



U.S. Department
of Transportation
**Federal Aviation
Administration**

InFO

Information for Operators

InFO 08021
DATE: 5/1/08

Flight Standards Service
Washington, DC

http://www.faa.gov/other_visit/aviation_industry/airline_operators/airline_safety/info

An InFO contains valuable information for operators that should help them meet certain administrative, regulatory, or operational requirements with relatively low urgency or impact on safety.

Subject: New guidance for sign-off by part 119 designated management personnel for Voluntary Disclosure Reporting Program (VDRP) submissions.

Purpose: To inform airlines certificated under Title 14 Code of Federal Regulations (14 CFR) part 119 for operations under 14 CFR parts 121 or 135 of a new Federal Aviation Administration (FAA) policy regarding VDRP. In addition to present FAA guidance for such submissions, a final sign-off by a part 119 designated management official must now be included.

Background: In conjunction with recent high profile events involving air carrier voluntary disclosures, we have noted that senior airline executives are not always fully aware of the processes entailing submissions and associated airline obligations. Accordingly, this InFO updates VDRP policy provided in the current edition of Advisory Circular (AC) 00-58, Voluntary Disclosure Reporting Program, by informing operators certificated under part 119 for operations under part 121 or part 135 that the FAA expects voluntary disclosures to include documentation of a final sign-off by a part 119 designated management official, as specified in this InFO. We intend this documented sign-off to reduce the likelihood that senior company executives are uninformed concerning voluntary disclosures by their airline.

Recommended Action: In order to better assure that corporate executives are fully aware of the content of their company's voluntary disclosures to the FAA, one of the management officials specified in 14 CFR §§ 119.65 or 119.69, as appropriate must notify the FAA of an apparent violation, as described in the current issue of AC 00-58A. (For a part 121 operator these management officials include the director of safety, director of operations, chief pilot, director of maintenance, chief inspector, or alternative positions per § 119.65(b). For a part 135 operator these positions include the director of operations, chief pilot, and director of maintenance or alternative positions per § 119.69(b).) Management officials should use one of the procedures specified below.

a. The management official may accomplish FAA notification by personally submitting it through the Web-based VDRP system as specified for Phase I (Notification to the FAA of an Apparent Violation) in AC 00-58, Appendix 1.

NOTE: In order for management officials to accomplish the Phase I Initial FAA notification using the VDRP Web-based system, an FAA principal inspector (PI) assigned to the certificate-holding district office (CHDO) for the air carrier must have manually created a "new user" in the system for each such management official by name and official title, and provided each such official with read and edit system user rights. Concurrent with the issuance of this InFO, all FAA CHDOs have been informed by FAA Notice concerning this requirement.

b. An employee authorized by the airline can accomplish initial notification through the Web-based VDRP system. That employee must include a letter signed by one of the management officials specified in 14 CFR §§ 119.65 or 119.69, as appropriate. The letter must stipulate that:

- (1) The corporate official is aware of the disclosure;
- (2) The company took immediate action the airline to cease the violation; and,
- (3) The company will develop a proposed comprehensive fix for FAA consideration to prevent future reoccurrences of the violation.

NOTE: The operator should scan the letter as a .PDF and upload it as part of the Phase I FAA notification process through the Web based VDRP system. Companies that lack the capability to scan the letter for uploading must either fax or hand deliver the signed letter to their certificate holding district office within the timeframe of their Phase I Notification to the FAA.

c. Directors of operations or chief pilots will accomplish the actions discussed in Recommended Action, sections a or b above, involving operations self-disclosures. Directors of maintenance or chief inspectors will accomplish the actions discussed in Recommended Action, sections a or b above, involving maintenance self-disclosures. Directors of safety can accomplish these actions for either operations or maintenance in the absence of those appropriate management officials.

Point of Contact: Direct any questions regarding this InFO to Mr. Scott Crosier at 703-661-0278 (e-mail: scott.crosier@faa.gov), or to Dr. Thomas Longridge at 703-661-0275 (e-mail: thomas.longridge@faa.gov), Voluntary Safety Programs Branch, AFS-230.