

Task: M4.1.25 Function as an Aircraft Evaluation Group (AEG) Team Leader/Member of a Special Inspection Team/National Transportation Safety Board (NTSB) Team													
Function: 4.0 General Technical													
Duty: 4.1 Aircraft Evaluation													
Previous Task Analysis:						Difficulty: 5				Criticality: Y			
						Importance: 5				Time:			
						Frequency: 2				Job Aid: N			
PTRS Tracking						Specialty							
3815						S	O	M	E	F	A	C	T
5815								P			P		

Legal References:

49 USC § 1135 Secretary of Transportation’s Response to Safety Recommendations
49 USC § 40113 Administrative
49 USC § 44701 General Requirements
49 USC § 44713 Inspection and Maintenance

Purpose:

To ensure continuing compliance with FAA regulations and policies and provide technical guidance to FAA Headquarters to respond to NTSB recommendations

Significant Interfaces:

Operator/Facility
Certificate Holding District Office
Flight Standards District Office
Regional Flight Standards Division
Aircraft Certification Office
FAA Headquarters
Aircraft Evaluation Group
Accountable Directorate
National Transportation Safety Board
Manufacturer/Vendor

Procedural Guidance:

Order 1380.51 Program Tracking and Reporting Subsystem
Order 8300.10 Airworthiness Inspector’s Handbook
Order 8000.276 National Aviation Safety Inspection Program

NOTE: DynaComm (Policy Subsystem Document) should be searched to determine other applicable guidance required to perform this task.

1. As directed or requested by FAA Headquarters to participate in special inspections or assist NTSB investigations
 - 1.1 Open PTRS record
 - K: Order 1380.51
2. Plan/organize inspection of designated operator/facility
 - 2.1 Attend FAA Headquarters team leader briefing, if appropriate
 - K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
 - 2.2 Determine specific purpose and scope of inspection, prepare agenda, and request team members with required expertise
 - K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
 - 2.3 Notify members of inspection team of scheduled inspection in accordance with approved procedures
 - K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
 - 2.4 Prepare/distribute information packets for team members that contain:
 - Background information and agenda for inspection
 - FAA forms/formats for documenting inspection findings
 - K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
 - 2.5 Schedule and conduct pre-inspection meeting with team members, if required, to:
 - Review conduct of inspection
 - Assign specific areas for investigation
 - Plan documentation and reporting of findings
 - K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
3. Prepare for inspection
 - 3.1 Attend pre-inspection briefing with Certificate Holding District Office (CHDO)
 - K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
 - 3.2 Collect and review all pertinent guidance material concerning the inspection:
 - Material in team member packets
 - Federal Aviation Regulations
 - Advisory Circulars

- FAA correspondence to organization being inspected
 - Pertinent manuals, e.g., operations specifications, operations and maintenance manuals, training programs
 - Enforcement history
 - Service Difficulty Reports
 - K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
- 3.3 Review written reports of previous inspections to note the typical types of problems encountered (but not to pre-judge the organization being inspected)
- K: Order 8300.10, Vol. 2, Chap. 211
 - K: Order 8300.10, Vol. 2, Chap. 212
4. Conduct inspection
- 4.1 Conduct inspection in accordance with FAA directives
- 4.2 Analyze data to determine compliance with FAA regulations, policies, and directives
5. Document findings with supporting information and recommended corrective action, if appropriate
- 5.1 Discuss preliminary findings with team leader:
- If findings do not have sufficient documentation for inclusion in final report, conduct additional inspections/interviews
- K: Order 8000.276
- 5.2 Identify problems and extent to which they exist:
- Major/minor significance
 - Isolated problem area
 - System deficiency/breakdown
- K: Order 8000.276
- 5.3 Specify the particular regulation or procedure that was not complied with or followed
- K: Order 8000.276
- 5.4 Identify underlying cause and recommend corrective action, if appropriate
- K: Order 8000.276
6. Prepare final report (when assigned as team leader)
- 6.1 Conduct debriefing with team members
- K: Order 8000.276

- 6.2 Draft and coordinate final report with FAA Headquarters and regional offices, as appropriate
K: Order 8000.276
- 6.3 Consolidate and finalize report based on results of coordination and team debriefing
K: Order 8000.276
- 6.4 Debrief CHDO
K: Order 8000.276
- 6.5 Submit final report with supporting documentation to requesting authority
K: Order 8000.276
- 7. Close PTRS record
K: Order 1380.51

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