
CHAPTER 24 INSPECT AN AIRMAN CERTIFICATION REPRESENTATIVE FOR A FLIGHT INSTRUCTOR REFRESHER CLINIC

Section 1 Background

1. WPMS ACTIVITY CODE. 1671

3. OBJECTIVE. The objective of this task is to determine that a designated Airman Certification Representative (ACR) is performing appropriately according to the designation. Successful completion of this task results in an indication of satisfactory or unsatisfactory. An unsatisfactory inspection could result in cancellation of the ACR designation.

5. GENERAL.

A. **Surveillance Interval.** Surveillance should include at least one visit every year to each ACR's Flight Instructor Refresher Clinic (FIRC).

B. **ACR Responsibilities.** ACR's should be reminded that when performing the duties of an ACR, they are acting as a representative of the Administrator and they should conduct themselves accordingly.

(1) An ACR may be checked for competency any time the ACR's performance indicates that such a check is desirable.

(2) An ACR may be inspected in connection with Related Task #14, Inspect a Flight Instructor Refresher Clinic.

(3) ACR spotchecks may consist of any of the following:

(a) Observing the ACR conduct flight instructor certificate renewal functions.

(b) Conducting an in-depth review of FIRC records related to certificate actions already completed by the ACR.

(3) Reports of all ACR spotchecks shall be retained in the ACR's case file maintained in the supervisory FAA district office.

(4) Should a spotcheck indicate an apparent deficiency in the ACR's techniques and standards, the supervising inspector shall initiate immediate educational or remedial action. When remedial action is required, that action must be recorded in the ACR's file.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. **Prerequisites.** This task requires knowledge of the regulatory requirements of FAR Part 61, FAA policies, and qualification as an Aviation Safety Inspector (Operations).

B. **Coordination.** This task requires coordination with the regional flight standards division and AFS-800.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 91, 183, and 187 (Appendix A, Fees)
- FAA Order 8700.1, General Aviation Operations Inspector's Handbook
- WPMS Field Office Manual

B. Forms.

- FAA Form 8000-36, Work Program Management Transmittal Form

C. Job Aids.

- Sample figures and letters

5. PROCEDURES.

A. **Determine the Need for Inspection.** Conduct the inspection as a result of --

- (1) Complaints about the ACR's handling of flight instructor renewals
- (2) Regularly scheduled work program guidelines
- (3) Problems with the ACR's certification files
- (4) Spotcheck of a newly designated ACR
- (5) Any other reason the inspector can justify

B. Pre-Inspection Activity.

(1) Locate in the general office files a schedule of the specific FIRC's future clinics.

(a) Select a specific clinic from the schedule that will allow observation of the ACR performing his or her duties.

(b) Contact both the FIRC and the ACR and advise them that the specific clinic will be monitored in order to observe the ACR.

(2) Review the district office file on the ACR for --

(a) Previous inspection reports

(b) Complaints

(c) Problems with certification files

(d) Any correspondence between the ACR and the district office

C. **Determine the Method of Inspection.** Decide which of the following methods of inspection to use:

(1) Observation of ACR issuing renewed flight instructor certificates

(2) Scrutiny of ACR files on flight instructor renewals.

D. **WPMS.** Open WPMS file.

E. Arrive at FIRC for Inspection.

(1) Verify the ACR's identity by inspecting acceptable forms of identification and comparing them with the ACR's FAA Form 8000-5. (See Chapter 1, Section 4, paragraph 5 of this handbook.)

(2) Observe the ACR issuing some renewal certificates and note if there are any apparent deficiencies in the ACR's standards, judgement, or the screening of applicants.

F. **Records Inspection.** Ensure that flight instructor renewal files kept by the ACR correspond with copies sent to the district office.

(1) Determine that the number of files match the number received in the district office.

(2) Examine the ACR's copies of files returned by AVN-460 for errors.

G. **Inspection Results.** Determine whether the ACR's performance was satisfactory or unsatisfactory.

(1) If the inspection was satisfactory, complete an inspection report and file it in accordance with office procedures.

(2) If the inspection was unsatisfactory, determine which of the following actions is appropriate:

(a) Cancellation of the ACR designation. (See Related Task #23, Section 2.)

(b) Counselling or other corrective action to obtain satisfactory performance.

(c) Enforcement investigation of the ACR. (See Related Task #182, Conduct a Violation Investigation.)

H. **WPMS.** Close out WPMS.

7. **TASK OUTCOMES.** Completion of this task results in the issuance of one or more of the following:

A. An inspection report with a satisfactory indication.

B. An inspection report with an unsatisfactory indication.

C. A Letter of Cancellation.

9. **FUTURE ACTIVITIES.**

A. Continued surveillance of the ACR.

B. Renewal of the ACR designation.

C. Possible cancellation of the ACR designation.

D. Possible investigation of the ACR in response to a complaint.