

CHAPTER 5. AIR CARRIER DESIGNATED EXAMINERS

SECTION 2. MANAGING PROGRAMS

375. SELECTION OF EXAMINERS. This section applies to the selection of examiners in the aircrew designator examiner (ACDE) and training center evaluator-air carriers (TCE-AC) programs described in section 1 of this chapter.

NOTE: Preferred sources for examiner candidates are (1) airmen who are actively engaged in the activity for which examinations are to be conducted and (2) retired or former inspectors. Prior experience as a designated examiner or aviation safety inspector may be considered to meet the examiner requirement for check airman experience.

A. *Application.* Examiner candidates must submit the following:

- A complete statement of professional qualifications on Federal Aviation Administration (FAA) Form 8710-6, "Examiner Designation and Qualification Record" (figure 5.5.2.1.), before designation. The supervising inspector shall review the candidate's qualifications to ensure that the candidate meets the requirements and standards for an examiner designation
- A copy of a completed and current FAA Form 8430-9, "Certificate of Authority," if the candidate currently holds an examiner designation(s) and examiner letters of authority issued to the candidate
- Copies of any current check airman letters of approval issued to the candidate

B. *Qualifications of APD's and TCE-AC's.* Candidates must have the following qualifications:

- A recommendation from the operator that includes a resume of training and professional experience
- A good record as a pilot and flight instructor and a good record of compliance with the FAR (isolated and unrelated violations or incidents are not disqualifying.)
- Approval as a check airman for the operator in its FAR Part 121 or 135 training program

- A reputation for integrity and dependability in the industry and the community
- An airline transport pilot (ATP) Certificate and applicable type rating for pilot examiners, or the appropriate airman certificate for flight engineer/aircraft dispatcher examiners; (examiners authorized to conduct evaluations in aircraft must possess at least a third class medical certificate. A medical certificate is not required for simulator evaluators. (Ref. Order 8710.3B))
- Aircrew program designee's (APD) must have successfully completed the operator's approved training program in which the candidate will be authorized to conduct evaluations for the issuance of certificates. TCE-AC's must have successfully completed either the operator's approved training program, or the training center's approved training program for the type aircraft and the appropriate training in the differences between the operator's approved training program and that of the training center
- Have satisfactorily completed a formal ground school conducted by the FAA that includes the subjects contained in paragraph 377 of this section

NOTE: See chapter 6 of this volume for more detail regarding APD qualifications; see chapter 7 for more detail regarding TCE-AC qualifications.

C. *Qualifications of Candidates Other Than Pilots.* Examiner candidates who are not pilots must have the following qualifications:

- Designated flight engineer examiner candidates must have successfully completed the operator's approved training program in which the candidate will be authorized to conduct evaluations for the issuance of certificates, or the training program conducted by the training center and the appropriate training in the differences between the operator's approved training program and that of the training center

- Designated flight engineer and aircraft dispatcher examiner candidates must have satisfactorily completed a formal ground school conducted by the FAA that includes the subjects contained in paragraph 377 of this section
- Hold the appropriate airman certificate and rating(s), if applicable
- Status as a flight engineer check airman or dispatcher supervisor, as appropriate, in the operator's training program
- A recommendation from the operator that includes a resume of training and professional experience
- A good record of compliance with the FAR (Isolated and unrelated violations or incidents are not disqualifying.)

377. EXAMINER CANDIDATE TRAINING AND OBSERVATION. The supervising inspector shall ensure that examiner candidates are trained and observed in their functions prior to designation.

A. *Candidate Training.* Examiner candidates must be trained in certification policies, procedures, and standards. The supervising inspector must ensure that the candidate is trained in the following specific areas:

- The knowledge, abilities, and skill requirements for the original issuance of the certificate and added ratings, as applicable
- The procedures, methods, and techniques associated with administering the required certification tests
- Examiner responsibilities, authority, and limitations under the FAR and applicable FAA orders
- The use of FAA forms and job aids associated with the particular examiner function
- Administrative procedures and relationships with supervisory inspectors

B. *Representing the FAA.* Inspectors shall stress to all examiner candidates that in performing the functions of an examiner they are representatives of the Administrator. Candidates must understand that matters such as company loyalties, economic conditions, union affiliations, and seniority are not relevant to the certification of airmen.

C. *FAA Observation of the Candidate.* After the examiner candidate has been trained, a qualified inspector shall observe the examiner candidate conducting a complete certification test consisting of

oral, simulator, and aircraft portions, (or practical evaluation) as applicable. The following methods of observation may be used, in descending order of preference:

(1) *An Actual Certification Evaluation.* The preferred method is that the inspector shall observe an examiner conducting all portions of an actual certification test.

(2) *Simulated Certification Evaluation.* When circumstances make the observation of an actual certification test impractical, inspectors may observe the examiner candidate conducting a competency or proficiency check as if the check were being conducted for certification.

(3) *Other Methods.* Other methods, such as the inspector acting as the applicant, may be used when preferred methods are not practical.

D. *Recording Examiner Training.* Supervising inspectors who conduct training for an examiner candidate shall complete FAA Form 8000-36, "Program Tracking and Reporting Subsystem (PTRS) Data Sheet," using activity code 1595 for each examiner candidate trained. The inspector shall use Section IV and J799 to identify the type of training activities that are conducted.

379. OVERSIGHT AND SUPPORT OF DESIGNATED EXAMINERS. Supervising inspectors are responsible for the oversight and support of designated examiners. The following guidance applies:

A. *Meetings with Examiners.* Supervising inspectors shall ensure competent performance by each designated examiner in respect to handling of applicants, maintenance of desired test standards, and accurate completion and processing of certification paperwork. Designated examiners should be encouraged to contact their supervising inspectors to resolve questions or difficulties. Sufficient contact is essential, and shall include regular and special meetings and annual briefings, as follows:

(1) *Regular Safety Standardization Meetings.* At least annually, supervising inspectors shall conduct regularly scheduled meetings with designated examiners for the purpose of maintaining desirable standards and effective working relationships. These meetings shall be recorded in the PTRS system under activity code 1595.

(2) *Special Safety Standardization Meetings.* Supervising inspectors shall call special meetings whenever a significant change affects the process of FAA airman certification in respect to air transportation examiners.

(3) *Annual FAA Briefing of Examiner.* Each designated examiner shall attend an annual briefing conducted by a supervising inspector which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety standardization meeting, but must be accomplished as a condition of renewal.

B. *Examiner Supplies and Materials.* Supervising inspectors shall ensure that each designated examiner has access to the materials necessary for the examiner's tasks. The following materials shall be made available before designation of any candidate, and revisions to the materials, shall be made readily accessible to the designee thereafter:

- FAA Order 8400.10, "Air Transportation Operations Inspector's Handbook," volume 3, chapter 3, "Check Airman, Instructor, and Supervisor Programs"
- FAA Order 8400.10, "Air Transportation Operations Inspector's Handbook," volume 5, "Airman Certification and Designated Examiners"
- FAA Order 8700.1, "General Aviation Operations Inspector's Handbook," when a DPE or PPE is to be authorized to conduct evaluations of personnel in air transportation operations.
- FAA Order 8710.3B, "Pilot Examiner's Handbook," chapter 5, "Conduct Practical Test/Certification Functions," chapter 10, "Conduct an Airline Transport Certification, including Additional Category/Class Ratings," chapter 12, "Conduct a Pilot Type Rating Certification," and chapter 14, "Accomplish Designation/Conduct Practical Tests as a Pilot Examiner-Simulator Only," chapter 5 contains samples of applications, completed certificates and other information.
- Appropriate job aids (may be copied from FAA Order 8400.10)
- FAA Form 8060-4, "Temporary Airman Certificate"
- FAA Form 8060-5, "Notice of Disapproval of Application"
- FAA Form 8000-36, "Program Tracking and Reporting Subsystem (PTRS) Data Sheet"

Additional sources of information that may prove valuable to examiners and inspectors are available through on-line information systems:

(1) *FAA Corporate Bulletin Board (BBS).* This system makes many useful databases and bulletin boards readily available to the inspectors and to the public by a toll-free dial-up on (800) 224-6287. The system is being upgraded weekly as new information becomes available. Among the services now available are the following:

- Air Transportation Division (AFS-200) BBS. This BBS contains many regulatory and operational source materials such as MMEL's, FSB and FOEB reports, the FAR, NPRM's, legal interpretations, and handbook bulletins
- Pilot Examiner BBS. This BBS provides information and guidance for designated pilot examiners
- Aviation Rulemaking Advisory Committee BBS. This BBS provides information on the progress of aviation rulemaking projects
- Aeromedical Forum BBS. This BBS addresses issues affecting airman medical certifications
- Contel DUATS (Dual User Access Terminal System). This is the weather briefing, NOTAM, flight planning, and flight plan filing service the FAA provides free to the public
- NTIS FEDWORLD. This BBS managed by the National Technical Information Service, comprises a broad range of government agencies, including the FAA

(2) *ASIX.* The Aviation Safety Information Exchange contains existing, new, draft and proposed information regarding MMEL's, regulations, AC's, operations specifications, FAA handbooks, ICAO annexes, accident prevention, air traffic and airports. It is accessible through CompuServe Information Service's Aviation Special Interest Group Forum (type GO AVSIG).

(3) *Flight Standards Service Home Page on the Web.* This home page is maintained by the FAA to provide ready access to current source materials relating to aviation safety. Among the home page links: accident prevention, airworthiness alerts, handbook bulletins, DER's, airworthiness directives (AD's), regulations, NPRM's, materials relating to the Commuter Rule (FAR Parts 119/121), Advisory Circular checklist, airman written tests and aviation safety information. The address of this home page is <http://www.faa.gov/avtshome.htm>.

381. EXAMINER RECORDS FILE. The designating flight standards district office (FSDO) or certificate management office (CMO) shall maintain an examiner records file for each designated examiner. This file shall contain the following: (see figure 5.5.2.2., Designated Examiner Checklist)

- FAA Form 8710-6, “Examiner Designation and Qualification Record” for each original designation and renewal
- FAA Form 8430-9, “Certificate of Authority” for each original designation of authority and renewal
- FAA Form 8000-5, “Certificate of Designation” for each original designation and renewal
- Violations history, if any, available from the Flight Standards Information System (FSIS)
- Any pertinent correspondence

NOTE: This information may be obtained **through the National FSAS/ISIS data base. It will provide the supervising inspector with a complete record of the candidate’s qualifications, accident, incident and enforcement history, and PTRS activity as selected during the query process.**

383. PROCESSING INITIAL EXAMINER DESIGNATIONS.

PTRS Code, FAR Part 183:

- 1551 - Pilot Examiner - Large/Turbine (ATPE/DPE)
- 1552 - Pilot Examiner - Other (DPE)
- 1553 - Pilot Proficiency Examiner - (PPE)
- 1555 - Aircraft Dispatcher
- 1559 - Designated Examiner at Training Center - (Training center evaluator-air carrier/TCE-AC)
- 1561 - Flight Engineer Examiner
- 1562 - Aircrew Program Designee (APD)

Supervising inspectors shall ensure that all the requirements for an examiner designation have been met and shall prepare the necessary paperwork as follows:

A. *FAA Form 8710-6, “Examiner Designation and Qualification Record.”* After the examiner candidate has completed and signed the front of FAA Form 8710-6, the supervising inspector shall complete the form as follows:

(1) On the back of the form under the block labeled “Additional Qualifications,” the inspector shall enter and the certificates, ratings, and aircraft type as applicable for which the designated examiner is authorized to conduct certification tests.

(2) In the action block at the bottom on the reverse side of the form, the supervising inspector shall cross out the word “region” and enter the word “district” or “certificate management,” as applicable.

(3) The supervising inspector shall check both sides of the form for accuracy and completeness.

(4) The supervising inspector shall enter the type of designation, “APD” or “TCE-AC,” followed by the certificate and airplane type in the space labeled, “Type of Designation,” below the “District Office Action” block. (i.e., ATP AMEL B-727)

(5) The supervising inspector shall enter the designated examiner’s airman certificate number and designator identification in the space labeled, “Certificate of Authority Issued” in the space titled, “No.” If the examiner candidate is to be an APD for an air carrier, use the designator for that air carrier. If the candidate is to be a TCE-AC, use the designator for the training center.

(6) The supervising inspector shall enter the expiration date, which is normally the last day of the month in the following year corresponding to the month of designation. Special circumstances may call for an earlier expiration date.

(7) The supervising inspector shall enter the applicable flight standards office in the “Do to Serve Under” block.

(8) The supervising inspector shall sign the “Inspector’s Signature” block.

B. *Examiner Designation Numbers.* For APD’s and TCE-AC’s the airman’s certificate number, coupled with the applicable 4-character air carrier or training center designator, may be used in all instances when an examiner designation number may be called for. If the examiner candidate is to be an APD for an air carrier, use the designator for that air carrier. If the candidate is to be a TCE-AC, use the designator for the training center. (i.e., an APD for Delta Airlines would be 123456789DALA)

C. *Other Forms.* Supervising inspectors shall prepare the FAA Form 8000-5, “Certificate of Designation” and FAA Form 8430-9, “Certificate of Authority” (see figures 5.5.2.3. and 5.5.2.4., respectively). The originals of these forms shall be issued to the designated examiner. Copies shall be retained in the appropriate examiner records file.

D. *Approval Authority.* The office manager, POI, TCPM, or an inspector authorized to act for these individuals, shall indicate approval of each examiner candidate by completing the first line of the block

labeled, "District Office Action" on the FAA Form 8710-6, and by signing in the appropriate spaces on FAA Form 8710-6, 8430-9, and 8000-5.

E. *Letter of Authority.* The inspector approving the candidate's designation as an examiner shall prepare the Letter of Authority (LOA). The LOA serves two purposes:

- It specifies the exact authority conveyed to the examiner by the designation, which may not be otherwise possible to include on the FAA Form 8430-9 "Certificate of Authority," due to space limitations
- It provides a record of approval and a basis for subsequent amendment and dissemination of information to affected FAA offices which may be transmitted via electronic mail. Refer to figure 5.5.2.5. for a sample LOA.

385. DESIGNATED EXAMINERS ABROAD. An examiner may be designated to serve at locations outside of the United States, provided the designated examiner will examine only US. citizens trained under a training center's approved program, or individuals employed as flight crewmembers of a FAR Part 121 or 135 air carrier and trained under that operator's approved training program. The designated examiner's activities must be adequately supervised by an FAA inspector. A POI may depend upon inspectors provided by an international field office (IFO) or by another domestic field office for this supervision. A person who is not a US. citizen may be designated as an examiner abroad only when the need cannot be filled by a US. citizen and only when approval is obtained from the appropriate regional flight standards division (RFSD) manager.

387. SHARED OVERSIGHT OF EXAMINERS.

A check airman may be designated as more than one type of designated examiner or as a designated examiner for more than one operator. In such a case, more than one inspector may supervise a designated examiner. The following guidance applies:

A. *Supervisory Responsibilities.* POI's and managers should delegate responsibility for supervising all of a designated examiner's activities to a single inspector when practical. It may be necessary, however, for the supervisory responsibility to be divided in accordance with the activities the designated examiner is authorized to perform. For example, a check airman might be approved as an APD by authority of a FSDO in Florida; under that authority the examiner might conduct B-747 type ratings for an operator whose certificate is held in that state. The same person might also be a designated pilot examiner for general aviation, by authority of a FSDO located

in Colorado. In such a case, the examiner would be supervised by an APM in Florida for B-747 activities and by an appropriately rated inspector in Colorado for general aviation activities.

B. *Responsibility for Maintaining Examiner Records Files.* An inspector must be assigned the responsibility for maintaining a particular designated examiner's records file. When more than one FSDO is involved, the file should normally be maintained by the office for which the designated examiner performs air transportation functions. When the examiner conducts certifications for more than one FAR Part 121 or FAR Part 135 operator, the file should be maintained in the office of original designation. Other arrangements are permissible and may be negotiated to the satisfaction of the applicable FSDO's and CMO's.

C. *Procedures for Granting Additional Examination Authority.* The training and observations required for an examiner's second designation must be completed before an inspector may amend the examiner's FAA Form 8710-6, "Examiner Designation and Qualification Record," FAA Form 8000-5, "Certificate of Designation," FAA Form 8430-9, "Certificate of Authority," and Letter of Authority.

(1) When the authority is requested for an examiner to be designated for a second operator, the examiner candidate must complete qualification as a check airman for the second operator as a precondition of designation.

(2) The inspector tasked with performing any required observations for the second designation is responsible for notifying the inspector who maintains the designated examiner's records file once the observations have been completed and the check airman designation has been made for the second operator.

D. *Expiration Date.* All designations expire on the expiration date shown on the FAA Form 8710-6, "Examiner Designation and Qualification Record," FAA Form 8430-9, "Certificate of Authority," and Letter of Authority, which is normally the last day of the month in the following year corresponding to the month of designation. FAR Part 183 calls for a 1-year term to expiration. Special circumstances may call for an earlier expiration date, but not a longer one.

(1) When an examiner performs multiple certification services under authority granted by a single FSDO, the supervising inspector should normally change the expiration date to the last day of the month in the following year corresponding to the month of the most recent designation.

(2) When an examiner performs multiple certification services under authority granted by a more than one FAA office (as in paragraph 387a), the expiration date is not normally changed.

E. *Records*. When the oversight of a designated examiner is shared by more than one FAA office, the FSDO manager or the CMO manager with responsibility for maintaining the designated examiner's records file shall coordinate with the other office(s), as appropriate, before approving the designation. When the designation has been completed, a copy of the Letter of Authority shall be sent to those other office(s).

389. AMENDMENT OF DESIGNATED EXAMINER DESIGNATIONS. The manager responsible for maintaining a designated examiner's records file may amend an examiner's FAA Form 8000-5, "Certificate of Designation," and FAA Form 8710-6, "Examiner Designation and Qualification Record," FAA Form 8430-9, "Certificate of Authority," and LOA at any appropriate time. An amendment is appropriate when any of the following elements of a designated examiner's certification authority is changed: designation, certificate, aircraft type, operator or training center. When an FAA Form 8000-5 is amended, the inspector must cancel any previously issued form by marking the words "CANCELED" across the face of the certificate, and issue a new one. When the FAA Form 8000-5 is amended to include more than one designation, the FAA Form 8710-6 must also be amended. The supervising inspector shall enter an adequate description of each designation in the "Additional Qualifications Limitations" block. The FAA Form 8430-9 shall be changed as well to reflect the additional authorizations. When more than one FSDO or CMO is involved, the office supervising each activity must be listed on this certificate. The supervising inspector shall show the additional authorities and limitations on the LOA and forward copies to the affected offices. The administrative steps for the issuance of an amended certificate of designation are the same as those outlined for initial designation (see paragraph 379).

391. RENEWAL OF DESIGNATIONS.

PTRS Code, FAR Part 183:

- 1551 - Pilot Examiner - Large/Turbine (ATPE/DPE)
- 1552 - Pilot Examiner - Other (DPE)
- 1553 - Pilot Proficiency Examiner - (PPE)
- 1555 - Aircraft Dispatcher
- 1560 - Designated Examiner at Training Center
- (Training center evaluator-air carrier/
TCE-AC)
- 1561 - Flight Engineer Examiner
- 1562 - Aircrew Program Designee (APD)

An examiner designation expires no later than the last day of the month in the following year corresponding to the month of original issue or most recent renewal. The renewal process will normally be accomplished during the two months preceding or in the month that the examiner would expire.

Example: An examiner designated on January 15, 1994, would expire on January 31, 1995. The renewal process would normally be conducted in the period from November through January, completing the process no later than the end of January.

The examiner SHALL NOT conduct any evaluations after the due date if he/she has not been renewed and issued a new FAA Form 8430-9. If the renewal process is not completed within 30 days following the expiration date, the examiner may be reinstated using the same process used for initial designation. At expiration a designation does not continue in force. The inspector should ensure that the need for a designated examiner continues to exist before considering renewal. If conditions necessitating an examiner continue to exist, the examiner's designation is normally renewed in the month corresponding to the month of original issue or most recent renewal. Inspectors should use the following procedures:

A. *Required Forms*. The inspector assigned to the designated examiner shall renew the designation after satisfactory completion of the required annual observation and required annual briefing. The following forms shall be updated:

- FAA Form 8710-6, "Examiner Designation and Qualification Record"
- FAA Form 8430-9, "Certificate of Authority"
- Letter of Authority

Initiate a new FAA Form 8000-36, "Program Tracking and Reporting Subsystem (PTRS) Data Sheet" to record the renewal action after all actions have been completed.

B. *Annual FAA Observation of Check*.

PTRS Code, FAR Part 183:

- 1664 - Pilot Examiner - Large/Turbine (ATPE/DPE)
- 1665 - Pilot Examiner - Other (DPE)
- 1666 - Pilot Proficiency Examiner - (PPE)
- 1668 - Flight Engineer Examiner
- 1669 - Aircraft Dispatcher
- 1672 - Aircrew Program Designee (APD)

1673 - Designated Examiner at Training Center
-Training center evaluator-air carrier/
TCE-AC)

Within three calendar months before expiration, the examiner shall be observed conducting a complete check. In the case of Pilot Examiners (DPE, PPE, APD, TCE-AC), this evaluation shall include observation of oral, simulator and aircraft evaluation activities, as applicable. The observation shall be conducted by the supervising inspector, or by another appropriately rated inspector appointed by the supervising inspector.

(1) *Type of Check.* For renewal purposes, inspectors may observe designated examiners conducting the following activities, in descending order of preference:

- A certification check
- A proficiency check
- A competency check

NOTE 1: In rare cases, the inspector may observe the examiner's own proficiency or competency check. To complement this observation, the inspector may perform maneuvers or procedures for the designated examiner to evaluate.

NOTE 2: In the event that the necessary observations cannot be accomplished within the required time frame, and evaluation should be made as to the continued need for an evaluator.

(2) *Multiple Certification Services (DPE/PPE/TCE-AC).* When the designated examiner has authorizations for certification services that are closely related, only one observation by an inspector is required.

Example: A TCE-AC with examination authority for more than one operator under the same training program needs to be observed annually performing the applicable activities for only one of the operators.

Similarly, participation in a line observation program and demonstration of instructional proficiency need be accomplished on only one of the operators. When an individual is authorized to evaluate personnel of more than one operator, the observations should be rotated among the operators' programs. On the other hand, an APD for the B-747 who is concurrently a designated pilot examiner (DPE) in gliders needs at least two annual FAA observations, one in each activity.

(3) *Scheduling.* The designated examiner is responsible for scheduling each required annual FAA observation and each annual briefing far enough in advance to assure that they may be accomplished before expiration. A designated examiner who is beyond expiration may not conduct any certification activity on behalf of the Administrator until all annual requirements are met and the renewal has been completed.

(4) *Annual Briefing.* Each designated examiner must attend an annual briefing conducted by an inspector which specifically addresses the functions of a designated examiner. This briefing may be accomplished in conjunction with a safety or standardization meeting.

393. PROCESSING DESIGNATED EXAMINER CERTIFICATION PAPERWORK. FAR § 183.17 requires that designated examiners make reports as prescribed by the Administrator. Designated examiners shall forward airman certification paperwork to the designated FSDO or CMO for review, processing, and transmittal to the Airman Certification Branch, AFS-760. When a multiple designation with more than one supervising office is involved, certification paperwork shall be sent to the supervising office for each designation. This paperwork shall be processed only by the appropriate offices specified on FAA Form 8000-5, "Certificate of Designation"; it may not be accepted for processing by other offices.

A. *Designated Examiner Responsibilities.* Designated examiners must complete the airman certification paperwork in accordance with the requirements of this volume in the handbook. The paperwork must be accurate, complete, and timely. Designated examiners must complete the PTRS data sheets for each evaluation function conducted. Satisfactory fulfillment of this responsibility is a requirement for renewed designation as an examiner.

B. *Supervising Inspector Responsibilities.* Supervising inspectors are responsible for training designated examiners on correct documentation. Supervising inspectors should provide the designated examiners with ample PTRS data sheets. As much information as possible should be overprinted on these forms as a convenience to the examiner and as a precaution against errors. Inspectors may overprint forms or job aids by any convenient method, such as by pen or pencil, or by copy machine.

395. REVIEW OF DESIGNATED EXAMINER DECISIONS. If an airman is dissatisfied with a designated examiner's decision, the airman may appeal to the supervising inspector for a retest. The airman must submit the appeal in writing and indicate the

reasons for protesting the designated examiner's decision. The responsible inspector shall review the matter and decide if retesting is appropriate. If the inspector grants a retest, a new application must be completed by the airman, and the entire test must be accomplished again with an FAA inspector.

397. TERMINATION AND CANCELLATION OF DESIGNATED EXAMINER DESIGNATION.

An examiner designation normally terminates at the expiration date, but may be terminated early or canceled for cause.

A. Normal and Early Termination. The termination of an examiner designation may be based on any of the following administrative factors:

- A change in needs for examiner services
- A change in the designated examiner program policy
- A change in the designated examiner's employment, base of operations, or professional activities, such as loss of check airman status
- Voluntary surrender of the designation, by the designated examiner's written request for termination
- A request for termination of examiner authority made by the designated examiner's employer

B. Cancellation for Cause. An examiner designation may be canceled for cause by the FAA under certain circumstances. The cancellation of an examiner designation may be based on any of the following causes:

- Evidence of malpractice, fraudulent use of the designation, or any actions by the designated examiner which discredit the FAA
- Unsatisfactory performance in any aspect of the designated examiner's functions, including failure to complete certification paperwork accurately or unwillingness or inability to carry out the supervising inspector's instructions
- Evidence indicating that requirements for the original designation were not met at the time of designation
- Failure of the examiner to meet annual requirements for renewal in a conscientious and timely manner

399. CANCELLATION FOR CAUSE PROCEDURES. The following steps shall be followed when implementing cancellation for cause:

A. Certified Mail - Return Receipt Requested. POI's, TCPM's and FSDO/CMO Managers shall notify a designated examiner of the cancellation of the examiner's designation for cause by "Certified Mail - Return Receipt Requested" (see figures 5.5.2.6. and 5.5.2.7.). A letter shall also be sent by conventional mail to each operator or training center that is affected by the cancellation. The letter shall be prepared by the supervising inspector and shall contain the following:

- A notification that the cancellation is effective immediately
- A statement that prohibits the designated examiner from conducting any further examinations until the matter is resolved
- A clear statement of the reasons for the cancellation action
- The specific reasons for the proposed action, together with relevant FAR or handbook guidance
- In the case of unacceptable conduct by a designated examiner, specific examples of this conduct
- A statement that the designated examiner has the option to respond in writing or to appear in person within 10 days of receipt of the letter
- A statement that if the designated examiner chooses to appear in person, the examiner may be accompanied by counsel
- A statement that the designated examiner has a right to appeal to the RFSD manager in writing or in person
- A statement that a record will be made of any meeting concerning appeal
- A statement that directs the designated examiner to return to the FSDO the FAA Form 8430-9, "Certificate of Authority," and FAA Form 8000-5, "Certificate of Designation," as well as all unused FAA materials and supplies

B. Fact-Finding Meeting. The manager having designation authority shall conduct a fact-finding meeting when requested by the designated examiner. A record of this meeting must be made by the SS inspector, in the form of notes taken by a secretary, a summary made by an inspector, or a transcript prepared by a court reporter. The designated examiner shall be provided with a copy of the record and shall be offered an opportunity to submit comments. The manager

shall attach to the record any comments submitted by the designated examiner.

C. Decision of the Inspector - Notification Procedures. The inspector having approval authority for a designated examiner also has cancellation authority. Before reaching a decision, the inspector, usually the POI or FSDO manager, shall consider the facts provided by the designated examiner and the advice provided by the certificate manager and the RFSD. Once a decision is reached, the inspector shall notify the designated examiner by "Certified Mail - Return Receipt Requested." The decision shall be (1) to allow the designated examiner to resume examination activities at once; (2) to resume examination activities after having successfully completed specified training and reevaluation; or (3) to cancel the examiner's designation.

D. Appeal to the Regional Flight Standards Division Manager. An airman whose examiner designation has been canceled may appeal that decision to the regional flight standards division manager. In making this appeal, the airman may provide a written statement or may request to appear in person. The following procedures apply:

(1) *Appearance in Person.* Should the airman request to appear in person, the regional division manager shall invite regional counsel to attend. A record of the meeting shall be made. The airman shall be provided with a copy of the record and shall be offered an opportunity to submit comments. These comments shall be attached to the record.

(2) *Decision of RFSD - Notification Procedures.* The airman shall be notified of the regional division manager's decision and the reasons for it by "Certified Mail - Return Receipt Requested," with an information copy sent to the CHDO. Should the division manager concur with the inspector in favor of cancellation of the airman's examiner designation, the letter shall include advice to the airman about legal recourse. Recourse is available by petition for review to the United States Court of Appeals within 60 days of the postmark of the division manager's letter.

D. Recording the Cancellation for Cause. When an examiner designation is canceled for cause, the POI or office manager shall complete the designated examiner's current FAA Form 8710-6, "Examiner Designation and Qualification Record," as follows:

(1) The word "CANCELED" shall be stamped or typed in the block titled, "Inspector's Recommendation Action," in the section labeled, "Justification for Approval/Reasons for Disapproval." In the same space, the inspector or office manager shall enter an explanation of the reasons for the cancellation.

(2) The inspector shall sign and date the form under the explanation of the reasons for cancellation.

(3) This form shall be retained in the designated examiner's records file in the CHDO for at least 2 years.

401. OTHER ACTIONS. When an inspector or office manager confirms a report of unacceptable conduct by a designated examiner, such as irresponsibility or incompetence, or personally observes unacceptable conduct, appropriate action must be taken, as follows:

A. Counseling or Training.

PTRS 1595 FAR Parts 61, 63, 65, 121, 135, 142

Appropriate action may take the form of counseling or training. In such cases, the inspector must record the reason for the action and some description of the action itself, and shall enter that information in the PTRS system and in the designated examiner's records file.

B. Reexamination for Competence.

PTRS 1534 - Reexamination (formerly 609 reexamination)

In cases when professional incompetence is observed or when safety is jeopardized, the inspector may require a reexamination of the examiner's competence in accordance with Title 49 U.S.C., § 44709 (formerly Section 609a of the Federal Aviation Act of 1958).

C. Criminal Prosecution. In extreme cases such as fraud, the facts in the case must be provided to the Department of Justice for possible criminal prosecution.

403. COORDINATION WITH RFSD. Before taking any action, POI's, TCPM's and FSDO managers shall ensure the matter is thoroughly documented and shall coordinate with the applicable regional flight standards division office and the regional counsel.

404. -410. RESERVED.

**FIGURE 5.5.2.1.
FAA FORM 8710-6, "EXAMINER DESIGNATION AND QUALIFICATION RECORD"
(FRONT)**

| | | | | | | | | |
|--|----------------|---|----------------------------------|-------------|---------|-------------------|--------------------------------------|--------------|
| EXAMINER DESIGNATION AND QUALIFICATION RECORD | | TYPE OF DESIGNATION | PRIVATE PILOT | | | | | |
| | | | COMMERCIAL PILOT EXAMINER | | | | | |
| Attach supplemental sheets if more space is required for any item | | | AIRLINE TRANSPORT PILOT EXAMINER | | | | | |
| | | | PROFICIENCY PILOT EXAMINER | | | | | |
| 1. NAME (Last, first, middle) Telephone No | | | FLIGHT ENGINEER EXAMINER | | | | | |
| | | | FLIGHT INSTRUCTOR EXAMINER | | | | | |
| 2. ADDRESS (Number, street, city, state, and ZIP code) | | 3. DATE OF BIRTH (Month, day, and year) | OTHER | | | | | |
| | | | 4. U.S. CITIZEN | | | | | |
| | | | YES | | | | | |
| | | | NO | | | | | |
| 5. DO YOU NOW HOLD, OR HAVE YOU EVER HELD, AN EXAMINER DESIGNATION | | YES | TYPE AND NUMBER | | | | | |
| | | NO | | | | | | |
| 6. HAS ANY CERTIFICATE OR RATING ISSUED YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE FEDERAL AVIATION REGULATIONS. (Complete for original designations only) | | | | | | | | |
| | | YES | | | | | | |
| | | NO | | | | | | |
| 7. CERTIFICATES HELD | | | | | | | | |
| TYPE | CERTIFICATE NO | RATINGS | DATE ISSUED | | | | | |
| | | | | | | | | |
| 8. FLIGHT EXPERIENCE (in hours) | | | | | | | | |
| | AIRPLANE | | ROTORCRAFT | | GLIDERS | | INSTRUMENT FLIGHT (Actual or sim) | NIGHT FLIGHT |
| | TOTAL | LAST 12 MOS | TOTAL | LAST 12 MOS | TOTAL | LAST 12 MOS | | |
| PILOT-IN-COMMAND | | | | | | | | |
| FLIGHT INSTRUCTION GIVEN | | | | | | | | |
| COPILOT | | | | | | | | |
| FLIGHT NAVIGATOR | | | | | | | | |
| FLIGHT ENGINEER | | | | | | | | |
| 9. EMPLOYMENT (Indicate professional experience pertinent to this designation) | | | | | | | | |
| EMPLOYER'S NAME | | NATURE OF WORK | | DATES | | TITLE OF POSITION | | |
| | | | | | | | | |
| 10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION | | | | | | | | |
| | | | | | | | | |
| <small>CERTIFICATION: I certify that I am familiar with the requirements for this designation, its privileges and limitations, and that the information stated herein is true. It is understood that this designation may be terminated upon notice by the FAA for the reasons specified in section 183.15(c) of the Federal Aviation Regulations.</small> | | | | | | | | |
| DATE | | | | SIGNATURE | | | | |

FAA FORM 8710-6 (10-83)

**FIGURE 5.5.2.1. (Continued)
FAA FORM 8710-6, "EXAMINER DESIGNATION AND QUALIFICATION RECORD"
(REVERSE SIDE)**

| FOR FAA USE | | | | | | | |
|---|--|---|-----------------|--|-----------------------|----------------------------|-----------------------------|
| TYPE OF ACTION | | FLIGHT TEST ACTIVITIES-GENERAL AVIATION <i>(Complete for renewals and additional designations)</i> | | | | DATE LAST REPORT SUBMITTED | |
| ORIGINAL ISSUANCE | RENEWAL | CERTIFICATES/RATINGS | TOTAL SUBMITTED | DISAPPROVED BY EXAMINER | ACCEPTED BY INSPECTOR | RECHECKED BY INSPECTOR | NO. RETURNED FOR CORRECTION |
| | | PRIVATE PILOT | | | | | |
| ADDITIONAL AUTHORITY | | COMMERCIAL PILOT | | | | | |
| | | AIRLINE TRANSPORT PILOT | | | | | |
| SPOT CHECK ONLY - NO RENEWAL EFFECTED | | INSTRUMENT RATING | | | | | |
| REINSTATEMENT | ADDITIONAL RATINGS | PRIVATE | | | | | |
| | | COMMERCIAL | | | | | |
| | | ATR | | | | | |
| Complete for original issuance and reinstatements only | CHARACTER AND REPUTATION <i>(Include industry and community reputation as well as personal knowledge possessed by FAA personnel)</i> | | | | | | |
| | PROFESSIONAL ABILITY <i>(Brief narrative description of examiner indoctrination and training given and results expressed as "good," "excellent," or "unsatisfactory.")</i> | | | | | | |
| INSPECTOR'S RECOMMENDATION/ACTION | | | | | | APPROVE | |
| | | | | | | DISAPPROVE | |
| JUSTIFICATION FOR APPROVAL/REASONS FOR DISAPPROVAL | | | | | | | |
| The individual named has been flight tested/examined and deemed competent to perform the duties of the designation indicated below. | | | | | | | |
| DESIGNATION | PRIVATE PILOT | | CATEGORY | ADDITIONAL QUALIFICATIONS LIMITATIONS <i>(For pilot flight engineer examiner give aircraft category)</i> | | | |
| | COMMERCIAL PILOT EXAMINER | | AIRPLANE | | | | |
| | AIRLINE TRANSPORT PILOT EXAMINER | | ROTCRAFT | | | | |
| | PROFICIENCY PILOT EXAMINER | | | | | | |
| | FLIGHT ENGINEER EXAMINER | | GLIDER | | | | |
| | FLIGHT INSTRUCTOR EXAMINER | | | | | | |
| OTHER | | | | | | | |
| DATE | | OFFICE NO. | | INSPECTOR'S SIGNATURE | | | |
| REGIONAL OFFICE ACTION | | | | | | | |
| CONCUR | DATE | | | SIGNATURE | | | |
| DISAPPROVE | | | | | | | |
| TYPE OF DESIGNATION | | | | CERTIFICATE OF AUTHORITY ISSUED | | | |
| | | | | NO. | DO TO SERVE UNDER | EXPIRATION DATE | |

FIGURE 5.5.2.2.
TRAINING CENTER EVALUATION DESIGNATION CHECKLIST

Name of Training Center: Far North Training Center
Name of Designee: John Q. Smith

Reference:

FAA Order 8400.10 Air Transportation Operations Inspector's Handbook
FAA Order 8700.1 General Aviation Operations Inspector's Handbook
FAA Order 8710.3B Pilot Examiner's Handbook

Original Designation

| YES | NO | | |
|--------------------------|--------------------------|--|-------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee is employed/assigned to a training center operating under FAR 142 and/or 61, 121, 135 exemptions | |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee possesses an ATPC with the appropriate class ratings | |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee is type rated on the aircraft for which SDE authority is requested | |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee has satisfactorily completed a proficiency check in accordance with the provisions of the training center's exemption | |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee has at least one year of experience as an instructor check airman or designated examiner under FAR Part 61 or in a FAR Part 121 or 135 air carrier training program as appropriate unless waived by the administrator (experience as an FAA operations inspector is considered to meet this requirement) | |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee has had no accidents incidents or violations related to instructor check airman or examiner duties within designee authority is requested | |
| <input type="checkbox"/> | <input type="checkbox"/> | FAA Form 8710-6 has been completed | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee has completed the SDE standardization course conducted by the TCPM or the appropriate PPM | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee has observed an FAA inspector conduct an oral and a practical test of a TCE-AC candidate | Oral Date: Sim Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | Nominee has administered both an oral and a practical test of a TCE-AC candidate under the surveillance of an FAA inspector | Oral Date: Sim Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | PTRS forms have been completed reflecting the oral and practical tests observed and conducted by the nominee | |
| <input type="checkbox"/> | <input type="checkbox"/> | TCPM has completed reverse side of FAA Form 8710-6 | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | TCPM has completed FAA Form 8430-9 | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | TCPM has completed FAA Certificate 8000-5 | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | TCPM has completed SDE's Letter of Authority and limitations | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | TCPM has notified AFS-200 and regional headquarters of SDE designation | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | TCE-AC approval notification to AFS-840 | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | TCE-AC approval notification to AFS-200 (for air transportation) | Date: |
| <input type="checkbox"/> | <input type="checkbox"/> | TCPM has established a file for the SDE containing the following: | |
| | | <input type="checkbox"/> Examiner Letter of Authorization | |
| | | <input type="checkbox"/> FAA Form 8430-9 | |
| | | <input type="checkbox"/> FAA Certificate 8000-5 | |
| | | <input type="checkbox"/> FAA Form 8710-6 | |
| | | <input type="checkbox"/> FAA Form(s) 8000-36 PTRS sheets | |
| | | <input type="checkbox"/> PTRS record of activity | |
| | | <input type="checkbox"/> Part 121/135 Check airman letters of approval | |
| | | <input type="checkbox"/> Other correspondence | |

FIGURE 5.5.2.3.
FAA FORM 8000-5, "CERTIFICATE OF DESIGNATION"



U.S. Department
of Transportation
Federal Aviation
Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at

By Direction of the Administrator

Dated

Certificate No.

**FIGURE 5.5.2.4.
FAA FORM 8430-9, "CERTIFICATE OF AUTHORITY"**

| | | |
|---|---|-----------------------------------|
| DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY | | DESIGNATION NO. SW-17-1234 |
| DESIGNEE'S SIGNATURE | NAME Jim Little | DESIGNATION EXPIRES 9-94 |
| | Is authorized to act in the capacity of a PE - Airplane | |
| | AT FIXED BASE OF OPERATION Little Rock, Arkansas, District | |
| | for the Administrator | |
| | 09-23-93 _____ (DATE) | Don Brown _____ (SIGNATURE) |
| FAA FORM 8430-9 (1-70) | | |

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

| Office | Date | Inspector's signature |
|----------|----------|-----------------------|
| LIT FSDO | 9-23-93 | |
| BTR FSDO | 10-15-93 | |
| | | |

**FIGURE 5.5.2.5.
SAMPLE LETTER OF AUTHORITY**

(Office Letterhead)

February 4, 1993

Mr. John Q. Smith
2600 Overlook
Othertown, State 12333-8765

Subject: Letter of Authority - Training center evaluator-air carrier (TCE-AC)

Dear Mr. Smith:

This letter authorizes you to perform the following activities as a Training center evaluator-air carrier on the indicated aircraft at the Far North Training Center as a representative of the Administrator:

Under FAR Part 61:

- B-727 Recurrent pilot proficiency/competency evaluations required by the US Code of Federal Regulations, FAR Part 61, for those individuals and organizations whose employees are not operating under FAR Part 121 (or FAR Part 135).
- B-727 Oral and Simulator (and aircraft, if applicable) evaluations of individual applicants leading to issuance of an Airline Transport Pilot Certificate and/or an additional type rating.

Under FAR Parts 121 (or FAR Part 135):

- B-727 Recurrent pilot proficiency evaluations required by the US Code of Federal Regulations for those individuals and organizations whose employees are operating under FAR Part 121 (or FAR Part 135), and for which you have been approved by the Principal Operations Inspector of that operator as a check airman.
- B-727 Oral and Simulator (and aircraft, if applicable) evaluations of applicants employed by a FAR Part 121 (or FAR Part 135) air carrier leading to issuance of an Airline Transport Pilot Certificate and/or an additional type rating, subject to your maintaining check airman status for that company.

Enclosed is FAA Form 8000-5, "Certificate of Designation," and an FAA Form 8430-9, "Certificate of Authority." Copies of these documents, together with this letter, have been provided to the Far North Training Center for inclusion in your instructor/examiner records file. The Certificate of Authority must be in your possession when performing any evaluation activity for the training center or for an air carrier contracting with the training center.

Your evaluation authority under FAR Part 61 is limited to graduates of Far North's approved training programs, and is subject to the conditions of any exemptions from the Federal Aviation Regulations (FAR) which authorize the use of those programs. Your evaluation authority under FAR Part 121 (or FAR Part 135) is limited to graduates of approved training programs conducted on behalf of air carriers by Far North Training Center, and is subject to the conditions of any exemptions from the Federal Aviation Regulations (FAR) which authorize the use of those programs.

Your designation as a Training center evaluator-air carrier is also subject to the terms of the Memorandum of Understanding between your company and the Federal Aviation Administration, XYZ Flight Standards District Office.

FIGURE 5.5.2.5. - Continued
SAMPLE LETTER OF AUTHORITY

You are not permitted to perform proficiency evaluations or otherwise to perform Check Airman functions in respect to employees of any FAR Part 121 (or FAR Part 135) operator unless the Principal Operations Inspector (POI) for that operator has approved you as a Check Airman for that operator. A copy of the applicable check airman Letter of Approval must be included in your instructor/examiner records file at Far North Training Center.

Your designation as a TCE-AC is subject to the continuing need demonstrated by Far North Training Center and expires on June 30, 1995, by regulation. It may be renewed, allowed to expire, or terminated early at the discretion of the Administrator.

Sincerely,

Adam C. Jones
Training Center Program Manager
Far North Training Center

FIGURE 5.5.2.6.
SAMPLE LETTER OF NOTIFICATION OF PROPOSED REVOCATION

(Office Letterhead)

November 28, 1991

“CERTIFIED MAIL RETURN RECEIPT REQUESTED”

In Reply

Refer to: Jones

Mr. John J. Examiner
1011 S. Cottage Grove Ave.
Urbana, Illinois 33022

Dear Sir,

This office has evidence that indicates you issued an L-1011 type rating to Mr. John Smith on November 27, 1991, without conducting the required flight examination.

This is to inform you that this matter is under investigation by the Federal Aviation Administration, and this office is considering cancelling your airman examination designation. We wish to offer you an opportunity to discuss the incident personally and/or submit a written statement. If you desire to do either, this should be accomplished within 10 days following receipt of this letter. Your statement should contain all pertinent facts and any extenuating or mitigating circumstances which you believe may have a bearing on this incident. You may contact this office by telephone at (303) 555-1111.

Until this matter is resolved, you may not conduct any airman examinations and are directed to return all examiner materials and supplies issued to you.

Sincerely,

John Jones
Manager

**FIGURE 5.5.2.7.
SAMPLE LETTER OF NOTIFICATION**

(Office Letterhead)

December 1, 1991

“CERTIFIED MAIL RETURN RECEIPT REQUESTED”

In Reply

Refer to: Jones

Yucan Fly Aviation
141 Airport Road
Aileron, Illinois 33022

Dear Sir,

This letter serves as notice that Mr. John J. Examiner no longer has authorization to represent the Federal Aviation Administration as a pilot examiner.

Any questions regarding this matter may be directed to the Flight Standards District Office by telephone at (303) 555-1111.

Sincerely,

John Jones
Manager

[PAGES 5-233 THROUGH 5-240 RESERVED]