



U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
National Policy

Order
8240.32L

Effective Date:

05/01/08

SUBJ: Request for Flight Inspection Services

- PURPOSE.** This order establishes a point of contact for requesting flight inspection services and is directed to all offices and facilities with a requirement for these services.
- DISTRIBUTION.** This order is distributed to the division level in National Airspace System (NAS) Operations, Operational Support, ATC Spectrum Engineering Services, Aviation System Standards (AVN), Office of Accident Investigation, Air Traffic Organization, Flight Standards Service, and the Office of International Aviation in the Federal Aviation Administration (FAA) headquarters; to the division level at the William J. Hughes Technical Center; to the International Liaison Center Officer of the International Area Offices; to the National Operations Control Center, Maintenance Control Centers, and Operational Control Centers; to the Air Traffic Operations Technical Operations Service Areas; to the Flight Standards District Offices; and to the Flight Inspection Field Offices, Air Force Flight Standards Agency, and the First Aviation Standards Flight (USAFR).
- CANCELLATION.** FAA Order 8240.32K, Request for Flight Inspection Services, dated October 1, 2004, is canceled. FAA Order 8240.51A, Flight Inspection Schedule Coordination, dated May 15, 2002, is also canceled.
- EXPLANATION OF CHANGES.** This order is to advise of the requirement to request flight inspection services through the Technical Operations Control Centers/ Service Operations Center (OCC/ SOC(s)) to the Flight Inspection Central Operations (FICO) Office. This revision expands the scope of the earlier version by including a description of flight inspections and an explanation of the processes involved in coordinating flight inspections.
- FLIGHT INSPECTION REQUESTS.** Requests for flight inspection services **within the 48 contiguous states, Alaska, Hawaii, and all international locations** should be directed to the following office:

Aviation System Standards (AVN)
Flight Inspection Central Operations (FICO)
Commercial Phone Number: (405) 954-0306 or 1-888-358-2435
DSN: 940-2832 or 940-2830
FAX: (405) 954-2834 or 1-888-286-2739
E-Mail Address: 9-AMC-AVN-FLC@faa.gov

These numbers are operational 24 hours per day, 7 days per week.

Online requests can be made at: <http://avnokcprd.amc.faa.gov/foms>

Distribution: Special Addressees

Initiated By: AJW-335

6. **TYPES OF FLIGHT INSPECTIONS.** Flight inspections fall into three general categories:

- Periodic
- Special
- Procedural

- a. **Periodic Flight Inspections** are initiated by AVN and are requested via the OCC/ SOC when technical operations ground support is required. Most periodic flight inspections that require ground support involve Periodic with Monitor Inspections of Instrument Landing Systems (ILS(s)).

Valid Checks Due for Periodic Flight Inspections:

P	Periodic
PM**	Periodic with Monitors
PMA**	Periodic with Monitors and IAP evaluation
PMAL**	Periodic with Monitors and IAP evaluation @ Low Altitude
PO	Periodic with Alignment Orbit
POA	Periodic with Alignment Orbit and IAP evaluation

**Requires Technical Operations ground support

- b. **Special Flight Inspections** are inspection requests that originate from the organization requiring the service. All special inspection requests for facilities that support the NAS should be directed through the OCC/ SOC to FICO. FAA Engineering Services may request special flight inspection directly with the FICO in coordination with OCC/ SOC. Ground Support requirements are dependent on the type of work done to the facility and the requirements of the requesting office.

Inspections to restore facilities after unscheduled outages will be scheduled as soon as practical, considering impact to the NAS, Weather Conditions, Air Traffic Control (ATC) clearances, and published priority levels.

Valid Types of Special Inspections:

A	After Accident
C	Commissioning
E	Site Evaluation
R	Reconfiguration
S	Scheduled Special
U	Unscheduled Special
Y	Navigation Aid Signal Evaluation (NASE)
Z	Radio Frequency Interference (RFI)

Planned Outages will be scheduled with the appropriate OCC/ SOC based on the best estimate provided to Technical Operations regarding the readiness of the facility for flight inspection. Flight Inspection support for planned or known outages should be requested as soon as the flight inspection requirements are known. A target date should be established; the target readiness date may be amended as needed. Timely requests and amendments will aid in minimizing outage time and maintain operational efficiency.

Special emphasis should be placed on any unforeseen event that may result in flight inspection requirements. Immediate notification to the FICO of an impending request will minimize costly schedule changes, improve efficiency, and avoid increased delays to the NAS.

Long-term outage requests will be coordinated and scheduled in accordance with FAA Order 6000.15, General Maintenance Handbook for NAS Facilities.

- c. **Procedural Flight Inspections** are inspections to verify a new or amended existing procedure prior to publication. Typically, ground support is not required for procedural inspections. The exception is that ground support may be required if the procedure utilizes an extended service volume (ESV). In this case, ground support may be needed to place the facility in a reduced power setting. If this is the case, FICO is responsible for requesting ground support.

7. COORDINATION PROCESS. Flight inspection coordination within the OCC/ SOC will begin on Wednesdays and be completed by close of business Thursdays for itineraries that begin the following week. Although Wednesdays/ Thursdays are the primary days for finalizing flight inspection itineraries, inspections may be coordinated on any day as necessary. Operational requirements may require changes at any time.

Confirmation of ground support availability from the OCC/ SOC must be received within 24 hours from when the OCC/ SOC is advised of the flight inspection. This will help in avoiding late changes to schedules due to technical operations availability.

This coordination may take place verbally, or the OCC/ SOC may use the flight inspection itinerary that is published on the Flight Operational Management System (FOMS).

8. STATUS OF FLIGHT INSPECTION ITINERARIES. Flight inspection itineraries have a life cycle as they are being developed, coordinated, executed, and archived.

Planning:	Itinerary being developed
Published:	Itinerary ready for coordination with crew, ATC, Technical Operations
Authorized:	Itinerary finalized and authorized for execution
Completed:	Itinerary completed and maintained for view
Archived:	Itinerary archived for historical record

If changes are requested to a “PUBLISHED” itinerary due to Technical Operations ground support availability, the OCC/ SOC will contact FICO and advise of the change request. FICO will assess the impact of the change request and will advise the OCC/ SOC whether the change can be supported, or if additional ground resources will be required. This will be based on impacts to the response time and efficiency level of the itinerary.

Once an itinerary is “AUTHORIZED”, further changes to an itinerary will be held to a minimum. If changes are requested, the modifications will be coordinated with the FICO Service Area Representative for approval. It is expected that operational considerations, such as weather and unexpected delays in facility readiness, will affect authorized itineraries and modifications will occur.

9. COORDINATION WITH THE NATIONAL OPERATIONS CONTROL CENTER (NOCC). The AVN Liaison Office at the national level via the NOCC will brief flight inspections that may affect Operational Network (OPSNET) airports. The AVN Liaison Office may also get involved in other inspections that may have implications to operational efficiency and NAS impacts.

10. CHANGING/ CANCELING A FLIGHT INSPECTION REQUEST. The requesting OCC/ SOC must promptly notify the FICO of delay, deferment, or cancellation of a previously requested inspection so that unnecessary expense and use of resources can be avoided.

11. RADIO FREQUENCY INTERFERENCE (RFI) REQUESTS. All RFI airborne requests must be coordinated with the ATC Spectrum Engineering Services Liaison Office at the NOCC. The NOCC Spectrum Engineering Services Liaison will establish the minimum requirement for an RFI request in coordination with Technical Operations Engineering Services and ATC personnel of the affected NAS service facility. The initial RFI airborne investigation flight plan pattern will be provided to FICO to define the area of concern. Minimum RFI airborne support requirements include, but are not limited to, the following:

- a. Event Manager RFI logged event marked national
- b. Engineering Radio Line of Sight Analysis to define airspace
- c. Pilot Reports Description with dates, times, and altitudes

12. AFTER ACCIDENT INSPECTION requests will be coordinated with the Technical Operations Services Aircraft Accident Representative (AFAAR) at the OCC/ SOC and the requesting organization. An After Accident Inspection will be responded to as soon as possible, considering ATC impact and weather conditions.

Organizations Authorized to Request After Accident Inspections:

NTSB:	National Transportation Safety Board
AVS:	Flight Standards
AAI:	Office of Accident Investigation
NAAR:	National Aircraft Accident Representative
OCC/ SOC (AFAAR):	Technical Operations Services Aircraft Accident Representative

13. NON-FED COORDINATION inspection requirements will be accomplished by FICO. FICO will post all Non-Fed inspections on the itinerary so that the OCC/ SOC can have access to all scheduled Non-Fed inspections.

14. INSPECTIONS FOR MILITARY FACILITIES will be coordinated between FICO and the appropriate military organization responsible for the affected airfield or facility.

15. INSPECTIONS FOR PRIVATE FACILITIES will be coordinated between FICO and the proponent. If Technical Operations is supporting the facility, coordination will follow the same process as public facilities.

16. FUNDING of flight inspection requests will be in accordance with current operations/ F&E funding guidelines. Commissioning of systems and upgrades to existing systems that are funded by F&E must have flight inspection reimbursable information when the special request is finalized.

Funding for specific initiatives will be coordinated by AVN with the Program Office managing the initiative. Funding for private organizations will be coordinated with the proponent.

17. NOTAM(s) that are initiated as a result of flight inspection or scheduling activity will be coordinated with the OCC/ SOC in conference with FICO. Established procedures within AVN allow flight inspectors, in cooperation with FICO and the National Flight Procedures Office (NFPO), to take appropriate NOTAM action. Further details are provided in TI 8200.52, Flight Inspection Handbook.

The Flight Inspector may also issue a NOTAM via Flight Service while airborne. If this occurs, the Flight Inspector must brief FICO upon landing, and document the Daily Flight Log. The FICO Specialist will notify the OCC/ SOC as soon as practical.

AVN will issue Flight Data Center (FDC) NOTAM(s) on all Standard Instrument Approach Procedures (SIAP(s)) that are supported by overdue Navigational Aids (NAVAID(s)) to ensure that procedures based on overdue facilities are not used. If a facility becomes overdue because it was not available for inspection, a periodic flight inspection must be accomplished before the FDC NOTAM is removed.

18. INFORMATION UPDATE. Any deficiencies found, clarifications needed, or suggested improvements regarding the contents of this order should be noted on FAA Form 1320-19, Directive Feedback Information, and mailed to the FICO. If an interpretation is needed, call the FICO for guidance; however, you should also complete and mail FAA Form 1320-19 as a follow-up to the verbal conversation.

/s/

Thomas C. Accardi
Director of Aviation System Standards

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