



# Flight Standards Automation System



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## Vital Information Subsystem Procedures Manual (VPM)

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Prepared by:

**U. S. Department of Transportation**

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Aviation Data Systems Branch

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## **Forward**

It is important to note that FAA Order 1380.54 incorporates the Vital Information Subsystem (VIS) Procedures Manual (VPM) into the organizational and procedural framework for implementing and maintaining the VIS database within Flight Standards. Requirements and procedures contained in this manual are mandatory for all personnel.

The VPM introduces the users in the Flight Standards community to requirements for data entry and definitions of the data fields in the following seven files:

- Air Operator
- Environmental
- Air Agency
- Fractional-91K
- Designee
- Check Airman
- Non-Certificated Activity

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John Fodermaier  
FSAS Business Program Manager  
AFS-620

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## CHAPTER 1. GENERAL INFORMATION

### 1. Purpose

This manual provides guidance to all users of the Flight Standards Automation System (FSAS), Vital Information Subsystem (VIS), on completing records accurately and consistently. It is referred to as the VIS Procedures Manual (VPM).

### 2. Utilization

The guidance in this manual is to be used in conjunction with, but takes precedence over, the VIS User Manual. The information contained in the VIS User Manual explains how to keystroke the data and the VPM defines the information that is to be entered in the VIS data fields. The chapters in the VPM are organized by the seven files in VIS (Air Operator, Environmental, Air Agency, Fractional Owner – 91K, Designee, Check Airman, Non-Certificated) and the definitions of the data fields are in order as they appear on the software screens for each file.

### 3. Distribution

The VPM is distributed to the Associate Administrator for Aviation Safety; to the branch level in the Washington Headquarters Flight Standards Service; to the Program Director, FAA Academy, and to 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 Field Offices. In addition, the VPM is electronically distributed to all Flight Standards offices. Washington and regional Flight Standards divisions, and Field Offices should ensure that this manual is distributed to all aviation safety inspectors (ASIs). This document may be found at <http://av-info.avr.faa.gov/fsas/UserManuals/Manuals.asp>.

### 4. Structure

This VPM is structured for AFS personnel to use; and is subject to change as new procedures, guidelines, databases, software, and hardware become available. In addition, this VPM is structured so revisions to this manual can be easily incorporated. Future revisions of the VPM will be distributed electronically.

Abbreviations/coding and terminology used in the development of the Flight Standards Automation System (FSAS) State and Country Table(s) was taken from the Federal Information Processing Standard (FIPS) Publication (FIPS Pub) 5-2, "Codes for the Identification of the States, the District of Columbia and the Outlying Areas of the United States, and Associated Areas" for the States, Puerto Rico, Guam, the Marshall Islands, etc.

Additional verification may be found on the US Postal Service Web page: <http://www.usps.com>.

### 5. Revisions

The Flight Standards Regulatory Support Division, AFS-600, FSAS Program Management will distribute revisions to this manual as needed. Recommendations for changes to the VIS and the VPM may be reported to the FSAS Business Program Manager, AFS-600 (See Appendix A).



## **CHAPTER 2. OVERSIGHT RESPONSIBILITIES**

AFS Managers, Supervisors, Aviation Safety Inspectors (ASI), and support personnel should be aware of their responsibilities, which relate to VIS. These responsibilities are as follows:

### **1. VIS Program Responsibility**

The Flight Standards Service, Regulatory Support Division, AFS-600, has the primary responsibility for management oversight of VIS.

### **2. Regional Flight Standards Division (RFSD)**

RFSDs have an oversight responsibility for the accuracy and currency of data entered and maintained in VIS by Field Offices. They will assist and enable Field Offices to maintain a database of the highest possible quality.

### **3. Office Managers and Supervisors**

Managers and supervisors are responsible for being knowledgeable in the contents of this manual and the VIS User Manual. Manager and supervisors shall use the following guidelines:

#### **A. Security**

Managers and supervisors shall establish office policies and procedures to ensure that strict compliance is upheld regarding security measures outlined in the (OASIS) FSAS VIS/PTRS Technical and Administrative Guide and FAA Order 1370.86, AVR Information Systems Security Protection. Flight Standards automated systems contain both sensitive and confidential information. It is extremely important that this protected information be safeguarded when non-FAA persons are visiting the Field Offices. Security measures should include, but are not limited to, basic risk management procedures. For example, routine changes in passwords that allow authorized users to access local databases; encouraging FAA personnel not to leave userid/password combinations in visible or easily accessible areas within the workstations; protection against unauthorized disclosure of information through electronic mail devices; and regular systems integrity checks to identify potential problems in securing information.

#### **B. Supervision**

Managers and supervisors should ensure that inspectors and support personnel are aware of their individual responsibility for the accurate, timely, and consistent recording of information in VIS, and the annual revalidation.

#### **C. Database Maintenance**

Managers and supervisors should develop policies and procedures for regular VIS data entry/updating, data retrieval, and incremental daily and weekly backup of the database. The FSAS System Administrator should follow the guidelines established in the (OASIS) FSAS VIS/PTRS Technical and Administrative Guide for regular software and hardware maintenance of FSAS.

**D. Training**

Managers and supervisors should ensure VIS training is provided for all personnel. FSAS training can be scheduled for personnel through established training procedures.

**E. Freedom of Information Act (FOIA)**

This information contained in VIS is intended for official use only; however, it may be releasable under FOIA.

**F. Data Quality Control**

Managers and supervisors must establish procedures to periodically review for data quality to ensure that VIS data is complete, consistent, valid, and correct. Managers and supervisors should be well aware that local data is passed on to NVIS; thus, prompting them to perform periodic reviews of their personnel's work to ensure the highest quality possible. The information in VIS should not be altered in order to change or manipulate the surveillance work programs for the Field Offices. Information in NVIS is used extensively in Safety Performance Analysis System (SPAS), Technical Analysis Program for FSAS (TAP), and Regional Automated Modular Planning Software (RAMPS).

Each data element can be checked using some or all of the following measures:

- **Completeness** - The data source/sources are checked to see that data fields specified as critical are filled. At this point, no assessment is made regarding the content of the field, only that data has been filled in.
- **Consistency** - Records are checked for consistency with other data elements in the same, or another database. For example, records in the check airman file are compared with records in the Air Operator Record.
- **Validity** - During data entry the values are checked with data contained in the FSAS edit tables. For example, entry of an air operator or air agency designator code is validated against the designator edit table. It is important to note that these checks cannot be used to determine if the data is correct, only that it is in the edit tables.
- **Correctness/Accuracy** - Data elements might be filled with data, which meets completeness, consistency, and validity criteria, but it can still be incorrect. Those closest to the situation represented by the data can best make checks for data correctness.

Regular review of the VIS data by managers/supervisors and inspectors is a key step in correcting obvious typing errors, and identifying missing or incorrect information. Answering the following questions may be helpful in ascertaining data quality:

- Are the appropriate inspectors using VIS?
- Are timely entries being made?
- Is the VIS data complete, consistent, valid, and accurate?
- Are all VIS records current for new operators?
- Are the remarks entered in a context that makes the intent readable, meaningful, useful, and understandable?

- Is information duplicated in Remarks that is already contained in other parts of the record, such as, identification of the activity, aircraft, or airmen?
- Is there a method of evaluation in place where the manager/supervisor or inspector can examine whether the recording of VIS information is complete, consistent, and valid?

#### **4. Aviation Safety Inspectors (ASIs)**

ASIs are responsible for becoming knowledgeable with the contents of this manual and the VIS User's Manual. The following areas concerning VIS contain guidelines to be used by ASIs:

##### **A. Data Entry**

ASIs are responsible for the completeness, accuracy, and consistency of the information entered in the VIS. Inspectors should also periodically review the VIS files for which they are responsible to ensure that the data is of the highest quality possible.

There are three basic types of data entry fields:

- Red fields - These fields are "required" fields. Data must be entered into these fields before the record can be closed.
- Blue fields - These fields are "optional" fields. Data may be entered into these fields, but is not required to close the record.
- Black fields - These fields are "prohibited" fields. Data in these fields can be:
  - Autofilled based on necessary data provided to AFS-600 to receive certificate numbers; or
  - Fields that do not pertain to records for specific types of designation/certification or FARs.

## B. System Security

To access FSAS, user will be logged in using their AVS ID. See Table 1-1.

**Table 1-1**

<b>Table of FSAS Functions</b>	
Levels	Function Available
4	All FSAS functions are available
3	Add Modify Delete Read Query Reports
2	Add Modify Read Query Reports
1	Read Query Reports

## 5. Support Personnel

The FSAS System Administrator and other support personnel are responsible for becoming knowledgeable with the contents of this manual and with their duties associated with VIS. The following areas of responsibility contain guidelines to be used:

### A. Security

Support personnel should observe security requirements outlined in the (OASIS) FSAS VIS/PTRS Technical and Administrative Guide and FAA Order 1370.86.

### B. Quality Control

Support personnel should review VIS to ensure that the required entries have been made and that those entries are accurately entered. Specific attention should be paid to the spelling and formatting of all fields, such as, airman name.

### C. Assistance

Support personnel should provide reports or records to the technical personnel, supervisors, and managers, as required; and provide guidance and assistance to other personnel who are unfamiliar with entering or retrieving VIS information.

### D. Inspector Data

The FSAS System Administrator should keep the inspector data file current. When an inspector is no longer assigned to a facility, the FSAS System Administrator should make sure that the inspector's "active" status is deselected and changed to "inactive" in the appropriate inspector data file. To remove the inspector from the table, delete the record. For example, if an employee

departs the FAA or your facility, you may wish to delete the record. Deleted records from the local database are not deleted from the National database.

**E. Backup**

The FSAS System Administrator or other support personnel acting in the position of FSAS System Administrator should perform backups for maintaining and protecting VIS files as directed in the (OASIS) FSAS VIS/PTRS Technical and Administrative Guide.



## **CHAPTER 3. FSAS SITE MANAGEMENT**

### **1. Purpose**

The purpose of this document is to define the steps, and roles/responsibilities in support of establishing a new FSAS (PTRS and VIS) site or consolidating offices. The target audience for this document is Manager, Supervisor or Regional FSAS System Administrator requesting the new office, the FSAS Business Program Manager, the FSAS IT Program Manager, the FSAS System Administrator and those groups tasked with performing the work.

This document outlines the process a Requestor shall follow to request a new FSAS site and/or consolidate data from offices. It further identifies the roles and responsibilities of those involved in the process. The Coordinator is the point of contact for the process. All information should flow back to the Coordinator who is responsible for ensuring all steps of the process are completed. The Coordinator shall communicate progress to the Requestor, FSAS IT Process Group and the Operations Safety System (OPSS) Point of Contact.

Please note that many of these steps occur simultaneously.

### **2. New Office Request Process**

#### **A. Document Need**

The Requestor documents the need for a new FSDO to the Business Program Manager (BPM) in AFS-620 and to the IT Program Manager (IT PM) in AQS-230 for review and approval.

- The initial request will include a completed “Mainframe New Office Request Form” (See Appendix B).
- The initial request will indicate what server the new office will be hosted on or if new equipment is being requested. If new equipment is required AQS-250 will be contacted. They will work directly with the Point of Contact on equipment needs.
- Initial request will indicate the office type; FSDO, CMO, AEG etc.
- AQS-230 will notify the Requestor and the Coordinator of the approval or denial of the request.

#### **B. Point of Contact**

At this time, the Requestor may appoint a FSAS System Administrator or other point of contact to work directly with the Coordinator.

#### **C. Inform OPSS**

The Coordinator informs OPSS that a new office is being created.

#### **D. Assign New Codes**

The BPM assigns a new office code and selects the airport code. The airport code is part of the name of the database and therefore it is required. Input from the Requestor and/or AQS-250 Application Data Services (ADS) may be sought in determining the airport code.

**E. Inform Coordinator**

The BPM informs the Coordinator of the new office code and airport code.

**F. Notify Mainframe**

The Coordinator notifies the AFS-620 (Mainframe Support) to add the office to the Mainframe. The Coordinator provides the “Mainframe New Office Request Form” to AFS-620.

**G. Initiate SQL Database**

The Coordinator advises AQS-250 (SQL Support) to create the database, knowledge base and local OASIS database using the office code and airport code assigned, and is advised upon their completion.

**H. Create Local Groups & Accounts**

FSAS System Administrator creates local Windows/OASIS group and accounts and notifies AQS-250 (ADS) and the Coordinator upon completion.

**I. Populate Database**

Volpe populates the database and notifies the Coordinator.

**J. Begin Replication**

Volpe notifies AQS-250 (ADS) to begin replication. AQS-250 (ADS) notifies Volpe and the Coordinator when replication is complete.

**K. Installation & Configuration**

The Coordinator notifies the assigned FSAS System Administrator to begin installation and configuration of the required server and client software. AQS Support Central supports the office on the installation and configuration.

**L. Upload Data**

The FSAS System Administrator installs server, client software, runs the Admin tool, and uploads data to Mainframe and notifies the Coordinator. The Coordinator informs Volpe of the upload.

**M. Confirm Upload**

Volpe confirms upload to Mainframe and notifies the Coordinator.

**N. Report Progress**

The Coordinator reviews progress and reports completion of the effort to the Requestor and BPM.

### **3. Roles and Responsibilities to Establish/Consolidate PTRS/VIS (FSAS) in an Office(s)**

#### **A. The Requestor**

The Requestor is the supervisor, manager, or regional FSAS System Administrator requesting the new office. They generate the initial e-mail request for new office, identify office type (FSDO – CMO – etc., and submit the request to the FSAS Business Program Manager, FSAS IT Program Manager and the OPSS IT Program Manager. The Requestor submits the completed Mainframe New Office Request Form, assigns a POC (FSAS System Administrator), and identifies if new hardware is being requested. For consolidation of offices, the source office, target office, points of contact at each site and the timeframe shall be identified.

#### **B. FSAS Business Program Manager (AFS-620)**

The FSAS Business Program Manager (BPM)/AFS-620 receives and reviews the initial request to establish FSAS in an office or consolidate offices, and renders determination in coordination with AQS-230. In concert with AQS-230, also advises Coordinator if the new or consolidated office is approved. The BPM also assigns the new Office Code.

#### **C. IT FSAS Program Manager (AQS-230)**

The IT FSAS Program Manager/AQS-230 receives and reviews the initial request to establish FSAS in an office or consolidate offices, and renders determination in coordination with AFS-620. They notify the Requestor and Coordinator of this determination, and with the AFS-620, advise Coordinator if the new or consolidated office is approved.

#### **D. The Coordinator**

The Coordinator ensures all elements of the new office setup procedure are performed, and communicates pertinent information and progress to all relevant parties. Also coordinates all information with the Requestor and Program Managers. The Coordinator receives and distributes all required forms, ensures that FSAS IT process group and OPSS group are aware of request and its progress, and notifies BPM, IT Program Manager, and FSAS IT Process group upon completion of the office.

#### **E. Mainframe Support (AFS-620)**

Mainframe Support/AFS-620 receives and reviews the initial request to establish FSAS in an office, and adds the new office code to the District Office table on the mainframe.

#### **F. Application Data Services (AQS-250)**

Application Data Services (ADS Support)/AQS-250 creates new database and SQL replication from the Mainframe, and coordinates with FSAS System Administrator to create a new Organizational Unit (OU) and/or a new Windows group and adds users to the group.

#### **G. Volpe Center**

Volpe Center populates the database, verifies upload to Mainframe, and ensures all elements of the consolidation procedure are performed. In addition, it communicates pertinent information and progress to all relevant parties, coordinates the consolidation of large amounts of data among

offices, provides a spreadsheet of source office inspectors to target office, and coordinates consolidation of offices.

#### **H. Point Of Contact/FSAS System Administrator**

The Point of Contact (POC)/FSAS System Administrator completes the Mainframe New Office Request Form and provides the Coordinator with Requestors concurrence. They also coordinate with AQS-250 (SQL Support), and create a new Windows group with appropriate users. The POC/FSAS System Administrator installs and configures server and client software, and uploads data to Mainframe.

#### **I. Hardware (AQS-240/AQS-250)**

Hardware requirements are coordinated through AQS-250 as required.

#### **J. Support Central (AQS-250)**

AQS-250 supports requesting office to configure and install the application and upload/download tool.

#### **K. Source Office**

Source Office supports requesting office to configure and install the application and upload/download tool, and clears VIS and PTRS Exceptions. Source Office transfers Program Manager 91K records, Air Agency 141, 142, 145, and 147 records with a status of A (active) or P (precert), and Air Operator records with a status of A (active) or P (precert). All active Check Airman records will automatically transfer. Source Office provides the record key of Environmental, Non-Certificated and Designee to the Coordinator, as well as the record key of all open and planned PTRS records to be transferred. In addition, Source Office prior to transfer ensures all PTRS records are checked-in.

#### **L. Target Office**

Target Office adds inspectors from the source office to the local database, and uses the Admin Tool under the Transfer PTRS View to increment the PTRS number to support the transfer of PTRS records from the source office. Target Office ensures equipment, organizational unite and access issues are addressed with AQS-250.

### **4. Consolidation of Offices Request Process**

The transfer of large amounts of data may require the assistance of the Volpe Center to complete. If this request is made, the Volpe Center will act as the Coordinator for this process. The following steps are required to ensure the smooth transfer of data.

#### **A. Document Need**

The Requestor documents the need for the consolidation of offices to the Business Program Manager (BPM) in AFS-620 and to the IT Program Manager (IT PM) in AQS-230 for review and approval.

The initial request will include the source office, target office and a point of contact in both offices.

A timeframe for completion of the consolidation must be identified by the requestor.

**B. Inform OPSS**

The Coordinator informs OPSS that the data is being consolidated.

**C. Address Record Errors**

The source office will address all error exceptions prior to transferring any records.

**D. Add Inspector Records**

The Coordinator will provide a spreadsheet of inspectors from the source office that may be added to the target office's inspector file. The target office will add these records prior to any record transfers.

**E. Transfer Exceptions**

The source office is responsible for transferring the following types of records:

- Air Operator with a Certificate Status of A (active), P (precert) or T (terminated)
- Air Agency 141 (parent and satellite), 142 (parent and satellite), 145 and 147 records with a status of A (active) or P (precert). Satellite records with an inactive status will not be transferred.
- Active Check Airman records will automatically transfer with their associated Air Operator record.
- Program Manager (91K) with a Certificate Status of A (active), P (precert) or T (terminated).

**F. Mainframe Notification**

The source office will notify AFS-620 (Mainframe Support) they are transferring records.

**G. Special Record Keys**

If the offices require Environmental, Non-Certificated, Air Agency 183 or Designee records be moved from the source to the target office, the record key for the records to be transferred will be provided by the source office to the Coordinator.

**H. Air Agency 183 (Testing Centers) Records**

The Coordinator will work with FS60 to facilitate updating Air Agency 183 records.

**I. Other Special Records**

The Coordinator will work with the source and target office to copy the Environmental, Non-Certificated and Designee records. **Once copied, the records will be deleted from the source office.**

**J. PTRS Record Key**

If a large volume of PTRS records is to be transferred, the source office will provide the record key of all records with the status of "O" open or "P" planned to be transferred. The Coordinator will work with the target and source offices to facilitate the transfer. The source office is required to use the Admin Tool to allow for incoming records to be accepted. **Closed records will not be transferred.**

**K. Verify Data Movement**

Upon completion of the data movement, the FSAS System Administrator will be asked to verify the move. No data will be deleted from the source office until the FSAS System Administrator has verified the data in the target office.

**L. Final Procedures**

The Coordinator will provide a point of contact for the source and target offices to work with in AQS-250 (ADS Support) and AQS-250 (Hardware Support) to update organization units and address terminal services issues. AQS will coordinate with the Coordinator, as required.

**5. Sunsetting Offices**

Offices will be sunset at the direction of the BPM in AFS-620 and the IT Program Manager (AQS-230) in concurrence with the office. The Coordinator will facilitate this discussion. The sunsetting of offices means that they become inactive on the mainframe, not deleted. The SQL database shall remain in place until notified by the OPM and IT Program Manager.

## CHAPTER 4. AIR OPERATOR FILE

### 1. General

The Air Operator file is used to record pertinent data about the Air Operator. If the air operator operates under different Federal Aviation Regulations (FAR), e.g., 91 (public use), 121, 125, 129, 133, 135, or 137, then a separate designator must be issued and a separate record entered for each FAR. The exception is when the Air Operator operates under both FAR 121 and 135, then only one designator is issued as 121/135, and only one record needs to be entered.

It is extremely important that the record is current and accurate since the National Work Program Guidelines (NPG) and office developed work programs are generated utilizing this data. Current guidance dictates that validation of this file be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program, this validation should be as close to the annual VIS snapshot as practical. The VIS snapshot is normally conducted on the last Saturday of July.

**NOTE: An Environmental Record must be entered for each Air Operator Record.**

### 2. Data Entry Fields

#### A. Air Operator Name

This is the legal or official name of the air operator. This field is autofilled and cannot be edited.

#### B. Previous Designator

Entries in this field will only be made when the Air Operator had previously operated under another designator. It is important that the same legal entity is the user of the current and previous designator.

#### C. Certificate Number

A certificate number is a formal identifier, assigned by AFS-600, which distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

#### D. Previous Cert. Number

Entries in this field will only be made when the FAA re-codes certificate numbers, or whenever knowledge of previous certificate information is necessary, e.g., re-codification of air operator certificate numbers.

#### E. Certificate Issue Date

Enter the date the certificate was originally issued. The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. This date must not be changed when a certificate is re-issued for routine purposes, such as, changes in address, name, or certificate holding district office.

**F. Certificate Status**

Enter the current status of the certificate. The following options are valid codes/descriptions:

- A The certificate is active.
- C The certificate is being or has been transferred to another CHDO.
- D The certificate has been surrendered voluntarily.
- P The certificate is in the precertification process. The entry is changed to active when the certificate is issued or terminated when the air operator withdraws the application.
- R The certificate has been revoked.
- S The certificate has been suspended for a specified period. When the suspension period has been completed and the certificate has been returned to the air operator, the entry is changed back to active.
- T The applicant terminates precertification activities without a certificate being issued.

**G. Certificate Status Date**

The date in this field represents the date on which the Certificate Status (A-Active, D-Surrendered, R-Revoked, etc.) became effective. The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holder's status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).

**H. Certificate Type**

This field identifies the type of certificate held by the air operator. This field is autofilled and cannot be edited.

**I. Transferred CHDO**

Enter the four-character alphanumeric ID code of the flight standards office receiving management responsibilities for the certificate when it is transferred from one office to another. After the air operator record has been transferred, the losing office air operator record displays the ID code of the destination office to which the record has been transferred. The original record will remain in the VIS air operator table until the next rollover.

**NOTE: This field will only be displayed on the screen when the certificate status is "C."**

**J. Validation Date**

The Validation Date field is autofilled with today's date on creation of the Air Operator record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**K. Cert. Expiration Date**

Enter the expiration date as shown on the air operator certificate. Expiration dates are only required for FAR 133 rotorcraft external-load operators.

**L. Operating FAR**

This data field identifies the operational Federal Aviation Regulation (FAR) under which a person or organization conducts business. This field is autofilled and cannot be edited.

**M. Operations RO/DO**

This is the office ID of the assigned Principal Operations Inspector. This field is autofilled and cannot be edited.

**N. Principal Operations Inspector**

Enter the three-character inspector ID code of the assigned Principal Operations Inspector (POI).

**O. Maintenance RO/DO**

This is the office ID of the assigned Principal Maintenance Inspector. This field is autofilled and cannot be edited.

**P. Principal Maintenance Inspector**

Enter the three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

**Q. Avionics RO/DO**

This is the office ID of the assigned Principal Avionics Inspector. This field is autofilled and cannot be edited.

**R. Principal Avionics Inspector**

Enter the three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

**S. Authorizations****1) Exemptions/Deviations/Reliability**

Select **Exemptions** if the air operator has been granted an exemption from the requirements of any FAR by the Administrator under the provisions of FAR 11. List the exemptions in OPSS paragraph A005.

Select **Deviations** if the Administrator under the provision of a specific FAR has granted the air operator a deviation or authorization. List the exemptions in OPSS paragraph A005.

Select **Reliability** if a Reliability program is authorized by the operations specifications paragraphs D074 or D075.

**T. Certificated Kinds of Operation****1) 91 Cert Kind of Operation**

This field is autofilled with "PUB" and cannot be edited.

**NOTE: Only public use operators are entered in the Air Operator Record under FAR 91.**

**2) 121 Cert Kind of Operation**

For FAR 121 and 121/135 air operators, enter the three-character code for the kind of operation. The following options are valid entry codes/descriptions:

DOM	Domestic
DFG	Domestic and Flag
SUP	Supplemental (PAX/Cargo)
SCO	Supplemental (Cargo Only)

**NOTE: One or both of the following two fields must be entered if the FAR entry is "135" or "121/135." If the carrier is authorized as a "commuter operating fixed wing airplanes," then it automatically receives "on-demand authority" for fixed wing airplanes. If the carrier is authorized as a "commuter operating rotorcraft," then it automatically receives "on-demand authority" for rotorcraft.**

**3) 135 Cert Fixed Wing**

For FAR 135 and 121/135 air operators, enter the three-character code for the kind of operation. The following options are valid entry codes/descriptions:

CMA	Commuter Airplane
ODA	On-Demand Airplane PAX/Cargo
ODC	On-Demand Airplane Cargo Only

Definitions of the three kinds of operations listed above can be found in Order 8400.10, Volume 3, Chapter 1, Section 3.

**4) 135 Cert Rotorcraft**

For FAR 135 and 121/135 air operators, enter the three-character code for the kind of operation. The following options are valid entry codes/descriptions:

CMR	Commuter Rotorcraft
ODC	On-Demand Rotorcraft Cargo Only
ODR	On-Demand Rotorcraft PAX/Cargo

Definitions of the three kinds of operations listed previously can be found in Order 8400.10, Volume 3, Chapter 1, Section 3.

**5) 125 Cert Kind of Operation**

For FAR 125 air operators, enter the three-character code for the kind of operation. The following options are valid entry codes/descriptions:

BPC	Both Passenger and Cargo
CAO	Cargo Only
FCO	Full Deviation Cargo Only
FPC	Full Deviation Pax & Cargo
FPO	Full Deviation Pax Only
PAS	Passenger Only
PCO	Partial Deviation Cargo Only
PPC	Partial Deviation Pax & Cargo
PPO	Partial Deviation Pax Only

Definitions of FAR 125 operations for BPC, CAO, and PAS can be found in Order 8700.1, Volume 2, Chapter 72, Section 1.

Definitions of the six kinds of deviations (FCO, FPC, FPO, PCO, PPC, and PPO) listed above can be found in Order 8700.1, Volume 2, Chapter 73, Section 1.

**6) 137 Cert Kind of Operation**

Enter the three-character code for the kind of operation. The following options are valid entry codes/descriptions:

COM	Commercial
PRV	Private

**U. FAR 135 Types of Operation Information**

Entries in these eleven fields are required when the operating FAR is 135 or 121/135. Select all applicable types of operation.

**1) Basic Part 135 Operator**

Select for the Air Operator using more than one pilot-in-command (PIC) and authorized (because of the operation's size and scope), certain deviations from FAR 135.

**2) Single Pilot Operator**

Select for the Air Operator using only one pilot for FAR 135 operations.

**3) Single Pilot In Command**

Select for the Air Operator using only one pilot-in-command and up to three second-in-command pilots for FAR 135 operations.

**4) Commuter 9 PAX or Less**

Select for the Air Operator operating aircraft, other than turbojet powered, with a maximum passenger seating configuration of nine seats or less in scheduled passenger carrying operations, with a frequency of operations of at least five round trips per week on at least one route between two or more points according to the published flight schedules.

**5) OnDmnd 9 PAX or Less**

Select for the Air Operator operating aircraft with a maximum passenger-seating configuration of nine seats or less either in on-demand service, or in scheduled operations not meeting the definition of "commuter" in the preceding Paragraph.

**6) 10 PAX or More**

Select for the Air Operator operating one of the following:

- 1 airplane(s) with a maximum passenger seating configuration of ten seats or more either in on-demand service or in scheduled operations not meeting the definition of "commuter" in the preceding Paragraph; or
- 2 rotorcraft with a maximum passenger-seating configuration of ten seats or more.

**7) Day only (No means Day/Night)**

Select for the Air Operator not authorized to operate at night.

**8) Seaplane**

Select for the Air Operator authorized to conduct FAR 135 operations with airplanes requiring an airplane single-engine or multiengine sea rating.

**9) Extended Over Water**

Select for the Air Operator authorized to conduct FAR 135 operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline, and for helicopter operations, more than 50 nautical miles from an offshore heliport structure.

**10) VFR Only, Fixed Wing**

Select for the Air Operator authorized to operate airplanes under VFR only.

**11) VFR Only, Rotorcraft**

Select for the Air Operator authorized to operate rotorcraft under VFR only.

**V. FAR 129 Types of Operation Information**

Entries in these five fields are required when the operating FAR is 129.

**1) FAR 129 Approved Maintenance Program**

Select for a foreign air operator with an approved maintenance program under the provisions of FAR 129.14.

**2) Operates scheduled passenger service into US**

Select for a foreign air operator that conducts operations into the United States in accordance with a published schedule for passenger operations listed in the Official Airline Guide (OAG).

**3) Operates scheduled cargo service into US**

Select for a foreign air operator that conducts operations into the United States in accordance with a published schedule for cargo only operations, that includes dates or times (or both) that is openly advertised or otherwise made readily available to the general public.

**4) Operates non-scheduled service into US**

Select for a foreign air operator that conducts operations into the United States that does not meet the criteria for scheduled operations described in either of the two preceding Paragraphs, e.g., charter service.

**5) Operates "N" registered aircraft**

Select for a foreign air operator that operates aircraft registered under the provisions of FAR 47, Subpart B.

**W. FAR 125 Types of Operation Information (Certificate 125 Air Operators and Deviation Holders)**

Entries in these six fields are required when the operating FAR is 125.

**1) Corporate Deviation**

Select for an Air Operator that conducts corporate/executive operations under FAR 125 deviation.

**2) Extended Over Water**

Select for the Air Operator authorized to conduct FAR 125 operations over water at a horizontal distance of more than 50 nautical miles from the nearest shoreline, and for helicopter operations, more than 50 nautical miles from an offshore heliport structure.

**3) Hotel-Casino Deviation**

Select for an Air Operator that conducts hotel-casino operations under FAR 125 deviation.

**4) Foreign, 125.247**

Select for an FAR 125 air operator that operates U.S. registered aircraft outside the United States by a person who is not a citizen of the United States and complies with the provisions of FAR 125.247.

**5) Parachute Deviation**

Select for an Air Operator that conducts intentional parachute jumps under FAR 125 deviation.

**6) Special Deviation**

Select if a deviation other than those listed above have been authorized.

**X. FAR 133 Types of Operation Information**

Entries in these four fields are required when the operating FAR is 133.

**1) External Load Class A**

Select if the air operator conducts operations where the external load cannot move freely, cannot be jettisoned, and does not extend below the landing gear.

**2) External Load Class B**

Select if the air operator conducts operations where the external cargo load can be jettisoned and is lifted free of land and/or water by a cargo hook or winch.

**3) External Load Class C**

Select if the air operator conducts operations where the external cargo load can be jettisoned and remains in contact with land or water, e.g., a wire stringing operation.

**4) External Load Class D**

Select if the air operator conducts operations where the external cargo load is other than class A, B, or C and is approved on an individual basis through the issuance of operations specifications.

**Y. FAR 137 Types of Operation Information**

An entry in the following field is required when the operating FAR is 137.

**1) Economic Poisons**

Select if the air operator dispenses (1) any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects, rodents, nematodes, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals, which the Secretary of Agriculture shall declare a pest; and (2) any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.

**Z. Number of Personnel**

Each field requires an entry. Include only individuals under operational control of the Air Operator. Operational control means the ability to hire, fire, schedule, and promote the individual employee.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

**1) PIC Captains [91, 121, 125, 133, 135, 137]**

Enter the number of persons employed by the air operator primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under FAR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons will be qualified and trained as a PIC by the air operator.

**2) Other Pilots [91, 121, 125, 133, 135, 137]**

Enter the number of persons employed by the air operator primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under FAR 61. This person may or may not be

qualified and trained as a PIC by the air operator but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in-command (SIC) pilot.

**3) Flight Engr Examiner [121, 125]**

Enter the number of persons employed by the air operator designated by the FAA under the provisions of FAR 183, Subpart C, with privileges to conduct practical tests under FAR 63, Subpart B, for qualified applicants.

**4) Flight Engineers [91, 121, 125, 137]**

Enter the number of persons employed by the air operator primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under FAR 63, Subpart B.

**5) Pilot Examiners [91, 125, 133, 135, 137]**

Enter the number of persons employed by the air operator designated by the FAA under the provisions of FAR 183, Subpart C, with privileges to conduct practical tests under FAR 61 to qualified applicants.

**6) Check Airman [121, 125, 135]**

Enter the number of persons designated by the Administrator as check airman for the air operator under the provisions of FAR 121.401(a)(4), FAR 135.323(a)(4) or FAR 125.295. Do not include persons authorized under the provisions of FAR 142.55(a).

**7) Aircrew Prog Designees [121, 135]**

Enter the number of air operator employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of FAR 183. Do not include persons authorized under the provisions of FAR 142.55(a).

**8) Flight Attendants [91, 121, 125, 135]**

Enter the number of persons employed by the air operator primarily to perform duties required by FAR 91.533, FAR 121.391, FAR 125.269 or FAR 135.107.

**9) Dispatchers [121]**

Enter the number of persons employed by the air operator primarily for the purpose of exercising the privileges of an FAA aircraft dispatcher certificate issued under FAR 65, Subpart C.

**10) Navigators [129]**

Enter the number of persons employed by the air operator primarily for the purpose of exercising the privileges of an FAA flight navigator certificate issued under FAR 63, Subpart C.

**11) Inspectors [91, 121, 125, 133, 135, 137]**

Enter the number of persons employed by the air operator who either (1) hold an inspection authorization issued under FAR 65.91, but are not working under the provisions of a continuous airworthiness maintenance program of the FAR 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the FAR 121 or 135 air carrier maintenance program but are not identified as designated inspectors.

**12) Designated Inspectors [121, 135]**

Enter the number of persons employed by the FAR 121 or 135 air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of FAR 121.369(b)(3) or FAR 135.427(b)(3).

**13) Non-Certificated Mech [91, 121, 125, 133, 135, 137]**

Enter the number of aircraft mechanics employed by the air operator who have not been certificated by the FAA under the provisions of FAR 65, Subpart D. A non-certificated mechanic must be working under the supervision of a certificated mechanic or repairman as authorized by FAR 43.3(d).

**14) Certificated Mech [91, 121, 125, 129, 133, 135, 137]**

Enter the number of persons employed by the air operator who have been certificated by the FAA under the provisions of FAR 65, Subpart D.

**15) Repairmen [121, 135]**

Enter the number of persons employed by the air operator who have been certificated by the FAA under the provisions of FAR 65, Subpart E.

**16) Total Number of Employees [91, 121, 125, 133, 135, 137]**

Enter the total number of employees regardless of the type of work performed who are employed by the air operator.

**17) Crewmember Training**

Enter the code for the method by which flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable FAR. The POI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions:

- A Contracts out most/all training
- N No training required
- P Contracts out for a moderate amount of training
- T Performs most/all training

**NOTE: An entry into the Contractor Sub-Table is required when "A" or "P" is selected for FAR 121 or 121/135 air operators.**

**18) Airworthiness Agreement**

Enter the code for the method by which the continuous airworthiness maintenance program is conducted, as required by the applicable FAR. The PMI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions:

- A Contracts out most/all maintenance
- M Performs most/all maintenance

- N Continuous airworthiness maintenance program not required  
P Contracts out a substantial maintenance function

**NOTE: An entry into the Contractor Sub-Table is required when option A or P is selected for FAR 121 or 121/135 air operators.**

**AA. Chief Executive Officer**

The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title..

**1) Name**

Enter the name of the person performing chief executive officer duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as “Jr.,” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

**2) Title**

Enter the organizational title of the person.

**3) Address 1**

Enter the business address of the person.

**4) Address 2**

Enter the second line of the address, if needed.

**5) Address 3**

Enter the third line of the address, if needed.

**6) City**

Enter name of the city or town.

**7) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**8) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**9) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**10) Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**11) Extension**

Enter the extension number, if necessary, to reach the person.

**12) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**BB. Areas of Scheduled Operations**

Select for each region code in which the air operator conducts scheduled passenger or scheduled cargo operations. This excludes scheduled public charter operations under 14 CFR Part 380. Leave blank for on-demand operations.

AL

CE

EA

GL

NE

NM

SO

SW

WP

**1) Hazmat Carried**

Select if the air operator has an FAA approved hazardous materials (hazmat) program, has accepted hazmat-handling procedures, and has been authorized to carry hazardous materials. This field applies to FAR 121, 125, and 135 only.

**2) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the air operator or other computer files.

**3) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use it.

**4) National Use**

This is a three-character field provided for use as directed by FAA Headquarters for specific tracking purposes on a temporary or permanent basis.

**CC. FAR 121, FAR 135 and FAR 121/135 Maintenance and Reliability Programs Info****1) 9 or Less - Approved Aircraft Inspection Program (AAIP) under 135.419**

Select if the air operator has an approved aircraft inspection program for aircraft with nine or less passenger seats under 135.419.

**2) 9 or Less - Maintained under 135.411(a)(1)**

Select if the air operator operates aircraft with nine or less passenger seats and elects to maintain its aircraft under FAR 135.411(a)(1).

**3) 10 or More - Continuous Airworthiness Maintenance Program (121 or 135)**

Select if the air operator has a continuous airworthiness maintenance program for aircraft with 10 or more passenger seats.

**4) 9 or Less 135 On-Demand CAMP**

Select if the FAR 135 on-demand air operator has a continuous airworthiness maintenance program for aircraft with nine or less passenger seats.

**5) 9 or Less 135 Commuter CAMP**

Select if the FAR 135 commuter air operator has a continuous airworthiness maintenance program for aircraft with nine or less passenger seats.

**6) 10 or More or 121 - Approved Corrosion Prevention Program**

Select if the FAR 121 air operator or FAR 135 air operator operating aircraft with 10 or more passenger seats has an approved corrosion prevention program.

**7) 10 or More or 121 - Reliability Program Encompasses Entire Aircraft**

Select if the FAR 121 air operator or FAR 135 air operator operating aircraft with 10 or more passenger seats has an approved reliability program encompassing the entire aircraft.

**8) 10 or More or 121 - Reliability Program Does Not Cover Entire Aircraft**

Select if the FAR 121 air operator or FAR 135 air operator operating aircraft with 10 or more passenger seats has an approved reliability program covering some portion of the aircraft.

**3. Sub-Table Records****A. Name, Address, and Phone Numbers Sub-Table Record**

There are 17 possible name/address codes used in this Sub-Table record and there are six different data entry forms associated with these name/address codes. The entry in the name/address code field determines which data entry form will appear on the screen. The

appropriate form will appear after the selection is made. The “Address” fields will not be available for Operations Specifications FAR 119 required positions.

**1) Name/Address Code**

Enter one of the following codes describing a defined role within the air operator's organization:

**a) *ASV (Agent for Service)***

This is the person or company designated by the air operator upon whom all legal notices, processes and orders, decisions, and requirements of the DOT, FAA, and NTSB shall be served.

**b) *CEO (Chief Executive Officer)***

The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

**c) *CIN (Chief Inspector)***

This is the person who is employed to fulfill the requirements of FAR 119.65(a). This position is required for FAR 121 and optional for other FARs.

**d) *CPT (Chief Pilot)***

This is the person who is employed to fulfill the requirements of FAR 119.65(a), 119.69(a), or 133.21. This position is required for FAR 121, 133, and 135. It is optional for other FARs.

**e) *DMT (Director of Maintenance)***

This is the person who is employed to fulfill the requirements of FAR 119.65(a) or 119.69(a). This position is required for FAR 121 and 135. It is optional for other FARs.

**f) *DOP (Director of Operations)***

This is the person who is employed to fulfill the requirements of FAR 119.65(a), 119.69(a), or 125.25. This position is required for FAR 121, 125, and 135. It is optional for other FARs.

**g) *DOS (Director of Safety)***

This is the person who is employed to fulfill the requirements of FAR 119.65(a). This position is required for FAR 121 and optional for other FARs.

**h) *MGR (General Manager)***

The position is optional for all FARs. The general manager has overall management responsibility for all organizational activities of the air operator.

**i) *MML (Maintenance Main Base)***

This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

**j) MOL (Main Operations Location)**

This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight crewmember, flight attendant, dispatcher, and flight operations records is located, and (3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

**k) PAD (Primary Flight Attendant Domicile)**

This is the location where the air operator has the largest number of flight attendants assigned.

**l) PAT (Primary Flight Attendant Training Location)**

This is the location where the air operator conducts basic indoctrination training for flight attendants as required by FAR 121.421 or 135.349.

**m) PBO (Principal Base of Operations)**

This is the primary operating location as established by the certificate holder. Factors considered in determining the principal base of operations are listed in Order 8400.10, Volume 2, Chapter 1, Section 3.

**n) PMD (Primary Maintenance Domicile)**

This is the location where the air operator has the largest number of maintenance personnel assigned.

**o) PMT (Primary Maintenance Training Location)**

This is the location where the air operator conducts basic indoctrination training for maintenance personnel as required by FAR 121.375 or 135.433.

**p) PPD (Primary Pilot Domicile)**

This is the location where the air operator has the largest number of pilots assigned.

**q) PPT (Primary Pilot Training Location)**

This is the location where the air operator conducts basic indoctrination training for pilots as required by the applicable FAR 121, Subpart N and 135, Subpart H.

**2) Name**

Enter the name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**3) Title**

Enter the organizational title of the person.

**4) Address 1**

Enter the business address of the person, company, or facility.

**5) Address 2**

Enter the second line of the address (if needed).

**6) Address 3**

Enter the third line of the address (if needed).

**7) City**

Enter the name of the city or town.

**8) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**9) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**10) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**11) Commercial Phone**

Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

**12) Extension**

Enter the telephone extension number, if necessary.

**13) Foreign Phone**

Enter the business telephone number including the country code and city code, if located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**B. Authorized DBAs (Doing Business As) Sub-Table Record**

This sub-table is for Air Operators doing business under a name other than the legal name to which the certificate is issued.

**NOTE: Handbook guidance requires that DBAs must be on file with the Department of Transportation or an appropriate state agency.**

**1) DBA Type**

Enter "P" if the name is the primary DBA name. If there is only one DBA, then it is the primary DBA. Enter "O" for all other DBAs. The air operator should be consulted to determine the primary DBA when there are multiple DBAs.

2) **Authorized DBA Name**

Enter any authorized name under which the Air Operator is doing business, as authorized in OPSS Paragraph A001.

C. **Waivers/Authorizations Sub-Table Record**

1) **Waivers/Authorizations (FARs)**

Enter the FAR from which the air operator holds a waiver or deviation. Valid entries are listed on the FSAS waivers/authorizations drop-down menu.

D. **Aircraft Sub-Table Record: FAR 91**

1) **FAR**

The only FAR available from the drop-down list is FAR 91.

2) **Aircraft Make/Model/Series**

a) ***Make/Model/Series***

Enter the make/model/series for each type of aircraft operated under FAR 91. The designation must be listed on the FSAS aircraft make/model/series table.

b) ***Pax/Cargo***

Enter the maximum passenger seating capacity listed on the aircraft specifications or the properly altered seating configuration of that aircraft approved by the FAA. Enter "0" (zero) for cargo operations.

c) ***Number Req Flight Attnds***

Enter the number of flight attendants required by FAR 91.533 for passenger-configured airplanes.

d) ***Number of Aircraft***

Enter the total number of aircraft by make/model/series that the air operator operates under the provisions of FAR 91.

**NOTE: The total number of aircraft listed in the Air Operator Record cannot exceed the total number of aircraft operated by the air operator. If a particular make/model/series can be operated in more than one configuration (Cargo or Pax), then enter the actual number of aircraft in the first record, and enter "0" (zero) in subsequent entries for the same make/model/series.**

e) ***Structural Inspection Program***

Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.

**E. Aircraft Sub-Table Record: FAR 121****1) FAR**

The only FAR available from the drop-down list is FAR 121.

**2) Aircraft****a) *Make/Model/Series***

Enter the make/model/series for each type of aircraft operated by the air carrier under FAR 121. The designation must be listed on the FSAS aircraft make/model/series table.

NOTE: Make only one entry for each make/model/series operated by the air operator. Enter the highest authorized passenger seating capacity for that make/model/series of aircraft.

**b) *Number of Passengers*****(1) Pax Demonstrated**

Enter the maximum demonstrated passenger seating capacity identified under FAR 121.291(a) or 121.291(b).

**(2) Pax Approved/Cargo**

Enter the number of passenger seats approved by the POI. Enter "0" (zero) for FAR 121 cargo operations.

**(3) Number Req Flight Attnds**

Enter the number of flight attendants used during the emergency evacuation demonstration conducted under FAR 121.291.

**(4) Number of Aircraft**

Enter the total number of aircraft by make/model/series that the air operator operates under the provisions of FAR 121.

**NOTE: The total number of aircraft listed in the Air Operator Record cannot exceed the total number of aircraft in the operations specifications. If a particular make/model/series can be operated in more than one configuration (cargo or pax), then enter the actual number of aircraft in the first record, and enter "0" (zero) in subsequent entries for the same make/model/series.**

**(5) Structural Inspection Program**

Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.

**(6) AQP**

Select if an Advanced Qualification Program (AQP) is approved for the make/model/series under the provisions of SFAR 58.

**F. Aircraft Sub-Table Record: FAR 125****1) FAR**

The only FAR available from the drop-down list is FAR 125. This field is autofilled and cannot be edited.

**2) Aircraft Make/Model/Series****a) *Make/Model/Series***

Enter the make/model/series for each type of aircraft operated by the air operator under FAR 125. The designation must be listed on the FSAS aircraft make/model/series table.

**b) *Max Pax/Cargo***

Enter the maximum passenger seating capacity demonstrated by the air operator under FAR 125.189. Enter "0" (zero) for FAR 125 cargo operations.

**c) *Number Req Flight Attnds***

Enter the number of flight attendants required by FAR 125.269 for passenger-configured airplanes.

**d) *Number of Aircraft***

Enter the total number of aircraft by make/model/series that the air operator operates under the provisions of FAR 125.

**NOTE: The total number of aircraft listed in the Air Operator Record cannot exceed the total number of aircraft operated by the air operator. If a particular make/model/series can be operated in more than one configuration (cargo or pax), then enter the actual number of aircraft in the first record, and enter "0" (zero) in subsequent entries for the same make/model/series.**

**e) *Structural Inspection Program***

Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.

**G. Aircraft Sub-Table Record: FAR 129****1) FAR**

The only FAR available from the drop-down list is FAR 129. This field is autofilled and cannot be edited.

**2) Aircraft Make/Model/Series****a) *Make/Model/Series***

Enter the make/model/series for each type of aircraft operated by the air operator under FAR 129. The designation must be listed on the FSAS aircraft make/model/series table.

**b) *FAA Apprvd MTC Program***

Select if an FAA maintenance program is approved for the make/model/series under the provisions of FAR 129.14.

**c) *Number of Aircraft***

Enter the total number of aircraft by make/model/series that the air operator operates under the provisions of FAR 129.

**NOTE: The total number of aircraft listed in the Air Operator Record cannot exceed the total number of aircraft authorized to conduct operations into the United States under FAR 129 by the air operator. If a particular make/model/series can be operated in more than one configuration (Cargo or Pax), then enter the actual number of aircraft in the first record, and enter "0" (zero) in subsequent entries for the same make/model/series.**

**H. Aircraft Sub-Table Record: FAR 133 and 137****1) FAR**

This is the FAR under which the identified aircraft are being operated. This field is autofilled and cannot be edited.

**2) Aircraft Make/Model/Series****a) *Make/Model/Series***

Enter the make/model/series for each type of aircraft operated by the air operator under FAR 133 or 137. The designation must be listed on the FSAS aircraft make/model/series table.

**b) *Number of Aircraft***

Enter the total number of aircraft by make/model/series that the air operator operates under the provisions of FAR 133 or 137.

**I. Aircraft Sub-Table Record: FAR 135****1) FAR**

This is the FAR under which the identified aircraft are being operated. This field is autofilled unless the operating FAR is 121/135 in which case enter 135.

**2) Aircraft Make/Model/Series****a) *Make/Model/Series***

Enter the make/model/series for each type of aircraft operated by the air operator under FAR 135. The designation must be listed on the FSAS aircraft make/model/series table.

**NOTE: Make only one entry for each make/model/series operated by the air operator. Enter the highest authorized passenger seating capacity for that make/model/series of aircraft.**

**b) Class**

Enter the broad grouping of aircraft having similar characteristics of propulsion, flight, or landing. The following options are valid entry codes/descriptions:

HEL	Helicopter
MEL	Multiengine Land
MES	Multiengine Sea
SEL	Single Engine Land
SES	Single Engine Sea

**NOTE: If a particular make/model/series can be operated in more than one class (such as an amphibious airplane) the make/model/series should be listed twice with each listing, showing the appropriate class, e.g., SES, SEL. Then enter the actual number of aircraft in the first record, and enter "0" (zero) in subsequent entries for the same make/model/series.**

**c) Turbine**

Select if the aircraft is turbine-powered.

**d) VFR Only**

Select for each make/model/series if the aircraft operates under VFR ONLY. Leave deselected if the aircraft flies under VFR/IFR.

**e) Day Only**

Select if the air operator is not authorized to operate this make/model/series of aircraft during night. Leave deselected if the air operator is authorized to operate this make/model/series of aircraft both day and night.

**f) Aircraft Used in Commuter Service**

Select if the make/model/series is operated in commuter service with this air operator.

**NOTE: A selection is valid only if "CMA" or "CMR" appears in the "Kinds of Operation" field for the air operator.**

**g) PAX Approved/Cargo**

Enter the number of passenger seats approved by the POI. Enter "0" (zero) for FAR 135 cargo operations.

**h) Number Req Flight Attnds**

Enter the number of flight attendants for each make/model/series required under the provisions of FAR 135.107.

i) *Number of Aircraft*

Enter the total number of aircraft by make/model/series that the air operator operates under the provisions of FAR 135.

**NOTE: The total number of aircraft listed in the Air Operator Record cannot exceed the total number of aircraft in the operations specifications. If a particular make/model/series can be operated in more than one configuration (cargo or pax), then enter the actual number of aircraft in the first record, and enter "0" (zero) in subsequent entries for the same make/model/series.**

j) *Structural Inspection Program*

Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.

**J. Contractor (121 or 121/135 only) Sub-Table Record**

**NOTE: Data can only be entered into this Sub-Table if an "A" or a "P" was entered in either the Crewmember Training or the Airworthiness Agreement field in the main record.**

1) **Contractor Designator**

Enter the two-element code that consists of a "designator" element made up of three characters and a "type" element, which identifies the contractor, e.g., E4XA, E4XR, E4XS, E4XX. The designator must be active on the FSAS designator code table. For non-certificated maintenance facilities, enter "N/A." If an "A" or "P" is entered in the Crewmember Training field, then "N/A" cannot be entered.

2) **FAR**

This is the Federal Aviation Regulation (FAR) under which the contractor has received authority to conduct business. This field is autofilled and cannot be edited. If the contractor is a non-certificated maintenance facility, then this field will be blank and an entry cannot be made.

3) **Type**

This field identifies the type of activity conducted by the contractor. This field is autofilled for FAR 141, 142 and 145 air agencies, and non-certificated maintenance facilities and cannot be edited. For FAR 121 or 121/135 air operators, enter either "T" for contract pilot training or "M" for contract maintenance.

**NOTE: The following 13 fields are autofilled for certificated operators/agencies. For non-certificated maintenance facilities, enter the information as described after each field name.**

4) **Contractor Name**

This field will be autofilled if it is a certificated operator or agency. Otherwise, enter the name of the contractor.

5) **Address 1**

Enter the business address of the contractor.

**6) Address 2**

Enter the second line of the address (if needed).

**7) Address 3**

Enter the third line of the address (if needed).

**8) City**

Enter the name of the city or town.

**9) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**10) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. If the address is outside of the United States or U.S. possession, then enter the postal code (if available) of the country/state/province.

**11) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**12) Contractor Phone**

Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

**13) Foreign Phone**

Enter the business telephone number including the country code and city code, if located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**14) FAX**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**15) Internet Address**

Enter the electronic mail (e-mail) address.

**16) Airport ID**

Enter the alphanumeric identifier for the airport on which the contractor is located. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

**K. Remarks Sub-Table Record****1) Comment Text**

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

## CHAPTER 5. ENVIRONMENTAL FILE

### 1. General

The environmental file is used to record pertinent data about air operators who conduct operations within the geographic boundaries of the office. This includes the air operator certificates held by the office. If the air operator conducts operations under different Federal Aviation Regulations (FAR), e.g., 121 or 135, then a separate record is required for each FAR.

**NOTE: The CHDO must have an Environmental Record for each Air Operator. This applies even if the Air Operator conducts no operations within the geographic boundaries of the CHDO.**

It is extremely important that the record is current and accurate since the National Work Program Guidelines (NPG) and office developed work programs are generated utilizing this data. Current guidance dictates the validation requirement of this file be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program this validation should be as close to the annual VIS snapshot as practical. The VIS snapshot is normally conducted on the last Saturday of July.

If the record becomes inactive or obsolete, then the System Administrator must delete it.

Required entries for each FAR are indicated in brackets after each field name, e.g., [121, 129, 135].

### 2. Data Entry Fields

#### A. Maintenance Facility Activities

A variety of maintenance activities can be performed at a facility. Select the appropriate activity fields to identify all the maintenance activities.

##### 1) Fueling [121, 135]

Select if the air operator's aircraft are fueled at this location. Fueling by a contractor also requires a record to be entered in the Contractor Sub-Table.

##### 2) Perform B Checks [91, 121, 125]

Select if the air operator performs "B checks" (inspections that require disassembly, evaluation of aircraft systems, and repair in an environment), or an equivalent level of hourly or calendar inspections at this location.

##### 3) Contract Maintenance [121, 135]

Select if the air operator contracts for maintenance or services from others. Selection of this field requires a record to be entered in the Contractor Sub-Table.

##### 4) Major Repair/Alt [91, 121, 125, 133, 135, 137]

Select if major repairs or major alterations are performed at this location as defined in FAR 43, Appendix A Company Maint Prsnl [91, 121, 125, 133, 135, 137]

Select if there are personnel employed by the air operator based at this facility to perform maintenance activities.

**5) Structure Repair [91, 121, 125, 133, 135, 137]**

Select if the facility is staffed, stocked, and equipped to perform structural repairs on a routine basis. This does not include those repairs accomplished on a case-by-case basis, e.g., repairs to an aircraft that cannot be flown.

**6) Hangar Facility [91, 121, 125, 133, 135, 137]**

Select if the operator has unrestricted use of hangar space appropriate to the scope of its maintenance activities, permitting most maintenance to be performed in a lighted area under cover from weather. A nose dock may be considered a hangar facility consistent with environmental conditions.

**7) Insp. - Structural [91, 121, 125, 133, 135, 137]**

Select if structural inspection program tasks are performed at this location, e.g., supplemental structural inspection document (SSID) for B-737.

**8) Parts [91, 121, 125, 133, 135, 137]**

Select if any engine, propeller, component, accessory, material, or hardware used on the air carrier's aircraft are stored or processed at this location. Do not select if all parts are brought in on an as-required basis.

**9) Inspections - NDT [91, 121, 125, 133, 135, 137]**

Select if this location is equipped and staffed to perform non-destructive inspections, e.g., radiography, magnetic particle, eddy current, ultrasonic, fiber optics.

**10) Manuals [91, 121, 125, 133, 135, 137]**

Select if any of the air operator's maintenance manuals are located at this location. This can include all types of media, e.g., hard copy, microfiche, computer based.

**11) Insp. - Str Corros'n [91, 121, 125, 133, 135, 137]**

Select if personnel based at this location perform corrosion inspection activities.

**12) Aircraft Records [91, 121, 125, 133, 135, 137]**

Select if any official maintenance records required by the FAR are maintained at this location.

**13) Deferred Maint [91, 121, 125, 133, 135, 137]**

Select if MEL deferrals are cleared at this location.

**14) Training Records [91, 121, 125, 133, 135, 137]**

Select if any maintenance training records maintained at this location are: (1) the official records required by the FAR; or (2) local records, required to substantiate a person's qualifications to perform specific tasks or operate specific tools or equipment. Do not select if the assigned inspector determines that all such information is available on demand from a centralized record keeping system.

**15) HEMES [135]**

Select if this location performs maintenance/servicing for a helicopter hospital emergency medical evacuation service operations.

**NOTE: If selected, a rotorcraft must be identified in the Make/Model/Series Sub-table of the Environmental record.**

**16) SAWRS [91, 121, 125, 135]**

Select if equipment used to make National Weather Service approved observations is maintained and operated by the air operator.

**NOTE: If the equipment is maintained and operated by an entity other than the Air Operator, then the information should be entered in the Non-Certificated activity file.**

**17) Unscheduled Maint [91, 121, 125, 133, 135, 137]**

Select if unscheduled maintenance is performed on "in-service" aircraft at this location.

**18) Altimeters [91, 121, 125, 133, 135, 137]**

Select if the altimeter-setting source, as described in Advisory Circular 91-14, as amended, is maintained and operated by the air operator.

**NOTE: If the altimeter-setting source is maintained and operated by an entity other than the Air Operator, then enter the information in the Non-Certificated activity file.**

**19) SFAR 36 [121, 135]**

Select if the air operator has been issued a letter of authorization to perform a major repair on a product using technical data that have not been approved by the Administrator and to approve that product for return to service under the provisions of SFAR 36.

**20) Specialty Shop [91, 121, 125, 133, 135, 137]**

Select if specialized maintenance or alteration activities are conducted at this location, e.g., aircraft refurbishing, avionics repair or installation, supplemental type certificate (STC) installation/modification.

**21) Scheduled Maint. [91, 121, 125, 133, 135, 137]**

Select if scheduled maintenance checks or inspections in the air operator's maintenance and inspection programs are performed at this location. This does not preclude the facility from accomplishing other scheduled maintenance functions. A selection in this field requires an additional selection in the Non-Routine Maint field.

**22) Non-Routine Maint [91, 121, 125, 133, 135, 137]**

Select if maintenance is performed at the facility that is not scheduled but initiated based on discrepancies found during scheduled maintenance or a scheduled check.

**23) Maintenance Training Facility [91, 121, 125, 133, 135, 137]**

Select if the air operator conducts training for maintenance personnel at this location.

**24) Operations Facility Types**

There are two operations facility types: Operations Main Base (OMB) and Operations Station Facility (OSF). These fields are mutually exclusive and enable the associated activity fields for these facility types.

**25) Operations Main Base (OMB) [91, 121, 125, 133, 135, 137]**

Select if overall flight management and operational control is exercised at this location. An operations base typically will be that location that serves as the final repository for the certificate holder's flight crew, cabin crew, dispatch, and flight operations records. This is the appropriate selection for a single base FAR 121 supplemental air operator or a FAR 135 on-demand air operator with more than one operational location.

**26) Operations Station Facility (OSF) [121, 129, 135]**

Select if FAR 121 domestic and/or flag operators, supplemental operators, FAR 129 foreign operators, or FAR 135 commuter (nine passengers or less) operators originate, turnaround, or terminate a flight at this location.

**27) Operations Facility Activity**

A variety of operations activities can be performed at each facility type, which can be identified by selecting the appropriate activity field in the facility type column, i.e., OMB or OSF.

**28) Flight Crew Base [91, 121, 125, 133, 135, 137]**

Select if the air operator has management personnel assigned at this location to manage cockpit crewmembers. Do not select if this is a flight attendant base only.

**29) Training Devices [91, 121, 125, 133, 135, 137]**

Select if simulators, cockpit procedures trainers (CPT), cabin door training devices, wet ditching training devices, cabin training devices, etc. are at this location.

**30) Dispatch [121]**

Select if FAR 121 required flight dispatch functions are performed by certificated personnel at this location. Dispatch documents may not necessarily be stored at this location.

**31) HEMES [135]**

Select if the air operator performs flight operations for a helicopter hospital emergency medical evacuation service at this location.

**NOTE: If this activity is selected, then a rotorcraft must be identified in the Make/Model/Series Sub-Table of the Environmental record.**

**32) Trip Records [121, 135]**

Select if the air operator maintains required flight operations records at this location, e.g. load manifests, dispatch or flight release, flight plan, airworthiness release, or route certification, as specified in appropriate sections of FAR 121 or 135.

**33) Flight Following [121]**

Select if the air operator fulfills FAR 121.127 requirements at this location.

**34) Crew Member Records [91, 121, 125, 133, 135, 137]**

Select if FAR required crewmember records are maintained at this location, including records centrally maintained on a computer system. Local personnel must be responsible for assuring FAR currency requirements are met; flight time limitations are not exceeded; and FAR required training is accomplished.

**35) Flight Locating 135 [135]**

Select if the air operator fulfills FAR 135.79 requirements at this location.

**36) Dispatcher Records [121, 135]**

Select if FAR required records for dispatchers are maintained at this location, including records centrally maintained on a computer system. Local personnel must be responsible for assuring FAR currency requirements are met; duty time limitations are not exceeded; and FAR required dispatcher training is accomplished. This field does not apply to flight dispatch documents.

**37) Training Facility [91, 121, 125, 133, 135, 137]**

Select if this location is a facility where the Air Operator conducts training for operations personnel. This may range from an elaborate facility, to an appropriately lighted and equipped room where the operator conducts any of its FAR required training.

**38) SAWRS [121, 135]**

Select if the air operator is authorized to use weather information from a SAWRS facility at this location.

**NOTE: If the equipment is maintained and operated by an entity other than the Air Operator, then the information should be entered in the Non-Certificated activity file.**

**B. Number of Training Programs (121 or 135)**

In following six fields, a training program as defined in FAR 121 and 135 applies to each aircraft type and, if applicable, the particular variations within that aircraft type. Training program fields autofill to "0" (zero).

**1) Dispatch**

Enter the number of dispatcher training programs conducted at this location.

**2) Flight Engineer**

Enter the number of flight engineer training programs conducted at this location.

**3) Flight Attendants**

Enter the number of flight attendants training programs conducted at this location.

**4) Pilot Flight**

Enter the number of pilot flight training programs conducted at this location.

**5) Pilot Ground**

Enter the number of pilot ground training programs conducted at this location.

**6) Navigator**

Enter the number of navigator training programs conducted at this location.

**7) Assigned Maintenance Inspector [91, 121, 125, 129, 133, 135, 137]**

Enter the three-character inspector ID code of the person who is responsible for maintenance surveillance.

**8) Assigned Operations Inspector [91, 121, 125, 129, 133, 135, 137]**

Enter the three-character inspector ID code of the person who is responsible for operations surveillance.

**9) Assigned Avionics Inspector [91, 121, 125, 129, 133, 135, 137]**

Enter the three-character inspector ID code of the person who is responsible for avionics surveillance.

**C. Operations Liaison**

The operations liaison is the person who serves as the contact point between the air operator and the FAA on operations activities. The inspector contacts this official during a visit to the facility.

**1) Name [91, 121, 125, 129, 133, 135, 137]**

Enter the name of the person performing operations liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**2) Title [91, 121, 125, 129, 133, 135, 137]**

Enter the organizational title of the person.

**3) Phone [91, 121, 125, 129, 133, 135, 137]**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**4) Foreign Phone [91, 121, 125, 129, 133, 135, 137]**

Enter the business telephone number including the country code and city code, if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**D. Maintenance Liaison**

The maintenance liaison is the person who serves as the contact point between the air operator and the FAA on maintenance activities. The inspector contacts this official during a visit to the facility.

**1) Name [91, 121, 125, 129, 133, 135, 137]**

Enter the name of the person performing maintenance liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**2) Title [91, 121, 125, 129, 133, 135, 137]**

Enter the organizational title of the person.

**3) Phone [91, 121, 125, 129, 133, 135, 137]**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**4) Foreign Phone [91, 121, 125, 129, 133, 135, 137]**

Enter the business telephone number including the country code and city code if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**E. Total Number of Flights/Month [121, 125, 135]**

Enter the average number of arrivals per month. This field is required for FAR 121, 125, and 135. It is prohibited for other FARs.

**NOTE: Entries should be rounded to the next higher whole number. Do not enter zero.**

**F. Number of Employees**

Each field requires an entry. Include only individuals under operational control of the Air Operator. Operational control means the ability to hire, fire, schedule, and promote the individual employee.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

**1) PIC Captains [91, 121, 125, 133, 135, 137]**

Enter the number of persons domiciled at this location employed by the air operator primarily for the purposes of exercising the privileges of an FAA pilot certificate issued under FAR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. This person will be qualified and trained as a PIC by the air operator.

**2) Other Pilots [91, 121, 125, 133, 135, 137]**

Enter the number of persons domiciled at this location employed by the air operator primarily for the purposes of exercising the privileges of an FAA pilot certificate issued under FAR 61. This person may or may not be qualified and trained as a PIC by the air operator but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in-command (SIC) pilot.

**3) Check Airman [121, 125, 135]**

Enter the number of persons domiciled at this location and designated by the Administrator as a check airman for the air operator under the provisions of FAR 121.401(a)(4), FAR 135.323(a)(4) or FAR 125.295.

**4) Flight Attendants [91, 121, 125, 135]**

Enter the number of persons domiciled at this location employed by the air operator primarily to perform duties required by FAR 91.533, FAR 121.391, FAR 125.269 or FAR 135.107.

**5) Inspectors [91, 121, 125, 133, 135, 137]**

Enter the number of persons domiciled at this location employed by the air operator who either (1) hold an inspection authorization issued under FAR 65.91 but are not working under the provisions of a continuous airworthiness maintenance program of the FAR 121 or 135 air carrier; or (2) have been employed to fulfill inspection responsibilities of the FAR 121 or 135 air carrier maintenance program but are not identified as designated inspectors.

**6) Designated Inspectors [121, 135]**

Enter the number of persons domiciled at this location employed by the FAR 121 or 135 air carrier who are not full time inspection employees, but have specific inspection authority, and who derive their inspection authority through the continuous airworthiness maintenance program of the air carrier under the provisions of FAR 121.367(b)(3) or FAR 135.427(b)(3).

**7) Certificated Mechanics [91, 121, 125, 129, 133, 135, 137]**

Enter the number of persons domiciled at this location employed by the air operator who have been certificated by the FAA under the provisions of FAR 65, Subpart D.

**8) Non Certificated Mechanics [91, 121, 125, 133, 135, 137]**

Enter the number of aircraft mechanics domiciled at this location employed by the air operator who have not been certificated by the FAA under the provisions of FAR 65, Subpart D.

**9) Repairmen [91, 121, 125, 133, 135, 137]**

Enter the number of persons domiciled at this location employed by the air operator who have been certificated by the FAA under the provisions of FAR 65, Subpart E.

**10) Ground Personnel [91, 121, 125, 133, 135, 137]**

Enter the number of persons other than flight crew, cabin crew and maintenance personnel domiciled at this location employed by the air operator.

**11) Flight Engineers [91, 121, 125, 137]**

Enter the number of persons domiciled at this location employed by the air operator primarily for the purposes of exercising the privileges of an FAA flight engineer certificate issued under FAR 63, Subpart B.

**G. Number of Specialty Shops****1) Maintenance [91, 121, 125, 133, 135, 137]**

Enter the number of maintenance specialty shops, e.g., brake shop, propeller shop, upholstery shop, at this location staffed by employees of the air operator. Each shop can be listed in the Remarks Sub-table.

**2) Avionics [91, 121, 125, 133, 135, 137]**

Enter the number of avionics specialty shops, e.g., radio shop, instrument shop, radar shop, at this location staffed by employees of the air operator. Each shop can be listed in the Remarks Sub-table.

**H. Performs CAMPs (121 or 135 ONLY) [121, 135]**

Select if the air operator is authorized a continuous airworthiness maintenance program at this location under the provisions of FAR 135.411(a)(2) or FAR 121. Do not select if the aircraft are maintained under FAR 135.411(a)(1).

**I. 135 Commuter (135 ONLY) [135]**

Select for an FAR 135 air operator that carries passengers on at least five round trips per week on at least one route between two or more points according to published flight schedules operating either: 1) airplanes, other than turbojet powered airplanes, having a maximum passenger-seat configuration of 9 seats or less, excluding each crew member seat, and a maximum payload capacity of 7,500 pounds or less, or 2) rotorcraft. Do not select if the above criteria does not apply.

**J. Scheduled Cargo [121, 135]**

Select if the air operator has a published schedule for the purpose of moving cargo in air transportation. Do not select if the above criteria does not apply. This is a required field for FAR 135, and an optional field for all other FARs.

**K. Validation Date [91, 121, 125, 129, 133, 135, 137]**

The Validation Date field is autofilled with today's date on initial entry of the operator record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**L. Associated Reference ID [91, 121, 125, 129, 133, 135, 137]**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the air operator or other computer files.

**M. Special Purpose [91, 121, 125, 129, 133, 135, 137]**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use this field.

**3. Sub-Table Records****A. Simulators Sub-Table Record (Excludes FAR 129 and 133 Only)****1) Environmental Simulators****a) *Simulator ID***

Enter the simulator ID code for each type of simulator/flight training device used by the air operator at this location. The ID code must conform to the FSAS Simulator Look-up Table. Create a separate sub-table record for each simulator ID.

**NOTE: If no simulator ID is listed in the Simulator Lookup Table for a particular device, then contact the National Simulator Team.**

**b) *Level***

This is the category of complexity assigned to the specific simulator/flight training device by the national simulator team. This field is autofilled and cannot be edited.

**c) *Make/Model/Series***

This is the make/model/series of the aircraft that the simulator/flight training device supports. This field is autofilled and cannot be edited.

**d) *Sponsor Name***

This entity is responsible for ensuring that the simulator/flight training device meets or continues to meet the standards established by the national simulator team. This field is autofilled and cannot be edited.

**e) *Assigned Inspector***

Enter the three-character inspector ID code of the assigned inspector.

**B. Contractor Sub-Table Record**

This sub-table is used to enter specific information regarding any contractor providing services such as fueling, contract maintenance, ground handling, training, or aircraft de-icing for the air operator.

**NOTE: If "Contract Maintenance" field was selected on Page 1 of the Environmental record, then a sub-table record must be completed for that contractor.**

**1) Environmental Contractors****a) *Contractor Name***

Enter the contractor's legal business name.

**b) Services**

At least one of the following seven fields must be selected.

**c) Maintenance - Maintenance**

Select if the contractor performs aircraft maintenance functions for the air operator at this location.

**d) Avionics - Maintenance**

Select if the contractor performs avionics maintenance functions for the air operator at this location.

**e) Fueling**

Select if the contractor performs fueling functions for the air operator at this location.

**f) Ground Handling**

Select if the contractor performs ground handling functions for the air operator at this location.

**g) De-Icing**

Select if the contractor performs de-icing functions for the air operator at this location.

**h) Maintenance Training**

Select if the contractor performs maintenance training for the air operator at this location.

**i) Avionics Training**

Select if the contractor performs avionics training for the air operator at this location.

**C. Aircraft Sub-Table Record****1) Environmental Aircraft****a) Aircraft**

Enter the make/model/series for each type of aircraft operated by the air operator into this location. The designation must be listed on the FSAS Make/Model/Series Look-up Table. Create a separate sub-table record for each aircraft type.

**NOTE: For Make/Model/Series Sub-Table records at the geographic location of Certificate Management Units (CMU) and Certificate Management Offices (CMO), enter all aircraft types identified in the Air Operator Record. The assigned Certificate Management Partial Program Manager (Fleet Manager) for each aircraft type should be identified as the assigned inspector below.**

**b) Maintenance**

Enter the type of maintenance, which is conducted at this location on this make/model/series. Only one type of maintenance can be selected. The following options are valid entry codes/descriptions:

- UM    Unscheduled maintenance is the only type of maintenance being performed at this location.
- SM    Unscheduled maintenance and scheduled maintenance are being performed at this location.
- NM    No maintenance is being performed or on-call maintenance is the highest level of maintenance being performed at this location.

**c) Maintenance Training**

Select if maintenance training is conducted at this location on this make/model/series.

**d) Structural Spot Inspection**

Select if structural inspections are performed at this location on this make/model/series. Structural spot inspections are conducted on aircraft undergoing structural evaluations as a part of aging aircraft programs, and structural repairs.

**2) Assigned Maintenance Inspector**

Enter the three-character inspector ID code of the assigned maintenance inspector.

**3) Assigned Operations Inspector**

Enter the three-character inspector ID code of the assigned operations inspector.

**4) Assigned Avionics Inspector**

Enter the three-character inspector ID code of the assigned avionics inspector.

**D. Remarks Sub-Table Record****1) Comment Text**

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**4. 91K Environmental Record****A. General**

The 91K environmental file is used to record pertinent data about 91K Operators who conduct operations within the geographic boundaries of the office. There are four sub-tables linked to this file: Simulator Sub-Table, Contractor Sub-Table, Aircraft Sub-Table, and Remarks Sub-Table. This includes the 91K Operators held by the office. If the 91K Operator conducts operations under different 14 Code of Federal Regulations (CFR), e.g., 121 or 135, then a separate record is required for each CFR.

It is extremely important that the record is current and accurate since the National Work Program Guidelines (NPG) and office developed work programs may be generated utilizing this data. Current guidance dictates the validation requirement of this file be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program this validation should be as close to the annual VIS snapshot as practical. The VIS snapshot is normally conducted on the last Saturday of July.

This chapter of the Vitals Procedures Manual (VPM) applies only to environmental records where the CFR is 91K. The terms 91K, 91K Operator, fractional owner and program manager are used synonymously throughout this document.

## **B. Data Entry Fields**

### **1) Geog DO**

This is the four-character alphanumeric ID code of the Flight Standards Office that has geographic responsibility for the 91K Operator at this airport. This field is autofilled and cannot be edited.

### **2) Program ID**

Enter the two-element code that consists of a "program identifier" element made up of three characters (alpha or numeric) and a "type" element which identifies the 91K Operator, e.g., AAAK. The program identifier must be active on the FSAS Designator Code Table.

### **3) Airport ID**

Enter the alphanumeric identifier for the airport where the 91K Operator conducts activities and where surveillance should be accomplished. It must be located within the geographic boundary of the Regional Office. If the location is not on an airport included in the FSAS Airport Table, then use the identifier of the nearest airport.

### **4) CFR**

This is the 14 Code of Federal Regulation (CFR) under which the 91K Operator has received authority to conduct business. This field autofills to the FAR listed in the local FSAS Designator Table for that 91K Operator.

### **5) Maintenance Facility Activities**

A variety of maintenance activities can be performed at a facility. Select if a maintenance activity applies to the 91K Operator.

#### **a) *Fueling***

Select if the 91K Operator's aircraft are fueled at this location

### **6) Contract Maintenance**

Select if the 91K Operator contracts for maintenance or services from others. Selection of this field requires a record be entered in the Contractor Sub-Table.

**7) Company Maintenance Prsnl**

Select if the 91K Operator has personnel employed at this facility to perform maintenance activities.

**8) Hangar Facility**

Select if the 91K Operator has unrestricted use of hangar space appropriate to the scope of its maintenance activities, permitting most maintenance to be performed in a lighted area under cover from weather. A nose dock may be considered a hangar facility consistent with environmental conditions.

**9) Parts**

Select if the 91K Operator has any engine, propeller, component, accessory, material, or hardware used on the 91K's aircraft stored or processed at this location. No check would be appropriate if all parts are used on an "as-required" basis.

**10) Manuals**

Select if the 91K Operator has maintenance manuals located at this location. This can include all types of media, e.g., hard copy, microfiche, computer-based.

**11) Aircraft Records**

Select if the 91K Operator has any official maintenance records required by the CFR are retained at this location.

**12) Training Records**

Select if any maintenance training records maintained at this location are: (1) the official records required by the CFR or (2) local records, required to substantiate a person's qualifications to perform specific tasks or operate specific tools or equipment. No checkmark entry is appropriate if the assigned inspector determines that all such information is available on demand from a centralized recordkeeping system at another location.

**13) Scheduled Maintenance**

Select if scheduled maintenance checks or inspections in the 91K Operator's maintenance and inspection programs are performed at this location. Selection of this field requires the choice of one of the five Maintenance and Inspection Programs.

**14) Unscheduled Maintenance**

Select if unscheduled maintenance is performed on "in-service" aircraft at this location.

**15) SAWRS**

Select if equipment used to make National Weather Service approved observations is maintained and operated by the 91K Operator.

**NOTE: If the equipment is maintained and operated by an entity other than a 91K Operator, then the information should be entered in the Non-Certificated Record.**

**16) Altimeters**

Select if the altimeter setting source as described in Advisory Circular 91-14(D) is maintained and operated by the 91K Operator.

**NOTE: If the altimeter-setting source is maintained and operated by an entity other than a 91K Operator, then enter the information in the Non-Certificated Record.**

**17) Specialty Shops**

Select if specialized maintenance or alteration activities are conducted at this location, e.g., aircraft refurbishing, avionics repair or installation, Supplemental Type Certificate (STC) installation/modification.

**18) Maintenance Training**

Select if the 91K Operator conducts training for maintenance personnel at this location.

**19) CFR 91K Maintenance and Inspection Program Information**

One of the five Maintenance and Inspection Programs below is required if the Maintenance Facility activity Scheduled Maintenance is selected.

**a) *91K Approved Inspection Programs Under 91.1109(b)1***

Select if the 91K Operator has a 91K Approved Inspection Program.

**b) *Continuous Airworthiness Maintenance Program (91K)***

Select if the 91K Operator has a Continuous Airworthiness Maintenance Program for aircraft under CFR 91K.

**c) *Inspection Program Contained in CAMP under 121, 135***

Select if the 91K Operator has a Continuous Airworthiness Maintenance Program for aircraft under CFR 121 or 135.

**d) *Approved Aircraft Inspection Program (AAIP) under 135.419***

Select if the 91K Operator has an Approved Aircraft Inspection Program for aircraft under 135.419.

**e) *Inspection Program Approved Under 125.247***

Select if the 91K Operator has an Approved Inspection Program for aircraft under CFR 125.247.

**20) Operations Facility Types**

There are two operations facility types: Main Base and Station Facility. If the "Main Base (OMB)" field is not selected, then an entry cannot be made in any of the OMB activity fields.

**a) *Main Base (OMB)***

Select if overall flight management and operational control is exercised at this location. An operations base typically will be that location that serves as the final repository for the certificate holder's flight crew, cabin crew, dispatcher, and flight operations records.

**b) *Station Facility (OSF)***

Select if the 91K Operator initiates and recovers flights at this location.

**21) Operations Facility Activity**

A variety of operations activities can be performed at each facility type that can be identified by selecting the corresponding activity field in the column, i.e., OMB or OSF.

**a) *Flight Crew Base***

Select if the 91K Operator has management personnel assigned at this location to manage cockpit crewmembers. Do not select if this is a Flight Attendant base only.

**b) *Scheduler/Flight Coordinators***

Select if the 91K Operator has scheduler/flight coordinator functions performed by personnel at this location.

**22) Trip Records**

Select if either departure or arrival documents are collected or retained at this location, e.g., Load Manifests, signed copies of the flight release or forms documenting the actual conduct of the flight.

**23) Crewmember Records**

Select if the CFT required crewmember records are maintained at this location, including records centrally maintained on a computer system. Local personnel must be responsible for assuring CFR currency requirements are met; flight time limitations are not exceeded; and CFR required training is accomplished.

**24) Training Devices**

Select if simulators, Cockpit Procedures Trainers (CPT), cabin door training devices, wet ditching training devices, cabin training devices, etc. are at this location. A Simulator Sub-Table Record is required if selected.

**25) Training Facility**

Select if this location is a facility where a 91K Operator conducts training for operations personnel. This may range from an elaborate facility, to an appropriately lighted and equipped room where the 91K Operator conducts any of its CFR required training.

**26) Number of Training Programs**

In the following five fields, a training program as defined in 91K and applies to each aircraft type and, if applicable, the particular variations within that aircraft type.

**a) *Schedulers/Flight Coordinators***

Enter the number of Schedulers/Flight Coordinator Training Programs conducted at this location.

**b) *Flt Attendant***

Enter the number of Flight Attendant Training Programs conducted at this location.

c) ***Pilot Ground***

Enter the number of Pilot Ground Training Programs conducted at this location.

d) ***Flt Engineer***

Enter the number of Flight Engineer Training Programs conducted at this location.

e) ***Pilot Flight***

Enter the number of Pilot Flight Training Programs conducted at this location.

**27) Company Point of Contact - Operations**

The operations point of contact is the person who serves as the contact point between the 91K Operator and the FAA on operations activities. The inspector contacts this official during a visit to the facility.

a) ***Name***

Enter the name of the person performing operations point of contact duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma then a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

b) ***Title***

Enter the organizational title of the person.

c) ***Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

d) ***Extension***

Enter the extension number, if necessary, to reach the person.

e) ***FAX***

Enter the fax number, if necessary, to reach the person.

f) ***Foreign Phone***

Enter the business telephone number including the country code and city code, if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

g) ***Alternate Phone***

Enter the alternate phone number, if necessary, to reach the person.

h) ***Cellular Phone***

Enter the cellular phone number, if necessary, to reach the person.

**i) E-mail Address**

Enter the electronic mail (e-mail) address.

**28) Company Point of Contact - Maintenance**

The maintenance point of contact is the person who serves as the contact point between the 91K Operator and the FAA on maintenance activities. The inspector contacts this official during a visit to the facility.

**a) Name**

Enter the name of the person performing operations point of contact duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma then a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**b) Title**

Enter the organizational title of the person.

**c) Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) Extension**

Enter the extension number, if necessary, to reach the person.

**e) FAX**

Enter the fax number, if necessary, to reach the person.

**f) Foreign Phone**

Enter the business telephone number including the country code and city code, if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**g) Alternate Phone**

Enter the alternate phone number, if necessary, to reach the person.

**h) Cellular Phone**

Enter the cellular phone number, if necessary, to reach the person.

**i) E-mail Address**

Enter the electronic mail (e-mail) address.

**29) Inspectors****a) *Assigned Operations Inspector***

Enter the three-character inspector ID code of the person who is responsible for Operations surveillance at this location.

**b) *Assigned Maintenance Inspector***

Enter the three-character inspector ID code of the person who is responsible for Maintenance surveillance at this location.

**c) *Assigned Avionics Inspector***

Enter the three-character inspector ID code of the person who is responsible for Avionics surveillance at this location.

**d) *Assigned Cabin Safety Inspector***

Enter the three-character inspector ID code of the person who is responsible for Cabin Safety surveillance at this location.

**30) Number of Employees**

Each field requires an entry. Include only individuals under operational control of the operator. Operational control means the ability to hire, fire, schedule, and promote the individual employee.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

**a) *PIC Captains***

Enter the number of persons employed by the 91K Operator primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons will be qualified and trained as a PIC by the 91K Operator.

**b) *Check Pilots***

Enter the number of persons designated by the Administrator as Check Pilots for the 91K Operator under the provisions of CFR 91K. Do not include persons authorized under the provisions of CFR 142.55(a).

**c) *Other Pilots (SIC)***

Enter the number of persons domiciled at this location employed by the 91K Operator primarily for the purposes of exercising the privileges of an FAA pilot certificate issued under CFR 61. These persons will be qualified and trained as an SIC by the 91K Operator.

**d) *Flight Attendants***

Enter the number of persons employed by the 91K Operator primarily to perform duties required by CFR 91K.

**e) *Flight Engineers***

Enter the number of persons employed by the 91K Operator primarily for the purpose of exercising the privileges of an FAA Flight Engineer certificate issued under CFR 63, Subpart B.

**f) *Instructors***

Enter the number of persons employed by the 91K Operator primarily for the purpose of aircraft ground and flight instruction.

**g) *Schedulers/Flight Coordinators***

Enter the number of persons employed by the 91K Operator primarily for the purpose of scheduling/ flight coordinating.

**h) *Inspectors***

Enter the number of persons employed by the 91K Operator who either (1) hold an Inspection Authorization issued under CFR 65.91, (2) are working under the provisions of a Continuous Airworthiness Maintenance Program of the CFR 91K 91K Operator, or (3) have been employed to fulfill inspection responsibilities of the CFR 91K Operator maintenance program.

**i) *Certificated Mechanics***

Enter the number of persons employed by the 91K Operator who have been certificated by the FAA under the provisions of CFR 65, Subpart D.

**j) *Avionics Technicians***

Enter the number of persons employed by the 91K Operator primarily to perform Avionics duties.

**k) *Others***

Enter the number of other persons employed by the 91K Operator at this location not included above.

**31) Validation Date**

Enter the date of which all fields in the Environmental Record have been verified by an inspector to be current and correct and validated by the 91K Operator. The validation may be done in person, by phone, by mail or electronic mail.

**32) Date Last Saved**

The date field is the date the record was last saved. It is autofilled with today's date and may not be changed.

**33) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the 91K Operator or other computer files.

**34) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office can use this field.

**C. Sub-Table Records****1) Simulators Sub-Table Record****a) *Environmental: Simulator or FTD*****(1) Simulator ID**

Enter the simulator ID code for each type of simulator used by the 91K Operator at this location. The ID code must conform to the FSAS simulator drop-down list. Create a separate sub-table record for each simulator ID. If an entry is not made in this field, then it may be made in the Make/Model/Series field.

**NOTE: If no simulator ID is listed in the Simulator Table for a particular device, then contact the National Simulator Program Manager (NSPM).**

**(2) Assigned Inspector**

Enter the three-character Inspector ID code of the assigned Inspector.

**(3) Level**

This is the category of complexity assigned to the specific simulator by the National Simulator Team. This field is autofilled and cannot be edited.

**(4) Sponsor Name**

This entity is responsible for ensuring that the simulator meets or continues to meet the standards established by the National Simulator Team. This field is autofilled and cannot be edited.

**(5) Make/Model/Series**

Enter the Make/Model/Series, if applicable. If an entry is made in the Simulator ID field above, then this field is autofilled with the Make/Model assigned by the NSPM and cannot be edited. If an entry is selected in this field, then the FTD Manufacturer, FTD Model and FTD Serial # is required.

**(6) FTD Manufacturer**

Enter the manufacturer's name. If an entry is made in the Simulator ID field above, then this field is prohibited.

**(7) FTD Model**

Enter the manufacturer's model. If an entry is made in the Simulator ID field above, then this field is prohibited.

**(8) FTD Serial#**

Enter the manufacturer's serial number. If an entry is made in the Simulator ID field above, then this field is prohibited.

(9) Special Remarks

This is a free-form field that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

2) Contractor Sub-Table Record

This sub-table is used to enter specific information regarding any contractor providing services such as fueling, contract maintenance, ground handling, training, or aircraft de-icing for the 91K Operator.

**NOTE: If the checkbox is selected in the "Contract Maintenance" field on Page 1 of the Environmental Record, then a sub-table record must be completed for that contractor.**

a) *Environmental Contractors*

(1) Designator

Enter the designator of the contractor. N/A is a valid entry.

(2) Contractor Name

This is the name of the contractor as defined on the Designator Table. If N/A is entered in the Designator field, then the contractor's legal business name must be entered.

(3) Maintenance Programs

Select the Maintenance Program for the contractor.

(4) Maintenance

Select if the contractor performs aircraft maintenance functions for the 91K Operator at this location.

(5) Avionics

Select if the contractor performs Avionics maintenance functions for the 91K Operator at this location.

b) *Maintenance Services*

(1) Fueling

Select if the contractor performs fueling functions for the 91K Operator at this location.

(2) Ground Handling

Select if the contractor performs ground handling functions for the 91K Operator at this location.

(3) De-Icing

Select if the contractor performs de-icing functions for the 91K Operator at this location.

c) ***Training Programs***

(1) Operations

Select if the contractor operates training for the 91K Operator at this location.

(2) Flight Attendant

Select if the contractor has flight attendants for the 91K Operator at this location.

(3) Maintenance

Select if the contractor performs maintenance training for the 91K Operator at this location.

(4) Avionics

Select if the contractor performs Avionics training for the 91K Operator at this location.

3) **Aircraft Sub-Table Record**

a) ***Environmental Aircraft***

(1) Aircraft

Enter the make/model/series for each type of aircraft operated by the 91K Operator at this location. The designation must be listed on the FSAS Make/Model/Series Table. Create a separate sub-table record for each aircraft type.

**NOTE: For Make/Model/Series Sub-Table records at the geographic location of Certificate Management Units (CMU) and Certificate Management Offices (CMO) enter all aircraft types identified in the 91K Operator file. The assigned Certificate Management Partial 91K Operator (fleet manager) for each aircraft type should be identified as the assigned Inspector below.**

b) ***Maintenance Programs***

One of the five following maintenance programs must be selected.

(1) 91K Approved Inspection Programs Under 91.1109(b)1

Select if the 91K Operator has a 91K Approved Inspection Program.

(2) Continuous Airworthiness Maintenance Program (91K) (CAMP)

Select if the 91K Operator has a Continuous Airworthiness Maintenance Program for aircraft under CFR 91K.

(3) Inspection Program Contained in CAMP under 121, 135

Select if the 91K Operator has a Continuous Airworthiness Maintenance Program for aircraft under CFR 121 or 135.

(4) Approved Aircraft Inspection Program (AAIP) under 135.419

Select if the 91K operator has an Approved Aircraft Inspection Program for aircraft under 135.419.

(5) Inspection Program Approved Under 125.247

Select if the 91K operator has an approved Inspection Program for the aircraft under CFR 125.247.

(6) Structural Spot Inspection

Select if structural inspections are performed at this location on this make/model/series. Structural spot inspections are conducted on aircraft undergoing structural evaluations as a part of aging aircraft programs and structural repairs.

c) *Inspectors*

(1) Assigned Operations Inspector

Enter the three-character Inspector ID code of the assigned Operations Inspector.

(2) Assigned Maintenance Inspector

Enter the three-character inspector ID code of the assigned Maintenance Inspector.

(3) Assigned Avionics Inspector

Enter the three-character inspector ID code of the assigned Avionics Inspector.

4) **Remarks Sub-Table Record**

a) *Comment Text*

This is a free-form field of unlimited length that the field office can use to enter additional information considered significant that is not recorded elsewhere in the record.

## CHAPTER 6. AIR AGENCY FILE

### 1. General

The air agency files are used to record pertinent data about air agencies. If the Air Agency provides services under different Federal Aviation Regulations (FAR), i.e., 141, 142, 145, 147, and 183, then a separate designator must be issued and a separate record entered for each FAR. Satellite records will have an entry in the parent designator code field. (See “Parent Designator” field below. Each designator is associated with a record type: C for Certification, S for Satellite and M for Supplemental.

It is extremely important that the records are current and accurate since the National Work Program Guidelines (NPG) and office developed work programs are generated utilizing this data. Current guidance dictates the validation requirement of these files be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program this validation should be as close to the annual VIS snapshot as practical. The VIS snapshot is normally conducted on the last Saturday of July.

### 2. FAR 141 Air Agency

#### A. Data Entry Fields

##### 1) FAR 141 Name

This is the legal or official name of the air agency. This field is autofilled and cannot be edited.

##### 2) Airport ID

Enter the alphanumeric identifier of the airport where the air agency provides services and surveillance should be accomplished. It must be located within the geographic boundary of the CHDO. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

##### 3) Parent Desg

Enter the four-character alphanumeric ID code of the parent air agency, if this is a record for a satellite.

##### 4) Physical Location

The physical address should include the following information and might not be the mailing address. Using this information, a person should be able to determine the location of facilities and equipment for purposes of inspection.

##### a) *Address 1*

Enter the first line of the address, which identifies the physical location of the air agency.

##### b) *Address 2*

Enter the second line of the address (if needed).

**c) Address 3**

Enter the third line of the address (if needed).

**d) City**

Enter the name of the city or town.

**e) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**f) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**g) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**h) Business Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**i) Fax**

Enter the business fax number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**j) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**k) E-mail Address**

Enter the electronic mail (e-mail) address.

**5) Mailing Address****a) Address 1**

Enter the first line of the address, which identifies the physical location of the air agency.

**b) Address 2**

Enter the second line of the address (if needed).

**c) *Address 3***

Enter the third line of the address (if needed).

**d) *City***

Enter the name of the city or town.

**e) *State***

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**f) *Postal Code***

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**g) *Country***

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**6) Chief Executive Officer**

The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

**a) *Name***

Enter the name of the person performing chief executive officer duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**b) *Title***

Enter the organizational title of the person.

**c) *Business Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) *Ext***

Enter the extension number, if necessary, to reach the person.

**e) *Fax***

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX

number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) *E-mail Address***

Enter the electronic mail (e-mail) address.

**7) Company Liaison**

The company liaison is the person who serves as the contact point between the air agency and the FAA. The inspector contacts this official during a visit to the facility.

**a) *Name***

Enter the name of the person performing liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as “Jr.,” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

**b) *Title***

Enter the organizational title of the person.

**c) *Business Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) *Ext***

Enter the extension number, if necessary, to reach the person.

**e) *Fax***

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) *E-mail Address***

Enter the electronic mail (e-mail) address.

**8) Certificate Number**

A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

**9) Certificate Status**

Enter the current status of the certificate. The following options are valid codes/descriptions:

- A The certificate is active.
- C The certificate is being or has been transferred to another CHDO.

- D The certificate has been surrendered voluntarily.
- R The certificate has been revoked.
- S The certificate has been suspended for a specified period of time. When the suspension period has been completed and the certificate has been returned to the air agency, the entry is changed back to active.

**10) Date of Status**

The date in this field represents the date on which the Certificate Status (A-Active, D-Surrendered, R-Revoked, etc.) became effective. The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the certificate holders status changed (final adjudication of legal enforcement proceedings, completion of certificate transfer requirements, voluntary surrender, etc.).

**11) Current Issue Date**

Enter the date on which the certificate was last re-issued, as a result of changes in the Air Agency name, address, ratings, certificate holding district office, or re-certification of a Foreign Repair Station. This date should not be altered when the certificate is re-issued for loss or damage, or when reissued for the purpose of correcting grammatical or typographical errors on the certificate.

**12) Original Issue Date**

The date in this field reflects the original date on which all requirements for certification were met, and the certificate became effective. The date is autofilled and cannot be edited.

**13) Expiration Date**

Enter the expiration date as shown on the air agency certificate. Expiration dates are required for FAR 141 pilot schools, FAR 142 foreign training centers, and FAR 145 foreign repair stations. For all other air agencies, this field is prohibited. For FAR 142 foreign training centers, this field is autofilled based on current issue date and may be edited if the certificate is reissued prior to expiration.

**14) Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the Air Agency record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**15) Pilot School Authorizations**

**a) *Pilot School***

Select if the pilot school meets the requirements of FAR 141 Subparts A through C.

**b) *Provisional Pilot School***

Select if the pilot school that does not meet the recent training experience requirements of FAR 141.5 (b) but does meet all other requirements.

**NOTE: One of these two fields is required. They cannot be selected at the same time.**

**c) *Flight/Ground***

Select this field if the pilot school has both approved flight and ground training course outlines (TCO).

**d) *Ground Only***

Select this field if the pilot school has an approved ground training course outline (TCO).

**e) *Active Satellites***

This field will be selected if the air agency has active satellites. This information is obtained at the time the satellites receive their designators to associate it with the parent designator. This field is autofilled and cannot be edited.

**f) *Associated With College/University***

Select if the air agency is associated with a college or university.

**16) Number of Personnel at this Location**

Each field requires an entry.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

**a) *Cert Instructors***

Enter the number of instructors other than the Chief and Assistant Chief Instructor(s) employed by the air agency.

**b) *Airworthiness Personnel***

Enter the number of certificated and non-certificated aircraft mechanics.

**c) *Chief/Asst-Chf Instructors***

This is the number of persons qualified under FAR 141.35 as Chief Instructor or FAR 141.36 as an assistant chief instructor. This field is autofilled and cannot be edited.

**d) *Check Instructors***

This is the number of persons qualified under FAR 141.35 as Check Instructors or FAR 141.36 as an assistant chief instructor. This field is autofilled and cannot be edited.

**e) *Total Employees***

Enter the total number of employees, regardless of the type of work performed, who are employed by the air agency at that location.

**f) *Average Annual Enrollment***

Enter the number of the average annual enrollments.

**g) *Number of Type Rating Courses***

Enter the total number of approved type rating training course outlines (TCOs), which is provided at that location.

**h) *Number of A/C Under 91.409(e)***

Enter the number of large airplanes, turbojet multiengine airplanes, turbo-propeller powered multiengine airplanes, and turbine-powered rotorcraft inspected under the provisions of FAR 91.409(e).

**i) *Number of Aircraft***

This is autofilled from the aircraft ancillary table and cannot be edited.

**j) *Principal Operations Inspector***

Enter the three-character inspector ID code of the assigned Principal Operations Inspector (POI).

**k) *Principal Maintenance Inspector***

Enter the three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

**l) *Principal Avionics Inspector***

Enter the three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

**NOTE: For FAR 141, an entry must be made for all three specialties. For Ground School only authorizations, only the POI field will be available.**

**17) Approved TCOs**

Within a curriculum, the TCO describes the content of a particular course by statement of objectives, description of teaching aids, definition of evaluative criteria, and indication of desired outcomes. This screen contains a matrix consisting of rows and columns that identify TCOs that have been approved for the school. Fields that is not applicable will be "grayed" out.

A "test course," as defined by handbook guidance and Advisory Circular 141-1 as revised, is a course of training for students who have accomplished a significant portion of training requirements outside of the Air Agency course. Completion of the test course is accomplished under the TCO with credit given for the time gained under FAR 61. TCOs can be approved for the following 10 category/class ratings which are identified by columns in the matrix: airplane multiengine land (MEL), airplane multiengine sea (MES), airplane single engine land (SEL), airplane single engine sea (SES), rotorcraft helicopter, rotorcraft gyroplane, power lift, glider, lighter-than-air airship, and lighter-than-air free balloons.

**NOTE: Each field may be selected by clicking in the box. If the Air Agency has Examining Authority, then click a second time in the box and the checkmark will change to "E."**

**a) *Recreational Pilot***

Select in each category/class rating column for which a TCO has been approved for a Recreational Pilot certification course as described in FAR 141, Appendix A. Select Grnd Schl, if appropriate.

**b) *Train to Std Rec Pilot***

Select in each category/class rating column for which a TCO has been approved for a Recreational Pilot certification course as described in FAR 141, Appendix A. Select Grnd Schl, if appropriate.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**c) *Add'n Cat/Class Rec Pil***

Select in each category/class rating column for which a TCO has been approved for an aircraft category or class-rating course as described in FAR 141, Appendix I. Select Grnd Schl, if appropriate.

**d) *Priv Pilot***

Select in each category/class rating column for which a TCO has been approved for a Private Pilot certification course as described in FAR 141, Appendix B. Select Grnd Schl, if appropriate.

**e) *Train to Std Pri Pilot***

Select in each category/class rating column for which a TCO has been approved for a Private Pilot test course as described in FAR 141, Appendix B, or Appendix F. Select Grnd Schl, if appropriate.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**f) *Add'n Cat/Class Pri Pil***

Select in each category/class rating column for which a TCO has been approved for an aircraft category or class-rating course as described in FAR 141, Appendix I. Select Grnd Schl, if appropriate.

**g) *Commercial Pilot***

Select in each category/class rating column for which a TCO has been approved for a Commercial Pilot certification course as described in FAR 141, Appendix D. Select Grnd Schl, if appropriate.

**h) *Train to Std Com Pilot***

Select in each category/class rating column for which a TCO has been approved for a Commercial Pilot test course as described in FAR 141, Appendix B, or Appendix F. Select Grnd Schl, if appropriate.

This test course is no longer authorized by FAR 141. The software will be modified in future revisions.

**i) *Add'n Cat/Class Com Pil***

Select in each category/class rating column for which a TCO has been approved for an aircraft category or class-rating course as described in FAR 141, Appendix I. Select Grnd Schl, if appropriate.

**j) *Airline Transport Pilot***

Select in each category/class rating column for which a TCO has been approved for an Airline Transport Pilot certification course as described in FAR 141, Appendix E.

**k) *Train to Std ATP***

Select in each category/class rating column for which a TCO has been approved for an Airline Transport Pilot test course as described in FAR 141, Appendix B, or Appendix F. Select Grnd Schl, if appropriate.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**l) *Add'n Cat/Class ATP***

Select in each category/class rating column for which a TCO has been approved for an aircraft category or class-rating course as described in FAR 141, Appendix E. Select Grnd Schl, if appropriate.

**m) *Instrument Rating***

Select in each category/class rating column for which a TCO has been approved for an Instrument rating course as described in FAR 141, Appendix C.

**n) *Train to Std Instr Rat***

Select in each category/class rating column for which a TCO has been approved for an Instrument rating test course as described in FAR 141, Appendix B, or Appendix F. Select Grnd Schl, if appropriate.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**o) *Add'n Instr Rating (AIR)***

Select in each category/class-rating column for which a TCO has been approved for an aircraft instrument category or class-rating course as described in FAR 141, Appendix C. Select Grnd Schl, if appropriate.

**p) *Train to Std AIR***

Select in each category/class rating column for which a TCO has been approved for an Instrument rating test course as described in FAR 141, Appendix B, or Appendix F. Select Grnd Schl, if appropriate.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**q) *Flight Instructor (FI)***

Select in each category/class rating column for which a TCO has been approved for a Flight Instructor certification course as described in FAR 141, Appendix F.

**r) *Train to Std FI***

Select in each category/class rating column for which a TCO has been approved for a Flight Instructor test course as described in FAR 141, Appendix B, or Appendix F. Select Grnd Schl, if appropriate.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**18) Additional Ground School Courses**

This area also contains fields to identify ground school TCOs approved under the provisions of FAR 141, Appendix L, which provide the student with the knowledge needed to safely exercise the privileges of the pilot certificate sought.

**a) *Flt Inst Instrmnt (FII)***

Select if a TCO has been approved for a Flight Instructor certification ground school course as described in FAR 141, Appendix G. Select Grnd Schl, if appropriate.

**b) *Train to Std FII***

Select in each category/class rating column for which a TCO has been approved for a Flight Instructor Instrument rating test course as described in FAR 141, Appendix B, or Appendix F. Select Grnd Schl, if appropriate.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**c) *Aircraft Type Rating***

Select in each category/class rating column for which a TCO has been approved for a Flight Instructor Instrument category or class-rating course as described in FAR 141, Appendix E. Select Grnd Schl, if appropriate.

**19) Additional School Courses**

**a) *Fundamentals of Instruction***

Select if the Air Agency has an approved TCO for pilot ground school course on the Fundamentals of Instruction.

**b) *Ground Instructor Basic***

Select if the Air Agency has an approved TCO for pilot ground school course on Ground Instructor Basics.

**c) *Ground Instructor Advanced***

Select if the Air Agency has an approved TCO for pilot ground school course on Ground Instructor Advanced.

**d) *Ground Instructor Instrument***

Select if the Air Agency has an approved TCO for pilot ground school course on Ground Instructor Instrument.

**20) Agriculture A/C Ops****a) *Airplane MEL***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator for a multiengine land airplane.

**b) *Airplane MES***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator for a multiengine sea airplane.

**c) *Airplane SEL***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator for a single-engine land airplane.

**d) *Airplane SES***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator for a single-engine sea airplane.

**e) *Rotorcraft Hel***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator for a rotorcraft helicopter aircraft.

**f) *Rotorcraft G/P***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator for a rotorcraft gyroplane.

**Note: This test course is no longer authorized by FAR 141. The software will be modified in future revisions.**

**g) *Power Lift***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator for power lift.

**h) *Grnd Schl***

Select if the Air Agency has a Training Course Outline (TCO) approved for agricultural aircraft operator.

**21) Rotorcraft Ext Load Ops****a) *Rotorcraft Hel***

Select if the Air Agency has a Training Course Outline (TCO) approved for rotorcraft helicopter.

**b) *Rotorcraft G/P***

Select if the Air Agency has a Training Course Outline (TCO) approved for rotorcraft gyroplane.

**c) *Grnd Schl***

Select if the Air Agency has a Training Course Outline (TCO) approved for rotorcraft external load operator.

**22) Test Pilot****a) *Airplane MEL***

Select if the Air Agency has a TCO approved for a test pilot certification course for a multi-engine land airplane.

**b) *Airplane MES***

Select if the Air Agency has a TCO approved for a test pilot certification course for a multi-engine sea airplane.

**c) *Airplane SEL***

Select if the Air Agency has a TCO approved for a test pilot certification course for a single-engine land airplane.

**d) *Airplane SES***

Select if the Air Agency has a TCO approved for a test pilot certification course for a single-engine sea airplane.

**e) *Rotorcraft Hel***

Select if the Air Agency has a TCO approved for a test pilot certification course for a rotorcraft helicopter.

**f) *Rotorcraft G/P***

Select if the Air Agency has a TCO approved for a test pilot certification course for a rotorcraft gyroplane.

**g) *Power Lift***

Select if the Air Agency has a TCO approved for a test pilot certification course for a power lift.

**h) *Gldr***

Select if the Air Agency has a TCO approved for a test pilot certification course for a glider.

**i) *LTA Air***

Select if the Air Agency has a TCO approved for a test pilot certification course for a lighter-than-air airship.

**j) *LTA Ball***

Select if the Air Agency has a TCO approved for a test pilot certification course for a lighter-than-air balloon.

**k) *Grnd Schl***

Select if the Air Agency has a TCO approved for a ground school test pilot.

**23) Special Operations Course**

Select if the Air Agency has a TCO approved for special operations.

**24) Pilot Refresher Courses****a) *Pilot Certificate***

Select if the Air Agency has a TCO approved for a pilot refresher course.

**b) *Category/Class***

Select if the Air Agency has a TCO approved for a category/class pilot refresher course.

**c) *Instrument***

Select if the Air Agency has a TCO approved for an instrument pilot refresher course.

**25) Other Refresher Courses****a) *Flight Instructor***

Select if the Air Agency has other approved TCOs for flight instructors.

**b) *Ground Instructor***

Select if the Air Agency has other approved TCOs for ground instructors.

**26) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the air agency or other computer files.

**27) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office may use this field.

**28) National Use**

This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The region or Field Offices should not use this field.

**29) PTRS Record ID**

The Auto Generate PTRS feature, if enabled, autofills with the original certification PTRS Record ID. This field is autofilled and cannot be edited. This feature may be enabled or disabled and is available through the System Administrator's Tool|. Please check with your FSAS System Administrator to verify the status of this feature for your office.

**B. Sub-Table Records****1) Aircraft Type Ratings, Special Operations, Pilot Refresher, Special Curricula, and other Approved TCOs Sub-Table Record**

For all approved TCOs selected in the "Approved TCOs" section of the main record, select all Category, Class, or Type that apply.

**2) Chief/Assistant Chief/Check Instructors Sub-Table Record**

This sub-table only applies to Chief and Assistant Chief Instructors. Do not include other instructors in this sub-table. One instructor could be both a chief and assistant chief instructor under the provisions of Order 8700.1, Volume 2, Chapter 143. There can be more than one chief instructor within the Air Agency, because there can be one chief instructor for each course of training.

**a) *Name***

Enter the name of the person performing chief instructor or assistant chief instructor duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**b) *Title***

Enter the organizational title of the person.

**c) *Core Cert #***

Enter the nine-digit pilot certificate number issued to the airman by the FAA. If the core certificate number is less than nine digits, then add enough zeros to the beginning of the certificate number to make up the required nine-digit number.

**d) *Category***

Enter the appropriate category. The following options are valid codes/descriptions:

F – Flight

G – Ground

B – Both

**e) *Chief Instructor***

Select if the instructor has been identified under FAR 141.33 as the Chief Instructor for any course at this Air Agency.

**f) *Asst Chief Instructor***

Select if the instructor has been identified under FAR 141.33 as the Assistant Chief Instructor for any course at this Air Agency.

**g) *Check Instructor***

Select if the instructor has been identified under FAR 141.33 as a Check Instructor for any course at this Air Agency.

**h) *Date Qualified***

Enter the date the Instructor became qualified to teach.

**i) *Date Trained***

Enter the date the last required check was completed.

**j) *Courses Approved***

This free-form field allows entry of the approved courses this Instructor has been approved to teach. If no entry is made, then the software defaults to “ALL.”

**3) DBAs Sub-Table Record**

This sub-table is for an Air Agency doing business under a name other than the legal name to which the certificate is issued.

**a) *Doing Business As***

Enter any authorized name under which the Air Agency is doing business as authorized in OPSS Paragraph A001.

**4) Exemptions Sub-Table Record**

This sub-table applies to exemptions from the requirements of any FAR granted to the air agency by the Administrator under the provisions of FAR 11.

**a) *Exemption Number***

Enter the assigned alphanumeric code for any exemption the air agency is authorized. The entry will require four digits plus an optional letter. Create a separate sub-table record for each

exemption. Additional information should be added in the Remarks Sub-Table, e.g., exemption name, exemption no., regulation, issue date, and, if applicable, expiration date.

**b) *Exemption Date***

Enter the date the exemption expires.

**5) Aircraft Sub-Table Record**

**a) *Make/Model/Series***

Select the make/model/series from the drop-down menu.

**b) *Aircraft Reg Number***

Enter the aircraft registration number.

**c) *Progressive Inspection Program***

Select if the Air Agency has a Progressive Inspection Program for this aircraft type.

**6) Rotorcraft External Load Operations or Agriculture Aircraft Operations Sub-Table Record**

Record required if Rotorcraft Hel is selected.

**a) *Designator Code***

Select the designator code from the drop-down menu.

**b) *Operator Name***

This field will autofill with the operator's name. This field cannot be edited.

**c) *FAR***

This field will autofill with the FAR under which the operator has received authority to conduct business. This field cannot be edited.

**d) *CHDO***

This field will autofill with the certificate holding district office's four-character identification. This field cannot be edited.

**e) *FAR 133 Expiration Date***

Enter the date the FAR 133 certificate expires.

**7) Associated Designees (view only) Sub-Table Record**

The information in this sub-table record is autofilled with data from associated Designee File(s) and cannot be edited. The information will be viewed only when the Designee and the Air Agency record is held by the same CHDO.

**8) Remarks Sub-Table Record****a) *Comment Text***

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**3. FAR 142 Air Agency****A. Data Entry Fields****1) Air Agency Name**

This is the legal or official name of the air agency. This field is autofilled and cannot be edited.

**2) Airport ID**

Enter the alphanumeric identifier of the airport where the air agency provides services and surveillance should be accomplished. It must be located within the geographic boundary of the CHDO. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

**3) Physical Location**

The physical address should include the following information and might not be the mailing address. Using this information, a person should be able to determine the location of facilities and equipment for purposes of inspection.

**a) *Address 1***

Enter the first line of the address, which identifies the physical location of the air agency.

**b) *Address 2***

Enter the second line of the address (if needed).

**c) *Address 3***

Enter the third line of the address (if needed).

**d) *City***

Enter the name of the city or town.

**e) *State***

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**f) *Postal Code***

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**g) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. This field will only appear if the Air Agency is a foreign agency.

**h) Business Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**i) Fax**

Enter the business fax number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**j) E-mail Address**

Enter the electronic mail (e-mail) address.

**4) Mailing Address****a) Address 1**

Enter the first line of the address, which identifies the physical location of the air agency.

**b) Address 2**

Enter the second line of the address (if needed).

**c) Address 3**

Enter the third line of the address (if needed).

**d) City**

Enter the name of the city or town.

**e) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**f) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**g) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. This field will only appear if the Air Agency is a foreign agency.

**5) Chief Executive Officer**

The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

**a) *Name***

Enter the name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**b) *Title***

Enter the organizational title of the person.

**c) *Business Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) *Ext***

Enter the extension number, if necessary, to reach the person.

**e) *Fax***

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) *E-mail Address***

Enter the electronic mail (e-mail) address.

**6) Company Liaison**

The company liaison is the person who serves as the contact point between the air agency and the FAA. The inspector contacts this official during a visit to the facility.

**a) *Name***

Enter the name of the person performing liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**b) *Title***

Enter the organizational title of the person.

**c) *Business Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) *Ext***

Enter the extension number, if necessary, to reach the person.

**e) *Fax***

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) *E-mail Address***

Enter the electronic mail (e-mail) address.

**7) Certificate Number**

A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

**8) Certificate Status**

Enter the current status of the certificate. The following options are valid codes/descriptions:

- A Active.
- C Transfer
- D Surrendered
- R Revoked
- S Suspended

**9) Date of Status**

A change was made this date to the certificate status. When the certificate status changes, the system autofills the field with today's date. The date can be replaced with a date earlier than today's date.

**10) Original Issue Date**

The date the certificate was originally issued appears in this field. This field is autofilled and cannot be edited.

**11) Current Issue Date**

Update this field when changes in the certificate holder's operation result in reissuance of the Air Agency certificate. Enter the date the certificate was reissued.

**12) Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the Air Agency record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**13) Associated with College/University**

Select if the Air Agency is associated with a college or university.

**14) Remote Training Sites Authorized**

Select if remote training sites are authorized in the training specifications of the certificate holding training center. Remote training sites are generally temporary in nature, and utilize facilities such as simulators or classrooms not under the operational control of the certificate holding training center.

**15) Number of Personnel at this location**

Each field requires an entry.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

**a) *Instructors***

Enter the number of instructors employed by the air agency.

**b) *Evaluators***

Enter the number of evaluators employed by the air agency.

**c) *Non-Cert Mechanics***

Enter the number of non-certificated aircraft mechanics who have been certificated by the FAA under the provisions of FAR 65, Subpart D.

**NOTE: At a facility, that employs both manufacturing and Air Agency personnel, only count those personnel assigned to the air agency. Do not count the manufacturer's employees.**

**d) *Cert Mechanics***

Enter the number of certificated aircraft mechanics who have been certificated by the FAA under the provisions of FAR 65, Subpart D.

**NOTE: At a facility that employs both manufacturing and air agency personnel, only count those personnel assigned to the air agency. Do not count the manufacturer's employees.**

**e) *Repairmen***

Enter the number of certificated and non-certificated aircraft mechanics who have been certificated by the FAA under the provisions of FAR 65, Subpart D.

**NOTE: At a facility, that employs both Manufacturing and Air Agency personnel, only count those personnel assigned to the Air Agency. Do not count the manufacturer's employees.**

**f) *Total Employees***

Enter the total number of employees, regardless of the type of work performed, who are employed by the air agency at that location.

**g) *Training Center Program Mgr or ASI***

Enter the three-digit ID code for the Training Center Program Manager or Inspector assigned to the air agency.

**h) *Assistant Training Center Prog Mgr.***

Enter the three-digit ID code for the Assistant Training Center Program Manager assigned to the air agency.

**i) *Principal Maintenance Inspector***

Enter the three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

**j) *Principal Avionics Inspector***

Enter the three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

**16) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the air agency or other computer files.

**17) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office may use this field.

**18) National Use**

This is a two-character field provided for use as directed by FAA Headquarters for specific tracking purposes on a temporary or permanent basis.

**19) PTRS Record ID**

The Auto Generate PTRS feature, if enabled, autofills with the original certification PTRS Record ID. This field is autofilled and cannot be edited. This feature may be enabled or disabled and is available through the System Administrator's Tool|. Please check with your FSAS System Administrator to verify the status of this feature for your office.

**B. Sub-Table Records****1) DBAs Sub-Table Record**

This sub-table is for an Air Agency doing business under a name other than the legal name to which the certificate is issued.

**a) *Doing Business As***

Enter any authorized name under which the Air Agency is doing business as authorized in OPSS Paragraph A001.

**2) Exemptions Sub-Table Record****a) *Exemption Number***

Enter the applicable Exemption Number.

**b) *Expiration Date***

Enter the date the exemption expires.

**3) Aircraft Sub-Table Record**

**NOTE: Include only aircraft listed on the training specifications.**

**a) *Make/Model\****

Select the make/model from the drop-down menu. Series is optional.

**b) *Number of Aircraft***

Enter the number of aircraft.

**4) Sims & FTDs Sub-Table Record****a) *TCPM Responsible for Evaluation and Approval***

Select if the TCPM is responsible for the evaluation and approval of the simulator (or FTD).

**b) *FAA ID***

Select the FAA identifier for the Simulator or FTD from the drop-down menu.

**c) *Level***

This field will autofill with the Simulator or FTD level. This field cannot be edited.

**d) *Make/Model (Series is Optional)***

This field will autofill with the make/model/series of the simulator or FTD. This field cannot be edited.

**e) *FTD Manufacturer***

This field will autofill with the FTD manufacturer name. This field cannot be edited.

**f) *FTD Model***

This field will autofill with the FTD model name. This field cannot be edited.

**g) *FTD Serial #***

This field will autofill with the FTD serial number. This field cannot be edited.

**h) *Special Remarks***

This field is for special use by the TCPM to provide additional information on training devices.

**5) Contracting Operator/Agreement Sub-Table Record**

**a) *Type***

Select the type of operator from the drop-down menu. There are two choices available:

- A Agreement
- C Contract

**b) *Operator/Agency Designator***

Select the operator/agency designator from the drop-down menu.

**c) *Name***

This field will autofill with the operator/agency name. This field cannot be edited.

**d) *FAR***

This field will autofill with the FAR under which the operator has received authority to conduct business. This field cannot be edited.

**e) *CHDO***

This field will autofill with the operator/agency's certificate holding district office. This field cannot be edited.

**f) *Sim/FTD FAA ID***

Select the simulator/FTD FAA identification from the drop-down menu.

**g) *Make/Model/Series***

Select the simulator/FTD make/model/series from the drop-down menu.

**h) *Training (Wet)***

Select if contractor provides core curriculum, courseware, evaluators, simulators/FTD, instructors, etc. and exercises management control of the course.

**i) *Facility Use Only (Dry)***

Select if contractor provides simulator/FTD or facilities only.

**NOTE: At least one of the previous two fields must be checked.**

**6) Training Curriculum Sub-Table Record****a) *Training Curriculum Code***

Select the training curriculum code from the drop-down menu.

**b) *Course Number***

Enter the training curriculum course number.

**c) *Type Rating***

Select the training curriculum rating type from the drop-down menu.

**d) *Remarks/Additional Information***

Enter remarks or a brief description of the authorized curriculum (identifies the curriculum when Curriculum Code = "OTHER").

**7) Partial Program Managers Sub-Table Record****a) *Partial Program Manager***

Select the assigned Inspector Name Code from the drop-down menu. The Partial Program Manager is the Inspector responsible for make/model specific training center programs.

**b) *Make/Model***

Select all the make/model or make/model/series codes from the drop-down menu, for which the Partial Program Manager is assigned or responsible. The record may include up to eight entries.

**NOTE: Series is optional for all Make/Model fields.**

**8) Remarks Sub-Table Record****a) *Comment Text***

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**4. FAR 145 Air Agency****A. Data Entry Fields****1) FAR 145 Name**

This is the legal or official name of the air agency. This field is autofilled and cannot be edited.

**2) Airport ID**

Enter the alphanumeric identifier of the airport where the air agency provides services and surveillance should be accomplished. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

**a) *Foreign***

Indicates if the Air Agency is located in a foreign country. This field is autofilled and cannot be edited.

**b) *EASA Listed***

Select if the Air Agency is EASA approved.

**c) *EASA Certificate Number***

Enter EASA approved Air Agency certificate number.

**d) *EASA Continuation Date***

Upon initial approval, renewal, or amendment of EASA certification enter the new continuation (expiration) date, as provided in existing US/EU BASA/MIP.

**e) *Core Foreign Cert #***

Contains the certificate number issued by the country in which the Air Agency resides. This field is autofilled and cannot be edited.

**f) *For. Cert # Issue Date***

Contains the date the foreign certificate number was issued. This field is autofilled and cannot be edited.

**3) Physical Location**

The physical address should include the following information and might not be the mailing address. Using this information a person should be able to determine the location of facilities and equipment for purposes of inspection.

**a) *Address 1***

Enter the first line of the address, which identifies the physical location of the air agency.

**b) *Address 2***

Enter the second line of the address (if needed).

**c) *Address 3***

Enter the third line of the address (if needed).

**d) *City***

Enter the name of the city or town.

**e) *State***

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**f) *Postal Code***

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**g) *Country***

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. This field will only appear if the Air Agency is a foreign agency.

**h) *US Phone***

Enter the business telephone number including area code, if the Air Agency is located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

**i) *Foreign Phone***

Enter the business telephone number including country code, if the Air Agency is located outside of the United States or U.S. possession.

**j) *Fax***

Enter the business fax number including area code, if the Air Agency is located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

**k) *E-mail Address***

Enter the electronic mail (e-mail) address.

**4) Mailing Address****a) *Address 1***

Enter the first line of the address, which identifies the physical location of the air agency.

**b) *Address 2***

Enter the second line of the address (if needed).

**c) *Address 3***

Enter the third line of the address (if needed).

**d) *City***

Enter the name of the city or town.

**e) *State***

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**f) *Postal Code***

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**g) *Country***

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. This field will only appear if the Air Agency is a foreign agency.

**5) Chief Executive Officer**

The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

**a) *Name***

Enter the name of the person performing chief executive officer duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**b) *Title***

Enter the organizational title of the person.

**c) *Business Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) *Ext***

Enter the extension number, if necessary, to reach the person.

**e) *Fax***

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) *E-mail Address***

Enter the electronic mail (e-mail) address.

**6) Company Liaison**

The company liaison is the person who serves as the contact point between the air agency and the FAA. The inspector contacts this official during a visit to the facility.

**a) Name**

Enter the name of the person performing liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as “Jr.,” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

**b) Title**

Enter the organizational title of the person.

**c) Business Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) Ext**

Enter the extension number, if necessary, to reach the person.

**e) Fax**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) E-mail Address**

Enter the electronic mail (e-mail) address.

**7) Certificate Number**

A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

**8) Date of Status**

A change was made this date to the certificate status. When the certificate status changes the system autofills the field with today’s date. The date can be replaced with a date earlier than today’s date.

**9) Certificate Status**

Enter the current status of the certificate. The following options are valid codes/descriptions:

- A Active.
- C Transfer
- D Surrendered
- R Revoked
- S Suspended

**10) Original Issue Date**

The date the certificate was originally issued appears in this field. This field is autofilled and cannot be edited.

**11) Current Issue Date**

Update this field when changes in the certificate holder's operation result in reissuance of the Air Agency certificate. Enter the date the certificate was reissued.

**12) Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the Air Agency record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**13) Expiration Date**

Enter the expiration date as shown on the Air Agency certificate.

**14) In-house Quality Monitoring System (QMS)**

Select if the certificate holders organization includes a formalized method of carrying out internal audits of its products, procedures, and facilities.

**a) *QMS Contractor***

Enter the name of the person or organization providing independent audit services to the certificate holder, in support of a formalized QMS.

**15) Number of Personnel at this location**

Each field requires an entry.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

FAA Cert. Mechanics – The number of certified mechanics employed by the repair station.

Non-Cert Mechanics – The number of non-certified mechanics employed by the repair station.

Repairmen – The number of repairmen employed by the repair station.

Total Employees – The total number of employees, regardless of the type of work performed, that are employed by the air agency at that location.

**16) Principal Maintenance Inspector**

Enter the three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI), if applicable.

**17) Principal Avionics Inspector**

Enter the three-character inspector ID code of the assigned Principal Avionics Inspector (PAI), if applicable.

**18) Outsource Contract Maintenance****a) *Certificated***

Select this field if the organization makes the arrangements with another certificated organization for the performance of any maintenance function under the provisions of 14 CFR Part 145.217.

**b) *Non-Certificated***

Select this field if the organization makes the arrangements with a Non-Certificated person or organization for the performance of any maintenance function under the provisions of 14 CFR Part 145.217. Selection of this field will require additional information in the Non-Certificated Repair Functions sub-table.

**19) Other Maintenance Functions****a) *Work Away from Home Station***

Select this field if the organization is authorized to perform work at a place other than its fixed location as specified in Operations Specification Paragraph D100.

**b) *Perform Maintenance/Alteration for Air Carriers***

Select this field if the organization performs maintenance, preventive maintenance, and/or alterations for certificate holders under Parts 121, 125, 135, and/or foreign air carriers or foreign persons operating US registered aircraft in common carriage under 14 CFR Part 129.

**20) Accessory**

Select the proper Accessory Class for this Air Agency.

**a) *Date***

Enter the date the Air Agency was last authorized for Accessory class rating. This field is autofilled with today's date and may be edited.

**21) Airframe**

Select the proper Airframe Class for this Air Agency.

**a) *Date***

Enter the date the Air Agency was last authorized for Airframe class rating. This field is autofilled with today's date and may be edited.

**22) Instrument**

Select the proper Instrument Class for this Air Agency.

**a) *Date***

Enter the date the Air Agency was last authorized for Instrument class rating. This field is autofilled with today's date and may be edited.

**23) Powerplant**

Select the proper Powerplant Class for this Air Agency.

**a) *Date***

Enter the date the Air Agency was last authorized for Powerplant class rating. This field is autofilled with today's date and may be edited.

**24) Propeller**

Select the proper Propeller Class for this Air Agency.

**a) *Date***

Enter the date the Air Agency was last authorized for Accessory class rating. This field is autofilled with today's date and may be edited.

**25) Radio**

Select the proper Radio Class for this Air Agency.

**a) *Date***

Enter the date the Air Agency was last authorized for Radio class rating. This field is autofilled with today's date and may be edited.

**26) SFAR 36 Authorized**

Select if SFAR 36 is authorized.

**27) Airframe L – AF**

Select if the Air Agency is authorized for Limited Rating – Airframe. Enter the limited ratings authorized.

**28) Powerplant L – PP**

Select if the Air Agency is authorized for Limited Rating – Powerplant. Enter the limited ratings authorized.

**29) Propeller L – PRP**

Select if the Air Agency is authorized for Limited Rating – Propeller. Enter the limited ratings authorized.

**30) Instruments L – INS**

Select if the Air Agency is authorized for Limited Rating – Instruments. Enter the limited ratings authorized.

**31) Radio L – RAD**

Select if the Air Agency is authorized for Limited Rating – Radio. Enter the limited ratings authorized.

**32) Accessories L – AAC**

Select if the Air Agency is authorized for Limited Rating – Accessories. Enter the limited ratings authorized.

**33) Landing Gear L – LG**

Select if the Air Agency is authorized for Limited Rating – Landing Gear. Enter the limited ratings authorized.

**34) Floats L – FLO**

Select if the Air Agency is authorized for Limited Rating – Floats. Enter the limited ratings authorized.

**35) Non-Destructive Testing L – NDT**

Select if the Air Agency is authorized for Limited Rating – Non-Destructive Testing. Enter the limited ratings authorized.

**36) Emergency Equipment L – EE**

Select if the Air Agency is authorized for Limited Rating – Emergency Equipment. Enter the limited ratings authorized.

**37) Rotor Blades L – RB**

Select if the Air Agency is authorized for Limited Rating – Rotor Blades. Enter the limited ratings authorized.

**38) Aircraft Fabric L – FAB**

Select if the Air Agency is authorized for Limited Rating – Aircraft Fabric. Enter the limited ratings authorized.

**39) Specialized Service L – SS**

Select if the Air Agency is authorized for Limited Rating – Specialized Service. Enter the limited ratings authorized.

**40) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the air agency or other computer files.

**41) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office may use this field.

**42) National Use**

This is a two-character field provided for use as directed by FAA Headquarters for specific tracking purposes on a temporary or permanent basis.

**43) PTRS Record ID**

The Auto Generate PTRS feature, if enabled, autofills with the original certification PTRS Record ID. This field is autofilled and cannot be edited. This feature may be enabled or disabled and is available through the System Administrator's Tool|. Please check with your FSAS System Administrator to verify the status of this feature for your office.

**B. Sub-Table Records****1) DBAs Sub-Table Record**

This sub-table is for an Air Agency doing business under a name other than the legal name to which the certificate is issued.

**a) *Doing Business As***

Enter any authorized name under which the Air Agency is doing business as authorized in OPSS Paragraph A001.

**2) Exemptions Sub-Table Record****a) *Exemption Number***

Enter the assigned codes for any Exemptions for which the Air Agency is authorized.

**b) *Expiration Date***

Enter the date the Exemption expires.

**3) Accountable Manager Sub-Table Record****a) *Accountable Manager Type***

Select the Accountable Manager type. There are two selections:

FAA	FAA approved Accountable Manager
EASA	EASA approved Accountable Manager

**b) *Name***

Enter the name of the person performing Accountable Manager duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**c) *Title***

Enter the organizational title of the person.

**d) *Business Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**e) *Ext***

Enter the extension number, if necessary, to reach the person.

**f) *Fax***

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**g) *Cell Phone***

Enter the cellular telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**h) *Alternate Phone***

Enter the alternate telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**i) *E-mail Address***

Enter the electronic mail (e-mail) address.

**4) Additional Fixed Location Sub-Table Record****a) *FAR 145 Name***

This is the legal or official name of the air agency. This field is autofilled and cannot be edited.

**b) *Address 1***

Enter the first line of the address, which identifies the physical location of the air agency.

**c) *Address 2***

Enter the second line of the address (if needed).

**d) *Address 3***

Enter the third line of the address (if needed).

**e) *City***

Enter the name of the city or town.

**f) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**g) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**h) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**i) US Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**j) Phone Ext**

Enter the extension number, if necessary, to reach the person.

**k) Fax**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**l) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**m) Cell Phone**

Enter the cellular telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**n) Alternate Phone**

Enter the alternate telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**o) E-mail Address**

Enter the electronic mail (e-mail) address.

**5) EASA 145 Listed Line Stations (EASA Listed Only) Sub-Table Record****a) *Location***

Enter the Airport Identification or select from the drop-down menu.

**b) *Make/Model***

Enter the make/model of the aircraft or select from the drop-down menu.

**c) *Rating***

Enter the EASA 145 Rating Code or select from the drop-down menu. The available choices are:

L1 – Major Checks

L2 – Service Checks

L3 – Minor Service Checks

L4 – Overnight and Line Checks

**d) *Remarks***

This free-form field to enter remarks considered significant is not recorded elsewhere in the record for the listed domestic Line Station.

**6) Non-Certificated Repair Functions Sub-Table Record****a) *Function(s) Contracted***

Select each function the organization contracts to a Non-Certificated person or organization. The “Other” fields are free text and should be used when a function is not listed. Please note that the Non-Certificated entity is not required in this sub-table. Rather, the intent is to identify those functions, which are contracted to Non-Certificated entities.

**7) Remarks Sub-Table Record****a) *Comment Text***

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**5. FAR 147 Air Agency****A. Data Entry Fields****1) FAR 147 Name**

This is the legal or official name of the air agency. This field is autofilled and cannot be edited.

**2) Airport ID**

Enter the alphanumeric identifier of the airport where the air agency provides services and surveillance should be accomplished. It must be located within the geographic boundary of the

CHDO. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

### 3) **Physical Location**

The physical address should include the following information and might not be the mailing address. Using this information a person should be able to determine the location of facilities and equipment for purposes of inspection.

#### a) ***Address 1***

Enter the first line of the address, which identifies the physical location of the air agency.

#### b) ***Address 2***

Enter the second line of the address (if needed).

#### c) ***Address 3***

Enter the third line of the address (if needed).

#### d) ***City***

Enter the name of the city or town.

#### e) ***State***

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

#### f) ***Postal Code***

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

#### g) ***Country***

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

### 4) **Company Liaison**

The company liaison is the person who serves as the contact point between the air agency and the FAA. The inspector contacts this official during a visit to the facility.

#### a) ***Name***

Enter the name of the person performing liaison duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as “Jr.,” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

**b) Title**

Enter the organizational title of the person.

**c) Business Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) Ext**

Enter the extension number, if necessary, to reach the person.

**e) Fax**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) E-mail Address**

Enter the electronic mail (e-mail) address.

**5) Principal Maintenance Inspector**

Enter the three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

**6) Principal Avionics Inspector**

Enter the three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

**7) Mailing Address****a) Address 1**

Enter the first line of the address, which identifies the physical location of the air agency.

**b) Address 2**

Enter the second line of the address (if needed).

**c) Address 3**

Enter the third line of the address (if needed).

**d) City**

Enter the name of the city or town.

**e) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**f) *Postal Code***

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**g) *Country***

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**8) Chief Executive Officer**

The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

**a) *Name***

Enter the name of the person performing chief executive officer duties. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**b) *Title***

Enter the organizational title of the person.

**c) *Business Phone***

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**d) *Ext***

Enter the extension number, if necessary, to reach the person.

**e) *Fax***

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**f) *E-mail Address***

Enter the electronic mail (e-mail) address.

**9) Certificate Number**

A certificate number is a formal identifier, assigned by AFS-600 that distinguishes each certificate held by an individual entity. This field is autofilled and cannot be edited.

**10) Certificate Status**

Enter the current status of the certificate. The following options are valid codes/descriptions:

- A Active.
- C Transfer
- D Surrendered
- R Revoked
- S Suspended

**11) Date of Status**

A change was made this date to the certificate status. When the certificate status changes, the system autofills the field with today's date. The date can be replaced with a date earlier than today's date.

**12) Original Issue Date**

The date the certificate was originally issued appears in this field. This field is autofilled and cannot be edited.

**13) Current Issue Date**

Update this field when changes in the certificate holder's operation result in reissuance of the Air Agency certificate. Enter the date the certificate was reissued.

**14) Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the Air Agency record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**15) Associated with College/University**

Select if the air agency is associated with a college or university.

**a) *College/University***

Enter the name of any associated College/University the air agency.

**b) *Primary Cat A/C Maintenance***

Select if the Air Agency conducts primary category of aircraft maintenance training.

**16) Number of Personnel at this location**

Each field requires an entry.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

Certified Instructors

Non-Certified Instructors

Total Employees  
Maximum Authorized Student Enrollment  
Actual Student Enrollment

**17) FAR 147 Ratings**

Select the appropriate rating for this Air Agency.

**18) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the air agency or other computer files.

**19) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office may use this field.

**20) National Use**

This is a two-character field provided for use as directed by FAA Headquarters for specific tracking purposes on a temporary or permanent basis.

**21) PTRS Record ID**

The Auto Generate PTRS feature, if enabled, autofills with the original certification PTRS Record ID. This field is autofilled and cannot be edited. This feature may be enabled or disabled and is available through the System Administrator's Tool|. Please check with your FSAS System Administrator to verify the status of this feature for your office.

**B. Sub-Table Records**

**1) DBAs Sub-Table Record**

**a) *Doing Business As***

Enter any authorized name under which the Air Agency is doing business as authorized in OPSS Paragraph A001.

**2) Exemptions Sub-Table Record**

**a) *Exemption Number***

Enter the assigned code for any exemption for which the Air Agency is authorized.

**b) *Expiration Date***

Enter the date the exemption expires.

**3) Associated Designees (view only) Sub-Table**

The information in this sub-table record is autofilled with data from associated Designee File(s) and cannot be edited. The information will be viewed only when the Designee and the Air Agency record is held by the same CHDO.

**4) Remarks Sub-Table Record****a) *Comment Text***

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**6. FAR 183 Air Agency****A. Data Entry Fields**

**NOTE: All fields are autofilled and cannot be edited. The Airman Testing Standards Branch, AFS-630, maintains the official record. If there is any incorrect information or change to the status of the training center, then AFS-630 must be notified.**

**1) Testing Center**

This field contains the legal or official name of the Testing Center.

**2) Foreign**

This field indicates if the Testing Center is located in a foreign country.

**3) Airport ID**

This field contains the airport from which the Testing Center operates. It must be located within the geographic boundary of the CHDO. If not located at an airport, then the identifier of the nearest airport is entered.

**4) GDO**

This field identifies the Geographic District Office (GDO) with oversight responsibility of the Testing Center.

**5) Parent CTD Designator**

This field contains the designator code of the parent if this is a Testing Center is a satellite.

**6) Physical Location****a) *Address 1***

This field contains the first line of the Testing Center's physical address.

**b) *Address 2***

This field contains the second line, if needed, of the Testing Center's physical address.

**c) *Address 3***

This field contains the third line, if needed, of the Testing Center's physical address.

**d) *City***

This field contains the city of the Testing Center's physical address.

**e) State**

This field contains the state of the Testing Center's physical address.

**f) Postal Code**

This field contains the postal code associated with the Testing Center's physical address only.

**g) Country**

This field contains the country of the Testing Center's physical address.

**h) U.S. Phone**

This field contains the Testing Center's telephone number if the center's physical address is in the United States.

**i) Fax**

This field contains the Testing Center's fax telephone number.

**j) Foreign Phone**

This field contains the Testing Center's telephone number if the center's physical address is NOT in the United States.

**k) E-Mail Address**

This field contains the electronic mail (e-mail) address.

**7) Testing Center Supervisor (TCS)****a) Name**

This field contains the Computerized Training Designee (CTD) Testing Center Supervisor's (TCS) name.

**b) Title**

This field contains the CTD TCS's title.

**c) Address 1**

This field contains the first line, if needed, of the CTD TCS's address.

**d) Address 2**

This field contains the second line, if needed, of the CTD TCS's address.

**e) Address 3**

This field contains the third line, if needed, of the CTD TCS's address.

**f) City**

This field contains the city of the CTD TCS's address.

**g) *State***

This field contains the state of the CTD TCS's address.

**h) *Postal Code***

This field contains the postal code associated with the CTD TCS's address.

**i) *Country***

This field contains the country of the CTD TCS's address.

**j) *Fax Phone***

This field contains the CTD TCS's fax telephone number.

**k) *Business Phone***

This field contains the CTD TCS's telephone number if the address is in the United States.

**l) *Ext***

This field contains the CTD TCS's telephone extension, if needed.

**m) *Foreign Phone***

This field contains the CTD TCS's telephone number if the address is NOT in the United States.

**n) *E-Mail Address***

This field contains the electronic mail (e-mail) address.

**8) Parent Designation Number**

This field contains the current certificate number that appears on the Testing Center's certificate.

**9) Parent Designation Status**

This field contains the current status of the parent Testing Center's certificate.

**10) Computer Testing Center Status**

This field contains the current status of the satellite Testing Center.

**11) Parent Computer Testing Designee ID**

This field contains the CDT's identification number.

**12) Computer Testing Center ID**

This field contains the TCS's identification number.

**13) Original Activation Date**

This field contains the original date the TCS certification was activated.

**14) Validation Date**

This field contains the last date the record data was verified by AFS-630.

**15) Special Purpose**

This field contains information that may be used for tracking purposes.

**16) Nation Use**

This field contains information that may be used for tracking national usage.

**B. Sub-Table Records****1) DBAs Sub-Table Record****a) *Doing Business As***

Enter any authorized name under which the Air Agency is doing business as authorized in OPSS Paragraph A001.

**b) *Satellite's GDO***

This field contains the four-character identifier of the GDO.

**c) *GDO Inspector***

This field contains the GDO Inspector Name Code assigned. This entry cannot be edited. The update will be made in the GDO\_ASI record.

**2) Remarks Sub-Table Record****a) *Comment Text***

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**7. GDO\_ASI**

**NOTE: The only field that is not prohibited is the "GDO Inspector" field.**

**A. Computer Testing Center**

This field contains the legal or official name of the TCS.

**B. Airport ID**

This field contains the identification of the airport from which the TCS operates. It must be located within the geographic boundary of the CHDO. If not located at an airport, then the identifier of the nearest airport is entered.

## **CHAPTER 7. 91K – FRACTIONAL OWNERSHIP FILE**

### **1. General**

The 91K or Fractional Ownership file is used to record pertinent data about a fractional owner. A program identifier must be issued to all fractional owners operating under Title 14 of the Code of Federal Regulations (CFR), Part 91, Subpart K. There are eight sub-tables linked to this file: Points of Contact, Affiliate 91K Program Identifiers, Authorized DBAs, Waivers/Deviations/Exemptions Authorization, Aircraft, Contractor, Related 121, 121/135 or 135 Designators and Remarks Sub-Tables.

It is extremely important that the record is current and accurate since the National Work Program Guidelines (NPG) and office developed work programs are generated utilizing this data. Current guidance dictates the validation requirement of this file be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program this validation should be as close to the annual VIS snapshot as practical.

### **2. Data Entry Fields**

#### **A. Program ID**

Enter the two-element code that consists of a "program id" element made up of three characters and a "type" element, which identifies the fractional owner e.g., ABLK. The program identifier must be on the FSAS designator code table.

#### **B. CHDO**

This is the four-character alphanumeric ID code of the Certificate Holding District Office. This field is autofilled.

#### **C. Program Manager Name**

This is the legal or official name of the fractional owner. This field is autofilled.

#### **D. Previous Identifier**

Entries in this field will only be made when a fractional owner had previously operated under another program identifier. It is important that the same legal entity is the user of the current and previous program identifier.

#### **E. Previous Identification Number**

Entries in this field will only be made when the FAA re-codes identification numbers, or whenever knowledge of previous fractional owner identification information is necessary, e.g., re-codification of fractional owner identification numbers.

#### **F. Identification Number**

An identification number is a formal identifier. It is a unique number issued by AFS-600 that distinguishes each identification number held by an individual entity. This field is autofilled.

**G. Identification Number Issue Date**

Enter the date the program identifier was originally issued.

**H. Identification Number Status**

Enter the current status of the program identifier. The following options are valid codes/descriptions:

- A - The program identifier is active.
- C - The program identifier is being or has been transferred to another CHDO.
- D - The program identifier has been surrendered voluntarily.
- P - The program identifier is in the precertification process. The entry is changed to active when the program identifier is issued or terminated when the fractional owner withdraws the application.
- R - The program identifier has been revoked.
- S - The program identifier has been suspended for a specified period of time. When the suspension period has been completed and the program identifier has been returned to the fractional owner, the entry is changed back to active.
- T - The applicant terminates precertification activities without a program identifier being issued.

**I. Identification Number Status Date**

A change was made this date to the program identifier status. When the program identifier status changes, the system autofills the field with today's date. The date may be replaced with a date earlier than today's date.

**J. Transferred CHDO**

Enter the four-character alphanumeric ID code of the flight standards office receiving management responsibilities for the program identifier when it is transferred from one office to another. After the fractional owner record has been transferred, the losing office fractional owner record displays the ID code of the office to which the record has been transferred in this field. The original record will remain in VIS fractional owner table until the next rollover.

**NOTE: This field will only be displayed on the screen when the certificate status is "C."**

**K. Operating CFR**

This data field identifies the operational Title 14 of the Code of Federal Aviation Regulations (CFR) under which a person or organization conducts business. This field is autofilled.

**L. Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**M. Date Last Saved**

The date field is the date the record was last saved. It is autofilled with today's date.

**N. Operations RO/DO**

This is the office ID of the assigned Principal Operations Inspector. This field is autofilled.

**O. Principal Operations Inspector**

Enter the three-character inspector ID code of the assigned Principal Operations Inspector (POI).

**P. Maintenance RO/DO**

This is the office ID of the assigned Principal Maintenance Inspector. This field is autofilled.

**Q. Principal Maintenance Inspector**

Enter the three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI).

**R. Avionics RO/DO**

This is the office ID of the assigned Principal Avionics Inspector. This field is autofilled.

**S. Principal Avionics Inspector**

Enter the three-character inspector ID code of the assigned Principal Avionics Inspector (PAI).

**T. Cabin Safety Inspector RO/DO**

This is the office ID of the assigned Cabin Safety Inspector.

**U. Principal Cabin Safety Inspector**

Enter the three-character inspector ID code of the assigned Cabin Safety Inspector (CSI). The CSI does not need to be an inspector out of the CHDO from the 91K.

**V. Authorizations****1) Waivers**

Select if the fractional owner has been granted a waiver by the Administrator under the provision of a specific CFR. An entry in the corresponding ancillary should be entered.

**2) Deviations**

Select if the fractional owner has been granted a deviation by the Administrator under the provision of a specific CFR. An entry in the corresponding ancillary should be entered.

**3) Exemptions**

Select if the Administrator under the provisions of CFR 11 has granted the fractional owner an exemption from the requirements of any CFRs. An entry in the corresponding ancillary should be entered.

**W. Number of Personnel**

Each field requires an entry. Include only individuals under operational control of the 91K Fractional Owner. Operational control means the ability to hire, fire, schedule, and promote the individual employee.

**NOTE: If an employee is assigned to more than one job function, then count that person only in the primary job function. An employee should only be counted once.**

**1) Flight Engr Exam**

Enter the number of persons employed by the fractional owner designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 63, Subpart B, for qualified applicants.

**2) Pilot Examiners**

Enter the number of persons employed by the fractional owner designated by the FAA under the provisions of CFR 183, Subpart C, with privileges to conduct practical tests under CFR 61 to qualified applicants.

**3) Aircrew Prog Designees**

Enter the number of fractional owner employees authorized to conduct airman certification under aircrew designated examiner program authorized under the provisions of CFR 183, and Order 8400.10, volume 5, Chapter 6.

**NOTE: Do not include persons authorized under the provisions of CFR 142.55(a).**

**4) Flight Engineers**

Enter the number of persons employed by the fractional owner primarily for the purpose of exercising the privileges of an FAA flight engineer certificate issued under CFR 63, Subpart B.

**5) Schedulers/Flight Coordinators**

Enter the number of persons employed by the fractional owner primarily for the purpose of scheduling/ flight coordinating.

**6) Inspectors**

Enter the number of persons employed by the fractional owner who either (1) hold an Inspection Authorization issued under CFR 65.91, (2) are working under the provisions of a Continuous Airworthiness Maintenance Program of the CFR 91K fractional owner, or (3) have been employed to fulfill inspection responsibilities of the CFR 91K fractional owner maintenance program but are not identified as designated inspectors.

**7) Designated Inspectors**

Enter the number of persons employed by the CFR 91K fractional owner who are not full-time inspection employees, but have specific inspection authority, and who derive their inspection authority through the Continuous Airworthiness Maintenance Program of the fractional owner.

**8) Check Pilot**

Enter the number of persons designated by the Administrator as check pilot for the fractional owner under the provisions of CFR 91K. Do not include persons authorized under the provisions of CFR 142.55(a).

**9) Other Pilots**

Enter the number of persons employed by the fractional owner primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61. This person may or may not be qualified and trained as a pilot-in-command (PIC) by the fractional owner but will not be assigned primary responsibilities for operation and safety of an aircraft during flight. This person typically will be a second-in-command (SIC) pilot.

**10) PIC Captains**

Enter the number of persons employed by the fractional owner primarily for the purpose of exercising the privileges of an FAA pilot certificate issued under CFR 61 and assigned primary responsibilities for operation and safety of an aircraft during flight. These persons will be qualified and trained as a PIC by the fractional owner.

**11) Flight Attendants**

Enter the number of persons employed by the fractional owner primarily to perform duties required by CFR 91K.

**12) Avionics Technicians**

Enter the number of persons employed by the fractional owner primarily to perform avionics duties.

**13) Certificated Mech**

Enter the number of persons employed by the fractional owner who have been certificated by the FAA under the provisions of CFR 65, Subpart D.

**14) Non Certificated Mech**

Enter the number of aircraft mechanics employed by the fractional owner who have not been certificated by the FAA under the provisions of CFR 65, Subpart D. A non-certificated mechanic must be working under the supervision of a certificated mechanic or repairman as authorized by CFR 43.3(d).

**15) Total Number of Employees**

Enter the total number of employees regardless of the type of work performed who are employed by the fractional owner. This field accepts a five-character numeric value from zero to 99,999.

**X. Instructors****1) Ground**

Select if the fractional owner has ground instructors.

**2) Flight**

Select if the fractional owner has flight instructors.

**3) Simulator**

Select if the fractional owner has simulator instructors.

**Y. Agreements**

Enter the code for Crewmember or Airworthiness Agreements as they apply to the fractional owner. The software defaults each of these fields to 'N'.

**1) Crewmember Training**

Enter the code for the method by which the flight crewmember, flight attendant, navigator, and aircraft dispatcher training is accomplished, as required by the applicable CFR. The POI shall determine the proper entry code based on his/her knowledge of the fractional owner. The following options are valid entry codes/descriptions:

- A Contracts out most/all training
- N No training required
- P Contracts out a moderate amount of training
- T Performs most/all training

**NOTE: An entry into the Contractor Sub-Table is required when option A or P is selected.**

**2) Airworthiness Agreement**

Enter the code for the method by which the Continuous Airworthiness Maintenance Program is conducted, as required by the applicable CFR. The PMI shall determine the proper entry code based on his/her knowledge of the operator. The following options are valid entry codes/descriptions:

- A Contracts out most/all maintenance
- M Performs most/all maintenance
- N Continuous airworthiness maintenance program not required
- P Contracts out a substantial maintenance function

**NOTE: An entry into the Contractor Sub-Table is required when option A or P is selected.**

**Z. Chief Executive Officer**

The Chief Executive Officer (CEO) is the person who is given the chief decision-making authority in an organization or business, regardless of title.

**1) Name**

Enter the name of the person performing Chief Executive Officer duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name

suffix, such as “Jr.,” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

**2) Title**

Enter the organizational title of the person.

**3) Address 1**

Enter the business address of the person.

**4) Address 2**

Enter the second line of the address, if needed.

**5) Address 3**

Enter the third line of the address, if needed.

**6) City**

Enter name of the city or town.

**7) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**8) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**9) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**10) Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**11) Extension**

Enter the extension number, if necessary, to reach the person.

**12) FAX**

Enter the fax number, if necessary, to reach the person.

**13) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**14) E-mail Address**

Enter the electronic mail (e-mail) address.

**15) Alternate Phone**

Enter the alternate phone number, if necessary, to reach the person.

**16) Cellular Phone**

Enter the cellular phone number, if necessary, to reach the person.

**AA. Agent for Service**

The Agent for Service (ASV) is the person or company within the fractional owner upon whom all legal notices, processes and orders, decisions, and requirements of the DOT, FAA, and NTSB shall be served.

**1) Name**

Enter the name of the person or company performing Agent for Service duties. Enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of a space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as “Jr.,” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

**2) Title**

Enter the organizational title of the person.

**3) Address 1**

Enter the business address of the person or company.

**4) Address 2**

Enter the second line of the address, if needed.

**5) Address 3**

Enter the third line of the address, if needed.

**6) City**

Enter name of the city or town.

**7) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**8) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**9) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**10) Phone**

Enter the business telephone number including area code, if the person or company is located within the United States or U.S. possession. Leave blank if the person or company is located outside of the United States or U.S. possession.

**11) Extension**

Enter the extension number, if necessary, to reach the person or company.

**12) FAX**

Enter the fax number, if necessary, to reach the person or company.

**13) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person or company is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**14) E-mail Address**

Enter the electronic mail (e-mail) address.

**15) Alternate Phone**

Enter the alternate phone number, if necessary, to reach the person or company.

**16) Cellular Phone**

Enter the cellular phone number, if necessary, to reach the person or company.

**BB. Program Manager CFR 91K Maintenance, Inspection and Program Information**

**NOTE: At least one of the following five fields must be selected.**

**1) 91K Approved Inspection Program**

Select if the fractional owner has a 91K Inspection Program.

**2) Continuous Airworthiness Maintenance Program (91K)**

Select if the fractional owner has a Continuous Airworthiness Maintenance Program for aircraft under CFR 91K.

**3) Inspection Program Contained in CAMP under 121, 135**

Select if the fractional owner has a Continuous Airworthiness Maintenance Program for aircraft under CFR 121 or 135.

**4) Approved Aircraft Inspection Program (AIP) under 135.419**

Select if the fractional owner has an Approved Aircraft Inspection Program for aircraft under 135.419.

**5) Inspection Program Approved Under 125.247**

Select if the fractional owner operates U.S. registered aircraft outside the United States by a person who is not a citizen of the United States and complies with the provisions of FAR 125.247.

**6) Reliability Program**

Selected if the fractional owner has an approved Reliability Program that is part of the Continuous Airworthiness Maintenance Program (91K) or the Continuous Airworthiness Maintenance Program for aircraft under CFR 121 or 135 fields are selected

**7) HAZ/MAT Program (Carried)**

Select if the fractional owner has an FAA approved hazardous materials (HAZMAT) program, has accepted hazmat-handling procedures, and has been authorized to carry hazardous materials.

**CC. Other****1) National Use**

This is a free-form field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. This field should not be used by the region or Field Offices.

**2) Assc Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the fractional owner or other computer files.

**3) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. This field can be used by Headquarters, the Regional Office, or Field Office.

**3. Sub-Table Records****A. Points of Contact Sub-Table Record**

Codes used several possible name/address in this sub-table record. Enter the appropriate information for each name/address code.

**1) Name/Address Code**

Enter one of the following codes describing a defined role within the fractional owner's organization:

**a) CIN (Chief Inspector)**

This person is employed to fulfill the requirements of CFR 119.65 (a) or 91.1413(b) (2). This position is required for CFR 121, a Continuous Airworthiness Maintenance Program under 91K and is optional for other CFRs.

**b) CPT (Chief Pilot)**

This person is employed to fulfill the requirements of CFR 119.65(a) or 119.69(a). This position is required for CFR 121, and 135. It is optional for other CFRs.

**c) DMT (Director of Maintenance)**

This is the person who is employed to fulfill the requirements of CFR 119.65(a), or 91.1413(b)(1). This position is required for CFR 121, 135 and a Continuous Airworthiness Maintenance Program under 91K. It is optional for other CFRs.

**d) DOP (Director of Operations)**

This person is employed to fulfill the requirements of CFR 119.65(a), 119.69(a), or 125.25. This position is required for CFR 121, 125, and 135. It is optional for other CFRs.

**e) DOS (Director of Safety)**

This person is employed to fulfill the requirements of CFR 119.65(a). This position is required for CFR 121 and optional for other CFRs.

**f) MGR (General Manager)**

The position is optional for all CFRs. The General Manager has overall management responsibility for all organizational activities of the fractional owner.

**g) MML (Main Maintenance Location)**

This is the facility/location where: (1) overall maintenance management and maintenance operational control is conducted, (2) the final repository for maintenance personnel training records and aircraft maintenance records is located, and (3) the maintenance management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

**h) MOL (Main Operations Location)**

This is the facility/location where: (1) overall flight management and flight operational control is conducted, (2) the final repository for flight crewmember, flight attendant, dispatcher, and flight operations records is located, and (3) the flight management personnel who are required by regulation are domiciled and conduct the overall program, management oversight, and control.

**i) OTHER (Other)**

This is the facility/location of any other points of contact not provided on the drop down list.

**j) PAD (Primary Flight Attendant Domicile)**

This is the location where the fractional owner has the largest number of flight attendants assigned.

**k) PAT (Primary Flight Attendant Training Location)**

This is the location where the fractional owner conducts basic indoctrination training for flight attendants as required by CFR 121.421 or 135.349.

**l) PBO (Principal Base of Operations)**

This is the primary operating location as established by the certificate holder. Factors considered in determining the principal base of operations are listed in Order 8400.10, volume 2, Chapter 1, Section 3.

**m) PMD (Primary Maintenance Domicile)**

This is the location where the fractional owner has the largest number of maintenance personnel assigned.

**n) PMT (Primary Maintenance Training Location)**

This is the location where the fractional owner conducts basic indoctrination training for maintenance personnel as required by CFR 121.375, 135.433 or 91.1111.

**o) PPD (Primary Pilot Domicile)**

This is the location where the fractional owner has the largest number of pilots assigned.

**p) PPT (Primary Pilot Training Location)**

This is the location where the fractional owner conducts basic indoctrination training for pilots as required by the applicable CFR 121, Subpart N and 135, Subpart H.

**2) Name**

Enter the name of the person or company performing the role described for the name/address code. If the name is a person, then enter the last name first, immediately followed by a space. The software will automatically insert a comma instead of the space. Then enter the first name followed by the middle name or middle initial. A name suffix, such as “Jr.,” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

**3) Title**

Enter the organizational title of the person.

**4) Address 1**

Enter the business address of the person, company, or facility.

**5) Address 2**

Enter the second line of the address, if needed.

**6) Address 3**

Enter the third line of the address, if needed.

**7) City**

Enter the name of the city or town.

**8) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**9) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**10) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine-digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**11) E-mail Address**

Enter the electronic mail (e-mail) address.

**12) Phone**

Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

**13) Extension**

Enter the telephone extension number, if necessary.

**14) Foreign Phone**

Enter the business telephone number including the country code and city code, if located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**15) FAX**

Enter the FAX number of the person.

**16) Alternate Phone**

Enter the alternate phone number, if necessary, to reach the person or company.

**17) Cellular Phone**

Enter the cellular phone number, if necessary, to reach the person or company.

**B. Affiliate Identification Number Sub-Table Record**

This sub-table is identifying 91K fractional owners affiliated with the main record.

**1) Affiliate Program Identifier**

Select the 91K affiliate. Only 91K program identifiers apply.

**2) Affiliate Program Manager Name**

This field is autofilled based on the Affiliate Program Identifier selected and cannot be edited.

**C. Authorized DBAs (Doing Business As) Sub-Table Record**

This sub-table is for fractional owners doing business under a name other than the legal name to which the certificate is issued.

**NOTE: Handbook guidance requires that DBAs must be on file with the Department of Transportation or an appropriate state agency.**

**1) Authorized DBA Name**

Enter any authorized name under which the 91K fractional owner is doing business as authorized in OPSS Paragraph A001.

**D. Waivers/Deviations/Exemptions Authorizations Sub-Table Record****1) Waivers (CFRs)**

Enter the CFR from which the fractional owner holds a waiver. Valid entries are listed on the FSAS Waivers Lookup Table.

**2) Expiration Date**

Enter the expiration date of the CFR from which the fractional owner holds a waiver.

**3) Deviations (CFRs)**

Enter the CFR from which the fractional owner holds a deviation. Valid entries are provided on the drop down menu.

**4) Expiration Date**

Enter the expiration date of the CFR from which the fractional owner holds a deviation.

**5) Exemption (Numbers)**

Enter the CFR from which the fractional owner holds an exemption. Valid entries should be entered in the format of five numbers and two optional letters.

**6) Expiration Date**

Enter the expiration date of the CFR from which the fractional owner holds an exemption, as needed.

**E. Aircraft Sub-Table Record: CFR 91****1) Aircraft Make/Model/Series****a) *Make/Model/Series***

Enter the make/model/series for each type of aircraft operated under CFR 91K. The designation must be listed on the FSAS Aircraft Make/Model/Series Lookup Table.

**2) Class**

Enter the broad grouping of aircraft having similar characteristics of propulsion, flight, or landing. The following options are valid entry codes/descriptions:

- HEL - Helicopter
- MEL Multiengine Land
- MES - Multiengine Sea
- SEL - Single Engine Land
- SES - Single Engine Sea

**NOTE: If a particular make/model/series can be operated in more than one class (such as an amphibious airplane) the make/model/series should be listed twice with each listing, showing the appropriate class, e.g., SES, SEL. Then enter the actual number of aircraft in the first record, and enter "0" (zero) in subsequent entries for the same make/model/series.**

**3) Turbine**

Select the checkbox if the aircraft is turbine-powered. Do not select if the aircraft is piston-powered.

**4) VFR Only**

Select the checkbox for each make/model/series if the aircraft operates under VFR ONLY. Do not select if the aircraft flies under VFR/IFR.

**5) Day Only**

Select the checkbox for each make/model/series if the aircraft operates DAY ONLY. Do not select if the aircraft operates under day/night.

**6) # Req Flight Attnds**

Enter the number of flight attendants required by CFR 91.533 for passenger-configured airplanes.

**7) Total Number of Aircraft – All CFRs**

Enter the total number of aircraft by make/model/series that the fractional owner operates under the provisions of CFR 91 or other CFR associated with the fractional owner.

**8) Number of Aircraft Only Operated Under 91K**

Enter the total number of aircraft by make/model/series that the fractional owner operates under the provisions of CFR 91K only.

**9) Structural Inspection Program**

Select if a structural inspection program that complies with the airframe manufacturer's documents is required for the candidate aircraft.

**10) 91K Approved Inspection Program**

Select if the 91K Approved Inspection Program applies to the make/model/series.

**11) CAMP Program (91K)**

Select if the fractional owner has a Continuous Airworthiness Maintenance Program for the make/model/series under CFR 91K.

**12) Approved Corrosion Prevention Program**

Select if the fractional owner has an Approved Corrosion Prevention Program for the make/model/series under CFR 91K.

**13) Inspection Program Approved Under 125.247**

Select if the fractional owner operates U.S. registered aircraft outside the United States by a person who is not a citizen of the United States and complies with the provisions of FAR 125.247.

**14) Reliability Program Does Not Cover Entire Aircraft**

Select if the fractional owner is operating aircraft with an Approved Reliability Program covering some portion of the aircraft.

**15) Reliability Program Encompasses Entire Aircraft**

Select if the fractional owner is operating aircraft with an Approved Reliability Program encompassing the entire aircraft.

**16) Inspection Program Contained in CAMP under 121, 135**

Select if the fractional owner has a Continuous Airworthiness Maintenance Program for the make/model/series under CFR 121 or 135.

**17) Approved Aircraft Inspection Program (AAIP) under 135.419**

Select if the fractional owner has an Approved Aircraft Inspection Program for the make/model/series under 135.419.

**F. Contractor (121 or 121/135 only) Sub-Table**

**NOTE: Data can only be entered into this sub-table if an "A" or a "P" was entered in either the Crewmember Training or the Airworthiness Agreement field in the main record.**

**1) Type**

This field identifies the type of activity conducted by the contractor. Select either "T" for contract pilot training or "M" for contract maintenance.

**2) Contractor Designator**

Enter the two-element code that consists of a "designator" element made up of three characters and a "type" element which identifies the contractor, e.g., E4XA, E4XR, E4XS, E4XX. The designator must be active on the FSAS designator code table. Additional information on designators can be obtained in Order 8400.10, Volume II, Chapter 1, Section 4 or Order 8700.1, Volume II, Chapter 203. For non-certificated maintenance facilities, enter "N/A." If an "A" or "P" is entered in the Crewmember Training field, then "N/A" cannot be entered.

**3) CFR**

This is the Federal Aviation Regulation (CFR) under which the contractor has received authority to conduct business. This field is autofilled. If the contractor is a non-certificated maintenance facility, then this field will be blank and an entry cannot be made.

**4) Contractor Name**

Enter the name of the contractor, if needed.

**5) Address 1**

Enter the business address of the contractor, if needed.

**6) Address 2**

Enter the second line of the address, if needed.

**7) Address 3**

Enter the third line of the address, if needed.

**8) City**

Enter the name of the city or town.

**9) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**10) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**11) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine-digit postal code with a dash [-] separating the fifth and sixth digit, if available. If the address is outside of the United States or U.S. possession, then enter the postal code (if available) of the country/state/province.

**12) Contractor Phone**

Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

**13) Extension**

Enter the business extension. Leave blank if located outside of the United States or U.S. possession.

**14) FAX**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX

number including the country code and city code. The number must be recorded as it is dialed from the United States.

**15) Foreign Phone**

Enter the business telephone number including the country code and city code, if located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**16) E-mail Address**

Enter the electronic mail (e-mail) address.

**17) Airport ID**

Enter the alphanumeric identifier for the airport on which the contractor is located. If the location is not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

**18) Alternate Phone**

Enter the alternate phone number, if necessary, to reach the person or company.

**19) Cellular Phone**

Enter the cellular phone number, if necessary, to reach the person or company.

**G. Remarks Sub-Table**

**1) Comment Text**

This is a free-form field of unlimited length that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

## CHAPTER 8. DESIGNEE FILE

### 1. General

The designee file is used to record pertinent data about designees who perform functions on behalf of the Administrator. The information is entered into VIS at the local Flight Standards office. This file also contains information on other persons, such as, airmen with Inspection Authorization, Aviation Safety Counselors, Airman Certification Representatives, and Aerobatic Competency Evaluators.

For designees, there are three types of records in the database:

- Training Center Evaluators (TCE) - Parent (Type A)
- TCEs – Satellite (Type 1)
- General Designees (Type G)

The CHDO for the parent-training center maintains the TCEs records for associated satellites. The designating/authorizing office maintains General Designee records.

It is extremely important that VIS records are current, and accurate since the National Work Program Guidelines (NPG) and office developed work programs are generated utilizing this data. Current guidance dictates the validation requirement of this file be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program this validation should be as close to the annual VIS snapshot as practical. The VIS snapshot is normally conducted on the last Saturday of July.

### 2. Data Entry Fields

#### A. Training Center Evaluators, both Parent (TCE/P) and Satellite (TCE/S) (Types A and 1)

**NOTE: The screens for both types of TCEs are identical, with the exception of the “ADD” function for Satellite TCEs, which requires a satellite-training center designator. If a satellite designator is entered, then the Satellite Office and the TCE Parent Designator fields are autofilled and cannot be edited.**

#### 1) Designee Name

Enter the last name of the designated airman as it appears on the airman's pilot certificate or mechanic certificate. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as “Jr.” “II,” etc. may be added after the middle initial. Always insert a period after an initial and “Jr.” or “Sr.”

#### 2) Post Office Box

Enter the post office box, if applicable.

#### 3) Address1

Enter the first line of the mailing address.

**4) Address2**

Enter the second line of the address, if needed.

**5) Address3**

Enter the third line of the address, if needed.

**6) City**

Enter the name of the city or town.

**7) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**8) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**9) Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**10) Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**11) Ext**

Enter the telephone extension number, if applicable.

**12) Fax**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**13) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**14) E-mail Address**

Enter the electronic mail (e-mail) address.

**15) Assoc Airport ID**

Enter the alphanumeric identifier for the airport on which the airman accomplishes authorized activities and surveillance should be accomplished. If the location is not on an airport or not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

**16) Record Status**

Enter the current status of the designation. The following options are valid entry codes/descriptions:

- A The certificate is active.
- I The certificate is inactive.
- C The record has been transferred to another district office.
- R The certificate has been revoked.
- D The certificate has been surrendered.
- S The certificate has been suspended.

**17) Record Status Date**

The date in this field represents the date when the Designee's main record was initially created, or when a change occurs in the main record status. This date will only change when the main record status changes. The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the Designee's main record status changed (final adjudication of legal enforcement proceedings, voluntary surrender of authority, etc.).

**18) Date Last Changed**

This date will autofill with the current date each time changes are made and saved in the main record or any authorization subtable. This field is autofilled and cannot be edited.

**19) Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the Air Agency record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**20) Training Center Evaluator****a) *TCE Aircraft Dispatch***

Select when the TCE is authorized to conduct practical tests for aircraft dispatcher certificate.

**b) *TCE Airline Transport Pilot***

Select each exam kind field for which a TCE is authorized to conduct practical tests.

**c) *TCE Instrument Rating***

Select each exam kind field for which a TCE is authorized to conduct practical tests.

**d) *TCE Commercial Pilot***

Select each exam kind field for which a TCE is authorized to conduct practical tests.

**e) *TCE Flight Engineer***

Select each exam kind field for which a TCE is authorized to conduct practical tests.

**f) *TCE Flight Instructor***

Select each exam kind field for which a TCE is authorized to conduct practical tests.

**g) *TCE Pilot Proficiency***

Select each exam kind field for which a TCE is authorized to conduct proficiency checks.

**h) *TCE Private Pilot***

Select each exam kind field for which a TCE is authorized to conduct practical tests.

**i) *TCE Authorized as Check Airman*****(1) Aircraft**

Select when the TCE has been authorized to perform check airman activities in an aircraft.

**(2) Simulator**

Select when the TCE has been authorized to perform check airman activities in a simulator.

**NOTE: Selection in either of the two preceding fields will allow an entry in the Approved Carriers Sub-Table.**

**(3) TCE Cat II**

Select when the TCE is authorized to conduct Cat II proficiency checks.

**(4) TCE Cat III**

Select when the TCE is authorized to conduct Cat III proficiency checks

**(5) TCE Parent Designator Code**

This two-element code consists of a "designator" element made up of three characters and a "type" element that identifies the parent-training center. Example: E4XX. The designator must be active on the FSAS designator code table. This field is autofilled and cannot be edited.

**(6) Satellite Designator Code**

This two-element code consists of a "designator" element made up of three characters and a "type" element that identifies the satellite-training center. Example: E4XX. The designator must be active on the FSAS designator code table. This field is autofilled and cannot be edited.

**(7) Satellite Office**

This is the four-character alphanumeric ID code of the geographic district office. This field is autofilled and cannot be edited.

**21) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the operator/airman or other computer files.

**22) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Offices may use this field.

**23) National Use**

This is a free-form field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The Region or Field Offices should not use this field.

**NOTE: See Section 3 for Sub-Table information.**

**B. General Designees (Type G)****1) Designee Name**

Enter the last name of the designated airman as it appears on the airman's pilot certificate. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

**2) Post Office Box**

Enter the post office box, if applicable.

**3) Address1**

Enter the first line of the mailing address.

**4) Address2**

Enter the second line of the address, if needed.

**5) Address3**

Enter the third line of the address, if needed.

**6) City**

Enter the name of the city or town.

**7) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**8) Country**

Enter the two-character abbreviation of the country if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**9) Postal Code**

Enter the U.S. postal zip code if the address is within the United States or U.S. possession. Enter the nine-digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**10) Phone**

Enter the business telephone number including area code if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**11) Ext**

Enter the telephone extension number, if applicable.

**12) FAX**

Enter the FAX number including area code if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**13) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**14) E-mail Address**

Enter the electronic mail (e-mail) address.

**15) Assoc. Airport ID**

Enter the alphanumeric identifier for the airport on which the airman accomplishes authorized activities and surveillance should be accomplished. If the location is not on an airport or not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

**16) Record Status**

Enter the current status of the designee/authorization holder record. The following options are valid entry codes/descriptions:

- A     The record is active.
- I     The record is inactive.

**17) Record Status Date**

A change was made this date to the record status. When the record status changes, the system autofills the field with today's date. The date can be replaced with a date earlier than today's date.

**18) Date Last Changed**

This is the date that the record was last changed. This field is autofilled and cannot be edited.

**19) Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**20) Designated Parachute Rigger Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests

**21) Private Pilot Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests.

**22) Commercial Pilot Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests.

**23) Sport Pilot Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests.

**24) Sport Pilot Flight Instructor Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests

**25) Commercial Instrument Rating Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests.

**26) Airline Transport Pilot Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests.

**27) Flight Instructor Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests.

**28) Experimental Aircraft Examiner**

Select each exam kind field for which the designee is authorized to conduct practical tests.

**29) Additional Information****a) *Multi-Engine or Large (includes Helicopter) or Turbine (Turbojet or Turboprop)***

Select when the designee is authorized to conduct practical tests in multiengine airplanes or large (including helicopter) aircraft or turbojet/turboprop airplanes. This field is automatically selected when certain criteria (identified in VIS Users Manual) are met and may be edited.

**30) General Aviation Pilot Proficiency Examiner****a) *Airplane***

Select when the pilot proficiency examiner is authorized to conduct proficiency checks in an airplane.

**b) *Simulator***

Select when the pilot proficiency examiner is authorized to conduct proficiency checks in a simulator.

**c) *Rotorcraft***

Select when the pilot proficiency examiner is authorized to conduct proficiency checks in a rotorcraft.

**31) Other General Aviation Examiner/Designee****a) *National Designated Pilot Examiner Registry***

Select when the designee is authorized by the NDPER program office to conduct practical tests.

**b) *Airman Certification Representative – FIRC (ACRF)***

Select when the designee is authorized as an airman certification representative for flight instructor refresher courses.

**c) *Airman Certification Representative Associated with a 141 School***

Select when the designee is authorized as an Airmen Certification Representative for a FAR 141 Pilot School.

**d) *DPE Associated with a 141 School***

Select when the DPE is associated with a FAR 141 Pilot School. General Aviation Pilot Proficiency Examiner

**e) *Military Competency/Foreign Pilot***

Select when the designee is authorized to issue airmen certificates based on military competency or foreign pilot license.

**f) *Inspection Authorization (IA) Designation***

Select when the airman holds an Inspection Authorization.

**g) *Aviation Safety Counselor***

Select when the person is authorized to perform Aviation Safety Counselor activities.

**h) *Aerobatic Competency Evaluator***

Select when the airman is authorized to conduct aerobatic competency evaluations.

**i) *Flight Instructor Renewal Examiner (FIRE)***

Select when the airman is authorized to perform Flight Instructor renewal activities.

**j) *Ground Instruction Examiner (GIE)***

Select when the airman is authorized to perform Ground Instructor Examiner activities.

**32) Air Transportation Designee**

**a) *Aircraft Dispatcher Examiner***

Select when the designee is authorized to conduct Aircraft Dispatcher practical tests.

**b) *DFEE Turbojet***

Select if the designee is authorized to conduct Flight Engineer practical tests in turbojet aircraft.

**c) *DFEE Turbojet Sim***

Select if the designee is authorized to conduct Flight Engineer practical tests in turbojet simulators.

**d) *DPE Sim***

Select if the designee is authorized to conduct pilot practical tests in simulators for a FAR 121, 135, or 121/135 certificate holder.

**e) *DFEE Turboprop***

Select if the designee is authorized to conduct Flight Engineer practical tests in turboprop aircraft.

**f) *DFEE Turboprop Sim***

Select if the designee is authorized to conduct flight engineer practical tests in turboprop simulators.

**g) *DPE Aircraft***

Select if the designee is authorized to conduct pilot practical tests in aircraft for a FAR 121, 135, or 121/135 certificate holder.

**h) *DFEE Recip***

Select if the designee is authorized to conduct Flight Engineer practical tests in reciprocating engine aircraft.

**i) *DFEE Recip Sim***

Select if the designee is authorized to conduct Flight engineer practical tests in reciprocating engine simulator.

**j) *DPE Designation Code***

Enter the two-element code that consists of a “designator” element made up of three characters and a “type” element that identifies the certificate holder for which the designee conducts pilot practical tests. Example: E4XA. The designator must be active on the FSAS designator code table.

**33) Designated Mechanic Examiner****a) *Airframe***

Select when the designee is authorized to conduct airframe oral and practical tests.

**b) *Powerplant***

Select when the designee is authorized to conduct powerplant oral and practical tests.

**c) *DME Associated with a 147 school***

Select when the designee is associated with a FAR 147 Aviation Maintenance Technician School.

**34) Representatives****a) *Designated Airworthiness Rep (DAR)***

Select when the person has been designated as an Airworthiness Representative.

**35) Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the operator/airman or other computer files.

**36) Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Offices may use this field.

**C. National Use**

This is a free-form field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. The Region or Field offices should not use this field.

**3. Sub-Table Records****A. Designee Approval/Authorization/Designation Sub-Table Record****1) Approval/Authorization/Designation**

Enter the code for each approval/authorization/designation identified in the main record. Valid entry codes are available using the F1 key.

**NOTE: A separate sub-table record must be entered for each approval, authorization, or designation identified in the main record.**

**2) Assigned Safety Inspector**

Enter the three-character ID code for the assigned inspector.

**3) Designee Status**

Enter the current status of the designee. The following options are valid entry codes/descriptions:

- A The designation is active.
- D The designation has been surrendered.
- I The designation is inactive.
- R The designation has been revoked.
- S The designation has been suspended for a specified period of time. If the suspension period has been completed and the designation reinstated, then the entry should be changed back to active.

**4) Designee Status Date**

The date in this field represents the date on which the designation status (A-Active, I-Inactive, etc) became effective. The system autofills the present date, but allows the user to enter an earlier date. The modifiable date option allows the user to accurately reflect the date on which the designees status changed (final adjudication of legal enforcement proceedings, voluntary surrender, termination, etc.).

**5) Expiration Date**

Enter the expiration date of the designation.

**6) Renewal Date**

Enter the date the designee is scheduled for renewal.

**7) Last Trained Date**

Enter the date that the designee completed FAA required training, if applicable.

**8) Surveillance Office**

Enter the four-character alphanumeric ID code of the office that has surveillance responsibility for the designee. This field is autofilled with the CHDO and may be edited.

**9) Additional Core Cert Number**

This is an optional field used to record an additional airman certificate held by the airman.

**10) Designation Number**

Enter the Designees Designation Number. This alphanumeric identifier is made up of the appointing or supervising office code and unique number sequence. The designation number, for example, could be WP-09-1234 or DAR-123456-WP.

**B. Aircraft (Multi, Large Turbine) Sub-Table Record****1) Approval/Authorizations/Designations**

Enter the code for each approval/authorization/designation identified in the main record. Valid entry codes are available using the F1 key.

**NOTE: A separate sub-table record must be entered for each approval, authorization, or designation identified in the main record.**

**2) Aircraft Class**

Select each exam kind field for which a designee is authorized to conduct practical tests or proficiency checks.

**3) Make/Model**

Enter the make/model for which a designee is authorized to conduct practical tests or proficiency checks.

**C. SIM or FTD Sub-Table Record****1) Approval/Authorizations/Designations**

Enter the code for each approval/authorization/designation identified in the main record. Valid entry codes are available using the F1 key.

**NOTE: A separate sub-table record must be entered for each approval, authorization, or designation identified in the main record.**

**2) FAA ID**

Enter the FAA ID assigned by the National Simulator Program Manager (NSPM), if applicable. The ID must be in the Simulator Table and active.

**3) Level**

Enter the level as determined by current Agency guidance for Levels one through five FTDs. If an entry is made in the FAA ID field above, then this field is autofilled with the level assigned by the NSPM and cannot be edited.

**4) Make/Model**

Enter the make/model for Levels one through five FTDs, if applicable. If an entry is made in the FAA ID field above, then this field is autofilled with the make/model assigned by the NSPM and cannot be edited.

**5) FTD Manufacturer**

Enter the manufacturer's name for Levels 1 through 5 FTDs. If an entry is made in the FAA ID field above, then this field is prohibited.

**6) FTD Model**

Enter the manufacturer's model for Levels one through five FTDs. If an entry is made in the FAA ID field above, then this field is prohibited.

**7) FTD Serial#**

Enter the manufacturer's serial number for Levels one through five FTDs. If an entry is made in the FAA ID field above, then this field is prohibited.

**8) Special Remarks**

This is a free-form field that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**D. Approved Carriers (Check Airman Only) Sub-Table Record****1) Approval/Authorizations/Designations**

Enter the code for each approval/authorization/designation identified in the main record. Valid entry codes are available using the F1 key.

**NOTE: A separate sub-table record must be entered for each approval, authorization, or designation identified in the main record.**

**2) TCE Aircraft**

Select when the TCE is authorized to conduct proficiency checks under FAR 121, 125, 135, and 121/135 in aircraft.

**3) TCE Simulator**

Select when the TCE is authorized to conduct proficiency checks under FAR 121, 125, 135, and 121/135 in simulators.

**4) TCE AQP Simulator**

Select when the TCE has authority to act as an AQP Evaluator.

**5) Approved Carrier Designator**

Enter the two-element code that consists of a "designator" element made up of three characters and a "type" element that identifies the FAR 121, 125, 135, and 121/135 certificate holder for which the TCE conducts proficiency checks. Example: E4XA. The designator must be active on the FSAS designator code table.

**6) Simulator Information****a) *Make/Model - Make/Model/Series***

This field is autofilled with the make/model/series assigned by the NSPM and cannot be edited.

**7) Aircraft Information****a) *Make/Model/Series***

Enter the make/model/series of aircraft in which the TCE is authorized to conduct checks under FAR 121, 125, 135, and 121/135.

**8) Approvals****a) *Pilot Proficiency Aircraft***

Select when the airman is authorized to perform activities of a Proficiency Check Pilot – Aircraft in accordance with current handbook guidance.

**b) *Pilot – All Checks***

Select when the airman is authorized to perform activities of a Check Pilot – All Checks in accordance with current handbook guidance.

**c) *Pilot Proficiency Simulator***

Select when the airman is authorized to perform activities of a Proficiency Check Pilot – Simulator in accordance with current handbook guidance.

**d) *Flight Engineer Airplane***

Select when the airman is authorized to perform Flight Engineer airplane activities in accordance with current handbook guidance.

**e) *Pilot Line All Seats***

Select when the airman is authorized to perform activities of a Line Check Pilot – All Seats in accordance with current handbook guidance.

**f) *Flight Engineer – All Checks***

Select when the airman is authorized to perform Flight Engineer – all checks in accordance with the current handbook guidance.

**g) *Pilot – Line Observers (Jump) Seat Only***

Select when the airman is authorized to perform activities of a Line Check Pilot – Observer’s Seat in accordance with current handbook guidance.

**(1) Jump Seat Eff Date**

Enter the effective date of the Line Check Pilot – Observer’s Seat (jump) authorization.

**(2) Expiration Date**

This is the expiration date of the Line Check Pilot - Observer’s Seat (jump) authorization. This field is autofilled with the date that is the last day of the month that is one year from the entry in the “Jump Seat: Effective Date” field and can be edited.

**E. Associated Designators (ACR, DPE, DME associated w/school) Sub-Table Record****1) Approval/Authorizations/Designations**

Enter the code for each approval/authorization/designation identified in the main record. Valid entry codes are available using the F1 key.

**NOTE: A separate sub-table record must be entered for each approval, authorization, or designation identified in the main record.**

**2) Designator**

Enter the two-element code that consists of a “designator” element made up of three characters and a “type” element that identifies the FAR 141 or 147 certificate holder with which the person is associated. Example: E4XA. The designator must be active on the FSAS designator code table.

**3) FAR**

This is the part of 14 CFR under which the certificate holder has received authority to conduct business. This field is autofilled and cannot be edited.

**4) Air Operator Name**

This is the legal or official name of the certificate holder. This field is autofilled and cannot be edited.

**F. Remarks Sub-Table Record****1) Comment Text**

This is a free-form field that the Field Office may use to enter additional information considered significant that is not recorded elsewhere in the record.



## CHAPTER 9. CHECK AIRMAN

### 1. General

The Check Airman file is used to record pertinent data about an Air Carrier Certificate holder's check airmen (Part 121, 125, 135, and 121/135). An Aircraft Sub-Table record should be created for each aircraft in which the airman is approved to conduct checks. A Simulator Sub-Table record should be created for each simulator in which the airman is approved to conduct checks.

It is extremely important that the record is current, and accurate since the National Work Program Guidelines (NPG) and office developed work programs are generated utilizing this data. Current guidance dictates the validation requirement of this file be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program this validation should be as close to the annual VIS snapshot as practical. The VIS snapshot is normally conducted on the last Saturday of July.

#### A. Air Carriers (FAR 121, 125, 135, and 121/135)

Each Check Airman record entered into the file at the Certificate Holding District Office (CHDO) is redistributed by the mainframe computer to the Geographic District Office (GDO). A separate Geographic Check Airman record, identified in VIS as GDO\_ASI, is automatically created at the GDO and autofilled with data from the redistributed Check Airman record. The Assigned Safety Inspector field in the GDO\_ASI record is autofilled with "TDY." The GDO must replace "TDY" with the inspector ID code of the inspector assigned surveillance responsibility for the Check Airman. The data in the redistributed Check Airman record cannot be changed by the GDO. It can only be viewed.

#### B. Training Centers (FAR 142)

Training Center Evaluators (TCE's) employed by Part 142 Training Centers may act as Check Airmen for air carriers, if they are qualified by the Training Center, and approved for use by the by the air carriers Principal Operations Inspector (POI).

**NOTE: Do not enter a Check Airman file for these Check Airman. The Training Center Program Manager (TCPM) maintains this information under the Training Center's Part 142 record.**

### 2. Data Entry Fields

#### A. Airman Name

Enter the name of the Check Airman. Enter the last name first, immediately followed by a comma. The software will automatically insert a space after the comma. Then enter the first name followed by the middle name or middle initial. A name suffix, such as "Jr.," "II," etc. may be added after the middle initial. Always insert a period after an initial and "Jr." or "Sr."

#### B. Address 1

Enter the address of the facility where the Check Airman receives official company mail. If the Check Airman is an evaluator in a training center, then enter the training center address.

**C. Address 2**

Enter the second line of the address, if needed.

**D. Address 3**

Enter the third line of the address, if needed.

**E. City**

Enter the name of the city or town.

**F. State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**G. Postal Code**

Enter the U.S. postal zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. Enter the postal code (if available) of the country/state/province, if the address is outside of the United States or U.S. possession.

**H. Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**I. Phone**

Enter the business telephone number including area code, if the person is located within the United States or U.S. possession. Leave blank if the person is located outside of the United States or U.S. possession.

**J. Ext**

Enter the telephone extension, if needed.

**K. Fax**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**L. Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if the person is located outside of the United States or U.S. possession. The number must be recorded as it is dialed from the United States.

**M. E-mail Address**

Enter the electronic mail (e-mail) address.

**N. FAR**

This is the Federal Aviation Regulation (FAR) under which a person or organization has received authority to conduct business. This field is autofilled and cannot be edited.

**O. Assigned Inspector**

This is the three-character inspector ID code of the assigned Principal Operations Inspector (POI). This field is autofilled and cannot be edited.

**P. Record Status**

Enter the current status of the check airman record. The following options are valid entry codes/descriptions:

- A Active
- I Inactive
- C Transferred

**NOTE: When a "C" is displayed, the certificate has been transferred to another district office. This is autofilled in the losing office and cannot be edited. The original record will remain in the check airmen table until the next fiscal year rollover.**

**Q. Record Status Date**

A change was made this date to the certificate status. When the certificate status changes, the system autofills the field with today's date. The date can be replaced with a date earlier than today's date.

**R. Date Last Saved**

This date will autofill with the current date each time the record is saved. This field is autofilled and cannot be edited.

**S. Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the Air Agency record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**T. Check Airman**

Select if the airman holds basic Check Airman authority. This field should be selected for every Check Airman file.

**U. Includes International Routes**

Select if the airman holds international line Check Airman authority.

**V. APD**

Select if the airman has been designated as an Aircrew Program Designee (APD).

**W. AQP**

Select if the airman exercises his/her authority under an Advanced Qualification Program (AQP).

**X. Check Airman Types**

**NOTE: A checkmark is required in at least one of the following six fields.**

**1) Pilot-All Checks**

Select when the airman is authorized to perform activities of a Check Pilot - All Checks in accordance with current handbook guidance.

**2) Pilot-Proficiency Aircraft**

Select when the airman is authorized to perform activities of a Proficiency Check Pilot - Aircraft in accordance with current handbook guidance.

**3) Pilot-Proficiency Simulator**

Select when the airman is authorized to perform activities of a Proficiency Check Pilot - Simulator in accordance with current handbook guidance.

**4) Pilot-Line All Seats**

Select when the airman is authorized to perform activities of a Check Pilot Line - All Seats in accordance with current handbook guidance.

**5) Pilot-Line Observer's (Jump) Seat Only**

Select when the airman is authorized to perform activities of a Check Pilot Line - Observer's Seat only in accordance with current handbook guidance.

**a) *Effective Date***

Enter the effective date of the Check Pilot Line - Observer's Seat (Jump Seat) authorization.

**b) *Expiration Date***

This is the expiration date of the Check Pilot Line - Observer's Seat (Jump Seat) authorization. This field is autofilled with the date that is the last day of the month that is one year from the entry in the "Jump Seat: Effective Date" field and can be edited.

**6) Check Flight Engineer**

Select when the airman is authorized to perform Check Flight Engineer activities in accordance with current handbook guidance.

**Y. Check Airman Expiration Date**

Enter the optional expiration date for the Check Airman. This field is used at the discretion of the POI.

**Z. Aircrew Program Designee****1) Effective Date**

Enter the effective date of the aircrew program designee (APD) designation.

**2) Renewal Date**

Enter the renewal date of the APD designation.

**3) Expiration Date**

Enter the expiration date of the APD designation.

**4) Last Trained Date**

Enter the date that the APD completed the FAA annual training.

**AA. Primary Airport ID**

Enter the alphanumeric identifier for the airport on which the check airman accomplishes authorized activities and surveillance should be accomplished. It must be located within the geographic boundary of the GDO. If the location is not on an airport or not on an airport included in the FSAS airport table, then use the identifier of the nearest airport.

**BB. Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the operator/airman or other computer files.

**CC. Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis. Headquarters, the Regional Office, or Field Office may use this field.

**DD. National Use**

This is a two-character field provided for use as directed by FAA Headquarters for specific tracking purposes on a temporary or permanent basis.

**EE. GDO**

This is the four-character alphanumeric ID code of the flight standards office that has surveillance responsibility for the check airman. This field is autofilled with the CHDO identifier. If the responsible office (as defined in the current geographic order) is not the CHDO, then replace the identifier for the Field Office where the check airman activities are performed.

### 3. Sub-Table Records

#### A. Aircraft Sub-Table Record

##### 1) Designations

###### a) *AQP*

This field indicates whether the airman holds AQP authority in the aircraft. This field is autofilled from the main Check Airman record. The selections may be modified to accommodate authorizations based on specific fleet types.

###### b) *APD*

This field indicates whether the airman holds an APD designation in the aircraft. This field is autofilled from the main Check Airman record. The selections may be modified to accommodate authorizations based on specific fleet types.

###### c) *Check Airman*

This field indicates whether the airman holds Check Airman authorization in the aircraft. This field is autofilled from the main Check Airman record. The selections may be modified to accommodate authorizations based on specific fleet types.

###### d) *Make/Model/Series*

Enter the make/model/series of aircraft in which the Check Airman is authorized to conduct checks under the provisions of a specific FAR. The make/model must be listed in the Aircraft Table record in the CHDO's Air Operator Record before it can be added to the Check Airman record (for FAR 142 training centers, an edit check is not performed against the Air Operator's Aircraft Sub-Table).

#### B. Simulator Sub-Table Record

##### 1) Designations

###### a) *AQP*

This field indicates whether the airman holds AQP authority in the simulator. This field is autofilled from the main Check Airman record. The selections may be modified to accommodate authorizations based on specific fleet types.

###### b) *APD*

This field indicates whether the airman holds an APD designation in the simulator. This field is autofilled from the main Check Airman record. The selections may be modified to accommodate authorizations based on specific fleet types.

###### c) *Check Airman*

This field indicates whether the airman holds Check Airman authorization in the simulator. This field is autofilled from the main Check Airman record. The selections may be modified to accommodate authorizations based on specific fleet types.

**d) *FAA ID***

Enter the FAA ID assigned by the National Simulator Program Manager (NSPM). The ID must be in the Simulator Table and active. If the FAA ID is entered, then the make/model/series field is autofilled and cannot be edited.

**e) *Make/Model/Series***

Enter the make/model or make/model/series of the simulator. If there is an entry in the FAA ID field, then this field is autofilled and cannot be edited.

**C. Remarks Sub-Table Record****1) Comment Text**

This is a free-form field that the Field Office can use to enter additional information considered significant that is not recorded elsewhere in the record.

**4. GDO ASI Record**

**NOTE: With the exception of the assigned Inspector field, all fields are autofilled from the corresponding fields in the main Check Airman record and cannot be edited.**

**A. Data Entry Fields****1) Airman Name**

This is the name of the Check Airman. This field is autofilled and cannot be edited.

**2) FAR**

This is the Federal Aviation Regulation (FAR) under which the certificate holder shown in the designator field has received authority to conduct business. This field is autofilled and cannot be edited.

**3) Assigned Inspector**

Enter the inspector ID code of the individual who is responsible for surveillance of the Check Airman at the GDO.

**NOTE: If the GDO is the same as the CHDO, then the field will be autofilled with the inspector ID code of the Principal Operations Inspector from the Check Airman record and may be edited. If the GDO is not the CHDO, then the field will be autofilled with "TDY." The field must be replaced with the assigned Operations Inspector ID code.**

**4) Status**

This is the current status of the Check Airman record. This field is autofilled and cannot be edited.

**5) Status Date**

This is the date that the Check Airman's record status was last changed. This field is autofilled and cannot be edited.

**6) Geographic DO**

This is the four-character alphanumeric ID code of the Field Office that has surveillance responsibility for the check airman. This field is autofilled and cannot be edited.

**7) City**

This is the city of the facility where the Check Airman receives official company mail. This field is autofilled and cannot be edited.

**8) State**

This is the state of the facility where the check airman receives official company mail. This field is autofilled and cannot be edited.

**9) Country**

This is the country of the facility where the check airman receives official company mail. This field is autofilled and cannot be edited.

**10) Phone**

This is the telephone number of the check airman. This field is autofilled and cannot be edited.

## CHAPTER 10. NON-CERTIFICATED ACTIVITY FILE

### 1. General

The Non-Certificated activity file is used to record pertinent information about persons, organizations, and companies involved in aviation activities not found elsewhere in VIS. The intention is to capture the aviation activities, but not to duplicate information in other VIS files. A separate record must be created for each activity under which the non-certificated entity conducts business. There are two sub-tables linked to this file: the Aircraft Sub-Table and the Remarks Sub-Table.

It is extremely important that the record is current and accurate since the National Work Program Guidelines (NPG) and office developed work programs may be generated from this data. Current guidance dictates the validation requirement of this file be performed at least every 12 months. In an effort to obtain the most accurate information possible for the annual surveillance work program, this validation should be done as close to the annual VIS snapshot as practical. The VIS snapshot is normally conducted on the last Saturday of July.

### 2. Data Entry Fields

#### A. Airport

Enter the alphanumeric identifier for the airport on which the person, organization, company, or facility is located for normal business contacts and where surveillance should be accomplished. It must be located within the geographic boundary of the responsible district office. If the location is not on an airport, or not on an airport included in the FSAS airport table, then use the identifier of the nearest airport. The entry into this field auto fills into the header airport field.

#### B. Activity Type

Enter the code of the activity type listed in the Non-Certificated Look-up Table that most closely describes the operation or business of the entity. Only one activity type from the table can be selected for each record. The following options are valid entry codes/descriptions:

##### 1) Authorization Holder (AH)

An authorization holder is an operator granted one of the following authorizations under the provisions of 14 CFR Part 91:

1. A letter issued to CAT II or III operators under 14 CFR Part 91.193 (includes deviations from 91.189, 91.191,
2. An MEL letter issued under 14 CFR Part 91.213,
3. A special flight authorization issued under the provisions of one of the following regulations; 91.319, 91.203, 91.857,
4. A single pilot operation authorized under the provisions of 14 CFR Part 91.531, or
5. Any other authorizations issued under the provisions of an SFAR.

**NOTE: Additional information should be added in the Remarks Sub-Table, e.g., the kind of authorization granted, applicable regulation, issue date, and, if applicable, expiration**

**date. To avoid duplication, enter the holder of a parachute jump waiver under activity type PC.**

**2) FAR 91.409(F) (AI)**

A non-certificated operator that is required to inspect aircraft under the provisions of 14 CFR Part 91.409(f)

**3) Aerobatic Pilot (AP)**

A person who holds a current Statement of Aerobatic Competency (FAA Form 8710-7). A record must be entered for every FAA Form 8710-7 issued.

**4) Altimeter Setting Source (AS)**

Altimeter setting sources are defined in Advisory Circular 91-14(C). Do not enter a record for an altimeter-setting source owned and operated by a certificate holder. This information shall be recorded in the environmental file.

**5) Banner Tow (BT)**

A person who holds a certificate of waiver issued under FAR 91 Subpart J, specifically authorizing the holder to conduct banner tow operations.

**6) Civil Air Patrol (CAP)**

An auxiliary U.S. Air Force organization that provides search and rescue support.

**7) Executive/Corporate Operator (ECO)**

A non-certificated operator that uses an aircraft to transport persons or property for corporate or company purposes.

**NOTE: Any operator that has an aircraft with a seating capacity of 20 or more and a payload of more than 6,500 pounds must be entered in the Air Operator file.**

**8) Exemption Holder (EH)**

An operator that has been authorized an exemption from certain regulations under the provisions of 14 CFR Part 11, Subparts C, D, or E. Enter the exemption number, issue, and expiration dates in the fields provided.

**9) Fueling Activity (FA)**

A person, organization, or company that provides aviation fueling services for public or private use. It specifically excludes an organization certificated under 14 CFR Part 119 or a fixed base operator (see activity type FBO).

**10) FAR 65 Aircraft Dispatcher Training (FADT)**

A person, organization, or company that provides aircraft dispatcher instruction for a certificate issued under 14 CFR Part 65. This activity type specifically excludes an organization certified under 14 CFR Part 141 or 142.

**11) Fixed Base Operator (FBO)**

A person, organization, or company that provides maintenance, ground handling, servicing, flight instruction, or fueling services on an airport. For operators that do not include all activity types, i.e., maintenance, flight instruction, and fueling services, enter a record for each separate activity type.

**12) Flying Club (FC)**

A group or association that exists to promote aviation on a local basis. It may include group operation of aircraft. This club may operate vintage or war bird aircraft, some of which may be large aircraft (over 12,500 pounds maximum gross take-off weight).

**13) FAR 63 Flight Engineer Training Program (FETP)**

A person, organization, or company that provides flight engineer instruction for a certificate issued under 14 CFR Part 63. This activity type specifically excludes organizations certified under 14 CFR Part 141 or 142.

**14) FAR 61 Flight Instruction (FFI)**

A person, organization, or company that provides any kind of flight instruction for a certificate issued under 14 CFR Part 61. This activity type specifically excludes organizations certified under 14 CFR Part 141 or 142.

**15) FAR 63 Flight Navigator Training Program (FNTTP)**

A person, organization, or company that provides flight navigator instruction for a certificate issued under 14 CFR Part 63. This activity type specifically excludes organizations certified under 14 CFR Part 141 or 142.

**16) Industrial Operator (IO)**

A non-certificated operator that uses an aircraft for other than personnel transportation, e.g., aerial survey, motion picture and television filming, photography, manufacturer flight test, parachute jumping, aircraft sales, balloon rides, or funeral home operations.

**17) Non-Certificated Airport (NCA)**

An airport available for public use that is not certificated under 14 CFR Part 139.

**18) Non-Certificated Maintenance (NCM)**

A person, organization, or company with a hangar facility that employs one or more persons that approve aircraft or components for return to service under the privileges of a mechanics certificate issued under 14 CFR Part 65.

**19) Non-Certificated School (NCS)**

A school that provides formal aviation-related instruction not otherwise identified in the non-certificated file, e.g., an avionics or instrument technician school.

**20) Parachute Team or Club (PC)**

A person, organization, or company that conducts organized parachute-jumping operations. Such operations may include military or civilian jump teams, commercial instruction, tandem jumping, or groups that hold or routinely request waivers for parachute jumps into congested areas.

**21) Powerline/Pipeline Patrol (PLP)**

A person, organization, or company that holds a waiver issued under FAR 91, subpart J for the express purpose of pipeline/powerline patrol. Pipeline/powerline patrol is an operation of an aircraft in order to locate leaks, breaks, etc., in a pipeline or powerline.

**22) Progressive Inspection (PR)**

The operator of one or more aircraft who inspects those aircraft under the provision of 14 CFR Part 91.409(d).

**23) Supplemental Aviation Weather Reporting Station (SS)**

A facility an aeronautical enterprise not affiliated with a certificate holder under an agreement with the National Weather Service (NWS).

**24) Sightseeing Flights (SSR)**

A person, organization, or company that conducts commercial sightseeing operations for compensation or hire, with fixed wing airplanes or rotorcraft, as described in FAR 135.1(a)(5).

**25) Waiver Holder (WH)**

An operator that has been authorized a waiver from certain regulations under the provisions of 14 CFR PART 91, Subpart J. To avoid duplication, enter the holder of a power line or pipeline waiver under activity type PLP, or the holder of a banner tow waiver under activity type BT.

**C. FAR**

This is the Federal Aviation Regulation (re-codified under Title 14 CFR) under which the non-certificated entity carries out its operations. This field is auto filled and cannot be edited.

**D. Name Key**

This is the alphanumeric identifier for the person, company, or facility. This field is auto filled from the name/company field described below and cannot be edited.

**E. Name/Company**

Enter the name of the person or company. The entry into this field generates a name identifier which auto fills into the name key field.

**F. Status**

Enter the current status of the non-certificated activity. The following options are valid codes/descriptions:

- A The non-certificated entity is active.
- I The non-certificated entity is inactive. This code is used when the activity is expected to resume operations at a later date.

**NOTE: Non-certificated activities that cease operations entirely (not expected to resume operations) should be deleted by the System Administrator.**

**G. Status Date**

A change was made this date to the status field. When the certificate status changes, the system auto fills the field with today's date. The date can be replaced with a date earlier than today's date.

**H. Activity Contact**

Enter the name of the person at the non-certificated entity who has been designated as a focal point of contact.

**1) Address 1**

Enter the primary location of business where management and record keeping activities are conducted. Generally, it will be the location where the activity contact is located.

**2) Address 2**

Enter the second line of the address (if needed).

**3) Address 3**

Enter the third line of the address (if needed).

**4) City**

Enter the name of the city (or town).

**5) State**

Enter the two-character postal abbreviation for the state or U.S. possession. Leave the field blank if the address is outside of the United States or U.S. possession.

**6) Country**

Enter the two-character abbreviation of the country, if the address is outside of the United States or U.S. possession. No entry is required if a state was entered, it will default to US.

**7) Postal Code**

Enter the U.S. postal or foreign zip code, if the address is within the United States or U.S. possession. Enter the nine digit postal code with a dash [-] separating the fifth and sixth digit, if available. If the address is outside of the United States or U.S. possession, then enter the postal code (if available) of the country/state/province.

**8) Phone**

Enter the business telephone number including area code, if located within the United States or U.S. possession. Leave blank if located outside of the United States or U.S. possession.

**9) FAX**

Enter the FAX number including area code, if located within the United States or U.S. possession. If located outside of the United States or U.S. possession, then enter the FAX number including the country code and city code. The number must be recorded as it is dialed from the United States.

**10) Foreign Phone**

Enter the business telephone number including the country code and city code (if applicable), if located outside of the United States or U.S. possession. The number must be entered as it is dialed from the United States.

**11) Email Address**

Enter the Internet electronic mail address of the person, organization, company, or facility.

**I. Number of Aircraft**

Enter the total number of aircraft operated by the non-certificated entity.

**NOTE: The number of aircraft entered in this field must equal the total number of aircraft entered in the Aircraft Sub-Table record(s).**

**1) # of Large or Turbine-powered Aircraft**

Enter the number of large airplanes, turbine-powered multiengine airplanes, and turbine-powered rotorcraft operated by the non-certificated entity. Do not enter any aircraft that have been entered in another VIS file for the same company.

**NOTE: A "large airplane" is any airplane, reciprocating, turbojet or turbo-propeller powered that exceeds a gross weight of 12,500 pounds. For the purposes of this field, "turbine-powered" should include all turbine-powered multi-engine airplanes and turbine-powered rotorcraft, regardless of the gross weight of the aircraft. If an operator does not operate any of the types of aircraft identified above, then enter "0" or leave blank.**

**J. Assigned Inspector****1) Operations**

Enter the three-character inspector ID code of the assigned Principal Operations Inspector (POI)

**2) Maintenance**

Enter the three-character inspector ID code of the assigned Principal Maintenance Inspector (PMI)

**3) Avionics**

Enter the three-character inspector ID code of the assigned Principal Avionics Inspector (PAI)

**K. Associated Reference ID**

This is a free-form field provided for use by the Field Office to cross-reference files. It may include a reference to the office paper file on the operator/airman or other computer files.

**L. Special Purpose**

This is a free-form field provided for tracking purposes on a temporary or permanent basis that may be used by Headquarters, Region, or Field Offices

**M. National Use**

This is a two-character field provided for use by FAA Headquarters for specific tracking purposes on a temporary or permanent basis. This field should not be used by the Region or Field Offices.

**N. Validation Date**

The Validation Date field is autofilled with today's date on initial entry of the Air Agency record. The date can be replaced with a date earlier than today's date. Enter the date on which all fields in the record have been verified by an inspector to be current, correct and validated by the air operator. The information being validated can be done in person, by phone or by mail.

**O. Exemption Information****1) Number**

Enter the alphanumeric exemption number issued at the national policy office.

**2) Issue Date**

Enter the date the exemption was issued by the national policy office.

**3) Expiration Date**

Enter the date on which the exemption will expire.

**3. Sub-Table Records****A. Aircraft Sub-Table Record****1) Make/Model/Series**

Enter the make/model/series for each type of aircraft operated by the non-certificated entity. The designation must be listed on the FSAS aircraft Make/Model/Series Look-up Table.

**2) Number of Aircraft**

Enter the total number of aircraft by make/model/series operated by the non-certificated entity. Do not enter any aircraft that have been entered in another VIS file for the same company.

**B. Remarks Sub-Table Record****1) Comment Text**

This is a free-form field that the Field Office may use to enter additional information considered significant and not recorded elsewhere in the record.

## APPENDIX A

### Points of Contact

The date of this document is when the points of contact information listed below was last updated. Contacts will be changed as requested and posted to the FSAS website - Contacts Section at <http://av-info.avr.faa.gov/fsas>.

Title/Role	Name	Organization	E-mail Address	Phone Number
Business Program Manager	John Fodermaier	AFS-620	<a href="mailto:john.fodermaier@faa.gov">john.fodermaier@faa.gov</a>	(210)308-3233
IT Program Manager	Donna Hughes	AQS-230	<a href="mailto:donna.huges@faa.gov">donna.huges@faa.gov</a>	(703)661-0524
FSAS Coordinator	Cathy Pinto	Volpe Center	<a href="mailto:catherine.pinto@volpe.dot.gov">catherine.pinto@volpe.dot.gov</a>	(617)494-3090
SQL	Connie Kinzer	AQS-250	<a href="mailto:connie.kinzer@faa.gov">connie.kinzer@faa.gov</a>	(405)954-1096
Hardware Supporter	Emily Brice	AQS-250	<a href="mailto:emily.brice@faa.gov">emily.brice@faa.gov</a>	(405)954-1095
Volpe Contact	Cathy Pinto	RTV-5B	<a href="mailto:catherine.pinto@volpe.dot.gov">catherine.pinto@volpe.dot.gov</a>	(617)494-3090
Mainframe	Chiquita Meier	AFS-620	<a href="mailto:chiquita.meier@faa.gov">chiquita.meier@faa.gov</a>	(405)954-6414
Support Central	Ruth Miller	AQS-250	<a href="mailto:ruth.miller@faa.gov">ruth.miller@faa.gov</a>	(405)954-6413



**APPENDIX B****Mainframe New Office Request Form**

Note this form is not required for consolidation of offices.

## Required Information:

Requestor's Name	
Requestor's Phone Number	
Office Code	
Office Number	
Office Description (AEG – FSDO – CMO – etc.)	
Airport Code (closest airport)	
Street 1	
Street 2	
Street 3	
City	
State	
ZIP Code	
Country Code	
Foreign ZIP Code	
Foreign Phone Number	
Office Phone Number	
FTS Number	
FAX Number	
FSAS System Administrator Name	
FSAS System Administrator Phone No/Ext	