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**Federal Aviation
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InFO

Information for Operators

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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: IOSA Auditor Flight Deck Access Request Information for 14 CFR Part 121 Air Carriers

Purpose: This InFO provides information about flight deck access request requirements for IOSA auditors conducting line observations in conjunction with International Air Transport Association (IATA) International Operational Safety Audit (IOSA) audits.

Discussion: Federal Aviation Administration (FAA) policy requires submission of these requests at least 45 days in advance of planned observations. When air carriers request flight deck access for an IOSA auditor to conduct line observations, they need to ensure that requests are submitted to their principal operations inspector (POI) in a timely manner. Requests need to be accurate and complete. FAA policy regarding these requests is found in FAA Order 8900.1 (FSIMS), Volume 3, Chapter 2, Section 1, paragraph 3-48. Air carriers should consider the following information when preparing their request:

1. *Justification under the IOSA audit program.* State that the line observations are being conducted in conjunction with the air carrier's IOSA audit. Include the planned first and last date for the line observations. Normally, these observations can be concluded within two weeks. If more time is needed, include justification in the request.

2. *IATA accreditation of the auditing organization.* Accredited auditing organizations are listed on IATA's IOSA Auditing web site. A copy of that web page satisfies this requirement, so the carrier should include this page in its request. The IATA Auditing web site address is: <http://www.iata.org/ps/certification/iosa/Pages/audit-organizations.aspx>.

3. *Auditor qualification under the IOSA program.* The auditor must be qualified to conduct line observations under the IOSA program. IOSA auditors are issued Training and Qualification records and/or Completion Certificates that meet IATA criteria, copies of which will satisfy this requirement. Air carriers should request these copies *from the auditor* early in the process and include them in the flight deck access request to the POI.

4. *Transportation Security Administration (TSA) approval.* The air carrier should verbally confirm with the auditor that he or she has TSA approval and include a statement to this effect in the request. Doing so will avoid denial of a request for an individual because they are not TSA approved. The TSA approves individual auditors to conduct line observations with U.S. air carriers.

Recommended Action: Directors of Operations should ensure their request adequately addresses and documents each item, above, prior to submission to their POI.

Contact: Any questions or comments concerning this InFO should be directed to Joe Keenan, Air Carrier Operations Branch, AFS-220, by email at joe.keenan@faa.gov.