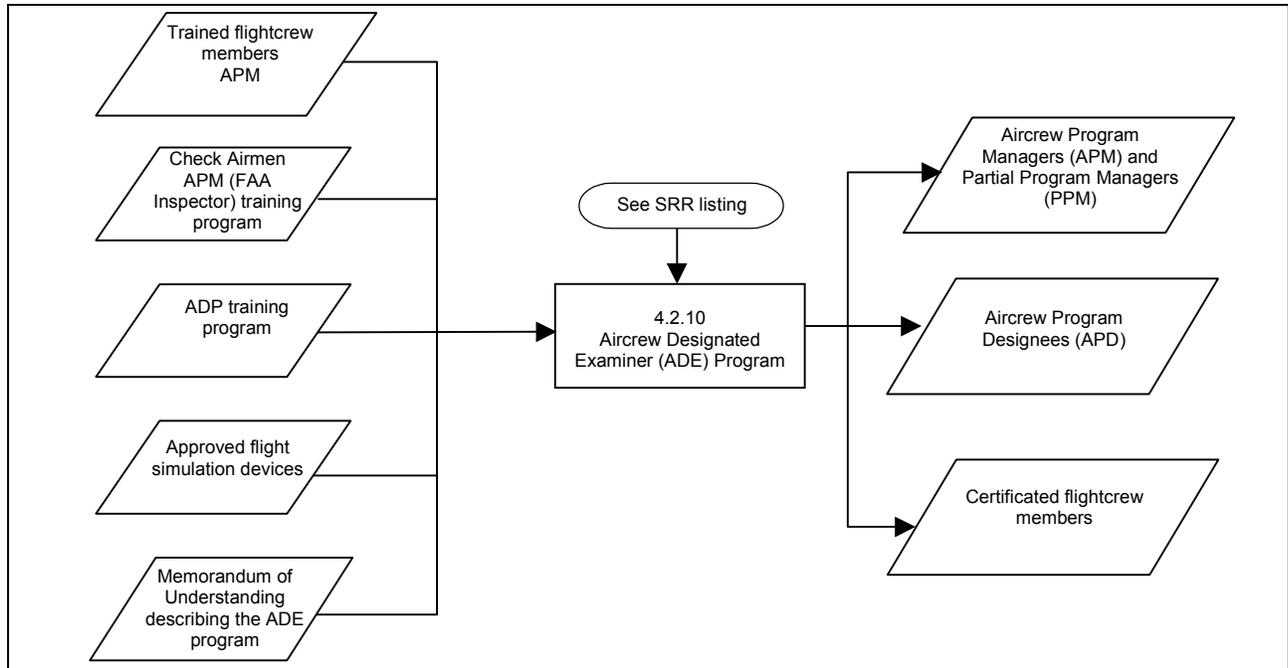


Safety Attribute Inspection (SAI) Job Aid



ELEMENT SUMMARY INFORMATION

Element: 4.2.10 Aircrew Designated Examiner (ADE) Program

Purpose of this Element (Air Carrier's responsibility): To provide a sufficient number of qualified individuals to staff the Aircrew Designated Examiner (ADE) Program.

Objective (FAA responsibility): To determine if the air carrier's Aircrew Designated Examiner (ADE) Program process includes safety attributes.

Inputs:

- Trained Flightcrew Members
- Check Airmen
- APM
- APM (FAA Inspector) Training Program
- APD (Air Carrier Check Airman) Training Program
- Approved Flight Simulation Devices
- Memorandum of Understanding describing the ADE program (HBAT 97-01)

Outputs:

- Aircrew Program Managers (APM) and Partial Program Managers (PPM)
- Aircrew Program Designees (APD)
- Certificated flightcrew members

Safety Attribute Inspection (SAI) Job Aid

Performance Measures:

- The APMs, APDs, and certificated flightcrew members meet the provisions of FAA Order 8400.10, Volume 5, Chapter 6 and the applicable Memorandum of Understanding.

Safety Attribute Inspection (SAI) Job Aid

SRR:

- 183.15 (b) Duration of certificates.
- 183.17 Reports.

Other CFRs and/or FAA Guidance:

- FAA Order 8400.10, Volume 5, Chapter 6
- HBAT 97-01 Revised Sample Memorandum of Understanding (MOU) for the Aircrew Designated Examiner (ADE) Program.

Safety Attribute Inspection (SAI) Job Aid

SRR SPECIFIC INFORMATION

SRR	Intent	Inspectors
183.15 (b)	To limit the Examiner's Certificate of Authority to one year.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>
183.17	To require designees to submit reports as specified by the FAA.	<i>Certification: Operations</i> <i>Surveillance: Operations</i>

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 1 - RESPONSIBILITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person who is accountable for the quality of the Aircrew Designated Examiner (ADE) Program.

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

1. Identify the person who is responsible for the quality of the Aircrew Designated Examiner (ADE) Program.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Aircrew Designated Examiner (ADE) Program with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who is answerable for the quality of the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the responsibility of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has responsibility for the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has authority to establish and modify the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 2 – AUTHORITY ATTRIBUTE

Objective: To determine if there is a clearly identifiable, qualified, and knowledgeable person with the authority to establish and modify the Aircrew Designated Examiner (ADE) Program.

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

1. Identify the person who has the authority to establish or modify the Aircrew Designated Examiner (ADE) Program.
2. Review the description in the Manual that delineates the duties and responsibilities of the person.
3. Evaluate the person's qualifications and work experience (or resume', if appropriate).
4. Review the appropriate organizational chart.
5. Discuss the Aircrew Designated Examiner (ADE) Program with the person.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Is there a clearly identifiable person who has authority to establish and modify the air carrier's policies for the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If yes, provide the name: <input type="checkbox"/> NO If no, explain:
2. Does the person understand the procedures associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
3. Does the person understand the controls associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Does the person understand the interfaces associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Does the person understand the process measurements associated with the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
6. Is the authority of this position clearly documented in the air carrier's Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7. Are the qualification standards for this position clearly documented?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
7a Are the qualification standards for this position appropriate for the duties that are assigned?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
8. Does the person meet the qualification standards?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
9. Does the person acknowledge that he/she has authority for the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
10. Does the person know who has the responsibility for the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
11. Are the procedures for delegation of authority clearly documented for the Aircrew Designated Examiner (ADE) Program?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 3 – PROCEDURES ATTRIBUTE

Objective: To determine if the air carrier has documented procedures for accomplishing the Aircrew Designated Examiner (ADE) Program.

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

1. Review the documented instructions and information related to the Aircrew Designated Examiner (ADE) Program to ensure that they contain who, what, where, when, and how.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Aircrew Designated Examiner (ADE) Program with appropriate personnel to gain an understanding of the procedures.
4. Observe the Aircrew Designated Examiner (ADE) Program to gain an understanding of the procedures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Do written procedures exist to achieve the desired result of the Aircrew Designated Examiner (ADE) Program:

1.1 Does the Air Carrier have written procedures to ensure that the APD's Certificate of Authority is renewed annually? [SRR 183.15 (b)]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.2 Does the Air Carrier have written procedures to ensure that the APD operates within the limitations stated on its Certificate of Authority?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.3 Does the Air Carrier have written procedures for submitting required reports to the FAA? [SRR 183.17]	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.4 Does the Air Carrier have written procedures for including a copy of the APD's Certificate of Authority in his/her pilot records?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.5 Does the Air Carrier have written procedures for maintaining continuing standardization among the APDs within the Air Carrier?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.6 Does the Air Carrier have written procedures detailing the administrative actions required for issuance of airmen's certificates?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.7 Does the Air Carrier have written procedures for identifying the number of APDs needed?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:
1.8 Does the Air Carrier have written procedures for identifying APD candidates?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	If no or N/A, explain:

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 3 – PROCEDURES ATTRIBUTE

<p>1.9 Does the Air Carrier have written procedures for nominating an APD candidate to the APM?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.10 Does the Air Carrier have written procedures for qualifying an APD?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.11 Does the Air Carrier have written procedures for ensuring continuing qualification of the APD?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.12 Does the Air Carrier have written procedures for qualifying an APM?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.13 Does the Air Carrier have written procedures to ensure continuing qualification of the APM?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>2. Do the procedures identify: who, what, where, when and how?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>3. Are the procedures in compliance with the CFR(s)?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>4. Do the procedures conform to other written guidance (E.g., Operations Specifications, FAA Orders, Airworthiness Directives, Advisory Circulars, Handbook Bulletins, Directives, and Manufacturer’s Recommendations)?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>5. Does the air carrier have the resources to support the written procedures for the Aircrew Designated Examiner (ADE) Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>6. If alternate procedures exist for use during irregular conditions, do they achieve the same desired results as the primary procedures so that an equivalent level of safety is maintained? (E.g., a manual system used as a result of equipment failure.)</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A, No alternate procedures exist for this element
<p>7. Are the procedures published in different manuals relating to the Aircrew Designated Examiner (ADE) Program consistent?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>8. Does the air carrier have a documented method for assessing the impacts of procedural changes to the Aircrew Designated Examiner (ADE) Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 4 – CONTROL ATTRIBUTE

Objective: To determine if checks and restraints are designed into the Aircrew Designated Examiner (ADE) Program to ensure a desired result is achieved.

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

1. Review the documented instructions and information related to the Aircrew Designated Examiner (ADE) Program.
2. Review the FAA Guidance and Specific Regulatory Requirements (SRR) included in the supplemental information section of this SAI.
3. Discuss the Aircrew Designated Examiner (ADE) Program with appropriate personnel to gain an understanding of the controls.
4. Observe the Aircrew Designated Examiner (ADE) Program to gain an understanding of the controls.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following checks and restraints built into the Aircrew Designated Examiner (ADE) Program:

1.1 Does the Air Carrier have a process to ensure that an APD does not issue an airman's certificate after the APD's Certificate of Authority has expired?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Does the Air Carrier have a system to ensure that reports are submitted to the FAA as required?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Does the Air Carrier have a system to ensure that each APD has a current Certificate of Authority?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Does the Air Carrier have a system to ensure that the APD does not certificate airmen contrary to his/her Certificate of Authority?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Does the Air Carrier conduct quarterly standardization meetings for its APDs?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Does the Air Carrier review all airman certificates issued?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Does the ADE Program require a review of the number of APDs to allow an adjustment up or down?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 Does the Director of Training review APD candidates prior to nomination?	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 4 – CONTROL ATTRIBUTE

<p>1.9 Does the ADE program provide for a final review of APD candidates?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.10 Does the ADE program have a system to prevent APDs from becoming unqualified?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.11 Does the ADE process provide for a final record review of all pilots before certification in the ADE program?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>1.12 Does the ADE program have a system to prevent APMs from becoming unqualified?</p>	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
<p>2. Do the checks and restraints ensure the desired result is achieved for the Aircrew Designated Examiner (ADE) Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>3. Does the air carrier have a documented method for assessing the impacts of any changes made to checks and restraints in the Aircrew Designated Examiner (ADE) Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
<p>4. Does the air carrier have the resources to support the checks and restraints for the Aircrew Designated Examiner (ADE) Program?</p>	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 5 - PROCESS MEASUREMENT ATTRIBUTE

Objective: To determine if the air carrier measures and assesses the Aircrew Designated Examiner (ADE) Program, to identify and correct problems or potential problems.

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

1. Review the documented instructions and information related to the Aircrew Designated Examiner (ADE) Program.
2. Discuss the Aircrew Designated Examiner (ADE) Program with appropriate personnel to gain an understanding of the process measures.
3. Observe the Aircrew Designated Examiner (ADE) Program to gain an understanding of the process measures.

To meet this objective, the inspector will determine and record answers to the following questions:

1. <Deleted>

2. Does the air carrier's Aircrew Designated Examiner (ADE) Program include the following process measurements?

2.1 *The Air Carrier reviews all airman certification packages and records any errors before submission to the APM.*

YES **If no or N/A, explain:**
 NO
 N/A

2.2 *The Air Carrier records instances in which it failed to submit reports to the FAA as required.*

YES **If no or N/A, explain:**
 NO
 N/A

2.3 *The Air Carrier records instances in which directives and procedures reviewed during quarterly standardization meetings were not followed.*

YES **If no or N/A, explain:**
 NO
 N/A

3. Does the air carrier document their process measurement methods and results?

YES **If no, explain:**
 NO

4. Are the air carrier's process measurement methods effective?

YES **If no, explain:**
 NO

5. Does the air carrier use their process measurement results to improve their programs?

YES **If no, explain:**
 NO

6. Are the process measurement results accessible to the FAA?

YES **If no, explain:**
 NO

7. Does the organization that conducts the process measurement have direct access to the person with responsibility for the Aircrew Designated Examiner (ADE) Program?

YES **If no, explain:**
 NO

8. Does the air carrier have the resources to support the process measurement for the Aircrew Designated Examiner (ADE) Program?

YES **If no, explain:**
 NO

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 6 – INTERFACES ATTRIBUTE

Objective: To determine if the air carrier identifies and manages the interactions between the Aircrew Designated Examiner (ADE) Program and the other element processes within the air carrier organization.

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

1. Review the documented instructions and information related to the Aircrew Designated Examiner (ADE) Program.
2. Discuss the Aircrew Designated Examiner (ADE) Program with appropriate personnel to gain an understanding of the interfaces.
3. Observe the Aircrew Designated Examiner (ADE) Program to gain an understanding of the interfaces.

To meet this objective, the inspector will determine and record answers to the following questions:

1. Are the following interfaces identified for the Aircrew Designated Examiner (ADE) Program:

1.1 Flight Attendant Duties/Cabin Procedures (Element 3.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.2 Airman Duties/Flight Deck Procedures (Element 3.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.3 Operational Control (Element 3.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.4 Simulators/Training Devices (Element 4.2.8)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.5 Scheduling/Reporting System (Element 6.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.6 Director of Safety (Element 7.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.7 Chief Pilot (Element 7.1.5)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.8 CHDO/CMO	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.9 Training Department	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A

Safety Attribute Inspection (SAI) Job Aid

4.2.10 Aircrew Designated Examiner (ADE) Program

SECTION 6 – INTERFACES ATTRIBUTE

1.10 Automation	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.11 Marketing	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.12 Bargaining Unit (if applicable)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.13 Manual Currency (Element 2.1.1)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.14 Content Consistency Across Manuals (Element 2.1.2)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.15 Manual Distribution (Element 2.1.3)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
1.16 Manual Availability (Element 2.1.4)	<input type="checkbox"/> YES If no or N/A, explain: <input type="checkbox"/> NO <input type="checkbox"/> N/A
2. List any additional interfaces identified:	
3. Are there written procedures for the use of air carrier personnel in the application of these interfaces?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
4. Are there controls to ensure that interfaces occur?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO
5. Are the interfaces between the Aircrew Designated Examiner (ADE) Program and other processes treated consistently in the Manual(s)?	<input type="checkbox"/> YES If no, explain: <input type="checkbox"/> NO