NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.385

National Policy

Effective Date:
9/27/16

Cancellation Date:
3/27/17

SUBJ: Flight Standards Inspector Resource Program (FSIRP) Policy Updates and Job Function Qualification Matrix

1. Purpose of This Notice. This notice provides guidance for Federal Aviation Administration (FAA) Flight Standards Service (AFS) personnel on the procedures and associated responsibilities when resources are requested under the Flight Standards Inspector Resource Program (FSIRP). Furthermore, the notice summarizes aviation safety inspector (ASI) currency and qualification requirements for flight-related job functions.

2. Audience. The primary audience for this notice is AFS personnel in certificate-holding district offices (CHDO) and AFS branches and divisions in regions and headquarters (HQ).

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee Web site at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at http://fsims.avs.faa.gov. Operators can find this notice on the FAA's Web site at http://fsims.faa.gov. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Cancellation. This notice cancels Notice 8900.328, Flight Standards Inspector Resource Program (FSIRP) Policy Updates and Job Function Qualification Matrix, dated October 1, 2015.

5. Applicability. The guidance in this notice defines new policy and must be used for all FSIRP requests. It also contains the ASI qualification and currency requirements matrix to be used for all flight-related job functions listed in the matrix.

6. Additional Reference Documents (current editions):

- Additional information on the conduct of check and qualification requirements can be found in the applicable sections of FAA Order 8900.1.
- The AFS Flight Program Flight Operations Manual (FOM) contains additional information and can be found at http://fsims.avs.faa.gov/WDocs/Other/FOM%20Rev%2011.pdf.
- FAA Order 4040.9, FAA Aircraft Management Program, can be found at https://employees.faa.gov/tools_resources/orders_notices/index.cfm/go/document.information/documentID/903612.

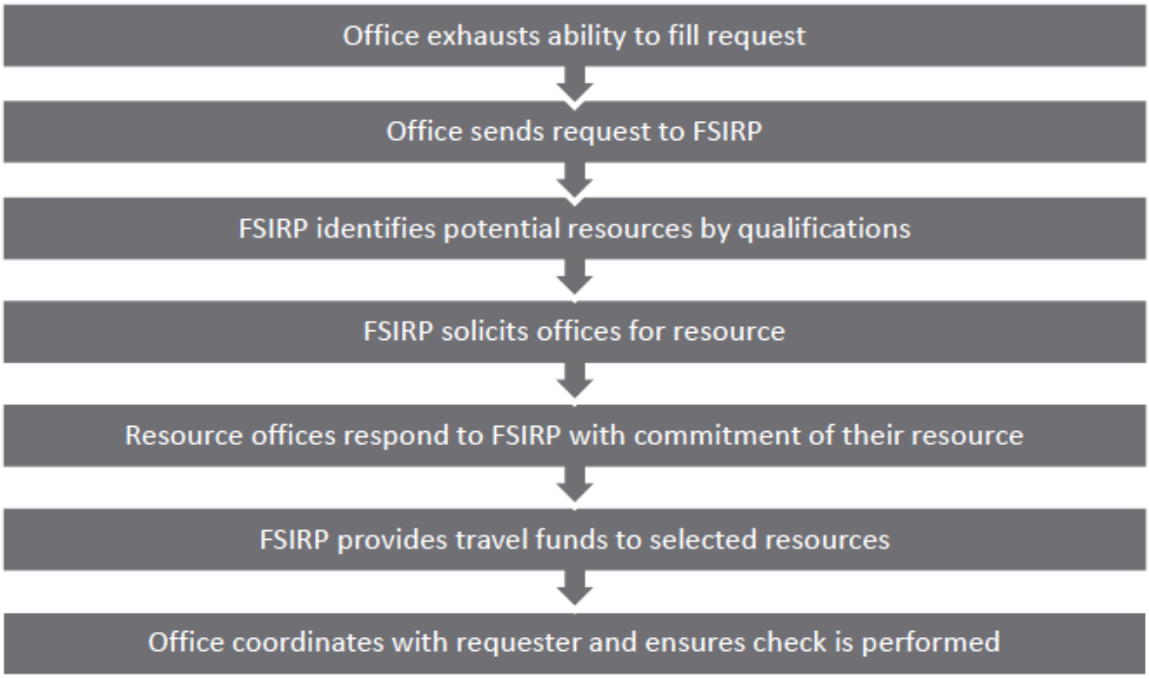
7. Background. Historically, the FSIRP office received requests from field offices for flight checks. They attempted to find qualified FAA resources to conduct these checks by sending requests directly to qualified ASIs. In most cases, the FSIRP office did not receive responses. Because of the low response rate, AFS was not able to meet its mission objectives, resulting in inadequate support to our stakeholders. Conducting flight program certification and surveillance events is a core AFS function. As a result, AFS is updating the policy to meet those mission objectives. This update clarifies policy and identifies the responsible parties associated with an FSIRP request. Once an FSIRP resource has been identified by the respective Office Manager, it is the responsibility of the Office Manager to ensure the work is assigned.

> **Note:** The Office of the Director, Flight Standards Service (AFS-1), assigns work through divisions, program offices, and field offices. Any request from the FSIRP will be considered an assignment of work from AFS-1. Completion of this assignment of work is not optional.

8. Purpose of the FSIRP. The FSIRP operates for the benefit of any facility or inspector that has a need for an inspector resource to conduct a pilot evaluating, testing, or checking (certification) activity for an operator. The FSIRP can assist an inspector/office in locating a qualified or qualified and current, as applicable, inspector resource when no qualified or qualified and current inspector is available within the requesting office, and it has exhausted its efforts to find a resource. The FSIRP also facilitates travel funding for inspector resources conducting certification.

9. High Level Overview of FSIRP Request. The following figure depicts the key events that take place from the onset of an FSIRP request to the completion of the task. The roles and responsibilities associated with this process flow are explained in detail in the following sections.

Figure 1. High Level Overview of FSIRP Request



10. Parties Involved in FSIRP Request. During an FSIRP request, several AFS parties are involved in order to successfully carry out the request. This notice identifies the specific actions of each party in the process. The parties are:

- Requesting offices,
- FSIRP,
- Offices with qualified resources, and
- Selected resource offices.

11. Detailed Actions for Each Party Involved in FSIRP Request.

a. Requesting Office Actions. The requesting office executes the following actions:

(1) If no resource can be obtained, submits the FSIRP request via the FSIRP Resource Travel online application at http://av-info.avs.faa.gov/fsirp/AFSMenuMain.aspx.

Note: The FSIRP request *must* be made at a minimum of 30 calendar-days in advance of need.

(2) When a resource is identified by the FSIRP, the requesting office and the assigned resource coordinate scheduling the event with the stakeholder.

b. FSIRP Actions. The FSIRP executes the following actions:

(1) Reviews request.

(2) Determines qualification and currency needs.

(3) Identifies and reviews potential resources based on qualifications and currency matrix. If none, proceeds to letter of authorization (LOA) process.

(4) Solicits Office Managers who have qualified individuals of the specifics of the event (these may be national resource inspectors (NRI) or other flight program participants).

(5) Evaluates responses received from Office Managers and determines suitability.

(6) Identifies resource to conduct event.

(7) Notifies the selected resource and copies the resource Office Manager and the requester of the check, including requesting office and stakeholder contact information and travel funding, and, if required, copies the other solicited Office Managers with qualified resources that the FSIRP request has been satisfied. The Administrative Officers (AO) and Regional Safety Council members will also be copied, as applicable.

(8) Receives completion information from the selected resource and closes out the FSIRP action.

(9) Researches selected resource's travel voucher information and reconciles budget.

(10) Tracks outcomes of requests and reviews metrics, as appropriate.

c. Offices with Qualified Resources Action. The offices with qualified resources will respond to the FSIRP request within 5 business days with resource availability and funding needs.

d. Selected Resource Office Actions. The selected resource office executes the following actions in response to an FSIRP work request:

(1) Office management assigns work to resource.

(2) Resource inspector inputs travel authorization information into electronic travel program.

(3) Resource inspector coordinates with requesting office and stakeholder.

(4) Resource inspector conducts event and completes documentation.

12. Responsibilities. This section describes the specific responsibilities of the individuals or offices and reinforces what is required of this assignment of work.

a. Requesting Office Responsibilities.

(1) Requesting ASI will:

- In coordination with office management, determine the need for an FSIRP resource if a resource cannot be obtained locally;
- Complete the FSIRP Resource Travel Online Application for an FSIRP request;
- Coordinate with assigned resource and stakeholder to schedule the event and maintain awareness of its progress; and
- Coordinate with office management per office policies on the progress of the request.

(2) Requesting Office Manager will:

- Coordinate throughout the process with the requesting ASI; and
- Ensure that the requested event is scheduled and dispositioned within the planned timeframe.

b. FSIRP Responsibilities. The FSIRP will:

- Evaluate incoming requests and identify resources in a timely manner;
- Provide timely notifications to all offices involved in the process;
- Issue LOA when appropriate;
- Issue travel authorization information, when applicable;

- Reconcile completed travel vouchers with the FSIRP budget; and
- Document completion of the work, as received from the resource.

c. Offices with Qualified Resources. Qualified resource Office Manager(s) will:

- Determine ASI availability, bearing in mind that providing a qualified ASI to conduct a requested event is not an option but rather a core function;
- Respond to FSIRP requests within 5 business days with the ASI(s) name and required funding, if applicable; and
- Provide an email with justification for any negative response to the FSIRP Program Manager with a copy to his/her respective Regional Division Manager.

Note: It is the responsibility of the individual Office Manager(s) to use interdependence where multiple offices are solicited and critical thinking to ensure the consistent performance of all flight check responsibilities.

d. Selected Resource Office Responsibilities.

(1) Office Manager of selected resource will ensure that the requested event is scheduled and dispositioned within the planned timeframe.

(2) Selected resource ASI will:

- After assignment of work, coordinate in a timely manner with requesting ASI and stakeholder for scheduling;
- Conduct the event as scheduled;
- Coordinate with requesting ASI and local management on outcome of event to include appropriate administrative functions;
- Communicate, via email, the disposition of all accepted flight checks to the FSIRP Program Manager; and
- Complete travel voucher, as required.

13. General Information.

a. Activities Funded by the FSIRP.

- Initial and recurrent Title 14 of the Code of Federal Regulations (14 CFR) parts 121, 125, and 135 checks;
- Type ratings in most type-rated aircraft;
- Initial and recurrent checks for inspectors required by Order 4040.9;
- Part 135 initial proving tests (the FSIRP will fund only that portion of a proving test that includes a part 135 or 121 line check; additionally, the requesting facility must provide the name of the principal operations inspector (POI) and Proving Test Team Leader);
- Part 135 validation/navigation testing;
- Part 121 dispatcher checks;

- Training Center Evaluator (TCE) and Designated Pilot Examiner (DPE) initial and recurrent observations;
- Parts 121, 125, and 135 initial line checks and check pilot observations;
- Part 121 Operating Experience (OE) observations;
- Initial certificated flight instructor (CFI) tests in helicopters requiring touchdown autorotations; and
- Required ASI checks (e.g., post incident, Title 49 of the United States Code (49 U.S.C.) § 44709 reexamination, and new certificate).

b. Activities Not Funded by the FSIRP.

- Part 121 proving and validation tests;
- Type rating tests in military aircraft, except to observe a DPE/Flight Engineer Examiner (FEE);
- Type rating tests in vintage aircraft listed in the National Designated Pilot Examiner Registry (NDPER), except for those aircraft used in part 121, 125, or 135 operations;
- Tests and/or checks within a district or for an operator under the jurisdictional oversight of a CHDO when a qualified and current flight program participant exists in the requesting facility; and
- Certification tests outside the United States and its possessions, unless the International Programs and Policy Division (AFS-50) provides prior approval.

14. LOA Request Process. Requests received by the FSIRP where no qualified and/or current inspector is available are completed through an LOA. LOAs are issued to the "best qualified" inspector for a one-time authority to perform a job task.

a. Determining the Best Qualified Flight Program Participant. The FSIRP uses Flight Activity and Crew Tracking System (FACTS) data to determine the flight program participant who is "best qualified." The FSIRP relies on FAA guidance to determine currency and looks at the ratings held by the ASI. The "best qualified" flight program participant, in descending order, is determined as:

(1) A flight program participant who holds the rating but is not current.

(2) A flight program participant who holds a similar rating with similar systems and similar propulsion.

(3) A flight program participant who is available in the location of the needed practical test.

b. Issuing the LOA to the Best Qualified Flight Program Participant. The following process determines whether the FSIRP will issue an LOA to the "best qualified" flight program participant in lieu of a qualified and current flight program participant:

(1) The FSIRP receives an Inspector Resource Request through the FSIRP electronic request process.

(2) The FSIRP reviews the resource request to determine flight program participant qualification requirements.

c. LOA Limitations. The FSIRP writes the LOA for the specific applicant and includes specific limitations in accordance with FAA guidance. The LOA is also specific to the practical test requested and includes a date (with a small window) for the completion of the practical test.

(1) A flight program participant, to whom the FSIRP issued an LOA, conducts the practical test from an approved forward observer's seat unless circumstances preclude it. In such cases, the FSIRP must give specific permission in the LOA to conduct the practical flight test from a required crewmember seat.

(2) The FSIRP only issues an LOA authorizing the conduct of a practical test from a required crewmember seat to an ASI who meets the appropriate currency requirements of 14 CFR part 61.

(3) The FSIRP sends the LOA electronically to the requesting facility and the facility of the "best qualified" flight program participant with a copy to his or her Facility Manager.

(4) The FSIRP maintains a file of all issued LOAs.

Figure 2. Sample LOA Issued by the FSIRP

Federal Aviation Administration

Memorandum

Date: XX/XX/XXXX

To: XXXXXXXX, Manager, Flight Standards District Office

From: XXXXXXXX, Manager, Flight Program Division, AFS-60

Prepared By: XXXXXXXX, FSIRP Coordinator

Subject: Letter of Authorization, (XX-XXXX), XXXXXXXX, XXXX

This Memorandum approves the request for a Letter of Authorization (LOA) per Federal Aviation Administration Order 8900.1, Volume 5, Airman Certification, Chapter 1, Parts 121/135 and General Aviation, Section 2, Paragraphs 5-34 (B), and 5-35 (C-4), to Inspector XXXXXXXX to conduct a check ride in a XXXX aircraft.

Inspector XXXXXXXX must be granted sufficient official duty time not to exceed eight hours, to refresh himself on XXXX systems and procedures.

Inspector XXXXXXXX is prohibited from occupying a required flight crewmember seat while performing duties under the authority of this LOA.

This LOA will be valid for a one-time observation of: proficiency checks for XXXXXXXX, cert. # XXXX, and XXXXXXXX, cert. # XXXX of XXXX. All checks must be completed on or within ten days of XXXX.

15. Crewmember Status—Training and Currency Requirements. Figure 3, Operations Inspector Qualifications and Currency Requirements Matrix, was developed as a job aid/tool for flight program participants to reference qualification and currency requirements the ASI must meet to conduct certain inspector job functions. The matrix does not include all inspector job functions. Each row of the Operations Inspector Qualifications and Currency Requirements Matrix represents a job function, and the columns represent the qualifications the ASI must possess and the currency requirements the ASI must meet in order to perform the job function. The Operations Inspector Qualifications and Currency Requirements Matrix includes references to Order 8900.1 where applicable guidance related to qualifications and currency should be reviewed.

> **Note:** The Operations Inspector Qualification and Currency Requirements Matrix must be used in conjunction with the applicable AFS policy division guidance in Order 8900.1 in order to determine if an ASI can perform the listed job function. Figure 3 lists inspector qualifications and currency by job function below.

Figure 3. Operations Inspector Qualifications and Currency Requirements Matrix

Ref	Job Function	Medical Required(1)	Category/ Class Rating	Type Rating in Subject Aircraft	12 Mo. Formal Training in Type(2)	24 Mo. Formal Training in Category(3)	EBC Current (4)
1	**Part 61 pilot certification practical test as a *required crewmember*, including *safety pilot*** (5) (Ref: Order 8900.1, V5 C1 S2, P5-27B & C, P5-29, & P5-30.)	2nd	Yes	Yes	Yes	Yes	Yes
2	**Part 61 pilot certification practical test *from observer seat*** (Ref: Order 8900.1, V5 C1 S2, P5-27B & C, P5-29, & P5-30.)	No	Yes	Yes	Yes	Yes	Yes
3	**Part 91K/121/125/135/141/142 competency/proficiency check as a *required crewmember*, including *safety pilot*** (5) (Ref: Order 8900.1, V3 C19 S7, P3-1282 & V5 C1 S2 P5-27A—91K, 121, 125 & 135 only.)	2nd	Yes	Yes	Yes	Yes	Yes (6)
4	**Part 91K/121/125/135/141/142 competency/proficiency check from observer seat** (Ref: Order 8900.1, V3 C19 S7, P3-1282.)	No	Yes	Yes	Yes	Yes	Yes (6)
5	**Special medical test (flight)** (5) (Ref: Order 8900.1, V5 C8 S1, P5-1526D.)	2nd	Yes	Yes	Yes	Yes	Yes
6	**49 U.S.C. § 44709 reexamination** (5) (Ref: Order 8900.1, V5 C7 S1, P5-1422.)	2nd (7)	Yes	Yes	Yes	Yes	Yes
7	***Original/Ongoing* Part 183 evaluation as a *required* crewmember, including *safety pilot*** (5) (Ref: Order 8900.1, V13 C6 S1, P13-508B1)—First-Time Practical Testing Evaluation & V13 C6 S1, P13-508B2)—Annual Practical Testing Evaluation.)	2nd	Yes	Yes	Yes	Yes	Yes
8	***Original* Part 183 evaluation *from observer seat*** (Ref: Order 8900.1, V13 C6 S1, P13-508B1)—First-Time Practical Testing Evaluation.)	No	Yes	Yes	Yes	Yes	Yes
9	***Ongoing* Part 183 evaluation *from observer seat*** (Ref: Order 8900.1, V13 C6 S1, P13-508B2)—Annual Practical Testing Evaluation.)	No	Yes	Yes	No	Yes	Yes (8)
10	***Original* Part 121/135 line check *from observer seat*** (Ref: Order 8900.1, V3 C19 S13, P3-19-13-3B.)	No	Yes	Yes	No	Yes	Yes (8)
11	***Ongoing* Part 121/135 line check *from observer seat*** (Ref: Order 8900.1, V3 C19 S13, P3-19-13-3B.)	No	Yes	No (9)	No	Yes	Yes (9)
12	***Original* Part 91K/121/135 check airman/check pilot observation *from observer seat*** (Ref: Order 8900.1, V3 C20 S2, P3-1428C—Initial Cadre.)	No	Yes	Yes	Yes	Yes	Yes
13	***Ongoing* Part 91K/121/135 check airman/check pilot observation *from observer seat*** (Ref: Order 8900.1, V3 C20 S2.)	No	Yes	Yes (10)	No	Yes	Yes
14	**Part 121 OE observation *from observer seat*** (Ref: Order 8900.1, V6 C2 S20, P6-606B.)	No	Yes	No (10)	No	No	No
15	**Part 91K/121/135 flight instructor observation *from observer seat*** (Ref: Order 8900.1, V3 C20 S2 & V3 C54 S5, P3-4412B.)	No	Yes	No	No	No	No
16	**Part 91K/121/135 proving and validation tests when the qualified operations inspector *occupies an observer seat***	Refer to Order 8900.1, V3 C29 S5, P3-2381A1).					

Notes for Figure 3, Operations Inspector Qualifications and Currency Requirements Matrix:

(1) Inspectors conducting certification (pilot evaluating, testing, and checking) job functions as a required crewmember, including safety pilot, must hold a second-class medical certificate.

(2) Applicable airplane (only if a type rating is required) or helicopter. If the inspector is assigned to more than one aircraft that requires a type rating, formal training is alternated every 12 months between aircraft types. If the inspector holds a helicopter assignment, formal training is required every 12 months.

(3) For gyroplane, lighter-than-air, glider, weight shift, and powered parachute, an AFS Flight Program check recorded on FAA Form 4040-2, FAA Crewmember Check Record, may substitute for formal training.

(4) In order to be events based currency (EBC) current, the inspector must have completed the required tasks and flight program requirements. EBC current does not refer to qualifications including formal training and medical certification.

(5) In order to conduct certification (pilot evaluating, testing, and checking) job functions as a required crewmember, including safety pilot, the inspector must meet the recency-of-experience requirements of part 61, §§ 61.57 and 61.58. (Refer to Order 8900.1, Volume 5, Chapter 1, Section 1, paragraph 5-3, Inspector and Examiner Qualifications, and Volume 5, Chapter 1, Section 2, subparagraph 5-27C, Operations Inspector Currency Requirements.)

(6) An inspector must complete all required non-Memorandum of Understanding (MOU) tasks in FOM chapter 4, Table 4-19, Air Carrier Inspectors Conducting Checks in Group II Aircraft (Non-MOU) Tasks, (not otherwise completed under the MOU), prior to conducting certification (pilot evaluating, testing, and checking) job functions outside the MOU.

(7) If the 49 U.S.C. § 44709 reexamination is conducted in a simulator, the inspector is not required to hold a valid second-class medical certificate at the time of the reexamination.

(8) EBC currency is not required in the subject aircraft. However, EBC currency is required in at least one EBC assignment in the same category and class.

(9) EBC currency is not required in the subject aircraft. However, EBC currency is required in at least one EBC assignment in the same category and class. A type rating is not required in the subject aircraft.

(10) The inspector must be qualified in the category, class, and group of aircraft to be used, but does not need to be qualified in the aircraft type. An inspector must be type rated in an airplane that has a passenger capacity of 30 seats or more, or a payload capacity of more than 7,500 pounds, to conduct the observation in an airplane of these capacities.

16. Risk Mitigation and Safety Standards.

a. Complexity of Job Functions. The job functions that an inspector performs vary widely in complexity and associated risk as a result of the many different tasks that may be performed. For example, a line check and proficiency check will require different qualifications for the safety pilot because of the different level of risk associated. When critical skill sets (skills that require a precise action from the pilot to ensure a safe outcome) are conducted, a higher level of proficiency and competency is required of the safety pilot.

b. Due Diligence in Risk Assessment. Because of the challenges the field inspector will encounter during the performance of his or her duties, he or she must exercise due diligence in the assessment of risk prior to conducting an event. To assist in determining the appropriate level of proficiency and competency of the safety pilot, the guidelines in subparagraph 16c below should be considered. Additional information regarding Safety Pilot Standards may also be found in Order 8900.1.

c. Formal Training.

(1) Inspectors must consider and carefully evaluate the hazards and associated risks for that event. When conducting an event that involves critical skills, the safety pilot must be formally trained, proficient, and competent in all of the critical skills that will be conducted during the event. The assessment should consider the training completed by the safety pilot. For example, the safety pilot must be:

- Competent conducting the procedures associated with blocking the controls against incorrect applicant responses for an event that would require such a task;
- Knowledgeable of the appropriate actions for simulating failures in the specific aircraft;
- Able to identify when a maneuver or procedure is deteriorating to an unsafe level and know when to physically intervene;
- Willing to ensure overall safety of the flight to whatever extent necessary; and
- Fully adept to ensure safety in whatever manner would be effective if a particular maneuver cannot be executed safely.

(2) The considerations above and other factors deemed appropriate by the inspector conducting the event will ultimately determine if the event can be safely accomplished.

17. Disposition. We will incorporate the information in this notice into Order 8900.1 before this notice expires.



John Barbagallo
Deputy Director, Flight Standards Service

Appendix A. Job Aid: Resource Search in FACTS

Searching for a national resource inspector (NRI):

The requester may conduct a search for a current, qualified flight program participant on the aircraft, or group of aircraft involved, through the Flight Activity and Crew Tracking System (FACTS) database at https://av-info.avs.faa.gov/FACTS/.

To locate an NRI in FACTS:

a. Select an Aircraft Type from the dropdown menu.

b. Select "National Resource" from the Search menu.

c. Select "National Resource" as the Search Type.

d. Select the Region from the dropdown menu, if applicable.

e. Select the individual NRI record.

Searching for a current and/or qualified flight program participant:

The requester may conduct a search for a current, qualified flight program participant on the aircraft, or group of aircraft involved, through the FACTS database at https://av-info.avs.faa.gov/FACTS/.

To locate a resource in FACTS:

a. Select "National Resource" from the Search menu.

b. Select "Current/Qualified" (to search the events based currency (EBC) program) or "Qualified" as the Search Type depending on the reason for the search.

c. Select the Aircraft Type from the dropdown menu.

d. Select the Region from the dropdown menu, if applicable.

e. Select an individual record to access the flight program participant's information and ensure the flight program participant is current and/or qualified.