



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

NOTICE
N 8000.341

Effective Date:
12/15/06

Cancellation Date:
12/15/07

**SUBJ: Designated Recipient To Receive Safety Alerts For Operators (SAFO) And
Information For Operators (InFO)**

1. PURPOSE. This notice announces a revision to Operations Specification (OpSpec)/Management Specification (MSpec) and Letter of Authorization (LOA) templates A007 applicable respectively to certificate holders operating under Title 14 of the Code of Federal Regulations (14 CFR) parts 121, 125 (including operators issued a Letter of Deviation Authority (LODA 125)), 133, 137, and 135; and to fractional ownership program managers operating under 14 CFR part 91 subpart K. The revision adds an additional data block in A007 identifying a specific responsible person, by name, as recipient for SAFOs and/or InFOs, together with a working email address and a working telephone number.

2. DISTRIBUTION. We will distribute this notice to the division level in the Flight Standards Service in Washington headquarters, including the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the branch level in the regional Flight Standards divisions; and to all Flight Standards District Offices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avr.faa.gov>. Operators may find this information on the Federal Aviation Administration's (FAA) Web site at: http://www.faa.gov/library/manuals/examiners_inspectors/8000/

3. BACKGROUND.

a. A Safety Alert for Operators (SAFO) contains important safety information, often of an urgent nature, and may include recommended action. SAFO content is valuable to air carriers and other air operators in meeting their statutory duty to provide service with the highest possible degree of safety in the public interest.

b. Much like a SAFO, which contains critical safety information, an Information for Operators (InFO) message contains valuable information for operators that should help them meet administrative requirements or certain regulatory requirements with relatively low urgency or impact in safety. An InFO may contain information alone or a combination of information and recommended action.

c. Government and industry have recognized the importance of having a prompt, reliable delivery system for SAFOs and InFOs, taking advantage of electronic mail and postings at FAA public websites. Accordingly, they have ratified that a recipient for SAFOs and InFOs must be identified in A007 so that the FAA may notify an operator of a new SAFO or InFO at the earliest possible time.

4. ACTION. POIs should use the guidance in Appendix 1 of this notice and should bring the contents of this notice and appendices to the attention of their operators when issuing the A007 templates.

a. Appendix 1 contains the complete guidance for re-issuing the mandatory change to all A007 templates. Part 11 A007 OpSpecs should be re-issued no later than 30 days from the publication of this Notice. All other A007 templates must be reissued no later than 120 days from the publication of this Notice.

b. Appendix 2 contains samples of A007 templates.

5. DISPOSITION. We will permanently incorporate the information in this notice in FSIMS before this notice expires. Questions concerning this notice should be directed to the Air Transportation Division, AFS-200, in conjunction with the General Aviation and Commercial Division, AFS-800, and with the Airworthiness Division, AFS-300. Questions or comments should be directed to AFS-260 at (202) 267-8166.

ORIGINAL SIGNED (by)

James J. Ballough
Director, Flight Standards Service

APPENDIX 1. OPSPEC/TSPEC/MSPEC/LOA A007—OTHER DESIGNATED PERSONS.

A. *Template A007.* In the automated Operations Safety System (OPSS), template A007 is used for identifying each operator's Agent for Service, persons designated to apply for and receive applicable authorizations, persons designated to receive Safety Alerts for Operators (SAFOs) and/or Information for Operators (InFOs), and other designated persons. Each template A007 is labeled specific to the OPSS Title 14 Code of Federal Regulations (14 CFR) database:

(1) 14 CFR parts 121, 125, 135, 133, 145 databases A007 is labeled an operations specification (OpSpec).

(2) 14 CFR parts 141 and 142 databases A007 is labeled a training specification (TSpec).

(3) 14 CFR part 91, subpart K database A007 is labeled a management specification (MSpec).

(4) 14 CFR part 91J and the part 125M databases, A007 is labeled a Letter of Authorization (LOA).

(5) 14 CFR part 137, and other databases also have A007 templates to identify designated persons.

B. *Agent For Service.* An agent for service is a person or company designated by the operator upon whom all legal notices, processes and orders, decisions, and requirements of the Department of Transportation (DOT), FAA, and National Transportation Safety Board (NTSB) shall be served. Once any of these documents has been served upon the operator's agent for service, the certificate holder cannot claim (legally) that it did not receive the documents. Title 49 of the United States Code (49 USC) Section 46103 requires air carriers to designate an agent for service. The name, title, and address of the agent for service must be obtained from the operator and correctly entered into the OPSS Certificate Holder's Personnel tab. This information will load into the A007 template.

C. *Persons Designated to Apply for and Receive OpSpecs/TSpecs/MSpecs/LOAs.* Names and titles of persons designated by the operator as authorized to apply for and receive *OpSpecs/TSpecs/MSpecs/LOAs* must be entered in template A007. The "Parts" of the operator's authorizations for which the designated person is responsible must also be entered. Principal inspectors may determine that it is appropriate to have signatures of these designated persons recorded in this subparagraph.

D. *Persons Designated to receive Safety Alert for Operators (SAFO) and/or Information for Operators (InFO).* All A007 templates (with the exception of the parts 141 and 142 databases in the OPSS) are used to collect the name, email address, telephone number, and type of SAFO/InFO information that person should be sent, i.e., operations, airworthiness, or both. Part 141 Pilot Schools and part 142 Training Centers will not have a person designated to receive SAFOs or InFOs in A007. Part 145 Repair Stations will have a person designated to receive

InFOs in A007. A reply message signifying receipt of the SAFO/InFO information by a designated person is not required. (Refer to FAA Orders 8000.87, Safety Alerts for Operators, and 8000.91, Information for Operators.)

NOTE: If an operator does not have an email address, a facsimile number may be entered in the email address block.

(1) A SAFO contains important safety information, often of an urgent nature, and may include recommended action. SAFO content is valuable to air carriers and other air operators in meeting their statutory duty to provide service with the highest possible degree of safety in the public interest.

(2) Much like a SAFO, which contains critical safety information, an InFO message contains valuable information for operators that should help them meet administrative requirements or certain regulatory requirements with relatively low urgency or impact on safety. An InFO may contain information or a combination of information.

(3) Government and industry have ratified the importance of having a prompt, reliable delivery system for SAFOs and InFOs, taking advantage of electronic mail and postings at FAA public websites. Accordingly, they have ratified that a recipient for SAFOs and InFOs must be identified in A007 so that the FAA may notify an operator of a new SAFO or InFO and recommended action to be taken by the respective operators identified in each SAFO/InFO.

E. Part 91K. Part 91K Fractional ownership operations must identify the specific persons in MSpec A007 as follows:

- (1) Agent for service for the program manager.
- (2) Personnel designated to apply for and receive MSpecs for the program manager.
- (3) Point(s) of contact and required positions for those authorized a continuous airworthiness maintenance program.
- (4) Voluntary Disclosure Program Personnel for part 91 subpart K only. Reference Advisory Circular (AC) 00-58, as amended, Voluntary Disclosure Reporting Program and Notice 8000.323.
- (5) Personnel designated to receive SAFOs/InFOs for the program manager.

APPENDIX 2. SAMPLE A007 TEMPLATES

SAMPLE A007 OPSPECS AND MSPECS

PART 121, 125, AND 135 CERTIFICATE HOLDERS

- a. The following person is designated as the certificate holder's Agent for Service:

Agent for Service

- b. The following personnel are designated to officially apply for and receive operations specifications for the certificate holder as indicated below.

TABLE 1. PERSONNEL DESIGNATED TO APPLY FOR AND RECEIVE OPERATIONS SPECIFICATIONS

| Title | Name | Parts Authorized |
|-------|------|------------------|
| | | |

- c. The following personnel or company email boxes are designated to receive Safety Alert For Operators (SAFO) and/or Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt of the information by an air carrier or person is not required.

TABLE 2. PERSONNEL DESIGNATED TO RECEIVE SAFOS AND/OR INFOS

| Name | Email Address | Telephone No. | Type of Information to Receive |
|------|---------------|---------------|--------------------------------|
| | | | Select OPS AW ALL |

SAMPLE PART 91 SUBPART K, MANAGEMENT SPECIFICATION A007

a. The following person is designated as the agent for service in accordance with 14 CFR Section 91.1015(a)(6):

TABLE 1. DESIGNATED AGENT FOR SERVICE

| Name | Title | Mailing Address |
|------|-------|-----------------|
| | | |

b. The following personnel are designated to officially apply for and receive management specifications for the program manager as indicated below.

TABLE 2. MANAGEMENT SPECIFICATIONS

| Name | Title | Parts Authorized |
|------|-------|------------------|
| | | |

c. The following personnel are designated by the program manager as points of contact and required positions for those authorized a continuous airworthiness maintenance program (CAMP) regarding specific areas of expertise.

TABLE 3. DESIGNATED CAMP POINT OF CONTACT

| Name | Title/Point of Contact | Equivalent Company Title |
|------|------------------------|--------------------------|
| | | |

d. The program manager has requested, and been granted, the opportunity to participate in a temporary test program allowing the program manager indicated below to participate in the Voluntary Disclosure Reporting Program. The following personnel are authorized to submit Voluntary Disclosure Reports on behalf of the Program Manager:

TABLE 4. DESIGNATED VOLUNTARY DISCLOSURE REPORTING PROGRAM PERSONNEL

| Name | Title | Contact Phone Number |
|------|-------|----------------------|
| | | |

e. The following personnel or company email boxes are designated to receive Safety Alert For Operators (SAFO) and/or Information for Operators (InFO) messages for the program

manager as indicated below. A receipt of the information by a program manager or person is not required.

TABLE 5. PERSONNEL DESIGNATED TO RECEIVE SAFOS AND/OR INFOS

| Name | Email Address | Telephone No. | Type of Information to Receive |
|-------------|----------------------|----------------------|---------------------------------------|
| | | | Select OPS AW ALL |

SAMPLE PART 137 A007 TEMPLATE:

1. The following person is designated as the certificate holder's Agent for Service:

Agent for Service

2. The following personnel are designated to officially apply for and receive FAA authorizations for the certificate holder as indicated in Table 1. This table also designates the FAA required Chief Supervisor for the Part 137 certificate holder.

TABLE 1. DESIGNATED PERSONS TO APPLY FOR AND RECEIVE AUTHORIZATIONS

| Title | Name | Parts Authorized |
|-------|------|------------------|
| | | |

3. The following personnel or company email boxes are designated to receive Safety Alert for Operators (SAFO) and/or Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt of the information by a carrier or person is not required.

TABLE 2. PERSONNEL DESIGNATED TO RECEIVE SAFOS AND/OR INFOS

| Name | Email Address | Telephone No. | Type of Information to Receive |
|------|---------------|---------------|---|
| | | | <i>Select</i> OPS AW ALL |

SAMPLE PART 133 A007 TEMPLATE:

1. The following person is designated as the certificate holder's Agent for Service:

Agent for Service

2. The following personnel are designated to officially apply for and receive FAA authorizations for the certificate holder as indicated in Table 1. This table also designates the FAA required Chief Pilot for the Part 133 certificate holder.

TABLE 1. DESIGNATED PERSONS TO APPLY FOR AND RECEIVE AUTHORIZATIONS

| Title | Name | Parts Authorized |
|-------|------|------------------|
| | | |

3. The following personnel or company email boxes are designated to receive Safety Alert for Operators (SAFO) and/or Information for Operators (InFO) messages for the certificate holder as indicated below. A receipt of the information by a carrier or person is not required.

TABLE 2. PERSONNEL DESIGNATED TO RECEIVE SAFOS AND/OR INFOS

| Name | Email Address | Telephone No. | Type of Information to Receive |
|------|---------------|---------------|--------------------------------|
| | | | Select OPS AW ALL |

SAMPLE PART 125M A007 TEMPLATE:

1. The following person is designated as the Agent for Service for the Operator/Company authorized to conduct operations in accordance with the Letter of Deviation Authority (LODA A125) (*Load from Database*):

Agent for Service

2. The following personnel are designated to officially apply for and receive authorizations for the Operator/Company authorized to conduct operations in accordance with the Letter of Deviation Authority (LODA A125).

TABLE 1. DESIGNATED PERSONS TO APPLY FOR AND RECEIVE AUTHORIZATIONS

| Title | Name | Parts Authorized |
|--------|--------|------------------|
| TABL01 | TABL02 | TABL03 |

3. The following personnel listed in Table 2 are designated by the Operator/Company to receive Safety Alert for Operators (SAFO) and/or Information for Operators (InFO) messages for the operator as indicated below. A receipt for the information by an operator or person is not required.

TABLE 2. DESIGNATED TO RECEIVE SAFOS AND/OR INFOS

| Name | Email Address | Telephone No. | Type of Information to Receive |
|------|---------------|---------------|--------------------------------|
| | | | Select OPS AW ALL |

SAMPLE PART 145 A007 TEMPLATE:

a. The personnel listed in the following table are designated to officially apply for and receive operations specifications for the certificate holder indicated below.

TABLE 1. DESIGNATED PERSONS TO APPLY FOR AND RECEIVE AUTHORIZATIONS

| Title | Name | Parts Authorized |
|--------------|-------------|-------------------------|
| TABL01 | TABL02 | TABL03 |

b. The following personnel listed in Table 2 are designated by the certificate holder to receive Information for Operators (INFO) messages for the certificate holder as indicated below. A receipt for the information by an operator or person is not required.

TABLE 2. DESIGNATED TO RECEIVE INFO MESSAGES

| Name | Email Address | Telephone No. | Type of Information to Receive |
|-------------|----------------------|----------------------|---------------------------------------|
| | | | ALL |