

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
WESTERN-PACIFIC REGION

WP AT 7210.24

10/18/2004

**SUBJ: WESTERN TERMINAL OPERATIONS AREA QUALITY ASSURANCE SPECIAL
EMPHASIS ITEMS**

1. **PURPOSE.** This order provides Western Terminal Operations Area air traffic facilities with a monthly schedule of Special Emphasis Items (SEI's), to be briefed to facility personnel.
2. **DISTRIBUTION.** This order is distributed to the branch level and above in the Western Terminal Operations (WTO) Area and all WTO air traffic facilities.
3. **ACTION.** All air traffic facilities shall prepare mandatory briefings on the SEI's contained in Appendix 1. The content of the briefings will be at the discretion of the Air Traffic Manager but, as a minimum, should include the material contained in paragraph b. All items will be logged in the employee's training file, FAA Form 3120-1, section 5.


John Clancy
Area Director
Western Terminal Operations

Appendix 1. Monthly Schedule of Quality Assurance Topics1. **SCHEDULE:** The schedule of SEI's is as follows:

October	OS/CIC Reporting Requirements for Accidents and Air Traffic Incidents; Facility Operational Error/Deviation Prevention Plan
November	Preventing Hearback/Readback Errors
December	Facility OS/CIC Watch Supervision Directive
January	Facility Operational Error/Deviation Prevention Plan
February	Phraseology-Aircraft Identification with emphasis on similar sounding call-signs
March	Approach Information/Arrival Information by Approach Control Facilities
April	Safety Alerts and Traffic Advisories
May	Visual Separation
June	Strip Marking
July	Radar Identification
August	Emergencies
September	Position Relief Procedures and Responsibility

2. **SUGGESTED MATERIAL:**

<u>TITLE/SUBJECT</u>	<u>DOCUMENT</u>
Operational Error/Deviation Prevention Program	Facility QA Order
Preventing Readback/Hearback Errors	
Facility OS/CIC Watch Supervision Directive	Facility Directive
OS/CIC Reporting Requirements for Aircraft Accidents/Incidents	7210.56C, 8020.11B, 8020.11B WP SUP 1, Facility OS/CIC Watch Supervision Directive, 3120.4J, Appendix 8 (Terminal/Enroute).

Phraseology-Aircraft Identification, similar sounding callsigns	7110.65, CH 2, SEC 4
Approach Information/Arrival Information by Approach Control Fac.	7110.65, CH 4, SEC 7
Safety Alerts and Traffic Advisories	7110.65, CH 2, SEC 1
Flight Plan Handling	7110.65, CH 7, SEC 2
Strip Marking	7110.65, CH 2, SEC 3 Facility Directives
Radar Identification	7110.65, CH 5, SEC 3
Position Relief Procedures and Responsibility	7110.65, App D, 7210.3, CH 2, SEC 2
Emergencies	7110.65, CH 10, SEC 1-2;