

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8000.290

11/4/04
Cancellation
Date: 11/4/05

**SUBJ: “SPECIAL EMPHASIS SURVEILLANCE AND REPORTING” – AIRPORT
DIAGRAMS AVAILABILITY AND IN VIEW FOR USE BY PILOTS DURING
TAXI OPERATIONS**

1. PURPOSE. This notice provides guidance to aviation safety inspectors (ASI) for “Special Emphasis Surveillance and Reporting” to determine whether pilots have Surface Movement Chart(s), hereinafter referred to as “airport diagrams,” readily available for use and use them when conducting taxi operations.

2. DISTRIBUTION. This notice is distributed to the division level in the Flight Standards Service in Washington headquarters; to the branch level in the regional Flight Standards divisions; to the Flight Standards District Offices, and to the Regulatory Standards Division at the Mike Monroney Aeronautical Center. This notice is also distributed electronically to the division level in the Flight Standards Service in Washington headquarters and to all regional Flight Standards divisions and district offices. This information is also available on the Federal Aviation Administration’s (FAA) Web site at:
<http://www.faa.gov/avr/afs/notices/8000/N8000-290.doc>.

3. CANCELLATION. Notice N8400.67, Flight Standards Cockpit En Route Inspection “Special Emphasis” Item on the Use of Surface Movement Charts, dated June 15, 2004, is cancelled.

4. DISCUSSION.

a. Preventing Runway Incursions – Top FAA Safety Priority. One of the FAA’s top safety priorities continues to be the prevention of runway incursions. To help achieve this goal, the FAA has implemented several initiatives designed to reduce runway incursions through enhanced education and training of pilots, air traffic controllers, and mechanics, as well as the gathering and evaluation of data on the causes of runway incursions.

b. Pilot Deviation Runway Incursions Caused by Loss of Situational Awareness. Analysis of existing information conducted by the MITRE Center for Advanced Aviation System Development, the Runway Incursion Joint Safety Analysis Team, and the Volpe National Transportation Systems Center, has determined some of the causal factors of runway incursions. The overwhelming category of pilot error can be classified as a loss of “situational awareness.” A pilot’s familiarity with and use of airport diagrams improves his/her surface “situational awareness.”

c. Use of Airport Diagrams is an FAA-/Industry-Recommended Standard Operating Procedure (SOP). Industry wide, SOPs are among the highest scoring safety enhancements across five accident categories, including Controlled Flight into Terrain, Approach and Landing, Loss of Control, Runway Incursions, and Turbulence. The implementation of SOPs for aircraft taxi operations is seen as one of the most powerful near-term interventions, as well as a low-cost option, in mitigating the occurrence and severity of runway incursions.

NOTE: See Advisory Circular (AC) 91-73A, Part 91 and Part 135 Single-Pilot Procedures During Taxi Operations, and AC 120-74A, Parts 91, 121, 125, and 135 Flightcrew Procedures During Taxi Operations, for additional information on taxi SOPs and best practices.

d. Flight Standards (AFS) Objective. In an effort to assess, modify, and enhance runway safety, one of the objectives undertaken by AFS is to encourage pilots to have current surface movement charts available for use during taxi operations. AFS will develop a baseline of pilot use of airport diagrams during taxi operations as a means to assess the effectiveness of applying a special emphasis in this area during inspections and the relationship of this use to runway incursion mitigation.

5. ACTION. For all en route inspections conducted from the flight deck during the 4-month period commencing December 1, 2004, and ending on March 31, 2005, ASIs will verify if pilots have current airport diagrams available and use them during taxi operations. ASIs will document this activity under the guidance in paragraph 6.

6. TRACKING.

a. Non-Air Transportation Oversight System (ATOS) Reporting. ASIs conducting en route inspections under Program Tracking and Reporting Subsystem (PTRS) activity codes 1624, 3629, and 5629, will document availability and use of current airport diagrams by pilots by inserting the appropriate characters, without quotation marks, in the PTRS “National Use Field” as follows:

(1) “ADAVA-Y” – Airport diagram available and used.

(2) “ADAVA-N” – Airport diagram available but NOT USED.

(3) “ADAVA-NA” – Airport diagram not available.

(4) Use the “Comments” field to record any comments by the pilots regarding the use of airport diagrams.

b. ATOS Reporting.

(1) **En Route Inspections with No Element Performance Inspection (EPI) Activities.** While conducting en route inspections from the flight deck that do not involve EPI surveillance activities, ASIs will document availability and use of current airport diagrams by pilots according to the instructions in paragraph 6a(1) through 6a(4).

(2) En Route Inspections with EPI Activity. While conducting en route inspections from the flight deck that involves EPI surveillance activities, ASIs will make an ATOS entry using the “Other Observation DOR” functionality to document the availability and use of current airport diagrams by pilots. The ASI will access the “Create DOR” option on the ATOS homepage, select the “Other Observation” tab, and:

- (a) Select System: 3.0 Flight Operations.
- (b) Select Sub-System: 3.1 Air Carrier Programs and Procedures.
- (c) Select the appropriate air carrier from the drop-down menu.
- (d) Select the appropriate code (1624 OPS, 3629 A/W, or 5629 A/V) from the “PTRS Activity Number” drop-down menu.
- (e) Enter the date the activity was started and completed.
- (f) Enter the location the activity was performed.
- (g) Document availability and use of current airport diagrams by pilots by inserting the appropriate characters, without quotation marks, in the PTRS “National Use Field” as follows:
 - 1** “ADAVA-Y” – Airport diagram available and used.
 - 2** “ADAVA-N” – Airport diagram available but NOT USED.
 - 3** “ADAVA-NA” – Airport diagram not available.
- (h) Use the “Comments” field to record any comments by the pilots regarding the use of airport diagrams.
- (i) Input any actions taken in the “Reporting Inspector Action Taken” field.
- (j) Select the “Save” button after all entries have been made.

7. DISPOSITION. This notice will not be incorporated into Order 8400.10, Air Transportation Operations Inspector’s Handbook. The Air Transportation Division, AFS-200, developed this notice. Any questions concerning this notice should be directed to the Air Carrier Operations Branch, AFS-220, at (202) 267-3749.

/s/ John M. Allen (for)
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Director, Flight Standards Service