

ORDER

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8000.75B

8/29/05

SUBJ: AVIATION SAFETY INSPECTOR EN ROUTE INSPECTION PROCEDURES

1. PURPOSE. This order contains information and guidance concerning the authorization and conduct of en route inspections by aviation safety inspectors (ASI) of the Flight Standards Service (AFS). The procedures in this order pertain to AFS personnel on the performance of en route work program responsibilities.

2. DISTRIBUTION. This order is distributed to the branch level in the Washington headquarters AFS; to the Office of Aviation System Standards; to all Regional Administrators; to the Directors of the Mike Monroney Aeronautical Center; to the Europe, Africa, and Middle East Area Office; to the Regulatory Standards Division at the Federal Aviation Administration (FAA) Academy; to the branch level in the regional AFS divisions; to all AFS District Offices (FSDO), including Aircraft Evaluation Group FSDOs; to all International and Aeronautical Quality Assurance Field Offices; and to all AFS Certificate Management Offices.

3. CANCELLATION. Order 8000.75A, Aviation Safety Inspector En Route Inspection Procedures, dated August 12, 2002, is canceled by this order.

4. EXPLANATION OF CHANGES.

a. The background paragraph was revised to emphasize certain safety aspects related to en route inspections and to delete excess language.

b. The word “voluntary” was removed from paragraph 11 to emphasize the importance of having an eligible and qualified ASI, as it relates to en route inspections.

c. The proficiency en route inspection program expired and was removed from paragraph 11.

d. Revised terminology was added to paragraph 13.

e. Paragraph 19, which contained the required annual program evaluation, was removed.

5. BACKGROUND.

a. Managers and supervisors have the responsibility regarding office work requirements and priorities. To benefit the overall surveillance program, managers and supervisors must ensure that en route inspections are consistent with office work requirements and priorities, as well as in accordance with this order.

b. When the supervisor or manager assigns an ASI (also referred to in this order as “you”), who is the holder of a valid FAA Form 110A, Aviation Safety Inspector’s Credential, an en route

inspection onboard an air carrier/operator in the national airspace system (either on the flight deck or in the cabin), your successful accomplishment of that en route inspection makes a positive difference in aviation safety and benefits Flight Standards and the traveling public.

6. APPLICABILITY. This order is applicable to all en route inspection job tasks conducted by you or any other inspector designated by the Director, Flight Standards, AFS-1.

7. GENERAL.

a. AFS Management. Management controls are a necessary part of an effective surveillance program so that en route inspections are conducted in accordance with program goals and this order. Supervisors and managers are responsible for determining that AFS work program or mission needs and objectives will be met before authorizing an en route inspection work activity.

b. ASIs. You are responsible for performing en route inspections and associated travel in accordance with your duties and assigned work programs. (This may include the assignment of a specific job function to perform an en route inspection supporting local, regional, or national mission needs or objectives.) You may not conduct an en route inspection without prior authorization by your supervisor or manager (unless designated otherwise by AFS management).

c. Conflict of Interest. Title 49 of the Code of Federal Regulations part 99 requires all Government employees to avoid the perception of a conflict of interest. As such, you and your supervisor/manager should be diligently aware of and take action to preclude an en route inspection that may provide the appearance of impropriety or reflect negatively on the agency. In this regard:

(1) This order provides a system of tracking and accountability to safeguard against abuse of the program.

(2) The paperwork required for each en route inspection must be properly executed and maintained on file in accordance with records management policies and procedures.

8. INSPECTOR QUALIFICATIONS TO CONDUCT EN ROUTE INSPECTIONS.

a. To qualify to conduct an en route inspection, you must currently hold a valid Form 110A and have your supervisor's approval for the en route inspection. Supervisors should confirm that any applicable on-the-job training (OJT) requirements are complete before approval for an en route inspection.

b. Other job functions, which may be combined with the conduct of en route inspections, such as operating experience and check airman or aircrew program designee surveillance, may require additional qualifications and/or training. Supervisors should refer to appropriate directive sections before qualifying and assigning new inspectors to en route inspection surveillance and associated job functions.

c. You should become familiar with the type of inspection, the air carrier's/operator's procedures, and the specific aircraft being inspected before performing an en route inspection.

9. AUTHORIZATION OF EN ROUTE INSPECTIONS.

a. Your supervisor/manager is encouraged to authorize an en route inspection if it supports the local, regional, or national work program and if you are appropriately qualified. You and/or your supervisor/manager may initiate planning for an en route inspection. However, since an en route inspection is an assignment of work, your supervisor/manager must, among other things, consider whether or not the en route inspection is appropriate and cost effective, as well as determine whether or not to authorize the en route inspection before it is conducted.

b. If, because of unforeseen circumstances, you require a change to your planned en route inspection, you are to contact your supervisor or office manager. If, after reasonable efforts, you are unable to contact your supervisor or office manager, you are to select an en route inspection that incurs minimum additional cost to the employer and does not significantly deviate from the en route inspection originally authorized. In such instances, within a reasonable period of time after you return to your facility, you are to report the change to your supervisor. If requested, you are to provide acceptable documentation to your supervisor so your supervisor may assess whether the change was appropriate to the circumstances.

10. SCHEDULING OF EN ROUTE INSPECTIONS.

a. Authority. Title 14 of the Code of Federal Regulations (14 CFR) part 121, sections 121.548 and 121.581, 14 CFR part 125, section 125.317, and part 135, section 135.75, state an air carrier's/operator's responsibilities with regard to an ASI's admission to the flight deck and the availability of the flight deck observer's seat. While these requirements are established to provide the availability of the flight deck observer's seat for FAA surveillance, you should be aware that air carriers and operators may use these seats for operational purposes such as required line checks, operating experience, and equipment observations by maintenance technicians.

b. Scheduling. To avoid scheduling conflicts, you should make a reasonable effort to schedule the flight deck observer's seat with the air carrier/operator before arriving at the airport, regardless of whether the inspection is planned for the flight deck or cabin. You should inform the air carrier/operator of your position as an ASI and of the requirement for the flight deck observer's seat for conducting an en route inspection on a "must fly" basis. These procedures should prevent scheduling conflicts between you and other personnel (who also have flight deck observer's seat eligibility) from the FAA, the National Transportation Safety Board, the U.S. Secret Service, or air carrier/operator personnel who may rely upon the flight deck observer's seat to carry out required management and/or operational functions.

(1) Avoid Scheduling Conflicts with Air Carrier/Operator Personnel. To avoid disruption of an air carrier's/operator's operations, you should evaluate situations where conflicts arise over the use of the flight deck observer's seat. If after evaluation you determine that an air carrier/operator management function, such as a line check, will create a conflict with regard to the flight deck observer's seat, you may determine that the planned en route inspection can be rescheduled. However, where you have a specific function that can only be performed aboard that particular flight, such as the surveillance of specific crewmembers or aircraft, you should conduct the inspection as planned.

(2) Avoid Scheduling Conflicts with FAA or Other Government Agencies. You should handle scheduling conflicts concerning other FAA elements or Government agencies that may arise after your arrival at the airport in a diplomatic and professional manner, and in an area isolated from air carrier/operator personnel and passengers. While you have a statutory inspection and surveillance function to perform, you should attempt to ascertain the purpose of the other individual's need to occupy the forward observer's seat. Unless you determine that the other individual's need for the observer's seat is necessary and in the interest of safety, or to perform another regulatory function which cannot be delayed, you should inform the individual and the air carrier/operator that you have a "must fly" priority for the observer's seat.

(3) Avoid Scheduling Simultaneous Cockpit and Cabin En route Inspections. Conducting more than one en route inspection at the same time, on the same aircraft, is not permitted except when the supervisors of the affected ASIs concur and authorize a simultaneous en route inspection. This is permitted only when separate work functions and/or unique circumstances exist.

c. Cockpit En Route Inspections in Aircraft Not Equipped with Flight Deck Observer's Seat. If a cabin seat is required to conduct a cockpit en route inspection on an aircraft not equipped with a flight deck observer's seat, you should make an effort to inform the air carrier/operator in advance to preclude disruption of the carrier's operations.

d. Cabin En Route Inspections in Aircraft Equipped with Flight Deck Observer's Seat. There is no regulatory requirement for an operator to make a passenger seat in the cabin available to the FAA for purposes of cabin en route inspection. To enhance cabin en route and, in some cases, cockpit en route inspection work program planning and accomplishment, the flight deck observer's seat should be scheduled in advance. Upon arrival at the airport, you should request access to the flight deck observer seat for a particular flight. If a seat is available in the cabin, you should inform the operator that you plan to perform a cabin en route inspection and request an available seat in the passenger cabin. Another ASI should not occupy the flight deck observer seat while you conduct the cabin en route inspection. If no passenger seat is available, you should use the scheduled flight deck observer's seat and conduct a cockpit en route inspection. You may not ask the operator to deny boarding to a revenue passenger to allow you a seat in the cabin on aircraft equipped with flight deck observer's seats. At no time should an ASI occupy a flight attendant jumpseat when conducting a cabin en route inspection.

11. COCKPIT EN ROUTE INSPECTIONS BY ASIs (CABIN SAFETY). The work program responsibility of the ASI (cabin safety) is the surveillance and inspection of cabin safety functions and equipment. This responsibility is primarily accomplished by cabin en route inspections. To maximize surveillance of those cabin safety functions and crew interfaces that are observable from the flight deck observer's seat, you, the cabin safety inspector, are also authorized to conduct cockpit en route inspections and will be issued an unrestricted Form 110A.

a. While conducting cockpit en route inspections, your (cabin safety) observations concerning crewmember interactions and cabin activities should include, but are not limited to:

(1) Crew compliance with sterile cockpit procedures, including initiation and termination signals.

(2) Monitoring of aircraft public address system for required passenger briefings and announcements.

(3) Flight deck-to-cabin crew coordination.

(4) Notification of turbulent air penetration.

(5) Handling of problem passenger(s) or in-flight medical emergencies.

(6) Proper locking and entry procedures for the flight deck door.

b. Before departure or upon arrival at the gate, time and circumstances permitting, the ASI (cabin safety) may observe passenger cabin safety preflight or post-flight activities such as:

(1) Inspection of aircraft emergency equipment.

(2) Inspection of flight attendant-required personal equipment.

(3) Surveillance of the passenger boarding/disembarkation process and compliance with the air carrier's/operator's approved carry-on baggage program.

(4) Compliance with exit row seating program.

(5) Appropriate flight attendant complement as required by the regulations with passengers remaining aboard the aircraft at the gate.

12. INSPECTOR CONDUCT ON EN ROUTE INSPECTIONS. In performing en route inspections, your actions are highly visible to airline employees and the general public. You should be cautious when discussing FAA policy, activities, and/or technical matters that might be outside your knowledge or expertise and could reflect negatively on the FAA. Also, you should avoid discussions concerning other air carriers or operators. You should avoid discussions concerning your activities before and after the en route inspection. If questioned, you should respond that you are performing official duties and checking and observing flight operations. If a passenger approaches you to inquire about the air carrier/operator, aircraft, or any other operational information, you should tactfully direct the passenger to the air carrier/operator's representative or agent. It is imperative that you use tact and good judgment at all times.

13. DUTY TIME WHILE CONDUCTING EN ROUTE INSPECTION AND REST PERIOD FOLLOWING EXTENDED EN ROUTE INSPECTION.

a. When you conduct an authorized en route inspection, you will be on duty time for the period of time you are performing that en route inspection. Such duty time does not alter or supersede applicable FAA directives or pertinent provisions, if any, of an applicable collective bargaining agreement, if any.

b. If otherwise eligible, you may be authorized a rest period following completion of an extended en route inspection. Such rest periods will be administered in accordance with the pertinent provisions of the applicable travel directives and applicable collective bargaining agreement, if any.

14. REPORTING AND RECORDING.

a. At the completion of an en route inspection or an Air Transportation Oversight System (ATOS) surveillance activity, you must complete:

(1) An appropriate FAA Form 8000-36, PTRS Data Sheet or an ATOS Surveillance Activity Report, as appropriate; and

(2) Any other recording documents per FAA orders and handbooks.

b. In addition to the information required by the appropriate inspector's handbook, you must enter the request number of FAA Form 8430-13, Request for Access to Aircraft, used on the inspection in the appropriate block on the document used to report the en route inspection results.

15. ISSUANCE AND CONTROL OF FAA FORM 8430-13. The key control document for the en route inspection program is FAA Form 8430-13, which is issued in booklets and is accountable property. Each facility charged with the responsibility for the issuance of these forms must establish a control system and internal audit procedures to track and assure accountability.

a. Tracking Methods. Tracking systems such as journal book entries or index card systems are acceptable methods of tracking accountability. The tracking system should include the documented request numbers, name and signature of person issued the booklet, date of issuance, and any returned booklet covers and/or unused copies of FAA Form 8430-13. Each inspector issued FAA Form 8430-13 is responsible for the proper use and safekeeping of this form.

b. Return of Forms. Upon your separation or transfer from an office, region, or headquarters, all unused FAA Form 8430-13 booklets issued by that office must be accounted for and returned to the issuing supervisor or manager.

c. Record Retention.

(1) Each facility will maintain records of both the issuance and the return of FAA Form 8430-13, as well as the expended form booklets for 2 years.

(2) Your assigned office may, after 1 year, dispose of yellow file copies of used FAA Form 8430-13.

16. DIRECTIVE FEEDBACK. All AFS employees are encouraged to identify the need for policy and procedural guidance that will enhance efficient work accomplishment. If you have noted a deficiency, clarification, or improvement that this directive may need, please use FAA Form 1320-19, Directive Feedback Information, included with this order, to submit your comments to the Manager, Air Carrier Operations Branch, AFS-220, for consideration. If an interpretation is urgently needed, you may call the originating office for guidance, but you should follow up with submission of FAA Form 1320-19.

/s/ Chester D. Dalbey (for)
James J. Ballough
Director, Flight Standards Service



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: Order 8000.75B

To: Manager, Air Carrier Operations Branch, AFS-220

(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: _____

Telephone Number: _____ Routing Symbol: _____