

**Safety Attribute Inspection (SAI) 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's Outsource Crewmember Training program meets all applicable requirements of the Federal Aviation Regulations and FAA policies.
- To determine if the Certificate Holder's Outsource Crewmember Training program incorporates the System Safety Attributes.
- To identify any shortfalls in the Certificate Holder's Outsource Crewmember Training program.

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

SAI SECTION 1 – PROCEDURES ATTRIBUTE

Objective: Procedures, instructions and information contained in Certificate Holder's manual are documented methods for accomplishing a process. Policies contained in the Certificate Holder's manual should establish the Certificate Holder's compliance posture. Policies may not be stand-alone statements but may be imbedded within procedures, instructions or information regarding a particular regulatory requirement. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder's manual has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated who, what, when, where and how type questions. This section of the data collection tool contains policy questions, procedural questions and instructional or informational questions pertaining to various types of Certificate Holder requirements such as actions, prohibitions or resources (i.e., personnel, facilities, equipment, technical data, etc.).

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 duties and responsibilities for management and other personnel identified by the Certificate Holder who accomplish the Outsource Crewmember Training program.
3. Review the Certificate Holder's manual to ensure that it contains policies, procedures, instructions and information necessary for the Outsource Crewmember Training program.

Questions

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

1. Does the Certificate Holder's manual content meet the specific regulatory and FAA policy requirements for an Outsource Crewmember Training program:
 - 1.1 Does the Certificate Holder's manual contain general policies for the Outsource Crewmember Training program that comply with the specific regulatory requirements?
SRRs: 121.135(b)(1)

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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 - 1.2 Does the Certificate Holder's manual cite the regulatory requirements listed in the Supplemental Information section of this SAI?
SRRs: 121.135(b)(3)

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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 - 1.3 Does the Certificate Holder's manual contain the duties and responsibilities for personnel who will accomplish the Outsource Crewmember Training program?
SRRs: 121.135(b)(2)

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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 - 1.4 Does the Certificate Holder's manual include instructions and information for personnel to meet the requirements of the Outsource Crewmember Training program?
SRRs: 121.135(a)(1)

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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 - 1.5 Does the Certificate Holder's manual require :
 - 1.5.1 Arrangements with the training center(s), air agencies, and/or other organization(s) to provide the training, testing, and checking listed in operations specification A031?
SRRs: A031

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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 - 1.5.2 Arrangements with the training center(s), air agencies, and/or other organization(s) that ensure that all training, testing, and checking provided by each contract training organization is performed in

	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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<p>accordance with the Certificate Holder's approved training program(s)? SRRs: A031(a)</p>	
<p>1.5.3 Arrangements with the training center(s), air agencies, and/or other organization(s) that ensure that each training organization has an adequate organizational structure, competent, qualified personnel, adequate facilities and equipment, and approved training programs for the proper performance of training, testing, and checking, in accordance with the Certificate Holder's approved training program? SRRs: A031(b)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that each of the subject training organizations listed in Operations Specifications A031, paragraph h., has an adequate organizational structure for the proper performance of training, testing, and checking in accordance with the Certificate Holder's approved training program. <i>Sources:</i> 121.135(a)(1); A031(b) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that each of the subject training organizations listed in Operations Specifications A031, paragraph h., provides competent qualified personnel for the proper performance of training, testing, and checking in accordance with the Certificate Holder's approved training program. <i>Sources:</i> 121.135(a)(1); A031(b) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that each of the subject training organizations listed in Operations Specifications A031, paragraph h., provides adequate facilities, equipment for the proper performance of training, testing, and checking in accordance with the Certificate Holder's approved training program. <i>Sources:</i> 121.135(a)(1); A031(b) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that each of the subject training organizations listed in Operations Specifications A031, paragraph h., provides approved training programs for the proper performance of training, testing, and checking in accordance with the Certificate Holder's 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

<p>approved training program. <i>Sources:</i> 121.135(a)(1); A031(b) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.2.1–op</p>	
<p>1.5.4 Arrangements with the training center(s), air agencies, and/or other organization(s) that ensure that each person employed by the training organization is trained, qualified, and authorized to conduct the appropriate training, testing, and checking in accordance with the Certificate Holder's approved training program? SRRs: A031(c)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that each person employed by each subject training organization listed in Operations Specifications A031, paragraph h., is trained, qualified, and authorized to conduct the appropriate training, testing, and checking in accordance with the Certificate Holder's approved training program. <p><i>Sources:</i> 121.135(a)(1); A031(c) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.5A program or method that detects, identifies and provides timely corrective action for all deficiencies in the Certificate Holder's approved training program? SRRs: A031(d)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to detect, identify, and provide timely corrective action for all deficiencies in the training program provided by each subject training organization listed in Operations Specifications A031, paragraph h., relative to the Certificate Holder's approved training program. <p><i>Sources:</i> 121.135(a)(1); A031(d) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.2.1–op</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.5.6 Arrangements with the training center(s), air agencies, and/or other organization(s) that ensure that each person who determines the adequacy of the training program and who is employed by the training organization, is fully informed of the procedures, requirements, and equipment in the Certificate Holder's approved training program? SRRs: A031(e)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that each person who determines the 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>adequacy of the training program and who is employed by each subject training organization listed in Operations Specifications A031, paragraph h., is fully informed about the procedures, requirements, and equipment in use with regard to the Certificate Holder's approved training program.</p> <p><i>Sources:</i> 121.135(a)(1); A031(e)</p> <p><i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op</p>	
<p>1.5.7 Arrangements with the training center(s), air agencies, and/or other organization(s) that ensure that the arrangements made with the training organization comply with the Certificate Holder's operations specifications, the Certificate Holder's approved training program and the Federal Aviation Regulations?</p> <p>SRRs: A031(f)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that all arrangements made with each training organization listed in Operations Specifications A031, paragraph h., are not contrary to the operations specifications <i>Sources:</i> 121.135(a)(1); A031(f) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that all arrangements made with each training organization listed in Operations Specifications A031, paragraph h., are not contrary to the Certificate Holder's approved training program <i>Sources:</i> 121.135(a)(1); A031(f) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to ensure that all arrangements made with each training organization listed in Operations Specifications A031, paragraph h., are not contrary to the Federal Aviation Regulations <i>Sources:</i> 121.135(a)(1); A031(f) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op 	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No, Explain</p>

<p>1.5.8A review and an audit of each training agreement for each training organization, that is completed at least once every two years and presented to the principal inspector for acceptance? This audit shall include a review of the items listed in operations specification A031. SRRs: A031(g)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to review and audit each training agreement of each subject training organization listed in Operations Specifications A031, paragraph h., including a review of each item listed in subparagraphs a – f, at least once every two years (based on the A031 effective date). <i>Sources:</i> 121.135(a)(1); A031(g) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.2.1–op • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to present the review and audit of each training agreement, including a review of the items listed in subparagraphs a – f of Operations Specifications A031 to the principal inspector for acceptance. <i>Sources:</i> 121.135(a)(1); A031(g) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.2.1–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6 When the Certificate Holder contracts with or arranges to use the services of a training center certificated under 14 CFR Part 142 to provide training, testing, and checking, does the Certificate Holder's manual require:</p>	
<p>1.6.1 That the training center holds applicable training specifications issued under 14 CFR Part 142? SRRs: 121.402(b)(1)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility that, when contracting with, or otherwise arranging to use the services of a part 142 training center, to provide training, testing, and checking, the training center holds applicable training specifications issued under part 142. <i>Sources:</i> 121.135(a)(1); 121.402(b)(1) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.3.1–op; 4.3.2–op; 4.3.3–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.2 That the training center has facilities to meet the applicable requirements of 14 CFR Section 121.402? SRRs: 121.402(b)(2)</p> <p><i>Related Design JTIs:</i></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility that, when contracting with, or otherwise arranging to use the services of a part 142 training center to provide training, testing and checking, the training center has facilities, training equipment, and courseware meeting the applicable requirements of part 142. <i>Sources:</i> 121.135(a)(1); 121.402(b)(2) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–aw; 4.3.1–op; 4.3.2–op; 4.3.3–op 	
<p>1.6.3 That the training center has the training equipment to meet the applicable requirements of 14 CFR Section 121.402? SRRs: 121.402(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility that, when contracting with, or otherwise arranging to use the services of a part 142 training center to provide training, testing and checking, the training center has facilities, training equipment, and courseware meeting the applicable requirements of part 142. <i>Sources:</i> 121.135(a)(1); 121.402(b)(2) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–aw; 4.3.1–op; 4.3.2–op; 4.3.3–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.6.4 The training center has the training courseware to meet the applicable requirements of 14 CFR Section 121.402? SRRs: 121.402(b)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility that, when contracting with, or otherwise arranging to use the services of a part 142 training center to provide training, testing and checking, the training center has facilities, training equipment, and courseware meeting the applicable requirements of part 142. <i>Sources:</i> 121.135(a)(1); 121.402(b)(2) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.4–op; 4.2.7–op; 4.2.8–aw; 4.3.1–op; 4.3.2–op; 4.3.3–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.7 Does the Certificate Holder's manual require that the training center has approved curriculum segments and portions of curriculum segments applicable for use in training courses required by 14 CFR Section 121.402? SRRs: 121.402(b)(3)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility that, when contracting with, or otherwise arranging to use the services of a part 142 training center to provide training, testing and checking, the training center has approved curriculums, curriculum segments, and portions of curriculum segments <i>Sources:</i> 121.135(a)(1); 121.402(b)(3) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

4.2.3-op; 4.2.4-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op	
1.8 Does the Certificate Holder's manual require that the training center have sufficient instructors and check airmen qualified under the applicable requirements of 14 CFR Section 121.411, or 14 CFR Section 121.413, to provide training, testing and checking for the Certificate Holder's employees? SRRs: 121.402(b)(4) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility that, when contracting with, or otherwise arranging to use the services of a part 142 training center to provide training, testing and checking, the training center has sufficient qualified instructor and check airmen <i>Sources:</i> 121.135(a)(1); 121.402(b)(4) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.3.1-op; 4.3.2-op; 4.3.3-op	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9 Does the Certificate Holder's manual require that the authorized approved training center check airmen (airplane) have the following qualifications:	
1.9.1 Hold the airman certificates and ratings required to serve as a pilot in command, flight engineer, or flight navigator, as applicable, in operations under 14 CFR Part 121? SRRs: 121.411(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.2 Satisfactorily completed the appropriate training phases for the airplane, including recurrent training, that are required to serve as a pilot in command, flight engineer, or flight navigator, as applicable? SRRs: 121.411(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.3 Satisfactorily completed the appropriate proficiency or competency checks that are required to serve as a pilot in command, flight engineer, or flight navigator, as applicable? SRRs: 121.411(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.4 Satisfactorily completed the applicable training requirements of 14 CFR Section 121.413, including in-flight training and practice for initial and transition training? SRRs: 121.411(b)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.5 Hold at least a Class III medical certificate when conducting checks in an airplane? SRRs: 121.411(b)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.9.6 Satisfied the recency of experience requirements of 14 CFR Section 121.439? SRRs: 121.411(b)(6)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.7 Has been approved by the Administrator for check airman duties? SRRs: 121.411(b)(7)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10 Does the Certificate Holder's manual require that the training center check airmen (simulator) meet the provisions of 14 CFR Section 121.411(b) or the following:	
1.10.1 Hold the airman certificates and ratings, except medical certificate, required to serve as a pilot in command, flight engineer, or flight navigator,	<input type="checkbox"/> Yes

as applicable, in operations under 14 CFR Part 121? SRRs: 121.411(c)(1)	<input type="checkbox"/> No, Explain
1.10.2 Satisfactorily completed the appropriate training phases for the airplane, including recurrent training, that are required to serve as a pilot in command, flight engineer, or flight navigator? SRRs: 121.411(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.3 Satisfactorily completed the appropriate proficiency or competency checks that are required to serve as a pilot in command, flight engineer, or flight navigator, as applicable, in operations under 14 CFR Part 121? SRRs: 121.411(c)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.4 Satisfactorily completed the applicable training requirements of 14 CFR Section 121.413? SRRs: 121.411(c)(4)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.10.5 Has been approved by the Administrator for the check airman (simulator) duties? SRRs: 121.411(c)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11 Does the Certificate Holder's manual require that the approved training center check airmen have the results of the required training entered in the individual's training records maintained by the Certificate Holder? SRRs: 121.411(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.12 Does the Certificate Holder's manual require that the approved training center check airmen satisfactorily complete an approved line-observation program preceding the performance of any check airman duty in a flight simulator? SRRs: 121.411(f)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.13 Does the Certificate Holder's manual require that the approved training center check airmen's line-observations are completed in the calendar month due or in the calendar month before or after the calendar month in which it is due? SRRs: 121.411(g)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.14 Does the Certificate Holder's manual require that the approved training center check airmen have satisfactorily completed initial check airmen training or transition check airmen training? SRRs: 121.413(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.15 Does the Certificate Holder's manual require that the training center check airmen have satisfactorily conducted a proficiency or competency check under the observation of an FAA inspector or an aircrew designated examiner employed by the operator within the previous 24 calendar months? SRRs: 121.413(a)(2) <i>Related Design JTIs:</i> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility not to use any person to serve as a check airman unless, within the preceding 24 calendar months, that person satisfactorily conducts a proficiency or 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)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.3.1–op; 4.3.2–op; 4.3.3–op	
1.16 Are the training center check airmen observations required by 14 CFR Section 121.413(a)(2) completed in the calendar month required or in the month before or after the calendar month in which it was due? SRRs: 121.413(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17 Does the Certificate Holder's manual require that the training center check airmen receive initial ground training to include the following:	
1.17.1 Check airmen duties, functions, and responsibilities? SRRs: 121.413(c)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.2 The applicable Code of Federal Regulations and the Certificate Holder's policies and procedures? SRRs: 121.413(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.3 The appropriate methods, procedures, and techniques for conducting the required checks? SRRs: 121.413(c)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.4 The proper evaluation of student performance, including the detection of improper and insufficient training? SRRs: 121.413(c)(4)(i)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.5 The proper evaluation of student performance, including the detection of personal characteristics of an applicant that could adversely affect safety? SRRs: 121.413(c)(4)(ii)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.6 The appropriate corrective action in the case of unsatisfactory checks? SRRs: 121.413(c)(5)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.7 The approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures in the airplane? SRRs: 121.413(c)(6)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.17.8 Transition ground training on the approved methods, procedures, and limitations for performing the required normal, abnormal, and emergency procedures applicable to the airplane in which they are transitioning to? SRRs: 121.413(d)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.18 If the training center conducts aircraft training, does the Certificate Holder's manual require that the training center pilot check airmen (airplane), flight engineer check airmen (airplane), and flight navigator check airmen (airplane), as applicable, receive the following training:	
1.18.1 Safety measures for emergency situations that are likely to develop during a check? SRRs: 121.413(e)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.18.2 The potential results of improper, untimely, or non-execution of safety measures during a check? SRRs: 121.413(e)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

<p>1.18.3 For pilot check airmen (airplane), training and practice in conducting flight checks from the left and right pilot seats, and training in the required normal, abnormal, and emergency procedures to ensure competency to conduct the pilot flight checks? SRRs: 121.413(e)(3)(i)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.18.4 For pilot check airmen (airplane), training in the safety measures to be taken from either pilot seat for any emergency situation that is likely to occur? SRRs: 121.413(e)(3)(ii)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.18.5 Are the training center's initial and transition training for flight engineer check airmen (airplane) and flight navigator check airmen (airplane), adequate to ensure competency to perform their assigned duties? SRRs: 121.413(e)(4)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
<p>1.19 Does the Certificate Holder's manual require that the initial and transition flight training for the training center check airmen (simulator) include the following:</p>	
<p>1.19.1 Do the check airmen have training and practice in conducting flight checks in the required normal, abnormal, and emergency procedures to ensure their competency to conduct flight checks (training and practice must be accomplished in a flight simulator or in a flight-training device)? SRRs: 121.413(g)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.19.2 Do the check airmen have training in the operation of flight simulators or flight-training devices, or both, to ensure their competency to conduct a flight check? SRRs: 121.413(g)(2)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.20 Does the Certificate Holder's manual contain the required references to, or excerpts from, operations specification paragraph A031? SRRs: 119.43(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.21 Does the Certificate Holder's manual contain a method for keeping all persons engaged in its operations informed of the provisions of operations specification paragraph A031? SRRs: 119.43(c)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.22 Does the Certificate Holder's Outsource Crewmember Training program comply with the related requirements of 14 CFR Section 121.402? Related CFRs: 121.402(a)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual system includes information that only a Certificate Holder, certificated under part 121, is eligible provide flight training, testing, and checking under contract or other arrangement. <i>Sources:</i> 121.135(b)(24); 121.402(a) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.3.1-op; 4.3.2-op; 4.3.3-op • Check that the Certificate Holder's manual includes information that only a Certificate Holder, certificated under part 142, is eligible to provide flight training, testing, and checking under contract or other arrangement. <i>Sources:</i> 121.135(b)(24); 121.402(a) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<p>4.2.3–op; 4.2.7–op; 4.3.1–op; 4.3.2–op; 4.3.3–op</p> <p>1.23 Does the Certificate Holder's Outsource Crewmember Training program comply with the related requirements of 14 CFR Section 121.403? Related CFRs: 121.403(a)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility to prepare and keep current a written training program curriculum for each type of airplane with respect to each crewmember required for that type airplane <i>Sources:</i> 121.135(a)(1); 121.135(b)(15); 121.403(a) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.3.1–op; 4.3.2–op; 4.3.3–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.24 Does the Certificate Holder's Outsource Crewmember Training program comply with the related requirements of 14 CFR Section 121.414? Related CFRs: 121.414(a)(2)</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual includes instructions and information necessary to allow the personnel concerned to perform the duty and responsibility not to use any person to serve as a flight instructor unless, within the preceding 24 calendar months, that person satisfactorily conducts 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) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.3.1–op; 4.3.2–op; 4.3.3–op 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.25 Does the Certificate Holder's Outsource Crewmember Training program comply with the guidance contained in FAA Flight Standards Handbook Bulletin 99–01?</p> <p><i>Related Design JTIs:</i></p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual system includes instructions that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the manuals. <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(1)(a) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op • Check that the Certificate Holder's manual system includes instructions that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the format and content of curricula. <i>Sources:</i> HBAT 99–01, Paragraph 4,A,(1)(b) <i>Interfaces:</i> 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op • Check that the Certificate Holder's manual system includes instructions 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the format and content of curriculum segments.

Sources: HBAT 99-01, Paragraph 4,A,(1)(b)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the format and content of training modules.

Sources: HBAT 99-01, Paragraph 4,A,(1)(b)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI the format and content of documents depicting flight maneuvers and procedures.

Sources: HBAT 99-01, Paragraph 4,A,(1)(b)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the courseware.

Sources: HBAT 99-01, Paragraph 4,A,(1)(c)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instruction that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the facilities.

Sources: HBAT 99-01, Paragraph 4,A,(1)(d)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the qualifications of instructors.

Sources: HBAT 99-01, Paragraph 4,A,(1)(e)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that, when contracting with a training provider, the Certificate Holder shall document that the training program delivered is identical to the training program approved by the Certificate Holder's POI including the

qualifications of check airmen.

Sources: HBAT 99-01, Paragraph 4,A,(1)(e)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including ground training curriculum segments for initial new-hire training.

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

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including flight training curriculum segments for initial new-hire training.

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

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the ground training curriculum segments for upgrade training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(b)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the flight training curriculum segments for upgrade training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(b)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the ground training curriculum segments for transition training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(c)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the flight training curriculum segments for transition training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(c)

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA–approved training program including the ground training curriculum segments for recurrent training.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA–approved training program including the flight training curriculum segments for recurrent training.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA–approved training program including the ground training curriculum segments for refresher training.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA–approved training program including the flight training curriculum segments for refresher training.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA–approved training program including the ground training curriculum segments for initial equipment training.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA–approved training program including at least the flight training curriculum segments for initial equipment training.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the ground training curriculum segments for requalification training.
Sources: HBAT 99-01, Paragraph 4,A,(2)(g)
Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op
- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the flight training curriculum segments for requalification training.
Sources: HBAT 99-01, Paragraph 4,A,(2)(g)
Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op
- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the ground training curriculum segments for all other training.
Sources: HBAT 99-01, Paragraph 4,A,(2)(h)
Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op
- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the flight training curriculum segments for all other training.
Sources: HBAT 99-01, Paragraph 4,A,(2)(h)
Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op
- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including ground training curriculum segments for differences training.
Sources: HBAT 99-01, Paragraph 4,A,(2)(h)
Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op
- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including flight training curriculum segments for differences training.
Sources: HBAT 99-01, Paragraph 4,A,(2)(h)
Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op
- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula

presented by the training provider adhere to the curricula contained in its FAA-approved training program including the ground training curriculum segments for HAZMAT training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(h)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 3.1.12-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the flight training curriculum segments for HAZMAT training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(h)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 3.1.12-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.3.1-op; 4.3.2-op; 4.3.3-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the ground training curriculum segments for security training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(h)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the flight training curriculum segments for security training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(h)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the ground training curriculum segments for CRM training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(h)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder audits and documents that those curricula presented by the training provider adhere to the curricula contained in its FAA-approved training program including the flight training curriculum segments for CRM training.

Sources: HBAT 99-01, Paragraph 4,A,(2)(h)

Interfaces: 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op; 7.2.1-op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder must observe the training provider's check airmen who are used by the Certificate Holder.

Sources: HBAT 99-01, Paragraph 4,A,(3)

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder documents that the regulations contained in sections 121.411 through 121.414 are being met and that approved standards are being maintained including certification flight checks.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder documents that the regulations contained in sections 121.411 through 121.414 are being met and that approved standards are being maintained including proficiency checks.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder documents that the regulations contained in sections 121.411 through 121.414 are being met and that approved standards are being maintained including flight training in lieu of the proficiency check, including line-oriented flight training (LOFT).

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder documents that the regulations contained in sections 121.411 through 121.414 are being met and that approved standards are being maintained including competency checks.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder documents that the regulations contained in sections 121.411 through 121.414 are being met and that approved standards are being maintained including maneuver validation (AQP).

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder documents that the regulations contained in sections 121.411 through 121.414 are being met and that approved standards are being maintained including line operational evaluations (LOE).

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder reviews the training and testing records required by sections 121.683.

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

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 3.1.11–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder documents that each crew member has successfully completed all of the required components of training and checking comprised by the Certificate Holder's approved training program.
Sources: HBAT 99–01, Paragraph 4,A,(4)

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder prepares a report summarizing the findings of its self–audit.

Sources: HBAT 99–01, Paragraph 4 B

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.1.4–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder's report, summarizing the findings of its self–audit, must be signed by the Certificate Holder's Director of Operations.

Sources: HBAT 99–01, Paragraph 4 B

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.1.4–op

- Check that the Certificate Holder's manual system includes instructions that the Certificate Holder's report, summarizing the findings of its self–audit, must be submitted to the POI.

Sources: HBAT 99–01, Paragraph 4 B

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op; 7.1.4–op

- Check that the Certificate Holder's manual system includes instructions that in all instances in which discrepancies are found between the training program delivered by the training provider and that which is approved by the FAA, the Certificate Holder proposes, in a summary report, effective remedies including immediate corrective action.

Sources: HBAT 99–01, Paragraph 4 B(1)

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that in all instances in which discrepancies are found between the training program delivered by the training provider and that which is approved by the FAA, the Certificate Holder proposes, in a summary report, effective remedies including long–term corrective action, showing target dates

Sources: HBAT 99–01, Paragraph 4 B(2)

Interfaces: 2.1.1–op; 2.1.2–op; 2.1.3–op; 2.1.4–op; 2.1.5–op; 4.2.10–op; 4.2.3–op; 4.2.7–op; 4.2.8–op; 4.3.1–op; 4.3.2–op; 4.3.3–op

- Check that the Certificate Holder's manual system includes instructions that in all instances in which discrepancies are found between the training program delivered by the training provider and that which is approved by the FAA, the Certificate Holder proposes, in a summary report, effective remedies including a strategy for ensuring continuing prevention of recurrence

<p><i>Sources:</i> HBAT 99-01, Paragraph 4 B(3) <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op</p> <ul style="list-style-type: none"> • Check that the Certificate Holder's manual system contains instructions that any training provider providing major contract (flightcrew) training, must be approved by the POI and must be recorded in A031 of the operator's operations specifications. <p><i>Sources:</i> HBAT 99-01, Paragraph 4 C <i>Interfaces:</i> 2.1.1-op; 2.1.2-op; 2.1.3-op; 2.1.4-op; 2.1.5-op; 4.2.10-op; 4.2.3-op; 4.2.7-op; 4.2.8-op; 4.3.1-op; 4.3.2-op; 4.3.3-op</p>	
<p>1.26 If alternate procedures exist for use during irregular conditions, do the alternate procedures provide an equivalent level of safety to achieve the same results as the primary procedures?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>

SAI SECTION 1 – PROCEDURES ATTRIBUTE –Drop Down Menu
1. No procedures, policy, instructions or information specified.
2. Procedures or instructions and information do not identify (who, what, when, where, how).
3. Procedures, policy or instructions and information do not comply with CFR.
4. Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5. Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6. Procedures, policy or instructions and information unclear or incomplete.
7. Documentation quality (e.g., unreadable or illegible).
8. Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM – Flight Operations Manual to GMM – General Maintenance Manual, etc.).
9. Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10. Resource requirements incomplete (personnel, facilities, equipment, technical data).
11. Other.

SAI SECTION 2 – CONTROLS ATTRIBUTE

Objective: Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the data collection tool are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the manual system to ensure that the most important manual policies, procedures or instructions and information will be complied with.

Controls may be in the form of "administrative controls" which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to the associated who, what, when, where and how type questions. Controls may also be in the form of "engineered controls" such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

Tasks

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

1. Review the control questions below.
2. Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the controls that it has documented.

Questions

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

2. Are the following controls built into the Outsource Crewmember Training program:
 - 2.1 Is there a control in place to ensure that the Certificate Holder's training provider is qualified to perform the contracted training?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.2 Is there a control in place to ensure that the Certificate Holder's outsource training provider meets the required standards?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.3 Is there a control in place to ensure that the Certificate Holder's training provider has adequate qualified staff to provide the contracted training, testing, and checking?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.4 Is there a control in place to ensure that only qualified training center personnel provide contracted training, testing, and checking?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.5 Is there a control in place to ensure that all training provided is identical to the Certificate Holder's approved program?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.6 Is there a control in place to ensure that the Certificate Holder documented that the training provider's check airmen/designated examiners/approved evaluators used approved testing standards in the conduct of flight checks?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.7 Is there a control in place to ensure that the Certificate Holder documented that the training provider's check airmen/designated examiners/approved evaluators met the appropriate qualification requirements?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.8 Is there a control in place to ensure that the Certificate Holder's training provider's records are accurate and complete?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.9 Is there a control in place to ensure that responsible management personnel are made aware of unsatisfactory audit results in the crewmember training program caused by lack of communication?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain
 - 2.10 Is there a control in place to ensure that the training provider has a system to detect and report deficiencies in training programs?

	<input type="checkbox"/> Yes
	<input type="checkbox"/> No, Explain

2.11 Is there a control in place to ensure that an interface exists between the Certificate Holder and training provider to identify and correct deficiencies in crewmember training procedures and requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.12 Is there a control in place to ensure that crewmembers, including pilots, flight engineers, and flight attendants, who have received outsource training, successfully completed all of the required components of the Certificate Holder's approved training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.13 Does the Certificate Holder have a documented method for assessing the impact of any changes made to the controls in the Outsource Crewmember Training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 2 – CONTROLS ATTRIBUTE –Drop Down Menu
1. No controls specified.
2. Documentation for the controls do not identify (who, what, when, where, how).
3. Controls incomplete.
4. Controls could be circumvented.
5. Controls could be unenforceable.
6. Resource requirements incomplete (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE

Objective: Process measurements are used by the Certificate Holder to measure and assess its processes to identify and correct problems or potential problems and to make improvements to the processes. The questions in this section of the data collection tool are designed to assist the inspector in determining if the Certificate Holder measures or assesses information to identify, analyze and document potential problems with the process. Process measurements are basically a Certificate Holder's internal evaluation or auditing of the most important policies, procedures or instructions and information associated with an element.

To prevent the duplication of work that would otherwise occur, Process Measurements are most commonly addressed through a combination of auditing features contained in both the Certificate Holder's Safety Program/Internal Evaluation Program (for Operations and Cabin Safety related issues) and the auditing function of the Continuous Analysis & Surveillance System (for Airworthiness or Maintenance/Inspection related issues). The Director of Safety and the Quality Assurance Department often work in conjunction to accomplish this function for the Certificate Holder. This approach simply requires amendment of the Safety Program/Internal Evaluation Program audit forms or checklists and the Continuous Analysis & Surveillance System audit forms or checklists to include the specific process measurements for each element.

Tasks

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

1. Review the process measurement questions below.
2. Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the process measurements that it has documented.

Questions

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

3. Does the Certificate Holder's Outsource Crewmember Training program include the following process measurements:

3.1 Process measurements that would reveal when the Certificate Holder does not confirm that the training provider is qualified to perform the contracted training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.2 Process measurements that would reveal when the Certificate Holder does not ensure that the outsource training provider meets the required standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.3 Process measurements that would reveal when the Certificate Holder failed to confirm that the training provider has adequate qualified staff to provide the contracted training, testing, and checking?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.4 Process measurements that would reveal when the Certificate Holder failed to confirm that only qualified training center personnel provide contracted training, testing, and checking?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.5 Process measurements that would reveal when the Certificate Holder failed to confirm that all training provided is identical to the FAA/POI-approved program in the Certificate Holder's program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.6 Process measurements that would reveal when the Certificate Holder failed to confirm that the training provider's check-airmen use FAA-approved testing standards to ensure required standards of flight crewmembers, or for flight attendants, competency checks are conducted in accordance with the Certificate Holder's approved training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

3.7 Process measurements that would reveal when the Certificate Holder failed to confirm that the training provider's check-designated examiners use FAA's and Certificate Holder's approved testing standards to ensure required standards of flight crewmembers?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.8 Process measurements that would reveal when the Certificate Holder failed to confirm that the training provider's records are accurate and complete?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.9 Process measurements that would reveal when the Certificate Holder failed to ensure that responsible management personnel are made aware of unsatisfactory audit results in the crewmember training program caused by lack of communication?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.10 Process measurements that would reveal when the Certificate Holder failed to confirm that the training provider has a system to detect and report deficiencies in training programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.11 Process measurements that would reveal when the Certificate Holder failed to confirm that an interface exists between the Certificate Holder and training provider to identify and correct deficiencies in crewmember training procedures and requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.12 Process measurements that would reveal when the Certificate Holder failed to ensure that crewmembers, including pilots, flight engineers, and flight attendants, who have received outsource training, successfully completed all of the required components of the Certificate Holder's approved training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.13 Does the Certificate Holder document its process measurement methods and results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.14 Does the organization that conducts the process measurements have direct access to the person with responsibility for the Outsource Crewmember Training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

SAI SECTION 3 – PROCESS MEASUREMENT ATTRIBUTE –Drop Down Menu
1. No process measurements specified.
2. Documentation for the process measurements does not identify (who, what, when, where, how).
3. Inability to identify negative findings.
4. No provisions for implementing corrective actions.
5. Ineffective follow-up to determine effectiveness of corrective actions.
6. Resources requirements (personnel, facilities, equipment, technical data).
7. Other.

SAI SECTION 4 – INTERFACES ATTRIBUTE

Objective: Interfaces are used by the Certificate Holder to identify and manage the interactions between processes. The questions in this section of the data collection tool are designed to assist the inspector in determining whether or not interactions between the procedures, policies or instructions and information associated with other independent processes within the Certificate Holder's organization are documented. Written procedures, policies or instructions and information that are interrelated and located in different manuals within the Certificate Holder's manual system need to be consistent and complement each other. For the interfaces to be effectively managed, it is not only important to identify what the interfaces are, but it is imperative to document the specific location of the interfaces within the Certificate Holder's manual system.

Tasks

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

1. Review the interfaces associated with the Outsource Crewmember Training program that have been identified along with the individual questions in the Procedures Section (1) of this data collection tool.
2. Review the Certificate Holder's policies, procedures, instructions and information to gain an understanding of the interfaces that it has documented.

Questions

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

NOTE: ALL EXPLANATIONS IN THE DROP DOWN MENU FOR "NO" ANSWERS MUST INCLUDE THE INDIVIDUAL QUESTION NUMBER FROM THE PROCEDURES SECTION (1) OF THIS DATA COLLECTION TOOL AND THE ELEMENT NUMBER(S) OF THE INTERFACE(S) THAT WERE NOT ADDRESSED.

4. Does the Certificate Holder's manual:

- | | |
|--|--|
| 4.1 Properly address the interfaces that are identified along with the individual questions in the Procedures Section (1)? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.2 Document a method for assessing the impact of any changes to the associated interfaces within the Outsource Crewmember Training program? | <input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain |
| 4.3 List any additional interfaces identified during the accomplishment of this SAI. | |

SAI SECTION 4 – INTERFACES ATTRIBUTE –Drop Down Menu
1. No interfaces specified.
2. The following interfaces not identified within the Certificate Holder's manual system:
3. Interfaces listed are inaccurate.
4. Specific location of interfaces not identified within the manual system.
5. Other

SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE

Objective: The questions in this section of the data collection tool address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified and knowledgeable person who is responsible for the process, is answerable for the quality of the process and has the authority to establish and modify the process. (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 Outsource Crewmember Training program.
2. Identify the person who has overall authority for the Outsource Crewmember Training program.
3. Review the duties and responsibilities of the person(s), documented in the Certificate Holder's manual.
4. Review the appropriate organizational chart.

Questions

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

5. Are the following aspects of the Management Responsibility and Authority Attributes addressed in the Outsource Crewmember Training program:
 - 5.1 Does the Certificate Holder's manual clearly identify 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;" type="text"/>
 - 5.2 Does the Certificate Holder's manual clearly identify who has authority to establish and modify the 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;" type="text"/>
 - 5.3 Does the Certificate Holder's manual include the duties and responsibilities of those who manage the work required by the Crewmember Outsource Training program?
SRRs: 121.135(b)(2)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.4 Does the Certificate Holder's manual include instructions and information for those who manage the work required by the Outsource Crewmember Training program?
SRRs: 121.135(a)(1)

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.5 Does the Certificate Holder's manual clearly and completely document the authority for this position?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.6 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having responsibility for the Outsource Crewmember Training program?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
 - 5.7 Does the Certificate Holder's manual clearly and completely document their qualification standards for the person having 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

5.8 Does the Certificate Holder's manual clearly and completely document the procedures for delegation of authority for the Outsource Crewmember Training program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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SAI SECTION 5 – MANAGEMENT RESPONSIBILITY & AUTHORITY ATTRIBUTE –Drop Down Menu
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1. Not documented.

2. Documentation unclear.

3. Documentation incomplete.

4. Other.
