



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

ORDER
1800.56G

Effective Date:
09/26/06

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 AFS personnel must accomplish to provide a baseline of information and the appropriate assurances to assess the soundness of the aviation system.

2. DISTRIBUTION. We will distribute this order to the Associate Administrator for Aviation Safety; to the branch level in the Washington headquarters AFS; to the program director, Federal Aviation Administration (FAA) Academy, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to all regional administrators; to the branch level in the regional AFS divisions; and to all AFS field offices. We will also include this order in the Flight Standards Information Management System (FSIMS) application at www.fsims.avr.faa.gov.

3. CANCELLATION. This revision cancels FAA Order 1800.56F, National Flight Standards Work Program Guidelines, dated September 22, 2005.

4. EXPLANATION OF CHANGES.

a. Paragraph 8 includes additional language.

b. We have removed subparagraph e from paragraph 10.

c. Appendix 1 changes.

(1) Paragraph 5a(2)(a) (page 5):

(a) Deleted "audit" from Outsource Maintenance Organization.

(b) Changed Safety Attribute Inspection (SAI) to Element Performance Inspection (EPI).

(c) Changed Contract Maintenance Facility numbers for other than substantial maintenance from 3640/5640 to 3624/5624.

(2) Paragraph 5a(6)(b) NOTE includes a training course number (page 8).

(3) Paragraph 5a(9)(a), 14 CFR part 135 On-Demand Airworthiness and Operations, items Ramp (1622) and Ramp (3627 or 5627), adds Helicopter Emergency Medical Services (HEMS) (page 10).

(4) Paragraph 5a(9)(c), Flight Operations part 135 adds Dispatch/Flight Following/Flight Locating (1636) (page 10).

(5) Paragraph 5a(9)(e) 5.0 adds Route Structures (page 10).

(6) Paragraph 5a(10)(e) changes Route Structures, Contract Maintenance Facility activity numbers from 3640/5640 to 3624/5624 (page 12).

(7) Paragraph 5a(13)(b), 14 CFR part 141, Air Agency, Pilot Schools, Airworthiness, deletes the make/model requirement (page 13).

(8) We have revised paragraph 5a(15), 14 CFR part 145, Air Agency-Repair Station, in its entirety (page 14).

(9) Paragraph 5a(16), 14 CFR part 147, Air Agency-Aviation Technical Schools, Airworthiness, is a new paragraph (page 15).

(10) Paragraph 5a(17)(a) revises Airman-Operations by deleting the line check airman requirements (page 15).

(11) Paragraph 5a(18)(a) reduces the Designated Mechanic Examiner (DME) 3675 Activity from two to one for each DME designated within the region (page 15).

(12) Paragraph 5b(2) adds a requirement for regions to accept geographic R-items from other regions (page 16).

(13) Paragraph 5c(1) adds a NOTE (page 17).

(14) Paragraph 5c(1)(h), Transition from NPG to ATOS, adds a NOTE (page 18).

(15) Paragraph 5c(3)(b) provides fiscal year instructions (page 19).

(16) We have added new paragraph 7, Special Emphasis Items (page 20).

(17) Paragraph 7b(1) updates the FSAIC hyperlink (page 21).

(18) Paragraph 7c, After Normal Duty Hours and Weekend Surveillance, deletes the words “planned” and “R & P Items” (page 22).

(19) Paragraph 7e adds part 135 operational control special emphasis items (page 22).

(20) Paragraph 7f adds HEMS special emphasis items (page 23).

(21) Paragraph 9 adds Other Required Work Activities (page 27).

5. FLIGHT STANDARDS WORK FUNCTIONS.

a. To ensure that the FAA fulfills its statutory and regulatory requirements, we have identified four major safety areas 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 has work functions to be completed by AFS personnel. The accomplishment of these work functions is essential to ensure the aviation community complies with regulations, standards, and safe operating practices, and that the FAA fulfills its oversight responsibilities. Regional AFS divisions plan and perform these tasks using available resources to effectively accomplish the FAA mission. We provide flexibility to the regional division managers for the program implementation through existing orders and policy guidance.

6. SURVEILLANCE.

a. The U.S. Congress has authorized the Secretary of the Department of Transportation to conduct inspections of air operators, air agencies, and air personnel. Statutory requirement empower the FAA “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. Such surveillance 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 maintenance of the highest level of safety 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 field office must accomplish. We will revise the surveillance requirements in Appendix 1 annually or as necessary to ensure AFS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment or community.

c. We consider all required surveillance work activities (R-items) listed in Appendix 1 as essential. We must accomplish these work activities regularly to ensure we fulfill the statutory and regulatory oversight responsibilities of the FAA. AFS considers the level of surveillance activities required by this order as a minimum. Accomplishment of these work functions is essential to provide a reasonable level of assurance of continued compliance with regulations, standards, and safe operating practices within the aviation community. We use the Regional Automated Mainframe Planning Software (RAMPS) to identify the requirements outlined in this order and to 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. Because R-items are the number-one priority for AFS, they must be accomplished within the annual work cycle. Offices should carefully plan surveillance activities; however, office may reschedule accomplishment of these activities as necessary to accommodate urgent situations associated with other important safety-related functions. We encourage the systematic programming of surveillance activity throughout the year to avoid extraordinary effort at the end of year closeout. Regional AFS divisions plan the performance of these surveillance tasks using available resources to effectively accomplish the FAA mission. We provide flexibility to

division managers for the program implementation through existing orders and other policy and guidance.

e. We emphasize quality and thoroughness 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, we must validate a certificate holder's systems, once in place and operating, to ensure they continue to meet their intended regulatory and safety objectives. Validation is the oversight function that ensures continuing operational safety. The performance assessments provided for in the required inspection program verify a certificate holder maintains its originally approved or accepted system design and validates that a certificate holder's operating systems produce 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. We cannot regard the absence of negative observations as a substitute for assertive evidence that the process performs 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, AFS requires all principal inspectors (PI) to target their safety surveillance based upon risk and/or safety assessment.

(1) This order outlines a baseline, periodic audit, which 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 possible latent risks, caused by deficiencies, do not remain undetected. In addition to this baseline, PIs must conduct a Safety Assessment (using the Surveillance and Evaluation Program (SEP), Work Program Management Process (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, decisionmaking, 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. We generate these work activities on an "as required" or "as discovered" basis. Surveillance work activities generate many of the compliance and enforcement investigations. The FAA uses investigations as the means to determine causal factors of

potential or actual problem areas. Investigations are the vehicle to effect appropriate corrective action. We must place emphasis 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 before active performance in the commercial aviation industry. Inspections required to support the continued holding of a certificate, in particular those inspections conducted for entities outside the United States holding certificates that expire on a regular basis, are, for work program purposes, routinely identified using 1600, 3600, and 5600-series Program Tracking and Reporting Subsystem (PTRS) activity codes. Certification work activities must be accomplished with a 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, AFS provides aviation education and guidance to all segments of the aviation community. Aviation education targets the general aviation community and enjoys an important human factors role in the relationship that the FAA has with the flying public.

10. REPORTING PROCEDURES AND DATA COLLECTION.

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

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

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

d. When appropriate, inspectors should correctly record follow up actions in 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 provide 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 performed by the Flight Standards Service (AFS) for the fiscal year (FY) beginning October 1, 2006. This appendix also contains recommendations for additional planned surveillance work activities (P-items) and special emphasis areas, which 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 based on critical oversight issues, which have been identified at a national level. The required inspection program provides an essential level of surveillance activity for certificate holders.

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

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

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

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

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

(3) If an ASI identifies an area of risk that an operator must address during the fourth quarter, the ASI should initiate corrective actions with the air carrier, and then plan surveillance

activities to ensure the air carrier has successfully implemented any corrective actions. Incorporate additional surveillance activities on that operator into the new FY planning cycle.

3. SURVEILLANCE WORK PROGRAM PLANNING AND RESOURCES. Completion of R-items is mandatory, and offices should plan their scheduling carefully 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. Offices shall plan work functions and report them in accordance with the guidance in the current editions of:

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

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

(1) We expect each ASI who has surveillance responsibilities to 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 having seasonal, irregular, or infrequent operations until the end of the FY when lack of ASI resources or the business operations of the certificate holder make an inspection impossible.

(3) Include recommended special emphasis work activities, found in paragraph __, in planned surveillance as necessary.

(4) Credit unplanned surveillance toward the overall field office work program completion.

c. AFS creates and automatically generates the required surveillance program from information that is maintained in the VIS. We create a "snapshot" database 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 offices review the information in the VIS for accuracy, in accordance with the guidance in the VPM.)

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

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

d. If the subject of the required inspection item (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. Three fields may NOT be changed in an R-item to accomplish the inspection: Designator code, 14 CFR part, and activity number. Inspectors can change all other fields in a national R-item, including airman name, make/model, and airport location.

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

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

(2) All field offices have additional resources available through the regional divisions and headquarters. Cancel and terminate R-items only 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. Apply the SEP in accordance with this order. Download the SEP work instructions from 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, we will continue to review work program requirements annually for changes. Future changes of surveillance requirements outlined in this appendix will occur through a revision to this order.

5. REQUIRED SURVEILLANCE. This paragraph lists surveillance activities for air carriers, air operators, air agencies, and air personnel. The surveillance required by this paragraph has priority over other work activities. You can only amend these work activities using the work

program revision and deviation authority procedures contained in paragraph 5c. ASIs must prepare a PTRS transmittal for each specific surveillance activity performed and include information on all findings observed in section IV, “Comments,” of the transmittal.

a. Required Work Activities.

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

(a) 1.0, Aircraft Configuration Control

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

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

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

(c) 3.0, Flight Operations

(i) **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].

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

(iii) **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.

(iv) **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].

(v) **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.

(vi) **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.)

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

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

(d) 4.0, Personnel Training and Qualifications.

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

(ii) [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.

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

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

(f) 6.0—8.0, Reserved.

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

(a) 1.0, Aircraft Configuration Control.

(i) [Outsource Maintenance Organization \(one 3617 and one 5617\)](#). 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 [Element Performance Inspection \(EPI\) 1.3.7](#).

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

(iii) [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.

(iv) [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].

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

(vi) [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].

(vii) [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].

(viii) 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](#).

(ix) [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].

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

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

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

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

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

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

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

(xvi) [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].

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

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

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

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

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

(f) (6.0)—(8.0) Reserved.

(3) Part 125—Operations.

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

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

(4) Part 125—Airworthiness.

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

(b) [Ramp \(one 3627 or one 5627\)](#).

(c) [Spot \(one 3628 or one 5628\)](#).

(d) [Aircraft Records \(one 3634 or one 5634\)](#).

(e) [Inspection Program \(one 3637 and one 5637\)](#).

(f) [Airworthiness Directive Compliance Inspection \(one 3649 and one 5649\)](#).

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

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

(a) Part 125 Deviation Holder (1683).

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

(6) Title 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.

(i) 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].

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

(iii) 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.

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

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

(a) 1.0, Aircraft Configuration Control.

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

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

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

(c) 3.0, Flight Operations

(i) **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.

(ii) **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].

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

(iv) **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).)

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

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

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

(d) 4.0, Personnel Training and Qualifications.

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

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

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

(f) (6.0) – (8.0) Reserved.

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

(a) 1.0, Aircraft Configuration Control.

(i) [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.

(ii) [Ramp \(1622\)](#). Conduct one inspection on each make and basic model aircraft for each Helicopter Emergency Medical Services (HEMS) operator that are certificated within each region [CHDO or environmental].

(iii) [Ramp \(3627 or 5627\)](#). Conduct one inspection on each make and basic model aircraft for each HEMS operator that are certificated within each region [CHDO or environmental].

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

(c) 3.0, Flight Operations

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

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

(iii) [Dispatch/Flight Following/Flight Locating \(1636\)](#). Conduct one inspection on each HEMS operator that is certificated within the region [CHDO].

(d) 4.0, Personnel Training and Qualifications.

(i) [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.

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

(e) 5.0, Route Structures.

(i) [Main Base Inspection \(1616\)](#). Conduct one inspection on each HEMS operator that is certificated within the region [CHDO].

(ii) [Facility \(1635\) Inspection](#). Conduct one inspection on each HEMS operator that is certificated within the region [CHDO].

(iii) [Maintenance Facility Inspection \(one 3619 or one 5619\)](#). Conduct one inspection on each HEMS operator that is certificated within the region [CHDO].

(f) (6.0) – (8.0) Reserved.

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

(a) 1.0, Aircraft Configuration Control.

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

(ii) [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].

(iii) [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].

(iv) [Continuing Analysis and Surveillance System \(one 3635 and one 5635\)](#). Conduct one inspection on each operator [CHDO].

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

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

(vii) [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].

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

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

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

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

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

(e) 5.0, Route Structures.

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

(ii) [Contract Maintenance Facility \(one 3624 and one 5624\)](#). Conduct one inspection for each air operator who has contract maintenance facilities [environmental].

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

(f) (6.0) – (8.0) Reserved.

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

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

(i) [Maintenance Facility Inspection \(3619 or 5619\)](#)

(ii) [Suspected Unapproved Parts Detection Procedures \(3622 or 5622\)](#)

(iii) [Ramp \(3627 or 5627\)](#)

(iv) [Spot \(3628 or 5628\)](#)

(v) [Aircraft Records \(3634 or 5634\)](#)

(vi) [Inspection Program \(3637 or 5637\)](#)

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

(vi) [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]

(vii) [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]

(b) 2.0, Manuals (Reserved).

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

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

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

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

(f) (6.0) – (8.0) Reserved

(12) Title 14 CFR part 137—Operator. Operations and Airworthiness. Conduct one of the following seven inspections on a minimum of 20 percent of the operators certificated within the region [CHDO]. Surveillance of these operators must be rotated from year to year.

(a) Main Base (1616).

(b) Ramp (1622).

(c) Site (1623).

(d) Facility (1635).

(e) [Ramp \(3627\)](#).

(f) [Spot \(3628\)](#).

(g) Aircraft Records (3634).

(13) Title 14 CFR part 141—Air Agency—Pilot Schools.

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

(i) [Air Agency Facility Inspection \(1640\)](#).

(ii) [Student Records \(1649\)](#).

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

(i) [Pilot School Facility \(3650\)](#).

(ii) [Airworthiness Directive Compliance \(one 3667 or one 5667\)](#).

(iii) [Part 141 Ramp \(one 3664 or one 5664\)](#).

(14) Title 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) Title 14 CFR part 145—Air Agency—Repair Station. Conduct one of each of the following inspections on each Repair Station within the region [CHDO]. If the repair station performs both maintenance and avionics functions, both inspections must be accomplished.

(a) Inspect a Repair Station and its Authorization for Work Away from its Fixed Location (3606 and 5606).

(b) Inspect a Repair Station's Contract Maintenance Program for Non-Certificated Maintenance Facilities (3607/5607).

(c) Inspect a Repair Station's Quality Control System (3608 and 5608).

(d) Inspect a Repair Station for Maintenance/ Alterations Performed for parts 121, 125, 129, and 135 Certificate Holders (3618 and 5618).

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

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

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

(f) Inspect a Repair Station's Maintenance Process (3654 and 5654).

(g) Inspect a Repair Station's Technical Data (3656 and 5656).

(h) Inspect a Repair Station's Training Program (3661 and 5661).

(i) Inspect a Repair Station's Contract Maintenance Program (3663 and 5663).

NOTE 3: For all repair stations, additional activities may be generated based on the risk assessment data entered into the Repair Station Assessment Tool (RSAT). Please refer to current guidance for additional information.

(16) Title 14 CFR part 147—Air Agency—Aviation Technical Schools. Airworthiness. Conduct one inspection for each air agency and satellite school certificated within the region [CHDO]: [Aviation Technical School Facility \(one 3650 and one 5650\)](#).

(17) Airmen—Operations.

(a) Conduct one of each of the following inspections on 20 percent of the check airman designated within the region [CHDO]: Check Airman Activities (1642 or 1643).

NOTE 1: The software will default to check airman to either a 1642 (simulator) or 1643 (aircraft), depending upon the CFR. The RAMPS coordinator can change the assignment either a 1642 (simulator), a 1643 (aircraft) 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]:

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

NOTE 2: PTRS activity number 1664 will be assigned to all multiengine examiners.

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

NOTE 3: If activity number 1664 is assigned, RAMPS will not assign a 1665.

(iii) [Flight Engineer Examiner \(1668\)](#).

(iv) [Aircrew Program Designee \(1672\)](#).

(v) [Dispatch Examiner \(1669\)](#).

(vi) [Training Center Evaluator \(1673\)](#).

(18) Airmen—Airworthiness.

(a) Conduct one [designated mechanic examiner \(DME\) \(3675\) inspection](#) 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. [FAA Order 8000.49, Flight Standards Geographic Program](#), current edition, requires geographic units to incorporate PI work program requirements into the development of the geographic work program to ensure meeting overall certificate management goals. The order also requires flexibility in the surveillance plan developed by the local geographic inspector, to allow for the incorporation of ongoing changes to inspection requirements 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) Regions will accept geographic R-items transferred from other regions to the maximum extent resources permit. Regions should make the field office assignments in consideration of office resource limitations.

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

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

(c) In addition, geographic inspectors will develop a surveillance plan that includes the regionally assigned R-items, and is strengthened by additional P-items to meet the needs of the local geographic district.

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

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

(a) In accordance with Order 8000.49, PIs must inform other regions' district offices that a certificate holder is operating in the other's geographic area, and whether the certificate holder is conducting scheduled or nonscheduled operations.

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

c. Work Program Revisions and Deviation Authority. Only the specific authority in this paragraph may change the R-items in this order. This order provides limited authority to change R-items to allow additional flexibility and enhance the overall effectiveness of the work program. R-items comprise a small part of the overall work program (less than 20 percent). We

have targeted them based on specific national surveillance requirements. ASIs should understand the difference between canceling and terminating R-items. We cancel R-items when we have no available resources at a national level to accomplish the activity. Paragraph 5c(1) contains the criteria for terminating R-items. We discourage widespread or blanket termination of R-items because that may lead to an ineffective national work program.

(1) Termination of R-Items Except Foreign Repair Stations. You may terminate R-items using a “T” (without the quotation 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 regional RAMPS coordinator has concurred with the action.

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

(i) This section does not apply to 14 CFR part 183. You MUST provide documentation of the analysis performed and the reason for terminating any required work activity in section IV of Form 8000-36, PTRS Data Sheet.

(ii) For terminations resulting from SPAS/WPMP analysis, use key word code “973” should to indicate “NPG Surveillance Deviation,” and enter “WPMP” (without quotation marks) in the “Miscellaneous” field of the PTRS record.

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

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

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

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

(iii) In the “Miscellaneous” field of the PTRS records, enter “SEP” (without the quotation marks) for tracking purposes.

(iv) 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 office, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the FSDO/IFO/CMO of the disposition of the inspection. The RAMPS coordinators will work together to resolve any needed interregional transfer of inspections. Key word code “971” should be used to indicate “terminated NPG surveillance.”

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

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

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

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

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

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

(a) If the foreign repair station certificate is due to be renewed at any time during the FY, enter the renewal date in the “Expiration” field of the VIS main record. If there is a current

FY date in the VIS "Expiration" field, RAMPS will not generate the 3650/5650 surveillance activities.

(b) For those repair stations operating under a Foreign BASA/MIP agreement, credit a satisfactory review by the National Aviation Authority (NAA) for Repair Station Certificate Renewal to activity codes 3653 and/or 5653.

(i) For both FAA ASI specialties, each ASI should accomplish a review of those repair stations with VIS and OP SPEC requirements and credit the review to activity codes 3653 and 5653.

(ii) 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. Enter the renewal date in the "Expiration" field of the VIS main record. If there is a current FY date in the VIS "Expiration" field, the RAMPS program will generate a 3653 and/or 5653 document review and certificate renewal activities.

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

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

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

(b) At the time of this regional request, open the PTRS transmittal for the affected R-item proposed for cancellation (status field = O), and enter the acronym "FY07RS" (fiscal year 2007 resource shortfall) in the "Miscellaneous" field. The transmittal for the R-item will remain open. This entry will allow for the tracking of annual resource deficiencies at the field office level.

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

6. PLANNED SURVEILLANCE.

a. The P-items provide a comprehensive inspection review of the air carriers, both foreign and domestic, air agencies, and airmen that make up each office's work program. The P-items also provide an in-depth, targeted oversight program that meets special surveillance requirements for each specific air carrier. Offices should give every consideration to completing the P-item

work program for each air carrier within the scope of the available resources for each region and field office. FSDO/CHDO/CMO managers will be accountable for balancing surveillance, certification, and investigation priorities.

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

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

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

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

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

(4) The completion of emphasis work items:

(a) increases an existing work program with additional inspections for completion, as appropriate; or

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

7. SPECIAL EMPHASIS ITEMS.

a. Certificated Flight Instructors (CFI).

(1) Conduct surveillance in accordance with FAA Order 8700.1, chapter 12, of CFIs with oversight responsibilities of any student who has been involved in an accident or incident.

(2) ASIs should conduct surveillance of high-activity CFIs who 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 failure rate (Order 8700.1, volume 2, chapter 12, section 1, paragraph 5d) of students recommended for certification of all certificates and all ratings.

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

(4) Use PTRS activity number 1662 to record CFI surveillance in the National Program Tracking and Reporting Subsystem (NPTRS), and enter the characters “CFI” (without the quotation marks) into the “National Use” field.

NOTE: Significant CFI activities, such as flight reviews, proficiency checks, and recurrent dual instruction, may not result in certification actions and, therefore, will not be recorded in any FAA data repository. Also, CFIs who work in a district office area may not appear in SPAS for that district office because they live in another area. 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.

(5) The ASI may access the Air Personnel Component in SPAS and should locate the National Vital Information Subsystem (NVIS) Designated Airman and CFI Query.

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

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

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

b. Part 129 Air Operators.

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

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

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

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

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

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

d. Reduced Vertical Separation Minimum (RVSM). In support of the [FAA Flight Plan 2004-2008](#) in the areas of Increased Safety and Greater Capacity, place special emphasis on aircraft and/or operators that have been granted RVSM approval.

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

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

e. Part 135 Operators’ Operational Control. When conducting surveillance activities on 14 CFR part 135 operators, principal operations inspectors (POI) must review the certificate holders operational control system.

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

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

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

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

(3) POIs need to accomplish the following:

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

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

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

(4) In fiscal year 2007, AFS will issue specific guidance to inspectors.

(a) The guidance will require a complete review of part 135 operational control as established in OpSpecs paragraph A008, to include PTRS recording and tracking requirements.

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

f. HEMS. In support of FAA Orders 8300.10 and 8400.10, and Notice 8000.307, place special emphasis on aircraft and/or operators that conduct helicopter EMS operations, as indicated by their holding approved OpSpecs paragraph A021.

(1) This Special Emphasis Inspection Program focuses on areas identified as causal factors in a review of HEMS accidents from 1999–2004.

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

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

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

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

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

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

(c) Operator's knowledge of the certificate holder's risk assessment and management procedures, including crewmember and management duties, responsibilities, and authorities as related to assigning, accepting, declining, and canceling flight assignments and the continuation, diversion, or termination of flights once underway.

(d) Pilot and flight crew knowledge of all installed aircraft equipment, including communications, navigation, and any special equipment such as Night Vision Goggles (NVG), terrain awareness and warning systems (TAWS), radar altimeters, etc.

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

(f) Coordination with local Emergency Medical Services (EMS), law enforcement, and fire services for off-site landing zone preparation, including weather estimation, obstruction and other hazard evaluation, lighting, and other operational considerations.

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

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

(a) A review of aircraft records for helicopter airworthiness status, regulatory compliance (Airworthiness Directives, bulletins, or any other required compliances), Minimum Equipment List (MEL) compliance, maintenance record retention procedures, and any other reviews deemed necessary.

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

(c) A review of technical data such as maintenance manuals, service bulletins, manufacturers manuals, illustrated parts catalogs, etc., used for on-site maintenance.

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

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

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

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

(5) Specific Actions.

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

(b) Operations. Principal operations inspectors (POI) assigned to HEMS operators should accomplish the following inspections on assigned certificate holders:

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

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

(iii) When conducting a Training Program Inspection (PTRS Code 1626), emphasize night and low visibility operations training and procedures, controlled flight into terrain (CFIT) avoidance, and recovery from inadvertent instrument meteorological conditions (IMC).

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

(v) When conducting a Flight Locating Inspection (PTRS Code 1636), emphasize operational control, coordination with management, communications, weather and aeronautical data availability and use, and risk assessment and decision making procedures.

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

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

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

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

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

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

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

(a) When conducting a Base Inspection (PTRS Code 3619 or 5619), emphasize aircraft maintenance control procedures, controls for maintenance records, inspection procedures

including scheduling and unscheduled procedures, technical data, equipment, and general operations manual procedures relating to maintenance activities.

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

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

(ii) Assure the operator uses NVG Instructions for Continued Airworthiness (ICA) to maintain the goggles and cockpit lighting. [FAA Order 8300.10, Volume 3, Chapter 7, Inspect Aircraft Used for Air Ambulance](#), provides additional ASI guidance.

(c) When conducting a Spot Inspection (PTRS Code 3628/5628), emphasis should be on observation and analysis of in-progress maintenance operations for compliance with the specific methods, techniques, and practices in the operator's inspection and maintenance programs.

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

(a) When conducting a sub-base inspection (PTRS Code 3620/5620), emphasize aircraft maintenance control procedures, controls for maintenance records, inspection procedures including procedures for scheduled and unscheduled maintenance, technical data, equipment, and general operations manual procedures relating to maintenance activities and refueling if used at base.

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

(i) Inspect for FAA approval for NVG compatible cockpit lighting, and

(ii) Assure the operator uses NVG ICAs to maintain the goggles and cockpit lighting.

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

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

b. 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.

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

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

9. OTHER REQUIRED WORK ACTIVITIES. The activities in this paragraph are R-items for FY 2007. They will be locally generated based on areas of greatest risk. The general guidance in this order regarding the planning, accomplishment, recording, termination, and cancellation of R-items applies to the following items:

a. Air Agency—Repair Station. Each CHDO will conduct at least one [Team Focused In-Depth Inspection of a part 145 Repair Station \(3614/5614\), once every three years, on certificate holders](#) who meets the requirements of FAA Order 8300.10, volume 2, chapter 157. [CHDO].

b. Air Carrier. Each Regional Flight Standards Division Manager will direct the accomplishment of two [Detailed Air Carrier In-Process/Task, Inspection/Team Event of a Substantial Maintenance Provider \(3082\)](#) audit as described in FAA Order 8300.10, volume 3, chapter 134 and HBAW 05-09C.

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APPENDIX 2. INSPECTOR FEEDBACK

INFORMATION CURRENCY. The Flight Standards Certification and Surveillance Division, AFS-900, has developed a revision process to ensure that the information in this order is current and correct. Any comments regarding content, whether to point out deficiencies or suggest improvements, should be directed to the NPG Program Manager, on the feedback sheet below. All comments will be reviewed and the order will be amended as appropriate.

INSPECTOR FEEDBACK SHEET

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

To: NPG Program Manager, Flight Standards Safety Analysis Information Center (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: _____

Federal Aviation Administration

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