

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8400.67

6/15/04

Cancellation  
Date: 6/15/05

## **SUBJ: FLIGHT STANDARDS COCKPIT EN ROUTE INSPECTION “SPECIAL EMPHASIS” ITEM ON THE USE OF SURFACE MOVEMENT CHARTS**

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**1. PURPOSE.** This notice provides guidance to aviation safety inspectors (ASI) for continued “Special Emphasis” during cockpit en route inspections in support of the Federal Aviation Administration’s (FAA) Runway Safety Program.

**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 (AFS) in Washington headquarters and to all regional Flight Standards divisions and district offices. This information is also available on the FAA’s Web site at: <http://www.faa.gov/avr/afs/notices/8400/N8400-67.doc>.

### **3. DISCUSSION.**

**a. Preventing Runway Incursions – Top FAA Safety Priority.** The prevention of runway incursions remains one of the FAA’s top safety priorities. To continue achieving this goal, the FAA has implemented several initiatives designed to reduce runway incursions through enhanced education and training of pilots, crewmembers, 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 (JSAT), 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. AFS Objective.** In an effort to continue assessing, modifying, and enhancing 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.

**4. ACTION.** During all en route inspections conducted from the flight deck, ASIs will continue to note whether flightcrews have current surface movement charts (airport diagrams) available for use during taxi operations.

## 5. TRACKING.

**a. Non-Air Transportation Oversight System (ATOS).** ASIs conducting en route inspections under Program Tracking and Reporting Subsystem (PTRS) activity codes 1624, 3629, and 5629 will document a flightcrew's failure to have current surface movement charts (airport diagrams) available for use through the PTRS by inserting the characters "CEIRIP" (without quotes) in the "National Use" field. ASIs should use the comment section of the PTRS to document interactions with and response of the flightcrew.

### **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 whether or not a flightcrew has current surface movement charts (airport diagrams) available for use according to the instructions in paragraph 5a.

**(2) En Route Inspections with EPI Activity.** While conducting en route inspections from the flight deck that involve EPI surveillance activities, ASIs will make an ATOS entry using the "Other Observation DOR" functionality to document whether or not a flightcrew has current surface movement charts (airport diagrams) available for use. 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 Subsystem: 3.1.3 Airman Duties/Flight Deck 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) Enter "CEIRIP" (without quotes) in the "Local/Regional/National Use" field.
- (h) Use the "Comments" field to note whether or not a flightcrew had current surface movement charts available.
- (i) Input any actions taken in the "Reporting Inspector Action Taken" field.
- (j) Select the "Save" button after all entries have been made.

**6. DISPOSITION.** This notice will not be incorporated into Order 8400.10, Air Transportation Operations Inspector's Handbook.

/s/ John M. Allen, for  
James J. Ballough  
Director, Flight Standards Service