



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

ORDER
8740.1E

Effective Date:
5/30/07

SUBJ: Federal Aviation Administration Safety Team Program
Manager's Handbook

This order provides guidance for the management and support of the Federal Aviation Administration Safety Team (FAASTeam) and prescribes procedures for FAASTeam program managers and all other participants in the program.

This order is extensively revised and reorganized to incorporate significant changes which have taken place within Flight Standards Service's (AFS) safety program over the past several years. The chapters are arranged in a logical sequence to make the information easily accessible.

Comments and/or suggestions for changes to the content of this order are invited and will be given careful consideration. Comments should be addressed to:

Federal Aviation Administration
National FAA Safety Team Manager, AFS-8
800 Independence Avenue, SW.
Washington, DC 20591

A handwritten signature in cursive script, reading "James J. Ballough".

James J. Ballough
Director, Flight Standards Service

Distribution: A-WX (FS)-3; A-Y (AY)-1; ASY-300;
AMI-700B; AMA-200; AAM-400

Initiated By: AFS-8

CONTENTS

Paragraph	Page
CHAPTER 1. GENERAL INFORMATION	1-1
Section 1. General	1-1
1 Purpose	1-1
2 Distribution	1-1
3 Cancellation	1-1
4 Background	1-1
5 Explanation of Changes	1-1
6 Objective	1-2
7 Industry Participation	1-2
8 Relation to Other FAA Programs	1-2
9 Program Concept	1-2
Reserved. Paragraphs 10 through 24.	1-2
Section 2. Program Structure	1-3
25 Washington Headquarters	1-3
26 Regions	1-4
27 Field	1-4
Figure 1-1. FAASTeam Organizational Chart	1-5
Reserved. Paragraphs 28 through 42	1-5
Section 3. Program Operation	1-7
43 FAASTeam Program Manager Training	1-7
44 FAASTeam Program Manager Responsibilities	1-7
Reserved. Paragraphs 45 through 59	1-8
Section 4. Administrative Information	1-9
60 FAASTeam Use Of Computer/Internet-Based Programs	1-9
61 FAASTeam Products and Materials	1-9
62 Audiovisual Equipment	1-10
63 FAASTeam Tracking System (FAASTracks)	1-10
Reserved. Paragraphs 64 through 79.	1-10
CHAPTER 2. THE FAASTEAM ANALYTICAL RESOURCE SYSTEM	2-1
80 Activity	2-1
81 Objective	2-1
82 General	2-1
Figure 2-1. Structure and Subprograms Flowchart for the FAASTeam Analytical Resource System	2-3
Reserved. Paragraphs 83 through 112.	2-3

CHAPTER 3. REVIEW AND PROCESS SAFETY DATA AND EVALUATE TREND ANALYSIS	3-1
Section 1. Background	3-1
113 Activity	3-1
114 Objective	3-1
115 General	3-1
116 Data Mart	3-1
117 Initial Notification	3-2
118 Collaboration with Investigators	3-2
119 Information Update	3-2
Reserved. Paragraphs 120 through 134	3-2
Section 2. Procedures	
135 Prerequisites and Coordination Requirements	3-3
136 References	3-3
137 Procedures	3-3
138 Task Outcomes	3-4
139 Future Activities	3-5
Reserved. Paragraphs 140 through 154	3-5
CHAPTER 4. REGIONAL FAASTEAM BUSINESS PLAN	4-1
Section 1. Background	4-1
155 Activity	4-1
156 Objective	4-1
157 General	4-1
158 Business Plan Format	4-1
Figure 4-1. Analysis and Justification Report Sample	4-3
Figure 4-2. FAASTeam Equipment Directory System Tool Sample	4-12
Figure 4-3. FAASTeam Tracking System Example	4-14
159 Required Documentation in Support of the Regional FAASTeam Business Plan	4-16
Reserved. Paragraphs 160 through 174	4-18
Section 2. Procedures	4-19
175 Prerequisites and Coordination Requirements	4-19
176 References, Forms, and Job Aids	4-19
177 Procedures	4-20
178 Task Outcomes	4-24
179 Future Activities	4-20
Reserved. Paragraphs 180 through 194	4-20
CHAPTER 5. PLAN, PREPARE, AND MANAGE SAFETY EVENTS	5-1
Section 1. Background	5-1
195 Activity	5-1

196	Objective.....	5-1
197	General.....	5-1
198	Schedule of Events.....	5-1
199	Pop-Up Events.....	5-1
200	Resources.....	5-1
201	Spans.....	5-1
202	Planning and Preparing Events.....	5-2
203	Managing Events.....	5-3
204	Safety Events Presented by Non-FAA Organizations.....	5-3
	Reserved. Paragraphs 205 through 219.....	5-3
	Figure 5-1. Form 8000-34.....	5-4
	Section 2. Procedures.....	5-5
220	Prerequisites and Coordination Requirements.....	5-5
221	References.....	5-5
222	Procedures.....	5-5
223	Task Outcomes.....	5-9
224	Future Activities.....	5-9
	Reserved. Paragraphs 225 through 239.....	5-9
	CHAPTER 6. ISSUING, TRACKING, AND MANAGING FAASTEAM SAFETY AWARDS PROGRAMS.....	6-1
	Section 1. Background.....	6-1
240	Activity.....	6-1
241	Objective.....	6-1
242	General.....	6-1
243	Programs.....	6-1
	Reserved. Paragraphs 244 through 258.....	6-2
	Section 2. Procedures to Manage the Pilot Proficiency Award Program.....	6-3
259	Background of the Pilot Proficiency Program.....	6-3
260	Prerequisites and Coordination Requirements.....	6-3
261	References, Forms, and Job Aids.....	6-3
262	Procedures.....	6-3
263	Task Outcomes.....	6-4
264	Future Activities.....	6-4
	Reserved. Paragraphs 265 through 279.....	6-4
	Section 3. Procedure to Manage the Aviation Maintenance Technician (AMT) Awards Program.....	6-5
280	Background of the Aviation Maintenance Technician (AMT) Awards Program....	6-5
281	Prerequisites and Coordination Requirements.....	6-5
282	References, Forms, and Job Aids.....	6-5
283	Procedures.....	6-6
284	Task Outcomes.....	6-6
285	Future Activities.....	6-6

Reserved. Paragraphs 286-299.....	6-6
Section 4. Procedure to Issue the Charles Taylor “Master Mechanic” Award	6-7
300 Background of the Charles Taylor “Master Mechanic” Award.....	6-7
301 Prerequisites and Coordination Requirements.....	6-7
302 References, Forms, and Job Aids.....	6-7
303 Procedures.....	6-7
304 Task Outcomes.....	6-8
305 Future Activities.....	6-8
Reserved. Paragraphs 306 through 320	6-8
Section 5. Procedure for the Wright Brothers “Master Pilot” Award.....	6-9
321 Background of the Wright Brothers “Master Pilot” Award.....	6-9
322 Prerequisites and Coordination Requirements.....	6-9
323 Reference	6-9
324 Procedures.....	6-9
325 Task Outcomes.....	6-10
Reserved. Paragraphs 326 through 340	6-10
Section 6. Procedure to Direct/Support the General Aviation Awards Program.....	6-11
341 Background of the General Aviation Awards Program.....	6-11
342 Prerequisites and Coordination Requirements.....	6-12
343 References, Forms, and Job Aids.....	6-12
344 Procedures.....	6-12
345 Task Outcomes.....	6-13
346 Future Activities.....	6-13
Reserved. Paragraphs 347 through 361	6-13
CHAPTER 7. FAASTEAM AVIATION SAFETY AWARD	7-1
Section 1. Background.....	7-1
362 Tracking	7-1
363 Objective	7-1
364 General	7-1
365 Media Notification	7-2
Reserved. Paragraphs 366 through 379	7-2
Section 2. Procedures.....	7-3
380 Prerequisites and Coordination Requirements.....	7-3
381 References, Forms, and Job Aids.....	7-3
382 Procedures.....	7-3
383 Task Outcomes.....	7-4
384 Future Activities.....	7-4
Reserved. Paragraphs 385 through 399	7-4
CHAPTER 8. RECRUIT, SELECT, AND MAINTAIN FAASTEAM REPRESENTATIVES	8-1
Section 1. Background.....	8-1

400	Objective.....	8-1
401	General.....	8-1
402	Selection.....	8-1
403	Appointment.....	8-3
404	Renewal.....	8-4
405	Cancellation.....	8-4
	Reserved. Paragraphs 406 through 420.....	8-4
Section 2. Procedures..... 8-5		
421	Prerequisites and Coordination Requirements.....	8-5
422	References, Forms, and Job Aids.....	8-5
423	Procedures.....	8-5
424	Task Outcomes.....	8-8
425	Future Activities.....	8-8
	Reserved. Paragraphs 426 through 440.....	8-8
	Figure 8-1. Sample FAASTeam Representative Letter of Appointment.....	8-9
	Figure 8-2. Sample FAASTeam Representative Letter of Renewal.....	8-10
	Figure 8-3. Sample Representative Letter of Cancellation.....	8-11
	Figure 8-4. Sample FAASTeam Representative ID Card.....	8-12
	Figure 8-5. Sample FAASTeam Representative Certificate of Appointment....	8-13
CHAPTER 9. PREPARE AND CONDUCT TRAINING FOR FAASTEAM LEAD REPRESENTATIVES..... 9-1		
Section 1. Background..... 9-1		
441	Objective.....	9-1
442	General.....	9-1
443	Scope of Training.....	9-1
	Reserved. Paragraphs 444 through 458.....	9-2
Section 2. Procedures..... 9-3		
459	Prerequisites and Coordination Requirements.....	9-3
460	References, Forms, and Job Aids.....	9-3
461	Procedures.....	9-3
462	Task Outcomes.....	9-4
463	Future Activities.....	9-4
	Reserved. Paragraphs 464 through 478.....	9-4
CHAPTER 10. MANAGE/SUPPORT FAASTEAM REPRESENTATIVE ACTIVITIES ... 10-1		
Section 1. Background..... 10-1		
479	Activities.....	10-1
480	Objective.....	10-1
481	General.....	10-1
	Reserved. Paragraphs 482 through 496.....	10-2
Section 2. Procedures..... 10-3		

497 Prerequisites and Coordination Requirements.....	10-3
498 References, Forms, and Job Aids.....	10-3
499 Procedures.....	10-3
500 Task Outcomes.....	10-5
501 Future Activities.....	10-5
Reserved. Paragraphs 502 through 516	10-5
CHAPTER 11. MAINTAIN FAASTEAM PROGRAM LENDING LIBRARY.....	11-1
Section 1. Background.....	11-1
517 Objective.....	11-1
518 General.....	11-1
Reserved. Paragraphs 519 through 533	11-1
Section 2. Procedures.....	11-3
534 Prerequisites and Coordination Requirements.....	11-3
535 References, Forms, and Job Aids.....	11-3
536 Procedures.....	11-3
537 Task Outcomes.....	11-4
538 Future Activities.....	11-4
Reserved. Paragraphs 539 through 553	11-4
CHAPTER 12. THE FAASTEAM INDUSTRY MEMBER PROGRAM.....	12-1
Section 1. Background.....	12-1
554 Objective.....	12-1
555 General.....	12-1
Reserved. Paragraphs 556 through 570	12-2
Section 2. Procedures.....	12-3
571 Prerequisites and Coordination Requirements.....	12-3
572 References, Forms, and Job Aids.....	12-3
573 Procedures.....	12-3
574 Task Outcomes.....	12-3
575 Future Activities.....	12-3
Reserved. Paragraphs 576 through 590	12-3
CHAPTER 13. SAFETY MANAGEMENT SYSTEMS.....	13-1
Section 1. Background.....	13-1
591 Objective.....	13-1
592 General.....	13-1
Figure 13-1. SMS Product Interface within the FAASTeam	13-2
593 Deployment of SMS Programs.....	13-3
Reserved. Paragraphs 594 through 608	13-3
Section 2. Procedures.....	13-5
609 Prerequisites and Coordination Requirements.....	13-5

610	References, Forms, and Job Aids.....	13-5
611	Procedures.....	13-5
	Figure 13-2. FAASTeam Safety Management Systems-P Model.....	13-7
612	Task Outcomes.....	13-8
613	Future Activities.....	13-9
	Reserved. Paragraphs 614 through 628	13-9
CHAPTER 14. OBTAINING SUPPORT FROM THE FAA SAFETY TEAM NATIONAL RESOURCE CENTER.....		14-1
Section 1. Background.....		14-1
629	Activity	14-1
630	Objective.....	14-1
	Reserved. Paragraphs 631 through 645	14-1
Section 2. Procedures.....		14-3
646	Prerequisites and Coordination Requirements.....	14-3
647	References, Forms and Job Aids.....	14-3
	Figure 14-1. FAASTeam Product Application Form	14-3
	Figure 14-2. Chart for Submission of Safety Products.....	14-5
648	Procedures.....	14-6
649	Task Outcomes.....	14-6
650	Future Activities.....	14-7
	Reserved. Paragraphs 651 through 665	14-7
CHAPTER 15. REGIONAL FAASTEAM MARKETING.....		15-1
Section 1. Background.....		15-1
666	Objective.....	15-1
667	General.....	15-1
668	Responsibilities.....	15-1
	Reserved. Paragraphs 669 through 683	15-1
Section 2. Procedures.....		15-3
684	Prerequisites and Coordination Requirements.....	15-3
685	References, Forms, and Job Aids.....	15-3
686	Procedures.....	15-3
687	Task Outcomes.....	15-4
688	Future Activities.....	15-4
	Reserved. Paragraphs 689 through 703	15-4

CHAPTER 16. THE FAA SAFETY TEAM COLLABORATION WITH OTHER SERVICES/OFFICES.....	16-1
Section 1. Background.....	16-1
704 Objective.....	16-1
705 General.....	16-1
706 Collaboration.....	16-1
Reserved. Paragraphs 707 through 721	16-2
Section 2. Procedures.....	16-3
722 Prerequisites and Coordination Requirements.....	16-3
723 References, Forms, and Job Aids.....	16-3
724 Procedures.....	16-4
725 Task Outcomes.....	16-4
726 Future Activities.....	16-4
Reserved. Paragraphs 727 through 741	16-4
CHAPTER 17. SUPPORT INDUSTRY AVIATION SAFETY PROGRAM	17-1
Section 1. Background.....	17-1
742 Objective.....	17-1
743 General.....	17-1
744 Collaboration.....	17-1
745 Purpose.....	17-2
Reserved. Paragraphs 746 through 760	17-2
Section 2. Procedures.....	17-3
761 Program Tracking and Reporting Subsystem (PTRS).....	17-3
762 Prerequisites and Coordination Requirements.....	17-3
763 References, Forms, and Job Aids.....	17-3
764 Procedures.....	17-3
765 Task Outcomes.....	17-4
766 Future Activities.....	17-4
Figure 17-1. Elements to be Considered in a Workable Operator's Safety Program.....	17-4
Reserved. Paragraphs 767 through 781	17-5