

CHAPTER 81 CONDUCT A STATION FACILITY INSPECTION

Section 1 Background

1. WPMS ACTIVITY CODE: 1617

3. OBJECTIVE. The objective of this task is to determine that a station facility used by a FAR Part 125 operator or proposed by a FAR Part 125 applicant is in compliance with the FAR. Successful completion of this task results in an indication of compliance or noncompliance in the operator's or applicant's file.

5. GENERAL. The regulations require that the operator show to the Administrator that each route has sufficient airports that are equipped and adequate for the type of operations conducted.

A. Items Inspected. Consideration will be given to items such as size, surface, obstructions, facilities, public protection, lighting, navigational and communications aids, and air traffic control. A station facility inspection includes, but is not limited to, the operator's compliance with these regulations with respect to facilities and public protection.

B. Airport Inspection. No physical inspection of the airport is required during a station facility inspection; however, any airport deficiencies discovered during a facility inspection will be noted and forwarded to the regional Airports Division. (See Related Task #134, Inspect an Airport).

7. PREPARATION FOR STATION FACILITY INSPECTION.

A. Review of Previous Inspection Reports. In order to conduct an efficient station facility inspection, the inspector should review previous inspection reports for prior deficiencies. He must include in the actual inspection an analysis of the operator's policies, procedures, and instructions to personnel involved in oper-

ational control. The inspector must also determine that these policies, procedures, and instructions result in compliance with applicable flight operations and flight release rules and related sections required by the FAR. If conducting the station facility inspection for an applicant for a FAR Part 125 certificate, review the Station Facility Inspection Job Aid, Figure 81-1.

B. Coordination. The inspection should be coordinated with the Principal Operations Inspector and any appropriate company management personnel, for example, the manager of the operator's facility.

C. Arrival and Departure Operations. The inspection should be conducted, when possible, at a time when actual arrival or departure operations are in progress so that the inspector gets an overall view of the operation of the station and the effectiveness of the procedures and equipment used. The inspection should be conducted in concert with company supervisory personnel to avoid any interference with operations.

9. STATION FACILITY INSPECTION JOB AID.

A. Items Not Observed. Items marked in the "Not Obs" (not observed) column are not considered unsatisfactory and, thus, are not considered in noncompliance. Circumstances were such that the particular item could not be observed. Items not observed should be checked in subsequent inspections.

B. Items in Airplane. Items in Blocks 5A through 5D must be carried in the airplane as required by FAR §§ 125.7(b), 125.71(f), and 125.75(b). If any are not present in the airplane, mark the "Unsat" (unsatisfactory) column.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. *Prerequisites.* This task requires knowledge of regulatory requirements in FAR Part 125, FAA policies, and qualification as an Aviation Safety Inspector (Operations).

B. *Coordination.* This task requires coordination with the principal operations inspector and the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS

A. References

- FAR Part 91
- Order 8700.1, General Aviation Operations Inspector's Handbook

B. Forms

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-36, WPMS Transmittal Form

C. Job Aids

- Station Facility Inspection Job Aid, Figure 81-1
- Inspection Evaluation Report, Figure 81-3
- Sample letters

5. PROCEDURES.

A. *Review Previous Inspection Reports.* Review previous surveillance and inspection reports, if applicable, to determine areas of concern and the need for special emphasis.

B. *Notification of Inspection.* Notify the station or flight release office and arrange a time when the station will be handling an airplane departure.

(1) If notifying the station or flight release office in writing, use the sample letter in Figure 81-2. Enclose a copy of the Station Facility Inspection Job Aid and explain that it outlines what the inspection will cover.

(2) If notifying the station by telephone, report the conversation on FAA Form 1360-33, Record of Visit, Conference, or Telephone Call and place in the district office file on the operator.

C. *Brief the Operator.* Before beginning the inspection, brief the station personnel on the scope of the inspection. Go over the Station Facility Inspection Job Aid and answer any questions about what will be inspected.

D. *Conduct of the Inspection.* Use the Station Facility Inspection Job Aid to conduct the inspection.

(1) Block 1—Fill in the name of the operator.

(2) Block 2—Fill in the location of the facility being inspected.

(3) Block 3a—Review staffing assignments with the station manager or personnel on duty. Observe the operator's routine.

(4) Block 3b—Examine personnel records or observe personnel in action to determine proficiency.

(5) Block 3c—Determine which personnel are responsible for completing the load manifest and weight and balance forms (may be flight crew). Review the operator's procedures for completing these forms. Review several recent forms, if available, to ensure the operator's procedures are being followed.

(6) Block 3d—Determine effectiveness after observing station handle an airplane departure.

(7) Block 3e—Review flight release for items required by FAR § 125.403 and signature of pilot in command. Observe coordination between pilot in command and flight release authority, if other than PIC.

(8) Block 3f—Ensure crew receives latest pertinent NOTAM's distributed by teletype communications and those published biweekly in the Airman's Information Manual.

(9) Block 3g—Ensure that pilot in command obtains all available weather reports and forecasts of weather phenomena that may affect the safety of flight, including adverse weather phenomena, such as clear air turbulence, thunderstorms, and low altitude windshear, for each route to be flown and each airport to be served. Weather reports and forecasts used in FAR Part 125 operations shall be obtained from the U. S. National Weather Service (USNWS) or a source approved by either the USNWS or the administrator.

(10) Block 3h—Ensure requirements of FAR § 91.5(a) are met and accomplished accurately.

(11) Block 3i - Check for availability of line communications for obtaining required weather and flight release information if located elsewhere.

(12) Block 3k - Flight following is required only if a flight plan has not been filed. If flight following is required ensure departure information is furnished to the person responsible for flight following.

(13) Block 4a - Observe how the operator protects passengers from jet or prop blast, keeps passengers away from engine areas, and channels passenger movement between gate and the airplane. If the operator is departing from a sterile area, observe passenger screening procedures. If the airport does not furnish these services, it is not part of this inspection.

(14) Block 4b - Check condition and cleanliness of ramp surface (ice, oil, fuel spills, or other debris which would cause a hazard).

(15) Block 4c - Check operator's manual for refueling procedures and observe that they are followed. Report any deficiencies in the procedures. Ensure airplane is grounded before start of refueling.

(16) Block 4d - If an airworthiness inspector has not participated in the inspection, obtain information on fire extinguisher size and inspection requirements.

(17) Block 4e - Observe that ground support vehicles do not pass through the lane taken by passengers from the gate to the airplane or interfere with ground operation of the airplane.

(18) Block 4f - Same as block 4b plus observe that loading procedures do not damage the airplane.

(19) Block 4g - Determine if the operator has procedures for checking ramp surfaces before airplane engine operation. Observe whether these procedures are followed.

(20) Blocks 5a through 5e - Determine that these items are on board the airplane before departure.

(21) Block 6 - See paragraph E following.

(22) Blocks 7 and 8 - Sign and date the Job Aid.

E. *Station Facility Inspection Findings.* Note any items marked unsatisfactory on the Job Aid. These are the areas of noncompliance.

F. *Debrief Station Personnel.*

(1) Advise station personnel of any areas of noncompliance found during the inspection, indicating those items which must be corrected before any further operations can be conducted.

(2) Provide a copy of the discrepancies to station personnel. (Figure 81-3)

G. *Complete Report.* In the "Remarks" section of the Station Facility Inspection Job Aid enter the latest revision number of each manual and give details of any unsatisfactory items by line number.

H. *File Report.* Send original report to the assigned POI and file a copy in District Office.

I. *Make Appropriate WPMS Entries.* Send copy to POI if located in another District Office.

7. TASK OUTCOMES. The completion of this task results in either:

A. A completed Station Facility Inspection Job Aid with satisfactory and unsatisfactory items indicated.

B. A completed Inspection Evaluation Report.

9. FUTURE ACTIVITIES.

A. Follow-up inspection to verify corrections of discrepancies.

B. Routine, programmed surveillance and inspection.

C. Possible enforcement investigation if unsatisfactory items constituted a violation of the FAR. (See Related Task #182, Conduct a Violation Investigation)

FIGURE 81-1 STATION FACILITY INSPECTION JOB AID

1. NAME OF OPERATOR	2. LOCATION		
ITEMS TO BE INSPECTED	SAT	UNSAT	NOT OBS
3. IN FACILITY			
A. Facility Staffing			
B. Personnel Proficiency			
C. Preparation of Load Manifests			
D. Organizational Effectiveness			
E. Flight Release Procedures			
F. NOTAM Summary			
G. Weather Reporting Facility			
H. Flight Planning			
I. Communications			
J. Equipment/Space			
K. Flight Following Procedures			
4. RAMP			
A. Public Safety Ramp/Gate			
B. Airplane Loading Area			
C. Fueling			
D. Fire Protection			
E. Control Of Ramp Vehicles			
F. Cargo Loading			
G. FOD Protection			
5. IN AIRPLANE			

FIGURE 81-2 LETTER NOTIFYING STATION FACILITY OF INSPECTION

DOT/FAA LETTERHEAD

DATE

OPERATOR'S NAME AND STATION FACILITY ADDRESS

Dear _____:

This letter is to inform you that inspectors from this office will conduct an inspection of your station facility on December 12, 1988. The purpose of this inspection is to determine that operations conducted at this facility are in compliance with FAR Part 125.

Enclosed is a copy of a Station Facility Inspection Job Aid which outlines the areas the inspection will cover. Should you have any questions concerning this inspection, please contact this office.

Sincerely,

Signed by District Office Manager

Enclosure

FIGURE 81-3 INSPECTION EVALUATION REPORT

1. NAME OF ORGANIZATION:	2. CERTIFICATE NO.	3. LOCATION
4. AREA OR FUNCTION EVALUATED		
5. FAR SECTION AND/OR OTHER CONTROLLING DATA		
6. REQUIREMENT OF FAR (EXPLAIN)		
7. FINDING (EXPLAIN NONCOMPLIANCE - WHAT, HOW, WHEN, WHERE)		

FIGURE 81-3 INSPECTION EVALUATION REPORT

7. EXPLAIN NONCOMPLIANCE (CONTINUED)

8. DOCUMENTATION SUBSTANTIATING NONCOMPLIANCE (ATTACH COPY)

1.

2.

3.

4.

INSPECTOR'S SIGNATURE
AND TITLE

DATE: