

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

SOUTHERN REGION

SO 8000.30B

11/09/91

SUBJ: CONTROL AND USE OF ACCESS TO AIRCRAFT, FAA FORM 8430-13

---

1. PURPOSE. This order outlines procedures and establishes standards for accountability of FAA Form 8430-13, Request for Access to Aircraft.
2. DISTRIBUTION. This order is distributed to the branch level in the Flight Standards Division, all Flight Standards Field Offices, and Technical Evaluation Office.
3. CANCELLATION. Regional Order SO 8000.30A; Control and Use of Access to Aircraft, Forms 8430-13, dated June 28, 1990, is cancelled.
4. REGIONAL AND FIELD OFFICE PROCEDURES. Requests for Access to Aircraft, FAA Form 8430-13, will be used in the performance of official duties only. The use of FAA Form 8430-13 while on leave status or without the prior approval of an appropriate supervisor is prohibited.
  - a. These are accountable forms, which come in books of 10 (serially numbered), and may be issued only by those inspectors whose credentials bear the title "Aviation Safety Inspector."
  - b. The field office and branch manager or their designee, will follow SO Order 1330.3C for requesting, issuing, reissuing, and disposing of FAA Forms 8430-13. Additionally, each book received will be logged in and kept in a locked cabinet. An individual inventory sign out/in log for each inspector (See Appendix 1) is to be used to record each issued book.
  - c. Each branch/field office will accomplish a biannual audit (two per calendar year) for accountability of each book received and issued. A written record of audits is to be maintained in the responsible office. If books are missing, the accountable manager/supervisor will follow SO Order 1330.3C, paragraph 6g.
  - d. When an 8430-13 book is received by an inspector, he should initial the log out/in form for that series of numbers. His name should be legibly printed in the lower left-hand corner of the front cover and the upper left-hand corner of the inside back cover at the time of issuance (see Appendices 1 and 2).
  - e. Each inspector is responsible for completing the inside back cover of the 8430-13 book in the following manner (see Appendix 2). (All entries will be printed legibly.)

(1) The request number will be printed in its entirety.

---

Distribution: A-X (FS)-3; TEO (Std.); FFS-0 (Std.)

Initiated By: ASO-230

(2) The operator may be identified by the two-letter OAG code, i.e., DL; the four-letter code, i.e., DALA; or the full name of the operator, i.e., Delta Air Lines.

(3) The date will be in six digits; i.e., 01/16/90, 10/22/90, etc.

(4) The flight number will be the carrier's flight number; i.e., 721 or 3546.

(5) The time will follow the 24-hour clock; i.e., 1400 for 2 p.m., etc., utilizing local time.

(6) Airport codes may be indicated by the three-letter OAG identifier or the full city name.

(7) The remarks section will be used to explain the reason for the en route inspection. Enter the PTRS activity code and any pertinent information.

(8) The inspector's supervisor/manager will sign and date in the upper right-hand corner of the 8430-13 inside back cover over the remarks section, when the book is returned. The supervisor's/manager's signature will ensure that each entry has been checked for proper use in accordance with the assigned work program objectives.

f. The inspector is responsible for ensuring that appropriate data is entered into the PTRS system each time an FAA Form 8430-13 is used.

g. The white copy of the 8430-13 will be given to the carrier.

h. The yellow copy of the 8430-13 will be retained in the book for the supervisor's/manager's review.

i. When an inspector completes a book, is transferred to another office, resigns, retires, etc., the book will be turned in and so noted by date and inspector's initials on the log out/in form.

j. If an FAA Form 8430-13 is lost, the inspector will immediately report the loss to his supervisor following the guidelines in SO Order 1330.3C, paragraph 6g.

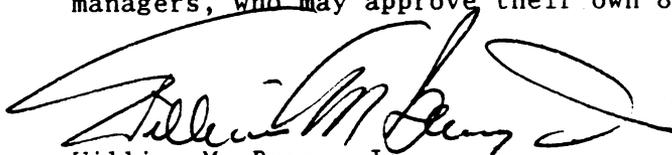
k. The FAA Form 8430-13 shall not, under any circumstances, be used for personal transportation.

l. Each office manager will ensure that this order is adhered to in its entirety and this information is readily available for review by inspectors issuing Forms 8430.13.

11/09/91

SO 8000.30B

5. PRIOR APPROVAL. Prior approval by the next level supervisor must be obtained for all en route inspections with the exception of office/branch managers, who may approve their own 8430-13 trips.

A handwritten signature in black ink, appearing to read "William M. Berry, Jr.", written in a cursive style.

William M. Berry, Jr.  
Manager, Flight Standards Division



U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

**REQUEST FOR ACCESS TO AIRCRAFT**  
COMMERCIAL OPERATOR OR AIR TAXI OPERATOR (LARGE AIRCRAFT)  
AIR TAXI/COMMERCIAL OPERATOR (SMALL AIRCRAFT)  
AIR TRAVEL CLUB OPERATOR

REQUEST No.

288671 TO 288680

INSTRUCTIONS - Insert this flap between form set when preparing form so that data will not record on succeeding forms. Use ball point pen or indelible pencil. Do not exert too much pressure when writing. See additional instructions on inside back cover.  
FAA Form 8430-13 (1-77) SUPERSEDES FAA FORM 3689

\* NAME: THOMAS R. SELLECK

\* PRINT INSPECTOR'S FULL NAME ON LEFT LOWER CORNER OF FRONT COVER AS ABOVE EXAMPLE.

SAMPLE

\*\* NAME: THOMAS R. SELLECK RECORD OF REQUESTS ISSUED Major John Higgins 4-5-91

REQ. NO.	OPERATOR	DATE	TIME	FLT. NO.	FROM	TO	REMARKS
288671	DL	01/10/90	1400	721	ATL	MIA	"R" item (enroute)
288672	EA	03/22/90	0730	234	MIA	ATL	I O E. CK.
288673	UA	10/21/90	1030	463	ATL	SEO	Travel to NASA in W
288674	CO	11/15/90	1221	333	ATL	OKC	Travel to Triana OKC
288675	DL	12/11/90	0900	624	ATL	FLL	(Station INSPI) Pim
288675	EA	9/10/91	1224	422	ATL	MIA	ISSUED TO JIM SMITH
							Req. No's 288675 thru 288680 not used. Inspector Selleck signed.

← READ INSTRUCTIONS UNDER THE FORMS

\*\*PRINT INSPECTOR'S FULL NAME ON UPPER LEFT CORNER OF INSIDE BACK COVER AS ABOVE EXAMPLE.