

ORDER

8740.1D

# AVIATION SAFETY PROGRAM MANAGERS' HANDBOOK



9/1/00

DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

## FOREWORD

This order provides guidance for the management and support of the Aviation Safety Program and prescribes procedures for Safety Program Managers and all other participants in the program.

This order has been extensively revised and reorganized to incorporate significant changes which have taken place within the Aviation Safety Program over the past few years. All attempts have been made to arrange chapters in a logical sequence with the district office work program being the primary factor.

Comments and/or suggestions for changes to the content of this order are invited and will be given careful consideration. Comments should be addressed to:

Federal Aviation Administration  
General Aviation and Commercial Division  
Operations and Safety Program Support Branch, AFS-820  
800 Independence Avenue, SW.  
Washington, DC 20591

/s/

L. Nicholas Lacey  
Director, Flight Standards Service

## TABLE OF CONTENTS

### CHAPTER 1. GENERAL INFORMATION

	Page
<b>SECTION 1. GENERAL</b>	
1. Purpose .....	1-1
2. Distribution .....	1-1
3. Cancellation .....	1-1
4. Background .....	1-1
5. Explanation of Changes .....	1-1
6. Objective .....	1-3
7. Industry Participation .....	1-3
8. Relation to Other Federal Aviation Administration Programs .....	1-3
9. Program Concept .....	1-3
<b>SECTION 2. PROGRAM STRUCTURE</b>	
1. Washington, DC .....	1-5
2. Region .....	1-5
3. Field .....	1-5
4. Aeronautical Center .....	1-5
<b>SECTION 3. PROGRAM OPERATION</b>	
1. Safety Program Manager (SPM) Training .....	1-7
2. Safety Program Manager Responsibility .....	1-7
<b>SECTION 4. ADMINISTRATIVE INFORMATION</b>	
1. Forms and Publications .....	1-9
2. Films, Slides, and Video .....	1-10
3. Audiovisual Equipment .....	1-10
4. Reports .....	1-10
5. Statistical Data .....	1-10
Figure 1-1. P-Pamphlet Order Form and Instructions .....	1-11
Figure 1-2. List of Federal Aviation Administration Forms used in the Aviation Safety Program .....	1-13
Figure 1-3. ASY-1 Resources Available Through ASY-300 .....	1-14
Figure 1-4. Federal Aviation Administration Civil Aeromedical Institute (CAMI) Publications .....	1-16

### CHAPTER 2. DEVELOP THE ANNUAL DISTRICT AVIATION SAFETY PROGRAM PLAN

#### SECTION 1. BACKGROUND

1. Program Tracking and Reporting Subsystem Activity Number .....	2-1
2. Objective .....	2-1
3. General .....	2-1
4. Plan Format .....	2-1

#### SECTION 2. PROCEDURES

1. Prerequisites and Coordination Requirements .....	2-3
2. References, Forms, and Job Aids .....	2-3
3. Procedures .....	2-3
4. Task Outcomes .....	2-4
Figure 2-1. Sample Annual District Aviation Safety Program Plan .....	2-5

## TABLE OF CONTENTS (Continued)

### CHAPTER 3. PREPARE A BUDGET FOR THE ANNUAL AVIATION SAFETY PROGRAM PLAN

	Page
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	3-1
2. Objective .....	3-1
3. General .....	3-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	3-3
2. References, Forms, and Job Aids .....	3-3
3. Procedures .....	3-3
4. Task Outcomes .....	3-3
5. Future Activities .....	3-3
Figure 3-1. Sample Annual Aviation Safety Program Budget .....	3-4

### CHAPTER 4. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS)

<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	4-1
2. Objective .....	4-1
3. General .....	4-1
4. Purpose .....	4-1
5. Guidance .....	4-1
6. Data Quality Analysis .....	4-1
7. Reports .....	4-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	4-3
2. References, Forms, and Job Aids .....	4-3
3. Procedures .....	4-3
4. Task Outcomes .....	4-3
5. Future Activities .....	4-3
Figure 4-1. Aviation Safety Program PTRS - Index .....	4-4

### CHAPTER 5. EVALUATE ACCIDENT/INCIDENT REPORTS FOR TRENDS

<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	5-1
2. Objective .....	5-1
3. General .....	5-1
4. Resources .....	5-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	5-3
2. References, Forms, and Job Aids .....	5-3
3. Procedures .....	5-3
4. Task Outcomes .....	5-3
5. Future Activities .....	5-3

### CHAPTER 6. PLAN, PREPARE, AND MANAGE SAFETY MEETINGS, PROGRAMS, AND ACTIVITIES

<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	6-1
2. Objective .....	6-1
3. General .....	6-1

**TABLE OF CONTENTS (Continued)**

	<b>Page</b>
4. Schedule of Events .....	6-1
5. Resources .....	6-2
6. Planning and Preparing Presentations .....	6-2
7. Managing Presentations and Activities .....	6-3
8. Safety Seminar Flyers.....	6-3
9. Safety Seminar Presented By Non-FAA Organizations .....	6-6
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	6-7
2. References, Forms, and Job Aids .....	6-7
3. Procedures .....	6-7
4. Task Outcomes.....	6-11
5. Future Activities .....	6-11
Figure 6-1. FAA Form 8740-10, Aviation Safety Program Aviation Safety - Education Seminar Masthead (Front Side) .....	6-12
Figure 6-2. Sample of an Aviation Safety Program Aviation Safety - Education Seminar Flyer (Front Side) .....	6-13
Figure 6-3. Sample of an Aviation Safety Program Aviation Safety - Education Seminar Flyer (Back Side).....	6-14
Figure 6-4. Sample of Aviation Safety Program Postcard Flyer .....	6-15
Figure 6-5. Sample of Completed FAA Form 8000-34, Airman ADP Mailing Label Request.....	6-16
Figure 6-6. PTRS Template for Recording Safety Meetings.....	6-17
Figure 6-7. Placement of Mailing Label/Indicia on Flyers .....	6-18
 <b>CHAPTER 7. MANAGE THE DISTRICT PILOT PROFICIENCY AWARD PROGRAM (WINGS)</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	7-1
2. Objective.....	7-1
3. General.....	7-1
4. Pilot Proficiency Award Record Forms .....	7-1
5. Management of the Wings Pin Inventory .....	7-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	7-3
2. References, Forms, and Job Aids .....	7-3
3. Procedures .....	7-3
4. Task Outcomes.....	7-3
5. Future Activities .....	7-3
Figure 7-1. Pilot Proficiency Award Record (Front Side).....	7-4
Figure 7-2. Pilot Proficiency Award Record (Back Side) .....	7-5
Figure 7-3. FAA Form 8740-13, Pilot Proficiency Award Program Certificate .....	7-6
Figure 7-4. PTRS Template for Recording Issuance of Wings Award .....	7-7
Figure 7-5. Sample Letter of Congratulations for Receiving a Pilot Proficiency Award.....	7-8
 <b>CHAPTER 8. MANAGE THE DISTRICT AVIATION MAINTENANCE TECHNICIAN AWARDS PROGRAM (AMT)</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	8-1
2. Objective.....	8-1
3. General.....	8-1
4. Aviation Maintenance Technically Record Forms.....	8-1
5. Management of the AMT Award Inventory .....	8-1

## TABLE OF CONTENTS (Continued)

	Page
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	8-3
2. References, Forms, and Job Aids .....	8-3
3. Procedures .....	8-3
4. Task Outcomes .....	8-3
5. Future Activities .....	8-3
Figure 8-1. Aviation Maintenance Technician Award Application .....	8-4
Figure 8-2. Aviation Maintenance Technically Award Program Certificate .....	8-5
Figure 8-3. Sample Letter of Congratulations for Receiving an Aviation Maintenance Technician Award .....	8-6
Figure 8-4. PTRS Template for Recording Issuance of AMT Award .....	8-7
 <b>CHAPTER 9. ISSUE THE CHARLES TAYLOR "MASTER MECHANIC AWARD"</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	9-1
2. Objective .....	9-1
3. General .....	9-1
4. Application .....	9-1
5. Selection Committee .....	9-1
6. Inventory Management .....	9-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	9-3
2. References, Forms, and Job Aids .....	9-3
3. Procedures .....	9-3
4. Task Outcomes .....	9-3
5. Future Activities .....	9-3
Figure 9-1. Sample of the Charles Taylor "Master Mechanic Award" Certificate .....	9-4
 <b>CHAPTER 10. DIRECT/SUPPORT THE FLIGHT INSTRUCTOR/MAINTENANCE TECHNICIAN/AVIONICS TECHNICIAN OF THE YEAR AWARDS PROGRAM</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	10-1
2. Objective .....	10-1
3. General .....	10-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	10-3
2. References, Forms, and Job Aids .....	10-3
3. Procedures .....	10-3
4. Task Outcomes .....	10-3
5. Future Activities .....	10-3
 <b>CHAPTER 11. MANAGE THE AVIATION SAFETY COUNSELOR OF THE YEAR AWARD PROGRAM</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	11-1
2. Objective .....	11-1
3. General .....	11-1

## TABLE OF CONTENTS (Continued)

	Page
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	11-3
2. References, Forms, and Job Aids .....	11-3
3. Procedures .....	11-3
4. Task Outcomes .....	11-3
5. Future Activities .....	11-3
 <b>CHAPTER 12. ISSUE AN AVIATION SAFETY AWARD</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	12-1
2. Objective .....	12-1
3. General .....	12-1
4. Issuance of the Award .....	12-1
5. Media Notification .....	12-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	12-3
2. References, Forms, and Job Aids .....	12-3
3. Procedures .....	12-3
4. Task Outcomes .....	12-3
5. Future Activities .....	12-3
Figure 12-1. FAA Form 8740-1, Flight Safety Award Certificate .....	12-4
 <b>CHAPTER 13. ESTABLISH, RENEW, OR CANCEL THE APPOINTMENT OF AN AVIATION SAFETY COUNSELOR</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	13-1
2. Objective .....	13-1
3. General .....	13-1
4. Selection .....	13-1
5. Appointment .....	13-2
6. Renewal .....	13-3
7. Cancellation .....	13-3
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	13-5
2. References, Forms, and Job Aids .....	13-5
3. Procedures .....	13-5
4. Task Outcomes .....	13-6
5. Future Activities .....	13-6
Figure 13-1. FAA Form 8740-6, Aviation Safety Counselor Quarterly Activity Report .....	13-7
Figure 13-2. FAA Form 8740-8, Certificate of Appointment .....	13-8
Figure 13-3. Sample Letter of Appointment as an Aviation Safety Counselor .....	13-9
Figure 13-4. FAA Form 8740-5, Safety Improvement Report .....	13-10
Figure 13-5. Sample Letter of Renewal .....	13-11
Figure 13-6. Sample Letter of Cancellation .....	13-12
Figure 13-7. Vital Information Subsystem (VIS) - Designated Airmen Entry Job Aid .....	13-13
 <b>CHAPTER 14. TRAIN AN AVIATION SAFETY COUNSELOR</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	14-1
2. Objective .....	14-1
3. General .....	14-1

## TABLE OF CONTENTS (Continued)

	Page
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	14-3
2. References, Forms, and Job Aids .....	14-3
3. Procedures .....	14-3
4. Task Outcomes.....	14-4
5. Future Activities .....	14-4
Figure 14-1. Sample Aviation Safety Counselor Training Course Syllabus.....	14-5
 <b>CHAPTER 15. MANAGE/SUPPORT AVIATION SAFETY COUNSELOR ACTIVITIES</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	15-1
2. Objective.....	15-1
3. General.....	15-1
4. Aviation Safety Counselor Activities .....	15-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	15-3
2. References, Forms, and Job Aids .....	15-3
3. Procedures .....	15-3
4. Task Outcomes.....	15-4
5. Future Activities .....	15-4
Figure 15-1. Sample Letter of Request for Activity Reports.....	15-5
Figure 15-2. PTRS Template for Recording Aviation Safety Counselor Safety Meetings.....	15-6
 <b>CHAPTER 16. INDUSTRY AVIATION SAFETY SUPPORT PROGRAM</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	16-1
2. Objective.....	16-1
3. General.....	16-1
4. Purpose .....	16-2
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	16-3
2. References, Forms, and Job Aids .....	16-3
3. Procedures .....	16-3
4. Task Outcomes.....	16-3
5. Future Activities .....	16-3
 <b>CHAPTER 17. MANAGE THE FSDO'S PACE PROGRAM</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	17-1
2. Objective.....	17-1
3. General.....	17-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	17-3
2. References, Forms, and Job Aids .....	17-3
3. Procedures .....	17-3
4. Task Outcomes.....	17-4
5. Future Activities .....	17-4
 <b>CHAPTER 18. PROCESS A REMEDIAL TRAINING ACTION</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	18-1

## TABLE OF CONTENTS (Continued)

	Page
2. Objective .....	18-1
3. General .....	18-1
4. Training for Eligible Airmen.....	18-2
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	18-5
2. References, Forms, and Job Aids .....	18-5
3. Procedures .....	18-5
4. Task Outcomes .....	18-6
5. Future Activities.....	18-6
Figure 18-1. Sample Remedial Training Agreement Format .....	18-7
Figure 18-2. Sample Letter of Investigation.....	18-9
Figure 18-3. Sample Cover Letter for a Remedial Training Agreement, Flight Operations....	18-10
Figure 18-4. Sample Remedial Training Agreement and Syllabus, Flight Operations .....	18-11
Figure 18-5. Sample Letter of Correction, Flight Operations .....	18-12
Figure 18-6. Sample Letter of Recision, Flight Operations .....	18-13
Figure 18-7. Sample Cover Letter for a Remedial Training Agreement, Maintenance Technical Violation.....	18-14
Figure 18-8. Sample Remedial Training Agreement and Syllabus, Maintenance Technical Violation.....	18-15
Figure 18-9. Sample Cover Letter for a Remedial Training Agreement, Maintenance Non-Technical Violation.....	18-16
Figure 18-10. Sample Remedial Training Agreement and Syllabus, Maintenance Non-Technical Violation.....	18-17
 <b>CHAPTER 19. COUNSEL AN AIRMAN</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	19-1
2. Objective .....	19-1
3. General .....	19-1
4. Counseling Techniques and Principles.....	19-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	19-3
2. References, Forms, and Job Aids .....	19-3
3. Procedures .....	19-3
4. Task Outcomes .....	19-4
5. Future Activities.....	19-4
 <b>CHAPTER 20. PROCESS A FLIGHT ASSIST REPORT</b>	
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	20-1
2. Objective .....	20-1
3. General .....	20-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	20-3
2. References, Forms, and Job Aids .....	20-3
3. Procedures .....	20-3
4. Task Outcomes .....	20-4
5. Future Activities.....	20-4

## TABLE OF CONTENTS (Continued)

### CHAPTER 21. PROCESS A SAFETY ACTION ITEM

	Page
<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	21-1
2. Objective.....	21-1
3. General.....	21-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	21-3
2. References, Forms, and Job Aids .....	21-3
3. Procedures .....	21-3
4. Task Outcomes.....	21-4
Figure 21-1. FAA Form 8740-5, Safety Improvement Report .....	21-5

### CHAPTER 22. SUPPORT AN AIRPORT SAFETY COMMITTEE OR AN AVIATION SAFETY SUPPORT GROUP

<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	22-1
2. Objective.....	22-1
3. General.....	22-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	22-3
2. References, Forms, and Job Aids .....	22-3
3. Procedures .....	22-3
4. Task Outcomes.....	22-3
5. Future Activities .....	22-3

### CHAPTER 23. MANAGE A MAJOR AVIATION SAFETY EVENT

<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	23-1
2. Objective.....	23-1
3. General.....	23-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	23-3
2. References, Forms, and Job Aids .....	23-3
3. Procedures .....	23-3
4. Task Outcomes.....	23-3
5. Future Activities .....	23-4

### CHAPTER 24. DEVELOP NEW SAFETY PROGRAM MATERIALS

<b>SECTION 1. BACKGROUND</b>	
1. Program Tracking and Reporting Subsystem Activity Number .....	24-1
2. Objective.....	24-1
3. General.....	24-1
<b>SECTION 2. PROCEDURES</b>	
1. Prerequisites and Coordination Requirements .....	24-3
2. References, Forms, and Job Aids .....	24-3
3. Procedures .....	24-3
4. Task Outcomes.....	24-3
5. Future Activities .....	24-3

## TABLE OF CONTENTS (Continued)

### CHAPTER 25. MAINTAIN THE AVIATION SAFETY PROGRAM LIBRARY AND AUDIOVISUAL EQUIPMENT

Page

#### SECTION 1. BACKGROUND

- 1. Program Tracking and Reporting Subsystem Activity Number ..... 25-1
- 2. Objective ..... 25-1
- 3. General ..... 25-1

#### SECTION 2. PROCEDURES

- 1. Prerequisites and Coordination Requirements ..... 25-3
- 2. References, Forms, and Job Aids ..... 25-3
- 3. Procedures ..... 25-3
- 4. Task Outcomes ..... 25-3
- 5. Future Activities ..... 25-4

### CHAPTER 26. PUBLIC AVIATION AWARENESS PROGRAM

#### SECTION 1. BACKGROUND

- 1. Program Tracking and Reporting Subsystem Activity Number ..... 26-1
- 2. Objective ..... 26-1
- 3. General ..... 26-1
- 4. Resources ..... 26-1
- 5. Planning, Preparing and Managing Presentations, Programs and Activities ..... 26-1

#### SECTION 2. PROCEDURES

- 1. Prerequisites and Coordination Requirements ..... 26-3
- 2. References, Forms, and Job Aids ..... 26-3
- 3. Procedures ..... 26-3
- 4. Task Outcomes ..... 26-3
- 5. Future Activities ..... 26-3

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 1. GENERAL INFORMATION

### SECTION 1. GENERAL

**1. PURPOSE.** This order provides a description of the Aviation Safety Program and procedural guidance for managing and conducting the program.

**2. DISTRIBUTION.** This order is distributed to the branch level in Washington headquarters Flight Standards Service; to the System Safety Engineering and Analysis Division in the Office of System Safety; to the Superintendent, FAA Academy, Printing and Distribution Team, and the Regulatory Standards Division at the Mike Monroney Aeronautical Center; to the Aeromedical Education Division at the Civil Aeromedical Institute; to the branch level in the regional Flight Standards Divisions; and to all Flight Standards field offices.

**3. CANCELLATION.** This order cancels Order 8740.1C, Aviation Safety Program Managers Handbook, dated March 15, 1995.

**4. BACKGROUND.** A 2-year test program completed June 30, 1970, introduced the concept of a joint program sponsored by the Federal Aviation Administration (FAA) and the aviation community to reduce the general aviation accident rate. The test program demonstrated that a reduction in the general aviation accident rate could be achieved. The program was expanded in 1971 to include all regions except Europe, Africa, and the Middle East. It emphasized improving the attitudes, knowledge, and proficiency of airmen, as well as reducing aviation hazards. In the 1990's, the program was expanded to include all aviation industry members such as air carriers, air operators and air agencies. Accident reduction focus was also changed to include the aviation maintenance technicians as well as pilots.

### 5. EXPLANATION OF CHANGES.

*A. Structure.* All references reflect the current organizational structure of Flight Standards Service in Headquarters and Regional Flight Standards Divisions. **Throughout this order, "Safety Program Manager (SPM)" refers to all SPMs regardless of technical specialty.** The program's structure requires Regional Division Managers to establish an Operations and Airworthiness Regional Safety Program Manager.

Further, current guidance encourages District Office Managers to establish more than one position to reflect the complexity of the district. Where more than one Safety Program Manager is assigned to an office, a coordinated program will be developed to reflect the full range of activities conducted.

*B. Handbook Format.* The format of this order separates procedural techniques from background information. For an explanation of this format and how to use it, refer to FAA Order 8700.1, General Aviation Operations Inspector's Handbook, volume 1, chapter 1, section 2.

#### *C. Revision Summary.*

##### *(a) Chapter 1. General Information.*

Extensive revision to section, reflects current changes to organization structure and policy. Updated and expanded section referencing publications. Included points of contact and special ordering data.

*(b) Chapter 2. Develop the Annual District Aviation Safety Program Plan.* Editorial changes to standardize annual program planning procedures and update Program Tracking and Reporting Subsystem (PTRS) planning module requirements.

*(c) Chapter 3. Prepare a Budget for the Annual Aviation Safety Program Plan.* Updated to reflect current involvement of all Flight Standards District Office (FSDO) inspector specialties and need to accommodate these new requirements into the office safety program budget.

*(d) Chapter 4. Program Tracking and Reporting Subsystem (PTRS) (New).* Provides quick overview of PTRS interface with activities of the Safety Program Manager (SPM).

*(e) Chapter 5 (Formerly Chapter 16). Evaluate Accident/Incident Reports for Trends.* Minimal editorial changes to reflect expanded program emphasis for annual planning (i.e., parts 121, 135, 91 Corporate operations).

(f) *Chapter 6 (Formerly Chapter 4). Plan, Prepare, and Manage Safety Meetings, Programs, and Activities.* Editorial update changes to reflect changes in procedure and addition of airworthiness issues.

(g) *Chapter 7 (Formerly Chapter 5). Manage the District Pilot Proficiency Award Program (WINGS).* Editorial update to reflect changes in procedure to the "Wings" Program.

(h) *Chapter 8. Manage the District Aviation Maintenance Technician Awards Program (AMT) (New).* Outline procedures to manage Aviation Maintenance Technician (AMT) Awards Program.

(i) *Chapter 9. Issue the Charles Taylor "Master Mechanic Award" (New).* Outline procedures to manage and issue "Charles Taylor Master Mechanic Award" Program.

(j) *Chapter 10 (Formerly Chapter 7). Direct/Support the Flight Instructor/Maintenance Technician/Avionics Technician of the Year Awards Program.* Changes to reflect recent procedural revisions to the CFI/AMT of the Year Awards program and the inclusion of the Avionics Technician of the Year Award program.

(k) *Chapter 11. Manage the Aviation Safety Counselor of the Year Award Program (New).* Outline procedures to manage "Aviation Safety Counselor of The Year" Award Program.

(l) *Chapter 12 (Formerly Chapter 6). Issue an Aviation Safety Award.* Editorial update and revision of forms and format.

(m) *Chapter 13 (Formerly Chapter 10). Establish, Renew, or Cancel the Appointment of an Aviation Safety Counselor.* Changes to reflect current operating procedures and Aviation Safety Counselor Handbook data.

(n) *Chapter 14 (Formerly Chapter 11). Train an Aviation Safety Counselor:* Update to include revised sample training syllabus and inclusion of airworthiness items.

(o) *Chapter 15 (Formerly Chapter 12). Manage/Support Aviation Safety Counselor Activities.* Update to reflect changes to current policy and procedures.

(p) *Chapter 16. Industry Aviation Safety Support Program (New).* Outline procedures to assist part 121, 135, 145, Corporate 91 operators, and other air operator/air agencies in the development of an effective internal Aviation Safety Program. Provides the SPM with appropriate guidelines and resources for working with industry.

(q) *Chapter 17 (Formerly Chapter 19). Manage the FSDO's PACE Program.* Editorial update of procedures and policy.

(r) *Chapter 18 (Formerly Chapter 17). Process a Remedial Training Action.* Complete rewrite to include guidelines, sample letters, training syllabus, for all ASI specialties. Reflects revision of Title 49 U.S.C.

(s) *Chapter 19 (Formerly Chapter 13). Counsel an Airman.* Editorial update to reflect expansion by SPM specialty of the Aviation Safety Program.

(t) *Chapter 20 (Formerly Chapter 14). Process a Flight Assist Report:* Minimal editorial revisions.

(u) *Chapter 21 (Formerly Chapter 15). Process a Safety Action Item.* Minimal editorial revisions.

(v) *Chapter 22 (Formerly Chapter 8). Support an Airport Safety Committee or an Aviation Safety Support Group.* Minimal editorial revisions.

(w) *Chapter 23 (Formerly Chapter 18). Manage a Major Aviation Safety Event.* Editorial revisions to comply with current policy and procedures.

(x) *Chapter 24 (Formerly Chapter 20). Develop New Safety Program Materials.* Minimal editorial revisions.

(y) *Chapter 25 (Formerly Chapter 9). Maintain the Aviation Safety Program Library and Audiovisual Equipment:* Complete revision to reflect current equipment and documents applicable to a successful program.

(z) *Chapter 26. Public Aviation Awareness Program (New).* Furnishes guidance on providing support to local schools, communities and civic organizations on subjects concerning aviation awareness.

**6. MISSION.** The mission of the Aviation Safety Program is to promote safety and technical proficiency by providing guidance and support for the aviation community through education and cooperative efforts.

**7. INDUSTRY PARTICIPATION.** It is vital to encourage participation in aviation safety activities from industry, civic organizations, and state and local aeronautical agencies. Leadership, expertise, and diversity contributed by people and organizations outside the FAA vastly enhances the program.

**8. RELATION TO OTHER FAA PROGRAMS.** The Aviation Safety Program complements other FAA programs and activities by emphasizing that safety is an integral responsibility and priority for aviation safety inspectors (ASI) at every level of the agency.

**9. PROGRAM CONCEPT.** Although the FSDO program is managed by the FSDO SPM under the direction of the FSDO Manager, the resources of the entire office should be used to implement and execute the program.

*A. Program Scope.* Today's Aviation Safety Program includes air carrier operators as well as general aviation airmen. With the many demands on the people serving the program, it is important for an SPM to fully use the time and skills of all available participants to accomplish program goals.

*B. Office Participation.* All inspectors should contribute resources to the office's Aviation Safety Program in the form of program presentations, research, subject matter expertise, and program design.

*C. Program Goals.* The goals of the FAA's safety program are threefold:

(1) To reduce the accident and incident rate.

(2) To increase aviation safety through education.

(3) To increase partnership with industry organizations.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROGRAM STRUCTURE

### 1. WASHINGTON, DC.

*A. Director, Flight Standards Service.* The Director, Flight Standards Service directs implementation of the Aviation Safety Program and approves the national policies, standards, and procedures for the conduct of the program.

*B. General Aviation and Commercial Division.* The General Aviation and Commercial Division (AFS-800) formulates and recommends to the Director, Flight Standards Service national policies, standards, and plans for the operation of the Aviation Safety Program.

*C. National Resource Specialist (NRS) for the Aviation Safety Program.* The NRS (AFS-803) provides direction and guidance to regional and field offices regarding national program activities and goals in accordance with the policies of AFS-800. The NRS also coordinates the development and distribution of new audiovisual materials with other offices. The NRS is provided assistance from the Operations and Safety Program Support Branch (AFS-820), AFS-800, and the Aviation Safety Program NRS for Airworthiness.

*D. National Resource Specialist for the Aviation Safety Program-Airworthiness.* The Aviation Safety Program NRS for Airworthiness (AFS-305) provides direction and guidance to regional and field offices regarding national program activities and goals in accordance with the policies of the Continuous Airworthiness Maintenance Division (AFS-300). The Aviation Safety Program NRS for Airworthiness is provided assistance from AFS-300 and the NRS for the Aviation Safety Program.

**2. REGION.** At the direction of the Flight Standards Division Manager, the Regional Safety Program Manager (RSPM) designs, implements, and evaluates the Aviation Safety Program within the region geographical area. The RSPM provides technical guidance, renders assistance in acquiring equipment for district programs, and serves as a resource for

SPMs within the region. The RSPM must coordinate district program activities that cross regional boundaries. The RSPM reports directly to the regional division manager.

### 3. FIELD.

*A. Flight Standards District Office Manager.* The FSDO manager is responsible for the district office program. The manager ensures that FSDO personnel participate in the program and that adequate resources are allocated to accomplish the program goals. A minimum of one person-year of work in the Aviation Safety Program must be accomplished. Additional technical and administrative support needed to accomplish the district program must be provided by FSDO personnel.

*B. Safety Program Manager.* The SPM designs, implements, and evaluates the Aviation Safety Program within the FSDO's geographical area in accordance with regional and national program guidance. The SPM may participate in Aviation Safety Program events in other districts, if invited by the sponsoring SPM. The SPM reports directly to the FSDO manager.

*C. Aviation Safety Inspectors.* Aviation Safety Inspectors support the district Aviation Safety Program by conducting or assisting with safety meetings and other program activities. In the case of inspectors who do not wish to conduct or present programs personally, assist the SPM with research, subject matter expertise, program design, etc. Support by the FSDO's technical specialists will be coordinated by the SPM through the appropriate unit supervisors.

**4. AERONAUTICAL CENTER.** The Mike Monroney Aeronautical Center provides support services for the program such as printing, labeling, mass mailing of program flyers and newsletters, printing and distribution of program pamphlets and forms, and provide accident/incident statistics upon request.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

### SECTION 3. PROGRAM OPERATION

**1. SAFETY PROGRAM MANAGER (SPM) TRAINING.** Within the first year of appointment to the position, each SPM must attend the Aviation Safety Program Management course (course #21022) at the FAA Academy. Additional training should be scheduled in accordance with the standard Operational Training Needs Assessment (OTNA) Safety Program Manager training profile.

**2. SAFETY PROGRAM MANAGER RESPONSIBILITIES.** The SPM is responsible for designing, implementing, and evaluating the safety program in the district offices' geographical area. The SPM initiates safety programs consistent with national, regional, and district objectives. Responsibilities include duties in the following areas.

*A. Technical Administration.* The SPM provides airmen, air operators, air agencies, airport/aviation organizations, and other FAA facilities with information and programs which promote aviation safety education for all types of aviation activities. The SPM represents the district office in regional and FAA-wide safety education programs and events.

(1) The SPM coordinates with air carriers, air operators, air agencies, and general aviation organizations to establish communications with their management officials and support their safety programs.

(2) The SPM leads joint FAA/industry meetings, participates in public user meetings, maintains frequent contact with the local news media, and cooperates with local and state aeronautical agencies and other groups to resolve significant safety issues, decrease environmental hazards, and address potential safety problems.

(3) The SPM researches and evaluates district office environmental data and applies office automation in developing program emphasis areas from operator statistics and accident/incident trends.

*B. Program Management.* The SPM plans, budgets, and coordinates activities to ensure accomplishment of safety program goals and objectives.

(1) The SPM educates airmen in regulatory compliance and develops, recommends, and manages remedial training programs.

(2) The SPM will not be assigned as the Inspector-in-Charge (IIC) of an accident investigation, nor will the SPM be assigned accident standby duty or after-hours telephone standby. The SPM may participate in accident/incident investigations to the extent

necessary to identify causal trends and manage safety program response. The SPM should analyze accident and incident data for possible emphasis areas in the district safety program and in making safety improvement recommendations.

(3) The SPM appoints, trains, supports, and manages Aviation Safety Counselors (ASC). The counselors should represent all local aviation interests and areas within the district. Their activities should be managed to support the district office program and accomplish program goals.

*C. Surveillance.* The SPM supports the district office compliance and enforcement program by making recommendations for program emphasis but will not conduct regulatory surveillance, inspections, or investigations other than cockpit or cabin en route inspections. The SPM should concentrate his or her efforts and time on aviation safety job functions. The SPM complements the FAA's enforcement program by persuading and motivating the aviation community to strive toward higher proficiency and safety levels and voluntary compliance with regulatory standards.

(1) The SPM evaluates trends which may indicate deterioration in safety practices of air carriers, air operators, air agencies, airmen, designees, or airport operations and recommends changes to correct such deficiencies.

(2) The SPM acts upon each FAA Form 7230-6, Flight Assist Report, received by the district office. Flight Assist Reports shall not be used to initiate enforcement action. The purpose of the Flight Assist Report is to identify airmen actions that indicate a need for counseling and/or additional assistance and give the SPM the opportunity to provide that assistance to the airman in order to preclude recurrence of the problem.

(3) The SPM acts upon each FAA Form 8740-5, Safety Improvement Report, received by the district office. Safety improvement reports shall not be used to initiate enforcement action. Instructions on the form preclude its use for transmission of information regarding Title 14 of the Code of Federal Regulations (14 CFR) violations. The Safety Improvement Report is a means of alerting the SPM to possible hazards and/or safety issues that can be most effectively addressed through the Aviation Safety Program.

*D. Other.* Additional responsibilities of the SPM include a wide variety of Aviation Safety Program duties in support of national, regional, and district office goals and objectives.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 4. ADMINISTRATIVE INFORMATION

**1. FORMS AND PUBLICATIONS.** Aviation Safety Program forms and publications should be ordered in sufficient quantity to support scheduled program activities and accommodate public requests.

### A. Ordering Procedures.

(1) *P Pamphlets.* FAA-P-8740 series ("P pamphlets") are printed on-demand by the Printing and Distribution Team, AMI-700B, at the Mike Monroney Aeronautical Center. On-demand means that the SPM orders materials to be printed as they are needed; neither the SPM or AMI-700B need to stockpile the pamphlets.

(a) Because they are stored electronically, P pamphlets are easily updated. Also, because there is no initial cost for bulk printing, new publications, including applications and certificates, are easily added to the on-demand system. All printing costs are borne by the national aviation safety program.

(b) The SPM requests the order form (figure 1-1) from AMI-700B via cc:mail (9-AMC-AMI-Printing&Distribution). The SPM then completes the order form, with shipping address, and returns it via cc:mail. The printing and distribution team strongly recommends that SPMs restrict all transactions to cc:mail. Only if cc:mail is not available should a facsimile order (FAX: 405-954-4976) be considered (SPMs may want to have a hard copy of the order form on hand). As there are multiple users of the AMI-700B FAX machine, SPMs must call AMI-700B (405-954-6818 or 405-954-6822) to confirm that the order was received. AMI-700B prints and ships orders weekly.

(2) *Advisory Circulars, Orders, and Other Publications.* The SPM should become familiar with the region logistics division ordering procedures; in some cases the region will be able to fulfill orders. If not, SPMs may order directly from the Department of Transportation (DOT) warehouse in Landover, MD. (See subparagraph (2)(d).)

(a) A complete listing of available Advisory Circulars (AC) is listed in AC 00-2, Advisory Circular Checklist (current edition); orders and other publications are listed in Order WA000.5, Washington Headquarters Directives Checklist (current edition). Both of these publications are available from the DOT warehouse.

(b) FAX orders provide the most rapid service (FAX: 301-386-5394). An order form is not required, as long as orders are written on 8.5 X 11 inch

size paper. Describe the publication in as much detail as possible (title and number) and the quantity desired. Include the shipping address, a contact name, and phone number. In-stock orders are filled within 8 working days.

(c) If the publication is out of stock or in limited supply, personnel from the DOT warehouse will contact the SPM. Alternatively, the SPM may call the DOT publications help line (301-322-4961) before placing an order to find out the availability of a publication. Be aware that quantities are limited to 100. Above this number, SPMs should first call the help line to coordinate the order. In some cases, warehouse personnel may direct SPMs to contact the originator of the publication, to request approval for a large quantity order.

(d) Alternatives to FAX orders to the DOT warehouse include:

i. Interoffice mail. Address:

SVC-121.23

Subsequent Distribution Office  
DOT Warehouse

ii. U.S. Mail. Address:

U.S. Department of Transportation  
Subsequent Distribution Office  
Ardmore East Business Center  
3341 Q 75th Avenue  
Landover, MD 20785

(e) Other FAA forms used by the safety program (figure 1-2) are available through normal office ordering procedures.

(3) The Office of System Safety, System Safety Engineering and Analysis Division, ASY-300, develops many safety related videos and pamphlets (figure 1-3) and distributes them to SPMs. Requests for additional copies of ASY-300 products may be made by phone (202-267-7663), voicemail (202-267-7770), or FAX (202-267-5234).

(4) The Aircraft Owners and Pilots Association, Air Safety Foundation (ASF) offers safety publications and videos to the FAA at discounted prices. Safety Program Managers may order these through their RSPMs at no charge to the FSDO; funding is provided by AFS-803. (Note that there is a limit to how much each region may spend on these pamphlets, however. AFS-803 allocates funds for these materials based on the number of airmen in each region.) The

ASF's latest catalog is available through the RSPMs. The RSPM places all orders within the region into a single e-mail request to the ASF. The ASF then itemizes the orders, sending shipments to FSDO's within 5 working days of order receipt. Shipment is via UPS ground.

(5) FAA Aviation News reprints are available from AFS-805 by calling 202-267-8017/7953. Reprints are available until existing stock of the reprinted article is depleted. There is no list of available reprints because availability varies. Reprints are done in limited numbers and are not in continuous production.

(6) The Civil Aeromedical Institute (CAMI), AAM-400, Aeromedical Education Division, prints a variety of pilot education brochures (figure 1-4). Call 405-954-4831 or 405-954-6208 to order and for condition of availability.

(7) The National Weather Service (NWS), offers such publications as, A Pilot's Guide to Aviation Weather Services, ASOS Guide for Pilots, and Key to TAF/METAR. Contact the nearest NWS office for copies or ordering information.

(8) For-sale items available only from the Superintendent of Documents, U.S. Government Printing Office, should not be used as handout materials. These publications are listed in the Guide to Federal Aviation Administration Publications, FAA-APA-PG-13. Safety Program Managers should refer individuals to this publication and provide guidance in selection and ordering if assistance is requested.

## 2. FILMS, SLIDES, AND VIDEOS.

*A. Issuance.* New films, slide presentations, videotapes, and other seminar media will be sent to FSDO's and regional offices by AFS-800, either directly or through the contractors who prepare the presentations. One copy of each presentation should be retained in the office audiovisual library at all times. At least one additional copy should be available for loan to counselors and the public.

*B. Replacement.* An SPM who needs a replacement copy of a slide presentation or video selection should first contact the RSPM. All current selections should be available in the regional audiovisual library. Safety Program Managers should contact AFS-800 if

additional copies of recent selections are not available through the regional offices.

*C. Audiovisual Log.* Every FSDO should maintain an audiovisual library log to ensure accountability of the inventory and facilitate public use of the films.

**3. AUDIOVISUAL EQUIPMENT.** The SPM should maintain an inventory of all aviation safety audiovisual equipment. The equipment should not be loaned out except to ASCs who will accept responsibility for the equipment and are trained in its use.

## 4. REPORTS.

*A. FAA Form 8740-6, Aviation Safety Counselor Activity Report.* The SPM should provide each district counselor with a booklet of FAA Form 8740-6. Each card in the booklet must be pre-addressed to the receiving FSDO. The SPM should ask counselors to return the cards to the FSDO promptly at the end of each quarter in order to ensure timely reporting of all counselor activities.

*B. Program Tracking and Reporting Subsystem (PTRS).* The SPM reports the accomplishment of district Aviation Safety Program activities through PTRS.

## 5. STATISTICAL DATA.

*A. Availability.* The National Aviation Safety Data Center (NASDAC), ASY-100, can access a number of databases covering a wide range of aviation data.

(1) Some of this data, including accident and incident data, is available at NASDAC's web site, [nasdac.faa.gov](http://nasdac.faa.gov). For more detailed queries, SPMs may call NASDAC at 202-493-4247.

(2) Another source of information is the Aviation Data Systems Branch, AFS-620, which compiles national accident and incident data from FAA and National Transportation Safety Board (NTSB) databases. This data may also be queried by district or region. SPMs can request this service by calling 405-954-4173.

*B. Evaluation of Data.* Accident and incident statistics can assist SPMs and RSPMs in planning program activities that will help airmen in their areas. The guidance for the national program is intentionally broad so that regional and district programs can be tailored effectively to address local concerns.

---

**FIGURE 1-1. P-PAMPHLET ORDER FORM AND INSTRUCTIONS**


---

**NOTE: As new products are constantly being made available via the on-demand ordering process, SPMs should check with AMI-700B to ensure that they have the latest version of this form.**

**P-Pamphlet Order Form                      ver. 01/2000**

**SHIP TO (DO not use PO BOX)**

Name:                      Attn:

Org:                        FAA FSDO

Street:

Street:

City,ST,Zip:

**REGION:**

*Please print the following and ship to the address above:*

	<b>PRICE</b>	
	<b><u>EACH*</u></b>	<b><u>QTY</u></b>
<b><u>MISC PUBS</u></b>		
ASP-W-01: WINGS Application Card /2 imps	\$0.056	_____
FAA-P-8000-04: Aviation Safety Counselor Manual/82 imps	\$2.296	_____
<b><u>DISCUSSION LEADER GUIDES (NOT FOR HANDOUT - FOR USE BY INSTRUCTOR)</u></b>		
FAA-D-8740-01: Creating a Personal Minimums Checklist/16 imps	\$0.448	_____
FAA-D-8740-02: Skydiving and Parachute Operations/16 imps	\$0.448	_____
FAA-D-8740-03: Your Personal Flight/24 imps	\$0.672	_____
FAA-D-8740-04: Water Survival/16 imps	\$0.448	_____
FAA-D-8740-05: Operations at Towered Airports/12 imps	\$0.336	_____
FAA-D-8740-06: Land Survival/24 imps	\$0.672	_____
<b><u>P-PAMPHLETS</u></b>		
FAA-P-8740-02: Density Altitude/ 4 imps	\$0.112	_____
FAA-P-8740-03: Time in Your Tanks/4 imps	\$0.112	_____
FAA-P-8740-08: Your Key to Safe Flight/4 imps	\$0.112	_____
FAA-P-8740-09: Descent to the MDA and Beyond/8 imps	\$0.224	_____
FAA-P-8740-15: Maintenance Aspects of Owning Your Own Aircraft/6 imps	\$0.168	_____
FAA-P-8740-24: Tips on Winter Flying /10 imps	\$0.280	_____
FAA-P-8740-29: Meet Your Aircraft /8 imps	\$0.224	_____
and		
FAA-P-8740-29a: Meet Your Aircraft Quiz /6 imps	\$0.168	_____
FAA-P-8740-30: How to Obtain a Good Weather Briefing/12 imps	\$0.336	_____
FAA-P-8740-35a: All About Fuel /4 imps	\$0.112	_____
FAA-P-8740-36: Proficiency and the Private Pilot/4 imps	\$0.112	_____
FAA-P-8740-43: What is an Aviation Safety Counselor?/4 imps	\$0.112	_____
FAA-P-8740-45: Aircraft Safety Restraints/6 imps	\$0.168	_____
FAA-P-8740-47: Radio Communications Phraseology and Techniques/8 imps	\$0.224	_____

**FIGURE 1-1. P-PAMPHLET ORDER FORM AND INSTRUCTIONS (Continued)**


---

FAA-P-8740-48: On Landings Part I /10 imps	\$0.280	_____
FAA-P-8740-49: On Landings Part II /12 imps	\$0.336	_____
FAA-P-8740-50: On Landings Part III /6 imps	\$0.168	_____
FAA-P-8740-56: Personal Minimums Checklist /2 imps	\$0.056	_____
FAA-P-8740-57: Skydiving and Parachute Operations/4 imps	\$0.112	_____
FAA-P-8740-58: Water Survival/8 imps	\$0.224	_____
FAA-P-8740-59: Land Survival/10 imps	\$0.280	_____

---

*\*This is the price of each pamphlet. It is paid by AFS-800.*

**If you have a problem, concern or question relative to an order, please contact Al Ward, 405-954-6818, or Neysa Allen, 405-954-6822.**

**Submit this form via:**

---

- 1) cc:Mail to **9-AMC-AMI-Printing&Distribution**
- 2) or cc:Mail to Al R Ward or Neysa Allen
- 3) or internet mail to [al\\_r\\_ward@mmacmail.jccbi.gov](mailto:al_r_ward@mmacmail.jccbi.gov) or [neysa\\_allen@mmacmail.jccbi.gov](mailto:neysa_allen@mmacmail.jccbi.gov)
- 4) or FAX to 405-954-4976, Attn: Al Ward or Neysa Allen (*please use this option as a last resort*)

**FIGURE 1-2. LIST OF FEDERAL AVIATION ADMINISTRATION FORMS USED IN  
THE AVIATION SAFETY PROGRAM**

---

FAA FORM	TITLE	NATIONAL STOCK NUMBER/UNIT OF ISSUE
8000-9	Safety Improvement Report Acknowledgement	0052-00-805-1000; SH
8000-34	Airman ADP Mailing Label Request	0052-00-851-7000; SE
8740-1	Flight Safety Award Certificate (Available through DOT Warehouse)	SVC-121.23
8740-2	Flight Planner	0052-00-823-7001; SH
8740-5	Safety Improvement Report (OMB No. 2120-0057)	0052-00-808-8001; SH
8740-6	Aviation Safety Counselor Quarterly Activity Report	0052-00-875-7000; BK
8740-8	Certificate of Appointment	0052-00-823-0001; SH
8740-9	Certificate of Recognition	0052-00-845-0001; SH
8740-10	Aviation Safety Program Aviation Safety-Education Seminar Masthead (photocopy master) 8 1/2 x 11	0052-00-886-0000; SH
8740-11	Aviation Safety Program Aviation Safety-Education Seminar Masthead (photocopy master) 8 1/2 x 14	0052-00-886-1000; SH
8740-13	Pilot Proficiency Award Program Certificate	0052-00-897-8000; SH
8740-14	Aviation Safety Counselor of the Year Award Competition	0052-00-916-4001; SH

---

**FIGURE 1-3. ASY-1 RESOURCES AVAILABLE THROUGH ASY-300**


---

FEDERAL AVIATION ADMINISTRATION  
OFFICE OF SYSTEM SAFETY

**Publications And Videotape**

For Requests: (202) 267-7770

FAX: (202) 267-5234

www.asy.faa.gov

**1. PUBLICATIONS.**

*A. A Guide for FAA Employees: Airport Ground Vehicle Operations.* This guide is intended for FAA employees. This guide is part of the training material prescribed by Order 5200.7, Training for Drivers in an Airport Operations Area. The brochure provides a general overview of safe procedures for driving on an airport. It is not intended to cover specific conditions at all airports. Some local guide and local procedures are unique. If there are questions about differences between this guide and local procedures, they can be resolved by your supervisor or airport manager.

*B. Advisory Circular: AC 90-23E, Aircraft Wake Turbulence.* Alert pilots to the hazards of aircraft wake turbulence and recommends related operational procedures.

*C. Airport Markings, Signs, and Selected Surface Lighting - Introducing SMGCS (Surface Movement Guidance and Control System).* An introduction to Surface Movement Guidance and Control System (SMGCS) to enhance safety while taxiing in low visibility conditions and reduce the potential for runway incursions. This publication is useful to both aircrew and vehicle operators. Also includes 14 airport signs, a diagram of airport markings, and a light gun signal chart. This brochure replaces the old Guide Airfield Signs card.

*D. Caution Wake Turbulence.* A pamphlet providing the latest information on avoiding wake turbulence. It solicits help to support an FAA effort, in conjunction with NASA, in a recent effort to study wake turbulence encounters and make a safe system even safer. Two excerpts from reports to the Aviation Safety Reporting System (ASRS) are cited; one from a pilot flying a regional turboprop, and the other from a light transport pilot. A list of resources containing additional information is included. Related product: AC 90-23E.

*E. Chartering an Aircraft: A Consumer Guide.* Provides guidance on selecting a safe, suitable, FAA-certificated air taxi operator. Included in this information are some general questions you should ask an air taxi operator prior to arranging a flight.

*F. FAA Aviation Safety Hot Line Wallet Card.* An "800" telephone number is provided to report unsafe practices or conditions that affect aviation safety. The caller can remain confidential. (1-800-255-1111)

*G. Fly Smart - An Air Traveler's Guide.* The brochure lists more than 30 things you can do as a passenger to help make your flight a safe one. Includes a passenger checklist. Bright orange Fly Smart luggage tags are also available.

*H. Land and Hold Short Operations - A Primer (LAHSO).* Information intended for pilots to participate safely and effectively when landing at an airport where LAHSO is in effect. Land and Hold Short Operations include landing and holding short of an intersecting runway, an intersecting taxiway, or other designated point.

*I. New Aviation Weather Formats: METAR/TAF.* A booklet for pilots to easily understand the new code (effective July 1, 1996) for airport surface observations (SA) and airport terminal weather forecasts converted to the International Civil Aviation Organization (ICAO) formats. The hourly surface observations (SA) will be referred to as METAR (Meteorological Aviation Routine Weather Report) and the airport terminal forecast will be referred to as TAF (Terminal Aerodrome Forecast). A tear-out decoder card is provided in the booklet.

*J. Oshkosh Area Frequency Card.* Available each year around May 1. This is a pocket card for use during the OSHKOSH/EAA Convention. Airport Information for Oshkosh, Appleton, Fond du Lac, Vette Seaplane Base, and Green Bay AFSS frequencies is included (Oshkosh Notice to Airmen (NOTAM) required for complete instructions).

*K. Reducing Runway Incursions: Can You Relate?* A brochure describing what typically goes wrong to cause a runway incursion. Quotes from actual runway incursions as reported to the Aviation Safety Reporting System are included.

**FIGURE 1-3. ASY-1 RESOURCES AVAILABLE THROUGH ASY-300 (Continued)**

*L. Summer Weather Information for Pilots.* Information for general aviation pilots concerning summer weather such as thunderstorms and high density altitude.

*M. Sun-N-Fun Area Frequency Card.* Available each year around February/March. This is a pocket card for use during the Sun-N-Fun Fly-in held in April each year in Lakeland, Florida. Information on the local airports used by transient pilots during the fly-in and flight service frequencies is included. (Sun-N-Fun NOTAM required for complete instructions.)

*N. U.S. Airspace Classes Brochure and Card.* The brochure defines the new U. S. "alphabet" airspace effective Sept. 16, 1993. Classes A, B, C, D, and E cover controlled airspace. Class G is uncontrolled airspace not designated as A through E. Information also depicts airspace classes above-ground level, flight level, and mean sea level, as well as an easy-to-read chart for visual flight rules (VFR) flight. The brochure is designed so it can be displayed. U. S. Airspace Classes at a Glance is a 3 x 5 card, summarizing the airspace classes.

*O. Winter Weather Information for Pilots.* Provides seasonal safety flying winter tips for general aviation. Contains information regarding Things to Remember About Ice, and Things to Remember in General About Winter Flying.

## **2. VIDEOS.**

*A. Aircraft Surface Movement.* Demonstrates proper phraseology, signage, and procedures for safe airport surface movement.

*B. Airspace Reclassification and Safe Flying In Special Use and Other Airspace.* Airspace Reclassification information on the U. S. airspace and procedures for flying in special use airspace. Related products: Airspace reclassification brochure and card.

*C. Back To Basics Trigger Tape I.* Designed to trigger discussion about aviation safety issues.

*D. Back To Basics Trigger Tape II.* Designed to trigger discussions about aviation safety issues.

*E. Midair Collision Avoidance.* Learn how to avoid a midair collision by knowing the limitations of the human eye and understanding collision avoidance methods.

*F. Oshkosh/EAA Convention VFR Arrival Procedures.* Available each year around May. This video highlights the special VFR arrival procedures for general aviation aircraft, no-radio aircraft and warbirds in the busy airspace during the Oshkosh/EAA Convention. Each EAA chapter receives a copy. Copies are also available on loan from each Flight Standards District Office. Related product: Oshkosh Frequency Card.

*G. Single Pilot IFR.* Addresses the ways a single pilot flying IFR can cope more effectively.

*H. Sun-N-Fun/EAA Fly-in VFR arrival Procedures.* Available around February each year. Similar to the Oshkosh arrival video for the special VFR procedures used during the Sun-N-Fun Fly-in. Copies are also available for loan from each Flight Standards District Office and the Sun-N-Fun Corporation. Distribution to EAA chapters. Related Product: Sun-N-Fun Frequency Card.

*I. The Flight Review.* Presentation of regulations and operations useful in review preparation.

*J. Vertical Dimension.* Demonstrates how the stage can be set for an accident through management pressures. In-flight footage shows a corporate pilot continuing into adverse weather with a low fuel supply under pressure from the company president. Narrated by Clint Eastwood who is a helicopter pilot.

**FIGURE 1-4. FEDERAL AVIATION ADMINISTRATION CIVIL AEROMEDICAL  
INSTITUTE (CAMI) PUBLICATIONS**

Civil Aeromedical Institute  
Pilot Safety Brochures: Medical Facts for Pilots  
Current as of 10/28/98

Number	Title	Contents
AM-400-94/2	Alcohol and Flying: A Deadly Combination	Facts about how alcohol consumption negatively affects pilot performance; why it's best not to drink alcoholic beverages before flying.
AM-400-95/2	Altitude Decompression Sickness	Symptoms (chokes, bends, neurologic) of ADS in pilots are described and treatment options explained.
AM-400-90/1	Disorientation, or Whose Gyros Do You Trust?	Disorientation during flight can cause serious problems: motion sickness, vertigo, and loss of control. Inner ear and methods of avoiding disorientation are described.
AM-400-91/1	Hypoxia: The Higher You Fly, The Less Air in the Sky	Hypoxia is described as being an insidious killer because the symptoms are often not noticed or understood. Pilots learn early recognition and avoidance of hypoxia.
AM-400-97/1	Introduction to Human Factors in Aviation	Basic information about human factors: prevention through application of error-avoiding principles.
AM-400-98/1	Laser Eye Surgery (PRK): Will It Fly?	Pilots view refractive error correction through laser surgery as a quick way to achieve perfect distant vision. Dangers of such procedures as PRK are described.
AM-400-92/1	Over the Counter Medications and Flying	Is it safe to fly while taking common OTC medications? Side-effects of non-prescription substances are described.
AM-400-98/2	Pilot Vision	The physiology of the eye, a pilot's most important sense to obtain reference during flight, is described. Also, night vision adaptation, scanning technique, and factors affecting vision.
AM-400-91/2	Seat Belts and Shoulder Harnesses: Smart Protection in Small Airplanes	Pilots should wear their restraints properly while flying because doing so would reduce serious injuries by 88% and fatalities by 20%. Proper installation and use of restraints discussed.
AM-400-95/1	Smoke!	Effects of smoke, fire, and smoke gases in the aviation environment are described, along with signs and symptoms of carbon monoxide poisoning; how to avoid.

## CHAPTER 2. DEVELOP THE ANNUAL DISTRICT AVIATION SAFETY PROGRAM PLAN

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM ACTIVITY NUMBER. Reserved.

**2. OBJECTIVE.** The objective of this task is to prepare a district Aviation Safety Program plan for the fiscal year. Successful completion of this task results in a comprehensive plan which promotes maximum utilization of district resources and supports accomplishment of national, regional, and district goals.

**3. GENERAL.** The annual district Aviation Safety Program plan is a working outline to manage the year's program budget, resources, and activities. Both airworthiness and operations Safety Program Managers (SPM)s may set objectives. However, the goal is to combine both program objectives into one integrated office plan. The plan should be pertinent to district interests and problems, as well as regional and national goals.

**4. PLAN FORMAT.** The district plan format should contain the following information.

*A. Goals and Objectives.* The district plan should include regional and national goals as well as specific district objectives. The plan should be designed to accomplish those goals and objectives.

*B. Identification of District Problem Areas.* All significant causal factors as well as identifiable trends

pertinent to the district accident/incident rates should be listed in the plan. Trends should be monitored for the length of time necessary to evaluate fluctuations in activity levels. Program activities should address district problem areas.

*C. Time Allocated for the Program.* The amount and sources of the person-hours needed to accomplish the goals of the plan should be noted. A minimum of one person-year of the SPM's time and the additional hours of Flight Standards District Office (FSDO) resources needed to accomplish objectives and emphasis items should be allocated to the program.

*D. Required Resources.* A suitable government vehicle, such as a van, must be available to the SPM for program support. Special audiovisual equipment requirements should be listed in the plan.

*E. Resources Available.* All district resources, such as state aeronautical agencies, counselors, airport safety committees, military facilities, personnel from Airports and Air Traffic, industry representatives, and others should be listed.

*F. Plan of Action.* The text must include a management plan which applies the available resources to the goals and emphasis areas of the program. The plan should be realistic and applicable.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of national and regional Aviation Safety Program goals, qualification as an Aviation Safety Inspector (ASI) and appointment as an Safety Program Manager (SPM).

*B. Coordination.* This task may require coordination with Unit Supervisors, other ASIs, the Regional Safety Program Manager (RSPM)(s), Aviation Safety Counselor (ASC)s, and other program participants.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Order 1800.56, National Flight Standards Work Program Guidelines (current edition)
- Annual district plan from the previous year
- Regional goals and objectives, if available
- FSDO accident/incident data and statistics from the previous year
- Near midair collision reports from the previous year
- Safety Improvement Reports from the previous year
- Remedial Training Records
- Enforcement Investigative Reports
- Malfunction and Defect Reports
- Service Difficulty Reports
- Copies of Flight Assist reports from the previous year
- Aviation Safety Program videos, film, and slide presentations
- Aviation Safety Program pamphlets
- Advisory Circulars
- Publications from other agencies and sources

#### *B. Forms.*

- None

#### *C. Job Aids.*

- Sample figure

### 3. PROCEDURES.

*A. Organization.* Develop the district annual Aviation Safety Program plan by establishing goals based

on the national and regional goals. Include district objectives.

*B. Identify District Accident/Incident Trends and Causal Factors.* Research national, regional, and district data to determine primary problem areas.

(1) If more information is needed, request accident/incident statistics from the Regulatory Support Division, Aviation Data Systems Branch, AFS-620, located at the Aeronautical Center.

(2) Additional information may be requested from the National Aeronautics and Space Administration, Air Traffic, Aviation Medicine, and other agencies or organizations to more fully identify and define district problems.

(3) List all significant factors and trends in order of importance.

*C. Resources.* List all available resources in enough detail to enable another inspector to support the program should the SPM be unavailable or require assistance. Be specific enough to make the RSPM aware of any special resources that might benefit the entire region. The list should include, but not be limited to, available facilities, sponsors, industry contacts, and names of counselors or other potential program participants with special expertise in particular areas. Anyone or anything that will help the program should be considered a resource.

*D. Coordinate Program.* Coordinate district problems that emerge from the accident/incident analysis with emphasis on national and regional areas and match subjects with resources. The result will form the basis of the annual district office plan. The text should address all major district, regional and national concerns. Activities must meet requirements of Order 1800.56, National Flight Standards Work Program Guidelines (current edition). Periodically, events may occur that will require a revision to the annual plan.

*E. Submit to Manager.* Submit the completed annual plan to the district office manager for review and approval. Make any necessary changes and resubmit.

*F. Forward to RSPM.* After the district office manager approves the annual plan, forward the plan to the RSPM for consolidation into the region's program.

The district plan should be sent to the RSPM no later than the tenth day of September.

G. Enter the program into Program Tracking and Reporting Subsystem (PTRS) planning module software. Enter all appropriate planned work activities into the current fiscal year planning module software. These will appear as "P" planned items. The exception will be "R" required items which are automatically generated by the software.

**4. TASK OUTCOMES.** The successful completion of this task results in a comprehensive annual plan of action for the district Aviation Safety Program.

## **5. FUTURE ACTIVITIES.**

*A. Prepare a Schedule.* Prepare a schedule of events with lead times noted.

*B. Prepare a Budget.* Prepare the annual district office Aviation Safety Program budget.

*C. Review the Plan.* Evaluate, and modify the plan as needed.

*D. Manage Events.* Manage the scheduled events and activities.

## FIGURE 2-1. SAMPLE ANNUAL DISTRICT AVIATION SAFETY PROGRAM PLAN

---

### XYZ FLIGHT STANDARDS DISTRICT OFFICE ANNUAL AVIATION SAFETY PROGRAM PLAN FOR FISCAL YEAR (FY)-99

**NOTE: The numbers provided in this sample are for example purposes only. Safety Program Managers should enter the appropriate figure for their specific jurisdictions.**

#### 1. GOALS AND OBJECTIVES.

*A. National.* The national goal is to promote safety and technical proficiency by providing guidance and support for the aviation community through education.

*B. Regional.* Regional goals are to reduce accidents by improved airmen competency and knowledge through increased attendance at safety seminars and to expand the safety counselor corps to include all facets of the aviation community with emphasis on airworthiness counselors.

*C. District.* District goals are to increase the number of flight instructor workshops to more effectively address the accident rate for pilots of personal/pleasure flights, produce new program materials for presentations to agricultural operators, and increase airman education programs on Air Traffic Control (ATC) procedures, controlled airspace, and maintenance record entries.

#### 2. IDENTIFICATION OF DISTRICT PROBLEM AREAS.

*A. Accident History.* In the preceding 5 years there were 50-56 accidents in XYZ FSDO's district each year. The distribution of accidents between types of aircraft operation has not changed significantly during the last 5 years. Agricultural operations and personal/pleasure flights continue to account for the highest numbers of accidents.

*B. Types of Operation by % of Accidents in FY98.*

- Agricultural Operations - 45%
- Personal/Pleasure Flights - 42%
- 14 CFR 135 Operations - 4%
- Business Flights - 4%
- 14 CFR 91 Commercial Flights - 2%
- 14 CFR 61 Instructional Flights - 2%
- Other - 1%

*C. Causal Factors by % of Accidents in FY98.*

*(1) Operational - 74%*

- Takeoff & Landing - 30%
- Collision With Terrain or Objects - 18%
- Fuel - 16%
- Weather - 6%
- Stall/Spin - 2%

*(2) Mechanical - 26%\**

- Engine Failure - 17%
- Exceeded Life Limits - 6%
- Suspected Unapproved Part - 3%

\* 88% of the total number of mechanical failures involved agriculture aircraft

*D.* Two significant accident trends were identified. There is an unusually high incidence of accidents due to mechanical failures, primarily involving agriculture aircraft, and a continued high incidence of takeoff and landing accidents and accidents which involved collision with terrain for personal/pleasure flights, primarily in the southwestern area of the district.

## FIGURE 2-1 SAMPLE ANNUAL DISTRICT AVIATION SAFETY PROGRAM PLAN (Continued)

---

*E. Near Midair Collisions (NMAC's).* There were 2 NMAC's reported in the district in FY98. One involved a student pilot and a corporate aircraft landing at the primary airport. The other involved an agriculture aircraft and a private pilot, both departing a non towered airport. No NMAC trends were identified.

*F. Safety Improvement Reports (SIR's).* The district received 14 SIR's during FY98. Eight SIR's involved inadequate communications with the ABC Automated Flight Service Station, particularly for instrument flight rules (IFR) flights departing LMN Airport. Three SIR's reported unlighted towers near airports. Two SIR's noted possible conflicts with operations at a private airport near the traffic pattern of a public airport. The conflict between traffic at the private and public airport has been resolved. Measures initiated to improve communications with ABC Automated Flight Service Station will be effective November 15, 1998. Those measures are expected to alleviate difficulties in filing and activating flight plans at LMN Airport. No other significant trends have been identified.

*G. Flight Assists.* Six pilots received flight assists in the district in FY98. Five of the pilots resided in other states and were en route to out-of-district destinations. No trends for district airmen were identified.

*H. Incidents.* The FSDO processed 67 incidents in FY98. Fifty-four incidents involved pilot deviations. Seventy-four percent of the deviations involved failure to obtain or comply with an ATC clearance in terminal airspace. Eighty-eight percent of those pilot deviations involved agricultural aircraft being ferried from one location to another or personal/pleasure flights by private pilots. This trend has decreased slightly in the last two years, but continues to be a significant factor.

*I. Accident/Incident Trend Summary.* Three significant trends will be addressed in the FY99 Aviation Safety Program:

- (1) agriculture aircraft accidents in which mechanical failure was a major contributing factor;
- (2) takeoff and landing accidents and accidents which resulted from collision with terrain, both of which involved personal/pleasure flights, primarily in the southwestern area of the district; and
- (3) a high number of incidents/pilot deviations which involved controlled airspace and ATC procedures.

**3. TIME ALLOCATED FOR THE AVIATION SAFETY PROGRAM.** The following hours will be required to accomplish the FY99 planned activities and objectives of the Aviation Safety Program.

- A. *SPMs.* 3600 hours.
- B. *Operations.* 340 hours.
- C. *Airworthiness.* 300 hours.
- D. *Clerical.* 412 hours.

**4. RESOURCES AVAILABLE.** The following resources will be used to support district program activities:

- Aviation Safety Counselors (72)
- Air Traffic/Flight Service Facilities (10 locations)
- Designated Medical Examiners (3 locations)
- Designated Pilot Examiners (6 locations)
- Designated Mechanic Examiners (4 locations)
- Physiologists and Physicians (XYZ Air Force Base)
- Civil Air Patrol (6 locations within the district)
- State Department of Aeronautics
  - CFI refresher Clinics
  - I/A Renewal Training

**FIGURE 2-1 SAMPLE ANNUAL DISTRICT AVIATION SAFETY PROGRAM PLAN (Continued)**

---

- AMT and Pilot Training Seminars
- The 99's (program support & annual Wings fly-in)
- XYZ University, School of Medicine (human factors)
- Fort XYZ Army Base (graphics and audiovisual aids)
- Vo-Tech Schools (8 locations - meeting facilities)
- LMN Air National Guard (facility for large seminar)
- State Flight Instructor Association (CFI workshops)
- State Agricultural Aviation Association (seminars)

**5. PLAN OF ACTION AND EMPHASIS AREAS.** Emphasis areas for FY99 will be safety awareness for agricultural operators, preflight planning for flights into high density altitude airports with special attention to takeoff and landing considerations for non-commercial pilots, and increased airman education in ATC procedures, controlled airspace, and maintenance record entries.

*A. Agricultural Operators.* The unique nature of agricultural operations requires special safety considerations and increased safety awareness which can most effectively be generated from within the operator ranks. The special circumstances of aerial applicators will be addressed in three ways.

(1) Flight Standards District Office airworthiness SPM and inspectors will cooperate with the State Agricultural Aviation Association in producing a series of 8 safety seminars at locations throughout the state just prior to the beginning of the aerial application season.

(2) Four new ASC's who are widely respected in the agricultural community join six other excellent ASC's with agricultural expertise to work with fellow agriculture pilots on an individual, informal basis throughout the year to increase pilot awareness of potential hazards.

(3) The FSDO will sponsor a booth at the Agricultural Aviation State Convention and inspectors will be available throughout the convention to answer questions, emphasize safety awareness, and meet operators on a cooperative basis.

*B. High Density Altitude/Takeoff & Landing Accidents.* Counselor training for FY98 included a special segment on conditions that contribute to the high accident rate in the southwestern part of the district. Aviation Safety Counselors in that part of the state have developed posters and slide presentations to use at all airports in the area. A series of 10 safety seminars conducted by ASC's are planned for that area in the first quarter of FY99. The local CAP squadron will assist and provide guest speakers.

*C.* Additionally, the State Flight Instructor Association will host 6 workshops for all district flight instructors. These workshops will feature ASC's who are also pilot examiners and explore ways that CFI's can increase student awareness of preflight considerations for flights that involve high density altitude airports and/or high surrounding terrain.

*D. ATC/Airspace Procedures.* A joint program sponsored by the FSDO and XYZ ATC facility was started in the last quarter of FY98. Initial response was excellent and the program will be continued throughout FY99. A series of 12 safety seminars will feature joint presentations by ATC specialists and FSDO operations inspectors. In a departure from former practice, 6 of the seminars will be given at cities with non towered airports to provide better information regarding controlled airspace and ATC procedures for pilots that usually fly in less complex airspace.

*E. Maintenance Record Entries.* Conduct four seminars throughout the district with emphasis on improving the quality of maintenance record entries. Coordinate with two local vo-tech schools to ensure that the curriculum includes at least two hours of instruction related to maintenance record entries.

## FIGURE 2-1 SAMPLE ANNUAL DISTRICT AVIATION SAFETY PROGRAM PLAN (Continued)

*F. Increased Attendance at Safety Seminars.* Aviation Safety Counselors are developing new audiovisual aids that will be ready by the second quarter of FY99. The new aids adapt standard presentations to specific local areas and situations. This is expected to spark interest in areas where seminar attendance previously has been low. Also, the Civil Air Patrol and several other organizations will publish a complete schedule of Aviation Safety Program activities and events in their quarterly newsletters, which are distributed statewide.

*G.* Additionally, two nationally known speakers have been scheduled to speak at 4 seminars. We anticipate that popular speakers known for their innovative approach to aviation safety will substantially increase attendance at seminars.

**6. PLANNED EVENTS.** The following activities are scheduled for FY99. The planned activities meet or exceed the requirements of FAA Notice 1800.138, National Flight Standards Work Program Guidelines.

• Public User Meetings	12
• Pilot Safety Meetings	402
• (SPMs - 84)	
• (ASC's/ASI's - 368)	
• Flight Instructor Meetings	10
• (SPMs - 4)	
• (ASC's - 6)	
• Corporate Aviation Safety Programs	4
• Air Carrier Safety Programs	6
• Inspector Authorization Renewal Meeting	1
• Airworthiness/Avionics Meetings	32
• ASC Support (monthly newsletter)	12
• [Additional support activities will be added as needed]	
• Industry Conducted Activities	4
• Special Events:	
• Agricultural Aviation State Convention	1
• State-wide Wings Fly-in Clinic	1
• Joint ATC/FSDO Seminars	12
• Annual Super Seminar	1
• Ongoing Activities:	
• Airport Safety Committee Support (18 committees)	
• ASC Activity Support (adjusted monthly as needed)	
• WINGS Program (included in all seminars, clinics, and workshops)	
• AMT Awards Program (included in all seminars, clinics, and workshops)	
• Ad Hoc Activities:	
• 12 additional safety seminars will be presented during the year by the SPM and/or ASC's. Subject matter will be determined by events during the year.	

**7. SUMMARY.** National, regional, and district objectives will be met and district accident/incident trends will be addressed by incorporating the following measures. The number of safety seminars designed specifically for agricultural operators and pilots operating under 14 CFR part 91 will be increased. The quality of planned seminars will be continuously upgraded by the use of new materials developed by ASC's and by the addition of well known guest speakers. The joint seminars with ATC will be expanded and made an ongoing part of the district program. Joint seminar coverage will be extended to include less populated areas as well as major cities. This program will be reviewed monthly and adjusted to modify projects and include new emphasis items as necessary.

## CHAPTER 3. PREPARE A BUDGET FOR THE ANNUAL AVIATION SAFETY PROGRAM PLAN

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

Reserved.

**2. OBJECTIVE.** The objective of this task is to prepare an Aviation Safety Program budget for the fiscal year. Successful completion of this task results in an Aviation Safety Program budget approved by the district office manager.

**3. GENERAL.** The SPM should compile a projection of all expenses necessary to support the district office program for the coming fiscal year. The Aviation Safety Program budget SHOULD NOT INCLUDE expenses which are commonly incurred by

all Aviation Safety Inspectors (ASI)s, such as regular office supplies, travel for inspector training, and aircraft rental to meet currency and proficiency requirements.

*A. District Office Responsibility.* The Safety Program Manager (SPM) is responsible for compiling a budget that will enhance the district Aviation Safety Program and support accomplishment of annual program goals. The district office manager is responsible for approving the budget and ensuring adequate support for Aviation Safety Program activities. The SPM should also maintain a projection of budget needs for the succeeding fiscal year.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires completion of an annual district Aviation Safety Program plan, qualification as an ASI, and appointment as an SPM.

*B. Coordination.* This task requires coordination with the district office manager, other ASIs, and the RSPM.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Annual district budget from the previous year
- Current annual district Aviation Safety Program plan
- Regional budget guidance
- Travel Manual, FAA Order 1500.14
- Audiovisual equipment and supply catalogs

#### *B. Forms.*

- None

#### *C. Job Aids.*

- Sample figure

### 3. PROCEDURES.

*A. Budget Preparation.* Use the approved annual district plan to determine the:

(1) projected number of meetings, seminars, workshops, and clinics;

(2) planned travel (to include GOV), lodging, and per diem costs to support participation in seminars;

(3) costs of equipment, facilities, and supplies required to meet the goals of the district annual plan;

(4) shift differential, overtime, or compensatory time; and

(5) cost of anticipated aircraft rental, if needed specifically for program support.

*B. Other Expenses.* Prepare a list of estimated costs for the following items:

(1) repair or replacement of audiovisual and public address equipment;

(2) service and repair of Barany Chair and other aids;

(3) purchase of new equipment;

(4) film purchases and processing charges;

(5) printed material and commercial training aids;

(6) video tape purchases;

(7) awards and plaques;

(8) computer hardware and software expenses; and

(9) other miscellaneous items and expenses.

*C. Complete Budget.* Total the estimated expenses in each category and provide a grand total for the proposed annual budget. The total must be within the amount of allocated funds.

*D. Submit the Budget for Review.* Submit the completed budget to the district office manager for review and approval. Make any required adjustments.

**4. TASK OUTCOMES.** The completion of this task results in an approved budget that supports enhancement of program presentations and accomplishment of district program goals.

**5. FUTURE ACTIVITIES.** The SPM should periodically monitor the budget to ensure sufficient funds remain for programmed activities. If funds appear to be insufficient, the SPM should initiate action through the office manager to secure supplemental funding or re prioritize remaining program plans and commitments.

**FIGURE 3-1. SAMPLE ANNUAL AVIATION SAFETY PROGRAM BUDGET**

**NOTE: THE NUMBERS PROVIDED IN THIS SAMPLE ARE FOR EXAMPLE PURPOSES ONLY. SPM'S SHOULD ENTER THE APPROPRIATE FIGURES FOR THEIR SPECIFIC JURISDICTIONS.**

**XYZ FSDO AVIATION SAFETY PROGRAM ANNUAL BUDGET, FY99**

Item	Cost
<b>SAFETY SEMINARS/EVENTS:</b>	
18 seminars/events will require travel/per diem for SPMs	\$ 2,650
Equipment/Facility Rental	\$ 1,200
Aircraft Rental (State Wings Fly-in)	\$ 320
Lodging/per diem for celebrity guest speakers, 4 seminars	\$ 950
Subtotal:	\$ 5,120
<b>AUDIOVISUAL EQUIPMENT:</b>	
Routine maintenance & cleaning	\$ 200
Purchase replacement for 18 year old 35mm slide projector	\$ 500
Purchase video projector for PowerPoint program use	\$ 5,300
Subtotal:	\$ 6,000
<b>SUPPLIES:</b>	
Purchase 35mm slide film	\$ 64
Film processing costs	\$ 96
Purchase commercially produced videos	\$ 110
Purchase blank videotapes	\$ 75
Purchase graphics software	\$ 350
Purchase batteries & projector bulbs	\$ 120
Purchase 11 frames and 7 plaques	\$ 230
Subtotal	\$ 1,045
<b>AVAILABLE FUNDS:</b>	<b>\$ 12,500</b>
<b>BUDGET GRAND TOTAL:</b>	<b>\$ 12,165</b>

## CHAPTER 4. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS)

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** Reserved.

**2. OBJECTIVE.** The objective of this section is to provide guidance for recording work accomplishments in the PTRS and analysis of recorded data.

**3. GENERAL.** The PTRS system is designed to record certain work activities in the Aviation Safety Program to assist program analysis and future planning. Functions performed are data entry of the various activities the Safety Program Manager (SPM) performs, retrieval of data for quality audits, and preparing the annual work plan.

**4. PURPOSE.** The purpose of this chapter is to describe the what, why, and how of PTRS as it applies to the Aviation Safety Program.

A. Program Tracking and Reporting Subsystem is a subsystem of the Flight Standards Automation Subsystem (FSAS) and is a database management tool. It establishes a procedure for organizing and tracking Aviation Safety Program work activities, i.e., work activities planned and accomplished.

B. The PTRS provides a tool for safety program management. Accurate tracking of SPM activities can be utilized in planning the Annual Work Program, provide support for budget preparation, and support the requirement for additional SPMs. It provides a data base to indicate geographic areas, organizations and operators who have supported or have been supported by the safety program within the previous three years. It will also provide the Office Manager with a tool to maintain awareness of the office Aviation Safety Program and additional work accomplishments. The office will then have a record of program participation by other inspectors and office personnel.

C. The PTRS does not require an inspector to account for an 8-hour day. The PTRS is intentionally structured to prevent its use as a time accountability tool for individual inspectors. The PTRS Procedures Manual (PPM) contains the following statement:

**NOTE:** Any attempt by management to use PTRS as a "Time and Attendance Card" will be considered as improper and in direct contravention to FAA Order 1380.51, Program Tracking and Reporting Subsystem.

**5. GUIDANCE.** Guidance for entering specific activity numbers in PTRS may be found in the corresponding procedures section of each chapter of this order. The PPM will provide general background and information to the overall system. Current PTRS activity numbers and definitions are contained in figure 4-1 and in FAA-P-8000-5.

**6. DATA QUALITY ANALYSIS.** The SPM should conduct a data quality review at least quarterly to ensure that erroneous entries have not been entered into the database. Since any inspector may use a safety program activity number to record their participation in the program, the SPM must ensure that this data accurately reflects activity entries. These reviews will ensure that the local/national database is not unintentionally skewed.

**7. REPORTS.** There are numerous reports that may be generated through PTRS. Following are three examples.

A. *Local Query:* This report is generated from your local district office FSAS database. A local query is the primary means for reviewing data entry quality and retrieving program planned accomplishment information.

B. *Integrated Safety Information Subsystem (ISIS) Query:* An ISIS query is generated from the national FSAS database and can provide specific information on airmen and aircraft (i.e., may be used to identify the last WINGS phase or AMT award issued to an airman).

C. *Inspector Reports:* Inspector reports can be used to generate detailed work completion reports, open items, and remaining planned work activities.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires qualification as an ASI and appointment as an SPM.

*B. Coordination.* This task may require coordination with the office manager, other ASIs, and the office Local Area Network (LAN) administrator and/or the data entry person.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References:*

- Section 2 of each chapter of this order.
- PTRS Activity Numbers and Definitions (figure 4-1)
- PTRS Procedures Manual (PPM)
- FAA-P-8000-5, PTRS Activity Number Guidebook for Safety Program Managers
- FSAS Course Book
- Order 1800.56, National Flight Standards Work Program Guidelines (current edition)

#### *B. Forms:*

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

#### *C. Job Aids:*

- Ad Hoc queries and reports
- Sample figures

### 3. PROCEDURES.

*A.* Procedures listed in this section are for report generation and data quality and data extraction. Guidance for specific PTRS activity number entries are referenced in the applicable chapters of this order.

*B.* There are many standard and ad hoc reports available to the SPM to facilitate the retrieval of data to review program accomplishments and ensure quality of entries. Reports may be generated from PTRS data contained in the local office FSAS data base or from the national FSAS system. Generally, the best source is the local office data base. An example of reports available are:

- (1) Local FSAS Standard Reports.
  - (a) Inspector Reports (Inspectr)

1 Historical Items (Histor)

2 Open Items (Open)

3 Planned Items (Planned)

4 Specialty (Specialty)

5 Unit (Unit)

(b) Designated Airman (Desg Amn): This report may be used to generate available information regarding Aviation Safety Counselors (ASC).

(2) *Local FSAS Ad Hoc Queries.* Ad hoc queries enable the SPM to create a unique listing of data stored in the PTRS. The ad hoc report differs from a standard report in that the user can "ask for" and retrieve specific data without extraneous information.

(3) National FSAS Standard Reports.

(a) The Safety Program Manager's Summary Report: This report will provide the SPM with a summary of all required (R) items and planned (P) work activities that are planned or accomplished and non-planned work activities accomplished.

(b) National PTRS (NPTRS) Queries: Queries are used to sort specific information requested by the SPM. Individual PTRS fields may be selected to generate this report. Generally, the SPM will find it more advantageous to use the local FSAS data base for queries of safety program planned activities and accomplishments.

*C. Sample Reports.* Sample reports with sequential steps for retrieval and additional guidance on generating reports are contained in the PPM and the course book, "FSAS for Inspectors."

**4. TASK OUTCOMES.** Completion of this task will result in the ability to generate standard and ad hoc reports from PTRS data and provide the SPM with information to evaluate and revise the district office safety program, if required. The SPM will also be able to conduct a quality control review of all entries made.

**5. FUTURE ACTIVITIES.** After review and analysis of safety program report information, the SPM should revise the goals and objectives, as necessary to improve the program.

**FIGURE 4-1. INDEX - AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS**

---

(Revision: 01/01/00)

**A. Reserved (X900)****B. Manager Activity (X910)**

1915/3915/5915      Manager Meeting Participation

**C. Awards Programs (X920)**

1923/3923/5923      Issue Aviation Safety Award  
 1925/3925/5925      Issue Pilot Proficiency Award (WINGS)  
 1927/3927/5927      Issue Aviation Maintenance Technician Award  
 1929/3929/5929      Issue Charles Taylor Award

**D. Aviation Safety Meetings (X930)**

1931/3931/5931      Aviation Safety Meeting  
 1932/3932/5932      Flight Instructor Meeting  
 1933/3933/5933      Assist/Participate In Safety Meeting  
 1938/3938/5938      Inspection Authorization Annual Renewal Meeting

**E. Aviation Safety Program Support/Development (X940)**

1942/3942/5942      Major Events/Safety And Support Groups  
 1943/3943/5943      Program Material Development

**F. Airman/Safety Actions (X950)**

1950/3950/5950      Remedial Training Action  
 1951/3951/5951      Airman Counseling  
 1952/3952/5952      Flight Assist Processing  
 1953/3953/5953      Safety Action Item

**G. Aviation Safety Counselor Management/Activities (X960)**

1961/3961/5961      ASC - Produce/Conduct Safety Meeting  
 1962/3962/5962      ASC - Assist/Participate In Safety Meeting  
 1963/3963/5963      ASC - Airman Counseling  
 1964/3964/5964      ASC - Safety Action Item  
 1967/3967/5967      Appoint/Renew/Cancel Safety Counselor  
 1968/3968/5968      Manage/Support ASC Activities  
 1969/3969/5969      Train Aviation Safety Counselor

**H. Industry Programs (X970)**

1971/3971/5971      Pilot/Aircraft Courtesy Evaluation (PACE)  
 1973/3973/5973      Industry Aviation Safety Program Support

**I. Aviation Education (X980)**

1981/3981/5981      Aviation Education Activity/Meeting

**J. Reserved (X990)**



**FIGURE 4-1. AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS DEFINITIONS (Continued)**

---

**D. Aviation Safety Meetings (X930) (Continued)**

**NOTE 2: In support of the FAA Administrator's "Safer Skies" safety agenda, enter the appropriate letter code (only one) in the "National Use" field for all safety presentations which include a "Safer Skies" subject content. If more than one "Safer Skies" topic was presented, complete a X933 record for each additional "Safer Skies" topic addressed (see Note 4). "Safer Skies" topics and corresponding letter codes are:**

- A - Approach and Landing
- C - Controlled Flight Into Terrain
- D - Aeronautical Decision making
- L - Loss of Control
- R - Runway Incursions
- S - Survivability
- U - Uncontained Engine Failures
- W - Weather

**1932/3932/5932                      Flight Instructor Meeting**

All functions associated with developing, supporting, or conducting an FAA flight instructor meeting. This activity includes participation in a Flight Instructor Refresher Clinic (FIRC) but does not include FIRC surveillance. Report one unit per meeting. When the audience substantially changes, a new meeting has occurred. For a single, multi-day event attended by the same audience, report one unit per day. Enter the meeting attendance in the "Numeric Misc." field. For support or assist by additional inspectors, do not enter "A" in the "Results" field, use activity number X933.

**NOTE 3: In support of the FAA Administrator's "Safer Skies" safety agenda, use the guidance contained in "NOTE 2" above (following activity no. X931) for entry in the "National Use" field.**

**1933/3933/5933                      Assist/Participate In Safety Meeting**

All functions associated with assisting/participating in developing, supporting, or conducting an FAA safety, public/user, flight instructor or inspection authorization renewal meeting. Report one unit per meeting for each inspector participating other than the primary inspector who will report one unit for activity number X931, X932, X938. When the audience substantially changes, a new meeting has occurred. For a single, multi-day event attended by the same audience, report one unit per day. Do not report meeting attendance.

**NOTE 4: In support of the FAA Administrator's "Safer Skies" safety agenda, use the guidance contained in "NOTE 2" above (following activity no. X931) for entry in the "National Use" field. Also use X933 for recording additional "Safer Skies" safety agenda topics not recorded under X931. Multiple X933 records may be required to capture all "Safer Skies" topics addressed.**

**1938/3938/5938                      Inspection Authorization Annual Renewal Meeting**

All functions associated with developing, supporting, or conducting an FAA Inspection Authorization renewal meeting. The purpose of the meeting is to facilitate the renewal process and exchange information between the local FSDO and its IA's. The IA renewal meeting is not intended for the purpose of conducting IA refresher training designed to meet renewal requirements of section 65.93 (a)(4) of 14 CFR. Report one unit per meeting. Enter the meeting attendance in the "Numeric Misc." field. For support or assist by additional inspectors, do not enter "A" in the "Results" field, use activity number 1933/3933/5933.

**FIGURE 4-1. AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS DEFINITIONS (Continued)**

---

**E. Aviation Safety Program Support/Development (X940)**

**1942/3942/5942 Major Events/Safety And Support Groups**

All functions associated with making FAA safety resources available to major events , Airport Safety Committees and Safety Support Groups.

**1943/3943/5943 Program Material Development**

All functions associated with the development and production of Aviation Safety Program materials; such as newsletters, articles, audio visual presentations, pamphlets, videos, etc.

**F. Airman/Safety Actions (X950)**

**1950/3950/5950 Remedial Training Action**

All functions associated with processing a remedial training action. Report one unit per remedial training action. The office administering the remedial training agreement will report the activity. Other inspectors providing technical assistance will record a unit under Technical Assistance - No Certification; activity number 1790/3785/5785.

**1951/3951/5951 Airman Counseling**

All functions associated with counseling any airman. This activity may be provided on request from an airman, in response to a flight assist, in connection with safety action items, or during post accident/incident/occurrence actions. It does not include brief, miscellaneous technical assistance associated with random inquiries.

**1952/3952/5952 Flight Assist Processing**

All functions and actions associated with processing a Flight Assist Report (FAA Form 7230-6).

**1953/3953/5953 Safety Action Item**

All functions associated with the processing and resolution of safety items such as Safety Improvement Reports (FAA Form 8740-5), environmental or operational hazards, an unsafe condition with regard to an airport/airspace, or safety recommendations.

**G. Aviation Safety Counselor Management/Activities (X960)**

**1961/3961/5961 ASC - Produce/Conduct Safety Meeting**

For a safety or user meeting originated, produced, and/or primarily conducted by an ASC. Enter the total number of meetings reported during the current reporting period in the "Miscellaneous" field. Enter the total attendance for meetings reported in the "Numeric Misc." field.

**1962/3962/5962 ASC - Assist/Participate In Safety Meeting**

For a safety meeting at which the ASC provided support or some participation but did not take primary responsibility. Enter the total number of meetings reported during the current reporting period in "Miscellaneous" field. Do not report attendees. Attendance will be reported in the primary participant's submission.

**1963/3963/5963 ASC - Airman Counseling**

Formal or informal interaction or counseling with an airman or group of airmen in regard to aviation safety. This action may include a courtesy flight evaluation by an ASC qualified to provide the evaluation to an airman who has requested it. Enter the total number of airman counseling actions reported during the current reporting period in the "Numeric Misc." field.

**FIGURE 4-1. AVIATION SAFETY PROGRAM  
PTRS ACTIVITY NUMBERS DEFINITIONS (Continued)**

---

**G. Aviation Safety Counselor Management/Activities (X960) (Continued)**

**1964/3964/5964                      ASC - Safety Action Item**

For action by an ASC regarding the resolution of safety items such as environmental or operational hazards, an unsafe condition with regard to airport/airspace obstructions, markings, inadequate navigational aids, etc., or received safety recommendations. Enter the total number of safety actions reported during the current reporting period in the "Numeric Misc." field.

**1967/3967/5967                      Appoint/Renew/Cancel Safety Counselor**

All Safety Program Manager functions associated with the appointment, annual renewal or cancellation of an Aviation Safety Counselor.

**1968/3968/5968                      Manage/Support ASC Activities**

All Safety Program Manager functions associated with management and support activities for an Aviation Safety Counselor, except those activities under activity numbers X967 and X969.

**1969/3969/5969                      Train Aviation Safety Counselor**

All Safety Program Manager functions associated with developing, implementing, and conducting training for Aviation Safety Counselors. For a group training session, record one unit for each Aviation Safety Counselor trained. For support or assist by additional inspectors, close record with an "A" in the "Results" field.

**H. Industry Programs (X970)**

**1971/3971/5971                      Pilot/Aircraft Courtesy Evaluation (PACE)**

All functions associated with management by the SPM and joint participation by operations and airworthiness (maintenance and avionics) inspectors in the Pilot and Aircraft Courtesy Evaluation program. The program is a public service which precludes conventional use of standard surveillance procedures. The SPM should open and close the event record with only one unit per event recorded. Enter the number of participants in the "Numeric Misc." field. A participant is an airman whose aircraft was inspected and/or received a courtesy flight evaluation. Participating inspectors should record their participation as an assist by entering "A" in the "Results" field.

**1973/3973/5973                      Industry Aviation Safety Program Support  
(91, 121, 133, 135, 137, 141, 145)**

All functions associated with making FAA safety resources available to air carrier/air operator/air agency/corporate operators, evaluating and providing guidance and assistance in developing internal safety programs and identifying the needs of those organizations. An appropriate FAR entry is required in the "FAR" field. Making a presentation or conducting a training session is reported under activity number X931.

**I. Aviation Education (X980)**

**1981/3981/5981                      Aviation Education Activity/Meeting**

All functions associated with initiated actions and supporting requests by non-aviation industry groups for the purpose of aviation education (non-safety). Examples are Career Days, school aviation education programs, ACE camps, etc.

**J. Reserved (X990)**

## CHAPTER 5. EVALUATE ACCIDENT/INCIDENT REPORTS FOR TRENDS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

Reserved.

**2. OBJECTIVE.** The objective of this task is to review, analyze, and evaluate district accident and incident records to identify trends and incorporate pertinent material into the district Aviation Safety Program to help reduce or eliminate those trends.

**3. GENERAL.** The Safety Program Manager (SPM) should monitor district accident reports, incident reports, and near midair collision (NMAC) reports to obtain information relating to the causal factors of those occurrences. The SPM should evaluate the information, identify any trends that develop, and modify the district schedule of safety seminars to include presentations that will educate airmen about the contributing factors to current accident/incident trends.

**4. RESOURCES.** Accident/incident information may be obtained from Flight Standards District Office (FSDO) logs, FSDO automation systems, preliminary/final reports, by request to the Aviation Data Systems Branch, Information Management Section, AFS-620 (405 954-6500), National Transportation Safety Board (NTSB) reports, and by contacting the National Aeronautics and Space Administration Aviation Safety Reporting Program office. Each source has some advantages in specificity and the amount of detail available. It may be necessary to check several sources to obtain a complete synopsis.

*A. Initial Notification.* The SPM should be notified during normal duty hours of accidents and incidents in the district.

*B. Information Update.* As an accident or incident investigation progresses, the event may be upgraded or downgraded and additional facts pertaining to causal factors may emerge. The SPM should have a method of tracking the information as it changes.

*C. Type of Accident Information Recorded.* The SPM should record at least the following accident information:

- (1) total number of fatal and nonfatal accidents;
- (2) number of fatalities;
- (3) type of flight (pleasure, business, training, agricultural, corporate, 135, 121);
- (4) phase of flight (departure, takeoff, cruise, approach, landing, taxi, other);
- (5) pilot certificate grade;
- (6) weather conditions;
- (7) whether the pilot has participated in the WINGS Program;
- (8) contributing factors; and
- (9) obtain a copy of the Malfunction and Defect report if the event was airworthiness related.

*D. Type of Incident Information Recorded.* The SPM should record at least the following incident information:

- (1) total number of incidents;
- (2) type of airspace involved;
- (3) type of flight operation;
- (4) whether the incident involved a pilot deviation; and
- (5) a copy of the Malfunction and Defect report if the event was airworthiness related.

*E. Type of Near Midair Collision Information Recorded.* The SPM should record at least the following near midair collision information:

- (1) total number of near midair collisions;
- (2) class of the near midair collision (critical, potential, no hazard);
- (3) the location and altitude;
- (4) type of flight operations; and
- (5) significant contributing factors.

*F. Data Evaluation.* The SPM should periodically evaluate the data and identify the primary factors that contribute to accidents and incidents in the district. Causal factors may be associated with the time of the year, certain types of flight operations, airworthiness related issues or situations unique to the district such as terrain, weather conditions, or high density traffic at airports.

*G. Program Emphasis.* The findings from periodic evaluation of the statistics should indicate emphasis points in the district program. District accident trends and causal factors may vary significantly from national

trends and may require the development of special presentations to educate airmen in the pertinent subject areas.

*H. Addressing Trends.* Safety seminars, district newsletters, flight instructor workshops, airport safety committee projects, and Aviation Safety Counselor (ASC) activities should be used to help the aviation community become aware of district safety problems.

(1) Increased flight instructor awareness of weak areas, changes in local procedures, improved airport markings, increased coordination with Air Traffic Control (ATC), and better communication between local general aviation pilots and air carrier operators are examples of some of the means the SPM can use to mitigate district accident trends.

(2) During the annual FSDO Inspection Authorization (IA) renewal meeting unsafe trends, changes in regulations, and local office procedures will be addressed.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of Federal Aviation Administration (FAA) accident investigation procedures, qualification as an Aviation Safety Inspector (ASI), and appointment as an SPM.

*B. Coordination.* This task may require coordination with AFS-620, other ASIs, ATC, ASCs, and airport safety committees.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Pertinent 14 CFR sections
- FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting (current edition)
- Current district accident, incident, and near midair collision reports
- Aviation safety pamphlets and audiovisual aids
- Malfunction and Defect Reports, Safety Alerts, and Airworthiness Directives issued as a result of an accident/incident

#### *B. Forms.*

- None

#### *C. Job Aids.*

- None

### 3. PROCEDURES

*A. Review and Evaluate Accident/Incident Documents.* Review accident, incident, and near midair collision reports for pertinent information as it becomes available.

*B. Record and Analyze Data.* Record pertinent data from each of the reports, using office automation or a manual system.

(1) Categorize and correlate the data.

(2) Request a summary of district accident information from AFS-620, if needed.

(3) Note frequently recurring causal factors and identify trends.

*C. Direct Program Emphasis.* Determine how this data can most effectively be presented to district airmen and plan to modify the current schedule of district safety seminars and aviation safety activities to emphasize the information.

**4. TASK OUTCOMES.** The completion of this task results in a valid profile of district accident/incident causal factors. It also facilitates the inclusion of material in the district program that will focus attention on the critical areas and assist airmen to prevent or avoid the factors that contribute most significantly to the accident/incident rate.

### 5. FUTURE ACTIVITIES.

*A. Maintain Records.* As new information becomes available, add it to the appropriate records and continue to monitor district trends.

*B. Develop Program Materials.* Adapt existing audiovisual aids to local scenarios and develop new materials to supplement the nationally distributed publications and aids.

*C. Communicate With District Airmen.* Publish pertinent information in the district or regional newsletter for airmen.

*D. Obtain Expert Assistance.* Schedule guest speakers with expertise in the applicable areas to speak at safety seminars and flight instructor workshops.

*E. Coordinate With ASCs and Other Groups.* Discuss the emphasis areas with ASCs, ATC, airport managers, flight schools, airport operators, air agencies, aviation maintenance organizations, airport safety committees, and other aviation organizations. Solicit their ideas and urge their participation in projects to educate and inform district airmen.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 6. PLAN, PREPARE, AND MANAGE SAFETY MEETINGS, PROGRAMS, AND ACTIVITIES

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBERS.

1931/3931/5931, 1932/3932/5932, 1933/3933/5933, 1938/3938/5938.

**2. OBJECTIVE.** The objective of this task is to plan, prepare, and manage safety meetings and presentations in accordance with the district Aviation Safety Program plan. Successful completion of this task results in presentations that encourage attendance and accomplish the goals of the Aviation Safety Program.

**3. GENERAL.** Aviation Safety presentations provide a valuable service to the aviation community and help communicate updated information on changing regulations, new procedures, and safety techniques. Presentations should also support the special emphasis items of the national, regional, and district office programs.

*A. Safety Program Manager (SPM) Responsibility.* The SPM should manage programs with the aid of other participants, as well as presenting individual programs. Planning safety seminars and programs so that well-qualified people present each program and receive the necessary support is an important management function of the SPM position.

*B. Required Functions.* The SPM must accomplish the requirements of Federal Aviation Administration (FAA) Order 1800.56 (current edition), National Flight Standards Work Program Guidelines. As these are the minimum requirements, it is doubtful that accomplishing only these requirements would constitute a successful program.

*C. Continuing Education Award Programs.* The Pilot Proficiency Award Program (WINGS) and the Aviation Maintenance Technician Award (AMT) Program should be promoted at all safety functions. Safety Program Managers should consider these functions as opportunities to present these awards.

**4. SCHEDULE OF EVENTS.** The annual Aviation Safety Program plan for the district office includes the number and type of safety seminars and events to be

accomplished. If available, the annual plan should be supplemented with a schedule of events that provides the following information.

*A. Type of Event.* The type of presentation or event may fall under any of the PTRS numbers above. It may also be a part of a special aviation safety project.

*B. Date/Time/Place.* The projected date for the presentation and the target dates for action items dependent on that date, such as mailing the Airman ADP Mailing Request, should be noted. The proposed time of the meeting and the preferred location should be listed. An alternate choice of meeting site should also be noted.

*C. Sponsor(s)/Contact(s).* Prospective sponsors and persons who will conduct, facilitate, or assist the presentation should be listed. Contacts might include counselors, other inspectors, educators, and facility administrators.

*D. Subjects.* Subjects should be selected on the basis of accident/incident trends and special emphasis areas identified in the annual Aviation Safety Program plan.

*E. Participants.* It is important for each program to be directed by a person who is well qualified to represent the Aviation Safety Program. Participants should be selected on the basis of their qualifications and compatibility with the overall program. Safety Program Managers may want to coordinate a "speaker's list" with the office manager and other office personnel to assure the participants are appropriately qualified.

*F. Equipment Needed.* Each participant should be asked what type of audiovisual equipment and other products will be needed to support his or her part in the presentation. Equipment, audiovisuals, and other aids should be listed and reserved accordingly.

*G. Publicity.* Safety Program Managers should note the dates that all announcements and news releases will be sent, especially for organizations that will include a notice of the program in their own publi-

cations. The lead times required by various organizations usually requires preparation of advance copies of the program flyer.

**5. RESOURCES.** The SPM should maintain a list of available guest speakers, their phone numbers and specialties, and a list of local facilities which may be used for presentations. If possible, several contacts should be listed for facilities which may rotate personnel.

**6. PLANNING AND PREPARING PRESENTATIONS.** The SPM should review the following criteria when planning presentations or managing the preparation of presentations by others.

*A. Program Length.* Excessively long programs are often unproductive. Specify time limits for each speaker or a program segment, and allow time for questions and comments from the audience. Plan ample time for breaks. Ensure that sufficient time is allowed to reconfigure audiovisual aids between speakers or program segments. Be certain that each speaker understands the amount of time allotted. Determine whether or not speakers intend to bring their own audiovisual aids. Allowing a speaker to show an unplanned 20-minute video in his or her segment of the program can irreparably disrupt the program schedule.

*B. Program Content.* Coordinate program segments to present a unified whole. A good combination of films, videos, speakers from different organizations, dynamic audience interaction, and supporting printed material increases program impact. Innovation and creativity enhance understanding of the message.

*C. Supplemental Audiovisual Aids.* If possible, assist speakers by preparing supporting audiovisual aids for program segments that do not have existing aids. Obligate district and/or regional equipment that will be needed for the program.

*D. Community Involvement.* Every effort should be made to enlist the support of the entire aviation community. Fixed base operators, repair stations, air carriers, airport managers, flying clubs, flight instructor and maintenance organizations, vocational schools, airport committees, and aviation support groups should be encouraged to sponsor and participate in safety seminars and events.

*E. Selecting the Meeting Place for a Presentation.* Physical surroundings contribute greatly to the success of a meeting.

(1) The room should be large enough to accommodate the anticipated attendees. If the room is too large for the number of people attending, plan the seating arrangement in a cluster. Ensure an adequate supply of chairs and make any arrangements necessary to have them set up.

(2) Adequate heating, cooling, and lighting should be considered. The use of hangars for safety seminars encourages people at airports to attend; however, it is impossible to control noise created by arriving and departing aircraft. It may also be impossible to exclude daylight without creating stifling conditions in a hangar. This can be critical if use of audiovisual aids is planned for a daytime seminar. Uncomfortable conditions can detract significantly from the program.

(3) There should be adequate parking space. If attendees will need to make any special arrangements to access parking, that information should be noted in the program flyer. If fly-in attendees are anticipated, any pertinent information regarding the airport facilities and transportation should be included.

(4) Plan the placement of screens, monitors, projectors, speakers, lecterns, and other equipment so that everyone in the audience will be able to see and hear the program. Include provisions to cover, secure, or tape down equipment cords. If audiovisual equipment is being provided by the facility or sponsor, ensure that a representative will be available to instruct the seminar presenter in use of the equipment. Make arrangements to access equipment that may be locked up well before the program is scheduled to begin. Provide backup equipment!

(5) Consider the number and location of rest rooms, especially when snacks and beverages are to be served. Rest rooms should be close enough to enable attendees to enjoy refreshments and still have time to access the rest rooms during breaks.

*F. Room Rental.* A room or facility may be rented for a safety seminar; however, every effort should be expended to secure free space from schools, libraries, airport operators, and other organizations.

(1) Safety Program Managers must be cautious when accepting free space and assure that it is not being offered from organizations or facilities that have exclusionary policies on the basis of race, gender, etc.

(2) If an SPM rents a room and/or accepts responsibility for rented space for use during official

duties, he or she should refer to FAA Order 2300.2A, "Employee Indemnification," for guidance on Government employee responsibilities while on duty.

*G. Persons with Disabilities.* In accordance with the Americans with Disabilities Act of 1990, SPMs must provide appropriate services (e.g., wheelchair accessible facilities, sign language interpreter) at Aviation Safety Program sponsored functions when requested by the public.

**7. MANAGING PRESENTATIONS AND ACTIVITIES.** Each presentation, program, or activity should have an assigned program director and sufficient supporting participants to accomplish the associated tasks. The director may be an Aviation Safety Inspector (ASI), an Aviation Safety Counselor (ASC), an industry representative, or the SPM. The program director accepts responsibility for conduct of the individual presentation, program, or activity. Consequently, the program director should brief participants on proper conduct and representation of the FAA. The SPM manages and supports all programs, presentations, activities, and may also direct some individual presentations.

**8. SAFETY SEMINAR FLYERS.** Safety seminar flyers are processed through the Regional Safety Program Manager (RSPM) to the Airmen Certification Branch, AFS-760, Mike Monroney Aeronautical Center, for printing and distribution.

*A. Camera-Ready Copy.* Safety flyer announcements must be sent to AFS-760 in a camera-ready format together with FAA Form 8000-34, Airman ADP Mailing Label Request. The camera-ready copy and FAA Form 8000-34 may be submitted in hard copy or electronic format. Care should be taken, when submitting electronic copy, that the format and font submitted will print correctly. Safety Program Managers are responsible for the format and content of the flyers. The district office manager will approve the content and composition of all camera-ready copy that originates in the district office. The RSPM will approve all camera-ready copy that originates in the regional office. An original and one copy of an approved camera-ready flyer from the district office, accompanied by an FAA Form 8000-34, Airman ADP Mailing Label Request, must be sent to the RSPM for approval, signature, and forwarding to AFS-760. The district office manager's approval of the camera-ready copy should be indicated by the manager's initials beside the district office routing symbol in the "From"

block on the upper right side of the Airman ADP Mailing Label Request. Electronically submitted flyers shall be copied to the office manager. Do not mark directly on the camera-ready copy. (See figures 6-1 thru 6-5, and 6-7.)

*B. Regional Approval of Airman ADP Mailing Request.* A regional signature and routing symbol must appear on the Airman ADP Mailing Label Request. The district office manager should not sign the Airman ADP Mailing Request for the RSPM. The RSPM should designate a regional representative to act in his or her absence. No Airman ADP Mailing Requests will be accepted by AFS-760 without a regional signature and routing symbol. In the case of an electronic FAA Form 8000-34, a cc:mail from the RSPM indicates RSPM approval. Form 8000-34 and the flyer should be sent in the same cc:mail and contain the same select number. It is the responsibility of the submitting SPM and the approving RSPM to ensure that the camera-ready copy and accompanying Airman ADP Mailing Label Request are completed correctly. Errors will delay processing. (See figures 6-5.)

*C. Minimum Lead Time.* The requested mailing date on all flyers must be no less than 12 **working** days for 2 or 4 page flyers and 15 **working** days for 8 or 12 page flyers from the time the flyer is received by AFS-760. The total time to process flyers is approximately 48 days from leaving the SPM to arriving in the airman's mail box. This time frame includes 14 to 21 days for third class U.S. Postal Service delivery to airmen. Good planning is the key!

*D. Errors.* Flyers are routed through the regions to eliminate errors and ensure regional concurrence. Because of the wide variety of fonts and printers used, it may be difficult and time consuming to make changes on camera-ready copy once it leaves the originating office. Safety Program Managers should proof-read material carefully before submitting it to the RSPM. Common errors on submittals include:

- (1) date and day on the flyer do not correspond;
- (2) typos and misspellings;
- (3) flyers not formatted so they print on a single page;
- (4) postcard information not properly formatted for a postcard;
- (5) material that is not in compliance with DOT printing standards;

(6) material on the camera-ready copy is not legible or suitable for printing;

(7) failure to effectively use available space (i.e. don't use a four-page flyer for two pages of material!);

(8) the Airman ADP Mailing Request contains conflicting or incomplete information; and

(9) the flyer and Airman ADP Mailing Label Request arrive at AFS-760 too late for processing to be completed in time to meet the requested mailing date.

*E. Department of Transportation/Federal Aviation Administration Printing Standards.* Printing standards for Aviation Safety Program flyers are contained in FAA Order 1720.36, "Procedures for Printing, Duplicating, and Copying"; and "Government Printing and Binding Regulations", published by the Joint Committee on Printing, United States Congress. The FAA masthead was developed to assist SPMs to conform with Department of Transportation (DOT) printing standards. Use of the FAA masthead and careful adherence to the following guidance will ensure compliance with the applicable standards.

(1) Do not use logos of any organization other than the DOT on the flyer. Department of Transportation printing standards prohibit the use of a logo or symbol for any organization other than the DOT on FAA flyers that are sent out as official mail. The DOT symbol may not be duplicated or used by any other organization.

(2) It is recommended that you not alter the program flyer masthead (FAA Forms 8740-10 and 8740-11). Use of the electronic flyer form does allow for some format modification for information spacing purposes. Do not use the masthead for purposes other than safety seminars.

(3) The FAA seal is for internal use only. It may not be used in lieu of the DOT symbol.

(4) Under the "Sponsored By" line on the masthead, the appropriate FAA FSDO should be listed first. Other sponsors must be listed in the same size type, which must be the same size or smaller type than the type in the text. The "Sponsored By" type may be no larger than 10 point. The telephone number(s) and name(s) of the FSDO contact for the seminar must be listed on the flyer to permit the use of official mail privileges. Telephone numbers and names of non-

FAA persons, such as ASCs, may also be listed but may not be listed in lieu of an FAA contact.

(5) Official mail shall relate exclusively to the business of the United States, mailed by officials of the Government of the Executive and Judicial Branches (Ref. CFR 137.2(b)(1)). The flyers shall not contain any material not related to the event or to official Government business. Third class presorted mail with the G-44 indicia can only be mailed at a post office where this permit is on file. If G-44 mail is to be re-mailed, it must have first-class postage attached. G-44 mail cannot be deposited in a postal collection box.

(6) The flyer may not contain any material which advertises or promotes any product, service, facility, or organization, or that may give the appearance of an FAA endorsement, approval, or sponsorship of a product, service, facility, or organization. The profit or nonprofit status of an organization does not alter this proviso. It is permissible to announce there will be door prizes at the seminar if specific sponsors of the prizes are not announced.

(7) Announcements of FAA safety seminars must be mailed by the agency or a contractor approved by a regional or FAA Aeronautical Center printing management organization.

(8) No dollar amount may be printed on a FAA flyer. Statements such as "a generous grant from..." may not be printed on a flyer. No promotional brochures or similar products may be mailed in Government envelopes or printed on Aviation Safety Program announcements mailed under Government penalty mail privileges.

*F. Processing Procedures.* To speed processing and ensure professional looking flyers, use the following guidance for completing and processing camera-ready copy and Airman ADP Mailing Requests.

(1) All blocks on the Airman ADP Mailing Label Request must be completed correctly. The submitting SPM and RSPM's telephone numbers must be included in the "Remarks" section of the form.

(2) The total number of pages in each flyer or newsletter must be noted on the Airman ADP Mailing Label Request. Each page in a submittal which contains more than two pages must be numbered. Front and back sides of a single page document constitute two pages. Submittals may contain 2, 4, 8, or 12 pages. There should be no blank pages. Fullest possible use of the mailing side of the flyer is encour-

aged; however, it is important to make sure that the requested layout corresponds to the preprinted material on the form when the form is folded. (See figure 6-7.)

(3) Dot matrix printers may not be used to produce camera-ready copy. All camera-ready copies received by AFS-760 for printing must be clear, in black ink, and of a quality that is reproducible.

(4) Photographs to be included on flyers must be first-generation originals in black and white.

(5) Maps included for printing must be submitted in black and white and must be legible. Copyright provisions must be considered. A graphic depiction of directions to seminar sites may be hand-drawn, if they are clear and neatly done. AFS-760 will make the final decision on suitability for printing.

(6) No print layouts submitted on cardboard backing can be accepted by AFS-760. Layouts must be submitted on flexible paper, either 20-pound bond or 50-pound offset paper.

(7) There must be a minimum of 1/4" blank space surrounding the printed material on camera-ready copy. This blank space is a mechanical requirement for printing the material.

(8) Clearly state the desired geographical area and the certificate type to be selected. The high cost of sending a flyer to all airmen (which includes navigators, parachute riggers, dispatchers, repairmen, control tower operators, etc.) is rarely justified. The use of certificate data code "A" (All Airmen) must be limited to flyers for seminars or newsletters that are truly applicable to all airmen.

(9) If a flyer is to be sent to certificate holders who are not identified by an existing data code, enter the appropriate Airman Certificate code in block 3 of the Airman ADP Mailing Label Request and enter the desired airmen certificate class(es) in the "Remarks" section (example: instrument rated pilots only or seaplane pilots only). AFS-760 will do the best they can to accommodate the request.

(10) The color of the paper to be used for the flyers should be indicated in the "Remarks" section. The available choices are yellow, blue, green, pink, white, buff, and salmon.

(11) The "Ship To" box on the Airman ADP Mailing Label Request must always be completed. Enter the originating office name and address for

flyers to be sent directly to airmen. If extra copies of the flyer are being requested to be sent to the FSDO or other location, enter this information in the "Remarks" section.

(12) It is important to place the correct select number in block 2 of the Airman ADP Mailing Label Request. Duplicate select numbers cannot be processed. Do not use select numbers 98 or 99; these numbers are reserved by AFS-760 for test purposes. Select numbers must be eight digits. The first four digits should represent the FSDO number. The fifth and sixth digits should be either FS (Flight Standards) or AT (Air Traffic). The seventh and eighth digits should be sequential numbers assigned to the FSDO by the RSPM. Example - SW15FS22.

(13) Any mailing request exceeding 40,000 copies must be approved by AFS-800. AFS-800 will do the required coordination with the Office of Business Information and Consultation, ABC-100.

(14) Gummed labels may be requested only for mailings of 2,000 copies or fewer. They will be printed and returned to the ordering SPM for local use. Orders for labels should be sent through the RSPM using FAA Form 8000-34. Gummed labels are expensive to use and should be ordered only when it is impractical to use Cheshire labels.

(15) Regional Safety Program Managers should forward approved camera-ready copy and mailing requests to: Federal Aviation Administration, Airmen Certification Branch, AFS-760, P. O. Box 25082, Oklahoma City, OK 73125.

(16) If overnight mail service is used, the package should be sent to: Federal Aviation Administration Attention: Aviation Safety Program Clerk, AFS-760, Registry Building, 6425 S. Denning, Oklahoma City, OK, 73169.

(17) The label type code for the flyers must be correct and entered in block 1.

(18) Label type:

(a) 1 - Non-barcoded cheshire - Postcards

(b) 2 - Gummed

(c) 3 - List

(d) 4 - Cheshire (bar-coded) - All other flyers. This is the code normally used for most ASP flyers and other mailings.

**9. SAFETY SEMINARS PRESENTED BY NON-FAA ORGANIZATIONS.** Non-FAA organizations produce and advertise aviation safety seminars with their own resources; however, they may not state or imply FAA Aviation Safety Program sponsorship or

approval of these seminars unless that sponsorship or approval has been authorized by AFS-803. Unauthorized companies, groups, or persons, including ASCs, may not use stated or implied sponsorship by the Aviation Safety Program to further private enterprise.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the district aviation safety plan and budget, qualification as an ASI, and appointment as an SPM.

*B. Coordination.* This task may require coordination with unit supervisors, other ASIs, ASCs, other agencies, guest speakers, sponsors, facility managers, aviation organizations, news media, the RSPM and other SPMs.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Annual district Aviation Safety plan
- Pertinent Federal Aviation Regulations
- Pamphlets and audio-visual aids pertinent to the presentation subjects

#### *B. Forms.*

- FAA Form 8740-10 or FAA Form 8740-11, Aviation Safety Program Aviation Safety-Education Seminar Masthead (8 1/2" x 11" or 8 1/2" x 14").
- FAA Form 8000-34, Airman ADP Mailing Label Request
- Post card

**NOTE: The above forms are available in both hard copy and electronic format.**

#### *C. Job Aids.*

- Sample figures (6-1 through 6-7)

### 3. PROCEDURES.

*A. Review District Plan.* Ascertain the number and types of programs and presentations to be scheduled. Correlate required presentations with available materials and resources.

*B. Program Tracking and Reporting Subsystem.* Open PTRS file for each program scheduled.

*C. Schedule Programs.* Arrange dates, times, locations, topics, sponsors, and participants for each program. Designate a director for programs which the SPM will not direct.

(1) Plan dates that will not conflict with holidays or other events.

(2) Arrange locations that ensure seminar frequency is proportionate to airman population and activity levels in the district. Seminar sites and times should foster attendance by all airmen in the district.

(3) Plan seasonal topics for appropriate times and locations.

*D. Coordination.* Coordinate programs with counselors, participants, sponsors, and the aviation community.

*E. Reserve Audiovisual Equipment, Materials, and Aids.* Ensure the needed equipment will be available for each program. If necessary, arrange to borrow or rent extra equipment. Schedule slides, films, and video tapes. Always have access to backup equipment.

*F. Make Audiovisual Aids.* Many presentations can be enhanced by the use of locally produced audiovisuals. Do not use audiovisuals that identify accident victims or depict graphic accident scenes that may upset or offend some members of the audience.

*G. Prepare Camera-Ready Copy for the Program Flyer.* Use FAA Form 8740-10 or, if more space is needed, FAA Form 8740-11 to prepare camera-ready copy for announcements of safety seminars. These forms are used for preparation of camera-ready copy only. Do not use the forms for multiple reproduction stock.

(1) Obtain a select number from the RSPM. Place the select number directly below the DOT logo in the upper left-hand corner on the front side of the form. Use the correct alpha numeric code (e.g., NM01FS17 or GL00AT32), as appropriate. (See figures 6-2 and 6-4.)

(2) Enter the exact location of the program in the space provided. Be specific. Include the city and state.

(3) Enter the date and time of the program just above the triple horizontal lines on the upper portion of the form. Make sure the date and day noted correspond.

(4) Enter the program topics. Include the names of the program participants, if possible. Speaker's titles may be used, but DO NOT include any

information that may be interpreted as advertisement for any person, product, or organization.

(5) Enter any additional information pertinent to the program. An invitation to participate in the WINGS Program may be included if there is enough space. Do not include any information which is not related exclusively to official Government business.

(6) Enter the name of the appropriate Flight Standards District Office (FSDO) under the "Sponsored By" line. List other sponsors below the name of the FSDO.

(7) Enter the FSDO telephone number and name of person to contact for further information below the list of sponsors.

(8) Place optional items such as additional safety information, detailed directions to the program site, or information about the Wings or AMT Award Program on the back side of the form. (See figure 6-4.)

(9) Optional graphics may be added to either side of the form. All fonts and graphics must be proportionate. Graphics should be pertinent to the program topics and must not obscure the masthead.

*H. Prepare the Airman ADP Mailing Label Request, FAA Form 8000-34.*

(1) Enter the date in the "Date Submitted" block.

(2) Enter "AFS-760" in the "To" block.

(3) Check the "GAAP" ("ASP" on electronic form) box in the "Thru" block for aviation safety program flyers. Check the "Rain Check" box for Air Traffic announcements.

(4) Leave the "Routing Symbol" block blank. The RSPM or RSPM's alternate will place his/her routing symbol in the block after signing the form.

(5) Enter the originating FSDO designation in the "From" block (example: MSP FSDO, GL15). The FSDO manager initials this block to indicate FSDO approval of the camera-ready copy and FAA Form 8000-34. For flyers produced by the region, enter the designation of the originating region and the RSPM's initials.

(6) Leave the "Approved/Disapproved" block blank. The RSPM checks the appropriate box.

(7) Enter the RSPM's name in the "Name" block. The RSPM or regional alternate signs this block.

(8) Leave the "Date" block blank. The RSPM will enter the date when the form is approved.

(9) Enter the name and address of the FSDO in the "Ship To" block.

(10) Enter the correct select number in the "Select Number" block. Do not use select numbers 98 or 99. They are reserved.

(11) Enter the type of labels or list under block 1, "Label Type." :

Data Code	Type of Label/List
1	Cheshire Label (non-bar coded)
2	Gummed Label
3	Airman Address List
4	Cheshire Label (bar coded)

**NOTE: For ASP flyers, the label type will normally be "4".**

(12) Block 2, "Select Level", requires no entry. Leave blank.

(13) Enter the correct code for the certificate level under block 3, Airman Certificate.

Data Code	Certificate Level
A	All Airmen
P	All Pilots
PS	Student Pilots
PV	Recreational Pilots
PP	Private Pilots
PC	Commercial Pilots
PA	Airline Transport Pilots
F	Flight Instructors
G	Ground Instructors
E	Flight Engineers
M	All Mechanics
MA	Mechanics with Airframe
MP	Mechanics with Powerplant
MB	Mechanics with both (A&P)
MI	Inspection Authorization holders
R	Repairmen
I	Exp. Aircraft Builders
W	All Parachute Riggers
WU	Master Parachute Riggers
WU	Senior Parachute Riggers
D	Dispatchers
N	Navigators
T	Control Tower Operators

(14) Enter the correct code for the region(s) under block 4, "Region." Multiple regions may be requested. This entry must be present when state, county, or zip codes are specified. Labels for an entire FSDO district may be requested by entering the FSDO routing code in the "Region" block (example: SO15):

Data Code	Region
AL	Alaskan
CE	Central
EA	Eastern
GL	Great Lakes
NE	New England
NM	Northwest Mountain
SO	Southern
SW	Southwest
WP	Western-Pacific

(15) Enter the correct code for the state(s) in block 5, "State". Multiple states may be requested. List states by region. This entry must be present when

labels for one or more states and/or county or zip codes are specified.

Data Code	State	Data Code	State
AL	Alabama	MT	Montana
AK	Alaska	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CZ	Canal Zone	NM	New Mexico
CO	Colorado	NY	New York
CT	Connecticut	NC	North Carolina
DE	Delaware	ND	North Dakota
DC	District of Columbia	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
IA	Iowa	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VT	Vermont
ME	Maine	VA	Virginia
MD	Maryland	VI	Virgin Islands
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

(16) If the mailing will be limited to fewer than all of the counties within each specified state, enter the correct county codes under block 6, "County". For the correct county codes, refer to the Summary of Active Pilots, RIS AC-8070-9, or a current issue of FAA Order 1375.2, Standard Data Elements and Codes - General Standards (current edition). List the data codes by State. (See figure 6-5.)

(17) If the mailing will be limited to specific zip codes within requested counties, enter the requested zip codes under block 7, "Zip Code".

(18) In the "Remarks" section, enter the date of the program and the requested mailing date for the flyer. The requested mailing date should be at least 21 days before the program date, except in the case of postcards. Enter the total number of pages in the flyer and the color of paper desired. Also enter the name and telephone number of the originating SPM and the

approving RSPM. Add any other pertinent information or special restrictions (age, sex, ratings, etc.) in the "Remarks" section. If extra copies of the flyer are required for the FSDO, enter the number of extra copies requested and the address to which they are to be shipped.

*I. Submit the Camera-Ready Copy and Federal Aviation Administration Form 8000-34 for Approval.*

Submit the camera-ready copy and Airman ADP Mailing Label Request to the district office manager for approval.

(1) Ensure the district office manager initials the Airman ADP Mailing Label Request in the "FROM" block to indicate approval of the camera-ready copy. Electronically submitted flyers shall be copied to the office manager.

(2) Forward the completed Airman ADP Mailing Label Request and original plus one copy of the camera-ready copy to the RSPM for approval.

(3) The RSPM signs and dates the approved Airman ADP Mailing Label Request, adds the regional routing symbol, and forwards the mailing request and original of the camera-ready copy to AFS-760 for processing. A copy of the mailing request and camera-ready copy should be retained by the RSPM.

*J. Arrange Publicity.* Flyers mailed by the Aeronautical Center are sent to individual airmen only. Additional publicity should be arranged through news media and aviation organizations. Safety Program Managers should also maintain a FSDO mailing list that includes other agencies with interested individuals that might not receive flyers in the selected mailing level. Air traffic control towers, flight service stations, state aeronautical agencies, and airport managers' offices should receive flyers for seminars held in their areas.

(1) Mail news releases or a copy of the announcement flyer to local newspapers, television stations and radio stations.

(2) Send a copy of the flyer to fixed base operators, flying clubs, and military aero clubs. Ask that

the flyer be posted on the establishment's bulletin board.

(3) Contact aviation organizations and request that they place an announcement of the program in their newsletters or calendar of events.

(4) Guest speakers should receive an advance copy of the flyer. The advance copy reaffirms the topic, order of presentation, and amount of time allotted to each speaker.

(5) Rapidly evolving technologies such as web sites, voice mail systems, and electronic mass communications systems, provide other opportunities for SPMs to publicize seminars.

*K. Confirm Arrangements for the Facility and Equipment.* The SPM should check or direct the program director to check the facility where the program will be held. Arrangements for seating and other equipment should be confirmed. If necessary, arrange to have the key to the facility left with someone who will be accessible at the time the program is scheduled.

*L. Equipment and Materials.* Confirm arrangements for transport of equipment and other materials to the program site. Review any audiovisual aids that will be used to ensure that equipment and aids are in working order. Provide extra electrical extension cords, spare bulbs for projection equipment, and tape for securing equipment cords. Provide an alternate audiovisual selection in case the primary selection becomes unusable during the program. If refreshments are to be served, confirm provisions for transportation and serving.

*M. Managing/Conducting the Presentation.* The SPM or program director should arrive well before the program is scheduled to begin. The following items should be done:

(1) The director or a designated person should meet program participants, make introductions, and assist them with audiovisual equipment and other needs. Review the program agenda with all participants.

(2) Set up the equipment. Check screen/monitor placement, projector focus, and sound system.

Secure equipment cords. Review agenda if another person will be operating the equipment.

(3) Arrange the handout display and make any necessary provisions for the refreshments.

(4) Conduct the program. Begin and conclude at the announced times. Ensure each participant is introduced and that each participant and sponsor is thanked.

(5) Promote the Pilot Proficiency Awards Program and the Aviation Maintenance Technician Awards Program at each seminar and encourage participation.

(6) Promote FAA Aviation News at each seminar and encourage attendees to subscribe.

(7) Announce future programs or activities.

(8) Answer questions from the audience. If it is not possible to answer questions during the presentation, be available at breaks and after the program. Make arrangements for any follow-up action indicated.

(9) Return the facility to its original state at the close of the program.

(10) Return audiovisual equipment, record of attendance, and unused handouts to the FSDO.

*N. Check Equipment.* After the program, check the equipment and audiovisual aids for readiness for future use. Repair or replace items as necessary.

*O. Program Tracking and Reporting Subsystem.*

Complete and close the PTRS entry. Ensure that the program attendance is entered in the "Numeric Misc." field. If the program includes a "Safer Skies" agenda topic, enter the appropriate letter in the "National Use" field.

**4. TASK OUTCOMES.** The successful completion of this activity results in the provision of safety information to airmen, better communication between the aviation community and the FAA, improved airman education regarding accident/incident causal factors and regulatory changes, and increased numbers of airmen motivated to improve their skills and proficiency.

## **5. FUTURE ACTIVITIES.**

*A. Evaluate Activities.* Evaluate the effectiveness of current presentations and activities.

*B. Modify Events.* If indicated, modify planned activities.

*C. Issue Awards.* Issue Pilot Proficiency Award Program wings and/or Aviation Maintenance Technician Award Program pins.

*D. Manage Future Events.* Manage the remaining planned safety seminars and presentations in accordance with the district annual plan.

**FIGURE 6-1. FAA FORM 8740-10, AVIATION SAFETY PROGRAM  
AVIATION SAFETY-EDUCATION SEMINAR MASTHEAD (FRONT SIDE)**

---



U.S. Department  
of Transportation  
Federal Aviation  
Administration

# Aviation Safety Program

## Aviation Safety-Education Seminar

===== PROGRAM =====

\_\_\_\_\_ sponsored by \_\_\_\_\_

Acknowledgement of the sponsor is not an FAA endorsement of products or services

FIGURE 6-2. SAMPLE OF AN AVIATION SAFETY PROGRAM  
AVIATION SAFETY-EDUCATION SEMINAR FLYER (FRONT SIDE)



U.S. Department  
of Transportation  
Federal Aviation  
Administration

GL25FS03

# Aviation Safety Program

## Aviation Safety-Education Seminar

**Ehove Career Center  
Building "A", Room - A101  
316 West Mason Road  
Milan, OH**

===== PROGRAM =====

Wednesday, April 28, 1999

7:00 p.m. until 9:30 p.m.

### Preventative Maintenance

An FAA Viewpoint

By: Robert Taylor, FAA Airworthiness Safety Program Manager

### Signs, Signs, Everywhere a Sign

By: William Benhoff, FAA Operations Safety Program Manager

**Important Notice:** Your attendance at this safety seminar fulfills one of the requirements towards the Pilot Proficiency Award Program as outlined in Advisory Circular 61.91H. Pilot Proficiency Award "WINGS" pins provided by AVEMCO Insurance Company.

===== sponsored by =====

Acknowledgment of the sponsor is not an FAA endorsement of products or services

**FAA, Cleveland Flight Standards District Office**

William Benhoff, (216) 265-1345  
<http://www.faa.gov/fsdo/cle>

**EAA Chapter #50  
Don Roth (419) 668-0855**

**Griffing Flying Service  
Tom Griffing (419) 626-5161**

**Strayer Aviation Insurance**

**All Ohio Chapter of the 99's**

**AVEMCO Insurance Company**

FIGURE 6-3. SAMPLE OF AN AVIATION SAFETY PROGRAM AVIATION SAFETY-EDUCATION SEMINAR FLYER (BACK SIDE)

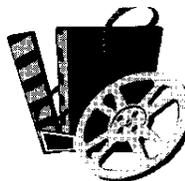
PRSRT STD  
 AUTO  
 POSTAGE & FEES PAID  
 FAA  
 PERMIT No. G-44

U.S. Department of Transportation  
 Federal Aviation Administration  
 Mike Monroney Aeronautical Center  
 Airmen Certification Branch, AFS-760  
 P.O. Box 25082  
 Oklahoma City, OK 73125  
 Official Business  
 Penalty for Private Use \$300



Aiming for New Thresholds Of Safety

Safety Information - Date Sensitive



**VIDEO'S  
FOR LOAN**

The Cleveland FSDO now has a variety of Aviation Video's for loan. For a listing of the video titles available send your name and address to:

FAA/Cleveland FSDO  
 Attn: Video Loan  
 Great Northern Technology Park II  
 25249 Country Club Blvd.  
 North Olmsted, OH 44070

Or check our Web Site!!!



For information about Aviation  
 Safety Seminars check the  
 Cleveland FSDO Web Site at:

<http://www.faa.gov/fsdo/cle>

FIGURE 6-4. SAMPLE OF AVIATION SAFETY PROGRAM POSTCARD FLYER

	Federal Aviation Administration
	<b><u>AVIATION SAFETY PROGRAM</u></b>
	Aviation Safety-Education Seminar
SW11FS14	<b>When:</b> May 28, 2000 <b>Time:</b> 7:30pm - 9:00pm
	<b>Where:</b> Terminal Building, Lakefield Airport 5500 N. Airport Road Anytown, TX
	<b>PROGRAM:</b> Avoiding the Runway Incursion Problem
	<b>Speaker:</b> Joyce McDonald, Safety Program Manager
	<b>IMPORTANT NOTICE:</b> This meeting meets one of the requirements of the Pilot Proficiency Award Program as outlined in AC 61-91H.
	<b>SPONSORED BY</b>
	FAA, Dallas Flight Standards District Office, (505) 237-1039 Lakefield Airport (619) 375-4704
	WINGS pins provided by AVEMCO Insurance Company



FIGURE 6-6. PTRS TEMPLATE FOR RECORDING SAFETY MEETINGS

PROGRAM TRACKING AND REPORTING SUBSYSTEM DATA SHEET (One PTRS Record Required for Each Unit of Work as defined in the PPM)		
<b>SECTION I - Transmittal</b>		
Inspector Name Code:		
Record ID:	Activity Number: 1931/3931/5931	FAR: 43, 91, 121, 133, 135, 137, 145
NPG:	Status (POC):	Callup Date:
Start Date:	Results (ACEFISTX):	Closed Date:
Designator:	Affiliated Designator:	OTNA:
Aircraft Reg #:	Loc/Departure Point:	Loc/Arrival Point#:
Flight #:	Complaint #:	Occurrence #:
Make-Model-Series:	Incident #:	
Simulator/Device ID:	EIR #:	
Non-Cert Activity Name/Company:	Accident #:	
Airman Cert #:	Name:	
Examiner Cert #:	Name:	
Applicant Cert #:	Name:	
Rec Instructor Cert #:	Name:	
Pass/Fail:	Exam Kind:	8430-13 #:
Tracking:	Miscellaneous:	Numeric Misc.: No. of attendees
Local Use:	Regional Use:	National Use: A, D, R, U, C, L, S, W
Activity Time:	Travel Time:	Travel Cost:
Triggers	Activity Number:	Repeat Number:
Geographic? Yes <input type="checkbox"/> No <input type="checkbox"/> Foreign? Yes <input type="checkbox"/> No <input type="checkbox"/>		
SECTION II - Personnel (unlimited)		

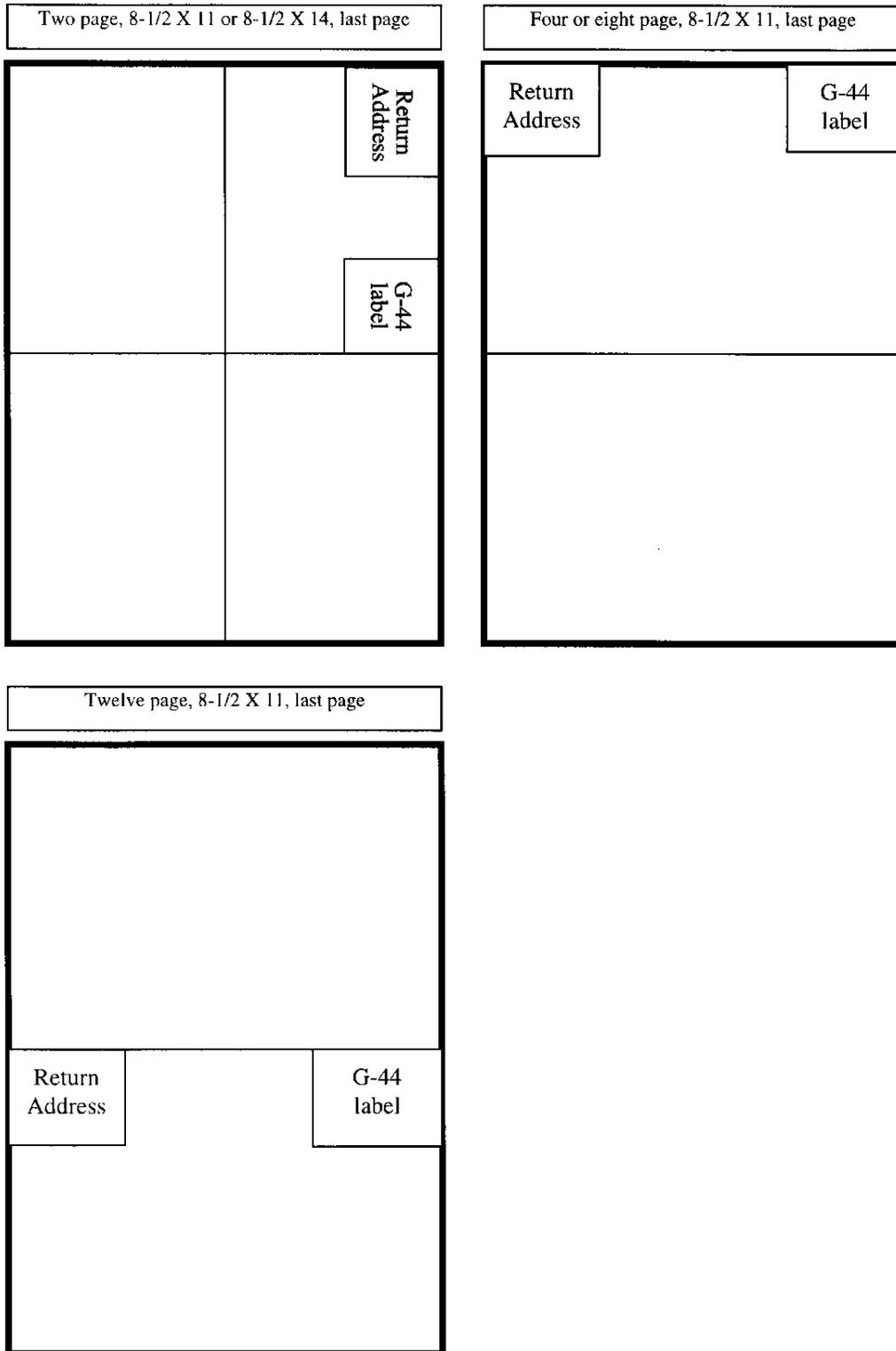
**National Use:**

Enter the appropriate letter code in the National Use field for all safety presentations which include a "Safer Skies" topic. "Safer Skies" topics and corresponding letter codes are:

- A - Approach and Landing
- D - Aeronautical Decisionmaking
- R - Runway Incursions
- U - Uncontained Engine Failures
- C - Controlled Flight Into Terrain
- L - Loss of Control
- S - Survivability
- W - Weather

Note: If more than one "Safer Skies" topic is presented, complete a PTRS record for each additional "Safer Skies" topic. Use of these codes in the National Use block is identical for Flight Instructor Meetings (x932 series) and Assist/Participate in Safety Meetings (x933).

FIGURE 6-7. PLACEMENT OF MAILING LABEL/INDICIA ON FLYERS



## CHAPTER 7. MANAGE THE DISTRICT PILOT PROFICIENCY AWARD PROGRAM (WINGS)

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** 1925/3925/5925.

**2. OBJECTIVE.** The objective of this task is to manage the Pilot Proficiency Award Program (WINGS Program) for the district office and award pilots a WINGS pin and wall certificate for successful completion of each phase of the program.

**3. GENERAL.** The purpose of the WINGS Program is to provide pilots with the opportunity to establish and participate in a personal recurrent training program. The program is described in detail in the current issue of Advisory Circular (AC) 61-91, Pilot Proficiency Award Program.

**4. PILOT PROFICIENCY AWARD RECORD FORMS.** Pilot Proficiency Award Record forms (figures 7-1 and 7-2) should be distributed at all safety seminars. The forms facilitate recording program activity. The Flight Standards District Office (FSDO) address should be included on the forms before they are distributed. The forms are available through the in-house on-demand printing process (see chapter 1, section 4).

**5. MANAGEMENT OF THE WINGS PIN INVENTORY.** Each Safety Program Manager (SPM) must maintain an accurate record of WINGS issued, including the recipient's name, certificate number, phase issued and phase completion date. A current inventory of award pins should be maintained. SPMs request WINGS from the Regional Safety Program Managers (RSPM). The RSPM orders replacement stock from AFS-800.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the Pilot Proficiency Award Program, qualification as an Aviation Safety Inspector (ASI) and appointment as an SPM.

*B. Coordination.* This task may require coordination with the clerical staff.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Advisory Circular 61-91, Pilot Proficiency Award Program

*B. Forms.*

- FAA Form 8740-13, Pilot Proficiency Award Certificate
- Pilot Proficiency Award Record

*C. Job Aids.*

- Sample figures

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Review Proficiency Record.* Ensure that all required information is present on the applicant's proficiency record. Verify that the record is signed by the SPM/Aviation Safety Counselor (ASC) and the applicant's flight instructor.

(1) If the applicant is requesting Phase II through XX WINGS, if possible, ensure that the applicant holds the previous phase award. This may be accomplished through a query of the local FSDO Flight Standards Automation System (FSAS) data base or by accessing information available in Integrated Safety Information Subsystem (ISIS) located in the national FSAS system.

(2) Except for flight instructors who qualify for Phase I through IV WINGS, ensure that the date of application is no less than 12 months from the completion date of the requirements for the previous award.

(3) If any required information is not available, contact the applicant to obtain the needed information.

(4) If the applicant is not eligible for the requested award, contact the applicant and explain what may be done to correct the deficiency.

*C. Prepare Certificate.* After determining that the applicant has met the appropriate requirements, prepare the Pilot Proficiency Award Certificate. A letter of congratulations may be prepared to accompany the award pin and certificate. (See figures 7-3 and 7-4.)

*D. Issue Award.* If feasible, issue the award pin and certificate at the next safety meeting. If it is not convenient for the recipient to receive the award at a safety seminar, mail the WINGS, the Pilot Proficiency Award Program certificate, and a letter of congratulations to the applicant.

*E. Record Issued Awards.* In PTRS enter the applicant's name, airmen certificate number, phase of WINGS awarded, and the date of completion of the phase. Ensure that all entries are made in accordance with current PTRS guidance.

*F. Media Notification.* Send a list of recipients of WINGS awards to the appropriate news media if local papers or radio stations are receptive.

*G. Program Tracking and Reporting Subsystem.*

(1) Entry in the "Closed Date" field is the date the applicant completed the requirements for the award.

(2) Entry in the "Numeric Misc" field is the phase of WINGS issued.

(3) If SEAWINGS were issued, enter a "S" in the "National Use" field, otherwise leave blank.

(4) Close PTRS file.

**4. TASK OUTCOMES.** Completion of this task results in the issuance of a Pilot Proficiency Award Certificate, WINGS, and a letter of congratulations to an airman.

**5. FUTURE ACTIVITIES.** The SPM should assure the update of the FSDO WINGS inventory each time WINGS are sent to an airman and order replacement pins when necessary.

---

**FIGURE 7-1. PILOT PROFICIENCY AWARD RECORD (FRONT SIDE)**


---

**Safety Seminar Attended**Location Frederick, MD Date 02-18-99Signature of SPM or Counselor Joe Sample**Category of Training** (Circle One)

Airplane Rotorcraft Lighter-Than-Air SEAWINGS Glider

**Flight Training**

Phase of Training	Date	CFI	Certificate # Expires
1st hour	<u>1-2-98</u>	<u>Brian W. Skyes</u>	<u>5-31-99</u>
2nd hour	<u>1-25-99</u>	<u>Brian W. Skyes</u>	<u>5-31-99</u>
3rd hour	<u>1-26-99</u>	<u>Brian W. Skyes</u>	<u>5-31-99</u>

CFI'S NAME (Please Print) Brian W. Skyes

Refer to the current edition of FAA Advisory Circular (AC) 61-91, Pilot Proficiency Award Program, for complete details on WINGS/ SEAWINGS requirements.

FIGURE 7-2. PILOT PROFICIENCY AWARD RECORD (BACK SIDE)

Detach & Save

**PILOT PROFICIENCY  
AWARD RECORD**



**Instructions**

1. Complete PILOT INFORMATION section.
2. Fill in appropriate phase under WINGS ELIGIBILITY.
3. Have SAFETY SEMINAR section endorsed by the presiding SPM or ASC.
4. Circle appropriate CATEGORY OF TRAINING.
5. Have your CFI complete the FLIGHT TRAINING section as each hour of training is completed.
6. Present or mail this completed record to your FAA FSDO SPM to apply for your WINGS.

**PILOT INFORMATION**

Pilot's Name M. T. Rhoades  
 Address 321 Springhill Drive  
 City Frederick State MD Zip 21702  
 Telephone No. (301) 555-1212  
 Pilot Certificate Grade (circle one) Private Commercial ATP  
 Number 123456789

Have you ever been involved in an aircraft accident?  
 Yes \_\_\_\_\_ No X If yes, when \_\_\_\_\_

**WINGS ELIGIBILITY** I am applying for Phase 2 WINGS.  
 I am applying for Phase \_\_\_\_\_ SEAWINGS.

FIGURE 7-3. FAA FORM 8740-13, PILOT PROFICIENCY AWARD PROGRAM CERTIFICATE

---

DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION



**Pilot Proficiency Award Program**

This is to certify that

*Karen A. Smith*

has satisfactorily completed the requirements to become eligible to wear  
the Pilot Proficiency Wings, Phase VI attesting to this  
individual's dedication to aviation safety.

**1/14/99**

Date

*William D. Anderson*

**Safety Program Manager**

Signature

FIGURE 7-4. PTRS TEMPLATE FOR RECORDING ISSUANCE OF WINGS AWARD

PROGRAM TRACKING AND REPORTING SUBSYSTEM DATA SHEET (One PTRS Record Required for Each Unit of Work as defined in the PPM)		
SECTION I - Transmittal Inspector Name Code:		
Record ID:	Activity Number: 1925/3925/5925	FAR:
NPG:	Status (POC):	Callup Date:
Start Date:	Results (ACEFISTX):	Closed Date: (All reqmnts met)
Designator:	Affiliated Designator:	OTNA:
Aircraft Reg #:	Loc/Departure Point:	Loc/Arrival Point#:
Flight #:	Complaint #:	Occurrence #:
Make-Model-Series:		Incident #:
Simulator/Device ID:		EIR #:
Non-Cert Activity Name/Company:		Accident #:
Airman Cert #:	Name:	
Examiner Cert #:	Name:	
Applicant Cert #:	Name:	
Rec Instructor Cert #:	Name:	
Pass/Fail:	Exam Kind:	8430-13 #:
Tracking:	Miscellaneous:	Numeric Misc.: 1,2,3... 20
Local Use:	Regional Use:	National Use: S (if SEAWINGS)

**Closed Date:**

The Closed Date is the date that all of the requirements for a phase have been completed (i.e., the latest date on the application). It is NOT the date the office issues the certificate.

**Numeric Misc.:**

Enter the WINGS or SEAWINGS phase in the Numeric Misc. field. Only one phase number may be entered for each PTRS form.

**FIGURE 7-5. SAMPLE LETTER OF CONGRATULATIONS FOR RECEIVING A PILOT  
PROFICIENCY AWARD**

---

Pilot's Name  
Street Address  
City, State Zip Code

Dear [*Pilot's Name*]:

Congratulations on completing Phase \_\_\_\_\_ of the WINGS Program. Participation in this highly effective recurrent training program places you in an elite group of pilots.

Thank you for investing your time and resources in the Pilot Proficiency Award Program. Maintaining the highest standards of proficiency and currency will pay dividends in increased safety and enjoyment of your flying activities.

We appreciate your commitment to aviation safety and look forward to your continued participation in the program.

Sincerely

/s/  
Aviation Safety Program Manager

Enclosure

## CHAPTER 8. MANAGE THE DISTRICT AVIATION MAINTENANCE TECHNICIAN AWARDS PROGRAM (AMT)

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** 1927/3927/5927.

**2. OBJECTIVE.** The objective of this task is to manage the Aviation Maintenance Technician (AMT) Awards Program for the district office and award AMTs a lapel pin and certificate for successful completion of each phase of the program.

**3. GENERAL.** The purpose of the AMT Program is to serve as an incentive for individual maintenance technicians to actively participate in initial and recurrent training programs on their own initiative or in training programs subsidized by their employer. Additionally, it serves to encourage employers to participate in the program. The program is described in detail in the current issue of Advisory Circular (AC) 65-25, Aviation Maintenance Technician Awards Program (current edition).

**4. AVIATION MAINTENANCE TECHNICIAN RECORD FORMS.** Aviation Maintenance Technician Awards brochures should be distributed at all safety seminars. The brochure contains an application; extra applications may be made from the application in AC 65-25, appendix 1 (see figure 8-1). The Flight Standards District Office (FSDO) address should be included on the brochures before they are distributed. Replacement brochures are available from the Regional Safety Program Manager (RSPM).

**5. MANAGEMENT OF THE AMT AWARD INVENTORY.** Each Safety Program Manager (SPM) must maintain an accurate record of AMT awards issued, including the recipient's name, certificate number, phase issued and phase completion date. A current inventory of award pins and certificates should be maintained. Safety Program Managers request AMT lapel pins and certificates from the RSPM.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the Aviation Maintenance Technician Awards Program, qualification as an Aviation Safety Inspector (ASI)(A/W) and/or appointment as an SPM.

*B. Coordination.* This task may require coordination with the clerical staff.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Advisory Circular 65-25, Aviation Maintenance Technician Awards Program

*B. Forms.*

- Aviation Maintenance Technician Awards Certificates
- Aviation Maintenance Technician Awards Brochure

*C. Job Aids.*

- Sample figures

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Review Awards Application.* Ensure that all required information is present on the applicant's award application and the training is verified by an ASI.

(1) If any required information is not available, contact the applicant to obtain the needed information.

(2) If the applicant is not eligible for the requested award, contact the applicant and explain what may be done to correct the deficiency.

(3) Only one award may be issued each year.

(4) The applicant must complete the requirements for the award within the current fiscal year

which for the purpose of this program is defined as the period of time from October 1 to September 30.

*C. Prepare Certificate.* After determining that the applicant has met the appropriate requirements, prepare the Aviation Maintenance Technician Awards Certificate (see figure 8-2). A letter of congratulations may be prepared to accompany the award pin and certificate (see figure 8-3).

*D. Issue Award.* If possible, issue the award pin and certificate at a safety meeting. If it is not convenient for the recipient to receive the award at a safety meeting, mail the award and a letter of congratulations to the applicant.

*E. Program Tracking and Reporting Subsystem.*

(1) In PTRS, enter the applicant's name, phase of award, and the date of completion of the phase. Ensure that all entries are made in accordance with current PTRS guidance.

(2) Entry in the "Closed Date" field is the date the applicant completed the requirements for the award (figure 8-4).

(3) Entry in the "Numeric Misc" field is the phase of AMT award issued.

(4) Refer to chapter 4, figure 4-1 for additional guidance on recording AMT award PTRS entries.

(5) Close PTRS file.

*F. Media Notification.* Send a list of the Aviation Maintenance Technician Awards Program recipients to the appropriate news media if local papers or radio stations are receptive.

**4. TASK OUTCOMES.** Completion of this task results in the issuance of a Aviation Maintenance Technician Awards Program lapel pin and certificate and a letter of congratulations to an airman.

**5. FUTURE ACTIVITIES.** The SPM should periodically inventory the FSDO's AMT awards certificates pins, and order replacements as necessary.

FIGURE 8-1. AVIATION MAINTENANCE TECHNICIAN AWARD APPLICATION

11/6/93

Appendix 1  
AC 65-25A

SUGGESTED FORMAT

\*\*\*\*\*

AIRCRAFT MAINTENANCE TECHNICIAN AWARDS PROGRAM

TECHNICIAN AWARD APPLICATION

(To be sent to the local FAA FSDO Office.)

Name Patrick Poteen  
Address 1450 Nichols Road, Philadelphia, PA 19115  
Telephone Number (215) 555-1212 Date 3/15/99  
Employer/School Belch Fire Aviation--North Philadelphia Airport  
Certificate Number 1809539 Certificate Type Mechanic/A&P

- ( ) PHASE I Bronze Award
- ( ) PHASE II Silver Award
- ( ) PHASE III Gold Award
- (XX) PHASE IV Ruby Award
- ( ) PHASE V Diamond Award



PROOF OF TRAINING:

Type of Training Composite Repair Course  
Where Training Received Wilmington, Delaware  
Who Taught the Training Rusty Rivets School of Aviation-Mike Ancs Instructor  
Length of Training 80 hours  
Date Course Completed December 15, 1998

Type of Training FAA regulations  
Where Training Received Philadelphia Community College, 1951 Ox Road-Phila.  
Who Taught the Training Tom Martin  
Length of Training 2 Hours  
Date Course Completed March 2, 1999

Type of Training \_\_\_\_\_  
Where Training Received \_\_\_\_\_  
Who Taught the Training \_\_\_\_\_  
Length of Training \_\_\_\_\_  
Date Course Completed \_\_\_\_\_

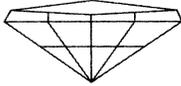
Type of Training \_\_\_\_\_  
Where Training Received \_\_\_\_\_  
Who Taught the Training \_\_\_\_\_  
Length of Training \_\_\_\_\_  
Date Course Completed \_\_\_\_\_

Patrick Poteen  
Signature

3/15/99  
Date

**FIGURE 8-2. AVIATION MAINTENANCE TECHNICIAN AWARD PROGRAM CERTIFICATE**

---



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

**Certificate of Training  
"Diamond Award"**

*presented to*

*Richard H. Jones*

---

*Has Satisfactorily Completed the Training Requirements for  
the Gold Award with Diamond.*

---

**John H. Smith, Manager, National City FSDO**

---

**4/15/99**  
*Date*

**FIGURE 8-3. SAMPLE LETTER OF CONGRATULATIONS FOR RECEIVING AN AVIATION  
MAINTENANCE TECHNICIAN AWARD**

---

Airman's Name  
Street Address  
City, State Zip Code

Dear [*Airman's Name*]:

Congratulations on completing Phase IV requirements of the Aviation Maintenance Technician Awards Program and earning your Ruby Award. Your participation in this recurrent training program places you in an elite group of maintenance technicians.

Thank you for investing your time and resources in the Aviation Maintenance Technician Awards Program. We appreciate your commitment to aviation safety and look forward to your continued participation in the program.

Sincerely

/s/  
Aviation Safety Program Manager

Enclosure

**FIGURE 8-4. PTRS TEMPLATE FOR RECORDING ISSUANCE OF AMT AWARD**

PROGRAM TRACKING AND REPORTING SUBSYSTEM DATA SHEET (One PTRS Record Required for Each Unit of Work as defined in the PPM)					
<b>SECTION I - Transmittal</b>					
Inspector Name Code:					
Record ID:	Activity Number: 1927/3927/5927		FAR:		
NPG:	Status (POC):		Callup Date:		
Start Date:	Results (ACEFISTX):		Closed Date: (All reqmnts met)		
Designator:	Affiliated Designator:		OTNA:		
Aircraft Reg #:	Loc/Departure Point:		Loc/Arrival Point#:		
Flight #:	Complaint #:		Occurrence #:		
Make-Model-Series:			Incident #:		
Simulator/Device ID:			EIR #:		
Non-Cert Activity Name/Company:			Accident #:		
Airman Cert #:		Name:			
Examiner Cert #:		Name:			
Applicant Cert #:		Name:			
Rec Instructor Cert #:		Name:			
Pass/Fail:	Exam Kind:	8430-13 #:			
Tracking:	Miscellaneous:	Numeric Misc.: 1,2,3,4, or 5			
Local Use:	Regional Use:	National Use:			
Activity Time:	Travel Time:	Travel Cost:			
Triggers	Activity Number:	Repeat Number:	Geographic? Yes <input type="checkbox"/> No <input type="checkbox"/>	Foreign? Yes <input type="checkbox"/> No <input type="checkbox"/>	
SECTION II - Personnel (unlimited)					

**Closed Date:**

The Closed Date is the date that all of the requirements for an award have been completed. It is NOT the date the office issues the certificate.

**Numeric Misc.:**

Enter the number corresponding to the phase earned:

- 1 - Bronze
- 2 - Silver
- 3 - Gold
- 4 - Ruby
- 5 - Diamond
- 6 - Company Award

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 9. ISSUE THE CHARLES TAYLOR "MASTER MECHANIC AWARD"

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** 1929/3929/5929.

**2. OBJECTIVE.** The objective of this task is to manage and issue the Charles Taylor "Master Mechanic" Award. The district office awards a certificate and lapel pin to each recipient and, if appropriate, a pin to the recipient's spouse. These presentations should be made at a public function.

**3. GENERAL.** The purpose of the Charles Taylor "Master Mechanic" Awards program is to recognize aviation maintenance personnel who have been actively engaged in aviation maintenance for at least 50 years as an aviation maintenance mechanic or repairman. At least 30 of those years must be as a FAA certificated mechanic or repairman and the other 20 years will be accepted if the individual served as a mechanic in the military or worked in the aviation maintenance or manufacturing industry. The award may be presented posthumously for up to 3 years.

**4. APPLICATION.** Any eligible candidate, or any person acting on behalf of an eligible candidate may apply for the award. A letter must be sent to the local

Flight Standards District Office (FSDO) and must include type of certificate(s) held with the original issue date(s), a resume of all past aviation related employment, and 3 letters of recommendation from certificated aircraft mechanics or repairmen verifying the individual's employment.

**5. SELECTION COMMITTEE.** At least once a year, or as often as required, the Safety Program Manager (SPM) and members of the FSDO Airworthiness Unit will form a selection committee to review the candidates for eligibility and select those applicants who qualify for the Charles Taylor "Master Mechanic" Award. The committee will consist of an odd number of individuals with at least three but no more than five members.

**6. INVENTORY MANAGEMENT.** The individual responsible for the distribution of the award within each FSDO must maintain an accurate record of the awards issued and maintain a current inventory of the award pins and certificates. The name, city/state, and certificate number(s) of each recipient must be sent to AFS-305, 800 Independence Ave., SW, D.C. 20591. Replacement stock will be ordered by each Regional Safety Program Manager (RSPM) from AFS-305.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the Charles Taylor "Master Mechanic Award" Program qualification as an Aviation Safety Inspector (ASI) (A/W) or appointment as an SPM.

*B. Coordination.* This task may require coordination with the clerical staff.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Advisory Circular (AC) 65-26, Charles Taylor "Master Mechanic Award" Program

*B. Forms*

- Charles Taylor "Master Mechanic" Certificate

*C. Job Aids*

- Promotional Video

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file

*B. Review Airman Record.* Verify that the airman's maintenance certificate(s) have not been revoked, and that all required information is on the applicant's resume. The above data should meet the requirements outlined in AC 65-26.

*C. Form a Review Committee.* Identify and select a review committee.

*D. Prepare Certificate.* After the committee determines that the applicant meets the requirements, prepare the certificate.

*E. Issue Award.* The award should be presented publicly at a suitable Federal Aviation Administration (FAA) or industry function.

*F. Recording Issuance.* Send the recipients name, city/state, and airman certificate number to AFS-305 in Washington, DC.

*G. Media Notification.* Send the information regarding the award to appropriate news sources.

*H. Program Tracking and Reporting Subsystem.*

(1) Enter airman name and certificate number.

(2) Close PTRS file.

**4. TASK OUTCOMES.** Completion of this task results in the recognition and issuance of a Charles Taylor "Master Mechanic Award."

**5. FUTURE ACTIVITIES.** The person responsible should assure the update of the FSDO Charles Taylor awards inventory each time a presentation is made and order replacement pins and certificates as necessary.

FIGURE 9-1. SAMPLE OF THE CHARLES TAYLOR "MASTER MECHANIC AWARD" CERTIFICATE



## CHAPTER 10. DIRECT/SUPPORT THE FLIGHT INSTRUCTOR/AVIATION MAINTENANCE TECHNICIAN/AVIONICS TECHNICIAN OF THE YEAR AWARDS PROGRAM

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1923/3923/5923.

**2. OBJECTIVE.** The objective of this task is to publicize the General Aviation Flight Instructor/Aviation Maintenance Technician/Avionics Technician of the Year Awards Program and encourage the aviation public to nominate outstanding active flight instructors, aviation maintenance technicians, and avionics technicians for the awards; to screen nominees and select winners of the competition at the district level; and to forward the nomination packages of the district winners to the region for entry in the regional competition. The region will forward the regional winners nomination packages to AFS-800 for the determination of the national winners.

**3. GENERAL.** The General Aviation Flight Instructor/Aviation Maintenance Technician of the Year Awards have been held every year since 1963. The program is intended to reward outstanding contributions to the aviation industry by active flight instructors, maintenance technicians, and avionics technicians. Through national recognition of the important role flight instructors and maintenance/avionics technicians play in aviation safety, industry and public attention is focused on the vital contributions made by all flight instructors and aviation maintenance/avionics technicians.

*A. Sponsors.* The program is jointly sponsored by the Federal Aviation Administration (FAA) and leading aviation industry partnership organizations.

*B. Eligibility.* Applicants must be active certificated flight instructors under Title 14 of the Code of Federal Regulations (14 CFR) part 61, active certificated aviation maintenance technicians under 14 CFR part 65, or avionics technicians actively employed by FAA certificated part 145 repair station operating within the United States.

(1) Nominees will not be considered for an award if they have been found in noncompliance of 14 CFR or involved in pending cases of noncompliance with 14 CFR within the previous five years.

(2) Nominees who have been found in noncompliance with 14 CFR will be considered for an award if that noncompliance occurred more than five years before the date of nomination.

(3) Nominees who have been found guilty of criminal offenses while exercising the privileges of any airman certificate are permanently disqualified from the competition.

(4) Nominees' enforcement histories will be screened by the Flight Standards District Office (FSDO) to determine eligibility for the competition. Screening will be repeated and confirmed at the regional and national levels of competition.

(5) Nominees with an accident or incident history should not be automatically disqualified from consideration. Accidents and/or incidents which have occurred within the current award period should be reviewed by the Safety Program Manager (SPM)/committee prior to making a decision concerning the applicants eligibility. Each case should be evaluated on its own merits.

*C. Selection Criteria.* Nominees will be judged on the basis of specific accomplishments and sustained superior performance in their field. Nominations should list as many achievements and specific contributions to aviation as possible. Substantiating documentation such as newspaper or magazine articles and related awards may be included. Noteworthy achievements in enhancing aviation safety through airman education and the advancement of professional standards will count heavily in the selection process. For specific information, refer to the current nomination form.

*D. Contest Materials.* Application forms and posters advertising the program will be sent to each

FSDO. The SPM should ensure that the forms and posters are distributed throughout the district.

*E. Submission of Nominations.* Nominations must be submitted to FSDO's by the date specified on the nomination form. Photocopies of the form are acceptable; however, a separate, current application must be used for each nomination. Entries become the property of the national selection committee and will not be returned to the applicants.

*F. Selection Process.*

(1) The SPM should form a selection panel of at least three people. Both FAA and industry representatives may be used. The panel reviews the applications and selects a district winner in each category. The SPM should then forward the district winners' applications to the RSPM for further competition at the regional level.

(2) The district winners should be presented with certificates, plaques, or other suitable awards and recognized with an award ceremony in the district.

(3) The RSPM should form a selection panel to select a regional winner in each category. The region may also present awards and accord suitable recogni-

tion. The RSPM should forward the regional winners' nominations to AFS-800 for national competition.

(4) National winners will be selected by an appointed panel of aviation representatives. This panel will be appointed by the joint FAA/industry committee.

*G. National Awards.* Winners of the national competition will receive their awards at a ceremony held at a location to be determined by the sponsoring industry organizations.

(1) Travel to the ceremony and all expenses will be provided for each winner and one guest by the sponsoring organizations.

(2) Prizes will be awarded to the winners by numerous aviation industry representatives and aviation organizations at the award ceremony.

*H. District Participation.* Safety Program Managers should encourage all district Aviation Safety Counselors (ASC)s and aviation organizations to nominate qualified candidates for the district competition. In addition to providing recognition at the district level, the program may lead to prestigious regional and national awards for local winners.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires qualification as a Aviation Safety Inspector (ASI) and appointment as a SPM.

*B. Coordination.* This task may require coordination with ASCs, local aviation operators and organizations, other ASIs, the RSPM, and the media.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Industry-supplied posters and forms

*B. Forms.*

- Industry-supplied nomination forms

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.*  
Open PTRS file.

*B. Nomination Forms and Announcement Posters.* The sponsors will send each FSDO an ample supply of nomination forms and posters announcing the program.

(1) On receipt of the materials from industry, distribute the nomination forms throughout district and display announcement posters prominently.

(2) Encourage district airmen and organizations to nominate candidates by publicizing the program in district newsletters and at safety seminars and other aviation program activities.

*C. Review Nominations.* Check all nominations received at the FSDO for completeness, signature, and confirmation of the candidate's eligibility.

(1) Check enforcement and accident/incident histories of all candidates.

(2) Remove any ineligible candidates from further consideration.

*D. Establish Selection Panel.* Establish a selection panel of at least three people. Both FAA and aviation industry representatives may be used. Select people who are qualified to evaluate the applicants in each category.

*E. Select District Winners.* Select a district winner in each category.

*F. Forward Applications.* Make a copy of the winners' nomination forms and pertinent data for the FSDO files and forward all original materials for each winner to the RSPM.

*G. Arrange Award Presentation.* Arrange a presentation of the district awards at an appropriate time and location.

(1) Have plaques or suitable certificates made for each winner.

(2) Present the awards to the district winners.

(3) Notify the media of the presentation.

(4) Recognize the winners in the district aviation safety program newsletter.

*H. Office File.* Place copies of the awards and other competition materials in the FSDO file.

*I. Program Tracking and Reporting Subsystem.*  
Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in the selection of a qualified candidate in each category for recognition as a district winner in the General Aviation Flight Instructor/Aviation Maintenance Technician/Avionics Technician of the Year Awards Program. It also results in the submission of the winners' nomination packages to the region for further competition at regional and national levels.

**5. FUTURE ACTIVITIES.** The SPM may be asked by the RSPM to help coordinate and publicize the presentation of the regional awards if either of the regional winners resides in the SPM's district.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 11. MANAGE THE AVIATION SAFETY COUNSELOR OF THE YEAR AWARD PROGRAM

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER. 1923/3923/5923.

**2. OBJECTIVE.** The objective of this task is to publicize the Aviation Safety Counselor of the Year Award Program and encourage the aviation public to nominate outstanding counselors for the award. A winner will be selected at the district level and the selectee's nomination package will be forwarded to the region for entry in the regional/national competition.

**3. GENERAL.** The Aviation Safety Counselor of the Year Award Competition has been held every year since 1996. The program rewards outstanding contributions by dedicated counselors to the aviation industry and provides national recognition of the important role they play in the Aviation Safety Program (ASP).

*A. Eligibility.* Nominees must be active Aviation Safety Counselors (ASC) at the time of nomination.

(1) Nominees will not be considered for an award if they have been found in noncompliance of Title 14 of the Code of Federal Regulations (14 CFR) or involved in pending cases of noncompliance within the previous five years.

(2) Nominees that have been found guilty of criminal offenses are permanently disqualified from the competition.

(3) Nominees' enforcement histories will be screened by the Flight Standards District Office (FSDO) to determine eligibility for the competition. Screening will be repeated and confirmed at the regional and national levels of competition.

*B. Selection Criteria.* To avoid any appearance of partiality, the selection of each district office winner is made by a committee of peers and the Safety Program Manager (SPM) under which the nominee is appointed as a counselor. Regional and national selections will be made in the same manner. Nominees will be judged on the basis of specific accomplishments. Noteworthy

achievements in enhancing aviation safety through airman education and the advancement of professional standards will count heavily in the selection process.

*C. Contest Materials.* Nomination forms are available from each FSDO. The SPM should ensure that the forms are readily available to the public.

*D. Nominations and Selection.* Nominations must be submitted to the FSDO where the counselor is appointed no later than August 1st. The district office selections are made and the local winners recognized by the SPM and FSDO Manager. The SPM should then forward the district winners' applications to the Regional Safety Program Manager (RSPM) for further competition at the regional level no later than September 15th.

(1) The district winner should be presented with certificates, plaques, or other suitable awards. An award ceremony should be conducted by the district office manager to recognize the winner.

(2) The RSPM should form a selection panel to select a regional winner. The region may also accord the winner an award and suitable recognition. The RSPM should forward the regional winners' applications to AFS-800 for national competition.

(3) The national winner will be selected by a joint panel of Federal Aviation Administration (FAA) and aviation industry representatives.

*E. National Awards.* The winner of the national competition will be presented with a plaque and certificate. The national presentation will be made by a representative of the Administrator at the winner's local FSDO.

*F. District Participation.* The SPM should encourage all district ASCs and aviation organizations to nominate qualified candidates for the district competition. In addition to providing recognition for outstanding ASC at the district level, the competition may lead to prestigious regional and national awards.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires qualification as a Aviation Safety Inspector (ASI) and appointment as a SPM.

*B. Coordination.* This task may require coordination with ASCs, local aviation operators and organizations, other ASIs, the RSPM, and the media.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- FAA Order 8740.4, Aviation Safety Counselor of the Year Award Program

*B. Forms.*

- FAA Form 8740-14, Aviation Safety Counselor of the Year Award Competition

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Nomination Forms.* The SPM will distribute the nomination forms throughout the district. Encourage district airmen and organizations to nominate candidates by publicizing the competition in district newsletters and at safety seminars and other Aviation Safety Program activities.

*C. Review Nominations.* Check all nominations received at the FSDO for completeness, signature, and confirmation of the candidate's eligibility.

(1) Check enforcement and accident/incident histories of all candidates.

(2) Remove any ineligible candidates from further consideration.

*D. Establish Selection Panel.* Establish a selection panel in accordance with Order 8740.4. Both FAA and

aviation industry representatives should be used. Select people who are qualified to evaluate the applicants.

*E. Select District Winner.* Select a district winner. Ensure that the person selected will serve as a good role model for the aviation community.

*F. Forward Applications.* Make a copy of the winners' nomination forms and pertinent data for the FSDO files and forward all original materials for the winner to the RSPM.

*G. Arrange Award Presentation.* Arrange a presentation of the district award at an appropriate time and location.

(1) Have a plaque or suitable certificate made for the winner.

(2) Present the award to the district winner.

(3) Notify the media of the presentation.

(4) Recognize the winner in the district Aviation Safety Program newsletter.

*H. Office File.* Place copies of the award and other competition materials in the FSDO file.

*I. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in the selection of a qualified candidate for recognition as a district winner in the Aviation Safety Counselor of the Year Award Program. It also results in the submission of the winners' nomination package to the region for further competition at the regional and, potentially, the national level.

**5. FUTURE ACTIVITIES.** The SPM may be asked by the RSPM to help coordinate and publicize the presentation of the regional award if the regional winner resides in the SPM's district.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 12. ISSUE AN AVIATION SAFETY AWARD

### SECTION 1. BACKGROUND

#### **1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** 1923/3923/5923.

**2. OBJECTIVE.** The objective of this task is to recognize individuals and/or organizations for outstanding support of aviation safety activities within the district Aviation Safety Program.

**3. GENERAL.** The Aviation Safety Program is enhanced and strengthened by the participation of the aviation community. People and organizations that have made outstanding contributions to the program should be recognized. Each Flight Standards District Office (FSDO) may have a type of activity or situation that is unique. However, broad examples of persons or organizations that should be considered for recognition are defined below.

*A. Exemplary Volunteer.* A person who has volunteered many hours of time and/or personal resources to promote aviation safety. Also, an organization that has voluntarily made aviation safety an operational priority and a corporate commitment.

*B. Respondent to an Urgent Situation.* A person who has convinced a pilot not to fly into unsafe weather conditions or not to fly an unairworthy aircraft. Also, a person who has directed, or assisted Air Traffic Control (ATC) to direct a pilot in distress to a safe landing.

*C. Safety Initiator.* A person who was instrumental in correcting conditions hazardous to flight. Also, a person who identified a malfunctioning or defective aircraft part that could contribute to an accident and made a safety recommendation to remedy the defect or malfunction.

*D. Outstanding Lifetime Contributor.* A person who, by example and actions, has consistently contributed to the improvement of aviation safety during the course of his or her career. A person whose achievements in aviation safety will inspire others.

**4. ISSUANCE OF THE AWARD.** Federal Aviation Administration (FAA) Form 8740-1, Flight Safety Award Certificate (figure 12-1), may be used to recognize individuals or organizations for outstanding support for the Aviation Safety Program. It should be presented to the recipient at an appropriate occasion. If awarding the certificate at a public event is impractical, the presentation may be made at a time and place convenient to the recipient.

**5. MEDIA NOTIFICATION.** Notification to the news media of the award may be appropriate. Media coverage of an outstanding individual or organization's contributions to the Aviation Safety Program accords the recipient deserved acclaim and stimulates the enthusiasm of others.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires qualification as a Aviation Safety Inspector (ASI) and appointment as Safety Program Manager (SPM).

*B. Coordination.* This task may require coordination with local aviation groups, organizations, operators, air agencies, and the FSDO manager.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- None

*B. Forms.*

- FAA Form 8740-1, Flight Safety Award Certificate

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Review Candidate's Accomplishments.* Review the accomplishments of a candidate with the following criteria in mind:

(1) the impact of the candidate's long-term service and personal contributions to aviation safety;

(2) the example the candidate has set for the aviation community;

(3) special programs or aids developed by the candidate to promote aviation safety through education; and

(4) specific actions that the candidate has taken to identify and correct conditions that were hazardous to flight or prevent possible loss of life or equipment.

*C. Background Research.* Assure that a background review of the candidate's aviation record is conducted using information in office files and data base.

(1) If there is an accident or enforcement action against the candidate, establish how recent, how serious, and the cause factors and/or extenuating circumstances involved.

(2) If the accident or enforcement action is recent or of a serious nature, defer or omit the award.

Honoring a person under such circumstances may be detrimental.

(3) If there is no accident or enforcement action or the occurrence does not impact the suitability of the award, obtain the FSDO manager's concurrence and prepare the certificate.

*D. Complete Federal Aviation Administration Form 8740-1.* Complete an FAA Form 8740-1, and have the office manager sign it. The certificate may be enhanced by placing it in a suitable frame or holder.

*E. Present the Flight Safety Award.* Contact the recipient to see if the recipient would like the award to be presented at the next public program. If so, present the award at a safety seminar. If not, make arrangements to present the award at a time and location convenient to the recipient.

(1) Prepare a news release for the local media which includes and is formatted as per the following:

(a) A concise phrase giving the media person an idea of what is to follow;

(b) Start the first paragraph with a dateline (e.g., Fresno, CA, February 28, 1999) and double-space the first paragraph only. Include in the first paragraph the five W's: who, what, when, where, and why/how;

(c) Amplify the details of the first paragraph in the subsequent paragraphs; and

(d) End the piece by skipping a few spaces and center -30- on the last line, which means "the end" to journalists.

(2) Note the award in the district office newsletter and counselor bulletin.

*F. Office File.* Place a copy of the completed FAA Form 8740-1 in the appropriate district office file.

*G. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in the issuance of a Flight Safety Award to a deserving candidate.

**5. FUTURE ACTIVITIES.** The SPM should review counselor achievements and solicit recommendations from other inspectors, local aviation organizations, and counselors in order to plan future awards.

FIGURE 12-1. FAA FORM 8740-1, FLIGHT SAFETY AWARD CERTIFICATE

---



U.S. Department  
of Transportation  
**Federal Aviation  
Administration**

---

# Flight Safety Award

*Clarence K. Anderson*

In recognition of outstanding support of  
**Flight Safety Program Activities**  
in the general aviation community of the  
District Office at **Cleveland, Ohio**  
in the **Great Lakes** Region

**March 2, 1999**

Date

**John H. Smith**

Manager

## CHAPTER 13. ESTABLISH, RENEW, OR CANCEL THE APPOINTMENT OF AN AVIATION SAFETY COUNSELOR

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1967/3967/5967.

**2. OBJECTIVE.** The objective of this task is to select a candidate and accomplish the initial appointment of an Aviation Safety Counselor (ASC), renew the appointment of an active ASC, or cancel an ASC appointment for valid reason. Successful completion of this task results in the establishment, renewal, or cancellation of an ASC appointment.

**3. GENERAL.** A well-organized group of volunteers from different segments of the aviation industry and the community expands and enriches the Aviation Safety Program. The tasks and projects associated with the program are too numerous and complex to be accomplished by one person, regardless of how ingenious or energetic that person is. Each Safety Program Manager (SPM) must build an organization of counselors who believe in the Aviation Safety Program and are willing to contribute their time and resources to solving safety problems and promoting aviation safety. Aviation Safety Counselors provide a vital link between the FAA and the community and accomplish a large portion of the program activities.

**4. SELECTION.** Aviation Safety Counselors are selected by the SPM with the concurrence of the Flight Standards District Office (FSDO) manager. They serve on a volunteer basis. No application is required. However, prospective counselors should be carefully screened. The SPM should request a brief personal resume or obtain sufficient information about a prospective counselor to make an informed decision regarding the candidate's suitability. Selection should be based on the candidate's ability to accomplish program tasks, his/her interest in aviation safety, and respect the candidate has earned from the community. The candidate's aviation activities, willingness to help others, and the amount of time he/she can devote to the program should also be considered.

*A. Counselor Skills.* Aviation Safety Counselors will bring a wide variety of skills and interests to the

program. People skilled in publishing, illustrating, educating, or other activities integral to safety education may have little aviation experience but do have the interest and ability to contribute significantly to Aviation Safety Program activities. Age, physical disability, level of certification, or a diverse background should not, in itself, disqualify a person from serving as an ASC. Each district should use all possible resources to build a strong counselor team.

*B. Counselor Activities.* Counselors participate in some or all of the following activities:

(1) conduct or assist in the presentation of aviation safety seminars;

(2) encourage pilots to participate in the Pilot Proficiency Award Program;

(3) encourage aviation maintenance technicians to participate in the Aviation Maintenance Technician Awards Program;

(4) identify hazards or unsafe conditions with regard to airports and the airspace system and initiate corrective action;

(5) counsel airmen, including instructors, pilots, aviation maintenance technicians, and others who exhibit unsafe acts;

(6) offer assistance and provide information to pilots who seek aid in transiting or operating in the ASC's area;

(7) offer assistance to pilots, aviation maintenance technicians, and aviation organizations in establishing safety programs and achieving excellence in operational and maintenance standards;

(8) make recommendations for the improvement of aircraft systems or design and report conditions or malfunctions that may be hazardous to safe aircraft operations;

(9) advise pilots, aircraft owners, maintenance technicians, and aviation organizations of changes in the regulations, Airworthiness Directives, safety bulle-

tins, malfunction reports, and/or operational procedures pertinent to their aircraft;

(10) act as a liaison between Federal Aviation Administration (FAA) and the aviation community to ensure good communications, mutual cognizance of aviation safety issues, and timely action on noted problems;

(11) support airport safety committees;

(12) develop or assist in the development of new safety programs or audiovisual aids; and

(13) provide assistance to the SPM for Aviation Safety Program activities by distributing educational materials, publicizing program activities, and rendering other general support services.

*C. Counselor Responsibilities.* Aviation Safety Counselors are responsible for conducting Aviation Safety Program activities within the FSDO's geographical district under the supervision of the SPM. Aviation Safety Counselors should report accomplishment of quarterly activities on FAA Form 8740-6, Aviation Safety Counselor Activity Report. (See figure 13-1.)

**5. APPOINTMENT.** It is preferable to make new ASC appointments at the same time the other district ASC appointments are renewed and coordinate the appointment/renewal date with the annual ASC training program. However, an ASC may be appointed at any time the SPM determines that additional counselor services are needed.

*A. Duration of Appointment.* An ASC's appointment should not exceed one year's duration. An appointment may be made for less than one year if an ASC is appointed at an interim time and the SPM wishes to renew all ASCs at the same time.

*B. Authority.* Appointment as an ASC does not grant authority for the counselor to act, at any time, as an official representative of the Administrator of the FAA. An ASC functions under the supervision of the SPM in the FSDO which holds the counselor's activity file.

(1) An ASC reports to only one SPM. However, an ASC who lives near the geographic boundary of two FSDO's may arrange to support the FSDO which is most feasible for both the ASC and FSDO. This arrangement should be used only in cases in which FSDO boundaries would make it difficult or

impractical for the ASC to serve within his/her own district.

(2) Approval for an ASC to report to a FSDO in a district different from the one in which the ASC resides must be coordinated and approved by the SPMs in both districts. An ASC may not perform any activities as an ASC in a district other than his/her own without the approval of the SPM in that district.

*C. Need For More Counselors.* All ASC appointments should be based on the need for additional counselors. Safety Program Managers should make every effort to have counselors located throughout the FSDO's geographical area. Aviation Safety Counselors should represent all segments of the aviation community that are active within the district.

*D. Certificate of Appointment (figure 13-2).* FAA Form 8740-8, Certificate of Appointment, is signed by the FSDO manager and presented to the ASC when the counselor is appointed. Whenever possible, the certificate should be presented to the new counselor by the FSDO manager at a brief ceremony to welcome the ASC to the district program. The ASC retains the certificate until the ASC appointment is not renewed, canceled by the SPM, or voluntarily relinquished by the ASC.

*E. Letter of Appointment.* A letter should be prepared (see figure 13-3) confirming the ASC's appointment and should be given at the time the Certificate of Appointment is presented.

*F. Materials.* At the time of appointment the ASC should receive the following items:

- (1) Aviation Safety Counselor's Manual;
- (2) FAA Form 8740-8, Certificate of Appointment;
- (3) Aviation Safety Counselor ID card and holder;
- (4) FAA Form 8740-6, Aviation Safety Counselor Quarterly Activity Report (one booklet);
- (5) FAA Form 8740-5, Safety Improvement Report (see figure 13-4 - a quantity appropriate to the anticipated need);
- (6) a list of the aviation safety pamphlets available at the district office;
- (7) copies of pamphlets pertinent to the counselor's interests and anticipated activities;

(8) the current edition of Advisory Circular (AC) 61-91, Pilot Proficiency Award Program;

(9) Pilot Proficiency Award Record (a quantity appropriate to the anticipated need);

(10) a list of the district audiovisual selections and equipment;

(11) Advisory Circular 65-25 Aviation Maintenance Technician Awards Program

(12) Aviation Maintenance Technician award applications;

(13) Advisory Circular 65-26, Charles Taylor "Master Mechanic" Award; and

(14) Aviation Safety Counselor training materials developed by the SPM.

*G. Training.* Counselors should receive initial training as close to the date of initial appointment as practicable.

**6. RENEWAL.** Each year the SPM should selectively renew the appointments of active ASCs. Renewal should be based on a continuing need for the counselor's service, the counselor's willingness to support the program, and a reasonable level of activity by the ASC in the preceding year. If ASC meets renewal requirements, a counselor renewal sticker is issued.

*A. Minimum Activity.* There is no minimum level of activity required for renewal. Aviation Safety Counselors voluntarily contribute time and service to the program. The SPM must determine what constitutes an acceptable activity level for each counselor.

(1) Some individuals may commit only limited time to the program when they accept appointment as an ASC.

(2) Major happenings such as a serious illness in an ASCs family or a change of occupation may temporarily or permanently impact the services an ASC is able to render.

*B. Counselor Quarterly Activity Reports.* Aviation Safety Counselors should make quarterly activity reports to the SPM. The need for timely submission of ASC activity reports should be heavily stressed during training.

*C. Inactive Counselors:* If an ASC is unwilling or no longer able to participate in the program, the ASCs appointment should not be renewed. The SPM should thank the ASC for services rendered and confirm the termination of the ASC appointment with a letter of cancellation.

*D. Recurrent Training.* The SPM conducts recurrent training at least once each year for ASCs whose appointments have been renewed. Recurrent training for renewed ASCs may be combined with initial training for new ASCs.

*E. Confirmation.* A letter should be sent to the ASC confirming re-appointment (figure 13-5). The renewal sticker should be included in the letter along with the directions for affixing the sticker to the appointment certificate.

**7. CANCELLATION.** The SPM may cancel the appointment of an ASC at any time the need for the counselor's services ceases. If the SPM declines to renew an ASC's appointment or the ASC chooses to leave the program, the appointment should be canceled.

*A. Safety Program Manager-Initiated Cancellation.* If the SPM initiates the cancellation, the SPM should make every effort to meet with the counselor before issuing a letter of cancellation. If a meeting is impractical, the SPM should discuss the cancellation with the ASC by telephone before sending a letter of cancellation. The SPM should thank the ASC for supporting the Aviation Safety Program and invite future participation, if appropriate.

*B. Aviation Safety Counselor-Initiated Cancellation.* If the ASC notifies the SPM that he/she is unable to continue participating in the program, the SPM should thank the counselor for previous work and arrange to facilitate the counselor's return to the program at a later time or in a different location, if feasible. The counselor's contributions to the program should be recognized in the ASC newsletter and in any other appropriate manner.

*C. Letter of Cancellation.* The letter of cancellation (figure 13-6) formally ends the ASC's appointment whenever a counselor leaves the ASP, but it should always stress the FAA's appreciation for the ASC's time and effort. The letter should be positive in tone and emphasize the vital contributions to the program made by counselors.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the Aviation Safety Counselor Manual, review of the district annual aviation safety plan, qualification as an Aviation Safety Inspector (ASI), and appointment as an SPM.

*B. Coordination.* This task will require coordination with the FSDO manager, other ASI's, district ASCs, and local aviation organizations.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- District annual aviation safety plan
- Aviation Safety Counselor Manual

#### *B. Forms.*

- FAA Form 8740-6, Aviation Safety Counselor Activity Report
- FAA Form 8740-8, Certificate of Appointment

#### *C. Job Aids.*

- Sample letters and figures
- Vital Information Subsystem - (VIS) Designated Airman Entry Job Aid (figure 13-7)

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Appoint an Aviation Safety Counselor.* Request a resume or brief biography from a potential counselor and review the person's qualifications. If the applicant is a certificated airman, use the office automation system to check the candidate's accident, incident, and enforcement history. Consult other ASI's, district ASCs, local aviation organizations, or other community groups to determine the candidate's reputation.

(1) Carefully evaluate the recency, seriousness, and extenuating circumstances of any existing accidents/incidents and violations. If the candidate's record is unsatisfactory to the SPM and/or the FSDO manager, discontinue the appointment process.

(2) If the candidate appears to be qualified, schedule a personal interview between the candidate and the SPM. During the interview assess the candi-

date's attitude, interest, and ability to support the program. Explain counselor responsibilities and discuss the candidate's areas of expertise and anticipated activities. Answer the candidate's questions and explain the issues and activities which may be pertinent to the candidate's work in the program.

(3) If the SPMs research and personal interview with the candidate indicate that the person would be an asset to the Aviation Safety Program, prepare a file containing all pertinent information regarding the candidate and submit it to the FSDO manager for approval.

(4) If the FSDO manager disapproves the appointment, thank the candidate for his/her time and interest in the program and close the PTRS entry.

(5) If the FSDO manager approves the appointment, prepare the Certificate of Appointment for the FSDO manager's signature. When the documents are signed, prepare a file for the new counselor and place a copy of each form in the file. Complete the required entry in the VIS Designated Airman file.

(6) Prepare a package of the required materials for the counselor and schedule an appointment for presentation of the certificate and materials to the ASC by the office manager. If it is unworkable or impractical for the FSDO manager to make the presentation, arrange a mutually convenient time and location for the ASC to receive the counselor package from the SPM.

(7) Schedule training for the ASC as close to the time of appointment as possible. The training may be accomplished prior to appointment. (See chapter 14, figure 14-1.)

(8) If training cannot be accomplished before or immediately after appointment, provide orientation and supervision as needed for the ASC until training is completed.

*C. Renew an Aviation Safety Counselor Appointment.* Review the activities and accomplishments of the ASC during the previous year.

(1) If the ASC is an asset to the program and the ASC's services are needed, send a letter of renewal and renewal sticker to the ASC.

(2) Schedule recurrent training for the counselor.

(3) Place a copy of the letter in the ASC's file.

(4) Validate the ASC's VIS file.

*D. Cancel an Aviation Safety Counselor Appointment.* If an ASC is not active, is unable to continue participation, or is determined by the SPM not to be an asset to the program, contact the ASC in person or by telephone and attempt to resolve any problems or misunderstandings.

(1) If the reasons for the change in the ASC's program participation cannot be resolved, thank the ASC for previous activities and services and explain that a letter of cancellation will be issued to terminate the appointment.

(2) Issue a letter of cancellation and request the return of any remaining counselor materials and supplies.

(3) Place a copy of the letter of cancellation in the ASC's file.

(4) Update the VIS file to reflect the ASC's change of status.

(5) If appropriate, recognize the ASC's past contributions to the program in the district counselor newsletter or bulletin.

*E. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in the selection and initial appointment of an ASC, the renewal of an ASC's appointment, or the cancellation of an ASC's appointment.

**5. FUTURE ACTIVITIES.** The SPM should develop training materials and conduct ASC training. The SPM will support and manage ASC activities and appoint new ASCs when more counselors are needed.

FIGURE 13-1. FAA FORM 8740-6, AVIATION SAFETY COUNSELOR QUARTERLY ACTIVITY REPORT

U.S. Department of Transportation Federal Aviation Administration		Aviation Safety Counselor QUARTERLY ACTIVITY REPORT	
INSTRUCTIONS: Enter number of activities on appropriate line. For Safety Meetings: Use line best describing audience composition.		Enter total number of activities/meetings	Enter total number of attendees
1961	Pilots		
3961	Aviation Maintenance Technicians		
5961	Avionics Repairmen		
	<b>Assist or Participate in a Safety Meeting</b>		
1962	Pilots		
3962	Aviation Maintenance Technicians		
5962	Avionics Repairmen		
	<b>Counsel Airmen</b>		
1963	Pilots		
3963	Aviation Maintenance Technicians		
5963	Avionics Repairmen		
X964	Airport/Airspace Safety Action	Identified	Resolved
Remarks:			
Aviation Safety Counselor's Name:		Submit activity report quarterly	
Year:		Quarter: (Mark with 'X')	
		Jan-   Apr-   Jul-   Oct-	
		Mar-   Jun-   Sep-   Dec-	

FAA Form 8740-6 (12/99)

FIGURE 13-2. FAA FORM 8740-8, CERTIFICATE OF APPOINTMENT



U.S. Department of Transportation  
Federal Aviation Administration

# Certificate of Appointment

Placing special trust and confidence in the ability and integrity of

*Nancy Adams*

the Federal Aviation Administration confers the rights, privileges and responsibilities essential to serving as a volunteer Aviation Safety Counselor in support of the Aviation Safety Program of the District Office at Cleveland, Ohio in the Great Lakes Region.

**March 2, 1999**

Date

**John H. Smith**

Manager

**FIGURE 13-3. SAMPLE LETTER OF APPOINTMENT AS AN AVIATION SAFETY COUNSELOR**

---

[*Name of ASC*]

[*Address*]

[*City, State Zip Code*]

Dear [*Name of ASC*]:

Congratulations on your selection as an Aviation Safety Counselor for the (insert FSDO name) Flight Standards District Office. The success of the Aviation Safety Program is largely due to the outstanding efforts and dedication of our volunteer Aviation Safety Counselors. Your talents and support will be greatly appreciated.

Your appointment is for a 12 month period. Your appointment renewal will be based upon the criteria discussed during your initial training. Please remember to make your quarterly reports to get credit for your support of the Safety Program.

Enclosed is your Certificate of Appointment, and Counselor identification badge. Please wear your identification badge to all Safety Program functions.

Thank you for your interest in the promotion of aviation safety, it's good to have you on board.

Sincerely,

/s/

John D. Jones  
Safety Program Manager

Enclosures

---

**FIGURE 13-4. FAA FORM 8740-5, SAFETY IMPROVEMENT REPORT**


---

FORM APPROVED O.M.B. No. 004-R-0176

U.S. DEPARTMENT OF TRANSPORTATION

FEDERAL AVIATION ADMINISTRATION

**SAFETY IMPROVEMENT REPORT**

This report is authorized by law (49 U.S.C. 1421) while you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate and timely.

**PURPOSE:** To invite your participation in The General Aviation Accident Prevention Program. This form is provided for you to offer ideas for program improvement or to report hazards to aviation safety that you may have observed. Examples of hazards are: obstructions or other hazards on or adjacent to airport traffic patterns; incomplete, inaccurate or obsolete flight data (charts or publications); malfunctioning navigation aids; contaminated fuel; etc. This report is not intended to be used to report violations of Federal Aviation Regulations.

USE THE SPACE BELOW TO TELL US ABOUT YOUR PROGRAM IDEAS OR ABOUT A HAZARD THAT MIGHT CAUSE AN ACCIDENT.  
(If you are reporting a hazard, tell us what it is, where it is located, and when it was noticed.)

Aircraft departing the private airport at Jones Farm, 1 mile south of Anytown Airport, are often in conflict with airplanes in the Anytown traffic pattern. Many of the aircraft do not have radios. It would reduce the collision hazard if local separation procedures could be developed.

DATE

YOUR NAME AND ADDRESS (Optional)

FAA FORM 8740-5 (3-80)

FORMERLY FAA FORM 8000-7 (2-71)

**FIGURE 13-5. SAMPLE LETTER OF RENEWAL**

---

[Name of ASC]

[Address]

[City, State Zip Code]

Dear [Name of ASC]:

Enclosed is your new Aviation Safety Counselor renewal sticker for 20\_\_\_. Please affix to the lower left corner of your current FAA Form 8740-8, Certificate of Appointment. Any future renewal stickers may be affixed sequentially left to right.

Thank you for your continued support for the Aviation Safety Program. The success of the program is largely due to the outstanding efforts and dedication of our volunteer Aviation Safety Counselors. We appreciate the talent and many hours that you contribute to the program.

Please plan to attend the 20\_\_ counselor recurrent training session on (insert date). It will be held at (insert location and time).

We are planning exciting new projects and activities for the program this year and look forward to your participation.

Sincerely,

/s/

Safety Program Manager

Enclosure

**FIGURE 13-6. SAMPLE LETTER OF CANCELLATION**

---

[*Name of ASC*]

[*Address of ASC*]

[*City, State Zip Code*]

Dear [*Name of ASC*]:

Thank you for your previous support of the Aviation Safety Program. We regret that changed circumstances prevent your continued participation in the program. We deeply appreciate the time, effort, and talent that our Aviation Safety Counselors dedicate to the improvement of aviation safety.

As we discussed earlier, this letter formally cancels your current appointment as an Aviation Safety Counselor. However, please contact me if it should become possible for you to rejoin the program at a later time. We highly value your expertise and experience and would welcome your future participation in the Aviation Safety Program.

At your convenience please return any remaining counselor materials that were issued to you during your appointment so that we may use them to sustain future program activities.

Your enthusiastic service in the district Aviation Safety Program has contributed greatly to its success. Your assistance will be missed.

Sincerely,

/s/

Safety Program Manager

---

**FIGURE 13-7. VITAL INFORMATION SUBSYSTEM (VIS) - DESIGNATED AIRMEN ENTRY JOB AID**


---

VITAL INFORMATION SUBSYSTEM

DESIGNATED AIRMAN ENTRY JOB AID

@AIRMAN NAME: Terri L. Simmons  
 @ADDRESS1: 123 Sample Ave.  
 ADDRESS2: \_\_\_\_\_  
 @CITY: Frederick  
 @STATE: MD @COUNTRY: \_\_\_\_\_  
 @POSTAL CODE: 21701  
 BUSINESS PHONE: 301-555-2121 FOREIGN PHONE: \_\_\_\_\_  
 ASSOC AIRPORT ID: FDK  
 @DESIGNEE NUMBER: \_\_\_\_\_

THE DESIGNEE NUMBER IS PROHIBITED UNLESS THE AIRMAN IS ONLY A "WRITTEN TEST EXAMINER" IN WHICH CASE EITHER THE DESIGNEE NUMBER OR THE CORE CERT NUMBER MUST BE ENTERED.
---

@DESIGNEE STATUS: A@DESIGNEE STATUS DATE: 12/28/98

TABLE AN-1 Select Only One Status A Active R Revoked S Suspended T Terminated
---

AIRMAN CERTIFICATE NUMBER

PREFIX: \_\_\_\_\_ @CORE: 123456789 SUFFIX: \_\_\_\_\_

NOTE: + DENOTES INFORMATION WHICH IS AUTOFILLED; (If information listed is  
 incorrect contact AVN)  
 @ DENOTES REQUIRED FIELD (Some items may only be required for  
 specific Airman Types - See the VIS User Manual for complete details)

DESIGNATED AIRMAN JOB AID -1-

**FIGURE 13-7**  
**VITAL INFORMATION SUBSYSTEM (VIS) - DESIGNATED**  
**AIRMEN ENTRY JOB AID (Continued)**

---

VITAL INFORMATION SUBSYSTEM

DESIGNATED AIRMAN ENTRY JOB AID

AIRMAN TYPE (ALL ENTRIES ARE REQUIRED; AT LEAST ONE MUST BE "Y")

@AIRCRAFT DISPATCH EXMNR: _____	@FLIGHT ENGINEER EXMNR: _____
@AIRCREW PROGRAM DESIGNEE: _____	@FLIGHT INSTRUCTOR EXMNR: _____
@AIRLINE TRANSPORT PILOT EXMNR: _____	@FLIGHT NAVIGATOR EXMNR: _____
@AIRMAN CERTIFICATION REP: _____	@INSPECTION AUTHORIZATION: _____
@COMMERCIAL PILOT EXMNR/VFR: _____	@PILOT PROFICIENCY EXMNR: _____
@DESIGNATED MECHANIC EXMNR: _____	@PRIVATE PILOT EXMNR: _____
@DESIGNATED PARACHUTE RGGR EXMNR: _____	@WRITTEN TEST EXMNR: _____
@COMM/INSTRUMENT RATING EXMNR: _____	@DESG AIRWORTHINESS REP: _____
@AEROBATIC COMPETENCY EVAL: _____	@ACCIDENT PREVENTION CNSLR: <u>Y</u>
@PILOT EXAMINER: _____	@INDEPENDENT DESIGNATED EXMNR: _____
@AIRMAN APD TYPE RATING: _____	

THE AIRMAN APD TYPE RATING IS REQUIRED IF AIRMAN IS AN AIRCREW PROGRAM DESIGNEE - ELSE PROHIBITED.

@ORIGINAL DESIGNATION DATE: 05 / 31 / 90      EXPIRATION DATE: 12 / 31 / 99  
 LAST TRAINED DATE: 02 / 11 / 99      @VALIDATION DATE: 02 / 12 / 99  
 @AFFILIATION DESIGNATOR: \_\_\_\_\_

AFFILIATION DESIGNATOR IS REQUIRED IF AIRMAN IS AN "AIRCREW PROGRAM DESIGNEE" - OTHERWISE OPTIONAL

@ASSIGNED INSPECTOR ID CODE: JDW  
 ASSOCIATED REFERENCE ID: \_\_\_\_\_  
 SPECIAL PURPOSE: \_\_\_\_\_

DESIGNATED AIRMAN JOB AID -2-

## CHAPTER 14. TRAIN AN AVIATION SAFETY COUNSELOR

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1969/3969/5969.

**2. OBJECTIVE.** The objective of this task is to train an Aviation Safety Counselor (ASC) to accomplish counselor tasks and responsibilities in the Aviation Safety Program.

**3. GENERAL.** Conducting ASC training enables the Safety Program Manager (SPM) to mold a cohesive counselor work force and to standardize major aspects of the district Aviation Safety Program. Many ASCs have aviation training and may have extensive experience as pilots, flight instructors, aviation maintenance technicians, airport managers, fixed base operators, or other aviation related positions. Others may have no technical aviation background, but do have an interest in aviation and the desire to participate in the program. A comprehensive training course provides all counselors with the knowledge needed to successfully accomplish program tasks and activities.

*A. Scope of Training.* Some ASCs may not have all of the skills needed to accomplish counselor activities such as airman counseling or making public presentations. Other tasks such as responding to flight assists may be new to all counselors. The SPM should design and conduct initial and recurrent training courses that are flexible enough to address the needs of a team of people with diverse experience and skills.

*B. Initial/Recurrent Training Criteria.* Initial training for new ASCs may be conducted separately or in conjunction with annual recurrent training for other district ASCs.

(1) Attendance by ASCs at initial and recurrent training is required for initial appointment and appointment renewal.

(2) New ASCs should attend training prior to appointment or as soon as possible after appointment.

Initial appointment is contingent on participation in training.

(3) The SPM may elect to develop additional course materials that can be used to support individual tutoring for an ASC who is unable to attend the regular training session due to illness, family emergency, or some other unavoidable commitment. This option should be used only in urgent cases. Aviation Safety Counselors benefit from interaction with other counselors and develop better teamwork during group training sessions.

(4) Training courses should be well planned and concise. Aviation Safety Counselors volunteer their time and may have to rearrange busy schedules to attend.

(5) It is usually advantageous to conduct ASC training at the Flight Standards District Office (FSDO) due to the ready availability of audiovisual equipment, program materials, and aids. However, training may be conducted at any convenient location. If necessary, training sessions should be scheduled at several locations within the district.

(6) Aviation Safety Counselors attend training at their own expense. The SPM should carefully select training dates, times, and places in order to accommodate as many attendees as possible.

*C. Course Syllabus.* Training should conform to a course syllabus developed by the SPM. The course syllabus helps ensure that all essential material will be covered in a logical sequence. (See figure 14-1.)

(1) Effective, well organized training prepares counselors to work independently on program activities and projects and reduces the amount of time spent by the SPM supervising each ASC.

(2) The syllabus should allow ample time for questions and discussion. Questions clarify issues and promote a good exchange of ideas.

(3) The SPM may use guest speakers during training courses. If guest speakers are used, the SPM

should ensure that they present pertinent material and adhere to the syllabus and course schedule.

*D. Course Emphasis.* The content and emphasis of ASC training courses will vary between districts and regions. A sample syllabus is provided in figure 14-1.

However, the SPM should tailor the training to counselor needs and the activities and emphasis areas of the district. At the completion of training, ASCs should be able to accomplish program tasks and exercise counselor responsibilities with support from the SPM.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the current edition of the Aviation Safety Counselor Manual, qualification as an ASI and appointment as an SPM.

*B. Coordination.* This task may require coordination with the FSDO manager, guest speakers, and district ASCs.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Aviation Safety Counselor Manual
- AC 61-91, Pilot Proficiency Award Program
- AC 65-25, Aviation Maintenance Technician Awards Program
- AC 65-26, Charles Taylor "Master Mechanic" Award
- Aviation Safety pamphlets and publications (See chapter 1, section 4)
- Aviation Safety forms (See chapter 1, section 4)
- Audiovisual equipment operating manuals

#### *B. Forms.*

- None

#### *C. Job Aids.*

- Sample figure
- Vital Information Subsystem - (VIS) Designated Airman Entry Job Aid (see Figure 13-5)

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Develop/Review Course Syllabus.* Review, develop, or amend an ASC training course syllabus. Ensure that the following items are included:

- (1) produce/conduct a safety meeting;
- (2) assist/participate in a safety meeting;
- (3) publicity for aviation safety activities and distribution of aviation safety materials;
- (4) airport/airspace safety actions (environmental hazards);

(5) safety improvement reports and recommendations;

(6) response to flight assists;

(7) airman counseling;

(8) providing assistance and information to airmen and making award recommendations;

(9) airport safety committees and activities;

(10) Charles Taylor Master Mechanic Award;

(11) The Pilot Proficiency Award Program (WINGS);

(12) General Aviation Maintenance Technician and Certificated Flight Instructor of the Year Awards Program;

(13) audiovisual aids and materials for the district Aviation Safety Program;

(14) operation of district audiovisual equipment;

(15) record keeping requirements;

(16) program emphasis items for the district; and

(17) Aviation Maintenance Technician Awards Program.

*C. Schedule Training Session.* Arrange the date, time, and location of the training. If the district is large or there are geographically separate groups of counselors, consider multiple sessions.

(1) Prepare and assemble all training materials. If advance study will be required, distribute the materials to counselors.

(2) Coordinate with any guest speakers that will participate.

(3) Notify ASCs of the scheduled training. Include any pertinent information.

*D. Conduct the Training.* Conduct the training according to the course syllabus. Adjust the amount of detail and emphasis to suit the experience levels and needs of the group.

(1) Stay on schedule.

(2) Include ample time for questions and discussion.

(3) If possible, request that the FSDO manager address the group to emphasize the counselors' roles in the overall safety activities of the FSDO.

*E. Record Attendance.* Document completion of training in each attendee's file.

(1) Schedule an alternate training date for any counselors who were unable to attend.

(2) Accomplish any individual follow-up items that are pending.

(3) Update the "date last trained" field in the ASC's VIS Designated Airman record.

*F. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in a well trained and organized team of ASCs who are able to accomplish the counselor tasks and responsibilities of the district Aviation Safety Program with the support and supervision of the SPM.

**5. FUTURE ACTIVITIES.** Future activities may include providing support to individual ASCs and amending the training syllabus to include new emphasis items.

**FIGURE 14-1. SAMPLE AVIATION SAFETY COUNSELOR TRAINING COURSE SYLLABUS**

---

**1. TRAINING OBJECTIVE:** Each ASC will be able to accomplish all tasks in the district Aviation Safety Program that are appropriate to his or her area of expertise with support and supervision from the SPM.

**2. TRAINING COURSE CONTENT:**

*A. Introduction.*

- (1) National, regional, and district Aviation Safety Program goals.
- (2) District safety problems.
- (3) Current district program emphasis areas.

*B. Aviation Safety Counselor Responsibilities.*

- (1) Willingness to be of service to the aviation community.
- (2) Receive guidance and support from the SPM.
- (3) Conduct activities in a professional manner that reflects well on the FAA and aviation industry.
- (4) No authority to act as an official representative of the Administrator.

*C. Aviation Safety Counselor Activities.*

- (1) Produce and conduct safety meetings.
  - (a) Procedures.
  - (b) Safety Program Manager support.
- (2) Assist at or participate in a safety meeting.
- (3) Publicity for aviation safety activities and distribution of aviation safety materials.
- (4) Airman counseling.
  - (a) Response to flight assists.
  - (b) Courtesy proficiency flights by qualified ASCs.
- (5) Providing general assistance and information to airmen.
  - (a) Assistance to airmen from other districts regarding local conditions and procedures.
  - (b) Updating airmen on new procedures and regulatory changes.
  - (c) Safety liaison with local aviation organizations.
  - (d) Recommendations to the SPM on candidates for aviation safety awards.
- (6) Organizing and supporting airport safety committees.
- (7) Preparation of Safety Improvement Reports and recommendations.
  - (a) Safety Improvement Reports.
  - (b) Malfunction or Defect Reports.
  - (c) Ideas for new safety materials or publications.

**FIGURE 14-1. SAMPLE ASC TRAINING COURSE SYLLABUS (Continued)**

---

(8) Airport/airspace safety actions.

(a) Identify and report hazards or unsafe conditions.

(b) Assist in corrective action.

*D. Additional Programs.*

(1) The Pilot Proficiency Award Program (WINGS Program).

(2) The General Aviation Maintenance Technician and Certificated Flight Instructor of the Year Awards Program.

(3) Aviation Maintenance Technician Awards Program.

(4) Charles Taylor "Master Mechanic" Award Program.

(5) Aviation Safety Counselor of the Year Awards Program.

*E. Equipment and Materials.*

(1) Pamphlets and audiovisual aids available from the FSDO.

(2) Operation of FSDO audiovisual equipment.

(3) New audiovisual aids available or anticipated.

*F. Record keeping and ASC Activity Reports.*

(1) Importance to the program.

(2) Procedures.

*G. Administrative Information.*

(1) ASC identification cards, certificates, and stickers.

(2) District appointment renewal procedures.

*H. Planned Activities.*

(1) Large annual events.

(2) Scheduled programs.

(3) Individual projects.

(4) Other organizations.

**3. QUESTIONS AND DISCUSSION:** As required.

**4. COMPLETION STANDARDS:** Each ASC will understand the counselor responsibilities, emphasis items, program goals, and projected activities of the district Aviation Safety Program and be able to accomplish program tasks with support and guidance from the SPM.

## CHAPTER 15. MANAGE/SUPPORT AVIATION SAFETY COUNSELOR ACTIVITIES

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** 1968/3968/5968.

**2. OBJECTIVE.** The objective of this task is to make Aviation Safety Counselors (ASC) the focal point of Aviation Safety Program events in their areas and provide support, guidance, coordination, materials, and equipment for their activities.

**3. GENERAL.** The SPM manages ASC resources to accomplish program tasks. The SPM supports and oversees the conduct of ASC activities and should communicate with counselors frequently. This may be accomplished in person, by telephone, through a newsletter, or any combination of means. The SPM should contact each counselor at least once a month.

**4. AVIATION SAFETY COUNSELOR ACTIVITIES.** The SPM should promote the exchange of information and ideas between ASCs and the aviation community. ASCs should be encouraged to conduct safety seminars and organize or participate in airport safety committees in addition to pursuing individual endeavors. This encourages new ideas and involvement in the program from diverse sources.

*A. Safety Seminars.* The SPM should provide materials, audiovisual equipment, audiovisual aids, any necessary coordination, administrative support, and production assistance for ASCs who conduct safety seminars. The SPM must approve all safety seminar flyers that will be printed and mailed by the Government. The SPM may participate or arrange to have other inspectors participate in safety seminars conducted by ASCs.

*B. Airman Counseling.* A conscientious and knowledgeable counselor can effectively promote safety by conducting informal counseling for airmen. The counseling between an airman and an ASC may be the best way to solve a problem, correct a deficiency, or steer an individual toward safer operating practices. Counseling may be spontaneously initiated by the ASC or requested for the airman by the SPM or

Air Traffic Control (ATC). The SPM should refer airmen to an ASC for counseling whenever feasible.

*C. Flight Assists.* Counselors may be asked by the SPM or Air Traffic to talk with an airman who has requested a flight assist. Counseling the airman immediately after the flight may provide effective accident prevention. The incident is fresh in the airman's mind, and the conversation may give the ASC the opportunity to identify the circumstances that led to the problem and advise the airman on how to avoid a recurrence.

(1) The SPM should provide each air traffic control tower and flight service station in the district with a list of the names and phone numbers of ASCs who are qualified and available to provide assistance for airmen in their areas.

(2) Not all ASCs may be qualified to conduct airman counseling or wish to provide this service. The SPM should select appropriate individuals for this task.

*D. Airport/Airspace Safety Actions.* Obstructions on or adjacent to airports, malfunctioning wind direction indicators, unlighted towers, worn airport markings, and errors or omissions on aeronautical charts and other publications are among the many safety concerns that ASCs can address effectively. An ASC may elect to initiate action individually, work through an airport safety committee, or bring noted hazards to the attention of the SPM. Counselors can also help eliminate safety hazards by encouraging the public to use FAA Form 8740-5, Safety Improvement Report (SIR). (See chapter 13, figure 13-4.)

(1) The SPM should assist the initiating ASC in any way appropriate to the safety item in question.

(2) The SPM may request counselors to work singly or jointly on safety items that can be best addressed by their expertise and initiative.

(3) The SPM should provide each counselor with a supply of Safety Improvement Report (SIR)

forms and encourage ASCs to distribute the forms in their areas.

*E. Publicity.* Counselors should establish a good working relationship with the media in their areas. The SPM should rely on ASCs to work with local media to publicize Aviation Safety Program events and activities.

*F. Awards.* The SPM should encourage ASCs to recommend candidates from the aviation community for safety awards. The awards may be sponsored by the FAA or aviation industry. The SPM should also evaluate ASC activities and promote awards for outstanding counselors. Annually, the SPM should solicit nominations and select an ASC for the district Aviation Safety Counselor of the Year Award and submit the nomination for the regional/national competition.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the district Aviation Safety Program plan and Aviation Safety Counselors Manual, qualification as an Aviation Safety Inspector (ASI), and appointment as an SPM.

*B. Coordination.* This task may require coordination with the Flight Standards District Office (FSDO) manager, other ASIs, all district ASCs, and aviation organizations.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Aviation Safety Counselor Manual
- Current annual district Aviation Safety Program plan
- Current schedule of district Aviation Safety Program events
- Accident/Incident reports

#### *B. Forms.*

- FAA Form 8740-5, Safety Improvement Report

#### *C. Job Aids.*

- Sample figures

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Communicate with Counselors.* Use the method or combination of methods of communication that are most effective for the district area and the number of counselors involved. Contact each counselor at least once a month.

(1) Issue a newsletter or bulletin for district ASCs. Use the publication to keep ASCs informed about district accident/incident trends, new programs, new materials and audiovisual aids, and regulatory or procedural changes.

(2) Establish personal or telephone contact with ASCs. Ascertain what activities ASCs have planned and what support they will need from the SPM.

(3) Encourage ASCs to visit the district office.

(4) Schedule itineraries to include meetings with area ASCs.

#### *C. Manage Aviation Safety Counselor Activities.*

(1) Schedule periodic ASC meetings. Discuss ASCs planned activities and the overall district annual plan. Request counselor support for all appropriate activities.

(2) Encourage ASCs to hold their own meetings in addition to the ones scheduled by the SPM. Asked to be briefed on the results of separate counselor meetings.

(3) If there are numerous counselors and/or widely separated areas to manage, consider dividing the ASCs into teams.

(4) Encourage ASCs who do not wish to produce and conduct safety seminars to participate in other ways that will benefit the district program.

(5) Remind all ASCs that ASC Activity Reports are essential to program planning and funding. Aviation Safety Counselors must return the forms to the SPM promptly at the end of each quarter.

*D. Support Aviation Safety Counselor Activities.* Counselor activities will vary appreciably between FSDO's and regions. The SPM provides direction, guidance and any support functions required for individual projects and events.

(1) When practicable, participate in counselor safety seminars, even if only to be introduced to attendees and invite them to avail themselves of other program activities and services.

(2) Arrange transport for equipment needed by ASCs for program events by the most practical and expedient means.

(3) Assist ASCs in matching available audiovisual presentations to seminar topics for their seminars.

(4) Mail appropriate supplies and materials to ASCs on request.

(5) Review and correct, if necessary, safety seminar flyers submitted by counselors. Submit approved flyers through the RSPM to AFS-760 for

printing. If the ASC is unable to draft a flyer, obtain the applicable data and prepare a flyer for printing.

(6) Assist the ASC in securing guest speakers for seminars. Coordinate the participation of district or regional personnel if requested to do so by the ASC.

(7) Ensure that all ASCs receive a new list of the pamphlets and audiovisual aids that are available at the FSDO whenever the list is updated.

(8) Organize and implement appropriate follow-up action for airport/airspace safety action items reported by ASCs.

(9) Respond to concerns raised by ASCs as a result of their participation in flight assist counseling or other counseling. Provide assistance or guidance on request from the ASC.

(10) Encourage ASCs to develop new ideas or projects to improve aviation safety. Provide guidance and administrative or logistics support as needed.

*E. Program Tracking and Reporting Subsystem.* Close PTRS file. When recording counselor safety meeting activity and/or participation, enter the total number of meetings for a reporting period in the "Miscellaneous" field and the total attendance in the "Numeric Misc" field. The total number of counselor safety action items or counsellings conducted are

entered in the "Numeric Misc" field. For additional guidance, see chapter 4, figure 4-1.

**4. TASK OUTCOMES.** The completion of this task results in the management of ASC resources to complete the projected activities of the annual district Aviation Safety Program plan and provision of guidance, support, materials, and equipment to district ASCs by the SPM.

## **5. FUTURE ACTIVITIES.**

*A. Support Additional Activities.* Support additional ASC activities and programs.

*B. Evaluate Progress.* Evaluate ASC accomplishment of planned tasks for the district program.

*C. Evaluate Trends.* Evaluate local accident/incident trends.

*D. Update District Plan.* Modify annual district program plan as necessary.

*E. Update Budget.* Amend the annual district program budget.

*F. Order Materials.* Order materials needed to support program activities.

*G. Innovate.* Develop new ideas and programs.

**FIGURE 15-1. SAMPLE LETTER OF REQUEST FOR ACTIVITY REPORTS**

---

[*ASC Name*]  
[*Address*]  
[*City, State Zip Code*]

Dear [*ASC Name*]:

Aviation Safety Counselor Quarterly Activity Reports provide us an excellent overview of district Aviation Safety Program activities.

The activity report is a small part of your work as an ASC; however, it is a major indication of the effectiveness of the Aviation Safety Program. Missing or late counselor activity reports hurt the overall program by making it difficult for us to obtain support for future activities.

Please help us gain support for the program by sending in your past and current activity reports as soon as possible. We appreciate your excellent work and would like to credit the district program with your accomplishments.

Thank you for your continued support for the Aviation Safety Program.

Sincerely,

/s/  
Safety Program Manager

**FIGURE 15-2. PTRS TEMPLATE FOR RECORDING AVIATION SAFETY  
COUNSELOR SAFETY MEETINGS**

<b>PROGRAM TRACKING AND REPORTING SUBSYSTEM DATA SHEET (One PTRS Record Required for Each Unit of Work as defined in the PPM)</b>					
<b>SECTION I - Transmittal</b>					
Inspector Name Code:					
Record ID:	Activity Number: 1961/3961/5961			FAR:	
NPG:	Status (POC):		Callup Date:		
Start Date:	Results (ACEFISTX):		Closed Date:		
Designator:	Affiliated Designator:		OTNA:		
Aircraft Reg #:	Loc/Departure Point:		Loc/Arrival Point#:		
Flight #:	Complaint #:		Occurrence #:		
Make-Model-Series:			Incident #:		
Simulator/Device ID:			EIR #:		
Non-Cert Activity Name/Company:			Accident #:		
Airman Cert #:		Name: <i>Counselor's name</i>			
Examiner Cert #:		Name:			
Applicant Cert #:		Name:			
Rec Instructor Cert #:		Name:			
Pass/Fail:	Exam Kind:		8430-13 #:		
Tracking:	Miscellaneous: <i>No. of meetings</i>		Numeric Misc.: <i>Total no. attendees</i>		
Local Use:		Regional Use:		National Use:	
Activity Time:		Travel Time:		Travel Cost:	
Triggers	Activity Number:	Repeat Number:	Geographic? Yes <input type="checkbox"/> No <input type="checkbox"/>		Foreign? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>SECTION II - Personnel (unlimited)</b>					

## CHAPTER 16. INDUSTRY AVIATION SAFETY SUPPORT PROGRAM

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER. 1973/3973/5973.

**2. OBJECTIVE.** The objective of this task is to assist air agencies, air operators, air carriers, and corporate operators to establish and/or maintain an aggressive internal aviation safety program. Successful completion of this task will allow these operators to accomplish their organizational objectives in the safest manner possible.

**3. GENERAL.** The program will be applicable to all employees in these organizations and include all equipment and property under their control. This program will address safety concerns and will provide employees with a timely means of reporting unsafe conditions.

A. Elements that should be considered in a workable safety program should include, but are not limited to:

- (1) People,
- (2) Equipment,
- (3) Facilities,
- (4) Timely Reporting Without Reprisal,
- (5) Procedure for Corrective Action, and
- (6) An Active Aviation Safety Education Program.

B. A company safety officer should be appointed except when it is not organizationally feasible. The safety officer will be appointed by company management and report directly to the chief executive officer. The individual must be fully qualified and have the ability to communicate effectively and possess strong interpersonal skills.

C. An effective means of implementing a good organizational safety program is through establishing a safety committee. Membership should include representatives from all operating units within the organization. The safety committee should be chaired by an

individual, other than the safety officer, with experience and knowledge of the operating requirements of the organization. At a minimum, the committee should meet quarterly and conduct special meetings regarding urgent matters as required. The responsibilities of the committee should be to monitor all areas of the organization, identify safety concerns and deficiencies and recommend corrective measures to management as applicable. Minutes of the meetings should provide a record of agenda items, decisions, and corrective actions recommended and taken.

D. The organization must develop procedures to provide employees with a timely means of reporting unsafe conditions. The safety officer will institute and maintain an accident and incident reporting system. The system should provide feedback to all employees as to the corrective action taken. **Under no circumstances should the information gathered to enhance safety and personal welfare be used for punitive action.**

E. The organization should develop procedures for soliciting and processing aviation safety improvement suggestions, identifying deficiencies, and soliciting suggestions and recommendations for corrective action.

F. The organization should develop an efficient system for its employees to communicate safety concerns. Tools for accomplishing this objective are the quarterly safety meeting, monthly safety checks of facilities, equipment and continuous employee education. Evaluating the strengths and/or weaknesses of these safety program activities may be accomplished by periodic training and testing of employees as well as observing actual performance.

G. The organization will develop an effective emergency response plan in the event of an accident or incident.

H. An internal evaluation program must be developed which is tailored to the specific organization and should provide procedures to identify and resolve safety related issues.

*I.* The safety officer will review the program periodically to initiate necessary revisions.

**4. PURPOSE.** The purpose of Safety Program Manager (SPM) participation in this program is to encourage and maintain a safety awareness among aviation industry organizations in their daily operations. The SPM will promote an exchange of informa-

tion and ideas between the Federal Aviation Administration and industry, encouraging industry Aviation Safety Officers (ASO) participation in organizing and participating on safety committees and quarterly safety meetings. This will encourage new ideas and involvement in the safety program from diverse sources.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the particular operators safety requirements, and the district aviation safety plan. Also requires qualification as an ASI, and appointment as an SPM.

*B. Coordination.* This task will require coordination with the Flight Standards District Office (FSDO) manager, applicable Principal Aviation Safety Inspectors (ASI)s, and the organizational Safety Officer of the industry entities requesting support.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- None

*B. Forms*

- None

*C. Job Aids*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Communicate with Safety Officers.* Use the method or combination of methods of communication that are most effective for the type of organization/company and number of safety officers involved. Contact the ASO(s) as required, but at a minimum, quarterly contact is recommended.

(1) Establish contact with the organization/company ASO in person or by telephone. Determine

during initial meetings the type of support which can be provided by the SPM and review periodically.

(2) Schedule itineraries to include meetings with ASOs and organization management whenever possible. Always inform and include the responsible ASIs in your activities.

(3) Establish identified points of contact within the organization/company who could serve as safety counselors.

*C. Support ASO Activities.* Industry ASO activities will vary widely between FSDO's and Regions depending on the type and size of the certificate holding organization. The SPM should provide as much assistance, guidance, direction, and support functions required and approved by the office manager. When practicable, SPMs should participate in special safety seminars and/or events which will promote cooperation and foster safer operations (promote AMT Awards Program, Human Factors, CRM, etc.).

*D. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The successful completion of this task will result in the ability of the district office to have a closer tie with industry and positive Industry/FAA safety program.

### 5. FUTURE ACTIVITIES.

*A. Innovate.* Develop new programs based on ideas, input, and technical assistance provided by the organizations that you support.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 17. MANAGE THE FSDO'S PACE PROGRAM

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.** 1971/3971/5971.

**2. OBJECTIVE.** The objective of this task is to offer pilots an opportunity to voluntarily receive courtesy evaluations of their pilot skills and the airworthiness of their aircraft from the Federal Aviation Administration (FAA) without fear of punitive action.

**3. GENERAL.** Background for this chapter is contained in FAA Order 8700.2, Implementation of Pilot and Aircraft Courtesy Evaluation (PACE) Program, and its accompanying Memorandum of Understanding between Flight Standards Service and Professional Airways Systems Specialists/Flight Standards, both dated March 19, 1993. The procedures in section 2 have been gleaned from that order and from current operating practice at several Flight Standards District Offices (FSDO) that have sponsored PACE events.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of current FAA compliance and enforcement policy and philosophy, qualification as an Aviation Safety Inspector (ASI), and appointment as an Safety Program Manager (SPM).

*B. Coordination.* This task may require coordination with the FSDO manager, unit supervisors, other ASIs, Aviation Safety Counselors (ASC)s, aviation organizations, fixed base operators, Air Traffic Control (ATC), and the Regional Safety Program Manager (RSPM).

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- FAA Order 8700.2, Implementation of Pilot and Aircraft Courtesy Evaluation (PACE) Program

#### *B. Forms.*

- FAA Form 8130-6 (Special Flight Permit)
- FAA Form 8130-7 (Application for Airworthiness Certificate)
- FAA Form 8100-2 (Airworthiness Certificate)
- AC Form 8060-55 (Application for Replacement of Airmen Certificate/Medical Certificate)
- AC Form 8060-56 (Change of Address Form)

#### *C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Develop Flight Standards District Office Checklist.* Develop a standardized checklist of PACE procedures that will be used by every inspector in the FSDO who participates in the program. Include all procedures for airworthiness and operations and state

criteria for any unusual or unique situations that may be expected in the district.

*C. Plan a Pilot and Aircraft Courtesy Evaluation Event.* Using the procedures in chapter 6, plan and prepare for a PACE program.

(1) Plan the program as a separate event or in conjunction with another activity.

(2) Coordinate with ATC, local aviation operators, aviation organizations, ASCs, and sponsors.

*D. Brief Participating Inspectors.* Brief all inspectors who will participate in PACE programs about program philosophy, policy, and procedures. Ensure that all participants thoroughly understand the objectives of the program.

*E. Prepare a Flyer.* Using the procedures in Chapter 6, prepare and submit a flyer to announce the event.

(1) Prepare and distribute posters advertising the event and notify the appropriate news media.

(2) Announce the event at safety seminars.

*F. Take Reservations for the Event Schedule.* Arrange a contact point for airmen who wish to make reservations for the program. Include information on how to make reservations and instructions on what an airman should bring to the event in program publicity.

*G. Make a Schedule of Evaluations.* Make a schedule of the evaluations to be accomplished. Make every effort to accommodate all pilots/aircraft owners who request an evaluation.

(1) Ensure that there will be enough inspectors at the event to accomplish the scheduled evaluations.

(2) Ensure that any special requirements for inspector expertise in a particular type of aircraft can be met and that the participating inspectors are comfortable with the types of aircraft anticipated.

*H. Arrange Assistance.* Make appropriate arrangements to have flight instructors and maintenance technicians available to assist airmen who desire flight instruction or request maintenance performed on their aircraft.

(1) Make provisions to assist an airman who does not elect to fly his/her aircraft home after the evaluation.

(2) Request help from ASCs in greeting participants, introducing them to inspectors, and keeping the event on schedule.

*I. Preprogram Briefing.* Hold a final briefing with all FSDO participants to answer any questions and ensure everyone is prepared to conduct the event.

(1) Review all FSDO procedures.

(2) Emphasize the objectives of the program.

*J. Conduct the Program.* Conduct the program in accordance with the provisions of FAA Order 8700.2. Take special care to keep all aspects of the event positive. Thank participants.

(1) The FSDO may elect to award each participating airman an appropriate certificate of accomplishment.

(2) The SPM should ensure that all supporting instructors, maintenance technicians, ASCs, and program sponsors are thanked.

*K. Program Tracking and Reporting Subsystem.* Close PTRS file with only one unit recorded per PACE event. All other participating ASIs will close their PTRS record with an "A" for "assist". Enter the total number of participants in the "Numeric Misc." field.

**4. TASK OUTCOMES.** The completion of this task results in the accomplishment of evaluations of airmen and aircraft that are voluntarily sought by pilots/aircraft owners and provided by the FAA to enhance safety and demonstrate a commitment to better communication and partnership with the aviation community.

**5. FUTURE ACTIVITIES.** Future activities may include scheduling additional PACE events and providing pertinent information to airmen at safety seminars regarding common safety problems encountered through the program.

## CHAPTER 18. PROCESS A REMEDIAL TRAINING ACTION

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER. 1950/3950/5950.

**2. OBJECTIVE.** The objective of this task is to determine if an airman whose file has been referred to the Safety Program Manager (SPM) by an investigating inspector is eligible for the remedial training program and, if so, to provide an appropriate remedial training course syllabus and training agreement and to oversee the training until it has been completed.

**3. GENERAL.** The goal of the remedial training program is to gain future compliance with Federal Aviation Administration (FAA) regulations through training thereby enhancing safety in the national airspace system. This program must be characterized as an alternative to legal sanctions. Therefore, it is not a lessening of the sanction but rather an opportunity to use an alternative sanction.

*A. Purpose.* The FAA intends that the remedial training program accomplish the following:

(1) bring an aviation safety incident to the attention of the airman involved;

(2) encourage future compliance enhancing safety in the National Airspace System through remedial training; and

(3) document corrective action and provide a source of information for agency use.

*B. Definition.* The remedial training program is a form of FAA administrative corrective action that uses education to allow airmen who have committed an inadvertent violation to enhance their knowledge and skills.

*C. Eligibility.* This program applies to inadvertent violations of Title 14 of the Code of Federal Regulations (14 CFR) committed by airmen. The inspector investigating the incident of noncompliance determines an airman's potential eligibility for the remedial training program based on assessment of the apparent violation and the airman's attitude and record.

(1) The apparent violation must not have been deliberate or grossly careless.

(2) The apparent violation must not have involved probable criminal conduct or have disclosed a lack of qualifications to hold a certificate.

(3) The airman must have fully disclosed the facts and circumstances of the incident at the time of the investigation.

(4) A review of the airman's record of enforcement actions, if any, revealed a good record of compliance with 14 CFR.

(5) The certificate holder was not exercising the privileges of his/her certificate for compensation or hire in air transportation when the apparent violation occurred.

*D. Additional Criteria.* The potential candidate for remedial training must not have a poor enforcement record; however, a past violation history is not automatically disqualifying.

(1) The airman must exhibit a constructive attitude.

(2) At the completion of the remedial training course, the airman must demonstrate sufficient knowledge to preclude recurrence of the apparent violation.

*E. Procedures.* When an apparent violation of 14 CFR becomes known to the FAA, the FSDO assigns an inspector who begins an investigation.

(1) If the investigating inspector determines that the airman may be eligible for remedial training, the inspector may either proceed with the enforcement action or recommend remedial training.

(2) If the investigating inspector chooses to recommend remedial training, the inspector should document the eligibility factors listed above and prepare a Letter of Investigation (LOI).

*F. Content of the Letter of Investigation.* The LOI sent to the airman by the investigating inspector should advise the airman that he/she may be eligible to partic-

ipate in the remedial training program in lieu of legal enforcement action.

(1) The LOI must inform the airman that to be eligible for the remedial training program he/she must cooperate fully during the investigation and express an interest in actively participating in a prescribed course of remedial education.

(2) The LOI must also state that the final determination on the airman's eligibility for the remedial training program is an FAA option not subject to appeal and that the cost of all remedial training is to be borne by the airman.

*G. Referral to the Safety Program Manager.* The investigating inspector will advise the SPM, or the person designated by the FSDO manager to act in that position, of all facts surrounding the alleged violation and provide the SPM with a copy of the appropriate section of the investigation file.

(1) If the airman resides within another FSDO's geographic area of responsibility, the file should be forwarded to the SPM at that FSDO.

(2) The SPM in the airman's district should schedule an interview with the airman.

*H. Initial Meeting.* When the airman contacts the investigating inspector and expresses an interest in the remedial training program, the investigating inspector will notify the supervising SPM. The SPM will then schedule a meeting with the airman. The airman must appear in person for the meeting.

(1) **Before** the mandatory personal meeting with the airman, the SPM will draft an appropriate course of remedial training with a **clearly stated training objective**. The SPM will coordinate the remedial training syllabus with the appropriate operations, airworthiness, or avionics unit of the FSDO. The syllabus should be included as part of the airman's training agreement with the SPM.

(2) The requirement for a personal meeting may be waived only under very unusual circumstances that would make an actual meeting impracticable. Under such circumstances the discussion may take place by telephone.

*I. Training Completion Time.* In order to comply with Title 49 of the Code of Federal Regulations, part 821, section 821.33, the National Transportation Safety Board's six-month "stale complaint" rule, the SPM must ensure that the proposed remedial training

will be completed in less than four months from the time the violation was known to the FAA. This allows a minimum of two months to process legal enforcement action if the airman does not complete the required remedial training.

(1) The remedial training syllabus should normally require no more than 30 days for completion after the airman signs the training agreement.

(2) If the airman requires more than 30 days to complete the training it could indicate the airman's lack of qualification. If this is the case, it would require re-examination under Title 49 of the United State Code (49 U.S.C.) subsection 44709a.

(3) The SPM may extend the remedial training agreement completion date if the extension is necessitated by urgent extenuating circumstances such as a death in the airman's family, illness, continuous poor weather, or prolonged aircraft unavailability.

(4) At no time should an extended deadline exceed 6 months from the date the violation was known to the FAA.

*J. Final Determination of Eligibility.* Based on evidence and the airman's cooperation at the meeting, the SPM, with the investigating inspector's input and coordination with management, will make the final decision on whether or not the airman meets all of the eligibility requirements for the remedial training program.

(1) The SPM must immediately notify the airman if he/she is not eligible, and inform the airman that legal enforcement action will continue.

(2) If the airman is not eligible, the SPM must document his/her findings during the meeting and return the file to the investigating inspector for completion of the enforcement action.

**4. TRAINING FOR ELIGIBLE AIRMEN.** The SPM will describe to the eligible airman the proposed course of training, training objectives, and expected completion date.

*A. Finalizing the Training Agreement.* Before finalizing the remedial training agreement, the SPM should solicit input from the airman to make the training experience more effective and efficient.

(1) The SPM should carefully explain that while a need for remedial training has been identified, the Administrator has chosen not to require re-exami-

nation under 49 U.S.C., subsection 44709a, because sufficient evidence of lack of qualification was not present during the investigation. However, should evidence of a lack of qualification such as the inability to complete the prescribed remedial training be uncovered, the FAA could still require re-examination.

(2) The SPM should take into account the availability of instructors, flight simulators, etc., in the airman's area of operation. The district office will provide a list of approved training sources. The SPM should assist the airman in selecting an approved source and will be the final authority as to suitability of the selection.

(3) The SPM should ensure that the meeting does not develop into an informal discussion about the merits of the case.

(4) If at any time the airman elects to contest the matter in litigation, the SPM should advise that the remedial training agreement would become null and void, the remedial training process would terminate, and appropriate legal enforcement action would be taken.

(5) When the SPM and the airman reach an agreement on the training, they will both sign an agreement outlining the terms and conditions of the remedial training course.

*B. Remedial Training Agreement Criteria.* The remedial training agreement will clearly state the objectives of the training, including the method by which the airman will document completion of the training.

(1) Logbook endorsements by flight instructors and/or completion of training statements endorsed by flight or ground school instructors, pilot examiners, ATC facility representatives, mechanic examiners, mechanics with Inspection Authorization, and maintenance technical schools, as appropriate, are all acceptable as documentation of training.

(2) The FAA prefers the use of 14 CFR parts 141 and 147 approved schools and other training establishments periodically inspected by the FAA

because of their high standards for training and record keeping.

*C. Training Completion.* The airman must provide the required evidence that the training was completed and the objectives met by the agreed completion date.

(1) The SPM will verify the training documents and make copies for the Enforcement Investigation Report (EIR) file.

(2) The SPM will notify the investigating inspector that the training has been completed and return the file to the inspector.

*D. Letter of Correction.* Upon receipt from the SPM of the documents verifying satisfactory completion of the airman's remedial training, the investigating inspector will initiate action to complete the Enforcement Investigative Report. The investigating inspector will send the airman a Letter of Correction in accordance with the current edition of Order 2150.3, Compliance and Enforcement Program, paragraph 1104.

(1) The Enforcement Investigative Report will be processed in accordance with Order 2150.3, paragraph 1001.

(2) Receipt by the airman of the Letter of Correction, which will contain a statement that the required remedial training has been accomplished, will close the case.

*E. Failure to Meet Requirements.* If the airman fails to meet any requirement of the remedial training program, the FAA will rescind the airman's privilege of participating in the program. The FAA will resume appropriate legal enforcement action against the airman immediately and notify the airman of this action by certified mail.

*F. Safety Program Manager Activities.* There must be a clear division between the enforcement activities conducted by the investigating inspector and the remedial training activities directed by the SPM. The SPM should not be involved in the legal enforcement action process.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of FAA policies and procedures, qualification as an Aviation Safety Inspector (ASI), and appointment as an SPM.

*B. Coordination.* This task may require coordination with the Flight Standards District Office (FSDO) manager, the investigating inspector, other ASIs, another SPM, Air Traffic Control (ATC), and appropriate training facilities and instructors.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Pertinent 14 CFR
- Title 49 U.S.C, subsection 44709
- Applicable practical test standards
- Applicable advisory circulars
- FAA Order 2150.3, Compliance and Enforcement Program (current edition)

*B. Forms.*

- None

*C. Job Aids.*

- Sample figures

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Schedule Eligibility Meeting.* Upon receipt of an investigative file and a recommendation that an airman be considered as a remedial training candidate, schedule a personal meeting with the airman to determine if he/she is eligible for the remedial training program.

*C. Preliminary Review.* Before the meeting review the case and causal factors with the investigating inspector.

(1) Consider the inspector's evaluation of the airman and recommendation on proposed training.

(2) If necessary, coordinate with other ASIs to obtain sufficient information to develop a training syllabus.

(3) Obtain the FSDO manager's concurrence.

*D. Draft a Training Agreement and Syllabus.* Use the objectives listed in the Practical Test Standards for the certificate held by the airman to develop an appropriate remedial training syllabus.

(1) Determine the approximate number of hours of technical, ground, and/or flight training required to prevent a recurrence of the same type of violation by the airman.

(2) Refer to current editions of Advisory Circular (AC) 65-9, Airframe and Powerplant Mechanics - General Handbook; AC 65-12, Airframe and Powerplant Mechanics Powerplant Handbook; and AC 65-15, Airframe and Powerplant Mechanics Airframe Handbook, to determine test standards for mechanics.

*E. Conduct the Eligibility Meeting.* Conduct the meeting at the FSDO, or other mutually agreed location.

*F. Evaluate the Airman.* Determine if the airman is a good candidate for the remedial training program. Keep the tone of the interview friendly and positive.

(1) State the purpose of the meeting and briefly define the apparent violation.

(2) Do not discuss the merits of the case.

(3) Describe the remedial training program and present an outline of the proposed training syllabus with the required completion standards.

(4) Observe the airman's response to the proposed training.

(5) Ascertain how the airman completed his/her last flight review and what type of recurrent training, if any, the airman normally accomplishes.

(6) Discuss with the airman the proposed training syllabus and invite him or her to comment or to expand on the recommended training.

(7) Inform the airman of the deadline and the consequences of his/her failure to complete the training within the allotted time.

(8) Discuss with the airman the various options for obtaining the required training.

*G. Positive Response.* If the airman responds in a positive way by actively participating in the development of an appropriate training program and displays a responsible, cooperative attitude, finalize the terms of an acceptable training agreement and syllabus.

(1) When the SPM and the airman reach an agreement on the content of the remedial training agreement and training syllabus, sign the agreement and direct the airman to sign the agreement.

(2) Document the meeting by placing a signed copy of the training agreement and syllabus in the case file.

(3) When the airman sends documentation that the required training has been completed, verify that the documents are in accordance with the training agreement and notify the investigating inspector of the completion.

(4) Return the case file to the investigating inspector.

*H. Negative Response.* If the airman displays an untenable attitude or moves the meeting into a conflict situation, terminate the meeting immediately.

(1) Advise the airman that he/she will not be accepted for remedial training and that enforcement action will continue.

(2) Document the findings and return the airman's file to the investigating inspector for further action.

*I. Airman Failure to Complete Remedial Training.* If the airman fails to meet any requirement of the remedial training syllabus or training agreement, notify the investigating inspector and return the case file.

*J. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** This task results in the evaluation of an airman to determine eligibility for the remedial training program. It includes the provision of an appropriate training agreement and remedial training syllabus and the supervision of the required training if the airman is eligible, or the return of the case file to the investigating inspector if the airman is not eligible for the remedial training program.

**5. FUTURE ACTIVITIES.** Future activities may include updating of the FSDO list of approved training sources and coordination with ATC facilities.

**FIGURE 18-1. SAMPLE REMEDIAL TRAINING AGREEMENT FORMAT**

---

**I. A training agreement should contain the following:**

- A. Training objective(s).
- B. Planned completion date.
- C. Proposed source of training.
- D. Training syllabus:
  - (1) Syllabus objective.
  - (2) Syllabus content - flight, ground, and/or technical training, as appropriate.
  - (3) Completion standards.
- E. Verification of completion of training requirements.

**II. Training must be accomplished by a source and/or facility approved by the FSDO. The FAA does not conduct any training, unless a specific Aviation Safety Program may be appropriate as part of a remedial training program. Examples of approved sources are listed below:****A. Approved Remedial Training Sources For Pilots:**

- (1) Title 14 of the Code of Federal Regulations (14 CFR) part 141 approved schools or other flight schools with adequate facilities. The FSDO will provide a list of approved schools within its jurisdiction.
- (2) An appropriate Air Traffic Control facility.
- (3) A chief flight instructor or a chief ground instructor.
- (4) A designated pilot examiner.
- (5) An appropriately certificated flight instructor specifically qualified to give the training (i.e., experienced in the type of aircraft involved in the violation).
- (6) A designated medical examiner.
- (7) An aviation safety counselor.
- (8) Military resources (e.g., physiological training centers).
- (9) Other training resources as appropriate (e.g., Cockpit Resource Management training provided by contractors).

**B. Approved Remedial Training Sources For Mechanics and Repairmen:**

- (1) Title 14 CFR part 147, Aviation Maintenance Technician Schools.
- (2) An FAA airframe and powerplant mechanic with inspection authorization.
- (3) An airframe and powerplant mechanic with special expertise in the subject areas of the required training.
- (4) A designated mechanic examiner.
- (5) Technical training conducted by a manufacturer, maintenance organization, or employer.

**FIGURE 18-1. SAMPLE REMEDIAL TRAINING AGREEMENT FORMAT (Continued)**

---

- (6) An aviation safety counselor.
- (7) Other training resources, as appropriate.

III. The airman must provide periodic progress reports to the supervising SPM to ensure that all elements of the remedial training agreement will be completed within the prescribed time limit. The SPM should reach an agreement with the airman as to the form, manner, and frequency of these reports (e.g., weekly "how goes-it calls" from the airman's supervising instructor).

IV. The training facility or supervising instructor must provide written documentation indicating the airman's satisfactory completion of the remedial training. This documentation will be in the form of a written endorsement from the person or persons conducting the remedial training and records of progress or phase checks. The endorsements will indicate each element of the training for which instruction was given and the level of proficiency achieved.

V. The remedial training syllabus should be part of the training agreement and contain the following:

A. Required Hours (Pilots):

- (1) Ground school training for pilots should require no less than 3 hours and no more than 10 hours
- (2) Flight training should require no less than 3 hours and no more than 8 hours and should address the nature of the noncompliance. Approved flight simulators can be used in lieu of aircraft flight training when appropriate.

B. Required Hours (Mechanics/Repairmen):

- (1) Mechanic/repairman remedial training for administrative (paperwork) noncompliance should require no less than four hours and no more than eight hours.
- (2) Mechanic/repairman remedial training for technical noncompliance should require no less than eight hours and no more than 40 hours.

C. Additional Training. If an airman requires additional remedial training beyond that which was initially recommended, the airman's case should be re-evaluated. If the objectives of the remedial training agreement cannot be reached, the airman may be required to take a re-examination as required by Title 49 of the United States Code, subsection 44709a.

**FIGURE 18-2. SAMPLE LETTER OF INVESTIGATION**

---

July 5, 1998

File Number: 98CE040235

Mr. John D. Smith  
1711 Colorado Avenue  
River City, Iowa 51649

Dear Mr. Smith:

Personnel of this office are investigating an incident that occurred on July 4, 1998, which involved the operation of a Cessna aircraft, N57785, in the vicinity of Metropolis Airport Terminal Control Area at approximately 3:15 p.m.

The aircraft was observed, and identified as Cessna N57785, operating within the boundaries of the Metropolis Airport Terminal Control Area without the required clearance from Air Traffic Control. Operations of this type are in the view of the FAA, contrary to Title 14 of the Code of Federal Regulations (14 CFR).

This letter is to inform you that this matter is under investigation by the Federal Aviation Administration (FAA). We would appreciate receiving any evidence or statements you might care to make regarding this matter within 10 days of receipt of this letter. Any discussion or written statements furnished by you will be given consideration in our investigation and any subsequently prescribed sanction or corrective action. If we do not hear from you within the specified time, our report will be processed without the benefit of your statement.

Additionally, you may be eligible for participation in the FAA remedial training program. The final determination of your eligibility for the remedial training program will be made by the FAA and is not subject to appeal. You may be eligible for this program if the FAA determines that:

- a.* The apparent violation was not deliberate or grossly careless;
- b.* The apparent violation did not involve apparent criminal conduct or disclose a lack of qualification to hold an airman certificate;
- c.* You fully disclosed the facts and circumstances of this incident at the time of the investigation; and
- d.* Upon review of your record of enforcement actions, if any, you have a good record of compliance with 14 CFR (formerly FAR).

If you are eligible and agree to the proposed remedial training, a letter outlining the training required and other terms of the remedial training agreement will be issued. The cost of the remedial training program will be borne by you. When you meet the terms of the remedial training agreement in full, a final letter describing your participation in the program will document the accomplishment and become a matter of record for a period of 2 years, after which, the record of this matter will be expunged. If the terms of the remedial training agreement are not carried out, your participation in this program will be terminated and appropriate legal enforcement action will be resumed. Information regarding the remedial training program may be obtained by contacting this office at (213) 376-2181.

Sincerely,

JOHN L. DOE  
Aviation Safety Inspector

Attachment:

PRIVACY ACT NOTICE - figure 4-9, FAA Order 2150.3

**FIGURE 18-3. SAMPLE COVER LETTER FOR A REMEDIAL TRAINING AGREEMENT, FLIGHT OPERATIONS**

---

August 1, 1998

File Number: 98CE040235

Mr. John Smith  
1711 Colorado Avenue  
River City, Iowa 51649

Dear Mr. Smith:

On July 5, 1998, you were advised that the Federal Aviation Administration (FAA) was investigating an incident which reportedly occurred on July 4, 1998, in the vicinity of the Metropolis Airport Terminal Control Area, and involved your operation of Cessna N57785.

Our investigation indicates that you were observed operating within the boundaries of the Metropolis Airport Terminal Control Area without the required clearance from Air Traffic Control. You have been advised that in the view of the FAA, such an operation is contrary to section 91.131(a)(1) of Title 14 of the Code of Federal Regulations (14 CFR).

In reviewing this case, we have given consideration to all available facts and concluded that you are eligible to participate in the FAA remedial training program in lieu of legal enforcement action. Accordingly, your signature on the enclosed training agreement signifies that you have agreed to complete a prescribed course of remedial training within an assigned period of time. To successfully complete this remedial training course, you must comply with the following terms:

(1) You must obtain the required training from a source approved by the Metropolis Flight Standards District Office (FSDO). Guidance in selecting an approved source of training will be provided by Elizabeth W. Wright, Aviation Safety Program Manager (SPM), Metropolis FSDO.

(2) Once remedial training begins, you must make periodic progress reports to the Metropolis FSDO SPM.

(3) You must complete all elements of the remedial training syllabus and meet the completion standards within 21 days of signing the enclosed training agreement. You must provide the Metropolis FSDO SPM with written

(4) documentation indicating satisfactory completion of the prescribed remedial training. This documentation will be in the form of a written endorsement from the Certificated Flight Instructor who conducted the remedial training. The written endorsement will indicate each element for which instruction was given, and the level of proficiency you have achieved.

(5) All expenses incurred for the prescribed training will be borne by you. When the assigned remedial training has been completed, you will receive a Letter of Correction from this office. Upon your acceptance of the letter, we will consider this matter closed. This administrative action will remain in your file for a 2-year period, after which time it will be deleted from your record.

Sincerely,

JANE L. DOE  
Safety Program Manager

## FIGURE 18-4. SAMPLE REMEDIAL TRAINING AGREEMENT AND SYLLABUS, FLIGHT OPERATIONS

---

Syllabus Objective: To improve the airman's knowledge and proficiency in Visual Flight Rules (VFR) radio navigation, cross-country flying, and operating procedures in Terminal Control Areas.

Syllabus Content:

(1) A minimum of 6 hours of ground instruction on the following subjects:

- (a) Reading aeronautical charts.
- (b) Operation of navigation equipment (both Loran "C" and VOR).
- (c) Limitations of navigation equipment (both Loran "C" and VOR).
- (d) Cross-country navigation using pilotage and radio navigation (both Loran "C" and VOR).
- (e) Air Traffic Control procedures for operating in Terminal Control Areas under VFR.

(2) At least one visit to the Metropolis Terminal Control Area radar facility to participate in "Operation Rain Check." Travel time, to and from the Metropolis Airport, cannot be credited toward the 6-hour ground instruction requirement.

(3) Three hours of flight instruction in the following procedures:

- (a) Operation of navigation equipment (both Loran "C" and VOR).
- (b) Cross-country navigation using pilotage and radio navigation (both Loran "C" and VOR).
- (c) VFR operating procedures in Terminal Control Areas.

Completion Standards: The training will have been successfully completed when, by oral testing and practical demonstration, the airman demonstrates proficiency in the above subjects and procedures in accordance with the applicable practical test standards to the supervising instructor.

Completion Date: 08/22/98

Failure to complete any element of this agreement within the prescribed period of time will result in your removal from the remedial training program and commencement of appropriate legal enforcement action.

Elizabeth W. Wright                      Date  
Safety Program Manager

I agree to comply with the terms and conditions specified in this letter. I understand that failure to complete any element of this agreement within the prescribed period of time may result in my removal from the corrective action through remedial training program and may result in appropriate legal enforcement action.

John D. Smith                              Date:

**FIGURE 18-5. SAMPLE LETTER OF CORRECTION, FLIGHT OPERATIONS**

---

September 5, 1998

File Number: 98CE040235

Mr. John D. Smith  
1711 Colorado Avenue  
River City, Iowa 51649

Dear Mr. Smith:

This letter is in regard to your operation as pilot in command of a Cessna aircraft, N57785, on July 4, 1998.

On that date you were observed operating within the boundaries of the Metropolis Airport Terminal Control Area without the required clearance from Air Traffic Control. You have been advised that in the view of the Federal Aviation Administration (FAA), such an operation is contrary to section 91.131(a)(1) of Title 14 of the Code of Federal Regulations (14 CFR).

As a result of our discussion with you on August 1, 1998, you agreed to complete a program of remedial training as a substitute for legal enforcement action. You have submitted evidence showing satisfactory completion of 6 hours of ground instruction and 3 hours of flight instruction in the subjects and procedures specified in your training agreement.

In closing this case, we have considered all available facts and concluded that based on your satisfactory completion of the remedial training program, legal enforcement action will not be pursued. In place of such action, we are issuing this letter which will be made a matter of record for a period of 2 years, after which the record of this matter will be expunged. This letter constitutes neither an admission nor an adjudication of a violation.

We appreciate your cooperation in this matter and expect your full compliance with the regulations in the future.

Sincerely,

JOHN L. DOE  
Aviation Safety Inspector

**FIGURE 18-6. SAMPLE LETTER OF RECISION, FLIGHT OPERATIONS**

---

August 21, 1998

File Number: 98CE040235

Mr. John D. Smith  
1711 Colorado Avenue  
River City, Iowa 51649

Dear Mr. Smith:

This is to inform you that we find you have not complied with the remedial training agreement executed on August 1, 1998, requiring that you complete specified remedial training. Specifically, your supervising flight instructor, Mr. George Smith, advised us that you have not begun the flight instruction in navigation procedures you agreed to have completed by August 16, 1998. Further, you were scheduled to participate in "Operation Rain Check" beginning on August 20, 1998, but you did not attend or advise us of any rescheduling of the training elements per the terms of the remedial training agreement.

In view your failure to complete the terms of the remedial training agreement, we have terminated your participation in the remedial training program effective this date. We have referred your case involving the operation of Cessna N57785 on July 4, 1998, for appropriate legal enforcement action.

Sincerely,

JOHN L. DOE  
Aviation Safety Inspector

Attachment:  
PRIVACY ACT NOTICE - figure 4-9, FAA Order 2150.3

**FIGURE 18-7. SAMPLE COVER LETTER FOR A REMEDIAL TRAINING AGREEMENT,  
MAINTENANCE TECHNICAL VIOLATION**

---

August 1, 1998

File Number: 98CE040248

Mr. James J. Jones  
31543 Cheltenham Avenue  
Philadelphia, PA 19127

Dear Mr. Jones:

On July 8, 1998, you were advised that the Federal Aviation Administration (FAA) was investigating an incident which reportedly occurred on July 2, 1998, at Metropolis Airport and involved your repair of the cargo door of Piper N1995F.

An inspection of the cargo door revealed that the repair you performed was not in accordance with section 43.13(a) of Title 14 of the Code of Federal Regulations (14 CFR).

In reviewing this case, we have given consideration to all available facts and concluded that you are eligible to participate in the FAA remedial training program in lieu of legal enforcement action. Accordingly, your signature on the enclosed training agreement signifies that you have agreed to complete a prescribed course of remedial training. To successfully complete this remedial training course, you must comply with the following terms:

1. You must obtain the required training from a source approved by the Metropolis Flight Standards District Office (FSDO). Guidance in selecting an approved source of training will be provided by Elizabeth W. Wright, Safety Program Manager (SPM), Metropolis FSDO.
2. Once training begins, you must make weekly progress reports to the Metropolis FSDO SPM.
3. You must complete all elements of the remedial training syllabus and meet acceptable completion standards within 30 days of signing the enclosed remedial training agreement.
4. You must provide the Metropolis FSDO SPM with written documentation indicating satisfactory completion of the prescribed remedial training. This documentation will be in the form of a written endorsement from the supervising Designated Maintenance Examiner, the supervising representative of the Certificated Aviation Maintenance Technician School, or the supervising representative of the training source approved by the FSDO. The written endorsement will indicate each element of the training syllabus for which instruction was given, and the level of proficiency attained.
5. All expenses incurred for the prescribed training will be borne by you.

When the assigned remedial training has been completed, you will receive a Letter of Correction from this office. Upon your acceptance of the letter, we will consider this matter closed. This administrative action will remain in your file for a 2-year period, after which time it will be deleted from your record.

Sincerely,

JOHN L. DOE  
Aviation Safety Inspector

**FIGURE 18-8. SAMPLE REMEDIAL TRAINING AGREEMENT AND SYLLABUS, MAINTENANCE  
TECHNICAL VIOLATION**

---

Syllabus Objective: To improve the airman's knowledge concerning airframe repairs.

Syllabus Content:

1. A minimum of 6 hours of ground instruction on the following subjects:

a. Sheet metal repairs.

b. Advisory Circular (AC) 43.13-1B, Acceptable Methods, Techniques and Practices Aircraft Inspection and Repair (with Errata Sheet), chapters 4 and 6.

c. 14 CFR part 43.

d. Manufacturer's instructions.

Completion Standards: The training will have been successfully completed when, by oral testing and practical demonstration, the airman demonstrates proficiency in the above subjects in accordance with the appropriate airframe and powerplant mechanics handbook to the supervising instructor.

Completion Date: 09/04/98

Failure to complete any element of this agreement within the prescribed period of time will result in your removal from the remedial training program and commencement of appropriate legal enforcement action.

James J. Jones      Date

Elizabeth W. Wright      Date  
Safety Program Manager

**FIGURE 18-9. SAMPLE COVER LETTER FOR A REMEDIAL TRAINING AGREEMENT,  
MAINTENANCE NON-TECHNICAL VIOLATION**

---

August 1, 1998

File Number: 98CE040248

Mr. James J. Jones  
31543 Cheltenham Avenue  
Philadelphia, PA 19127

Dear Mr. Jones:

On July 8, 1998, you were advised that the Federal Aviation Administration (FAA) was investigating an incident which reportedly occurred on July 2, 1998, at Metropolis Airport and involved your 100-hour inspection of Piper N1995F.

Review of the aircraft records of Piper N1995F on July 5, 1998, revealed that the maintenance record of the 100-hour inspection required by section 43.11(a) of Title 14 of the Code of Federal Regulations (14 CFR) was not accomplished.

In reviewing this case, we have given consideration to all available facts and concluded that you are eligible to participate in the FAA remedial training program in lieu of legal enforcement action. Accordingly, your signature on the enclosed training agreement signifies that you have agreed to complete a prescribed course of remedial training. To successfully complete this remedial training course, you must comply with the following terms:

1. You must obtain the required training from a source approved by the Metropolis Flight Standards District Office (FSDO). Guidance in selecting an approved source of training will be provided by Elizabeth W. Wright, Safety Program Manager (SPM), Metropolis FSDO.
2. Once training begins, you must make periodic progress reports to the Metropolis FSDO SPM.
3. You must complete all elements of the remedial training syllabus and meet acceptable completion standards within 30 days of signing this training agreement.
4. You must provide the Metropolis FSDO SPM with written documentation indicating satisfactory completion of the prescribed remedial training. This documentation will be in the form of a written endorsement from the supervising Designated Maintenance Examiner, the supervising representative of the Certificated Aviation Maintenance Technician School, or the supervising representative of the training source approved by the Metropolis FSDO.
5. All expenses incurred for the prescribed training will be borne by you.

When the assigned remedial training has been completed, you will receive a Letter of Correction from this office. Upon your acceptance of the letter, we will consider this matter closed. This administrative action will remain in your file for a 2-year period, after which time it will be deleted from your record.

Sincerely,

JOHN L. DOE  
Aviation Safety Inspector

**FIGURE 18-10. SAMPLE REMEDIAL TRAINING AGREEMENT AND SYLLABUS, MAINTENANCE  
NON-TECHNICAL VIOLATION**

---

Syllabus Objective: To improve the airman's knowledge concerning maintenance, logbook entries, and record keeping.

Syllabus Content:

1. A minimum of 9 hours of instruction on the following subjects:
  - a. 14 CFR part 43.
  - b. Advisory Circular 43.9, Maintenance Records (current edition).
  - c. Advisory Circular 43.9-1, Instructions for Completion of FAA Form 337 (OMB No. 2120-0020), Major Repair and Alteration (Airframe, Powerplant, Propeller, or Appliance).

Completion Standards: The training will have been successfully completed when, by oral testing and practical demonstration, the airman demonstrates proficiency in the above subjects in accordance with the appropriate airframe and powerplant mechanics handbook, to the supervising instructor.

Completion Date: 08/25/98

Failure to complete any element of this agreement within the prescribed period of time will result in your removal from the remedial training program and commencement of appropriate legal enforcement action.

James J. Jones      Date

Elizabeth W. Wright      Date  
Safety Program Manager

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 19. COUNSEL AN AIRMAN

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1951/3951/5951.

**2. OBJECTIVE.** The objective of this task is to communicate effectively and provide appropriate assistance and information to an airman through personal counseling.

**3. GENERAL.** Counseling may be formal or informal. It may be initiated by either the airman or the Safety Program Manager (SPM). Counseling may be indicated by an incident, accident, flight assist, or occurrence. Another agency, an Aviation Safety Counselor (ASC), or another inspector may recommend counseling for an airman. Counseling provides the SPM with the opportunity of directly helping an individual with a problem. The SPM's primary goal should be to listen to the airman's concerns and offer constructive advice that will enable the airman to improve his or her attitude, actions, or performance.

*A. Assistance By Another Person.* The SPM may want to be assisted by another inspector or an ASC if circumstances require detailed knowledge of a specialized activity such as aerobatic flight, agricultural operations, external load operations, or ballooning. If the SPM plans to be assisted by another individual, the SPM should brief that person on the conduct of the counseling. The person conducting the counseling session should do so in a friendly and persuasive manner that will encourage the airman to take positive action.

(1) To be effective, counseling must be done in confidence. It is for the benefit of the airman. The airman must have no fear of punitive action resulting from the counseling session.

(2) Counseling should be conducted in person whenever possible. Telephone counseling should be done only when personal contact with the airman is not feasible. It is very difficult to accomplish the same

level of perception and empathy in a telephone conversation that can be achieved through personal contact.

(3) If the airman to be counseled resides in another FSDO's jurisdiction, the SPM may need to coordinate with the other district SPM. The need for coordination will depend on the circumstances which occasioned the counseling and whether or not the airman will need additional help.

*B. Preparation and Emphasis Points.* Circumstances will vary widely. Counseling may be conducted casually in a very informal setting or scheduled under more structured conditions; however, the SPM should accomplish the following points.

(1) If the session has been scheduled because of an accident or incident, the SPM should know the facts and circumstances of the occurrence and be prepared to discuss ways the airman could have taken alternate action.

(2) The SPM should have any useful resource and reference materials, such as aviation safety pamphlets and advisory circulars, available.

(3) The SPM should provide a location that will offer privacy and a comfortable atmosphere for the airman.

(4) The SPM should ensure that there will be no interruptions. Telephone calls, messages, or other administrative actions should be diverted during a counseling session.

*(a)* If the SPM cannot provide privacy and an uninterrupted period, it may be better to postpone the session until this can be accomplished.

*(b)* If the urgency of the matter overrides this consideration, the SPM should explain this to the airman before beginning the session and dispatch all interruptions as quickly and briefly as possible.

**4. COUNSELING TECHNIQUES AND PRINCIPLES.** The most important principle in effective counseling is to listen. The SPM should allow the airman ample time to express his or her feelings and

explain the situation and circumstances of the event in question.

*A. Counseling Techniques.* There are different approaches to counseling. The SPM should use the approach that achieves the best results and is most appropriate for the individual and the circumstances involved.

(1) The SPM may tell the airman what the SPM thinks is the best solution or resolution to the problem. This may be appropriate if the airman is seeking information.

(2) The SPM may lead the airman to consider all of the possible alternatives to the problem and discuss the merits and drawbacks of each alternative. This may be most appropriate if judgment and decision making are key elements of the problem.

*B. Safety Program Manager Initiatives.* The SPM should be attentive, interested, sincere, and friendly, but must identify and separate the airman's feelings and attitudes from the actual context of the event.

(1) The SPM should be empathetic and supportive, but must avoid expressing opinions or supporting airman views that are contrary to current Federal Aviation Administration (FAA) guidance. The SPM's goal of motivating and educating the airman should be accomplished within the framework of current FAA policy.

(2) The SPM should balance honesty and directness with tact.

(3) The SPM should ask questions that will help the airman arrive at a better understanding of the situation.

(4) The SPM should be alert to body language, gestures, and facial expressions that indicate that the

airman is uncomfortable and try to produce an atmosphere that will encourage the airman to discuss the situation openly.

(5) The SPM's role is to help the airman consider all facets of the problem and understand what alternatives are available and might provide better options.

*C. Terminating the Counseling Session.* Lengthy counseling sessions may not be effective because the exchange of an unwieldy amount of information may be too much to absorb in one session. When needed, schedule additional sessions.

(1) When summarizing the session, the SPM should restate the points covered and ensure the airman understands each point. It may also be helpful to ask the airman to summarize the main points.

(2) The SPM should reiterate the options explored and emphasize any conclusions that were reached.

(a) It may be appropriate for the SPM to recommend additional flight training, ground instruction, a refresher course, or additional counseling at a later time.

(b) The SPM should provide the airman with appropriate safety materials.

(3) The SPM should always end the session on a positive note by thanking the airman for seeking assistance, acknowledging positive actions made by the airman, and inviting the airman to call any time further help is needed.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS

*A. Prerequisites.* This task requires knowledge of FAA polices and procedures, qualification as an Aviation Safety Inspector (ASI), and appointment as an SPM.

*B. Coordination.* This task may require coordination with the FSDO manager, ASCs, other ASIs, and other SPMs.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Pertinent 14 CFR
- Sectional charts, TCA charts, en route charts, and instrument approach charts
- Aeronautical Information Manual
- Advisory circulars
- Aviation Safety publications and materials

#### *B. Forms.*

- None

#### *C. Job Aids.*

- None

### 3. PROCEDURES

*A. Informal, Unscheduled Counseling.* Adjust counseling techniques to fit the situation. Provide the most comfortable atmosphere for the airman permitted by the circumstances.

(1) Listen to the airman's concerns and elicit all of the pertinent facts.

(2) Help the airman to identify and evaluate all possible options.

(3) Provide information to the airman and make any appropriate recommendations.

(4) Invite the airman to visit the FSDO to discuss the possibilities further and receive any appropriate safety materials.

(5) If follow-up action is needed, make a commitment to the airman to take the appropriate action as soon as possible.

(6) Honor any commitments made to the airman and maintain contact with the airman until the matter is resolved.

*B. Program Tracking and Reporting Subsystem.* Open PTRS file.

*C. Scheduled Counseling.* Counseling may be scheduled in response to a request by an airman or as a follow-up action after an accident, incident, or flight assist. Check with the appropriate unit supervisor to find out if an accident investigation or enforcement action involving the airman to be counseled is pending before initiating counseling.

(1) If the airman is the subject of an accident investigation or enforcement action, coordinate any projected counseling with the unit supervisor and inspector responsible for the pending action.

(2) Review the facts of the occurrence, if any, that occasioned counseling.

(3) If appropriate, review the airman's accident/incident/enforcement record through the office automation system.

(4) Formulate the points you wish to make during the counseling session.

(5) Assemble any publications or other materials that you plan to use.

(6) Contact the airman to schedule a convenient date and time for a counseling session.

(7) Before the airman arrives arrange to have telephone calls and other interruptions held until the counseling session is finished.

(8) When the airman arrives for counseling, foster a relaxed, comfortable atmosphere and invite the airman to discuss the occurrence.

(9) Listen carefully to the airman. Ask any questions necessary to clarify the narrative and try to arrive at a mutual understanding of the facts.

(10) Help the airman to identify causal factors, alternatives, and all possible options.

(11) Provide the airman with any appropriate references and safety materials.

(12) Make any appropriate recommendations and, if possible, reach a mutual agreement on a plan of action to prevent future occurrences.

(13) Encourage the airman to contact the ASC in his or her area as an additional source of information and guidance.

(14) If additional counseling or other follow-up action is necessary, schedule the pending activity.

(15) Thank the airman for working to understand the problem and commend positive actions made by the airman. Invite the airman to contact the SPM any time further assistance is needed.

(16) If the counseling is in conjunction with any other action by another inspector, advise the other inspector of the outcome of the counseling.

*D. Program Tracking and Reporting Subsystem.*  
Close PTRS file.

**4. TASK OUTCOMES.** Successful completion of this task results in communicating with an airman regarding a problem, an unsafe act, or the factors which contributed to an accident, incident, or flight assist. It may also result in the provision of information, recommendations, safety materials, and encouragement to the airman by the SPM.

**5. FUTURE ACTIVITIES.** Future activities may include additional counseling and modification of future safety seminars to include material that would benefit other airmen who might incur problems similar to those experienced by the airman counseled.

## CHAPTER 20. PROCESS A FLIGHT ASSIST REPORT

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER. 1952/3952/5952.

**2. OBJECTIVE.** The objective of this task is to provide appropriate information, assistance, and counseling, if needed, to an airman who has received a flight assist from Air Traffic Control (ATC).

**3. GENERAL.** Federal Aviation Administration (FAA) Form 7230-6, Flight Assist Report, was developed by ATC to provide uniform reporting of data relating to assistance other than routine routing and terminal service given to a pilot in-flight. FAA Form 7230-6 is not used to initiate enforcement actions. If the pilot is alleged to have deviated from Title 14 of the Code of Federal Regulations (14 CFR), ATC should use FAA Form 8020-17, Preliminary Pilot Deviation Report. The form is completed by ATC personnel and a copy is forwarded to the appropriate Flight Standards District Office (FSDO). In many cases, ATC will also contact the district Safety Program Manager (SPM) or an ASC by telephone when a flight assist is in progress. Whenever possible, it is desirable for the SPM or a qualified ASC to meet and talk with the pilot at the conclusion of the flight.

*A. Pilot Assistance (FAA Form 7230-6).* The SPM or ASC should arrange to meet the pilot after the aircraft is parked, ascertain the circumstances surrounding the flight assist, and offer any assistance required. It may be appropriate for the SPM or ASC to counsel the pilot on procedures to preclude a recurrence of the event. The person who responds to the pilot who has received a flight assist should be friendly and supportive.

(1) The type of assistance needed may vary widely, depending on the weather, the experience level of the pilot, and other circumstances. An airman might need directions to an airport facility, help in making alternate flight plans, or advice on local airport procedures.

(2) If the airman is a student pilot, contact with the pilot's flight instructor should be an immediate priority. The pilot may need additional instruction

and/or a new logbook endorsement before continuing the flight. The student's instructor may prefer to make arrangements for the student to return to the departure airport or wait at the point of landing until an instructor can be flown in to join the student before further flight is undertaken.

*B. Response to Flight Assist Reports Received by Mail.* Whether or not ATC contacted the SPM or an ASC at the time of the flight assist, a copy of the Flight Assist Report will be sent to the FSDO. The SPM should evaluate the circumstances which precipitated the flight assist and decide what follow-up action is appropriate.

(1) If airman counseling is indicated, the SPM should contact the airman and proceed as indicated in chapter 19.

(2) If counseling does not appear to be indicated, the SPM may need to contact the airman to confirm the circumstances of the flight and make any appropriate recommendations.

(3) Before contacting an airman in response to a Flight Assist Report, the SPM should check with the operations unit supervisor to verify that the occurrence has not been reported in some other format and ensure that a response to the flight assist is not being initiated concurrently with an accident investigation or an enforcement action.

*C. Pilot Who Resides in Another District.* If ATC sends the SPM a Flight Assist Report for a pilot who resides in another FSDO's jurisdiction, the form should be forwarded to that FSDO. The SPM in the pilot's district will evaluate the report and initiate any necessary follow-up action.

(1) The SPM should respond to a request from ATC to meet an arriving aircraft and talk with a pilot who has requested a flight assist, whether or not the pilot's residence or departure point is in the district.

(2) If the SPM counsels an airman from another district in connection with a flight assist, the SPM may contact the SPM in the pilot's district if

additional counseling or assistance for the airman would be helpful.

*D. Purpose of the Flight Assist.* The purpose of the flight assist is to encourage pilots to seek help from ATC before a situation becomes critical. An airman who perceives an uncertain situation and requests a flight assist should be commended for taking prompt action and fully using the system to avoid a deteriorating situation or a possible accident. A pilot request for a flight assist is a precautionary measure, an indication of good judgement, and a practical exercise in accident prevention. Care should be taken never to

discourage or penalize a pilot for requesting a flight assist.

*E. List of ASCs.* The SPM should provide district ATC facilities with a list of ASCs who are qualified to assist pilots who have requested a flight assist in their areas.

*F. Safety Seminars.* The areas of pilot training, operations, or judgement that appear to be contributing factors to requests for flight assists should be addressed in safety seminars.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of FAA policies and procedures, qualification as an Aviation Safety Inspector (ASI), and appointment as an SPM.

*B. Coordination.* This task may require coordination with ATC, the operations unit supervisor, an ASC, or another SPM.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- Pertinent 14 CFR
- FSDO copy of FAA Form 7230-6, Flight Assist Report
- Aeronautical Information Manual
- Aeronautical charts
- Aviation Safety publications

*B. Forms.*

- None

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Flight Assist in Progress.* If notified by ATC that a flight assist is in progress, make arrangements to meet the pilot after the flight is completed, if possible.

(1) If unable to meet the pilot personally, try to arrange for an ASC to meet the incoming flight.

(2) Provide or direct the ASC to provide all possible assistance and counseling, if indicated, to the pilot.

(a) If the airman is a student pilot, contact the pilot's instructor or the instructor who authorized the flight.

(b) Assist the student and the instructor to make the appropriate arrangements for the student pilot to continue the flight, return to base, or wait at the landing point for an instructor to arrive.

*B. Program Tracking and Reporting Subsystem.* Open PTRS file.

*C. FAA Form 7230-6.* Upon receipt of the FSDO copy of FAA Form 7230-6, verify that all of the necessary information has been provided by ATC, evaluate the information, and determine a course of action.

(1) If there are omissions, contact the reporting facility to obtain the missing information.

(2) If no additional information is available and there is insufficient data to identify the pilot or aircraft, terminate the task.

(3) If the circumstances clearly do not warrant further action or the report has arrived beyond the time when any positive response can be accomplished, terminate the task.

(4) If the pilot resides in another FSDO's jurisdiction, send the Flight Assist Report to that FSDO for follow-up action.

(5) If the Flight Assist Report indicates that a violation of 14 CFR has taken place or the event may also have been reported as an incident, coordinate with the operations unit supervisor.

(a) If the operations unit is processing an incident investigation regarding the event, terminate the task.

(b) If there is no conflict with a current investigation, continue processing the report.

(6) If counseling would benefit the airman, contact the pilot and proceed as indicated in chapter 19.

(7) If counseling is not indicated, contact the airman to confirm the circumstances of the flight.

(a) Commend the airman for exercising good judgement and requesting a flight assist.

(b) Make any recommendations that appear pertinent.

*D. Conclude Processing the Report.*

(1) Notify the reporting ATC facility of the action taken.

(2) Place the FSDO copy of the Flight Assist Report and any other materials concerning the report in the appropriate district office file.

*E. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** Completion of this task results in the provision of assistance, information, and counseling, if indicated, to an airman who has received a flight assist, or the closure of a Flight Assist Report which does not require further action by the SPM.

**5. FUTURE ACTIVITIES.** Future activities may include updating district ATC facilities' lists of ASCs and the addition of information regarding contributing factors to flight assists in future safety seminars.

## CHAPTER 21. PROCESS A SAFETY ACTION ITEM

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER. 1953/3953/5953.

**2. OBJECTIVE.** The objective of this task is to initiate appropriate corrective action to resolve a possible hazard to airmen or aircraft in the National Airspace System.

**3. GENERAL.** A safety action item is an operational problem, an unsafe procedure, erroneous information, an obstruction, inadequate airport markings, or any other item which may pose a hazard to airmen or aircraft. Safety action items may be reported to the Safety Program Manager (SPM) in any format by any person, agency, or organization.

*A. Corrective Action.* The SPM should review the details of all reports received and determine what corrective action should be taken.

(1) The SPM should work closely with Aviation Safety Counselors (ASC), airport safety committees, user groups, aviation industry, other agencies, and the public to resolve a safety action item.

(2) If the SPM determines that the reported problem should be referred to another organization for resolution, the SPM should make the referral, track the progress made in resolving the item, and expedite the process in any way possible.

(3) If the reported item will require action by another district or region, the SPM should coordinate with that district or region.

(4) In some cases there will be little or no corrective action that the SPM can take to solve a reported item.

(5) The SPM should advise the person who reported the safety action item of the action planned and taken.

*B. FAA Form 8740-5.* Federal Aviation Administration Form 8740-5, Safety Improvement Report, provides a convenient format for the public to use to report aviation hazards and offer ideas on how to improve the Aviation Safety Program. (See figure 21-1.)

(1) The SPM should distribute Safety Improvement Reports (SIR) to each fixed-base operator, ATC facility, and ASC in the district. Additional forms should be placed in other convenient airport locations. All forms must be stamped with the Flight Standards District Offices' (FSDO)'s address before they are distributed.

(2) Examples of items that may be reported on SIR's include obstructions or other hazards on or adjacent to an airport traffic pattern; incomplete, inaccurate, or obsolete flight data on charts or publications; malfunctioning navigation aids; and contaminated fuel.

(3) The SIR may not be used to report violations of Title 14 of the Code of Federal Regulations (14 CFR).

(4) A person who submits an SIR need not provide his/her name; however, if the sender does sign the SIR and provide an address or telephone number, the SPM should inform the person of the action taken regarding the reported item. The SPM should accomplish this by telephone conversation, written response, or in person.

(5) The SPM should process an unsigned SIR in the same way that a signed form would be handled. It may be more difficult to secure adequate information regarding the problem if the SPM is unable to contact the sender. However, the SPM should evaluate the available facts, confirm the accuracy of the information, and determine a course of action.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of Federal Aviation Administration (FAA) policies and procedures, qualification as an ASI, and appointment as an SPM.

*B. Coordination.* This task may require coordination with the Regional Safety Program Manager (RSPM), Air Traffic Control (ATC), ASCs, airport managers, airport safety committees, the FSDO manager, other ASIs, other FAA agencies, other SPMs, aviation industry, aviation organizations, the public, and state, county, or local governments.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Pertinent 14 CFR
- FAA orders
- Advisory circulars
- Aviation Safety pamphlets
- State laws and county ordinances

#### *B. Forms.*

- FAA Form 1360-33, Record of Visit, Conference or Telephone Call
- FAA Form 8740-5, Safety Improvement Report

#### *C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Evaluate the Safety Action Item Reported.* Evaluate the information provided and determine the appropriate course of action.

(1) If the information provided is insufficient to fully evaluate the problem, attempt to contact the sender and request more information.

(2) If the sender is unknown, research all available information about the problem.

(3) Confirm the accuracy of reported information before initiating action.

*C. Determine Responsibility.* Determine who has jurisdiction, or responsibility for the item, procedure, area, or publication involved.

*D. Assess Need for Immediate Action.* Determine whether the reported item requires immediate action.

(1) If a serious hazard or unsafe condition exists, notify the person or organization which has jurisdiction over the item and seek immediate corrective action.

(2) Contact the responsible party by the most expeditious means. Follow the initial notification with a written report of the hazard. Confirm any initial measures taken and clarify all pending corrective actions.

(3) Continue all indicated action on the problem until it has been resolved.

(4) Conduct any necessary follow-up action to preclude a reoccurrence of the problem.

*E. SPM Actions For Items That Do Not Require Urgent Response.* For reports on items that do not require immediate action, review the problem, plan the response, and implement corrective action.

(1) Identify the persons or organizations who would have an interest in resolving the problem and determine what actions and resources will be necessary to accomplish the task.

(a) If the matter will be referred to another agency or organization for action, prepare a cover letter and send a summary of the report and the cover letter to that agency.

(b) Request that the agency advise the SPM of actions taken to resolve the issue and offer any appropriate support.

(2) Plan long-term actions and follow-up items, if applicable. Establish a time schedule for proposed responses and actions. Set a date to confirm that the planned action or response has occurred.

(3) If practicable, involve ASCs, airport safety committees, and other segments of the aviation community in resolving the problem.

(4) Document notifications, discussions, research data, proposals, commitments, and actions accomplished.

(5) Keep the involved parties informed of the progress that is being made.

(6) When the problem is resolved, inform the initiator of what was accomplished and thank the person for bringing the matter to the FAA's attention.

*F. Items for Which Action Is Undetermined or Not Possible.* Some reports may not require or merit action. Others may require ongoing action over a long period of time and may not ever be definitively resolved.

(1) If the report contains ideas, opinions, or general suggestions, base any further action on the merits of the information. Thank the sender for submitting the information to the FAA.

(2) If an item is reported for which the SPM finds that no corrective action should or can be taken, document the reasons for that finding. Advise the sender of the reasons why action was not taken and thank the person for his/her time and interest.

(3) If the resolution of a problem requires long-term involvement, inform the initiator of the ongoing nature of the action. Invite the person to inquire about the matter at an appropriate future date and thank him or her for bringing the issue to the attention of the FAA.

(4) If the initiator of the safety action item is unknown, document the resolution of the item and terminate the task.

(5) File correspondence and other documents concerning the report in the appropriate FSDO file.

*G. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in the implementation of all appropriate corrective action to resolve a possible hazard to airmen or aircraft in the National Airspace System. It may also result in the application of suggestions and ideas from the public on how to improve the district Aviation Safety Program.

## FIGURE 21-1. FAA FORM 8740-5, SAFETY IMPROVEMENT REPORT

---

FORM APPROVED O.M.B. No. 004-R-0176

U.S. DEPARTMENT OF TRANSPORTATION <small>FEDERAL AVIATION ADMINISTRATION</small> <b>SAFETY IMPROVEMENT REPORT</b>	This report is authorized by law (49 U.S.C. 1421) while you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate and timely.
---	--

**PURPOSE:** To invite your participation in The General Aviation Accident Prevention Program. This form is provided for you to offer ideas for program improvement or to report hazards to aviation safety that you may have observed. Examples of hazards are: obstructions or other hazards on or adjacent to airport traffic patterns; incomplete, inaccurate or obsolete flight data (charts or publications); malfunctioning navigation aids; contaminated fuel; etc. This report is not intended to be used to report violations of Federal Aviation Regulations.

USE THE SPACE BELOW TO TELL US ABOUT YOUR PROGRAM IDEAS OR ABOUT A HAZARD THAT MIGHT CAUSE AN ACCIDENT.  
*(If you are reporting a hazard, tell us what it is, where it is located, and when it was noticed.)*

There is an unlighted tower just north of the Sometown Airport. The tower is about 250 feet high and was lighted until 3 weeks ago. It is hazardous to Sometown traffic at night.

DATE  02-18-99	YOUR NAME AND ADDRESS <i>(Optional)</i>  T. A. Arthur 15 Fir Street, Sometown, MD
<b>FAA FORM 8740-5</b> (3-80)	FORMERLY FAA FORM 8000-7 (2-71)

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 22. SUPPORT AN AIRPORT SAFETY COMMITTEE OR AN AVIATION SAFETY SUPPORT GROUP

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER. 1942/3942/5942.

**2. OBJECTIVE.** The objective of this task is to establish and support an airport safety committee or aviation safety support group which works to eliminate problems and support aviation safety within the district. Successful completion of this task results in the establishment or support of an airport safety committee or aviation safety support group.

**3. GENERAL.** Bearing in mind that airport safety groups and other safety support groups are customer based efforts where the Federal Aviation Administration (FAA) serves as a resource, the Safety Program Manager (SPM) should motivate the aviation community to improve safety in all types of aviation operations. Airport safety committees and aviation support groups provide customers the opportunity to cooperate in the identification and resolution of safety problems and to address ongoing safety issues and concerns.

*A. Number and Location of Committees.* Airport safety committees should be established wherever they are needed. Ideally, every airport should have either an airport safety committee or an aviation safety support group.

*B. Establishment.* An airport safety committee or support group should be established by the local community with assistance from the SPM and Aviation Safety Counselors (ASC)s. The SPM and ASC should guide, educate, and provide information to the committee or group.

*C. Participation.* The SPM should participate or supervise the participation of ASCs in these commit-

tees and groups as often as possible. Whenever practicable, safety seminars should address the concerns of the committee/group and provide support for the safety-related issues and activities of the committee or group.

*D. Airport Safety Committee/Aviation Safety Support Group Members.* The aviation safety committee should be made up of leaders in the local community who are motivated to improve safety and enhance aviation operations in their areas. Committee members may be drawn from all areas of the aviation industry. The list below suggests individuals and organizations to enlist when forming or revitalizing airport safety committees or aviation support groups.

- (1) Airport managers
- (2) Pilot examiners
- (3) Pilot associations
- (4) Flight schools
- (5) Air carriers
- (6) Corporate operators
- (7) Military aero clubs
- (8) Air traffic personnel
- (9) State aviation agencies or aeronautical commissions
- (10) ASCs
- (11) Aviation maintenance organizations
- (12) Flight instructor associations
- (13) Local branches of state or national organizations

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires qualification as an Aviation Safety Inspector (ASI) and appointment as an SPM.

*B. Coordination.* This task may require coordination with Air Traffic, airport managers, aviation industry groups, state agencies, county or local agencies, air operators, aviation maintenance organizations, ASCs, and other airmen.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- None

*B. Forms.*

- None

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Determine Need and/or Interest in a Committee.*

(1) Review safety problems, complaints, incidents, accidents, and personal observations regarding an airport which would benefit from establishment of an airport safety committee or support group.

(2) Review recommendations from ASCs, requests from airport officials, and inquiries from individuals interested in forming an airport safety committee.

*C. Contact Potential Members.* With the assistance of ASCs closest to the target airport, contact potential

committee members and solicit their support for an airport safety committee.

*D. Facilitate an Initial Meeting.* Leaders from the aviation community should form a nucleus and schedule an initial meeting; however, the SPM may offer to facilitate the initial meeting or provide any other support requested by the community.

*E. Ongoing Support.* The SPM supplies or directs ASCs to supply the airport safety committee with aviation safety materials, information, and other support as needed.

**4. TASK OUTCOMES.** The completion of this task results in the establishment and ongoing support of an airport safety committee or aviation safety support group.

### 5. FUTURE ACTIVITIES.

*A. Committee Meetings.* On request, facilitate or participate in airport safety committee meetings.

*B. Materials.* On request, provide committees with advisory circulars, pamphlets, and applicable audiovisual aids.

*C. Provide Support.* Provide support and information requested by committees for projects and resolution of safety issues.

*D. New Committees.* Organize new safety committees as needed.

*E. Review Existing Committees.* Determine if existing airport safety committees need revitalization or additional support.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 23. MANAGE A MAJOR AVIATION SAFETY EVENT

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1942/3942/5942.

**2. OBJECTIVE.** The objective of this task is to plan and accomplish all of the long-term management functions associated with the coordination and direction of a major aviation safety event or project associated with the Aviation Safety Program (ASP).

**3. GENERAL.** Major aviation safety events are large annual events or super seminars which involve extensive coordination between participants, other agencies, aviation industry representatives, and national aviation organizations. Ongoing organizational work for the event may continue throughout the year. The Federal Aviation Administration (FAA) may be the sponsor of the event or a major participant in an event that is jointly sponsored by the FAA, aviation organizations, and aviation industry.

*A. Safety Program Manager (SPM) Responsibility.* The SPM should direct and support the project in the same way that other safety meetings and programs are managed, but on a more extensive scale. The information in this order, chapter 6, Plan, Prepare, and Manage Safety Meetings, Programs, and Activities, should be applied to the direction of a special aviation safety project.

*B. Schedule of Events.* A well organized schedule is imperative for a long-term project. The SPM should outline a comprehensive schedule of actions and functions for the project based on the schedule for the previous year's event.

(1) All critical target dates and required actions should be noted.

(2) The schedule should include a complete list of contacts and telephone numbers for the event.

(3) If celebrity speakers or guests will participate, allow long lead times to ensure compatibility with their schedules.

(4) Plan to reserve any equipment that will be required early, especially if specialized equipment that is not easily obtained will be needed.

*C. Publicity.* The timing on the publicity for a large event is a major factor in its success. Ensure that all news releases and event announcements will be published at the appropriate time. Assign people to contact organizations that publish magazines or newsletters and coordinate publicity for the project.

*D. Announcement Flyers.* It is especially important to allow sufficient lead time for flyers that will require a large printing and wide distribution. Any mailing request which exceeds 40,000 copies must be approved by General Aviation and Commercial Division (AFS-800). General Aviation and Commercial Division will accomplish the required coordination with the Office of Business Information and Consultation, ABC-100, and advise AFS-760 that the request is approved.

*E. Special Federal Aviation Administration Attendees.* If the FAA Administrator, the Deputy Administrator, Assistant Administrators, Associate Administrators, or the Director of the Flight Standards Service will be asked to attend the event, the request for their attendance should be made through AFS-800 as early as possible in the event planning.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of aviation industry and aviation organizations, qualification as an Aviation Safety Inspector (ASI), and appointment as an Safety Program Manager (SPM).

*B. Coordination.* This task may require coordination with the Flight Standards District Office (FSDO) manager, unit supervisors, other ASIs, ASCs, Air Traffic Control (ATC), the Regional Safety Program Manager (RSPM), other SPMs, other agencies, aviation industry, aviation organizations, publication editors, guest speakers, sponsors, facility managers, the news media, the Regional Administrator, regional division management, and the FAA Administrator.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- Event schedule from the previous year
- Annual district Aviation Safety Program plan

#### *B. Forms.*

- FAA Form 8740-10 or FAA Form 8740-11, Aviation Safety Program Aviation Safety-Education Seminar Masthead (8 1/2" x 11" or 8 1/2" x 14")
- FAA Form 8000-34, Airman ADP Mailing Label Request

#### *C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Open PTRS file.

*B. Review Event Schedule from Previous Year.* Review the previous year's schedule, list of participants, and final program. Develop a preliminary plan for the current year with corresponding items.

(1) Note any changes and additions or deletions.

(2) Outline the requirements for any major presentations or activities to be included in the event.

*C. Begin Coordination.* Coordinate planning actions with participants, supporters, and sponsors.

(1) Develop an agenda for all required actions.

(2) Expand, amend, and update the agenda as required.

*D. Reserve Facilities and Equipment.* Ensure all necessary equipment and facilities are reserved for the pertinent speakers and presentations. Arrange to have backup equipment available.

*E. Assign Tasks.* Form committees and work groups as needed. Assign tasks and response dates. Continue coordination as required.

*F. Prepare and Submit the Program Flyer.* Prepare the camera-ready copy and FAA Form 8000-34, Airman ADP Mailing Label Request, per the procedures in chapter 6, section 2, paragraph 3(H) and (I).

(1) If over 40,000 copies of the flyer will be requested, advise AFS-800 and request approval.

(2) Send flyers only to airmen within a geographical radius which is likely to produce a reasonable return of attendees for the investment in flyers.

(3) Expand geographical coverage of the announcement by contacting other districts and regions that publish a newsletter or bulletins for airmen and ask that a notice of the event be included in their publications.

*G. Direct the Event.* Accomplish the final preparations. Direct activities and participate in the event.

*H. Document the Project Activities.* Document the preparation, actuation, and conclusion of the event. Document any projected changes for the following year.

(1) Ensure all participants are recognized and thanked.

(2) File the record of the event and supporting documentation in the FSDO files.

*I. Program Tracking and Reporting Subsystem.* Close PTRS file.

**4. TASK OUTCOMES.** The completion of this activity results in the successful presentation of a

widely attended major aviation safety event. It also results in the provision of safety information to airmen and better communication between the FAA and the aviation community.

**5. FUTURE ACTIVITIES.** Future activities may include the planning and coordination of the event for the following year, initiation of projects to expand the event, and participation in similar events.

## CHAPTER 24. DEVELOP NEW SAFETY PROGRAM MATERIALS

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1943/3943/5943.

**2. OBJECTIVE.** The objective of this task is to develop new safety programs and materials or write new safety publications for the Aviation Safety Program.

**3. GENERAL.** The materials and publications developed for the Aviation Safety Program originate from a variety of sources. Many outstanding programs and materials are developed by Safety Program Managers (SPM) for local use and subsequently adopted for national distribution. Programs that have generated interest in one district are usually of special interest to all SPMs and General Aviation and Commercial Division (AFS-800) welcomes submission of district programs to the national program division. The creativity of SPMs in finding new ways to present safety topics to the public brings a much needed infusion of innovation and ingenuity to the program.

*A. Initiating New Programs.* An SPM who has developed an original program or modified an existing presentation and found it successful at the district level should contact the Regional Safety Program Manager (RSPM) and coordinate submission of the program to AFS-800 and/or AFS-300. They will review the

program, ensure its consistency with national policy and assist with its preparation for national distribution.

(1) The program will often be presented on a test basis in one or more regions.

(2) As minor refinements are made to the presentation, AFS-800 and/or AFS-300 will assist the SPM and RSPM in obtaining graphics support and facilitate any coordination required with other divisions or offices.

*B. New Publications.* An SPM who has written a new publication or revised an existing aviation safety publication should submit the material to the RSPM. If the RSPM concurs that the product has a national application, the RSPM should then submit the publication to AFS-800. General Aviation and Commercial Division will ensure compliance with all applicable FAA policies and government printing requirements, and facilitate the publication's progress through printing and national distribution.

*C. Ideas for New Materials or Audiovisual Aids.* SPMs who would like to discuss a new idea, project, or audiovisual aid for the national program are encouraged to discuss the idea with their RSPM, and to contact AFS-800 to explore the possibility of further developing the project. AFS-800 and/or AFS-300 will provide any assistance possible. Likewise, the SPM should expect to be relied upon to provide assistance and guidance until the project is completed.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires innovation, imagination, qualification as an Aviation Safety Inspector, and appointment as an SPM.

*B. Coordination.* This task may require coordination with the RSPM and AFS-800/AFS-300.

### 2. REFERENCES, FORM, AND JOB AIDS.

*A. References.*

- Existing Aviation Safety Program materials
- Data from FSDO accident/incident files
- Products from related or similar fields

*B. Forms.*

- None

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.*  
Open PTRS file.

*B. Develop an Idea.* Formulate a presentation, outline a program, or draft a publication.

(1) Expose it to a variety of audiences.

(2) Make any necessary modifications.

(3) Involve ASCs, if appropriate.

*C. Submit the Product to the RSPM.* Submit the program or publication to the RSPM for regional input and concurrence.

(1) The RSPM may elect to modify, expand, or further test the product.

(2) With regional concurrence the RSPM should forward the submission to AFS-800/AFS-300 for consideration.

*D. Assist Development.* If the product is approved for national distribution, the SPM can expect to coordinate with AFS-800/AFS-300 to guide its development and finalization.

*E. Program Tracking and Reporting Subsystem.*  
Close PTRS file.

**4. TASK OUTCOMES.** The completion of this task results in the creation of new products for district, regional, and national use in the Aviation Safety Program, stimulates public interest and participation in the program, and energizes Aviation Safety Program activities.

**5. FUTURE ACTIVITIES.** Future activities may include initiating and developing additional new aviation safety presentations, publications, or programs, and providing direction in adapting those products for national distribution.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## CHAPTER 25. MAINTAIN THE AVIATION SAFETY PROGRAM LIBRARY AND AUDIOVISUAL EQUIPMENT

### SECTION 1. BACKGROUND

**1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.**  
Reserved.

**2. OBJECTIVE.** The objective of this task is to maintain the district aviation safety library and audiovisual equipment. Successful completion of this task results in a well organized aviation safety library with current pamphlets neatly displayed and current audiovisual materials indexed and readily available to the public, and all audiovisual equipment in good repair.

**3. GENERAL.** Each Flight Standards District Office (FSDO) shall maintain a library containing the current aviation safety pamphlets, films, slide presentations, and videos. Pamphlets and audiovisual selections must be made available to the public. Pamphlets should be prominently and attractively displayed in an area which is accessible to the public. An audiovisual log must be maintained to ensure accountability and facilitate use of the audiovisual presentations.

*A. Equipment.* Each FSDO must have the equipment necessary to develop and present aviation safety seminars and programs. The following items should be available:

- (1) a 35mm slide projector with sound synchronizer, zoom lens, and protective case;
- (2) a stereo cassette recorder/player with amplifier and speakers (may be part of an integrated slide projector system);
- (3) a projector screen with stand (minimum size 72" x 96");
- (4) a portable projector stand;
- (5) a 35mm camera with flash and close up attachments or digital camera;
- (6) a portable overhead projector with case;
- (7) extra carousel slide trays and blank videotapes;
- (8) two video recorder/players with case;

(9) a color television set or monitor;

(10) a laptop computer with graphics interface and sound card;

(11) a remote computer mouse;

(12) a video projector with case;

(13) a hand truck suitable for moving audiovisual equipment;

(14) spare bulbs for all projectors;

(15) a supply of extension cords; and

(16) a public address system.

*B. 16mm Projectors.* Each Safety Program Manager (SPM) should have access to a 16mm sound movie projector with case. Local schools or libraries or other FSDO's may have this equipment available to lend.

*C. Care of Audiovisual Aids.* Films and videotapes should be stored in protective covers when not in use. They should not be subjected to extreme temperatures. Film cleaning and repairs should be obtained locally by the SPM.

*D. Replacement of Pamphlets and Films.* Instructions for ordering pamphlets and obtaining replacement copies of slides and films are contained in chapter 1, section 4.

*E. Inventory.* All audiovisual equipment must be listed on the district office aviation safety equipment inventory. The SPM is responsible for ensuring that all reasonable precautions are taken in the care and security of the equipment. A secure room should be provided for equipment storage.

*F. Inspection.* Audiovisual equipment should be inspected after each use and repaired, cleaned, or reset as necessary. Spare bulbs and extension cords should be carried with each projector whenever it is used.

*G. Pamphlet Display.* The pamphlet display rack should be checked frequently. Pamphlets and advisory circulars should be displayed so that the title of each

selection is visible. Damaged pamphlets should be removed and replaced. Depleted selections should be replenished. Copies of the current issues of FAA Aviation News should be displayed.

*H. Lending Equipment.* With the SPM's approval, ASC's may borrow the audiovisual equipment they need for scheduled safety seminars; however, the equipment will not be loaned to the general public.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of the annual district aviation safety budget, qualification as an Aviation Safety Inspector (ASI), and appointment as an SPM.

*B. Coordination.* This task may require coordination with ASC's, other SPM's, the Regional Safety Program Manager (RSPM), and local vendors.

### 2. REFERENCES, FORMS, AND JOB AIDS.

*A. References.*

- None

*B. Forms.*

- None

*C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Program Tracking and Reporting Subsystem.* Reserved.

*B. Inventory Existing Audiovisual Aids and Equipment.*

(1) Review the lists of all slide presentations, films, and videos that are available in the district office. Ensure the lists are current. Add or delete entries as required. Audiovisual lists should contain the title, length, a brief description of the subject matter, and publication date of each selection, if known.

(2) Review the audiovisual log and retrieve any selections that have been on loan for an excessive amount of time.

(3) Inventory the district aviation safety program equipment. Update the inventory record as required.

*C. Determine Condition of Audiovisual Aids.* Periodically, the SPM should determine the condition of the audiovisual inventory.

*D. Inspect Audiovisual Equipment.* Check all audiovisual equipment for burned out bulbs, damaged cables or cords, scratched lenses, and other wear.

(1) Ensure that all equipment operates correctly and user manuals are available.

(2) Ensure all parts, attachments, and cases are present and operative.

(3) Check batteries on all battery-operated equipment and replace batteries, if necessary.

*E. Repair/Replace Equipment.*

(1) Make needed repairs or arrange to have equipment repaired.

(2) Order replacements for missing or damaged attachments or parts.

(3) Place all purchase orders, service contracts, receipts, and other related material in the appropriate office file.

(4) If equipment is obsolete or beyond repair, dispose of the equipment according to district office policy.

(5) If equipment must be replaced, include the purchase in the budget.

*F. Replenish Supplies.* Order bulbs, film, videotapes, slide carousels, batteries, and other supplies as needed. Always have spare bulbs for each piece of equipment.

*G. Update Pamphlet Inventory and Display.* The pamphlet list should contain only current selections. Delete canceled pamphlets from the list and discard any remaining copies in the district inventory. Add any new pamphlets received.

(1) Verify the quantity of each pamphlet in the district inventory and order replacement stock as needed. Refer to on-demand printing.

(2) Replenish the pamphlet display. Arrange the display and ensure all current pamphlets are displayed.

*H. Program Tracking and Reporting Subsystem.* Reserved.

**4. TASK OUTCOMES.** The completion of this task results in an easily accessible, complete aviation safety audiovisual library, a display of pamphlets, and well-maintained audiovisual equipment ready for use.

**5. FUTURE ACTIVITIES.**

*A. Update the Budget.* Adjust the aviation safety budget as necessary for purchases.

*B. Order Stock.* Order replacement stock as needed.

*C. Purchase Equipment.* Purchase additional equipment.

*D. Excess Obsolete Equipment.* Excess obsolete or unusable equipment.

## CHAPTER 26. PUBLIC AVIATION AWARENESS PROGRAM

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY NUMBER.

1981/3981/5981.

**2. OBJECTIVE.** The objective of this task is to prepare and conduct awareness/educational presentations on aviation subjects to groups unfamiliar with aviation. Successful completion of this task will increase public awareness and interest in the various facets of aviation.

**3. GENERAL.** Aviation awareness (education) programs provide a valuable service to the community by increasing knowledge and interest in aviation. Through these programs, many individuals are introduced to the field of aviation for the first time.

- Traditionally, aviation awareness (education) has involved teaching basic aviation principles to youth groups such as the Civil Air Patrol, Boy Scouts, Girl Scouts, etc. Additionally, career opportunities in aviation have been discussed with Junior High or Senior High School students. With limited resources, consideration should be given to presentations to groups such as teachers working on a summer Masters Degree program who do not have a background in aviation or participation in the DOT Garrett Morgan Program. A school science fair is another example of where you might make a presentation or even consider being a judge. Community presentations to civic organizations such as the Lions Club or Rotary Club is another area where you can devote your resources.
- Other activities might include tours of airports, Discovery Flights, Aviation Career Education camps or aviation museum tours. The use of a portable flight simulator at an aviation event or school can provide a unique experience for

youth of all ages. Consideration could also be given to some involvement with a school or college in the actual construction of an aircraft.

- Basic areas to be considered for any presentation include: history of aviation, principles of flight, aircraft maintenance, and career opportunities.

**4. RESOURCES.** Resources can be broken down into four general areas: volunteer help, facilities, equipment, and literature.

*A.* Volunteers could be anyone from your counselors to operators in the district, Certificated Flight Instructors (CFI), pilot examiners, medical examiners, maintenance technicians, Federal Aviation Administration (FAA) inspectors or other FAA employees.

*B.* Facilities used could be local airport buildings or lounges, hangars, schools, colleges, churches, government/community buildings or the facilities of the group requesting the presentation.

*C.* Equipment required would be any or a combination of the various types of audio and/or visual aids and equipment listed in chapter 25.

*D.* Literature used for handouts can be obtained from the regional aviation education representative.

**5. PLANNING, PREPARING AND MANAGING PRESENTATIONS, PROGRAMS AND ACTIVITIES.** Refer to the applicable portions of Order 8740.1D, chapter 6 and the Aviation Safety Counselor's Manual, appendix J. Not all portions would necessarily apply - for example, you may not send out an announcement to the airmen community for an aviation awareness presentation.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**

## SECTION 2. PROCEDURES

**1. REREQUISITES AND COORDINATION REQUIREMENTS.** The SPM will need to coordinate the date, time, and location with the sponsor and any volunteers or co-workers who will be participating in the presentation or planned activities.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### A. References.

- literature and audiovisual aids pertinent to the presentation subjects

#### B. Forms.

- None

#### C. Job Aids.

- None

### 3. PROCEDURES

*A. Program Tracking and Reporting Subsystem.* Open a PTRS file for each program scheduled.

*B. Plan, Prepare and Conduct the Program.* This should be accomplished in accordance with the applicable portions of Order 8740.1D, chapter 6 and the Aviation Safety Counselor's Manual, appendix J.

*C. Program Tracking and Reporting Subsystem.* Complete and close the PTRS entry.

**4. TASK OUTCOMES.** The successful completion of this activity will result in increased public interest and understanding of the fundamentals of aviation.

**5. FUTURE ACTIVITIES.** Future activities may include evaluating the event for ways to improve it, planning and coordinating the event for the following year, initiating projects to expand the event and participating in similar events.

**[THIS PAGE INTENTIONALLY LEFT BLANK]**