

<b>Task:</b>	O2.2.1 Conduct a 14 CFR Part 91 Ramp Inspection										5/29/2019			
<b>Function:</b>	2.0 Surveillance/Inspection													
<b>Duty:</b>	2.2 Aircraft Surveillance													
<b>Previous Task Analysis:</b> 1995 Hughes and Allen Corporation						<b>Difficulty:</b> 2				<b>Criticality:</b> Y				
						<b>Importance:</b> 3				<b>Time:</b>				
						<b>Frequency:</b> 4				<b>Job Aid:</b> Y				
<b>PTRS Tracking</b>						<b>Specialty</b>								
1622	1661					S	O	M	E	F	A	C	T	
							P							

**Legal References:**

49 USC 40104 Promotion of Civil Aeronautics and Safety of Air Commerce  
49 USC 40113 Administrative  
49 USC 44709 Amendments, Modifications, Suspensions, and Revocations of Certificates

**Purpose:**

To determine that an operation is in continuing compliance with 14 CFR Part 91 during an actual operational situation.

**Significant Interfaces:**

Pilot  
Operator  
Airworthiness Inspector  
Flight Standards District Office (FSDO)  
Airmen Certification Branch

**Procedural Guidance (current editions):**

14 CFR Part 1 Definitions and Abbreviations  
14 CFR Part 45 Identification and Registration Marking  
14 CFR Part 61 Certification: Pilot, Flight Instructor, and Ground Instructors  
14 CFR Part 65 Certification: Airmen other than Flight Crewmembers  
14 CFR Part 67 Medical Standards and Certification  
14 CFR Part 91 General Operating and Flight Rules  
Order 1380.51 Program Tracking and Reporting Subsystem (PTRS)  
Order 8900.1 Flight Standards Information Management System (FSIMS)

**NOTE: Ensure you are using the most current information. The Flight Standards Information Management System (FSIMS) may be used to obtain current guidance.**

**Forms:**

FAA Form 8000-36 PTRS Transmittal Form  
FAA Form 8620-1 Aircraft Condition Notice

- 1 Pre-inspection activities.
  - K: Order 8900.1, Vol. 3, Chap. 14, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
  - 1.1 Open PTRS record.
    - K: Order 1380.51
- 2 Proceed to airport where inspection will be conducted and identify FAA presence to airport operator or air traffic facility, if appropriate.
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
- 3 Inspect airman documents.
  - K: Order 8900.1, Vol. 3, Chap. 14, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
  - 3.1 Inspect airman and medical certificates.
    - K: Order 8900.1, Vol. 3, Chap. 14, Sec. 1
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
    - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
  - 3.2 Examine pilot logbooks, if available.
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
    - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
  - 3.3 Inspect pilot Category II and/or Category III authorization letters, if available.
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
- 4 Record aircraft information.
  - K: Order 8900.1, Vol. 3, Chap. 14, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
- 5 Inspect aircraft.
  - K: Order 8900.1, Vol. 3, Chap. 14, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
  - 5.1 Identify discrepancies on job aid.
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
    - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4

- 6 Conclude inspection.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
- 6.1 Debrief airman, operator, ATC or airport manager, as required.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
- 6.2 Return documentation.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
- 6.3 Advise pilot of upcoming accident prevention or safety meetings.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
- 7 File job aid in district office file.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
- 7.1 Close PTRS record.
- K: Order 1380.51
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
- 8 Task outcomes .
- 8.1 Indication in district office files of satisfactory/unsatisfactory inspection.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
- 8.2 Letter of correction.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
- 8.3 Aircraft condition notice.
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4

- 9 Future activities
- 9.1 Initiate a compliance action investigation (if applicable).
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4
  - K: Order 8900.1, Vol. 14, Chap. 1, Sec. 2
- 9.2 Initiate a follow-up inspection to determine correction of discrepancies (if applicable).
- K: Order 8900.1, Vol. 6, Chap. 1, Sec. 1
  - K: Order 8900.1, Vol. 6, Chap. 1, Sec. 4
  - K: Order 8900.1, Vol. 8, Chap. 3, Sec. 4