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

**ORDER 1800.56L**

Effective Date:
7/21/11

**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 that 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 order pertains to AFS personnel who use annual surveillance work programs.

**3. Where You Can Find This Order.** You can find this order on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. 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. What This Order Cancels.** This revision cancels FAA Order 1800.56K, National Flight Standards Work Program Guidelines, dated August 24, 2010.

**5. Explanation of Policy Changes.**

**a. New Surveillance Requirements.** This order adds surveillance requirements for Title 14 of the Code of Federal Regulations (14 CFR) part 91 parachute operation aircraft conducting parachute operations in accordance with 14 CFR part 105.

**b. Appendix A Changes.**

(1) Subparagraph 3b(1)—Revised language.

(2) Subparagraph 3b(1)(a)—Moved paragraph referencing the Surveillance Priority Index (SPI) to paragraph 3c(1).

(3) Subparagraph 3b(1)(b)—Moved paragraph referencing the Surveillance and Evaluation Program (SEP) Data Package to subparagraph 3c(3).

(4) Subparagraph 3c—Added new paragraph referencing surveillance planning tools.

(5) Subparagraph 3c(1)—Added paragraph referencing the SPI.

(6) Subparagraph 3c(2)—Added paragraph referencing the Geographic Airport Data Display (GEO ADD) tool.

(7) Subparagraph 3c(3)—Added paragraph referencing the SEP Data Package.

(8) Subparagraph 3c(4)—Added paragraph referencing the Oversight Prioritization Tool (OPT).

(9) Subparagraph 5a(3)(b)—Removed airworthiness 14 CFR part 125 deviation holder inspection requirement.

(10) Subparagraph 5a(4)(a)2—Modified ramp inspection requirement to apply to aircraft with 10 or more seats.

(11) Subparagraph 5a(4)(a)3—Added ramp inspection requirement for aircraft with nine or fewer seats.

(12) Subparagraph 5a(7)(e)4—Added fuel facility inspection requirement.

(13) Subparagraph 5a(8)(a)8—Added Night Vision Imaging System (NVIS) inspection requirement.

(14) Subparagraph 5a(8)(e)3—Added fuel facility inspection requirement.

(15) Subparagraph 5a(9)(a)10—Added NVIS inspection requirement.

(16) Subparagraph 5a(9)(e)2—Added fuel facility inspection requirement.

(17) Subparagraph 5a(11)(a)4—Added ramp inspection requirement.

(18) Subparagraph 5a(13)(f)—Removed inspection process inspection requirement.

(19) Subparagraph 5a(19)—Added new paragraph to address part 91 parachute operation aircraft conducting parachute operations in accordance with part 105.

(20) Subparagraph 5a(20)(a)2—Clarified aircrew program designee (APD) inspection requirement.

(21) Subparagraph 5a(21)(d)—Removed Computer Testing Center (CTC) inspection requirements.

(22) Paragraph 8—Added other required work activities paragraph.

**c. Appendix B Changes.** Added new appendix explaining the use of the SPI.

**d. Appendix C Changes.** Added new appendix incorporating the information in Notice N 8900.137, Flight Standards Service (AFS) Geographic Surveillance Program for 14 CFR Parts 121 and 135—Phase 1.

**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 Flight Standards divisions (RFSD) and office managers must retain the flexibility to 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. RFSDs plan and perform these tasks using available resources to accomplish the FAA mission. RFSDs may use existing directives and guidance to implement the program. The accomplishment of these work functions is essential to ensure that:

(1) The aviation community complies with regulations, standards, and safe operating practices; and,

(2) The FAA fulfills its oversight responsibilities.

**7. Surveillance Overview.** The U.S. public is the primary stakeholder and beneficiary of surveillance that 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 (DOT) 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-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. AFS-900 will revise the surveillance requirements in Appendix A as necessary to ensure that AFS maintains a dynamic and appropriate surveillance program to address emerging issues across all areas of the aviation environment and community.

(2) The required surveillance work activities (R-item) Appendix A lists are essential. AFS personnel 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. AFS-900 uses the Regional Automated Modular Planning Software (RAMPS) to identify the requirements this order outlines and assign R-items to the Flight Standards District Offices (FSDO), International Field Offices (IFO), certificate-holding district offices (CHDO), and certificate management offices (CMO).

(3) Inspectors must accomplish R-items within the annual work cycle because they are top priority for AFS. 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. AFS encourages the systematic programming of surveillance activity throughout the year to avoid extraordinary effort at the end of year closeout. RFSDs plan the performance of these surveillance tasks using available resources to accomplish the FAA mission. RFSDs 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, the FAA must validate a certificate holder's active systems to ensure that they continue to meet their intended regulatory and safety objectives. Validation is the oversight function that ensures continuing operational safety. The performance assessments provided 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 the 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. The FAA cannot regard the absence of negative observations as a substitute for assertive 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 that 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 that 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 (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.

(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 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.

(7) Public aircraft operations include certain government operations within U.S. airspace. Although these operations must comply with certain general operating rules (i.e., those applicable to all aircraft in the National Airspace System (NAS)), FAA certification is not required and the FAA is not obligated to perform the safety oversight, systems/equipment certification, and issuance of operational standards that are required for civil aircraft operations.

(a) Public aircraft status is not an "automatic" status granted by the existence of a contract between a civil operator and a government agency (whether local, State, or Federal). Public aircraft eligibility determinations are made on a flight-by-flight basis under the terms of the statute (Title 49 of the United States Code (49 U.S.C.) §§ 40102 and 40125). During contracted operations, it is the responsibility of the civil operator and the contracting government agency to verify that each flight conducted as a public aircraft operation is eligible under the terms of the statute.

(b) The FAA requires a written declaration of public aircraft status (from the contracting government official or higher-level official) prior to any contracted public aircraft flights. The declaration should explain how the flights conducted under that contract will be eligible public aircraft operations under the terms of the statute. While a public aircraft eligibility determination must be made before each flight, the declaration of status is submitted to the FAA only once for each government contract. If the FAA does not have a declaration on file, the FAA will consider all contracted operations to be civil aircraft operations. The FAA retains the authority to determine whether a government contracted flight was in fact a legitimate public aircraft operation under the terms of the statute. For more information on public aircraft operations and the process for declarations, see the current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS).

(c) Government aircraft operators, holding any type of FAA certification, will be included in the normal surveillance activities such as spot inspections of the aircraft and aircraft records. This includes any aircraft exclusively leased to the Federal Government. Any aircraft or operation certificated by the FAA is subject to this surveillance regardless of whether they are operating as public or civil. Government-owned aircraft operators who are conducting public aircraft operations must be included in the FSDO’s annual planned surveillance activities to ensure that their status remains unchanged.

**8. Investigations.** The FAA generates 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 must support the continued holding of a certificate use 1600-, 3600-, and 5600-series Program Tracking and Reporting Subsystem (PTRS) activity codes. These activity codes pertain particularly 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 persons.

**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 (GA) community and enjoys an important human factors role in the relationship that the FAA has with the flying public.

**11. Reporting Procedures and Data Collection.**

**a. Enhanced Vital Information Database (eVID).** The FAA maintains data in eVID regarding air carriers, air operators, air agencies, and air personnel. The FAA frequently uses eVID to report statistical information about AFS to internal or external organizations. The FAA also uses these data for work program planning, for 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 operators, 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 followup activities are essential to ensure the success of the annual surveillance work program.

**c. Identification of Surveillance Work Functions.** The FAA identifies 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 Front Line Managers (FLM) 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 current edition of the PTRS Procedures Manual (PPM).

**d. Followup Action.** When appropriate, inspectors should correctly record followup actions in the PTRS to monitor corrective actions by an aviation organization. Aviation safety inspector (ASI) opinion codes that require a comment should reflect factual data, and inspectors should accurately record them 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.** The FAA will distribute this order to the Associate Administrator for Aviation Safety; to the branch level in the Washington headquarters (HQ) AFS; to the program director, FAA Academy, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center (MMAC); to all regional administrators; to the branch level in the regional AFS divisions; and to all AFS field offices.

**13. Directive Feedback Information.** Direct questions or comments to AFS-900 at 703-661-0526. For your convenience, FAA Form 1320-19, Directive Feedback Information, is the last page of this order; note any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order on FAA Form 1320-19.

for

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Director, Flight Standards Service

## 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 (FY) by Flight Standards Service (AFS). This appendix also contains recommendations for additional planned surveillance work activities (P-item) that 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-item) and P-items.

**a. R-Items.** R-items comprise the mandatory core inspection program based on critical oversight issues, which the Federal Aviation Administration (FAA) 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 that 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 (CMT), 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 that the certificate holder has successfully implemented any corrective actions. The ASI will incorporate additional surveillance activities on that certificate holder into the new FY 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 that 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:

- Order 8900.1.
- Program Tracking and Reporting Subsystem (PTRS) Procedures Manual (PPM).

- Safety Performance Analysis System (SPAS) WPMP.
- Enhanced Flight Standards Automation System (eFSAS) User 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 FY when the lack of ASI resources or the business operations of the certificate holder make an inspection impossible.

**c. Surveillance Planning Tools.** The following tools are available for inspectors for a risk-based assessment of the operation(s) of Title 14 of the Code of Federal Regulations (14 CFR) part 135 certificate holders:

(1) Surveillance Priority Index (SPI). Inspectors must use the SPI and/or numerical value derived for each certificate holder to prioritize surveillance activities among certificate holders. High values are interpreted as higher risk. Detailed use of the SPI is available in Appendix B.

(2) Geographic Airport Data Display (GEO ADD) Tool. This paragraph applies to principal inspectors (PIs) who have oversight responsibilities for certificate holders that have been included in phase 1 of the implementation of the GEO ADD tool. PIs must accomplish a geographic surveillance needs review at least annually and are encouraged to update their review as many times as necessary during the year based on changes in risk. PIs will use the GEO ADD tool to aid in determining the type and location of geographic surveillance that is necessary. The GEO ADD tool is available at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/#?t=programsTab&a=geoData.

**Note:** Detailed use of the GEO ADD tool is available in Appendix C.

(3) Surveillance and Evaluation Program (SEP) Data Package. Inspectors can use analysis of information from the SEP data package of each certificate holder to identify areas of risk within the certificate holder's operations. Inspectors can access the SEP data package from the SPAS home page.

(4) The Oversight Prioritization Tool (OPT). Inspectors use the OPT for air carrier contract surveillance planning. It allows for prioritization among contract maintenance providers and should be utilized during the surveillance planning cycle. This tool will assist the PI, other assigned inspectors, supervisors, and managers in identifying areas of concern or criticality about contract providers and target resources toward the highest priority contract maintenance providers. This tool will assist the part 135 (10 or more) PIs, other assigned inspectors, supervisors, and managers in prioritizing maintenance provider oversight. OPT guidance is

available in Order 8900.1, Volume 6, Chapter 13, Section 3, Contract Oversight Prioritization Tool (OPT).

**d. Validating National eVID Records.** It is extremely important that all national eVID records are current and accurate because the FAA generates Flight Standards National Work Program Guidelines (NPG) work programs using these data. This order reaffirms the requirement to validate these files 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 eVID snapshot. The eVID snapshot is normally conducted on the last Saturday of July.

**e. Regional Automated Modular Planning Software (RAMPS).**

(1) The 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.

**f. 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 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 assigning geographic or modifiable R-items within the region.

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

**4. Changes to This Appendix.** To maintain the highest level of safety within the aviation system, AFS-900 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 subparagraph 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) Title 14 CFR part 125—Operations.

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

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

(c) Manual Procedures (1621). Conduct one inspection on each FAA-certificated operator 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 FAA-certificated operator 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 (AD) Compliance Inspection (one 3649 and one 5649).

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

(3) Part 125 Deviation Holder—Operations. Conduct the following inspection on each deviation holder (CHDO):

(a) Part 125 deviation holder (1683).

(4) Title 14 CFR Part 129 Foreign Air Carriers—Operations and Airworthiness.

(a) This requirement applies to operators designated as foreign air carriers per operations specification (OpSpec) paragraph A001.

*1.* Conduct one of each ramp inspection (1622, 3627, and 5627) on each scheduled passenger and/or cargo part 129 operator at each airport of operation.

*2.* Conduct one of each ramp inspection (1622, 3627, and 5627) on each nonscheduled foreign operator utilizing aircraft type certificated (TC) for 10 or more seats that operates within the region (environmental).

*3.* Conduct one of each ramp inspection (1622, 3627, and 5627) on each nonscheduled foreign operators utilizing aircraft TC'd for nine or less seats at least once every 3 years.

**Note:** ASIs must meet the following training requirements before conducting these ramp inspections: complete online training course 27100142, How to Conduct a 14 CFR Part 129 Ramp Inspection, and all required on-the-job training (OJT).

(b) For International Field Offices (IFO) issuing part 129, § 129.14 approvals, conduct a desk audit annually of each operator's inspection program (3637 and 5637) (CHDO).

(c) Heightened Surveillance List (HSL).

*1.* PIs responsible for part 129 operators must monitor the HSL for part 129 operators on a quarterly basis. This list can be found at https://intranet.faa.gov/faaemployees/org/linebusiness/avs/offices/afs/divisions/hq_region/afs50/media/heightened_surveillance_list.pdf.

*2.* Operators appearing on the HSL will receive one additional ramp inspection quarterly at each airport of operation (1622, 3627, and 5627) until the FAA removes them from the HSL. These required inspections should be locally generated. Enter the inspection into the National Program Tracking and Reporting Subsystem (NPTRS), and enter the acronym "HSL" (without the quotation marks) into the "National Use" field.

(d) The FAA office with oversight authority of the airports located within their geographic district has the responsibility for the required ramp inspections and all eVID environmental information. Assign and conduct geographic inspections in accordance with paragraph 5b of this appendix and Order 8900.1, Volume 11, Chapter 11, Section 1, Flight Standards Geographic Program. IFOs/International Field Units (IFU) with responsibility for foreign operators should not send inspectors outside their geographic airport unless they provide complete justification to the region and they receive approval from the region. The office with geographic authority over the airport where the carrier has operations should complete all R-items.

(5) Title 14 CFR Part 133 Operator.

(a) Operations. Conduct a ramp (1622) or a site (1623) inspection and/or an operator main base (1616) or manual procedures (1621) inspection on a minimum of 10 percent of the operators certificated within the region (CHDO). Rotate surveillance of these operators year to year.

(b) Airworthiness. Conduct a ramp (3627) or a spot (3628) inspection, shop/facility inspection (5632), or aircraft records inspection (3634) on a minimum of 10 percent of the operators certificated within the CHDO region. Rotate surveillance of these operators from year to year.

(6) Title 14 CFR Part 135 Commuter—Operations. This requirement applies to operators designated as commuters per OpSpec A001 subparagraph a.

(a) 1.0 Aircraft Configuration Control.

*1.* Ramp (1622). Conduct two inspections on each make and basic model aircraft for each FAA-certificated commuter operator 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). The FAA will not assign the inspection if the CHDO is the same as the geographic office.

(b) 2.0 Manuals—Manual/Procedures (1621). Conduct one inspection on each operator that maintains the manual/procedures within the region (environmental). Single-pilot, or single pilot-in-command (PIC) operators are not subject to this requirement.

(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). The FAA will not assign the inspection if the CHDO is the same as the geographic office.

*2.* En Route—Cockpit (1624). Conduct one inspection on each make and basic model aircraft for each FAA-certificated commuter operator 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.

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

*2.* Training Program (1626). Conduct one inspection on each applicable training program that the operator conducts or contracts for within the region (environmental). The four training programs are: Dispatch, Flight Attendant (F/A), Flight Engineer (F/E), and Navigator.

*3.* Pilot Record Improvement Act Procedures (1620). Conduct one inspection on each FAA-certificated commuter operator within the region (CHDO).

(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 OpSpec A001 subparagraph a.

(a) 1.0 Aircraft Configuration Control.

*1.* Ramp (1622). Conduct one inspection on a minimum of 10 percent (minimum of 25 percent for Alaskan region) of all FAA-certificated, on-demand operators 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 FAA-certificated helicopter emergency medical services (HEMS) operator within the region.

*3.* Ramp (3627 or 5627). Conduct one inspection on each make and basic model aircraft for each FAA-certificated HEMS operator within each region (CHDO or environmental).

(b) 2.0 Manuals. Manual/Procedures (1621). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-pilot or single-PIC operators.

(c) 3.0 Flight Operations.

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

*2.* Trip Records (1628). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-engine aircraft.

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

(d) 4.0 Personnel Training and Qualifications.

*1.* Training Program (1626). Conduct one pilot ground inspection or pilot flight inspection on each FAA-certificated, on-demand operator within the region (CHDO). This is not a requirement for single-pilot or single-PIC operators.

*2.* Training Program (1626). Conduct one F/A inspection on each FAA-certificated, on-demand operator within the region (environmental).

*3.* Pilot Record Improvement Act Procedures (1620). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO).

(e) 5.0 Route Structures.

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

*2.* Facility (1635) Inspection. Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

*3.* Maintenance Facility Inspection (one 3619 or one 5619). Conduct one inspection on each FAA-certificated HEMS operator within the region (CHDO).

*4.* Fuel Facility Inspection (3638). Conduct one inspection on each FAA-certificated, on-demand operator within the region (CHDO).

(f) 6.0–8.0 Reserved.

(8) Part 135—Airworthiness. This requirement applies to any operator that maintains its largest aircraft under § 135.411(a)(2) (10 or more passenger seats).

(a) 1.0 Aircraft Configuration Control.

*1.* SUP 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 FAA-certificated, on-demand operator within the region (CHDO). These two inspections may be chosen from any combination of the following PTRS activities: 3627, 3628, 5627, or 5628 (CHDO).

*3.* Aircraft Records (one 3634 and one 5634). Conduct one inspection on each make and basic model aircraft if the operator maintains these records within the region (CHDO).

*4.* Continuing Analysis and Surveillance System (CASS) (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 the operator performs structural inspections of that basic make and model within the region (environmental).

*7.* AD Compliance Inspection (one 3649 or one 5649). Conduct one on each make and basic model aircraft. Conduct one inspection for each operator (CHDO).

*8.* Night Vision Imaging System (NVIS) Inspection (one 4634 or one 6634). Conduct one inspection on each make and basic model aircraft of each aircraft operator with OpSpec paragraph D093, Helicopter Night Vision Goggle Operations (HNVGO) Maintenance Program, that conducts operations within the region (environmental).

(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.

*3.* Fuel Facility Inspection (3638). Conduct one inspection on each operator (CHDO or environmental).

(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.* SUP 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).

*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).

*10.* NVIS Inspection (one 4634 or one 6634). Conduct one inspection on each make and basic model aircraft of each aircraft operator with OpSpecs paragraph D093 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:** The FAA does not require a cockpit en route inspection for scheduled cargo flights.

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

(e) 5.0 Route Structures.

*1.* Maintenance Facility Inspection (one 3619 and one 5619). Conduct one inspection on each commuter operator that maintains or contracts within the region (environmental).

*2.* Fuel Facility Inspection (3638). Conduct one inspection on each operator (CHDO or environmental).

(f) 6.0–8.0 Reserved.

(10) Title 14 CFR 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) 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):

*1.* Air Agency Facility Inspection (1640).

*2.* Student Records (1649).

*3.* Personnel Records (1650).

*4.* Ramp Inspection (1652).

*5.* Airman/Certificated Flight Instructor (CFI) (1662).

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

*1.* Pilot School Facility (3650).

*2.* AD Compliance (one 3667 or one 5667).

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

*4.* Equipment/Manuals/Tools (3658).

*5.* Spot Inspection (3665).

(12) 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). 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).

(f) Simulator/Flight Training Device (FTD) Document—1654 (Training Center and Satellite).

(13) 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, accomplish both inspections.

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

**Note:** The 3650/5650 inspection for repair stations is the combined R-items generated from the Repair Station Assessment Tool (RSAT) located in the planning module. The items in subparagraphs 5a(13)(b) through (e) will always be part of the 3650/5650 R-items.

**Note:** For foreign non-Bilateral Aviation Safety Agreement (BASA)/Maintenance Implementation Procedures (MIP) repair stations, RAMPS will generate the required activities if there is a current FY date in the eVID "Expiration Date" field.

**Note:** For foreign BASA/MIP repair stations, RAMPS will generate the required activities if there is a current FY date in the eVID "Expiration Date" field.

**Note:** For all repair stations, the FAA may generate additional activities based on the risk assessment data entered into the RSAT. Please refer to current guidance for additional information.

(b) Quality Control (QC) (3608/5608).

(c) Maintenance Process (3654/5654).

(d) Technical Data (3656/5656).

(e) Training (3661/5661).

(f) Inspection/Unapproved Parts (5668).

(g) Inspect the following if selected in eVID:

*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 (EASA) Oversight Audit (3669/5669).

(h) The FAA will automatically generate the following items 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).

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

(14) Part 147 Air Agency—Aviation Technical Schools (Airworthiness). Conduct one inspection for each air agency school certificated within the region (CHDO): Aviation Technical School Facility (one 3650 and one 5650) and Inspect Training/Curriculum Document (one 3661).

(15) Title 14 CFR Part 91 Subpart K (Part 91K)—Fractional Ownership Operations (Airworthiness and Operations). These requirements apply to fractional ownership program managers designated as such by management specification (MSpec) MA001 subparagraph a.

(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 has authorization via MSpecs within each region (CHDO).

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

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

*2.* Training Program (1626). Conduct one F/A inspection on each fractional ownership program manager that has authorization via MSpecs within the region, if applicable (CHDO).

(e) 5.0 Route Structures.

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

(f) 6.0–8.0 Reserved.

(16) Part 91K—Airworthiness. The requirements apply to any fractional ownership program manager that maintains his or her aircraft under a Continuous Airworthiness Maintenance Program (CAMP).

(a) 1.0 Aircraft Configuration Control.

*1.* SUP 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, who maintains these records within the region (CHDO).

*4.* CASS (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 who performs structural inspections of that basic make and model within the region (CHDO).

*7.* AD Compliance Inspection (one 3649 or one 5649). Conduct one inspection 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.

(17) Part 91K—Airworthiness. These requirements apply to any fractional ownership program manager who does not maintain aircraft under a CAMP.

(a) 1.0 Aircraft Configuration Control. Conduct 2 of the following 12 inspections (subparagraphs 5a(17)(a)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 one avionics spot inspection).

*1.* Maintenance Facility Inspection (3619 or 5619).

*2.* SUP 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) Part 91 Air Tour—Airworthiness. These requirements apply to any operator conducting air tour operations under part 91, § 91.147. Conduct 2 of the following 8 inspections on 10 percent of the air tour operators that have authorization via letter of authorization (LOA) within the region (CHDO). One inspection must be a maintenance inspection and the other must be an avionics inspection. The inspections may be different types (e.g., one maintenance ramp inspection and one avionics spot inspection). The FAA will generate these activities locally. If the FAA issues fewer than 10 LOAs, perform 2 inspections.

(a) Ramp (3627 or 5627).

(b) Spot (3628 or 5628).

(c) Aircraft Records (3694 or 5694).

(d) AD Compliance Inspection (one 3696 or one 5696).

**Note:** ASIs will use the Part 91 LOA ID number in the "National Use" field of the PTRS transmittals and list the name of the operator in the "Non-Cert Activity Name/Company" block.

(19) Part 91 Parachute Operations—Operations and Airworthiness. These requirements apply to any parachute operation aircraft under part 91 conducting parachute operations in accordance with 14 CFR part 105. Conduct 2 of the following 10 inspections per year on each parachute operation/drop zone located within the FSDO jurisdiction. One inspection must be an airworthiness inspection and the other must be an operations inspection. These inspections may be different types (e.g., one maintenance spot inspection and one operations ramp inspection). The FAA will generate these activities locally.

(a) Ramp (1622, 3627, or 5627).

(b) Parachute Jumps (1696).

(c) Spot (3628, 3631, or 5681).

(d) Aircraft Records (3694 or 5694).

(e) Title 14 CFR Part 65 Rigger (senior or master) (3678).

**Note:** Inspector comments in the applicable PTRS report should cover as applicable: pilot certification and medical certificate; aircraft maintenance/inspection; aircraft fueling procedures; aircraft configuration for sport skydiving operations; sport parachute time since overhaul (TSO) rig compliance. (Note the reserve parachute pack date.); and parachute rigger working at the drop zone for compliance with part 65 and part 105 subpart C.

**Note:** Inspectors will identify any surveillance associated with this activity by entering "SPORTJUMP" in the "National Use" field of the PTRS record.

(20) Airmen—Operations.

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

*1.* Flight Engineer Examiner (FEE) (1668).

*2.* Aircrew Program Designee (APD) (1672).

**Note:** Because this is a 14 CFR part 183 inspection of the airman and not a 14 CFR part 121 inspection of the carrier, RAMPS will generate these inspections for all APDs. The 1672 R-item will generate an activity for every active APD.

*3.* Dispatch Examiner (1669).

*4.* Training Center Evaluator (TCE) (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).

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

**Note:** If RAMPS assigns activity number 1664, RAMPS will not assign activity number 1665.

(21) 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 (DPRE) (3676).

(c) Conduct two Designated Airworthiness Representative (DAR) inspections (3677) on each DAR designated within the region (CHDO). At least one inspection must include an onsite observation.

**Note:** ASIs will use the "Affiliated Designator" field as appropriate when completing PTRS transmittals.

(22) Part 183—Airworthiness. Conduct one onsite surveillance activity (4677 or 6677) for each Organization Designation Authorization (ODA) that has an FAA Organization Management Team (OMT) member within the region (CHDO) assigned to it.

**b. Geographic Program Requirements.**

(1) 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/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 FSDO/IFO/CMO uses the surveillance needs of the air carrier to help determine where to target geographic R-items. 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 R-item.

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

(c) FSDO/CMO/IFO Front Line Managers (FLM) 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 subparagraph 5c of this appendix.

(4) Coordinate nonscheduled air carrier 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) RFSD managers may identify operators to inspect 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). The FAA has targeted them based on specific national surveillance requirements. ASIs should understand the difference between canceling and terminating R-items. The FAA cancels 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. The FAA discourages 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:** Document the reason for terminating R-items in section IV of Form 8000-36. The comments section must also include a statement that the regional RAMPS coordinator has concurred with the action.

(a) Inspector Analysis. PIs that have training and authorization to use SPAS and have a work program assignment may use the SPAS WPMP to terminate R-items or make other adjustments in their air carrier/air operator/air agency work program.

*1.* Subparagraph 5c does not apply to part 183. Inspectors 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 quotations) in the "Miscellaneous" field of the PTRS record.

(b) Flight Standards National Field Office (FSNFO) (AFS-900). AFS-900 may adjust the required items in this order based on analytical results. These adjustments will enable AFS to target surveillance activities to those areas identified as needing a change in surveillance activity based on observed trends. AFS-900 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 eVID. If incorrect information in eVID generates R-items, the required PTRS comment should indicate that the PI has corrected the eVID. 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), the FAA 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 the 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 FY, enter the renewal date in the "Expiration" field of the eVID main record. If there is a current FY 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 (NAA) 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 eVID 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 eVID main record. If there is a current FY date in the field, the 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 FY sequence, with reference to the renewal due date in the eVID "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 eVID main record expiration field to reflect the change.

(3) Cancellation of R-Items and Resource Shortfalls. Under certain circumstances, the FAA 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 subparagraph 3e).

(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" (FY 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 AFS-900. AFS-900 will attempt to obtain the resources for the field office. If AFS-900 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 operators, 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 regional 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 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 eVID 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. Inspectors 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 at least 10 percent of the surveillance after normal duty hours to include weekends. This surveillance would include both required and planned surveillance activities. Based on the type, amount, and complexity of activities during off hours, management must document under the reasons for not accomplishing 10 percent. 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.

> **Note:** Off-hour activities are activities that occur outside of normal FAA duty hours, including weekends. The CHDO and regional or national guidance determine off-hour activities and the hours that comprise off hours.

**8. Other Required Work Activities.** The activities in this paragraph are R-items. The FAA will generate these locally 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. Part 135 Operator.** Each CHDO will conduct at least one team inspection (1611, 3613, or 5613) on at least two part 135 operators of the highest risk, completing one inspection semi-annually, for a total of two annually. Inspectors will enter "OPRISK" in the "National Use" field of the PTRS.

**b. Part 145 Agency—Repair Station.** Each CHDO will conduct at least one team inspection (3614 or 5614) on at least two repair stations (foreign or domestic) of the highest risk, completing one inspection semi-annually, for a total of two annually. Inspectors will enter "145AGENCY" in the "National Use" field of the PTRS. Inspectors may conduct these inspections concurrently with the inspection requirements in subparagraph 8c.

**c. Part 145 Agency—Repair Station.** Each region will conduct a minimum of 2 team focused inspections (3082 and 5082) on contract maintenance providers using the guidance in Order 8900.1, Volume 6, Chapter 2, Section 42, Conduct a Detailed Air Carrier In-Process/Task Inspection/Team Event of Essential Maintenance Providers. This inspection should be a combined effort to integrate the inspection effort of parts 121 and 145 into one inspection. Inspectors may conduct these inspections concurrently with the inspection requirements in subparagraph 8b.

## Appendix B. Surveillance Priority Index

**1. Overview.** When developing an annual work program, or during reassessment of an existing work program, principal inspectors (PI) with oversight responsibility for one or more 14 CFR part 135 certificate holders must use the Surveillance Priority Index (SPI) in the Safety Performance Analysis System (SPAS). The SPI will allow inspectors to prioritize work functions based upon the SPI-ranked score. A higher SPI score provides a preliminary indication of higher inspection priority. When using the SPI, it is important to remember that a part 135 certificate holder's calculated index value is not an absolute measure of safety risk, but rather a tool to assist users in prioritizing certificate holders when considering future surveillance. Inspectors can only determine a definitive assessment of individual safety risk(s) after conducting surveillance and then analyzing the subsequent surveillance results along with other relevant data. PIs can use the SPI as part of a safety analysis to identify increased risk of a particular certificate holder and allow the PI to increase or redirect surveillance, based on priority. The SPI allows the FAA to leverage resources more efficiently by focusing attention and surveillance where it is most necessary.

> **Note:** PIs must use the SPI to help prioritize surveillance and must evaluate the results of the model carefully. While the SPI results must be a factor in the PI's decisionmaking process, the SPI results should not serve as an overall substitute for other data and information, including the PI's judgment in prioritizing surveillance needs.

**2. Guidance.** The current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 6, Chapter 2, Section 1, General Policies and Procedures for Parts 121, 135, and 91 Subpart K Surveillance, contains detailed guidance on the use and application of the SPI. PIs should review it thoroughly.

**3. Access the SPI.** To access the SPI, select the following link, 135 Surveillance Priority Index, at: http://home.spas.faa.gov/spas.asp.

**4. Learn About the SPI.** Once the inspector selects the SPI link, the SPI query page appears. To learn more about the SPI, select the movie camera icon. A 20-minute audiovisual tutorial will describe the functionality of the SPI and how PIs can use this tool to enhance surveillance activities. Inspectors who have not recently reviewed the tutorial should complete the review.

## Appendix C. Flight Standards Service Geographic Surveillance Program for Parts 121 and 135—Phase 1

**1. Purpose.** This appendix incorporates the information in Notice N 8900.137, Flight Standards Service (AFS) Geographic Surveillance Program for 14 CFR Parts 121 and 135—Phase 1. This provides information and guidance concerning phase 1 deployment of the new Flight Standards Service (AFS) Geographic Surveillance Program for air carriers operating in accordance with 14 CFR parts 121 and 135 (except part 135 single-pilot air carriers). This appendix applies to principal inspectors (PI) for parts 121 and 135 air carriers listed in Figure C-1, Phase 1 Certificate Management Teams.

> **Note:** This appendix also applies to any part 121 air carrier that provides air transportation pursuant to a contract with another part 121 air carrier.

**2. Background.** Prior to the full implementation of the Air Transportation Oversight System (ATOS), AFS had in place a Geographic Surveillance Program. Geographic inspectors in each field office that had responsibility for surveillance of parts 121 and 135 air carriers operating within their geographic boundaries executed the Geographic Surveillance Program. These offices created work programs consisting of required and planned inspections (required surveillance work activity (R-item) and planned surveillance work activities (P-item)) based on parameters contained in this order.

**a. Geographic Surveillance Program.** Due to the increased resource needs of ATOS, many field offices transferred their geographic inspectors to ATOS Certificate Management Teams (CMT). A greater level of oversight is required, specifically, for additional surveillance of air carriers' operating locations that are not present in the FAA's current surveillance plans. Inspectors will conduct these inspections on a recurring basis at an increasing number of air carriers' operating locations as this program progresses through a series of three implementation phases. Data collection from a wider range of operating locations will add to the overall quality of the data collection process as well as identify hazards and associated risk not previously identified at some locations. Identification of previously unobserved hazards and associated risk are critical to ensure air carriers take corrective action and appropriately mitigate risks.

**b. The Airline Safety and FAA Extension Act of 2010.** Additionally, the Airline Safety and FAA Extension Act of 2010 (hereafter referred to as H.R. 5900), section 211 states, "The Administrator of the Federal Aviation Administration shall perform, not less frequently than once each year, random, onsite inspections of air carriers that provide air transportation pursuant to a contract with a part 121 air carrier to ensure that such air carriers are complying with all applicable safety standards of the Administration." Phase 1 deployment of the reestablished Geographic Surveillance Program is designed to meet the requirements of this statute. The part 121 air carriers listed in Figure C-1 meet the criteria in section 211.

**3. Action.** The FAA will deploy the reestablished Geographic Surveillance Program in phases. PIs will implement phase 1 for the air carriers listed in Figure C-1. The FAA will deploy phases 2 and 3 at a later date to include approximately an additional third of the parts 121 and 135 certificates for each phase.

**a. Part 135 Geographic Surveillance Procedures—Phase 1.**

(1) PIs will accomplish a geographic surveillance needs review at least annually and update their review as many times as necessary during the year based on changes in risk. PIs will use the Geographic Airport Data Display (GEO ADD) tool to aid in determining the type and location of geographic surveillance that is necessary. The GEO ADD tool is available at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/.

(2) PIs will document that they have accomplished a review using the GEO ADD tool by entering a 1045/3045/5045 activity code in the Program Tracking and Reporting Subsystem (PTRS). If a CMT completes the review, only one PTRS activity is necessary. If the review is done individually, all three PTRS activities are necessary. Inspectors can use one record ID for all part 135 certificates assigned to a single PI. Enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal. Choices for geographic surveillance may include, but are not limited to, the list below:

**Table C-1. Geographic Surveillance Choices**

| PTRS Activity | Operations | Maintenance | Avionics |
|---|---|---|---|
| Facility Inspection | | 3619 | 5619 |
| Cargo Check | | 3623 | |
| Deice Inspection (Seasonal) | 1637 | 3625 | 5625 |
| Ramp Inspection | 1622 | 3627 | 5627 |
| Spot Inspection | | 3628 | 5628 |
| Aircraft Records Inspection | | 3634 | 5634 |
| Fuel Facility Inspection | | 3638 | 5638 |

(3) PIs will prepare a memorandum (refer to the template in Figure C-2, Template Memo Requesting Part 135 Geographic Surveillance) for their office manager's signature to communicate their risk-based geographic surveillance requirements.

(4) If the office manager concurs with the surveillance requirements, he or she will sign the memorandum and send it to the Regional Automated Modular Planning Software (RAMPS) coordinator's Front Line Manager (FLM).

**Note:** By signing the memorandum, the office manager is certifying that the requested geographic surveillance is risk-based and cannot be accomplished with existing office resources.

(5) The RAMPS coordinator will determine which items the inspectors can accomplish within the region's boundaries and forward the surveillance request to the appropriate field office manager. The RAMPS coordinator's FLM will transfer requests for surveillance outside the region's boundaries via a memorandum to the FLM of the RAMPS coordinator in the region where surveillance is necessary. Attach a copy of the original surveillance request generated in subparagraph 3a(4).

(6) The receiving region's RAMPS coordinator will identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(7) The receiving office will assign an inspector to accomplish the surveillance and will create an R-item PTRS transmittal for each requested surveillance activity. Enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal.

(8) The assigned inspector will complete the surveillance.

(9) If resources are not available, follow the procedures in Appendix A.

**Note:** The receiving office can assign any inspector who is experienced in the oversight of part 135 operations (by specialty) to accomplish the surveillance.

(10) PIs will use the Safety Performance Analysis System (SPAS) to monitor and evaluate geographic surveillance results and take followup actions as necessary.

**Note:** Regional office (RO) staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

**b. Part 121 Geographic Surveillance Procedures—Phase 1.**

(1) PIs will accomplish a geographic surveillance needs review within 12 months from the last review and update their review as many times as necessary during the year based on changes in risk. PIs will use the GEO ADD tool to aid in determining the type and location of geographic surveillance that is necessary. The GEO ADD tool is available at https://employees.faa.gov/org/linebusiness/avs/offices/afs/divisions/hq_region/afs20/.

**Note:** Due to ATOS baseline training requirements, inspectors will only use ATOS random inspections for this process.

(2) PIs will document that they have accomplished a review using the GEO ADD tool by entering a 1045/3045/5045 activity code in the PTRS. If a CMT completes the review, only one PTRS activity is necessary. If the review is completed individually, all three PTRS activities are necessary. Enter "GEOADD" without quotes or spaces, in capital letters, into the "National Use" field of each transmittal.

(3) PIs will prepare a memorandum (refer to the template in Figure C-3, Template Memo Requesting Part 121 Geographic Surveillance) for their office manager's signature to communicate their risk-based geographic surveillance requirements.

**Note:** As referenced in subparagraph 2b of this appendix, the part 121 air carriers listed in Figure C-1 meet the criteria of H.R. 5900, section 211. Consequently, each CMT for an air carrier listed in Figure C-1 must accomplish a random, onsite inspection at least once each fiscal year (FY). Each CMT may choose to accomplish these inspection(s) themselves or they may choose to request another office to accomplish the inspection(s). If they chose to have another office accomplish the inspection(s), they must follow the procedures below and ensure that the inspection(s) is identified on the memorandum under "PI Instructions" as required by H.R. 5900. Upon completion of the surveillance, the inspector will enter "HR5900" without quotes or spaces, in capital letters, in the "Local/Regional/National Use" field in the "ATOS Random Inspection Common Data" field.

(4) If the office manager concurs with the surveillance requirements, he or she will sign the memorandum and send it to their regional ATOS point of contact's (POC) FLM.

**Note:** By signing the memorandum, the office manager is certifying that the requested geographic surveillance is risk-based and that he or she cannot accomplish it with existing office resources.

(5) The ATOS POC's FLM will assign the ATOS POC to determine which items the inspectors can accomplish within the region's boundaries and forward the surveillance request to the appropriate field office manager. The ATOS POC's FLM will transfer requests for surveillance outside the region's boundaries via a memorandum to the FLM of the ATOS POC in the region where surveillance is necessary. Attach a copy of the original surveillance request generated in subparagraph 3b(3).

**Note:** Any ATOS 1.2-trained aviation safety inspector (ASI) can accomplish ATOS random inspections in accordance with the current edition of FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 10, Chapter 2, Section 3, subparagraph 10-146C.

(6) The receiving region's FLM will have the receiving region's ATOS POC identify the appropriate field office to accomplish the requested surveillance and forward the request to that office's manager.

(7) The receiving office will assign an inspector to accomplish the surveillance. Upon completion of the surveillance, the inspector will enter "HR5900" without quotes or spaces, in capital letters, in the "Local/Regional/National Use" field in the "ATOS Random Inspection Common Data" field.

(8) If the receiving office lacks sufficient resources to accomplish the surveillance, contact the region's ATOS POC who will attempt to locate resources elsewhere in the region. If no other resources are available, the ATOS POC will coordinate with the Flight Standards National Field Office (FSNFO) (AFS-900), Field Support Program Office Manager.

(9) Each ATOS CMT will monitor the status of the requested ATOS random inspections to ensure completion. Inspectors can accomplish this by searching for random inspections with "HR5900" in the "Local/Regional/National Use" field.

(10) PIs will evaluate the results of geographic random inspections and take followup actions when necessary.

**Note:** RO staff will regularly review the activity in their region to evaluate additional geographic surveillance needs.

**Figure C-1. Phase 1 Certificate Management Teams**

| OFFICE | OFFICE INFORMATION | DESIGNATOR | CERT TYPE |
|---|---|---|---|
| | | | |
| AL01 | Fairbanks FSDO | HYTA | 135 |
| | | WVBA | 135 |
| | | FXGA | 135 |
| AL03 | Anchorage FSDO | ENHA | 135 |
| | | EPUA | 135 |
| | | YAAA | 135 |
| AL05 | Juneau FSDO | AJAA | 135 |
| | | | |
| CE01 | Des Moines FSDO | XIAA | 135 |
| | | XRRA | 135 |
| CE03 | St. Louis FSDO | DEMA | 135 |
| | | DDZA | 135 |
| | | MUIA | 135 |
| | | RAIA | 121 |
| | | N6WA | 121 |
| CE05 | Kansas City FSDO | J56A | 135 |
| | | ZJWA | 135 |
| CE07 | Wichita FSDO | 7EMA | 135 |
| | | E07A | 135 |
| CE09 | Lincoln FSDO | JDWA | 135 |
| | | XS8A | 135 |
| CE17 | Louisville FSDO | MW8A | 135 |
| CE19 | Nashville FSDO | FJTA | 135 |
| | | PA9A | 135 |

| | | | |
|---|---|---|---|
| CE21 | Memphis FSDO | B5ZA | 135 |
| | | REXA | 121 |
| | | | |
| EA01 | Albany FSDO | NOMA | 135 |
| | | JJBA | 121 |
| EA03 | Allegheny FSDO | E3MA | 135 |
| | | XCGA | 135 |
| EA07 | Baltimore FSDO | EFVA | 135 |
| | | HNAA | 121 |
| EA11 | Farmingdale FSDO | OZTA | 135 |
| | | EW7A | 135 |
| EA13 | Harrisburg FSDO | OLJA | 135 |
| | | A9JA | 135 |
| EA17 | Philadelphia FSDO | 7KFA | 135 |
| | | EGQA | 135 |
| EA21 | Richmond FSDO | MXIA | 135 |
| | | VXWA | 135 |
| EA23 | Rochester FSDO | DJFA | 135 |
| | | BIOA | 135 |
| EA27 | Washington FSDO | C77A | 121 |
| | | NSVA | 121 |
| EA39 | Greensboro FSDO | WRNA | 121 |
| EA61 | Boston FSDO | HYIA | 121/135 |
| | | OXBA | 135 |
| EA63 | Windsor Locks FSDO | Z5FA | 135 |
| | | QREA | 135 |
| EA65 | Portland FSDO | AXSA | 135 |
| | | BQTA | 135 |
| | | | |

| | | | |
|---|---|---|---|
| GL03 | DuPage FSDO | DPUA | 135 |
| | | RMVA | 135 |
| GL05 | Cincinnati FSDO | CWQA | 135 |
| | | VNAA | 121 |
| GL07 | Columbus FSDO | BSYA | 135 |
| | | DXTA | 135 |
| GL09 | Grand Rapids FSDO | ZYWA | 135 |
| | | SBAA | 135 |
| GL11 | Indianapolis FSDO | CHQA | 121 |
| | | UHLA | 121 |
| | | R61A | 121 |
| GL13 | Milwaukee FSDO | DATA | 135 |
| | | W1XA | 135 |
| GL15 | Minneapolis FSDO | BEMA | 135 |
| | | S6GA | 135 |
| | | SCNA | 121 |
| | | MALA | 121 |
| GL19 | Springfield FSDO | O84A | 135 |
| | | JAFA | 135 |
| GL21 | Fargo FSDO | G7FA | 135 |
| GL23 | Detroit FSDO | BUHA | 135 |
| | | VGCA | 121 |
| | | U2RA | 121 |
| GL25 | Cleveland FSDO | DSFA | 135 |
| | | DTHA | 135 |
| GL27 | Rapid City FSDO | BGJA | 135 |
| | | DUFA | 135 |
| GL31 | Chicago FSDO | A6WA | 121 |
| | | RYNA | 121 |

| | | | |
|---|---|---|---|
| NM01 | Seattle FSDO | APCA | 135 |
| | | TVDA | 135 |
| NM03 | Denver FSDO | QMLA | 135 |
| | | KY7A | 135 |
| NM05 | Helena FSDO | HSYA | 135 |
| | | HSRA | 135 |
| NM06 | SkyWest certificate management office (CMO) | SWIA | 121 |
| NM13 | Spokane FSDO | EPDA | 135 |
| NM21 | Rocky Mountain CMO | 3LYA | 121 |
| | | GLBA | 121 |
| | | | |
| SO09 | Alabama/Northwest Florida FSDO | MDGA | 135 |
| | | W1MA | 135 |
| SO11 | Atlanta FSDO | E30A | 135 |
| | | A8OA | 135 |
| SO13 | Columbia FSDO | Z3SA | 135 |
| | | N93A | 135 |
| SO15 | North Florida FSDO | GN0A | 135 |
| | | EOYA | 135 |
| SO19 | South Florida FSDO | AFWA | 135 |
| | | VLIA | 135 |
| SO27 | Delta CMO | ASOA | 121 |
| | | COMA | 121 |
| SO29 | South Florida CMO | GUUA | 121 |
| | | TRBA | 121 |
| | | | |
| SW01 | Albuquerque FSDO | N3BA | 135 |
| | | GNBA | 135 |

| | | | |
|---|---|---|---|
| SW03 | Baton Rouge FSDO | U0GA | 135 |
| SW05 | Dallas FSDO | J7SA | 135 |
| | | RMXA | 135 |
| SW07 | Dallas/Fort Worth FSDO | MASA | 121 |
| SW09 | Houston FSDO | IAVA | 121 |
| | | GVNA | 121 |
| SW11 | Little Rock FSDO | IXXA | 121 |
| SW13 | Lubbock FSDO | GYWA | 135 |
| | | GSTA | 135 |
| SW15 | Oklahoma City FSDO | OXKA | 135 |
| | | F22A | 135 |
| SW17 | San Antonio FSDO | HKGA | 135 |
| | | Y5TA | 135 |
| SW19 | Fort Worth FSDO | MHNA | 135 |
| | | V8XA | 135 |
| SW21 | American CMO | SIMA | 121 |
| SW27 | Continental CMO | C2XA | 121 |
| SW31 | Jackson FSDO | EWKA | 135 |
| | | | |
| WP01 | Van Nuys FSDO | JIKA | 135 |
| | | T19A | 135 |
| WP05 | Long Beach FSDO | GSPA | 135 |
| | | R71A | 135 |
| WP07 | Scottsdale FSDO | M3XA | 135 |
| | | IFJA | 135 |
| WP09 | San Diego FSDO | QZ9A | 135 |
| | | 9A2A | 135 |
| WP11 | Reno FSDO | R1OA | 135 |
| | | SR6A | 135 |

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|---|---|---|---|
| WP13 | Honolulu FSDO | SSHA | 135 |
| | | HCMA | 135 |
| | | MK9A | 135 |
| WP17 | Fresno FSDO | AWHA | 135 |
| | | K95A | 135 |
| WP19 | Las Vegas FSDO | KBMA | 135 |
| WP23 | Los Angeles FSDO | DVYA | 135 |
| | | J8GA | 135 |
| WP25 | Sacramento FSDO | AWKA | 135 |
| | | NTQA | 135 |
| WP27 | Oakland FSDO | 7SSA | 135 |
| | | JBZA | 135 |

**Figure C-2. Template Memo Requesting Part 135 Geographic Surveillance**

**Federal Aviation Administration**

# Memorandum

Date: [Type date here]

To: [Type to whom here]

From: [Type from whom here]

Prepared by: [Type who prepared memo here]

Subject: Request for Part 135 Geographic Surveillance per FAA Order 1800.56, Appendix C (current edition)

In accordance with the guidance in the current edition of FAA Order 1800.56, National Flight Standards Work Program Guidelines, Appendix C, principal inspectors (PI) of this office are requesting assistance in accomplishing additional surveillance. The office manager has determined that the requested geographic surveillance is risk-based and necessary, and that he or she cannot accomplish it with existing office resources. The FAA considers this request high priority. Listed below are the requested surveillance activities:

| Certificate Name and Designator | PTRS Activity Code | Location of Surveillance | Requested Completion Date |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**Figure C-3. Template Memo Requesting Part 121 Geographic Surveillance**

**Federal Aviation Administration**

# Memorandum

Date: [Type date here]

To: [Type to whom here]

From: [Type from whom here]

Prepared by: [Type who prepared memo here]

Subject: Request for Part 121 Geographic Surveillance per FAA Order 1800.56, Appendix C (current edition)

In accordance with the guidance in the current edition of FAA Order 1800.56, National Flight Standards Work Program Guidelines, Appendix C, principal inspectors (PI) of this office are requesting assistance in accomplishing additional surveillance. The office manager has determined that the requested geographic surveillance is risk-based and necessary, and that he or she cannot accomplish it with existing office resources. The FAA considers this request high priority. Listed below are the requested surveillance activities:

| Certificate Name and Designator | Location, Date, and Type of ATOS Random Inspections | PI Specific instructions |
|---|---|---|
| | | |
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## Appendix D. Acronyms and Abbreviations

| | |
|---|---|
| **AD** | Airworthiness Directive |
| **APD** | Aircrew Program Designee |
| **ATOS** | Air Transportation Oversight System |
| **BASA** | Bilateral Aviation Safety Agreement |
| **CAMP** | Continuous Airworthiness Maintenance Program |
| **CASS** | Continuing Analysis and Surveillance System |
| **CHDO** | Certificate-holding district office |
| **CMO** | Certificate Management Office |
| **CMT** | Certificate Management Team |
| **DAR** | Designated Airworthiness Representative |
| **DME** | Designated Mechanic Examiner |
| **eFSAS** | Enhanced Flight Standards Automation System |
| **eVID** | Enhanced Vital Information Database |
| **F/A** | Flight Attendant |
| **FAA** | Federal Aviation Administration |
| **FLM** | Front Line Manager |
| **FSDO** | Flight Standards District Office |
| **FSIMS** | Flight Standards Information Management System |
| **FSNFO** | Flight Standards National Field Office |
| **FY** | Fiscal Year |
| **FYRS** | Fiscal Year Resource Shortfall |
| **GEO ADD** | Geographic Airport Data Display |
| **HEMS** | Helicopter Emergency Medical Services |
| **HSL** | Heightened Surveillance List |
| **IFO** | International Field Office |
| **IFU** | International Field Unit |
| **LOA** | Letter of Authorization |
| **MIP** | Maintenance Implementation Procedures |
| **MSpecs** | Management Specifications |
| **NAA** | National Aviation Authority |
| **NPG** | National Flight Standards Work Program Guidelines |
| **NVIS** | Night Vision Imaging System |

| | |
|---|---|
| **OpSpecs** | Operations Specifications |
| **OPT** | Oversight Prioritization Tool |
| **Part 91K** | Part 91 Subpart K |
| **PI** | Principal Inspector |
| **PIC** | Pilot in Command |
| **POC** | Point of Contact |
| **POI** | Principal Operations Inspector |
| **PPM** | PTRS Procedures Manual |
| **PTRS** | Program Tracking and Reporting Subsystem |
| **P-item** | Planned Surveillance Work Activity |
| **RAMPS** | Regional Automated Modular Planning Software |
| **RFSD** | Regional Flight Standards Division |
| **R-item** | Required Surveillance Work Activity |
| **RSAT** | Repair Station Assessment Tool |
| **SEP** | Surveillance and Evaluation Program |
| **SPAS** | Safety Performance Analysis System |
| **SPI** | Surveillance Priority Index |
| **SUP** | Suspected Unapproved Parts |
| **TC** | Type Certificate |
| **TCE** | Training Center Evaluator |
| **WPMP** | Work Program Management Process |

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

## Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

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

To: Flight Standards National Field Office, AFS 900, 45005 Aviation Drive, Suite 131, Dulles, VA, 20166:

*(Please 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: _____

**FAA Form 1320-19 (8-89)**