

**Element Performance Inspection (EPI) Data Collection Tool
4.2.8 Simulators / Training Devices (AW)**

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure the Certificate Holder's manual includes; policies, procedures, instructions and information necessary to ensure that airplane simulators, training devices and training aids meet the requirements of its FAA Approved Training Program.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Simulators / Training Devices process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Simulators / Training Devices process.

Specific Instructions:

- To accomplish this EPI, the Inspector should have a basic understanding of the simulator approval process. This EPI should be accomplished at various locations where the Air Carrier trains its crewmembers.

Related EPI(s):

- 4.2.1 Maintenance Training Program (AW)
- 4.2.10 Aircrew Designated Examiner (ADE) Program (OP)
- 4.2.2 RII Training Requirements (AW)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.4 Training of Flight Attendants (OP)
- 4.2.6 Training of Station Personnel (OP)
- 4.2.7 Training of Check Airmen and Instructors (OP)
- 4.2.9 Outsource Crewmember Training (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(16)

121.135(b)(2)
121.135(b)(3)
121.407(a)
121.407(a)(2)
121.407(a)(3)
121.407(a)(5)
121.407(c)
121.407(d)
121.409(b)
121.409(d)

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
Intentionally Left Blank

EPI SECTION 1 – PERFORMANCE OBSERVABLES	
Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Simulators / Training Devices.	
Tasks	
To meet this objective, the inspector must accomplish the following tasks:	
1	Review the information listed in the Supplemental Information section of this data collection tool.
2	Review the policies, procedures, instructions and information for the Simulators / Training Devices process contained in the Certificate Holder's manual.
3	Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
4	Observe the Simulators / Training Devices process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
5	Discuss the Simulators / Training Devices process with the personnel (other than management) who perform the duties and responsibilities required by the process.
Questions	
To meet this objective, the inspector must answer the following questions:	
1	Were the following Performance Measures met:
1.1	Were the simulators and training devices configured the same way as the airplane they represent? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2	Did the Certificate Holder use a maintenance log to report simulator or training device discrepancies? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3	Did the Certificate Holder use a maintenance log to correct simulator discrepancies? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4	Did the Certificate Holder upgrade its simulators and training devices to reflect operational/fleet changes? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5	Were the Certificate Holder's simulators and training devices configured to meet low altitude windshear training requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2	Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Simulators / Training Devices process followed? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3	Were the Simulators / Training Devices process controls followed? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Simulators / Training Devices process comply with the instructions provided in the Certificate Holder's manual? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5	Were the process measurements for the Simulators / Training Devices process effective in identifying problems or potential problems and providing corrective action for them? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element? <input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu
1. Personnel.
2. Tools and Equipment.
3. Technical Data.
4. Procedures, policies or instructions or information.
5. Materials.
6. Facilities.
7. Controls.
8. Process Measures.
9. Interfaces.
10. Desired Outcome.
11. Other.

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Simulators / Training Devices is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Simulators / Training Devices process.
- 2 Identify the person who has overall authority for the Simulators / Training Devices process.
NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6. Answer questions 2.1 & 2.2, and provide the name/title.
- 3 Review the duties and responsibilities for the person(s) who manage the Simulators / Training Devices process documented in the Certificate Holder's manual.
- 4 Review the appropriate organizational chart.
- 5 Discuss the Simulators / Training Devices process with the management personnel identified in Tasks 1 and 2.
- 6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Simulators / Training Devices process:

2.1 Is there a clearly identified person who is responsible for the quality of the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100%;" type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.4 Does the person with authority know that he/she has authority for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.5 Does the person with responsibility for the Simulators / Training Devices process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.6 Does the person with authority to establish and modify the Simulators / Training Devices process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Simulators / Training Devices process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu
1. Assignment of responsibility.
2. Assignment of authority.
3. Does not understand procedures, policies or instructions and information.
4. Does not understand controls.
5. Does not understand process measurements.
6. Does not understand interfaces.
7. Span of control.
8. Position vacant.
9. Other.