Web-based Operations Safety System

WebOPSS Orientation

Welcome to an orientation to the Web-based Operations Safety System for commercial air operator and air agency authorizations.

WebOPSS is used by the Flight Standards Service (AFS) to disseminate FAA requirements to air operators and agencies and generate and manage Authorizing Documents. The system contains commercial aviation industry authorizations and data.



Please be Advised

This presentation is best viewed in Slide Show - Presenter View

to view both the animations on the slides and the related notes about content.

On the Slide Show Ribbon, play the presentation From Beginning or select the Slide Show easel icon at the bottom right, and then right-click on screen to select Presenter View.

Presentation Overview

- Purpose of WebOPSS Orientation
- Applicable Regulations
- Benefits of FAA-Industry Collaboration
- What are Authorizing Documents?
- WebOPSS Overview
 - Accessing WebOPSS
 - Basic Layout and Navigation
- Digital Certificates
- Getting Help
- Policy Resources

Purpose of WebOPSS Orientation

To provide an overview and familiarization of the WebOPSS application, to include:

- Data entry
- –Template to issued the authorization workflow
- Use of digital signatures
- Headquarters template revisions and approval workflow
- –Who to call for help



14

Parts 140 to 199 Revised as of January 1, 2009

Aeronautics and Space

Authority?

Applicable Regulations

Title 49 of the United States Code (49 U.S.C.) (formerly, the Federal Aviation Act of 1958), through the Secretary of Transportation, empowers the FAA to issue certificates to qualified air operators. Title 49 requires each air carrier certificate to include the terms, conditions, and limitations reasonably necessary to ensure safety in air transportation. Included in FAA certificates is a stipulation that those operations must be conducted in accordance with the provisions and limitations specified in the OpSpecs.

Title 14 CFR Aeronautics and Space

Chapterile Federal Existion Education Department of Teans postation

Subchapteretionar management, or training specifications after or Hire...

Part 119 certificate holders:

part 119 §119.5(I) No person may operate an aircraft under this part, part 121..., or part 135... in violation of ... appropriate operations specifications....

Part 125 operators of large airplanes having a seating capacity of 20 or more part 125 \$125.5(a) no person may engage in operations governed by this part unless that person holds operations specifications or appropriate deviation authority.

Part 135 commuter and on demand (air taxi) operators.

part 129 \$129.5(a) Each foreign air carrier... must conduct its operations in accordance with

operations specifications...
Part 91 subpart K fractional ownership operators,
Subchapter F₄₂ part 91 Subpart K Fractional Ownership Operations

part-91-891.4916(a) Etatliques, and onducting operations under this subpart or furnishing fractional power altipopy and amanage and the few is a stip policy where must do so in accordance with weepers anscifications authorizations for

Subchapter: 🔰 gendrald siation Otherticated Agencies

part 142 \$142.5(a) Schoolson may operate a certificated training center without, or in violation Farttressangospecificationternal-load operators,

part 145 \$ 143.5 (ai) Notice sair Graft operators a self-ificated repair station without, or in violation Farto 1047 attoriation enficientiters ance technician schools.

Applicable Regulations

14 CFR part 119—Certification: Air Carriers and Commercial Operators

14 CFR part 119 contains requirements for issuing and amending operations specifications for part 121, 125, and 135 air carriers and commercial operators:

- §119.5 Certifications, authorizations, and prohibitions
- §119.7 Operations specifications
- §119.49 Contents of operations specifications
- §119.51 Amending operations specifications

Part 129 foreign air carriers and part 91 subpart K fractional ownership operators have similar requirements, as shown next.

Applicable Regulations

14 CFR part 129—Operations: Foreign Air Carriers and Foreign Operators of U.S.-Registered Aircraft Engaged in Common Carriage

- §129.5 Operations specifications
- §129.7 Application, issuance, or denial of operations specifications
- §129.9 Contents of operations specifications
- §129.11 Amendment, suspension and termination of operations specifications

Applicable Regulations

14 CFR part 91 subpart K—Fractional Ownership Operations

- §91.1014 Issuing or denying management specifications
- §91.1015 Management specifications
- §91.1017 Amending program manager's management specifications

Benefits of FAA-Industry Collaboration

- Interdependent real time data entry and document processing
- Expedites coordination of document review and approval
- Digital signature for real-time issuance of documents—same as for eForms
- Available anywhere, any time with Internet Explorer access
- Eliminates mailing and paper storage

FAA and Industry Communications

- Principal and operator need to establish how they will communicate changes (mail, email, fax...)
- Industry can draft document content for FAA review but cannot issue authorizing documents
- Approvals must always come from authorized FAA personnel

Authorizing Document Roles

The role of the Aviation Safety Inspector (ASI)

An ASI may be assigned one or more of the following disciplines with responsibility for signing authorizing documents:

Operations Parts A, B, C, H

Maintenance Parts D, E

Avionics
 Parts D, E, B (review equipment data)

Training
 14 CFR parts 61, 141, 142, 147

An ASI could also be assigned one of the following titles/roles with regard to a particular certificate:

- Principal Inspector (PI) POI, PMI, PAI
- Training Center Program Manager (TCPM) (142 only)

Reference FAA Order 8900.1 FSIMS Volume 3, Chapter 18, Section 2 for U.S. Air Carriers/Operators/Agencies.

Reference Volume 12, Chapter 4 for foreign air carriers/operators.

What are Authorizing Documents?

- Documents issued by the FAA through WebOPSS are collectively referred to as "Authorizing Documents"
- Detail conditions and limitations with which an operator or air agency must comply
- Form a legally binding contract between the FAA and the operator
- Describe services, aircraft, equipment, locations and maintenance of operations

Types of Authorizing Documents

Operations Specifications (OpSpec), issued to air operator and air agency certificate holders

Management Specifications (MSpec), issued to program managers who conduct fractional ownership operations under 14 CFR part 91 subpart K

Training Specifications (TSpec), issued to 14 CFR part 142 training centers

Letters of Authorization (LOA), authorize certain 14 CFR part 91 operations

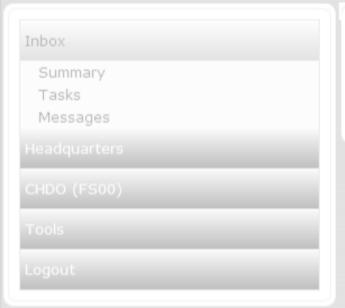
Letters of Deviation Authority (LODA), used to authorize a deviation from specified section(s) of 14 CFR

Certificates of Waiver (CoW), provide relief from the specific regulations to the degree and for the period of time specified (waivers do not waive any state law or local ordinance)

Authorizing Documents

14 CFR Part	Description	Type of Authorization
61	Pilots, Flight Instructors and Ground Instructors	LOAs
91	General operating and flight rules	LOAs and Waivers
91K	Fractional ownership companies	Management Specifications
121	Domestic, flag, and supplemental air carriers	Operations Specifications
121/135	Combination	Operations Specifications
125	Airplanes with more than 20 Seats or greater than 6,000 pounds	Operations Specifications
125M	Part 125 deviation holders	LODA and LOAs
129	Foreign operators	Operations Specifications
129.14	Foreign operators of U.Sregistered aircraft, maintenance and MEL only	Operations Specifications
133	Rotorcraft external-load	LOAs
135	Commuter and on-demand operators	Operations Specifications
137	Agricultural aircraft operations	LOAs and Waivers
141	Pilot Schools	LOAs
142	Training Centers	Training Specifications
145	Repair Stations	Operations Specifications
147	Aviation Maintenance Technical Schools	Operations Specifications





Webopss WebOPSS Overview

FAA Order 8900.1

Flight Standards Information Management System (FSIMS)

Order 8900.1 Table of Contents

WebOPSS CHDO User Guide

FSIMS Publications - Operations Safety System (OPSS) Guidance



Usernames and Passwords

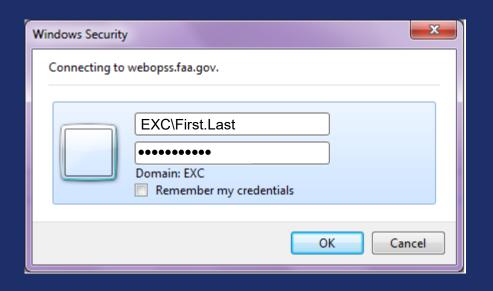
WebOPSS Accounts

- Require FAA network accounts: FAA internal or FAA external domain (EXC) for Industry
- Password requirements:
 - ✓ Minimum of 12 characters
 - ✓ Three of the following four, upper case, lower case, number and special character
 - ✓ Must be changed every 90 days
 - ✓ For EXC, password <u>must</u> be changed every 90 days at: https://avsportal.faa.gov

Accessing WebOPSS

https://webopss.faa.gov

- Industry access must be approved by a Principal Inspector
- Industry users must type "EXC\" before user name



Supports IE v8 or higher in compatibility mode— Instructions to turn on IE Compatibility View for Industry available by link from the WebOPSS Home page.

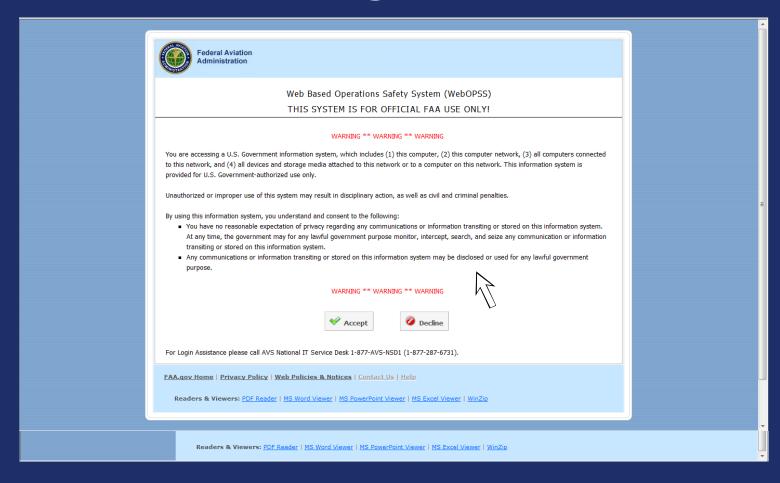
Compatibility View Mode

If you are using Internet Explorer 11

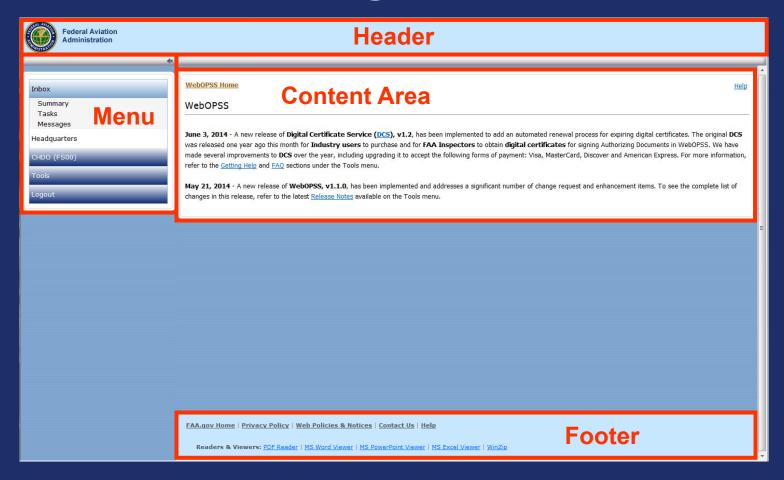
- Open Internet Explorer and navigate to https://webopss.faa.gov
- 2. Login and click the tools button and then click Compatibility View settings:

3. Click the ADD button to add webopss.faa.gov to the websites listing. The site will re-load/refresh.

Accessing WebOPSS



Accessing WebOPSS

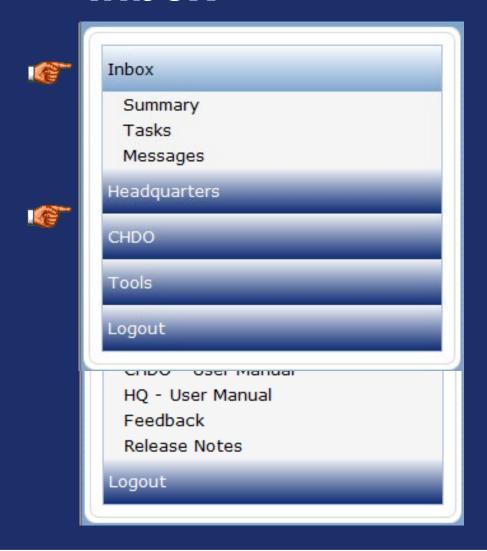


Headquarters

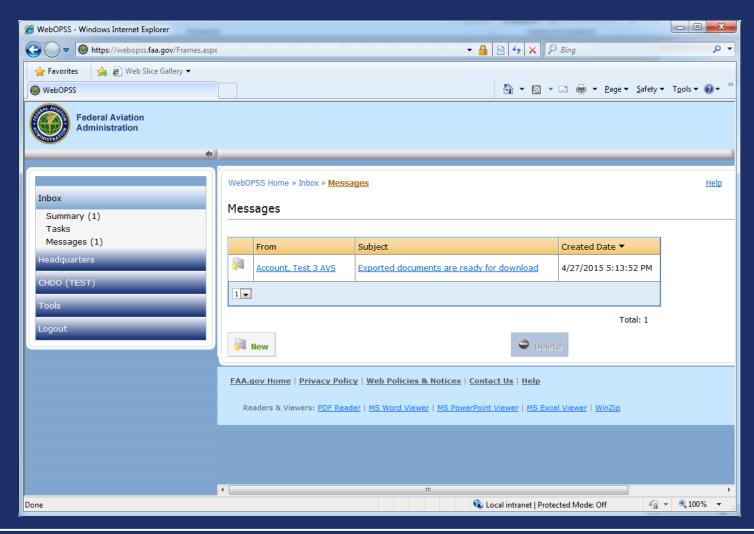
...for headquarters use only



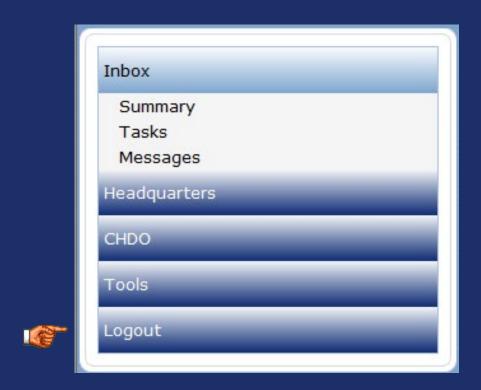
Inbox



Inbox - Messages



When You're Done....

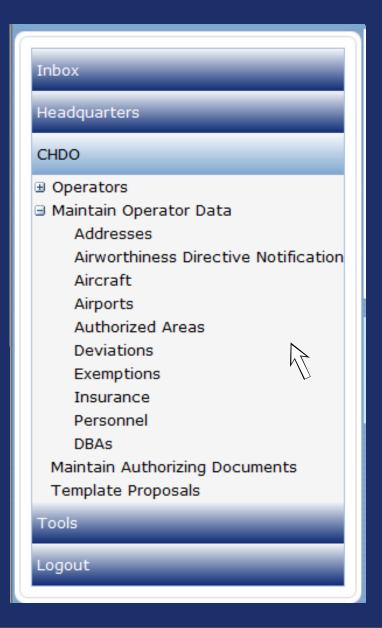


* Logout is a single function button.

Main functional areas:

- Operators
- Maintain Operator Data
- Maintain Authorizing Documents

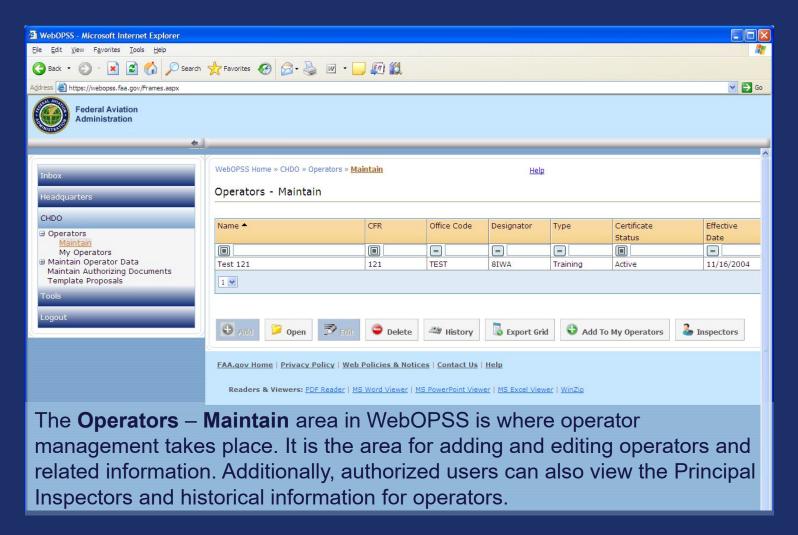
Operators and Maintain
Operator Data menus expand
for more sub-menu items

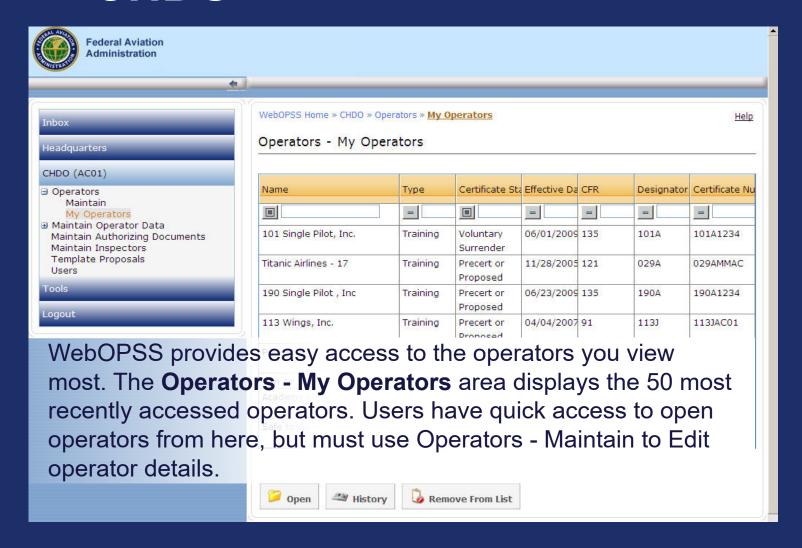


Users will go to the **CHDO > Operators > Maintain** to manage operator details or to open Authorizing Documents and Operator Data for an operator. FAA users will see a list of operators in their assigned office(s). Industry users will see the operator(s) to which they are assigned. Users can also open an operator from their short list under **My Operators**.

Maintain Operator Data. WebOPSS allows central management of some operator data used in authorizing documents. Operator Data includes: Addresses, Aircraft, Airports, Authorized Areas, Deviations, Exemptions, Insurance, Personnel, and DBAs. An operator must be selected and opened before a user can access Operator Data. Once an operator is selected, WebOPSS will display the Operator Data for that operator until the operator is changed or the user logs out. At any time, users can change the desired operator by clicking on the Change Operator hyperlink or by selection another operator from Operators > Maintain or My Operators.

These functions will be demonstrated on the next slides.





Letisdpoktatsthe information that is capturadtunder Maintain Operator Data

Addresses

←The first one is Addresses

Airworthiness Directive Notification

Aircraft

Airports

Authorized Areas

Deviations

Exemptions

Insurance

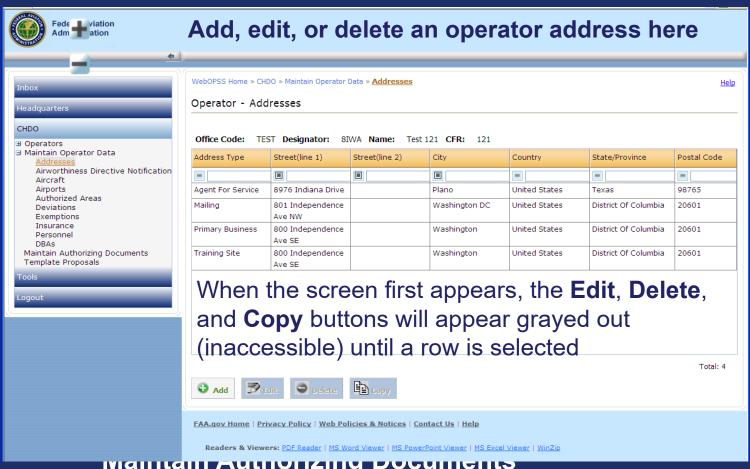
Personnel

DBAs

Maintain Authorizing Documents

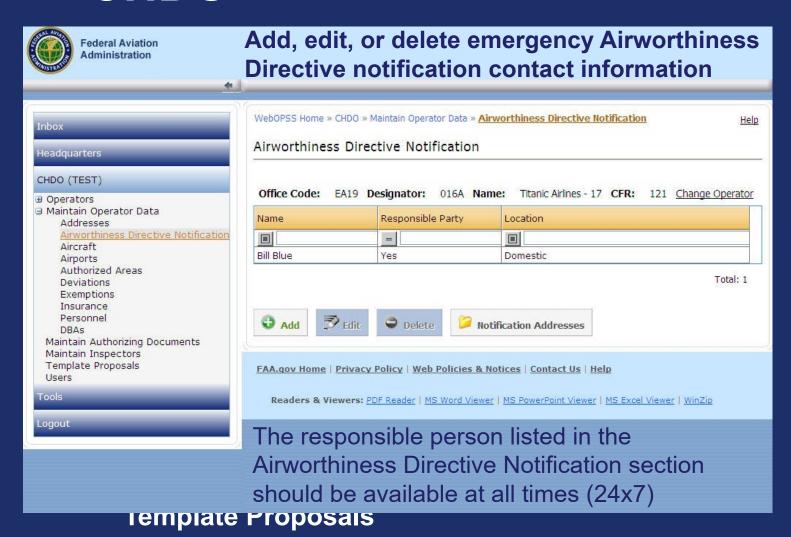
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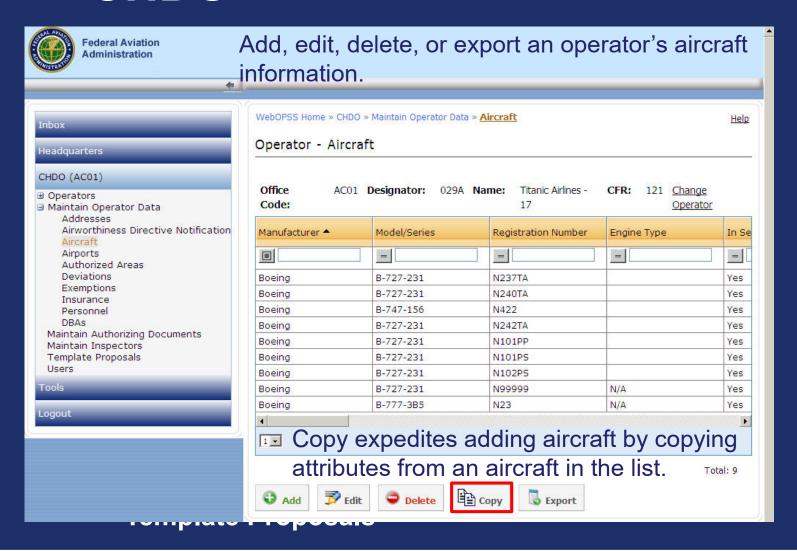
Template Proposals

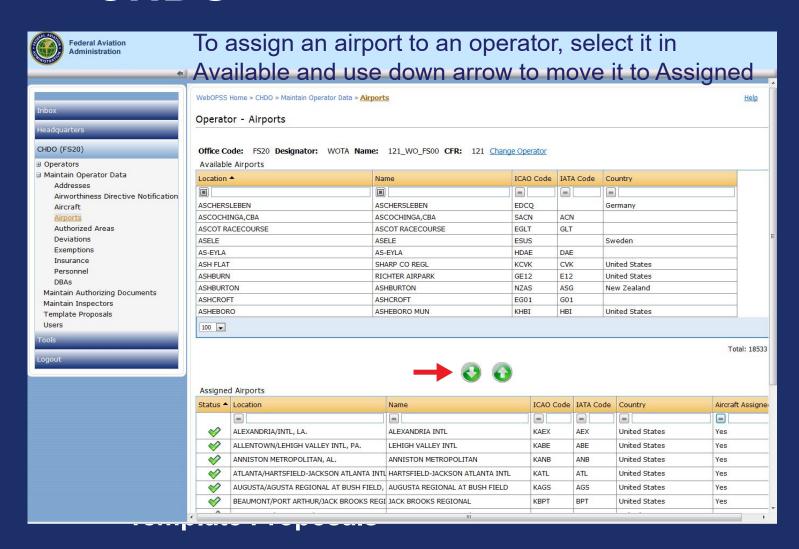


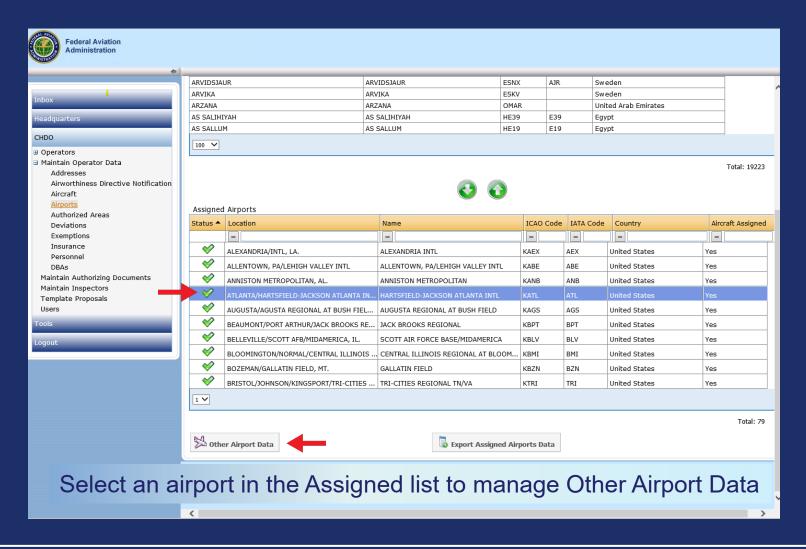
Manualli Authorizing Documents

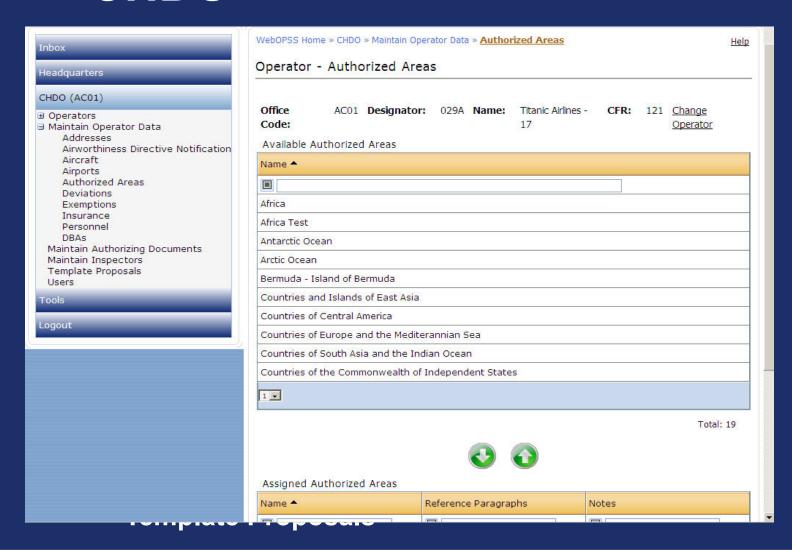
Template Proposals

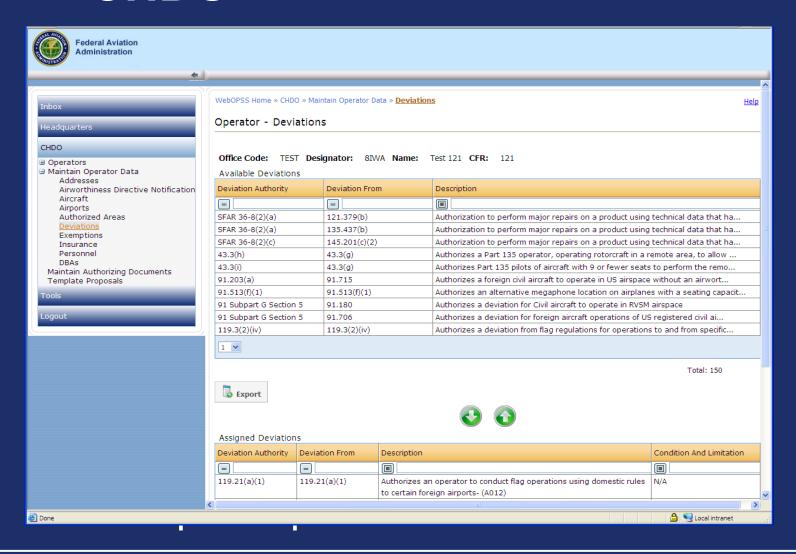


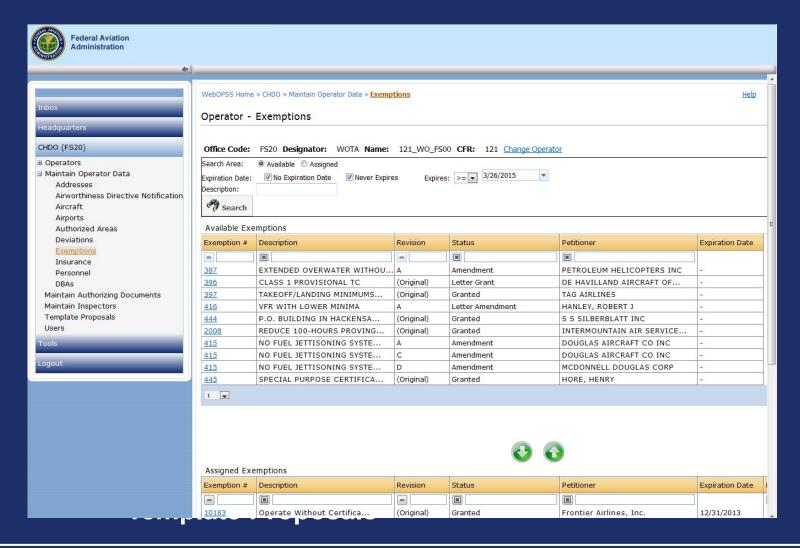


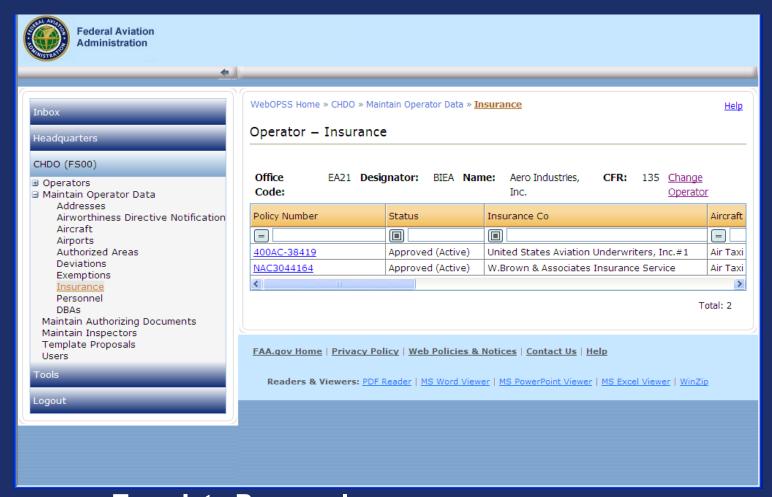




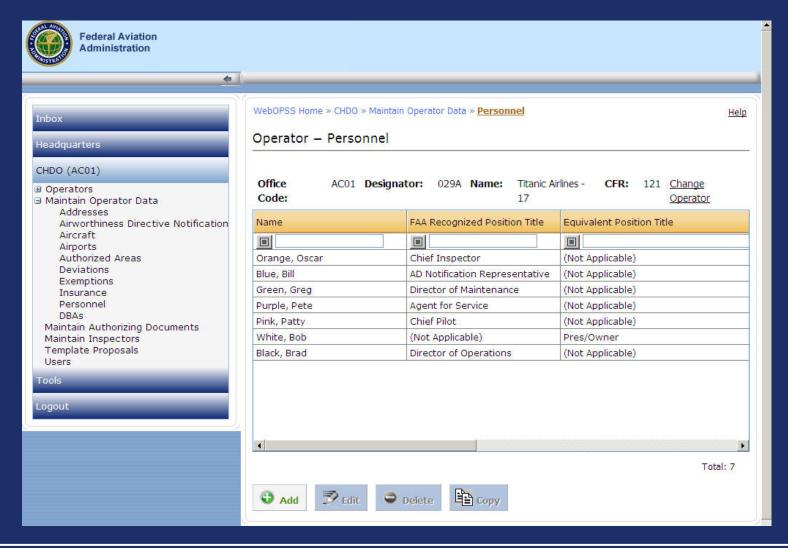


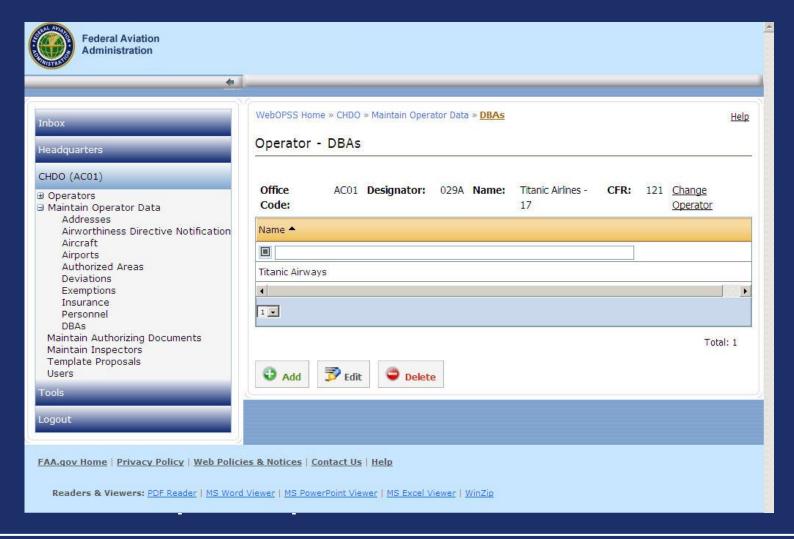






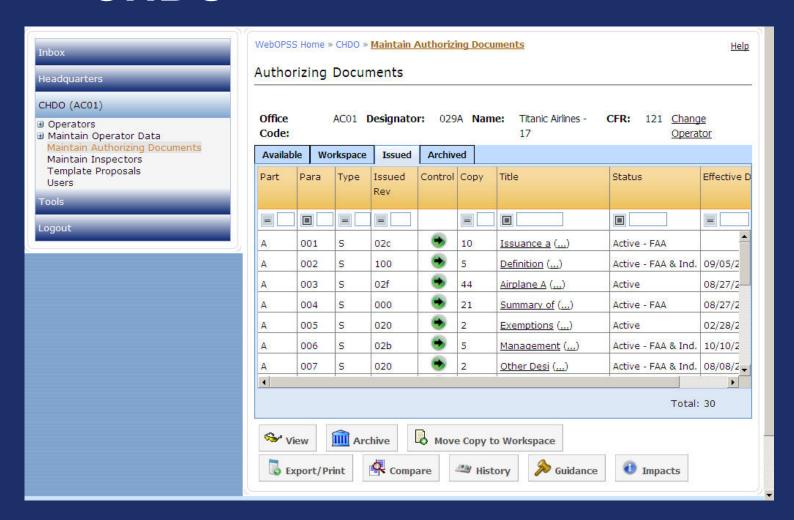
* Insurance Proposals Headquarters and is read-only.



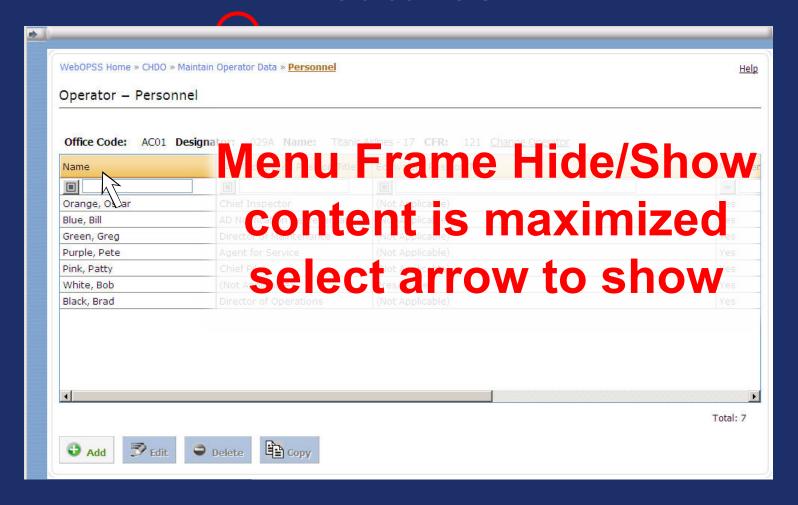


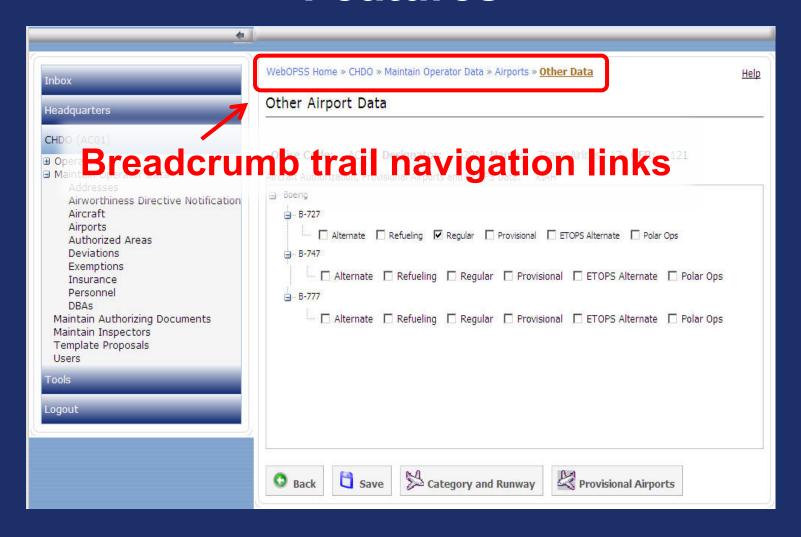
Maintain Operator Data Category	provides data for authorizing documents issued to US operators and air agencies:
Addresses	A001, A007
Airworthiness Directives	A447
Aircraft	A003, B034, B036, C060, D085, etc.
Airports	C070
Authorized Areas	B050
Deviations	A005
Exemptions	A005
Insurance	(Must be in force to maintain economic authority in A001)
Personnel	A006, A007
DBAs	A001

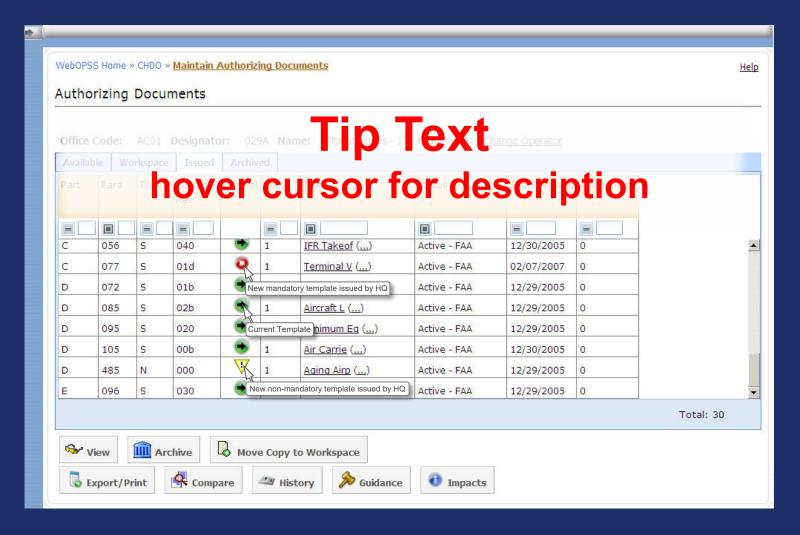
Maintain Operator Data Category	provides data for OpSpecs issued to foreign air carriers (Part 129):
Addresses	A001, A006
Airworthiness Directives	A447
Aircraft	A003, B035, C060, etc.
Airports	A001
Authorized Areas	A001
Deviations	A005
Exemptions	A005
Insurance	(Must be in force to maintain economic authority in A001)
Personnel	A006
DBAs	A001

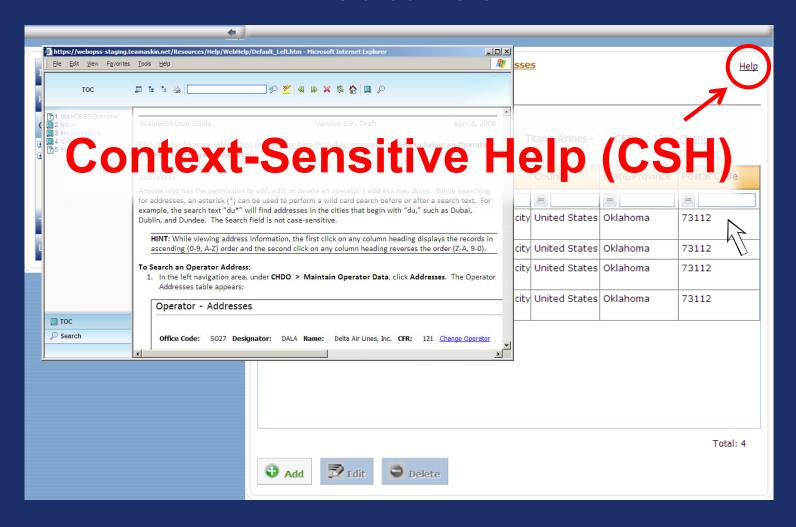


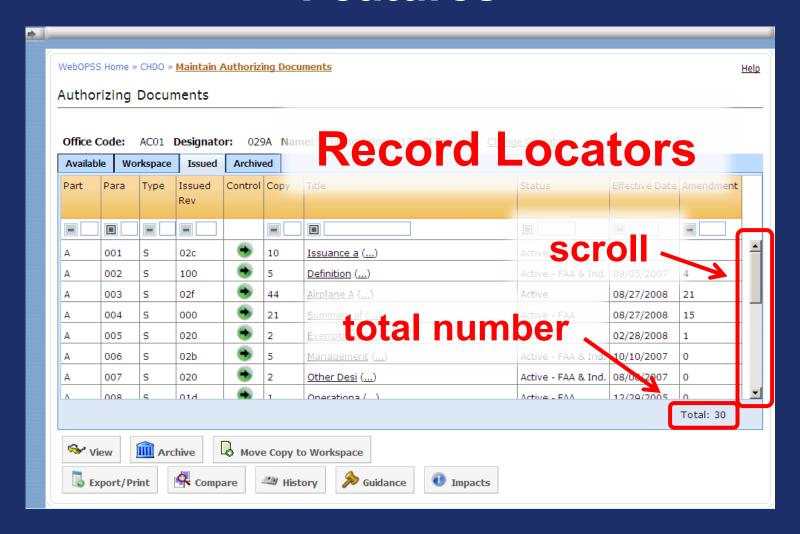


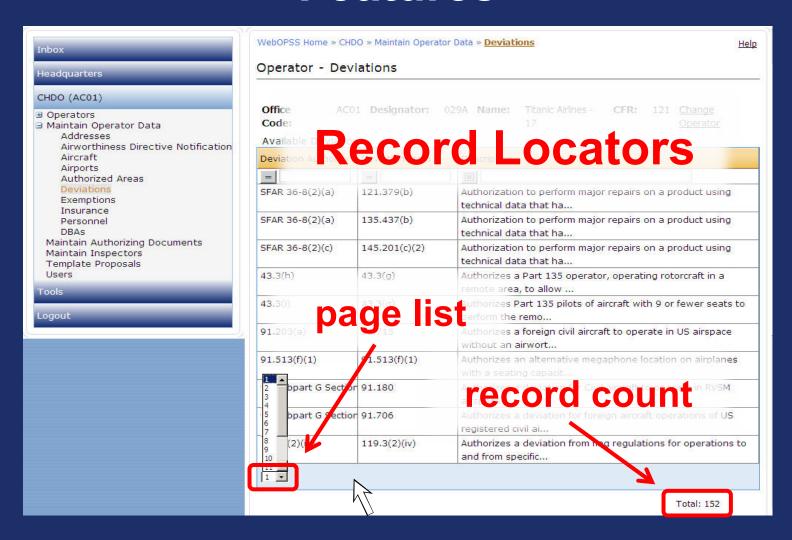






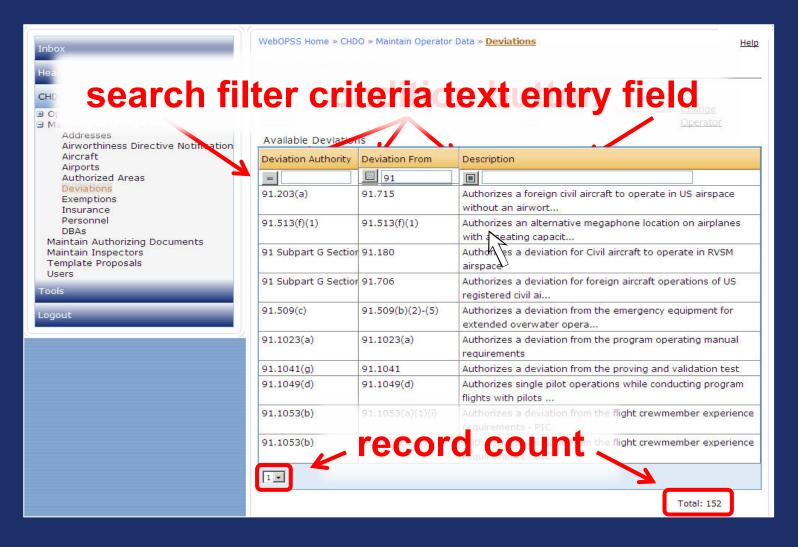


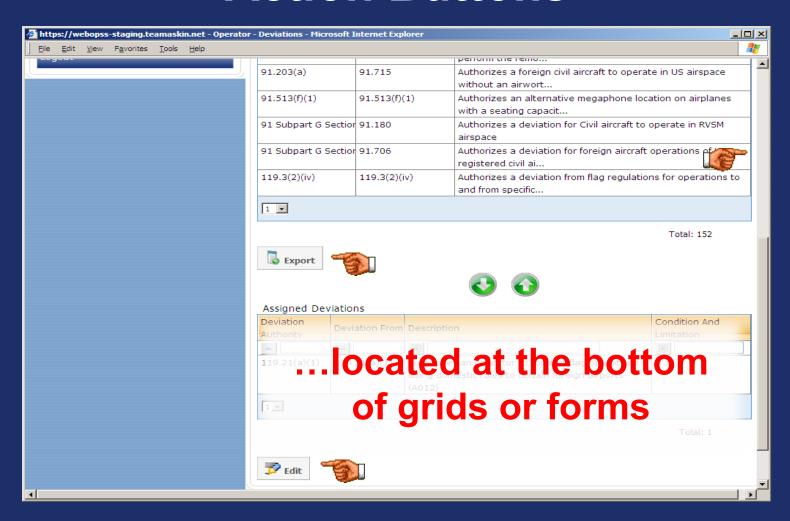


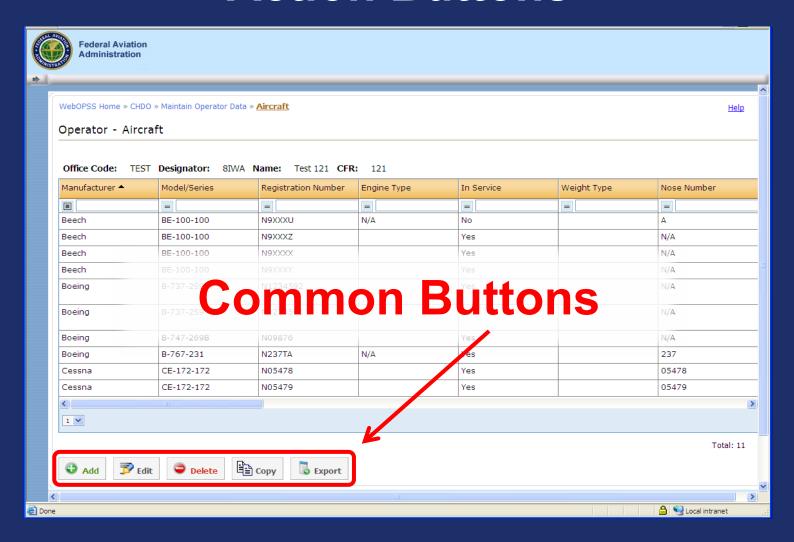


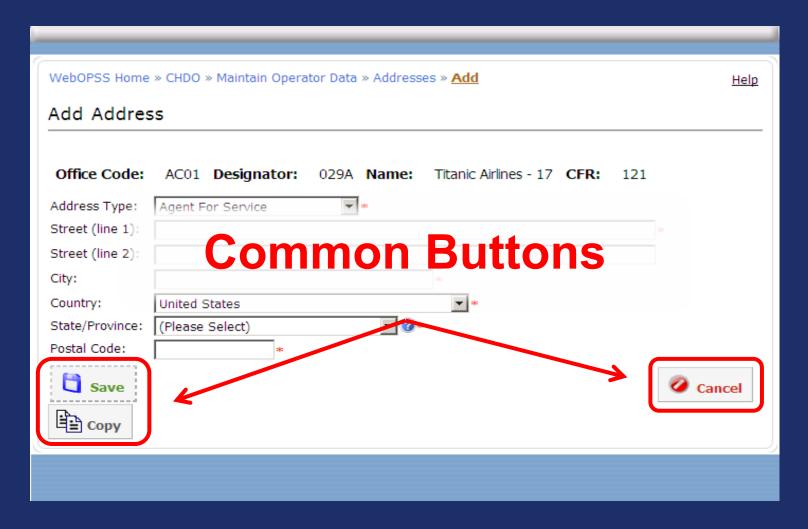


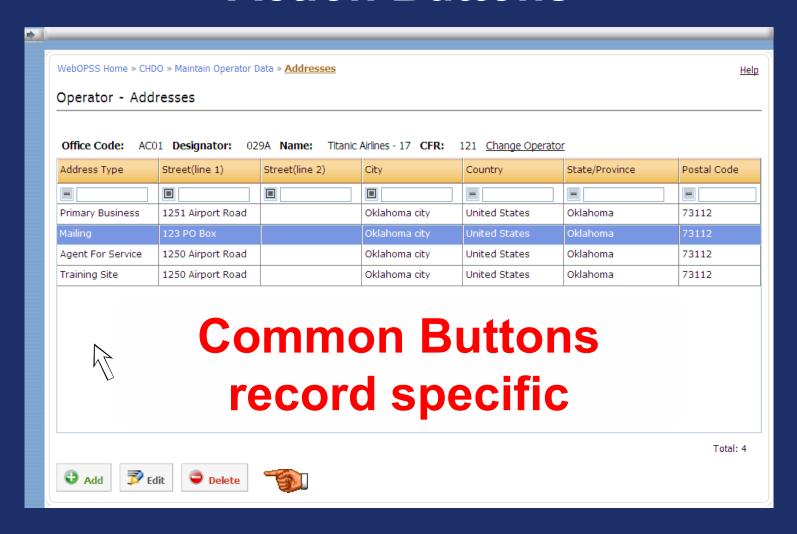


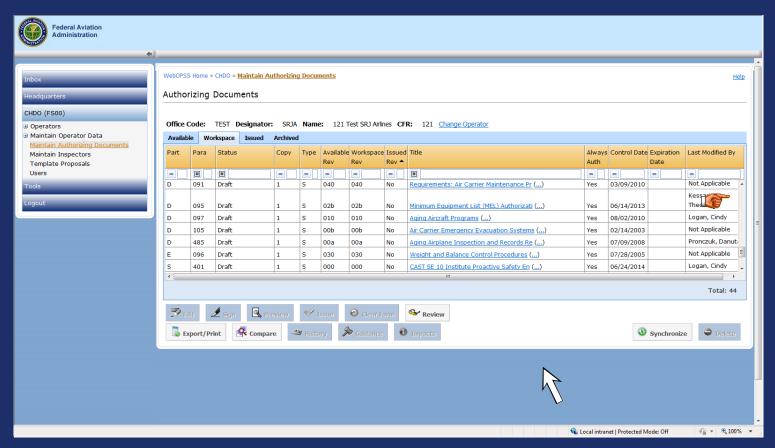


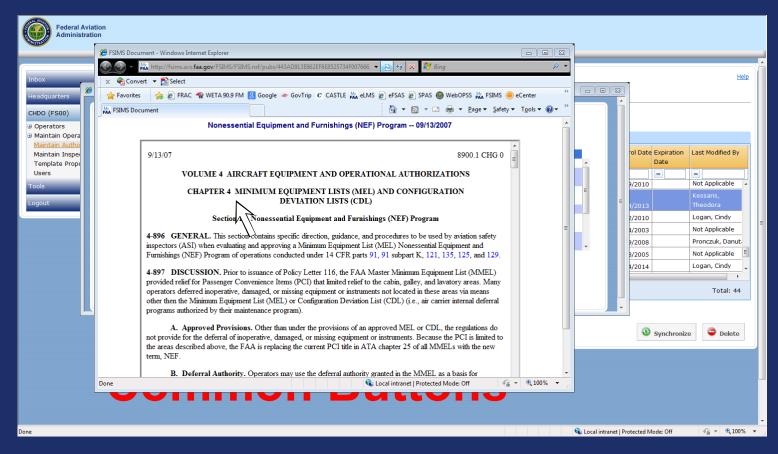


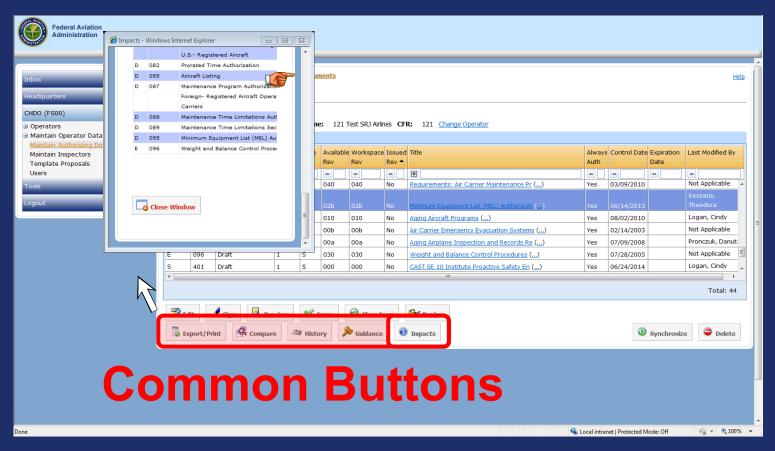


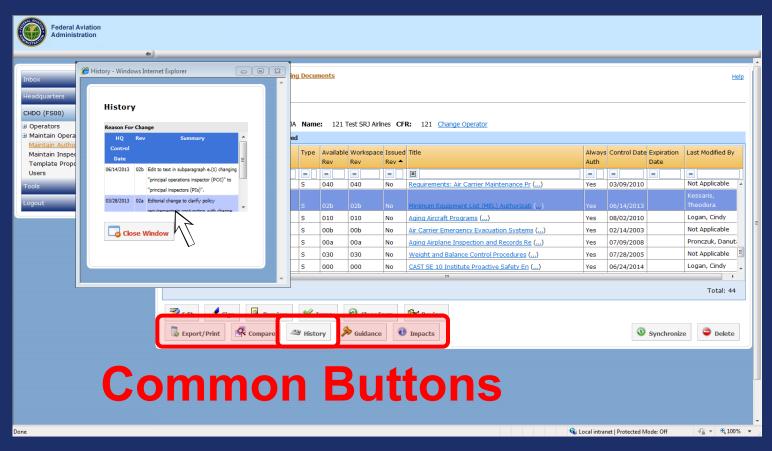


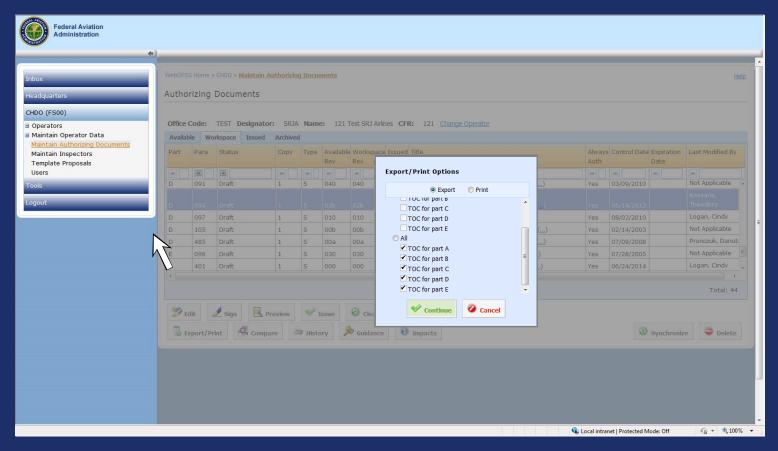


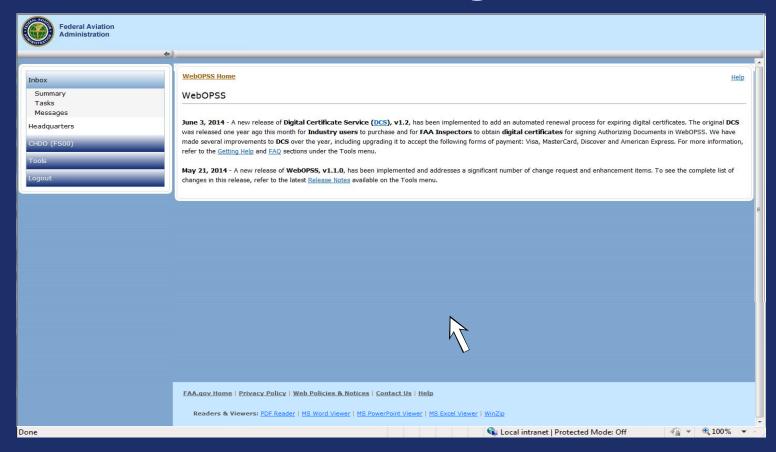


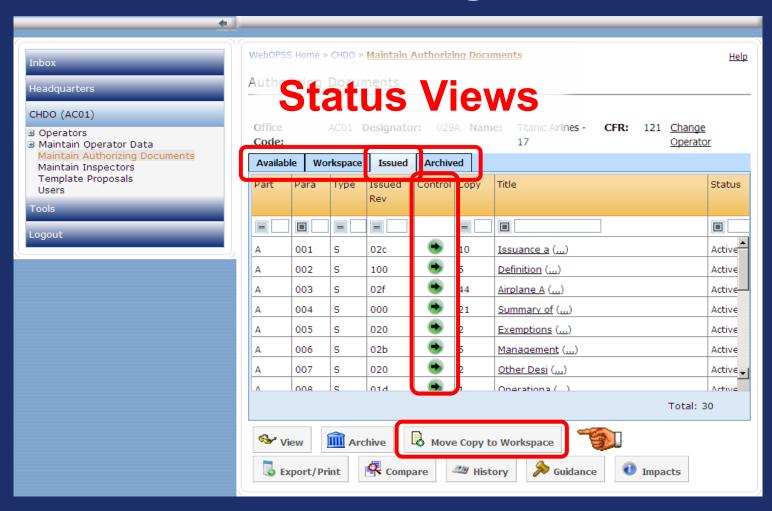






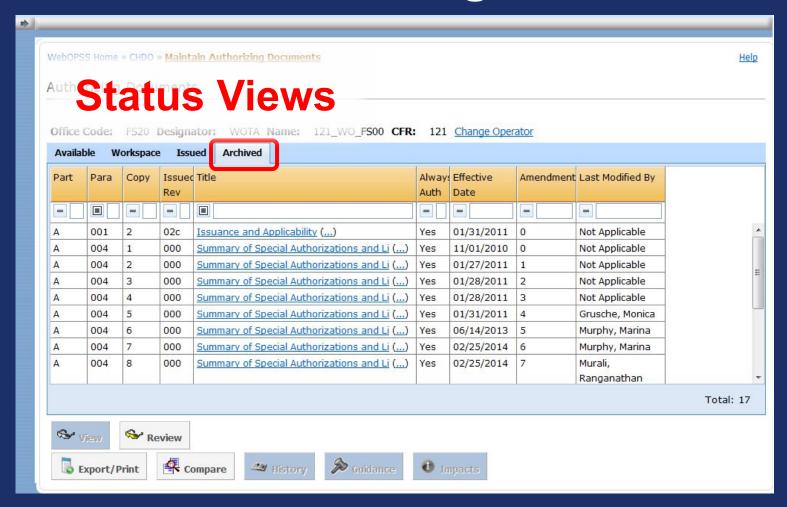


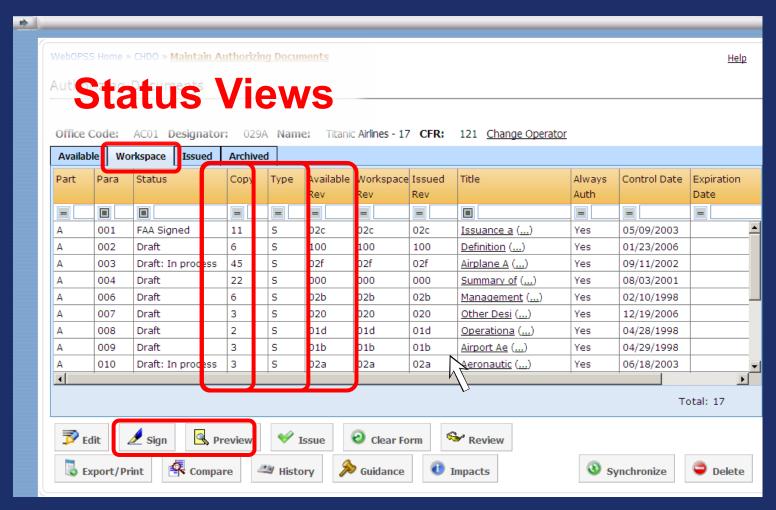




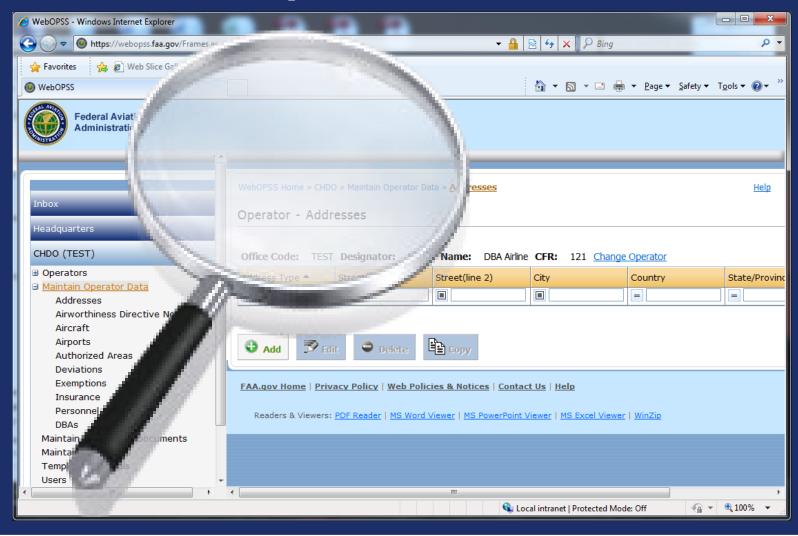
Status Views—Control Icons

•	The template revision is current
0	The template has been superseded by a mandatory revision
V	The template has been superseded by a non-mandatory revision
8	The template has been withdrawn or decommissioned
	The template will expire and will be superseded

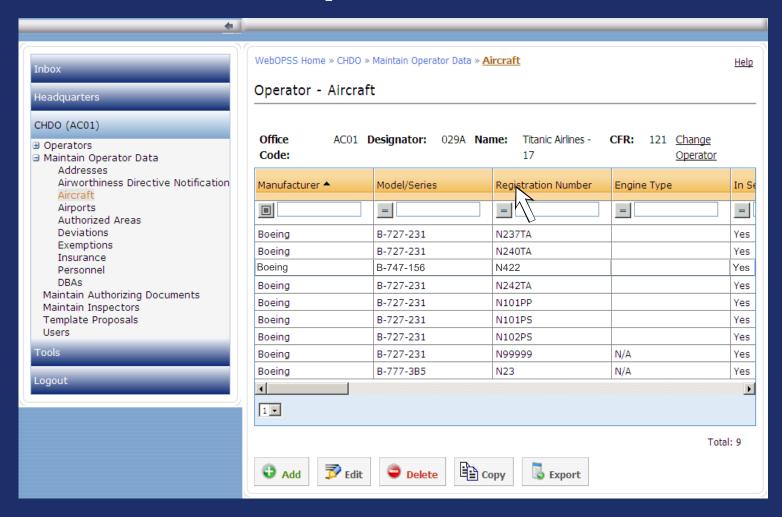




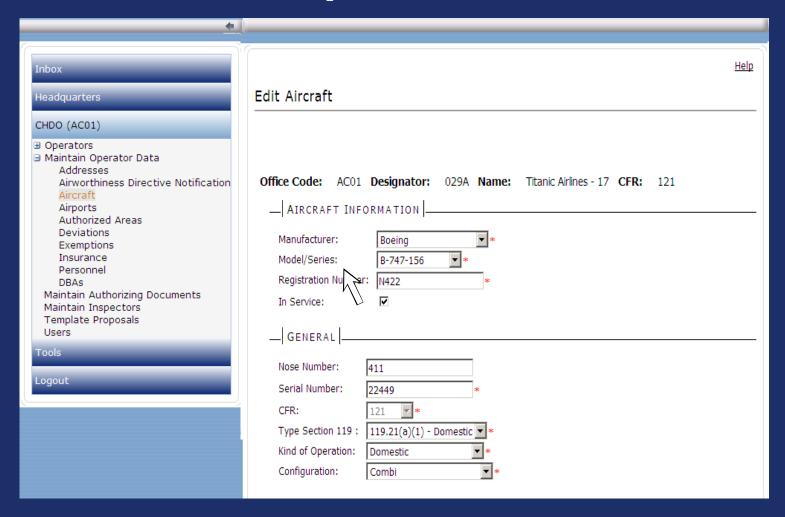
Operator Data



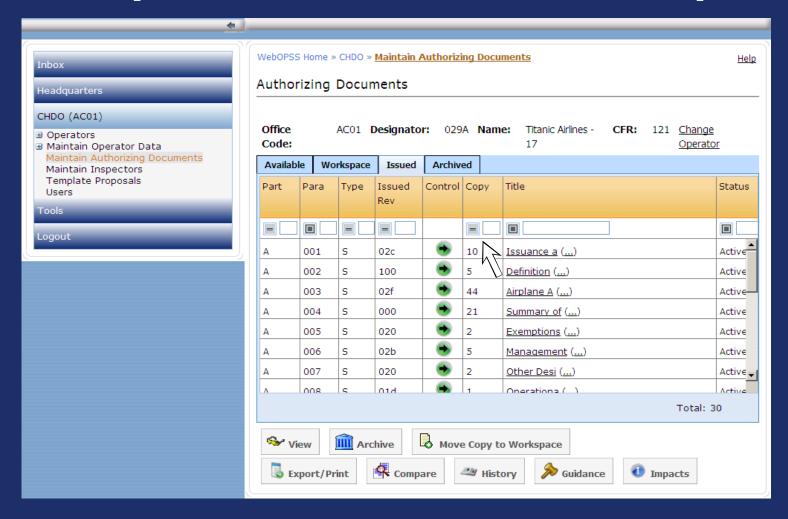
Edit Operator Data



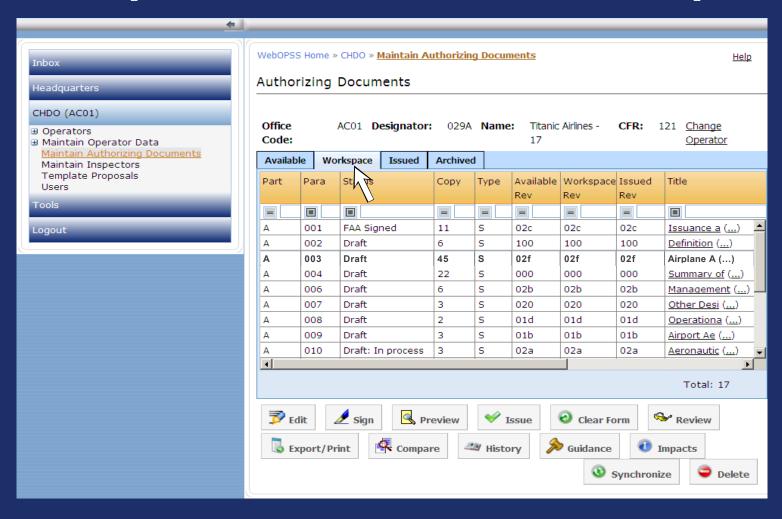
Edit Operator Data

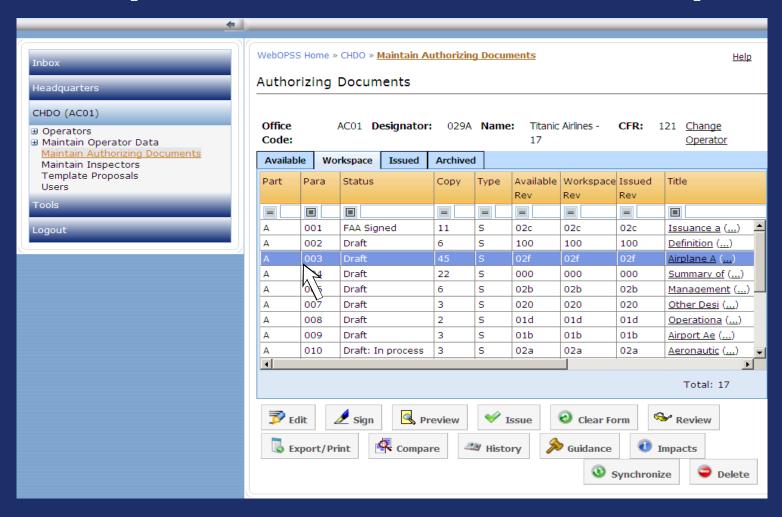


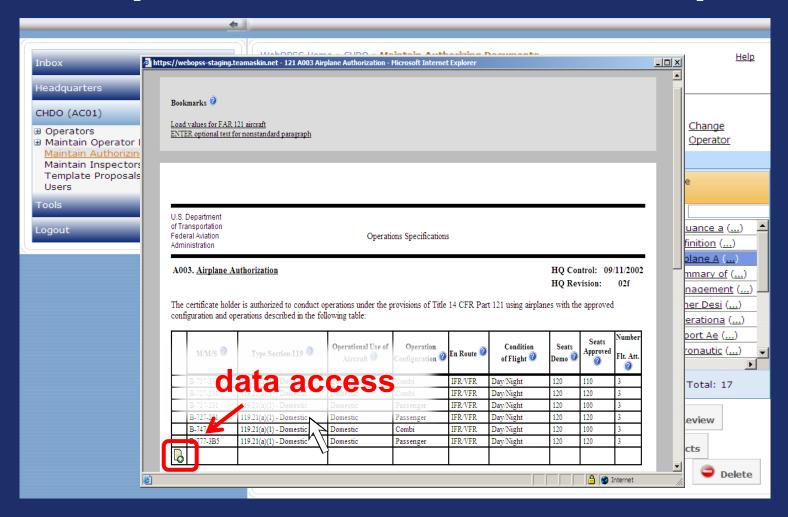
Edit Operator Data from Workspace

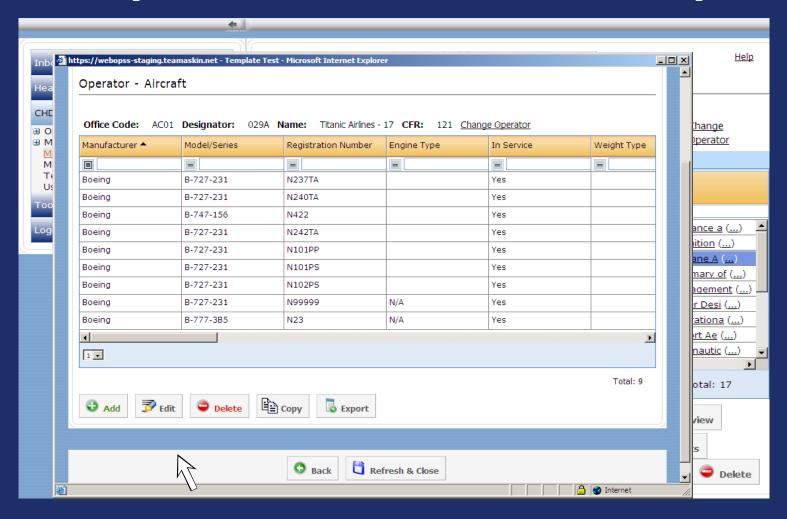


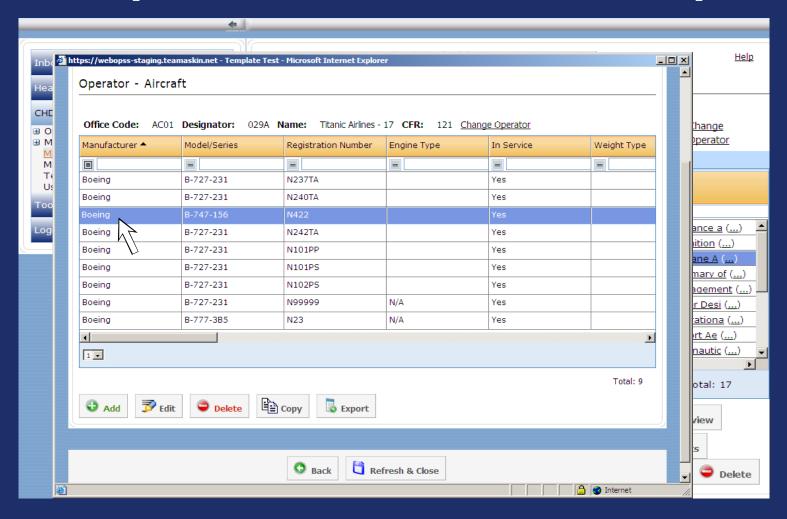
Edit Operator Data from Workspace

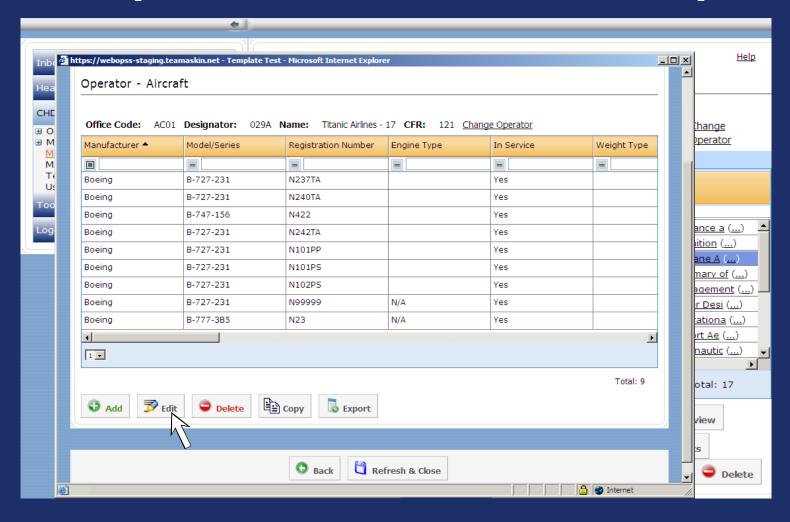


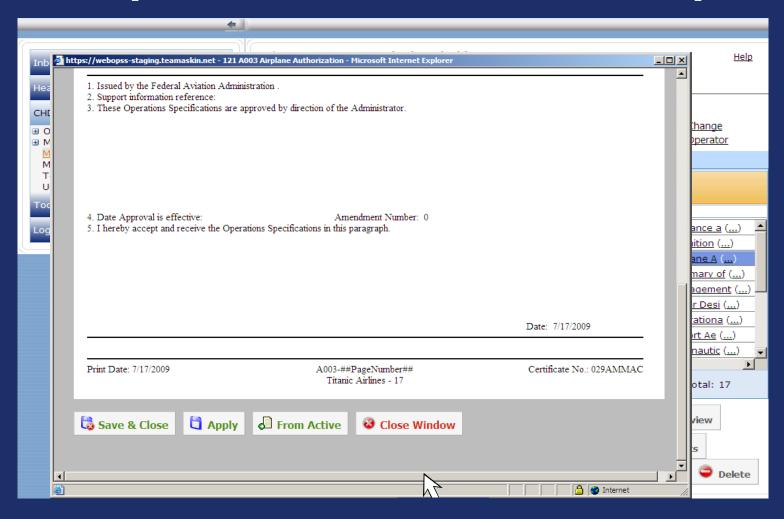


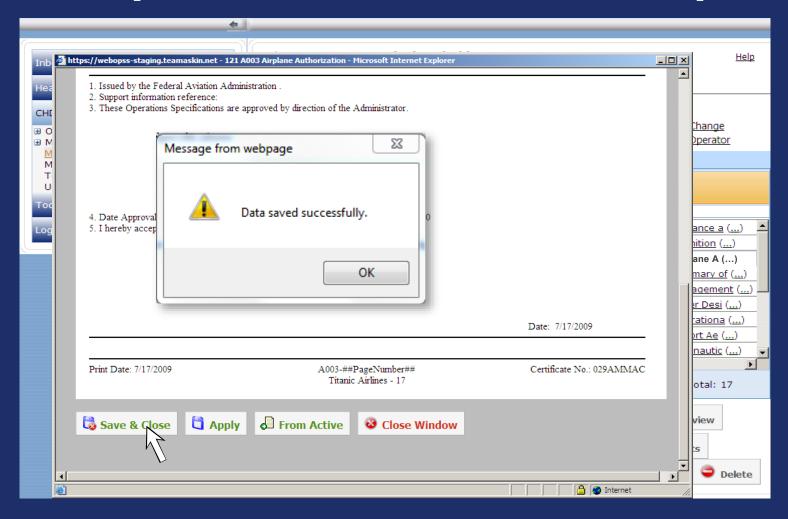










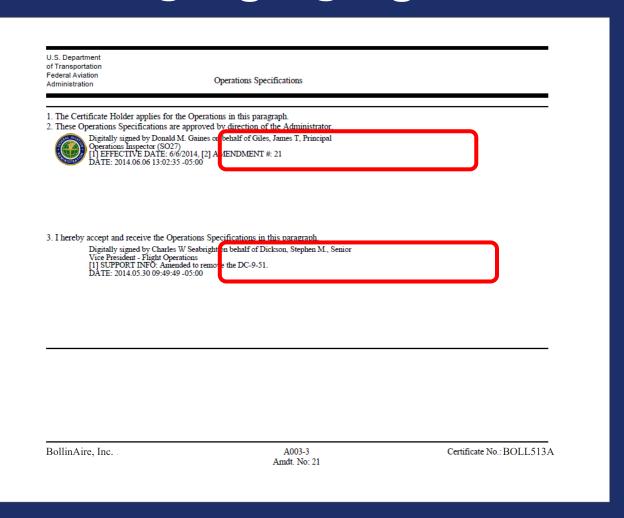


Digital Certificates

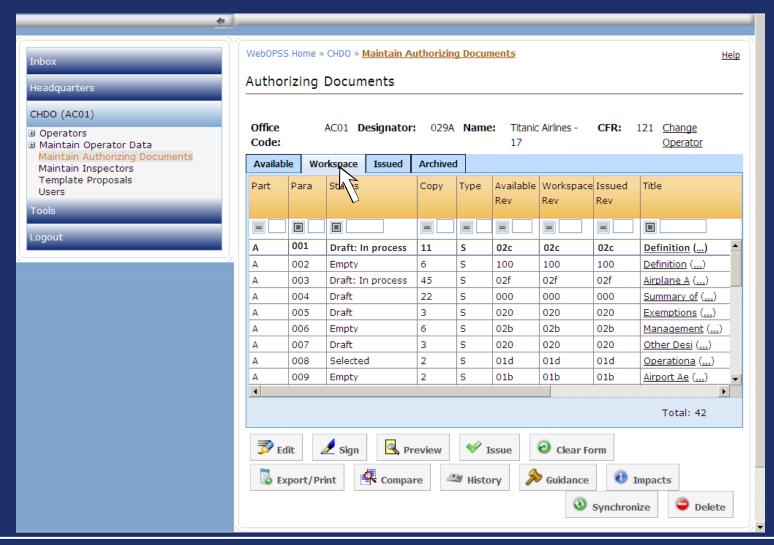


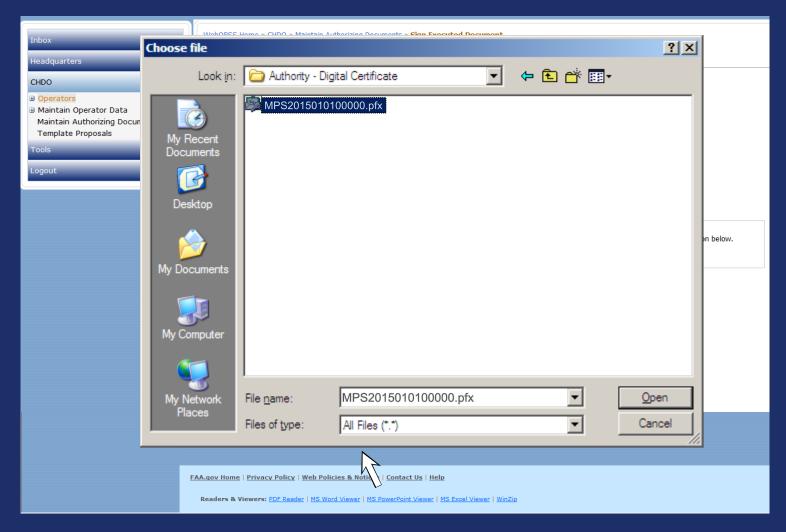
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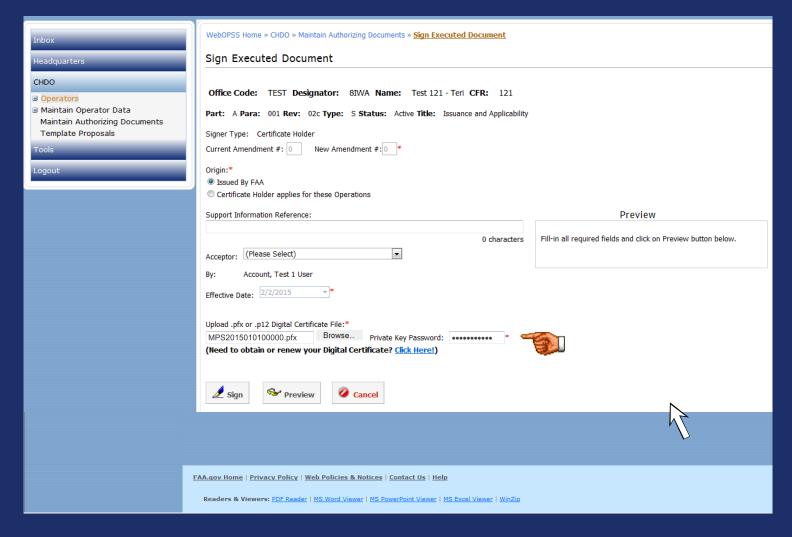
- Unique and a encrypted fil
- Certifies aut persons ider
- Secure signi electronic do
- Must be signFAA...,
- Should be si Operator.

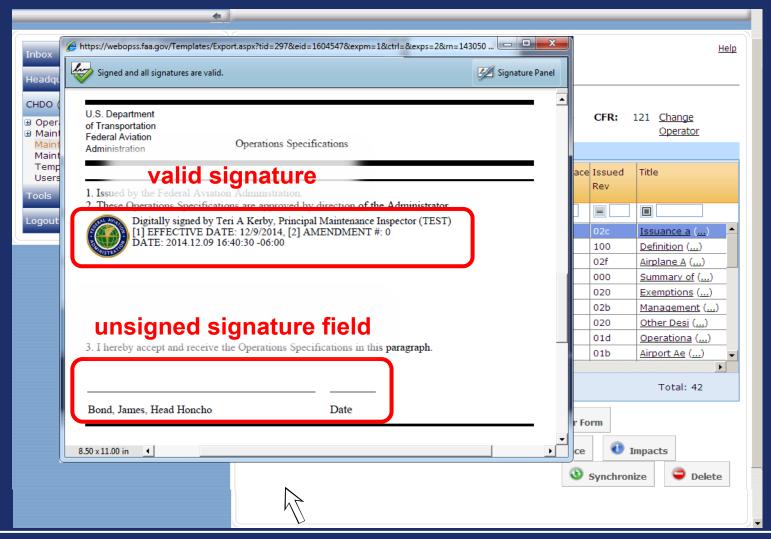


Digital Certificing it also Signate Keey Password









Digital Signatures

- Digital Certificate is valid for one calendar year
- Password can be changed at any time by downloading another copy of the signature file
- Signature password is independent of EXC account password
- Signature password is a minimum of 12 alphanumeric characters with <u>no special characters</u>

Issuidig Dag Bag Sagnatures

Digital Certificate Service

https://dcs.faa.gov/

- Obtain approval for access to WebOPSS from your Principal Inspector prior to purchasing a digital signature.
- Digital signature is the same as the one for eForms, and may be used for WebOPSS.
- The FAA's Digital Certificate Service website is used by industry to request a digital certificate.
- Pay by Credit Card (Visa, MasterCard, AMEX, Discover)
- Renewed annually, reminders are sent out 30 days before expiration.

Save Your Digital Signature...

- To a backed up location on your network for safekeeping.
- To your desktop for regular use
- To a flash drive for portability

Do not share your password!

Importance of Digital Certificates

- Secure digital signature
- Authenticity protection, integrity protection, and non-repudiation
- Accountability & document integrity
- Flexibility in signing
- Facilitates real time approval of authorizing documents

Getting Help

- Tools Menu
 - User Manual
 - Release Notes
 - Frequently Asked Questions (FAQ)
- Points of Contact
 - email: afs-webopss@faa.gov
 - MyIT Service Center 1-844-FAA-MyIT (322-6948), email helpdesk@faa.gov
 - Digital Certificate Support: https://dcs.faa.gov/support
- Mouse over content throughout WebOPSS
- WebOPSS User Guide also available in FSIMS

https://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=OPSS Guidance

Policy Resources

- Guidance Button in Maintain Authorizing Documents
- FAA Order 8900.1 https://fsims.faa.gov
 Flight Information Management System (FSIMS)
 - Volume 3 Chapter 18—Operations Specifications
 - -Volume 12 Chapter 4—Part 129 Operations
- Operations Specifications Working Group (OSWG)

https://fsims.faa.gov/PICResults.aspx?mode=Publication&doctype=OSWG