

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

1800.56F

9/22/05

SUBJ: NATIONAL FLIGHT STANDARDS WORK PROGRAM GUIDELINES

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

2. DISTRIBUTION. This order is distributed to the Associate Administrator for Aviation Safety ; to the branch level in the Washington headquarters AFS; to the program director, Federal Aviation Administration (FAA) Academy, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to all regional administrators; to the branch level in the regional AFS divisions; and to all AFS field offices.

3. CANCELLATION. FAA Order 1800.56E, National Flight Standards Work Program Guidelines, dated September 24, 2004, is canceled.

4. EXPLANATION OF CHANGES.

- a. FAA Order 1800.56F, paragraphs 6f and 6g, have been added.
- b. FAA Order 1800.56F, paragraph 9, Aviation Education paragraph is revised to remove education surveillance requirements.
- c. Appendix 1, paragraphs 1 and 4 are revised to remove “and nonsurveillance activities.”
- d. Appendix 1, paragraph 5a(2) is revised to remove “These inspections are in addition to the maintenance facility inspection cited in paragraph 5a(2)(5.0)(a).”
- e. Appendix 1, paragraph 5a(2)(1.0)(a) is revised to ensure ASIs perform the Contract Maintenance Facility inspection using the guidance from the Safety Attribute Inspection (SAI) 1.3.7.
- f. Appendix 1, paragraph 5a(2)(1.0)(h) is revised to ensure ASIs perform the Continuing Analysis Surveillance System (CASS) inspection using the guidance from Element Performance Inspection (EPI) 1.3.11.

- g.** Appendix 1, paragraph 5a(2)(1.0)(l) is revised to conduct one Weight and Balance Program inspection on each make and basic model aircraft for each certificate holder operating within the region.
- h.** Appendix 1, paragraph 5a(2)(1.0)(m) is revised to ensure ASIs perform the Contract Maintenance Facility inspection using the guidance from Element Performance Inspection (EPI) 1.3.7.
- i.** Appendix 1, paragraph 5a(2)(1.0)(n) is revised to ensure ASIs perform the Contract Maintenance Facility inspection using the guidance from Element Performance Inspection (EPI) 1.3.7.
- j.** Appendix 1, paragraph 5a(2)(4.0)(a) is revised to ensure ASIs perform the maintenance training program inspection using the guidance from Element Performance Inspection (EPI) 4.2.1.
- k.** Appendix 1, paragraph 5a(3)(a), part 125 Manual/Procedures (1621) Inspection, is removed.
- l.** Appendix 1, paragraph 5a(3)(a), part 125 Main Base (1616) Inspection, is added.
- m.** Appendix 1, paragraph 5a(4)(a), part 125 Structural Inspection Program (3646), is removed.
- n.** Appendix 1, paragraph 5a(4)(a), part 125 Structural Spot (3647), has been removed.
- o.** Appendix 1, paragraphs 5a(6)(a)(2) and (3), part 129 Ramp (1622, 3627 or 5627) Inspection, are added.
- p.** Appendix 1, paragraphs 5a(7)(a) and (b) are revised to remove cost benefit analysis statement.
- q.** Appendix 1, paragraph 5a(9)(1.0)(a), part 135 Ramp (1622), is added.
- r.** Appendix 1, paragraph 5a(10)(1.0)(e), part 135 Reliability Programs (one 3636 and one 5636), is removed.
- s.** Appendix 1, paragraph 5a(11) is revised to remove, “These inspections are in addition to the maintenance facility inspection shown in paragraph 5a(10)(5.0)(a).”
- t.** Appendix 1, paragraph 5a(11)(3.0)(a) is revised to remove, “or scheduled cargo.”
- u.** Appendix 1, paragraph 5a(12)(a) is revised to change surveillance requirements from 10 percent of the operators to a minimum of 20 percent of the operators within the region.

v. Appendix 1, paragraph 5a(16)(a)1 is revised to reduce check airman surveillance from 30 percent to 20 percent of active check airman.

w. Appendix 1, paragraph 5a(17)(b) is revised to remove training requirement.

x. Appendix 1, paragraph 5a(17)(c) is revised to include foreign testing centers.

y. Appendix 1, paragraph 6c(2)(a) is revised to include a link to the FSAIC 14 CFR part 129 Special Emphasis Surveillance List (SEL).

z. Appendix 1, paragraph 6c(3), After Normal Duty Hours and Weekend Surveillance is revised to include additional instructions.

aa. Appendix, 1, paragraph 6c(3) is revised to remove the Runway Incursion Prevention-Cockpit En Route special emphasis.

bb. Appendix 1, paragraph 6c(4) is added to include Special Emphasis Item for Reduced Vertical Separation Minimum (RVSM) activities.

cc. Appendix 1, paragraph 8, Other Required Work Activities (Aviation Safety Program Manager) activities are removed.

dd. Blue hyperlinks to current guidance contained in the Flight Standards Information Management System (FSIMS) are added. The Internet address for this site is <http://fsims.avr.faa.gov>.

5. FLIGHT STANDARDS WORK FUNCTIONS.

a. To ensure that the FAA fulfills its statutory and regulatory requirements, four major safety areas are identified as critical to ensure an overall level of safety within the aviation system. The four safety areas, listed in order of priority are: surveillance, investigation, certification, and aviation education. Regional division managers and office managers must retain the flexibility to effectively allocate resources for the accomplishment of these tasks, taking into consideration specific geographic and environmental factors, staffing, and budgetary constraints.

b. Each safety area is comprised of work functions to be completed by AFS personnel. The accomplishment of these work functions is essential to ensure that the aviation community complies with regulations, standards, and safe operating practices, and that the FAA fulfills its oversight responsibilities. Planning and performing of these tasks are the responsibility of the regional AFS divisions using available resources to effectively accomplish the FAA mission. Flexibility is provided to the regional division managers for the program implementation through existing orders and policy guidance.

6. SURVEILLANCE.

a. The Code of Federal Regulations (CFR) authorizes the Secretary of the Department of Transportation to conduct inspections of air operators, air agencies, and air personnel. The FAA is empowered, by statutory requirement, “to carry out the functions, powers, and duties of the Secretary of Transportation relating to aviation safety.” One of the most significant duties of the FAA is to conduct surveillance in all areas of air commerce. The primary objective of surveillance is to provide the FAA with accurate, real-time, comprehensive information for the evaluation of the safety status of the air commerce system.

b. This order reaffirms the importance of the FAA AFS surveillance program in assuring that the highest level of safety is maintained within the aviation community. AFS fully supports the effort of each field-level organization to accomplish its required surveillance program. Appendix 1 contains a description of specific surveillance activities that must be accomplished. The surveillance requirements in Appendix 1 will be revised annually or as necessary to ensure that AFS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment or community.

c. All of the required surveillance work activities R-items listed in Appendix 1 are essential and must be accomplished regularly to ensure that the statutory and regulatory oversight responsibilities of the FAA are fulfilled. The level of surveillance activities required by this order is considered a minimum, and accomplishment of these work functions is essential to provide a reasonable level of assurance of continued compliance with regulations, standards, and safe operating practices within the aviation community. The Regional Automated Mainframe Planning Software (RAMPS) is used to identify the requirements outlined in this order and assign R-items to the Flight Standards District Offices (FSDO), International Field Offices (IFO), certificate-holding district offices (CHDO), and certificate management offices (CMO).

d. R-items are the number-one priority for AFS and they must be accomplished within the annual work cycle. Surveillance activities should be carefully planned; however, accomplishment of these activities may be rescheduled as necessary to accommodate urgent situations associated with other important safety-related functions. The systematic programming of surveillance activity throughout the year is encouraged to avoid extraordinary effort at the end of year closeout. Planning the performance of these surveillance tasks is the responsibility of the regional AFS divisions using available resources to effectively accomplish the FAA mission. Flexibility is provided to division managers for the program implementation through existing orders and other policy and guidance.

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

f. Under a system safety concept of oversight, a certificate holder’s systems, once in place and operating, must be validated to ensure that they continue to meet their intended regulatory and safety objectives. Validation is the oversight function that ensures continuing operational

safety. The performance assessments provided for in the required inspection program verify that a certificate holder is maintaining its originally approved or accepted system design and validates that a certificate holder's operating systems are producing intended results, including control of hazards and associated risk. Surveillance is a tool to provide information for performance assessments and risk management. The emphasis in completing required inspection items must, therefore, allow assessment of system status rather than simple tabulation of observed deficiencies. Documenting that a process is performing as intended is as important as documenting deficiencies. The absence of negative observations cannot be regarded as a substitute for assertive evidence that the process is performing as intended. Therefore, audit data should supply objective evidence of the adequacy or inadequacy of a system.

g. In continuing support of the FAA's Flight Plan goal to reduce accidents, the Flight Standards Service (AFS) requires all Principal Inspectors (PIs) to target their safety surveillance based upon risk and/or safety assessment.

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

(2) This Order emphasizes the requirement to use the Safety Performance Analysis System (SPAS), for safety assessment, surveillance planning, decision-making, certification, and investigation activities, as appropriate. SPAS is a major tool for managing a risk-based work program and the foundation of a data-driven approach to safety. SPAS performance measures help the FAA identify trends in order to focus resources more effectively.

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

7. INVESTIGATIONS. These work activities are generated on an "as required" or "as discovered" basis. Many of the compliance and enforcement investigations will be generated because of surveillance work activities. Investigations are the means by which the FAA determines causal factors of potential or actual problem areas, and are the vehicle to effect appropriate corrective action. Emphasis must be placed on those investigations that have the greatest potential for identifying and targeting significant adverse safety trends that may result in safety recommendations.

8. CERTIFICATION. The certification work activities validate the competency of an air operator, air agency, or airman, and their compliance with appropriate statutory and

regulatory requirements prior to active performance in the commercial aviation industry. The certification work activities must be accomplished with the degree of thoroughness necessary to ensure the competency required by the safety regulations. There are unique complexities and safety implications for air carrier certification. The appointment of designees as representatives of the FAA Administrator in accordance with part 183 in examining, inspecting, and testing persons and aircraft is for the purpose of issuing airmen and aircraft certificates.

9. AVIATION EDUCATION. As an integral part of meeting the FAA's statutory obligation to promote aviation safety, aviation education and guidance is provided to all segments of the aviation community. Aviation education targets the general aviation community and enjoys an important human factors role in the relationship that the FAA has with the flying public.

10. REPORTING PROCEDURES AND DATA COLLECTION.

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

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

c. AFS surveillance work functions are identified by four-digit activity numbers, and the associated 14 CFR part, to allow data entry into the Program Tracking and Reporting Subsystem (PTRS). Field office managers and supervisors must establish procedures to periodically review for data quality to ensure that PTRS data is complete, consistent, valid, and correct according to the guidance in the [PTRS Procedures Manual \(PPM\)](#), current edition.

d. Work rates established for surveillance work activities are for use in planning and developing an office work program. Work rates are for planning purposes only and are not to be used as criteria for the completion of a specific inspection activity. There is no mandated percentage of aviation safety inspector (ASI) man-hours for surveillance work activities.

e. Whenever it is appropriate, follow up actions should be correctly recorded in the PTRS to monitor corrective actions by an aviation organization. ASI opinion codes requiring a comment should reflect factual data and be accurately recorded as (I) information, (P) potential, or (U) unacceptable. Correctly recording Us and Ps provides valuable information from the ASI about the certificate holder or air agency.

ORIGINAL SIGNED BY

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APPENDIX 1. WORK PROGRAM ACTIVITIES

1. PURPOSE. This appendix provides a structure for the development of a work program and the requirements for specific surveillance activities to be performed by the Flight Standards Service (AFS) for the fiscal year (FY) beginning October 1, 2005. This appendix also contains recommendations for additional planned surveillance work activities (P-items) and special emphasis areas that should be considered by aviation safety inspectors (ASI) when preparing a total surveillance work program.

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

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

b. P-items provide comprehensive targeted inspections that meet special surveillance requirements for each certificate holder operating within a field office's geographic district. P-items make up the depth and substance of each office's annual work program, and should be tailored to the continually changing local aviation environment. Special emphasis inspection areas were developed from safety trends affecting aviation safety and are included in paragraph 6c to assist field offices in preparing the P-item program.

c. Exclusions from the National Work Program. The Air Transportation Oversight System (ATOS) will be in effect for specific Title 14 of the Code of Federal Regulations (14 CFR) part 121 certificate holders during FY06. For the purpose of this appendix, all further references to part 121 certificate holders exclude those air carriers that have surveillance work programs developed under ATOS. These ATOS air carriers will have separate surveillance requirements and work programs developed by individual certificate management teams (CMT) as defined under ATOS.

d. Annual Work Program Closeout Procedures. The Work Program Management Process (WPMP) is continuous throughout the year. The national R-items, which form the central core of activities for the annual work program, must be completed by 30th of September every year. To assist principal inspectors (PI) with fourth quarter work program planning, areas of risk identified through the Surveillance and Evaluation Program (SEP) process during the fourth quarter, with completion dates scheduled at some point in the fourth quarter, will be generated as P-items. Areas of risk identified through the SEP process during the fourth quarter, with scheduled completion dates at some point in the new FY work program planning cycle, shall be generated as R-items or P-items in accordance with the risk priority and SEP instructions. If an ASI identifies an area of risk that must be addressed during the fourth quarter, the ASI should initiate corrective actions with the air carrier, and then plan surveillance activities to ensure the air carrier's corrective actions have been successfully implemented. Additional surveillance activities should be incorporated into the new FY planning cycle.

3. SURVEILLANCE WORK PROGRAM PLANNING AND RESOURCES.

Completion of R-items is mandatory and scheduling should be carefully planned to ensure maximum efficiency and cost effectiveness. Surveillance is one of the most important functions performed by AFS field office personnel to ensure safety and regulatory compliance in the aviation system. Accurate planning, high quality inspections, and precise reporting are essential.

a. Work functions will be planned and reported in accordance with the guidance in the current editions of [FAA Order 8700.1, General Aviation Operations Inspector's Handbook](#), [FAA Order 8400.10, Air Transportation Operations Inspector's Handbook](#), [FAA Order 8300.10, Airworthiness Inspector's Handbook](#), [the Vital Information Subsystem \(VIS\) Procedures Manual \(VPM\)](#), [the Program Tracking and Reporting Subsystem \(PTRS\) Procedures Manual \(PPM\)](#), [the Safety Performance Analysis System \(SPAS\) WPMP](#), and the Flight Standards Information Bulletins (FSIB). Quality inspections and accurate reporting are emphasized.

b. The required surveillance program is planned on a national and international level and its accomplishment is assigned to individual regions. Each ASI who has surveillance responsibilities is expected to carefully plan for the accomplishment of surveillance using data analysis and personal subject matter expertise concerning the certificate holder's operations. Required inspections of certificate holders having seasonal, irregular, or infrequent operations should not be left until the end of the FY when lack of ASI resources or the business operations of the certificate holder make an inspection impossible. Recommended special emphasis work activities, included in paragraph 6c., should be incorporated into planned surveillance as necessary. Unplanned surveillance may be credited toward the overall field office work program completion.

c. The required surveillance program is created and automatically generated from information that is maintained in the VIS. A "snapshot" database is created from the VIS approximately the first weekend of August each year to establish the regional surveillance requirements as defined by this order, and corresponding algorithms. (IT IS IMPERATIVE THAT THE INFORMATION IN THE VIS BE REVIEWED FOR ACCURACY IN ACCORDANCE WITH THE GUIDANCE IN THE VPM.) For part 121 certificate holders, all R-items will be assigned to the certificate-holding district office (CHDO). The PIs have the option of assigning R-items to the appropriate geographic Flight Standards District Office (FSDO) or accomplishing R-items within the CHDO. The geographic assignment of R-items may be accomplished automatically during the planning cycle using the Source Environmental Report or manually through the PTRS transfer process. All other R-items are a regional responsibility assigned by the Regional Automated Mainframe Planning Software (RAMPS) coordinator. Managers and supervisors will ensure that ASIs who are qualified and trained in each inspection area, accomplish the inspection work activities. The quality of work performed may be considered a performance appraisal item.

d. If the subject of the required inspection item (i.e., operator, airman, aircraft, etc.) has changed or is no longer active within the district, field offices will advise the RAMPS

coordinator. The RAMPS coordinator will advise the FSDO of the disposition of the inspection. RAMPS coordinators will work together to resolve interregional transfer of inspections.

e. There are only three fields that may NOT be changed in an R-item to accomplish the inspection: Designator code, 14 CFR part, and activity number. All other fields may be changed in a national R-item, including airman name, make/model, and airport location.

f. Field office managers will monitor the manpower and fiscal resources necessary to complete their national surveillance work programs on a monthly basis. Projections of resource shortfalls should be identified as early in the FY as possible. Field office managers will communicate any resource issues to the regional RAMPS coordinators. RAMPS coordinators will consider known manpower resource shortfalls in the field offices prior to the assignment of geographic or modifiable R-items within the region. All field offices have additional resources available through the regional divisions and headquarters. Cancellation and termination of R-items should be done only in accordance with the provisions in paragraph 5c, Work Program Revisions and Deviation Authority.

g. Non-ATOS part 121 CHDOs will complete the work program requirements of this order. In addition, these CHDOs will use the SEP throughout the year to ensure a continuous assessment of the safety status of assigned air carriers. This SEP review may require a modification and/or retargeting of an inspector's work program. Application of the SEP will be in accordance with this order. The SEP work instructions may be downloaded at http://www.faa.gov/safety/program_initiatives/aircraft_aviation/cset/surveillance/.

4. CHANGES TO THIS APPENDIX. To maintain the highest level of safety within the aviation system, work program requirements will continue to be reviewed annually for changes. Future changes of surveillance requirements outlined in this appendix will occur through a revision to the order.

5. REQUIRED SURVEILLANCE. This paragraph lists surveillance activities for air carriers, air operators, air agencies, and air personnel. The surveillance required by this paragraph has priority over other work activities and can only be amended using the work program revision and deviation authority procedures contained in paragraph 5c ASIs must prepare a PTRS transmittal for each specific surveillance activity performed and include information on all findings observed in section IV, "Comments," of the transmittal.

a. Required Work Activities.

(1) 14 CFR part 121 Domestic/Flag/Supplemental—Operations

(1.0) Aircraft Configuration Control

(a) Ramp Inspection (1622). Conduct one inspection on each make and basic model aircraft operated by each operator within the region [environmental] OR two

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

(2.0) Manuals

(a) [Manual/Procedures \(1621\)](#). Conduct one inspection on each operator that is certificated within the region [CHDO].

(3.0) Flight Operations

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

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

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

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

(e) [Deicing/Anti-icing \(1637\)](#). Conduct one inspection on each operator that is certificated within the region [CHDO].

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

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

(g) [Dispatch/Flight Following/Flight Locating \(1636\)](#). Conduct one inspection on each operator that maintains these records within the region [environmental].

(h) [Cargo Checks \(1638\)](#). Conduct two inspections on each operator that is certificated within the region [CHDO].

(4.0) Personnel Training and Qualifications

(a) [Training Program \(1626\)](#). Conduct one Pilot Ground or Pilot Flight inspection on each operator that is certificated within the region [CHDO].

(b) [Training Program \(1626\)](#). Conduct one inspection on each applicable training program that is conducted within the region [environmental]. The four training programs are: Dispatch, Flight Attendant, Flight Engineer, and Navigator.

(c) [Crew/Dispatcher Records \(1627\)](#). Conduct one inspection on each operator that maintains these records within the region [environmental].

(5.0) Route Structures

(a) [Facility \(1635\)](#). Conduct one inspection on each operator that maintains a facility within the region [environmental].

(6.0) – (8.0) Reserved

(2) 14 CFR Part 121 Domestic/Flag/Supplemental—Airworthiness

(1.0) Aircraft Configuration Control

(a) [Outsource Maintenance Organization Audit \(one 3617 and one 5617\)](#). Conduct one inspection for each air operator that has contract maintenance providers who perform maintenance [CHDO]. ASIs will ensure the Outsource Maintenance Organization Audit is accomplished using the guidance from the [Safety Attribute Inspection \(SAI\) 1.3.7](#).

(b) [Suspected Unapproved Parts Detection Procedures \(one 3622 or one 5622\)](#). Conduct one inspection on each operator within the region [CHDO or environmental].

(c) [Deicing/Anti-icing \(3625\)](#). Conduct one inspection on each operator certificated within the region [CHDO].

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

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

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

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

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

(h) [Continuing Analysis and Surveillance System \(CASS\) \(one 3635 and one 5635\)](#). Conduct one inspection on each operator within the region [CHDO]. ASIs will ensure the CASS inspection is accomplished using the guidance from [Element Performance Inspection \(EPI\) 1.3.11](#).

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

(j) [Inspection Program \(one 3637 and one 5637\)](#). One of each program review on each make and basic model aircraft operated [CHDO].

(k) [Fuel Facility \(3638\)](#). Conduct one inspection on each operator within the region [CHDO or environmental].

(l) [Weight and Balance Program \(one 3639 or one 5639\)](#). Conduct one inspection on each make and basic model operated [CHDO].

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

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

(n) [Contract Maintenance Facility \(one 3640 and one 5640\)](#). Conduct one inspection for each air operator who uses contract maintenance facilities that perform other than substantial maintenance [CHDO]. ASIs will ensure the Contract Maintenance Facility inspection is accomplished using the guidance from [Element Performance Inspection \(EPI\) 1.3.7](#).

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

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

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

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

(2.0) Manuals

(a) **Manual/Procedures (one 3626 and one 5626)**. Conduct one inspection on each operator within the region [CHDO or environmental].

(3.0) Flight Operations

(a) **Cargo Check (3623)**. Conduct two inspections on each operator that is certificated within the region [CHDO].

(4.0) Personnel Training and Qualifications

(a) **Training Program Records (one 3633 and one 5633)**. Conduct one inspection on each operator within the region [CHDO or environmental]. ASIs will ensure the maintenance training program inspection is accomplished using the guidance from [Element Performance Inspection \(EPI\) 4.2.1](#).

(5.0) Route Structures

(a) **Maintenance Facility Inspection (one 3619 and one 5619)**. Conduct one at each location that has company maintenance personnel and hangar facilities [environmental].

(6.0) – (8.0) Reserved.

(3) 14 CFR part 125—Operations

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

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

(4) 14 CFR part 125—Airworthiness

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

1. [Ramp \(one 3627 or one 5627\)](#).
2. [Spot \(one 3628 or one 5628\)](#).
3. [Aircraft Records \(one 3634 or one 5634\)](#).
4. [Inspection Program \(one 3637 and one 5637\)](#).
5. [Airworthiness Directive Compliance Inspection \(one 3649 and one 5649\)](#).

(b) [Suspected Unapproved Parts Procedures \(one 3622 or one 5622\)](#).
Conduct one inspection on each operator certificated within the region [CHDO].

(5) 14 CFR Part 125 Deviation Holder—Operations and Airworthiness.
Conduct one of each of the following inspections on each deviation holder [CHDO]:

(a) **Part 125 Deviation Holder (1683).**

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

(6) 14 CFR Part 129 Foreign Air Carriers—Operations and Airworthiness.

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

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

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

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

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

(b) For IFOs issuing part 129, section 129.14, approvals, conduct one of each [inspection program \(3637 and 5637\)](#) [CHDO].

NOTE: These ramp inspections are to be conducted only by ASIs who have met the following training requirements: (1) ASIs who have received the special training required by the International Programs and Policy Office, AFS-50; or, (2) ASIs who have completed computer-based instruction (CBI) course 25029, Ramp Inspection of Foreign Operators; or, (3) The ASIs who are permanently assigned to an International Field Office (IFO) and have completed all required on-the-job training.

(7) 14 CFR Part 133 Operator.

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

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

(8) 14 CFR Part 135 Commuter—Operations. This requirement applies to operators designated as commuters per OpSpecs, paragraph A1a.

(1.0) Aircraft Configuration Control

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

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

(2.0) Manuals

(a) [Manual/Procedures \(1621\)](#). Conduct one inspection on each operator that maintains the manual/procedures within the region [environmental]. Not required for single-pilot or single pilot-in-command operators.

(3.0) Flight Operations

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

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

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

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

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

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

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

(4.0) Personnel Training and Qualifications

(a) **Training Program (1626)**. Conduct one Pilot Ground or Pilot Flight inspection on each commuter operator that is certificated within the region [CHDO].

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

(5.0) Route Structures

(a) **Facility (1635) Inspection**. Conduct one inspection on each operator that maintains a facility within the region [environmental].

(6.0) – (8.0) Reserved.

(9) 14 CFR Part 135 On-Demand—Operations. This requirement applies to operators designated as on-demand per OpSpecs, paragraph A1a.

(1.0) Aircraft Configuration Control

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

(2.0) Manuals

(a) **Manual/Procedures (1621)**. Conduct one inspection on each on-demand operator that is certificated within the region [CHDO]. Not required for single-pilot or single pilot-in-command operators.

(3.0) Flight Operations

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

(b) **Trip Records (1628)**. Conduct one inspection on each on-demand operator that is certificated within the region [CHDO]. Not required for single-engine aircraft.

(4.0) Personnel Training and Qualifications

(a) **Training Program (1626)**. Conduct one Pilot Ground or Pilot Flight inspection on each on-demand operator that is certificated within the region [CHDO]. Not required for single-pilot or single pilot-in-command operators.

(b) **Training Program (1626)**. Conduct one Flight Attendant inspection on each on-demand operator that is certificated within the region [environmental].

(5.0) Route Structures (Reserved)**(6.0) – (8.0) Reserved.**

(10) 14 CFR Part 135—Airworthiness. This requirement applies to any operator whose largest aircraft is maintained under part 135, section 135.411(a)(2), 10 or more passenger seats.

(1.0) Aircraft Configuration Control

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

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

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

(d) **Continuing Analysis and Surveillance System (one 3635 and one 5635).** Conduct one inspection on each operator [CHDO].

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

(f) **Structural Inspection Program (3646).** Conduct one inspection on each make and basic model aircraft for each operator (includes cargo) [CHDO].

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

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

(2.0) Manuals

(a) **Manual/Procedures (one 3626 and one 5626).** Conduct one inspection on each operator [CHDO or environmental].

(3.0) Flight Operations

(a) **Deicing/Anti-icing (3625).** Conduct one inspection for each operator certificated within the region [CHDO]. Conduct one inspection on each operator [CHDO or environmental].

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

(4.0) Personnel Training and Qualifications

(a) **Training Program Records (one 3633 and one 5633).** Conduct one inspection on each operator [CHDO or environmental].

(5.0) Route Structures

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

(b) **Contract Maintenance Facility (one 3640 and one 5640).** Conduct one inspection for each air operator who has contract maintenance facilities [environmental].

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

(6.0) – (8.0) Reserved.

(11) 14 CFR Part 135—Airworthiness. This requirement applies to any operator whose largest aircraft is maintained under part 135, section 135.411(a)(1), nine or less passenger seats.

(1.0) Aircraft Configuration Control. Conduct one of the following twelve inspections (a through f) on each operator certificated within the region [CHDO]. At least 20 percent of the activities must be avionics inspections.

(a) Maintenance Facility Inspection (3619 or 5619).

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

(c) Ramp (3627 or 5627).

(d) Spot (3628 or 5628).

(e) Aircraft Records (3634 or 5634).

(f) Inspection Program (3637 or 5637).

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

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

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

(2.0) Manuals (Reserved)

(3.0) Flight Operations

(a) En Route—Cockpit (one 3629 or one 5629). Conduct one inspection on each make and basic model aircraft of each commuter operator that conducts operations within the region (nine or less passenger seats) [environmental].

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

(4.0) Personnel Training and Qualifications (Reserved)

(5.0) Route Structures

(a) **Maintenance Facility Inspection (one 3619 and one 5619).** Conduct one inspection on each commuter operator that maintains or contracts within the region [environmental].

(6.0) – (8.0) Reserved.

(12) 14 CFR Part 137—Operator

(a) **Operations and Airworthiness.** Conduct one of the following seven inspections on a minimum of 20 percent of the operators certificated within the region [CHDO]. Surveillance of these operators must be rotated from year to year.

1. [Main Base \(1616\).](#)
2. [Ramp \(1622\).](#)
3. [Site \(1623\).](#)
4. [Facility \(1635\).](#)
5. Ramp (3627).
6. Spot (3628).
7. Aircraft Records (3634).

(13) 14 CFR Part 141—Air Agency—Pilot Schools, and 14 CFR Part 147—Air Agency—Aviation Technical Schools.

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

1. [Air Agency Facility Inspection \(1640\).](#)
2. [Student Records \(1649\).](#)

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

1. [Pilot School Facility \(3650\)](#).
2. [Aviation Technical School Facility \(one 3650 and one 5650\)](#).
3. **Airworthiness Directive Compliance (one 3667 or one 5667)**. One inspection on each make/model of aircraft operated by each pilot school.
4. **Part 141 Ramp (one 3664 or one 5664)**.

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

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

(15) 14 CFR Part 145—Air Agency—Repair Station.

(a) Conduct one [repair station facility inspection\(s\) \(3650 and 5650\)](#) on each repair station certificated within the region [CHDO]. If the repair station performs both maintenance and avionics functions, both inspections must be accomplished.

(b) Concurrent with the facility inspection, conduct one [suspected unapproved parts detection procedures inspection for procedures in the detection of suspected unapproved parts \(one 3668 and one 5668\)](#).

NOTE 1: For [FOREIGN non-Bilateral Aviation Safety Agreement \(BASA\)/Maintenance Implementation Procedures \(MIP\) repair stations](#), the certificate expiration date will be entered in the expiration date field of the VIS main record. If there is a current FY date in the VIS expiration date field, the required activities will not be generated by the RAMPS.

NOTE 2: For [FOREIGN BASA/MIP repair stations](#), the certificate expiration date will be entered in the expiration date field of the VIS main record. A required activity will not be generated for these repair stations. If there is a current FY date in the VIS expiration date field, the 3653/5653 activities will be generated by the RAMPS.

(16) Airmen—Operations

(a) All surveillance of the part 121 check airmen will be assigned to the CHDO/certificate management office (CMO) responsible for the air operator. Required surveillance for all check airmen will be assigned as follows:

1. Twenty percent of each air carrier's active check airmen will be targeted for required surveillance observations each year.

2. Active line check airman will be rank ordered by the RAMPS by the last observed date in the national airman table. The software will assign one line check airman (1644) inspection to 20 percent of the ranked air operator's line check airmen population by name. If a line check cannot be completed due to the aircraft configuration, names may be adjusted by operational necessity; that is, a line check airman who can perform the checks from the right seat, or who can perform the checks in an aircraft with two jump seats, will be selected. The same check airmen should not be seen in sequential years.

NOTE: The software will default to line check airman (1644), but the RAMPS coordinator can change the assignment to line check airman AQP (1678) as needed.

3. Proficiency check airmen are assigned by percentage. The RAMPS will sum the number of the 1644 activity generated records as a result of paragraph 5a(16)(a)1, and deduct that total from the 20 percent of active check airmen identified for each air operator. The software will assign the difference as check airman—simulator (1642).

NOTE: For part 135 check airmen, the software will default to check airman—aircraft (1643), and the RAMPS coordinator can change the assignment to check airman—simulator (1642), or the appropriate AQP activity (1676 or 1677) as needed.

(b) Conduct one of each of the following inspections on each examiner designated within the region [CHDO]:

1. [Pilot Examiner—Large/Turbojet \(1664\)](#).

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

2. [Pilot Examiner—Other \(1665\)](#).

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

3. [Flight Engineer Examiner \(1668\)](#).
4. [Aircrew Program Designee \(1672\)](#).
5. [Dispatch Examiner \(1669\)](#).
6. [Training Center Evaluator \(1673\)](#).

(17) Airmen—Airworthiness

- (a) Conduct two [designated mechanic examiner \(DME\) \(3675\) inspections](#) on each DME designated within the region [CHDO].
- (b) Conduct two [designated airworthiness representative \(DAR\) \(3677\) inspections](#) on each DAR, including organizational DARs, designated within the region [CHDO]. At least one inspection must include an onsite observation.
- (c) [Computer Testing Center \(1663 or 3679 or 5678\)](#) inspection on 100 percent of the domestic and foreign testing centers within the region.

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

b. Geographic Program Requirements.

(1) The FAA’s 90-Day Safety Review recommended changes to the AFS geographic surveillance resource targeting. Geographic inspectors should receive a full work program from the FSDO/IFO/CMO based on the identified targeted inspection needs for air carriers. Order 8000.49, Flight Standards Geographic Program, current edition, requires that the geographic units incorporate PI work program requirements into the development of the geographic work program to ensure that overall certificate management goals are met. The order also requires that the surveillance plan developed by the local geographic inspector be flexible to allow for the incorporation of ongoing changes to inspection requirements that are forwarded from the FSDO/IFO/CMO. In addition, the geographic inspectors will be aware of the field office resource needs when developing work programs for the air carriers.

(2) Interregionally transferred geographic R-items will be accepted by the regions. The field office assignments should be made in consideration of office resource limitations. The decision on where to target geographic R-items is a FSDO/IFO/CMO responsibility based on the surveillance needs of the air carrier. The field office location to which the surveillance is targeted may be unrelated to the Flight Standards Automation System (FSAS) environmental file that generated the part 121 R-item. Regional RAMPS coordinators will coordinate with field office locations to ensure that, within the region’s known resource limitations, targeted geographic R-items meet the requirements of the FSDOs/IFOs/CMOs. In addition, geographic inspectors will develop a surveillance plan

that includes the regionally assigned R-items, and that is strengthened by additional P-items to meet the needs of the local geographic district.

(3) Resource shortfalls that may result from the assignment of geographic R-items will be addressed by the regional RAMPS coordinators using the cancellation process described in paragraph 5c, Work Program Revisions and Deviation Authority.

(4) Inspections of nonscheduled air carriers must be coordinated often across district office or regional boundaries. In accordance with Order 8000.49, PIs are responsible for informing other regions' district offices that a certificate holder is operating in the other's geographic area, and whether a certificate holder is conducting scheduled or nonscheduled operations. Regional AFS division managers may identify operators to be inspected under the requirements of the planned geographic surveillance program.

c. Work Program Revisions and Deviation Authority. Only the specific authority in this paragraph may change the R-items in this order. Limited authority to change R-items is provided to allow additional flexibility and enhance the overall effectiveness of the work program. R-items comprise a small part of the overall work program (less than 20 percent) and have been targeted based on specific national surveillance requirements. ASIs should understand the difference between canceling and terminating R-items. Cancellation is defined as no available resources at a national level to accomplish the activity. Termination is based on criteria in paragraph 5c(1). Widespread or blanket termination of R-items is discouraged and may lead to an ineffective national work program.

(1) Termination of R-Items Except Foreign Repair Stations. Required items may be terminated using a "T" (without the quote marks) in the results field of the PTRS record for the following reasons:

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

(a) **Inspector Analysis.** PIs who are trained and authorized users of the [Safety Performance Analysis System \(SPAS\)](#) and are assigned a work program may use the [SPAS Work Program Management Process \(WPMP\)](#) to terminate R-items or make other adjustments in their air carrier/air operator/air agency work program. This section does not apply to part 183. Documentation of the analysis performed and the reason for terminating any required work activity MUST be provided in section IV Form 8000-36, PTRS Data Sheet. For terminations resulting from SPAS/WPMP analysis, key word code "973" should be used to indicate "NPG Surveillance Deviation" and "WPMP" (without the quote marks) should be entered in the "Miscellaneous" field of the PTRS record.

(b) **Flight Standards Safety Analysis Information Center (FSAIC).** The required items in this order may be adjusted by the FSAIC based on analytical results.

These adjustments will enable AFS to dynamically target surveillance activities to those areas identified as needing a change in surveillance activity based on observed trends. Notification of changes to required items or recommended planned surveillance, along with termination instructions, will be provided by the FSAIC to regional and field offices, as appropriate.

(c) Retargeting. The SEP must be used to evaluate an air carrier's program. The SEP may be used to terminate an NPG generated R-item if a new work activity code replaces the terminated activity code. This process is referred to as retargeting. Before retargeting an NPG R-item, there must be an analysis that reveals why the activity to be terminated is no longer needed, and why the new activity is of higher priority. Documentation of the justification for terminating any R-item must be entered in section IV Form 8000-36. In the "Miscellaneous" field of the PTRS records, "SEP" (without the quote marks) will be entered for tracking purposes. Changes to the national R-item work program or the P-item work program using the SEP risk assessment process must use key word code "974" to indicate "SEP Surveillance Deviation." The SEP Manual provides detailed guidance for completing the functions above.

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

(e) Surrendered or Revoked Certificate. If a certificate is surrendered or revoked, then the R-item should be terminated and the PTRS record should indicate the date of the surrender or revocation. Key word code "971" should be used to indicate "terminated NPG surveillance."

(f) Incorrect VIS. If R-items are generated due to placement of incorrect information in VIS, the required PTRS comment should indicate that the VIS has been corrected. In the event that an R-item is generated in error for a check airman listed by name, the name of the check airman should be changed to another check airman and the R-item should be accomplished. Key word code "971" should be used to indicate "terminated NPG surveillance."

(g) Change of Operating 14 CFR part. For certificate holders changing their operating 14 CFR part (e.g., from part 135 to part 121), required inspections generated under an existing 14 CFR part will be terminated. These required inspections will be reentered by the district office using PTRS transmittal software. If this reason is cited, the required PTRS comment should include "change of operating 14 CFR part" (without the quote marks) and the date the change occurred. Key word code "971" should be used to indicate "terminated NPG surveillance."

(h) Transition from NPG to ATOS. In accordance with paragraph 2a., CMTs that have been transitioned from an NPG annual surveillance work program to the ATOS because of ATOS Phase II will terminate required inspections generated under part 121 when the CMT is transitioned to ATOS. R-item and P-item inspections should be terminated and the PTRS records should indicate the date of the transition of the CMT (comprehensive surveillance plan (CSP) finalized) to ATOS. Key word code “971” will be used to indicate, “terminated NPG surveillance.”

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

(a) If the foreign repair station certificate is due to be renewed at any time during the FY, the renewal date will be entered in the “Expiration” field of the VIS main record. If there is a current FY date in the VIS “Expiration” field, the 3650/5650 surveillance activities will not be generated by the RAMPS.

(b) For those repair stations operating under a Foreign BASA/MIP agreement, a satisfactory review by the National Aviation Authority (NAA) for Repair Station Certificate Renewal will be credited to activity codes 3653 and/or 5653. For those repair stations with VIS and OP SPEC requirements for both FAA ASI specialties, a review should be accomplished by each ASI and credited to activity code 3653 and 5653. The renewal cycle for those repair stations under a BASA/MIP agreement is 2 years/24 months after the first 12 months following initial certification. The renewal date will be entered in the “Expiration” field of the VIS main record. If there is a current FY date in the VIS “Expiration” field, a 3653 and/or 5653 document review and certificate renewal activities will be generated by the RAMPS program. Activity codes that are generated out of the FY sequence with reference to the renewal due date in the VIS “Expiration” field can be terminated for those repair stations under a BASA/MIP agreement. If circumstances require a change in the FY certificate renewal date cycle, the VIS main record “Expiration” field must be updated to reflect the change.

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

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

(b) At the time of this regional request, the PTRS transmittal for the affected R-item proposed for cancellation will be opened (status field = O) and the acronym “FY06RS” (fiscal year 2006 resource shortfall) will be entered in the “Miscellaneous” field. The transmittal for the R-item will remain open. This entry will allow for the tracking of annual resource deficiencies at the field office level.

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

6. PLANNED SURVEILLANCE.

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

b. Non-ATOS part 121 CHDOs will complete the work program requirements of this order. In addition, these CHDOs will use the SEP throughout the year to ensure a continuous assessment of the safety status of assigned air carriers. This review may require a modification and/or retargeting of an inspector's work program. Application of the SEP will be in accordance with this order. The SEP work instructions may be downloaded at http://www.faa.gov/safety/program_initiatives/aircraft_aviation/cset/surveillance/.

c. Trends affecting aviation safety are routinely identified through analysis. Recommendations from the National Transportation Safety Board (NTSB), Office of the Inspector General (OIG), and the Government Accountability Office (GAO) are also considered in identifying these trends. The special emphasis items should be actively included when planning the work programs for each field office. When identified on a national level, the emphasis areas will be listed as part of paragraph 6a. AFS ASIs must pay special attention to these trend areas when planning and conducting surveillance activities. The completion of emphasis work items is defined as: (1) increasing an existing work program with additional inspections for completion, as appropriate; or (2) including a special emphasis area into the accomplishment of an existing surveillance item. Special emphasis items are as follows:

(1) Certificated Flight Instructors (CFI).

(a) Conduct surveillance in accordance with Order 8700.1, chapter 12, of CFIs with oversight responsibilities of any student who has been involved in an accident or incident. ASIs should conduct surveillance of high-activity CFIs who have recommended at least four applicants annually for a practical test (Order 8700.1, volume 2, chapter 12, section 1, paragraph 5a.) and who have a 30 percent or greater fail rate (Order 8700.1, volume 2, chapter 12, section 1, paragraph 5d) of students recommended for certification of all certificates and all ratings. The emphasis in the observation of CFIs should be in the form of student/pilot operations, not just a review of CFI activities. PTRS activity number

1662 may be used to record CFI surveillance in the National Program Tracking and Reporting Subsystem (NPTRS) and the characters “CFI” (without the quote marks) must be entered into the “National Use” field.

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

(b) The ASI may access the Air Personnel Component in SPAS, and should locate the [National Vital Information Subsystem \(NVIS\) Designated Airman and CFI Query](#). The ASI should find the “Air Personnel Multiple Designee CFI Flag View” to locate the name of the CFI in question. Select the name of the CFI and review the “Activities” column for the number of pass/fail activities. A further drilldown on the activities will present a one-line display of NPTRS activities and the pass/fail rate for a 2-year period. The SPAS advisory flag display changes color at an 80 percent pass/fail rate based on part 61, section 61.197 criteria for certification renewal, but the actual pass/fail rate percent is shown in the NPTRS line adjacent to the flag display.

(2) 14 CFR Part 129 Air Operators.

(a) The Special Emphasis Surveillance List (SEL) for foreign air carriers will be used to increase the surveillance of part 129 air carriers and improve their visibility to the geographic community. The FSAIC posts this list quarterly at <http://fsaic.avr.faa.gov/Pubs/Default.htm>. Office managers ensure that additional surveillance is performed on air carriers that appear in this list and operate within the office’s geographic

area. At least two additional operations or airworthiness inspections (ramp check, weight and balance control, or records inspection) should be conducted monthly. The inspection should be entered into the NPTRS and the acronym “SEL” (without the quote marks) must be entered into the “National Use” field.

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

(c) Maintenance and avionics [ramp inspections \(3627 and 5627\)](#) may be conducted for part 129, and section 129.14 aircraft if the aircraft is available within the United States or in a foreign part 145 repair station in conjunction with other part 145 activities.

(3) **After Normal Duty Hours and Weekend Surveillance.** Ten percent of the planned surveillance (R & P Items) should be scheduled after normal duty hours, to include weekends. (Use OFFHOUR in the “National Use” field.) If other guidance requires the use of the “National Use” field, place OFFHOUR in the “Miscellaneous Use” field.

(4) **Reduced Vertical Separation Minimum (RVSM).** In support of the [FAA Flight Plan 2004-2008](#) in the areas of Increased Safety and Greater Capacity, special emphasis should be placed on aircraft and/or operators who have been granted RVSM approval. Field offices should promote continued surveillance on those operators with an approved RVSM program to ensure continued compliance with regulatory requirements. When ASIs encounter concerns with regards to RVSM during any surveillance activity, it should be noted in the NPTRS. Additionally, when a NPTRS entry is made to this affect, inspectors are to notate the characters “RVSMSUR” (without the quote marks) into the “National Use” field.

7. SURVEILLANCE OF FAA AIRCRAFT. The FAA is responsible for providing a surveillance and inspection program for FAA aircraft operations that is equal, in scope and detail, to a program required for similar part 135 on-demand air carriers. Some of the FAA Flight Program participants are already certificated under part 135 conducting on-demand operations and are assigned to a specific FSDO. The FSDOs responsible for oversight of the individual FAA aircraft flight operations will maintain accurate information in the VIS database for the annual development of a required work program. Discretionary P-items will be developed by the appropriate FSDOs that have geographic responsibility for FAA Flight Program participants. Other aspects of the surveillance program for these operators, including the cancellation and termination of R-items, will be conducted in accordance with the provisions of this order.

APPENDIX 2. INSPECTOR FEEDBACK

INFORMATION CURRENCY. Flight Standards Certification and Surveillance Division, AFS-900, has developed a revision process to ensure that the information in this order is current and correct. Any comments regarding content, whether to point out deficiencies or suggest improvements, should be directed to AFS-900, Flight Standards Safety Analysis Information Center (FSAIC). All comments will be reviewed and the order will be amended as appropriate.

An inspector feedback sheet is provided below.

INSPECTOR FEEDBACK SHEET

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

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

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

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

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

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

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

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

Submitted by: _____ Date: _____

Telephone number: _____ Routing symbol: _____

FAA e-mail address: _____