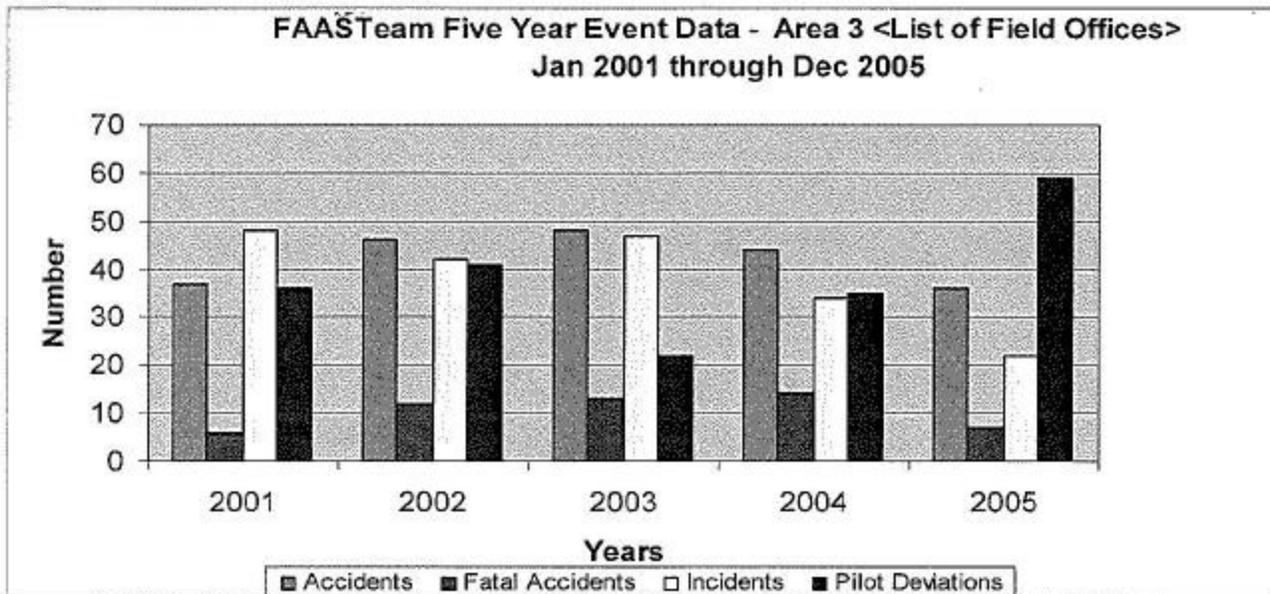


Figure 4-1, Analysis and Justification Report Sample—Continued

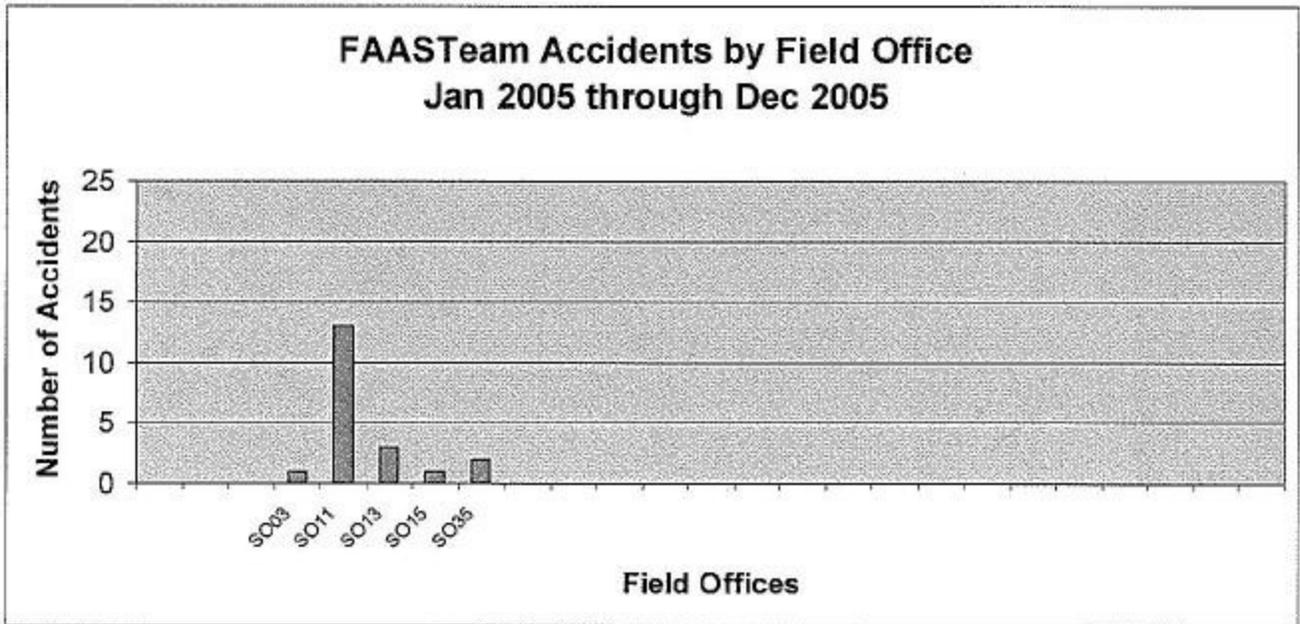
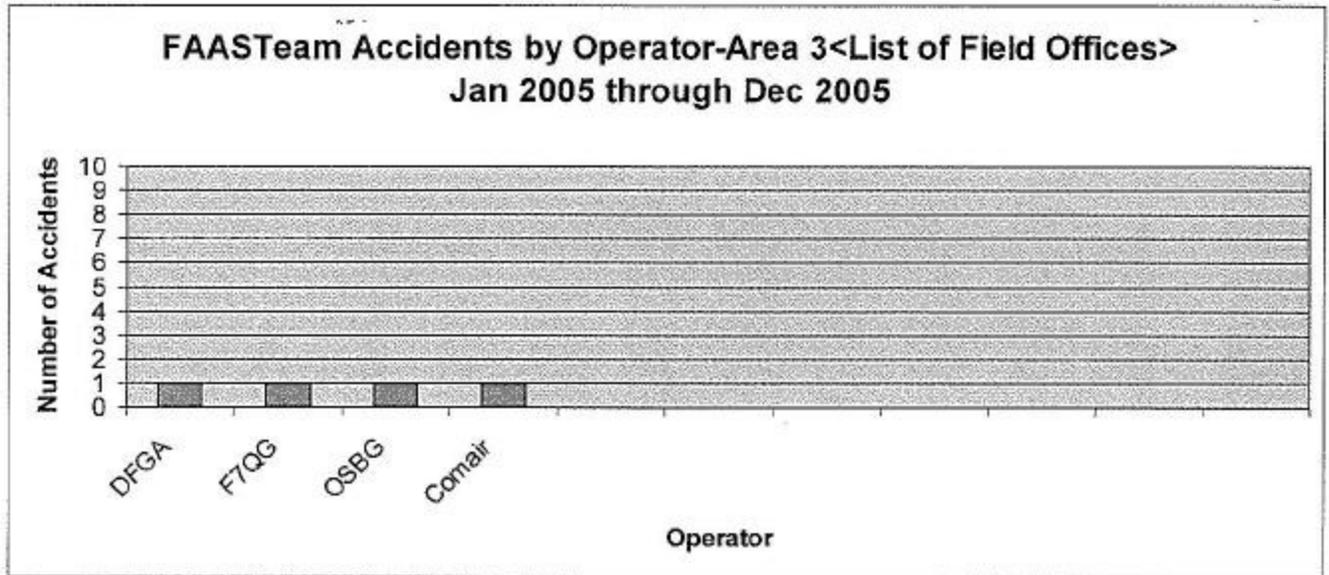
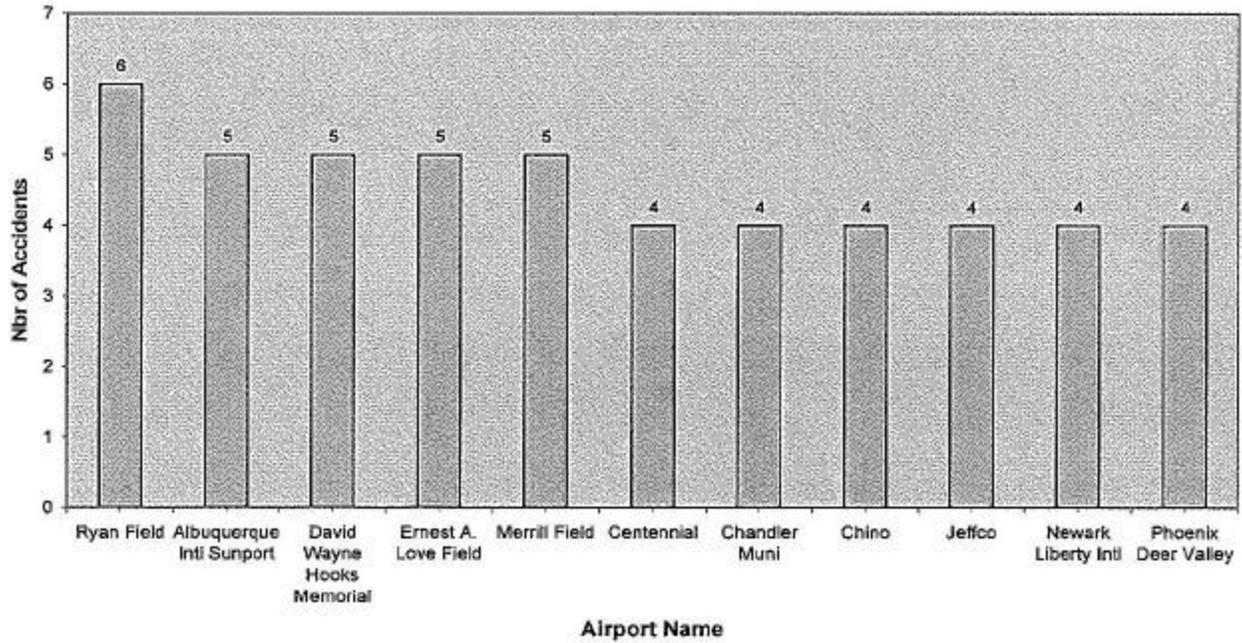


Figure 4-1, Analysis and Justification Report Sample—Continued

FAA Team Accidents by Airports-Area 3 <List of Field Offices>
Jan 2005 through Dec 2005



FAA Team Accidents by City-Area 3 <List of Field Offices>
Jan 2005 through Dec 2005

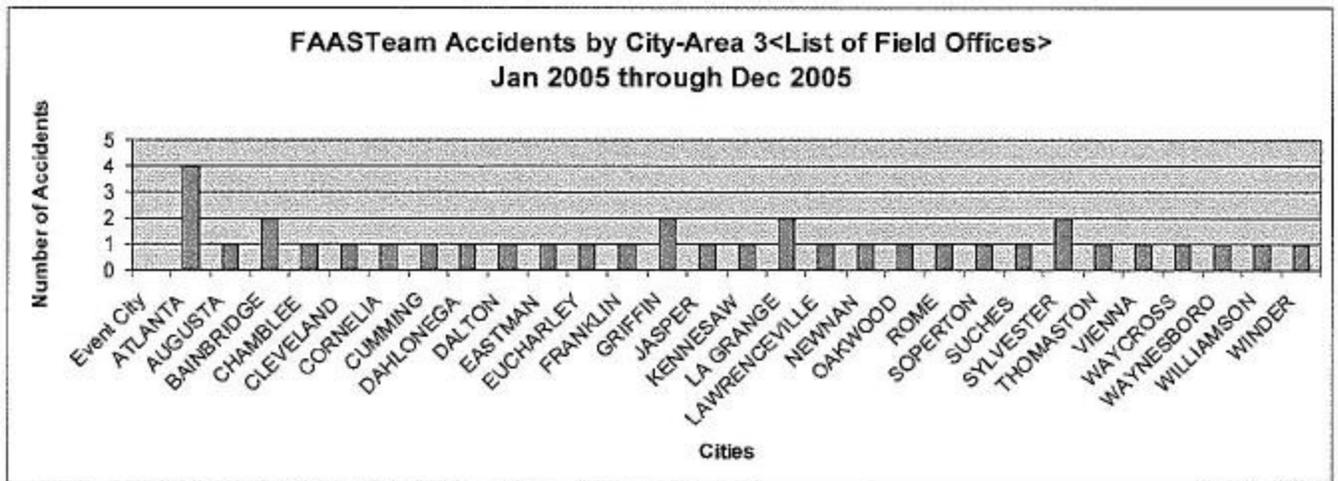
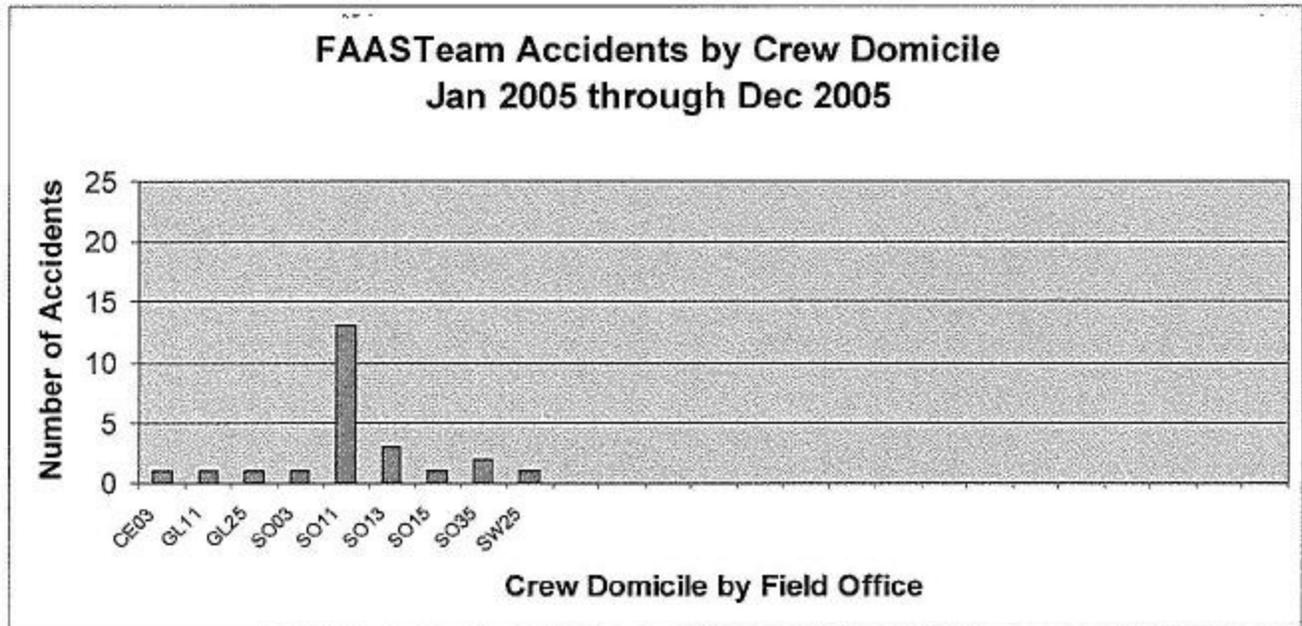


Figure 4-1, Analysis and Justification Report Sample—Continued



FAASTeam Accidents Top Causes* - Area 3<List of Field Offices> Jan 2005 through Dec 2005

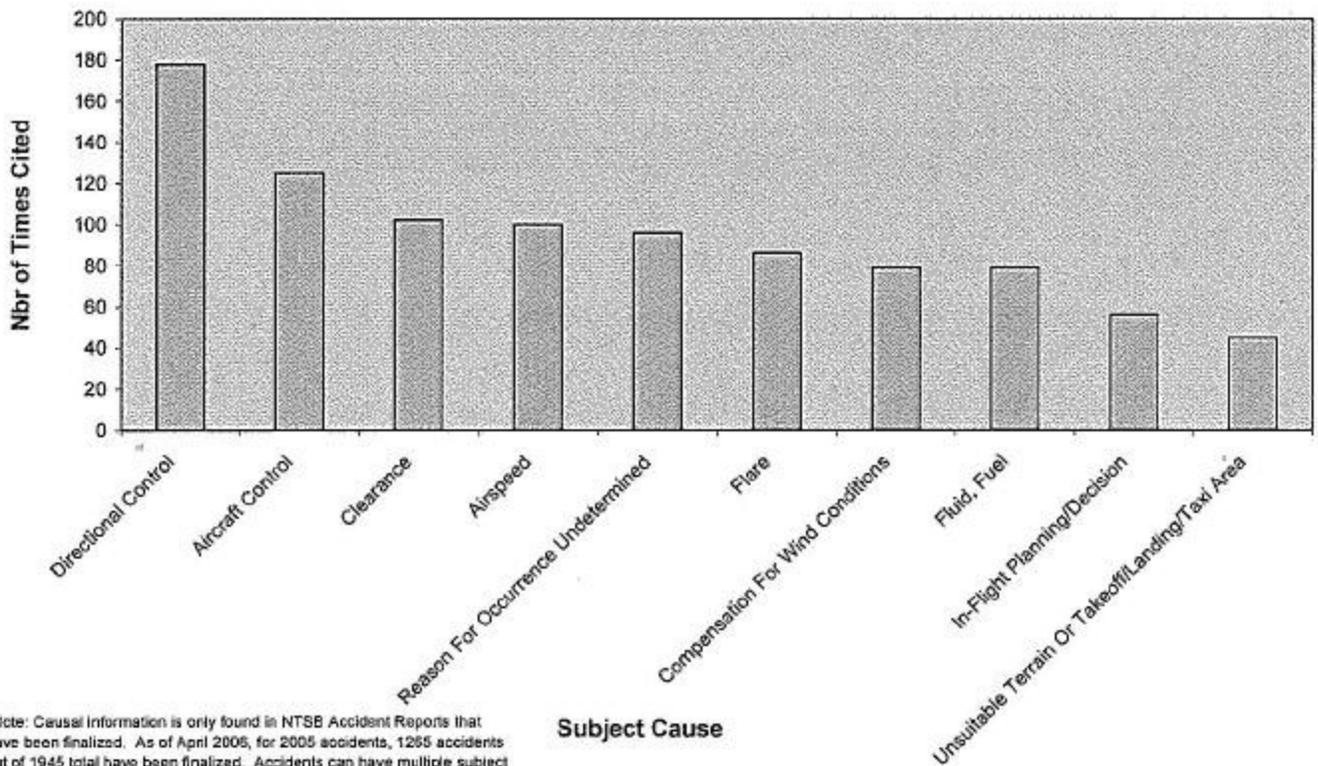
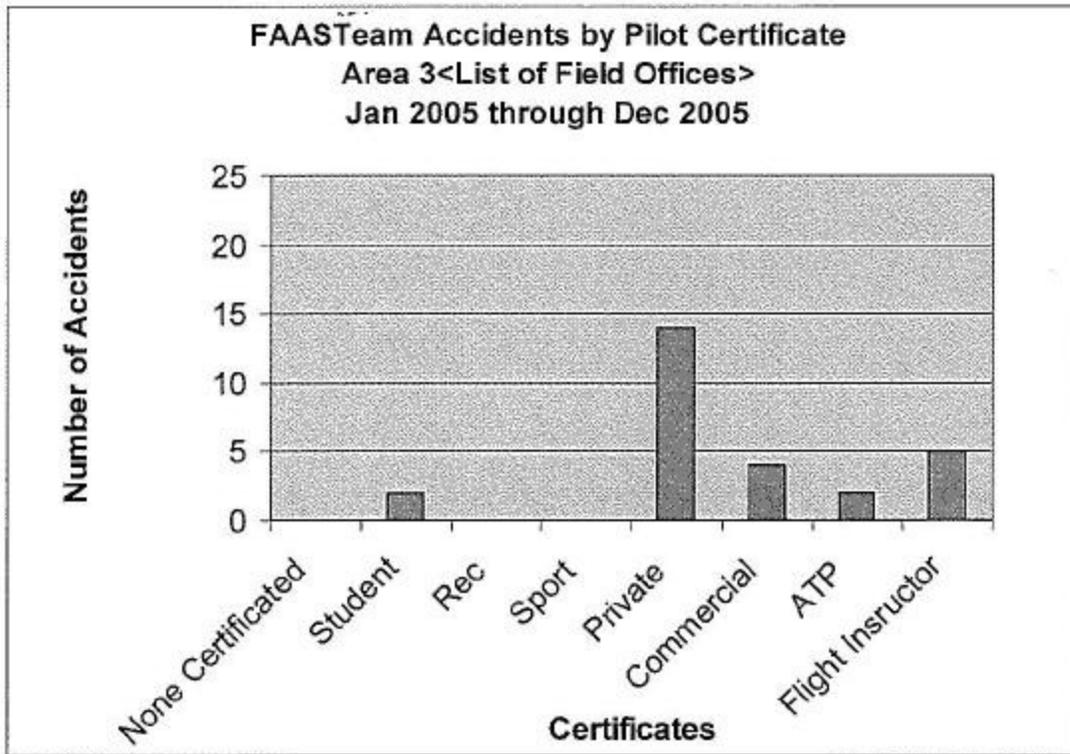


Figure 4-1, Analysis and Justification Report Sample—Continued



Additional Charts for Maintenance

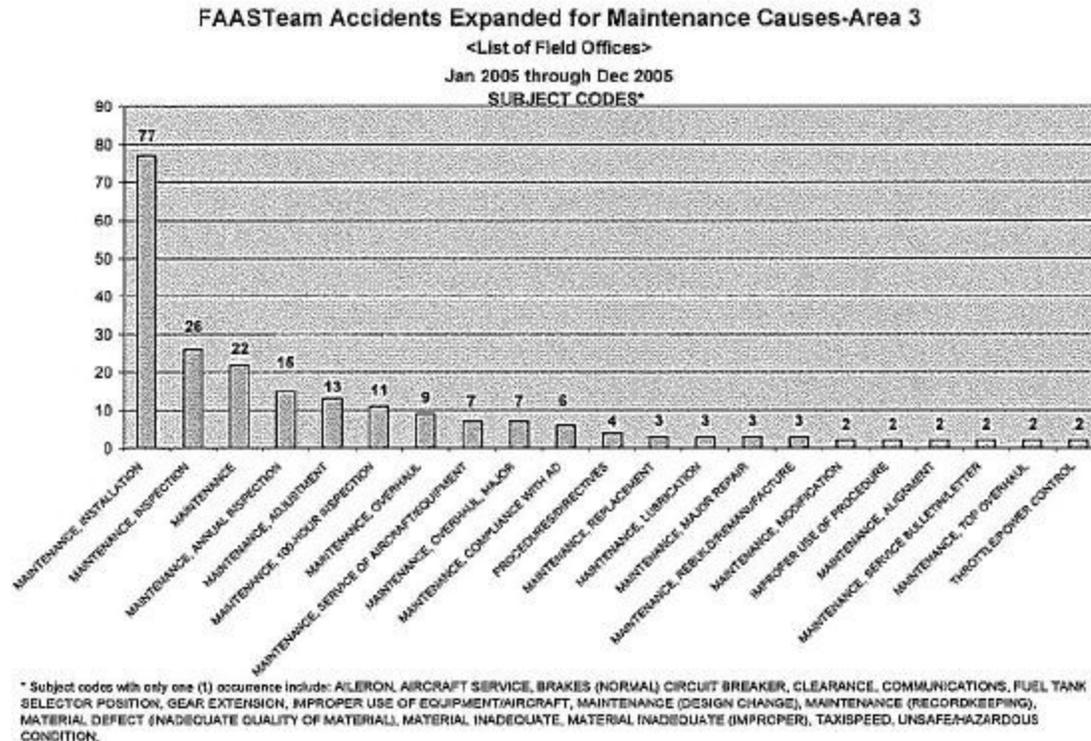


Figure 4-1, Analysis and Justification Report Sample—Continued

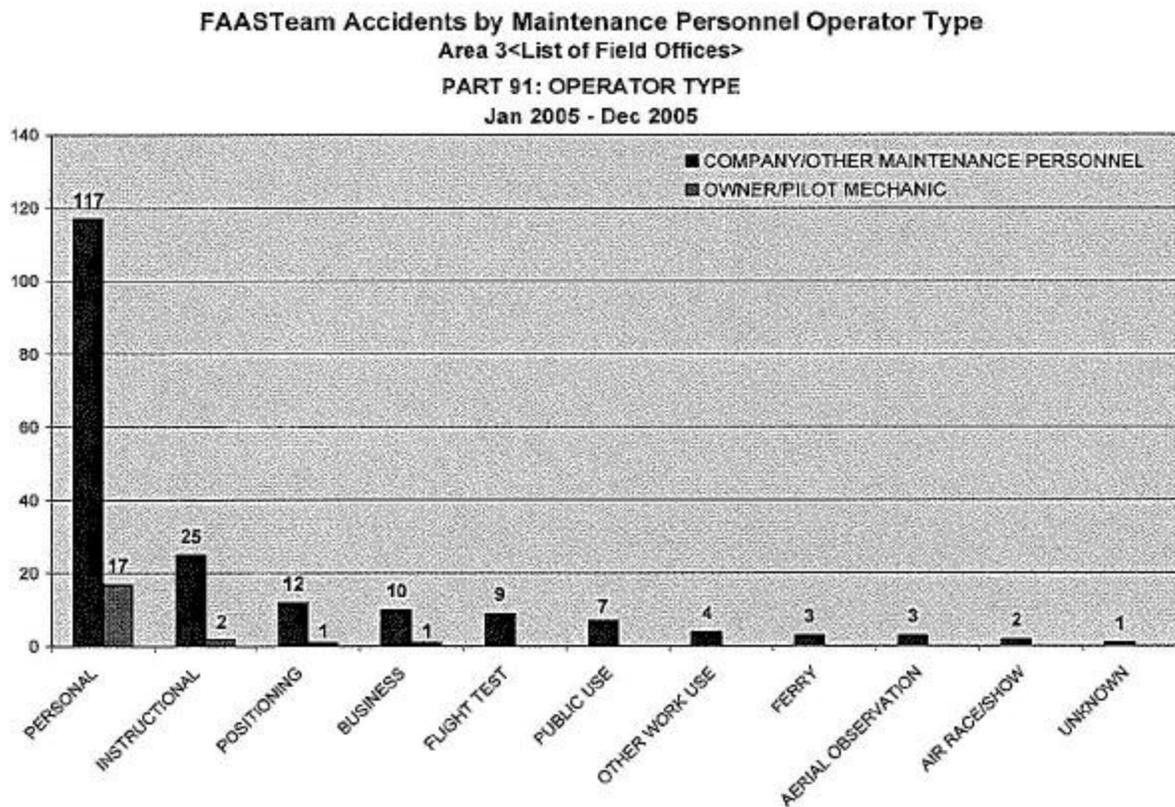
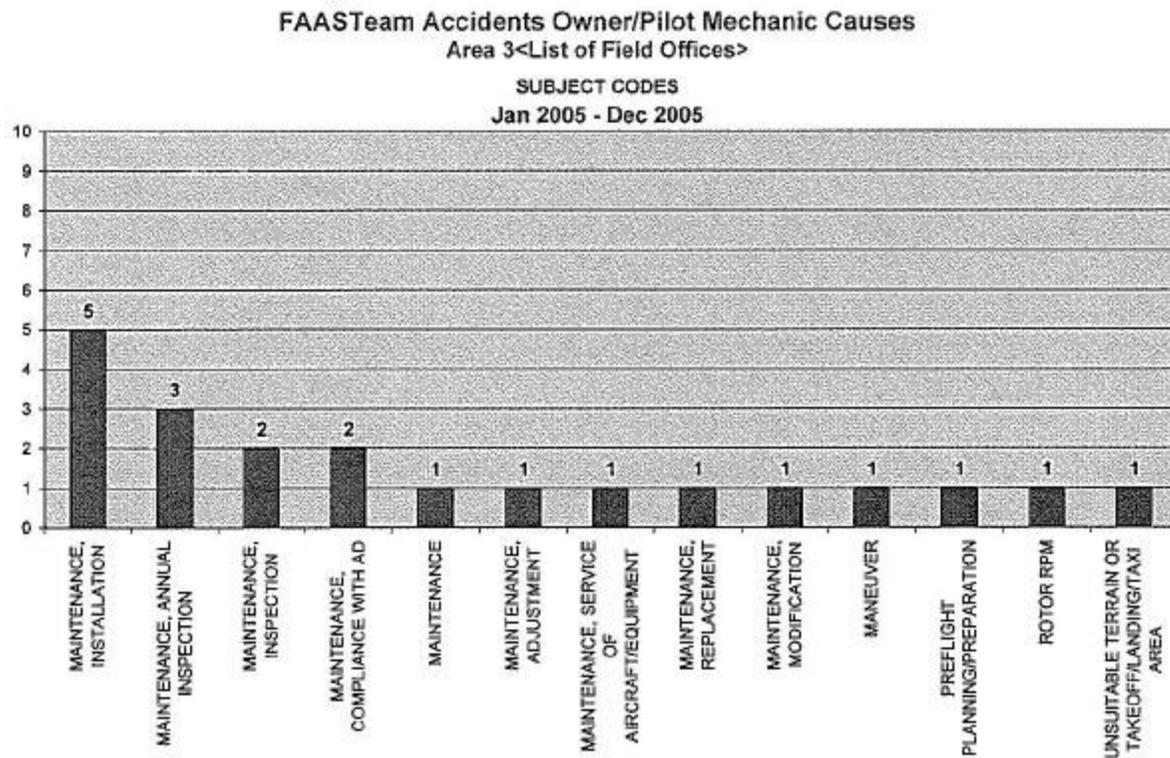


Figure 4-1, Analysis and Justification Report Sample—Continued**Field Office Special Concerns:***<Bulleted List of Concerns Here>**<Check List>*

- List the concerns in order of priorities of the field office.
- List all of the concerns with data to support them.
- List all of the runway safety concerns.

Team Members' Input:*<Bulleted List of Input Here>**<Check List>*

- List all of the concerns with data to support them.
- Have all of the safety issues for local airports been addressed.
- List of proposed events to mitigate safety concerns.

FAASTeam Program Manager Analysis & Justification**Current Planning Year:**

Example of a risk and corresponding risk statement:

- Maintenance discrepancies are not consistently recorded at the actual time of discovery.
- Aircraft may depart with passengers when maintenance discrepancies exist that could endanger the lives of the passengers.

Provide analytical analysis of the collected data to include:

- Identification of Risks with supporting data
- Mitigating Strategies' and Forecasted Outcomes

<Check List>

- Identify all of the safety risks in the area with data to support them.
- Provide all of the trends for the area, both positive and negative.

Forecast for Years Two and Three

Include activities or subactivities that may require multiple tasks and/or events that could be carried over several years needed to facilitate a positive conclusion. Safety data may indicate multiple tasks requiring funding allocations to drive and facilitate events over multiple fiscal years. This forecast should be a textual description.

Listed Here

<Check List>

List all safety concerns and show the current level with possible outcomes for the future.

C. Required Equipment. The business plan will include a management and accounting system for the equipment assigned, useful life, replacement date, and cost of replacement. By utilizing the FAASTeam Equipment Directory Tool, you will input all equipment assigned. The FAASTeam Equipment Directory Tool will provide an automatic, electronic accounting database for all assigned equipment. The database projects a 7-year allocation for funding needed for equipment replacement. (See Figure 4-2 for FAASTeam Equipment Directory Tool.)

Figure 4-2, FAASTeam Equipment Directory System Tool Sample

FAASTRACKS DATA for AREA 3

Item description	Number on hand	Barcode	Serial Number	Service Life (Years)	Initial Value	Replacement (FY 06)	Cost
Audio Mixer Large	1	N/A	N/A	7	\$500.00	1	\$500.00
Audio Mixer Small	0			7		0	
Audio System (Large)	2			7	\$3,000.00	1	\$3,000.00
Audio System (Small)	2			5	\$550.00	8	\$4,400.00
Audio System (Micro)	1			3	\$65.00	0	
Back Drop	0			7	\$2,500.00	0	
Camcorder (Basic)	1			3	\$999.00	1	\$999.00
Camcorder (Advanced Cannon GL2)	0			4	\$3,400.00	0	
Camcorder (Adv. Sony HVR-Z1U)	0				\$5,167.00	0	
Cellular Telephone	0			2		0	
Color Printer	3			3	\$300.00	3	\$900.00
Digital Camera (Basic)	2			3	\$450.00	4	\$1,800.00
Digital Camera (advanced)	0			4	\$2,085.00	0	
DVD/CD Mass Duplication	0			3		0	
Equipment Dolly	2			6	\$359.00	2	\$718.00
Equipment Stand	1			6	\$359.00	3	\$1,077.00
Flat Bed Color Scanner	1			3	\$899.00	3	\$2,697.00

Figure 4-2, FAAS Team Equipment Directory System Tool Sample—Continued

Item description	Number on hand	Barcode	Serial Number	Service Life (Years)	Initial Value	Replacement (FY 06)	Cost
Government Vehicle	1			5 Years 60,000 Miles		1	
GPS Receiver-Laptop	0			2	\$129.95	0	
Laptop Computer	2			3	\$3,238.00	12	\$38,856.00
Laptop Computer Case	1			3	\$50.00	7	\$350.00
Mass Data Storage	1			3	\$269.99	0	
Read/Write CD ROM	1			3		2	
Screen—Small	4			7	\$310.00	3	\$930.00
Screen—Large	3			7	\$298.00	2	\$596.00
Shipping Cases	1			7		0	
TV	1			6	\$300.00	4	\$1,200.00
TV with DVD/ VCR	1			5	\$446.00	0	
VCR/DVD Player/Record	4			5	\$252.00	4	\$1,008.00
VCR/DVD Player/Record Case	2			7	\$177.95	3	\$533.85
Video Projector in focus (portable)	6			4	\$1,550.00	12	\$18,600.00
Video Projector, in focus (permanent)	1				\$4,000.00	1	\$4,000.00
Video Projector Case	1			4	\$250.00	8	\$2,000.00
Video Capture Card	0			3		0	
Wireless Mike System	2			7	\$600.00	2	\$1,200.00
Wireless Card	0			2	\$50.00	4	\$200.00
Wireless Mouse	2			2	\$99.00	4	\$396.00

D. Management Resources. In development of the business plan measurable objectives, FAAS Team members should be used to assist you in accomplishing designed program tasks and obtaining measurable objectives. You will input and keep current all FAAS Team members in the FAAS Team Members and Facilities Directory on faasafety.gov.

E. FAAS Team Tracking System (FAAS Tracks). The business plan will include the request for funding for the identifiable and measurable objectives during the fiscal year. FAAS Tracks is a standardized electronic tool on SharePoint, which allows you to identify and rate tasks through a Task Criticality Rating. Each task will include funding allocations required for achieving the measurable objectives. (See Figure 4-3 for the FAAS Tracks Example; Activities are derived from the Objective and Strategy, Subactivities are further refined from each Activity.)

Figure 4-3, FAAS Team Tracking System Example

FAAS Tracks	
GOAL 1	Achieve the lowest possible accident rate to consistently improve safety
Objective 1	Reduce the commercial airline fatal accident rate.
Strategy	Address safety concerns and issues, expand cost effective safety oversight and surveillance, and continue research factors of accidents.
Initiative 6	Continue research to identify human factors that cause accidents and develop strategies, methods, and technologies that reduce those accidents.
Activity C	SMS Safety Initiatives established within air carrier to include parts 121, 125, 129, and 135.
Subactivity C1	121 air carrier outsourced maintenance to 145 maintenance providers.
Subactivity C2	129 international outreach and introduction to Safety Management Systems.
Subactivity C3	135 commercial aviation outreach and introduction to Safety Management Systems.
GOAL 1	Achieve the lowest possible accident rate to consistently improve safety
Objective 2	Reduce the number of fatal accidents in general aviation.
Strategy	Establish standard procedures and guidelines for general aviation operators.
Initiative 14	Ensure that safety oversight and regulatory compliance keep pace with changes in the general aviation environment.
Activity G	Provide airmen information and training for the purpose of reducing weather related accidents and assist in education emphases.
Subactivity G1	When continuing Visual Flight Rules (VFR) into instrument meteorological conditions (IMC) resulting in loss of control.
Subactivity G2	Conduct at least one Aviation Career Education (ACE) Camp that places emphasis on careers in aviation maintenance and aviation careers.

Figure 4-3, FAASTeam Tracking System Example—Continued

GOAL 1	Achieve the lowest possible accident rate to consistently improve safety
Objective 3	Reduce the risk of runway incursions.
Strategy	Address and reduce runway incursion collision risks.
Initiative 25	Improve training procedures evaluation analysis to reduce runway incursions.
Activity R	Establish an aviation education partnership with the Office of Runway Safety.
Subactivity R1	Participation with the Office of Runway Safety in RSAT'S.
Subactivity R2	Participation with Office of Runway Safety in joint safety events at airports with highest number of runway incursions and surface incidents.
Subactivity R3	Office of Runway Safety participation in certified flight instructor (CFI) workshops, inspection authorization (IA) renewals and flight schools with the highest number of accidents and incidents.

FAASTRACKS DATA for AREA 3

Tasks	Date	QTR	Initials	Area	TCR	Measure	PTRS Code	Record Number	2101	2103	2662	2596	3105
C1-1	10/11/06	1	KRS	1	5	M 4	1931	SO35200701938	\$120.00				
C1-2	4/1/07	3	KRS	1	8	M 24	1931	SO35200701939	\$240.00				
C2-1	5/5/07	3	KRS	1	6	M 20	1973	SO35200701940		\$1,310.00			
C3-1	5/15/07	3	KRS	1	11		1981	SO35200701941	\$110.00				
G1-1	10/10/06	1	KRS	1	1	M 22	1962	SO35200701942		\$400.00			
G2-1	2/24/07	2	KRS	1	3	M 44	1942	SO35200701943		\$800.00			
G2-2	5/5/07	3	KRS	1	2	M 66	1981	SO35200601944	\$360.00				
R1-1	11/11/06	1	KRS	1	7	M 33	1931	SO35200701945	\$120.00				
R2-1	2/2/07	2	KRS	1	4	M 48	1931	SO35200701946	\$240.00				
R3-1	6/22/07	3	KRS	1	9	M 55	1932	SO35200701947	\$360.00				
R3-2	8/24/07	4	KRS	1	10		1942	SO35200701948		\$230.00			
	10/1/06											\$100.00	
	10/1/06												\$2,300.00
	10/1/06									\$300.00			
									\$1,550.00	\$2,740.00	\$300.00	\$100.00	\$2,300.00

Figure 4-3, FAASTeam Tracking System Example—Continued

Fund Req	Cumulative	Actual	OV/UN	Fund Amt	Media-A	Media-P	Media-F	Description
\$120.00	\$120.00	\$300.00	\$(180.00)		\$100.00		\$250.00	Ace Air Highest Accident Rates
\$240.00	\$360.00	\$240.00				\$65.00	\$160.00	Sky Ways Highest Incident Rates
\$1,310.00	\$1,670.00	\$1,000.00	\$310.00		\$150.00	\$180.00		Argentina Government
\$110.00	\$1,780.00	\$110.00			\$100.00	\$140.00	\$110.00	Principal Highest Accidents
\$400.00	\$2,180.00	\$400.00			\$400.00	\$200.00	\$500.00	Conference weather accidents at MIA
\$800.00	\$2,980.00	\$800.00			\$100.00	\$65.00	\$160.00	ACE Camp in FLL
\$360.00	\$3,340.00	\$360.00			\$150.00	\$190.00		Gold Coast Middle School
\$120.00	\$3,460.00	\$100.00	\$20.00		\$100.00		\$250.00	RAST at FXE
\$240.00	\$3,700.00	\$240.00				\$65.00	\$160.00	Event for PBI Airport
\$360.00	\$4,060.00	\$380.00	\$(20.00)		\$150.00	\$180.00		Area 1 CFI Work Shop
\$230.00	\$4,290.00	\$230.00			\$100.00	\$140.00	\$110.00	Area 1 IA renewal
								Awards for Reps
								Equipment identified in FEDS
								Supplies (6 ink cartridges 3 each) HP 56 58
\$4,290.00				\$10,000.00	\$1,350.00	\$1,225.00	\$1,700.00	

159 REQUIRED DOCUMENTATION IN SUPPORT OF THE REGIONAL FAASTEAM BUSINESS PLAN. You will submit the following information for use in building the FAASTeam regional business plan. The business plan documentation needs to be submitted to the regional FAASTeam manager by August 1 of each year.

A. Cover Sheet. You will provide a cover sheet that will contain the FAA logo, the date of origin, revision date, revision number, the regional FAASTeam manager's name and title, your name, title, and area of responsibility (defined as geographic, state, to include field offices). The cover sheet will also include your address and phone number.

B. Charts. You will be providing the charts mentioned in paragraph 143B above. These charts serve as the basis for your analysis and planning. Some or all of these charts may become part of the business plan.

C. Field Office Concerns. You will be required to meet with the field office safety management team to share the analysis and planning based on the available data. Identify their local concerns and compile them through tasks and place them under the appropriate subactivities contained within the business plan after approval by the regional FAAS Team manager.

D. Team Member Input. You will gather all available input from representatives and other team members to be considered. This input will be identified through tasks and placed under the appropriate subactivities that may be contained within the business plan after approval by the regional FAAS Team manager.

E. Equipment. You will provide the information mentioned in paragraph 143C on the FAAS Team Equipment Directory Tool. This makes it possible to budget for any equipment purchases or maintenance that may be required. The information you submit will be compiled with information from other FAAS Team program managers and entered into the business plan.

F. FAAS Team Program Manager Analysis and Justification Report.

1) Proposed safety events for the next year, with date/time/location, subject, number of offerings, projected costs, type of publicity, speakers, etc. (FAAS Tracks and Safety Program Airman Notification System (SPANS).)

2) Both 2- and 3-year plans with forecasted subactivities that require multiple tasks and/or events that could be carried over several years needed to facilitate a positive conclusion. Safety data may indicate multiple tasks requiring funding allocations to drive and facilitate events over multiple fiscal years. This forecast should be a textual description.

G. FAAS Tracks. You will place proposed tasks in FAAS Tracks, whereby each task will be identified and rated through the Task Criticality Rating. Each task will include requested funding allocations that will be needed for achieving the measurable objectives.

1) Tasks are activities, events, and other actions identified by you that further the FAA's Mission and are tied directly to the goals and objectives of the Administrators Flight Plan.

2) X-factor tasks are external activities, events, and other actions identified by you that further the FAA's Mission but not tied directly to the FAAS Team goals and objectives. These may include National Resource Program for flight checks, or CFI check rides, etc.

3) O-factor tasks are overhead or other actions required of you in support of maintaining the infrastructure of the FAAS Team, but not tied directly to the FAAS Team goals and objectives.

RESERVED. Paragraphs 160 through 174.

Section 2 Procedures

175 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the FAA Flight Plan, national goals and objectives; national activities, FAAS Team Management Board subactivities, field office concerns, and team member input.

B. Coordination. This task requires coordination with the regional FAAS Team manager, FAAS Team program managers, Flight Standards field office managers, supervisors, aviation safety inspectors, and FAAS Team members.

176 REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 1) FAA Flight Plan.
- 2) FAAS Team National Program Guidelines.
- 3) FAAS Team Regional Program Guidelines.
- 4) FAAS Team Analytical Resource System.
 - FAAS Team SharePoint.
 - ASIAS.
 - FAAS Team Equipment Directory Tool.
 - FAAS Team Members and Facilities Directory.
 - FAAS Tracks.
 - FAAS Team Information Lending Library Tool.
- 5) Enforcement Investigation Reports (EIR).
- 6) Service Difficulty Reports (SDR).
- 7) Remedial training reports.
- 8) Flight assist reports.
- 9) Faasafety.gov.
- 10) SPANS.

B. Forms. None.

C. Job Aids. FAAS Tracks.

177 PROCEDURES. Analyze charts received from ASIAs. Identify any trends indicating potential safety issues.

A. Meet with Flight Standards field offices to identify any safety concerns identified as part of their surveillance and inspection activities. Work with them to identify likely causal factors if the factors are not already identified. Also get their input on potential ways to mitigate safety concerns. Meet with your FAAS Team members to identify any safety concerns they may be aware of. Get their input on possible causes and solutions.

B. Compile all input (charts, field offices, team members) and identify similarities and differences. Based on this analysis, prioritize causal factors for mitigation of risks.

C. Prepare the FAAS Team Analysis and Justification Report for submission to the regional FAAS Team manager for review and incorporation into the preliminary regional business plan.

D. The charts will be based on operations specialty or airworthiness specialty for your regional area of responsibility.

178 TASK OUTCOMES. Your successful completion of this task results in an Analysis and Justification Report that is used to build the preliminary regional FAAS Team business plan. (See the Sample Analysis and Justification Report in Figure 1-5.)

179 FUTURE ACTIVITIES. The business plan is a dynamic document and future events may require you to request changes to the plan through the regional FAAS Team manager. These requests will allow for adjustment of the prioritization of tasks to obtain measurable objectives, thereby, shifting the necessary funding requirements.

RESERVED. Paragraphs 180 through 194.

CHAPTER 5 PLAN, PREPARE, AND MANAGE SAFETY EVENTS

Section 1 Background

195 ACTIVITY. Use the Safety Program Airman Notification System (SPANS) to record all event planning. SPANS will archive records from individual events as they are recorded and will be available for use in planning future safety events. (Historical data is available from the historical data link on the main tool bar.)

196 OBJECTIVE. You, as the FAAS Team Program Manager, will plan, prepare, and manage safety events under the regional FAAS Team business plan.

197 GENERAL. Aviation safety events provide a valuable service to the aviation community and help communicate updated information on changing regulations, new procedures, and safety techniques. Events should support the Administrator's national goals and objectives.

A. Required Functions. You must plan, budget, and manage events via the FAAS Team Tracking System (FAAS Tracks) and SPANS to accomplish the requirements of the regional FAAS Team business plan. Safety events should be planned to ensure that only well-qualified presenters conduct each program.

B. Safety Program Marketing. At each event, you should promote faasafety.gov registration, awards programs (FAA Pilot Proficiency Program (WINGS) and Aviation Maintenance Technician (AMT) awards), and those special emphasis items identified by the National or regional FAAS Team managers.

198 SCHEDULE OF EVENTS. The regional FAAS Team business plan identifies the number and type of planned safety events to be accomplished for the fiscal year. When planning for individual events, refer to SPANS and FAAS Tracks for details on planning.

199 POP-UP EVENTS. For pop-up events, you need to submit an Analysis and Justification Report to the regional FAAS Team manager to get approval for the event if FAAS Team funding is required. Publicity funding is approved for each event through SPANS. Once you receive approval, event planning is the same as for planned events in the regional FAAS Team business plan.

200 RESOURCES. You should encourage representatives to maintain a list in the FAAS Team Members and Facilities Directory of available guest speakers, their phone numbers, and specialties and a list of local facilities that may be used for events. If possible, several contacts should be listed for those facilities that rotate personnel frequently, particularly at military facilities.

201 SPANS. The primary means of airman notification for safety events is SPANS found at faasafety.gov. The system provides a means to quickly and effectively disseminate information to the public on upcoming events, including time critical notifications. The system also provides the ability to supplement e-mail and Web site postings with postcard notifications to those airmen who are not registered at faasafety.gov. Registered SPANS users with the proper preferences selected receive e-mail notification for events in lieu of a printed announcement.

A. Accuracy and Timeliness. You and the representatives are responsible for ensuring the accurate and timely publication of upcoming events on SPANS to ensure advertisement for upcoming events to the proper audience. Proper use of SPANS depends upon thorough initial training on its functionality, continued regular use and practice, and recurrent training on system upgrades as they occur. You should refer to the SPANS User Manual that is available online to answer questions on how to use the system.

B. Mailing Label Request. Under some circumstances, either you or the representatives may wish to conduct a general independent mailing to airmen. For these situations, you may request self-stick mailing labels (see Form 8000-34) from the Airman Certification Branch, AFS-760, that correspond to the area of coverage, through proper channels.

202 PLANNING AND PREPARING EVENTS. You should review the following criteria when planning an event or managing the preparation of safety events by others.

A. Program Content. Coordinate program segments to ensure a quality consistent safety message is presented. A good combination of media types, dynamic speakers, audience interaction, and supporting printed material increases program impact.

B. Program Length. Plan ample time for breaks, questions, and comments from the audience and carefully consider the time necessary for setup and breakdown of the event. Ensure that sufficient time is allowed to reconfigure audiovisual aids between speakers or program segments.

C. Supplemental Media Assistance. Determine whether or not speakers intend to bring their own audiovisual aids. Consider assisting speakers by providing audiovisual aids for program segments that do not have them.

D. Community Involvement. Enlist the support of the entire aviation community wherever possible. You should encourage fixed-based operators, repair stations, air carriers, airport managers, flying clubs, flight instructor organizations, maintenance organizations, vocational schools, airport committees, aviation support groups, and other appropriate entities to sponsor and participate in safety events.

E. Selecting the Meeting Place. Physical surroundings contribute greatly to the success of a meeting.

F. Criteria for Charging Safety Event Fees. Fees may be charged for a safety event as long as the event meets the following criteria:

- FAA or FAA personnel do not receive any money from the event.
- Safety message of the event outweighs the marketing message of a specific product.
- Fee is indicated on the SPANS. Attendees will need to contact presenter for the amount of the fee.
- Event must be conducted by a representative or FAASTeam industry member.
- Event qualifies for the WINGS/AMT program approved by you.

- Must be entered into SPANS and/or FAASTracks.

203 MANAGING EVENTS. Each presentation, program, or activity should have an assigned program director and sufficient supporting participants to accomplish the associated tasks. The director may be an ASI, FAASTeam member, or you. The program director accepts responsibility for the content and conduct of each presentation, program, or activity. Consequently, the program director should brief participants on proper conduct and representation of the FAA. You manage and support all events, and may also direct some individual programs.

204 SAFETY EVENTS PRESENTED BY NON-FAA ORGANIZATIONS. Non-FAA organizations produce and advertise aviation safety events with their own resources; however, they may not state or imply FAASTeam sponsorship or approval of these events unless that sponsorship or approval is authorized by the regional FAASTeam program manager. Unauthorized companies, groups, or persons, including FAASTeam representatives, may not use stated or implied sponsorship by the FAASTeam to further private enterprise.

RESERVED. Paragraphs 205 through 219.

Section 2 Procedures

220 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regional FAAS Team business plan, faasafety.gov, FAAS Team SharePoint, and appointment as a FAAS Team program manager.

B. Coordination. This task may require coordination with the National FAAS Team Manager, AFS-8, regional FAAS Team managers, Flight Standards District Office (FSDO) managers, FAAS Team members, Division Managers, regional Public Affairs Officers, other agencies, guest speakers, event sponsors, facility managers, aviation organizations, news media, and other FAAS Team program managers.

221 REFERENCES:

- Regional FAAS Team business plan,
- Pertinent Federal aviation regulations,
- Pamphlets and audiovisual aids pertinent to the presentation subjects,
- Faasafety.gov help manual, and
- FAAS Team SharePoint help manual.

222 PROCEDURES.

NOTE: You should encourage FAAS Team members to handle the following steps. You have oversight responsibility for each event.

A. Review Regional FAAS Team Business Plan. Determine the number and types of programs and presentations to be scheduled. Correlate required presentations with available materials and resources. Obtain Division Manager approval for the programs and events.

B. Schedule Programs. Arrange dates, times, locations, topics, sponsors, and participants for each program. Designate a program director for each program you will not personally direct.

C. Resources.

- 1) Ensure adequate funding is available for travel, media products, facility rental, publicity, etc.
- 2) Ensure that adequate equipment will be available for each program. If necessary, arrange to borrow or rent extra equipment. Schedule films, DVD's, and videotapes. Always have access to backup equipment.
- 3) Ensure any needed support is arranged and speaker participation is confirmed.
- 4) Coordinate with FAAS Team administrative officer (AO), regional budget analyst, and division management.

D. Make Audiovisual Aids. Any audiovisual aids provided by the FAA will be processed through the National Resource Center. Audiovisual materials provided by speakers outside of the FAA should be reviewed and approved by you to ensure a consistent, quality safety message is delivered. Do not use audiovisuals that identify accident victims or depict graphic accident scenes that may upset or offend some members of the audience. Be prepared to conduct an event by alternative means in the event that equipment or media cannot be used.

E. Publish Event on SPANS. Use the SPANS to notify the aviation community of upcoming events. Refer to the current version of the faasafety.gov Help Manual for detailed instructions on how to best utilize the features of the SPANS in publishing an event.

- 1) Adhere to minimum default dates to ensure adequate postcard mailing and e-mail notifications.
- 2) Attach appropriate documentation and flyers to advertise and effectively market each event.
- 3) Carefully select the target audience and notification area to avoid either too large or too small a distribution of postcards or e-mails.
- 4) Follow the criteria for advertising events that charge an attendance fee.

F. Arrange Publicity. Additional publicity should be arranged through news media and aviation organizations. You and the representatives should encourage other agencies with interested individuals to register on faasafety.gov to receive notification of upcoming events by e-mail. Provide special notification of events to FAA Lines of Business, FAA contractors, state aeronautical agencies, and airport managers' offices for events being held in their area. Invitations should be extended for them to participate.

G. Other Recommended Publicity.

- 1) Prepare a news release for local newspapers, television stations, and radio stations.
- 2) Arrange for posting of flyers at prominent locations within the aviation community, such as FAAS Team Industry Member locations.
- 3) Arrange for announcement of the program in aviation newsletters or calendar of events.
- 4) Provide guest speakers with an advance copy of the event notification.

H. Confirm Arrangements for the Facility and Equipment. Program facilities should be inspected prior to use. Arrangements for seating and other equipment should be confirmed. If necessary, arrange to have the key to the facility left with someone who will be accessible at the time the program is scheduled.

1) The room should be large enough to accommodate the anticipated attendees. If the room is too large for the number of people attending, plan the seating arrangement in a cluster, and make any arrangements necessary to ensure an adequate supply of chairs is set up well before the meeting starts.

2) The ability of attendees to register to attend an event via SPANS provides the program director with a means to gauge potential attendance in advance of that event. This provides an opportunity to adjust for the anticipated attendance by enlarging or reducing a meeting area, changing a venue, or making other arrangements to avoid problems during the event.

3) Adequate heating, cooling, and lighting should be considered. The use of hangars for safety seminars encourages people at airports to attend; however, there may be some critical environmental challenges. Hangars can be noisy with arriving/departing aircraft and are often difficult to heat or cool sufficiently for a seated audience. Even under good conditions, hangars offer poor acoustics for large groups, so consideration must be given to the use of sound systems and audiovisual equipment. Lighting is also a critical element, especially if projectors are used, since hangar lighting is often difficult to regulate.

4) There should be adequate parking for automobiles and if necessary, aircraft. If attendees need to make any special arrangements to access parking, that information should be noted in the SPANS announcement. If fly-in attendees are anticipated, any pertinent information regarding the airport facilities and transportation should be included.

5) Plan the placement of screens, monitors, projectors, speakers, lecterns, and other equipment so that everyone in the audience will be able to see and hear the program. It is generally a poor plan to have the audience looking at a visual with bright windows behind. Include provisions to cover, secure, or tape down equipment cords. If the facility or sponsor is providing audiovisual equipment, ensure that a representative will be available to instruct the seminar presenter in its use. Make arrangements well before the program is scheduled to begin to access equipment that may be locked up. Provide backup equipment, as available and necessary.

6) Consider the number and location of restrooms, especially when snacks and beverages are to be served. Restrooms should be close enough to enable attendees to enjoy refreshments and still have time to access the restrooms during breaks.

7) Ensure that refreshment service does not detract from the event by interrupting presentations or causing distractions. Strictly observe any limitations or prohibitions by event sponsors on refreshments inside facilities.

8) Plan ahead for static displays, handout areas, door prizes, and attendee sign-in processes to avoid difficulties in conducting the event.

9) A room or facility may be rented for a safety seminar; however, every effort should be made to secure free space from schools, libraries, airport operators, and other organizations.

10) You must be cautious when accepting free space and assure that it is not being offered from organizations or facilities that have exclusionary policies based on race, gender, etc.

11) If you rent a room and/or accept responsibility for rented space for use during official duties, you should refer to FAA Order 2300.2A, Employee Indemnification Policy and Procedures, for guidance on government employee responsibilities while on duty. A copy of this order is available on the FAASite SharePoint site or in each regional office.

12) Under the Americans with Disabilities Act of 1990, you must provide appropriate services (e.g., wheelchair accessible facilities, sign language interpreter, etc.) at FAASite-sponsored functions when requested by the public.

I. Equipment and Materials. Confirm arrangements for transport of equipment and other materials to the program site. Review any audiovisual aids that will be used to ensure that equipment and aids are in working order. Provide extra extension cords, spare bulbs for projection equipment, and tape for securing equipment cords. Provide an alternate audiovisual selection in case the primary selection becomes unusable during the program. If refreshments are to be served, confirm provisions for transportation, serving method, and disposal of trash.

J. Managing/Conducting the Presentation. You or the program director should arrive well before the program is scheduled to begin. The following items should be done:

1) The program director or other FAASite member should meet program participants, make introductions, and assist them with audiovisual equipment and other needs. They should also review the program agenda with all participants, paying particular attention to time allotments.

2) Set up the equipment. Check screen/monitor placement, projector focus, and sound system. Secure equipment cords. If another person will be operating the equipment, review the agenda with that person.

3) Arrange the handout display and make any necessary provisions for the refreshments.

4) Conduct the program. Begin and conclude at the announced times. Ensure that each participant is introduced and thank each participant and sponsor.

5) You should promote faasafety.gov registration, awards programs (WINGS and AMT awards), and those special emphasis items identified by the National or regional FAASite managers.

6) Announce future programs or activities and encourage participants to sign up for and fully utilize the features of SPANS that will keep them informed of future local events, or events in areas where they may be traveling.

7) Answer questions from event attendees. If it is not possible to answer questions during a presentation, be available at breaks and after the event. Make arrangements for any followup action indicated.

8) At the close of the event, return the facility to its original state.

9) Return audiovisual equipment, record of attendance, and unused handouts to the program director or retain.

K. Check Equipment. After an event, inventory the equipment and audiovisual aids for readiness for future use. Account for all essential pieces of equipment. Repair or replace items as needed.

L. Close Event in the SPANS and FAASTracks. Ensure that attendance and event costs are recorded in SPANS and FAASTracks within 7 days after completing each event. For a recurring event, it would also be helpful to capture each SPANS event as a template for future use.

223 TASK OUTCOMES. The successful completion of this activity results in the successful dissemination of critical safety information to airmen, better communication between the aviation community and the FAA, improved airman education regarding accident/incident causal factors and regulatory changes, increased numbers of airmen motivated to improve their skills and proficiency, and greater compliance with FAA regulations.

224 FUTURE ACTIVITIES.

A. Evaluate Tasks. Evaluate the effectiveness of current events and tasks.

B. Modify Events. If indicated, modify planned events.

C. Manage Future Events. Manage other planned safety events as required in the regional FAAS Team business plan.

RESERVED. Paragraphs 225 through 239.

CHAPTER 6 ISSUING, TRACKING, AND MANAGING FAASTEAM SAFETY AWARDS PROGRAMS

Section 1 Background

240 ACTIVITY. The Federal Aviation Administration (FAA) Safety Team Tracking System (FAASTracks), Program Tracking and Reporting Subsystem (PTRS), and/or faasafety.gov will be used to ensure the proper issuance and tracking of FAA Safety Team (FAASTeam) safety awards.

241 OBJECTIVE. For you, the FAASTeam program manager to ensure that the guidelines for each award are followed when issuing the awards, and that the awards are properly entered into FAASTracks and/or faasafety.gov.

242 GENERAL. These FAASTeam safety awards programs provide incentives for the aviation community to participate in ongoing safety educational efforts and initiatives aimed at reducing accidents. The FAASTeam Safety Awards Program recognizes superior individual efforts that exceed the regulatory requirements for recurrent training or participation in aviation safety events. You have oversight responsibility for each of the different award programs within your assigned area of responsibility. The success of each program depends upon effective advertisement to the aviation community via all available means. A portion of each safety event should be devoted to awards program advertisement to encourage maximum participation. All FAASTeam program managers and FAASTeam representatives should be familiar with the requirements of each program and should promote all programs.

243 PROGRAMS.

A. Incentive award programs, which recognize safety education that may exceed the regulatory requirements for recurrent training, include:

- Pilot Proficiency Program (WINGS).
- Aviation Maintenance Technician (AMT) Award Program.

B. The following programs recognize individual longevity, reputation, and a positive safety record within the aviation community:

- Charles Taylor "Master Mechanic" Award.
- Wright Brothers "Master Pilot" Award.

C. The FAASTeam promotes or issues the following awards that recognize superior individual participation in safety education and program initiatives:

- 1) FAASTeam General Aviation Award.
 - Flight Instructor of the Year.
 - AMT of the Year.
 - Avionics Technician of the Year.
 - FAASTeam Representative of the Year.

2) FAAS Team Aviation Safety Award.

RESERVED. Paragraphs 244 through 258.

Section 2 Procedures to Manage the Pilot Proficiency Award Program

259 BACKGROUND OF THE PILOT PROFICIENCY PROGRAM

- A. Tracking.** WINGS is tracked automatically on faasafety.gov.
- B. Objective.** You promote and manage WINGS for your assigned area of responsibility.
- C. General.** WINGS provides pilots with the opportunity to establish and participate in a personal recurrent training program. The program is described in detail on the web at faasafety.gov.
- D. WINGS Event Attendance Record.** Proof of attendance at aviation safety events is required to qualify for WINGS. Proof of attendance will be verified by FAAS Team members or flight instructors and entered into faasafety.gov. Proof of attendance may be in the form of an event sign-in sheet or specific form provided at the event.

260 PREREQUISITES AND COORDINATION REQUIREMENTS.

- A. Prerequisites.** This task requires knowledge of WINGS and appointment as a FAAS Team program manager.
- B. Coordination.** This task may require coordination with FAAS Team members.

261 REFERENCES, FORMS, AND JOB AIDS

A. References (current editions):

- Title 14 of the Code of Federal Regulations, part 61, § 61.56(e)
- Advisory Circular (AC) 61-91, Pilot Proficiency Award Program
- [Faasafety.gov](http://faasafety.gov) Help Manual

B. Forms:

- WINGS Certificate generated in faasafety.gov
- WINGS event attendance record

C. Job Aids. None.

262 PROCEDURES. You will:

- A.** Verify that the information required for WINGS is entered correctly into faasafety.gov by the appropriate FAAS Team members.
- B.** Mentor FAAS Team members as needed to ensure that correct procedures are followed for entering information.

C. Enter award into faasafety.gov.

263 TASK OUTCOMES. Completion of this task results in the effective oversight of WINGS.

264 FUTURE ACTIVITIES. You will ensure the continued promotion of WINGS at future safety events.

RESERVED. Paragraphs 265 through 279.

Section 3 Procedure to Manage the Aviation Maintenance Technician (AMT) Awards Program

280 BACKGROUND OF THE AVIATION MAINTENANCE TECHNICIAN (AMT) AWARDS PROGRAM.

A. Tracking. AMT Awards are tracked automatically in PTRS.

B. Objective. For you to promote and manage the AMT Awards Program for your assigned area of responsibility.

C. General. The AMT Awards Program is an incentive for individual maintenance technicians to actively participate in initial and recurrent training programs on their own initiative or in training programs subsidized by their employer. Additionally, it encourages employers to participate in the program. The program is described in detail in the current edition of AC 65-25, Aviation Maintenance Technician Awards Program. The Aircraft Maintenance Division, AFS-300, maintains the policy for this award, and the FAASTeam administers the program.

D. AMT Record Forms. You should distribute AMT Awards brochures at all safety events. The brochure contains an application. Extra applications may be made from the application in AC 65-25. Your address should be included on the brochures before they are distributed. Replacement brochures are available from the National Resource Center.

E. Management of the AMT Award Inventory. The National Resource Center will maintain the AMT Awards Inventory and keep it current. The National Resource Center distributes awards to recipients at your requests.

281 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the AMT Awards Program and appointment as a FAASTeam program manager.

B. Coordination. This task may require coordination with the National FAASTeam Manager, AFS-300, FAASTeam members, and/or airmen.

282 REFERENCES, FORMS, AND JOB AIDS.

A. References:

- AC 65-25
- Faasafety.gov help manual

B. Forms:

- AMT Individual Award Application
- AMT Employer Award Application
- AMT Awards Certificates

- AMT Awards Brochure

C. Job Aids. Nonë

283 PROCEDURES. You will:

A. Verify that the information required for the AMT Award Program is entered correctly into PTRS by the appropriate FAASTeam members.

B. Mentor FAASTeam members as needed to ensure that correct procedures are followed for entering information.

C. Ensure that the National Resource Center issues AMT awards as requested.

D. Enter award into PTRS.

284 TASK OUTCOMES. Completion of this task results in the effective oversight of the AMT Awards Program.

285 FUTURE ACTIVITIES. You should support special events to honor AMT Award recipients. You will ensure the continued promotion of the AMT Awards Program at future safety events.

RESERVED. Paragraphs 286 through 299.

Section 4 Procedure to Issue the Charles Taylor "Master Mechanic" Award

300 BACKGROUND OF THE CHARLES TAYLOR "MASTER MECHANIC" AWARD.

- A. Tracking.** The Charles Taylor "Master Mechanic" Award is tracked in PTRS.
- B. Objective.** For you to oversee the Charles Taylor "Master Mechanic" Award under AC 65-26, Charles Taylor "Master Mechanic" Award Program. The regional FAASTeam office awards a certificate, plaque, and lapel pin to each recipient and, if appropriate, a pin to the recipient's spouse. These presentations should be made at a public function.
- C. General.** The Charles Taylor "Master Mechanic" Awards program recognizes aviation maintenance personnel who have been actively engaged in aviation maintenance for at least 50 years as an aviation maintenance mechanic or repairman.
- D. Application.** Any eligible candidate or any person acting on behalf of an eligible candidate may apply for the award.
- E. Selection Committee.** At least once a year, or as often as required, a selection committee reviews the candidates for eligibility and selects those applicants who qualify for the Charles Taylor "Master Mechanic" Award.
- F. Inventory Management.** The FAASTeam National Resource Center must maintain an inventory of the award pins and certificates.

301 PREREQUISITES AND COORDINATION REQUIREMENTS.

- A. Prerequisites.** This task requires knowledge of the Charles Taylor "Master Mechanic" Award Program and appointment as a FAASTeam program manager.
- B. Coordination.** This task may require coordination with the National FAASTeam Manager, the National Resource Center, AFS-300, and FAASTeam members.

302 REFERENCES, FORMS, AND JOB AIDS.

- A. Reference.** AC 65-26.
- B. Form.** Charles Taylor "Master Mechanic" Certificate.
- C. Job Aid.** Promotional Video.

303 PROCEDURES.

- A.** Oversee the Charles Taylor "Master Mechanic" Award program under AC 65-26.
- 1) As part of the selection process, request a blue ribbon package from AFS-760, Airmen Certification Branch.

- 2) Present the package to the airman along with the award.
- 3) Present a plaque to the recipient in addition to the certificate and lapel pin.

B. Enter the award into FAASTracks.

Prefix, First, Middle, and Last Name and Suffix
City and State
Date (MM/YYYY) of Issuance
Airman Certificate Number
Name of Requestor (FAASTeam program manager)

C. Notify the AFS-300 coordinator of the award. Include the following information:

Prefix, First, Middle, and Last Name and Suffix
City and State
Date (MM/YYYY) of Issuance

304 TASK OUTCOMES. Your completion of this task results in effective oversight of the Charles Taylor "Master Mechanic" Award Program.

305 FUTURE ACTIVITIES. You should continue to promotion of the Charles Taylor "Master Mechanic" Award Program at future safety events.

RESERVED. Paragraphs 306 through 320.

Section 5 Procedure for the Wright Brothers "Master Pilot" Award

321 BACKGROUND OF THE WRIGHT BROTHERS "MASTER PILOT" AWARD.

A. Tracking. The Wright Brothers "Master Pilot" Award is tracked in PTRS.

B. Objective. For you to manage the Wright Brothers "Master Pilot" Award Program for the regional FAAS Team office and to present a certificate, lapel pin and, when appropriate, a spouse pin to those pilots who have contributed and maintained safe flight operations for 50 years or more piloting aircraft. Present the award at a public function whenever possible.

C. General. The Wright Brothers "Master Pilot" Award recognizes the efforts of pilots who have followed, and continue to follow, the precaution and awareness of safe flight operations. The award is named in honor of Wilbur and Orville Wright, two early pioneers of flight.

D. Application. Any eligible candidate, or any person acting on behalf of an eligible candidate, may apply for the award. Application requirements are found in Flight Standards Information Publication, FAA FS-I-8700-2, Wright Brothers "Master Pilot" Award Information Guide (current edition).

E. Selection. You will establish a selection committee to review the submitted material and select qualified individuals for this award. Additional information or an interview, by the committee, may be necessary in order to verify the applicants' qualifications.

F. Inventory Management. The FAAS Team National Resource Center must maintain an inventory of the award pins and certificates.

322 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the Wright Brothers "Master Pilot" Award and appointment as a FAAS Team program manager.

B. Coordination. This task may require coordination with the National FAAS Team Manager, the National Resource Center, AFS-760, and FAAS Team members. Additional coordination with the local FSDO for establishment of the selection committee is also recommended.

323 REFERENCE.

- FAA FS-I-8700-2.
- Faasafety.gov help manual.

324 PROCEDURES.

A. Oversee the Wright Brothers "Master Pilot" Award program under FAA FS-I-8700-2. Present the blue ribbon package to the airman along with the award.

B. Enter the award into FAASTracks.

Prefix, first, middle, and last name and suffix

City and state

Date (MM/YYYY) of issuance

Airman certificate number

Name of requestor (FAAS Team program manager)

325 TASK OUTCOMES. Your completion of this task results in issuing a Wright Brothers “Master Pilot” Award lapel pin, certificate, plaque, and, when appropriate, a spouse pin, to a distinguished aviator. The recipient’s name will appear in the Roll of Honor at faasafety.gov.

RESERVED. Paragraphs 326 through 340.

Section 6 Procedure to Direct/Support the General Aviation Awards Program

341 BACKGROUND OF THE GENERAL AVIATION AWARDS PROGRAM.

A. Tracking. General Aviation Awards are tracked in FAASTracks.

B. Objectives.

1) Publicize the General Aviation Awards Program and encourage the aviation public to nominate outstanding active certified flight instructors, aviation maintenance technicians, avionics technicians, and FAAS Team representatives for the awards.

2) Screen nominees and select winners of the competition for each area identified by the regional FAAS Team manager.

3) Forward the nomination packages of the area winners to the regional FAAS Team manager for entry in the regional competition.

4) For the regional FAAS Team manager to forward the regional winners nomination packages to the FAAS Team National Office for the determination of the national winners.

C. General. The General Aviation Awards are held every year, since 1963. The program rewards outstanding contributions to the aviation industry by active certified flight instructors, maintenance technicians, avionics technicians, and FAAS Team representatives. The awards focus industry and public attention on the vital contributions made by all certified flight instructors, aviation maintenance/avionics technicians, and FAAS Team representatives through national recognition.

1) The FAA and leading aviation industry organizations jointly sponsor the program.

2) Applicants must be actively certificated flight instructors under Title 14 of the Code of Federal Regulations (14 CFR) part 61, Aviation Maintenance Technicians under 14 CFR part 65, or avionics technicians actively employed by an FAA certificated 14 CFR part 145 repair station, operating within the United States, or a FAAS Team representative.

D. Application and Supporting Documentation. Application with supporting documentation is submitted as required by the General Aviation Awards Application.

E. Submission of Nominations. You will only accept nominations received by the date specified on the General Aviation Awards Application. Photocopies of the form are acceptable; however, a separate, current application must be used for each nomination. The entries become the property of the national selection committee and will not be returned to the applicants.

F. Selection Process. A selection panel reviews nominations, selects winners, and sends the package for each winner to the regional FAAS Team manager. The regional FAAS Team manager then chooses one winner for each award in their region and submits the package for each winner to the National FAAS Team Office.

G. National Awards. Winners of the national competition will receive their awards at a ceremony held at a location determined by the sponsoring industry organizations.

1) Travel to the ceremony and all expenses will be provided for each winner and one guest by the sponsoring organizations.

2) Prizes will be awarded to the winners by numerous aviation industry representatives and aviation organizations at the award ceremony.

H. Participation. You should encourage all FAAS Team representatives and industry FAAS Team members to nominate qualified candidates for the assigned area of responsibility competition. In addition to providing recognition at this level, the program may lead to prestigious regional and national awards for local winners.

342 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the General Aviation Awards Program and appointment as a FAAS Team program manager.

B. Coordination. This task may require coordination with the National FAAS Team Manager, regional FAAS Team manager, FAAS Team representatives, aviation operators and organizations, other ASIs, and the media.

343 REFERENCES, FORMS, AND JOB AIDS.

A. References. FAAS Team SharePoint help manual.

B. Forms. General Aviation Awards Application.

C. Job Aids. None.

344 PROCEDURES.

A. Publicize the Awards Program. Encourage airmen and organizations to nominate candidates by publicizing the program in newsletters, at safety events, and other aviation activities.

B. Review Nominations. Upon receipt of nomination packages, check all nominations received for completeness and signature and confirm the candidate's eligibility.

1) Nominees will not be considered for an award if they are found in noncompliance or involved in pending cases of noncompliance with Federal aviation regulations within the previous five years.

2) Nominees who are found guilty of criminal offenses while exercising the privileges of any airman certificate are permanently disqualified.

3) You will screen nominees' enforcement histories to determine eligibility for the competition. Screening will be repeated and confirmed at the regional and national levels of competition.

4) Nominees with an accident or incident history should not be automatically disqualified from consideration. You or your designated representative(s) will review the nominee's accident/incident history before making a decision concerning the applicant's eligibility. Each case should be evaluated on its own merits.

5) Remove any ineligible candidates from further consideration.

C. Establish Selection Panel. Establish a selection panel of at least three people. Both FAA and FAAS Team members may be used. Select people who are qualified to evaluate the applicants in each category.

D. Select Area Winners. Select a winner in each category for each area identified by the regional FAAS Team manager.

E. Forward Applications. Make a copy of the winners' nomination forms and pertinent data for your files and forward all original materials for each winner to the regional FAAS Team manager. Copies should be kept until the originals are received by the regional FAAS Team manager.

F. Arrange Award Presentation. Arrange a presentation of the area awards at an appropriate time and location.

1) Have plaques or suitable certificates made for each winner.

2) Present the awards to the area winners.

3) Notify the media of the presentation through public affairs.

G. Tracking. Close the awards task in FAAS Tracks.

345 TASK OUTCOMES. Your completion of this task results in the selecting area winners in the General Aviation Awards Program. It also results in the submission of the winners' nomination packages to the regional FAAS Team manager for further competition at regional and national levels.

346 FUTURE ACTIVITIES. You may be asked by the regional FAAS Team manager to help coordinate and publicize the presentation of the regional awards if any of the regional winners reside in your assigned area of responsibility.

RESERVED. Paragraphs 347 through 361.

CHAPTER 7 FAASTEAM AVIATION SAFETY AWARD

Section 1 Background

362 TRACKING. Issuance of Federal Aviation Administration (FAA) Safety Team (FAASTeam) Aviation Safety Award by the regional FAASTeam program manager will be tracked in the FAASTeam Tracking System (FAASTracks).

363 OBJECTIVE. Performance of this task results in recommendations for the FAASTeam Aviation Safety Award.

364 GENERAL. The FAASTeam Program is enhanced and strengthened by the participation of the aviation community. People and organizations that have made outstanding contributions to the program should be recognized. Each FAASTeam program manager may have a type of activity or situation that is unique; however, broad examples of persons or organizations that should be considered for recognition are defined below.

A. Exemplary Volunteer.

1) A person who has volunteered many hours of time and/or personal resources to promote aviation safety.

2) An organization that has voluntarily made aviation safety an operational priority and a corporate commitment.

B. Respondent to an Urgent Situation. A person who has directed, or assisted air traffic control (ATC) to direct a pilot in distress to a safe landing.

C. Safety Initiator.

1) A person who was instrumental in correcting conditions hazardous to flight.

2) A person who identified a malfunctioning or defective aircraft part that could contribute to an accident and made a safety recommendation to remedy the defect or malfunction.

3) A person who has convinced a pilot not to fly into unsafe weather conditions or not to fly an unairworthy aircraft.

D. Outstanding Lifetime Contributor.

1) A person who, by example and actions, has consistently contributed to the improvement of aviation safety during the course of his or her career.

2) A person whose achievements in aviation safety will inspire others.

365 MEDIA NOTIFICATION. Notification to the news media will be coordinated through public affairs. Media coverage of an outstanding individual or organization's contributions to aviation safety accords the recipient deserved acclaim and stimulates the enthusiasm of others.

RESERVED. Paragraphs 366 through 379.

Section 2 Procedures

380 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the FAAS Team Aviation Safety Award program and appointment as a FAAS Team program manager.

B. Coordination. This task may require coordination with the National FAAS Team Manager, regional FAAS Team program manager, other FAAS Team program managers, FAAS Team members, local aviation groups, organizations, operators, and air agencies.

381 REFERENCES, FORMS, AND JOB AIDS.

A. References. None.

B. Forms. FAAS Team Aviation Safety Award.

C. Job Aids. None.

382 PROCEDURES.

A. Review Candidate's Accomplishments. Review the accomplishments of a candidate with some or all of the following criteria:

- 1) The impact of the candidate's long-term service and contributions to aviation safety;
- 2) The example the candidate has set for the aviation community;
- 3) Special programs or aids developed by the candidate to promote aviation safety through education; and
- 4) Specific actions that the candidate has taken to identify and correct conditions that were hazardous to flight or prevent possible loss of life or equipment.

B. Background Research. Assure that a background review of the candidate's aviation record is conducted.

- 1) If there is an accident/incident or enforcement action against the candidate, establish how recent, how serious, and the causal factors and/or extenuating/mitigating circumstances involved.
- 2) If the accident/incident or enforcement action is recent or of a serious nature, defer or omit the award.
- 3) If there is no accident/incident or enforcement action or the occurrence does not impact the suitability of the award, submit the candidate's information to the regional FAAS Team program manager for review and consideration.

C. Present the FAASTeam Aviation Safety Award. If the award is approved, prepare the award and arrange to present it at an appropriate time and venue. The highest ranking official appropriate for the scope of the award should be requested to present the award. These requests will be processed through the regional FAASTeam program manager.

383 TASK OUTCOMES. The completion of this task results in the recommendation of a FAASTeam Aviation Safety Award for a deserving candidate.

384 FUTURE ACTIVITIES. None.

RESERVED. Paragraphs 385 through 399.

CHAPTER 8 RECRUIT, SELECT, AND MAINTAIN FAASTEAM REPRESENTATIVES

Section 1 Background

400 OBJECTIVE. For the FAAS Team program manager (you) to recruit and select candidates and accomplish the initial appointment, renewal, or cancellation of either Federal Aviation Administration (FAA) Safety Team (FAAS Team) lead representatives or representatives and maintain a working representative team.

401 GENERAL.

A. You must build an organization of dedicated volunteer representatives who believe in the FAAS Team vision. They must be willing to contribute their time and resources to work within the industry and the community to facilitate a change in the safety culture. The team works to accomplish the mission of the FAAS Team. Representatives are the vital link essential in accomplishing the majority of the FAAS Team program tasks.

B. You should actively pursue the establishment of representatives within FAAS Team industry member organizations to accomplish the mission of the FAAS Team.

402 SELECTION.

A. You will select representatives with the concurrence of the regional FAAS Team manager and the local Flight Standards District Office (FSDO) management. Representatives serve on a volunteer basis. Select representatives based on the candidate's ability to accomplish program tasks, his/her interest in aviation safety, and respect the candidate has earned from the aviation community.

B. Criteria for appointment of a representative include:

- Excellent standing within the community.
- Proactive supporter of the aviation safety culture.
- Selection by the candidate's respective organization, where appropriate.
- Have a good working relationship with the FAA and local FSDO.
- Background or training in principles of system safety.
- Proficiency in the use of advanced tools available through faasafety.gov.
- Ability to communicate via e-mail.

C. Representative Responsibilities. Representatives will support FAAS Team tasks within the assigned area of responsibility under the guidance of a lead representative. Representatives will report the status and accomplishments in faasafety.gov.

D. Sample Representative Tasks. Representatives participate in some or all of the following:

- 1) Conduct or assist in FAAS Team events.

- 2) Encourage pilots to participate in the Pilot Proficiency Program.
- 3) Encourage aviation maintenance technicians to participate in the Aviation Maintenance Technician (AMT) awards program.
- 4) Encourage airmen to participate in all facets of the General Aviation Industry Award Program.
- 5) Identify hazards or unsafe conditions with regard to airports and national airspace system and make appropriate notifications.
- 6) Counsel airmen through education.
- 7) Offer assistance and provide information to pilots who seek aid in transiting or operating in the representative's area.
- 8) Offer assistance to pilots, aviation maintenance technicians, and aviation organizations in establishing safety awareness within their organizations by using a safety management system where appropriate.
- 9) Make recommendations to improve aircraft systems or design, and report conditions or malfunctions that may be hazardous to safe aircraft operations.
- 10) Aid in the dissemination of information to the aviation community, including changes to regulations, Airworthiness Directives, safety bulletins, malfunction defect reports, and/or operational procedures pertinent to aircraft or pilots, aircraft owners, maintenance technicians, and aviation organizations. (See Chapter 12.)
- 11) Support safety committees.
- 12) Develop or assist in the development of new FAASTeam products.
- 13) Provide assistance to the lead representative for FAASTeam tasks by distributing educational materials, publicizing program events, and rendering other general support services.
- 14) Promote the use of faasafety.gov and its systems.
- 15) Assist in the development of content for faasafety.gov.
- 16) Serve as a liaison between the FAASTeam and other aviation organizations.

E. Lead Representative Knowledge and Skills. They will have a working knowledge of computer applications and use of the Internet, including systems/tools available on faasafety.gov. They will also have a diverse knowledge of aeronautical subjects or may have an in-depth knowledge in a particular area of interest to the FAASTeam, e.g., a sales representative from a local eatery who isn't an airman but supports the FAASTeam by sponsoring FAASTeam events.

F. Lead Representative Responsibilities. They assist the FAAS Team program manager in coordinating FAAS Team resources or managing FAAS Team events conducted by representatives within their area of responsibility. They will work closely with and report accomplishment of tasks to you.

G. Lead Representative Tasks:

- 1) Have the primary responsibility of coordinating FAAS Team resources and managing FAAS Team events in their area of responsibility.
- 2) Coordinate the activities of representatives. Do not exceed 10 representatives for each lead representative, 10 to 1 ratio.
- 3) Coordinate with you to accomplish program tasks.
- 4) May plan, conduct, and attend FAAS Team events in their assigned areas.
- 5) Coordinate distribution of FAAS Team products to representatives and the aviation community.
- 6) Coordinate the advertisement of FAAS Team events, on faasafety.gov and other locations as appropriate.
- 7) Provide training, assistance, and support of assigned representatives.
- 8) Facilitate the selection of candidates for the General Aviation Award Program within their assigned areas.

403 APPOINTMENT. You determine the appointment of representatives and lead representatives as circumstances and resources dictate. Appointment of representatives and lead representatives should fairly represent the overall makeup of the local aviation community. Applicants must complete a FAAS Team On-line Application to request appointment as a representative or lead representative. The regional FAAS Team manager has final approval for all appointments of representatives. Upon completion of FAAS Team representative training the applicant is issued a FAAS Team representative identification (I.D.) card and presented a letter and certificate of appointment signed by the regional FAAS Team manager.

A. Duration of Appointment. Representatives are appointed for a 1-year duration. Lead representatives are appointed for a 2-year duration. An appointment may be made for less than 2-years if a lead representative is appointed at an interim time and you wish to renew all lead representatives at the same time.

B. Authority. Appointment as either a representative or a lead representative does not grant authority to act, at any time, as an official representative of the Administrator. Both representatives and lead representatives function under your direction.

C. Training.

1) Representatives will receive initial training from lead representatives. Representatives must attend and complete recurrent training annually. All training must be completed before initial appointment. See the Safety Team Representative Manual for training of representatives.

2) Lead representatives must receive initial training from you. Lead representatives must attend and complete recurrent training every 2 years. All training must be completed before initial appointment. See chapter 10.

3) You will keep a record of all representative training.

404 RENEWAL. Annual renewal of individual representative and lead representatives, as determined by their expiration date, is based on a continuing need for the representative's service, his/her continued willingness to support the program, and a reasonable level of activity during the preceding year(s). A Letter of Renewal will be issued by the regional FAAS Team manager upon completion of training extending their appointment for an additional 1 or 2 year period as appropriate.

405 CANCELLATION. You may cancel the appointment of a representative or lead representative at any time the need for their service ceases. If you decline to renew an appointment, or the representative or lead representative chooses to leave the program, the appointment should be canceled. The faasafety.gov record for each lead representative must be updated when an appointment is canceled.

RESERVED. Paragraphs 406 through 420.

Section 2 Procedures

421 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the current edition of the representative manual and appointment as a FAAS Team program manager.

B. Coordination. This task requires coordination with the regional FAAS Team manager and may require coordination with the local field office managers, other aviation safety inspectors, and FAAS Team members.

422 REFERENCES, FORMS, AND JOB AIDS.

A. References:

- Regional FAAS Team business plan,
- Safety Team Representative Manual, and
- Faasafety.gov.

B. Forms:

- Figure 8-1, Letter of Appointment,
- Figure 8-2, Letter of Renewal,
- Figure 8-3, Letter of Cancellation,
- Figure 8-4, FAAS Team Representative ID Card, and
- Figure 8-5, Certificate of Appointment.

C. Job Aids: None.

423 PROCEDURES.

A. Determine Need for Representative/Lead Representative. You will use the Regional FAAS Team Business Plan and FAAS Tracks to determine the type and quantity of representatives needed. You will not have more than 10 lead representatives.

B. Recruiting Representative/Lead Representative. Based on the items listed earlier in this chapter, you should look for individuals that have the potential to serve as a representative and will bring value to the FAAS Team. The following list is a good starting place to find potential candidates; however, allow your program needs to dictate who you look for:

- Airport safety committees,
- Aviation Maintenance Technicians who hold an Inspection Authorization (IA),
- Aviation Medical Examiners (AME),
- Certified flight/ground instructors,
- Designated Airworthiness Representatives (DARs),
- Designated pilot examiners (DPE),
- Educational facility management,

- Fixed-based operator personnel,
- Former aviation safety counselors,
- Individuals recommended by other representatives,
- Law enforcement officers,
- Local business leaders,
- News media personnel (weather persons),
- Part 147 Airframe and Powerplant (A&P) instructors, and
- State aeronautics division personnel.

C. Appoint a Representative/Lead Representative. Use the following steps to appoint a representative:

- 1) Request that potential candidates complete the individual FAAS Team application form found on faasafety.gov and indicate what type of representative they would like to become.
- 2) Determine applicant's suitability and value to the FAAS Team.
 - a) Review the online application at faasafety.gov.
 - b) For a certificated airman, use the FAA Intranet to check the candidate's accident, incident, and enforcement history.
 - c) Consult applicable field office personnel, and FAAS Team members.
 - d) Review other materials pertinent to the application.
 - e) Discontinue the process and inform the applicant that their services are not needed at this time if the applicant is found to be unsuitable or does not add needed value to the FAAS Team.
- 3) For an applicant found to be suitable and of value to the FAAS Team:
 - a) Schedule a personal interview to assess the applicant's
 - Abilities
 - Attitude
 - Availability
 - Expertise
 - Interest
 - Knowledge
 - Skills
 - b) Discuss the applicant's needs and answer questions.
 - c) Discuss the applicant's participation in the FAAS Team and how they will add value to the team (i.e., what they will be doing to help the team).

- d) Establish a working folder containing all pertinent information and justification for appointment.
 - e) Recommend the applicant to regional FAAS Team manager for appointment.
- 4) Schedule the applicant for training.
 - 5) Order FAAS Team representative identification (ID) card and Certificate of Appointment from the National Resource Center.
 - 6) Upon completion of the FAAS Team representative training, issue the applicant a FAAS Team Representative ID card and present a Letter and Certificate of Appointment signed by the regional FAAS Team manager.
 - 7) Update the representative's information on faasafety.gov and assign proper user type and roles as established in the faasafety.gov online manual.

D. Annual Review of Representative/Lead Representative Program. You will review your program annually to determine the need to appoint and/or renew representatives.

- 1) Review the activities and accomplishments of the representatives during the previous year.
- 2) Review the regional FAAS Team business plan to determine the type and quantity of representatives needed to fulfill local goals.
- 3) Adjust representatives as needed.

E. Renew Appointment of Representative/Lead Representative. Issue a Letter of Renewal, signed by the regional FAAS Team manager, to the representative upon completion of training extending their appointment for an additional 1 or 2 year period as appropriate.

- 1) Notify the representative.
- 2) Update the representative's record on faasafety.gov.
- 3) Issue a Letter of Renewal.

F. Cancel a Representative/Lead Representative Appointment. You may cancel the appointment of a representative at any time the need for their service ceases. Issue a Letter of Cancellation, signed by the regional FAAS Team manager, to the representative.

- 1) Notify the representative.
- 2) Update the representative's record on faasafety.gov.
- 3) Issue a Letter of Cancellation.

424 TASK OUTCOMES. The completion of this task results in the recruitment and selection of candidates and the accomplishment of the initial appointment, renewal, or cancellation of representatives.

425 FUTURE ACTIVITIES. You will support and manage representative activities and appoint new representatives when circumstances dictate.

RESERVED. Paragraphs 426 through 440.

Figure 8-1, Sample FAASTeam Representative Letter of Appointment

[Date]

[Name of representative]
[Address]
[City, State and Zip Code]

Dear [Name of representative]:

Congratulations on your selection as a [representative/lead representative] for the Federal Aviation Administration Safety Team (FAASTeam). The success of the FAASTeam is largely due to the outstanding efforts and dedication of our volunteer members. Your talent and support are greatly appreciated.

Your appointment is for a period of [one year/two years].

Enclosed is your Certificate of Appointment and FAASTeam Representative I.D. Card. Please wear your I.D. Card whenever you conduct FAASTeam events or participate in program activities.

Thank you for your interest in promoting aviation safety; it is good to have you as a member of the team.

Sincerely,

/s/
John D. Jones
Regional FAASTeam Manager

Enclosures

Figure 8-2, Sample FAASTeam Representative Letter of Renewal

[Date]

[Name of representative]
[Address]
[City, State and Zip Code]

Dear [Name of representative]:

Congratulations on your renewal as a [representative/lead representative] for the Federal Aviation Administration Safety Team (FAASTeam). The success of the FAASTeam is largely due to the outstanding efforts and dedication of our volunteer members. We appreciate the talent and many hours that you contribute to the program.

Your renewal is valid for a period of [one year/two years].

We are planning exciting new projects and activities for the program and look forward to your support and participation.

Sincerely,

/s/
Regional FAASTeam Manager

Figure 8-3, Sample Representative Letter of Cancellation

[Date]

[Name of representative]
[Address]
[City, State and Zip Code]

Dear [Name of representative]:

Thank you for your past support of the Federal Aviation Administration Safety Team (FAASTeam). We deeply appreciate the time, effort, and talent that our [representatives/lead representatives] dedicate to the improvement of aviation safety.

As we discussed earlier, this letter formally cancels your current appointment as a FAASTeam [representative/lead representative].

At your convenience, please return any remaining materials and equipment that were issued to you during your appointment so that we may use them to sustain future program activities.

Sincerely,

/s/
Regional FAASTeam Manager

Figure 8-4, Sample FAASTeam Representative ID Card



Figure 8-5, Sample FAASTeam Representative Certificate of Appointment

