



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

ORDER
1800.56T

7/31/19

SUBJ: National Flight Standards Work Program Guidelines

1. Purpose of This Order. This order:

- a. Restates current Flight Standards Service (FS) policy for personnel to use as they:
 - Develop annual surveillance work programs, and
 - Execute annual surveillance work programs.
- b. Updates previous guidance regarding work activities.
- c. Incorporates organizational changes.
- d. Identifies specific work functions that FS personnel must accomplish.
- e. Provides a baseline of surveillance information, and appropriate assurances to assess the soundness of the aviation system.
- f. Assists FS personnel as they plan their annual work program.
- g. Prioritizes surveillance activities based on data analysis and inspector expertise with respect to certificate holder operations.

2. Audience. This order pertains to FS personnel who use annual surveillance work programs. This order excludes surveillance conducted under the Safety Assurance System (SAS).

3. Where You Can Find This Order. You can find this order on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Air carriers (operators) can find this order on the Federal Aviation Administration's (FAA) website at <http://fsims.faa.gov>. This order is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Effective Date. This order becomes effective on October 1, 2019.

5. What This Order Cancels. This order cancels FAA Order 1800.56S, National Flight Standards Work Program Guidelines, dated August 17, 2018, and Notice N 8900.504, Expanded Unmanned Aircraft Systems Oversight, dated February 28, 2019, on the effective date.

6. Explanation of Policy Changes.

a. Editorial Changes:

- Updated the wording of Appendix A, subparagraph 3d for validation of National enhanced Vital Information Database (eVID) records.
- Removed references to Work Program Management Process (WPMP) throughout document.

b. New Surveillance Requirements. Added new surveillance requirements for Unmanned Aircraft Systems (UAS), incorporating information from N 8900.504. See Appendix A, subparagraph 5a(21).

c. Appendix A Changes:

(1) Subparagraph 5a(4)(a)1, 2, and 3. Reduced required airworthiness ramp inspections from three to two (3627 or 5627).

(2) Subparagraph 5a(8)(a)6. Added informational note regarding possible termination of a full flight simulator (FFS), flight simulation training device (FSTD), or Aviation Training Device (ATD) (1630).

(3) Subparagraph 5a(11)(a)1. Changed requirement to conduct one inspection on each make and basic model of aircraft for each operator (responsible Flight Standards office).

(4) Subparagraph 5a(14). Increased the minimum requirement from 10 to 30 percent per nationally identified risk. Revised the Note regarding Program Tracking and Reporting Subsystem (PTRS) entries.

(5) Subparagraph 5a(18). Removed Flight Engineer Examiner (FEE), Airman Certification Representative (ACR), Designated Pilot Examiner (DPE), Sport Pilot Examiner (SPE), and Pilot Proficiency Examiner (PPE). Oversight has transitioned to the Designee Management System (DMS).

(6) Subparagraph 5a(19). Removed Part 183 Airmen—Airworthiness, Designated Mechanic Examiner (DME), Designated Parachute Rigger Examiner (DPRE), and Designated Airworthiness Representative (DAR). Oversight has transitioned to the DMS. Subparagraph 5a(19) now contains information on Part 183 Airworthiness for Organization Designation Authorization (ODA) oversight (ODA surveillance remains in the National Work Program Guidelines (NPG)).

(7) Subparagraph 5a(20). Part 183—Airworthiness information has moved to subparagraph 5a(19). Subparagraph 5a(20) now contains information on Part 65 Airmen—Operations.

(8) Subparagraph 5a(21). Removed Part 183—Other General Aviation (GA) Administrative Examiner/Designee, Flight Instructor Renewal Examiner (FIRE), Military Competency Examiner (MCE), Foreign Pilot Examiner (FPE), and Ground Instructor Examiner

(GIE). Oversight has transitioned to the DMS. Subparagraph 5a(21) now contains new information on Unmanned Aircraft Systems (UAS).

(9) Subparagraph 5a(22). Part 65 Airmen—Operations information has moved to subparagraph 5a(20). Subparagraph 5a(22) is deleted.

d. Appendix B Changes. None.

e. Appendix C Changes. Renamed Appendix C “UAS R-Item Procedures”. Added new information from N 8900.504 for triggering and conducting UAS surveillance. Acronyms and abbreviations moved to new Appendix D.

f. Appendix D (New). Acronyms and abbreviations updated and moved from Appendix C.

7. FS Work Functions.

a. Safety Areas. There are four critical safety areas to ensure an overall level of safety within the aviation system. Listed in order by priority, the safety areas are: surveillance, investigation, certification, and aviation education. FS offices must retain the flexibility to allocate resources to accomplish these tasks, while they consider specific geographic and environmental factors, staffing, and budgetary constraints.

b. Accomplishment of Work Functions. Each safety area has work functions that FS personnel complete. FS offices use available resources as they plan and perform these tasks to accomplish the FAA’s mission. FS offices may use existing directives and guidance to implement the program. These completed work functions are essential to ensure that:

(1) The aviation community complies with regulations, standards, and safe operating practices.

(2) The FAA fulfills its oversight responsibilities.

(3) The NPG represent a system-wide identification of areas that have proven safety risks. A local analysis of certificate holders will also identify additional safety risks. Principal inspectors (PI), Training Center Program Managers (TCPM), and Front Line Managers (FLM) must assess risks when developing work programs. FS offices should create work programs based on the highest areas of risk and document decisions that may cause them to deviate from keeping the Required Surveillance Work Activities (R-item) as the highest priority.

Note: The FAA defines risk management (RM) as controlling risk to the lowest acceptable level. Do not confuse controlling risk with eliminating risk. Design work programs to control risk to this acceptable level. Designing work programs to eliminate risk will result in an unrealistic program.

8. Surveillance Overview. The U.S. public is the primary stakeholder in and beneficiary of the surveillance that FAA inspectors conduct. The FAA carries out its safety mission with due regard to its accountability to the public. The high level of safety required by the statute is in the interest of the public. FAA employees involved in surveillance activities are responsible to

determine, on behalf of the public, that air operators and air agencies can provide service with the highest possible degree of safety. With safety in mind, FS personnel:

- Develop programs based on risk, not resources.
- If resources are not available to complete risk-based surveillance, follow approved cancellation procedures.
- Avoid distorted data, which inhibits senior management's ability to obtain additional resources for risk-based surveillance plans.
- Managers must support risk-based, not resource-based, surveillance programs.
- Management, at all levels, must communicate the philosophy of risk-based surveillance.

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

10. Conducting Surveillance.

a. The FS Surveillance Program. This order reaffirms the importance of the FS surveillance program to ensure maintenance of the highest level of safety within the aviation community. Each FS office, as it accomplishes its required surveillance program, receives support from FS. Appendix A contains a description of specific surveillance activities an FS office must accomplish. The Safety Analysis and Promotion Division will revise the surveillance requirements in Appendix A as necessary to ensure that FS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment and community.

b. R-Items. The R-items found in Appendix A are essential. FS personnel must regularly accomplish these work activities to fulfill the statutory and regulatory oversight responsibilities of the FAA. FS considers the level of surveillance activities this order requires as a minimum. Accomplishment of these work functions provides reasonable assurance of continued compliance with regulations, standards, and safe operating practices. Database and automation errors may result in required work activities that prevent generation through Regional Automated Modular Planning Software (RAMPS) automation. If R-item generation does not occur due to a database or automation error, the required surveillance and work activities specified in this order still apply. In those cases, generate PTRS records locally.

Note: The legacy RAMPS automation does not reflect current FS organization terminology. RAMPS is scheduled to sunset once SAS Phase III is deployed.

c. The Annual Work Cycle. Inspectors must address and close R-items within the annual work cycle because they are a top priority for FS. Inspectors must consider all risk as they conduct surveillance.

Note: Offices and inspectors must focus on the highest risk as they conduct surveillance. If resource shortfalls prevent the completion of the items in this order, FS personnel must document the reasons and follow the cancellation process. Inspectors must not ignore higher-risk surveillance simply to complete R-items.

d. Surveillance Program Planning. Offices should carefully plan surveillance activities, but, when necessary, may reschedule accomplishment of these activities to accommodate urgent situations associated with other safety-related functions. FS encourages you to plan your surveillance activities systematically throughout the year to avoid extraordinary effort at the end-of-year closeout. FS offices plan the performance of these surveillance tasks using available resources to accomplish the FAA's mission. FS offices may use existing directives and policy guidance to implement the program.

Note: Offices may cancel R-items and Planned Surveillance Work Activities (P-item) if resources are not available to accomplish the work, as explained in Appendix A, subparagraph 5c(2).

e. Surveillance Scope. Quality and thoroughness are essential in performing all surveillance activities. The accomplishment of these critical work functions ensures compliance with the regulations and standards and examines safe operating practices within the aviation industry. Do not sacrifice quality for quantity of inspections.

f. Validation. Under a system safety concept of oversight, the FAA must validate a certificate holder's active systems to show they continue to meet their intended regulatory and safety objectives. Validation is the oversight function that ensures continuing operational safety. The Performance Assessments (PA) provided in the required inspection program confirms that certificate holders maintain their approved or accepted system design. Such assessments also validate that a certificate holder's operating systems produce intended results, which include control of hazards and associated risk. Surveillance is a tool to provide information for PAs and RM. The emphasis on completing required inspection items allows for the 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 FAA cannot regard the absence of negative observations as a substitute for assertive evidence that the process performs as intended. Audit data should supply objective evidence of the adequacy or inadequacy of a system.

g. Risk and Safety Assessment. In continuing support of the FAA's overall safety objectives and goal to reduce accidents, FS requires all PIs to target their safety surveillance on risk and/or safety assessment.

(1) This order outlines a baseline, periodic audit that requires PIs to validate critical certificate holder programs and systems. This baseline is only the initial part of a comprehensive oversight program. The baseline is to control the risk of undetected failure within critical systems and account for possible latent risks. In addition to this baseline, PIs must conduct a safety assessment of their assigned certificate holders. This safety assessment analyzes many factors, which include the results of prior inspections and significant events.

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

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

Note: You must base annual work programs solely on risk, and not on staffing or budget. FS office personnel must meet quarterly to review work programs to identify any R-items or P-items that require cancellation due to a lack of resources as explained in Appendix A, subparagraph 5c(2).

h. Public Aircraft Operations (PAO). PAO include certain government operations within U.S. airspace. Although these operations must comply with certain general operating rules (i.e., those applicable to all aircraft in the National Airspace System (NAS)), FAA certification is not required. The FAA is not obligated to perform the safety oversight, systems/equipment certification, and issuance of operational standards that are required for civil aircraft operations.

(1) Public aircraft status is not an “automatic” status granted by the existence of a contract between a civil operator and a government agency (whether local, state, or Federal). Public aircraft eligibility determinations are made on a flight-by-flight basis under the terms of the statute (Title 49 of the United States Code (49 U.S.C.) §§ 40102 and 40125). During contracted operations, it is the responsibility of the civil operator and the contracting government agency to verify that each flight conducted as a PAO is eligible under the terms of the statute.

(2) The FAA requires a written declaration of public aircraft status (from the contracting government official or higher-level official) prior to any contracted public aircraft flights. The declaration should explain how the flights conducted under that contract are eligible PAO under the terms of the statute. While a public aircraft eligibility determination must be made before each flight, the declaration of status is submitted to the FAA only once for each government contract. If the FAA does not have a declaration on file, the FAA will consider all contracted operations to be civil aircraft operations. The FAA retains the authority to determine whether a government-contracted flight was, in fact, a legitimate PAO under the terms of the statute. For more information on PAO and the process for declarations, refer to FAA Order 8900.1.

(3) Government aircraft operators that hold any type of FAA certification are included in the normal surveillance activities, such as spot inspections of the aircraft and aircraft records. This includes any aircraft exclusively leased to the Federal Government. Any aircraft or operation certificated by the FAA is subject to this surveillance, regardless of whether they are operating as public or civil. Government-owned aircraft operators who are conducting PAO must be included in the FS office’s annual planned surveillance activities to verify their PAO status remains unchanged.

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

12. Certification. The certification work activities validate the competency of an air carrier, air operator, air agency, or airman. Certification validates compliance with appropriate statutory and regulatory requirements before authorizing work in the commercial aviation industry. For work program purposes, inspections that support the continued holding of a certificate must use X6XX surveillance-series PTRS activity codes. Certification work activities must be thorough to ensure the competency that the safety regulations require. There are unique complexities and safety implications for air carrier certification. The FAA appoints designees, as representatives of the Administrator, under Title 14 of the Code of Federal Regulations (14 CFR) part 183 to issue airman and aircraft certificates, and to examine, inspect, or test aircraft and persons.

13. Aviation Education. As an integral part of meeting the FAA's statutory obligation to promote aviation safety, FS provides aviation education and guidance to all segments of the aviation community. Aviation education targets the General Aviation (GA) community and plays an important human factors role in the relationship that the FAA has with the flying public.

14. Reporting Procedures and Data Collection.

a. Enhanced Vital Information Database (eVID). The FAA maintains data in the eVID regarding air carriers, air operators, air agencies, and air personnel. The FAA frequently uses the eVID to report statistical information about FS to internal and external organizations. The FAA also uses this data for work program planning, for the follow-on analysis of work activities, and for defining the environmental complexity at all levels within FS.

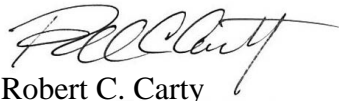
b. Analysis of Data. The primary purpose in requiring surveillance, investigation, and certification work functions is to obtain sufficient amounts of accurate data. The basis for risk assessment is the data gathered about the operating procedures, oversight process, and inspection results for air carriers, air operators, air agencies, and airmen. Analysis and evaluation of the data is necessary to identify trends that may negatively affect aviation safety. In addition, appropriate corrective actions and followup activities are essential to ensure the success of the annual surveillance work program. Quality data facilitates accurate risk assessment, which results from data analysis.

c. Identification of Surveillance Work Functions. The FAA identifies FS surveillance work functions by four-digit activity numbers and the associated 14 CFR part, to allow data entry into the PTRS. FS office managers and FLMs must establish procedures to review data for quality to ensure that PTRS data is complete, consistent, valid, and correct according to the guidance in the PTRS Procedures Manual (PPM). FS office managers and FLMs must ensure prioritization of surveillance activities based on risk.

d. Followup Action. Inspectors should correctly record followup actions in the PTRS to monitor corrective actions by an aviation organization. Aviation safety inspector (ASI) opinion codes that require a comment should reflect factual data, and inspectors should accurately record them as “I,” information; “P,” potential; or “U,” unacceptable. Correctly recording U’s and P’s provides valuable information from the ASI about the certificate holder, authorized fractional ownership program, or air agency.

15. Distribution. The FAA will distribute this order to the Associate Administrator for Aviation Safety (AVS-1), the program director, FAA Academy, the Regulatory Standards Division (AMA-200) at the Mike Monroney Aeronautical Center (MMAC), and all FS divisions and offices.

16. Directive Feedback Information. For your convenience, FAA Form 1320-19, Directive Feedback Information, is the last page of this order. Note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order on FAA Form 1320-19.



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Appendix A. Work Program Activities

1. Purpose. This appendix provides a structure for the development of annual work programs and requirements for specific surveillance activities performed each fiscal year (FY) by the Flight Standards Service (FS). This appendix also contains recommendations for additional Planned Surveillance Work Activities (P-item) that aviation safety inspectors (ASI) should consider when preparing a total surveillance work program.

2. General. The FS work program consists of Required Surveillance Work Activities (R-items) and P-items.

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

Note: R-items represent risk identified by the policy divisions, National Transportation Safety Board (NTSB) recommendations, Inspector General (IG) recommendations, congressional mandates, and other sources. These risk assessments represent national risk, which may differ from local risk assessments. Offices must consider these items as a priority. However, if critical risk events occur during the year, offices must address these new risks. If reallocation of resources prevents completion of R-items, offices must provide comprehensive documentation on their decision in the cancellation request.

b. P-Items. P-items provide comprehensive targeted inspections that meet special surveillance requirements for each certificate holder. P-items make up the depth and substance of each office's annual work program. P-items allow flexible work programs to account for changes in the aviation environment.

c. Exclusions from the National Work Program. This appendix excludes certificate holders that have surveillance work programs developed under the Safety Assurance System (SAS). Principal inspectors (PI) develop SAS work programs, as defined by FAA Order 8900.1, Volume 10, Safety Assurance System Policy and Procedures.

d. Annual Work Program Closeout Procedures.

(1) The National Work Program Guidelines (NPG) work program is continuous throughout the year. FS offices must complete, terminate, or cancel work program items by September 30 each year.

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

3. Surveillance Work Program Planning and Resources. Inspectors must complete R-items because they are mandatory unless you terminate or cancel the items. Offices should carefully

schedule them to maximize efficiency and cost-effectiveness. If higher-risk surveillance occurs, shortfalls in available resources may result in inadequate resources to complete these mandatory items. If that happens, follow the cancellation procedures in this order. Provide adequate justification when you cancel these mandatory items. Surveillance is a vital function that FS office personnel perform. Accurate planning, high-quality inspections, and precise reporting are essential.

a. Planning and Reporting Work Functions. Offices must plan work functions and report them in accordance with the guidance in the following:

- FAA Order 1800.56, National Flight Standards Work Program Guidelines.
- Applicable volumes and chapters of Order 8900.1.
- Program Tracking and Reporting Subsystem (PTRS) Procedures Manual (PPM).
- Enhanced Flight Standards Automation System (eFSAS) User Manual.

b. Planning Required Surveillance. FS plans the required surveillance program on a national and international level, and assigns its accomplishment to individual FS offices.

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

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

c. Surveillance Planning Tools. The following tool is available for inspectors for a risk-based assessment of the operation(s) of 14 CFR part 129.

Note: The Safety Performance Analysis System (SPAS) also contains risk assessment tools for other regulatory parts.

(1) Geographic Airport Data Display (GeoADD) Tool. This paragraph applies to PIs who have oversight responsibilities for certificate holders that have been included in the Geographic Surveillance Program. PIs must accomplish a geographic surveillance needs review at least annually and are encouraged to update their review as many times as necessary during the year based on changes in risk. PIs will use the GeoADD tool to aid them as they determine the type and location of geographic surveillance that is necessary. The GeoADD tool is available at <http://aipo.avs.faa.gov/app/GeoADD/>.

(2) Use of the Geographic Surveillance Program and GeoADD Tool. Detailed use of the Geographic Surveillance Program and GeoADD tool is available in Appendix B, Flight Standards Service Geographic Surveillance Program for Part 129.

d. Validating National Enhanced Vital Information Database (eVID) Records. The FS NPG relies on current and accurate eVID records. It is important to maintain eVID records in order to plan appropriate NPG work programs.

Note: NPG automation relies on an annual snapshot of eVID data. The eVID snapshot typically occurs on the last Saturday of July.

e. Regional Automated Modular Planning Software (RAMPS).

(1) The RAMPS coordinator assigns all R-items except those R-items that require creation by the responsible Flight Standards office. Managers will ensure that qualified and trained ASIs accomplish the inspection work activities. Front Line Managers (FLM) should consider the quality of work performed as a performance appraisal item.

(2) If the subject of the required inspection item (e.g., operator, airman, or aircraft) changes or is no longer active within the district, FS offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the responsible Flight Standards office of the disposition of the inspection. RAMPS coordinators will work together to resolve inspection transfers.

(3) Do not change an R-item, designator code, 14 CFR part, or activity number field to accomplish the inspection. Inspectors may change all other fields in a national R-item, including airman name, make and model (M/M), and airport location.

f. FS Office Responsibilities. FS office managers will monitor the staffing and fiscal resources necessary to address their national surveillance work programs on a monthly basis.

(1) Managers and FLMs should identify projections of resource shortfalls as early in the FY as possible and communicate resource needs as they determine appropriate.

(2) FS office personnel must meet quarterly to review their work programs to identify any R-items or P-items that require cancellation due to lack of resources. Cancel and terminate R-items and P-items only under the provisions in subparagraph 5c of this appendix.

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

5. Required Surveillance. This paragraph lists surveillance activities for air carriers, air operators, air agencies, and air personnel operating under 14 CFR. The surveillance this paragraph requires has priority over other work activities. You can only amend these work activities using the work program revision and deviation authority procedures in subparagraph 5c. ASIs must prepare a PTRS record for each specific surveillance activity performed and include information on all findings observed in FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet, Section IV, Comment, of the record.

a. Required Work Activities.

(1) Title 14 CFR Part 125—Operations.

(a) Main Base Inspection (1616). Conduct one inspection on each FAA-certificated operator (responsible Flight Standards office).

(b) Ramp Inspection (1622). Conduct one inspection on each FAA-certificated operator (responsible Flight Standards office).

(c) Manual Procedures (1621). Conduct one inspection on each FAA-certificated operator (responsible Flight Standards office).

(2) Part 125—Airworthiness. Conduct one of each of the following inspections on each make and basic model aircraft for each FAA-certificated operator (responsible Flight Standards office):

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

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

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

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

(e) Airworthiness Directive (AD) Compliance Inspection (one 3649 and one 5649).

(f) Approved Weight and Balance (W&B) (one 3639).

(g) Ramp Cargo Check (two 3623).

(h) Suspected Unapproved Parts (SUP) Procedures (one 3622 or one 5622). Conduct one inspection on each operator certificated (responsible Flight Standards office).

(i) Conduct one of each surveillance activity of the operator's Fuel Tank Flammability Reduction (FTFR) program requirements (4635 and 6635) (responsible Flight Standards office). Enter the acronym "FTFR" (without quotation marks) into the "National Use" field.

(j) Conduct a Manual Procedure (5626) to verify compliance with Aircraft Network Security Program (ANSP). The responsible Flight Standards office will generate these activities locally.

(3) Part 125 Deviation Holder—Operations. Conduct one surveillance activity, Part 125 Deviation Holder (1683), on each certificated operator (responsible Flight Standards office).

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

Note: Inspectors should refer to the appropriate chapter and section of Order 8900.1, Volume 12, International Aviation, for information prior to conducting the surveillance required by this paragraph.

Note: Refer to Order 8900.1, Volume 12, Chapter 4, Section 10, Ramp Inspections for Part 129 Foreign Air Carriers, for inspector training requirements.

(a) This requirement applies to foreign air carriers engaged in common carriage operations within the United States to whom the FAA issues part 129 operations specifications (OpSpecs).

1. Conduct at least one of each of the following inspections on each scheduled passenger and/or cargo part 129 foreign air carrier at each airport of operation:

- a. Ramp (1622).
- b. Ramp (3627 or 5627).

2. Conduct at least one of each of the following inspections on each nonscheduled foreign air carrier utilizing aircraft type certificated (TC) for 10 or more seats that operates within the geographical area approved by OpSpec A001, Issuance and Applicability, and Reports. The responsible International Field Office (IFO) will generate these activities:

- a. Ramp (1622).
- b. Ramp (3627 or 5627).

3. Conduct at least one of each of the following inspections on each nonscheduled foreign air carrier utilizing aircraft TC'd for 9 or fewer seats at least once every 3 years within the geographical area approved by OpSpec A001. The responsible IFO will generate these activities:

- a. Ramp (1622).
- b. Ramp (3627 or 5627).

4. When the responsible IFO receives notification on nonscheduled flight operations, as required by foreign OpSpec A001, and the operation occurs outside its geographic boundaries, see Appendix B, subparagraph 3a(3) to process a geographic request.

Note: For those scheduled air carriers also performing nonscheduled operations, PIs are responsible for reviewing and assessing the proposed nonscheduled operation to determine if a geographic surveillance request is necessary.

(b) For IFOs issuing part 129, § 129.14 approvals, conduct a desk audit annually of each operator's inspection program (3637 and 5637) (responsible IFO).

(c) Heightened Surveillance List (HSL). For additional guidance, refer to Order 8900.1, Volume 12, Chapter 4, Section 13, International Security—Heightened Surveillance List, and the HSL.

1. PIs responsible for part 129 operators must review the HSL for part 129 operators on a quarterly basis. You can find this list at <https://my.faa.gov/content/myfaa/en/org/li/nebusiness/avs/offices/afx/divisions/afs/afs50.html>.

2. Operators appearing on the HSL will receive two additional ramp inspections. Conduct one operations ramp inspection (1622) and one airworthiness ramp inspection (3627 or 5627) quarterly at each airport of operation until the FAA removes them from the HSL. Generate these required inspections locally. Enter the inspection into the PTRS, and enter the acronym “HSL” (without quotation marks) into the “National Use” field.

(d) IFOs have overall responsibility for regulatory activities pertaining to all part 129 operators within the United States. IFOs that issue OpSpecs for a subject part 129 operator are responsible for maintaining environmental data in the eVID for scheduled part 129 air carriers operating to domestic airports. The office with geographic responsibility for the airport to which the part 129 carrier operates has the responsibility for inspector assignment and conducting geographic inspections in accordance with Order 8900.1, Volume 12, Chapter 4, Section 10 and Volume 12, Chapter 4, Section 1, Part 129 Operations Specifications Overview and Issuance. Geographic offices, assigned in eVID, have the primary responsibility for conducting part 129 ramp inspections. Offices must make inspector assignments, in the environmental record, to comply with this requirement.

(e) Conduct one of each surveillance activity on each § 129.14 operator’s FTFR program requirements (4635 and 6635) (responsible IFO). Enter the acronym “FTFR” (without quotation marks) into the “National Use” field.

(f) For IFOs issuing § 129.14 approvals, conduct a desk audit annually of each operator’s ANSP procedures (5626) including the annual security risk assessment. The responsible IFO will generate these activities locally.

(5) Title 14 CFR Part 133 Operator.

(a) Operations. Conduct a ramp (1622) or a site (1623) inspection and an operator main base (1616) or manual procedures (1621) inspection on a minimum of 10 percent of the certificated operators (responsible Flight Standards office). Rotate surveillance of these operators year to year.

Note: Always include operators that perform human external cargo (HEC) when selecting the 10 percent of certificated operators. Include the site (1623) and manual procedures (1621) for these selected HEC operators.

(b) Airworthiness. Conduct a ramp (3627 or 5627) or spot (3628 or 5628) inspection and aircraft records inspection (one 3634 and one 5634) on a minimum of 10 percent of certificated operators (responsible Flight Standards office). Rotate surveillance of these operators year to year.

(6) Title 14 CFR Part 137 Operator—Operations. Conduct one of the following inspections on at least 20 percent of the certificated operators (responsible Flight Standards office). Rotate surveillance of these operators from year to year.

(a) Main Base (1616).

(b) Ramp (1622).

(c) Site (1623).

(d) Facility (1635).

(7) Part 137 Operator—Airworthiness/Avionics. Conduct one of the following inspections on at least 20 percent of the certificated operators (responsible Flight Standards office). Rotate surveillance of these operators from year to year.

(a) Ramp (3627 or 5627).

(b) Spot (3628 or 5628).

(c) Aircraft Records (3634 or 5634).

(8) Title 14 CFR Part 141 Air Agency—Pilot Schools.

(a) Operations. Conduct one of each of the six following inspections for each certificated air agency and satellite school (responsible Flight Standards office):

1. Air Agency Facility Inspection (1640).

2. Student Records (1649).

3. Personnel Records (1650).

4. Ramp Inspection (1652), if conducting flight training.

5. Airman/Certificated Flight Instructor (CFI) (1662).

6. Full Flight Simulator (FFS), Flight Simulation Training Device (FSTD), or Aviation Training Device (ATD) (1630) if approved for use.

Note: If an FFS, FSTD, or ATD is not approved for use, follow subparagraph 5c(1)(f) for termination of work program items.

(b) Airworthiness. Conduct one of each of the seven following inspections for each certificated air agency and satellite school that conducts flight training (responsible Flight Standards office):

1. Pilot School Facility (3650).

2. AD Compliance (3667 or 5667).

3. Part 141 Ramp (3664).

4. Part 141 Ramp (5664).

5. Equipment/Manuals/Tools (3658).

6. Spot Inspection (3665).

7. Aircraft Records (3666 or 5666).

(9) Title 14 CFR Part 142 Air Agency—Training Center. Conduct one of each of the following inspections on each certificated training center (responsible Flight Standards office). Conduct the 1630, 1640, and 1654 inspections on each training center and satellite.

(a) FSTD—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).

(f) FSTD Document—1654 (Training Center and Satellite).

(10) Title 14 CFR Part 147 Air Agency—Conduct the following inspections at each certificated Aviation Maintenance Technician School (AMTS) (responsible Flight Standards office):

(a) Facility (3650).

(b) Curriculum (3661).

(c) Facility (5650).

(d) Personnel Records (5659) or Curriculum (5661).

Note: Refer to Order 8900.1, Volume 6, Chapter 10, Section 1, General, for information on scheduling and performing AMTS surveillance.

(11) Title 14 CFR Part 91 Subpart K (Part 91K)—Fractional Ownership Operations (Airworthiness and Operations). These requirements apply to fractional ownership program managers designated as such by management specification (MSpec) A001, subparagraph a.

Note: Part 91K R-items and P-items may be terminated when the fractional ownership operator is also a part 135 air carrier. Do not terminate part 91K R-items and P-items unless all the part 91K aircraft and flightcrews are included in the part 135 Air Carrier Certificate. Follow the subparagraph 5c(1)(g) termination of work program items (R-items or P-items) procedures.

(a) 1.0 Aircraft Configuration Control.

1. Ramp (1622). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager authorized via MSpecs (responsible Flight Standards office).

2. Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager that has authorization via MSpecs (responsible Flight Standards office).

(b) 2.0 Manuals—Manual/Procedures (1621). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs (responsible Flight Standards office).

(c) 3.0 Flight Operations.

1. Crew Records (1627). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs (responsible Flight Standards office).

2. Flight Following/Scheduling/Flight Locating (1636). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs (responsible Flight Standards office).

(d) 4.0 Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each fractional ownership program manager that has authorization via MSpecs (responsible Flight Standards office).

2. Training Program (1626). Conduct one flight attendant (F/A) inspection on each fractional ownership program manager that has authorization via MSpecs, if applicable (responsible Flight Standards office).

(e) 5.0 Route Structures.

1. Main Base Inspection (1616). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs (responsible Flight Standards office).

2. Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each fractional ownership program manager that has authorization via MSpecs (responsible Flight Standards office).

(f) 6.0–8.0 Reserved.

(12) Part 91K—Airworthiness. The requirements apply to any fractional ownership program manager that maintains his or her aircraft under the Continuous Airworthiness Maintenance Program (CAMP).

Note: Part 91K R-items and P-items may be terminated when the fractional ownership operator is also a part 135 air carrier. Do not terminate part 91K R-items and P-items unless all the part 91K aircraft and flightcrews are included in the part 135 Air Carrier Certificate. Follow subparagraph 5c(1)(g) for termination of work program items (R-items or P-items) procedures.

(a) 1.0 Aircraft Configuration Control.

1. SUP Detection Procedures (one 3622 and one 5622). Conduct one inspection for each fractional ownership program manager's CAMP (responsible Flight Standards office).

2. Ramp (3627 or 5627) or Spot (3628 or 5628) Inspections. Conduct two, in any combination, on each make and basic model aircraft for each fractional ownership program manager authorized via MSpecs (responsible Flight Standards office). Choose these two inspections from any combination of the following PTRS activities: 3627, 5627, 3628, or 5628 (responsible Flight Standards office).

3. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager, who maintains these records (responsible Flight Standards office).

4. Continuing Analysis and Surveillance System (CASS) (one 3635 and one 5635). Conduct one inspection on each fractional ownership program manager's CAMP (responsible Flight Standards office).

5. Inspection Program (one 3637 and one 5637). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager's CAMP (responsible Flight Standards office).

6. Structural Spot (3647). Conduct two inspections on each make and basic model aircraft for each fractional ownership program manager who performs structural inspections of that basic M/M (responsible Flight Standards office).

7. AD Compliance Inspection (one 3649 or one 5649). Conduct one inspection on each make and basic model aircraft. Conduct one inspection for each fractional ownership program manager (responsible Flight Standards office).

(b) 2.0 Manuals—Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each fractional ownership program manager (responsible Flight Standards office).

(c) 3.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each fractional ownership program manager's CAMP (responsible Flight Standards office).

(d) 4.0 Route Structures—Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each fractional ownership program manager's maintenance facilities (responsible Flight Standards office).

(e) 5.0–8.0 Reserved.

(13) Part 91K—Airworthiness. These requirements apply to any fractional ownership program manager who does not maintain aircraft under a CAMP.

Note: Part 91K R-items and P-items may be terminated when the fractional ownership operator is also a part 135 air carrier. Do not terminate part 91K R-items and P-items unless all the part 91K aircraft and flightcrews are included in the part 135 Air Carrier Certificate. Follow the subparagraph 5c(1)(g) termination of work program items (R-items or P-items) procedures.

(a) 1.0 Aircraft Configuration Control. Conduct 2 of the following 12 inspections (subparagraphs 1 through 6 below) on each fractional ownership program manager that is authorized via MSpecs (responsible Flight Standards office). One inspection must be a maintenance inspection and the other must be an avionics inspection. The inspections may be different types (e.g., one maintenance ramp inspection and one avionics spot inspection).

1. Maintenance Facility Inspection (3619 or 5619).
2. SUP Detection Procedures (3622 or 5622).
3. Ramp (3627 or 5627).
4. Spot (3628 or 5628).
5. Aircraft Records (3634 or 5634).
6. Inspection Program (3637 or 5637).

(b) 2.0 Manuals—Manual/Procedures (one 3626 and one 5626). Conduct one inspection on each fractional ownership program manager (responsible Flight Standards office).

(c) 3.0 Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each fractional ownership program manager (responsible Flight Standards office).

(d) 4.0–8.0 Reserved.

(14) Part 91 Air Tour—Operations and Airworthiness. These requirements apply to any operator conducting air tour operations under part 91, § 91.147. Conduct each of the following inspections on 30 percent of the air tour operators that have authorization via a Letter of Authorization (LOA) (responsible Flight Standards office).

- (a) Ramp (1661).
- (b) Ramp (3627 or 5627).
- (c) Spot (3628 or 5628).

(d) Aircraft Records (3694 or 5694).

(e) AD Compliance Inspection (3696 or 5696).

Note: Ensure the following PTRS entries are used:

- “91AIRTOUR” (without quotation marks) in the “National Use” field;
- Part 91 LOA identification number in the “Regional Use” field; and
- Name of the operator in the “Non-Cert Activity Name/Company” block.

(15) Part 91 Parachute Operations—Operations and Airworthiness. These requirements apply to part 91 parachute operations conducted in accordance with 14 CFR part 105. Conduct each of the following inspections (subparagraphs (a) through (f)) per year on each parachute operation/Drop Zone (DZ) located within the responsible Flight Standards office’s jurisdiction.

(a) Ramp (1661).

(b) Ramp (3627 or 5627).

(c) Parachute Jumps (1696).

(d) Spot (3681 or 5681).

(e) Aircraft Records (3694 or 5694).

(f) Title 14 CFR Part 65 Rigger (senior or master) (3678).

Note: Parachute operation surveillance at aviation events should be recorded separately.

Note: Inspector comments in the applicable PTRS report should cover, as applicable, pilot certification and medical certificate, aircraft maintenance/inspection, aircraft fueling procedures, and aircraft configuration for sport skydiving operations. When performing parachute harness and reserve pack inspections, verify Technical Standard Order (TSO)-C23, Personnel Parachute Assemblies and Components, harness and reserve parachute marking compliance.

Note: Inspectors will identify any surveillance associated with this activity by entering “SPORTJUMP” (without quotation marks) in the “National Use” field of the PTRS record.

(16) Part 91 Banner Tow Operations—Operations and Airworthiness. These requirements apply to any towing operation conducted under § 91.311. Conduct two of the following three inspections per year on each tow operator located within the responsible Flight Standards office’s jurisdiction. One inspection must be an airworthiness inspection and the other must be an operations inspection.

(a) Ramp (3627) or Spot (3681).

(b) Surveillance (1684).

Note: Inspectors will identify any surveillance associated with this activity by entering “BannerTow” (without quotation marks or space) in the “National Use” field of the PTRS record.

(17) Title 14 CFR Part 61 Flight Schools. Conduct one inspection for each flight training device (FTD) located at each flight school and satellite school (responsible Flight Standards office) that uses a Level 4 or 5 FTD in its flight training. Generate this inspection locally: FTD (Level 4 or 5) (1630) if approved for use.

(18) Part 183 Airmen—Operations.

Note: Inspectors should refer to the appropriate chapter and section of Order 8900.1, Volume 13, Flight Standards Designees, for information prior to conducting the surveillance required by this paragraph. Pre-inspection activities may require interviews of recently certificated airmen, and designee surveillance may be required every 12 calendar-months.

Note: Perform at least one additional R-item surveillance for high-activity designees when required by Order 8900.1, Volume 13. Create this R-item locally.

Note: Designee oversight is transitioning into the new Designee Management System (DMS) in phases for the different lines of business (LOB). When this occurs for FS, you must record all surveillance and oversight activities in the DMS software in accordance with FAA Order 8000.95, Designee Management Policy. You may terminate any remaining planned designee R-item activities per subparagraph 5c(1)(h).

(a) Conduct one of each of the following inspections on each Designated Examiner (DE) (responsible Flight Standards office).

Note: Because 1672 is a part 183 inspection of the airman and not a 14 CFR part 121, part 135, or part 121/135 inspection of the air carrier, RAMPS will generate these inspections for all active aircrew program designees (APD).

1. APD (1672).

2. Designated Aircraft Dispatcher Examiner (DADE) (1669).

3. Training Center Evaluator (TCE) (1673).

(19) Part 183 Airworthiness. Conduct one onsite surveillance activity (4677 or 6677) for each Organization Designation Authorization (ODA) that has an FAA Organization Management Team (OMT) member assigned to it (responsible Flight Standards office).

Note: ASIs will record “SUPV” in the “National Use” field of the PTRS record when they comply with annual supervision procedures found in FAA Order 8100.15, Organization Designation Authorization Procedures, chapter 5, paragraph 5-4. ASIs will record “DOIP” (without quotation marks) in the “National Use” field of the PTRS record when they comply with 24-month delegated organization inspection program procedures found in Order 8100.15, chapter 6.

Note: Do not use PTRS codes 4677 and 6677 for aircraft certification package reviews.

(20) Part 65 Airmen—Operations. Conduct one onsite surveillance activity (1667) for each approved aircraft dispatcher certification course (responsible Flight Standards office).

(21) Unmanned Aircraft Systems (UAS). Add the following UAS R-items locally when applicable (responsible Flight Standards office):

(a) Conditional R-Item. Conduct one UAS site visit (1623, 3631, or 5631) where 5 or more UAS investigations occur within Class B, C, or D airspace, or 10 or more investigations occur in any airspace.

Note: Locally analyze the reports that trigger the required surveillance for root cause and common elements (locations, times, events) that yield the best surveillance opportunities.

(b) Targeted R-Item. Conduct one UAS site visit (1623, 3631, or 5631) when notified by General Aviation Safety Assurance (AFG) leadership.

Note: The Safety Analysis and Promotion Division provides a quarterly report to AFG leadership that will include airports where UAS sightings are most frequently reported. The leadership will assign UAS surveillance tasks near these identified airports. General data indicates surveillance should be planned along approach or departure corridors just outside of the airport. Airports with 10 or more sightings will be included on the report, and airports experiencing significant increase in the number of UAS sightings will be targeted for priority surveillance. FS office personnel are encouraged to consult the Safety Analysis and Promotion Division for assistance in analyzing the data for potential surveillance areas if needed.

(c) FAA Order 2150.3, FAA Compliance and Enforcement Program. Conduct one UAS site visit (1623, 3631, or 5631) when supporting enforcement actions against any UAS operations that interfere with wildfire, law enforcement, or emergency response. FS office personnel will coordinate with the Office of Security and Hazardous Materials Safety (ASH) Law Enforcement Assistance Program (LEAP) agents and local law enforcement for activities during wildfires and well-known rescue/emergency response efforts to support as needed.

Note: Investigations include incidents, near midair collisions (NMAC), accidents, and compliance and enforcement, but exclude non-actionable sightings.

(d) PTRS Recording. Accurate PTRS record entries are important for UAS data analysis. Ensure the PTRS records contain (as applicable):

- Title 14 CFR part,
- Location,
- Airmen's names,
- Related certificates,
- Waivers or exemptions held,
- Enforcement number,
- Surveillance start and end times, and
- A clear description of actions taken.

1. "14 CFR" Field. For certificated operators, enter the appropriate regulation (e.g., part 137) in the "14 CFR" field. For noncertificated operations, enter "part 107" for small UAS (under 55 pounds) in the "14 CFR" field.

Note: In the "Local Use" field, enter "44809" to identify recreational operations that fall under Section 349 of the FAA Reauthorization Act of 2018.

2. "National Use" Field. Enter the code specified in Order 8900.1, Volume 16, Chapter 1, Section 4, Flight Standards Divisions/ASI Interface, Tasks/Flows, and PTRS, to properly document the size of the UAS and whether the UAS was used for public, civil, or military purposes. Enter UAS, a hyphen followed by type of operator (Public (P), Civil (C), or Military (M)), then a second hyphen followed by the size (Large (L) or Small (S)). For example:

- UAS-M-L = UAS, Military operator, Large aircraft (55 pounds and over).
- UAS-P-L = UAS, Public operator, Large aircraft.
- UAS-C-S = UAS, Civil operator, Small aircraft.
- UAS-U-S = UAS, Unknown operator, Small aircraft.

3. No UAS Activity Observed. If no activity is observed during a surveillance, note the time block (start and end time) of the surveillance and lack of UAS activity in the comments section.

4. "Point of Departure" Field. Investigations triggered by UAS sightings near airports should include the airport code of the reporting aircraft or tower.

b. Geographic Program Requirements.

(1) The geographic program found in Order 8900.1 and Appendix B requires FS offices to incorporate PI work program requirements into the development of the geographic work program to ensure it meets overall certificate management goals. These orders also require flexibility as the local qualified inspectors develop the surveillance plan to allow for the incorporation of ongoing changes to inspection requirements forwarded from the FS office/IFO.

(2) FS offices will accept geographic R-items transferred from other FS offices. Transferred R-items are either accomplished or cancelled due to Resources Not Available (RNA) per subparagraph 5c(2).

(a) The responsible Flight Standards office/IFO uses the surveillance needs of the certificate holder to help determine where to target geographic R-items. The targeted FS office location for the surveillance may be unrelated to the eFSAS environmental file that generated the R-item.

(b) Coordination is required to ensure that targeted geographic R-items meet the requirements of the FS office/IFO.

(c) FS office/IFO FLMs must consider the risk of geographic surveillance requests when developing office surveillance plans. The highest risk surveillance, regardless of the source, must be accomplished with due regard to office resource limitations.

(3) FS office managers will address resource shortfalls, which may result from the assignment of geographic R-items, using the cancellation process described in subparagraph 5c.

(4) Coordinate nonscheduled air carrier inspections across FS office geographic boundaries. PIs must inform other FS offices of any certificate holder operating in that FS office's geographic area and the nature of the certificate holder's operation (scheduled or nonscheduled).

c. Work Program Revisions and Deviation Authority. Only the specific authority in this paragraph may change the work program items (R-items and P-items) in this order. This order provides limited authority to change R-items and P-items to allow additional flexibility and enhance the overall effectiveness of the work program. R-items comprise a small part of the overall work program (less than 20 percent). P-items make up the depth and substance of the annual work program. All work program items (R-items or P-items) are risk-based. The FAA uses R-items to target surveillance based on specific national surveillance requirements. ASIs should understand the difference between canceling and terminating R-items and P-items. The FAA cancels work program items when there are no available resources to accomplish the activity. Subparagraph 5c(1) contains the criteria for terminating R-items. The FAA discourages widespread termination of risk-based work program items because it may lead to an ineffective work program.

(1) Termination of Work Program Items (R-items or P-items). You may terminate work program items using a "T" in the "Results" field of the PTRS record for the following reasons:

Note: Document the reason you terminated work program items in Section IV of FAA Form 8000-36. The comments section of terminated items per subparagraphs 5c(1)(a)–(g) must include a statement that the RAMPS coordinator has concurred with the action.

Note: Risk is the basis of all R-items and P-items. Plan the annual P-items based on risk. Continue to generate additional inspections (ad hoc), as needed, based on local conditions.

Note: Termination of planned items (P-items) will use the same process used for the termination of R-items.

Note: Use risk analysis to assign inspector resources. Assign resources to the highest-risk surveillance items. Cancel assignments if a resource shortfall occurs, in accordance with the guidance contained in this order for RNA.

(a) Safety Analysis and Promotion Division. The Safety Analysis and Promotion Division may adjust the required items in this order based on analysis. This will enable FS to target surveillance activities and make adjustments based on assessments. The Safety Analysis and Promotion Division will notify FS offices of changes to required items, recommended planned surveillance, or termination instructions.

(b) Changed Certificate. If the subject of the surveillance (e.g., operator or aircraft) has changed or is no longer active, FS office FLMs will work together to resolve any needed transfer of inspections. Use keyword code 971 to indicate terminated NPG surveillance.

(c) Surrendered or Revoked Certificate. If a certificate holder surrenders a certificate or you revoke the certificate, then terminate the work program item. The PTRS record should indicate the date of the surrender or revocation. Use keyword code 971 to indicate terminated NPG surveillance.

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

(e) Change of Operating Regulation. For certificate holders that change their operating regulation (e.g., from part 91K to part 125), the FAA will terminate the required inspections generated under the existing 14 CFR part. The responsible Flight Standards office will reenter these required inspections using PTRS record software. The required PTRS comment should include the change of operating 14 CFR part and the date the change occurred. Use keyword code 971.

(f) R-Items Created in Error. If an R-item is created in error (e.g., a duplicate R-item), the PTRS-required comment should describe the error and reference the correct PTRS record identification (if applicable). Use keyword code 971.

(g) Part 91K. Part 91K R-items and P-items may be terminated when the fractional ownership operator is also a part 135 air carrier. The comments section of the terminated part 91K record must include the part 135 air carrier's name and four-letter designator and state that equivalent surveillance is already included in the part 135 air carrier's SAS oversight. Use keyword code 971. Do not terminate part 91K R-items and P-items unless all the part 91K aircraft and flightcrews are included in the part 135 Air Carrier Certificate.

(h) DMS. Special R-item and P-item termination instructions apply when an FS office transitions to the DMS. Terminate your office's remaining part 183 work program items (R-items and P-items) if your office is the responsible Flight Standards office for those

remaining items. Enter “DMS” (without quotations) in the “National Use” field of the PTRS record. Use keyword code 971 to indicate terminated NPG surveillance and enter the following comment: “Surveillance of this certificate transferred to DMS on [date].” It is not necessary to include a statement that the RAMPS coordinator has concurred with this action for terminations performed per this paragraph.

(2) Cancellation of Work Program Items (R-items or P-items) Due to RNA. Under certain circumstances, you may cancel R-items and P-items using “X” in the “Results” field of the PTRS record when resources are not available to accomplish the work.

Note: The NPG represents a system-wide identification of areas that have proven safety risks. A local analysis of certificate holders will likewise identify other areas where there are safety risks. It is the responsibility of the PI and the FLM to assess all of these risks as they develop their work programs. The office should create work programs based on the highest areas of risk and document decisions to deviate from keeping the R-items as the highest priority.

(a) All R-items and P-items must either be resourced or, if resources are not available, captured with a shortfall and justification. If resources are not available, whether it is due to a lack of funding or personnel, the FLM must select a reason and justification for the shortfall. This information is provided to the PIs for future planning. Enter one of the following abbreviations in the PTRS “Local” field:

PTRS Local Field Entry/Code	RNA Reason Code Definition
RNAP	Resource Not Available - Personnel Shortages
RNAQ	Resource Not Available - Personnel Qualifications
RNAF	Resource Not Available - Funds Unavailable
RNAS	Resource Not Available - Security Restricted

(b) Document the reason for canceling the R-items or P-items in the comments section of the PTRS record. The documentation should be clear and detailed, so that someone unfamiliar with the cancellation can easily understand the rationale behind the cancellation. Use keyword code 972.

Note: R-items and P-items identified for possible cancellation may remain open from quarter to quarter, but do not leave them open until the end of the FY.

(c) FS office managers must monitor PTRS records for appropriate cancellation activity and provide their division managers cancellation reports upon request.

d. Planned Surveillance.

(1) FS offices base the annual work program solely on risk. Developing P-items based on risk is the primary driver of the program, rather than staffing or budget. The P-items provide a comprehensive inspection review of foreign and domestic air carriers, air operators, air agencies, and airmen that make up each office’s work program. The P-items also provide an indepth,

targeted oversight program that meets special surveillance requirements for each specific certificate holder.

(2) In order to identify safety issues and target resources effectively, PIs must consider various safety data when they develop planned surveillance programs. This data includes accident/incident trends, patterns, and causal factors, as well as other types of safety data that may signal a need for additional surveillance. Use the safety analysis tools found in SPAS to develop a comprehensive risk assessment.

(3) Offices should complete the P-item work program for each certificate holder. P-items are risk-based, and mitigation of risk is essential to meet the FAA's safety goals. FS offices must meet quarterly to review their work programs to identify any R-items or P-items that require cancellation. FS office/IFO managers are accountable for balancing surveillance, certification, and investigation priorities.

(4) Part 107 Small UAS—Operations. Part 107 has specific risk mitigation and hazard reduction provisions that facilitate integration of small UAS into the National Airspace System (NAS). Since part 107 was implemented in FY 2016, accident/incident trends, patterns, causal factors, and safety data have not matured sufficiently to develop a fully informed surveillance program based on risk. Even though small UAS operations have the potential to pose a lower level of public risk in certain types of operations relative to manned aircraft operations, the unmanned nature of small UAS operations raises safety concerns that warrant planned surveillance. Therefore, each responsible Flight Standards office adds at least one planned surveillance item to conduct a site visit (1623) on one small UAS operator with the focus on aviation education and compliance (refer to Order 8900.1, Volume 16, Chapter 5, Section 2, Surveillance of Unmanned Aircraft System Operations). When practical, the site visit should be conducted on a small UAS operator conducting operations under a part 107 waiver. Current waivers issued under part 107 may be found at <https://www.faa.gov/uas>.

(5) Government-owned aircraft operators who are conducting public aircraft operations (PAO) must be included in the FS office's annual planned surveillance activities to verify their PAO status remains unchanged. (Refer to Order 8900.1, Volume 3, Chapter 14, Section 2, Public Aircraft Operations and Surveillance Government Aircraft Operations Versus Civil Aircraft Operations, for specific PTRS activity codes and procedures.) Additional information can be found in subparagraph 10h of this order.

6. Surveillance of FAA Aircraft. In accordance with FAA Order 4040.9, FAA Aircraft Management Program, the FAA must provide regulatory oversight, to include a surveillance and inspection program, for all FAA flight program operations conducted in FAA aircraft (owned, leased, and rented). The FAA has assigned a flight program certificate management unit (CMU) to provide regulatory oversight of FAA flight programs and FAA flight program participants. The CMU will maintain accurate information in the eVID for the development of a required annual work program. The surveillance and inspection program must be consistent with applicable regulatory requirements and agency directives that set forth standards for FAA flight programs. The surveillance and inspection program should also be equal in scope and detail to an operator of similar size, scope, and complexity.

7. After Normal Duty Hours and Weekend Surveillance. Offices should accomplish at least 10 percent of the surveillance after normal duty hours, to include weekends. This surveillance would include both required and planned surveillance activities. Inspectors must enter “OFFHOUR” (without quotation marks) in the “National Use” field of the PTRS record. If other guidance requires the use of the “National Use” field, place “OFFHOUR” (without quotation marks) in the “Miscellaneous Use” field.

Note: Off-hour activities are activities that occur outside of normal FAA duty hours, which includes weekends. The responsible Flight Standards office and national guidance determine off-hour activities and the hours that comprise off hours.

8. Other Required Work Activities. Reserved.

Appendix B. Flight Standards Service Geographic Surveillance Program for Part 129

1. Purpose. This appendix provides information and guidance about the Flight Standards Service (FS) Geographic Surveillance Program for foreign air carriers operating in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 129. This Appendix applies to principal inspectors (PI) for part 129 foreign air carriers.

2. Geographic Surveillance Program.

a. Data Collection. Inspections carried out via the Geographic Surveillance Program occur at an increasing number of air carriers' operating locations as this program has progressed through a series of implementation phases. Data collection from a wider range of operating locations will add to the overall quality of the data collection process, as well as identify hazards and associated risks not previously identified at some locations. Identification of previously unobserved hazards and associated risks is critical to ensure corrective action and risk mitigation.

b. Foreign Air Carriers.

(1) In March 2008, the International Civil Aviation Organization (ICAO) Secretariat adopted amendment 32 to ICAO Annex 6, Operation of Aircraft, which strengthened the oversight of and requirements for foreign operators. This amendment became effective later that year and applicable on January 1, 2010. Annex 6, Part I, chapter 4, paragraph 4.2.2 contains the new standard. Specifically, paragraph 4.2.2.2 requires that "States shall establish a program with procedures for the surveillance of operations in their territory by a foreign operator and for taking appropriate action when necessary to preserve safety." ICAO Doc 8335, Manual of Procedures for Operations Inspection, Certification and Continued Surveillance, part VI, discusses State responsibilities regarding commercial air transport operations by foreign operators. Part VI, chapter 1 addresses the principles of surveillance of foreign operators, and part VI, chapter 5 discusses continued surveillance of operators from other States.

(2) The Federal Aviation Administration (FAA) office with oversight authority of the airports located within its geographic district has the responsibility for the required ramp inspection. Assign and conduct geographic inspections in accordance with Appendix A, subparagraph 5a(4)(a), and FAA Order 8900.1, Volume 12, Chapter 4, Section 11, Surveillance and Operations Specifications. The office with geographic authority over the airport where scheduled operations occur must complete all Required Surveillance Work Activities (R-item).

(3) International Field Office (IFO) managers may send inspectors outside their geographic area to conduct inspections. However, IFOs may not send inspectors outside the United States to conduct ramp inspections of part 129 foreign air carriers.

3. Action. PIs perform the actions outlined below for part 129 foreign air carriers.

a. Part 129 Geographic Surveillance Procedures.

(1) PIs will accomplish a Geographic Surveillance Program review within 12 months from the last review, and at least annually, by the end of the fiscal year (FY). They are

encouraged to update their review as many times as necessary during the year based on changes in risk. Use the Geographic Airport Data Display (GeoADD) and the Safety Performance Analysis System (SPAS) tools as aids to determine the type and location of geographic surveillance that you need. The GeoADD tool is located at <http://aipo.avs.faa.gov/app/GeoADD/>.

(2) Document the accomplishment of the review by entering one of the following activity codes in the Program Tracking and Reporting Subsystem (PTRS): 1045, 3045, or 5045. A PI team review requires only one PTRS activity. Make a comment in the comments section of the PTRS record that states, “accomplished as a PI team” (without quotation marks). Use one record ID for all part 129 operators assigned to a single PI. When you make a team record ID, add the following comment in the comments section of the PTRS record: “One record for all part 129 assigned” (without quotation marks). If doing the review individually, all three PTRS activities are necessary. Enter “GEOADD” (without quotation marks or spaces), in capital letters, into the “National Use” field of each record.

(3) PIs at IFOs shall provide risk-based geographic surveillance requests for part 129 ramp inspections to their managers. If IFO management concurs, they will forward the geographic surveillance request to the responsible FS office manager. IFO managers shall copy the International Field Office Management Branch to facilitate tracking. Communication methods between the IFO, FS office, and the International Field Office Management Branch include email and memoranda. Choices for geographic surveillance include the following PTRS codes: 1622, 3627, and 5627.

Note: Do not use the geographic surveillance procedures made through subparagraph (3) in lieu of transferring PTRS records through the enhanced Vital Information Database (eVID).

(4) If the receiving FS office manager determines that resources are available, the responsible Front Line Manager (FLM) will assign an inspector to accomplish the risk-based surveillance, including any specific PI instructions.

(5) If the receiving FS office manager determines that resources are not available, he or she will notify the requesting IFO. The requesting IFO must either respond “Resources Not Available (RNA)” to the surveillance in PTRS or seek additional resources through the International Field Office Management Branch. The International Field Office Management Branch will facilitate possible resources from one of the four IFOs.

Note: In the event of resource requests requiring temporary duty travel (TDY), the IFO with oversight authority (initiating the resource request) will provide accounting data to cover TDY costs.

(6) Any inspector who has completed the electronic Learning Management System (eLMS) course “How to Conduct a 14 CFR Part 129 Ramp Inspection” and all required on-the-job training (OJT) may, based on work assignment, accomplish the surveillance.

(7) Upon completion of the surveillance, enter “GEOADD” without quotes or spaces, in capital letters, into the “National Use” field of each record.

(8) PIs will monitor and evaluate geographic surveillance results and will take followup actions as necessary. IFOs and the International Field Office Management Branch regularly review part 129 surveillance activity to evaluate geographic surveillance needs.

Appendix C. UAS R-Item Procedures

1. Purpose. The information in this appendix lays out processes for triggering and conducting the conditionally required inspection items noted in Appendix A, subparagraph 5a(21). Both items can be broken down into four phases per the instructions below. Guidance for the report section of each item is as follows:

2. Conditional Required Surveillance Work Activity (R-Item).

a. Track. The Flight Standards Service (FS) office Unmanned Aircraft System (UAS) point of contact (POC) will keep a tally of UAS investigations conducted from FS office personnel per fiscal year (FY). When either 5 investigations occur in Class B, C, or D airspace or a total of 10 investigations occur in any airspace, the FS office POC will alert the FS office manager that a UAS surveillance is required.

b. Plan. The FS office UAS POC will review the 5 to 10 investigations that triggered the required surveillance to determine common elements among the investigations that suggest a surveillance opportunity. Similarities to look for include repeating operators, locations, types of operations, and hours of operation. FS office UAS POCs are encouraged to reach out to the Safety Analysis and Promotion Division for assistance with analyses if needed, and to consult Air Traffic Organization (ATO) Mission Support Services (AJV) for data on UAS authorizations in the area. Also, when surveillance is planned to target certain operators, the FS office UAS POC is expected to reach out to the General Aviation and Commercial Division for assistance in tracking the operator and determining if the operator is in possession of a waiver or exemption.

c. Conduct. The assigned personnel from the FS office should conduct the surveillance activity as planned, and according to guidance established in Order 8900.1, Volume 16, Chapter 5, Surveillance/Compliance and Enforcement.

d. Report. See Appendix A, Subparagraph 5a(21)(d), PTRS Recording.

3. Targeted R-Item.

a. Track. The Safety Analysis and Promotion Division will generate quarterly reports of UAS sightings near U.S. airports. When an airport experiences 10 or more UAS sightings in the quarter, the division will notify General Aviation Safety Assurance (AFG) leadership, who will in turn assign the surveillance to the FS office manager and the FS office POC with jurisdiction.

b. Plan. The FS office UAS POC will consult with analysts from the Safety Analysis and Promotion Division and review Low Altitude Authorization and Notification Capability (LAANC) data to determine the best locations to establish surveillance opportunities near the targeted airport. The locations will be decided with available location data from the sightings reports and requested areas in LAANC. The surveillance areas are likely to be in community areas near approach and departure corridors for airports, not on the airports themselves, so no special access should be required to conduct the surveillance.

c. Conduct. The assigned personnel from the FS office should conduct the surveillance activity as planned, and according to guidance established in Order 8900.1, Volume 16, Chapter 5.

d. Report. See Appendix A, subparagraph 5a(21)(d).

4. Contacts.

General Aviation and Commercial Division (AFS-800)	Safety Analysis and Promotion Division (AFS-900)	Air Traffic Organization Mission Support Services (AJV)	Office of Security and Hazardous Materials Safety (ASH)
9-afs-800-part107waivers@faa.gov	afs-930-only-uas@faa.gov	9-ajv-115-uasorganization@faa.gov	Assigned Law Enforcement Assistance Program (LEAP) Special Agent or leap@faa.gov
Contact for: Policy guidance, checking waiver and exemption status for UAS operators.	Contact for: Data analysis questions and guidance for planning items.	Contact for: Information on approved UAS operations in local airspace.	Contact for: Obtaining registration information, assistance in working with local law enforcement.

Appendix D. Acronyms and Abbreviations

AD	Airworthiness Directive
AMTS	Aviation Maintenance Technician School
ANSP	Aircraft Network Security Program
APD	Aircrew Program Designee
ASI	Aviation Safety Inspector
ATD	Aviation Training Device
CAMP	Continuous Airworthiness Maintenance Program
CASS	Continuing Analysis and Surveillance System
CFI	Certificated Flight Instructor
CMU	Certificate Management Unit
DADE	Designated Aircraft Dispatcher Examiner
DE	Designated Examiner
DMS	Designee Management System
DOT	Department of Transportation
eFSAS	Enhanced Flight Standards Automation System
eLMS	Electronic Learning Management System
eVID	Enhanced Vital Information Database
F/A	Flight Attendant
FAA	Federal Aviation Administration
FFS	Full Flight Simulator
FLM	Front Line Manager
FS	Flight Standards Service
FSIMS	Flight Standards Information Management System
FSTD	Flight Simulation Training Device
FTFR	Fuel Tank Flammability Reduction
FY	Fiscal Year
GA	General Aviation
GeoADD	Geographic Airport Data Display
HEC	Human External Cargo
HSL	Heightened Surveillance List

ICAO	International Civil Aviation Organization
IFO	International Field Office
IG	Inspector General
LAANC	Low Altitude Authorization and Notification Capability
LEAP	Law Enforcement Assistance Program
LOA	Letter of Authorization
LOB	Line of Business
M/M	Make and Model
MSpecs	Management Specifications
NAS	National Airspace System
NMAC	Near Midair Collision
NPG	National Work Program Guidelines
NTSB	National Transportation Safety Board
ODA	Organization Designation Authorization
OJT	On-the-Job Training
OMT	Organization Management Team
OpSpecs	Operations Specifications
P-item	Planned Surveillance Work Activity
PA	Performance Assessment
PAO	Public Aircraft Operations
Part 91K	Part 91 Subpart K
PI	Principal Inspector
POC	Point of Contact
PPM	PTRS Procedures Manual
PTRS	Program Tracking and Reporting Subsystem
R-item	Required Surveillance Work Activity
RAMPS	Regional Automated Modular Planning Software
RM	Risk Management
RNA	Resources Not Available
SAS	Safety Assurance System
SPAS	Safety Performance Analysis System
SUP	Suspected Unapproved Parts

TC	Type Certificate
TCE	Training Center Evaluator
TCPM	Training Center Program Manager
TDY	Temporary Duty Travel
TSO	Technical Standard Order
UAS	Unmanned Aircraft System
W&B	Weight and Balance

Directive Feedback Information

Please submit any written comments or recommendation for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

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

To: Flight Standards Directive Management Officer, AFB-120 Directives Mailbox
(9-AWA-AFB-120-Directives@faa.gov)

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