

CHAPTER 5. AIR CARRIER DESIGNATED EXAMINERS

SECTION 1. GENERAL

351. GENERAL. The information contained in this chapter supersedes the guidance provided by Order 8410.1A, "Designated Air Carrier Airman Examiner Handbook," which has been canceled. Under Title 49 of the United States Code (U.S.C) (formerly, the Federal Aviation Act (FA ACT) of 1958), Chapter 447, the Administrator may delegate the certification of airmen to any qualified person. In practice, the Administrator's certification tasks are delegated to the aviation safety inspectors within the Federal Aviation Administration (FAA) and to examiners outside of the FAA. Under the terms of Federal Aviation Regulation (FAR) Part 183, "Any local Flight Standards Inspector may select a pilot examiner. . . whenever he determines there is a need for one." By policy the designation of examiners is the responsibility of FAA managers. Managers normally permit designations relating to air carriers to lapse when a need no longer exists.

The two broad categories of examiners designated for certification of airmen in flight operations are designated pilot examiners (DPE) and air carrier designated examiners (ACDE).

A. *DPE.* Guidance relating to designated pilot examiners is contained in Order 8700.1, The General Aviation Operations Inspector's Handbook, and in Order 8710.3 (as amended), Pilot Examiner's Handbook.

B. *ACDE.* This handbook is concerned with air carrier designated examiners. Chapter 5 contains general guidance in designating ACDE's. Chapter 6 specifically addresses designating aircrew program designees (APD) under the aircrew designated examiner (ADE) program; Chapter 7 is under development and will address training center evaluators-air carrier (TCE-AC) authorized to examine air carrier personnel.

353. OVERVIEW OF THE TWO TYPES OF AIR CARRIER DESIGNATED EXAMINERS, APD'S AND TCE-AC'S.

A. *Aircrew Program Designees.* APD's are designated to conduct certification within specifically approved programs known as ADE programs. APD's

are restricted to examining only those applicants employed by their operator and trained in their approved training program. APD candidates must be employed by the operator and qualified as check airmen for the operator before they may be designated as APD's. Principal operations inspectors (POI) are authorized to designate APD's to serve in any ADE program that the POI oversees. The specific functions of an APD are named in the Letter of Authority that supplements the Certificate of Designation and Certificate of Authority.

B. *Training Center Evaluators-Air Carrier.* TCE-AC's are persons employed by a training center with which an air carrier has contracted for training/evaluation services. The authority of a TCE-AC is controlled by the Letter of Authority that is issued concurrently with the Certificate of Designation and the Certificate of Authority. A TCE-AC may, with the approval of the operator's POI, be authorized to act as a check airman for that operator. A TCE-AC who has been approved as a check airman for an operator by its POI may be authorized to conduct certification evaluations of an operator's airmen. Typically such programs are associated with FAR Part 121 and FAR Part 135 operators whose training is conducted under contract by exemption-holding or certificated training centers. TCE-AC's are restricted to examining only those applicants trained in an operator's approved training program at a training center. As conditions of eligibility, a TCE-AC candidate must be employed by a training center or contractually bound to one, and must be approved as a check airman for the operator whose certificate applicants are to be examined. The POI approves each check airman candidate for each operator subject to the POI's oversight, at a training center as well as elsewhere. An inspector with responsibility for oversight of a training center is known as a training center program manager (TCPM). A TCPM may designate any approved check airman as a TCE-AC. TCE-AC's performing certification of an air carrier's personnel are designated by the TCPM and their use is subject to approval of the operator's POI.

345. AIR CARRIER-RELATED CERTIFICATION ACTIVITY CONDUCTED BY A DES-

IGNATED PILOT EXAMINER. ADE and TCE-AC programs (featuring APD's and TCE-AC's, respectively) may not be desirable in all cases where air carrier certification activities are involved. For example, for operators of small aircraft or small fleets, the more structured nature of ACDE programs may make them impractical or otherwise undesirable to the operator, to the FAA, or to both. As an alternative, a designated pilot examiner (DPE) may conduct air carrier related certification activities under the following conditions.

- When the DPE is concurrently approved by the operator's POI as a check airman for the carrier and maintains check airman authority in accordance with procedures in Order 8400.10, volume 3, chapter 3, relating to check airmen
- When aircraft comprising the operator's fleet do not require type ratings
- When FAA inspector resources are adequate at the training and checking locations to ensure competent oversight of current and foreseeable certification activities conducted by a DPE

NOTE: When a DPE is to be used for certification of an operator's airmen and the aircraft requires a type rating, a Memorandum of Understanding (MOU) is required, consistent with MOU's under the air carrier designated examiner programs. (See chapters 6 and 7 of this volume for sample MOU's). The MOU must specify (1) that the training center may have the benefit of a designated examiner(s), and (2) that the training center shall provide initial and recurrent training to at least one FAA inspector to ensure competent oversight of the DPE's activities. Conversely, if a qualified and current inspector is not continuously available to provide oversight of the DPE, a DPE may not be used.

355. GUIDANCE FOR SUPERVISING INSPECTORS AND MANAGERS WHEN DESIGNATING EXAMINERS.

A. Supervising Inspectors. The term supervising inspectors as it is used in connection with examiners comprises:

- Principal Operations Inspectors (POI)
- Aircrew Program Managers (APM)
- Training Center Program Managers (TCPM)
- Partial Program Managers (PPM)

- Training Center PPM's
- Geographic PPM's
- APM Assistant PPM's (See chapters 6 and 7 of this volume for definitions of terms.)

B. Managers. The term managers as it is used in connection with examiners comprises:

- Flight Standards district office (FSDO) managers
- Unit supervisors
- Certificate management office (CMO) managers
- Regional flight standards division (RFSD) managers

C. Guidance. Supervising inspectors and managers should consider designating examiners when the volume of certification activity makes such designations desirable to an operator and to the FAA. These conditions may occur when the volume of certification activity is relatively high, when an aircraft type is new to an operator's fleet, or when simulator training is available. Managers may consider designating examiners for flight engineer and aircraft dispatcher certification as well as for pilot certification.

- Programs for APD's and TCE-AC's. APD's and TCE-AC's may be designated as follows:

(1) *Aircrew Designated Examiner (ADE) Program.* Aircrew Program Designees (APD) are trained in an ADE program. An ADE program is associated with an operator which conducts its own program of airman qualification using its own flight simulators. It is the preferred program for conducting the certification of flight crewmembers for complex FAR Part 121 and FAR Part 135 operators. The ADE program was originally designed for operators with sophisticated training capabilities including flight simulators, with highly trained personnel, and with a large volume of certification activity. The program has since been used by a broader range of operators. POI's and managers should consider establishing an ADE program before the operator's airman certification workload for any aircraft type exceeds the FAA's ability to meet requirements using available inspector resources; they should also consider an ADE program as a means of making simulator training accessible to an operator which might not otherwise find simulator training practical. Simulator training is acknowledged as the safest and best training method. (See chapter 6 of this volume for further guidance) .

(2) *Training Center Evaluator-Air Carrier (TCE-AC) Program.* The TCE-AC program corresponds to the ADE program, but is distinguished by the use of certificated or exemption-holding training centers and their personnel under a formal contract with one or more air carriers. Training centers emphasize the use of flight simulators and flight training devices. Training centers may conduct training and evaluation of an operator's airman on behalf of the operator under specified conditions.

When a TCE-AC has been designated and approved to conduct certification of an FAR Part 121 or 135 operator's personnel, a copy of the MOU between the training center and the FAA district office responsible for oversight of the training center shall be provided to AFS-200, together with a copy of each TCE-AC Letter of Authority (from the TCPM) and each check airman Letter of Approval (from the POI).

357. DESIGNATED EXAMINER AUTHORITY AND RESPONSIBILITIES. A designated examiner is authorized to conduct only those airman certification activities approved by the FAA.

A. *Privileges and Limitations.* The following privileges and limitations apply to designated examiners conducting evaluations of personnel in air transportation. A designated examiner may:

- Conduct only those tests indicated on FAA Form 8430-9, "Certificate of Authority," and specifically named in the Letter of Authority
- Issue temporary certificates to applicants that the designated examiner has evaluated and found qualified for the certificate or rating sought
- Amend or alter a certificate only (1) when adding a rating to the certificate of an applicant whom that designated examiner has tested and found to be competent; or (2) when removing a restriction on a certificate which the examiner is authorized to issue. (For example, a designated flight engineer examiner (DFEE) may be authorized to remove the restriction imposed by exemption 4901 for a flight engineer applicant when the examiner has been properly trained to perform the removal)
- Be authorized to conduct certification tests within an FAR Part 121 or FAR Part 135 training program at any base or facility approved for the operator's use by the POI

A designated examiner may not:

- Conduct a test for a certificate or rating that the designated examiner does not hold
- Normally conduct an evaluation of any applicant whom the designated examiner has instructed in preparation for the certificate or rating sought by the applicant. Exceptions may be granted by the supervising inspector only on a case-by-case basis
- Normally conduct an evaluation of any applicant whose performance the designated examiner has found to be unsatisfactory on the previous evaluation (i.e., a different examiner is required on a "re-take"). Exceptions may be granted by the supervising inspector only on a case-by-case basis
- Conduct special medical evaluations, tests for waivers, or any test for competency under Title 49 U.S.C. § 44709 (formerly Section 609a of the Federal Aviation Act of 1958). Supervising inspectors shall instruct designated examiners to direct applicants for waivers, special medical evaluations, and competency tests under 14 U.S.C. § 44709 to an FSDO

B. *Professional Conduct.* Each designated examiner must represent the Administrator in a manner which credits the FAA. Qualities such as promptness, courtesy, and professionalism are essential. Each designated examiner must continuously exhibit a positive personal attitude toward safety and present a positive image of the FAA in respect to aviation safety.

C. *Designated Examiner Responsibilities.* Designated examiners are responsible for the following:

- Conducting all practical tests in air transportation programs in accordance with the applicable sections of this handbook. Inspectors should ensure that designated examiners are aware that all operators must have a document covering procedures and maneuvers which contains specific training and testing standards. This document should be based on the applicable practical test standards (PTS)
- Submitting complete and accurate certification packages (which include the Program Tracking and Reporting System (PTRS) data sheets or locally prepared data input forms) to the supervising FSDO within 5 working days of administering a test

D. *Multiple Certification Services by an Examiner.* An airman may be designated by the FAA to

perform multiple certification services as an examiner on behalf of the Administrator. In some cases, an airman (1) may be designated to hold more than one type of designation; or (2) may be approved to conduct certification activities under more than one training program, which, in turn, may be approved for use by more than one operator.

NOTE: A designated examiner may be issued only one FAA Form 8710-6, "Examiner Designation/Qualification Record"; one FAA Form 8000-5, "Certificate of Designation"; and one FAA Form 8430-9, "Certificate of Authority." When a designated examiner holds authority to perform multiple certification services, each authorization shall be listed on a single record or certificate. Replicas of those documents shall be maintained in multiple offices as appropriate.

(1) *Designations.* An airman may be designated as more than one type of FAA designated examiner. For example, an airman might be designated as a private pilot examiner (PPE) in gliders and, separately, as an APD for an air carrier and a TCE-AC for a training center.

(2) *Training Programs.* A TCE-AC may be approved for a maximum of two different training programs.

NOTE 1: A training program approved by one POI for use by an operator under his or her oversight may be approved by another POI for use by another operator. In such instances a TCE-AC is viewed as having been approved under one training program.

NOTE 2: A training center may have its own training program, approved for general use under FAR Part 61 by the TCE-AC. Such a program may be used by one (or more) air carrier(s) with the approval of the POI(s).

359. SUPERVISING INSPECTOR RESPONSIBILITIES. Supervising inspectors are responsible for ensuring that examiners are trained in certification duties and procedures, that surveillance is scheduled, and that examiners maintain certification standards. For the examiners designated in accordance with this handbook, these responsibilities include the following:

A. *Initial Training and Observation.* Supervising inspectors are responsible for ensuring that, before designation, each examiner candidate is properly trained to conduct certification and is observed while conducting an evaluation.

B. *Surveillance.* Supervising inspectors must ensure that each examiner is observed a minimum of once a year by an appropriately rated aviation safety inspector and that an observation has been accomplished before the examiner's designation is renewed. In alternate years the biennial observation required of every check airman may be counted as the annual observation required of the examiner. The responsibility for scheduling surveillance lies with the supervising inspector. Supervising inspectors are responsible for establishing procedures by which the designated examiner provides schedules of proposed activities as far in advance as is practical or required.

C. *Airman Certification Standards.* Supervising inspectors are responsible for ensuring that designated examiners maintain airman certification standards as prescribed by the FAR's, by practical test standards (PTS), and by applicable handbooks. Supervising inspectors must conduct an active program of meetings and surveillance to achieve this objective.

361. OFFICE MANAGER RESPONSIBILITIES.

Office managers must establish effective administrative systems for supporting designated examiner programs. This support must include the following:

A. *Certification Paperwork.* Office managers are responsible for establishing administrative procedures for the expedient and efficient processing of certification paperwork within the office. Managers are not required to maintain hard copies of certification paperwork, job aids, or PTRS data sheets. The PTRS serves as a record of certification activity.

B. *Data Processing Support.* Office managers are responsible for establishing administrative procedures for entering the data generated by designated examiners into the PTRS system.

C. *Resources.* Office managers are responsible for the personnel, training, and budget resources necessary to accomplish the surveillance of designated examiners. Personnel, training, and budget forecasts must contain adequate provisions for the surveillance of designated examiners. Office managers should anticipate changes in personnel requirements due to either growth in operator programs or public demand.

363. REGIONAL FLIGHT STANDARDS DIVISION (RFSD) RESPONSIBILITIES.

In general, the RFSD is responsible for ensuring that airman certification standards are upheld. RFSD's are not required to take any specific action in respect to approving individual airmen as examiners, but must be informed and must concur with the selections

made. This concurrence may be informal. Other responsibilities held by the RFSD are as follows:

A. *Coordination.* RFSD's are responsible for establishing procedures for FSDO's and CMO's for locating inspectors to conduct designated examiner surveillance when a qualified inspector is not locally available.

B. *Program Evaluation.* RFSD's are responsible for evaluating the management of the designated examiner program in each FSDO and CMO when warranted. This evaluation should be conducted at least every 3 years, and when practical, in conjunction with regularly scheduled office evaluations.

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