VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND APPLICATION PROCESS

CHAPTER 6 TITLE 14 CFR PART 125 CERTIFICATION AND OPERATING RULES

Section 7 Evaluate Part 125 Airplane Inspection Program and Maintenance

2-841 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3341, 3342.

B. Avionics: 5341, 5342.

2-842 OBJECTIVE. This section provides guidance on how to evaluate and approve an operator/applicant-submitted Airplane Inspection Program (AIP) and an engine maintenance program or revision.

2-843 GENERAL. This job task provides for interaction between the operator/applicant and the Federal Aviation Administration (FAA) from initial inquiry to approving the program/revision. It ensures that programs, systems, and intended methods of compliance are thoroughly reviewed, evaluated, and tested.

A. FAA Approval. The FAA must approve an inspection program selected by an operator/applicant under Title 14 of the Code of Federal Regulations (14 CFR) part 125. Part 125, § 125.247(e) lists inspection programs that may be approved for use under this part. The FAA reviews the program to ensure that it meets regulatory requirements, is complete, and is appropriate for the intended operation.

B. Airworthiness Aviation Safety Inspectors (ASI). ASIs should have as much knowledge of the operator/applicant's operation as possible. This includes areas of operation, type of equipment, operating history, and maintenance/inspection organization(s).

NOTE: An AIP is authorized for use in operations specifications (OpSpecs) and cannot be transferred.

2-844 AIRPLANE INSPECTION PROGRAM.

A. Continuous Airworthiness Maintenance Program (CAMP). A part 125 operator may use a continuous inspection program that is a part of a current CAMP used under 14 CFR part 121 or 135. A CAMP is an all-encompassing program that includes maintenance, inspections, continuing analysis and surveillance, and so forth. All elements are closely related and may not be as effective as "stand-alone" programs. Lack of maintenance and quality control in the airworthiness maintenance program could have negative effects.

B. Manufacturers' Inspection Programs. The operator may use inspection programs currently recommended by the manufacturer of the airplane, aircraft engines, propellers, appliances, or survival and emergency equipment. The manufacturer's inspection program might

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not cover survival equipment and avionics equipment. Additionally, the inspector should consider aircraft use before approving a manufacturer's program. Many manufacturers offer a low-use program if the normal aircraft use falls below certain parameters.

C. Program Developed by Certificate Holder. The operator/applicant may use an inspection program developed by a certificate holder operating under part 125.

2-845 ENGINE MAINTENANCE. The operator/applicant must maintain engines in accordance with the overhaul intervals that the manufacturer recommends or a program that the administrator approves.

NOTE: The current edition of Advisory Circular (AC) 125-1, Operations of Large Airplanes Subject to Federal Aviation Regulations Part 125, defines proration as a procedure for determining the overhaul time expended under one maintenance system and to establish the time remaining to overhaul under a new program. Thus, proration permits further use of an affected item without need for immediate overhaul.

A. Manufacturer-Recommended On-Condition/Trend Analysis Program. If the manufacturer does not have a recommended overhaul interval, the Administrator may approve a maintenance program that the manufacturer recommends as an on-condition/trend analysis program.

B. Operator-Developed Program. The operator/applicant may develop an on-condition or overhaul program for approval by the Administrator.

2-846 CHANGES TO APPROVED TIME INTERVALS.

A. Operator-Initiated Changes. The operator may request approval to amend inspection or overhaul intervals.

1) The operator must justify the request using past operating experience, environmental conditions, airplane use, and other data necessary to substantiate changes.

2) Teardown reports, manufacturer recommendations, and the operator's experience may justify engine maintenance programs and overhaul intervals.

3) Operator-initiated time changes require revisions to both the AIP and OpSpecs.

NOTE: Limitations specified for life-limited items and Airworthiness Directives (AD) shall not be amended or extended unless authorized in writing by the appropriate FAA Aircraft Certification Office (ACO).

B. Manufacturer Escalations.

1) If a manufacturer extends the recommended inspection or overhaul interval, the operator may request approval to use the extension by submitting a revision to the AIP. The manufacturer's recommendation must accompany the request.

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2) ASIs should not automatically approve a time escalation the manufacturer recommends, but should consider the operator's airplane use and experience to ensure that the escalation will not compromise safety. For example, the operator could consider sampling programs to justify time escalation requests.

2-847 POLICY AND PROCEDURES MANUAL (PPM). The operator's PPM must include the AIP. The operator should submit a manual revision (in accordance with manual revision procedures) at the same time the AIP/revision is submitted for approval. This allows the FAA to approve the AIP/revision and accept the manual concurrently, thus expediting the implementation of the program.

2-848 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites.

- Knowledge of the regulatory requirements of part 125,
- Previous experience with complex maintenance/inspection programs, and
- Successful completion of the airworthiness inspector indoctrination course(s), or equivalent.

B. Coordination. This task may require coordination with and/or assistance from Operations ASIs and/or regional specialists.

2-849 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 25, 39, 43, 45, 47, 65, and 91;
- Aircraft maintenance inspection notes;
- AC 20-42, Hand Fire Extinguishers for Use in Aircraft;
- AC 20-53, Protection of Aircraft Fuel Systems Against Fuel Vapor Ignition Caused by Lightning;
- AC 20-136, Aircraft Electrical and Electronic System Lightning Protection;
- AC 91-56, Continuing Structural Integrity Program for Airplanes; and
- AC 125-1, Operations of Large Airplanes Subject to Federal Aviation Regulations Part 125.

B. Forms. None.

C. Job Aids. Job Task Analyses (JTA): 2.3.49, 3.3.83, 3.3.201.

2-850 PROCEDURES.

A. Schedule and Conduct Preliminary Meeting With Operator/Applicant, if Necessary.

1) Advise the applicant of regulatory requirements and policies.

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2) For an existing operator, remind the operator that the PPM must include the AIP/revision.

B. Plan and Coordinate Task.

1) Determine if the airplane meets eligibility requirements.

2) Review the operator/applicant file to identify any information concerning the AIP/revision and to determine its effect on other programs or procedures that the operator/applicant uses.

3) If this task is performed as part of an original certification, review the Schedule of Events (SOE) to ensure that the task can be accomplished in accordance with the schedule.

NOTE: When evaluating the program, ensure that all information is clear and easy to understand. It must identify the scope of each task and provide detailed, step-by-step procedures.

C. Evaluate Proposed Program/Revision.

1) Evaluate the instructions, procedures, and standards for conducting inspections.

a) The inspection program must include:

- Airframe,
- Aircraft engines,
- Propellers,
- Appliances,
- Survival and emergency equipment, and
- Component parts for the above items.

b) When establishing an inspection program for an aircraft to comply with § 125.247, the program should include installed avionics and instrument systems (appliances). These systems are not always installed by the aircraft manufacturers and may not be included in their recommended inspection programs.

c) Inspection standards, procedures, methods, instructions, or other technical data may be included in the program by reference, eliminating the need to reprint them. Such references may be either the airframe manufacturer's or the appliance manufacturer's service data. However, when both the airframe manufacturer and the appliance manufacturer provide inspection data, that of the airframe manufacturer should be used. In this case, the inspector should ensure that the airframe manufacturer's inspection data is applicable to the actual systems and equipment (make and model) installed on the aircraft.

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d) The avionics and instrument systems inspection should include a visual and functional check. Therefore, these definitions should be included in the program:

1. Visual Check. A visual examination of an interior or exterior area, installation, or assembly to detect obvious damage, failure, or irregularity. This level of inspection is made from within touching distance unless otherwise specified. A mirror may be necessary to enhance visual access to all exposed surfaces in the inspection area. This level of inspection is made under normally available lighting conditions, such as daylight, hangar lighting, flashlight, or drop-light and may require removal or opening of access panels or doors. Stands, ladders, or platforms may be required to gain proximity to the area being checked. Basic cleaning may be required to ensure appropriate visibility.

2. Operational Check. An operational check is a task to determine that an item is fulfilling its intended purpose. This check does not require quantitative tolerances. This is a failure finding task.

3. Functional Check. A quantitative check to determine if one or more functions of an item performs within specified limits. This test may require the use of appropriate test equipment.

e) The avionics and instrument systems inspections should be incorporated into the basic airframe program. The visual inspection of the avionics and instrument systems should be accomplished at an interval corresponding to the airframe inspection interval (e.g., inspect avionics and instrument equipment, wiring, connectors, bonding straps, circuit breakers, and switches forward of the instrument panel) at the same interval that flight controls and other structural inspections are performed in that area.

f) Functional checks of the avionics and instrument systems, using appropriate ramp test equipment, should be performed at intervals as a function of the aircraft operating environment (i.e., 1 year of the manufacturer's design specifications). The term "avionics" means aviation electronics and includes the following systems:

- Communications,
- Navigation,
- Electrical,
- Instrument,
- Lights, and
- Autopilot/flight director system.

g) The program should include maintenance/inspection requirements for protection of applicable electric/electronic systems from High Intensity Radio Frequency (HIRF) and lightning hazards. Such systems include, but are not limited to, power distribution and generating equipment and electromechanical devices, systems that use data buses for critical functions, electronic engine and flight controls, and associated interconnecting wiring or cables.

h) All required tests and checks recommended by the aircraft or equipment manufacturer must be addressed.

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2) Identify the individuals responsible for performing the work.

3) Ensure that the instructions, procedures, and standards are clear and easily understood. They must identify the scope of each task, provide a detailed outline of each step that must be accomplished to perform the inspection, and ensure that established standards are met.

D. Evaluate Procedures for Controlling Life-Limited Parts. The program must contain provisions to ensure that records are current. Life limits must be expressed by one of the following measures:

- Length of time in service,
- Number of cycles,
- Number of landings,
- Calendar time, or
- A combination of the above measures.

E. Evaluate Procedures for Scheduling Inspections. The program must list inspection intervals and describe personnel responsibilities for scheduling and performing inspections.

F. Evaluate Procedures to Ensure Inspections Performed by Properly Certificated Personnel. Procedures must ensure that inspections are performed by properly certificated, qualified, trained, current, and authorized personnel. The program must identify, by title, the person responsible for ensuring that inspection personnel meet FAA requirements. The manual must list those persons whom the operator has arranged for inspection performance under part 125. The list must include the names and addresses of these persons.

G. Evaluate Engine Maintenance/Overhaul Intervals. Ensure that engine overhaul periods correspond to the recommended overhaul intervals in the engine manufacturer's manuals and/or Service Bulletins (SB).

H. Evaluate Procedures for Reporting and Correcting Mechanical Irregularities. The program must include detailed instructions, procedures, and the necessary forms and documents for the recording and repair of mechanical irregularities. These instructions, procedures, and forms may appear elsewhere in the company manual, but their location(s) must be referenced in the maintenance manual and AIP.

1) Within its manual, the operator/applicant should establish procedures to address continued operation of an aircraft with interim repairs and Structural Repair Manual (SRM) allowable damage. These procedures should also include provisions for a continuous feedback loop of timely information between the operator/applicant, FAA's principal maintenance inspector (PMI), principal avionics inspector (PAI), ACO, Designated Engineering Representative (DER), and the manufacturer.

2) Manufacturers' service documents (i.e., maintenance manuals, SBs, and Service Letters (SL)) communicate useful information on alterations, repair inspections, etc. Also, the manufacturer may provide service documents to the operator/applicant, upon request, that

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include statements that the data is “DER approvable” or that the manufacturer has “no technical objection” with the operator/applicant’s request. It is the air carrier’s responsibility to ensure that technical data is acceptable for minor repairs/alterations or approved for major repairs/alterations before implementing the information in these service documents. “No technical objection” and “DER approvable” letters, in most cases, are issued by the manufacturer’s technical representative and have no formal approval process within a manufacturer’s system. The FAA does not accept statements such as “DER approvable” or “no technical objection” without additional supporting data.

3) It is recommended that PMIs and PAIs with certificate management responsibilities ensure that this information is brought to their operator/applicant’s attention. Any conflict should be resolved regarding what constitutes FAA-approved data and when that data is required, regardless of what a manufacturer’s service document may say.

I. Evaluate Instructions for Using AIP. Make sure the AIP includes instructions on its use.

J. Analyze Findings. Evaluate findings to determine if program changes are required. Coordinate with other specialties before debriefing the operator/applicant.

K. Conduct Debriefings.

1) Before meeting with the operator/applicant, discuss initial findings with appropriate FAA personnel to determine the content of the briefing. Depending on the findings, it may be necessary to coordinate with the certification team, principal ASIs, regional specialists, or other FAA personnel.

2) Brief the operator/applicant on the results of evaluation. Discuss any deficiencies.

2-851 TASK OUTCOMES.

A. PTRS. Complete the PTRS.

B. AIP/Revision. Approve or Reject the AIP/revision.

1) For approval if the program or revision meets all regulatory requirements, proceed as follows:

a) Ensure that the AIP or revision has been fully coordinated between maintenance and avionics and any other appropriate personnel.

b) Indicate “Approved” by the amended OpSpecs. See Volume 3, Chapter 2, Exemptions, Deviations, Waivers, and Authorizations.

NOTE: The date the AIP and engine maintenance program are approved must be the same as the date the OpSpecs are approved.

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c) For a new or revised program, approval is granted by a "stamp of approval" and the PMI/PAI signature on the List of Effective Pages (LEP), or by some other official means of conveying approval.

d) Send the approved AIP/revision, the original, and one copy of the OpSpecs to the operator/applicant, as appropriate. Request that the operator/applicant retain the original and acknowledge receipt of the OpSpecs by signing and dating the copy and returning the copy to the district office.

e) Update the district office file with copies of the acceptance letter, the signed and dated AIP/revision, and the receipted OpSpecs.

2) For rejection if the AIP/revision is not acceptable, advise the operator/applicant by letter that the program is rejected. Return it to the operator/applicant along with the reasons for the rejection. Ensure that the letter accomplishes the following:

- Confirms all agreements made during the debriefing;
- Identifies the date the AIP/revision was submitted;
- Shows the revision number and date;
- Identifies and describes all deficiencies by chapter, section, page, etc.;
- Refers each deficiency to the appropriate regulation;
- Returns the original AIP; and
- Reminds the operator not to implement the revision until it is approved.

NOTE: If this review is performed as part of a certification, inform the applicant in the letter that issuance of the certificate will be withheld until deficiencies are corrected. If necessary, advise the applicant to revise the SOE.

2-852 FUTURE ACTIVITIES.

A. SOE. In the case of original certification, review the SOE to determine if a revised schedule is necessary.

B. PPM. Ensure that the PPM includes the approved AIP/revision.

RESERVED. Paragraphs 2-853 through 2-870.

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VOLUME 2 AIR OPERATOR AND AIR AGENCY CERTIFICATION AND APPLICATION PROCESS

CHAPTER 6 TITLE 14 CFR PART 125 CERTIFICATION AND OPERATING RULES

Section 9 Evaluate Part 125 Required Inspection Item Program Training Requirements

2-901 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE.

A. Maintenance: 3305, 3306.

B. Avionics: 5305, 5306.

C. Extended Operations (ETOPS). Not applicable.

2-902 OBJECTIVE. This section provides guidance for evaluating a Required Inspection Items (RII) training program.

2-903 GENERAL. Title 14 of the Code of Federal Regulations (14 CFR) part 125, § 125.251 requires that inspection personnel be properly trained. Effective training is essential to ensure that RII inspections are performed properly. Although procedures for inspecting airplanes may be similar, each operator's program is unique in terms of equipment, procedures, and methods of documenting tasks. Training programs are accepted as part of the Policy and Procedures Manual (PPM). The operator must ensure that contractors' personnel are trained according to the operator's procedures.

2-904 CONTENT.

A. Topics. The training program should cover the following:

- The operator's PPM;
- Section 125.249, Maintenance Manual Requirements; and
- Section 125.251, Required Inspection Personnel.

1) There should be policies and procedures covering:

- The documentation of company employees' training records and recordkeeping; and
- The documentation of contract maintenance employees' training records and recordkeeping.

2) The operator must have a program in its PPM that will ensure that any person that performs RII inspections is properly trained, appropriately certificated, qualified, and authorized to do so. The authorization may be in the form of a listing or an individual card.

B. Methodology. Training should consist of formal instruction and on-the-job training (OJT). The syllabus used must be the same for contracted personnel and the operator's

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employees accomplishing the same job task. The training program may give training credit for previous experience on similar type airplanes. However, the training program must teach procedures unique to the operator's RII.

2-905 TRAINING RECORDS.

A. Currency. There must be a program in place to ensure that training records reflect all training (formal and informal) and the operator must keep them current. They should indicate the content of formal training and OJT. Personnel must show credit for previous experience.

B. Location. The operator should retain training records at its main base, or at other locations listed in its manual. Management must ensure that only authorized personnel perform RII inspections. The operator is responsible at all times for the accuracy of these records.

2-906 EVALUATING A TRAINING PROGRAM. A training program is evaluated to ensure that persons perform RII inspections with the highest degree of competency. Training received throughout the operator's system must be of equal quality and effectiveness. While the operator's capabilities must be considered, the size of the operation should not influence the need for an effective RII inspection training program.

2-907 COORDINATION REQUIREMENTS. This task requires coordination between the involved Airworthiness aviation safety inspectors (ASI).

2-908 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions). Title 14 CFR Parts 25, 43, 65, 91, and 125.

B. Forms. None.

C. Job Aids. AT & GA JTA 3.3.87, Evaluate a 14 CFR Part 125 Operator's Maintenance Training Program/Record.

2-909 PROCEDURES.

A. Receive the Training Program as Part of a Manual/Revision.

B. Evaluate the Content of the Training Program. The training program for persons performing RII inspections must include the following:

- Training on designated RII items listed in the operator's PPM.
- Training on the method of performing the RII inspection.
- Training on buy-back procedures of previous RII inspection findings.
- Training on the procedures, standards, and limitations for the acceptance or rejection of an RII item.
- Training on company procedures for work interruptions on RII inspections.
- A position that is responsible for the overall administration of the RII inspection program.

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- A position that is responsible for the overall administration of the maintenance training program.
- Procedures for evaluating previous experience and training, and for providing appropriate credits to records.
- Recordkeeping location and procedures.

NOTE: Training records location must be stipulated in the general maintenance manual. The records should include the student's name, course title, date completed, instructor's name and signature, the number of hours of training performed, and a notation of whether the student successfully completed the course.

- The training syllabus describing the content of course, format of training, duration of training courses, standards for grading students, and training aids.

C. Evaluate the Training Facilities and Equipment. Ensure that facilities, training aids, and reference material are adequate to support the training program.

D. Analyze Findings. Discuss any deficiencies with assigned Maintenance and Avionics ASIs.

E. Debrief Operator. Discuss findings, including any deficiencies, with the operator. Discuss any need for corrective action.

2-910 TASK OUTCOMES.

A. Complete the PTRS Record.

B. Complete the Task. Completion of this task will result in one of the following:

1) Program acceptance, shown by acceptance of the RII training portion of the complete manual.

2) Program rejection, by notifying the operator (in writing) of the reasons for rejection.

C. Document the Task. File all supporting paperwork in the operator's office file.

2-911 FUTURE ACTIVITIES. After accepting an inspection training program, observe the training in progress. Evaluate instructors and teaching techniques to ensure that the training program is effective.

RESERVED. Paragraphs 2-912 through 2-930.

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VOLUME 3 GENERAL TECHNICAL ADMINISTRATION

CHAPTER 18 OPERATIONS SPECIFICATIONS

Section 6 Parts D and E Maintenance OpSpecs/MSpecs/LOAs

3-921 GENERAL.

NOTE: All 300-series and nonstandard 500-series operations specifications (OpSpecs)/management specifications (MSpecs)/training specifications (TSpecs)/letters of authorization (LOA) (Parts A, B, C, D, E, and H) require approval by the appropriate headquarters (HQ) policy division. Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 91, 91 subpart K (part 91K), 125 (including part 125 Letter of Deviation Authority (A125 LODA) holders), 133, 137, and 141 operators' nonstandard operational requests must be approved by the General Aviation and Commercial Division (AFS-800). Title 14 CFR parts 121, 135, and 142 nonstandard operational requests must be approved for issuance by the Air Transportation Division (AFS-200). Parts 121, 135, and 14 CFR part 145 repair stations and all airworthiness nonstandard requests must be approved by the Aircraft Maintenance Division (AFS-300). All Weather Operations (AWO) relating to instrument procedures must be approved by the Flight Technologies and Procedures Division (AFS-400) and AFS-200 or AFS-800, as appropriate. Nonstandard authorizations for 14 CFR part 129 foreign operators require approval from the International Programs and Policy Division (AFS-50).

NOTE: All text added to an OpSpec/MSpec/TSpec or LOA through the use of nonstandard text entered in the nonstandard text block (sometimes referred to as "Text 99") must also be approved by the appropriate HQ policy division. For detailed guidance on the process for obtaining HQ approval for nonstandard authorizations, principal inspectors (PI) must read the guidance contained in Volume 3, Chapter 18, Section 2.

OPSPEC/MSPEC D070—INTEGRATION OF AIRCRAFT FUEL TANK MAINTENANCE AND INSPECTION INSTRUCTIONS INTO A CAMP. DECOMMISSIONED. For certificate holders/foreign persons/foreign air carriers; OpSpec/MSpec D070 was superseded by OpSpec/MSpec/LOA D097.

OPSPEC/MSPEC D072—AIRCRAFT MAINTENANCE—CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP) AUTHORIZATION.

A. OpSpec/MSpec D072. This OpSpec/MSpec is issued to operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 91, § 91.1109; 14 CFR part 121; and 14 CFR part 135, § 135.411(a)(2). OpSpec/MSpec D072 contains the conditions that must be met for a certificate holder to operate their aircraft and lists the reference documents that contain the details of the operator's program.

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B. Certificate Holder/Program Manager. The certificate holder/program manager is authorized to conduct operations using identified aircraft maintained in accordance with the CAMP and the limitations specified in these OpSpecs/MSpecs.

C. OpSpec/MSpec D072 CAMP Authorization. Table 1 must contain the following:

1) Each of the aircraft authorized to be maintained in accordance with the CAMP by make, model, and series (M/M/S).

2) The document(s) that encompasses all 10 elements of a CAMP. The certificate holder/program manager may have multiple manuals that encompass the CAMP. The principal inspector (PI) may elect to list all the manuals encompassing the CAMP or if one manual references all the other manuals, then preferably he or she may list only that particular manual,

3) The certificate holder/program manager's assigned number(s) of the CAMP document(s).

NOTE: The most current revision should be identified by "( )" to the certificate holder's CAMP and should not require reissuance of this OpSpec unless the manual title or document number changes.

NOTE: Title 14 CFR part 125 operators are required to have an inspection program and are not subject to the requirements of a CAMP (refer to part 125, § 125.247). OpSpec/MSpec D072 is issued to parts 91 subpart K (part 91K), 121, and 135 operators with a CAMP requirement.

OPSPEC/MSPEC/LOA D073—APPROVED INSPECTION PROGRAM. Issue D073 to an operator, certificate holder, or A125 LODA holder (125M) who is required to use, or chooses to use, an inspection program approved by the FAA. There are four different applications of OpSpec/MSpec/LOA D073. Each D073 is worded differently to reflect the requirements of the applicable regulation.

A. Different Applications of D073.

1) Title 14 CFR part 91 subpart K (part 91K) – Issue MSpec D073 to authorize an operator to use an Approved Aircraft Inspection Program (AAIP) under § 91.1109(b).

2) Title 14 CFR part 135 – Issue OpSpec D073 to authorize a certificate holder to use an AAIP under § 135.419.

NOTE: You will also issue OpSpec/MSpec D101 through D104 as applicable.

3) Title 14 CFR part 125 – Issue OpSpec D073 to authorize a certificate holder to use an AAIP under § 125.247(a)(3).

4) Title 14 CFR part 125 – Issue LOA D073 to authorize a Letter of Deviation Authority (LODA) holder (125M) to use an approved airplane inspection under § 125.247(a)(3).

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B. Inspection Program Requirements. Parts 91K, 135, and 125 (including 125M) require a certificate holder, operator, or A125 LODA holder to include the approved inspection program in its required manual (refer to § 91.1025(L), § 135.419(e), § 135.23(o), and § 125.249(a)(3)). To comply with the regulations and have control of the inspection program, the operator, certificate holder, or A125 LODA holder must either control the section of their manual that contains the inspection program as an approved section, or include the program in a separate manual or document which is part of the certificated holder's manual. Either way, the certificate holder or operator must have a control in place to prevent any changes to the inspection program without prior FAA approval.

OPSPEC D074—RELIABILITY PROGRAM AUTHORIZATION: ENTIRE AIRCRAFT.

A. OpSpec D074 Authorization. OpSpec D074 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes the use of a maintenance reliability program that contains standards for determining maintenance intervals and processes. This program controls the inspection, check, overhaul, or restoration times for the entire aircraft and is the sole control as far as OpSpecs are concerned. Each make, model, and series (M/M/S) of aircraft controlled by reliability and its approved reliability document shall be identified in this OpSpec. Guidance for approving a reliability program is found in Volume 3, Chapter 40.

B. Reliability Program Authorization. OpSpec D074, Table 1 must contain the following:

1) The M/M/S of each aircraft controlled by a reliability program; the level of detail in specifying the series of aircraft should match the detail in the operator's program.

2) The document name that encompasses the reliability program and the certificate holder's assigned number(s) of the reliability document.

3) The current revision date of the reliability document, placed in the "Document Date" block.

OPSPEC D075—RELIABILITY PROGRAM AUTHORIZATION: AIRFRAME, POWERPLANT, SYSTEMS, OR SELECTED ITEMS. OpSpec D075 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes the use of a maintenance reliability program containing the standards for determining maintenance intervals and processes. The program controls the inspection, check, overhaul, or restoration time for airframe, powerplant, systems, or individually selected items within a system (hydraulic system, pumps, valves, actuators, etc.) and must be identified in the OpSpecs.

A. Maintenance Time Limitations Section. Airframe, powerplant, systems, or items controlled by reliability will be identified in the "Maintenance Time Limitations" section by an asterisk or other identifier and a note.

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B. Referenced Document. If preferred, a certificate holder may reference in the "Maintenance Time Limitations" section a document approved by the Administrator. The referenced document will contain at least that information required by the "Maintenance Time Limitations" section.

C. Program Approval. Guidance for approving this program is found in Volume 3, Chapters 40 and 43.

1) Components not subject to the certificate holder's partial reliability program must be controlled by a time limitations manual or document. This manual or document must be listed in OpSpec D088, Table 1.

2) Table 1 must contain the following:

- The make, model, and series (M/M/S) of each aircraft controlled by a reliability program; the level of detail in specifying the series of aircraft should match the detail in the operator's program;
- The document name that encompasses the partial reliability program, and the certificate holder's assigned number(s) of the partial reliability document; and
- The current revision date of the partial reliability document.

NOTE: Operators authorized OpSpec D075 must be issued OpSpec D088.

NOTE: This OpSpec does not apply to 14 CFR part 125 operators.

OPSPEC/MSPEC D076—SHORT-TERM ESCALATION AUTHORIZATION.

A. OpSpec/MSpec D076. This OpSpec/MSpec is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 91, § 91.1109; 14 CFR part 121; and 14 CFR part 135, § 135.411(a)(2). OpSpec/MSpec D076 authorizes a certificate holder/program manager to use short-term escalation procedures with aircraft, powerplant, systems, or selected items without preapproval by the principal inspector (PI).

B. Short-Term Escalations. Certificate holders who have short-term escalation procedures incorporated into their reliability program (OpSpec D074) or partial reliability program (OpSpec D075) do not need an OpSpec/MSpec D076 authorization for items covered in those programs. Items not subject to a partial reliability program must have OpSpec/MSpec D076 authorization to use short-term escalations.

NOTE: See Volume 3, Chapter 37.

C. Limitations. Table 1 references the aircraft by make, model, and series (M/M/S) and the limitations (if applicable) placed on that particular M/M/S. The limitations in Table 1 are primarily for airframe check and inspection intervals. Engines and their components, as well as airframe components and appliances, are generally not limited-except for the 10 percent, not to exceed 500 hours.

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1) The limitations section of this table is used to restrict a particular M/M/S task below the maximum allowable 10 percent, not to exceed 500 hours. An example would be if an aircraft "A" check has an interval of 200 hours (200 x 10 percent = 20 hours), and the PI limited the "A" check short-term escalation to not exceed 20 hours.

2) It can also be used to eliminate certain tasks from being eligible for short-term escalation. An example would be if the operator was not permitted short-term escalations on a particular M/M/S aircraft "B" check.

3) If the limitations section of this table is left blank, then the operator is authorized to short-term escalate all items to the maximum interval described in their manual.

NOTE: If restrictions and eliminations are requested for engine, engine components, airframe components, and appliances, then they may be listed in the limitations for that particular M/M/S as well.

OPSPEC D077—MAINTENANCE CONTRACTUAL ARRANGEMENT AUTHORIZATION: FOR AN ENTIRE AIRCRAFT.

A. OpSpec D077 Authorization. OpSpec D077 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes a certificate holder to use a part 121 or § 135.411(a)(2) certificate holder's approved maintenance program for the maintenance of its entire aircraft. If applicable, this includes participation in the contractor's reliability program (see Volume 3, Chapters 40 and 42). Title 14 CFR part 125, §§ 125.245 and 125.247 authorize the operator subject to an Approved Aircraft Inspection Program (AAIP) under part 125 to enter into a contractual agreement for the accomplishment of maintenance, preventive maintenance (PM), alterations, or required item inspections as identified in the operator's manual.

B. OpSpec D077. Table 1 must contain the following information:

1) Contractor Name and Address. This field must list the contractor with whom the certificate holder has entered into an agreement for the specific maintenance function listed.

2) Contract Date. Self-explanatory.

3) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

4) Powerplant M/M/S. Self-explanatory.

5) Maintenance Function. List the maintenance function(s) performed per the contract.

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OPSPEC D078—MAINTENANCE CONTRACTUAL ARRANGEMENT AUTHORIZATION: FOR SPECIFIC MAINTENANCE.

A. OpSpec D078 Authorization. OpSpec D078 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes a certificate holder to use another part 121 or § 135.411(a)(2) certificate holder's approved maintenance program for specific maintenance functions. This OpSpec identifies the functions to be performed by the contractor on the certificate holder(s) aircraft listed in the table. This OpSpec may be used for one or more contracts, aircraft/engine makes and models, or components (see Volume 3, Chapter 42).

B. OpSpec D078. OpSpec D078 authorizes and identifies the functions to be performed by the contractor on the certificate holder's aircraft listed in the table. Table 1 must contain the following information:

1) Contractor. This field must list the contractor with whom the certificate holder has entered into agreement for the specific maintenance function listed.

2) Contract Number and Contract Date. Self-explanatory.

3) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

4) Specific Maintenance Function. This field can be as general as stating "All" for the entire aircraft and engines, or it can list specific inspections or checks.

NOTE: This OpSpec only applies to the performance of maintenance and inspections.

OPSPEC D079—RELIABILITY PROGRAM CONTRACTUAL ARRANGEMENT AUTHORIZATION.

A. OpSpec D079 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to participate in another part 121 or § 135.411(a)(2) contractor's FAA-approved reliability program for its aircraft, powerplant, systems, or selected components (see Volume 3, Chapter 41).

NOTE: Operators authorized under OpSpec D079 will be automatically issued OpSpec D088.

B. OpSpec D079. Table 1 must contain the following information:

1) Contractor. This field must list the contractor with whom the certificate holder has entered into agreement for the specific reliability function listed.

2) Contract Number and Contract Date. Identifying number from contract (if applicable) and date signed.

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3) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

4) Reliability Program Name and Number. Name of program and number assigned by contractor.

5) Reliability Program Date. Date of current revision.

OPSPEC D080—LEASED AIRCRAFT MAINTENANCE PROGRAM AUTHORIZATIONS: U.S.-REGISTERED AIRCRAFT.

A. OpSpec D080 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to use a lessor's approved maintenance program for the leased aircraft. OpSpec D080 applies only to leases of aircraft intended to return to the lessor at a time specified in the lease.

B. Leased Aircraft Maintenance Program Authorizations. The certificate holder is authorized to maintain the aircraft listed in Table 1 in accordance with the lessor's approved maintenance program for the specific make, model, and series (M/M/S) of aircraft and lease agreements identified in Table 1, except as provided in Table 2.

NOTE: Table 2 identifies specific items that will be maintained in accordance with the certificate holder's approved maintenance program.

NOTE: Specific maintenance program requirements of the certificate holder that are different than the lessor's program will be listed in Table 2.

OPSPEC D081—PARTS POOL AGREEMENT AUTHORIZATION.

A. OpSpec D081 Authorization. This OpSpec authorizes a 14 CFR part 121 certificate holder operating outside the United States under the provisions of part 121, § 121.361(b) to enter into a parts pooling agreement with foreign air carriers or agencies whose employees do not hold U.S. airman certificates (see Volume 3, Chapter 39).

B. Parts Pool Agreement Authorization. Table 1 must list the participants, along with their location, who are eligible to provide parts to the certificate holder.

OPSPEC D082—PRORATED TIME AUTHORIZATION.

A. OpSpec D082 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to use aircraft for which inspection and overhaul times have been established using the prorating process.

B. Prorated Time Authorization. Table 1 lists each aircraft by registration, serial number, and make, model, and series (M/M/S) that shall be maintained in accordance with the adjusted times identified in the certificate holder's proration document. The table must list the individual proration document number assigned by the air carrier and current effective date.

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OPSPEC D083—SHORT-TERM ESCALATION AUTHORIZATION FOR BORROWED PARTS SUBJECT TO OVERHAUL REQUIREMENTS.

A. OpSpec D083 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) relief from approved overhaul time limits when borrowing parts from another certificate holder.

B. A Certificate Holder's Authorization to Use a Borrowed Part. Provided that all of the conditions listed in the OpSpec are met, the certificate holder is authorized to use a borrowed part (overhauled) from another operator when time in service of the available part exceeds the certificate holder's approved overhaul time limit.

OPSPEC D084—SPECIAL FLIGHT PERMIT WITH CONTINUOUS AUTHORIZATION TO CONDUCT FERRY FLIGHTS. This OpSpec authorizes 14 CFR part 119 certificate holders with an approved continuing flight authorization program to issue a special flight permit with continuing authorization to conduct ferry flights. This permit can only be issued under the guidelines set forth in 14 CFR part 21, § 21.197(c).

NOTE: Table 1 must reference the certificate holder's manual(s) that contains the approved continuing flight authorization program.

MSPEC D084—SPECIAL FLIGHT PERMIT WITH CONTINUOUS AUTHORIZATION TO CONDUCT FERRY FLIGHTS. This MSpec authorizes 14 CFR part 91 subpart K (part 91K) program managers subject to a Continuous Airworthiness Maintenance Program (CAMP) under part 91, § 91.1411 to issue a special flight permit with continuing authorization to conduct ferry flights. This permit can only be issued under the guidelines as set forth in 14 CFR part 21, § 21.197(c).

NOTE: Table 1 must reference the certificate holder's manual(s) that contains the policies, procedures, conditions, and limitations necessary to conduct the ferry flight.

OPSPEC/MSPEC D085—AIRCRAFT LISTING. Title 14 CFR part 119 certificate holders conducting operations under 14 CFR part 121, 125, or 135 who are required to maintain liability insurance coverage under Title 49 of the United States Code (49 U.S.C.) § 41112 and its implementing regulation, 14 CFR part 205, § 205.4(b), must list their authorized aircraft in these OpSpecs/MSpecs. Program managers are required to list all aircraft in MSpec D085.

A. Liability Insurance Coverage. Section 205.4(b) states, in part, that "aircraft shall not be listed in the carrier's operations specifications with the FAA and shall not be operated unless liability insurance coverage is in force." All part 119 certificate holders conducting operations noted above are required to have continuous, effective liability insurance coverage that is in effect to ensure that the public is protected in the event of an accident. Effective liability insurance coverage is a condition for them to hold Office of the Secretary of Transportation (OST) economic authority.

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B. Non-Use Suspension. For air carrier certificate holders who request to hold the liability insurance coverage in suspension on aircraft for specific periods of non-use, refer to OpSpec A501 and OpSpec D106.

C. Certificate Holders Operating Aircraft Under 14 CFR Part 125. These certificate holders are not required to maintain liability insurance; although, they are required to list authorized airplanes by type and registration number on their OpSpecs, per part 125, § 125.31(b)(2).

D. Aircraft Not in Revenue Service. The aircraft listing may also contain the certificate holder's aircraft that are not in revenue service. These aircraft include, but are not limited to, those that are undergoing heavy maintenance, in storage, awaiting parts, newly purchased, or being altered. However, the certificate holder must have procedures specifying how these aircraft are handled while they are conformed to regulatory requirements for operations in air transportation and before they are released for operations in air transportation. This applies to part 119 certificate holders conducting operations under 14 CFR part 121, 125, or 135, regardless of the kind of operations conducted.

NOTE: Aircraft that the certificate holder newly acquires may be placed on the aircraft listing, without a conformity inspection, to permit the certificate holder to operate the aircraft under 14 CFR part 91 and to conduct those maintenance, preventive maintenance (PM), or alteration activities necessary to conform the aircraft to regulatory requirements for operations in common carriage. Under no circumstance should an air carrier certificate holder who is authorized to conduct operations under either part 121 or 135 be issued a deviation under § 125.3. The prohibitive language of part 119, § 119.5(h) does not permit any aviation safety inspector (ASI) to issue such a deviation to an Air Carrier Certificate holder authorized to conduct common carriage operations under part 121 or 135.

E. Aircraft Used Under an Interchange Agreement.

1) Due to compatibility problems with the Web-based Operations Safety System (WebOPSS), the use of the asterisk to identify aircraft used under an interchange agreement must be discontinued. Other methods are under study and will be incorporated into WebOPSS and this chapter when completed. Until that time, the FAA asks that the interchange aircraft be placed at the end of the OpSpec D085 aircraft listing for ease of identification.

2) The table(s) must list the aircraft registration number, serial number, nose number (if applicable), and aircraft make, model, and series (M/M/S).

OPSPEC D086—MAINTENANCE PROGRAM AUTHORIZATION FOR TWO-ENGINE AIRPLANES USED IN EXTENDED RANGE OPERATION.

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A. OpSpec D086 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR parts 121 and 135, as applicable, to use certain approved aircraft in Extended Operations (ETOPS). Airworthiness aviation safety inspectors (ASI) must be familiar with OpSpec B342 and shall coordinate with the principal operations instructor (POI) before approving OpSpec D086 (see Volume 4, Chapter 6).

B. Maintenance Program Authorization for Two-Engine Airplanes Used in ETOPS. Complete the following tables as described below:

1) Table 1 must include the approved aircraft registration number, airplane make, model, and series (M/M/S), and the maximum diversion time in minutes.

2) Table 2 identifies the reliability program, which continually assesses the propulsion and airframe systems with the extended-range fleet. The following must be included:

a) Airplane M/M/S. Self-explanatory.

b) Powerplant M/M/S. Self-explanatory.

c) Program Name. Enter the name of the reliability program.

d) Program Number. Assigned number of the program by the air carrier.

e) Program Date. Enter date of approval.

3) Table 3 identifies the Configuration, Maintenance, and Procedures (CMP) document for ETOPS and must include the following:

a) Airplane M/M/S. Self-explanatory.

b) Powerplant M/M/S. Self-explanatory.

c) FAA-Approved CMP Document Name/Number. Enter document name and assigned number for which the CMP is contained.

d) Document Date. Enter the date that the above document was originally approved.

e) FAA-Approved Amendment No. Enter the current amendment number and date, if applicable, for the above approved document.

OPSPEC D087—MAINTENANCE PROGRAM AUTHORIZATION FOR LEASED FOREIGN-REGISTERED AIRCRAFT OPERATED BY U.S. AIR CARRIERS. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to maintain leased, foreign-registered aircraft by adopting the foreign air carrier's maintenance program.

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NOTE: If a principal inspector (PI) approves a revision to an adopted foreign maintenance program, that approval must be done on an individual basis by amending this OpSpec.

NOTE: Any aircraft make, model, and series (M/M/S) listed on this OpSpec must also be listed in OpSpec/MSpec D072.

A. OpSpec D087 Authorization. Table 1 must be completed as follows:

1) Foreign Air Carrier. Enter the name of the foreign air carrier.

2) Aircraft M/M/S. Self-explanatory.

3) Identification/Registration Number. Self-explanatory.

4) Lease Date. Self-explanatory.

5) Maintenance Program Revision Number/Date. Revision number and date of the foreign air carrier's leased maintenance program—original approval of the maintenance program must be identified with "ORIG."

NOTE: If during the lease period a U.S. air carrier operating a foreign aircraft has accepted the foreign air carrier's maintenance inspection program as its own, all parties are reminded that the foreign aircraft is still subject to the country of origin's rules and regulations. If the Foreign Airworthiness Certificate is enforcing the maintenance inspection, program and time limitations cannot be altered by the U.S. lessee without prior approval of the country of origin's Civil Aviation Authority (CAA). If a change is requested, it must be through the foreign air carrier who will request the change. If the foreign CAA agrees to the changes, the approval is forwarded to the U.S. air carrier via the foreign air carrier. The U.S. air carrier will make a request for any changes through the FAA certificate-holding district office (CHDO). If all parties agree, the PIs may amend the inspection time and this OpSpec.

B. Differences Between the Certificate Holder's Adopted and Approved Programs. Table 2 identifies differences between the certificate holder's adopted maintenance programs for leased, foreign-registered aircraft and the certificate holder's approved program (if applicable). Each item or system that is considered a difference or exception must be listed in Table 2 as follows:

1) Air Transportation Association of America (ATA) Chapter. Enter the ATA code for the applicable item or system.

2) Primary Maintenance Process. List maintenance requirements for the item or system (overhaul, inspect, replace, etc.).

3) Inspection and Check Period. List inspection and/or check frequency/interval.

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4) Other. This field can be used for general comments.

NOTE: Do not combine items into one row of this table. Each item must be broken down into ATA chapters and listed individually in this table.

OPSPEC D088—MAINTENANCE TIME LIMITATIONS AUTHORIZATION.

A. OpSpec D088 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR parts 91 subpart K (part 91K) and 121, and operators subject to an inspection program under 14 CFR part 125, § 125.247 (as well as operators under 14 CFR part 135, § 135.411(a)(2) and those who have an Approved Aircraft Inspection Program (AAIP) requiring a maintenance time limitations manual) to use a separate approved document or approved section in the certificate holder/operator's manual. This OpSpec is issued to approve the time limitations of each maintenance task not covered under the partial reliability or Continuing Analysis and Surveillance System (CASS) program (part 125 is not included in the reliability statement) (see Volume 3, Chapters 40 and 43 for further information).

NOTE: This OpSpec may be issued in conjunction with OpSpec D075, as necessary.

B. Parts 91K, 121, and 135 Maintenance Time Limitations Authorization. Table 1 must include the following:

1) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

2) Manual/Document Name and Number. Manual name and air carrier assigned number for that manual that houses the FAA-approved time limitations for maintenance tasks not covered under the partial reliability program.

3) Manual/Document Date. List the date of the current revision of the manual.

C. Part 125 and 125M (A125 LODA) Maintenance Time Limitations Authorization: Aircraft Engine Maintenance/Overhaul Program. Table 1 must include the following:

- Registration Number,
- Serial Number,
- Approved Engine Overhaul Period, and
- Support Manual or Document.

OPSPEC/MSPEC D089—MAINTENANCE TIME LIMITATIONS SECTION.

A. Operators Subject to a Continuous Airworthiness Maintenance Program (CAMP). This OpSpec authorizes operators subject to a CAMP under 14 CFR part 91, § 91.1109; 14 CFR part 121; and 14 CFR part 135, § 135.411(a)(2) requiring a maintenance time

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limitations manual to use a separate approved document or approved section in the certificate holder/program manager's manual (see Volume 3, Chapter 43).

NOTE: In compliance with 14 CFR part 119, § 119.49(a)(8), Time Limitations OpSpecs issued to part 135 certificate holders conducting commuter operations with aircraft not maintained under a CAMP will be issued OpSpec D073, D101, D102, D103, D104, and D105 as applicable.

B. Referenced Document(s). The referenced documents must be approved by the Administrator and must have procedures for affecting revisions and revision control acceptable to the Airworthiness principal inspector (PI) (refer to § 119.49(a)(8)).

NOTE: Each certificate holder conducting domestic, flag, or commuter operations must obtain OpSpecs containing all of the following: time limitations, or standards for determining time limitations, for overhauling, inspecting, and checking airframes, engines, propellers, rotors, appliances, and emergency equipment.

C. Maintenance Time Limitations Section. Table 1 must include the following:

1) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

2) Manual/Document Name and Number. Manual name and assigned air carrier number for that manual that houses the FAA-approved time limitations for maintenance tasks.

3) Manual/Document Date. List the date of the current revision of the manual.

NOTE: The most current revision of the maintenance document should be identified by "( )" and not require reissuance of this OpSpec unless the manual title or document number changes. All entries should be filled out, and any item not applicable should be identified by "NA."

NOTE: This OpSpec is to be issued only if the operator is not issued OpSpec D074 or D075.

OPSPEC D090—COORDINATING AGENCIES FOR SUPPLIER'S EVALUATION (C.A.S.E.).

A. OpSpec D090 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to become a member of the Coordinating Agencies for Supplier's Evaluation (C.A.S.E.) program.

B. Authorizing Certificate Holders to Use C.A.S.E. This OpSpec authorizes certificate holders to use C.A.S.E. as a means of qualifying a vendor for services, parts, and materials to satisfy the requirements of part 121, § 121.373 and/or § 135.431, as applicable.

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OPSPEC D091—REQUIREMENTS: AIR CARRIER MAINTENANCE PROVIDERS. The new term "essential maintenance" has replaced "substantial maintenance." The newly revised version of OpSpec D091, which has two tables, has replaced the former three-table addition. The new design specifically addresses the Required Inspection Items (RII). This OpSpec is issued to air carriers certificated under 14 CFR part 119 conducting operations under 14 CFR part 121.

A. Essential Maintenance. Essential maintenance encompasses any RII onwing accomplishment after any maintenance or alteration. This maintenance, if done improperly or if improper parts or materials were used, would result in a failure effect that would endanger the continued safe flight and landing of the airplane. Essential maintenance is the accomplishment of the designated air carrier inspection item onwing. Essential maintenance does not encompass any offwing maintenance.

B. Guidance.

1) Before issuing an initial OpSpec D091, or when the certificate holder adds an essential maintenance provider to the certificate holder's maintenance provider listing required by part 121, § 121.369(a), ensure that the certificate holder has conducted an onsite audit of each essential maintenance provider or the added essential maintenance provider, as appropriate. The certificate holder's onsite audit should, at least, determine that the essential maintenance provider has:

- An organization that is adequate to perform essential maintenance, and
- Competent personnel and adequate facilities and equipment for the proper performance of essential maintenance.

2) In addition, ensure that the certificate holder has provisions within its Continuing Analysis and Surveillance System (CASS) to determine that each essential maintenance provider listed in its maintenance provider listing performs essential maintenance in accordance with the certificate holder's maintenance program and manual.

C. Further Information. See Volume 6, Chapter 2, Section 40 for information about the meaning of essential maintenance and for additional, more detailed guidance for issuing this OpSpec.

D. Accomplishing Maintenance with Other Maintenance Providers. The certificate holder is authorized to make arrangements with other persons (maintenance providers) to accomplish maintenance, preventive maintenance (PM), or alterations on its behalf.

E. Listing Maintenance Providers. The certificate holder shall list in their manual system (not in this OpSpec) the maintenance providers required by § 121.369(a). Each maintenance provider shall be listed by corporate or company name, business address and location, and a general description of the contracted work, using the following categories:

1) Aircraft Maintenance.

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a) Heavy Maintenance. An example of heavy maintenance is the inspection and repair of the aircraft airframe performed at specified time intervals. These intervals are based upon the guidelines of the aircraft manufacturer, National Aviation Authority (NAA), FAA, or European Aviation Safety Agency (EASA), as further refined by the airline/operator. Scheduled inspections are typically based on a fixed number of flight hours. There are four levels of inspection for commercial jet aircraft, usually termed “A,” “B,” “C,” and “D” checks. “A” and “B” checks are normally considered part of line maintenance. “C” and “D” checks are classified as “heavy maintenance.”

b) Line Maintenance. Line maintenance includes light regular checks that ensure the aircraft is fit for flight, troubleshooting, defect rectification, and component replacement. Aviation Maintenance Technicians (AMT) diagnose and correct issues on the aircraft and carry out these checks on an ad hoc basis or scheduled interval. Line maintenance consists of three primary activity categories: transit checks, daily/weekly checks, and “A” checks. Historically, line maintenance included “B” checks, which rarely exist these days.

2) Aircraft Engine Work. This includes off airplane maintenance of aircraft engines.

3) Propeller Work. This includes off airplane maintenance of propellers and propeller control components.

4) Component Work. This includes off airplane maintenance of individual components.

5) Specialized Service. This includes services such as x-ray, plating, eddy current, painting, shot peening, plasma spray, composite structures maintenance, weighing, welding, etc.

F. Table 1. The certificate holder shall provide its assigned principal maintenance inspector (PMI) with the maintenance provider listing referenced in § 121.369(a). Additionally, if this listing is incorporated within a larger manual or series of manuals, the certificate holder shall provide the appropriate volume and section number to indicate where the maintenance provider listing can be found (refer to the Table 1 sample below).

Table 1

Document Name and Number	Volume/Chapter/Section

G. Table 2. The certificate holder shall make the location and name(s) of the individual(s) responsible for the listing referenced in subparagraph E1)b) available to the assigned PMI. The phone number, email address, and physical mailing address must be provided for the named individual(s).

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Table 2

Name of Individual	Phone	E-Mail Address	Mailing Address	Date Updated

OPSPEC/MSPEC D092—MAINTENANCE PROGRAM AUTHORIZATION FOR AIRPLANES USED FOR OPERATIONS IN DESIGNATED REDUCED VERTICAL SEPARATION MINIMUM (RVSM) AIRSPACE.

A. OpSpec/MSpec D092 Authorization. This OpSpec/MSpec authorizes operators under 14 CFR parts 91 subpart K (part 91K), 121, 125, and 135 with an FAA-approved Reduced Vertical Separation Minimum (RVSM) maintenance program to allow certain approved aircraft to operate in RVSM airspace.

B. Authorization for Airplanes Used for Operations in RVSM Airspace. Table 1 must include the registration number and the make, model, and series (M/M/S) of the aircraft approved for RVSM airspace.

OPSPEC D093—HELICOPTER NIGHT VISION GOGGLE OPERATIONS (HNVGO) MAINTENANCE PROGRAM.

A. OpSpec D093 Authorization. This OpSpec is issued to operators authorized to conduct Helicopter Night Vision Goggle Operations (HNVGO) under the limitations and provisions of 14 CFR part 135 and current OpSpec A050 using specific approved aircraft.

B. HNVGO Maintenance Program. OpSpec D093, Table 1 must include the aircraft registration number, serial number, and make, model, and series (M/M/S), and the name of the maintenance document with the current revision number/letter for the Night Vision Imaging System (NVIS). Additionally, the maintenance document(s) for the night vision goggles (NVG) with the current revision number/letter must be listed in the table.

Table 1 – Authorized NVIS and NVG Maintenance Documents

Aircraft Registration Number	Aircraft Serial Number	Aircraft M/M/S	STC Number	Maintenance Document for Aircraft NVIS w/ Revision Number	Maintenance Document for NVG w/ Revision Number

OPSPEC/MSPEC/TSPEC/LOA D095—MINIMUM EQUIPMENT LIST (MEL) AUTHORIZATION.

A. OpSpec/MSpec/TSpec/LOA D095 Authorization. This OpSpec/MSpec/TSpec/LOA is issued to operators under 14 CFR parts 91, part 91 subpart K (part 91K), 121, 125, 125 Letter of Deviation Authority (A125 LODA) holders, 135, and 142 authorized to use an approved minimum equipment list (MEL).

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B. MEL Authorization. This table must list the make, model, and series (M/M/S) of the aircraft authorized to use an MEL. Table 1 is found on authorized D095 for those operators under parts 91, 91K, 121, 125, A125 LODA holders, 135, and 142.

1) Aircraft M/M/S. Must be filled in. Add multiple M/M/S aircraft as required.

2) Limitations and Conditions. Use if appropriate, but not required. One of the uses of this column is to allow for differentiating aircraft by registration number and/or serial number in cases where just the aircraft M/M/S may not be sufficient to specify particular aircraft affected by the D095.

Table 1 – Parts 91K, 121, 125, A125 LODA Holders, 135, and 142

Aircraft M/M/S	Limitations and Conditions

OPSPEC/MSPEC/LOA D097—AGING AIRCRAFT PROGRAMS. For aging aircraft programs for 14 CFR parts 91 subpart K (part 91K), 121, and 125, and 14 CFR part 129, § 129.14 that include approval sections for each of the aging aircraft CFRs, OpSpec/MSpec/LOA D097 is the means by which the principal inspector (PI) will approve the operator's incorporation of the applicable aging aircraft regulations, as well as any revisions that he or she needs to incorporate into the Continuous Airworthiness Maintenance Program (CAMP). It allows the PI to select the applicable CFR and to accomplish individual approvals for each, including the approval date. The PI should select the regulatory references applicable to the operator and insert the approval dates into the operator's CAMP.

A. Fuel Tank System Maintenance Program. When issuing the Fuel Tank System Maintenance Program, the PI must ensure that the free text area of OpSpec/MSpec/LOA D097 is used for the following:

1) To identify and record the document(s)—by document number, revision number, and date—that are used as the source of the FAA Oversight Office-approved electrical wiring interconnected system (EWIS)/fuel tank safety (FTS) instructions for continued airworthiness (ICA), or

2) If this information is contained in the operator's manual system, a reference to that location in their manual system must be recorded in the free text area.

NOTE: The PI must ensure that the operator has procedures in their manual that track any changes and approvals made to the FAA Oversight Office-approved EWIS/FTS ICA.

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B. Fuel Tank Flammability Reduction (FTFR) Program. When issuing the Fuel Tank Flammability Reduction Program, the PI must ensure that the free text area of OpSpec/MSpec/LOA D097 is used for the following:

1) To identify and record the document(s)—by document number, revision number, and date—that are used as the source of the FAA Oversight Office-approved FTFR airworthiness limitations (AL).

2) If this information is contained in the operator's manual system, a reference to that location in their manual system must be recorded in the free text area.

NOTE: The PI must ensure that the operator has procedures in their manual that track any changes and approvals made to the FAA Oversight Office-approved FTFR AL.

OPSPEC/MSPEC D101—ADDITIONAL MAINTENANCE REQUIREMENTS—AIRCRAFT ENGINE, PROPELLER, AND PROPELLER CONTROL (GOVERNOR).

A. OpSpec/MSpec D101 Authorization. This OpSpec applies to all certificate holders and program managers who maintain aircraft under 14 CFR part 91, § 91.1109 and 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Maintenance Requirements. Table 1 must include the following:

- Airplane make, model, and series (M/M/S);
- Engine, propeller, and governor make and model;
- Engine, propeller, and governor maintenance document that contains the additional maintenance requirements;
- Engine, propeller, and governor time in service interval; and
- Limitations and conditions (if applicable).

NOTE: The most current revision of the maintenance document should be identified by "( )" and not require reissuance of this OpSpec/MSpec unless the manual title or document number changes. All entries should be filled out and any item not applicable should be identified by "NA."

OPSPEC/MSPEC D102—ADDITIONAL MAINTENANCE REQUIREMENTS—ROTORCRAFT.

A. OpSpec/MSpec D102 Authorization. This OpSpec/MSpec applies to all certificate holders/program managers who maintain aircraft under 14 CFR parts 91, § 91.1109 and 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Rotorcraft Maintenance Requirements. Table 1 must include the following:

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- Rotorcraft type;
- Engine make and model;
- Engine, rotor main, and auxiliary maintenance document that contains the additional maintenance requirements; and
- Engine time in service interval.

OPSPEC D103—ADDITIONAL MAINTENANCE REQUIREMENTS—SINGLE ENGINE INSTRUMENT FLIGHT RULES (IFR).

A. OpSpec D103 Authorization. This OpSpec applies to all certificate holders maintaining aircraft under 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Single Engine IFR (SEIFR) Maintenance Requirements. Table 1 must include the following:

- Registration number;
- Serial number;
- Aircraft make, model, and series (M/M/S);
- Maintenance instructions/document that contains the additional maintenance requirements; and
- Other limitations as necessary (engine trend monitoring, oil analysis program, etc.).

OPSPEC/MSPEC D104—ADDITIONAL MAINTENANCE REQUIREMENTS—EMERGENCY EQUIPMENT.

A. OpSpec/MSpec D104 Authorization. This OpSpec/MSpec applies to all certificate holders/program managers maintaining aircraft under 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Emergency Equipment Maintenance Requirements. Table 1 must include the following:

- Emergency equipment items;
- Maintenance document that contains the additional maintenance requirements; and
- “Limitations and Provisions” field contains the intervals/frequency of the additional maintenance requirements (in hours, cycles, calendar-time, etc.).

NOTE: The most current revision of the maintenance document should be identified by “( )” and not require reissuance of this OpSpec unless the manual title or document number changes. All entries should be filled out, and any item not applicable should be identified by “NA.”

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OPSPEC D105—AIR CARRIER EMERGENCY EVACUATION SYSTEMS (EES) MAINTENANCE PROGRAM REQUIREMENTS.

A. OpSpec D105 Authorization. This OpSpec applies to all 14 CFR part 119 certificate holders conducting operations under 14 CFR part 121. The OpSpec must be issued to all air carriers and if their aircraft are not equipped per the Type Certificate Data Sheet (TCDS), then place "NA" in the applicable section of the table. OpSpec D105 contains the conditions and requirements for emergency evacuation systems (EES) that must be met on a continuing basis for all airplanes operated under part 121. This OpSpec is one of the required OpSpecs issued to all certificate holders conducting operations under part 121.

B. Review the Operator's Program. Review the operator's program to ensure that all conditions of this OpSpec are met. If the review is satisfactory, issue the OpSpec.

OPSPEC D106—AIRCRAFT IN LONG-TERM MAINTENANCE OR STORAGE.

A. OpSpec D106 Authorization. This OpSpec applies to all certificate holders maintaining aircraft in accordance with 14 CFR part 121 or 135 who request to hold the liability insurance coverage (required by their economic authority) in suspension on aircraft for specific periods of non-use, such as long-term maintenance or long-term storage (refer to OpSpec A501 and OpSpec D106).

B. Long Term Maintenance or Storage. Table 1 must contain the following:

1) End of Operation. Enter the day on which the air carrier elects to cease operating the aircraft.

2) Registration Number. Enter the aircraft registration number.

3) Serial Number. Enter the aircraft serial number.

OPSPEC D301—AIRCRAFT NETWORK SECURITY PROGRAM (ANSP) AUTHORIZATION.

A. OpSpec D301. OpSpec D301 is issued to operators who use aircraft with special conditions for electronic information security that requires operator action under 14 CFR parts 121 (includes combined 121/135), 125 (including part 125 Letter of Deviation Authority (A125 LODA) holders), and 129 (only operators with U.S.-registered aircraft). This OpSpec contains the conditions that must be met for a certificate holder to operate their aircraft and lists the reference documents that contain the details of the operator's program.

NOTE: A description of aircraft requiring a special condition can be found in Volume 3, Chapter 61, Section 1.

NOTE: The Aircraft Maintenance Division, Avionics Branch (AFS-360) will proactively assist the principal avionics inspector (PAI) to evaluate the ANSP.

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B. Certificate Holder. The certificate holder is authorized to conduct operations using identified aircraft maintained in accordance with the ANSP and the limitations specified in these OpSpecs.

C. OpSpec D301 ANSP Authorization. Table 1 must contain the following:

1) Each of the aircraft authorized to be maintained in accordance with the ANSP by make, model, and series (M/M/S).

2) The manufacturer's aircraft security document name, number, revision number, and date of revision.

NOTE: The certificate holder's ANSP requires revision within 30 days to incorporate changes when the manufacturer's aircraft security document changes. Reissuance of this OpSpec is required each time the manufacturer's aircraft security document is revised.

3) The document(s) that encompasses all elements of an ANSP. The certificate holder may have multiple manuals that encompass the ANSP. The PAI may elect to list all the manuals encompassing the ANSP or, if one manual references all the other manuals, preferably list only that particular manual.

Figure 3-194. Sample D301 Table 1 – Aircraft Authorized ANSP

Aircraft M/M/S	Manufacturer's Aircraft Security Document Name and Number	Certificate Holder's ANSP
B-787-8	Boeing Doc. No. D615Z008-04, Rev. A, November 25, 2009	ABC Airlines Company Manual XYZ, Chapter 46, Section 1
B-747-8	Boeing Doc. No. D925U723-01, Original, November 11, 2011	ABC Airlines Company Manual XYZ, Chapter 46, Section 2
A350-900	A350 XWB Security Handbook, D11040869, V3.1, December 4, 2014	ABC Airlines Company Manual XYZ, Chapter 46, Section 3

NOTE: Document revision levels and dates are examples only and do not reflect the current status of manufacturers' documents.

OPSPEC D485—AGING AIRPLANE INSPECTION AND RECORDS REVIEW. The certificate holder who conducts operations under 14 CFR part 121, 135, or 129 using the airplanes identified on this OpSpec may not use those airplanes in air transportation unless

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inspections are accomplished as required by the applicable regulations in part 121, 135, or 129, as applicable.

A. Applicable Airplanes. The airplanes that this inspection and records review is applicable to include:

1) All part 121 airplanes (part 121, § 121.1105).

2) All part 135 multiengine airplanes used in scheduled service (part 135, § 135.422).

3) All part 129 U.S.-registered multiengine airplanes (part 129, § 129.105).

NOTE: For part 129 U.S.-registered aircraft, see Volume 12, Chapter 2, Section 6.

B. Excluded Airplanes. The airplanes that may be excluded from this inspection and records review are:

1) Airplanes operated solely within the state of Alaska.

2) Airplanes that are operated under part 135 as "on-demand."

3) Airplanes that are in storage and not currently operated under part 121, 135, or 129 operations. However, the required records review and inspection must be accomplished before such airplanes in storage may be placed into service after the applicable compliance date in accordance with the sections of the CFR listed in subparagraph A.

4) Airplanes that have not reached the age of the required records review and inspection.

C. Records Review Completion. This paragraph serves as notification to the FAA of completion of the required records review and airplane inspection to comply with the Aging Aircraft Safety Act (AASA). Official notification to the operator will be made by the certificate-holding district office (CHDO), and this date will be used to determine the due date of next required inspection. Table 1 of this paragraph must be completed as described in subparagraph D.

D. OpSpec D485 Completion Instructions. The following instructions are to be used to complete the required records and airplane inspection in Table 1 of this OpSpec. Remember that all cells in the table must be filled out before activating the OpSpec.

1) Load all airplanes in the certificate holder's aircraft authorization information into columns 1 through 4.

2) For each airplane that requires this records review and inspection:

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a) Enter the date of airplane manufacture as indicated on the airframe data plate or the original Airworthiness Certificate, whichever is oldest, in column 5.

b) Enter "Not Completed" in columns 6, 7, and 8, as applicable, to indicate that the inspection and/or records review has not yet been completed.

c) When the appropriate inspection is complete, insert the month and year of the accomplishment in columns 6 and 7, as applicable.

d) When both inspections are complete, enter the date (month/year) that the official notification was sent to the certificate holder in column 8.

3) For airplanes that are operated solely within the state of Alaska:

a) Load the airplanes in columns 1 through 4 per subparagraph D1).

b) Select and enter "Alaska Intrastate-N/A" (for not applicable) in columns 5, 6, 7, and 8.

4) For airplanes that are operated under part 135 as "on-demand":

a) Load the airplanes in columns 1 through 4 per subparagraph D1).

b) Select and enter "On Demand (135)-N/A" (for not applicable) in column 5, 6, 7, and 8.

5) For airplanes in storage that will not have the required records review and inspection accomplished:

a) Load the airplanes in columns 1 through 4 per subparagraph D1).

b) Enter the date of airplane manufacture as indicated on the airframe data plate or the original Airworthiness Certificate, whichever is oldest, in column 5.

c) Select and enter "Storage-Not Completed" in columns 5, 6, 7, and 8.

6) For airplanes that have not reached the age where the required records review and inspection must be accomplished:

a) Load the airplanes in columns 1 through 4 per subparagraph D1).

b) Enter the date of airplane manufacture as indicated on the airframe data plate or the original Airworthiness Certificate, whichever is oldest, in column 5.

c) Select and enter "Below Threshold-N/A" (for not applicable) in columns 6, 7, and 8.

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E. Processing OpSpec D485. Process OpSpec D485 and activate it. This OpSpec may be considered valid if completed, signed, and activated by the FAA. It does not require the signature of the operator for its data to be considered valid.

Table 1

**Registration No. (Col. 1)*	**Serial No. (Col. 2)*	**Nose Number, If Applicable (Col. 3)*	**Airplane M/M/S (Col. 4)*	*Date of Airplane Manufacture (Col. 5)*	*Airplane Inspection Completed (Col. 6)*	*Records Review Competed (Col. 7)*	*Operator Notification (Col. 8)*
[LOAD Operator Data]	*[LOAD Operator Data]*	*[LOAD Operator Data]*	*[LOAD Operator Data]*		ComboBox	ComboBox	ComboBox

NOTE: Items marked with an "*" will be loaded from the certificate holder's aircraft authorization airplane information.

OPSPEC E096—WEIGHT AND BALANCE (W&B) CONTROL PROCEDURES. This OpSpec authorizes certificate holders operating aircraft under 14 CFR parts 91 subpart K (part 91K), 121, 125, and 135 to use one of two aircraft Weight and Balance (W&B) control programs.

A. Individual Aircraft Weights. The certificate holder is authorized under part 91K; part 121, § 121.135; part 125, § 125.91(b); and 135, § 135.185(a) to use individual aircraft weights outlined in the operator's empty W&B program.

B. Average Fleet Aircraft Weights. The certificate holder is authorized under part 91K, § 121.153(b), or § 135.185(b)(2) to use average fleet aircraft weights outlined in the operator's W&B control program.

NOTE: This OpSpec does not authorize the use of average fleet aircraft weights for a part 135 reciprocating-powered aircraft of nine or less passenger seats. For further information see E096 and the current edition of Advisory Circular (AC) 120-27, Aircraft Weight and Balance Control.

C. Procedures. Conduct final review of this OpSpec per the guidance in Volume 3, Chapter 47, Section 1.

D. Empty W&B Program. Individual aircraft weights outlined in the certificate holder's empty W&B program in Table 1 must include the following:

- Aircraft by make, model, and series (M/M/S),
- Weighing interval, and
- W&B control procedures.

E. Fleet Aircraft Weight Requirements. Fleet aircraft weights outlined in the certificate holder's W&B control program in Table 2 must include the following:

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- Aircraft by M/M/S,
- Fleet weighing sample interval, and
- Fleet W&B control program.

NOTE: Parts D and E OpSpecs may be approved only by the assigned Airworthiness principal inspectors (PI) or by aviation safety inspectors (ASI) authorized by the unit supervisor to sign for the PIs in their absence. Specific paragraphs within Part A of the OpSpecs are the joint responsibility of Operations and Airworthiness PIs. Approval of Part A OpSpecs may be indicated by the signature of any one of the three assigned PIs.

RESERVED. Paragraphs 3-922 through 3-985.

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VOLUME 3 GENERAL TECHNICAL ADMINISTRATION

CHAPTER 18 OPERATIONS SPECIFICATIONS

Section 6 Parts D and E Maintenance OpSpecs/MSpecs/LOAs

3-921 GENERAL.

NOTE: All 300-series and nonstandard 500-series operations specifications (OpSpecs)/management specifications (MSpecs)/training specifications (TSpecs)/letters of authorization (LOA) (Parts A, B, C, D, E, and H) require approval by the appropriate headquarters (HQ) policy division. Title 14 of the Code of Federal Regulations (14 CFR) parts 61, 91, 91 subpart K (part 91K), 125 (including part 125 Letter of Deviation Authority (A125 LODA) holders), 133, 137, and 141 operators' nonstandard operational requests must be approved by the General Aviation and Commercial Division (AFS-800). Title 14 CFR parts 121, 135, and 142 nonstandard operational requests must be approved for issuance by the Air Transportation Division (AFS-200). Parts 121, 135, and 14 CFR part 145 repair stations and all airworthiness nonstandard requests must be approved by the Aircraft Maintenance Division (AFS-300). All Weather Operations (AWO) relating to instrument procedures must be approved by the Flight Technologies and Procedures Division (AFS-400) and AFS-200 or AFS-800, as appropriate. Nonstandard authorizations for 14 CFR part 129 foreign operators require approval from the International Programs and Policy Division (AFS-50).

NOTE: All text added to an OpSpec/MSpec/TSpec or LOA through the use of nonstandard text entered in the nonstandard text block (sometimes referred to as "Text 99") must also be approved by the appropriate HQ policy division. For detailed guidance on the process for obtaining HQ approval for nonstandard authorizations, principal inspectors (PI) must read the guidance contained in Volume 3, Chapter 18, Section 2.

OPSPEC/MSPEC D070—INTEGRATION OF AIRCRAFT FUEL TANK MAINTENANCE AND INSPECTION INSTRUCTIONS INTO A CAMP. DECOMMISSIONED. For certificate holders/foreign persons/foreign air carriers; OpSpec/MSpec D070 was superseded by OpSpec/MSpec/LOA D097.

OPSPEC/MSPEC D072—AIRCRAFT MAINTENANCE—CONTINUOUS AIRWORTHINESS MAINTENANCE PROGRAM (CAMP) AUTHORIZATION.

A. OpSpec/MSpec D072. This OpSpec/MSpec is issued to operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 91, § 91.1109; 14 CFR part 121; and 14 CFR part 135, § 135.411(a)(2). OpSpec/MSpec D072 contains the conditions that must be met for a certificate holder to operate their aircraft and lists the reference documents that contain the details of the operator's program.

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B. Certificate Holder/Program Manager. The certificate holder/program manager is authorized to conduct operations using identified aircraft maintained in accordance with the CAMP and the limitations specified in these OpSpecs/MSpecs.

C. OpSpec/MSpec D072 CAMP Authorization. Table 1 must contain the following:

1) Each of the aircraft authorized to be maintained in accordance with the CAMP by make, model, and series (M/M/S).

2) The document(s) that encompasses all 10 elements of a CAMP. The certificate holder/program manager may have multiple manuals that encompass the CAMP. The principal inspector (PI) may elect to list all the manuals encompassing the CAMP or if one manual references all the other manuals, then preferably he or she may list only that particular manual,

3) The certificate holder/program manager's assigned number(s) of the CAMP document(s).

NOTE: The most current revision should be identified by "( )" to the certificate holder's CAMP and should not require reissuance of this OpSpec unless the manual title or document number changes.

NOTE: Title 14 CFR part 125 operators are required to have an inspection program and are not subject to the requirements of a CAMP (refer to part 125, § 125.247). OpSpec/MSpec D072 is issued to parts 91 subpart K (part 91K), 121, and 135 operators with a CAMP requirement.

OPSPEC/MSPEC/LOA D073—APPROVED INSPECTION PROGRAM. Issue D073 to an operator, certificate holder, or A125 LODA holder (125M) who is required to use, or chooses to use, an inspection program approved by the FAA. There are four different applications of OpSpec/MSpec/LOA D073. Each D073 is worded differently to reflect the requirements of the applicable regulation.

A. Different Applications of D073.

1) Title 14 CFR part 91 subpart K (part 91K) – Issue MSpec D073 to authorize an operator to use an Approved Aircraft Inspection Program (AAIP) under § 91.1109(b).

2) Title 14 CFR part 135 – Issue OpSpec D073 to authorize a certificate holder to use an AAIP under § 135.419.

NOTE: You will also issue OpSpec/MSpec D101 through D104 as applicable.

3) Title 14 CFR part 125 – Issue OpSpec D073 to authorize a certificate holder to use an AAIP under § 125.247(a)(3).

4) Title 14 CFR part 125 – Issue LOA D073 to authorize a Letter of Deviation Authority (LODA) holder (125M) to use an approved airplane inspection under § 125.247(a)(3).

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B. Inspection Program Requirements. Parts 91K, 135, and 125 (including 125M) require a certificate holder, operator, or A125 LODA holder to include the approved inspection program in its required manual (refer to § 91.1025(L), § 135.419(e), § 135.23(o), and § 125.249(a)(3)). To comply with the regulations and have control of the inspection program, the operator, certificate holder, or A125 LODA holder must either control the section of their manual that contains the inspection program as an approved section, or include the program in a separate manual or document which is part of the certificated holder's manual. Either way, the certificate holder or operator must have a control in place to prevent any changes to the inspection program without prior FAA approval.

OPSPEC D074—RELIABILITY PROGRAM AUTHORIZATION: ENTIRE AIRCRAFT.

A. OpSpec D074 Authorization. OpSpec D074 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes the use of a maintenance reliability program that contains standards for determining maintenance intervals and processes. This program controls the inspection, check, overhaul, or restoration times for the entire aircraft and is the sole control as far as OpSpecs are concerned. Each make, model, and series (M/M/S) of aircraft controlled by reliability and its approved reliability document shall be identified in this OpSpec. Guidance for approving a reliability program is found in Volume 3, Chapter 40.

B. Reliability Program Authorization. OpSpec D074, Table 1 must contain the following:

1) The M/M/S of each aircraft controlled by a reliability program; the level of detail in specifying the series of aircraft should match the detail in the operator's program.

2) The document name that encompasses the reliability program and the certificate holder's assigned number(s) of the reliability document.

3) The current revision date of the reliability document, placed in the "Document Date" block.

OPSPEC D075—RELIABILITY PROGRAM AUTHORIZATION: AIRFRAME, POWERPLANT, SYSTEMS, OR SELECTED ITEMS. OpSpec D075 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes the use of a maintenance reliability program containing the standards for determining maintenance intervals and processes. The program controls the inspection, check, overhaul, or restoration time for airframe, powerplant, systems, or individually selected items within a system (hydraulic system, pumps, valves, actuators, etc.) and must be identified in the OpSpecs.

A. Maintenance Time Limitations Section. Airframe, powerplant, systems, or items controlled by reliability will be identified in the "Maintenance Time Limitations" section by an asterisk or other identifier and a note.

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B. Referenced Document. If preferred, a certificate holder may reference in the "Maintenance Time Limitations" section a document approved by the Administrator. The referenced document will contain at least that information required by the "Maintenance Time Limitations" section.

C. Program Approval. Guidance for approving this program is found in Volume 3, Chapters 40 and 43.

1) Components not subject to the certificate holder's partial reliability program must be controlled by a time limitations manual or document. This manual or document must be listed in OpSpec D088, Table 1.

2) Table 1 must contain the following:

- The make, model, and series (M/M/S) of each aircraft controlled by a reliability program; the level of detail in specifying the series of aircraft should match the detail in the operator's program;
- The document name that encompasses the partial reliability program, and the certificate holder's assigned number(s) of the partial reliability document; and
- The current revision date of the partial reliability document.

NOTE: Operators authorized OpSpec D075 must be issued OpSpec D088.

NOTE: This OpSpec does not apply to 14 CFR part 125 operators.

OPSPEC/MSPEC D076—SHORT-TERM ESCALATION AUTHORIZATION.

A. OpSpec/MSpec D076. This OpSpec/MSpec is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 91, § 91.1109; 14 CFR part 121; and 14 CFR part 135, § 135.411(a)(2). OpSpec/MSpec D076 authorizes a certificate holder/program manager to use short-term escalation procedures with aircraft, powerplant, systems, or selected items without preapproval by the principal inspector (PI).

B. Short-Term Escalations. Certificate holders who have short-term escalation procedures incorporated into their reliability program (OpSpec D074) or partial reliability program (OpSpec D075) do not need an OpSpec/MSpec D076 authorization for items covered in those programs. Items not subject to a partial reliability program must have OpSpec/MSpec D076 authorization to use short-term escalations.

NOTE: See Volume 3, Chapter 37.

C. Limitations. Table 1 references the aircraft by make, model, and series (M/M/S) and the limitations (if applicable) placed on that particular M/M/S. The limitations in Table 1 are primarily for airframe check and inspection intervals. Engines and their components, as well as airframe components and appliances, are generally not limited-except for the 10 percent, not to exceed 500 hours.

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1) The limitations section of this table is used to restrict a particular M/M/S task below the maximum allowable 10 percent, not to exceed 500 hours. An example would be if an aircraft "A" check has an interval of 200 hours (200 x 10 percent = 20 hours), and the PI limited the "A" check short-term escalation to not exceed 20 hours.

2) It can also be used to eliminate certain tasks from being eligible for short-term escalation. An example would be if the operator was not permitted short-term escalations on a particular M/M/S aircraft "B" check.

3) If the limitations section of this table is left blank, then the operator is authorized to short-term escalate all items to the maximum interval described in their manual.

NOTE: If restrictions and eliminations are requested for engine, engine components, airframe components, and appliances, then they may be listed in the limitations for that particular M/M/S as well.

OPSPEC D077—MAINTENANCE CONTRACTUAL ARRANGEMENT AUTHORIZATION: FOR AN ENTIRE AIRCRAFT.

A. OpSpec D077 Authorization. OpSpec D077 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes a certificate holder to use a part 121 or § 135.411(a)(2) certificate holder's approved maintenance program for the maintenance of its entire aircraft. If applicable, this includes participation in the contractor's reliability program (see Volume 3, Chapters 40 and 42). Title 14 CFR part 125, §§ 125.245 and 125.247 authorize the operator subject to an Approved Aircraft Inspection Program (AAIP) under part 125 to enter into a contractual agreement for the accomplishment of maintenance, preventive maintenance (PM), alterations, or required item inspections as identified in the operator's manual.

B. OpSpec D077. Table 1 must contain the following information:

1) Contractor Name and Address. This field must list the contractor with whom the certificate holder has entered into an agreement for the specific maintenance function listed.

2) Contract Date. Self-explanatory.

3) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

4) Powerplant M/M/S. Self-explanatory.

5) Maintenance Function. List the maintenance function(s) performed per the contract.

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OPSPEC D078—MAINTENANCE CONTRACTUAL ARRANGEMENT AUTHORIZATION: FOR SPECIFIC MAINTENANCE.

A. OpSpec D078 Authorization. OpSpec D078 is authorized for operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2). This OpSpec authorizes a certificate holder to use another part 121 or § 135.411(a)(2) certificate holder's approved maintenance program for specific maintenance functions. This OpSpec identifies the functions to be performed by the contractor on the certificate holder(s) aircraft listed in the table. This OpSpec may be used for one or more contracts, aircraft/engine makes and models, or components (see Volume 3, Chapter 42).

B. OpSpec D078. OpSpec D078 authorizes and identifies the functions to be performed by the contractor on the certificate holder's aircraft listed in the table. Table 1 must contain the following information:

1) Contractor. This field must list the contractor with whom the certificate holder has entered into agreement for the specific maintenance function listed.

2) Contract Number and Contract Date. Self-explanatory.

3) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

4) Specific Maintenance Function. This field can be as general as stating "All" for the entire aircraft and engines, or it can list specific inspections or checks.

NOTE: This OpSpec only applies to the performance of maintenance and inspections.

OPSPEC D079—RELIABILITY PROGRAM CONTRACTUAL ARRANGEMENT AUTHORIZATION.

A. OpSpec D079 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to participate in another part 121 or § 135.411(a)(2) contractor's FAA-approved reliability program for its aircraft, powerplant, systems, or selected components (see Volume 3, Chapter 41).

NOTE: Operators authorized under OpSpec D079 will be automatically issued OpSpec D088.

B. OpSpec D079. Table 1 must contain the following information:

1) Contractor. This field must list the contractor with whom the certificate holder has entered into agreement for the specific reliability function listed.

2) Contract Number and Contract Date. Identifying number from contract (if applicable) and date signed.

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3) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

4) Reliability Program Name and Number. Name of program and number assigned by contractor.

5) Reliability Program Date. Date of current revision.

OPSPEC D080—LEASED AIRCRAFT MAINTENANCE PROGRAM AUTHORIZATIONS: U.S.-REGISTERED AIRCRAFT.

A. OpSpec D080 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to use a lessor's approved maintenance program for the leased aircraft. OpSpec D080 applies only to leases of aircraft intended to return to the lessor at a time specified in the lease.

B. Leased Aircraft Maintenance Program Authorizations. The certificate holder is authorized to maintain the aircraft listed in Table 1 in accordance with the lessor's approved maintenance program for the specific make, model, and series (M/M/S) of aircraft and lease agreements identified in Table 1, except as provided in Table 2.

NOTE: Table 2 identifies specific items that will be maintained in accordance with the certificate holder's approved maintenance program.

NOTE: Specific maintenance program requirements of the certificate holder that are different than the lessor's program will be listed in Table 2.

OPSPEC D081—PARTS POOL AGREEMENT AUTHORIZATION.

A. OpSpec D081 Authorization. This OpSpec authorizes a 14 CFR part 121 certificate holder operating outside the United States under the provisions of part 121, § 121.361(b) to enter into a parts pooling agreement with foreign air carriers or agencies whose employees do not hold U.S. airman certificates (see Volume 3, Chapter 39).

B. Parts Pool Agreement Authorization. Table 1 must list the participants, along with their location, who are eligible to provide parts to the certificate holder.

OPSPEC D082—PRORATED TIME AUTHORIZATION.

A. OpSpec D082 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to use aircraft for which inspection and overhaul times have been established using the prorating process.

B. Prorated Time Authorization. Table 1 lists each aircraft by registration, serial number, and make, model, and series (M/M/S) that shall be maintained in accordance with the adjusted times identified in the certificate holder's proration document. The table must list the individual proration document number assigned by the air carrier and current effective date.

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OPSPEC D083—SHORT-TERM ESCALATION AUTHORIZATION FOR BORROWED PARTS SUBJECT TO OVERHAUL REQUIREMENTS.

A. OpSpec D083 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) relief from approved overhaul time limits when borrowing parts from another certificate holder.

B. A Certificate Holder's Authorization to Use a Borrowed Part. Provided that all of the conditions listed in the OpSpec are met, the certificate holder is authorized to use a borrowed part (overhauled) from another operator when time in service of the available part exceeds the certificate holder's approved overhaul time limit.

OPSPEC D084—SPECIAL FLIGHT PERMIT WITH CONTINUOUS AUTHORIZATION TO CONDUCT FERRY FLIGHTS. This OpSpec authorizes 14 CFR part 119 certificate holders with an approved continuing flight authorization program to issue a special flight permit with continuing authorization to conduct ferry flights. This permit can only be issued under the guidelines set forth in 14 CFR part 21, § 21.197(c).

NOTE: Table 1 must reference the certificate holder's manual(s) that contains the approved continuing flight authorization program.

MSPEC D084—SPECIAL FLIGHT PERMIT WITH CONTINUOUS AUTHORIZATION TO CONDUCT FERRY FLIGHTS. This MSpec authorizes 14 CFR part 91 subpart K (part 91K) program managers subject to a Continuous Airworthiness Maintenance Program (CAMP) under part 91, § 91.1411 to issue a special flight permit with continuing authorization to conduct ferry flights. This permit can only be issued under the guidelines as set forth in 14 CFR part 21, § 21.197(c).

NOTE: Table 1 must reference the certificate holder's manual(s) that contains the policies, procedures, conditions, and limitations necessary to conduct the ferry flight.

OPSPEC/MSPEC D085—AIRCRAFT LISTING. Title 14 CFR part 119 certificate holders conducting operations under 14 CFR part 121, 125, or 135 who are required to maintain liability insurance coverage under Title 49 of the United States Code (49 U.S.C.) § 41112 and its implementing regulation, 14 CFR part 205, § 205.4(b), must list their authorized aircraft in these OpSpecs/MSpecs. Program managers are required to list all aircraft in MSpec D085.

A. Liability Insurance Coverage. Section 205.4(b) states, in part, that "aircraft shall not be listed in the carrier's operations specifications with the FAA and shall not be operated unless liability insurance coverage is in force." All part 119 certificate holders conducting operations noted above are required to have continuous, effective liability insurance coverage that is in effect to ensure that the public is protected in the event of an accident. Effective liability insurance coverage is a condition for them to hold Office of the Secretary of Transportation (OST) economic authority.

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B. Non-Use Suspension. For air carrier certificate holders who request to hold the liability insurance coverage in suspension on aircraft for specific periods of non-use, refer to OpSpec A501 and OpSpec D106.

C. Certificate Holders Operating Aircraft Under 14 CFR Part 125. These certificate holders are not required to maintain liability insurance; although, they are required to list authorized airplanes by type and registration number on their OpSpecs, per part 125, § 125.31(b)(2).

D. Aircraft Not in Revenue Service. The aircraft listing may also contain the certificate holder's aircraft that are not in revenue service. These aircraft include, but are not limited to, those that are undergoing heavy maintenance, in storage, awaiting parts, newly purchased, or being altered. However, the certificate holder must have procedures specifying how these aircraft are handled while they are conformed to regulatory requirements for operations in air transportation and before they are released for operations in air transportation. This applies to part 119 certificate holders conducting operations under 14 CFR part 121, 125, or 135, regardless of the kind of operations conducted.

NOTE: Aircraft that the certificate holder newly acquires may be placed on the aircraft listing, without a conformity inspection, to permit the certificate holder to operate the aircraft under 14 CFR part 91 and to conduct those maintenance, preventive maintenance (PM), or alteration activities necessary to conform the aircraft to regulatory requirements for operations in common carriage. Under no circumstance should an air carrier certificate holder who is authorized to conduct operations under either part 121 or 135 be issued a deviation under § 125.3. The prohibitive language of part 119, § 119.5(h) does not permit any aviation safety inspector (ASI) to issue such a deviation to an Air Carrier Certificate holder authorized to conduct common carriage operations under part 121 or 135.

E. Aircraft Used Under an Interchange Agreement.

1) Due to compatibility problems with the Web-based Operations Safety System (WebOPSS), the use of the asterisk to identify aircraft used under an interchange agreement must be discontinued. Other methods are under study and will be incorporated into WebOPSS and this chapter when completed. Until that time, the FAA asks that the interchange aircraft be placed at the end of the OpSpec D085 aircraft listing for ease of identification.

2) The table(s) must list the aircraft registration number, serial number, nose number (if applicable), and aircraft make, model, and series (M/M/S).

OPSPEC D086—MAINTENANCE PROGRAM AUTHORIZATION FOR TWO-ENGINE AIRPLANES USED IN EXTENDED RANGE OPERATION.

A. OpSpec D086 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR parts 121 and 135, as applicable, to use certain approved aircraft in Extended Operations (ETOPS). Airworthiness aviation safety inspectors (ASI) must be familiar with OpSpec B342 and shall coordinate with

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the principal operations instructor (POI) before approving OpSpec D086 (see Volume 4, Chapter 6).

B. Maintenance Program Authorization for Two-Engine Airplanes Used in ETOPS. Complete the following tables as described below:

1) Table 1 must include the approved aircraft registration number, airplane make, model, and series (M/M/S), and the maximum diversion time in minutes.

2) Table 2 identifies the reliability program, which continually assesses the propulsion and airframe systems with the extended-range fleet. The following must be included:

a) Airplane M/M/S. Self-explanatory.

b) Powerplant M/M/S. Self-explanatory.

c) Program Name. Enter the name of the reliability program.

d) Program Number. Assigned number of the program by the air carrier.

e) Program Date. Enter date of approval.

3) Table 3 identifies the Configuration, Maintenance, and Procedures (CMP) document for ETOPS and must include the following:

a) Airplane M/M/S. Self-explanatory.

b) Powerplant M/M/S. Self-explanatory.

c) FAA-Approved CMP Document Name/Number. Enter document name and assigned number for which the CMP is contained.

d) Document Date. Enter the date that the above document was originally approved.

e) FAA-Approved Amendment No. Enter the current amendment number and date, if applicable, for the above approved document.

OPSPEC D087—MAINTENANCE PROGRAM AUTHORIZATION FOR LEASED FOREIGN-REGISTERED AIRCRAFT OPERATED BY U.S. AIR CARRIERS. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to maintain leased, foreign-registered aircraft by adopting the foreign air carrier's maintenance program.

NOTE: If a principal inspector (PI) approves a revision to an adopted foreign maintenance program, that approval must be done on an individual basis by amending this OpSpec.

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NOTE: Any aircraft make, model, and series (M/M/S) listed on this OpSpec must also be listed in OpSpec/MSpec D072.

A. OpSpec D087 Authorization. Table 1 must be completed as follows:

1) Foreign Air Carrier. Enter the name of the foreign air carrier.

2) Aircraft M/M/S. Self-explanatory.

3) Identification/Registration Number. Self-explanatory.

4) Lease Date. Self-explanatory.

5) Maintenance Program Revision Number/Date. Revision number and date of the foreign air carrier's leased maintenance program—original approval of the maintenance program must be identified with "ORIG."

NOTE: If during the lease period a U.S. air carrier operating a foreign aircraft has accepted the foreign air carrier's maintenance inspection program as its own, all parties are reminded that the foreign aircraft is still subject to the country of origin's rules and regulations. If the Foreign Airworthiness Certificate is enforcing the maintenance inspection, program and time limitations cannot be altered by the U.S. lessee without prior approval of the country of origin's Civil Aviation Authority (CAA). If a change is requested, it must be through the foreign air carrier who will request the change. If the foreign CAA agrees to the changes, the approval is forwarded to the U.S. air carrier via the foreign air carrier. The U.S. air carrier will make a request for any changes through the FAA certificate-holding district office (CHDO). If all parties agree, the PIs may amend the inspection time and this OpSpec.

B. Differences Between the Certificate Holder's Adopted and Approved Programs. Table 2 identifies differences between the certificate holder's adopted maintenance programs for leased, foreign-registered aircraft and the certificate holder's approved program (if applicable). Each item or system that is considered a difference or exception must be listed in Table 2 as follows:

1) Air Transportation Association of America (ATA) Chapter. Enter the ATA code for the applicable item or system.

2) Primary Maintenance Process. List maintenance requirements for the item or system (overhaul, inspect, replace, etc.).

3) Inspection and Check Period. List inspection and/or check frequency/interval.

4) Other. This field can be used for general comments.

NOTE: Do not combine items into one row of this table. Each item must be broken down into ATA chapters and listed individually in this table.

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OPSPEC D088—MAINTENANCE TIME LIMITATIONS AUTHORIZATION.

A. OpSpec D088 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR parts 91 subpart K (part 91K) and 121, and operators subject to an inspection program under 14 CFR part 125, § 125.247 (as well as operators under 14 CFR part 135, § 135.411(a)(2) and those who have an Approved Aircraft Inspection Program (AAIP) requiring a maintenance time limitations manual) to use a separate approved document or approved section in the certificate holder/operator's manual. This OpSpec is issued to approve the time limitations of each maintenance task not covered under the partial reliability or Continuing Analysis and Surveillance System (CASS) program (part 125 is not included in the reliability statement) (see Volume 3, Chapters 40 and 43 for further information).

NOTE: This OpSpec may be issued in conjunction with OpSpec D075, as necessary.

B. Parts 91K, 121, and 135 Maintenance Time Limitations Authorization. Table 1 must include the following:

1) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

2) Manual/Document Name and Number. Manual name and air carrier assigned number for that manual that houses the FAA-approved time limitations for maintenance tasks not covered under the partial reliability program.

3) Manual/Document Date. List the date of the current revision of the manual.

C. Part 125 and 125M (A125 LODA) Maintenance Time Limitations Authorization: Aircraft Engine Maintenance/Overhaul Program. Table 1 must include the following:

- Registration Number,
- Serial Number,
- Approved Engine Overhaul Period, and
- Support Manual or Document.

OPSPEC/MSPEC D089—MAINTENANCE TIME LIMITATIONS SECTION.

A. Operators Subject to a Continuous Airworthiness Maintenance Program (CAMP). This OpSpec authorizes operators subject to a CAMP under 14 CFR part 91, § 91.1109; 14 CFR part 121; and 14 CFR part 135, § 135.411(a)(2) requiring a maintenance time limitations manual to use a separate approved document or approved section in the certificate holder/program manager's manual (see Volume 3, Chapter 43).

NOTE: In compliance with 14 CFR part 119, § 119.49(a)(8), Time Limitations OpSpecs issued to part 135 certificate holders conducting commuter operations with aircraft not maintained under a CAMP will be issued OpSpec D073, D101, D102, D103, D104, and D105 as applicable.

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B. Referenced Document(s). The referenced documents must be approved by the Administrator and must have procedures for affecting revisions and revision control acceptable to the Airworthiness principal inspector (PI) (refer to § 119.49(a)(8)).

NOTE: Each certificate holder conducting domestic, flag, or commuter operations must obtain OpSpecs containing all of the following: time limitations, or standards for determining time limitations, for overhauling, inspecting, and checking airframes, engines, propellers, rotors, appliances, and emergency equipment.

C. Maintenance Time Limitations Section. Table 1 must include the following:

1) Aircraft Make, Model, and Series (M/M/S). Self-explanatory.

2) Manual/Document Name and Number. Manual name and assigned air carrier number for that manual that houses the FAA-approved time limitations for maintenance tasks.

3) Manual/Document Date. List the date of the current revision of the manual.

NOTE: The most current revision of the maintenance document should be identified by "( )" and not require reissuance of this OpSpec unless the manual title or document number changes. All entries should be filled out, and any item not applicable should be identified by "NA."

NOTE: This OpSpec is to be issued only if the operator is not issued OpSpec D074 or D075.

OPSPEC D090—COORDINATING AGENCIES FOR SUPPLIER'S EVALUATION (C.A.S.E.).

A. OpSpec D090 Authorization. This OpSpec authorizes operators subject to a Continuous Airworthiness Maintenance Program (CAMP) under 14 CFR part 121 and 14 CFR part 135, § 135.411(a)(2) to become a member of the Coordinating Agencies for Supplier's Evaluation (C.A.S.E.) program.

B. Authorizing Certificate Holders to Use C.A.S.E. This OpSpec authorizes certificate holders to use C.A.S.E. as a means of qualifying a vendor for services, parts, and materials to satisfy the requirements of part 121, § 121.373 and/or § 135.431, as applicable.

OPSPEC D091—REQUIREMENTS: AIR CARRIER MAINTENANCE PROVIDERS. The new term "essential maintenance" has replaced "substantial maintenance." The newly revised version of OpSpec D091, which has two tables, has replaced the former three-table addition. The new design specifically addresses the Required Inspection Items (RII). This OpSpec is issued to air carriers certificated under 14 CFR part 119 conducting operations under 14 CFR part 121.

A. Essential Maintenance. Essential maintenance encompasses any RII onwing accomplishment after any maintenance or alteration. This maintenance, if done improperly or if

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improper parts or materials were used, would result in a failure effect that would endanger the continued safe flight and landing of the airplane. Essential maintenance is the accomplishment of the designated air carrier inspection item onwing. Essential maintenance does not encompass any offwing maintenance.

B. Guidance.

1) Before issuing an initial OpSpec D091, or when the certificate holder adds an essential maintenance provider to the certificate holder's maintenance provider listing required by part 121, § 121.369(a), ensure that the certificate holder has conducted an onsite audit of each essential maintenance provider or the added essential maintenance provider, as appropriate. The certificate holder's onsite audit should, at least, determine that the essential maintenance provider has:

- An organization that is adequate to perform essential maintenance, and
- Competent personnel and adequate facilities and equipment for the proper performance of essential maintenance.

2) In addition, ensure that the certificate holder has provisions within its Continuing Analysis and Surveillance System (CASS) to determine that each essential maintenance provider listed in its maintenance provider listing performs essential maintenance in accordance with the certificate holder's maintenance program and manual.

C. Further Information. See Volume 6, Chapter 2, Section 40 for information about the meaning of essential maintenance and for additional, more detailed guidance for issuing this OpSpec.

D. Accomplishing Maintenance with Other Maintenance Providers. The certificate holder is authorized to make arrangements with other persons (maintenance providers) to accomplish maintenance, preventive maintenance (PM), or alterations on its behalf.

E. Listing Maintenance Providers. The certificate holder shall list in their manual system (not in this OpSpec) the maintenance providers required by § 121.369(a). Each maintenance provider shall be listed by corporate or company name, business address and location, and a general description of the contracted work, using the following categories:

1) Aircraft Maintenance.

a) Heavy Maintenance. An example of heavy maintenance is the inspection and repair of the aircraft airframe performed at specified time intervals. These intervals are based upon the guidelines of the aircraft manufacturer, National Aviation Authority (NAA), FAA, or European Aviation Safety Agency (EASA), as further refined by the airline/operator. Scheduled inspections are typically based on a fixed number of flight hours. There are four levels of inspection for commercial jet aircraft, usually termed "A," "B," "C," and "D" checks. "A" and "B" checks are normally considered part of line maintenance. "C" and "D" checks are classified as "heavy maintenance."

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b) Line Maintenance. Line maintenance includes light regular checks that ensure the aircraft is fit for flight, troubleshooting, defect rectification, and component replacement. Aviation Maintenance Technicians (AMT) diagnose and correct issues on the aircraft and carry out these checks on an ad hoc basis or scheduled interval. Line maintenance consists of three primary activity categories: transit checks, daily/weekly checks, and "A" checks. Historically, line maintenance included "B" checks, which rarely exist these days.

2) Aircraft Engine Work. This includes off airplane maintenance of aircraft engines.

3) Propeller Work. This includes off airplane maintenance of propellers and propeller control components.

4) Component Work. This includes off airplane maintenance of individual components.

5) Specialized Service. This includes services such as x-ray, plating, eddy current, painting, shot peening, plasma spray, composite structures maintenance, weighing, welding, etc.

F. Table 1. The certificate holder shall provide its assigned principal maintenance inspector (PMI) with the maintenance provider listing referenced in § 121.369(a). Additionally, if this listing is incorporated within a larger manual or series of manuals, the certificate holder shall provide the appropriate volume and section number to indicate where the maintenance provider listing can be found (refer to the Table 1 sample below).

Table 1

Document Name and Number	Volume/Chapter/Section

G. Table 2. The certificate holder shall make the location and name(s) of the individual(s) responsible for the listing referenced in subparagraph E1)b) available to the assigned PMI. The phone number, email address, and physical mailing address must be provided for the named individual(s).

Table 2

Name of Individual	Phone	E-Mail Address	Mailing Address	Date Updated

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OPSPEC/MSPEC D092—MAINTENANCE PROGRAM AUTHORIZATION FOR AIRPLANES USED FOR OPERATIONS IN DESIGNATED REDUCED VERTICAL SEPARATION MINIMUM (RVSM) AIRSPACE.

A. OpSpec/MSpec D092 Authorization. This OpSpec/MSpec authorizes operators under 14 CFR parts 91 subpart K (part 91K), 121, 125, and 135 with an FAA-approved Reduced Vertical Separation Minimum (RVSM) maintenance program to allow certain approved aircraft to operate in RVSM airspace.

B. Authorization for Airplanes Used for Operations in RVSM Airspace. Table 1 must include the registration number and the make, model, and series (M/M/S) of the aircraft approved for RVSM airspace.

OPSPEC D093—HELICOPTER NIGHT VISION GOGGLE OPERATIONS (HNVGO) MAINTENANCE PROGRAM.

A. OpSpec D093 Authorization. This OpSpec is issued to operators authorized to conduct Helicopter Night Vision Goggle Operations (HNVGO) under the limitations and provisions of 14 CFR part 135 and current OpSpec A050 using specific approved aircraft.

B. HNVGO Maintenance Program. OpSpec D093, Table 1 must include the aircraft registration number, serial number, and make, model, and series (M/M/S), and the name of the maintenance document with the current revision number/letter for the Night Vision Imaging System (NVIS). Additionally, the maintenance document(s) for the night vision goggles (NVG) with the current revision number/letter must be listed in the table.

Table 1 – Authorized NVIS and NVG Maintenance Documents

Aircraft Registration Number	Aircraft Serial Number	Aircraft M/M/S	STC Number	Maintenance Document for Aircraft NVIS w/ Revision Number	Maintenance Document for NVG w/ Revision Number

OPSPEC/MSPEC/TSPEC/LOA D095—MINIMUM EQUIPMENT LIST (MEL) AUTHORIZATION.

A. OpSpec/MSpec/TSpec/LOA D095 Authorization. This OpSpec/MSpec/TSpec/LOA is issued to operators under 14 CFR parts 91, part 91 subpart K (part 91K), 121, 125, 125 Letter of Deviation Authority (A125 LODA) holders, 135, and 142 authorized to use an approved minimum equipment list (MEL).

B. MEL Authorization. This table must list the make, model, and series (M/M/S) of the aircraft authorized to use an MEL. Table 1 is found on authorized D095 for those operators under parts 91, 91K, 121, 125, A125 LODA holders, 135, and 142.

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1) Aircraft M/M/S. Must be filled in. Add multiple M/M/S aircraft as required.

2) Limitations and Conditions. Use if appropriate, but not required. One of the uses of this column is to allow for differentiating aircraft by registration number and/or serial number in cases where just the aircraft M/M/S may not be sufficient to specify particular aircraft affected by the D095.

Table 1 – Parts 91K, 121, 125, A125 LODA Holders, 135, and 142

Aircraft M/M/S	Limitations and Conditions

OPSPEC/MSPEC/LOA D097—AGING AIRCRAFT PROGRAMS. For aging aircraft programs for 14 CFR parts 91 subpart K (part 91K), 121, and 125, and 14 CFR part 129, § 129.14 that include approval sections for each of the aging aircraft CFRs, OpSpec/MSpec/LOA D097 is the means by which the principal inspector (PI) will approve the operator's incorporation of the applicable aging aircraft regulations, as well as any revisions that he or she needs to incorporate into the Continuous Airworthiness Maintenance Program (CAMP). It allows the PI to select the applicable CFR and to accomplish individual approvals for each, including the approval date. The PI should select the regulatory references applicable to the operator and insert the approval dates into the operator's CAMP.

A. Fuel Tank System Maintenance Program. When issuing the Fuel Tank System Maintenance Program, the PI must ensure that the free text area of OpSpec/MSpec/LOA D097 is used for the following:

1) To identify and record the document(s)—by document number, revision number, and date—that are used as the source of the FAA Oversight Office-approved electrical wiring interconnected system (EWIS)/fuel tank safety (FTS) instructions for continued airworthiness (ICA), or

2) If this information is contained in the operator's manual system, a reference to that location in their manual system must be recorded in the free text area.

NOTE: The PI must ensure that the operator has procedures in their manual that track any changes and approvals made to the FAA Oversight Office-approved EWIS/FTS ICA.

B. Fuel Tank Flammability Reduction (FTFR) Program. When issuing the Fuel Tank Flammability Reduction Program, the PI must ensure that the free text area of OpSpec/MSpec/LOA D097 is used for the following:

1) To identify and record the document(s)—by document number, revision number, and date—that are used as the source of the FAA Oversight Office-approved FTFR airworthiness limitations (AL).

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2) If this information is contained in the operator's manual system, a reference to that location in their manual system must be recorded in the free text area.

NOTE: The PI must ensure that the operator has procedures in their manual that track any changes and approvals made to the FAA Oversight Office-approved FTFR AL.

OPSPEC/MSPEC D101—ADDITIONAL MAINTENANCE REQUIREMENTS—AIRCRAFT ENGINE, PROPELLER, AND PROPELLER CONTROL (GOVERNOR).

A. OpSpec/MSpec D101 Authorization. This OpSpec applies to all certificate holders and program managers who maintain aircraft under 14 CFR part 91, § 91.1109 and 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Maintenance Requirements. Table 1 must include the following:

- Airplane make, model, and series (M/M/S);
- Engine, propeller, and governor make and model;
- Engine, propeller, and governor maintenance document that contains the additional maintenance requirements;
- Engine, propeller, and governor time in service interval; and
- Limitations and conditions (if applicable).

NOTE: The most current revision of the maintenance document should be identified by "( )" and not require reissuance of this OpSpec/MSpec unless the manual title or document number changes. All entries should be filled out and any item not applicable should be identified by "NA."

OPSPEC/MSPEC D102—ADDITIONAL MAINTENANCE REQUIREMENTS—ROTORCRAFT.

A. OpSpec/MSpec D102 Authorization. This OpSpec/MSpec applies to all certificate holders/program managers who maintain aircraft under 14 CFR parts 91, § 91.1109 and 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Rotorcraft Maintenance Requirements. Table 1 must include the following:

- Rotorcraft type;
- Engine make and model;
- Engine, rotor main, and auxiliary maintenance document that contains the additional maintenance requirements; and
- Engine time in service interval.

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OPSPEC D103—ADDITIONAL MAINTENANCE REQUIREMENTS—SINGLE ENGINE INSTRUMENT FLIGHT RULES (IFR).

A. OpSpec D103 Authorization. This OpSpec applies to all certificate holders maintaining aircraft under 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Single Engine IFR (SEIFR) Maintenance Requirements. Table 1 must include the following:

- Registration number;
- Serial number;
- Aircraft make, model, and series (M/M/S);
- Maintenance instructions/document that contains the additional maintenance requirements; and
- Other limitations as necessary (engine trend monitoring, oil analysis program, etc.).

OPSPEC/MSPEC D104—ADDITIONAL MAINTENANCE REQUIREMENTS—EMERGENCY EQUIPMENT.

A. OpSpec/MSpec D104 Authorization. This OpSpec/MSpec applies to all certificate holders/program managers maintaining aircraft under 14 CFR part 135, § 135.411(a)(1). This includes aircraft subject to an Approved Aircraft Inspection Program (AAIP) under § 135.419 (see Volume 3, Chapter 38 or Volume 2, Chapter 4).

B. Additional Emergency Equipment Maintenance Requirements. Table 1 must include the following:

- Emergency equipment items;
- Maintenance document that contains the additional maintenance requirements; and
- “Limitations and Provisions” field contains the intervals/frequency of the additional maintenance requirements (in hours, cycles, calendar-time, etc.).

NOTE: The most current revision of the maintenance document should be identified by “( )” and not require reissuance of this OpSpec unless the manual title or document number changes. All entries should be filled out, and any item not applicable should be identified by “NA.”

OPSPEC D105—AIR CARRIER EMERGENCY EVACUATION SYSTEMS (EES) MAINTENANCE PROGRAM REQUIREMENTS.

A. OpSpec D105 Authorization. This OpSpec applies to all 14 CFR part 119 certificate holders conducting operations under 14 CFR part 121. The OpSpec must be issued to all air carriers and if their aircraft are not equipped per the Type Certificate Data Sheet (TCDS), then

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place "NA" in the applicable section of the table. OpSpec D105 contains the conditions and requirements for emergency evacuation systems (EES) that must be met on a continuing basis for all airplanes operated under part 121. This OpSpec is one of the required OpSpecs issued to all certificate holders conducting operations under part 121.

B. Review the Operator's Program. Review the operator's program to ensure that all conditions of this OpSpec are met. If the review is satisfactory, issue the OpSpec.

OPSPEC D106—AIRCRAFT IN LONG-TERM MAINTENANCE OR STORAGE.

A. OpSpec D106 Authorization. This OpSpec applies to all certificate holders maintaining aircraft in accordance with 14 CFR part 121 or 135 who request to hold the liability insurance coverage (required by their economic authority) in suspension on aircraft for specific periods of non-use, such as long-term maintenance or long-term storage (refer to OpSpec A501 and OpSpec D106).

B. Long Term Maintenance or Storage. Table 1 must contain the following:

1) End of Operation. Enter the day on which the air carrier elects to cease operating the aircraft.

2) Registration Number. Enter the aircraft registration number.

3) Serial Number. Enter the aircraft serial number.

OPSPEC D301—AIRCRAFT NETWORK SECURITY PROGRAM (ANSP) AUTHORIZATION.

A. OpSpec D301. OpSpec D301 is issued to operators who use aircraft with special conditions for electronic information security that requires operator action under 14 CFR parts 121 (includes combined 121/135), 125 (including part 125 Letter of Deviation Authority (A125 LODA) holders), and 129 (only operators with U.S.-registered aircraft). This OpSpec contains the conditions that must be met for a certificate holder to operate their aircraft and lists the reference documents that contain the details of the operator's program.

NOTE: A description of aircraft requiring a special condition can be found in Volume 3, Chapter 61, Section 1.

NOTE: The Aircraft Maintenance Division, Avionics Branch (AFS-360) will proactively assist the principal avionics inspector (PAI) to evaluate the ANSP.

B. Certificate Holder. The certificate holder is authorized to conduct operations using identified aircraft maintained in accordance with the ANSP and the limitations specified in these OpSpecs.

C. OpSpec D301 ANSP Authorization. Table 1 must contain the following:

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1) Each of the aircraft authorized to be maintained in accordance with the ANSP by make, model, and series (M/M/S).

2) The manufacturer's aircraft security document name, number, revision number, and date of revision.

NOTE: The certificate holder's ANSP requires revision within 30 days to incorporate changes when the manufacturer's aircraft security document changes. Reissuance of this OpSpec is required each time the manufacturer's aircraft security document is revised.

3) The document(s) that encompasses all elements of an ANSP. The certificate holder may have multiple manuals that encompass the ANSP. The PAI may elect to list all the manuals encompassing the ANSP or, if one manual references all the other manuals, preferably list only that particular manual.

Figure 3-194. Sample D301 Table 1 – Aircraft Authorized ANSP

Aircraft M/M/S	Manufacturer's Aircraft Security Document Name and Number	Certificate Holder's ANSP
B-787-8	Boeing Doc. No. D615Z008-04, Rev. A, November 25, 2009	ABC Airlines Company Manual XYZ, Chapter 46, Section 1
B-747-8	Boeing Doc. No. D925U723-01, Original, November 11, 2011	ABC Airlines Company Manual XYZ, Chapter 46, Section 2
A350-900	A350 XWB Security Handbook, D11040869, V3.1, December 4, 2014	ABC Airlines Company Manual XYZ, Chapter 46, Section 3

NOTE: Document revision levels and dates are examples only and do not reflect the current status of manufacturers' documents.

OPSPEC D485. DECOMMISSIONED.

OPSPEC E096—WEIGHT AND BALANCE (W&B) CONTROL PROCEDURES. This OpSpec authorizes certificate holders operating aircraft under 14 CFR parts 91 subpart K (part 91K), 121, 125, and 135 to use one of two aircraft Weight and Balance (W&B) control programs.

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A. Individual Aircraft Weights. The certificate holder is authorized under part 91K; part 121, § 121.135; part 125, § 125.91(b); and 135, § 135.185(a) to use individual aircraft weights outlined in the operator's empty W&B program.

B. Average Fleet Aircraft Weights. The certificate holder is authorized under part 91K, § 121.153(b), or § 135.185(b)(2) to use average fleet aircraft weights outlined in the operator's W&B control program.

NOTE: This OpSpec does not authorize the use of average fleet aircraft weights for a part 135 reciprocating-powered aircraft of nine or less passenger seats. For further information see E096 and the current edition of Advisory Circular (AC) 120-27, Aircraft Weight and Balance Control.

C. Procedures. Conduct final review of this OpSpec per the guidance in Volume 3, Chapter 47, Section 1.

D. Empty W&B Program. Individual aircraft weights outlined in the certificate holder's empty W&B program in Table 1 must include the following:

- Aircraft by make, model, and series (M/M/S),
- Weighing interval, and
- W&B control procedures.

E. Fleet Aircraft Weight Requirements. Fleet aircraft weights outlined in the certificate holder's W&B control program in Table 2 must include the following:

- Aircraft by M/M/S,
- Fleet weighing sample interval, and
- Fleet W&B control program.

NOTE: Parts D and E OpSpecs may be approved only by the assigned Airworthiness principal inspectors (PI) or by aviation safety inspectors (ASI) authorized by the unit supervisor to sign for the PIs in their absence. Specific paragraphs within Part A of the OpSpecs are the joint responsibility of Operations and Airworthiness PIs. Approval of Part A OpSpecs may be indicated by the signature of any one of the three assigned PIs.

RESERVED. Paragraphs 3-922 through 3-985.

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VOLUME 3 GENERAL TECHNICAL ADMINISTRATION

CHAPTER 32 MANUALS, PROCEDURES, AND CHECKLISTS FOR 14 CFR PARTS 91K, 121, 125, AND 135

Section 5 Flight Manuals for Part 121/135

3-3231 GENERAL. This section contains direction and guidance to be used by principal operations inspectors (POI) in the evaluation of flight manuals for Title 14 of the Code of Federal Regulations (14 CFR) parts 121 and 135 operators. Part 121, § 121.141 requires that part 121 operators maintain a current flight manual for each aircraft used in their air transportation operations. Part 135, § 135.81(c) requires that part 135 operators maintain a current flight manual (or the equivalent information for certain aircraft certified without a flight manual) for each aircraft used in their air transportation operations. Title 14 CFR part 91, § 91.9 requires that a flight manual (or the equivalent information for aircraft certified without a flight manual) be available in the aircraft for flightcrew personnel use and guidance during flight operations. To satisfy the part 121 and 135 requirements, operators may use either the approved Airplane Flight Manual (AFM) or the approved Rotorcraft Flight Manual (RFM), as applicable, or they may develop, obtain approval for, and use a Company Flight Manual (CFM). AFMs or RFMs, as applicable, are acceptable for satisfying the regulations in cases of small, simple aircraft. The Federal Aviation Administration (FAA)-preferred practice for all other aircraft, however, is for operators to develop a CFM that includes procedures specifically tailored to the operator's operations. Operators who operate multiple aircraft types usually find it efficient to collect policies, procedures, and guidance common to all aircraft in a single manual such as a Flight Operations Policy Manual (FOPM). In this case, the CFM contains only those policies, procedures, and guidance that apply to the operation of the specific aircraft. POIs shall use this section as guidance when evaluating an operator's AFMs, RFMs, or CFMs.

3-3232 APPROVED AFMs OR APPROVED RFMs. Title 14 CFR part 21, § 21.5(a) requires that aircraft manufacturers provide an approved AFM or an approved RFM with each aircraft certified after March 1, 1979. Prior to this date, approved flight manuals were required only for transport category airplanes. Proposed AFMs and RFMs are reviewed by a Flight Manual Review Board (FMRB) and, based on the FMRB's recommendation, are approved by the manager of the applicable Aircraft Certification Office (ACO) when the aircraft is certified.

A. Approved Sections of AFMs and RFMs. AFMs of transport category airplanes contain three sections, which are reviewed by the FMRB and approved by the ACO. These are the procedures, performance data, and limitation sections. Weight and Balance (W&B) limits for transport category airplanes are given in the limitations section. AFMs of airplanes approved under 14 CFR part 23 or rotorcraft approved under 14 CFR part 27 or 29 contain four approved sections: procedures, performance data, limitations, and W&B.

1) Procedures Section of AFMs for Complex Aircraft. The procedures section of an AFM of complex aircraft is typically not suitable for flightcrew use in air transportation operations. The certification regulations only require that the procedures section of an AFM or RFM contain specific and detailed procedural information related to the unique characteristics of the aircraft. These manuals are not required to contain each and every procedure necessary to

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operate the aircraft. Most manufacturers of complex aircraft develop and have approved only those procedures necessary to certify the aircraft. The certification regulations do not require that procedural information be expressed in a sequential, step-by-step format suitable for publication in a checklist. AFM procedural information may be supplied in narrative format. POIs must ensure that operators have rewritten such AFM procedures to make them suitable for flightcrew use in parts 121 and 135 operations.

2) Performance Data Section of AFMs for Complex Aircraft. AFMs for complex aircraft contain extensive performance data sections. All performance information necessary to operate the aircraft in revenue operations is in this section. The AFM performance data section of a complex aircraft is typically not suitable for flightcrew use. This section is suitable for use by performance engineers.

3) Procedures and Performance Data Sections under Parts 23 and 27. AFMs and RFMs of smaller, less complex aircraft certified under part 23 and helicopters certified under part 27 typically contain performance data and procedures sections that are suitable for flightcrew use. POIs of operators using these aircraft shall review the applicable manual to ensure that these sections are appropriate for flightcrew use in the operation being conducted.

B. Unapproved Sections of AFMs and RFMs. In addition to the approved sections of AFMs and RFMs, aircraft manufacturers often include other information that does not require approval under the certification regulations in an AFM and RFM. For example, a manufacturer may include systems descriptions, recommended procedures, or correction factors for wet runways in an accepted section. The FMRB does not formally review this type of information and the ACO does not approve it. The ACO only acts on this type of information when some part of the information has been discovered to be unacceptable and then brought to the attention of the ACO.

C. Use of AFMs or RFMs as Flight Manuals. When an operator proposes to use an AFM or RFM as the required flight manual, the POI must review both the approved and unapproved sections of the manual. The POI must determine that the information in the AFM is presented in a manner that is suitable for use by the flightcrew, that it is compatible with the type of operation conducted by the operator, and that it contains all of the required information and procedures.

1) Certification Regulations Versus Operational Requirements. Aircraft currently used in air transportation operations have been certified under the provisions of 14 CFR parts 23, 25, 27, 29; Special Federal Aviation Regulations (SFAR) 23 or SFAR 41, or preceding regulations such as SFAR 422, Civil Aviation Regulations (CAR) 3, CAR 4, or Aero Bulletin 7; or under the regulations of another government and accepted by the United States in accordance with § 21.29. The assumptions, limitations, and requirements of these aircraft certification regulations may differ from the operational requirements of parts 121 and 135. The direction and guidance concerning procedures and performance that operators must provide to flightcrews for aircraft operations under part 121 or 135 is normally more comprehensive than that published in an AFM or RFM. For example, basic crew coordination procedures such as standard altitude awareness callouts during departures and approaches are not usually in an AFM or RFM.

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2) Supplementary Information. When a POI finds that the procedures or performance information published in an AFM or RFM is insufficient for the operation to be conducted, the POI shall require the operator to develop supplementary information and make it available to flightcrew members. It is acceptable for operators using an AFM or RFM as the required flight manual to place supplementary information in a section of the General Operations Manual (GOM), such as an FOPM or a flight training manual.

3) Aircraft Certified Without an AFM or RFM. An AFM or RFM may not have been prepared for an airplane or rotorcraft certificated before March 1, 1979. Section 91.9(b)(2) requires that the same information required to be in an AFM or RFM be available aboard these aircraft. The only practical method for meeting this requirement for aircraft of 6,000 pounds maximum takeoff weight (MTOW) or more is for the operator to prepare a CFM that contains performance, procedures, and limitations. Some smaller aircraft may be operated satisfactorily with the information presented by placards in the aircraft.

3-3233 CFMs. A CFM containing the required information and approved by the POI under the provisions of this order is an approved flight manual for the purposes of § 91.9(b)(1) or (2), § 121.141(b), or § 135.81(c). An approved CFM is the only flight manual that needs to be carried aboard an aircraft. POIs must evaluate an operator's CFMs using the guidance that follows.

A. Identification as a Flight Manual. POIs must ensure that a CFM is clearly marked as an approved flight manual for a specific operator. Sections of a CFM that contain approved information must also be clearly identified (see Volume 3, Chapter 32, Section 2, paragraph 3-3156 for specific guidance on identifying approved information).

B. Approved Sections of a CFM. POIs must ensure that the approved sections of a CFM contain all of the information that is required by the flightcrew to operate the aircraft. POIs should evaluate the approved sections of a CFM for the following:

1) The procedures section of a CFM must contain all procedures required by the AFM or RFM for each operation the operator conducts. As a minimum, the operator must include sufficient detail to allow a trained crew to safely and effectively operate the aircraft. The procedures section of the manual may be divided into subsections such as normal, non-normal, and emergency procedures.

2) The operator's performance data in a CFM must contain the data from the AFM or RFM and instructions on how to use that data. Operators may assign the responsibility for performing takeoff and landing data computations to flightcrew or ground personnel. The flightcrew must have access to adequate data in the cockpit (including information for the specific airport and runway to be used) to perform the computations for which they are responsible. When takeoff and landing data is presented in tabular format for specific runways, it is often referred to as an airport analysis. Performance data may be published under separate cover and be given titles such as Performance Manual or Airport Analysis. When performance data is published under separate cover, it must be identified as a portion of the CFM. Takeoff and landing performance data may be stored in an onboard or ground-based computer (see Volume 4, Chapter 3, for guidance on the approval of aircraft performance and airport data acquisition systems).

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3) The limitations section of a CFM must be clearly identified as FAA approved. The limitations section of a CFM must contain each limitation that is contained in the AFM or RFM (see paragraph 3-3243 for further details).

C. Accepted Sections of a CFM. Accepted sections of a CFM may contain supplementary information such as aircraft and systems descriptions, an expanded explanation of procedures, special policies and procedures, and other selected topics pertinent to operation of the aircraft type. The accepted sections of a CFM must conform to the regulations and safe operating practices but do not need to conform to corresponding sections of the AFM or RFM, either in format or content. POIs should ensure that the CFM developed by or for the operator contains sufficient explanation and guidance for flightcrew use in the safe operation of the particular aircraft type. Background information or information that is not specific to the operation of the particular aircraft should be placed in a section of the GOM, rather than in a supplementary section of the CFM.

3-3234 AIRCRAFT SYSTEMS DESCRIPTION. Operators must provide crewmembers with a systems description of an aircraft's systems and components that contains sufficient detail to allow flightcrew members to adequately understand and perform all procedures in the flight manual. AFMs, RFMs, and CFMs may or may not contain a systems description section. The aircraft systems description section of a manual is accepted as opposed to approved. Operators may choose to place the systems description information in an accepted section of a CFM or in a section of the GOM, such as a training manual.

3-3235 PROCEDURES. POIs should not construe procedures published in an AFM or RFM to be the only or best means of accomplishing a specific objective. Because AFM or RFM procedures are formulated primarily for aircraft certification purposes, POIs should encourage operators to develop procedures appropriate to revenue operations for inclusion in a CFM.

A. Procedures incorporated in a CFM should be tailored by the operator to accommodate the operator's type of operation, fleet standardization objectives, and cockpit management objectives. As an operator's operations become more complex, it is progressively more important to include detailed guidance in the flight manual, which is specifically tailored to the operator's operations.

B. Aircraft that have been modified by Supplemental Type Certificate (STC) or by field approval (FAA Form 337, Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance)) may require different procedures than unmodified aircraft. POIs must coordinate approval of procedures with principal maintenance inspectors (PMI) to ensure that modifications are accounted for in the operator's procedures.

C. Procedural information included in a CFM must be presented in a step-by-step format. A procedural step in an AFM or RFM procedure must be included in the equivalent CFM procedure, unless the POI approves the deletion through the process described in subparagraph 3-3235I.

D. Operators are responsible for developing effective standard operating procedures (SOP). The development process for SOPs consists of the operator or other qualified party

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(such as the manufacturer) conducting a painstaking task analysis of the man-machine-environment relationship. Although this analysis is time consuming and expensive, it is necessary to meet the required level of safety in air transport operations. General guidelines for POIs to use when evaluating these procedures are contained in paragraph 3-3236. Specific guidelines for developing aircraft operating procedures are almost nonexistent. This chapter contains the best information available at the time of publication. POIs should bring the information in this chapter to the operator's attention. Further guidance will be added to this chapter as it becomes available. POIs should encourage those operators that do not have extensive experience in developing their own procedures to follow the manufacturer's recommendations.

E. POIs should ensure that operators standardize their operating procedures both within and across aircraft types to the greatest extent possible. POIs should make operators aware of the following information concerning procedures for standardization.

1) Standardized procedures promote understanding and effective communications between crewmembers. Research has shown that standardized procedures and effective communications are significant factors in reducing error in the cockpit and in enhancing safety.

2) Crewmembers of most large operators operate numerous different aircraft during their career. Standardized procedures enhance a crewmember's transfer of learning and minimize negative transfer when the crewmember transitions from one aircraft to another.

3) A complete standardization of procedures is not possible when there are significant differences between manufacturers and installed equipment. A high degree of standardization, however, is possible. For example, the flight procedures for: engine failure after takeoff decision speed (V_1), engine fire after V_1, and a missed approach with an engine out, can be designed to be identical. Each procedure might include the aircraft climbing at a reference speed to an identical cleanup height, then accelerating, then retracting the flaps, and then continuing the climb at specified engine-out climb speed. The reference speeds might change depending on the aircraft weight, but the procedure could otherwise be identical. If the operator designed these procedures carefully, they could be used on all aircraft in the operator's fleet.

4) POIs may approve combined procedural steps. For example, an AFM or RFM procedure specifies a two-step procedure such as the following: Step 1—Smoke Goggles On, and Step 2—O_2 Mask On. The POI could approve a one-step procedure such as the following: Step 1—Smoke Goggles and O_2 Mask On. If there is a specific reason, however, for not combining the steps, the POI must not approve such combinations. For instance, in the previous example, if for some reason the smoke goggle has to be put in place before the O_2 mask can be put into place, the two-step procedure should be retained.

F. POIs may approve an arrangement of procedural steps in a different sequence from the sequence in the AFM or RFM. The operator must demonstrate to the POI's satisfaction that the change in sequence is safe and effective through validation testing. The POI must ensure that adverse effects are not introduced. For example, with many aircraft the flaps are required to be extended or the trim to be set to specific settings before an adequate control check can be accomplished. If this sequence is reversed, the control check is invalid.

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G. POIs may approve the combination of similar procedures into a single procedure. For example, it may be desirable for an operator to combine engine fire, engine failure, and severe engine damage procedures into a single procedure. POIs may approve the resulting procedure when validation testing shows the procedure to be clear, easy to use, and if it retains the safeguards of the individual procedures it replaces. If the combined procedure results in a complex and error-prone procedure, the POI should not approve it.

H. The POI will require the operator to present evidence that newly developed procedures are effective. This may be done by analysis, documentation, or validation tests. Tests may be conducted by the manufacturer, the operator, or another competent party (such as a contractor). The POI or a designated inspector qualified in the aircraft must evaluate the effectiveness of such tests.

I. If the POI has any question about the validity or safety of an operator-developed procedure, the POI should consult with the appropriate Aircraft Evaluation Group (AEG). When a policy question arises, POIs should request guidance from the regional Flight Standards division (RFSD) or, if required, from the Air Transportation Division (AFS-200) through the RFSD. All such questions must be resolved before the POI approves the procedure.

3-3236 NORMAL PROCEDURES. The normal procedures section of a CFM must contain procedures for each normal operation that flightcrew members are required to perform. Each normal procedure should be amplified by the operator with sufficient instruction to ensure that the procedure is properly accomplished. POIs must ensure that this instruction is thorough enough to provide the least-experienced flightcrew member with sufficient information to perform the procedures.

A. Many operators include normal operating checklists and an explanation of how to accomplish each step of the checklists in the normal procedures section of the CFM. This is an acceptable practice; however, it is important to understand that an explanation of how to perform the normal checklist is not the only material required in the normal procedures section of a CFM. Guidance for operational procedures for which there are no checklists (such as the takeoff procedure) must also be addressed. Procedures for crew coordination and for the use of checklists must be included. The procedures section of a CFM must contain clearly specified crew duties. For example, the procedures section should contain a specific assignment for the crewmember that is responsible for setting power and maintaining directional control when the second in command (SIC) is conducting a takeoff.

B. POIs may require the operator to develop and publish normal procedures in a CFM, which are not in the AFM or RFM, when the procedures are necessary to ensure an adequate level of safety. Instrument approach procedures (IAP), adverse weather operations, long-range navigation (LORAN), and special procedures for Category (CAT) II and CAT III operations are all examples of required normal procedures that may not be in an AFM or RFM.

C. Operators may need to develop extensive procedures for operating computer-based systems in the cockpit. A description of computer displays and controls does not normally provide a crewmember with adequate information to operate such systems. Procedures for

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computer operations should be keyed to menus and display prompts. Procedures should be written in an interactive format rather than as a rote listing of key strokes.

3-3237 MANEUVERS AND PROCEDURES DOCUMENT. Sections 121.403(b)(3) and 135.327 (b)(3) require that operators publish "detailed descriptions or pictorial displays of the approved normal, abnormal, and emergency maneuvers, procedures and functions that will be performed during each flight training phase or flight check, indicating those maneuvers, procedures and functions that are to be performed during the in-flight portions of flight training and flight checks." Operators must obtain approval of the maneuvers and procedures descriptions before they may be published. The preferred procedure for obtaining approval is the document method described in Volume 3, Chapter 32, Section 2, subparagraph 3-3152B4).

A. Before approving the operator's "maneuvers and procedures document," POIs must ensure that it contains the tolerances that must be maintained in training and checking. POIs must ensure that the operator's standards are appropriate for the aircraft being flown and for the operation being conducted. Operators should use the practical test standards (PTS) (the current edition of FAA-S-8081-5, Airline Transport Pilot and Aircraft Type Rating Practical Test Standards for Airplane), any applicable Flight Standardization Board (FSB) reports, the manufacturer's recommendations, and Volume 5 to establish these standards. POIs should use the guidance that follows when evaluating the standards used in an operator's maneuvers and procedures document.

1) The standards in FAA-S-8081-5 (PTS) are particularly appropriate for pilots of single-engine and multiengine general-purpose families of airplanes and helicopters. There are many cases, however, in which the PTSs are inappropriate. For example, many large aircraft have speed command systems in which the correct final approach speed varies according to the center of gravity (CG) and flight conditions.

2) When the operator conducts special operations, such as lower-than-standard minimum takeoffs, the POI shall ensure that the tolerances the operator chooses are appropriate to that operation. For example, on a Runway Visual Range (RVR) 600 takeoff with an engine loss, the applicant must be able to continue to track the runway centerline (RCL) lights until the aircraft is rotated to the takeoff attitude.

B. Operators may choose to publish the maneuvers and procedures description in a section of the GOM for reference by flightcrew members. The FAA recommends, however, that this description be placed in a section of the flight manual where it is available for in-flight reference.

3-3238 NON-NORMAL AND EMERGENCY PROCEDURES. Non-normal (or abnormal) and emergency procedures in an AFM or RFM are usually presented in more detail than are normal procedures. The steps and the order of steps in these procedures are often critical. POIs must exercise caution in approving the modification of non-normal and emergency procedures. The effects of most procedural steps on the airworthiness of the aircraft are obvious, but the effects of some are not. For example, it may be necessary to depressurize a hydraulic system to successfully perform a manual landing gear extension. Deleting a step or a change in the sequence steps of such a procedure could make the procedure ineffective. There have been

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instances in which operators have erroneously proposed modifying an AFM or RFM procedure, and POIs have unintentionally approved the modification, which invalidated the certification basis of the aircraft. POIs should use the guidance that follows when evaluating an operator's non-normal or emergency procedures in AFMs, RFMs, or CFMs.

A. Safety and Effectiveness of Proposed Modifications. When an operator proposes to modify a non-normal or emergency procedure, the operator must show that the modified procedure does not adversely affect the airworthiness of the aircraft. The operator may establish the safety and effectiveness of proposed procedures by analysis, documentation, or validation tests.

B. AEG Concurrence. POIs must contact the applicable AEG and obtain concurrence before approving the deletion of any item or the rearrangement/modification of items on these checklists. AEG concurrence may be expressed informally (by telephone). AEG concurrence is not required if the operator provides evidence that the AEG has already concurred with the identical procedure for another party (such as another operator or manufacturer).

3-3239 IMMEDIATE ACTIONS. An immediate action is an action that must be accomplished so expeditiously (in order to avoid or stabilize a hazardous situation) that time is not available for a crewmember to refer to a manual or checklist. Crewmembers must be so familiar with these actions that they can perform them correctly and reliably from memory. POIs must ensure that immediate action situations are included in an operator's AFM, RFM, or CFM, as appropriate. Situations that require immediate action include, but are not limited to the following:

- Imminent threat of crewmember incapacitation.
- Imminent threat of loss of aircraft control.
- Imminent threat of destruction of a system or component, which makes continued safety of the flight and subsequent landing improbable.

A. Under this criteria, a flightcrew donning oxygen masks in response to a depressurization or turning off the fuel and ignition in case of a hot-start are situations requiring mandatory immediate action items. The loss of thrust on a jet engine during cruise, however, would not normally require an immediate action item according to these criteria.

B. POIs must ensure that immediate action items are explicitly identified as such in an operator's CFM. It is not acceptable for immediate action items to be hidden (not specifically identified as an immediate action) in procedures or checklists.

C. Certain situations that either require or appear to require immediate action have proven to be a stimulus for evoking incorrect and inappropriate flightcrew actions. Therefore, immediate action items must be strictly limited to only those actions necessary to stabilize the situation. POIs must ensure that all remaining actions are accomplished by "challenge-do-verify" (CDV) checklists (see Volume 3, Chapter 32, Section 12).

D. POIs may approve an operator's proposal to replace immediate action items in an AFM or RFM procedure with CDV checklist procedures in a CFM, provided the operator shows

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compliance with the criteria in this paragraph and also demonstrates an equivalent level of safety through validation tests.

3-3240 MANDATORY CONFIRMATION ITEMS. There are certain critical procedural steps that must be confirmed by a second crewmember before the step may be taken. POIs must ensure that an operator's procedures, which contain such critical procedural actions, must clearly identify the critical actions and the crewmember who is responsible for giving the confirmation. The types of procedural actions that require this confirmation include the following:

- Actions resulting in the shutdown of an engine.
- Actions resulting in the deactivation of flight controls.
- Actions that if performed incorrectly, in the wrong sequence, or at the wrong time produce a catastrophic result, even if the incorrect action is not highly likely.
- Actions where past experience or analysis has shown that there is a high probability for error or incorrect action and which creates a hazardous situation.

3-3241 CREWMEMBER ROLES. The CFM must clearly define the various crewmember roles and responsibilities. POIs should use the following guidance when ensuring that the operator clearly states policy and guidance for cockpit management in the AFM, RFM, or CFM, as applicable.

A. Pilot in Command (PIC) Responsibilities. The operator's policy and guidance should make it clear that the PIC's primary responsibility is to manage the actions of the crew and the conduct of the flight. While the PIC may delegate the management of the flight and manipulation of the controls to the SIC, the CFM must not indicate that the PIC can delegate the responsibility for safe conduct of the flight.

B. Responsibilities of Flightcrew Members Not in Command. The operator's flight manual should contain policy and guidance to those flightcrew members not in command as to their responsibilities to the PIC and their responsibilities for the safe conduct of the flight.

C. SIC Responsibilities. The CFM must contain guidance for the PIC concerning the conditions and circumstances in which an SIC may operate the aircraft. The operator's policies must delineate the limits of authority delegated to the SIC when the SIC is the Pilot Flying (PF). The operator's policies should address crew management in critical situations. For example, there may be certain situations in which the SIC should be the PF so that the PIC can concentrate on managing those situations, particularly ensuring that required actions and appropriate checklists are properly accomplished. Procedures for transfer of control must be clearly addressed in the CFM.

D. Communications. In general, proper cockpit management requires effective communication and cooperative action between crewmembers, which form consecutive closed loops. A diagram of this interaction is in Figure 3-123A, Effective Communication and Cooperative Action Between Crewmembers.

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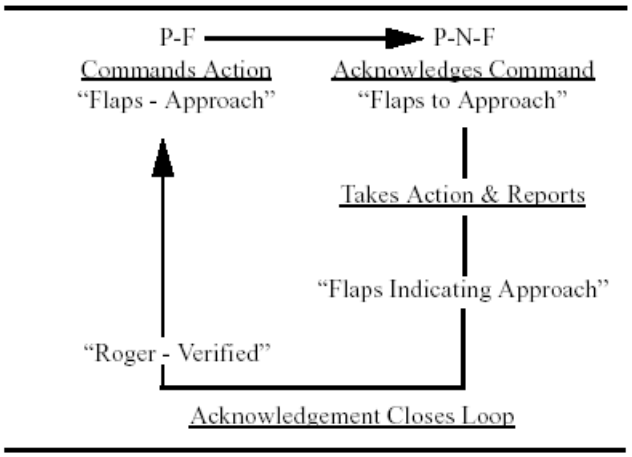
E. Coordination. Research has shown that effective flightcrews coordinate their actions before any action is required. POIs shall ensure that CFMs contain a requirement for briefings and also adequate guidance for the content of those briefings.

Figure 3-123A. Effective Communication and Cooperative Action Between Crewmembers



3-3242 OPERATIONS NOT EVALUATED IN AIRCRAFT CERTIFICATION. If the operator proposes to conduct operations that have not been evaluated during aircraft certification, the POI must ensure that the operator has developed and obtained approval of procedures for the conduct of the proposed operation. Such operations are often indicated by the absence of a procedure for the operation in the AFM or RFM. Examples of such operations could include powerback and taxi with engine shutdown. POIs should use the following guidance when evaluating those operations not evaluated during aircraft certification.

A. POIs must ensure that each operation conducted must be specifically addressed by a procedure. For example, it should not be assumed that a procedure for shutting down and then restarting an engine during a taxi delay is equivalent to a procedure for delaying an engine start on initial taxi-out. The same procedure may not be used for more than one operation unless analysis shows that more than one operation may be safely conducted using the same procedure.

B. POIs must ensure that an operational procedure is thoroughly coordinated with Airworthiness inspectors. Since adverse effects that a procedure could cause to the airworthiness of an aircraft or its systems may not be immediately apparent, the POI must ensure that coordination with Airworthiness inspectors is required. For example, a procedure for taxiing with engine shutdown could have a detrimental effect on the landing gear system if high asymmetrical engine thrust is used during sharp turns. If there is any question concerning the effects a procedure may have on the airworthiness of the aircraft, the POI must coordinate with and obtain concurrence from the appropriate AEG before granting approval of the procedures.

3-3243 LIMITATIONS. POIs must ensure that when operating limitations are incorporated in a CFM, each limitation was transferred from the AFM or RFM. POIs should use the following guidance when evaluating the limitations of an operator's CFM.

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A. POIs should evaluate the operator's CFM to ensure that all AFM or RFM operating limitations are published in the CFM and are clearly identified as AFM or RFM limitations (see Volume 3, Chapter 32, Section 2, subparagraph 3-3152B)). The limitations section of a CFM must contain every limitation from the AFM or RFM. Operators may add limitations to CFMs that were not in an AFM or RFM limitation. One method of accomplishing this is for the operator to express all operator-imposed limitations as policy statements in applicable procedures. When the operator chooses to blend AFM or RFM and operator-imposed limitations in the limitations section of a CFM, the POI must ensure that the operator used a method for clearly distinguishing each AFM or RFM limitation from the operator-imposed limitations.

B. The operator is responsible for informing crewmembers of all AFM or RFM operating limitations. Crewmembers are responsible for observing all AFM or RFM limitations. The POI must ensure that the CFM contains a statement that crewmembers are responsible for being aware of and for observing all limitations.

3-3244 SELECTED PRACTICES. POIs with certificate management responsibilities shall review their respective operator's operations manuals. This review should clarify under what conditions and circumstances flightcrews can make independent determinations about what constitutes a maintenance irregularity or discrepancy regarding departure when maintenance irregularities are noted at non-maintenance stations.

A. POIs shall determine whether operator's operations manuals contain criteria for the responsibilities of flightcrews during preflight and postflight inspection, when maintenance irregularities or discrepancies are noted at non-maintenance stations.

B. When procedural discrepancies are discovered in the operations manuals, POIs should take the necessary action to have those manuals corrected.

RESERVED. Paragraphs 3-3245 through 3-3260.

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VOLUME 4 AIRCRAFT EQUIPMENT AND OPERATIONAL AUTHORIZATIONS

CHAPTER 4 CONFIGURATION DEVIATION LIST (CDL) AND MINIMUM EQUIPMENT LIST (MEL)

Section 3 MEL Requirements for 14 CFR Parts 91 Subpart K (Part 91K), 121, 125, 125 LODA, and 135 Operations

4-675 GENERAL.

A. Purpose. This section establishes the Federal Aviation Administration (FAA) Flight Standards (AFS) requirements for approval and oversight of Title 14 of the Code of Federal Regulations (14 CFR) parts 91 subpart K (part 91K), 121, 125, 129, and 135 MELs and MEL management programs.

NOTE: All regulatory references in this section are found in 14 CFR unless otherwise indicated.

B. Scope. This section applies to all parts 91K, 121, 125, 125 Letter of Deviation Authority Holder (LODA), and 135 operations. Portions of this section related only to MEL revision, format, and content (with the exception of repair categories) also apply to parts 91, 137, and 142 MEL requirements.

1) Limited Applicability to Parts 91, 137, and 142 Operators Using an FAA-Approved MEL. Volume 4, Chapter 4, Section 2 contains the majority of information related to parts 91 (with the exception of part 91K), 137, and 142 operators. However, information contained in this section regarding MEL format, content, and revision may also apply to parts 91, 137, and 142 operators who have been issued a Letter of Authorization (LOA) to use an MEL (D095 for parts 137 and 142, and D195 for part 91).

2) Part 129 Foreign Air Carriers or Foreign Persons. The MEL requirements contained in this section apply only to part 129 operations conducted by a foreign air carrier or foreign person using U.S.-registered aircraft in accordance with § 129.14.

C. Terminology Used in this Section.

1) ATA Coded Sections. The use of the term “ATA coded sections” within this section refers to the Air Transport Association of America (ATA) codes which are standardized for each aircraft system. The ATA changed its name to Airlines for America (A4A) in 2011; however, the acronym “ATA” is still used for coded aircraft systems. The acronyms “ATA” and “A4A” are considered interchangeable. The alternate format for aircraft system coding is the Joint Aircraft System/Component Code (JASC). For additional information on JASC coding, refer to the Federal Aviation Administration Joint Aircraft System/Component Code Table and Definitions, which is accessible via the following Web site: http://av-info.faa.gov/sdrx/documents/JASC_Code.pdf.

2) Certificate Holding District Office (CHDO). Unless otherwise noted, the acronym “CHDO” will be used to describe the AFS field office with oversight responsibility of

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an operator's MEL and MEL management program. The acronym "CHDO" applies to a Certificate Management Office (CMO), Flight Standards District Office (FSDO), International Field Office (IFO) or an International Field Unit (IFU).

3) Item. The use of the word "item" throughout this section refers to both instrument and equipment items as applicable.

4) Operations Specification (OpSpec). Unless otherwise noted, the term operation specification (OpSpec) will be used in this section to describe all MEL authorizing documents located in the Web-based Operations Safety System (WebOPSS). An authorizing document in WebOPSS is either a management specification (MSpec) (part 91K), OpSpec (121, 125, 129, and 135), LOA (part 91 operators and 125 LODA holders), or training specification (TSpec) (part 142 training center operators). This section uses the singular term "OpSpec" for simplicity.

5) Operator. Unless otherwise noted, the term "operator" when used in this section, applies to a program manager conducting part 91K operations; a certificate holder conducting part 121, 125, or 135 operations, an LODA holder conducting part 125 operations, and a foreign air carrier or foreign person conducting operations in accordance with § 129.14. This section uses the singular term "operator" for simplicity.

4-676 ADDITIONAL GUIDANCE.

- Guidance related to CDLs is located in Volume 4, Chapter 4, Section 1.
- Guidance related to MELs for aircraft operated in accordance with parts 91, 137, or 142 is contained in Volume 4, Chapter 4, Section 2.
- Guidance related to the nonessential equipment and furnishings (NEF) program is located in Volume 4, Chapter 4, Section 4.
- Guidance related to the Aircraft Evaluation Group (AEG) and the Master Minimum Equipment List (MMEL) development, approval, and revision process is located in Volume 8, Chapter 2, Section 3.
- Guidance related to OpSpec D095 (except for part 129) is located in Volume 3, Chapter 18, Section 6.
- Guidance related to OpSpec D095 for part 129 foreign air carriers and foreign persons operating U.S.-registered aircraft in accordance with § 129.14 is located in Volume 12, Chapter 2, Section 6.

4-677 CHDO RESPONSIBILITIES. The CHDO has the overall responsibility for approval and continuous oversight of MELs and MEL management programs. Principal inspectors (PI) and aviation safety inspectors (ASI) carry out the CHDO responsibility for oversight.

A. Principal Operations Inspector (POI). The POI is the primary FAA official responsible for the overall process of administering, evaluating, and approving an operator's MEL. It is essential that the POI work with the principal maintenance inspector (PMI), the principal avionics inspector (PAI), and other certificate management personnel such as an ASI-Aircraft Dispatcher (ASI-AD) and cabin safety inspector (CSI), throughout the MEL approval, revision, and oversight processes. When POIs require additional technical information

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related to a specific MMEL or MEL item, they will consult the AEG Flight Operations Evaluations Board (FOEB) Chair responsible for the aircraft.

B. PMI and PAI. The PMI, in coordination with the PAI, is primarily responsible for authorizing the MEL management program in OpSpec D095, Minimum Equipment List Authorization (see Volume 3, Chapter 18, Section 6 for more information on D095). It is essential that the PMI work together with the POI, PAI, and other certificate management personnel, such an ASI-AD or CSI, throughout the MEL management program, approval, revision, and oversight processes. If any of the PIs require additional technical information related to a specific MMEL or MEL item, they should consult the AEG FOEB Chair responsible for the aircraft.

C. ASI. ASIs assigned to the CHDO (including ASI-AD and CSI) conduct surveillance of the operator's MEL management program. Before conducting surveillance, all ASIs must have a good understanding of at least the following:

1) The definitions of an MMEL and MEL, and understand the difference between the two documents;

2) The requirement for an operator to use the MMEL as the basis on which they develop their aircraft-specific MEL and MEL management program;

3) The regulatory requirements for MEL use by an operator;

4) The MEL definitions and preamble requirements;

5) The requirement for an operator to develop specific MEL procedures to replace the general "Remarks or Exceptions" provided in an MMEL;

6) The PI responsibilities for approval of the MEL and MEL management program;

7) The information required in columns 1, 2, 3, and 4 of the MEL; and

8) An operator's requirement to operate each aircraft under all applicable conditions and limitations contained in their MEL and OpSpec D095.

4-678 INSPECTOR ACTIVITY CODES.

A. Program Tracking and Reporting Subsystem (PTRS) Activity Code. The "PTRS Work Activity Pocket Guide" can be downloaded from the following Web site: https://my.faa.gov/content/dam/myfaa/org/linebusiness/avs/it/portal/efsas/efsas_policy/PTRS_Activity_Guide.pdf.

1) Operations: 1321, 1322, 1372, 1373, and 1622.

2) Maintenance: 3312, 3313, 3374, 3418, 3419, 3616, and 3627.

3) Avionics: 5312, 5313, 5373, 5374, 5418, 5419, 5616, and 5627.

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B. Activities Recorded in the Safety Assurance System (SAS) (Parts 121 and 135 Only).

1) Operations:

a) System/Subsystem Performance (SP) Data Collection Tool (DCT) 3.3 Flight Planning and Monitoring.

b) Element Performance (EP) and Element Design (ED) DCT 3.3.4 MEL/CDL/NEF Procedures.

2) Airworthiness:

a) SP DCT 4.3 Maintenance Operations.

b) EP and ED DCT 4.3.3 MEL/CDL/NEF and Other Deferred Maintenance.

NOTE: Never enter the same data into SAS and PTRS.

4-679 BACKGROUND. No person may take off an aircraft with inoperable items unless there is an MEL for the aircraft. An MEL is an FAA-approved document that is developed by an operator. An operator must base their MEL on the MMEL for the aircraft. In addition to the MEL, an operator must develop and maintain an MEL management program for managing the repair of items listed in the MEL. Both the MEL and the MEL management program require OpSpec authorization.

A. Regulatory Requirements for Parts 91K, 121, 125, and 135 Operations. In accordance with §§ 91.1115, 121.628, 125.201, and 135.179, as applicable, no person may take off an aircraft with inoperable items unless there is an FAA-approved MEL for the aircraft. Operators must:

1) Have authorization in OpSpec D095 to conduct operations using the approved MEL;

2) Provide their flightcrews with direct access to the MEL at all times prior to flight; and

3) Provide MEL access to their flightcrews in printed form, or by other means approved by the Administrator, in their OpSpecs.

B. Regulatory Requirements for Operations In Accordance With §129.14. In accordance with §129.14, no foreign air carrier or foreign person may operate a U.S.-registered aircraft with inoperable items unless there is an MMEL for the aircraft type, and the foreign air carrier or foreign person has an FAA-approved MEL that provides for the operation of the aircraft with certain items inoperable. The foreign air carrier or foreign person must have the authorization in OpSpec D095 to conduct operations using the approved MEL, and must carry the OpSpec aboard the aircraft.

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C. OpSpec Requirements. Each D095 MEL authorization for parts 91K, 121, 125, 129, and 135 contains the following basic requirements:

1) A listing of authorized aircraft;

2) Maximum times between deferral and repair (repair categories). Repair category details are discussed in subparagraph 4-684B;

3) An MEL management program for managing the repair of the items listed in the FAA-approved MEL. MEL management program requirements are outlined in paragraph 4-686; and

4) Conditions for continuing authorization. Continuing authorization is discussed in paragraph 4-687 of this section.

4-680 MMEL. An MMEL is a master list of aircraft items which may be inoperative under certain operational conditions, while maintaining the airworthiness of the aircraft and providing an Acceptable Level of Safety (ALoS). All MMELs are developed and revised by the FOEB, concurred with by FAA Headquarters (AFS-200, Air Transportation Division; AFS-300, Aircraft Maintenance Division; AFS-800, General Aviation and Commercial Division), and approved by the AEG Manager. An MMEL is the document on which an operator must base its MEL.

A. MMEL Characteristics.

1) Aircraft Type. The FOEB develops an MMEL for each aircraft type. MMEL relief for a particular item may be unique to a specific aircraft type. Therefore, MMEL relief for an item for one aircraft type may not be the same as the relief allowed for the same item found in another aircraft type.

2) Items Contained in an MMEL. An MMEL may contain the following items:

a) Those considered as part of the type design;

b) The minimum required for type certification;

c) The minimum required by the operating rules; and

d) Any optional items not evaluated in an inoperative condition during type certification flight test.

3) Items Required by an Airworthiness Directive (AD) are Prohibited. An MMEL will not include items an AD requires to be operative, unless the AD specifically allows them.

4) Variable Number of Items Required for Dispatch. An MMEL may depict a variable number of items required for dispatch based on various makes and models of the same series aircraft.

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5) Multiple Versions of the Same Item. An MMEL may contain multiple versions of particular items (e.g., very high frequency (VHF) communications systems, fire extinguishers) which are installed on different models or series of the aircraft covered by the MMEL.

6) Repair Categories. An MMEL will contain a repair category for each item. Each repair category allows for a certain amount of time until repairs must be accomplished.

7) NEF. An MMEL allows operators to provide relief for inoperative NEF items located throughout the aircraft (see Volume 4, Chapter 4, Section 4 for details on the NEF program).

8) Prohibited Items. An MMEL will not include items of the aircraft required by operating regulations (wings, flaps, rudder, etc.).

B. Single-Engine MMEL. The FOEB has developed a generic single-engine MMEL for single-engine, non-turbine powered airplanes. The generic single-engine MMEL is for single-engine airplanes that have not been issued an MMEL specific to its make, model, and series (M/M/S). When a new MMEL is published for a specific M/M/S single-engine aircraft, the operator's MEL must be revised within the timeframe specified in paragraph 4-693 to conform to the new MMEL.

4-681 MEL—GENERAL. An MEL is an operator specific, FAA-approved list of items that may be inoperative during a flight. An MEL constitutes an approved change in the aircraft type design. MEL development is the responsibility of the operator. Each operator must base their MEL on the MMEL applicable to the aircraft M/M/S. An operator's FAA-approved MEL may be more restrictive than the MMEL, but it must never be less restrictive. An operator's MEL is approved by the appropriate CHDO, through the POI.

A. MEL Characteristics. An MEL allows an operator to continue a flight or series of flights, with certain items inoperative, or reposition to a place where repairs can be made. Each operator must consider their particular aircraft configurations and operational procedures. An MEL must be based on the MMEL for the aircraft and will include the characteristics of an MMEL listed in subparagraph 4-680A.

B. Categories of Items.

1) MMEL Items. An MEL must list all of the MMEL items the operator desires relief for, based on their aircraft configuration and operation.

2) NEF (see Volume 4, Chapter 4, Section 4).

3) Administrative Control Items (ACI). An ACI is an item that is not contained in any MMEL. An operator may include an ACI in their MEL for tracking and informational purposes only. An ACI may not provide any kind of MEL relief. However, an operator may list an ACI in their MEL if conditions and limitations providing relief are contained in another approved document (e.g., Structural Repair Manual (SRM)). Operators desiring MMEL relief for an ACI that is not contained in another approved document must submit a request to the FOEB

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(see Volume 8, Chapter 2, Section 3 for the FOEB process). If the FOEB approves the item, it becomes an MMEL item as opposed to an ACI. The following requirements apply to ACIs:

a) The operator's ability to list an ACI in their MEL is at the sole discretion of the POI;

b) Each ACI is subject to POI approval;

c) Each ACI must appear in the MEL systems section under the appropriate ATA number section;

d) An ACI will not have a repair interval category; and

e) ACI may not contain remarks except reference to another document such as an SRM.

C. MEL Restrictions. An operator's MEL may not deviate from, or be in any way less restrictive (more restrictive is acceptable) than the following:

1) The MMEL from which it was developed;

2) The CFRs;

3) The operator's OpSpec D095;

4) The Airplane Flight Manual (AFM) limitations;

5) The manufacturer's recommended maintenance procedures, Supplemental Type Certificate (STC)/instructions for continued airworthiness (ICA); or

6) Applicable ADs.

D. MEL Conflicts with ADs. Occasionally, an AD may apply to an item that may be authorized to be inoperative under the MEL. In those cases, the operator must fully comply with the terms of the AD or an FAA-approved alternative method of compliance (AMOC) with the AD. When provisions of an AD allow operation of the aircraft on the condition that certain installed items be used or be operable, those affected items must be operable, even if the MEL provides for deferral of repair.

4-682 FLEET MEL. An operator develops a fleet MEL for multiple aircraft of the same make and model. When a fleet MEL is used, aircraft of the same make and model may have differing numbers of specific items installed. PIs may approve an operator to use a fleet MEL to reflect all of the items that are applicable to a specific aircraft fleet type. This is allowable provided the MMEL applies all of the M/M/S aircraft contained in the fleet. For example: the MMEL applies to all model B747-100/200/300 aircraft.

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A. Identify Each Model and Configuration Difference. A fleet MEL must identify each aircraft model and configuration difference, when appropriate. The operator does not need to list aircraft identification numbers.

B. Modifications Within a Fleet. The aircraft manufacturer determines the configuration of the aircraft, the items installed, and the official parts listed during the initial aircraft type certification process conducted at the time of manufacture. Any subsequent installation or removal of items may only be accomplished through an STC, an engineering order, or other approved maintenance procedures. An STC for additional installed items must document any applicable MEL relief. Operators with an approved fleet MEL may continue to operate under the provisions of the current fleet MEL with new items installed in one or more fleet aircraft. However, operators may not defer repair of the new items until an appropriate revision to the fleet MEL has been approved.

C. OpSpecs and Manuals. The operator's OpSpec D095 and appropriate company manuals, such as the maintenance manual, must list aircraft M/M/S for each fleet MEL approval.

4-683 MEL FORMAT OUTLINE. Operators may copy the MMEL format outline directly into its MEL. An operator may also customize their MEL format provided the format does not make the MEL in any way less restrictive than the MMEL. The MMEL format outline contains eight sections. An MEL must always include six of those sections. The eight MEL format sections are as follows, each optional and required section is labeled accordingly:

NOTE: The operator may include additional information sections in addition to the ones listed.

A. Cover Page (optional). The cover page format and information may be the same as the MMEL. If a cover page is used, it is suggested that the MMEL revision on which the MEL is based is included. The operator may include additional information in the control page to provide flexibility and additional approval functions.

B. Table of Contents (required). The table of contents is a list of all of the pages in the MEL by title and the corresponding page identification. The format varies due to operator formatting preferences.

C. Log of Revisions (required). The log of revisions contains the revision identification (usually a number) and the date of the revision. It may also contain a list of the revised pages, a block for the initials of the person posting the change, and additional enhancements for use by the operator. The format varies due to operator formatting preferences.

D. Definitions (required). Not all of the MMEL definitions are required to be in an operator's MEL, as some are related to format issues, specific aircraft types, and certain types of operations. Certain portions of an MMEL definition may be edited and/or not required, but the intent of the definition must be the same and cannot be less restrictive than the MMEL. Definitions of the terms used in MMELs and MELs are found in MMEL Policy Letter (PL)-025. All MMEL PLs are found within the FAA Flight Standards Information Management System (FSIMS) Web site under active publications – MMEL & AEG Guidance Documents.

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E. Preamble (required). The standard MMEL preamble must be reproduced verbatim in each MEL, without modification, using the policy requirements found in FAA MMEL PLs.

NOTE: Operators conducting part 121, 125, 125 LODA, 129, or 135 operations will use the preamble contained in MMEL PL-034.

F. Control Page (required). The control page is used for keeping track of the status of the MEL and includes a record of the revision status or the date of each page of the operator's MEL. It may also be used as a means of conveying FAA approval of the MEL. At a minimum, the control page must contain:

1) The operator's name;

2) A listing of all of the pages in the MEL (including the date of each page and its number or revision number);

3) The MMEL revision number on which the MEL is based; and

4) A signature block containing space for signature of the POI (required only if this page is used as a means of conveying FAA approval of the MEL).

G. Highlights of Change Page (optional). This page list contains a summary of the changes made by the operator in each revision.

H. MMEL ATA Coded Sections (required). Each MEL must contain the MMEL ATA coded sections.

4-684 MEL CONTENTS. In addition to the required MEL format items, an operator's MEL must include specific content based on the items installed on the operator's aircraft. An operator's MEL should incorporate the phraseology used in the MMEL, wherever appropriate, to ensure clarity and standardization.

A. MEL ATA Coded Sections. The MEL ATA coded system sections will include a list of individual items in the aircraft, together with requirements for operation when the items are inoperative. Each system sequence will be further broken down into individual item numbers along with repair interval categories.

1) System & Sequence Item Numbers. Operators should use the ATA system sequence numbering system. The ATA numbering system provides an industry-wide standard for numbering aircraft systems and is relevant for all aircraft.

2) Individual Item Numbers.

a) Individual item numbers are not required to match ATA system and sequence item numbers. The operator may use their own numbering system to identify individual items as appropriate.

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b) A triple asterisk (***) below the system number in column 1 of an MMEL indicates that an item, which is not required by regulation, has been installed on some models of a particular aircraft M/M/S. An operator may not carry the "***" symbol over to the MEL. Operators will replace the symbol with a system sequence number if the CHDO determines that the item has been installed on one or more of the operator's aircraft.

c) If an operator does not list a particular MMEL item in its MEL, that item is not subject to MEL relief and must be fully operative at takeoff.

d) Operators may add limitations and restrictions to a particular item beyond what is required by the MMEL. An operator's MEL limitations, conditions, and restrictions may never be less restrictive than the MMEL.

e) Operators will typically list an MEL item exactly as it is shown in the MMEL. Some exceptions may include the following:

1. If an MMEL uses a generic term to describe a particular item an operator may use different terminology to describe the item, provided the operator's terminology is recognizable and easily identified with the corresponding MMEL item.

2. When an MEL item (e.g., an autopilot or satellite communications system) contains multiple components (e.g., switches or lights). Those components may be listed separately following the item in the MEL. For example, if a particular item has a switch, an operator could list that switch as an item on its MEL. This would allow just the switch to be inoperative. If the switch was not listed on the MEL and it became inoperative, the operator could not defer the switch individually. Instead, the autopilot itself would likely have to be deferred. PIs must ensure that operators do not list inappropriate or duplicate items, or items that are listed individually elsewhere in the MMEL. Additionally, individual components of an MMEL or MEL item may not be listed as NEF.

B. Repair Categories. Each item listed in an MEL (excluding NEF items or ACI) must include a repair category designator as depicted in the MMEL. Repair categories represent the maximum time interval during which an item may be inoperative before repairs are made. When an item becomes inoperative and the operator defers repair based on the MEL, the operator must make repairs within the amount of time specified by the associated repair category designator. The requirement to comply with repair categories is found in the applicable D095. Maximum repair time intervals are represented by repair categories "A", "B", "C", and "D". Operators may adopt repair intervals that are more restrictive than what is depicted in the MMEL (e.g., an operator could make an MMEL category C item an MEL category B item). Operators may never use a repair category that is less restrictive than the MMEL.

1) Repair Category A. Repair category A items are part of the aircraft type design requirements, or serve critical operational functions. Repair category A items often affect the operational capability of an aircraft or the operator's ability to comply with operational regulations. Therefore, repair category A items are typically the most restrictive and time limited.

a) Repair Interval. The repair time intervals for repair category A items vary by item. The repair time interval will be specified in the "Remarks or Exceptions" column of the

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operator's MEL. For time intervals specified in "calendar-days" or "flight days," the day the malfunction was recorded in the aircraft maintenance record/logbook is excluded. This day is known as "The Day of Discovery" and is defined in MMEL PL-025. For all other time intervals (e.g., cycles, hours), repair tracking begins at the point when the malfunction is discovered and recorded.

b) Extension. An operator may not extend a repair category A item. In extremely rare situations only (e.g., aircraft grounded because of volcanic ash and cannot make it to a repair facility within the required time interval), an operator may request an extension of a category A item, from AFS-200 and AFS-300, through the CHDO and the regional Flight Standards division (RFSD). This is allowable provided the item is not a time-limited dispatch item. Time-limited dispatch items are limited by a specific number of engine hours or aircraft cycles, and may never be extended. Additionally, in most cases, AFS-200 and AFS-300 will not approve the extension of a repair category A item due solely to lack of parts availability. The process for obtaining headquarters (HQ) approval to extend a repair category A item is as follows:

1. The operator submits its request to the CHDO, along with supporting documentation to justify an extension of a repair category A item.

2. The PIs will review the request and verify that it does not conflict with any of the following:

- 14 CFR requirements.
- Limitations that affect emergency procedures.
- AFM limitations.
- AD limitations.
- Aircraft manufacturer limitations.
- Time Limited Dispatch Requirements.

3. If the PIs concur with the request, the CHDO will submit the request to the RFSD.

4. The RFSD will review the request and forward it to AFS-200 and AFS-300 only if the RFSD Manager concurs with the request.

5. Upon receiving the request, AFS-200 and AFS-300 will coordinate with any other appropriate FAA HQ policy divisions such as the International Programs and Policy Division (AFS-50), the Flight Technologies and Procedures Division (AFS-400), and the General Aviation and Commercial Division (AFS-800), as appropriate.

6. If AFS-200 and AFS-300 determine an extension is warranted, the Division Managers will grant approval via memo to extend the item.

7. The operator must comply with all of the requirements of the approval prior to extension of the repair category A item.

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2) Repair Category B. Repair category B items are part of the aircraft type design requirements or required operational functions. These items often affect the operational capability of an aircraft or the operator's ability to comply with operational regulations.

a) Repair Interval. All repair category B items must be repaired (repair interval) within 3 consecutive calendar-days (72 hours, recorded in either universal coordinated time (UTC) or local time) excluding the day the malfunction was recorded in the aircraft maintenance record/logbook (Day of Discovery). For example, if a repair category B item was recorded at 10:00 a.m. on January 26th, the 3-day interval would begin at midnight on January 26th and end at midnight on January 29th.

b) Extension. The operator may exercise a single extension to repair category B items in accordance with the D095 Continuing Authorization—Single Extension.

3) Repair Category C. Repair category C items may be part of aircraft type design requirements. A repair category C item does not significantly affect the operational capability of an aircraft or compliance with operational regulations on a particular flight. These items may impose limitations to a flight such as altitude restrictions, minimum or maximum operating temperature, or fuel penalties.

a) Repair Interval. Repair category C items must be repaired within 10 consecutive calendar-days (240 hours, recorded in either UTC or local time) excluding the day the malfunction was recorded in the aircraft maintenance record/logbook (Day of Discovery). For example, if a repair category C item was recorded at 10:00 a.m. on January 26th, the 10-day interval would begin at midnight on January 26th and end at midnight on February 5th.

b) Extension. The operator may exercise a single extension to repair category C items in accordance with the D095 Continuing Authorization—Single Extension.

4) Repair Category D. Repair category D items are typically considered "excess items" installed at the discretion of the operator. These items may be installed on some models of aircraft and are not required by operating regulations. Excess items have design approval but are not type design requirements and do not typically provide required operational functionality.

a) Repair Interval. Repair category D items must be repaired (repair interval) within 120 consecutive calendar-days (2,880 hours), excluding the day the malfunction was recorded in the aircraft maintenance log and/or record (Day of Discovery).

b) Extension. Operators may not extend repair category D items. An operator may request an extension of a repair category D item from AFS-200 and AFS-300, through the CHDO and the RFSD. Operators will submit their request to the CHDO along with supporting documentation to justify an extension of a repair category D item (e.g., aging aircraft part unavailability). The CHDO will review the request and follow the same process for requesting extensions to repair category A items. This process is contained in subparagraph 4-684B1)b).

C. Number of Items Installed (Number Installed). The "Number Installed" column of an MEL lists the number (quantity) of the specified item installed on the aircraft. This number typically represents the aircraft configuration used to develop the aircraft MMEL.

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1) Variable Number Installed. A dash (-) for number installed indicates a variable number (quantity) of the installed item. Use of a (-) is common in fleet MELs where aircraft of the same make and model have differing numbers of specific items. Additionally, operators may use a (-) if it is impractical to show the actual number of the specific items (e.g., light bulbs, light emitting diodes (LED)) installed on the aircraft.

2) Items Listed on the MMEL but Not Installed on the Aircraft. An operator's MEL does not have to list items that are included in the MMEL, but not installed on the operator's aircraft. For number continuity in an MEL, operators can consider the following options:

a) An operator may simply omit the item from the MEL altogether and renumber the individual items within an ATA category as necessary to provide continuity.

NOTE: Individual item numbers in an MMEL are not necessarily ATA code numbers, but are simply sequential item numbers within an ATA category.

b) The operator may list the item in the MEL and then show the "Number Installed" as zero (0). In this case, the "Number Required for Dispatch" would also be zero (0), and the remark "Not Installed" should be noted under "Remarks or Exceptions". Additionally, in this case, the repair category designators should be omitted.

D. Number Required for Dispatch. The "Number Required for Dispatch" column of an MEL reflects the minimum number (quantity) of items required, provided the conditions specified in the "Remarks or Exceptions" are met. The number of items required for dispatch in an MEL may differ from what is required in the MMEL under the following conditions:

1) The item is listed in the MMEL as optional, and is not installed on the aircraft. In this case, a zero (0) may be shown as the number required for dispatch;

2) The "Number Required for Dispatch" is followed by a (-) in the MMEL;

3) Where the MMEL shows a dash (-) required for dispatch, the MEL may reflect the actual number required for dispatch. Fleet configuration differences and the dispatch requirements must be specified in the "Remarks or Exceptions" section; and

4) The number required for dispatch in the MEL is not less restrictive than the MMEL.

E. Remarks or Exceptions. The "Remarks or Exceptions" column includes the maintenance (M) and operations (O) indicators, a statement either prohibiting or permitting operation with a specific number of items inoperative and provisos appropriate notes. An MMEL contains general "Remarks or Exceptions" for items that are required by 14 CFR or a particular type of operation and/or which require specific procedures when the item becomes inoperative. MMEL "Remarks or Exceptions" are intentionally general to accommodate a variety of operators and operating rules. In an MEL, "Remarks or Exceptions" may not be general. Each operator must expand the MMEL general "Remarks or Exceptions" to include specific 14 CFR

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requirements and procedures for operating when items are inoperable. Paragraph 4-685 contains details on the requirements for MEL "Remarks or Exceptions."

F. (M) and (O) Procedures. The presence of (M) and (O) symbols in the MEL indicates a specific (M) or (O) procedure is required to be accomplished.

NOTE: Manufacturers may produce manuals of recommended procedures for inoperative items. The FOEB normally considers these procedures when developing the MMEL. When a manufacturer recommended procedure exists, the operator may use it as published, or develop equivalent procedures for their MEL.

1) (M) Procedures. The (M) symbol indicates a specific maintenance procedure that must be accomplished prior to operation when the item becomes inoperative. (M) procedures should be accomplished by the appropriately qualified maintenance personnel. Depending on the complexity of the procedures, an operator may authorize other personnel (e.g., a flightcrew member) with the appropriate qualifications to perform (M) procedures. Only appropriately qualified maintenance personnel may conduct procedures requiring specialized knowledge or skill, or requiring the use of tools or test equipment.

a) The operator is responsible to ensure all (M) procedures are accomplished in accordance with the MEL, regardless of who performs them.

b) The (M) procedures must either be fully depicted in the operator's MEL or contained in another operator manual provided that specific reference to the manual containing the procedures is referenced in the MEL.

c) Any MEL procedure that is contained in a manual other than the MEL is subject to FAA approval and is part of the operator's MEL management program.

NOTE: See subparagraph 4-685B for more information on the MEL referencing separate documents.

2) (O) Procedures. The (O) symbol indicates a specific operations procedure which must be accomplished during planning and/or operating when the item is inoperative. These procedures may be required for flight planning purposes, or they may require action by the flightcrew. Additionally, MEL items that affect the aircraft Weight and Balance (W&B) and cargo loading may require procedures for additional personnel such as those involved with aircraft load control.

a) The operator is responsible to ensure all (O) procedures are accomplished with accuracy in accordance with the requirements of the MEL.

b) (O) procedures must be fully depicted in the MEL or contained in another operator manual provided that specific reference to that manual containing the procedures is referenced in the MEL.

c) Any MEL procedure that is contained in a manual other than the MEL is subject to FAA approval and is part of the operator's MEL management program.

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NOTE: See subparagraph 4-685B for more information on the MEL referencing separate documents.

3) Operator Developed (M) and (O) Procedures. When operators are required to develop (M) or (O) procedures based on MMEL general "Remarks or Exceptions", or if an operator elects to expand beyond what is required by a specific MMEL (M) or (O) procedure, the following conditions apply:

a) The (M) and (O) procedures are not in any way less restrictive than what is required by the (M) and (O) procedures contained in the MMEL.

b) The (M) and (O) procedures are appropriate for the type of operation to which they apply. This is particularly important if an operator seeks the help of a contract entity to develop the procedures.

c) The (M) and (O) procedures can be easily followed by the appropriate personnel.

G. Provisos. Provisos are conditions or limitations that must be complied with for operation with the item inoperative. A proviso limits the conditions under which items may be inoperative. Provisos are indicated in an MEL and, if more than one applies, are listed by a number or a lowercase letter. For example, a proviso may allow an item to be inoperative provided the airplane is not operated in Extended Operations (ETOPS). Or, a proviso may require that an airplane only be operated under visual flight rules (VFR) when a particular item is inoperative.

H. Notes. MMEL notes provide additional information to the operator to assist with regulatory compliance.

1) An MMEL note may contain a suggestion to aid with compliance such as, "The operator's alternate procedures should include reviewing windshear avoidance and windshear recovery procedures."

2) An MMEL note may be more specific such as: "Flight level (FL) 310 or below must be maintained if normal operating pack fails."

3) Notes do not relieve the operator of the responsibility for compliance with all applicable requirements.

4) As appropriate, the operator should include the MMEL note in the MEL or base its (M) and (O) procedures on the information contained in the note.

I. Definitions. MMEL and MEL definitions are contained in MMEL PL-025. Operators must include these definitions in their MEL. An operator may omit MMEL definitions that do not apply to their operation. Operators may tailor definitions, as appropriate, based on their make/model of aircraft, type of installed items, and specific operation. However, the intent of the definition must be the same and cannot be less restrictive than the MMEL PL-025 definitions.

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J. The Phrase "As Required by 14 CFR" or Any Similar Statement is Prohibited in an MEL. This phrase (or similar ones) may appear in the MMEL general "Remarks or Exceptions". Operators may never carry this phrase over to an MEL.

NOTE: The term "14 CFR" has replaced "FAR" as the current reference to Federal Regulations pertaining to Aviation. Many MMELs and MELs still contain the acronym for federal aviation regulation (FAR) and should be updated to "14 CFR" as they are revised.

1) Where this statement or similar such statements are included in the MMEL, the operator must replace the statement with specific regulatory references or conditions under which an item may be inoperative.

2) When listing specific regulatory references, the operator must include clarification of the specific regulatory requirement.

3) The operator must research regulatory requirements in detail in order to develop the appropriate MEL language, conditions, and limitations. MMEL PL-025, Appendix A, contains a list of regulatory references according to ATA section. This list is not all-inclusive. However, operators may find this list helpful in identifying the appropriate regulation when developing their MEL specific "Remarks or Exceptions". See paragraph 4-685 for detailed information on MEL "Remarks or Exceptions" requirements.

4-685 MEL "REMARKS OR EXCEPTIONS" REQUIREMENTS. Each MEL must contain detailed procedures and 14 CFR compliance requirements based on the general "Remarks or Exceptions" contained in the MMEL.

A. Must be Defined. In an MEL, the operator must expand on MMEL general "Remarks or Exceptions" and include specific procedures in accordance with the requirements of the operating rules (e.g., parts 91K, 121, 135) under which the operator conducts their operation. The procedures must address what is required when a particular item is inoperative. The following phrases are examples of MMEL general "Remarks or Exceptions" that may not be included in an MEL. POIs may not approve an MEL that contains these phrases:

1) "May be inoperative provided procedures do not require its use."

2) "May be inoperative or missing if alternate procedures are established and used."

3) "May be inoperative unless required by 14 CFR" or "As required by 14 CFR."

B. Must Be Specific. An operator's MEL "Remarks or Exceptions" must contain specific procedures, requirements, and conditions that apply when a particular item is inoperative. PIs must ensure that each MEL "Remarks or Exceptions" contains enough information to adequately and safely address operations with the item inoperative.

1) Operator Specific Procedures. An MEL must contain operator specific procedures that are required to be followed when an item is inoperative.

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2) Reference to Another FAA-Approved or FAA-Accepted Manual. An operator may include a reference to the appropriate FAA-approved or FAA-accepted manual that contains the procedure(s) required to address a particular MEL item. For example, a "Remarks or Exceptions" containing (O) procedures could reference the section and paragraph of the Flight Operations Manual (FOM) or AFM that contains the specific procedure required to comply with the MEL. For "Remarks or Exceptions" containing (M) procedures, an operator could include language that instructs maintenance personnel to perform a particular task or check in accordance with a specific chapter, section, task, or paragraph of the Aircraft Maintenance Manual (AMM) (see figures 4-48 and 4-49 for examples). MEL "Remarks or Exceptions" listing manual references that contain MEL procedures is an acceptable alternative to listing the actual procedures themselves, provided the following conditions are met:

a) Manual references and procedures must be current to the latest revision.

b) Referenced manual procedures become FAA-approved MEL procedures. Any time an operator includes a reference to a manual containing an MEL procedure as opposed to including the actual procedure in the MEL itself, the specific chapter, section, and/or task in the manual containing the procedure, as referenced in the MEL, is subject to FAA review and ultimately becomes the approved procedure to meet the requirements of the MEL. This approval applies only to the procedure(s) being referenced and does not constitute approval of the manual containing the procedure(s).

c) Any changes to MEL procedures must be FAA-approved. Each operator must have procedures in their MEL management program for submitting all changes to FAA-approved MEL procedures to the FAA for approval. The FAA-review and approval of all changes is to ensure that the procedure(s) continue to meet the intent of the MEL.

d) Any manual or document containing MEL procedures must be listed in the MEL. If an operator desires to list manual references in its FAA-approved MEL in lieu of including the MEL procedures in their entirety, then the operator must list every manual or document in the "Remarks or Exceptions" column that includes the procedures necessary to comply with the MEL requirements.

3) Specific 14 CFR Requirements. MEL items based on MMEL items that may be inoperative unless required by 14 CFR must contain details related to the appropriate regulatory requirements. For example, an MMEL general "Remarks or Exceptions" for distance measuring equipment (DME) says "As required by 14 CFR". An appropriate MEL "Remarks or Exceptions" should say "May be inoperative provided flight remains below FL 240". Any time regulatory requirements or applicability are in question, PIs must thoroughly review the regulations in question to affirm applicability and the MEL's compliance with the regulatory requirements.

NOTE: The following figures, 4-42 through 4-49, are examples demonstrating the differences between an MMEL general "Remarks or Exceptions" versus a specific MEL "Remarks or Exceptions". These are examples only and are not intended to be used or depicted as actual MMEL or MEL "Remarks or Exceptions" provisos.

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Figure 4-42. MMEL General "Remarks or Exceptions"

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
34 NAVIGATION					
-43-1	Weather Radar System	C	2	0	(O)May be inoperative provided: a) Weather radar is not required by 14 CFR, and b) Reactive windshear alert (GPWS Mode 7) operates normally.

Figure 4-43. MEL Specific "Remarks or Exceptions"

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
34 NAVIGATION					
-43-1	Weather Radar System	C	2	0	(M) (O) May be inoperative provided: a) Flight is not dispatched under IFR or night VFR conditions when current weather reports indicate that thunderstorms, or other potentially hazardous weather conditions that can be detected with airborne weather radar, may reasonably be expected along the route to be flown, and b) Reactive windshear alert (GPWS Mode 7) operates normally.

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Figure 4-44. MMEL General "Remarks or Exceptions"

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
23 COMMUNICATIONS					
-43-01	Flight Deck To Ground Interphone System	B	1	0	(O) May be inoperative provided alternate procedures are established and used.

Figure 4-45. MEL Specific "Remarks or Exceptions"

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
23 COMMUNICATIONS					
-43-01	Flight Deck To Ground Interphone System	B	1	0	(O) May be inoperative provided the following procedures are followed: a) Verify to ground crew personnel before main cabin door is closed that ECAM message NW STRG DISC is displayed. b) Use company hand signals as required (see Ramp Operations Manual Chapter 1 for a complete list of company hand signals).

Figure 4-46. MMEL General "Remarks or Exceptions", "As Required by 14 CFR"

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
21 AIR CONDITIONING					
-73-1	Ozone Converters Passenger	C	2	0	As required by 14 CFR.

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Figure 4-47. MEL Specific "Remarks or Exceptions" With 14 CFR References

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
21 AIR CONDITIONING					
-73-1	Ozone Converters Passenger	C	2	0	(O) One or both may be inoperative provided the aircraft is not operated above FL 320. **14 CFR REFERENCE:** 14 CFR §121.578, Cabin Ozone Concentration.

Figure 4-48. MEL Specific "Remarks or Exceptions", Manual Reference used for (O) Procedure

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
23 COMMUNICATIONS					
-43-01	Flight Deck To Ground Interphone System	B	1	0	(O) May be inoperative provided the procedures contained in GOM Chapter 3, Section 2, are followed.

Figure 4-49. MEL Specific "Remarks or Exceptions", Manual Reference used for (M) Procedure

SYSTEM & SEQUENCE NUMBERS	ITEM	1. REPAIR CATEGORY	2. NUMBER INSTALLED	3. NUMBER REQUIRED FOR DISPATCH	4. REMARKS OR EXCEPTIONS
26 FIRE PROTECTION					
-43-01	APU Fire Extinguisher Discharge Discs	C	2	0	(M) Discs may be missing provided bottle integrity is verified by weighing the bottle once each flight day (Ref. AMM 26-22-11).

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4-686 MEL MANAGEMENT PROGRAM REQUIREMENTS. Each operator must develop and maintain a comprehensive program for managing the repair of items listed in the FAA-approved MEL. An MEL management program is required by OpSpec D095, which the FAA issues to authorize an operator to use an MEL. Each operator must describe their MEL management program in a document or manual (e.g., Maintenance Program or Maintenance Manual).

A. OpSpec D095 Requirements. Each MEL management program must include the following:

1) Method of Tracking. Each MEL management program must have a method for tracking the date and, when appropriate, the time an item was deferred and subsequently repaired. The tracking method must include a supervisory review of:

a) The number of deferred items per aircraft; and

b) Each deferred item to determine:

1. The reason for any delay in repair;

2. The length of delay; and

3. The estimated date the item will be repaired.

2) A Plan for Repair. Each MEL management program must contain a plan for bringing together parts, tools, maintenance personnel, and aircraft at a specific time and appropriate facility for repair.

3) A Plan for Review. Each MEL management program must include a plan for the review of items deferred because of the unavailability of parts to ensure that a valid back order exists with a firm delivery date.

4) Duties and Responsibilities. Each MEL management program must include a description of specific duties and responsibilities, by job title, of personnel who manage the program.

5) Procedures for Controlling Extensions. Each MEL management program must have procedures for controlling extensions to specific maximum repair intervals (if permitted), to include the limit of the extension and the procedures to be used for authorizing continuing authorization-single extensions.

B. Additional Requirements. In addition to the requirements of OpSpec D095, each MEL management program must contain procedures that:

1) Address item failure that occurs after an aircraft leaves the gate or ramp area, but prior to takeoff; and

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2) Address how changes and revisions to procedures found in manuals, and referenced in the MEL, are identified, tracked, and communicated to the POI and PMI for review and re-approval.

C. Time Allowance for Foreign Air Carriers and Foreign Persons Operating U.S.-Registered Aircraft (§ 129.14). Each foreign air carrier and foreign person operating a U.S.-registered aircraft in accordance with § 129.14 has 6 months from the date of application for an FAA-approved MEL, to develop and submit their MEL management program. The FAA will not issue OpSpec D095 to authorize the foreign air carrier or foreign person to use an MEL unless the FAA determines that the MEL management program is satisfactory.

4-687 CONTINUING AUTHORIZATION-SINGLE EXTENSION. OpSpec D095 for parts 91K, 121, 125, 125 LODA, 129, and 135 authorizes an operator to use a continuing authorization-single extension to approve a single, one-time extension to the repair interval for repair category B and C items, as specified in the FAA-approved MEL.

A. Procedures for Controlling Extensions. OpSpec D095 requires each operator's MEL management program to contain procedures for controlling extensions to item repair intervals. Procedures must include the limitations of each extension and the method by which the operator approves a continuing authorization-single extension.

B. Operator Extensions to Repair Category A and D Items are Not Authorized. An operator is not authorized to use a continuing authorization-single extension for repair category A or D items.

C. Repair Category B and C Items Only. OpSpec D095 allows the operator to approve a one-time continuing authorization-single extension of repair category B or C items only.

D. Operator Notification to CHDO Within 24 Hours. The operator must notify the CHDO within 24 hours of approving a continuing authorization-single extension.

E. Additional Extensions. Only the PIs can approve additional extensions of repair category B and C items after the operator has exercised the one-time continuing authorization-single extension privilege.

1) PIs will consider requests for an additional extension on a case-by-case basis only.

2) If a PI elects to approve an additional extension, the additional extension time period begins at the end of the current extension time period.

3) The maximum length of time a PI may approve for an additional extension may not exceed the original repair category time interval (e.g., repair category B is 3 days; repair category C is 10 days).

4) Any additional extensions beyond the initial PI-approved extension must be evaluated by the POI, PMI, PAI, and any other appropriate ASI (e.g., ASI-AD or CSI),

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depending on the item. All additional extensions must be approved in writing by both the POI and PMI or POI and PAI, as appropriate.

5) If an operator requests any additional extension beyond the joint POI and PMI/PAI written extension approval, it must be evaluated and ultimately approved by the RFSD.

F. Operator-Approved Extensions May Only be Equivalent to a Single Repair Interval. Each extension to a repair interval may not exceed the time of original repair interval. For example: a repair category B item with a repair interval of 3 consecutive calendar-days may only be extended up to an additional 3 consecutive calendar-days. A repair category C item with a 10 consecutive calendar-day repair interval may only be extended by another 10 consecutive calendar-days.

G. The CHDO May Suspend or Withdraw the Operator's Authority to Use the Continuing Authorization-Single Extension Privilege. An operator must not abuse the continuing authorization-single extension privilege, or use it indiscriminately because of maintenance program and/or MEL management program shortcomings. If the CHDO determines that the operator is abusing the use of the continuing authorization-single extension privilege, the CHDO may suspend or withdraw the operator's authority to exercise this privilege. Suspension or withdrawal of this privilege will be accomplished through nonstandard text in OpSpec D095. All nonstandard OpSpec text requires approval from the appropriate FAA HQ policy division. The following conditions apply:

1) There must be documented evidence of the abuse.

2) The CHDO must follow the requirements contained in § 119.51 for amending an operator's OpSpecs.

3) The CHDO must follow the instructions contained in Volume 3, Chapter 18, Section 2, paragraphs 3-712 and 3-713, for obtaining HQ approval to issue nonstandard text into an OpSpec. For the purposes of removing authority in D095, the appropriate HQ policy divisions are AFS-200 and AFS-300.

H. Additional Part 129 Requirements. Foreign air carriers and foreign persons conducting operations in accordance with § 129.14 must carry a copy of the MEL extension approval on board each applicable U.S.-registered aircraft.

4-688 CONDUCTING OPERATIONS WITH INOPERABLE ITEMS—ALL OPERATIONS. It is critical that PIs, ASIs, operators, flightcrew, and operational control and maintenance personnel clearly understand the regulatory requirements associated with conducting operations with inoperative items.

A. Applicability of MEL. MEL relief may be applied to an MEL item newly identified as inoperative up until the point an aircraft is taken-off. Takeoff is defined as the act of beginning a flight in which an aircraft is accelerated from a state of rest to that of flight. For the purposes of MEL relief, this translates to the point at which the pilot physically begins to apply power to initiate the takeoff from the runway or takeoff surface.

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B. Item Failures after Gate or Ramp Departure, During Push-Back, Taxi, and Prior to Takeoff—General. PIs must ensure that the operator's MEL management program contains the policy and procedures required to:

1) Address item failures that occur after an aircraft leaves the gate or ramp area, during pushback, taxi, and prior to takeoff. If the MEL procedures for that item require a mechanic's inspection, takeoff would be prohibited until the required inspection is completed.

2) Ensure an aircraft does not take off with inoperable items until the MEL deferral process has been completed.

C. Item Failures after Takeoff—General. MEL relief does not apply for item failures occurring after takeoff. After takeoff, flightcrews will handle item failures in accordance with the Aircraft Flight Manual (AFM), and the operator's approved procedures and checklists. However, any item failure that occurs while a flight is en route must be addressed prior to the next time the aircraft departs.

4-689 OPERATIONAL REQUIREMENTS—PART 121 OPERATIONS.

A. Verification of Aircraft Airworthiness. Section 121.605 prohibits any person from dispatching or releasing an aircraft unless it is Airworthy. In this case the operator, the pilot in command (PIC), the aircraft dispatcher (domestic and flag), or person authorized to exercise operational control by the operator (supplemental) are all responsible for ensuring the aircraft is dispatched or released in an Airworthy condition. Each operator must provide a method for aircraft dispatchers and other persons authorized to exercise operational control to fulfill their regulatory responsibility to ensure an aircraft is not dispatched or released unless it is Airworthy. This is often accomplished through the use of a maintenance control organization that is responsible for verifying airworthiness and providing MEL information to the dispatcher or person authorized to exercise operational control before the aircraft is entered into service and prior to departure.

B. Information to PICs, Dispatchers, and Operational Control Personnel. Each operator must have policies and procedures that ensure all applicable MEL information is made available to the PIC, the aircraft dispatcher, and authorized operational control personnel prior to the aircraft's gate or ramp departure, push-back, or taxi from parking.

C. Dispatch or Flight Release Requirements. In part 121 operations, both a dispatch and a flight release specify the conditions for origination or continuation of a particular flight. For this reason, the MEL information must be included on the dispatch or flight release. The operational flight plan must account for any operational limitations, such as aircraft or flight restrictions, imposed by the conditions or limitations of an MEL. Examples of operational limitations include, but are not limited to:

1) Altitude restrictions.

2) Cabin pressure limitations.

3) Temperature limitations.

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4) Performance capabilities.

5) Weight restrictions.

6) Fuel penalties and limitations.

7) Navigational limitations.

8) Communication limitations.

9) Weather restrictions (including ice and rain limitations).

10) Cargo loading (including locks and nets) and/or cargo heating limitations.

11) Flight control limitations.

12) Landing gear restrictions, including breaking and steering.

13) Auto flight capabilities.

14) Electrical power limitations.

15) Extended Range (ER) limitations (when applicable).

16) Extended Operations (ETOPS) limitations.

17) Lighting restrictions.

18) Oxygen system limitations.

19) Information system limitations.

20) Auxiliary power limitations.

D. Item Failures that Occur After the Issuance of a Dispatch or Flight Release. POIs must ensure that an operator has policies and procedures in place that require the dispatcher, person authorized to exercise operational control, and/or the PIC, to amend the dispatch or flight release when an MEL item is applied after a dispatch or flight release has been issued. The procedures must include requirements to update the flight plan whenever operational limitations are imposed by an MEL.

E. Item Failures that Occur After an Aircraft Departs the Gate or Ramp Area, During Push-Back, Taxi, or Prior to Takeoff. POIs must ensure that each operator's MEL management program includes procedures for the PIC to communicate with the aircraft dispatcher or person authorized to exercise operational control (supplemental operations) and the maintenance organization to review the situation and determine which of the following actions is required:

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1) Return for Repairs. If an inoperative item is not included in the MEL, or the inoperative item could affect the safety of flight due to circumstances such as weather and hazards en route, performance, W&B, or fuel limitations, the aircraft must return to the gate or ramp area for repairs.

2) Return to Accomplish (M) and (O) Procedures. PICs, dispatchers, or persons authorized to exercise operational control may determine that an inoperative item may be deferred and the appropriate (M) and/or (O) procedures accomplished in accordance with the operator's approved MEL and MEL management program.

3) Flightcrew Accomplishment of Certain MEL Procedures. POIs may approve procedures that permit flightcrew members to accomplish certain MEL deferrals in coordination with the operator's dispatch and maintenance organization, without returning to the gate or ramp area. These procedures must be part of the operator's FAA-approved MEL management program.

a) POIs must coordinate with the PMI and PAI to approve such procedures.

b) POIs must not approve these types of procedures unless they contain enough detail to ensure that all of the applicable (M) and/or (O) procedures are accomplished by appropriately qualified personnel. Additionally, the operator's procedures must ensure that all conditions and limitations associated with an MEL item are satisfied.

c) Coordination between flightcrews and the maintenance organization must not involve directed troubleshooting or other forms of system fault diagnosis beyond what is specifically approved in the operator's MEL management program procedures.

d) Unless otherwise approved, troubleshooting or fault diagnosis necessary to determine suitable MEL relief must be performed by qualified maintenance personnel.

e) Any time an MEL item results in operational limitations such as those affecting aircraft performance and altitude capabilities, and those imposing weight or fuel restrictions, the dispatcher or person authorized to exercise operational control must recalculate (compute) a new flight plan as necessary and issue a new or amended dispatch or flight release.

4-690 MULTIPLE INOPERATIVE ITEMS AND/OR SYSTEM COMPONENTS. The FOEB Chair is responsible to identify the interrelationship between aircraft systems and components in the MMEL. An inoperative component in a particular system can affect the operation, or limit the inoperability of a component in another system (e.g., inoperative components of a wheel braking system limiting the inoperability of the thrust reverser system). In addition to understanding the interrelationships between items as depicted in an MMEL, each operator must be aware of the impact multiple item failures and deferrals can have on the safety of flight. Multiple item failures can significantly impact operational limitations and flightcrew workload. This includes the consideration of possible additional item failures while an aircraft is en route.

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4-691 AVAILABILITY OF MEL TO FLIGHTCREWS.

A. Parts 91K, 121, 125, and 135 Operations. Parts 91K, 121, 125, and 135 require flightcrews to have direct access to the MEL at all times prior to flight. This applies to the MEL in its entirety, which must be directly accessible up until the point the aircraft takes off. An operator may provide the MEL in hard copy format (printed) or via another method approved by the Administrator (e.g., electronically). Other methods of providing access may not include telephone, radio, or data link, which are indirect in nature and make direct access to the entire MEL virtually impossible. Any method of providing flightcrew access to an MEL, other than printed form, requires approval as part of the operator's FAA-approved MEL management program. Electronic access to an MEL may also require approval in OpSpec A061, Use of Electronic Flight Bag.

B. Part 129 Operations. Part 129 does not specifically require the flightcrews of foreign air carriers and foreign persons conducting operations in accordance with § 129.14, to have direct access to the MEL. However, § 129.14 does require OpSpec authorization to use an MEL. OpSpec D095 for part 129 requires an MEL management program. PIs of foreign air carriers and persons operating U.S.-registered aircraft must ensure that each MEL management program contains a method of providing flightcrews with direct access to the MEL at all times prior to flight.

4-692 APPROVE AN MEL. When an operator submits an MEL to the CHDO for approval, the POI will coordinate with the PMI and the PAI during the entire approval process. Additionally, if an ASI-AD and CSI are assigned to the CHDO, the POI will also coordinate with these individuals during the MEL approval process. When considering an MEL for approval, PIs should review the general process for approval outlined in Volume 3, Chapter 1, Section 1. This section supplements that overall process.

A. Preliminary Phase. In the preliminary phase, the operator will consult with the POI regarding the requirements for either initially developing an MEL or for revising an existing MEL. POIs should determine the scope of the task, based on the operator's experience with MELs. POIs should adapt the discussion to fit the operator's needs and experience, and provide advice and guidance to them as necessary. During the preliminary phase, PIs will inform the operator of at least the following:

1) Responsibility of the Operator. PIs must clearly explain to the operator that MEL development is solely the operator's responsibility;

2) Where to Find the Appropriate MMEL. PIs will provide the operator information on where to find the appropriate MMEL within FSIMS;

3) The Requirements of This Section. Inform the operator of all of the MEL requirements found in this section, as applicable; and

4) What the Operator is Required to Submit. Inform the operator that they must submit the following documents to the CHDO for consideration of the MEL approval:

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a) The proposed MEL or MEL revision. The operator must submit the MEL in a format and method that is acceptable to the Administrator. The CHDO will inform the operator of what method is acceptable (e.g., compact disc (CD), paper copy, digital/electronic file). A CHDO may not accept an MEL in a format that is not readily accessible to the appropriate CHDO personnel. Additionally, an MEL must be in a format that provides the CHDO with the ability for thorough review and comment;

b) The current item list for each M/M/S aircraft that will be included in the MEL;

c) The MEL management program and its procedures as required by OpSpec D095;

d) All applicable manual sections referenced in the proposed MEL and MEL management program;

e) MEL training program for flight and ground personnel and any associated guidance material;

f) The manual(s) that contain the following:

1. Instructions for managing the repair of items listed in the MEL;

2. Policies and procedures for PICs to report mechanical irregularities;

3. Procedures for preparation of the aircraft airworthiness release or maintenance log. The only exception is part 91K program aircraft that are not maintained on a Continuous Airworthiness Maintenance Program (CAMP);

4. Procedures for maintenance, preventive maintenance, and alterations;

5. Procedures for verification of aircraft airworthiness; and

6. Inspection program requirements and procedures for required inspection personnel.

B. CHDO Review Phase. The POI will first conduct an initial review of the operator's submittal to verify its completeness. POIs will verify that submittal contains all of the required elements, is specific to the operator, and is detailed enough to permit a thorough evaluation.

1) Incomplete—Unacceptable. The POI will contact the operator if the proposed MEL package is incomplete or unacceptable. If mutually acceptable correction(s) cannot be immediately agreed upon, the POI will return the entire package and provide an explanation of the deficiencies.

2) Complete—Acceptable. If the POI determines upon initial review that the package is complete and acceptable overall, the POI will work with the PMI, PAI, and other CHDO personnel, as appropriate, to begin a comprehensive review.

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3) Comprehensive Review—General. PIs will complete the comprehensive review within 90 days. The POI should advise the operator that the MEL approval process could exceed the 90-day time period if the CHDO discovers numerous deficiencies.

4) MEL Review. During the comprehensive review process, PIs must use the MMEL as the primary reference document. PIs may coordinate with the appropriate AEG for technical guidance as required. During the review, the CHDO will verify the following:

a) The MEL does not conflict with:

1. 14 CFR;

2. AFM emergency procedures and limitations; or

3. The operator's OpSpecs.

b) The following items are not listed in the MEL:

1. Type certificate data sheet items (TCDS);

2. Any items required by the rules under which the aircraft is type-certificated (TC); and

3. Items required by ADs.

c) The MEL format contains the required sections and their content (see paragraphs 4-683 and 4-684);

d) The table of contents and pages are numbered according to the applicable ATA numbering system (see subparagraph 4-684A);

e) The standard MEL preamble is used in its entirety, without modification (see MMEL PL-34 and subparagraph 4-683E);

f) The MEL contains all installed items listed in the MMEL for which relief is requested;

g) The MEL repair categories are not less restrictive than the MMEL (see subparagraph 4-684C);

h) The "Number Required" section agrees with the number actually installed, according to the current airplane equipment list, and is not less restrictive then the MMEL;

i) A revision system exists to guarantee that changes to the MMEL will be reflected in the MEL. The system must include instructions for the use of the revision system and a current list of effective pages (see subparagraph 4-683C);

j) All abbreviations and symbols used in the MEL are defined;

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k) The MEL "Remarks or Exceptions" meet all of the requirements of paragraph 4-685; and

l) The operator's (M) and (O) procedures are fully developed and meet the requirements of subparagraph 4-684F. POIs may consult with the appropriate FOEB Chair, as necessary, concerning specific (M) and (O) procedures. When the FOEB Chair determines that additional engineering support is necessary, the Chair will contact the appropriate FAA Aircraft Certification Office (ACO) and provide the information to the POI.

5) MEL Management Program Review. PIs will review the MEL management program to ensure it meets the requirements of OpSpec D095 and paragraph 4-686. Additionally, PIs will verify the operator's MEL management program includes the following:

a) A list of personnel responsible for MEL management;

b) A list of personnel authorized to defer maintenance in accordance with the MEL;

c) A description of personnel training requirements for conducting MEL procedures;

d) Procedures for authorizing personnel to defer maintenance on the MEL;

e) Instructions for the placarding of inoperative/removed items, and samples of placards; and

f) Procedures for control of MEL deferred maintenance items, including:

1. Item procurement and distribution for the corrective action(s) associated with deferred items;

2. Scheduling of corrective action(s), describing when and where maintenance will be performed;

3. Coordination between the operator's maintenance, flight operations, and dispatch/operational control organizations regarding MEL conditions and limitations and any operational restrictions they impose; and

4. Reporting and recording of the deferred MEL item and the subsequent repair or replacement of the item.

C. CHDO Findings. When the PIs and appropriate ASIs complete the comprehensive review, the CHDO will consolidate the findings for discussion with the operator.

1) Addressing Deficiencies. The CHDO will provide the operator with the consolidated findings discovered by the PIs and ASIs. This can be accomplished by any one of the PIs or the appropriate CHDO management personnel.

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2) The Operator's Corrective Action. The operator must correct any deficiencies identified by the CHDO prior to PI approval of the MEL and the MEL management program. Once the operator completes the necessary corrective actions, PIs will review all of the corrections to determine their adequacy. Additionally, PIs will review the MEL management program to verify that corrective actions have been incorporated as appropriate.

D. Approve the MEL and Issue OpSpec D095. When the MEL fully complies with all applicable requirements, the POI will sign the MEL list of effective pages or the control page(s), indicating MEL approval. This does not complete the approval process, however. Each operator must have authorization to use their approved MEL. This is accomplished through the issuance of OpSpec D095. If the operator has not previously been authorized to operate under an MEL, the PMI will issue OpSpec D095 to the operator which authorizes them to use their MEL. The D095 authorization date must be on or after the date of MEL approval.

E. CHDO Retention of MEL. The CHDO will maintain a copy of each current MEL approved by the CHDO.

4-693 MEL REVISIONS. MEL revisions may be initiated by either the FAA or the operator. All MEL revisions require approval from the POI. The POI or the POI's designee will maintain currency information on all approved MELs and MEL revisions for which they have oversight responsibility.

A. FAA Initiated Revision.

1) Nonmandatory/Interim MMEL Revision. A nonmandatory/interim MMEL revision means that revision to an operator's MEL is optional but not required. If the relief granted by the nonmandatory/interim MMEL revision is applicable to an operator's aircraft operations, then it is advisable that the operator revise their MEL to incorporate the MMEL revision. If the nonmandatory/interim MMEL revision is not applicable to an operator's aircraft operations, they may disregard the MMEL revision altogether. For example, a nonmandatory/interim MMEL revision is issued to provide for optional equipment such as logo lights, which are not installed on all aircraft of a particular type. Operators that operate aircraft without logo lights may simply ignore the MMEL revision. Operators whose aircraft have logo lights may choose to incorporate the MMEL revision if the operator would like MEL relief for inoperative logo lights.

a) A nonmandatory/interim MMEL revision is identified by the current standard revision number plus a lowercase letter. For example, a nonmandatory/interim revision following Revision 5 will be identified as Revision 5a. There may be subsequent interim revisions to the same standard revision. These carry the next lowercase letter (e.g., 5b, 5c, 5d).

b) The operator's MEL revision number does not have to match the MMEL revision number. Operators may use their own revision numbering system.

c) If the MMEL revision results in a change to the system or sequence item number, the operator does not need to modify or close an open MEL item that was deferred under the previous system or sequence number. The operator may continue to operate the aircraft under the existing open MEL item number until the original repair category interval is reached.

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2) Mandatory/Standard MMEL Revision. A mandatory/standard MMEL revision includes changes that are applicable to all operators using an approved MEL for a specific aircraft type.

a) A mandatory/standard MMEL revision is identified by the next successive change to the basic MMEL revision number. For example, the next mandatory/standard revision following nonmandatory/interim revisions 6a, 6b, or 6c is revision 7. The next mandatory/standard revision following revision 7 is revision 8.

b) If a mandatory/standard MMEL revision is not applicable to an operator, it is up to the operator to advise the POI, and document the inapplicability of the mandatory/standard MMEL revision in a means that is acceptable to the POI. If the POI accepts the operator's documentation, the operator must still, at a minimum, reissue the MEL control page to indicate that the MEL is in compliance with the required MMEL revision.

c) Operators must incorporate MMEL changes that are more restrictive into their MEL and submit them for review and approval within 90 days of the MMEL revision date. POIs have some latitude if an operator shows proof of extenuating circumstances. If the POI agrees that extenuating circumstances warrant, the POI may authorize the operator an additional 90 days to incorporate the revision. In the case where relief for an item is removed from an MMEL, there may be a more restrictive time requirement for an operator to revise their MEL to remove the relief. In this case the POI does not have the latitude to extend the period of time in which the operator must revise their MEL. If at any time an operator does not take active steps to revise their MEL, the POI may initiate the process to remove the MEL OpSpec authorization in accordance with 14 CFR § 119.51.

d) PIs will complete the MEL review and approval process within 90 days of receiving the MEL revision from the operator. If the operator's MEL revision contains deficiencies, the POI must inform the operator as soon as practicable so the operator can make the necessary corrections.

e) If an MMEL revision results in a more restrictive repair category or proviso, the operator does not have to close and re-initiate an existing open MEL item affected by the revision. Existing MEL items may remain open in accordance with the original repair category and/or proviso under which the item was initially deferred, until such time as the item is repaired and the MEL item is closed.

f) If an MMEL revision results in a change to the system or sequence item number, the operator does not have to close an open MEL item and re-initiate it under its new number. Instead, the item may continue to be tracked under its original item number until the repair category interval is reached.

g) When necessary, POIs will consult with the AEG to determine a reasonable target date for the operator to incorporate and publish an MEL change. An example of a reason for this would be the time lag between an MMEL revision and the publication of the airframe manufacturers' recommended (M) and (O) procedures.

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3) Revisions as a Result of a Global Change (GC). A GC is newly developed or changed MMEL relief for an item which may or may not be time sensitive. The sole purpose of a GC designation is to allow operators to obtain timely MEL relief for installed items referenced in an MMEL PL prior to the release of a revised MMEL. GCs are applicable to all or a large number of MMELs and will specify applicability (inclusion or exclusion) when not applicable to all aircraft types. GCs may be used to provide immediate relief for items required by a new regulatory requirement or HQ policy change. GCs will not typically occur in great number or regularity and their application and use will typically be limited.

a) GCs are identified by the letters "GC" after the MMEL PL revision number on the title page. For example: "MMEL Policy Letter (PL)-54, R10 GC".

b) A GC will contain a header box which will explain its applicability (e.g., to what types of aircraft, operators, and/or operations). The header box will also contain requirement(s) on how to apply the sample proviso(s) of the GC to an operator's MEL. See Figure 4-50 for an example of a GC header box.

c) The POI has the authority to approve the operator's MEL revision on the basis that the GC is an approved addendum to the existing MMEL.

d) GCs may be extended by FAA HQ's initiative or upon request by FOEB Chair. AFS-200 and AFS-300 are the approving authorities for all GC extension requests.

Figure 4-50. Example of GC Header Box

MMEL GLOBAL CHANGE (GC)

This is an approved addendum to all existing MMEL documents. Operators may seek use of the specific relief contained in this PL by revising their Minimum Equipment List (MEL). In doing so, each applicable sample proviso stating the relief in this PL must be copied verbatim in the operator's MEL. Approval of a revised MEL is gained utilizing established procedures, through the Operator's assigned Principal Operations Inspector (POI). This GC expires 09/13/2015.

4) Revisions Initiated by the CHDO. The CHDO may initiate an MEL revision for reasons such as the issuance of an AD, upon discovery of deficiencies in the operator's MEL (including (M) and (O) procedures) or upon discovery that the operator has modified their aircraft.

a) The CHDO will inform the operator of the need to revise their MEL in writing and provide the reasons why the revision must be accomplished.

b) The CHDO will allow the operator 90 days to complete the revision process. If the CHDO determines that safety of flight could be affected, they may specify a lessor period of time. In extreme cases, the CHDO may inform the operator of the CHDO's intent to amend or remove OpSpec D095 in accordance with § 119.51 (see also Volume 3, Chapter 18, Section 8 for information regarding the amendment of an operator's OpSpecs).

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c) At any time, if the operator declines to make the required change, the CHDO should initiate an amendment of the OpSpecs in accordance with § 119.51 to rescind the authority for the MEL. In such a case, the procedures contained in Volume 3, Chapter 18, Section 8 should be followed**.**

B. Operator-Initiated MEL Revisions. An operator may revise their MEL for a number of reasons. An operator-initiated MEL revision may not be, in any way, less restrictive than the MMEL.

1) Major Aircraft Modifications. An operator may need to initiate an MEL revision due to major aircraft modifications, such as an STC, a major alteration (FAA Form 337, Major Repair and Alteration) or a modification to the TC. See subparagraph 4-693C for information on STC MEL relief.

2) Installation of Additional Items. An operator may initiate a change based on the installation of additional items. An operator may only add an item to their MEL if it is included in the MMEL. If an operator desires relief for an item that is not included in the MMEL, the operator may request an MMEL revision from the FOEB Chair. Operators must submit requests for MMEL revisions to their PIs (see Volume 8, Chapter 2, Section 3 for information regarding the FOEB and the MMEL revision process).

3) Changes in Operational Complexity. An operator may need to revise their MEL due to changes in its operational complexity such as adding a type of operations (e.g., adding passenger carrying operations) or additional OpSpec authority (e.g., ETOPS or Category (CAT) II/II landing minimums). PIs must ensure an operator updates their MEL to adequately reflect changes in operational complexity.

4) Changes in (M) and (O) Procedures. An operator may need to revise their MEL for the purpose of adding or revising (M) and (O) procedures based on operational complexity.

C. STC MEL Relief. Relief for inoperative items installed by an STC, besides what is provided in AFM supplements, will be granted in accordance with the FOEB process. This requires coordination and approval by the FOEB Chair (see Volume 8, Chapter 2, Section 3).

1) Relief for inoperative STC-installed items must be included in the MMEL before inclusion in the aircraft operator's MEL.

2) An STC for additional installed equipment must document any applicable MEL relief. The STC applicant or aircraft operator involved in the certification of an STC should submit a request for MMEL relief in accordance with the FOEB MMEL Agenda Coordination Process (see Volume 8, Chapter 2, Section 3). This submission should be made early in the certification process to allow MMEL evaluation concurrent with the certification process.

D. CHDO Review of MEL Revision. PIs are not required to review the entire MEL when reviewing a revision. At a minimum, PIs must review all of the pages affected by the

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change. PIs may elect to review the entire MEL anytime they feel it is necessary. PIs will inform the operator of the minimum amount of information required for review of the proposed revision.

RESERVED. Paragraphs 4-694 through 4-699.

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VOLUME 5 AIRMAN CERTIFICATION

CHAPTER 5 TITLE 14 CFR PART 65—AIRMEN OTHER THAN FLIGHT CREWMEMBERS

Section 6 Certificate Repairman for Light-Sport Aircraft (§ 65.107)

5-1246 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3527.

B. Avionics: 5527.

5-1247 OBJECTIVE. This section provides guidance for the issuance of repairman certificates for light-sport aircraft (LSA) and the cancellation of surrendered certificates.

5-1248 GENERAL. The Federal Aviation Administration (FAA) may issue repairman certificates for the following LSA classes:

- Airplane,
- Glider,
- Gyroplane,
- Lighter-than-air aircraft,
- Powered parachutes, and
- Weight-shift-control aircraft.

NOTE: The FAA will only issue a Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.107 certificate with an inspection rating containing a gyroplane class aircraft to an airman that owns a gyroplane that was originally certificated under 14 CFR part 21, § 21.191(i)(1) prior to January 31, 2008.

A. Definitions. For the purpose of this section, the following definitions apply:

1) Experimental Light-Sport Aircraft (ELSA). An ELSA is an aircraft issued an experimental certificate under § 21.191(i).

2) Special Light-Sport Category Aircraft (SLSA). Called “special” by industry, an SLSA is an aircraft issued a special airworthiness certificate under § 21.190.

B. Ratings. The FAA may issue the following ratings for repairman certificates for LSA under 14 CFR part 65, § 65.107:

1) Inspection Ratings.

a) Inspection ratings are limited to aircraft with an ELSA airworthiness certificate that the applicant owns. The classes of eligible aircraft are:

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- Airplane,
- Glider,
- Gyroplane,
- Lighter-than-air aircraft,
- Powered parachutes, and
- Weight-shift-control aircraft.

b) The class, registration number, and serial number will identify the owner's aircraft on the repairman certificate. The repairman certificate can list more than one class if the repairman accomplishes required class training and owns the additional aircraft.

NOTE: A § 65.107 certificate with an inspection rating containing a gyroplane class aircraft may be issued to a new gyroplane owner, provided the original gyroplane certificate met § 21.191(i)(1) requirements, and all other § 65.107 certificate requirements with an inspection rating have been met.

2) Maintenance Ratings.

a) The FAA issues maintenance ratings for the following SLSA:

- Airplane,
- Weight-shift-control aircraft,
- Powered parachutes,
- Lighter-than-air aircraft, and
- Glider.

b) The repairman certificate will identify the class of SLSA to be inspected or maintained. The repairman certificate can list more than one class if the repairman accomplishes required training.

NOTE: The FAA will not issue a maintenance rating for gyroplane class because gyroplanes do not have a § 21.190 certificate.

C. Certificates. The FAA issues two kinds of airworthiness certificates to LSA:

1) The operating limitations for ELSA require that they have an annual condition inspection every 12 calendar-months. The following people may perform this inspection:

- The owner who has a repairman certificate with an inspection rating, and the repairman certificate identifies that aircraft by class, registration, and serial number;
- A repairman with a maintenance rating for the appropriate class of ELSA;
- A mechanic with Airframe and Powerplant (A&P) ratings who meets the requirements of § 65.81 for the appropriate class of ELSA; or
- An appropriately rated 14 CFR part 145 repair station.

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2) SLSA may be operated for private use or for flight training, rental, or towing operations for hire. Aircraft used for flight training and towing require a 100-hour inspection.

a) One of the following people must inspect and maintain the SLSA:

- A repairman with a maintenance rating for the appropriate class of LSA;
- A mechanic with A&P ratings who meets the requirements of § 65.81 for the appropriate class of SLSA; or
- An appropriately rated part 145 repair station.

b) The FAA will not issue an SLSA special airworthiness certificate for gyroplane class because § 21.190 does not allow it.

NOTE: To maintain SLSA, part 145 repair stations, A&P mechanics, and light-sport repairmen must have the necessary data and tools available to maintain the appropriate class of SLSA (i.e., airplane, weight-shift-control, lighter-than-air, powered parachute, or glider).

5-1249 LIGHT-SPORT REPAIRMAN ELIGIBILITY REQUIREMENTS. The applicant must be:

- A U.S. citizen or a citizen of a foreign country lawfully admitted for permanent residence in the United States;
- At least 18 years old;
- Able to read, speak, write, and understand the English language (if for medical reasons the applicant cannot meet one of these requirements, the FAA may place limits on the certificate to make sure the applicant can safely perform the actions authorized by the certificate and rating); and
- Able to demonstrate the requisite skill to determine if the aircraft is in a condition for safe operation by passing an FAA-accepted training course designed for each rating and/or class of LSA to be worked on.

5-1250 PRIVILEGES AND LIMITATIONS OF THE REPAIRMAN (LSA) CERTIFICATE. The FAA issues two ratings on the repairman (LSA) certificate: inspection and maintenance. The repairman certificate will identify the rating(s) and appropriate limitation(s) by class.

A. Inspection Rating. The owner of an ELSA may apply for a repairman certificate with an inspection rating after successful completion of required training. The privileges of the repairman (LSA) with inspection rating will be limited to the experimental LSA that is owned by the certificate holder and will be identified by the class, registration number, and serial number on the repairman certificate. This is similar to the privilege granted a holder of a repairman certificate for amateur-built aircraft under § 65.104.

B. Maintenance Rating. Any individual may apply for a repairman (LSA) certificate with a maintenance rating after successful completion of required training. The repairman may only inspect or maintain SLSA of the same class in which he or she is rated. This rating allows

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the individual to perform annual condition inspections on an LSA certificated as an ELSA or on an SLSA aircraft. In addition, a repairman with an LSA maintenance rating may also perform maintenance and 100-hour inspections; comply with Airworthiness Directives (AD), 14 CFR part 39, and/or Safety Directives as required by American Society for Testing and Materials (ASTM) F2483 and recorded as per 14 CFR part 91, § 91.417(v) on FAA-approved products installed in an LSA only; and perform with applicable manufacturer's Service Bulletins (SB) on an SLSA for which the repairman is rated.

5-1251 TRAINING REQUIRED FOR INSPECTION AND MAINTENANCE RATING. For an inspection rating, the applicant must complete a 16-hour training course, accepted by the FAA, on the inspection procedures of a particular class of ELSA. The repairman with a maintenance rating must complete the required amount of training for each class of LSA as detailed below:

NOTE: For an in-depth explanation of the training requirements for light-sport repairmen with the maintenance rating, refer to the current edition of FAA Order 8000.84, Procedures to Accept Industry-Developed Training for Light-Sport Repairmen.

A. Airplane. A total of 120 hours of instruction.

B. Weight-Shift-Control Aircraft. A total of 104 hours of instruction.

C. Powered Parachute. A total of 104 hours of instruction.

D. Lighter-Than-Air Aircraft. A total of 80 hours of instruction.

E. Glider. A total of 80 hours of instruction. To maintain powered gliders, a total of 125 hours of instruction is required.

NOTE: For a glider add-on to an airplane (see subparagraph 5-1252A), a total of 139 hours of instruction is required; refer to Order 8000.84 for module completion requirements.

5-1252 MAJOR REPAIRS/MAJOR ALTERATIONS.

A. Accomplishing Major Repairs or Alterations. Only a repairman (LSA) with a maintenance rating, a certificated mechanic with A&P ratings, or a certificated repair station (CRS) may accomplish major repairs and major alterations on SLSA. The manufacturer must provide the technical data for such a repair or alteration and identify the training needed, if any, to perform that repair or alteration. This limitation is necessary because SLSA are built under an industry-developed consensus standard and not under an FAA type certificate (TC) or Production Certificate (PC), so Civil Aviation Regulation (CAR) 3 and 14 CFR part 23 standards do not apply. In addition, the required training for repairman certification does not include all the training necessary for the performance of major repairs or alterations on a product produced under an FAA approval.

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B. Required Training. To perform major repairs or major alterations on FAA-approved products, the light-sport repairman (maintenance) must have received training from the FAA-approved product manufacturer or equivalent, and perform the work in accordance with 14 CFR part 43. The person returning to service major repairs or major alterations on FAA TC'd products, using FAA-approved data, has to meet the requirements of § 65.95.

5-1253 CREDIT FOR LSA PRACTICAL EXPERIENCE TOWARD MECHANIC QUALIFICATION REQUIREMENTS UNDER § 65.77.

A. Practical Experience Requirements. A repairman (LSA) with a maintenance rating may document time working on either ELSA or SLSA. To apply for a mechanic's certificate under part 65 subpart D, the repairman must show that he or she has at least 18 months of practical experience working on either powerplants or airframes for a singular rating, or that he or she has at least 30 months of practical experience working on powerplants or airframes concurrently when applying for both ratings at the same time. To be eligible, the applicant must have verifiable experience in 50 percent of the subject areas listed for the rating sought (refer to 14 CFR part 147 appendices B, C, and D). One month's practical experience is 160 hours of documented time. This practical experience can include aircraft certificated LSA, Experimental Amateur-Built, standard certificated aircraft, and military aircraft.

B. Documentation. This documented practical experience must show the date, registration, and serial number of the LSA aircraft on which the LSA repairman performed maintenance. The experience must be verifiable. The only practical experience that you can document on ELSA certificated under § 21.191(i)(1) is the time performing an annual condition inspection or 100-hour inspections.

C. Factory Training. Factory training received by the applicant from a manufacturer of powerplants or aircraft for SLSA type-specific components may be counted as practical experience. Copies of the certificates from manufacturers are in addition to the documented practical experience record package presented to the FAA for review.

5-1254 DURATION OF REPAIRMAN (LSA) CERTIFICATES.

A. Certificate with Inspection Rating. A repairman (LSA) certificate with an inspection rating remains valid until the repairman no longer owns the LSA identified on the repairman certificate, or until the certificate is surrendered, suspended, or revoked by the FAA. If the repairman with an inspection rating sells the LSA, he or she should keep the repairman certificate so that he or she can apply the guidance contained in the note below towards another certificate rating.

B. Certificate with Maintenance Rating. A repairman (LSA) certificate with a maintenance rating remains valid until that repairman certificate is surrendered, suspended, or revoked by the FAA.

NOTE: Unless the repairman (LSA) certificate is surrendered or revoked, all completed courses taken for the initial issuance of the repairman (LSA) rating(s) (inspection or maintenance) remain valid and do not expire for further issuance towards another certificate or rating.

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5-1255 COORDINATION REQUIREMENTS. This task may require coordination with other Airworthiness aviation safety inspectors (ASI) familiar with the applicant's skill and knowledge. For unusual conditions or situations, contact the Aircraft Maintenance Division (AFS-300).

5-1256 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- FAA Order 8000.84, Procedures to Accept Industry-Developed Training for Light-Sport Repairmen.
- Title 14 CFR Part 65 Subpart E.
- Volume 7, Chapter 8, Providing Written Notification of an Investigation Under the Pilot's Bill of Rights.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.

B. Forms:

- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Form 8610-2, Airman Certificate and/or Rating Application.

C. Job Aids. None.

5-1257 PROCEDURES.

A. Receive the Application. To apply for a repairman (LSA) certificate with either an inspection or maintenance rating, the applicant must provide the following documentation to any Flight Standards District Office (FSDO):

1) A positive form of picture identification that includes the applicant's signature, such as a current U.S. driver's license, passport, or U.S. military identification, presented in person at the time of application and temporary certificate issuance. In addition, the applicant must provide an address where the applicant currently resides. An applicant can use a P.O. Box, rural route, Aviation Maintenance Technician School (AMTS) address, personal mailbox, commercial mail drop, or other mail drop as the applicant's preferred mailing address; however, the applicant must also furnish a physical residential address, a map or written directions to the applicant's physical address, 911 address, or Global Positioning System (GPS) coordinates. This information must be included with the application.

a) In special cases where the applicant resides on a boat, the applicant should include the name of the boat and the dock/slip number. If the applicant resides in a recreational vehicle (RV), the applicant should include the applicable tag number and registration number.

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b) ASIs should record the identification method in the "Remarks" section on the back of FAA Form 8610-2 and ensure that the applicant meets the minimum age and citizenship requirements. Attach applicable map or directions to the applicant's residence to FAA Form 8610-2, if required.

2) One completed Pilot's Bill of Rights (PBR) Written Notification of Investigation (see Volume 7, Chapter 8, Section 1, Figure 7-23, Sample Written Notification to an Airman Applicant).

3) A completed FAA Form 8610-2. The applicant should put a check in the "Repairman" block at the top of the form and specify the rating requested (e.g., light-sport inspection or light-sport maintenance) in the box next to the "Repairman" block, and check either the "Original Issuance" or "Added Rating" block.

NOTE: See Table 5-6, Instructions for Completing FAA Form 8610-2 (Light-Sport Aircraft), for specific instructions.

4) Without any assistance, the applicant must read and sign the Applicant's Certification on the front of the form in the proper location in the presence of an FAA Airworthiness ASI. If there is doubt that the applicant can read, write, and understand the English language, have the applicant verbally read the "Applicant's Certification" block on the front of the form. If further testing is needed, refer to the current edition of AC 60-28, English Language Skill Standards Required by 14 CFR Parts 61, 63, and 65.

5) Proof that the applicant has received 16 hours of FAA-accepted training for the inspection rating, or 80/120 hours of FAA-accepted training for the maintenance rating in the class of LSA the LSA repairman will be maintaining. Proof of training would be a certificate of training or graduation certificate. The certificate of training or graduation certificate for either inspection or maintenance rating must have an FAA acceptance number, name of the organization giving the training, hours of training received, name of the instructor, and name of the course. This information should be in section III, under "Employer and Location" (e.g., "Canadian Valley Tech Center, LSRIPP000001, 03/04/2008"). See the sample certificate in Figure 5-138D, Sample Application Form (Light-Sport Aircraft), FAA Form 8610-2.

6) Class of LSA on which the applicant received training and the date the applicant completed instruction. If there is doubt concerning the validity of the certificate of training/graduation, contact the Light Sport Aviation Branch (AFS-610) and check the class number and dates of instruction.

B. Review the Application. The inspector will:

1) Review the documentation submitted by the applicant for accuracy and completeness.

2) FAA inspectors must complete their portion of the documentation of the applicant's receipt of the written notifications (see Volume 7, Chapter 8, Section 1, Figure 7-23), regardless of whether the applicant signs the acknowledgment of receipt.

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3) Copy and return the original proof of training certificate to the applicant.

4) When issuing the repairman certificate, check the appropriate blocks on the "FAA Inspector's Report" block at the bottom of the second page and provide the date, signature, and FSDO identification. Ensure the approved box is checked. Ensure the "Remarks" section has the airman's identification method annotated (e.g., "Oklahoma driver's license # 12235758, expires 04/30/2030").

NOTE: If FAA Form 8610-2 is on a two-page application (i.e., duplex printing was not used), ensure the airman's name and date of birth are typed or printed on the second page.

C. Complete FAA Form 8060-4 (see Figure 5-138C, Sample Temporary Airman Certificate (Repairman—Light-Sport Aircraft), FAA Form 8060-4).

1) In block III, insert the word "pending."

2) In block IV, fill out the name, address, and physical description.

3) In block IX, for an inspection or maintenance rating, insert the words "Repairman (Light-Sport Aircraft)."

4) In block XII, first insert the word "Inspection." Directly underneath, put the class of LSA (e.g., airplane, glider, powered parachute, weight-shift-control, gyroplane, or lighter-than-air), followed by the aircraft's registration number and serial number.

5) In block XII, for a maintenance rating, insert the word "Maintenance," followed by the class (or classes) of LSA the repairman is qualified to work on (e.g., airplane, glider, powered parachute, weight-shift-control, and/or lighter-than-air).

NOTE: If the applicant is applying for more than one class rating on the original issuance, only one FAA Form 8610-2 and FAA Form 8060-4 are required, as long as section III and the temporary certificate have all the required information for all class ratings he or she seeks.

6) Review FAA Form 8060-4 for accuracy. When issuing the rating, the inspector signs and dates block X, then the applicant signs FAA Form 8610-2 in block IV.

NOTE: The date of issuance in block X must be the same date the inspector signed the report. Ensure that the inspector's name, credentials number, region, and district office number are reflected on the temporary certificate.

NOTE: The temporary certificate, FAA Form 8060-4, provided to the applicant may be completed in dark ink and handwritten; however, the temporary certificate provided to the Airmen Certification Branch (AFS-760) must be typewritten.

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Figure 5-138C. Sample Temporary Airman Certificate (Repairman—Light-Sport Aircraft), FAA Form 8060-4

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION
II. TEMPORARY AIRMAN CERTIFICATE

III. CERTIFICATE NO.
PENDING

THIS CERTIFIES THAT
IV. Julie Battery
V. 1825 Airy Road
Wannabee, MD 55555

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
05/14/1983	69 IN	180	Blonde	Blue	F	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

Repairman (LIGHT SPORT AIRCRAFT)

RATINGS AND LIMITATIONS

XII. Inspection

SAMPLE

Gyroplane

XIII. N1234L
Ser. NO 1899

THIS IS ☒ AN ORIGINAL ISSUANCE ☐ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE
11/05/2015

X. SIGNATURE OF EXAMINER OR INSPECTOR
/s/ Jimmy I Inspector

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.
(INSERT NUMBER)

DATE DESIGNATION EXPIRES
(NONE)

VII. AIRMAN'S SIGNATURE /s/ Julie Battery

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

Electronic Forms (PDF)

Table 5-6. Instructions for Completing FAA Form 8610-2 (Light-Sport Aircraft)

NOTE: The applicant can omit section II.

Section I: Applicant Information
A. Name: First, Middle, Last—Applicant must enter his or her legal name. B. Social Security Number (SSN)—Disclosure of the SSN is optional; however, *item B cannot be left blank*. Enter a U.S. SSN, "DO NOT USE," or "NONE." C. Date of Birth (DOB)—Applicant must enter his or her date of birth using an 8-digit format (Month, Day, Year (MM/DD/YYYY)). D. Height—Applicant must enter his or her height in inches. E. Weight—Applicant must enter his or her weight in pounds. F. Hair—Applicant must spell out his or her hair color. Acceptable colors are bald, brown, black, blond, gray, white, and red.

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G. Eyes—Applicant must spell out his or her eye color. Acceptable colors are brown, black, blue, hazel, gray, and green.
H. Sex—Enter "M" for male or "F" for female.
I. Nationality (Citizenship)—Applicant enters the country in which he or she maintains citizenship. If dual citizenship, enter one on the application and the certificate will show the other as a limitation (e.g., "Dual citizenship includes Canada.").
J. Place of Birth—Applicant enters the city and State if born in the United States. If the city is unknown, enter the county and State. If the applicant was born outside the United States, enter the name of the city and country, or province and country. If the applicant was not born in a city and country or a province and country, enter that information in the "Remarks" area.
K. Permanent Mailing Address—Applicant enters the number and street, city, State, and zip code.

NOTE: A post office address is not acceptable for the purpose of applying for an airman certificate, unless the applicant resides on a rural route, a boat, or in some other manner that requires the use of a P.O. Box, rural route, or personal mailbox for an address. If the applicant uses a P.O. Box, rural route, personal mailbox, or business address as the preferred mailing address, the applicant must furnish a map or written directions to his or her residence, or furnish the actual residence address.

NOTE: These directions are not required for Army Post Office (APO), Fleet Post Office (FPO), or Diplomatic Post Office (DPO) type addresses.

L. Have you ever had an airman certificate suspended or revoked?—Applicant must check either the "YES" box or the "NO" box. (A student pilot certificate is a pilot certificate.)
M. Do you now or have you ever held an FAA airman certificate?—Applicant must check either the "YES" box or the "NO" box. If "YES," specify the type of certificate held.
N. Have you ever been convicted for violation of any Federal or State statutes pertaining to narcotic drugs, marijuana, and depressant or stimulant drugs or substances?—Applicant must check either the "YES" box or the "NO" box. If "YES," the applicant must give the "Date Of Final Conviction" using an 8-digit format (Month, Day, Year (MM/DD/YYYY)). Refer to 14 CFR part 65, § 65.12.

Section III: Record of Experience

For inspection ratings, the applicant must provide in block III, Record of Experience, under Employer and Location, the training course, course number, and date of completion, and under Type of Work Performed, the registration number, serial number, and class of experimental light-sport aircraft (ELSA) the applicant owns. An applicant who owns multiple ELSA (in the same or different classes) may apply for adding additional aircraft. When adding additional aircraft, the applicant will check the "Added Rating" box on a new application form and list the additional aircraft in block III. All aircraft the certificate holder owns may be listed on one repairman certificate (e.g., "Class—airplane, N161TB, Serial No. CH2-9-0990-0888").

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NOTE: "Dates: Month and Year" blocks on left side in this section are not used for light-sport repairman purposes. All dates for light-sport aircraft (LSA) course completion will use an 8-digit format (Month, Day, Year, (MM/DD/YYYY)).

NOTE: For maintenance ratings, the applicant must provide in block III the class(es) of special light-sport category aircraft (SLSA) to be maintained, entity name that provided the training, and the light-sport repairman maintenance (LSRM) number and graduation date.

Section IV: Applicant's Certification—Item A & Item B

Item A—Signature: The applicant signs FAA Form 8610-2; he or she normally signs his or her name above or beside his or her typed or printed name. For verification purposes, the inspector will require the applicant to provide identification showing a photograph (e.g., a current U.S. driver's license, U.S. military identification, or passport). Record the name and number of the document used for verification in the "Remarks" section.

NOTE: If the applicant uses a driver's license as the verification method, the "Remarks" section must include the State that issued the license and expiration date. Additional information regarding mailing address and place of residence may have to be attached as stated in subparagraph 5-1257A1), as applicable.

NOTE: AFS-760 no longer requires that the applicant fill out the "Applicant's Certification" section, box A or B, on the reverse side of FAA Form 8610-2 for a repairman certificate, unless the date of issue on the temporary certificate and the applicant's certification in block IV are not the same date.

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Figure 5-138D. Sample Application Form (Light-Sport Aircraft), FAA Form 8610-2

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved
OMB. No. 2120-0022 08/31/2014

U.S. Department of Transportation
Federal Aviation Administration

AIRMAN CERTIFICATE AND/OR RATING APPLICATION

☒ REPAIRMAN
☐ MECHANIC
☐ AIRFRAME
☐ POWERPLANT

Light-Sport Inspection
(Specify Rating)

☐ PARACHUTE RIGGER
☐ SENIOR ☐ MASTER
☐ SEAT ☐ CHEST
☐ BACK ☐ LAP

APPLICATION FOR: ☒ ORIGINAL ISSUANCE ☐ ADDED RATING

I. APPLICANT INFORMATION

A. NAME (First, Middle, Last): John Howard Brown

B. SOCIAL SECURITY NO.: NONE

C. DOB (Mo., Day., Yr.): 05/14/1983

D. HEIGHT: 69 IN.

E. WEIGHT: 256

F. HAIR: Blonde

G. EYES: Green

H. SEX: M

I. NATIONALITY (Citizenship): USA

J. PLACE OF BIRTH: Bearclaw, MT

K. PERMANENT MAILING ADDRESS: 2450 W Main St

NUMBER AND STREET, P.O. BOX, ETC.: Bearclaw

CITY: MT

STATE: ZIP CODE: 55555

L. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED?
☒ NO
☐ YES (If "Yes," explain on an attached sheet keying to appropriate item number).

M. DO YOU NOW OR HAVE YOU EVER HELD AN FAA AIRMAN CERTIFICATE? ☐ NO ☒ YES
SPECIFY TYPE: Sport Pilot

N. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATE STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, AND DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? ☐ NO ☐ YES → DATE OF FINAL CONVICTION

II. CERTIFICATE OR RATING APPLIED FOR ON BASIS OF -

☐ A. CIVIL EXPERIENCE
☐ B. MILITARY EXPERIENCE
☐ C. LETTER OF RECOMMENDATION FOR REPAIRMAN (Attach copy)

☐ D. GRADUATE OF APPROVED COURSE
(1) NAME AND LOCATION OF SCHOOL
(2) SCHOOL NO.
(3) CURRICULUM FROM WHICH GRADUATED
(4) DATE

☐ E. STUDENT HAS MADE SATISFACTORY PROGRESS AND IS RECOMMENDED TO TAKE THE ORAL/PRACTICAL TEST (FAR 65.80)
(1) SCHOOL NAME
NO.
(2) SCHOOL OFFICIAL'S SIGNATURE

☐ F. SPECIAL AUTHORIZATION TO TAKE MECHANIC'S ORAL/PRACTICAL TEST (FAR 65.80)
(1) DATE AUTH.
(2) DATE AUTH. EXPIRES
(3) FAA INSPECTOR SIGNATURE
(4) FAA DIST OFC.

III. RECORD OF EXPERIENCE

A. MILITARY COMPETANCE OBTAINED IN →
(1) SERVICE
(2) RANK OR PAY LEVEL
(3) MILITARY SPECIALITY CODE

B. APPLICANTS OTHER THAN FAA CERTIFICATED SCHOOL GRADUATES. LIST EXPERIENCE RELATING TO CERTIFICATE AND RATING APPLIED FOR. (Continue on separate sheet, if more space is needed).

DATES: MONTH AND YEAR FROM	TO	EMPLOYER AND LOCATION	TYPE WORK PERFORMED
		Canadian Valley Technology Center	Class of LSA - Airplane
		LSRIP000001 07/15/2014	Registration Number N1234L Serial NO. - 67

C. PARACHUTE RIGGER APPLICANTS: INDICATE BY TYPE HOW MANY PARACHUTES PACKED

SEAT	CHEST	BACK	LAP

FOR MASTER RATING ONLY

PACKED AS A -
☐ SENIOR RIGGER ☐ MILITARY RIGGER

IV. APPLICANT'S CERTIFICATION

I CERTIFY THAT THE STATEMENTS BY ME ON THIS APPLICATION ARE TRUE
A. SIGNATURE: /s/ John Howard Brown
B. DATE: 05/14/2015

V. I FIND THIS APPLICANT MEETS THE EXPERIENCE REQUIREMENTS OF FAR 65 AND IS ELIGIBLE TO TAKE THE REQUIRED TESTS.
DATE
INSPECTOR'S SIGNATURE
FAA DISTRICT OFFICE

FOR FAA USE ONLY

Emp.	.reg.	D.O.	.seal	.con	Iss.	Act	.lev	.TR	.s.h.	.Src	#rte	Rating (1)	Rating (2)	Rating (3)	Rating (4)

LIMITATIONS

FAA Form 8610-2 (2-65) SUPERSEDES PREVIOUS EDITION Electronic Forms (Adobe)

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Figure 5-138D. Sample Application Form (Light-Sport Aircraft), FAA Form 8610-2 (Continued)

Results of Oral and Practical Tests

MECHANIC

I. GENERAL - Airframe and powerplant

ORAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

QUES. NO.

PRACTICAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

PROJ. NO.

II. AIRFRAME STRUCTURES

ORAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

QUES. NO.

PRACTICAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

PROJ. NO.

III. AIRFRAME SYSTEMS AND COMPONENTS

ORAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

QUES. NO.

PRACTICAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

PROJ. NO.

IV. POWERPLANT THEORY AND MAINTENANCE

ORAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

QUES. NO.

PRACTICAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

PROJ. NO.

V. POWERPLANT SYSTEMS AND COMPONENTS

ORAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

QUES. NO.

PRACTICAL TEST PASS ☐ EXPIRATION DATE: FAIL ☐

PROJ. NO.

PARACHUTE RIGGER

TYPE			
	SEAT	PASS ☐	FAIL ☐
	BACK	PASS ☐	FAIL ☐
	CHEST	PASS ☐	FAIL ☐
	LAP	PASS ☐	FAIL ☐
		PASS ☐	FAIL ☐

REMARKS

Montana Drivers Licence
#4UR123456
Expires 12/31/2018

Page 2 John H. Brown

DOB 05/14/1983

DESIGNATED EXAMINER'S REPORT

I have personally tested this applicant in accordance with pertinent procedures and standards, and

I HAVE INDICATED THE RESULT AS: ☐ APPROVED *(Temporary Certificate Issued)* ☐ APPROVED *(Temporary Certificate NOT Issued)* ☐ DISAPPROVED ☐ FAR 65.80 - ORAL/PRACTICAL PASSED

ATTACHMENTS: ☐ REPORT OF WRITTEN TEST ☐ SUPERSEDED CERTIFICATE ☐ LETTER ☐ FAA FORM 8610-2 ☐ TEMPORARY CERTIFICATE ☐ SEAL SYMBOL CARD

DATE TEST COMPLETED	EXAMINER'S SIGNATURE	DESIGNATION NO.

APPLICANT'S CERTIFICATION

THIS BLOCK MUST BE COMPLETED BY THE APPLICANT AT THE TIME OF ISSUANCE OF TEMPORARY CERTIFICATE (FAA FORM 8060-4)

A. HAVE YOU EVER HAD AN AIRMAN CERTIFICATE SUSPENDED OR REVOKED? . . . . . ☐ NO ☐ Yes If "Yes," explain on an attached sheet.

B. HAVE YOU EVER BEEN CONVICTED FOR VIOLATION OF ANY FEDERAL OR STATES STATUTES PERTAINING TO NARCOTIC DRUGS, MARIJUANA, DEPRESSANT OR STIMULANT DRUGS OR SUBSTANCES? . . . . . ☐ NO ☐ YES → DATE OF FINAL CONVICTION

I CERTIFY THAT THE STATEMENTS BY ME ARE TRUE.

A. SIGNATURE B. DATE

FAA INSPECTOR'S REPORT

I HAVE -

☒ EXAMINED THIS APPLICANT'S PAPERS.

☐ PERSONALLY TESTED THIS APPLICANT IN ACCORDANCE WITH PERTINENT PROCEDURES AND STANDARDS.

WITH THE INDICATED RESULT -

☒ APPROVED

☐ DISAPPROVED

PARACHUTE SEAL SYMBOL ASSIGNED _____

☐ ANSWER SHEET GRADED (Military Competency)

DATE	INSPECTOR'S SIGNATURE	FAA DISTRICT OFFICE
05/14/2015	/S/ Jimmy I Inspector	SO-27

Electronic Forms (Adobe)

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5-1258 TASK OUTCOMES.

A. Complete the PTRS Record.

B. Issue the Temporary Certificate. After determining that the applicant meets all the requirements for certification, approve the application by signing it. Complete FAA Form 8060-4 in duplicate.

NOTE: The date of issue on the temporary certificate must be the same date the Airworthiness ASI signed in his or her report on the back of FAA Form 8610-2.

1) Give the applicant a copy of FAA Form 8060-4. Both the applicant and the inspector must sign this form.

2) Send FAA Form 8610-2, the original typed FAA Form 8060-4, and copies of the LSA training certificates to AFS-760 within 10 business days. Complete the "FAA Inspector's Report" section on the reverse side of FAA Form 8610-2. Ensure the "Approved" box is marked and the approval date (same date as the temporary certificate), inspector's signature, and the FAA district office are entered. Ensure the method of identification is shown in the "Remarks" section.

C. Deny Certificate. If you disapprove the application, return it to the applicant with a letter explaining the denial.

D. Change of Name/Nationality/Date of Birth/Gender. If surrendering a certificate due to name, nationality, date of birth, or gender change, the applicant must first make an appointment with an FAA inspector. The inspector will positively identify the applicant and review all court documents reflecting the change. The applicant must complete FAA Form 8610-2 (sections I and IV). On approval, the inspector will issue a temporary airman certificate to the applicant.

E. Reconstruction of Lost Certification Files.

1) A copy of the original FAA Form 8610-2 and FAA Form 8060-4 with signatures on both forms is required. If no copy exists, provide the information that appeared on the original application on a new FAA Form 8610-2 and FAA Form 8060-4, complete with new signatures but with the original dates (applicant and inspector).

2) In the upper right-hand block of FAA Form 8610-2, place the wording "Reconstructed File" in red ink.

3) Forward all information regarding the certification file through the FSDO to: FAA, Attn: Airmen Certification Branch (AFS-760), P.O. Box 25082, Oklahoma City, OK 73125.

NOTE: There is no need to mail an emergency field-issue temporary certificate with the reconstructed file package. Maintain these at the FSDO.

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5-1259 FUTURE ACTIVITIES. See Volume 14, Chapter 1, Section 2 to correct any safety issues, aircraft standard deviations, or regulatory maintenance noncompliance.

RESERVED. Paragraphs 5-1260 through 5-1275.

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VOLUME 6 SURVEILLANCE

CHAPTER 3 PART 125 INSPECTIONS

Section 3 Conduct a Part 125 Station Facility Inspection

6-1221 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1617

6-1222 OBJECTIVE. The objective of this task is to determine that a station facility used by a Title 14 of the Code of Federal Regulations (14 CFR) part 125 operator or proposed by a part 125 applicant is in compliance with 14 CFR. Successful completion of this task results in an indication of compliance or noncompliance in the operator's or applicant's file.

6-1223 GENERAL. The regulations require that the operator show to the Administrator that each route has sufficient airports that are equipped and adequate for the types of operations conducted.

A. Items Inspected. Consideration will be given to items such as size, surface, obstructions, facilities, public protection, lighting, navigational and communications aids, and air traffic control (ATC). A station facility inspection includes, but is not limited to, the operator's compliance with these regulations with respect to facilities and public protection.

B. Airport Inspection. No physical inspection of the airport is required during a station facility inspection; however, any airport deficiencies discovered during a facility inspection will be noted and forwarded to the Regional Airports Division. (Refer to Related Task #134, Inspect an Airport).

6-1224 PREPARATION FOR STATION FACILITY INSPECTION.

A. Review of Previous Inspection Reports. In order to conduct an efficient station facility inspection, the inspector should review previous inspection reports for prior deficiencies. He or she must include in the actual inspection an analysis of the operator's policies, procedures, and instructions to personnel involved in operational control. The inspector must also determine that these policies, procedures, and instructions result in compliance with applicable flight operations and flight release rules and related sections required by 14 CFR. If conducting the station facility inspection for an applicant of a part 125 certificate, review Figure 6-56, Station Facility Inspection Job Aid.

B. Coordination. The inspection should be coordinated with the principal operations inspector (POI) and any appropriate company management personnel (e.g., the manager of the operator's facility).

C. Arrival and Departure Operations. The inspection should be conducted, when possible, at a time when actual arrival or departure operations are in progress so that the inspector gets an overall view of the operation of the station and the effectiveness of the procedures and equipment used. The inspection should be conducted in concert with company supervisory personnel to avoid any interference with operations.

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6-1225 STATION FACILITY INSPECTION JOB AID.

A. Items Not Observed. Items marked in the "NOT OBS" (not observed) column are not considered unsatisfactory and, thus, are not considered in noncompliance. Circumstances were such that the particular item could not be observed. Items not observed should be checked in subsequent inspections.

B. Items in Airplane. Items in Blocks 5A through 5D must be carried in the airplane, as required by part 125, §§ 125.7(b), 125.71(f), and 125.75(b). If any are not present in the airplane, mark the "UNSAT" (unsatisfactory) column.

6-1226 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements in part 125, FAA policies, and qualification as an Operations aviation safety inspector (ASI).

B. Coordination. This task requires coordination with the POI and the airworthiness unit.

6-1227 REFERENCES, FORMS, AND JOB AIDS.

A. References:

- Title 14 CFR Part 91.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.

B. Forms:

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call.
- FAA Form 8000-36, Program and Tracking Reporting System Data Sheet.

C. Job Aids:

- Figure 6-56, Station Facility Inspection Job Aid.
- Figure 6-57, Letter Notifying Station Facility of Inspection.
- Figure 6-58, Inspection Evaluation Report.

6-1228 PROCEDURES.

A. Review Previous Inspection Reports. Review previous surveillance and inspection reports, if applicable, to determine areas of concern and the need for special emphasis.

B. Notification of Inspection. Notify the station or flight release office and arrange a time when the station will be handling an airplane departure.

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1) If notifying the station or flight release office in writing, use the sample letter in Figure 6-57. Enclose a copy of the Station Facility Inspection Job Aid and explain that it outlines what the inspection will cover.

2) If notifying the station by telephone, report the conversation on FAA Form 1360-33, Record of Visit, Conference, or Telephone Call and place in the district office file of the operator.

C. Brief the Operator. Before beginning the inspection, brief the station personnel on the scope of the inspection. Go over the Station Facility Inspection Job Aid and answer any questions about what will be inspected.

D. Conduct of the Inspection. Use the Station Facility Inspection Job Aid to conduct the inspection.

1) Block 1—Fill in the name of the operator.

2) Block 2—Fill in the location of the facility being inspected.

3) Block 3A—Review staffing assignments with the station manager or personnel on duty. Observe the operator's routine.

4) Block 3B—Examine personnel records or observe personnel in action to determine proficiency.

5) Block 3C—Determine which personnel are responsible for completing the load manifest and Weight and Balance (W&B) forms (may be flightcrew). Review the operator's procedures for completing these forms. Review several recent forms, if available, to ensure the operator's procedures are being followed.

6) Block 3D—Determine effectiveness after observing the station facility handle an airplane departure.

7) Block 3E—Review the flight release for items required by § 125.403 and the signature of the pilot in command (PIC). Observe coordination between the PIC and the flight release authority, if other than the PIC.

8) Block 3F—Ensure the crew receives the latest pertinent Notices to Airmen (NOTAM) distributed by teletype communications and those published biweekly in the Airman's Information Manual (AIM).

9) Block 3G—Ensure that the PIC obtains all available weather reports and forecasts of weather phenomena that may affect the safety of flight, including adverse weather phenomena, such as clear air turbulence, thunderstorms, and low altitude windshear, for each route to be flown and each airport to be served. Weather reports and forecasts used in part 125 operations shall be obtained from the National Weather Service (NWS) or a source approved by either the NWS or the Administrator.

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10) Block 3H—Ensure the requirements of § 91.5(a) are met and accomplished accurately.

11) Block 3I—Check for the availability of line communications for obtaining the required weather and flight release information, if located elsewhere.

12) Block 3K—Flight following is required only if a flight plan has not been filed. If flight following is required, ensure departure information is furnished to the person responsible for flight following.

13) Block 4A—Observe how the operator protects passengers from jet or prop blast, keeps passengers away from engine areas, and channels passenger movement between the gate and the airplane. If the operator is departing from a sterile area, observe passenger screening procedures. If the airport does not furnish these services, it is not part of this inspection.

14) Block 4B—Check the condition and cleanliness of the ramp surface (ice, oil, fuel spills, or other debris which would cause a hazard).

15) Block 4C—Check the operator's manual for refueling procedures and observe that they are followed. Report any deficiencies in the procedures. Ensure the airplane is grounded before the start of refueling.

16) Block 4D—If an airworthiness inspector has not participated in the inspection, obtain information on the fire extinguisher size and inspection requirements.

17) Block 4E—Observe that ground support vehicles do not pass through the lane taken by passengers from the gate to the airplane or interfere with the ground operation of the airplane.

18) Block 4F—Same as block 4B, plus observe that loading procedures do not damage the airplane.

19) Block 4G—Determine if the operator has procedures for checking ramp surfaces before airplane engine operation. Observe whether these procedures are followed.

20) Blocks 5A through 5E—Determine that these items are on board the airplane before departure.

21) Block 6—See subparagraph E below.

22) Blocks 7 and 8—Sign and date the Station Facility Inspection Job Aid.

E. Station Facility Inspection Findings. Note any items marked "UNSAT" (unsatisfactory) on the Station Facility Inspection Job Aid. These are the areas of noncompliance.

F. Debrief Station Personnel.

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1) Advise station personnel of any areas of noncompliance found during the inspection, indicating those items which must be corrected before any further operations can be conducted.

2) Provide a copy of the discrepancies to the station facility personnel (Figure 6-58).

G. Complete Report. In the "REMARKS" section of the Station Facility Inspection Job Aid, enter the latest revision number of each manual and give details of any unsatisfactory items by line number.

H. File Report. Send the original report to the assigned POI and file a copy in the district office.

I. Make Appropriate PTRS Entries. Send a copy to the POI if he or she is located in another district office.

6-1229 TASK OUTCOMES. Follow the process contained in Volume 14, Chapter 1, Section 2 to identify the root cause(s) that led to any deviations from rules, standards, or procedures. Resolve findings immediately with the operator, if possible, and communicate with the POI about any followup action required to validate that the operator has returned the station facility to full compliance. The completion of this task results in either:

- A completed Station Facility Inspection Job Aid with "SAT" (satisfactory) and "UNSAT" (unsatisfactory) items indicated, or
- A completed Inspection Evaluation Report.

6-1230 FUTURE ACTIVITIES.

- Followup inspection to verify corrections of discrepancies.
- Routine, programmed surveillance and inspection.

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Figure 6-56. Station Facility Inspection Job Aid

1. NAME OF OPERATOR	2. LOCATION		
ITEMS TO BE INSPECTED	SAT	UNSAT	NOT OBS
3. IN FACILITY			
A. Facility Staffing			
B. Personnel Proficiency			
C. Preparation of Load Manifests			
D. Organizational Effectiveness			
E. Flight Release Procedures			
F. NOTAM Summary			
G. Weather Reporting Facility			
H. Flight Planning			
I. Communications			
J. Equipment/Space			
K. Flight Following Procedures			
4. RAMP			
A. Public Safety Ramp/Gate			
B. Airplane Loading Area			
C. Fueling			
D. Fire Protection			
E. Control Of Ramp Vehicles			
F. Cargo Loading			
G. FOD Protection			
5. IN AIRPLANE			

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Figure 6-56. Station Facility Inspection Job Aid (continued)

PAGE TWO	SAT	UNSAT	NOT OBS
A. Copy of Operations Manual			
B. Copy of Operations Specifications			
C. Copy of Letter of Deviation Authority			
D. Copy of Operating Certificate			
E. Airplane Flight Manual			

6. REMARKS

7. INSPECTOR'S SIGNATURE:	DATE:
_____	_____

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Figure 6-57. Letter Notifying Station Facility of Inspection

DOT/FAA LETTERHEAD

DATE

OPERATOR'S NAME AND STATION FACILITY ADDRESS

Dear _____:

This letter is to inform you that inspectors from this office will conduct an inspection of your station facility on [date]. The purpose of this inspection is to determine that operations conducted at this facility are in compliance with Title 14 of the Code of Federal Regulations (14 CFR) part 125.

Enclosed is a copy of the Station Facility Inspection Job Aid, which outlines the areas the inspection will cover. Should you have any questions concerning this inspection, please contact this office.

Sincerely,

[Signature of District Office Manager]

Enclosure

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Figure 6-58. Inspection Evaluation Report

1. NAME OF ORGANIZATION:	2. CERTIFICATE NO.	3. LOCATION
4. AREA OR FUNCTION EVALUATED		
5. FAR SECTION AND/OR OTHER CONTROLLING DATA		
6. REQUIREMENT OF FAR (EXPLAIN)		
7. FINDING (EXPLAIN NONCOMPLIANCE - WHAT, HOW, WHEN, WHERE)		

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Figure 6-58. Inspection Evaluation Report (continued)

7. EXPLAIN NONCOMPLIANCE (CONTINUED)

8. DOCUMENTATION SUBSTANTIATING NONCOMPLIANCE (ATTACH COPY)

1.

2.

3.

4.

INSPECTOR'S SIGNATURE AND TITLE _____

DATE: _____

RESERVED. Paragraphs 6-1231 through 6-1245.

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VOLUME 6 SURVEILLANCE

CHAPTER 3 PART 125 INSPECTIONS

Section 4 Conduct Part 125 Base Inspection

6-1246 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES AND AIR TRANSPORTATION OVERSIGHT SYSTEM (ATOS) ACTIVITIES.

A. Operations:

- Initial Certification: 1353.
- Surveillance: 1616.

B. Airworthiness:

- Initial Certification: 3302.
- Surveillance: 3632.

C. Avionics:

- Initial Certification: 5302.
- Surveillance: 5632.

D. ATOS Data Collection Tools (DCT):

- Safety Attribute Inspection (SAI): To be determined (TBD).
- Element Performance Inspection (EPI): TBD.

6-1247 GENERAL. This section contains direction and guidance for Operations, Maintenance, and Avionics inspectors to use for performing base of operations inspections and to ensure that the operator conforms to the regulatory requirements listed in Title 14 of the Code of Federal Regulations (14 CFR) part 125. Base facilities inspections are necessary to verify that the operator is accomplishing those support activities required to originate, turn around, or terminate a flight.

6-1248 OVERVIEW. Part 125, § 125.45 requires that each operator shall allow the Administrator, at any time or place, to make any inspections or tests to determine its compliance with Title 49 of the United States Code (49 U.S.C.) (formerly the Federal Aviation Act of 1958 (FA Act)), 14 CFR, its operating certificate and operations specifications (OpSpecs)/letter of authorization (LOA), or its Letter of Deviation Authority (LODA) to determine or its eligibility to continue to hold its certificate or its LODA.

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A. Definition of a Part 125 Operator. A part 125 operator may be a part 125 certificate holder or a part 125 subpart A (A125) LODA holder. The A125 LODA provides relief from the requirements to hold a certificate and OpSpecs for noncommercial operators only. The A125 LODA assures the safety intent of the part 125 operating rule while granting certification relief to corporate and private operators. A125 LODA holders are issued LOAs instead of OpSpecs.

B. Base Inspection. A base inspection is a scheduled activity that consists of a thorough review of the operator's operations, maintenance records, procedures, and aircraft. The frequency of base inspections will depend on the number of aircraft and personnel employed by the operator, complexity of areas of the authorized operation, and availability of qualified inspectors. Items such as complaints, compliance action and enforcement history, and requests from certificate-holding district offices (CHDO) dictate the scheduling of surveillance of an operator. Occasionally, Federal Aviation Administration (FAA) headquarters (HQ) will identify special emphasis items.

C. Conduct of Base Inspections (Operations). The CHDO conducts base inspections of all part 125 operators. The district office having geographical jurisdiction over the base's location conducts base inspections of applicants for part 125 certificates.

D. Conduct of Base Inspections (Airworthiness and Avionics). Base facilities inspections are necessary to verify that the operator is maintaining the aircraft in an Airworthy condition and accomplishing the necessary maintenance support activities required to originate, turn around, or terminate a flight.

6-1249 SPECIFIC INSPECTION PRACTICES AND PROCEDURES. Inspectors should use the Part 125 Operations Base Inspection Job Aid (Figure 6-59) during the inspection. This job aid provides inspectors with "reminder" items to check when they evaluate and verify specific policies and procedures. The job aid may not include inspected areas. An inspector should record an inspected area as an "other" item in the respective subject area. Also, there may be items on the job aid that the inspector did not observe and should be left blank. The job aid is designed solely as a reminder and as a means of standardization to ensure that the inspectors conduct station facilities inspections in the same general manner. Inspectors should conduct station facilities inspections by using the procedures that follow.

A. Responsibilities.

1) The CHDO has the responsibility for planning and programming the surveillance and inspections of an operator within its geographical area of responsibility.

2) A district office is also responsible for assisting the CHDO in the conduct of surveillance of operators who are not based within, but who are observed to operate to or from the airports located within, the district office area.

a) When an operator's area of operation extends into other district offices' geographical areas of responsibility, the CHDO will conduct inspection and surveillance with the procedures outlined in this section.

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b) Requests for assistance from another district office within the same region will be made directly from district office to district office unless the regions direct otherwise.

3) Generally, the National Program Guidelines (NPG) determine the frequency of inspections; however, the number and frequency of inspections (surveillance) will vary depending on the need for emphasis and where and when more surveillance might be necessary.

6-1250 BASE INSPECTION JOB AID. The job aid in Figure 6-59 is for use in conducting the base inspection at the principal base of operations.

A. Inspector Responsibilities. The items in the job aid are those that aviation safety inspectors (ASI) generally perform during routine surveillance.

1) The far left column, "14 CFR §," gives the regulation where objective standards are found.

2) For each item, the inspector marks one of the three columns on the right: "SAT" for satisfactory, "UNSAT" for unsatisfactory, or "N/A" for not applicable.

B. Job Aid Explanation. For those items that are not self-explanatory, use the following for objective standards:

1) Section 125.31—Contents of Certificate and Operations Specifications. Refer to the current edition of Advisory Circular (AC) 125-1, Operations of Large Airplanes Subject to Federal Aviation Regulation Part 125, Appendix 2, Operations Specifications, for recommended OpSpecs/LOAs.

2) Section 125.43—Use of Operations Specifications. Ensure that the manual contains applicable OpSpec parts.

3) Section 125.73—Contents. This area refers to the availability, currency, and content of the written guidance required by Federal regulations. The operator's manuals must be available to each employee or contract maintenance provider for use in the performance of their assigned duties and contracted work.

4) Section 125.75—Airplane Flight Manual. The operator may combine this manual with the § 125.71 manual and revise it if approved by the Administrator.

5) Part 125 Subpart D—Airplane Requirements. The certificate holder must comply with §§ 125.91 and 125.93 prior to any aircraft operations.

6) Section 125.207—Emergency Equipment Requirements. If the first aid kit is sealed, visual inspection of contents is not required.

7) Part 125 Subpart K—Flight Release Rules. Review the flight release and load manifest forms for accuracy and each required item for completion. Cross-check the load manifest fuel with fuel required by the release form.

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6-1251 STATION FACILITIES INSPECTION REPORT. Inspectors should use the Part 125 Operations Base Inspection Job Aid when recording the inspection in the PTRS and for updating the enhanced Vital Information Database (eVID) subsystem environmental file. Discrepancies observed during the inspection should be documented in the comment section along with any on-the-spot corrective action taken by the operator. Any recommended corrective actions should also be noted on the report so that the oversight principal inspectors (PI) will have the inspector's views concerning the most effective means of resolving the discrepancies. When applicable, the inspector should indicate an outstanding or above-average base facility on the report to provide an accurate picture of the operator's facility.

6-1252 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This surveillance requires knowledge of regulatory requirements in part 125, FAA policies, and qualification as an ASI (Operations, Maintenance, and Avionics).

B. Coordination. This surveillance requires coordination with all the oversight inspection personnel within the CHDO and possibly the Regional Office (RO).

6-1253 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- AC 125-1, Operations of Large Airplanes Subject to Federal Aviation Regulation Part 125.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.

B. Forms:

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call.
- FAA Form 8000-36, Program Tracking and Reporting System Data Sheet.

C. Job Aids:

- Sample letters.
- Part 125 Operations Base Inspection Job Aid (Figure 6-59).
- Inspection Evaluation Report (Figure 6-61).

6-1254 INSPECTION PROCEDURES.

A. Planning for the Inspection. The inspector should carefully plan a base facilities inspection before conducting it. The inspector should review previous inspection reports, identify any areas of weakness previously reported, and review the operator's corrective actions. The inspector conducting the inspection should contact the appropriate PIs to determine if there are any specific areas that may currently need a review or indepth inspection. The inspector should coordinate with the base manager ahead of time to establish a date and time for conducting the inspection (see Figure 6-60, Letter Notifying Operator of Base Inspection).

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B. Briefing for the Inspection. Before beginning the inspection, the inspector should request that the base manager (or person in charge) provide an opening briefing on the facility operation, including its assigned personnel and operational procedures. In turn, the inspector should brief the base manager and the staff (if any) on the purpose and scope of the inspection. This discussion should include the following points:

- Purpose of the base facility inspection,
- Introduction of inspectors,
- The specific areas to be inspected, and
- The proposed time and place of the exit briefing.

1) The Operating Certificate and OpSpecs/LOAs. Determine if they are still relevant to the operator's scope of operation.

2) Procedures and Policies. Determine that any changes continue to show compliance with § 125.73 manual content.

3) Letters of Deviation or Special Authorizations. Determine if they are still appropriate to the operations being conducted.

4) Surveillance Records and Previous Base Inspection Records. Identify the areas of concern and the need for special emphasis.

5) District Office File Material. Any other material in the district office file.

C. Job Aid. Use the Part 125 Operations Base Inspection Job Aid to brief the operator and conduct the base inspection.

D. Base Inspection Findings. Use the Part 125 Operations Base Inspection Job Aid to determine the areas of noncompliance.

E. Debrief The Operator.

1) Advise the operator of any areas of noncompliance found during the inspection, indicating those areas that they need to correct before they can conduct any further operations.

2) Provide a copy of the discrepancies to the operator using Figure 6-61, Inspection Evaluation Report.

F. Formal Notification. Prepare a letter listing the discrepancies (see Figure 6-62, Letter Indicating Discrepancies Discovered During Base Inspection) for the PI's signature. Send the original to the operator and place a copy in the operator's district office file.

G. File the Task Completion Records at District Office. The surveillance completion records include the following:

- Part 125 Operations Base Inspection Job Aid,
- Inspection Evaluation Report,

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- Copy of letter of discrepancies, and
- Documentation of discrepancies.

H. Make Appropriate PTRS Entries. Complete FAA Form 8000-36.

6-1255 TASK OUTCOMES. Follow the process contained in Volume 14, Chapter 1, Section 2 to identify the root cause(s) that led to any deviations from rules, standards, or procedures. Resolve findings immediately with the operator if possible, and communicate with the principal operations inspector (POI) about any followup action required to validate that the operator has returned the facility to full compliance. Completion of this surveillance results in one of the following:

- A letter listing any discrepancies,
- A completed Part 125 Operations Base Inspection Job Aid, or
- A completed Inspection Evaluation Report.

6-1256 FUTURE ACTIVITIES.

- Followup inspection to verify correction of discrepancies.
- Programmed, routine surveillance, and inspection.

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Figure 6-59. Part 125 Operations Base Inspection Job Aid

14 CFR §	Inspect the following items:	SAT	UNSAT	N/A
125.3	**Deviation Authority**			
125.5	**Original Certificate and OpSpecs/LOAs**			
125.7	**True copy of certificate *in each airplane***			
	True copy of letter of deviation, if issued			
125.11	**Does not hold out to the public**			
125.25	**Management Personnel** 1. Description of the duties, responsibilities, and authority of each of its management personnel in the general policy section of its manual. 2. List in the manual the names and addresses of each of its management personnel. **Director of Operations** **Name:**_____ **Address:**_____ _____			
	Designated Person (DP), responsible for the scheduling of inspections required by the manual and for the updating of the approved Weight and Balance (W&B) system on all airplanes. **Name:**_____ **Address:**_____ 3. A description of the maintenance organization must be in the operator's manual when the operator has such an organization. **Other Management Personnel (list)** _____ _____ _____			
125.31	**Certificate contains—** **Holder's name:**_____			
	Date of Issue:			
	OpSpecs/LOAs contain— **Kinds of operations authorized**			

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	Type of airplane and registration number authorized for use			
	Any additional items considered necessary when issued			
125.37	**Duty time limitations**			
125.43	**Complete and separate set of OpSpecs/LOAs**			
14 CFR §	**POLICIES AND PROCEDURES**	**SAT**	**UNSAT**	**N/A**
125.71	**Manual**			
	Copy at principal base of operations			
	Not contrary to 14 CFR or OpSpecs/LOAs			
	Appropriate portions available to ground and maintenance personnel			
	Copies provided to flightcrew			
125.73	**Manual contents** **Date of last revision and number on each page**			
	Management personnel names; assigned area of responsibility; and duties, responsibilities, and authority			
	Procedures for ensuring compliance with airplane W&B limitations			
	Copy of OpSpecs/LOAs or appropriate extracted material			
	Procedures for accident notification			
	Procedures for ensuring Required Inspection Items (RII) have been performed			
	Procedure for reporting and recording mechanical irregularities (Service Difficulty Report (SDR))			
	Procedures to be followed to determine that irregularities have been corrected or deferred			
	Procedures for release or continuation of flight for required equipment breakdown			
	Procedures for refueling			
	Procedures for pilot in command (PIC) in passenger briefing			

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	Flight locating procedures when no flight plan is filed			
	Procedures for ensuring compliance with emergency procedures			
	List of functions assigned required crewmembers during emergencies and emergency evacuation			
	Approved airplane inspection program (Airworthiness)			
	Hazardous materials (hazmat) procedures **Instructions to recognize hazmats**			
	If hazmats are handled, carried, or stored, procedures for: **Accepting for shipment proper documents, compatibility of articles, proper packing, marking, labeling, and instructions for loading and storage**			
	Notification and reporting of incidents			
	Notification of PIC when hazmats are onboard			
	Procedures for the evacuation of persons who may need assistance from another person during an emergency			
	Identity of each person who will give tests and the tests authorized			
	Other procedures and policy instructions concerning the operation			
125.75	**Airplane Flight Manual (AFM)** **Current approved manual or equivalent for each type airplane**			
	Carried onboard each airplane			
14 CFR §	**SUBPART D—AIRPLANE REQUIREMENTS**	**SAT**	**UNSAT**	**N/A**
125.91	**Current airworthiness certificate**			
	In an Airworthy condition (airworthiness)			
	Empty weight and center of gravity (CG) calculated from actual weighing within preceding 36 months			
125.93	**Airplane limitations**			

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SUBPART E—SPECIAL AIRWORTHINESS REQUIREMENTS (AIRWORTHINESS)				
14 CFR §	**SUBPART F—INSTRUMENTS AND EQUIPMENT**	**SAT**	**UNSAT**	**N/A**
125.201	**Instrument and equipment specifically or otherwise required by type certificate (TC) and essential for safe operation are in operating condition**			
	Instrument and equipment required by Airworthiness Directive (AD) are operable unless AD provides otherwise			
	Minimum equipment list (MEL) for airplane			
	MEL LOA from Flight Standards District Office (FSDO) (Supplemental Type Certificate (STC))			
	Airplane records available to PIC include entries describing inoperable instruments and equipment			
	Airplane operated under conditions of the MEL and current LOA if applicable			
125.203	**Radio and navigational equipment**			
	Radio navigational equipment able to receive radio signals from ground facilities for visual flight rules (VFR) over-the-top			
	Under instrument flight rules (IFR) or extended overwater, meets the requirements of § 125.203(c)			
125.205	**Equipment for airplanes operated under IFR meet requirements of § 125.205(a) through (k)**			
125.206	**Pitot heat indication system complies with 14 CFR part 25, § 25.1326**			
	Operator possesses extension of § 125.206 deadline			
125.207	**Emergency equipment**			
	Airplanes with seating capacity of 20 or more have—			
	One approved first aid kit			
	Dust proof and moisture proof			
	Contains only materials approved by the Administrator or meeting Federal Specifications GGK-391a			
	Accessible to flight attendants (F/A)			

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	At takeoff, contains the contents and quantity described in § 125.207(a)			
	Crash axe accessible to crew but not accessible to passengers			
	No smoking and safety belt signs that can be turned on and off by crewmember			
	Additional emergency equipment in part 125 appendix A			
	Emergency equipment requirements per the current rule			
125.209	**Emergency equipment for extended overwater operations**			
	An approved life preserver with a locator light for each passenger or			
	Other than a life preserver, a flotation device which is removable			
	Life rafts to carry all occupants			
	Equipment onboard life rafts meets requirements of § 125.209(a)(2)(i) through (xix)			
	One life raft has a survival emergency locator transmitter (ELT) as per § 125.209(b)			
125.211	**Seat and safety belts** **An approved seat or berth for each person at least 2 years old**			
	Approved safety belt for separate use by each person at least 2 years old (Note exceptions in § 125.211(a)(2))			
	Complies with § 125.211(b)			
	Sideward facing seats comply with § 25.785(c)			
	Complies with § 125.211(d)			
	Complies with § 125.211(e)			
125.213	**Miscellaneous equipment** **Adequate number of spare fuses (number found in manual)**			
	Windshield wiper or equivalent at each pilot station			
	Appropriate power supply and distribution system			

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	Flight instrument power indicator			
	Two independent static pressure systems			
	Doors leading to emergency exits placarded open during takeoff and landing			
	Means for crew to unlock doors leading to passenger compartments			
125.215	**Operating information required** **Cockpit checklists**			
	Before engine start			
	Before takeoff			
	Cruise			
	Before landing			
	After landing			
	Stopping engines			
	Emergency cockpit checklists **Fuel, hydraulic, electrical, and mechanical systems**			
	Emergency operation of instruments and controls			
	Engine out procedures			
	Other emergency procedures			
	Pertinent aeronautical charts			
	For IFR flight— **En route charts**			
	Terminal area charts			
	Approach and letdown charts			
	One-engine inoperative (OEI) climb performance data, as per § 125.215(a)(5)			
125.217	**Passenger information** **Passenger information signs meet requirements of § 25.791**			

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125.219	**Passenger Medical Oxygen Use—complies with § 125.219(a) through (e)**			
125.221	**Icing conditions operating limitations**			
	Complies with § 125.221(a) through (d)			
125.223	**Weather radar equipment requirements**			
	Weather radar installed			
	Weather radar operating satisfactorily			
	Manual procedures for inoperative radar			
125.226	**A record of digital flight data recorder (DFDR) information does not need to be retained longer than 60 days (§ 125.226(h))**			
125.227(f)	**In the event of an accident or occurrence requiring immediate notification of the National Transportation Safety Board (NTSB) under Title 49 of the Code of Federal Regulations (49 CFR) part 830, which results in the termination of the flight, the operator shall keep the recorded information for at least 60 days or if requested by the Administrator or the Board, for a longer period**			
SUBPART G—MAINTENANCE (AIRWORTHINESS)				
14 CFR §	**SUBPART H—AIRMAN AND CREWMEMBER REQUIRMENTS**	**SAT**	**UNSAT**	**N/A**
125.261	**Airman services limitations** **All airman meet requirements of § 125.261(a)**			
125.263	**Airplanes operated with minimum flightcrew required by AFM**			
	Airplanes requiring Flight Engineers (FE)— **One flightcrew member qualified to act as FE in emergency**			
125.265	**FE requirements** **FE crewmembers hold current FE certificate**			
	FE crewmembers meet the 50 hours in 6 months requirement			
125.267	**Flight navigator and long-range navigation equipment** **Operations outside 48 contiguous states and District of Columbia—**			

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	Has a flightcrew member with current flight navigator certificate or			
	Two independent approved means of long-range navigation			
	Operations requiring flight navigator or long-range navigation equipment indicated in OpSpecs/LOAs			
125.269	**F/As** **Airplanes having more than 19 but less than 51 passengers have one F/A**			
	Airplanes having more than 50 but than less than 101 passengers have two F/As			
	Airplanes with more than 100 passengers have two F/As plus one additional F/A for every additional 50 passengers			
	Number of F/As specified in OpSpecs/LOAs			
	Complies with § 125.269(c)			
125.271	**Emergency/emergency evacuation duties**			
	Crewmembers assigned necessary functions			
	Functions described in manual			
14 CFR §	**SUBPART I—FLIGHTCREW MEMBER REQUIREMENTS**	**SAT**	**UNSAT**	**N/A**
125.281	**Crewmembers used as PIC hold—** **At least commercial certificate**			
	Appropriate category, class, type rating			
	An instrument rating			
	PIC flight experience— **1,200 hours as pilot**			
	500 hours of cross-country time			
	100 hours of nighttime			
	At least 10 night takeoffs and landings			
	75 hours actual or simulated instrument time, 50 hours of which was actual			

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125.283	**Crewmembers used as second in command (SIC) hold—** **At least commercial certificate**			
	Appropriate category and class ratings			
	An instrument rating			
	For IFR flight meets recent instrument experience requirements for 14 CFR part 61			
125.285	**Recent experience** **Required pilot flightcrew members have at least three takeoffs and landings in type within the preceding 90 days**			
	Crewmembers not meeting § 125.285(a) checked by a check airman			
	Check airman certified crewmember proficiency and qualifications			
125.287	**Pilot testing experience** **Pilots passed 12-month written or oral test**			
	Pilots passed 12-month competency check			
	Instrument proficiency check (IPC) substituted			
	Check airman/inspector has certified the competency of each pilot			
125.289	**F/A testing requirements**			
	F/As have completed 12-month test on subjects indicated in § 125.289(a) through (h)			
125.291	**PIC IPC** **Pilots passed 6-month proficiency check**			
	Letters of competency for each type of precision approach			
	Letters of competency for each type of nonprecision approach or			
	Any other two different types of nonprecision approach			
	Instrument approach procedures (IAP) include— **At least one straight-in approach**			
	At least one circling approach			

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	At least one missed approach			
	Each approach conducted to published minimums			
	IPC consisted of— **Oral or written equipment test**			
	Flight check under actual or simulated conditions			
	PIC checked in all types of airplane in rotation with not more than one flight check in a 6-month period			
	Check airman issued letters of competency **Lists types of instrument approaches**			
	Lists facilities authorized			
125.295	**Check airman authorization** **Check airman still employed**			
	Test results certified by check airman			
125.297	**Approval of airplane simulators and training devices**			
	Each simulator or training device— **Specifically approved for—** **The operator**			
	The type of airplane and variation			
	The maneuvers, procedures, or crewmember functions involved			
	Maintains performance, functional, and other characteristics required for approval			
	Modified to conform to any modification to the airplane			
14 CFR §	**SUBPART K—FLIGHT RELEASE RULES**	**SAT**	**UNSAT**	**N/A**
125.351	**Flight release authority** **Flights started by person authorized to exercise operational control**			
	Flight releases signed by PIC and person with operational control			
	Airplanes on ground more than 6 hours get new flight release			

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125.353	**Facilities and services for additional available information**			
125.355	**Airplanes Airworthy when released**			
125.357	**Communication and navigation facilities on route or route segment equal to those required by § 125.363(a) through (d)**			
125.365	**Alternate airport for departure** **Flight releases specify alternate airport distances from departure—** **Airplanes with two engines, not more than 1 hour at normal cruise with OEI**			
	Airplanes with three or more engines, not more than 2 hours at normal cruise with OEI			
	Alternate airports meet requirements of OpSpecs/LOAs			
	Alternate airports listed on flight release			
125.367	**Alternate airport for destination (IFR or over-the-top)**			
	At least one alternate listed for each destination airport in flight release			
	Flights released with alternates listed			
125.375	**Fuel supply for non-turbine and turboprop airplanes complies with § 125.375(a) through (c)**			
125.377	**Fuel supply for turbine powered airplanes** **Complies with § 125.377(a) through (d)**			
125.379	**Landing minimums for IFR** **Minimum descent altitude (MDA) or decision height (DH) and visibility in OpSpecs/LOAs increased by 100 feet and ½ mile for pilots with 100 hours as PIC in type**			
	Substitutions for 100 hours PIC			
125.381	**Takeoff and landing minimums for IFR** **Complies with § 125.381(a) through (c)**			
125.383	**Load manifests** **Load manifests prepared before each takeoff and include—** **Number of passengers**			

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	Total weight of loaded airplane			
	Maximum allowable takeoff and landing weight			
	CG limits			
	CG or loaded according to loading schedule			
	Registration number of airplane			
	Origin and destination			
	Names of passengers			
	Load manifest carried by PIC in airplane			
	Copies of load manifests kept for 30 days			
14 CFR §	**SUBPART L—RECORDS AND REPORTS**	**SAT**	**UNSAT**	**N/A**
125.401	**Crewmember records**			
	Current records for each crewmember that show compliance with requirements of part 125			
	Record of release from employment (kept for 6 months)			
	Record of physical or professional disqualification (kept for 6 months)			
	Records kept at principal base of operations or where authorized by Administrator			
	Computer record system (if used)			
125.403	**Flight release contains at least—** **Company or organization name**			
	Make, model, and registration number of airplane used			
	Date of flight			
	Name and duty assignment of each crewmember			
	Departure airport, destination airports, alternate airports, and route			
	Minimum fuel supply (lbs. or gal.)			

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	Statement of type of operation (IFR or VFR)			
	Weather reports, forecasts, or combination attached to each release			
125.405	**Disposition of load manifest, flight release, and flight plans complies with § 125.405(a) through (e) (kept for 30 days)**			
125.411	**Airworthiness release or maintenance record entry** A. Verify that each PIC reports all mechanical irregularities occurring during flight, and that they are entered in the maintenance log of the airplane at the next place of landing. B. Verify before each flight, that the PIC ascertains the status of each irregularity entered in the log at the end of the preceding flight. C. Verify that each person who takes corrective action or defers action concerning a reported or observed failure or malfunction of an airframe, aircraft engine, propeller, or appliance shall record the action taken in the airplane maintenance log in accordance with part 43 of this chapter. D. Verify that the procedures for keeping copies of the airplane maintenance logs in the airplane are working. E. When an Airworthiness Release Form is prepared, the operator must give a copy to the PIC and keep a record of it for at least 60 days.			
NOTE	**This inspection must be entered into the PTRS.**			

REMARKS:	
INSPECTOR'S SIGNATURE:	**DATE:**
INSPECTOR'S ORGANIZATION:	**LOCATION OF INSPECTION:**

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Figure 6-60. Letter Notifying Operator of Base Inspection

FAA letterhead

[Operator's name and address]

Dear [operator's name]:

This is to inform you that inspectors from this office will be conducting an inspection of your 14 CFR part 125 principal base of operations on [date] at [time].

Enclosed is a job aid our inspectors will likely be using to conduct the inspection. If you have any questions, please contact this office at [telephone number].

[Principal Operations Inspector's (POI) signature]

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Figure 6-61. Inspection Evaluation Report

1. NAME OF ORGANIZATION	**2. CERTIFICATE NO.**	**3. LOCATION**
4. AREA OR FUNCTION EVALUATED **5. 14 CFR SECTION AND/OR OTHER CONTROLLING DATA** **6. REQUIREMENT OF 14 CFR (EXPLAIN)** **7. FINDING (EXPLAIN NONCOMPLIANCE—WHAT, HOW, WHEN, AND WHERE)** **8. DOCUMENTATION SUBSTANTIATING NONCOMPLIANCE (ATTACH COPY)** **1.**_____ **2.**_____ **3.**_____ **4.**_____		
9. INSPECTOR'S SIGNATURE AND TITLE _____ **DATE:**_____		

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Figure 6-62. Letter Indicating Discrepancies Discovered During Base Inspection

[Operator's name and address]

Dear [operator's name]:

This letter is formal notification of the results of a Base Inspection conducted by personnel of this office on [inspection date] and discussed with you on that date.

The following discrepancies were found and must be corrected:

1. The manual does not contain procedures for ensuring compliance with airplane Weight and Balance (W&B) limitations as required by 14 CFR part 125, § 125.73(b).

2. Crewmember flight time records required by 14 CFR part 124, § 124.401(a) were not completed for [personnel's names].

The above discrepancies must be corrected not later than 10 days from receipt of this letter. If the discrepancies are corrected prior to the 10 days, please notify this office.

Sincerely,

[Principal Operations Inspector's (POI) signature]

RESERVED. Paragraphs 6-1257 through 6-1270.

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VOLUME 6 SURVEILLANCE

CHAPTER 3 PART 125 INSPECTIONS

Section 5 Monitor Part 125 Airplane Inspection Program

6-1271 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3343, 3344.

B. Avionics: 5343, 5344.

6-1272 OBJECTIVE. This section provides guidance in monitoring a Title 14 of the Code of Federal Regulations (14 CFR) part 125 operator's Airplane Inspection Program and engine maintenance program.

6-1273 GENERAL. Airworthiness aviation safety inspectors (ASI) should have as much knowledge of the operator's operation as possible. This includes areas of operation, type of equipment, operating history, and the maintenance/inspection organization(s) with which it arranges for the performance of maintenance.

6-1274 MAINTENANCE REQUIREMENTS.

A. Operator's Manual. The Airplane Inspection Program will be included in the operator's manual and should be referenced during the inspection.

B. Types of Inspection Program. Part 125 operators have the option of using one of three different types of inspection programs. These include:

- The inspection portion of a current 14 CFR part 121 or 135 Continuous Airworthiness Maintenance Program (CAMP) that has been approved for use by a certificate holder under part 121 or 135,
- An inspection program currently recommended by the manufacturer, and
- An approved inspection program developed by the part 125 certificate holder.

C. Engine Overhauls. Engines must be maintained in accordance with the overhaul intervals recommended by the manufacturer or a program approved by the Administrator and the engine overhaul intervals specified in the inspection programs required by part 125, § 125.247(a)(3).

6-1275 COORDINATION REQUIREMENTS.

- This task requires coordination between principal Maintenance and Avionics inspectors (principal inspectors (PI)).
- If a geographic unit is performing this inspection, coordination with the certificate-holding district office (CHDO) must be maintained.

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- It is recommended that this inspection be performed in conjunction with the maintenance records inspection.

6-1276 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 25, 43, 65, and 91.
- Advisory Circular (AC) 20-42, Hand Fire Extinguishers for Use in Aircraft.
- AC 91-56, Continuing Structural Integrity Program for Airplanes.
- AC 125-1, Operations of Large Airplanes Subject to Federal Aviation Regulations Part 125.
- Volume 6, Chapter 3, Section 6, Inspect Part 125 Operator's Maintenance Records.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.
- Operations Specifications (OpSpecs).
- Operator's Company Manual.

B. Forms. None.

C. Job Aids. None.

6-1277 PROCEDURES.

A. Review Office File. Review the following in the operator's office file:

1) OpSpecs Part D, to ensure that:

- Inspection program is referenced to a specific document (e.g., manufacturer's program), and
- Inspection program revisions are current.

2) Operator's manual to ensure that airplane inspection program is included and that revisions are current with OpSpecs.

B. Inspect the Operator's Facility.

1) Review the operator's copy of the OpSpecs Part D to ensure currency with office copy.

2) Review the operator's copy of airplane inspection program to ensure currency with the following:

- OpSpecs, and
- Equipment list.

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C. Conduct Debriefings. Brief the operator on the evaluation results. Discuss any deficiencies.

6-1278 TASK OUTCOMES.

A. Complete the PTRS Record.

B. Complete the Task. Completion of this task may result in one of the following:

- Follow the process contained in Volume 14, Chapter 1, Section 2 to identify the root cause(s) that led to any deviations from rules, standards, or procedures. Resolve findings immediately with the operator if possible, and communicate with the PIs about any followup action required to validate that the operator has returned the program and/or facility to full compliance.
- A report of any deficiencies (if inspection was performed by the office having geographic responsibility). This report must be submitted to the CHDO.
- A letter from the CHDO informing the operator of the results of the inspection, as required.

C. Document the Task. File all supporting paperwork in the operator's office file.

6-1279 FUTURE ACTIVITIES. Continued normal surveillance.

RESERVED. Paragraphs 6-1280 through 6-1295.

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VOLUME 6 SURVEILLANCE

CHAPTER 3 PART 125 INSPECTIONS

Section 6 Inspect Part 125 Operator's Maintenance Records

6-1296 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance:

- Record Surveillance: 3634.
- Airworthiness Directive (AD) Compliance Verification: 3649.

B. Avionics:

- Record Surveillance: 5634.
- AD Compliance Verification: 5649.

6-1297 OBJECTIVE. This section provides guidance for inspecting an operator's airplane maintenance records under Title 14 of the Code of Federal Regulations (14 CFR) part 125.

6-1298 GENERAL.

A. Airplane Maintenance Records. Airplane maintenance records include any records that document the performance of work on an airplane. An airplane maintenance records must be inspected periodically to ensure that they meet the requirements of the operator's approved recordkeeping system.

B. Surveillance Criteria. While inspecting an operator's airplane maintenance records, principal inspectors (PI) must determine if all the work was based on instructions, procedures, or information that has been previously approved or accepted by the Federal Aviation Administration (FAA). Such data could be in the form of:

- Manufacturer's manuals,
- Service Bulletins (SB),
- Service Letters (SL),
- Data included in the operator's approved airplane inspection program,
- ADs, and
- Other accepted documents.

C. Personnel Identification Recording Requirements. Since part 125 operators do not have the authorization to approve an airplane for return to service, the name(s), address(es), and certificate number(s) of the person(s) performing the work and the person(s) approving the work must be recorded. These personnel must be listed in the operator's manual.

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6-1299 RECORD REQUIREMENTS.

A. Retaining Airworthiness Releases. Records for each airworthiness release must be retained for at least 60 days.

B. Total Time In Service Records.

1) The total time in service record is a record starting from the date of manufacture and continuing through the life of the airplane.

2) When a rebuilt engine is certified to zero time, the total time in service becomes zero (refer to 14 CFR part 91, § 91.421). Do not confuse this with zero time since overhaul as this is referring to the current overhaul status and does not affect total time in service.

NOTE: Only the manufacturer or the manufacturer's representative can zero time an engine.

C. Life-Limited Parts. Operators must have a current record of the status of life-limited parts. This record shows the present accumulated time in service of each life-limited part.

D. Records of Overhaul. An operator must maintain overhaul records of any item required to be overhauled by the operator's inspection program. These records must be maintained until the work is superseded or repeated by work of equivalent scope and detail, or for one year after the work is performed.

E. Inspection Status. Inspection status defines the work that has been, and is scheduled to be performed according to the inspection program. The inspection status records should show the following:

- The time since the most recent inspection expressed in terms of hours, cycles, or calendar time; and
- The scheduled time and type of next inspection.

F. AD. The operator must maintain the current status of all one-time/recurring ADs applicable to the operator's equipment. In addition to specific instructions provided in the AD, typical sources of procedures for compliance with ADs include:

- SBs,
- SLs, and
- Approved operator/manufacturer's Engineering Orders (EO) or Authorizations.

NOTE: Only data specifically approved for AD accomplishment by the appropriate Aircraft Certification Office (ACO) is authorized.

1) The surveillance of ADs should be included in all work programs. AD verification can be accomplished by the following methods:

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a) Actual surveillance of the AD being accomplished. This would also include a review of all paperwork such as Engineering Authorizations, EOs, work cards, maintenance manual references, and SBs to ensure that the AD is properly complied with.

b) Physical verification of previous AD accomplishment.

2) The PTRS comment code should relate to the Air Transport Association of America's aircraft codes (ATA's 100 codes) of the ADs being inspected. Comments should contain the numbers of each AD verified, the type of AD verified, and the complete inspection results.

G. Major Repair and Major Alteration Records. Applicants are required to retain the records of each major repair/alteration to an airplane, to include the following information:

1) Major repair records:

- A description of the work performed with approved data;
- The date of completion of the work performed; and
- The signature, type of certificate, and certificate number of the person approving the airplane for return to service.

2) Major alteration records:

- A description of the work performed with approved data;
- The date of completion of the work performed; and
- The signature, type of certificate, and the certificate number of the person approving the airplane for return to service.

6-1300 REPAIR STATION RECORDS OF WORK PERFORMED ON OPERATOR'S AIRPLANE. Since repair stations only have to retain records of work performed for 2 years, some operators have reported that maintenance records are not always available from repair stations beyond the 2-year retention period. Since the operator is always responsible for obtaining and retaining the records required by the Administrator, operators should be advised to require a copy of the work documentation from the repair station at the time that the work is performed.

6-1301 COORDINATION REQUIREMENTS.

- This task requires coordination between the PIs and with Aviation Data Systems Branch (AFS-620), as applicable.
- If this task is performed by the office with geographic responsibility, coordinate with certificate-holding district office (CHDO) PIs.

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6-1302 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 39, 43, 65, 91, and 145.
- Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.

B. Forms. None.

C. Job Aids. None.

6-1303 PROCEDURES.

A. Review the Office File.

B. Inspect the Maintenance Records. Ensure that the operator has retained the required maintenance/alteration/inspection records for each airplane, including airframe, engine, propeller, and appliances. These records must include the following:

1) A description of the work performed (data acceptable to the Administrator), including the date of completion.

2) The name or other positive identification of the person approving the work.

C. Inspect the Operator's Record System. Inspect the records to ensure that manual procedures are being followed. During the inspection, document and photocopy any problem areas, obvious omissions, or apparent discrepancies. The records checked should include the following:

1) Airworthiness Releases.

a) Ensure that the operator retains the airworthiness release records for at least 60 days.

b) Ensure that the airworthiness release signature is authorized by the operator, per part 43.

c) Review the signer's training record to ensure that the person is trained to the level identified in the operator's manual.

2) Flight/Maintenance Logs. Obtain and review the flight/maintenance logs to determine the effectiveness of the airworthiness release procedures following scheduled inspections and nonroutine maintenance. Review the records to ensure the following:

a) Flight discrepancies are entered after each flight,

b) Corrective actions are related to the discrepancy,

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c) Corrective actions and signoffs are entered in the maintenance record per manual procedures,

d) Repetitive discrepancies are handled according to the manual,

e) Deferred maintenance as authorized by the minimum equipment list (MEL) is deferred per the operator's MEL and manual instructions, and

f) Required Inspection Items (RII) are signed off per the manual instructions and that the inspector was authorized by the operator to perform the inspection.

3) Scheduled Inspections. Select or obtain work packages for scheduled inspections and ensure the following:

a) Scheduled inspections are properly signed off;

b) Generated nonroutine items are properly signed off;

c) RIIs are properly identified and signed off by properly authorized, qualified, certificated, and trained personnel;

d) Repairs are categorized correctly (major or minor); and

e) Approved data is being used.

4) Total Time in Service Records. Compare the manual procedures with the actual accomplishment of the total time/cycle in service records for the airframe, engine, propeller, and rotor.

a) Select and obtain a total time/cycle in service record for a sample number of airplanes to ensure that cumulative flight times/cycles are added to the record.

b) Make a spot check of the cumulative total time/cycle in service against the flight logs to ensure that daily entries correspond to the flight log.

c) If the operator maintains a handwritten maintenance record for engines, compare the record entries to the airplane flight log entries for the following:

- Overall accuracy, and
- The possible transposition of flight time/cycle in service, numbers, etc.

5) Life-Limited Parts Records. Compare the manual procedures for life-limited parts with the actual recording of the current status of life-limited parts. Select a random sample of records and ensure the following:

a) All life-limited parts described on Type Certificate Data Sheets (TCDS) or in a manual referenced on the TCDSs are noted.

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b) The current status of each part is provided, to include:

- Total operating hours/cycles accumulated,
- Life limit (total service life),
- Remaining time/cycles, and
- Modifications.

c) The time/cycle limits on the operator's list are the same as those on the TCDSs.

d) Life limits have not been exceeded. Select a sample of life-limited items that have been installed within the last 12 months and review the records to ensure that life-limited time was carried forward from the previous service record.

e) If overhauled, the overhaul record is available.

f) The life limit of an item has not been changed as a result of the overhaul.

6) Overhaul Records. Compare the manual procedures for maintaining the overhaul record with the actual overhaul record content.

a) Select a random sample of overhauled items to ensure the following:

- Overhaul records are available for those items selected,
- The records contain a description of the overhaul,
- The records show the time since last overhaul,
- The item was overhauled per the overhaul specifications by a qualified and authorized person, and
- The component was approved for return to service by an authorized person.

b) Review the removal/installation records of overhauled components to determine if the overhaul was accomplished within the authorized time limits. Current regulations require that these records be maintained for 1 year or until the work is superseded by work of equal scope and detail.

7) Inspection Status Records.

a) Compare the manual procedures for maintaining the current airplane inspection status with available records to ensure that daily flight hours/cycles are used to obtain the current inspection status.

b) Take a random sample of airplane inspection records to ensure that scheduled inspections times/cycles were not exceeded (overflown).

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8) One-Time/Recurring ADs. Request a random sample of airplane AD compliance records to ensure the following:

a) The records contain all applicable ADs for the sampled airplane.

b) AD requirements were accomplished within the effective times of the AD.

NOTE: Special emphasis should be put on checking recurring ADs.

c) The AD record contains current status and method of compliance. The current status must include the following:

- A list of all ADs applicable to the airplane,
- The date and time of compliance, and
- The time and/or date of next required action (if recurring AD).

d) The record is being retained indefinitely.

NOTE: If any ADs have an alternative method of compliance, ensure that the operator has obtained prior approval for that alternative method.

e) The method of compliance is the same as specified in the AD.

f) The date of compliance is identical to the date in the current status list.

g) The mechanic/inspector was trained properly and authorized to accomplish the work.

h) The accomplishment was signed off properly.

9) Major Alteration and Major Repair Records.

a) Compare the manual procedures for maintaining the major alteration and major repair records with the actual work records to ensure consistency with the approved procedures.

b) Select and obtain a random sample of major repair and alteration work records to ensure the following:

- The records contain the date of accomplishment and a brief description of the work, and
- The records show that the work was accomplished according to approved data.

D. Analyze the Findings. Evaluate all deficiencies to determine if corrective actions will be required.

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6-1304 TASK OUTCOMES.

A. Complete the PTRS Record. PTRS comments should include the ATA numbers of each AD verified, the type of AD verified, and the complete inspection results.

B. Complete the Task. Completion of this task may result in the following:

- If the inspection was performed by the office having geographic responsibility, a report of any deficiencies submitted to the CHDO;
- A letter from the CHDO informing the operator of the results of the inspection; and/or
- Follow the process contained in Volume 14, Chapter 1, Section 2 to identify the root cause(s) that led to any deviations from rules, standards, or procedures. Resolve findings immediately with the operator if possible, and communicate with the PIs about any followup action required to validate that the operator has returned the records and/or recordkeeping system to full compliance.

C. Document the Task. File all supporting paperwork in the operator's office file.

6-1305 FUTURE ACTIVITIES. Normal surveillance.

RESERVED. Paragraphs 6-1306 through 6-1320.

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VOLUME 7 INVESTIGATION

CHAPTER 1 ACCIDENT AND INCIDENT INVESTIGATION AND REPORTING

Section 1 Accident Investigations

7-1 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Operations (Operations, Cabin Safety, and Dispatch): 1702, 1703, 1761.

B. Maintenance: 3702, 3703, 3761.

C. Avionics: 5702, 5703, 5761.

7-2 COORDINATION REQUIREMENTS. This task requires coordination with unit supervisors, the Regional Operations Center (ROC), the appropriate Flight Service Station (FSS), and the National Transportation Safety Board (NTSB) Investigator-in-Charge (IIC), as applicable. For an accident involving a Title 14 of the Code of Federal Regulations (14 CFR) part 121 air carrier certificate holder, contact a Post Accident Assistance Team (PAAT) for support. The manager of the affected regional Flight Standard division (RFSD) or the office manager of the affected field office may contact the Flight Standards National Field Office (AFS-900) division manager of the need for a PAAT. Paragraph 7-14 further describes the type of support provided by the PAAT.

NOTE: For the purposes of this section, the term Flight Standards District Office (FSDO) will be used to describe a Federal Aviation Administration (FAA) field office. Certificate management offices (CMO) and certificate-holding district offices (CHDO) are considered FAA field offices. Therefore, the acronym FSDO is meant to include CMOs and CHDOs.

7-3 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Office Procedures and Policy Manual.
- FAA Order 1270.1, Freedom of Information Act Program.
- FAA Order 2150.3, FAA Compliance and Enforcement Program.
- FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.
- Volume 7, Chapter 7, Conduct Violation Investigation.

NOTE: In accordance with Volume 1, Chapter 3, Section 4, Inspector Training Requirements to Perform Job Functions, newly hired or newly assigned inspectors will be considered qualified to complete job functions and/or tasks associated with their specialty when all training requirements, airman qualifications, and certifications have been satisfactorily completed, verified, and documented.

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NOTE: The FAA expects the FAA office of responsibility to assign an aviation safety inspector (ASI) who is deemed trained and knowledgeable in the duties and responsibilities of an FAA IIC and will complete all accident investigation responsibilities per Order 8020.11.

B. Forms. Refer to Order 8020.11, appendix A, for a complete listing.

C. Job Aids. None.

7-4 GENERAL.

A. Definitions.

1) Aircraft Accident. An aircraft accident is an occurrence associated with the operation of an aircraft that:

- Takes place between the time the first person boards the aircraft with the intention of flight and the last person has disembarked;
- Results in death or serious injury; or
- Causes substantial damage to the aircraft.

NOTE: Refer to Title 49 of the Code of Federal Regulations (49 CFR) part 830, § 830.2.

2) Aircraft Incident. An aircraft incident is an occurrence, other than an accident, associated with the operation of an aircraft that affects or could affect the safety of operations.

3) Serious Injury. A serious injury is any injury that:

- Requires hospitalization for more than 48 hours, within 7 days from the date an injury was received;
- Results in a fracture of any bone (except simple fractures of fingers, toes, or nose);
- Causes severe hemorrhages and/or nerve, muscle, or tendon damage;
- Involves second- or third-degree burns, or burns affecting more than 5 percent of the body surface; and
- Involves damage to any internal organ.

4) Substantial Damage. Substantial damage is a damage or failure that adversely affects the structural strength, performance, or flight characteristics of the aircraft, and would normally require major repair or replacement of the affected component.

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a) For the purpose of this task, exceptions to this definition include:

- Engine failure or damage limited to an engine;
- Bent fairings or cowling;
- Dented skin or small puncture holes in the skin or fabric;
- Ground damage to rotor or propeller blades; and
- Damage to landing gear, wheels, brakes, tires, flaps, engine accessories, or wing tips.

b) ASIs are urged to fully consider all aspects of these exceptions before making a final "substantial damage" determination that would classify the occurrence as an accident.

B. Compliance and Enforcement. The FAA compliance and enforcement program promotes aviation safety and protects the public interest by seeking compliance with the regulatory requirements through the use of education, surveillance, and enforcement.

C. Fair and Equal Treatment. Agency actions, from investigation to disposition, must ensure fair and equal treatment for all involved individuals. This requires FAA employees to approach work objectively and pursue each step of the process without delay.

7-5 AUTHORITIES AND RESPONSIBILITIES.

A. Title 49 of the United States Code (49 U.S.C.). The NTSB and the FAA are both governed by 49 U.S.C. The NTSB is responsible for conducting investigations into each civil aircraft accident within the United States and is the agency assigned to execute the U.S. Government's responsibilities under the International Civil Aviation Organization (ICAO) Convention, Annex 13, Aircraft Accident and Incident Investigation. The products of an NTSB investigation are findings, conclusions, a statement of probable cause, and, as appropriate, recommendations.

B. FAA Responsibilities in the U.S. National Airspace System (NAS). The FAA has responsibilities for the safety of operations in the NAS and for safety of U.S. aircraft and operators outside the NAS. Title 49 U.S.C. § 1132(c) requires the NTSB to provide for the participation of the Secretary of Transportation in any aviation accident investigation conducted by the NTSB. This requirement is also illustrated in 49 CFR part 831, § 831.11(a)(4). The means whereby the NTSB fulfills the statutory and regulatory requirements for FAA participation in an accident investigation is by designating the FAA as a party to the NTSB investigation.

C. FAA Form 8020-23, FAA Accident/Incident Report. The product of an FAA accident or incident investigation is the FAA Form 8020-23 report. In that report, the FAA IIC makes a determination whether any of the of the FAA's nine responsibilities had any bearing on the event (see subparagraph 7-8A). In addition, the completed FAA Form 8020-23 contains the FAA IIC's identification of corrective actions planned or initiated. These actions include no action, counseling, the issuance of an FAA Safety Recommendation, re-examination of a certificate holder under 49 U.S.C. § 44709, or the issuance of a Service Difficulty Report (SDR) or Malfunction or Defect Report, or other action that the FAA IIC may identify. FAA Safety Recommendations issued as a result of an accident or incident investigation have initiated

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rulemaking actions, issuance of Airworthiness Directives (AD), and revision of policies, standards, and procedures.

D. Flight Standards Inspector Response to Accidents. While the NTSB officially investigates all civil aircraft accidents, and will issue an accident report for each aircraft accident under its jurisdiction, the NTSB often does not travel to the accident scene due to their limited investigator resources. In those cases, the FAA Flight Standards inspector responding to the accident represents the FAA and, as a party to the NTSB investigation, will share information with the NTSB IIC, as required by 49 CFR §§ 831.5 and 831.13.

E. Other Parties. In addition to the involvement of the NTSB and the FAA, other parties may participate in the investigation of an accident. Company safety personnel, manufacturing representatives, union representatives, and others may be onsite to assist in the investigation. It is important that all personnel involved with the accident investigation be aware of the other parties and their teams in order to establish communication channels for obtaining and exchanging information.

F. Responsibility for Accident Investigation. This section incorporates information that was previously published in FAA N1100.327, Establishment of the Office of Accident Investigation and Prevention, which established The Office of Accident Investigation and Prevention (AVP). Among AVP's responsibilities are those for accident investigations, special accident/incident investigations and analyses, the analysis of accident/incident trends, managing NTSB and FAA Safety Recommendation Programs, and establishing FAA accident and incident investigation policy.

NOTE: AVP was formally known as the Office of Accident Investigation (AAI).

NOTE: The exception is a near midair collision (NMAC). See Volume 7, Chapter 4.

7-6 ACCIDENT INVESTIGATION DIVISION (AVP-1). The Director, AVP-1, has the overall responsibility to develop FAA policy and procedural instructions for accident investigation and reporting. The primary element of AVP for accident and incident investigation policy is the Accident Investigation Division (AVP-100). AVP-100 does the following:

- Serves as focal point for the Administrator in coordination with the public, aviation industry, military, foreign governments, and representatives of accident investigation interests on those matters under the direct purview of the office;
- Apprises associate and assistant administrators, regions, centers, and other FAA organizations on safety issues and programs related to accident and incident investigation findings and analyses;
- Develops, coordinates, manages, evaluates, and executes FAA accident investigation program policies, procedures, practices, and quality assurance (QA) programs;
- Serves as the primary FAA organization for interaction with the NTSB dealing with accident and incident investigations;
- Identifies and provides the FAA IIC for major accident and incident investigations (see subparagraph 7-6A);

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- Operates the FAA Accident Investigation Duty Room; and
- Operates the FAA Flight Data Laboratory.

G. Notification and Coordination Procedures. Headquarters (HQ) is notified through the command centers of an accident. AVP-100 determines whether AVP-100 or RFSD personnel will investigate the accident. If AVP-100 decides to send their own personnel, the regional FAA IIC will remain on the scene to provide support and assistance until relieved by the HQ FAA IIC.

H. The "Go-Team." FAA involvement with the NTSB investigations of accidents or incidents of national or international attention will normally be handled by the Washington HQ, AVP-100. The FAA investigator coordinates with the NTSB and other divisions within the FAA. This investigator will accompany the NTSB "Go-Team." AVP-100 is responsible for designating the FAA IIC and will determine which accidents AVP-100 will investigate.

7-7 LEGAL BASIS FOR INVESTIGATIONS. Title 49 U.S.C. provides for FAA participation, as appropriate, in aircraft accident investigations conducted by the NTSB, and contains the two general responsibilities of the FAA pertinent to aircraft accidents and incidents. These responsibilities are as follows:

A. Recordation, Evaluation, and Prevention of Accidents. To ensure that all facts and circumstances leading to the accident are recorded and evaluated, and that action is taken to prevent similar accidents.

B. Enforcement of 14 CFR for Certification and Compliance. To promulgate and enforce 14 CFR for certifying civil aircraft airworthiness, for certifying airmen and air carrier certificate holders, for certifying airports used by certificate holders utilizing aircraft with more than 30 passenger seats, and for ensuring compliance with certain safety standards.

C. Special Circumstances. FAA personnel may encounter special circumstances during an accident or incident investigation. The FSDO and RFSD personnel should consult with AVP-100 if they encounter any circumstance in which there is a question concerning the FAA's authority to investigate. See the examples provided in subparagraphs 1) and 2):

1) For example, there is a requirement for the U.S. Military to provide for the participation of the Secretary of Transportation (delegated to the Administrator) in the investigation of an aircraft accident in which a duty of the Secretary may be involved. This could include the involvement of an air traffic facility operated by the FAA, or an accident involving an aircraft which is similar to an FAA type-certificated (TC) aircraft (i.e., a United States Air Force (USAF) C-37A, a derivative of the Gulfstream G-V).

2) Another example would be investigation of an accident involving a U.S.-registered aircraft holding an FAA airworthiness certificate operated by a military service of the United States (i.e., U.S. Army TH-67/Bell 206B helicopter).

7-8 FAA INVESTIGATIONS. Depending on the occurrence, accident investigation may involve local resources, one or more RFSDs, or participation from HQ divisions other than Flight Standards Service (AFS), including Security, Airway Facilities (AF), Air Traffic Organization (ATO), Aviation Medicine, Chief Counsel, Aircraft Certification Office (ACO), Public Affairs

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Offices, or International Aviation. The responsibility for coordinating the level of FAA involvement rests with the FAA IIC.

A. Nine Responsibilities of the FAA. Order 8020.11 lists nine specific responsibilities in all accident investigations conducted by the FAA. The FAA investigations must determine whether or not the following were a factor in the accident:

- The performance of FAA facilities or functions;
- The performance of non-FAA-owned and operated air traffic control (ATC) facilities or Navigational Aids (NAVAID);
- The airworthiness of FAA-certified aircraft;
- The competency of FAA-certified airmen, air agencies, commercial operators, or air carriers;
- The CFRs were adequate;
- The airport certification safety standards or operations were involved;
- The airport security standards or operations were involved;
- The airman medical qualifications were involved; and/or
- There was a violation of 14 CFR.

B. Parallel Investigation. The preferred method of conducting a concurrent and parallel investigation with the NTSB is for AFS to assign another inspector other than the FAA IIC to conduct the FAA investigation. If manpower resources do not permit another FAA inspector to conduct a separate investigation, then the FAA IIC will both assist the NTSB and represent the FAA.

NOTE: No enforcement action should be initiated by the FAA until the NTSB has completed the field investigation. Exceptions can be made in the interest of safety, such as an emergency revocation of a certificate. If any action is taken, it must be coordinated with the NTSB IIC and the RFSDs.

1) Because of the differences in the responsibilities of the NTSB (to determine probable cause) and the FAA (to enforce compliance with regulations), administrative law rules of evidence do not allow evidence obtained by the FAA under direction of the NTSB IIC to be used by the FAA against a defendant in legal enforcement proceedings.

2) It is important to note that, in conducting these investigations, there will be times when the FSDO needs additional information not required by the NTSB. For example, if, as the result of an investigation, it is determined that a regulation was violated by the flightcrew, the FAA IIC is required to gather sufficient evidence to prove the allegation in court, even though the evidence might not be required by the NTSB to determine the probable cause of the accident. In gathering that evidence, the FSDO will coordinate with the NTSB IIC in a manner that does not interfere with the investigation.

3) When FAA inspectors collect evidence for use against an airman, certificate holder, or commercial operator, there must be no question in the mind of the person from whom the evidence is being requested that the inspector is not working under the direction of the NTSB. For example, witness or crewmember statements should never be written on NTSB

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forms. The rules of evidence do not, however, prohibit FAA inspectors and NTSB investigators from gathering information simultaneously, such as when interviewing a witness, as long as the witness is aware that the information is being given to both the NTSB and to the FAA separately.

7-9 PRINCIPAL INSPECTOR (PI) NOTIFICATION AND INVOLVEMENT. Principal operations inspectors (POI), principal maintenance inspectors (PMI), and principal avionics inspectors (PAI) assigned to a certificate holder or commercial operator involved in an accident must be available to the FAA IIC as soon as possible after notification of the accident. The FAA IIC is responsible for determining the extent of the PI involvement with the investigation. This decision will be made by the FAA IIC after consulting with the PI, the district office manager, and/or the appropriate Flight Standards division manager.

NOTE: The FAA IIC should avoid using a PI for investigations involving that inspector's assigned certificate holders or operators if possible.

7-10 ACCIDENT NOTIFICATION. Normally, a FSDO is made aware of aircraft accidents through the ROC; however, an FAA employee who becomes aware of an accident through other means will report the accident to the nearest air traffic facility (such as an air route traffic control center, an airport, a terminal facility, or an FSS). This facility will initiate FAA Form 8020-9, Aircraft Accident/Incident Preliminary Notice (refer to the FAA eForms Web site at https://eformservice.faa.gov) and will make the appropriate notifications, including one to the local ROC. The ROC will notify the FSDO having geographic jurisdiction over the area of the accident. Normally, the ROC will coordinate a conference telephone call between the NTSB, the FAA, and the air traffic facility initiating the notification. During this initial conversation, the FSDO inspector taking the information should do the following:

- Be prepared to copy initial information from the air traffic representative (the information to be given is on FAA Form 8020-9);
- Determine if the accident involves a certificate holder; and
- Request that the ATC statements and voice tapes be prepared and sent to the FSDO.

7-11 INSPECTOR FUNCTIONS. After being notified by the ROC of an accident, the FSDO in the geographic area of responsibility will designate an inspector as the FAA IIC. The inspector may be acting in different roles and performing different functions during the course of a certificate holder accident investigation. The inspector is usually at the scene of the accident prior to the arrival of either the NTSB or AVP-100 and should follow the guidelines in Order 8020.11.

A. FAA IIC. Until relieved by the NTSB or an AVP-100 air safety investigator, the FSDO inspector will act as the FAA IIC. The FAA IIC is normally either an ASI or an AVP-100 air safety investigator assigned to supervise and coordinate all FAA participation in an accident or incident investigation conducted by the NTSB or the military services. The FAA IIC is responsible for the following:

- Assembling the team of technical specialists to conduct the investigation;
- Managing all FAA resources at the scene; and
- Determining if FAA responsibilities were involved in the occurrence.

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B. FAA Coordinator. This job title is used by the NTSB and the military services when referring to the FAA IIC.

C. FAA Participants. FAA participants consist of FAA personnel assigned to assist the FAA IIC and the NTSB IIC. The FAA participants report to the FAA IIC for their group assignments under the NTSB group chairman and directly to the FAA IIC when conducting FAA investigations.

7-12 AIRCRAFT ACCIDENT REPORT. For investigations conducted by the NTSB, the FAA IIC is responsible for obtaining a copy of completed accident reports prepared by the NTSB IIC. The FAA IIC then includes any FAA attachments, except for autopsy reports, which are opinions, and completes FAA Form 8020-23 (refer to FAA Order 8020.11, appendix B, Examples of Forms and Procedures Used by Flight Standards Service). The completed package must then be sent to at least the following offices:

- The Flight Standards division in the region of the occurrence;
- The operator's (certificate holder's) FSDO;
- The aircraft certification directorate responsible for the aircraft type involved; and
- AVP-100.

NOTE: If obtained by the FAA IIC, autopsy reports are sent (unfolded) to the NTSB IIC in an envelope marked "FOR OFFICIAL USE ONLY." These reports should be kept in a separate envelope in the office accident file.

7-13 PTRS INPUT.

A. Use of PTRS Activity Codes. The PTRS will be used to track FAA-conducted investigations and the activities of FAA inspectors during the course of NTSB accident investigations. Either the XX02 or XX03 activity codes will be used to track FAA IIC assistance, and NTSB activity code XX61 (Technical Support Function) will be used by FAA participants.

B. PTRS Record. The FAA IIC will open a PTRS record with activity code XX02 (Accidents On-Site), whether the NTSB IIC conducts an on-scene investigation or not. If the FAA IIC does not travel on scene (usually when the aircraft is missing and presumed to have been involved in an accident, or a known accident site is not accessible), the FAA IIC will open a PTRS record with activity code XX03 (Accident Other). During the course of the investigation, the PTRS record should remain open, using section IV (Comments) to log inspector activities until completion of the NTSB field investigation. Close this PTRS record with a "C." FAA participants of the same specialty providing investigative support will use activity code XX61 (Technical Support Functions) to record their activities. Close this PTRS record with a "C." Do not use an "A" to close this report.

NOTE: The tracking field on the PTRS data sheet, for the inspectors providing technical support, will contain the activity code XX02 or XX03 to link the activity to the investigation.

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1) FAA participants providing investigative support at the accident site will use activity code XX61 (Technical Support Functions) to record their activities. This PTRS record must be closed with a "C" at the conclusion of the support activity.

2) FAA participants providing investigative support not at the accident site will use activity code XX03 (Accident Other) to record their activities. This PTRS record must be closed with a "C." Activity code XX02 must be used in the tracking field to connect the activity to the investigation.

7-14 PAAT. The PAAT is comprised of ASIs who are available to assist a FSDO in the event of a fatal accident involving a part 121 air carrier certificate holder. When an accident occurs, the affected FSDO experiences an increase in demand and workload, along with a high volume of requests for information, often for a period of days or weeks. FSDO staffing may not allow for the timely accommodation and coordination of these demands while continuing to accomplish the required day-to-day activities necessary for effective oversight of the certificate holder(s) assigned to the FSDO. A PAAT can provide immediate, temporary resources and provide assistance to the FSDO with the management of the information demands resulting from an accident. The PAAT will report to the office manager of the FSDO, interface only with FAA personnel, and function in a supporting role only. The PAAT will not conduct an internal evaluation or independent investigation.

RESERVED. Paragraphs 7-15 through 7-30.

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VOLUME 8 GENERAL TECHNICAL FUNCTIONS

CHAPTER 5 GENERAL AIRWORTHINESS AND AVIONICS TECHNICAL FUNCTIONS

Section 5 Issue Aircraft Condition Notice

8-403 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance. 3410.

B. Avionics. 5410.

8-404 OBJECTIVE. This section provides guidance for issuing an Aircraft Condition Notice to an aircraft operated under Title 14 of the Code of Federal Regulations (14 CFR) parts 91, 133, 137, and 141, as applicable.

8-405 GENERAL.

A. Unsafe Conditions. Aircraft Condition Notices are issued to aircraft when, during the normal conduct of duties, the inspector finds possible unsafe conditions that will require immediate action by the operator prior to operation.

B. External Inspection. When authorization from the operator cannot be obtained the inspector is limited to an external inspection. Inspectors should not interfere with the normal conduct of the operator's business unless a definite possibility of an unsafe condition exists.

C. Issuance. The inspector will usually issue an Aircraft Condition Notice during one of the following activities:

- Performing a scheduled aircraft inspection,
- Responding to a complaint, or
- Investigating an aircraft noticed while performing other duties.

1) When a possible unsafe condition is noted, the Aircraft Condition Notice will be completed and the hard copy attached to the aircraft as near as possible to the aircraft entrance.

2) If the inspector finds a general discrepancy that should be brought to the attention of the operator, the inspector has the option of using this form as a means of notification.

8-406 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. Familiarity with the type aircraft being inspected.

B. Coordination. This task may require coordination between the issuing inspector and the operator.

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8-407 REFERENCES, FORMS, AND JOB AIDS.

A. References. Title 14 CFR parts 91, 133, 137, and 141.

B. Forms. FAA Form 8620-1, Aircraft Condition Notice.

C. Job Aids. None.

8-408 PROCEDURES.

A. Determine the Status of the Aircraft. Determine if the aircraft is capable of continued operations in a safe condition.

B. Fill Out the Form.

1) Complete the form, fully describing the problem areas.

2) Attach the hard copy of the form to the aircraft at or near the entrance, or, if possible, give the form to the pilot/owner.

C. Process the Form. After issuing the Aircraft Condition Notice, accomplish the following:

1) Determine the registered owner of the aircraft.

2) Mail the original to the registered owner.

3) Retain the final copy in the district office.

8-409 TASK OUTCOMES.

A. Complete the PTRS Record.

B. Complete the Task. Completion of this task may result in the following:

- Compliance Action per 8900.1 Volume 14, Chapter 1, Section 2, as applicable.
- Letter to the registered owner.

C. Document the Task. File all supporting paperwork in the operator's office file, if applicable.

8-410 FUTURE ACTIVITIES. None.

RESERVED. Paragraphs 8-411 through 8-424.

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VOLUME 8 GENERAL TECHNICAL FUNCTIONS

CHAPTER 5 GENERAL AIRWORTHINESS AND AVIONICS TECHNICAL FUNCTIONS

Section 12 Ground Operator Aircraft

8-541 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3350.

B. Avionics: 5350.

8-542 OBJECTIVE. This section provides guidance for grounding an aircraft used in air transportation under the provisions of Title 49 of the United States Code (49 U.S.C.) § 44713.

8-543 GENERAL.

A. Inspecting and Determining Unsafe Conditions. Aviation safety inspectors (ASI) should visually inspect the aircraft, aircraft engine, propeller, or appliance. If a suspected unsafe condition exists, ASIs must use their experience, ability, knowledge, skills, and professional judgment to analyze and assess the identified concern in order to determine the extent or nature of the unsafe condition. By doing so, ASIs may determine the severity of the condition and its impact on safety.

B. Issuance of Grounding Notice. An inspector must be able to substantiate a grounding action with factual justification of an unsafe condition. The grounding notice must not be issued unless it is clear to the inspector that, if operated in this condition, the aircraft would be subject to the probable danger of accident and likely to cause injury or damage to persons or property.

C. Imposing Grounding Provision. An inspector will seldom have to impose the 5-day grounding provisions of 49 U.S.C. § 44713. The knowledge that the inspector has this authority and is not reluctant to use it is usually sufficient to cause an operator to take the necessary corrective actions.

8-544 INSPECTOR RESPONSIBILITY. An inspector who becomes aware of an unsafe condition in an aircraft that is being operated or about to be operated and fails to act under the provisions of 49 U.S.C. § 44713 is in dereliction of duty. This duty is placed specifically by Congress upon the inspector rather than on the Administrator. If the inspector, after due consideration, still has any doubts regarding whether or not to ground the aircraft, the grounding notice should be issued.

NOTE: ASIs should consult with the operator throughout the decisionmaking process. ASIs who are not on the operator's oversight certificate should also consult with the oversight principal inspector (PI). When first noting the unsafe condition the ASI should immediately contact the air carrier's station manager or

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any other person in the air carrier's chain of command. The responsibility for the airworthiness of the aircraft rests with the air carrier (refer to Title 14 of the Code of Federal Regulations (14 CFR) part 121, § 121.363 and part 135, § 135.413), and they must correct any unsafe condition before the aircraft returns to service.

8-545 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites.

- Completion of the Airworthiness Inspectors Indoctrination Course or equivalent.
- Knowledge of 49 U.S.C. § 44713.

B. Coordination. This task will require coordination between the ASI, district office supervisor, region, Regional General Counsel, and operator's PI.

8-546 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 49 U.S.C. § 44713,
- Title 14 CFR Parts 25, 43, 65, and 91, and
- FAA Order 8900.1 Volume 14, Chapter 1, Section 2, Flight Standards Service Compliance Action Decision Procedure.

B. Forms. None.

C. Job Aids. Figure 8-3, Aircraft Grounding Form.

8-547 PROCEDURES.

A. Determine the Extent of the Problem. In order to issue a grounding notice, the inspector must reach the following conclusions:

- The aircraft is not in a condition for safe operation;
- The operator intends to put the aircraft into revenue service in an unsafe condition; and
- This unsafe condition constitutes a hazard to persons and/or property.

B. If Time Permits, Consult With the Principal Maintenance Inspector (PMI)/Regional Office (RO). This coordination must not interfere with any immediate action necessary to ground an unsafe aircraft that is expected to operate.

1) Before notifying an operator that an aircraft is being grounded temporarily, the inspector may, if circumstances permit, consult by phone with the appropriate RO through the district office supervisor.

2) If the inspector performing the task is not the PMI assigned to the operator, the inspector should, if time permits, consult with that individual.

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C. Notify Appropriate Personnel That the Aircraft is Grounded.

1) Immediately after discovering the unsafe condition, verbally notify the pilot in command (PIC) or other operator personnel, who have the authority to keep the aircraft on the ground, of the following:

- The aircraft cannot be operated for 5 days or until the unsafe condition is corrected;
- The reasons for the grounding action;
- That necessary precautions must be taken to ensure that the aircraft is not operated; and
- The authority of 49 U.S.C. § 44713.

2) In the event that the operator's representative insists upon written notification of the grounding as a prerequisite to taking the aircraft out of service, provide a letter containing as much information as possible.

D. Debrief the RO. Provide details of the grounding to the appropriate RO in accordance with regional procedures.

E. Ensure That the Appropriate Operator Personnel Receives Written Notification. Obtain a receipt for the written notification. The word "received" as well as the date and signature of an operator representative on a copy of the notification is sufficient.

F. Determine Necessary Compliance and/or Enforcement Actions. Review Volume 14, Chapter 1, Section 2 and initiate appropriate action in accordance with policy and established office procedures.

8-548 TASK OUTCOMES.

A. Complete the PTRS Record.

B. Confirm Verbal Grounding in Writing. As soon as possible, confirm the verbal grounding in writing. Include the following information:

- Time and date when verbal grounding notification was given;
- Person(s) to whom verbal grounding notification was given;
- A statement of unsafe condition(s) that caused the temporary grounding action;
- A statement that 49 U.S.C. § 44713 was used as the authority for the grounding action; and
- A statement that the 5-day grounding period began when the inspector first verbally notified the operator.

C. File Copies with the RO.

1) Mail two copies of the written grounding confirmation to the RO.

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2) When applicable, provide the details of the grounding and a copy of the grounding confirmation to the operator's assigned PMI.

D. Document the Task. File all supporting paperwork in the operator's office file.

8-549 FUTURE ACTIVITIES.

A. Inspector.

1) Closely follow the action taken by the operator to correct the unsafe condition. If the condition is corrected and the aircraft is made safe for operation before 5 days elapse, notify the operator in writing that the aircraft may now be operated.

2) If the unsafe condition is not corrected, and there is good reason to expect the operator will operate the aircraft after the 5 days elapse, inform the RO of this situation. Request that a formal order be issued by the Regional General Counsel suspending or revoking the Certificate of Airworthiness. This action should be initiated in time to allow such an order to be issued effective immediately upon termination of the 5-day grounding period.

3) Complete appropriate Compliance and/or Enforcement Action activity and documentation per Volume 14.

B. RO.

1) The appropriate RO, after receiving the details of the temporary grounding, will notify the Regional General Counsel as promptly as possible. The Regional General Counsel will be given all pertinent details, including a copy of the written confirmation of grounding given to the operator by the inspector.

2) If there is a possibility that the operator will contest the grounding action, the manager of the Aircraft Maintenance Division (AFS-300) should be informed promptly of the conditions and circumstances involved.

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Figure 8-3. Aircraft Grounding Form

THIS IS TO INFORM YOU THAT AIRCRAFT MAKE_____, MODEL_____, SERIAL #_____, N-_____ WAS FOUND TO BE UNSAFE FOR OPERATION DUE TO THE FOLLOWING CONDITION:

_____
_____
_____
_____
_____
_____

AS A RESULT OF THIS UNSAFE CONDITION AND DUE TO THE FACT THAT _____ AIRLINES INTENDS TO OPERATE N-_____ IN REVENUE SERVICE, THE FEDERAL AVIATION ADMINISTRATION (FAA) EXERCISES THE TEMPORARY GROUNDING AUTHORITY OF TITLE 49 OF THE UNITED STATES CODE (49 U.S.C.) § 44713.

VERBAL NOTIFICATION OF THE TEMPORARY GROUNDING OF N-_____ HAS BEEN GIVEN TO (NAME) _____ ON (DATE) _____ AT (TIME) _____. UNDER THE PROVISIONS OF 49 U.S.C. § 44713, AIRCRAFT, N-_____ IS GROUNDED FOR A PERIOD OF 5 DAYS AND CANNOT NOT BE USED IN AIR TRANSPORTATION UNLESS FOUND BY THE FAA TO BE IN A CONDITION FOR SAFE OPERATION. THE TEMPORARY GROUNDING STARTED AT THE TIME OF THE VERBAL NOTIFICATION BEING GIVEN.

AVIATION SAFETY INSPECTOR

_____

FLIGHT STANDARDS DISTRICT OFFICE

_____

RECEIVED BY (NAME)

_____

OPERATOR NAME

_____

DATE _____

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RESERVED. Paragraphs 8-550 through 8-551.

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VOLUME 12 INTERNATIONAL AVIATION

CHAPTER 2 FOREIGN AIR CARRIERS OPERATING TO THE UNITED STATES AND FOREIGN OPERATORS OF U.S.-REGISTERED AIRCRAFT ENGAGED IN COMMON CARRIAGE OUTSIDE THE UNITED STATES

Section 3 Part 129 Part A Operations Specifications

12-125 DEFINITIONS.

A. Responsible Flight Standard District Office (FSDO). The phrase "responsible FSDO" used in Title 14 of the Code of Federal Regulations (14 CFR) part 129, § 129.11 means any International Field Office (IFO) with responsibility for the oversight of part 129 operators.

B. Special Interest Flight (SIF). An SIF is any flight conducted in U.S. territorial airspace in aircraft registered in, or designated as, or operating with the International Civil Aviation Organization (ICAO) three-letter designator of a foreign operator in a country that the U.S. State Department has designated as a special interest country.

OPERATIONS SPECIFICATION (OPSPEC) A001—ISSUANCE AND APPLICABILITY, AND REPORTS (Required for All Air Carriers).

A. Legal Name, Doing Business As (DBA), Air Operator Certificate (AOC), and Economic Authority. OpSpec A001 must identify the OpSpecs holder. The name that appears in OpSpec A001 must be the legal name of the foreign air carrier as shown on its AOC issued by the State of Operator and as shown on its economic authority applicable to its operations or registrant information filed with the U.S. Department of Transportation (DOT). See also Volume 12, Chapter 3, Section 2 for added detail referencing economic authority, and part 129, § 129.7 for the regulatory reference.

NOTE: If a foreign air carrier were to conduct operations wholly outside the United States that involved the carriage of a U.S. air carrier code, the foreign air carrier would need economic authority in the form of an exemption and would also require a statement of authorization under 14 CFR part 212. It would also have to meet all of the requirements of the Code-Share Safety Audit program. (If a foreign air carrier conducted operations wholly outside the United States that did not involve the carriage of a U.S. air carrier code, then the foreign air carrier would not need DOT economic authority).

1) The State of Operator AOC (Identification). The identifying number of the foreign air carrier AOC, is as issued by the Civil Aviation Authority (CAA) of the State of Operator. Foreign air carriers must provide a copy of the AOC and principal inspectors (PI) must verify the AOC with the CAA before the issuance of part 129 OpSpecs.

2) Legal Name and DBA. PIs can verify the foreign air carrier's or Canadian Air Taxi Operator's legal name (listed on its economic authority) and DBA by any of the following methods:

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a) By requesting from the air carrier or Canadian Air Taxi Operator either their final notice from the DOT or their application for DOT economic authority.

b) By using the Regulations.gov Web site at http://www.regulations.gov.

NOTE: A search may be narrowed down by limiting the words used in your search such as: [name of airline] permit, [name of airline] exemption or DOT-OST-[docket year of original request]-[the next 4 numbers that were assigned to the original request]. When reviewing search results, look for key words such as "Final Order" in the title associated with [name of airline] permit and DBA. Another phrase to look for in the search results is "Notice of Action Taken" in the title associated with [name of airline] exemption and DBA. Notice of action taken would indicate the DOT final decision for approval or disapproval of an exemption or permit request. The DOT assigns a docket number to each request and response. The docket number of the response will be associated with the docket number of the request. If you have a copy of the airline request for DOT economic authority, it may be easier to search by the docket number. If searching by docket number, type in all but the last 4 digits of the docket number associated with the request. For example, if the request had a docket number of: "DOT-OST-2012-0211-0001," search using DOT-OST-2012-0211. Your search should yield the following results: DOT-OST-2012-0211-0001, DOT-OST-2012-0211-0002.... as applicable. The search results may not be in numerical or chronological order.

c) By contacting the DOT's Foreign Air Carrier Licensing Division. A foreign air carrier who wishes to change its legal name on its Federal Aviation Administration (FAA) OpSpecs must first register any name change with the DOT following the procedures in 14 CFR part 215, and present evidence of its new name on an AOC issued by the State of Operator CAA.

NOTE: You can find a list of Canadian Air Taxi Operators registered under 14 CFR part 294 at the following DOT Web site: http://www.dot.gov/policy/aviation-policy/licensing/other-special-authorities.

3) The Foreign Air Carrier's or Person's OpSpec Designator/Number (The Part 129 and § 129.14 Templates). This will be the same number obtained from the Aviation Data Systems Branch (AFS-620). Enter it into the foreign air carrier's enhanced Vital Information Database (eVID).

B. The Foreign Air Carrier's or Person's Address.

1) Address of Place of Business or Residence. The foreign air carrier's or person's address is the physical address of the foreign air carrier's place of business or residence within the State of Operator.

NOTE: Under international law, the State of Operator is responsible for issuing an AOC to an air carrier that engages in international commercial air transport. The AOC must be issued in accordance with the standards of ICAO Annex 6,

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Part I or III, as applicable to the Convention on International Civil Aviation (the Chicago Convention). Annex 6 defines the State of Operator as, "The State in which the operator's principal place of business is located or, if there is no such place of business, the operator's permanent residence."

2) The Address of the Foreign Air Carrier within the United States. Some foreign air carriers will have an operations representative in the United States (e.g., a representative for North American operations). If the air carrier does not have an address within the United States, enter "None."

3) Address for International Mail Delivery. The foreign air carrier's mailing address for international mail delivery to its principal place of business or residence within the State of Operator.

C. Responsible FSDO. Enter the name and the mailing and overnight delivery address of the IFO with responsibility for the oversight of the OpSpec holder, to include the PI names and contact information to assist PIs with oversight responsibilities of the OpSpec holder.

D. U.S.-Registered Aircraft. Foreign air carriers operating U.S.-registered aircraft must ensure each flightcrew member complies with 14 CFR part 61, § 61.3(j). See Volume 12, Chapter 4, Section 1 for additional information on pilot age requirements as they relate to foreign air carriers using the services of a pilot of a civil airplane of U.S. registry.

E. Information Required by OpSpec A001, the Part 129 Template. The following is a summary of some of the information captured in OpSpec A001 for foreign air carriers operating to the United States.

1) Authorized Operations. The kind of operations authorized (scheduled and/or nonscheduled).

2) Foreign Air Carrier Responsibilities. The responsibilities (appropriate DOT economic authority, appropriate Transportation Security Administration (TSA) security program, valid State of Operator AOC or equivalent document, required reports as specified in OpSpec A001, etc.) of the foreign air carrier in conducting its operation to the United States.

3) Applicable Regulations. The regulatory sections (14 CFR parts 91 and 129 and Title 49 of the Code of Federal Regulations (49 CFR) part 175) and any other applicable regulations, laws, and orders of the United States or international standards that apply to the operations to be conducted (Annex 1; Annex 6, Parts I or III; and Annex 8, Part II, Chapters 3 and 4, to the Convention on International Civil Aviation, as applicable).

NOTE: Certain portions of 14 CFR part 382 are also applicable to foreign air carriers.

4) OpSpec Effectiveness. General requirements about the effectiveness of an air carrier's OpSpecs as they relate to its DOT economic authority and crewmember licensing and age requirements. Foreign air carriers must comply with the current age requirements of Annex 1 to the Convention on Civil Aviation.

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5) The DOT Economic Authority Type. Based on what the DOT has issued, in the table within subparagraph A of the OpSpec, under the heading of "DOT Economic Authority (Type)," select either "Foreign Air Carrier Exemption," "Foreign Air Carrier Permit," or "Part 294 Registrant."

NOTE: The DOT issues "Part 294 Registrant" for Canadian Charter Air Taxi Operators.

6) The DOT Economic Authority Expiration. Based on what the DOT has issued, in the table within subparagraph A of the OpSpec, under the heading of "DOT Economic Authority (Expiration)" there are three selectable choices: a blank space, "N/A," and "application pending (Part 377 & APA)." If the DOT economic authority is without an expiration date, then select "N/A." If the foreign air carrier's economic authority has an expiration date, then select the blank space and enter the expiration date. Select "application is pending (Part 377 & APA)" if:

a) The foreign air carrier has applied for exemption renewal before the exemption's expiration date;

b) In the application for renewal, the applicant cited 14 CFR part 377 and Administrative Procedures Act (APA); and

c) The DOT has not taken some type of action.

NOTE: A foreign air carrier exemption will always have an expiration date. The DOT will grant an exemption for 1 or 2 years, subject to timely renewal. The DOT will grant a permit to a foreign air carrier under the statute typically 99 percent of the time for an indefinite period, subject to certain conditions tied to the agreements. In the event that the permit covers something extra bilateral (not specifically covered by the agreement), the permit will be granted for 5 years. Canadian air taxi registrations under part 294 are indefinite.

7) DBA Names Authorized by the DOT and the State of Operator. (See also subparagraph B above.)

8) Authorized Geographic Areas of U.S. Operation. The foreign air carrier must conduct each operation within the United States in accordance with its State of Operator-issued AOC and associated limitations and provisions, and in accordance with specific authorizations, limitations, and procedures contained in these FAA-issued foreign OpSpecs. For the purpose of this OpSpec, the available authorized areas are selectable as follows:

- USA—The 48 Contiguous United States and the District of Columbia.
- USA—The State of Alaska.
- USA—The State of Hawaii.
- USA—The Commonwealth of Puerto Rico.
- USA—The Commonwealth of the Northern Mariana Islands (CNMI).
- USA—The Territory of American Samoa.

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- USA—The Territory of Guam.
- USA—The Territory of the U.S. Virgin Islands.

9) Authorized Radio Call Sign and the ICAO Three-Letter Designator.

10) Nonscheduled Flight Notification Method. If the air carrier conducts only scheduled operations, select "N/A" in the table. If the air carrier to whom the FAA issues part 129 OpSpecs plans on conducting a nonscheduled flight, the air carrier must provide the responsible IFO with advance written notice (including by fax, email, or paper document) of the operation. For urgent situations, a foreign air carrier may use telephone notification to the responsible IFO, followed by a written notice sent as soon as possible. At a minimum, the nonscheduled foreign air carrier must provide the following information for each flight conducted to, from, or within the United States:

a) Aircraft registration.

b) Aircraft make/model.

c) All arrival and departure airports to be used within the United States.

d) Estimated arrival and departure times at each airport used.

NOTE: As directed by the IFO, the air carrier will provide updates on the estimated time of arrival (ETA) and departure when delays are expected.

e) Purpose or description of flight. For example, ferry flight for maintenance, golf charter, dropping off passengers, etc.

f) If possible, the air carrier should provide a contact phone number within the United States. An example of this would be a Fixed-Base Operator (FBO), a ground-handling company, or a contract maintenance provider.

NOTE: Foreign air carriers from U.S. State Department designated special interest countries to which the FAA issues 129 OpSpecs are exempt by the U.S. State Department from the previously required SIF program notifications. A part 129 foreign air carrier's route information will no longer be posted on the FAA SIF Web site. A foreign air carrier from a special interest country conducting a 14 CFR part 375 operation under part 375, § 375.42 (authorized by the DOT for occasional plane load charters) must continue to make SIF notifications. A part 375 operator's route information is required to be posted on the SIF Web site. An inspector conducting a ramp inspection may use the FAA SIF Web site as an additional tool to help determine the type of operation conducted. Inspectors should direct any operational issues with a specific SIF to the Domestic Events Network (DEN). PIs should direct general questions on SIFs, including link and access authorization for the FAA SIF Web site, to the Strategic Operations Security Group (AJR-22) via email at 9-ATOR-HQ-IFOS@faa.gov. PIs may find FAA U.S. Territorial Airspace Route Authorization Requirements for SIF operators for each special interest country in

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the International section of the FAA Class II Notices to Airmen (NOTAM) publication, http://www.faa.gov/air_traffic/publications/notices/.

11) Airports Used in Scheduled Operations. For scheduled operations, select one ICAO airport identifier per drop-down menu. For scheduled operations, the foreign air carrier will provide the list of airports to be used and included as follows:

a) Regular Terminal. An airport approved under scheduled service to a community as the regular stop to that community.

b) Alternate. An airport at which an aircraft may land if a landing at the intended airport becomes inadvisable or if operational necessity requires the use of that airport. Select the most probable alternate for the regular terminal airport listed for a given regular terminal airport. This does not preclude the foreign air carrier from using an alternate airport not listed in the table if weather, air traffic control (ATC) routing, or other operational necessity requires it.

c) Technical/Refueling Stop. Leave blank if the foreign air carrier has no technical/refueling stop that it will use on a regular basis for the regular terminal airport.

NOTE: For nonscheduled operations, the "Airports to be used for Scheduled Operations" table will be left blank.

12) Notifications. Changes to any information in the FAA-issued OpSpecs, or the basis upon which the FAA issued them, require that the foreign air carrier notify the responsible IFO in a form and manner acceptable to the FAA. For example, changes to the:

a) Foreign air carrier (company) ownership;

b) Addresses for the foreign air carrier and contact details such as telephone, fax, and email;

c) Foreign air carrier agent for service and management personnel;

d) Economic authority issued by the U.S. DOT;

e) Airports authorized for scheduled operations to the United States by the State of Operator and to be used in the United States; and

f) Notification method for nonscheduled flights to the United States.

NOTE: The responsible IFOs, if necessary, should make periodic inquiries to the air carrier to ensure the currency of information.

13) Additional Reports. The foreign air carrier must provide additional reports and notifications when requested by the FAA. For example:

a) A copy of the valid AOC or equivalent document issued by the State of Operator.

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b) For scheduled flights, the schedule and frequency of flights and any changes to those schedules and frequencies; and

c) The foreign air carrier's operations and maintenance liaison persons and contractors at any U.S. airport served on a scheduled basis.

14) Responsible FSDO. See subparagraph C above.

F. Information Required by OpSpec A001, the § 129.14 Template. The following is a summary of the information captured in OpSpec A001 for foreign air carriers or foreign persons operating U.S.-registered aircraft only outside the United States.

1) The Foreign Air Carrier's or Foreign Person's Name. See subparagraph A.

2) The Foreign Air Carrier's or Foreign Person's Addresses. See subparagraph B.

3) DBA Names Authorized by the State of Operator. See subparagraph A.

4) The Foreign Air Carrier's or Foreign Person's OpSpec Designator/Number. See subparagraph A.

5) The Foreign Air Carrier's or Foreign Person's State's Operating Certificate Number.

6) The Foreign Air Carrier's or Foreign Person's Representative. This representative will be the primary representative for all contact regarding the air carrier's or person's U.S.-issued OpSpecs for the maintenance program and minimum equipment list (MEL) approval.

7) Agent for Service Located in the United States. See also Volume 12, Chapter 3, Section 2 and Volume 12, Chapter 3, Section 7, OpSpec A006.

8) Responsible FSDO. See subparagraph D.

OPSPEC A002—DEFINITIONS AND ABBREVIATIONS (Required for All Air Carriers). OpSpec A002 includes definitions of words or phrases used in other OpSpecs paragraphs. These definitions enhance understandings between the FAA and foreign air carriers. These definitions have been developed by the International Programs and Policy Office (AFS-50) and must not be changed. Any recommendations for changes/addition to these definitions will need to be forwarded to AFS-50 for review and determination. An addition of a definition by an International Field Office (IFO) would make the OpSpec nonstandard and, as such, must be processed as a nonstandard OpSpec request through AFS-50 for approval.

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OPSPEC A003—AIRCRAFT AUTHORIZATION (Required for All Foreign Air Carriers Operating to the United States – Only the Part 129 OpSpec Templates, Not the § 129.14 OpSpec Templates).

A. General. OpSpec A003 lists the aircraft that the FAA has authorized a foreign air carrier to use in its operations to the United States by aircraft, configuration, conditions, and certain operations authorized. This paragraph also describes the following specific requirements in order for the aircraft to be listed in OpSpec A003 and used by a foreign air carrier to conduct its international air transportation operations within the United States.

NOTE: Civil aircraft operated solely in nonrevenue service (not holding out to the public) to the United States by a foreign air carrier who also conducts scheduled or nonscheduled operations in common carriage (holding out to the public) to the United States do not need to be listed in OpSpec A003.

1) Aircraft Registration and Airworthiness Certificates. The aircraft must have on board a current and valid Certificate of Airworthiness and registration issued by the State of Registry. The Convention on International Civil Aviation (the Chicago Convention) requires in Article 29 that aircraft engaged in international navigation carry a Certificate of Airworthiness and registration. Airworthiness and registration certificates are also required for foreign air carrier aircraft by 14 CFR part 91, §§ 91.203(a)(1) and 91.203(a)(2); 14 CFR part 129, § 129.13; and 14 CFR part 375, § 375.20. If the aircraft is subject to an agreement made under Article 83 bis (see Volume 12, Chapter 2, Section 8) to the Chicago Convention, the Certificate of Airworthiness may be issued by the State of the Operator.

2) Airworthiness Code. The State of Registry must have a comprehensive and detailed national airworthiness code established for the class of aircraft as required by International Civil Aviation Organization (ICAO) Annex 8, Part II, Chapter 3, 3.2.2. Determinations concerning the adequacy of a State's airworthiness code are made under the FAA's International Aviation Safety Assessment (IASA) Program. If any doubt exists, contact International Programs and Policy Division (AFS-50) before adding the aircraft.

3) Maintenance Programs. Each aircraft must have a maintenance program approved by the State of Registry or, for an aircraft subject to an Article 83 bis agreement, by the State of the Operator. For aircraft subject to an Article 83 bis agreement, verify the agreement has been registered with ICAO and covers the applicable aircraft (see Volume 12, Chapter 2, Section 8). The maintenance program shall conform to the international standards set forth in ICAO Annex 6, Part I, Chapters 8 and 11 for airplanes, and ICAO Annex 6, Part III, Chapters 6 and 9 for helicopters. For each U.S.-registered aircraft, the FAA must have approved the maintenance program in accordance with § 129.14(a).

4) Minimum Equipment List (MEL) Exceptions. The aircraft manufacturer develops the Master Minimum Equipment List (MMEL) in conjunction with the State of the manufacturer's Civil Aviation Authority (CAA). The State of the Operator approves a foreign air carrier's MEL. Each foreign air carrier who wants to operate U.S.-registered aircraft with certain instruments or equipment inoperative must have OpSpec D095 issued to them. (See Volume 12, Chapter 2, Section 6.) If the foreign air carrier does not have a MEL, then the

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principal inspector (PI) must ensure that the following selectable limitation is selected in OpSpec A003 under subparagraph B:

> "The following aircraft listed below do not have a MEL. Accordingly, the foreign air carrier may not take off the following aircraft with inoperable instruments or equipment installed."
>
> NOTE: Additionally, the PI must ensure that the appropriate aircraft make, model, and series (M/M/S), aircraft registration, or both are listed in the text box below the above limitation. For example, if a foreign air carrier has three aircraft listed in the table for OpSpec A003, none of which has a MEL, then the PI should just list the M/M/S. If a foreign air carrier has three aircraft listed in the table for OpSpec A003, all of which are the same M/M/S, but one of the aircraft does not have a MEL, then the PI needs only to ensure that the registration number of the aircraft without the MEL is listed.

5) Airworthiness Directives (AD). A foreign air carrier must have properly accomplished all ADs issued by the State of Registry or adopted by the State of Registry from the state of design applicable to each aircraft listed, in accordance with ICAO Annex 6, Part I, Chapters 8 and 11 (airplanes) and ICAO Annex 6, Part III, Chapters 6 and 9 (helicopters) as applicable. After the aircraft is on the OpSpecs, the failure to comply on an ongoing basis with all applicable ADs is justification for removing the aircraft from the OpSpecs.

> NOTE: OpSpec A447 must also be issued to each carrier operating U.S.-registered aircraft, which are listed in OpSpec A003, to enable the FAA to notify the foreign air carrier regarding emergency ADs.

6) Flight Deck Security. Section 129.28 establishes additional flight deck security requirements to prevent unwanted persons from entering the flight deck when operating to the United States.

B. Enter Aircraft Information. All aircraft information must be first entered into the Web-based Operations Safety System (WebOPSS) in the left navigation area, under "CHDO," "Maintain Operator Data," "Aircraft." Once you do that, when you move a new OpSpec A003 template to workspace, all of the information entered under "Operator—Aircraft" will self-populate the table. All aircraft that the foreign air carrier owns, dry leases, or wet leases that it will operate within the United States must be entered in OpSpec A003. Both foreign- and U.S.-registered aircraft must be entered. The aircraft of a foreign air carrier that provides service to the United States will only be listed in OpSpec A003 of the "primary operator's" OpSpec A003, in the case of an interchange operation; the "lessor's" OpSpec A003, in the case of a wet lease; or the "lessee's" OpSpec A003, in the case of a dry lease. (See Volume 12, Chapter 2, Section 9.)

> NOTE: For additional help in adding an aircraft to part 129 OpSpecs in the left navigation area, under "Tools" select "CHDO—User Manual."

1) M/M/S. When entering an authorized M/M/S into OpSpec A003, select it from the listing provided in the WebOPSS. If the appropriate M/M/S cannot be found in the

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WebOPSS, inspectors should immediately notify the WebOPSS help desk so that the table can be updated. On the "Certificate Holder, Aircraft Authorization" menu, enter data on both the general and detail tabs.

2) Aircraft Serial Number. Enter the manufacturer's aircraft serial number.

3) Aircraft Registration Number. Enter the aircraft registration marking assigned by the State of Registry. The ICAO defines the State of Registry as "the State on whose register the aircraft is entered." In accordance with Article 18 of the Chicago Convention, an aircraft cannot be validly registered in more than one State.

4) Configuration. PIs must select "All Cargo," "Passenger," "Combi," or "Pax and Cargo" based on the main cabin configuration.

a) All Cargo. The main cabin is for cargo hauling only. There may be a few supernumerary seats.

b) Passenger. The main cabin is for pax seating only. There may be over-head bins for bags.

c) Combi. The main cabin of the airplane is a simultaneous combination of passenger and cargo. For example, half of the main cabin volume is for cargo and half of the main cabin volume is passenger seating.

d) Pax and Cargo. At one time the main cabin is All Cargo (see above); at another time the main cabin is Passenger (see above), though not at the same time.

EXCEPTION: The PI must ensure that the selection represents how the aircraft's main cabin can be used and that it is not contrary to the type of service for which the aircraft is approved. For example, if an aircraft's main cabin can be configured for "Pax and Cargo," but the State of the Operator and the Department of Transportation (DOT) economic authority only authorize the air carrier to carry passengers, then the PI must select "Passenger."

5) En Route. Inspectors must enter the appropriate en route flight rule for each M/M/S. If the M/M/S is a large aircraft, as defined in OpSpec A002, and/or approved for only instrument flight rules (IFR) operations by the State of the Operator CAA, enter the phrase "IFR" in the column labeled "En route." If the M/M/S is other than a large aircraft, as defined in OpSpec A002, and/or restricted to visual flight rules (VFR)-only operations by the State of the Operator CAA, select the phrase "VFR." If the M/M/S is other than a large aircraft, as defined in OpSpec A002, and/or approved for both IFR and VFR operations by the State of the Operator CAA, select the phrase "IFR/VFR."

6) Condition. Select the day/night condition for each M/M/S. If the State of the Operator CAA approves the M/M/S for both day and night conditions, select the phrase "Day/Night" in the block labeled "Condition." If the State of the Operator CAA approves the M/M/S for daylight conditions only, select the phrase "Day Only."

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7) Noise Stage. This only applies to turbojet airplanes with a maximum weight of more than 75,000 pounds; otherwise, enter "NA." Select the aircraft noise stage II, III, or IV. If the aircraft is stage II or the aircraft is a dual-noise-stage-certificated B-747, then OpSpec A026 must also be issued to the foreign air carrier. Evidence of noise stage should be from approved aircraft documentation, such as a noise certificate if issued, Approved Flight Manual (AFM), or other document issued by the State of Registry.

8) Reduced Vertical Separation Minimum (RVSM). For RVSM Operations, select RVSM as follows.

a) If the foreign air carrier's aircraft is authorized for RVSM operations, then:

1. The RVSM selectable must be selected when entering aircraft-specific data in WebOPSS, "CHDO," "Maintain Operator Data," "Aircraft."

2. Select "Yes" in the RVSM column of the OpSpec A003 table.

3. The operational authorization of RVSM is provided by State of the Operator. OpSpec A003 is used to confirm that the foreign air carrier has operational approval. The maintenance program is approved by State of Registry. The United States approves the RVSM maintenance program for U.S.-registered aircraft via OpSpec D108. The State of the Operator must have regulation and supporting guidance documents for the issuance of RVSM. The following are examples of guidance documents the FAA considers to be consistent with ICAO standards on RVSM:

- The current edition of Advisory Circular (AC) 91-85, Authorization of Aircraft and Operators for Flight in Reduced Vertical Separation Minimum Airspace; and
- Joint Aviation Authority (JAA) Temporary Guidance Leaflet (TGL) 6.

NOTE: If the PI has concerns as to how the State of the Operator approved the air carrier for RVSM (e.g., the State of the Operator approved the air carrier without regulation and supporting guidance documents for the issuance of RVSM), then the PI must advise AFS-50. AFS-50 will coordinate with the Flight Technologies and Procedures Division (AFS-400), initiate discussions with the State as appropriate, and advise the PI on resolution.

b) If the foreign air carrier is not authorized for RVSM, then:

1. Ensure that RVSM must not be selected when entering aircraft-specific data in WebOPSS, "CHDO," "Maintain Operator Data," "Aircraft."

2. Select "No" in the RVSM column of the OpSpec A003 table.

c) Authorization Process. Before designating the airplanes in OpSpec A003, the responsible International Field Office (IFO) inspectors must obtain documentation from the foreign air carrier or operator for verification of RVSM approval to include the following:

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1. In the case of foreign-registered airplanes, a copy of their foreign OpSpecs or other issued Air Operator Certificate (AOC) special operating provisions that show they have been authorized by the State of the Operator for RVSM. The documentation from the foreign CAA must show the M/M/S, aircraft serial number, and aircraft registration number of the airplanes that the operator has been authorized to fly in RVSM airspace. Normally for foreign-registered aircraft, the responsible IFO inspectors will only need to examine the foreign OpSpecs or other AOC special operating provisions documented evidence of foreign CAA approval. If the responsible IFO believes it to be necessary in the interest of safety to verify such RVSM authorization, then the responsible IFO inspector(s) may require that the operator submit the following:

a. Documentation of airplane RVSM eligibility. The foreign air carrier or operator's aircraft must comply with RVSM standards. For in-service aircraft, documentation showing that inspections and/or aircraft system modifications are completed as required by the applicable Service Bulletin (SB), Service Letter (SL), Supplemental Type Certificate (STC), or other approved documents approved or accepted by the State of Registry CAA. For aircraft that were manufactured RVSM-compliant, the approved AFM or Type Certificate Data Sheet (TCDS) contains a statement of RVSM eligibility, as appropriate.

NOTE: For U.S.-registered airplanes, the FAA is the State of Registry CAA and documentation must be in accordance with subparagraph b below.

b. Documentation showing that the State of the Operator CAA has approved the foreign air carrier or operator's RVSM maintenance program, and that it is acceptable to the State of Registry.

c. Documentation that the State of the Operator CAA has approved/accepted the operator's plan to participate in a monitoring program.

d. Documentation that the State of the Operator CAA has approved/accepted the foreign air carrier or operator's RVSM operational procedures in their manual required by ICAO Annex 6, Part I, Chapter 4, 4.2.

2. In the case of U.S.-registered airplanes, the following:

a. Documentation of airplane RVSM eligibility. For in-service aircraft, the FAA determines that inspections and/or aircraft system modifications are completed as required by the applicable SB, SL, STC, or other Aircraft Certification Office (ACO)-approved document. For aircraft manufactured RVSM-compliant, the FAA-approved AFM or TCDS contains a statement of RVSM eligibility, as appropriate.

b. The FAA has approved the foreign air carrier or operator's RVSM maintenance program by issuing OpSpec D108.

9) Additional Aircraft Items. When loading aircraft information into WebOPSS, "CHDO," "Maintain Operator Data," "Aircraft," select or check other authorizations as appropriate to the AOC and the aircraft used. These include nose number (or NA), Multiengine Land, Single-Engine Land (SEL), Multiengine Sea (MES), Single-Engine Sea (SES), etc., or

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§ 129.14, and Civil Reserve Air Fleet (CRAF) information, if appropriate. The number of seats, installed and demonstrated, must record a number entered in each block to close the entry. The "AUTHORIZATIONS" tab should have appropriate entries checked, such as RVSM, Category (CAT) II, CAT III, etc., for each aircraft entry.

10) Ground Deicing Program. The PI must ensure that the appropriate drop-down (yes or no) is selected in the column titled Ground Deicing Program for each CAA-approved aircraft based on whether or not the M/M/S has been approved for ground deicing. If requested, the foreign air carrier must provide (as proof of CAA ground deicing program approval) their PI with either:

- The English-language material provided to the U.S. ground deicing contractor (if the foreign air carrier's manual reference for ground deicing is not in English), or
- The foreign air carrier's manual reference (if in English).

a) Approved Program. A foreign air carrier must communicate with each contractor prior to having its aircraft deiced on procedures to be followed. Contractors are not regulated by the FAA and will not have approved or accepted deicing programs; however, the contractor is required to follow the air carrier's approved deicing program. It is the air carrier's responsibility to communicate its procedures to each contractor and to ensure that the air carrier's approved program is being followed. ICAO Annex 6, Part I, Chapter 4 states in part that:

1. A flight must not commence until the pilot in command (PIC) is assured that the airplane is Airworthy in respect to ice contamination.

2. Accumulation of ice or other naturally occurring contaminants must be removed so that the airplane is kept in an Airworthy condition prior to takeoff.

b) Not-Approved Program. Some CAAs do not require a system to conduct operations during ground icing conditions if the carrier:

- Only operates in areas where ground icing conditions should not occur, such as Puerto Rico and other specific islands and territories within the region of the South Pacific Ocean, such as Guam and Samoa.
- Is only authorized VFR with small airplanes or helicopters. These are typically nonscheduled, on-demand charter operations (e.g., from Canada).

NOTE: The above is not an exclusive list. There are CAAs that authorize an operator into IFR but not for ground deicing.

11) Data Link Communications. The FAA has made available Departure Clearance (DCL) using FANS-1/A at various airports within the U.S., replacing voice communication between pilots and air traffic control (ATC) with data link at those U.S. airports for the purpose of picking up DCLs. The FAA does not approve data link communications installations, training programs, MELs, or maintenance programs for foreign operators operating non-U.S.-registered

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aircraft. Such authorizations are addressed as specified by the State of the Operator. However, since compatibility of data link communications within U.S. airspace is essential, part 129 operations guidelines for data link communications are issued. Compliance with these data link communications provisions ensures both data link communication system and procedural compatibility. The FAA issues limitations for data link communications, in accordance with, but not limited to, the following:

- Global Operational Data Link Document (GOLD). ICAO Global Guidelines for data link operations.
- If adopted by the CAA, equivalent standards to current edition of AC 120-70, Operational Authorization Process for Use of Data Link Communication System.

NOTE: PIs must coordinate all acceptable criteria other than that specified above with AFS-50 who will coordinate with AFS-400 as appropriate. For a list of applicable ICAO standards and recommended practices, refer to AC 120-70.

12) Data Link Address. An appropriate data link must be installed and operated on suitable frequencies specified by ATC during flight in U.S. airspace if procedures are predicated on its use. A unique and specific address, the ICAO 24-bit aircraft identification, must be assigned to the airplane and the data link must recognize this address. When properly set, the unique address may not be altered, set to a duplicated address, or set to an address that potentially interferes with ATC or data link safety functions.

13) Data Link Coordination. A data link capable of coordinating with air traffic facilities using RTCA, Inc. DO-219, Minimum Operational Performance Standards (MOPS) for ATC Two-Way Data Link Communications, or other equivalent standards must be installed if operations will be predicated on its use. The data link system should be operated in an appropriate data link mode during flight in U.S. airspace using data link, except as provided for by the MEL provisions acceptable to the State of the Operator.

14) Training Program. All foreign air carrier flightcrews must have successfully completed their State of the Operator's CAA-approved training program for data link communication prior to conducting data link communication in U.S. airspace.

a) Foreign Air Carrier Actions. A foreign air carrier applying to the FAA to conduct data link communications within U.S. airspace must provide the responsible IFO with evidence that the State of the Operator has approved the foreign air carrier for this operation. The approval must include:

- A statement from the State of the Operator's CAA stating that the foreign air carrier is approved for data link communication in accordance with XXXX (e.g., ICAO GOLD) criteria, that the aircraft and aircraft equipment are eligible and approved for data link communication and that the flightcrews are trained to conduct data link communication.
- Data link communication system make and model (M/M) approved for each aircraft M/M/S.

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- Procedures for using data link communication.
- Any other pertinent information.

NOTE: PIs may accept equipment eligibility that has been determined eligible and approved by a foreign air carrier's CAA when it is also documented by the AFM or other FAA-recognized means.

b) Foreign Air Carrier Authorization. After the principal operations inspector (POI) and principal avionics inspector (PAI) agree that the foreign air carrier has been authorized to conduct data link communications by the State of the Operator CAA, and that the foreign air carrier is eligible for data link communications operations in the U.S. National Aerospace System (NAS), the PI must select:

- The data link system (M/M).
- The data link communication system.
- The data link communication boilerplate limitation.

NOTE: FANS-1/A+ adds a latency timer to the FANS-1A/is equivalent to FANS-1A.

NOTE: If the data link or communication system is not in the table, then a request for the addition must be made to AFS-50 who, with AFS-400 concurrence, will coordinate the addition with the Air Transportation Division (AFS-200).

C. Adding or Deleting an Aircraft. Inspectors must instruct a foreign air carrier wishing to add or delete an aircraft to its part 129 OpSpecs to submit a letter or electronic transmittal to its assigned FAA office. The air carrier should address the letter to its PI, as listed in OpSpec A001, requesting the aircraft addition or deletion. The PIs assigned to the foreign air carrier must obtain and review the following documents prior to adding an aircraft to the air carrier's OpSpecs:

1) A copy of the State of the Operator-issued OpSpecs/air carrier certificate or other document, reflecting that the proposed aircraft is authorized for the proposed type of operation by the State of the Operator.

2) If applicable, any aircraft lease (wet or dry) or interchange agreements. The lease or interchange agreements must address who is responsible for aircraft maintenance, operational control, flightcrew and cabin crew responsibility, etc. If no lease or interchange agreement is applicable, review the copies of documents showing ownership of the aircraft. (See Volume 12, Chapter 2, Section 9.)

3) Approvals of the State of the Operator and State of Registry relating to the aircraft maintenance programs. This paragraph and ICAO Annex 6 establish the requirement that the aircraft's airworthiness certification be in accordance with a comprehensive and detailed code of airworthiness. Coordinate with AFS-50 if either of the following applies:

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- If the aircraft that the foreign air carrier wants to add to its operations to the United States is registered in a country (which may not be the State of the Operator) that is IASA CAT II (or has not been assessed by the FAA).
- The airworthiness certificate for the aircraft that the foreign air carrier wants to add to its operations to the U.S., which does not contain a statement that it is issued in accordance with ICAO Annex 8.

4) The following aircraft-specific documentation showing approval from the State of the Operator and State of Registry and/or compliance by the foreign air carrier, as applicable:

a) The Certificate of Airworthiness and registration issued by the State of Registry or the State of the Operator in the case of an existing Article 83 bis agreement (see Volume 12, Chapter 2, Section 9).

b) If the aircraft is subject to an Article 83 bis agreement, review the Article 83 bis agreement and ensure agreement registration with ICAO.

c) Approval by the State of the Operator for the aircraft MEL, with exception noted above in subparagraph A4).

d) Noise stage compliance for each applicable aircraft.

e) Documentation that flight deck door security requirements have been met in accordance with § 129.28.

f) Traffic Alert and Collision Avoidance System (TCAS)/Airborne Collision Avoidance Systems (ACAS) installation approval including compliance with required software version number for aircraft equipped with TCAS II.

g) Aircraft configuration information showing the State of Registry and/or State of the Operator-approved aircraft configurations. PIs must select “All Cargo,” “Combi,” “Passenger,” or “Pax and Cargo” based on the main cabin.

h) The carrier has each required approval from the State of the Operator CAA for specific operations such as RVSM, minimum navigation performance specification (MNPS), CAT II, CAT III, instrument landing system (ILS)/precision runway monitor (PRM), Required Navigation Performance Authorization Required (RNP AR) or restricted CAT II/III approaches, Low Visibility Take-Off (LVTO) minima, land-and-hold-short operations (LAHSO), etc., to be authorized in the OpSpecs. Confirm that the carrier has authorizations for Extended Operations (ETOPS), if appropriate. Some authorizations will require additional OpSpec paragraphs to be issued.

i) Contact AFS-200, Technical Programs Branch (AFS-260), to verify that the air carrier’s insurance company has filed a properly completed Office of the Secretary of Transportation (OST) Form 6411, U.S. Foreign Air Carriers Certificate of Insurance under 14 CFR Part 205, indicating that the additional aircraft have required insurance coverage. Verify insurance by contacting the following program specialist:

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- Program Specialist (for foreign air carrier names A-Z) at 202-267-7897 or by email at AFS-260-insurance@faa.gov.
- In the case of foreign air carriers who have been issued OpSpecs managed by the Alaskan Region, insurance verification can be completed by contacting the Technical Standards Branch–General Aviation (AAL-230) for the Alaskan Region, who monitors insurance on those carriers for AFS-260, at 907-271-1308 or by email at AAL-230-insurance@faa.gov.

j) A statement from the foreign air carrier that the aircraft meets the aircraft equipment requirements of ICAO Annex 6, Part I for airplanes or Part III for helicopters as appropriate. (Refer to § 129.5(b).) The following exceptions apply:

- A foreign air carrier whose aircraft does not meet the aircraft equipment requirements of ICAO Annex 6 must apply for and receive an exemption from the Administrator in accordance with 14 CFR part 11 before the aircraft can be added to the air carrier's OpSpecs.
- When the FAA allows all U.S. carriers or a class of U.S. carriers to meet different safety standards in U.S. airspace, the FAA believes that ICAO Article 11 obligations permit the FAA to allow similarly situated carriers from ICAO member states to operate in U.S. airspace under standards that do not make distinctions among the operators based on nationality. Per the Office of Chief Counsel "…when FAA rules allow U.S. air carriers to meet different standards, then the FAA can permit foreign air carriers to operate in the U.S. airspace either under the U.S. standards appropriate to the class of air carrier or under ICAO Annex 6 standards."

5) Obtain and review aircraft-specific documentation for each U.S.-registered aircraft to verify the following:

a) For U.S.-registered aircraft, approval of the aircraft maintenance program and MEL by the FAA in accordance with part 129.

NOTE: Documents that apply to multiple aircraft and have already been reviewed for another applicable aircraft already on the OpSpecs do not have to be reviewed again for subsequent aircraft, i.e., if all of the airplane type to be added are covered by a fleet MEL, and another aircraft of the same type is added, the MEL does not need to be reviewed again. The option to review will rest with the responsible IFO. An instance when it would be advisable to review the records would be if the previously reviewed records are no longer available.

b) The air carrier has complied with supplemental inspection requirements for U.S.-registered aircraft in accordance with part 129, as applicable.

c) Digital flight data recorder (DFDR) installation is in accordance with part 129.

d) The air carrier has complied with special maintenance program requirements in accordance with part 129, as applicable.

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D. Limitations. The PI must select only the applicable limitations to the foreign air carriers operations. For additional details refer to the OpSpec A003 job aid under the guidance tab in WebOPSS.

OPSPEC A004—SUMMARY OF SPECIAL AUTHORIZATIONS AND LIMITATIONS (Required for All Air Carriers).

A. Purpose. This OpSpec summarizes optional authorizations applicable to the foreign air carrier that have been issued by OpSpecs. This OpSpec also summarizes limitations and restrictions that apply to the foreign air carrier's operations within the United States. Although this OpSpec is completed automatically by the automated Operations Safety System (OPSS) when related OpSpec paragraphs are moved into the workspace, PIs can use this OpSpec as a checklist in selecting other optional OpSpecs for issuance in the OPSS.

B. Procedure. Optional OpSpecs can be selected in the workspace by checking the blocks for the associated authorizations, limitations, or restrictions. These optional OpSpecs will then be generated in the workspace.

OPSPEC A005—EXEMPTIONS AND DEVIATIONS (Optional).

A. General. Both exemptions and deviations may be authorized for a foreign air carrier. In order for a foreign air carrier to conduct operations under the provisions of any exemption or deviation, OpSpec A005 must be issued and list the exemption or deviation. Volume 3, Chapter 2 contains the process for application and approval of exemptions or deviations.

B. Exemptions. In the left navigation area, under "CHDO," "Maintain Operator Data," "Exemptions," enter the current exemption number and expiration date. List the exemption numbers in numerical order. In the space labeled "Remark" (referencing each exemption), enter a brief description of the exemption or, if appropriate, the exempted regulations. If another OpSpec specifies certain conditions or limitations related to the exemption, enter the reference number of the other OpSpec in this space. Coordinate all exemptions with AFS-50 prior to authorization in the foreign air carrier's OpSpecs.

C. Deviations. All deviations must be first selected in the OPSS in the left navigation area, under "CHDO," "Maintain Operator Data," "Deviations." Enter the applicable 14 CFR sections to which a deviation has been granted in paragraph "b" of OpSpec A005. List the deviations in numerical order by 14 CFR section. In the space labeled "Remarks and/or References" (adjacent to each deviation), briefly describe the provisions of the deviation or indicate a reference number for the standard OpSpecs paragraph that authorizes the deviation. Coordinate all deviations with AFS-50 prior to authorization in the foreign air carrier's OpSpecs.

OPSPEC A006—FOREIGN AIR CARRIER'S PERSONNEL, DESIGNATED AGENT, AND OTHER PERSONS (Required for All Air Carriers).

A. General. This OpSpec identifies the following individuals: the foreign air carrier's management personnel, personnel designated to officially apply for and receive OpSpecs, the agent for service, and the responsible government official.

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B. Instructions for the Information Fields. The following provides direction for the information fields, which must be added to this paragraph.

1) Management Personnel.

a) Air carrier management information must be first entered into the Web-based Operations Safety System (WebOPSS) in the left navigation area under "CHDO," "Maintain Operator Data," "Personnel." If designated by the operator, the names of the Director of Maintenance (DOM), Director of Operations (DO), Director of Quality Assurance, Director of Safety (DOS), and chief pilot should be entered. If foreign equivalent titles that fulfill similar responsibilities are used, select (in the "FAA Recognized Position Title") the title default of "(Not Applicable)" and enter the equivalent title in the "Equivalent Position Title." The box for "Management Personnel (A006)" should also be checked. Once that is accomplished, moving the template from "available" to "workspace" will cause the information to be loaded automatically into the table in subparagraph a of the OpSpec. The telephone, fax, and e-mail will need to be loaded manually into A006 (once template A006 is in "workspace").

b) A foreign air carrier's management personnel may have titles significantly different from titles of management positions used in 14 CFR parts 121 and 135. In addition, under 14 CFR part 129 there is no regulatory requirement for foreign air carrier management personnel, nor is it within the FAA's authority to approve foreign air carrier management personnel.

c) The intent of OpSpec A006 is to clearly identify the air carrier's key management personnel who are fulfilling management positions in accordance with the air carrier's own requirements as well as any that are imposed by the State of Operator Civil Aviation Authority (CAA).

2) Operations Representative. OpSpec A006 subparagraph b should include the foreign air carrier's primary representative for all contacts regarding the foreign air carrier's OpSpecs and foreign air transportation operations within the United States. The name, address, title, telephone number, fax, and e-mail of the operations representative will need to be typed in manually. Some foreign air carriers will have a management representative in the United States (for example, a manager of U.S. operations). If the air carrier does not have a management representative within the United States, enter information for the operations representative located outside the United States.

3) Agent for Service.

a) An agent for service is a person or company designated by the foreign air carrier upon whom all legal notices, processes and orders, decisions, and requirements of the Department of Transportation (DOT), the FAA, and the National Transportation Safety Board (NTSB) shall be served. Once any of these documents has been served upon the foreign air carrier's agent for service, the foreign air carrier cannot claim (legally) that it did not receive the documents. Title 49 of the United States Code (49 U.S.C.) § 46103(a) requires foreign air carriers to designate an agent for service.

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b) Subparagraph c of the OpSpec should include the name, address, title, telephone number, fax, and e-mail of the air carrier's agent for service. Agent for service information must be first entered into WebOPSS in the left navigation area under "CHDO," "Maintain Operator Data," "Personnel." The box for "Agent for Service" should be checked. If the agent for service is also designated by the air carrier as authorized to apply for and receive OpSpecs, then the "Other Designated Persons (A007)" box also needs to be checked (see subparagraph B4) for more details). Once that is accomplished, moving the template from "available" to "workspace" will cause the "Name," "Address," and "Title" information to be loaded into the OpSpec automatically. The remaining contact information will need to be manually entered into OpSpec A006.

4) Personnel Designated to Apply for and Receive OpSpecs. Subparagraph d of the OpSpec should include the name, title, and parts authorized of persons designated by the air carrier as authorized to apply for and receive OpSpecs. Persons signing the OpSpecs must be first entered into WebOPSS in the left navigation area under "CHDO," "Maintain Operator Data," "Personnel." The "Other Designated Persons (A007)" box for personnel type should be checked. Also, check the boxes for the OpSpecs parts for which the designated person is responsible. Once that is accomplished, moving the template from "available" to "workspace" will cause the information to be loaded into the OpSpec automatically.

5) Responsible State Government Official. Subparagraph e of the OpSpec should include the name, address, title, telephone number, fax, and e-mail of the foreign CAA official responsible for issuing the air operator certificate (AOC) and for ensuring continuing oversight of the foreign air carrier. The name, address, title, telephone number, fax, and e-mail of the responsible State Government official will need to be typed in manually into subparagraph e of the OpSpec.

C. Safety Alerts for Operators (SAFO) and Information for Operators (InFO). Operators may go to the FAA Web site (www.faa.gov) to subscribe to SAFOs and InFOs. Once on the Web site, operators must provide their e-mail address to subscribe. Operators have the primary responsibility for obtaining SAFOs and InFOs. Principal inspectors (PI) should not take on this primary role. PIs are encouraged to advise their foreign air carriers and foreign persons of SAFO and InFO subscription availability.

OPSPEC A007. DECOMMISSIONED.

OPSPEC A008—OPERATIONAL CONTROL, AERONAUTICAL WEATHER, AND AIRPORT AERONAUTICAL DATA (Required to be Issued Only for Part 129 Air Carriers from IASA Category 2 Countries).

A. General. Operational control, aeronautical weather, and airport data is a requirement for all operators under International Civil Aviation Organization (ICAO) Annex 6. When the FAA determines, under the international aviation safety assessment program (IASA), that the State of Operator does not oversee civil aviation safety in accordance with minimum international standards, then the FAA puts additional OpSpec requirements on foreign air carriers issued an air operator certificate (AOC) by these countries. The FAA does not require that operational control, aeronautical weather, and airport data be captured for foreign air carriers

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assessed under the IASA as being from a Category 1 country because the FAA has determined that the State of Operator oversees civil aviation safety in accordance with minimum international standards.

B. Purpose. The purpose is to ensure that each 14 CFR part 129 foreign air carrier, under the oversight of an IASA Category 2 country, is operating within the United States in accordance with the ICAO Annex 6 standards for operational control, aeronautical weather and airport data, and that those requirements are:

1) Contained in the manual required by ICAO Annex 6 (Part I, paragraph 4.2.3 for airplanes, and Part III, paragraph 2.2.3 for helicopters) that has been accepted or approved by the foreign air carrier's State Civil Aviation Authority (CAA); and

2) Described or referenced in the OpSpec, preferably by the manual or sections of an air carrier's manual. When an air carrier's manual does not adequately describe the system or procedures used, a narrative description combined with references will be provided by the operator and entered in the OpSpec. The narrative description should be brief. It should provide sufficient information so that the FAA and the air carrier have the same understanding about the system or procedures used by the air carrier. The foreign air carrier shall inform their assigned FAA principal inspectors (PI) as listed in A001 of any changes when they occur.

C. Operational Control. Operational control may be provided by a dispatch organization or method of flight supervision. Operational control is defined by ICAO as "the exercise of authority over the initiation, continuation, diversion, or termination of a flight in the interest of the safety of the aircraft and the regularity and efficiency of the flight." The description of the systems or procedures for controlling flight movement as described in the air carrier's manual and referenced or described in the OpSpecs should include the following types of information, as appropriate to the kind of operation:

- Methods and procedures for initiating, diverting, and terminating flights.
- Persons or duty positions authorized to, and responsible for, exercise of operational control.
- Facilities and location of facilities used by the air carrier in the exercise of operational control.
- Communication systems and procedures used by the air carrier.
- Special coordination methods and/or procedures used by the air carrier to assure the aircraft is Airworthy.
- Emergency notification procedures.

NOTE: A method of control and supervision of flight operations is covered in ICAO Annex 6, Part I, paragraph 4.2.1.3 for airplanes, and Part III, paragraph 2.2.1.3 for helicopters.

D. Aeronautical Weather Data. The operator needs to have a system of obtaining and disseminating weather data (ICAO Annex 6, Part I, paragraph 4.3.5 for airplanes, and Part III, paragraph 2.3.5 for helicopters) so that prior to takeoff the operator has a means of determining that:

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1) A flight that is to be conducted under visual flight rules (VFR) can remain under VFR; and

2) A flight that is to be conducted under instrument flight rules (IFR) has the weather minimums necessary to make a landing at the destination airport or, if required, the alternate airport. At least one destination alternate (if required), at the estimated time of arrival (ETA), must have the weather at or above the airport operating minimums.

E. Airport Aeronautical Data. The data required in accordance with ICAO Annex 6 is at least the following types of airport aeronautical data:

1) Current Aeronautical Guides and Charts. Information relating to communication facilities, Navigational Aids (NAVAID), aerodromes, and other such information may be found in ICAO Annex 6, Part I, paragraph 6.2.3, and ICAO Annex 6, Appendices 2 and 6.

2) Minimum Flight Altitudes. The method for determining minimum flight altitudes for each route to be flown (ICAO Annex 6, Part I, paragraph 4.2.7).

3) Aerodome Operating Minima. Aerodrome operating minima shall be applicable to the type of operation as specified in ICAO Annex 6, Part I, paragraph 4.2.8. Consideration shall be given in establishing such minima for the following:

a) Airplane type, performance, and handling characteristics;

b) Flightcrew composition and experience;

c) Runways to be used;

d) Adequacy and performance of the available visual and non-visual ground aids;

e) Airplane navigation equipment to the type of operation; and

f) Obstacle clearance altitudes for landing, missed approach, and climb.

OPSPEC A009–A013. RESERVED.

OPSPEC A014. DECOMISSIONED.

OPSPEC A015–A022. RESERVED.

OPSPEC A023. DECOMISSIONED.

OPSPEC A024—AIR AMBULANCE OPERATIONS (Optional).

A. Purpose. The intent of OpSpec A024 is to promote the same understanding between the foreign air carrier and the FAA concerning the safe conduct of air ambulance operations within U.S. airspace.

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B. Manual Requirements. The foreign air carrier should have air ambulance procedures in their foreign air carrier's State Civil Aviation Authority (CAA)-approved/accepted manual. While International Civil Aviation Organization (ICAO) Annex 6 does not contain specific references to air ambulance operations, it does require that:

1) The operations manual required by ICAO Annex 6, Part I, paragraph 4.2 and Appendix 2 contain:

- Instructions outlining the responsibilities of operations personnel pertaining to the conduct of flight operations, and
- Checklists of emergency and safety equipment and instructions for its use.

2) An operator shall ensure that all operations personnel are properly instructed in their particular duties and responsibilities and the relationship of such duties to the operation as a whole, as required by ICAO Annex 6, Part I, paragraph 4.2.3.

C. Training. The foreign air carrier should ensure that all crewmembers have been trained in air ambulance procedures in accordance with a training program approved by the foreign air carrier's State CAA. While ICAO Annex 6 does not contain specific references to air ambulance training, ICAO Annex 6, Part I, paragraphs 9.3 and 12.4 require that an operator establish and maintain a ground and flight training program, approved by the State of Operator, which ensures that all flight and cabin crewmembers are adequately trained to perform their assigned duties. In addition, ICAO Annex 6, Part I, paragraph 4.2 and Appendix 2 require that all operations personnel are properly instructed in their particular duties and responsibilities and the relationship of such duties to the operation as a whole, and that instructions be contained in the operator's manual.

D. Prerequisites. Prior to issuing OpSpec A024, the inspector should review the appropriate documentation to ensure that:

1) The air carrier has procedures in its manual for air ambulance operations that its CAA has approved/accepted. Absent any guidance or requirements from the State of Operator, the air carrier may use the advisory information in the current editions of FAA Advisory Circular (AC) 135-15, Emergency Medical Service/Airplane (EMS/A), for airplanes, and/or AC 135-14, Emergency Medical Services/Helicopter (EMS/H), for helicopters. The foreign air carrier's air ambulance procedures should be consistent with those of a U.S. air carrier authorized to conduct similar air ambulance flights.

2) The carrier has air ambulance operations included in its approved crewmember training program. The minimum training should indicate that the pilot in command (PIC) (and the second in command (SIC) if appropriate) is trained in the same areas as required of all pilots and supplemented by training in any additional aircraft equipment, normal operating procedures, and emergency procedures specific to air ambulance operations. The inspector should also determine whether medical personnel participating in the flight are considered passengers or crewmembers in order to determine the extent of training required. Also, refer to AC 00-64, Air Medical Resource Management, current edition.

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3) The carrier is authorized by an appropriate government agency within the State of Operator (CAA or other agency). This may be in the form of a letter, operating certificate, or other document. The inclusion of air ambulance procedures and training in required manuals may be sufficient to determine if the operator is authorized to conduct air ambulance operations since those procedures and training will have been approved/accepted by the State of Operator.

4) The installation of the medical equipment (or air ambulance required equipment) on the aircraft (the aircraft modification) has been approved by the State of Registry and the State of Operator.

E. System References. The system approved/accepted by the State of Operator for the foreign air carrier must be described or referenced in OpSpec A024. Referencing pertinent sections of the air carrier's manual or other documents that describe the system used by the air carrier should complete the paragraph. When a single manual or document does not adequately describe a system, it may be appropriate to provide an additional narrative description of the system in additional text to complete OpSpec A024. When a narrative description (or outline) is used, it should be brief but provide sufficient clarifying information, describing the complete system for air ambulance operations.

OPSPEC A025. RESERVED.

OPSPEC A026—RESTRICTED OPERATION OF CERTAIN STAGE 2 AIRPLANES (Optional).

A. General. The intent of OpSpec A026 is to promote the same understanding between the foreign air carrier and the FAA concerning aircraft noise requirements and ensure that a foreign air carrier who operates Stage 2 aircraft to the United States is in compliance with the Airport Noise and Capacity Act (ANCA) of 1990. The ANCA prohibits the operation of civil subsonic turbojet Stage 2 airplanes over 75,000 pounds in the contiguous United States after December 31, 1999. On November 29, 1999, the President signed into law certain changes to the ANCA that affect operators of Stage 2 airplanes. These changes distinguish airplanes by type of certification and operation. The prohibition on revenue operations of Stage 2 airplanes after December 31, 1999, remains in effect.

B. Noise Requirements. The noise requirements were implemented in 14 CFR part 36 and 14 CFR part 91, §§ 91.801 through 91.877. In accordance with part 91, no foreign air carrier shall operate any aircraft to or from any airport in the contiguous United States, unless it complies with Stage 3 noise levels. Subparagraph a of OpSpec A026 reiterates this requirement. There are two exceptions to this requirement as follows:

1) Dual-Certificated Boeing 747 Airplanes. At the foreign air carrier's discretion, in order to comply with the noise requirements § 91.853, an operator of a Boeing 747 that is currently certificated for operation in either a Stage 2 or Stage 3 configuration (per the Aircraft Flight Manual (AFM)) may choose to limit the operation of that airplane to Stage 3 configuration only, to allow operation in the contiguous United States. These airplanes should be entered in subparagraph b of OpSpec A026, including make, model, and series (M/M/S), registration number, and serial number.

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2) Other Stage 2 Airplanes. The foreign air carrier may choose to restrict their operation to operations solely outside the 48 Contiguous United States. Section 91.857 requires that this restriction be included in the carrier's OpSpecs. These airplanes should be entered in subparagraph c of OpSpec A026, including M/M/S, registration number, and serial number.

C. Additional Information. The law permits a range of nonrevenue Stage 2 operations. Any operator of a Stage 2 airplane over 75,000 pounds may operate in the contiguous United States for the following purposes:

1) To sell, lease, or scrap the airplane.

2) To obtain modifications to meet Stage 3 requirements. Operators moving a Stage 2 airplane to a location for Stage 3 modification must provide a copy of the modification contract to the FAA with the application for a Special Flight Authorization (SFA).

3) To obtain scheduled heavy maintenance or significant modifications. The FAA interprets "scheduled heavy maintenance" to mean a "C" or "D" check; "significant modifications" are those requiring special knowledge or equipment not readily available elsewhere or not practicable outside the United States.

4) To deliver the airplane to a lessee or return it to a lessor.

5) To park or store the airplane.

6) To prepare the airplane for any of these events.

D. SFAs. The operator of a Stage 2 airplane that wishes to operate in the contiguous United States for any of the purposes listed above may apply to the FAA's Office of Environment and Energy (AEE) for a special authorization. The applications are due 30 days in advance of the planned flight and must provide the information necessary for the FAA to determine that the planned flight is within the limits prescribed in the law.

OPSPEC A027—LAND AND HOLD SHORT OPERATIONS (Optional).

A. General. This paragraph authorizes land-and-hold-short operations (LAHSO) for foreign air carriers operating under 14 CFR part 129, after requirements for operational policies, procedures, and training for LAHSO have been met. No air carrier may participate in LAHSO unless it has accomplished flightcrew training. The information contained in this subparagraph is critical to the safety of LAHSO and will be used in conjunction with FAA Air Traffic Order 7110.118, Land and Hold Short Operations, current edition.

B. Background. In 1997, the FAA expanded and replaced simultaneous operations on intersecting runways (SOIR) with LAHSO. SOIR, used since 1968, exclusively described simultaneous operations on two intersecting runways; either two aircraft landing simultaneously or one aircraft landing while another is taking off. LAHSO includes landing operations to hold short of an intersecting runway, taxiway, predetermined point, or an approach/departure flightpath. LAHSO, just as SOIR, is an air traffic control (ATC) tool used to increase airport capacity and maintain system efficiency and safety. In April 1999, the FAA, in coordination with

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industry, outlined changes in policy and procedures for conducting LAHSO. LAHSO procedures require both pilot and controller participation to balance the need for system efficiency and safety. These operations include landing and holding short of an intersecting runway, an intersecting taxiway, or some other predetermined point on the runway other than on a runway or taxiway.

C. Requirements. Foreign air carriers may not participate in LAHSO and the FAA will not issue OpSpec A027 unless the following conditions are met:

1) The appropriate Civil Aviation Authority (CAA) having oversight responsibility for the foreign air carrier has authorized the air carrier to conduct LAHSO.

2) The appropriate CAA certifies as to the completion of training and qualification of the flightcrew members to conduct LAHSO. The training and qualification of flightcrew members must be equivalent to that specified in OpSpec A027.

3) The appropriate Civil Aviation Authority (CAA) has certified the landing and stopping capabilities and airworthiness requirements of the airplanes that will conduct LAHSO. The airworthiness requirements and the landing and stopping capabilities of any airplane being operated in LAHSO by a foreign air carrier must be equivalent to that specified in FAA Air Traffic Order 7110.118.

4) The part 129 carriers must be identified in the local Air Traffic Directives before they can participate in LAHSO.

5) The POI has received the necessary written documentation from the appropriate CAA certifying the successful accomplishment and completion of LAHSO policies, procedures, and operational requirements specified in this order and FAA Air Traffic Order 7110.118.

6) Foreign air carriers, in order to participate in LAHSO, must ensure that English-speaking flightcrews are at the controls of the aircraft when the LAHSO clearance is accepted.

D. Procedures. OpSpec A027, subparagraph c, must reference/describe the foreign air carrier's LAHSO procedures approved/accepted by the State of Operator. These procedures may be contained in any flightcrew member manual or document readily available to flightcrew members for reference. When possible, the OpSpec should be completed by referencing pertinent sections of the carrier's manual or other documents that describe the procedures used by the carrier. When an air carrier's manual does not adequately describe the procedures used, a narrative description combined with references may be necessary. When a narrative description is used, it should be brief but provide sufficient information so that the FAA and the carrier have the same understanding about the LAHSO procedures used by the carrier.

OPSPEC A028—AIRCRAFT WET LEASE ARRANGEMENTS (Optional).

A. Purpose. Paragraph A028 is required to be issued to any foreign air carrier conducting operations to the United States under any aircraft wet lease arrangements approved by the U.S. Department of Transportation (DOT). OpSpec A028 is issued with the intent to

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promote the same understanding between two or more foreign air carriers and the FAA concerning their aircraft wet lease arrangements. This paragraph provides general direction and guidance for processing and authorizing wet lease arrangements in OpSpecs. Volume 12, Chapter 2, Section 9 contains complete information on wet lease agreements for foreign air carriers and should be reviewed prior to issuing A028.

1) When a wet lease to serve the United States is authorized for two air carriers, whether between a U.S. and foreign air carrier or between two foreign air carriers, at least the air carrier with operational control must hold appropriate economic authority. In the case of a U.S. carrier and a foreign air carrier, the U.S. carrier must have operational control and must have economic authority for the wet lease. In the case of two foreign air carriers, the carrier with operational control must have economic authority for the wet lease and to serve the United States in their own right. Some wet leases may be referred to as Aircraft Crew Maintenance Insurance (ACMI), which is a leasing arrangement whereby one airline (lessor) provides an aircraft, complete crew, maintenance, and insurance (ACMI) to another airline (lessee), which pays by hours operated. The lessee provides fuel and covers airport fees, and any other duties, taxes, etc. These leases normally only take place between two International Civil Aviation Organization (ICAO) member States. The lessor may operate them using the flight numbers of the lessee. In a damp lease, the cabin crew is provided by the lessee with safety training and the supervising purser being provided by the lessor. The terms wet lease, ACMI, and damp lease can be considered to be interchangeable. However, ACMI is more commonly used instead of damp lease.

2) When a wet lease arrangement is authorized, OpSpec A028 is issued to both the lessor and the lessee, except as otherwise allowed by this paragraph. Only those carriers with FAA-issued OpSpecs receive A028.

3) If the foreign air carrier has more than one lease agreement, OpSpec A028 must authorize all such agreements.

4) Each aircraft shall also be entered in OpSpec A003 of the primary operator (the operator who has operational control), normally the lessor.

5) A determination must be made as to which carrier has operational control. In the case of a U.S. carrier being the lessor, the U.S. carrier must have operational control.

6) A U.S. carrier may not wet lease from a foreign air carrier (see Volume 12 Chapter 2, Section 9).

B. Requirements and Definitions.

1) For the purposes of these OpSpecs, a wet lease is any leasing arrangement, other than a code-sharing arrangement, whereby a lessor such as a foreign air carrier provides an aircraft and at least one crewmember to another foreign air carrier (the lessee) where one air carrier retains operational control. A wet lease requires that authorized officers of the two parties execute a written agreement between the lessor and the lessee. A copy of the lease agreement must be provided to the responsible International Field Office (IFO) or International Field Unit (IFU) along with the statement of authorization approved by the DOT. The wet lease must be

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reviewed by the regional legal office of the certificate-holding district office (CHDO) of the U.S. air carrier when that carrier is the lessor. A valid wet lease agreement must be in force for the DOT approval period as shown in the DOT statement of authorization. Further, the only wet lease agreements that should be listed in this paragraph are those wet lease agreement(s) that are documented and authorized by the DOT. The DOT documented authorizations are in the form of an approved statement of authorization.

2) Before issuing OpSpec A028, principal inspectors (PI) will need to review the terms and conditions of the appropriate wet lease agreement. The lease agreement shall specify the primary operator's approved maintenance program, minimum equipment list (MEL), that the primary operator has operational control, and any associated procedures to be used during the wet lease operation. A valid wet lease agreement must be in force for the DOT approval period as shown in the DOT statement of authorization. Paragraph A028 shall be revised by removing authorization for any wet lease agreement at the expiration of the DOT approval period in the statement of authorization or the expiration of the wet lease agreement (if not renewed and provided to the IFO/IFU), whichever occurs first. If renewal of the DOT authority has been requested prior to the expiration of the existing DOT authority, the wet lease can continue. Enter the phrase "DOT renewal applied for" in the box for the DOT order expiration date. Verification of DOT approval must be received.

C. Procedures. The following provides direction for the information fields, which must be added to this OpSpec:

1) Paragraph a. When the foreign air carrier that is issued paragraph A028 has operational control. The name of the lessor and lessee for each agreement must be entered in the columns provided. The aircraft registration and serial number used in each agreement, the DOT statement of authorization number, date of execution, and expiration date, and the wet lease effective date and expiration date must be entered in the columns provided. If this paragraph does not apply, enter "NA" in all columns of paragraph a. If it is necessary to specify other conditions or limitations, enter them as additional text.

NOTE: When the foreign air carrier that is issued paragraph A028 has operational control, in lieu of listing each aircraft registration and serial number in paragraph a, if the wet lease agreement allows for all of the lessor's aircraft, then enter "all A/C listed on A003" in both "aircraft registration" and "aircraft serial number" columns. If the agreement allows for all aircraft of a certain type (e.g., MD–80, B737) listed on the lessor's A003, then enter "all [name type of aircraft—(e.g., MD–80)] listed on A003" in both the "aircraft registration" and "aircraft serial number" columns.

2) Paragraph b. When the foreign air carrier that is issued paragraph A028 does not have operational control. The name of the lessor and lessee of each agreement must be entered in the columns provided. The DOT statement of authorization number, date of execution and expiration date, and the wet lease effective date and expiration date must be entered in the columns provided. If this paragraph does not apply, enter "NA" in all columns of paragraph b. If it is necessary to specify other conditions or limitations, enter them as additional text.

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3) Any additional text added to the OpSpec makes the whole OpSpec nonstandard. Any additional text added to this OpSpec must be coordinated with AFS-50.

D. Paragraph Completion. Additional wet lease and paragraph completion information.

1) For a short-term wet lease (fewer than 60 days or a series of wet leases fewer than 60 days) between a U.S. carrier and a foreign air carrier, with the U.S. carrier operating flights from a foreign country to the United States, no statement of authority for the wet lease is normally approved by the DOT. In this case, the wet lease is not documented in A028 for either carrier, even though the foreign air carrier may hold OpSpecs to serve the United States. In this case, the U.S. carrier must always have operational control.

2) For a short-term wet lease (fewer than 60 days or a series of wet leases fewer than 60 days) between two foreign air carriers from the same country, a statement of authorization may or may not be issued by the DOT, dependent on the current bilateral air transport agreement. If DOT does not approve a statement of authorization, then the wet lease will not be documented in A028.

OPSPEC A029—AIRCRAFT INTERCHANGE AGREEMENTS (Optional). The intent of OpSpec A029 is to promote the same understanding between two or more air carriers and the FAA concerning their aircraft interchange agreements. This paragraph provides general direction and guidance for processing and authorizing aircraft interchange agreements in OpSpecs. Complete information on aircraft interchange agreements to include definitions for foreign air carriers is contained in Volume 12, Chapter 2, Section 9 and Volume 3, Chapter 13, Section 5. (Additional definitions may be found in Volume 3, Chapter 13, Section 2.)

A. Discussion. An interchange agreement is a form of a dry lease. An interchange agreement permits one operator to connect two points using the same aircraft but each operator's crewmembers, thereby providing greater operational flexibility and utilization of transport category aircraft by the operators. When an aircraft interchange is authorized, OpSpec A029 is issued to the primary operator (as determined by the FAA) and the interchange operator (only to the interchange and primary operator that operates to the U.S.). For the purpose of this paragraph, the primary operator is the air carrier that would normally operate the aircraft if an interchange agreement were not in effect. The primary operator always retains responsibility for the maintenance control of an aircraft that is the subject of an interchange agreement. The interchange operator is the other party to an interchange agreement. The interchange points are those airports where an aircraft may be transferred between the primary operator and the interchange operator. The transfer involves the replacement of the flightcrew of one operator with the flightcrew of the other operator.

B. Amending OpSpecs. The following scenarios will arise when amending the OpSpecs to document interchange agreements involving foreign air carriers and operations to the United States:

1) If the primary operator under an interchange agreement provides service to the United States, then the aircraft subject to the interchange will be identified in paragraph A029 of

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the primary operator's OpSpecs and included in the list of the primary operator's aircraft in paragraph A003 of its OpSpecs.

2) If the primary operator under an interchange agreement does not provide service to the United States, then the interchange points must be located outside the United States. The FAA would not issue OpSpec A029 to the primary operator.

3) If the interchange operator provides service to the United States, then the aircraft subject to the interchange will be identified in paragraph A029 of the interchange operator's OpSpecs. If the interchange operator does not serve the United States, then the FAA would not issue OpSpec A029 to the interchange operator. The interchange points must be located outside the United States in that case.

4) When U.S.-registered aircraft are included under an interchange agreement between two foreign air carriers, those aircraft must also be listed in paragraph D085 of the primary operator's OpSpecs.

C. Review Terms of the Interchange Agreement. Before issuing OpSpec A029, principal inspectors (PI) must review the terms and conditions of the appropriate interchange agreement. The interchange agreement must specify the associated procedures to be used during the interchange operation. The agreement should ensure the following:

1) When the primary operator's flightcrew is operating the aircraft, the primary operator will be responsible for and maintain operational control of the aircraft. When the aircraft is under the operational control of the primary operator, the flightcrews and dispatch personnel of the primary operator will conduct the operation.

2) The interchange operator, when its flightcrews are operating the aircraft, is responsible for maintaining operational control of the aircraft. When the aircraft is under the operational control of the interchange operator, the flightcrews and dispatch personnel of the interchange operator will conduct the operation.

3) The primary operator is responsible for the maintenance control of the aircraft at all times and must ensure that all maintenance authorizations/special authorizations are in compliance.

D. Instructions for Information Fields for OpSpec A029. The following provides direction for the information fields, which must be added to OpSpec A029 in the columns provided:

- Parties to the interchange agreement—the name to include Doing Business As (DBA) if applicable of the primary and interchange operator;
- Aircraft make, model, and series (M/M/S);
- Manufacturer's aircraft serial number;
- Aircraft registration markings from the State of Registry; and

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- The interchange points (airport name and International Civil Aviation Organization (ICAO) identifier) where operational control between air carriers will change.

NOTE: If the primary operator is a foreign air carrier that does not serve the United States then the interchange points must be located outside the United States. If the FAA downgrades the State of Operator of a foreign air carrier that is a party to an existing interchange agreement from International Aviation Safety Assessment (IASA) Category 1 to IASA Category 2, then all interchange points must be frozen at those locations. PIs must also ensure that if the interchange operator from an interchange point outside the U.S. makes any stopovers while en route to the U.S. that that route be identified because in the event of a downgrade that route would likewise be frozen.

OPSPEC A030–A035. RESERVED.

OPSPECS A036 and A040. DECOMMISSIONED.

OPSPEC A041–A046. RESERVED.

OPSPEC A447—EMERGENCY AIRWORTHINESS DIRECTIVES (AD) NOTIFICATION REQUIREMENTS FOR U.S.-REGISTERED AIRCRAFT (Required for All Carriers Operating U.S.-Registered Aircraft). (Formerly A047.)

A. Applicability. The FAA shall issue OpSpec A447 to any foreign air carrier/operator that operates U.S.-registered aircraft. Paragraph A447 establishes the emergency Airworthiness Directives (AD) notification and receipt requirements for foreign air carriers and operators, and requires the carrier/operator to maintain an up-to-date information system that provides the FAA a means of notifying the carrier/operator of telegraphic/emergency ADs. The carrier/operator of a U.S.-registered aircraft is responsible for maintaining that aircraft in an Airworthy condition, as required by 14 CFR part 91, § 91.403(a) and 14 CFR part 39. This information system must include:

1) An AD point of contact (POC) name, address, telephone, and notification method (facsimile number) for AD notification. An emergency AD that requires immediate action may be issued electronically.

NOTE: The Aircraft Certification Service (AIR) uses facsimile and/or U.S. Mail for official notification of the emergency ADs. AIR no longer uses Société International de Télécommunications Aéronautiques (SITA) or ARINC codes for electronic notification. AIR does not use e-mail for official emergency AD notification at this time.

2) Electronic means are used to distribute emergency ADs affecting transport category aircraft.

3) The “receipt” of an emergency AD notification, current notification information, and compliance with an AD is the responsibility of the carrier/operator’s management personnel.

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B. Contact Information. The foreign air carrier/operator is required to notify the FAA by signing the fax cover page and faxing it to the Delegation and Airworthiness Programs Branch (AIR–140), at facsimile number 405-954–2009 (telephone 405-954–4103) or they may fax their confirmation receipt to the directorate issuing the emergency AD. Use the directorate fax number and include all the information required in OpSpec A447.

C. Authority. ADs are substantive regulations issued by the FAA in accordance with part 39. ADs are issued under the following circumstances:

- When an unsafe condition has been found to exist in particular aircraft, engines, propellers, or appliances installed on aircraft, and
- When that condition is likely to exist or develop in other aircraft, engines, propellers, or appliances of the same type design.

D. Requirements. Once an AD is issued, no person may operate a product to which the AD applies except in accordance with the requirements of that AD.

OPSPEC A570.

A. Applicability. OpSpec A570 is a time-limited authorization that applies to transport Category turbine-powered airplanes with a type certificate (TC) issued after January 1, 1958, that, as a result of original type certification or later increase in capacity have a maximum TC'd passenger capacity of 30 or more, or a maximum payload capacity of 7,500 pounds or more. This authorization does not apply to the airplanes listed in 14 CFR part 129, § 129.117(m). Specifically, it applies to the airplanes listed in Table 12-2, Airplanes Which Require Ground Air Conditioning Systems.

Table 12-2. Airplanes Which Require Ground Air Conditioning Systems

Boeing	**Airbus**
737 series	A318, A319, A320, A321 series
747 series	A300, A310 series
757 series	A330, A340 series
767 series	
777 series	

B. Eligibility. OpSpec A570 is used to extend the compliance date in § 129.117(e) by 1 year. In order to be eligible for the extension, an operator must have notified their principal inspector (PI) before March 29, 2009, of its intention to use ground air conditioning systems on its applicable airplanes in accordance with § 129.117(k)(2) and (3) and the operator must have applied for OpSpec A570 by June 24, 2009. With the issuance of this OpSpec, the final compliance date is extended to December 26, 2018. OpSpec A570 will expire after that date.

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NOTE: Section 129.117 will be amended to show the compliance dates as discussed in subparagraph B above.

C. Action. OpSpec A570 is the joint responsibility of the principal operations inspector (POI) and the principal maintenance inspector (PMI). Inspectors should issue OpSpec A570 no later than 30 days after publication of the corrected final rule. Inspectors should use the guidance in Volume 3, Chapter 18, Section 6, OpSpec A570, to issue the OpSpec.

RESERVED. Paragraphs 12-126 through 12-176.

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VOLUME 12 INTERNATIONAL AVIATION

CHAPTER 2 FOREIGN AIR CARRIERS OPERATING TO THE UNITED STATES AND FOREIGN OPERATORS OF U.S.-REGISTERED AIRCRAFT ENGAGED IN COMMON CARRIAGE OUTSIDE THE UNITED STATES

Section 6 Part 129 Part D Operations Specifications—Aircraft Maintenance

12-269 PART D OPERATIONS SPECIFICATIONS (OPSPECS)—AIRCRAFT MAINTENANCE. The Federal Aviation Administration (FAA) issues Part D OpSpecs to foreign air carriers who conduct operations within the United States under Title 14 of the Code of Federal Regulations (14 CFR) part 129 using U.S.-registered aircraft. The FAA also issues Part D OpSpecs to foreign persons and operators using U.S.-registered aircraft operated in common carriage solely outside the United States in accordance with part 129, § 129.1(b). This chapter contains additional information specific to these types of operations. The FAA does not issue Part D OpSpecs to part 129 foreign air carriers who conduct operations with only foreign-registered aircraft. The following guidance gives general instructions on how to complete Part D OpSpecs. Detailed instructions on the procedures for approving a maintenance program and minimum equipment list (MEL) under § 129.14 are contained in Volume 12, Chapter 3, Section 2 and Volume 4, Chapter 4, Section 1.

OPSPEC D070 and D072. DECOMMISSIONED.

OPSPEC D085—U.S.-REGISTERED AIRCRAFT LISTING AND MAINTENANCE REQUIREMENTS (required for all air carriers and 14 CFR part 129, § 129.14 operators conducting operations with U.S.-registered aircraft). OpSpec D085 identifies the maintenance program that the FAA has reviewed and approved for any U.S.-registered aircraft, as required by § 129.14. After the principal maintenance inspector (PMI) has evaluated the maintenance program that the foreign air carrier or foreign person has submitted in accordance with Volume 12, Chapter 3, Section 2, and the current edition of Advisory Circular (AC) 129-4, Maintenance Programs for U.S.-Registered Aircraft Operated Under 14 CFR Part 129, the PMI will need to issue OpSpec D085 as follows:

A. Make, Model, and Series (M/M/S), Aircraft Registration Number, and Aircraft Serial Number. All aircraft information must be first entered into the Web-based Operations Safety System (WebOPSS) in the left navigation area, under “CHDO,” then “Maintain Operator Data,” and then “Aircraft.” Aircraft used to operate solely outside the United States identify as “129.14”. Aircraft flying into the United States identify as “129”. Once the “Aircraft” data is entered, when the PMI or operator moves a new OpSpec D085 template to the workspace, the aircraft-specific information (M/M/S, aircraft registration number, and aircraft serial number) for the foreign air carrier’s or foreign person’s U.S.-registered aircraft will be auto-filled into the table(s).

NOTE: In the D085 template that is issued to foreign air carriers that operate to the United States, there is an additional column in the table that identifies if the aircraft is being used to operate to or solely outside the United States. (Aircraft

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that are used to fly to the United States are identified as “129”, and aircraft that are used to fly solely outside the United States are identified as “129.14”.)

B. Maintenance Program Document Information. Maintenance program document name, and document revision date and number. Enter the information manually into the appropriate table.

NOTE: For dry-leased aircraft, refer to additional guidance in Volume 12, Chapter 2, Section 9 and § 129.14(b).

OPSPEC D092. DECOMISSIONED.

OPSPEC D095—MINIMUM EQUIPMENT LIST AUTHORIZATION—U.S.-REGISTERED AIRCRAFT (OPTIONAL). (Required for U.S.-registered airplanes if the carrier/operator is authorized to use a MEL.)

A. General. The regulatory basis for a MEL is 14 CFR part 129, § 129.14. Without the MEL, the foreign air carrier or foreign person operating a U.S.-registered aircraft would have to operate the aircraft with all instruments and equipment operative. For MEL exceptions, see Volume 12, Chapter 2, Section 3, OpSpec A003.

B. Approval. When seeking approval of an MEL, the foreign air carrier or foreign person must show that the procedures in its maintenance program are adequate to support the use of its MEL. MELs are approved for U.S.–registered aircraft through FAA OpSpecs. Section 129.14(b)(4) states in part that the OpSpec permitting the use of the MEL is carried on board (refer to § 129.14(b)(4)).

1) The carriage on board of the MEL is not limited to hard copies. The intent of § 129.14(b)(4) is that the current and approved MEL is accessible to the flightcrew. For example, if a foreign air carrier or a foreign person is approved by their State of the Operator to carry the MEL electronically, this is an acceptable means of compliance with § 129.14.

2) An inspector conducting a ramp inspection must be able to verify that the MEL is available, approved, and up-to-date. (Refer to International Civil Aviation Organization (ICAO) Doc 8335, and see Volume 12, Chapter 3, Section 3, Figure 12-18).

C. Principal Inspectors’ (PI) Evaluation. After the principal operations inspector (POI) has evaluated the operator-submitted program and coordinated with the principal maintenance inspector (PMI) and/or principal avionics inspector (PAI) in accordance with Volume 4, Chapter 4 and Volume 12, Chapter 3, Section 2, the PIs will need to issue OpSpec D095. The aircraft make, model, and series (M/M/S), Aircraft Registration Number, Serial Number, Master Minimum Equipment List (MMEL), Revision Date and Number, and MEL Revision Date and Number for aircraft authorized for the use of an MEL must be listed in the OpSpec table.

OPSPEC D097—AGING AIRCRAFT PROGRAMS. For aging aircraft programs for 14 CFR part 129 that include approval sections for each of the aging aircraft CFRs. OpSpec/Management Specification (MSpec)/LOA D097 is the means by which the principal inspector (PI) will

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approve the operator's incorporation of the applicable aging aircraft regulations, as well as any revisions that he or she needs to incorporate into the Continuous Airworthiness Maintenance Program (CAMP). It allows the PI to select the applicable CFR and accomplish individual approvals for each, including the approval date. The PI should select the regulatory references applicable to the operator and insert the approval dates into the operator's CAMP.

NOTE: Table 1 must include the registration number; serial number; aircraft make, model, and series (M/M/S); along with the maintenance document, which incorporates the comprehensive repair assessment program.

A. Fuel Tank System Maintenance Program. When issuing the Fuel Tank System Maintenance Program the PI must ensure that the free text area of the OpSpec/MSpec/LOA is used for the following:

1) To identify and record the document(s)—by document number, revision number, and date—that are used as the source of the FAA Oversight Office-approved electrical wiring interconnection system (EWIS)/fuel tank safety (FTS) instructions for continued airworthiness (ICA).

2) If this information is contained in the operator's manual system, a reference to that location in their manual system must be recorded in the free text area.

NOTE: The PI must ensure that the operator has procedures in its manual that track any changes and approvals made to the FAA Oversight Office-approved EWIS/FTS ICA.

B. Fuel Tank Flammability Reduction (FTFR) Program. When issuing the FTFR Program the PI must ensure that the free text area of OpSpec/MSpec/LOA is used for the following:

1) To identify and record the document(s)—by document number, revision number, and date—that are used as the source of the FAA Oversight Office-approved FTFR airworthiness limitations (AL).

2) If this information is contained in the operator's manual system, a reference to that location in their manual system must be recorded in the free text area.

NOTE: The PI must ensure that the operator has procedures in its manual that track any changes and approvals made to the FAA Oversight Office-approved FTFR AL.

OPSPEC D108—MAINTENANCE PROGRAM − CONTINUOUS AIRWORTHINESS − U.S. REGISTERED AIRPLANES. (Required for all foreign air carriers and foreign persons, with U.S.-registered aircraft, conducting RVSM, or other operations in airspace requiring authorizations.)

A. General. Both operations in U.S. airspace designated as Reduced Vertical Separation Minimum (RVSM) airspace and operations in airspace designated as RVSM airspace outside the

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United States with U.S.-registered airplanes require authorization by the FAA in accordance with 14 CFR part 91, §§ 91.180 and 91.706. OpSpec D108 is also used to list the navigation equipment and navigation specification for each airplane type that a foreign air carrier (or foreign person) operating U.S.-registered aircraft operators that requires a continuous maintenance program.

1) RVSM. OpSpec D108 is used to identify the RVSM maintenance program that the FAA has reviewed and approved for any U.S.-registered aircraft as required by 14 CFR part 129, § 129.14. Before issuing OpSpec D108, the principal maintenance inspector (PMI) and principal avionics inspector (PAI) must review RVSM authorization guidance and coordinate the issuance with the principal operations inspector (POI). The PMI has to evaluate the program submitted by the operator in accordance with this order and Advisory Circular (AC) 91-85, Authorization of Aircraft and Operators for Flight in Reduced Vertical Separation Minimum Airspace. OpSpec D108 must be issued in conjunction with OpSpecs A003 of the primary operator (see Volume 4, Chapter 1, Section 5).

2) Requirements. The following are specific requirements for the airplanes used by a foreign air carrier or foreign person in part 129 RVSM operations:

a) RVSM airspace is any defined portions of airspace where, based on the regional air navigation agreement, airplanes are separated by 1,000 feet (300 meters) vertically above flight level (FL) 290. In the United States, this will include FL 290 to FL 410, inclusive. Generally, aircraft and foreign air carriers or foreign persons that have not been authorized by the State of Registry and the State of Operator to conduct RVSM operations cannot operate at FLs where RVSM is applied. Exceptions to this requirement are published by individual Air Traffic Service (ATS) providers. ATS providers have elected to implement RVSM as a means to provide more fuel-/time-efficient altitudes and routes to operators, and to enhance en route airspace capacity.

b) The following FAA RVSM Web page, http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/enroute/rvsm/, shows some examples of major areas where RVSM has been operating, or is planned to be implemented.

B. RVSM Guidance—General. International Civil Aviation Organization (ICAO) guidance material relating to airplane equipment necessary for flight in RVSM airspace is contained in the ICAO Doc. 9574, Manual on Implementation of a 300 m (1,000 ft) Vertical Separation Minimum Between FL 290 and FL 410 Inclusive. Using the guidance provided in FAA AC 91-85, inspectors will ensure that foreign air carriers or operators and aircraft meet the standards of part 91 appendix G and the guidance contained in ICAO Doc. 9574.

C. Guidance and Sources of Information.

1) FAA RVSM Homepage. The FAA RVSM homepage provides information on RVSM programs in various areas of the world. It provides a link to the domestic RVSM Web page where information is posted on plans and programs to implement RVSM in the domestic United States. It also links to the RVSM Documentation page that provides specific information on aircraft and operator approval for RVSM operations. The Web address for the RVSM

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homepage is: http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/enroute/rvsm/.

2) RVSM Documentation Web Page. The RVSM Documentation Web page provides access to regulations, guidance, documents, and contacts. This Web page is maintained by the Flight Technologies and Procedures Division (AFS–400). Click on "RVSM Documentation" at the following Web address: http://www.faa.gov/about/office_org/headquarters_offices/ato/service_units/enroute/rvsm/documentation.

3) Regulations. Section 91.706 applies to RVSM operations outside the United States by U.S.-registered aircraft. Section 91.180 applies to RVSM operations within the United States by any civil aircraft. Both sections require that the foreign air carrier or foreign person and their aircraft comply with the standards of part 91 appendix G, and that the foreign air carrier or foreign person obtain FAA authorization to conduct those RVSM operations. The RVSM Documentation Web page provides a link to §§ 91.180, 91.706, and part 91 appendix G.

4) ICAO Annex 6—Operation of Aircraft. Part I—International Commercial Air Transport—Aeroplanes, section 7.2, contains the standard for flights in defined portions of airspace where, based on the Regional Air Navigation Agreement, a vertical separation minimum (VSM) of 300 meters (1,000 feet) is applied above FL 290. This standard requires State of Operator authorization for flight in RVSM airspace. ICAO Annex 6, section 8.2, requires the operator to provide, for the use and guidance of maintenance and operational personnel concerned, a State of Registry-approved maintenance program containing the information required by ICAO Annex 6, section 11.3. This includes the additional maintenance program requirements for RVSM.

5) FAA Guidance.

a) Volume 4, Chapter 1, Section 5, provides an acceptable means to authorize the foreign air carrier or foreign person's airplanes to conduct flight in U.S. airspace designated as RVSM airspace, and to authorize the foreign air carrier or foreign person's U.S.-registered airplanes to operate in airspace designated as RVSM airspace outside the United States. It provides detailed guidance for aircraft manufacturers, other engineering organizations, and foreign air carriers and foreign persons to follow when developing programs intended to meet the standards of part 91 appendix G.

b) If a foreign air carrier or foreign person conducting operations under part 129 requests to deviate from the practices and procedures provided in Volume 4, Chapter 1, Section 5, the inspector should forward a request for assistance through their assigned FAA International Field Office (IFO) to AFS-400. AFS-400 will respond after coordination with the International Programs and Policy Division (AFS-50) and Aircraft Maintenance Division (AFS-300).

NOTE: FAA Interim Guidance (IG) 91-RVSM, which preceded AC 91-85, is used by operators and Civil Aviation Authorities (CAA) throughout the world. ICAO Doc. 9574 cites FAA Interim Guidance 91-RVSM as an acceptable means

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for RVSM approval. It was developed in compliance with the guidance material in Doc. 9574.

6) Relationship Between RVSM Authorization and Horizontal Navigation Authorizations. In designated oceanic airspaces, foreign air carriers or foreign persons are required to obtain both RVSM authorization and certain horizontal navigation authorizations from the State of Operator's CAA. These are separate, specific authorization actions. For example, to operate in minimum navigation performance specification (MNPS) airspace, foreign air carriers or foreign persons are required to obtain both RVSM and MNPS authority. Foreign air carriers and foreign persons of U.S.-registered aircraft must receive FAA authorization in accordance with § 91.705.

7) Traffic Alert and Collision Avoidance System (TCAS). Information on TCAS as it relates to RVSM operations can be found on the RVSM Documentation Web page. Part 91 appendix G does not require that aircraft be equipped with TCAS for RVSM operations. Part 91 appendix G, section 2, does require, however, that if an aircraft is equipped with TCAS II and is used in RVSM operations, then it must be a TCAS II that meets Technical Standard Order (TSO) C–119b, Traffic Alert and Collision Avoidance System (TCAS) Airborne Equipment, TCAS II With Optional Hybrid Surveillance (Version 7.0) or a later version. TCAS equipage requirements can be found in part 129.

8) Determining Aircraft RVSM Compliance. The phrases, "determining aircraft RVSM compliance," and "initial RVSM Airworthiness approval," both appear in RVSM documents to indicate that the FAA has determined that the foreign air carrier or foreign person's aircraft comply with part 91 appendix G, RVSM standards.

9) Inspector Handbook Guidance. Part 91 appendix G and AC 91-85, paragraph 11d, provide guidance on inspector determination that aircraft are RVSM compliant. AC 91-85, paragraph 11d(1) and (2) discuss the documents that the foreign air carrier or foreign person must submit to the FAA to show that in-service aircraft or aircraft manufactured RVSM-compliant are in compliance with the RVSM requirements of part 91 appendix G.

a) For most in-service aircraft, the RVSM Airworthiness documents take the form of Service Bulletins (SB), Service Letters (SL), or Supplemental Type Certificates (STC). These documents contain requirements that are specific to individual aircraft types or groups and generally require inspections and/or hardware or software modifications. The foreign air carrier or foreign person must submit documents to the FAA to show that the required actions have been completed for each airframe that will operate in RVSM airspace.

b) For aircraft manufactured RVSM-compliant, the Aircraft Flight Manual (AFM) or Type Certificate Data Sheet (TCDS) must contain statements that show the aircraft to be eligible for RVSM operations.

D. Domestic U.S. RVSM Operational Policy/Procedures. Until the FAA publishes operational policy and procedures for RVSM in the domestic United States, foreign air carriers can use AC 91-85, Appendix 4 as the basis for their RVSM operations training and operating practices/procedures. The FAA will publish operational procedures such as those for en route

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failure of RVSM systems in domestic U.S. airspace in the Aeronautical Information Manual (AIM) and, in addition, AFS-400 will publish and distribute a sample pilot bulletin that can be incorporated into individual operator programs. Foreign air carriers will be responsible for incorporating this material into their programs prior to conducting RVSM operations in the United States. The FAA anticipates that operational procedures unique to domestic U.S. airspace will not be extensive.

E. Monitoring Programs.

1) Objective of Monitoring. The primary goal of monitoring is to provide a quality control (QC) check on the altitude-keeping performance of the wide variety of operators and aircraft. It has been determined that this may be accomplished by sampling a number of airframes of each aircraft type that an operator will operate in RVSM airspace. Altitude-keeping performance data is analyzed to determine that the aircraft fleet, as well as individual foreign air carrier or foreign person, exhibits performance that is consistent with RVSM standards.

2) Operator Plan and Monitoring Requirements. FAA AC 91-85 paragraph 11d(8) calls for each foreign air carrier or foreign person, when applying for RVSM authority, to submit a plan to participate in monitoring programs. It further notes that the current monitoring requirements for individual operators in specific RVSM areas of operation are published on the FAA RVSM Documentation Web site.

NOTE: Foreign air carriers and foreign persons are no longer required to complete monitoring prior to being granted operational approval.

3) Monitoring Procedures. Monitoring procedures for ground-based and Global Positioning System (GPS)-based monitoring systems are published on the RVSM Documentation Web page. Foreign air carrier or foreign person aircraft of a specific type or group are monitored after they have been determined to be RVSM compliant. Currently, the foreign air carrier or foreign person can have its aircraft monitored by either the ground-based height monitoring unit (HMU) or a portable GPS-based Monitoring Unit (GMU) that can be placed on the aircraft. Foreign air carriers or foreign persons may have the option of over flying the FAA ground-based monitoring system called the Aircraft Geometric Height Measurement Element (AGHME).

F. Program Tracking and Reporting Subsystem (PTRS) Entries — RVSM Approvals Database. (U.S.-registered aircraft only.) It is imperative that the PTRS be completed in a timely manner. The FAA Separation Standards Analysis Branch (ANG–E61) is retrieving PTRS information and compiling it into a database of RVSM aircraft and operator approvals. It is also forwarding the information to the international bodies tasked with tracking RVSM aircraft/operator approval.

NOTE: This information is being used to find and investigate aircraft that fly at RVSM FLs but are not RVSM-approved. The database of RVSM approvals is not, however, used in real time to grant or deny clearance into RVSM airspace.

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1) Make separate PTRS entries, as follows for U.S.-registered aircraft:

a) In-service U.S.-registered aircraft. Refer to AC 91-85, paragraph 11d(1). When the foreign air carrier or foreign person provides documentation that RVSM work is completed on individual airframes in accordance with appropriate Airworthiness documents (e.g., SBs, STCs), the PTRS must be updated.

b) U.S.-registered aircraft manufactured RVSM-compliant. A PTRS entry is also required for "Initial Airworthiness Approval" of aircraft that are RVSM-compliant on delivery. When the POI issues the OpSpecs may also be used for the Airworthiness and avionics activity code.

c) OpSpecs issuance. When an inspector issues OpSpecs authority for each specific aircraft, the PTRS must be updated.

d) Other actions.

NOTE: When "Other" actions, as described in Table 12-3, are taken, the PTRS must be updated.

2) The IFO will update the system, at a minimum, with the specific items listed below.

3) Specific PTRS entries are as follows:

- Section I—Transmittal.
- Part 129.
- Status: Closed.
- Results: Completed or Assisted.
- Closed date: Date of Initial Airworthiness Approval or date OpSpecs were issued.
- Designator: Four-letter code.
- Tracking: Used for all operators, the date RVSM authorization was withdrawn.
- Miscellaneous: Manufacturer's aircraft serial number.

4) Section IV—Comments.

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Table 12-3. Program Tracking and Reporting Subsystem Codes

	INITIAL AIRWORTHINESS APPROVAL (U.S.-Registered Aircraft)	**OPSPECS GRANTED**	**OTHER***
Operations Activity Code	None	1411	1413
Airworthiness Activity Code	3411	None	3413
Avionics Activity Code	5411	None	5413
NOTE: For in-service aircraft, approval means required Service Bulletin (SB), Supplemental Type Certificate (STC), or aircraft service change work was accomplished. For aircraft manufactured Reduced Vertical Separation Minimums (RVSM)-compliant, Aircraft Flight Manual (AFM) or other appropriate documents found to show RVSM compliance.			
*"Other" may include actions such as: N-number change; withdrawing RVSM approval due to transfer of airframe to a different operator; investigation of oceanic navigation error report; etc.			

Table 12-4. Program Tracking and Reporting Subsystem Comment Codes

PART 129 OPERATORS	**PRIMARY AREA**	**KEY WORD**	**OPINION CODE**
Initial Airworthiness Approval	A or F	643	I
Full Reduced Vertical Separation Minimums (RVSM) Approval (OpSpecs Issued)	A or F	643	I
Other	A or F	699	I

5) Additional Section IV Comments.

a) For all foreign air carriers or foreign persons: Amplifying remarks why RVSM approval was withdrawn.

b) For all foreign air carriers or foreign persons: If available, Aircraft Mode S address code.

G. MNPS. Operations with U.S.-registered aircraft requires authorization by the FAA in accordance with § 91.705; this includes operations outside the United States. North Atlantic (NAT)/MNPS airspace is defined as the volume of airspace within the oceanic control areas of Santa Maria, Shanwick, Reykjavik, Gander Oceanic, and New York, excluding the area west of

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60º W. and south of 38º30” N. as defined in part 91 appendix C and ICAO NAT Regional Supplementary Procedures (SUPPS) Doc 7030. The PAI must make certain that the air carrier has appropriately installed the required long-range navigation and communication equipment on the aircraft (with the appropriate approvals). The inspectors must also verify that the AFM (or supplement) stipulates that the navigation equipment be specifically approved for operations in MNPS airspace. The PAI should verify (and require) that the foreign carrier or foreign person incorporates into its FAA-approved maintenance program instructions for continued airworthiness (ICA) for the long-range navigation and communication equipment. The air carrier must meet the requirements for NAT/MNPS airspace operations found in ICAO Doc 7030, Regional Supplementary Procedures – North Atlantic, Chapter 4, Navigation, or equivalent document.

NOTE: RVSM has been implemented in MNPS from FL 290 through 410, and airplanes must also be authorized to conduct RVSM operations in accordance with § 91.706. (See Volume 3, Chapter 18, Section 4, OpSpec B046.)

H. Basic Area Navigation (B-RNAV)/Area Navigation (RNAV 5) and Precision Area Navigation (P-RNAV)/RNAV 1. Operators of U.S.-registered aircraft operating solely outside the United States that require authorization to conduct RNAV operations in Europe (B-RNAV/RNAV5 or P-RNAV/RNAV 1) shall receive such an authorization in OpSpec D108. For additional guidance see Volume 3, Chapter 18, Section 4, OpSpec B034, paragraph B.

I. Instructions for Information Fields. Inspectors should complete OpSpec D108 as follows:

1) Make, Model, and Series (M/M/S), Aircraft Registration Number, and Aircraft Serial Number. For each applicable U.S.-registered M/M/S, Registration and Serial Number(s) entered into Web-based Operations Safety System (WebOPSS), “CHDO”, “Maintain Operator Data,” “Aircraft” when editing the aircraft information, under “Authorization” select “Maintenance”, move it with the green arrow from the left to the right column, and save your edits. Once entered, the information will be auto-filled into the table in OpSpec D108 when D108 is moved into workspace. If already in workspace and there is a need to add new aircraft, then the add new data icon can also be selected. This will redirect to the Operator – Aircraft screen where the data may be preloaded.

NOTE: An applicable aircraft for the purpose of D108 is a U.S.-registered aircraft continuously maintained to RVSM, MNPS, B-RNAV, P-RNAV, Required Navigation Performance (RNP)-4 and RNP-10 maintenance program as applicable.

2) RVSM Maintenance Program Document Name, Revision Date and Number, and Expiration Date. If aircraft is authorized RVSM, in the columns under the heading for operation in RVSM airspace, enter the approved maintenance program name, document revision date and number. If applicable, enter the program expiration date, otherwise enter N/A. If aircraft is not authorized RVSM, in the columns under the heading for operation in RVSM airspace, enter “not authorized” in each column.

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3) Airspace Requiring Navigation Performance. For navigation performance the following applies:

a) Not authorized. If not authorized by State of Operator to operate in airspace requiring navigation performance, then select "N/A" in the Navigation Equipment and Performance columns.

b) MNPS. Enter the long-range navigation system (LRNS) (manufacturer/model) authorized for operations in MNPS airspace in the left column of the table under the heading of operation in airspace requiring navigation performance. For example: Boeing 747-400.

1. If the navigation equipment for the airplane type has a dual or redundant (separate and independent) LRNS systems, then in the right hand column, under Navigation Performance select "MNPS."

2. For flight operations in MNPS airspace over routes *for use by aircraft not equipped with two LRNSS* (see Volume 4, Chapter 1, Section 5), select (in the right hand column, under Navigation Performance) the following: *MNPS only on routes for use by aircraft not equipped with two LRNSS.* This authorization permits revenue operations while positioning the airplane for repair of a malfunctioning navigational system. Additionally, other aircraft and navigational equipment combinations, which the air carrier may need to ferry over these routes in nonrevenue operations, should be listed. This is necessary because § 91.706 requires NAT/MNPS authorization regardless of revenue considerations.

NOTE: If MNPS is selected from the dropdown in the authorizations column, then subparagraph b must be checked. Subparagraph b speaks to suitable displays at each pilot's station.

NOTE: The standard for operation in any airspace is determined by the Air Navigation Service Provider (ANSP); for example, in the United States it would be FAA Air Traffic Organization (ATO). If the operator has RNP-4 capability, then they should be encouraged to request RNP-4 because RNP-4 aircraft could operate in both RNP-4 and RNP-10 airspace.

OPSPEC D301—AIRCRAFT NETWORK SECURITY PROGRAM. Linking OpSpec D301 to Volume 3, Chapter 61.

OPSPEC D485. DECOMMISSIONED.

RESERVED. Paragraphs 12-270 through 12-289.

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VOLUME 13 FLIGHT STANDARDS DESIGNEES

CHAPTER 8 TECHNICAL PERSONNEL EXAMINER

Section 1 Inspect a Technical Personnel Examiner

13-601 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

A. Maintenance: 3675, 3676, 3939.

B. Avionics: 5675, 5677, 5939.

13-602 OBJECTIVE. This section provides guidance for conducting surveillance of Designated Mechanic Examiners (DME) and Designated Parachute Rigger Examiners (DPRE), collectively referred to as Technical Personnel Examiners (TPE).

13-603 GENERAL. Inspectors will accomplish surveillance of designees in accordance with the current edition of Federal Aviation Administration (FAA) Order 1800.56, National Flight Standards Work Program Guidelines. Airworthiness inspectors are also responsible for ensuring that TPEs are thoroughly coached in the importance of their role of administering oral (knowledge) and practical (skill) tests to the applicants in accordance with the current edition of FAA Order 8900.2, General Aviation Airman Designee Handbook, chapter 6.

NOTE: Volume 13, Chapter 5 contains information regarding the designation, renewal, and termination of Flight Standards Service (AFS) designees.

13-604 PRACTICAL TEST STANDARDS (PTS). TPEs will conduct and score all oral and practical tests in accordance with the applicable PTS for the airman certificate sought. (See FAA Order 8900.2, chapter 6, section 2.)

13-605 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites:

- Knowledge of the regulatory requirements of Title 14 of the Code of Federal Regulations (14 CFR) parts 65 and 183.
- Successful completion of the Airworthiness Inspector Indoctrination course, or equivalent.
- Completion of, or currently scheduled for the Initial Technical Personnel Examiner Standardization Seminar. ASIs that are assigned as the principal maintenance inspector (PMI) for the TPE, must attend the Recurrent Technical Personnel Standardization Seminar on the same frequency as the TPE (i.e., 2 years after completing the initial standardization seminar).
- Completion of FAA course number 27100091, AFS Overview of Personnel Certification Designee Management.
- Completion of, or be currently scheduled for FAA course number 21400001, AFS Designee Management for Personnel Certification.

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B. Coordination. This task may require coordination with the field office or regional Airworthiness focal point.

13-606 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR Parts 1, 21, 39, 43, 65, 91, and 183.
- FAA Order 8900.2, General Aviation Airman Designee Handbook.
- PTRS Procedures Manual (PPM).

B. Forms. FAA Form 8610-2, Airman Certificate and/or Rating Application.

C. Job Aids. None.

13-607 PROCEDURES.

A. Determine the Need for an Inspection. Inspectors conducting surveillance of TPEs should use a risk-based analysis to determine when an inspection is necessary. Circumstances that warrant an inspection include, but are not limited to:

1) Regularly scheduled work program guidelines.

2) Complaints received about a TPE's conduct of oral and/or practical tests.

3) Newly designated examiners (inspections can occur at a higher level of frequency to ensure compliance).

4) Review of TPE's certification files indicates one of the following:

- Overall problems with the certification files,
- A "no failure" or "high pass rate" that seems unusual, or
- A high activity rate.

B. Prepare for the Inspection.

1) Review the following documents prior to the inspection:

- TPE's designee file,
- TPE's planning sheets,
- Previous inspection reports and PTRS entries, and
- Any correspondence between the field office and TPE since the last inspection.

2) If appropriate, contact the examiner to arrange for the inspection to coincide with scheduled oral and/or practical examinations.

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C. Visit the Designated Examiner's Fixed Base.

1) Ensure the examiner maintains current copies (paper or electronic) of the following:

a) DME-related documents (current editions):

- Part 43, Maintenance, Preventive Maintenance, Rebuilding, and Alteration.
- Part 65, Certification: Airmen Other Than Flight Crewmembers.
- Part 183, Representatives of the Administrator.
- FAA Form 337, Major Repair and Alteration.
- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Form 8610-2, Airman Certificate and/or Rating Application.
- FAA Order 8900.2, General Aviation Airman Designee Handbook.
- Aviation Mechanic Airframe PTS.
- Aviation Mechanic General PTS.
- Aviation Mechanic Powerplant PTS.
- Other data such as advisory circulars (AC), technical data, etc., which may be required for the development and administration of the test.

b) DPRE-related documents (current editions):

- AC 105-2, Sport Parachuting.
- FAA Form 8060-4, Temporary Airman Certificate.
- FAA Order 8900.2, General Aviation Airman Designee Handbook.
- Title 14 CFR part 105, Parachute Operations.
- Technical Standard Order (TSO), TSO-C23 Series, Personnel Parachutes Assemblies.
- National Aerospace Standards (NAS) Specifications, NAS-804, Parachutes.
- Parachute Industry Association (PIA) Technical Standard (TS) Publication, TS-108.1, Parachute Canopy Fabric Pull Test Non-Destructive Method.
- Society of Automotive Engineers (SAE), AS8015 Series, Minimum Performance Standard For Parachute Assemblies and Components, Personnel.
- Parachute Rigger PTS.
- Applicable manufacturers' parachute packing instructions.
- Poynter's Parachute Manuals, Volumes I and II.
- Other data such as ACs, technical data, etc., which may be required for the development and administration of the test.

2) Ensure the TPE provides adequate security for temporary airman certificates.

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3) Request and examine the TPE's airman certificates and certificate of authority (COA) letter, and ensure the designee completed a Recurrent Technical Personnel Examiner Standardization Seminar within the preceding 2 years.

4) Determine if the facility is adequately equipped to support testing to the level required by the PTS by inspecting the tools, equipment, airworthy assemblies, unairworthy assemblies, subassemblies, operational mockups, and materials required to complete a project assignment and demonstrate the basic skills for the certificate and rating sought to meet the equipment requirements of Order 8900.2, chapter 6.

D. Observe the TPE Conducting an Exam.

1) Perform Pretest Inspection Activities (described below):

a) Review the examiner's planning sheet for the following:

- Does the planned test include all the questions and projects required by the mechanic and/or parachute rigger oral and PTS?
- Does the test cover each subject area/area of operation required by the PTS for the certificate/rating sought?
- The inspector should request a copy of the planning sheet for the specific test he or she plans to observe in advance of the test to avoid interruption. Direct any questions regarding the test plan or adequacy of the test to the TPE in private before the beginning of the test.

b) Conduct interviews of recently certificated mechanics. These interviews are to ensure the examiner is properly following the PTS when the FAA is not in attendance. Inform interviewees that the questions asked are to evaluate the testing procedure and not a reexamination of their certificate. Conduct a sufficient number of interviews (at least five randomly selected airmen or 50 percent of the airmen newly certificated by the designee over the past 12 months, whichever is fewer), to provide confidence that the designee is properly conducting the test. The inspector will use the information gained during the pre-inspection interviews to aid in the onsite portion of the designee surveillance. Sample interview questions are available on the Designee Quality Assurance Branch (AFS-650) SharePoint site at https://avssp.faa.gov/avs/afs600/AFS-600/afs650/focalpoint/SitePages/Home.aspx. These interviews will be recorded in the PTRS using activity code 3699 or 5699.

NOTE: The inspector should request a copy of the planning sheet for the specific test he or she plans to observe in advance of the test to avoid interruption. Direct any questions regarding the test plan or adequacy of the test to the TPE in private before the beginning of the test.

c) Ensure the TPE requests appropriate identification from the applicant to validate the applicant's identity.

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d) Ensure the examiner does not intend to administer the oral and/or practical test to more than one applicant at a time, unless authorized by the geographically responsible Flight Standards District Office (FSDO) in accordance with Volume 13, Chapter 5, Section 1.

e) Ensure the applicant is informed that the inspector is principally observing the examiner's performance and that at the conclusion of the tests, unless circumstances otherwise warrant, the examiner will issue a temporary certificate if the applicant passes the test.

2) Observe a Test. Ensure the examiner conducts the oral and practical portions of the test in accordance with the procedures in Order 8900.2, chapter 6, section 2, paragraph 12.

E. Post Test Activities. Ensure the TPE completes and submits the certification file in accordance with Order 8900.2, chapter 6, section 2. After observing the examiner conduct an oral (knowledge) and practical (skill) test of the applicant, note the following four possible outcomes. In each of these outcomes, conduct a debriefing with the examiner, separate from the applicant. Discuss the performance of the applicant and the examiner, and recommend areas of improvement needed by the examiner.

1) If both the TPE and the applicant perform satisfactorily, observe the examiner properly completing FAA Form 8610-2 and issuing FAA Form 8060-4.

2) If the examiner performs satisfactorily but the applicant is unsatisfactory, observe the examiner properly completing FAA Form 8610-2 and properly identifying the subject areas or area of operation/task failed or not tested in the remarks block.

3) If the examiner performs unsatisfactorily but the applicant performs satisfactorily, allow the examiner to complete FAA Form 8610-2, and issue FAA Form 8060-4. This is only possible if the inspector determines that an adequate test was given. If the TPE's performance was inadequate, resulting in an invalid test, then the TPE did not properly evaluate the airman applicant and should not issue FAA Form 8060-4.

4) If both the examiner and the applicant perform unsatisfactorily, allow the examiner to properly complete FAA Form 8610-2, properly identifying the oral and/or practical projects failed or subject areas/tasks not tested.

13-608 PERMISSION TO TEST APPLICANTS. The TPE must notify the managing FAA office before any test. For all applicants traveling from outside the geographical boundary who have been previously authorized by another FAA office, the TPE must have, in writing, permission to test. Since the applicant was previously authorized, there is no requirement to reevaluate the applicant's experience, nor to determine eligibility.

13-609 AIRWORTHINESS FOCAL POINTS. Assigned Airworthiness focal points are available within each region and field office to assist inspectors with questions regarding training, oversight, and other questions regarding the surveillance of TPEs. (See Volume 13, Chapter 5, Section 4.)

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13-610 TASK OUTCOMES.

A. Close the PTRS Record.

B. Complete the Task. Completion of this task will result in one of the following:

1) If the TPE's performance is satisfactory, the inspector must place a written indication to that effect (e.g., copy of PTRS record or handwritten note) in the examiner's designee file at the managing field office.

2) If the TPE's performance is unsatisfactory, the inspector must place a written indication to that effect in the examiner's designee file at the managing field office, and one of the following actions may be warranted:

a) Compliance Action per 8900.1 Volume 14, Chapter 1, Section 2. This could be counseling or other corrective action to obtain satisfactory performance, including a followup surveillance plan;

b) Termination of the TPE's designation (see Volume 13, Chapter 5, Section 3); or

c) Enforcement Action initiated against an airman that exhibits intentional, reckless, or criminal behavior, or a pattern of negative behaviors or performance.

13-611 FUTURE ACTIVITIES. If the TPE fails to correct any discrepancies, the inspector should take the appropriate action.

RESERVED. Paragraphs 13-612 through 13-630.

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VOLUME 16 UNMANNED AIRCRAFT SYSTEMS

CHAPTER 4 AIRMEN CERTIFICATION

Section 1 Pilots

16-4-1-1 GENERAL PERSONNEL QUALIFICATIONS. This chapter addresses the qualifications of all Unmanned Aircraft Systems (UAS) flightcrew members, observers, maintainers, and other personnel, as appropriate. All references to a pilot certificate or Federal Aviation Administration (FAA) written examination refer to an FAA-issued pilot certificate.

16-4-1-3 UAS PILOT QUALIFICATIONS. The FAA is focused on ensuring that UAS pilots have an appropriate level of understanding of the Title 14 of the Code of Federal Regulations (14 CFR) sections applicable to the airspace where UAS operate. UAS pilots are responsible for controlling their aircraft to the same standards as the pilot of a manned aircraft.

NOTE: UAS pilot time may not be used to meet the aeronautical experience requirements towards the issuance of a pilot certificate under 14 CFR part 61.

A. UAS General Operational Requirements. The following operational requirements apply to all UAS pilots:

1) One pilot in command (PIC) must be designated at all times.

2) The PIC of an aircraft is directly responsible for, and is the final authority of, the operation of that aircraft.

3) Each PIC controls only one unmanned aircraft (UA) at a time.

4) Pilots are not allowed to perform concurrent duties both as the pilot and the visual observer (VO). In the case of Optionally Piloted Aircraft (OPA), the airborne pilot may assume the role of PIC at all times, but will only be the observer when the control station (CS) pilot operates the OPA.

5) Unless undergoing initial qualification training, pilots must be qualified on the aircraft being flown.

6) Only one PIC per aircraft is authorized, and the PIC must be in a position to assume control of the aircraft.

B. PIC.

1) The designated PIC:

a) Has been designated as PIC before or during the flight.

b) Is responsible for the UAS flight operation as described under 14 CFR part 91, § 91.3.

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c) Is responsible for determining whether the UAS is in condition for safe flight.

d) Must land as soon as safely practical when any condition occurs that causes operations to be unsafe.

e) May be augmented by persons manipulating the controls. However, the PIC retains complete and overall responsibility for the flight.

f) Has the ability to assume the duties of an internal or an external UAS pilot at any point during the flight.

g) May rotate duties as necessary to fulfill operational requirements.

h) Must have a thorough knowledge of the Certificate of Waiver or Authorization (COA) issued to the organization when conducting a public aircraft operation, and must retain a copy to reference during flight.

i) Must be trained and qualified on the specific UAS for the conduct of the flight.

j) May assume the duties of VO or PIC if piloting an OPA when the OPA is being utilized as a UAS and being flown by the CS pilot.

2) Rating requirements for the UAS PIC depend on the type of operation conducted; they fall into two categories:

- Operations that require an FAA-issued pilot certificate (civil).
- Operations that do not require an FAA-issued pilot certificate (public).

3) The requirement for the PIC to hold an FAA-issued pilot certificate is based on various factors including:

- The location of the planned operations,
- The mission profile,
- The size of the aircraft,
- Whether or not the operation is conducted within or beyond Visual Line of Sight (VLOS), and
- Whether or not the operation is conducted in accordance with the public aircraft statute as promulgated in Title 49 of the United States Code (49 U.S.C.) § 40102(a)(41).

4) The PIC must hold, at a minimum, an FAA-issued pilot certificate for all operations listed below, with the exception of operations conducted in accordance with the public aircraft statute as promulgated in 49 U.S.C. § 40102(a)(41):

- All flight at or above 400 feet above ground level (AGL), including Class A, B, C, D, E, and G airspace.
- Instrument flight rules (IFR) (must have instrument rating) operations.

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- Night operations.
- At joint-use or public airfields.
- Requiring a chase aircraft.
- At any time the FAA has determined the need, based on the UAS characteristics, mission profile, or other operational parameters.

5) The operators/applicants must provide documentation showing the pilots maintain an appropriate level of recent pilot experience in the UAS being operated, or as prescribed by the operator/applicant's recurrent training and currency program. This does not apply when the PIC is not required to be involved in the launch and recovery of the UAS operation or the operation is conducted in accordance with the public aircraft statute as promulgated in 49 U.S.C. § 40102(a)(41). For those civil operations that require a certificated pilot, the PIC must have a flight review and maintain recent pilot experience in manned aircraft per part 61, as appropriate, to exercise the privileges of his or her certificate.

6) The PIC must maintain, at a minimum, a valid FAA medical certificate issued under 14 CFR part 67 or a valid state driver's license, depending on the type of operation being conducted. This paragraph does not apply to operations conducted in accordance with the public aircraft statute as promulgated in 49 U.S.C. § 40102(a)(41).

7) Recent Pilot Experience. The operator/applicant must ensure that pilots maintain an appropriate level of recent pilot experience for the position they are assigned in the UAS being operated.

a) Operators/applicants must maintain individual training records for all UAS personnel.

b) All training and testing will be documented in the individual's training record.

16-4-1-5 through 16-4-1-29 RESERVED.

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