ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8430.22

4/12/93

SUBJ: FLIGHT OPERATIONS POLICY STANDARDIZATION PROGRAM

1. PURPOSE. This order establishes a system for standardization of policies, procedures, and guidance for managers operating under the purview of various Flight Operations Evaluation Boards (FOEB) and Flight Standardization Boards (FSB). To institutionalize this system, this order establishes a Flight Operations Policy Standardization Committee within the Flight Standards Service (AFS) and outlines the roles, membership, and responsibilities of this Committee.

2. DISTRIBUTION. This order is distributed to the branch level in the Flight Standards Service; to the regional Flight Standards Divisions; to the Europe, Africa, and Middle East Office Flight Standards Division; to all Flight Standards field offices; and to all Aircraft Evaluation Groups.

3. BACKGROUND. Policy is not always interpreted uniformly by the field and its application throughout AFS programs is sometimes inconsistent. Specifically, a systematic review of policy and procedural information within the AFS complex identified the need to establish a system which will ensure that information is issued when needed, maintained in a current status, coordinated closely with industry, and uniformly applied throughout AFS programs.

4. ROLE OF THE COMMITTEE The role of the Committee, known as the Flight Operations Policy Board (FOPB), is to formulate and forward policy standardization recommendations to the Manager, Air Transportation Division, AFS-200, for FOEB and FSB requirements and documents.

5. MEMBERSHIP.

Chair: Manager, Air Transportation Division, AFS-200
Members: Manager, Aircraft Maintenance Division, AFS-300
Manager, Technical Programs Division, AFS-400
Manager, Field Programs Division, AFS-500
Manager, Regulatory Support Division, AFS-600
Manager, General Aviation and Commerical Division, AFS-800
Manager, Aircraft Evaluation Program Staff, AFS-60
Manager, Aircraft Evaluation Group, MKC-AEG
Manager, Aircraft Evaluation Group, BOS-AEG
Manager, Aircraft Evaluation Group, SEA-AEG
Manager, Aircraft Evaluation Group, LGB-AEG
Manager, Aircraft Evaluation Group, FTW-AEG

Distribution: A-W(FS)-3; A-X(FS)-2; AEU-200 (10 cys); A-FFS-0 (LTD); BOS-AEG/MKC-AEG/FTW-AEG/LGB-AEG/SEA-AEG AMA-200 (10 cys); Info: A-X-1; AEU-1

Initiated By: AFS-260

6. RESPONSIBILITIES.

a. Chair. The Manager, Air Transportation Division, AFS-200, is the FOPB Chairman and is responsible for:

(1) Providing a focal point for scheduling, coordinating, and distributing FOPB recommendations.

(2) Providing a schedule for the review of all Federal Aviation Administration (FAA) and industry requests, issue papers, position documents, and board recommendations.

(3) Providing central technical focus for the resolution of policy/standardization issues concerning FOEB and FSB.

(4) Providing feedback to the Director, Flight Standards Service, of the actions needed and taken to resolve FOEB and FSB policy/standardization issues and recommendations.

(5) Scheduling meetings, maintaining records and reports of meetings and activities of the FOPB.

b. Division Manager Members. Division managers will provide program and policy expertise in their area of responsibility.

c. AEG Manager Members. AEG managers will provide the FOPB with information regarding the application of policies and procedures, inconsistencies, and standardization issues. Specifically, the AEG managers will provide the board with technical expertise for their areas of responsibilities.

d. Industry. Industry representatives will provide the FOPB with policy, procedural, and standardization concerns.

7. FOPB PROCESS. In order to facilitate the orderly flow of information and recommendations to a successful conclusion, it is necessary to afford participants specific procedures and schedules for submitting or presenting issues or recommendations to the FOPB. Presentations to the board should be written but can be oral or a combination of both, and must always be supported by a position document with the necessary supporting technical documentation.

a. Agenda Items. Members of the FOPB will submit agenda items to AFS-200 60 days prior to the next scheduled FOPB/FSB meeting.

b. Position/Issue Documents. FAA and industry agenda items and position/issue documents will be uploaded to the Washington headquarters master minimum equipment list (MMEL) bulletin board 30 days prior to the next scheduled FOPB/FSB meeting. This will allow ample time for public awareness.

c. Published Agenda. AFS-200 will publish an agenda via the MMEL bulletin board system 30 days prior to the scheduled FOPB/FSB meeting.

d. Industry Participation. During a selected FOPB meeting, time will be allocated for industry to present their concerns pertaining to the issues scheduled for discussion.

e. FOPB Recommendations. The board will review the agenda items and make recommendations for acceptance, rejection for policy considerations, procedural changes, or recommend no change in current practices. If the board is unable to make a formal recommendation concerning an issue because of insufficient information, the document/issue may be returned to the originator for additional information or study.

f. Coordination Efforts. AFS-200 is responsible for coordinating the review and comment process for all recommendations received from the FOPB. All agenda items will be coordinated through the MMEL bulletin board system.

g. Unresolved Issues. Unresolved issues may be returned to the FOPB chairman for further consideration before making a final determination.

h. Final Document. Once a determination is made, AFS-200 will prepare the policy document for signature and distribution. AFS-200 will track the policy document to ensure that proper coordination, which includes the appropriate AEG Office where the technically responsible FOEB Chairman resides, is accomplished, and the policy document is signed at the appropriate level within the organization. Once signed, the policy document will be distributed to all appropriate organizations.

8. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or suggested improvements regarding the content of this order should be forwarded to the originating office, Attention: Directives Management Officer, for consideration. Your assistance is welcome. FAA Form 1320-19, Directive Feedback Information, is the last page of this order. If an interpretation is urgently needed, you may call the originating office for guidance, but you should also use the form as a followup to verbal conversation.

William J. White
Deputy Director, Flight Standards Service

U.S. Department
of Transportation

Federal Aviation Administration

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order 8430.22, FLIGHT OPERATIONS POLICY STANDARDIZATION PROGRAM

To: Directive Management Officer. _____

(Please check all appropriate line items)

☐ An error (procedural or typographical) has been noted in paragraph _____ on page _____.

☐ Recommend paragraph _____ on page _____ be changed as follows:
(attach separate sheet if necessary)

☐ In a future change to this directive, please include coverage on the folowing subject
(briefly describe what you want added):

☐ Other comments:

☐ I would like to discuss the above. Please contact me.

Submitted by: _____ **Date:** _____

FTS Telephone Number: _____ **Routing Symbol:** _____

FAA Form 1320—19 (8-89)