

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8400.74

10/15/04
Cancellation
Date: 10/15/05

**SUBJ: ACCESS TO THE FLIGHT DECK FOR AUDITS CONDUCTED UNDER THE
INTERNATIONAL AIR TRANSPORT ASSOCIATION OPERATIONAL SAFETY
AUDIT PROGRAM**

1. PURPOSE. This notice provides Flight Standards (AFS) principal operations inspectors (POI) with policy guidance for approving access to the jumpseat for audits conducted under the International Air Transport Association (IATA) Operational Safety Audit Program (IOSA).

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 International Field Offices, 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/8400/N8400-74.doc>.

3. BACKGROUND.

a. The FAA is working with the International Civil Aviation Organization (ICAO) and other civil aviation authorities to improve safety oversight through implementation of international standards. One of the key players in this effort is the International Air Transport Association (IATA). IATA has developed IOSA as an internationally recognized audit system to help airlines maintain a higher level of safety and reliability. IOSA saves the airlines' resources by creating cost-efficient, harmonized, internal audit standards. IOSA focuses on the management and control systems of an air carrier. Conformity with IOSA standards is determined through the collection and analysis of factual evidence that indicates whether processes and procedures of the operator are properly documented and implemented.

b. The FAA has determined that IOSA may be used as one of the methods to meet the Department of Transportation's (DOT) and the FAA's Code-Share Safety Program guidelines requirements, provided it is part of the U.S. air carrier's FAA-accepted Code-Share Audit Program. The FAA has worked closely with IATA on this initiative and since the objectives of IOSA are consistent with those of the DOT/FAA Code-Share Safety Program, in terms of operations and safety, we encourage air carriers to participate, as appropriate.

c. One very important activity associated with the audit under IOSA is the observation of line operations from the flight deck jumpseat. This particular activity significantly enhances the

effectiveness of the audit by providing firsthand verification that the procedures of the operator are being properly implemented during actual line operations.

d. The IOSA program provides specific, high-level qualification standards for the auditors who will conduct assessments of line and simulator operations. These auditors are familiar with flight deck operations, understand applicable procedures and protocols, and have had extensive experience either as a pilot in airline flight operations or as a flight operations air carrier inspector for a regulatory authority. All IOSA auditors must meet rigid qualification requirements in accordance with the IOSA Programme Manual (IPM). The IPM is available in its entirety to POIs on the IOSA Web site.

4. ACTION. U.S. carriers seeking initial or recurrent IOSA registration in accordance with their FAA-accepted Code-Share Audit Program should contact their POI regarding jumpseat access for an IOSA auditor. Such requests for access to the flight deck are in accordance with Title 14 of the Code of Federal Regulations (14 CFR) part 121, section 121.547(a)(4). POIs will take the following action prior to requesting the Air Transportation Division's (AFS-200) approval for requests by airlines for IOSA auditors:

a. POIs shall confirm that U.S. operators request only an approved IOSA flight operations auditor, employed by an audit organization that has undergone accreditation by IATA, and who is permitted to conduct line assessments during audits under the IOSA program. These organizations are listed at: <http://www.iata.org/iosa/accreditation.htm>.

b. POIs shall confirm that each IOSA auditor who conducts line assessments during an audit of a U.S. air carrier has undergone a security check and been approved by the Transport Security Administration (TSA). The results of the security check are available for viewing by POIs on the IOSA Web site, along with a personal data file that provides a security history of the auditor in the areas of education, employment, operational experience, and auditor qualifications. Relevant auditor information as well as contacts for TSA and FAA can be found on the IOSA Web site at: <http://www.iata.org/iosa>.

c. POIs shall then confirm via the IOSA Web site that the auditor's TSA approval is current.

d. U.S. carriers shall forward all requests for IOSA auditors to observe line operations to the appropriate certificate-holding district office (CHDO). Upon receiving the request, the CHDO will determine if the request is justified under the IOSA program, if the audit organization is formally accredited by IOSA, and if the auditor is approved to conduct line observations on U.S. operators by the TSA. Requests should be received by the CHDO at least 30 days in advance of the planned observation. POIs should contact the International Programs and Policy Office, AFS-50, for information on how to access the IOSA Web site (see paragraph 5).

e. POIs will forward the request for jumpseat access and their recommendation for approval to AFS-200. AFS-200 will review the request and issue FAA Form 8430-6, Admission to Flight Deck.

5. DISPOSITION. This notice will not be incorporated into Order 8400.10. AFS-50, in cooperation with AFS-200 developed this notice. Any questions concerning this notice should be directed to AFS-50 at (202) 385-8070 or the Air Carrier Operations Branch, AFS-220, at (202) 267-8166.

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