



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

# InFO

Safety Alert for Operators

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Flight Standards Service  
Washington, DC

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*An InFO contains valuable information for operators that should help them meet certain administrative, regulatory, or operational requirements with relatively low urgency or impact on safety.*

**Subject:** Emphasis on Load Manifest

**Purpose:** This InFO instructs air carriers to review their procedures for manifesting passengers, including lap children, and ensure that those procedures result in a retrievable record of each passenger's name. It has been developed in response to NTSB recommendations A-97-77 and supersedes Flight Standards Information Bulletin for Air Transportation (FSAT) 98-04.

**Discussion:** Title 14 of the Code of Federal Regulations (14 CFR) part 121, section 121.693 requires that all certificate holders prepare a load manifest that includes, at the time of takeoff, the names of passengers (unless the passenger names are maintained by some other means). On December 30, 1988, the FAA issued Action Notice 8430.29, the primary purpose of which was to provide guidance concerning a recent legal interpretation of 14 CFR section 121.693(e) regarding the "manifest accounting for all non-crewmembers" and the recording of passenger names. That guidance is still valid and is provided in Air Carrier Operations Bulletin No.-8-91-2 ACCIDENT NOTIFICATION AND MANIFEST ACCOUNTING PROCEDURES. This guidance states, in part:

A. "Section 121.693(e) of 14 CFR requires that operators include as part of the load manifest, the 'Names of passengers, unless such information is maintained by other means by the certificate holder.' Other means could be ticket stubs, a computer source, etc. The principal reason for this regulation is to facilitate the rapid and accurate determination of how many passengers are on board an aircraft and the identities of the passengers in the event of an emergency situation such as an accident or hijacking. Not having an accurate record of all passengers, could for example, hamper the efforts of rescue workers during a post-accident rescue operation."

B. "The word 'passenger,' as used throughout 14 CFR, means any passenger regardless of age..." That interpretation also states that "The word passenger, as used in section 121.693, is not qualified and means any passenger." A crewmember as defined in 14 CFR part 1, section 1.1 means "a person assigned to perform duty in an aircraft during flight time."

C. Any person provided transportation on an air carrier aircraft, who is not a crewmember assigned by the certificate holder to perform duties during flight time, must be recorded as a

passenger and listed as required by section 121.693(e). Crewmembers include the pilot-in-command, second-in-command, other required flight crewmembers such as flight engineers, navigators, relief pilots, other crewmembers such as required and non-required flight attendants, and any other persons (e.g., pursers, customer service agents, etc.) assigned safety duties during flight time. All other persons are passengers, for example: non-revenue passengers, children (regardless of their age and whether they occupy a seat), deadheading crewmembers or other company employees not assigned duties during flight time, FAA or NTSB safety inspectors, and law enforcement officials.

D. Because of a recent accident and the resultant problems with passenger identification, the NTSB has asked the FAA to emphasize the need for an accurate load manifest which lists all the passengers including lap children.

E. *FAA Policy.* Each part 121 operator must have a load manifest which lists each passenger and crewmember by name unless they are maintained by some other means. This includes all crewmembers, all revenue passengers, all non-revenue passengers, children being held in the lap of an adult, and persons occupying cabin or cockpit jumpseats.

**Recommended action:** Directors of safety and directors of operations need to ensure that their respective air carrier complies with the pertinent regulations and is aware of the policy contained in this InFO.