

## VOLUME 1 GENERAL INSPECTOR GUIDANCE AND INFORMATION

### CHAPTER 1 HANDBOOK ORGANIZATION, USE, AND REVISION

#### Section 1 General Handbook Information

**1-1 PURPOSE.** This order directs the activities of aviation safety inspectors (ASI) responsible for the certification, technical administration, and surveillance of air carriers, certain other air operators conducting operations in accordance with the appropriate part of Title 14 of the Code of Federal Regulations (14 CFR), certificated airmen, and other aviation activities. This order also provides direction for tasks related to aircraft accidents and incidents, investigations and compliance, the aviation safety program (ASP), administrative areas, and miscellaneous tasks not related to a specific regulation. In addition, it contains regional and district office requirements for the support of ASIs responsible for those activities.

**1-2 CANCELLATION.** Federal Aviation Administration (FAA) Order 8900.1, Flight Standards Information Management System (FSIMS), cancels FAA Orders 8300.10, Airworthiness Inspector's Handbook, 8400.10, Air Transportation Operations Inspector's Handbook, and 8700.1, General Aviation Operations Inspector's Handbook.

**1-3 STANDARDIZATION AND COORDINATION.** A major objective of Flight Standards Service (AFS) is to standardize the functions of the ASI position. For this reason, any change to this order must be in accordance with the approved Aviation Safety (AVS) Quality Management System (QMS) process.

**A. Deviations from this Order.** Inspectors, supervisors, and managers who find that specific requirements in this order do not apply to a specific case, should forward a request for permission to deviate from the requirements through the applicable regional Flight Standards division (RFSD) to the appropriate AFS headquarters (HQ) division. The field office should specify in its request the alternate means it will use to meet the intent of the policy from which it wishes to deviate.

1) The RFSD will assess the deviation request and either accept or deny the request. If the RFSD denies the request, it will notify the field office via a signed memo. If the RFSD accepts the request, it will forward the request to the appropriate HQ policy division.

2) The HQ policy division will assess the deviation request and notify the field office if the request is granted or denied through a signed memorandum to the field office, with a copy to the RFSD. Field offices and HQ policy divisions will retain any policy deviation memorandums until the applicable Order 8900.1 policy has been cancelled or they no longer need the memorandums for reference.

**B. Authority to Change this Document.** The Director of Flight Standards Service (AFS-1) must approve all changes to this order.

**C. Conflicts with Other FAA Orders.** The guidance in this order may conflict with that in other FAA orders and directives. This situation may arise inadvertently or because it is impractical to revise all orders simultaneously. In such a case, use the order with the most recent

date. If the guidance in this order conflicts with 14 CFR, 14 CFR takes precedence. Inspectors should refer questions about such conflicts to their immediate supervisors. Supervisors and managers may contact the respective AFS division through the Regional Office (RO) to resolve such questions.

**D. Availability of this Order.** This order is available to both FAA personnel and to individuals outside the FAA. Flight Standards inspectors should advise operators of the availability of this order.

**1-4 HANDBOOK REVISIONS.** Individuals at all levels of the FAA and in the aviation industry are encouraged to make suggestions for revisions to Order 8900.1.

**A. Policy Questions or Concerns.** Any questions or concerns regarding Order 8900.1 content should be consulted with field office management for resolution or clarification of the issue before submitting a feedback inquiry. If the issue cannot be resolved at the field office level, email details of the issue to the FSIMS Librarian, and a courtesy copy to the office management and the field office's region. Questions, concerns, and feedback that are not applicable to Order 8900.1 content may be rejected or remanded to the proper office for possible action.

**B. Handbook Revision Process.** AFS-002-103, Directive and Advisory Circular Production, is the process for revising this order. The need for a revision may become evident when a change occurs in the aviation industry, national and international regulatory bodies, the 14 CFR, or FAA policies.

**C. Review and Notification.** The appropriate policy division will review and consider all questions, concerns, or suggestions submitted. The FSIMS Librarian will acknowledge receipt of each suggestion.

**1-5 DIRECTIVE AND GUIDANCE INFORMATION.**

**A. Directive Information.** Directive information is information considered directive in nature, contains terms such as "shall," "will," or "must," and means the actions are mandatory. "Shall not" prohibits the action. The use of these terms will leave no flexibility, and inspectors must follow their direction unless otherwise authorized by HQ.

**B. Guidance Information.** Guidance information is information considered guiding in nature and will contain terms such as "should" or "may."

1) "Should" indicates actions that are expected. If the "should" expectation cannot be met, what was done to comply must be documented. Resulting mitigating actions must be taken and communicated as appropriate.

2) "May" indicates actions that are desirable, permissive, or not mandatory, and allow flexibility.

**RESERVED.** Paragraphs 1-6 through 1-25.