

**Element Performance Inspection (EPI) Data Collection Tool  
4.2.9 Outsource Crewmember Training (OP)**

**ELEMENT SUMMARY INFORMATION**

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

- To audit the Outsource Crewmember Training for compliance with the FAA approved training program and operations specification paragraph A031.

**Objective** (FAA oversight responsibility):

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

**Specific Instructions:**

- To accomplish this EPI, the inspector will need to observe part or all of the curriculum segments of outsource crewmember FAA approved training. Documentation to be reviewed should include the training course outline and instructor guidelines. Further, the inspector should review operations specification paragraph A031, "Authorization for Arrangements with Training Organizations for Certificate Holder Training." Also, the inspector should review operations specifications, part A for deviations to training requirements, record keeping locations, etc.

**Related EPI(s):**

- 4.2.10 Aircrew Designated Examiner (ADE) Program (OP)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.4 Training of Flight Attendants (OP)
- 4.2.7 Training of Check Airmen and Instructors (OP)
- 4.2.8 Simulators / Training Devices (OP)

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirement(s) (SRRs):**

- SRRs:  
119.43(b)  
119.43(c)  
121.135(a)(1)

121.135(b)(1)  
121.135(b)(2)  
121.135(b)(3)  
121.402(b)(1)  
121.402(b)(2)  
121.402(b)(3)  
121.402(b)(4)  
121.411(b)(1)  
121.411(b)(2)  
121.411(b)(3)  
121.411(b)(4)  
121.411(b)(5)  
121.411(b)(6)  
121.411(b)(7)  
121.411(c)(1)  
121.411(c)(2)  
121.411(c)(3)  
121.411(c)(4)  
121.411(c)(5)  
121.411(d)  
121.411(f)(2)  
121.411(g)  
121.413(a)(1)  
121.413(a)(2)  
121.413(b)  
121.413(c)(1)  
121.413(c)(2)  
121.413(c)(4)(i)  
121.413(c)(4)(ii)  
121.413(c)(5)  
121.413(c)(6)  
121.413(d)  
121.413(e)(1)  
121.413(e)(2)  
121.413(e)(3)(i)  
121.413(e)(3)(ii)  
121.413(e)(4)  
121.413(g)(1)  
121.413(g)(2)  
A031  
A031(a)  
A031(b)  
A031(c)  
A031(d)  
A031(e)  
A031(f)  
A031(g)

**Related CFR(s) & FAA Policy/Guidance:**

- Related CFRs:
  - 121.402(a)
  - 121.403(a)
  - 121.414(a)(2)
  
- FAA Policy/Guidance:
  - HBAT 99-01

<b>EPI SECTION 1 – PERFORMANCE OBSERVABLES</b>	
<b>Objective:</b> (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Outsource Crewmember Training.	
<b>Tasks</b>	
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 Outsource Crewmember Training program 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 Outsource Crewmember Training program to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.	
5. Discuss the Outsource Crewmember Training program with the personnel (other than management) who perform the duties and responsibilities required by the program.	
<b>Questions</b>	
To meet this objective, the inspector must answer the following questions:	
1. Were the following Performance Measures met:	
1.1 Was the Certificate Holder's outsource training provider qualified to perform the contracted training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<i>Related performance JTIs:</i> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder verified that a Certificate Holder who provided flight training, testing, and checking under contract or other arrangement was certificated under part 121 in accordance with the Certificate Holder's design. <i>Sources:</i> 121.135(b)(24); 121.402(a)</li> <li>• Check, at the records repository, that the Certificate Holder verified that a training center who provided flight training, testing, and checking under contract or other arrangement was certificated under part 142 in accordance with the Certificate Holder's design.. <i>Sources:</i> 121.135(b)(24); 121.402(a)</li> <li>• Check, at the records repository, that any training provider who provided major contract (flightcrew) training was approved by the POI in accordance with the Certificate Holder's design. <i>Sources:</i> HBAT 99–01, Paragraph 4 C</li> <li>• Check at an air carrier specified location that any training provider who provided major contract (flightcrew) training was recorded in A031 of the Operations Specifications in accordance with the Certificate Holder's design. <i>Sources:</i> HBAT 99–01, Paragraph 4 C</li> </ul>	
1.2 Did the Certificate Holder's outsource training provider meet the required standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<i>Related performance JTIs:</i> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder verified that a part 142 training center, who provided training, testing, and checking, held the applicable training specifications issued under part 142 in accordance with the Certificate Holder's design.</li> </ul>	

*Sources:* 121.135(a)(1); 121.402(b)(1)

- Check, at the records repository, that the Certificate Holder verified that the part 142 training center who provided training, testing, and checking, had facilities that met the applicable requirements of part 142 in accordance with the Certificate Holder's design.  
*Sources:* 121.135(a)(1); 121.402(b)(2)
- Check, at the records repository, that all training provided by the subject training organizations, as listed in Operations Specifications A031Paragraphgraph h, was performed in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(a)
- Check at training center through observation that all training provided by each of the subject training organizations, as listed in Operations Specifications A031Paragraphgraph h, is performed in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(a)
- Check, at the records repository, that all testing provided by the subject training organizations, as listed in Operations Specifications A031Paragraphgraph h, was performed in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(a)
- Check at training center through observation that all testing provided by the subject training organizations, as listed in Operations Specifications A031Paragraphgraph h, is performed in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(a)
- Check, at the records repository, that all checking provided by the subject training organizations, as listed in Operations Specifications A031Paragraphgraph h, was performed in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(a)
- Check, at the training center, through observation, that all checking provided of the subject training organizations, as listed in Operations Specifications A031Paragraphgraph h, is performed in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(a)
- Check, at the records repository, that the Certificate Holder documented, that the subject training organizations listed in Operations Specifications A031Paragraphgraph h, had adequate organizational structure for the proper performance of training, testing, and checking in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(b)
- Check, at the records repository, that the Certificate Holder documented, that the subject training organizations listed in Operations Specifications A031Paragraphgraph h, had provided competent qualified personnel for the proper performance of training, testing, and checking in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(b)
- Check, at the records repository, that the Certificate Holder documented, that the subject training organizations listed in Operations Specifications

A031Paragraphgraph h, had adequate facilities for the proper performance of training, testing, and checking in accordance with the Certificate Holder's approved training program.

*Sources:* 121.135(a)(1); A031(b)

- Check, at the records repository the Certificate Holder verified, that the subject training organizations listed in Operations Specifications A031Paragraphgraph h, had approved training programs for the proper performance of training, testing, and checking in accordance with the Certificate Holder's approved training program.  
*Sources:* 121.135(a)(1); A031(b)
- Check, at the air carrier specified location, that arrangements made with each training organization is listed in Operations Specifications A031, Paragraphgraph h.  
*Sources:* 121.135(a)(1); A031(f)
- Check, at the records repository, that no arrangements were made with any training organization that is not listed in Operations Specifications A031, Paragraphgraph h.  
*Sources:* 121.135(a)(1); A031(f)
- Check, through observation, at the part 142 training center who provides training, testing, and checking, that they have facilities that meets the applicable requirements of part 142 in accordance with the Certificate Holder's design.  
*Sources:* 121.135(a)(1); 121.402(b)(2)
- Check, at the records repository, for verification that the part 142 training center who provided training, testing, and checking, had training equipment that met the applicable requirements of part 142 in accordance with the Certificate Holder's design.  
*Sources:* 121.135(a)(1); 121.402(b)(2)
- Check, through observation, at the part 142 training center who provides training, testing, and checking, that they have training equipment that meets the applicable requirements of part 142 in accordance with the Certificate Holder's design.  
*Sources:* 121.135(a)(1); 121.402(b)(2)
- Check, at the records repository, that the Certificate Holder verified that the part 142 training center who provided training, testing, and checking, had courseware that met the applicable requirements of part 142 in accordance with the Certificate Holder's design.  
*Sources:* 121.135(a)(1); 121.402(b)(2)
- Check, through observation, at the part 142 training center who provides training, testing, and checking, that they have courseware that meets the applicable requirements of part 142 in accordance with the Certificate Holder's design.  
*Sources:* 121.135(a)(1); 121.402(b)(2)

<p>1.3 Did the Certificate Holder's training provider have adequate qualified staff to provide the contracted training, testing, and checking?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder verified that a part 142 training center, who provided training, testing, and checking, had sufficient instructors in accordance with the Certificate Holder's design. <i>Sources:</i> 121.135(a)(1); 121.402(b)(4)</li> <li>• Check, at the records repository, that the Certificate Holder verified that a part 142 training center, who provided training, testing, and checking, had sufficient check airmen in accordance with the Certificate Holder's design. <i>Sources:</i> 121.135(a)(1); 121.402(b)(4)</li> <li>• Check, at the records repository, that the Certificate Holder verified that a part 142 training center, who provided training, testing, and checking, had qualified instructors in accordance with the Certificate Holder's design. <i>Sources:</i> 121.135(a)(1); 121.402(b)(4)</li> <li>• Check, at the records repository, that the Certificate Holder verified that a part 142 training center, who provided training, testing, and checking, had qualified check airmen in accordance with the Certificate Holder's design. <i>Sources:</i> 121.135(a)(1); 121.402(b)(4)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.4 Did only qualified training center personnel provide contracted training, testing, and checking for the Certificate Holder?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the records repository, the Certificate Holder verified, that each person (employed by training organizations listed in Operations Specifications A031) who conducted training, testing, and checking, was trained in accordance with the Certificate Holder's approved training program. <i>Sources:</i> 121.135(a)(1); A031(c)</li> <li>• Check, at the records repository, the Certificate Holder verified, that each person (employed by training organizations listed in Operations Specifications A031) who conducted training, testing, and checking, was qualified in accordance with the Certificate Holder's approved training program. <i>Sources:</i> 121.135(a)(1); A031(c)</li> <li>• Check, at the records repository, that the Certificate Holder verified, that each person employed by training organization listed in Operations Specifications A031 who conducted training, testing, and checking, was authorized in accordance with the Certificate Holder's approved training program. <i>Sources:</i> 121.135(a)(1); A031(c)</li> <li>• Check, at the records repository, that the Certificate Holder has documented that the regulations contained in section 121.411 were met and addressed the certification flight checks in accordance with the Certificate Holder's design. <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(3)(a)</li> <li>• Check, at the records repository, that the Certificate Holder has documented that the regulations contained in section 121.412 were met and addressed the certification flight checks in accordance with the Certificate Holder's design.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(a)

- Check, at the records repository, that the Certificate Holder has documented that the regulations contained in section 121.413 were met and addressed the certification flight checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(a)

- Check, at the records repository, that the Certificate Holder has documented that the regulations contained in section 121.414 were met and addressed the certification flight checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(a)

- Check, at the records repository, that the Certificate Holder has documented that approved standards were maintained and addressed flight checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(a)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.411 were met and addressed the proficiency checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(b)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.412 were met and addressed the proficiency checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(b)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.413 were met and addressed the proficiency checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(b)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.414 were met and addressed the proficiency checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(b)

- Check, at the records repository, that the Certificate Holder documented that the approved standards were maintained and addressed the proficiency checks in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(b)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.411 were met and addressed the flight training in lieu of the proficiency check, including line-oriented flight training (LOFT) in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(c)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.412 were met and addressed the flight training in lieu of the proficiency check, including line-oriented flight training (LOFT) in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(c)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.413 were met and addressed the flight training in lieu of the proficiency check, including line-oriented flight training (LOFT) in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(c)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.414 were met and addressed the flight training in lieu of the proficiency check, including line-oriented flight training (LOFT) in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(c)

- Check, at the records repository, that the Certificate Holder documented that approved standards were maintained and addressed the flight training in lieu of the proficiency check, including line-oriented flight training (LOFT) in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(c)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.411 were met and addressed the competency checks in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(d)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.412 were met and addressed the competency checks in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(d)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.413 were met and addressed the competency checks in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(d)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.414 were met and addressed the competency checks in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(d)

- Check, at the records repository, that the Certificate Holder documented that approved standards were maintained and addressed the competency checks in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(d)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.411 were met. Documentation must address the maneuver validation (AQP) in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(e)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.412 were met and addressed the maneuver validation (AQP) in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(e)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.413 were met and addressed the maneuver validation (AQP) in accordance with the Certificate Holder's design.

*Sources:* HBAT 99–01, Paragraph 4,A,(3)(e)

- Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.414 were met and addressed the maneuver validation (AQP) in accordance with the Certificate Holder's

<p>design.  <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)(e)</p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder documented that maneuver validation (AQP) was addressed and that approved standards were maintained and in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)(e)</li> <li>• Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.411 were met and addressed the line operational evaluations (LOE) in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)(f)</li> <li>• Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.412 were met and addressed the line operational evaluations (LOE) in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)(f)</li> <li>• Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.413 were met and addressed the line operational evaluations (LOE) in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)(f)</li> <li>• Check, at the records repository, that the Certificate Holder documented that the regulations contained in section 121.414 were met and addressed the line operational evaluations (LOE) in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)(f)</li> </ul>	
<p>1.5 Was all training provided identical to the Certificate Holder’s approved program?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the technical publications library, that the Certificate Holder’s manual contains a current training program curriculum for each type of airplane with respect to each crewmember required for that airplane  <i>Sources:</i> 121.135(a)(1); 121.135(b)(15); 121.403(a)</li> <li>• Check, at the records repository, that the certificate holder maintains current records of each crewmember that shows that the crewmember complies with training.  <i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</li> <li>• Check, at the principal base of operations or other location approved by the POI, that the Certificate Holder, conducting supplemental operations, maintains current records of each crewmember that shows that the crewmember complies with proficiency checks  <i>Sources:</i> 121.135(a)(1); 121.683(b)</li> <li>• Check, at the principal base of operations or other location approved by the POI, that the Certificate Holder, conducting supplemental operations, maintains current records of each crewmember that shows that the crewmember complies with proficiency checks  <i>Sources:</i> 121.135(a)(1); 121.683(b)</li> <li>•</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

Check, at the principal base of operations or other location approved by the POI, that the Certificate Holder, conducting supplemental operations, maintains current records of each crewmember that shows that the crewmember complies with proficiency checks

*Sources:* 121.135(a)(1); 121.683(b)

- Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training provider was identical to the training program approved by the Certificate Holder's POI and addressed the manuals in accordance with the Certificate Holder's design.  
*Sources:* HBAT 99-01, Paragraph 4,A,(1)(a)
- Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training provider was identical to the training program approved by the Certificate Holder's POI and addressed the format and content of curricula in accordance with the Certificate Holder's design.  
*Sources:* HBAT 99-01, Paragraph 4,A,(1)(b)
- Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training provider was identical to the training program approved by the Certificate Holder's POI and addressed the format and content of documents depicting flight maneuvers and procedures in accordance with the Certificate Holder's design.  
*Sources:* HBAT 99-01, Paragraph 4,A,(1)(b)
- Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training provider was identical to the training program approved by the Certificate Holder's POI and addressed the courseware in accordance with the Certificate Holder's design.  
*Sources:* HBAT 99-01, Paragraph 4,A,(1)(c)
- Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training provider was identical to the training program approved by the Certificate Holder's POI and addressed the facilities in accordance with the Certificate Holder's design.  
*Sources:* HBAT 99-01, Paragraph 4,A,(1)(d)
- Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training provider was identical to the training program approved by the Certificate Holder's POI and addressed the qualifications of instructors in accordance with the Certificate Holder's design.  
*Sources:* HBAT 99-01, Paragraph 4,A,(1)(e)
- Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training provider was identical to the training program approved by the Certificate Holder's POI and addressed the qualifications of check airmen in accordance with the Certificate Holder's design.  
*Sources:* HBAT 99-01, Paragraph 4,A,(1)(e)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it

adhered to the curricula contained in its FAA–approved training program and addressed the ground training curriculum segments for initial new–hire training in accordance with the Certificate Holder’s design.

*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)

- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the flight training curriculum segments for initial new–hire training in accordance with the Certificate Holder’s design.  
*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the ground training curriculum segments for upgrade training in accordance with the Certificate Holder’s design.  
*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the flight training curriculum segments for upgrade training in accordance with the Certificate Holder’s design.  
*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the ground training curriculum segments for transition training in accordance with the Certificate Holder’s design.  
*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the flight training curriculum segments for transition training in accordance with the Certificate Holder’s design.  
*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the ground training curriculum segments for recurrent training in accordance with the Certificate Holder’s design.  
*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the flight training curriculum segments for recurrent training in accordance with the Certificate Holder’s design.  
*Sources:* HBAT 99–01, Paragraph 4,A,(2)(a)
- Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA–approved training program and addressed the ground training curriculum segments for refresher

<p>training in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(2)(a)</p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA-approved training program and addressed the flight training curriculum segments for refresher training in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(2)(a)</li> <li>• Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA-approved training program and addressed the ground training curriculum segments for initial equipment training in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(2)(a)</li> <li>• Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA-approved training program and addressed the flight training curriculum segments for initial equipment training in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(2)(a)</li> <li>• Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA-approved training program and addressed the ground training curriculum segments for requalification training in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(2)(a)</li> <li>• Check, at the records repository, that the Certificate Holder has audited the curricula presented by the training provider and documented that it adhered to the curricula contained in its FAA-approved training program and addressed the flight training curriculum segments for requalification training in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(2)(a)</li> <li>• Check, at the records repository, that the Certificate Holder verified that a part 142 training center, who provided training, testing, and checking, had approved curriculums, curriculum segments, and portions of curriculum segments applicable for use in training courses in accordance with the Certificate Holder's design.  <i>Sources:</i> 121.135(a)(1); 121.402(b)(3)</li> </ul>	
<p>1.6 Did the Certificate Holder document that the training provider's check airmen/designated examiners/approved evaluators used approved testing standards in the conduct of flight checks?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder observed the training provider's check airmen who were used by the Certificate Holder in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(3)</li> <li>• Check, at the records repository, that the Certificate Holder observed the training provider's designated examiners who were used by the Certificate Holder in accordance with the Certificate Holder's design.</li> </ul>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain</p>

<p><i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)</p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder documented that line operational evaluations (LOE) was addressed and that approved standards were maintained and in accordance with the Certificate Holder’s design. <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)(f)</li> <li>• Check, at the records repository, that the Certificate Holder reviewed the training records required by section 121.683. <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(4)</li> <li>• Check, at the records repository, that the Certificate Holder reviewed the testing records required by section 121.683. <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(4)</li> </ul>	
<p>1.7 Did the Certificate Holder document that the training provider’s check airmen/designated examiners/approved evaluators met the appropriate qualification requirements?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder observed the training provider’s designated examiners who were used by the Certificate Holder in accordance with the Certificate Holder’s design. <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)</li> <li>• Check, at the records repository, that the Certificate Holder observed the training provider’s check airmen who were used by the Certificate Holder in accordance with the Certificate Holder’s design. <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(3)</li> <li>• Check, at the records repository, that each person who serves as a check airman has satisfactorily conducted a proficiency check under the observation of an FAA inspector or an aircrew designated examiner employed by the operator <i>Sources:</i> 121.135(a)(1); 121.413(a)(2)</li> <li>• Check, at the records repository, that each person who serves as a check airman has satisfactorily conducted a competency check under the observation of an FAA inspector or an aircrew designated examiner employed by the operator <i>Sources:</i> 121.135(a)(1); 121.413(a)(2)</li> <li>• Check, at the records repository, that each person who serves as a flight instructor has satisfactorily conducted instruction under the observation of an FAA inspector, an operator check airman, or an aircrew designated examiner employed by the operator <i>Sources:</i> 121.135(a)(1); 121.414(a)(2)</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>
<p>1.8 Were responsible management personnel made aware of unsatisfactory audit results in the crewmember training program caused by lack of communication?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that a report summarizing the findings of its self–audit was prepared in accordance with the Certificate Holder’s design. <i>Sources:</i> HBAT 99–01, Paragraph 4 B</li> <li>• Check, at the records repository, that the Director of Operations signed the</li> </ul>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>report summarizing the findings of its self–audit in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4 B</p>	
<p>1.9 Did the Certificate Holder and training provider have a system to detect and report deficiencies in training programs?  <i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the Certificate Holding District Office, that a report, signed by the Director of Operations, summarizing the findings of its self–audit was submitted to the POI in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4 B</li> <li>• Check, at the records repository, that the Certificate Holder documented that in all instances in which discrepancies were found between the training program delivered by the training provider and that which was approved by the FAA, effective remedies were included in the Summary Report and addressed immediate corrective action in accordance with the Certificate Holder’s design.  <i>Sources:</i> HBAT 99–01, Paragraph 4B(1)</li> <li>• Check, at the records repository, that the Certificate Holder followed its procedure to detect deficiencies, in the training program provided by each subject training organization listed in Operations Specifications A031Paragraphgraph h, in accordance with the Certificate Holder’s approved training program.  <i>Sources:</i> 121.135(a)(1); A031(d)</li> <li>• Check, at the records repository, that the Certificate Holder followed its procedure to identify deficiencies, in the training program provided by each subject training organization listed in Operations Specifications A031Paragraphgraph h, in accordance with the Certificate Holder’s approved training program.  <i>Sources:</i> 121.135(a)(1); A031(d)</li> <li>• Check, at the records repository, that the Certificate Holder followed its procedure to provide timely corrective action for all deficiencies detected and identified, in the training program provided by each subject training organization listed in Operations Specifications A031Paragraphgraph h, in accordance with the Certificate Holder’s approved training program.  <i>Sources:</i> 121.135(a)(1); A031(d)</li> <li>• Check, at the records repository, that a review and audit by the Certificate Holder of each training agreement of each subject training organization listed in Operations Specifications A031 Paragraphgraph h. was completed within the past two years, based on the A031 effective date in accordance with the Certificate Holder’s design.  <i>Sources:</i> 121.135(a)(1); A031(g)</li> <li>• Check at the Certificate Holding Office that, the review and audit of each training agreement was presented to the principal inspector for acceptance and included a review of the items listed in Operations Specifications A031Paragraphgraph h. in accordance with the Certificate Holder’s design.  <i>Sources:</i> 121.135(a)(1); A031(g)</li> <li>• Check, at the records repository, that the Certificate Holder documented that in all instances in which discrepancies were found between the</li> </ul>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain</p>

<p>training program delivered by the training provider and that which was approved by the FAA, effective remedies were included in the Summary Report and addressed long-term corrective action in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4B(2)</p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder documented that in all instances in which discrepancies were found between the training program delivered by the training provider and that which was approved by the FAA, effective remedies were included in the Summary Report and addressed a strategy for ensuring continuing prevention of recurrence in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4B(3)</li> <li>• Check, at the records repository, that a report summarizing the findings of its self-audit was prepared in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4 B</li> </ul>	
<p>1.10 Did an interface exist between the Certificate Holder and training provider to identify and correct deficiencies in crewmember training procedures and requirements?   <i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the training center, through interview, that the person(s) employed by the subject training organization, who determine(s) the adequacy of the training program, is fully informed about the procedures in use with regard to the Certificate Holder's approved training program.  <i>Sources:</i> 121.135(a)(1); A031(e)</li> <li>• Check, at the training center, through observation, that the person(s) employed by the subject training organization, who determine(s) the adequacy of the training program, is fully informed about the procedures in use with regard to the Certificate Holder's approved training program..  <i>Sources:</i> 121.135(a)(1); A031(e)</li> <li>• Check, at the training center, through interview, that the person(s) employed by the subject training organization, who determine(s) the adequacy of the training program is fully informed about the requirements of the Certificate Holder's approved training program.  <i>Sources:</i> 121.135(a)(1); A031(e)</li> <li>• Check, at the training center, through observation, that the person(s) employed by the subject training organization, who determine(s) the adequacy of the training program is fully informed about the requirements of the Certificate Holder's approved training program.  <i>Sources:</i> 121.135(a)(1); A031(e)</li> </ul>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain</p>
<p>1.11 Was the training program delivered by the training provider identical to the Certificate Holder's approved training program?   <i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder has documented that the training program delivered by a contract training</li> </ul>	<p><input type="checkbox"/> Yes  <input type="checkbox"/> No, Explain</p>

<p>provider was identical to the training program approved by the Certificate Holder's POI and addressed the format and content of curriculum segments in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(1)(b)</p>	
<p>1.12 Did crewmembers (including pilots, flight engineers, and flight attendants) who received outsource training successfully complete all of the required components of the Certificate Holder's approved training program?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>2. Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Outsource Crewmember Training program followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>3. Were the Outsource Crewmember Training program controls followed?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>4. Did the records for the Outsource Crewmember Training program comply with the instructions provided in the Certificate Holder's manual?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> <li>• Check, at the records repository, that the Certificate Holder maintains current records of each crewmember that shows that the crewmember complies with proficiency checks.  <i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</li> <li>• Check, at the records repository, that the Certificate Holder maintains current records of each crewmember that shows that the crewmember complies with route checks.  <i>Sources:</i> 121.135(a)(1); 121.683(a)(1)</li> <li>• Check, at the records repository, that the Certificate Holder documented that each crew member had successfully completed all of the required components of training in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(4)</li> <li>• Check, at the records repository, that the Certificate Holder documented that each crew member had successfully completed all of the required components of checking in accordance with the Certificate Holder's design.  <i>Sources:</i> HBAT 99-01, Paragraph 4,A,(4)</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>5. Were the process measurements for the Outsource Crewmember Training program effective in identifying problems or potential problems and providing corrective action for them?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>6. Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information related to the Outsource Crewmember Training program?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu</b>
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.

<b>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES</b>	
<b>Objective:</b> To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Outsource Crewmember Training 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.)	
<b>Tasks</b>	
To meet this objective, the inspector must accomplish the following tasks:	
1. Identify the person who has overall responsibility for the Outsource Crewmember Training program.	
2. Identify the person who has overall authority for the Outsource Crewmember Training program.	
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 below. Answer questions 2.1 & 2.2 below, and provide the name/title.	
3. Review the duties and responsibilities for the person(s) who manage the Outsource Crewmember Training program documented in the Certificate Holder's manual.	
4. Review the appropriate organizational chart.	
5. Discuss the Outsource Crewmember Training program 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.	
<b>Questions</b>	
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 Outsource Crewmember Training program:	
2.1 Is there a clearly identified person who is responsible for the quality of the Outsource Crewmember Training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100px; height: 15px;" 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 Outsource Crewmember Training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title: <input style="width: 100px; height: 15px;" type="text"/>
2.3 Does the responsible person know that he/she has responsibility for the Outsource Crewmember Training program?	<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 Outsource Crewmember Training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

2.5 Does the person with responsibility for the Outsource Crewmember Training program 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 Outsource Crewmember Training program 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 Outsource Crewmember Training program?	<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 Outsource Crewmember Training program?	<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 Outsource Crewmember Training program?	<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 Outsource Crewmember Training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<b>EPI SECTION 2 – MANAGEMENT RESPONSIBILITY &amp; AUTHORITY OBSERVABLES –Drop Down Menu</b>
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.