Docket No. SA-530

Exhibit No. 12-D

NATIONAL TRANSPORTATION SAFETY BOARD

Washington, D.C.

FAA Notice 1800.56J
National Flight Standards Work Program Guidelines

(27 Pages)

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

ORDER 1800.56J

Effective Date:
9/26/08

SUBJ: National Flight Standards Work Program Guidelines

1. Purpose of This Order. This order restates existing Flight Standards Service (AFS) policy for developing and executing annual surveillance work programs. It updates previous guidance regarding work activities and incorporates organizational changes. This order 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. Audience. This document pertains to AFS personnel who utilize annual surveillance work programs.

3. Where You Can Find This Order. Inspectors can access this order through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Operators may find this information on the Federal Aviation Administration (FAA) Web site at: http://fsims.faa.gov.

4. Cancellation. This revision cancels FAA Order 1800.56H, National Flight Standards Work Program Guidelines, dated September 14, 2007.

5. Explanation of Policy Changes.

a. New Surveillance Requirements.

(1) All surveillance requirements for Title 14 of the Code of Federal Regulations (14 CFR) part 121 operators have been removed from this order. Surveillance requirements for those operators are developed under FAA Order 8900.1 Volume 10, Air Transportation Oversight System (ATOS).

(2) This order no longer contains special emphasis items. Issues requiring special emphasis will be handled through the issuance of notices or revisions to, FAA Order 8900.1, Flight Standards Information Management System (FSIMS), as appropriate.

(3) This document adds surveillance requirements for 14 CFR part 91 subpart K fractional ownership programs.

Note: Paragraphs cited below indicate paragraph numbering in the last revision of the order. Due to additions and deletions, paragraph numbers may differ in this order.

b. Changes to Order.

(1) Paragraph 8b—Revised language to remove annual revision requirement.

(2) Paragraph 8g(1)—Removed reference to Surveillance and Evaluation Program

c. Appendix A Changes.

(1) Paragraph 1—Revised language and removed reference to special emphasis areas.

(2) Paragraph 2b—Removed reference to special emphasis areas.

(3) Paragraph 2c—Revised language.

(4) Paragraph 2d(1)—Removed.

(5) Paragraph 2d(2)—Removed.

(6) Paragraph 3a—Removed references to FAA Orders 8300.10, 8400.10, and 8700.1. Replaced with reference to FAA Order 8900.1, FSIMS.

(7) Paragraph 3b(3)—Removed.

(8) Paragraph 3c(1)—Removed.

(9) Paragraph 3g—Removed.

(10) Paragraph 4—Revised language.

(11) Paragraph 5a(1)—Removed.

(12) Paragraph 5a(2)—Removed.

(13) Paragraph 5a(6)—Revised to incorporate reference to Special Emphasis Surveillance List.

(14) Paragraph 5a(6)(a)*3*—Changed operations specification paragraph A039 to A001.

(15) Paragraph 5a(15)—Revised to incorporate additional requirements of Program Tracking and Reporting Subsystem (PTRS) activity codes 3650/5650, repair station inspections.

(16) Paragraph 5b—Replaced references to FAA Notice 8000.363, Flight Standards Geographic Program with references to Order 8900.1, Volume 11, Chapter 11, Section 1, Flight Standards Geographic Program.

(17) Paragraph 5b(2)(a)—Removed reference to part 121.

(18) Paragraph 5b(2)(c)—Removed reference to special emphasis items.

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(19) Paragraph 5c(1)(c)—Removed.

(20) Paragraph 5c(1)(h)—Removed.

(21) Paragraph 6a—Revised language.

(22) Paragraph 6b—Removed.

(23) Paragraph 6c—Removed.

(24) Paragraph 7—Paragraph 7c revised and moved to 14 CFR part 129 section. Paragraph 7d revised and moved to paragraph 8. All other parts of paragraph 7 removed.

(25) Paragraph 9a—Moved to the 14 CFR part 145 section. The remainder of paragraph 9 was removed.

(26) Fractional ownership program surveillance requirements have been added after the requirements for 14 CFR part 147 air agencies.

6. Flight Standards Work Functions.

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

b. Accomplishment of Work Functions. Each safety area has work functions for AFS personnel to complete. The accomplishment of these work functions is essential to ensure (1) the aviation community complies with regulations, standards, and safe operating practices; and (2) the FAA fulfills its oversight responsibilities. Regional AFS divisions plan and perform these tasks using available resources to accomplish the FAA mission. Regional division managers may use existing directives and guidance to implement the program.

7. Surveillance Overview. The United States public is the primary stakeholder and beneficiary of surveillance FAA inspectors conduct. The FAA carries out its safety mission with due regard to its accountability to the public. The high level of safety required by the statute is in the interest of the public. FAA employees involved in surveillance activities are responsible to determine on behalf of the public that air operators and air agencies can provide service with the highest possible degree of safety.

a. Statutory Authorization. The U.S. Congress has authorized the Secretary of the Department of Transportation to inspect air operators, air agencies, and air personnel. Statutory requirements empower the FAA “to carry out the functions, powers, and duties of the Secretary of Transportation relating to aviation safety.” A significant duty of the FAA is to conduct surveillance in all areas of air commerce. This surveillance provides the FAA with accurate, real-

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time, and comprehensive information for evaluating the safety status of the air commerce system.

b. Conducting Surveillance.

(1) This order reaffirms the importance of the AFS surveillance program in ensuring maintenance of the highest level of safety within the aviation community. Each field-level organization, in accomplishing its required surveillance program, receives support from AFS. Appendix A contains a description of specific surveillance activities a field office must accomplish. We will revise the surveillance requirements in Appendix A as necessary, to ensure AFS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment and community.

(2) All the required surveillance work activities (R-items) Appendix A lists are essential. We must regularly accomplish these work activities to fulfill the statutory and regulatory oversight responsibilities of the FAA. AFS considers the level of surveillance activities this order requires as a minimum. Accomplishment of these work functions is essential to provide reasonable assurance of continued compliance with regulations, standards, and safe operating practices. We use the Regional Automated Modular Planning Software to identify the requirements this order outlines and assign R-items to the Flight Standards District Offices, International Field Offices, certificate-holding district offices, and certificate management offices.

(3) Because R-items are top priority for AFS, they must be accomplished within the annual work cycle. Offices should carefully plan surveillance activities, but when necessary, may reschedule accomplishment of these activities to accommodate urgent situations associated with other safety-related functions. 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. Regional division managers may use existing directives and policy guidance to implement the program.

(4) Quality and thoroughness are essential in performing all surveillance activities. The accomplishment of these critical work functions ensures compliance with the regulations and standards, and examines safe operating practices within the aviation industry.

(5) Under a system safety concept of oversight, we must validate a certificate holder’s active systems 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 that certificate holders maintain their originally approved or accepted system design. Such assessments also validate that a certificate holder’s operating systems produce intended results, which include control of hazards and associated risk. Surveillance is a tool to provide information for performance assessments and risk management. The emphasis on completing required inspection items allows for 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

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evidence that the process performs as intended. Audit data should supply objective evidence of the adequacy or inadequacy of a system.

(6) In continuing support of the FAA's Flight Plan goal to reduce accidents, AFS requires all principal inspectors (PI) to target their safety surveillance on risk and/or safety assessment.

(a) This order outlines a baseline, periodic audit, which requires PIs to validate critical certificate holder programs and systems. 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 Work Program Management Process 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.

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

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

8. 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 to determine causal factors of potential or actual problem areas. Investigations are the vehicles to effect appropriate corrective action. We must emphasize the investigations that have the greatest potential for identifying and targeting significant adverse safety trends that may result in safety recommendations.

9. Certification. The certification work activities validate the competency of an air operator, air agency, or airman, and validate their compliance with appropriate statutory and regulatory requirements before working in the commercial aviation industry. For work program purposes, inspections that are required to support the continued holding of a certificate use 1600-, 3600-, and 5600-series PTRS activity codes. These activity codes particularly pertain to entities outside the United States that hold certificates that regularly expire. Certification work activities must be thorough to ensure the competency that the safety regulations require. There are unique complexities and safety implications for air carrier certification. For issuing airman and aircraft certificates, a designee is appointed under 14 CFR part 183 as a representative of the FAA Administrator to examine, inspect, and test aircraft and people.

10. 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.

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11. Reporting Procedures and Data Collection.

a. Vital Information Subsystem (VIS). The FAA maintains data in 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 for defining the environmental complexity at all levels within AFS.

b. Analysis of Data. 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 are necessary to identify trends that may negatively impact aviation safety. In addition, appropriate corrective actions and followup activities are essential to ensure the success of the annual surveillance work program.

c. Identification of Surveillance Work Functions. We identify AFS surveillance work functions by four-digit activity numbers, and the associated part in 14 CFR to allow data entry into PTRS. Field office managers and supervisors must establish procedures to periodically review data for quality to ensure that PTRS data are complete, consistent, valid, and correct according to the guidance in the PTRS Procedures Manual, current edition.

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

12. 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 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.

ORIGINAL SIGNED by
John M. Allen for

James J. Ballough
Director, Flight Standards Service

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Appendix A. Work Program Activities

1. Purpose. This appendix provides a structure for developing annual work programs and the requirements for specific surveillance activities performed each fiscal year by the Flight Standards Service (AFS). This appendix also contains recommendations for additional planned surveillance work activities (P-items), which aviation safety inspectors (ASI) should consider 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. 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. 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 changing local aviation environment.

c. Exclusions from the National Work Program. This appendix excludes air carriers that have surveillance work programs developed under the Air Transportation Oversight System (ATOS). ATOS air carriers have separate surveillance requirements and work programs developed by individual certificate management teams, as defined by ATOS.

d. Annual Work Program Closeout Procedures.

(1) The Work Program Management Process (WPMP) is continuous throughout the year. Field offices must complete the national R-items by September 30 each year.

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

3. Surveillance Work Program Planning and Resources. Completion of R-items is mandatory; offices should carefully schedule them to maximize efficiency and cost effectiveness. Surveillance is a vital function AFS field office personnel perform. Accurate planning, high-quality inspections, and precise reporting are essential.

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

- FAA Order 8900.1, Flight Standards Information Management System.
- Program Tracking and Reporting Subsystem (PTRS) Procedures Manual.

- Safety Performance Analysis System (SPAS) WPMP.
- Vital Information Subsystem (VIS) Procedures Manual.

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

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

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

c. Validating National VIS Records. It is extremely important that all National VIS records are current and accurate because the National Flight Standards Work Program Guidelines (NPG) work programs are generated using these data. This order reaffirms the requirement for these files to be validated at least once every 12 months, or sooner, if information changes. In an effort to obtain the most accurate information possible for the annual surveillance work program, this validation should be as close as possible to the annual VIS snapshot. The VIS snapshot is normally conducted on the last Saturday of July.

d. Regional Automated Modular Planning Software (RAMPS).

(1) The Regional Automated Modular Planning Software (RAMPS) coordinator assigns all 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.

(2) If the subject of the required inspection item (e.g., operator, airman, aircraft) has changed or is no longer active within the district, field offices will advise the RAMPS coordinator. The RAMPS coordinator will advise the Flight Standards District Office (FSDO) of the disposition of the inspection. RAMPS coordinators will work together to resolve interregional transfer of inspections.

(3) Three fields may not be changed in an R-item to accomplish the inspection; they are: 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.

e. Field Office Responsibilities. 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 fiscal year 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 assigning geographic or modifiable R-items within the region.

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(2) All field offices have additional resources available through the regional divisions and headquarters. Cancel and terminate R-items only under the provisions in Paragraph 5c, Work Program Revisions and Deviation Authority.

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

5. Required Surveillance. This paragraph lists surveillance activities for air carriers, air operators, air agencies, and air personnel. The surveillance this paragraph requires has priority over other work activities. You can only amend these work activities using the work program revision and deviation authority procedures in 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 125—Operations.

(a) Main Base Inspection (1616). Conduct one inspection on each operator that is certificated within the region (certificate-holding district office (CHDO)).

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

(2) Part 125—Airworthiness. 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):

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

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

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

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

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

(f) Suspected Unapproved Parts Procedures (one 3622 or one 5622). Conduct one inspection on each operator certificated within the region (CHDO).

(3) 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).

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(4) 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.

1. Conduct one of each ramp inspection (1622, 3627, and 5627) on each scheduled passenger and/or cargo operator whose OpSpecs have been issued within the region (CHDO).

2. Conduct one of each ramp inspection (1622, 3627, and 5627) on every scheduled operator that operates within the region (environmental).

3. Conduct a ramp inspection (1622, 3627, and 5627) of a nonscheduled foreign operator utilizing an aircraft with 20 or more seats whose OpSpecs have been issued within the region and are subject to the reporting requirements of OpSpecs paragraph A001 (CHDO). Surveillance of the operators must be rotated from year to year.

4. OpSpecs holders who are from countries classified as Category 2 under the International Aviation Safety Assessment Program will receive two of each ramp inspection (1622, 3627, and 5627) while operating within the region (environmental).

(b) For International Field Offices (IFO) issuing part 129, § 129.14 approvals, conduct one of each inspection program (3637 and 5637) (CHDO).

Note: ASIs must meet the following training requirements before conducting these ramp inspections: (1) special training required by the International Programs and Policy Division, AFS-50; or (2) completed online training course 27026, Part 129 Ramp Inspections; or (3) are permanently assigned to an IFO, and have completed all required on-the-job training.

(c) Special Emphasis Surveillance List (SEL).

1. Principal inspectors (PI) responsible for part 129 operators should monitor the SEL for part 129 operators on a quarterly basis. This list can be found at: https://avssharepoint.faa.gov/afs/900/FSAIC/info/pubs.aspx

2. PIs for part 129 operators appearing on the SEL should plan two additional operations or maintenance inspections (ramp check, weight and balance control, or records inspection) monthly. These required inspections should be locally generated. Assign and conduct geographic inspections in accordance with paragraph 5b and Order 8900.1 Volume 11, Chapter 11, Section 1, Flight Standards Geographic Program.

(5) 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). Rotate surveillance of these operators year to year.

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(b) Airworthiness. Conduct a ramp (3627) or one spot (3628) inspection on a minimum of 10 percent of the operators certificated within the region. Rotate surveillance of these operators from year to year.

(6) Part 135 Commuter—Operations. This requirement applies to operators designated as commuters per OpSpecs paragraph A1a.

(a) 1.0, Aircraft Configuration Control.

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

2. 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). This is not required for single-pilot or single pilot-in-command operators.

(c) 3.0, Flight Operations.

1. 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.

2. 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).

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

4. Trip Records (1628). Conduct one inspection on each operator that maintains trip records within the region (environmental). (Those required by part 135, § 135.63(c) and (d).)

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

6. 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.

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1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each commuter operator that is certificated within the region (CHDO).

2. 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.

(7) Part 135 On-Demand—Airworthiness and Operations. This requirement applies to operators designated as on-demand per OpSpecs paragraph A001a.

(a) 1.0, Aircraft Configuration Control.

1. 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). Rotate surveillance of these operators from year to year.

2. Ramp (1622). Conduct one inspection on each make and basic model aircraft for each helicopter emergency medical services (HEMS) operator that is certificated within each region (CHDO or environmental).

3. Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each HEMS operator that is 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). This is not required for single-pilot or single pilot-in-command operators.

(c) 3.0, Flight Operations.

1. Crew/Dispatcher Records (1627). Conduct one inspection on each on-demand operator that is certificated within the region (CHDO).

2. Trip Records (1628). Conduct one inspection on each on-demand operator that is certificated within the region (CHDO). This is not required for single-engine aircraft.

3. Dispatch/Flight Following/Flight Locating (1636). Conduct one inspection on each HEMS operator that is certificated within the region (CHDO).

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(d) 4.0, Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground inspection or pilot flight inspection on each on-demand operator that is certificated within the region (CHDO). This is not required for single-pilot or single pilot-in-command operators.

2. 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.

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

2. Facility (1635) Inspection. Conduct one inspection on each HEMS operator that is certificated within the region (CHDO).

3. 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.

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

(a) 1.0, Aircraft Configuration Control.

1. Suspected Unapproved Parts Detection Procedures (one 3622 and one 5622). Conduct one inspection on each operator (CHDO or environmental).

2. Ramp (3627 or 5627) or Spot (3628 or 5628) Inspections. Conduct two inspections 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).

3. 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).

4. Continuing Analysis and Surveillance System (one 3635 and one 5635). Conduct one inspection on each operator (CHDO).

5. Inspection Program (one 3637 and one 5637). Conduct one inspection on each make and basic model aircraft for each operator (CHDO).

6. 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).

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7. 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.

1. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each operator within the region (environmental).

2. 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.

(9) Part 135—Airworthiness. This requirement applies to any operator that maintains its largest aircraft under § 135.411(a)(1), nine or fewer passenger seats.

(a) 1.0, Aircraft Configuration Control. Conduct one of the following 12 inspections (1 through 6) on each operator certificated within the region (CHDO). At least 20 percent of the activities must be avionics inspections.

1. Maintenance Facility Inspection (3619 or 5619).

2. Suspected Unapproved Parts Detection Procedures (3622 or 5622).

3. Ramp (3627 or 5627).

4. Spot (3628 or 5628).

5. Aircraft Records (3634 or 5634).

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6. Inspection Program (3637 or 5637).

7. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each commuter operator that maintains or contracts within the region.

8. 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 fewer passenger seats) (environmental).

9. 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 fewer 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 fewer 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.

(10) Part 137 Operator—Operations and Airworthiness. Conduct one of the following seven inspections on at least 20 percent of the operators certificated within the region (CHDO). Rotate surveillance of these operators 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).

(11) Part 141 Air Agency—Pilot Schools.

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

1. Air Agency Facility Inspection (1640).

2. Student Records (1649).

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

1. Pilot School Facility (3650).

2. Airworthiness Directive Compliance (one 3667 or one 5667).

3. Part 141 Ramp (one 3664 or one 5664).

(12) Part 142 Air Agency—Training Center. Conduct one of each of the following inspections on each training center within the region (CHDO). Conduct the 1630 and 1640 inspections 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).

(13) 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) Repair station facility inspection (3650 and 5650).

Note 1: The 3650/5650 for repair stations is the combined R-items generated from the Repair Station Assessment Tool located in the planning module. Items (b) through (e) will always be part of the 3650/5650 R-items.

Note 2: Foreign Non-Bilateral Aviation Safety Agreement (BASA)/Maintenance Implementation Procedures (MIP) repair stations—If there is a current fiscal year date in the VIS expiration date field, RAMPS will generate the required activities.

Note 3: Foreign BASA/MIP repair stations—If there is a current fiscal year date in the VIS expiration date field, RAMPS will generate the required activities.

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Note 4: For all repair stations, additional activities may be generated based on the risk assessment data entered into the Repair Station Assessment Tool. Please refer to current guidance for additional information.

(b) Quality Control (3608/5608).

(c) Maintenance Process (3654/5654).

(d) Technical Data (3656/5656).

(e) Training (3661/5661).

(f) Inspect the following if selected in VIS:

1. Work Away from Station (3606/5606).

2. Contract Maintenance Noncertificated (3607/5607).

3. Contract Maintenance Certificated (3663/5663).

4. Air Carrier and Air Operator Requirements (3618/5618).

5. European Aviation Safety Agency Oversight Audit (3669/5669).

(g) The items below will automatically be generated as R-items if they have not received an inspection in the previous 2 years.

1. Parts and Materials (3601/5601).

2. Certificate Requirements (3604/5604).

3. Records Systems (3605/5605).

4. Housing and Facilities (3657/5657).

5. Tools and Equipment (3658/5658).

6. Personnel Records (3659/5659).

7. Manuals (3660/5660).

(h) Inspect a BASA/MIP repair station (3653 and 5653).

(i) Each CHDO will conduct a team-focused, in-depth inspection (3614/5614) of all part 145 repair station certificate holders who meet the requirements of FAA Order 8900.1, Volume 6, Chapter 9, Section 2, Team Focused In-Depth Inspection of a Part 145 Repair Station, once every 3 years. These activities will be locally generated based on areas of greatest risk.

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(14) 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).

(15) Part 91 Subpart K—Fractional Ownership Operations. Airworthiness and Operations. These requirements apply to fractional ownership program managers designated as such by management specification (MSpec) MA001a.

(a) 1.0, Aircraft Configuration Control.

1. Ramp (1622). Conduct one inspection on a minimum of 10 percent of the program aircraft for each fractional ownership program manager authorized via MSpecs within the region (CHDO).

2. Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager that is authorized via MSpecs within each region (CHDO).

(b) 2.0, Manuals. Manual/Procedures (1621). Conduct one inspection on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO).

(c) 3.0, Flight Operations.

1. Crew Records (1627). Conduct one inspection on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO).

2. Flight Following/Scheduling/Flight Locating (1636). Conduct one inspection on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO).

(d) 4.0, Personnel Training and Qualifications.

1. Training Program (1626). Conduct one pilot ground or pilot flight inspection on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO).

2. Training Program (1626). Conduct one flight attendant inspection, if applicable, on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO).

(e) 5.0, Route Structures.

1. Main Base Inspection (1616). Conduct one inspection on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO).

2. Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each fractional ownership program manager that is authorized via MSpecs within the region (CHDO).

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(f) 6.0–8.0 Reserved.

(16) Part 91 Subpart K—Airworthiness. These requirements apply to any fractional ownership program manager whose aircraft are maintained under a Continuous Airworthiness Maintenance Program (CAMP).

(a) 1.0, Aircraft Configuration Control.

1. Suspected Unapproved Parts Detection Procedures (one 3622 and one 5622). Conduct one inspection for each fractional ownership program manager's CAMP.

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

3. Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft for each fractional ownership program manager, if these records are maintained within the region (CHDO).

4. Continuing Analysis and Surveillance System (one 3635 and one 5635). Conduct one inspection on each fractional ownership program manager's CAMP (CHDO).

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

6. Structural Spot (3647). Conduct two inspections on each make and basic model aircraft for each fractional ownership program manager, when structural inspections of that basic make and model are performed within the region (CHDO).

7. Airworthiness Directive Compliance Inspection (one 3649 or one 5649). Conduct one on each make and basic model aircraft. Conduct one inspection for each fractional ownership program manager (CHDO).

(b) 2.0, Manuals. Manual/Procedures (one 3626 and one 5626): Conduct one inspection on each fractional ownership program manager (CHDO).

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

(d) 4.0, Route Structures. Maintenance Facility Inspection (one 3619 and one 5619). Conduct one of each activity on each fractional ownership program manager's maintenance facilities within the region (CHDO).

(e) 5.0–8.0 Reserved.

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(17) Part 91 Subpart K—Airworthiness. These requirements apply to any fractional ownership program manager whose aircraft are not maintained under a CAMP.

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

1. Maintenance Facility Inspection (3619 or 5619).

2. Suspected Unapproved Parts Detection Procedures (3622 or 5622).

3. Ramp (3627 or 5627).

4. Spot (3628 or 5628).

5. Aircraft Records (3634 or 5634).

6. Inspection Program (3637 or 5637).

(b) 2.0, Manuals. Manual/Procedures (one 3626 and one 5626): Conduct one inspection on each fractional ownership program manager (CHDO).

(c) 3.0, Personnel Training and Qualifications. Training Program Records (one 3633 and one 5633). Conduct one inspection on each fractional ownership program manager (CHDO).

(d) 4.0–8.0 Reserved.

(18) Airmen—Operations.

(a) Conduct one of each of the following inspections on each examiner designated within the region (CHDO):

1. Flight Engineer Examiner (1668).

2. Aircrew Program Designee (1672).

3. Dispatch Examiner (1669).

4. Training Center Evaluator (1673).

(b) Conduct one of each of the following inspections on each examiner designated within the region (CHDO).

1. Pilot Examiner—Large/Turbojet (1664).

2. Pilot Examiner—Other (1665).

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Note 1: If a single-engine airplane is authorized, then the inspection must be of the examiner administering a complete practical test to an applicant in a single-engine airplane.

Note 2: If activity number 1664 is assigned, RAMPS will not assign a 1665.

(19) Airmen—Airworthiness.

(a) Conduct two designated mechanic examiner (DME) inspections (3675) on each DME designated within the region (CHDO).

(b) Conduct one inspection on each designated parachute rigger examiner 3676.

(c) Conduct two designated airworthiness representative (DAR) inspections(3677) on each DAR, including organizational DARs, designated within the region (CHDO). At least one inspection must include an onsite observation.

(d) Conduct a computer testing center inspection (1663 or 3679 or 5678) 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) FAA Order 8900.1, Volume 11, Chapter 11, Section 1, requires field offices 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 qualified inspector, to allow for the incorporation of ongoing changes to inspection requirements forwarded from the FSDO/International Field Office (IFO)/certificate management office (CMO). In addition, the qualified inspectors will be aware of the field office resource needs when developing work programs for 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 of where to target geographic R-items is a FSDO/IFO/CMO responsibility that is 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 environmental file that generated the 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.

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(c) FSDO/CMO/IFO frontline managers will ensure the development of a surveillance plan that includes the execution of P-items within the resource limitations of the office, supporting the needs of the geographic program.

(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) 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. Subparagraph 5c(1) below contains the criteria for terminating R-items. We discourage widespread termination of R-items because it 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" in the "Results" field of the PTRS record for the following reasons:

Note: The reason for the terminating R-items must be documented in Section IV, Comments, of Form 8000-36, Program Reporting and Tracking System Data Sheet. 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 SPAS and are assigned a work program may use the SPAS WPMP to terminate R-items or make other adjustments in their air carrier/air operator/air agency work program.

1. 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.

2. For terminations resulting from SPAS/WPMP analysis, use keyword code 973 to indicate NPG Surveillance Deviation, and enter *WPMP* (without italics) in the "Miscellaneous" field of the PTRS record.

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(b) Flight Standards Safety Analysis Information Center (FSAIC). FSAIC 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) Changed Certificate. If the subject of the R-item surveillance (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. Use keyword code 971 to indicate terminated NPG surveillance.

(d) 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 keyword code 971 to indicate terminated NPG surveillance.

(e) Incorrect VIS. If incorrect information in VIS generates R-items, the required PTRS comment should indicate that the PI has corrected the 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 keyword code 971.

(f) Change of Operating Regulation. For certificate holders changing their operating regulation (e.g., from part 135 to 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 italics) and the date the change occurred. Use keyword code 971.

(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 for renewal at any time during the fiscal year, enter the renewal date in the “Expiration” field of the VIS main record. If there is a current fiscal year date in the 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 for repair station certificate renewal to activity codes 3653 and/or 5653.

1. For both FAA ASI specialties, each ASI should review those repair stations with VIS and OpSpecs requirements, and credit the review to activity codes 3653 and 5653.

2. The renewal cycle for repair stations under a BASA/MIP agreement is 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 fiscal year date in the field, the

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RAMPS program will generate a 3653 and/or 5653 document review and certificate renewal activities.

3. You can terminate activity codes generated out of the fiscal year 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 fiscal year 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 (refer to 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 abbreviation *FYRS* (fiscal year 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 FSAIC. FSAIC will attempt to obtain the resources for the field office. If FSAIC cannot obtain the resources, it will provide written authorization to cancel the R-item.

d. Planned Surveillance.

(1) The P-items provide a comprehensive inspection review of foreign and domestic air carriers, 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.

(2) In order to identify safety issues and target resources effectively, PIs must consider various safety data when developing planned surveillance programs. These data include accident/incident trends, patterns and causal factors, as well as other types of safety data that may signal a need for additional surveillance.

(3) Offices should give every consideration to completing the P-item work program for each certificate holder 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.

6. 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. Some of the FAA Flight

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Program participants conducting on-demand operations are already certificated under part 135 and are assigned to a specific FSDO. 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. FSDOs that have geographic responsibility for FAA Flight Program participants will develop discretionary P-items. 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.

7. After Normal Duty Hours and Weekend Surveillance. Offices should accomplish 10 percent of the surveillance after normal duty hours, to include weekends. This includes both required and planned surveillance activities. Inspectors must enter *OFFHOUR* in the "National Use" field of the PTRS record. If other guidance requires the use of the "National Use" field, place *OFFHOUR* in the "Miscellaneous Use" field.

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Appendix B. Acronyms and Abbreviations

14 CFR	Title 14 of the Code of Federal Regulations
AFS	Flight Standards Division
ASI	Aviation Safety Inspector
ATOS	Air Transportation Oversight System
BASA	Bilateral Aviation Safety Agreement
CHDO	Certificate-Holding District Office
CMO	Certificate Management Office
DAR	Designated Airworthiness Representative
DME	Designated Mechanic Examiner
DPRE	Designated Parachute Rigger Examiner
EMS	Emergency Medical Services
FAA	Federal Aviation Administration
FSAIC	Flight Standards Safety Analysis Information Center
FSDO	Flight Standards District Office
FSIMS	Flight Standards Information Management System
HEMS	Helicopter Emergency Medical Services
IFO	International Field Office
MIP	Maintenance Implementation Procedures
NPG	National Flight Standards Work Program Guidelines
OpSpecs	Operations Specifications
PI	Principal Inspector
POI	Principal Operations Inspector
PPM	PTRS Procedures Manual
PTRS	Program Tracking and Reporting Subsystem
P-item	Planned Surveillance Work Activities
RAMPS	Regional Automated Modular Planning Software
R-item	Require Surveillance Work Activity
SEL	Special Emphasis Surveillance List
SPAS	Safety Performance Analysis System
VIS	Vital Information Subsystem
WPMP	Work Program Management Process

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Directive Feedback Information

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. Direct any comments regarding deficiencies or suggested program improvements to the NPG program manager using the feedback sheet below. All comments will be reviewed and the order will be amended as appropriate.

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

To: NPG Program Manager, Flight Standards Safety Analysis Information Center, AFS 900, 45005 Aviation Drive, Suite 131, Dulles, VA, 20166

(Check all appropriate line items.)

___ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

___ Recommend paragraph _____ on page _____ be changed as follows: (Attach separate sheet if necessary.)

___ In a future change to this directive, please include coverage on the following subject: (Briefly describe what you want added.)

___ Other Comments:

___ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____