

CHAPTER 214. CONDUCT INSPECTIONS/EVALUATE AIRCRAFT OPERATIONS AT AN AIRPORT OR AIR TRAFFIC CONTROL FACILITY

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1845

3. OBJECTIVE. The objective of this task is to evaluate aircraft operations, pilot adherence to regulations, and safe operating practices at an airport or air traffic control (ATC) facility. Successful completion of this task results in a report of satisfactory or unsatisfactory operations.

5. GENERAL.

A. Authority. Title 49 of the United States Code (49 USC) provides the Administrator with the authority to implement Federal Aviation Administration (FAA) regulations through surveillance and inspection. The inspector is responsible for observing and evaluating aircraft operations in order to prevent accidents, incidents, or potential violations. A finding of an unsafe operation may develop into an enforcement investigation. Some situations may be resolved by discussing proper procedures and techniques with a pilot who has been observed conducting a possibly unsafe operation. The evaluation visit can be an opportunity to educate the flying public and promote good working relations between the FAA and the pilots.

B. Evaluation Sites. This chapter covers evaluation of aircraft operations for the following types of airports:

- (1) Certificated, publicly owned airports and heliports.
- (2) Non-certificated, publicly owned airports, heliports, and seaplane bases.
- (3) Joint military/civilian airports.
- (4) Private airports open to the public.

C. Unauthorized Areas. This includes ramps, baggage handling areas, private airport and security parking, construction areas, and other restricted areas.

D. Airport Security. The inspector should be cognizant of potential security breaches, and should

notify the Civil Aviation Security Field Office (CASFO) of security problems. Thorough security checks are monitored by CASFO or other responsible offices.

F. Work Site Access. The following guidance applies to any task requiring access to an aircraft or airport secure area. To gain access to the work site, aviation safety inspectors (ASI) and air carrier cabin safety specialists (ACSS) should utilize FAA Form 110A, Aviation Safety Inspector's Credential. Unescorted access to restricted and secured areas may be obtained by presenting FAA Form 8000-39, Air Operations Area Identification Card, in conjunction with FAA Form 110A. Inspectors must display this credential on an outer garment to be permitted entry to, and while in, secured areas. Physical barriers will require that inspectors seek local assistance for entry through locked doors and gates. If an inspector anticipates the need for gaining access for more than one day, as in National Aviation Safety Inspection Program (NASIP) inspections, the inspector must attempt to obtain a temporary identification card. At airports where inspectors are normally assigned, they should continue to obtain and wear that airport's identification badge.

(1) When gaining access to secured areas under high and low threat conditions, the inspector should ask if there are any specific security program practices and procedures that need to be followed at the time of entry. Inspectors approaching a passenger screening point may not bypass screening.

(2) There are four threat levels used by security at airports in the U.S.

(a) Levels one and two do not require non-passengers to remain outside of the sterile area (screening area).

(b) Levels three and four require passengers to have a ticket and/or a boarding pass to access the sterile area. During level three and four threat levels, the ASI may use FAA Form 8000-39 to gain access to the sterile area through the screening gate.

(3) Inspectors are personally responsible for knowing the current threat level. Any level change will be disseminated to regional offices by the most expeditious means from Washington headquarters. It will then be disseminated and/or will be made readily available to the inspector.

(4) Inspectors encountering recurring difficulties obtaining access to airport secured areas should provide this information, through their supervisor, to the CASFO for that airport so that the problem can be addressed.

(5) There are no provisions for the use of FAA Form 8000-39 at foreign airports. Procedures are dictated by the individual states, therefore, inspectors must determine and follow these procedures on a case by case basis.

7. INSPECTION OF FAA FLIGHT PROGRAMS. Specific guidance on surveillance related to Title 14 of the Code of Federal Regulations (14 CFR) parts 135 and 121 is contained in FAA Order 8400.10, Air Transportation Inspector's Handbook. The following information is provided as general background for responsibilities associated with 14 CFR part 91 tasks. The FAA has aligned the operation and maintenance of FAA aircraft with that of industry. This effort is the result of an increased emphasis on the safe operation of FAA aircraft. The FAA manages a large fleet of aircraft in support of agency missions, and numerous organizations/field offices conduct flight operations.

A. FAA Aircraft. Responsibility for the operation of FAA aircraft is divided between four organizations. The four groups are Flight Inspection, Washington headquarters (Hangar 6), the FAA Technical Center, and the regional flight programs. Each organization functions as a separate entity with its own operations manual and training program. The fleet includes both owned and leased aircraft. The vast majority of regional aircraft are obtained through the rental program.

B. Responsibilities.

(1) Flight Standards is responsible for the surveillance of aircraft program activity and ensuring compliance with regulatory standards.

(2) Since some rules do not apply, total compliance with all of the air carrier rules is not feasible.

However, each organizational participant of the FAA flight program is responsible for operating in compliance with its manuals and procedures.

C. Inspector Conduct and Action. Operations inspectors should employ standard surveillance procedures when conducting inspections of the participants in the FAA Flight Program.

(1) The inspector conducting surveillance will always be prepared to present identification.

(2) When conducting surveillance, the inspector should use tact and discretion when dealing with the flight crews, maintenance personnel, or management personnel. The inspector should also consider the flight schedule and flight mission of the operation being inspected.

(3) Surveillance by the inspector should include compliance with the organizations manuals, proper execution of airman certificate privileges, and aircraft airworthiness, as applicable.

(4) Although the regulations may not specifically apply to public use aircraft, personnel are required by FAA policy to comply with the procedures outlined in their flight program. When operations contrary to regulations or established guidelines are observed, the adjudication process will be in accordance with established FAA personnel procedures on conduct and discipline.

(5) Inspectors referring to volume 2, chapter 56, Conduct a FAR Part 91 Ramp Inspection, should be aware that the following paragraphs of that chapter do not apply to inspections of FAA aircraft.

- Section 1, paragraphs 5B(1), 5D, 5E, and 5F
- Section 2, paragraph 5J(2)

NOTE: Although FAA Order 8400.10 is normally not applicable to this type of surveillance, inspectors may find some of the information in volume 6 both useful and necessary to accomplishing the inspections, particularly enroute inspections.

D. PTRS Input. Work activities involving FAA aircraft are recorded on FAA Form 8000-36, PTRS Data Sheet.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of part 91, FAA policies, and qualification as an ASI (operations).

B. Coordination. This task may require coordination with the airworthiness unit, the air traffic facility, the airport manager, airport security, or the CASFO.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- 14 CFR parts 1, 61, 91, 121, and 135
- AC 90-42, Traffic Advisory Practices at Airports Without Operating Control Towers
- AC 90-66, Recommended Standard Traffic Patterns and Practices for Aeronautical Operations at Airports without Operating Control Towers
- AC 91-36C, VFR Flight Near Noise-Sensitive Areas
- AC 91-53, Noise Abatement Departure Profile
- AC 91-66, Noise Abatement for Helicopters

B. Forms.

- FAA Form 110A, Aviation Safety Inspector's Credential
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8000-39, Air Operations Area Identification Card

C. Job Aids.

- None.

5. PROCEDURES.

A. PTRS. Open PTRS.

B. Schedule Evaluation. Schedule a visit with the ATC facility manager, airport manager, or owner (if a private airport), setting a convenient date and time.

C. Identify. On arrival at the airport or ATC facility, present your identification (FAA Form 110A) to the ATC facility manager, airport manager, or owner.

D. Conduct the Inspection.

(1) Observe pilot adherence to ATC clearances and instructions.

(2) Observe pilot adherence to approach and departure procedures such as local noise abatement rules, airport procedures, and recommended departure paths for traffic separation.

(3) Observe any instances of unsafe taxiing practices such as excessive speed, taxiing contrary to ATC instruction, failure to yield right of way, taxiing too close to moving vehicles or parked aircraft, etc.

(4) Observe pilot proficiency during landing: do pilots land too fast, too far down the runway, before the landing threshold, flaring too high, bouncing, off centerline, on the wrong runway, or on the taxiway.

(5) Observe any marginal or unsafe operations in general: improper altitude in the traffic pattern, following other aircraft too closely, cutting in front of other aircraft.

(6) Observe adverse weather procedures such as operation in special visual flight rules (VFR) conditions.

(7) Observe whether pilots read back clearances properly and comply with clearances.

(8) Observe the movements of ground vehicles in aircraft operating areas to determine whether airport security confines vehicle movement in the appropriate area.

(9) Determine the level of airport security by checking that gates are locked, fences are in good condition, and access to loading areas is restricted to authorized individuals. Observe how suspicious looking people, packages, and activities are handled.

E. Action.

(1) If no discrepancies are observed, close PTRS with a "Satisfactory."

(2) If a discrepancy is observed, determine the follow-up action needed according to the type of airport.

(a) For accidents, see volume 2, chapter 168, Investigate an Accident.

(b) For incidents, see volume 2, chapter 167, Investigate an Incident.

(c) For violations and criminal investigations, see volume 2, chapter 182, Conduct an Investigation to Determine Compliance. For criminal activities, immediately notify local law enforcement officials, the FBI, and/or the Drug Enforcement Agency, as appropriate.

(d) For complaints, see volume 2, chapter 181, Conduct a Complaint Investigation.

(e) For a breach of security, immediately advise airport security and make a notation in the remarks section of the PTRS. For security breaches on military bases, contact a military security representative or military police. For civilian airports, contact the CASFO and/or airport security office.

(3) Debrief the ATC manager, airport manager, and/or owner.

(4) If an operator's certificate is held in another district office, advise that office if any violation or discrepancy occurred.

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

A. Telephone call or memo to the CASFO reporting possible discrepancies observed in airport security.

B. Telephone call or memo to the airport manager regarding possible airport safety hazards.

C. Telephone call or memo to the certificate holding district office in the case of an air carrier or air agency violation.

D. An indication of satisfactory performance to the PTRS.

9. FUTURE ACTIVITIES.

A. Possible increased surveillance and/or inspection.

B. Possible enforcement action.