

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8700.29

5/28/04

Cancellation
Date: 5/28/05

INCORPORATING STANDARD OPERATING PROCEDURES DURING TAXI OPERATIONS IN TRAINING PROGRAMS, THE USE OF STANDARD OPERATING PROCEDURES DURING TAXI OPERATIONS, AND SPECIAL
SUBJ: EMPHASIS ITEMS FOR RUNWAY INCURSION SURVEILLANCE

1. PURPOSE. The purpose of this notice is to:

a. Notify aviation safety inspectors (ASI) of the inclusion of standard operating procedures (SOP) during taxi operations in the latest editions of Advisory Circulars (AC) 120-74, Parts 91, 121, 125, and 135 Flightcrew Procedures During Taxi Operations, and AC 91-73, Part 91 and Part 135 Single-Pilot Procedures During Taxi Operations;

b. Notify industry of the Federal Aviation Administration's (FAA) policy regarding the incorporation of SOPs into training programs and the use of SOPs during taxi operations; and,

c. Complete Title 14 of the Code of Federal Regulations (14 CFR) parts 141 and 142 special emphasis surveillance inspections within 60 days of the effective date of this notice for meeting the FAA Flight Plan 2004–2008 objective to reduce the risk of runway incursion.

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 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 FAA Web site at: <http://www.faa.gov/avr/afs/notices/8700/N8700-29.doc>.

3. BACKGROUND.

a. Eliminating Runway Incursions – Top National Transportation Safety Board (NTSB) and FAA Safety Priority. One of the NTSB's and FAA's top safety priorities is the reduction of accidents and incidents caused by runway incursion. The pervasiveness of the causal factors of runway incursions require everyone involved in aviation to participate in the search for solutions. The Joint Safety Analysis Teams (JSAT) and Joint Safety Implementation Teams (JSIT) established under the Commercial Aviation Safety Team (CAST) identified SOPs as a "low cost, near term" initiative in reducing the U.S. commercial aviation accident rate.

b. Collaborative Effort and Industry Commitment to Voluntary Implementation. In a collaborative effort, the Flight Standards Service and the Office of Runway Safety and Services

Operations joined with industry representatives from the Air Line Pilots Association, Allied Pilots Association, Air Transport Association, Regional Airline Association, National Business Aircraft Association, Aircraft Owners and Pilots Association, and several air carriers to develop SOPs for pilots during taxi operations.

c. Pilot Deviation Runway Incursions Caused By Loss of Situational Awareness.

Analysis of existing information conducted by the MITRE Center for Advanced Aviation System Development, the Runway Incursion JSAT, and the Volpe National Transportation Systems Center has determined some of the causal factors of runway incursions. The overwhelming category of pilot error can be classified as a loss of “situational awareness.” The major breakdowns in operational performance that result in runway incursions by pilots at towered airports are pilots who: (1) enter a runway or cross the hold short line after acknowledging hold short instructions; or (2) take off without a clearance after acknowledging taxi into “position and hold.”

d. Standard Operating Procedures Decrease Probability of Human Factors Error.

SOPs provide a structure that helps decrease the probability of human error and capture errors – their own, those of their crewmembers, pilots of other aircraft, and air traffic controllers – before they result in a runway incursion. By applying SOPs to taxi operations, pilots can reduce the probability of a runway incursion by increasing and maintaining situational awareness.

4. POLICY. As a result of CAST’s findings, the FAA recommends:

a. The incorporation of runway safety training and the incorporation of SOPs from the latest editions of ACs 120-74 and 91-73, into ground and flight training programs at 14 CFR part 91 operators, parts 121 and 135 air carriers, part 141 pilot schools, part 142 training centers, and all training and evaluation conducted under parts 61 and 91; and

b. The use of SOPs as outlined in the latest editions of ACs 120-74 and 91-73 be emphasized and used during taxi operations.

5. GUIDANCE.

a. Under the FAA’s Flight Plan 2004–2008 objective to reduce the risk of runway incursions, the Associate Administrator for Regulation and Certification (AVR), through its FY 2004 Performance Plan, tasked the General Aviation and Commercial Division, AFS-800, with the responsibility to assess the incorporation of certain special emphasis items into part 141 pilot schools’ and part 142 training centers’ courses. The FAA will use the data collected as a result of this action to analyze the relationship of the number of pilots trained on the published guidance to the number of runway incursions. This analysis will also assess the effectiveness of the FAA’s emphasis on runway incursions. Data must be provided within 60 days of the effective date of this notice.

b. The paragraphs below contain the special emphasis items covered in the plan that must be completed using PTRS Activity Code 1640 for parts 141 and 142:

(1) Part 141 Pilot Schools. Conduct surveillance within 60 days of the effective date of this notice of part 141 pilot schools in accordance with Order 8700.1, General Aviation

Operations Inspector's Handbook, volume 2, chapter 144, Conduct Facility Inspection of a Pilot School, to determine if those schools' Training Course Outlines (TCO) have incorporated the guidance from the latest editions of ACs 120-74 and 91-73. Specifically, determine if the school conducts training in the following:

- (a) Use of aircraft lighting during taxi and takeoff operations.
- (b) Readback/hearback on (1) Hold Short, (2) Position and Hold, and (3) Runway Crossings.

NOTE: Pilots should not merely acknowledge the air traffic control instructions or clearances to enter a specific runway, hold short of a runway, and taxi into "position and hold" by using their call sign and saying "Roger" or "Wilco." Instead, they should read back the entire instruction or clearance including the runway designator.

(2) **Part 142 Training Centers.** Conduct surveillance within 60 days of the effective date of this notice of part 142 training centers in accordance with Order 8700.1, volume 2, chapter 153, Conduct Surveillance or Inspection of a Training Center, to determine if those centers' approved training programs have incorporated the guidance from the latest editions of ACs 120-74 and 91-73. Specifically, determine if the training center conducts training in the following:

- (a) Use of aircraft lighting during taxi and takeoff operations.
- (b) Readback/hearback on (1) Hold Short, (2) Position and Hold, and (3) Runway Crossings.

NOTE: Pilots should not merely acknowledge the air traffic control instructions or clearances to enter a specific runway, hold short of a runway, and taxi into "position and hold" by using their call sign and saying "Roger" or "Wilco." Instead, they should read back the entire instruction or clearance including the runway designator.

6. ACTION.

a. ASIs should notify all part 141 pilot schools and part 142 training centers within their area of responsibility of this action. This notice and relevant ACs are available at <http://www.faa.gov/avr/afs/afs800/afs840/part142/N8700-AFP.pdf>

b. For both schools and centers, the facility inspections shall be entered into the Program Tracking and Reporting Subsystem (PTRS) and the characters "RWYSAFETY" (without the quotes) will be entered in the "National Use" field. Enter in Section IV the following: Primary Area E, Key Word 403, and Opinion Code I. Enter in the "Comment Text" section the numbers 1 and 2 to correspond to the items above. Then enter either "Yes" or "No" for each, to indicate the school's/center's voluntary compliance with these recommendations. For example: E/403/I: 1. Yes, 2. No.

c. If the results of the surveillance inspection indicate the pilot school or training center has not incorporated the information from the latest editions of ACs 120-74 or 91-73, the inspector should recommend to the appropriate pilot school or training center official that they incorporate the information and emphasize the use of SOPs contained in the ACs during taxi operations.

7. DISPOSITION. This notice will be incorporated into Order 8700.1, volume 2, chapters 144 and 153. Direct any questions regarding this notice for part 141 pilot schools to John Lynch at (202) 267-3844, and for part 142 training centers to Ruth Grasel at (202) 493-4319.

/s/

John M. Allen for
James J. Ballough
Director, Flight Standards Service