

## CHAPTER 6. AIRCREW DESIGNATED EXAMINER (ADE) PROGRAM

### SECTION 2. ADE PROGRAM MANAGEMENT

**431. GENERAL.** This section contains guidance for principal operations inspectors (POI) and aircrew program managers (APM) when administering an operator's aircrew designated examiner (ADE) program. This section also contains information on the general structure of the ADE program and descriptions of the duties and responsibilities of the individuals involved with the program.

**433. ADMINISTRATIVE STRUCTURE OF AN ADE PROGRAM.** Flight standards district offices (FSDO) that hold certificates for operations with ADE programs may be organized in a variety of ways. Regional flight standards division (RFSD) managers may structure the administration of an ADE program to accommodate local conditions. The following individuals have primary roles in an ADE program:

*A. Certificate Manager.* The person in a certificate-holding district office (CHDO) with responsibility for oversight of the operator is the certificate manager. Designation of the certificate manager is dependent upon the structure of the office. The CHDO may be a certificate management office (CMO) or a flight standards district office (FSDO), which may have a certificate management unit (CMU). The certificate manager may be:

- An office manager
- A unit supervisor
- A supervisory principal inspector
- A POI, a PMI, or a PAI

The certificate manager is responsible for all matters concerning the administration of the operator's certificate.

*B. Principal Operations Inspector (POI).*

The POI is the operations inspector with responsibility for all operational matters of the ADE program. The POI reports to, and is directly responsible to, the certificate manager. The organization of the operations unit below the level of POI is left to the discretion of the POI with the concurrence of the certificate manager and the RFSD manager. Operations inspectors assigned to the ADE program support the POI, but may have unrelated activities as well. (ADE program-

related duties may constitute only a fraction of an inspector's activities.) Similarly, the operators employees involved in the ADE program also support the POI.

*C. Aircrew Program Managers (APM).* APM's are appropriately trained operations inspectors assigned to oversee the certification activity and manage the surveillance of an operator's training program in a specific aircraft. The APM reports to the POI on all technical matters concerning the ADE program.

*D. Partial Program Managers (PPM).* PPM's may be assigned to complement the APM in oversight and management activities related to an ADE program. A PPM is appropriately trained in a specific aircraft, and reports to the APM.

**435. RESPONSIBILITIES OF POI's.** POI's are responsible for all operational matters concerning the administration of the operator's certificate, including management of the ADE program. This responsibility includes the following:

*A. Achievement of Program Objectives.* The POI monitors performance to ensure that the ADE program meets its objectives. Objectives are identified nationally under the National Work Program and locally by FAA managers as special or local emphasis items.

**NOTE: When SPAS becomes fully operational, local offices will have the capability of redirecting specified surveillance goals to meet program requirements.**

*B. FAA/Operator Relations.* The certificate manager is responsible for establishing policies and procedures for operations inspectors in relation to the operator. This responsibility entails not only coordinating administrative policies and functions, such as scheduling, and maintaining effective working relations between operations inspectors and the operator's employees. The POI implements policies and procedures established by the certificate manager.

*C. Supervision of APM's.* Supervision of APM's includes the following:

(1) Certificate managers are responsible for the technical and administrative supervision of APM's, including the preparation of APM employee performance reports. District office managers and the RFSD manager shall organize the district offices so that effective supervisory and reporting relationships are established between certificate managers and APM's.

(2) The APM position requires a high degree of independence, specialization, expertise, and flexibility. An APM usually requires only broad guidance from the certificate manager. On occasion, a certificate manager may be required to provide detailed and specific guidance to standardize APM activities and to implement national policy.

D. *Resource Management.* Certificate managers and other certificate holding district office (CHDO) managers are responsible for recommending the initial establishment of an ADE program. A certificate manager is responsible for identifying APM resource requirements and for coordinating with the POI, the CHDO manager, and the RFSD to ensure that these requirements are met. Resource management duties include the following:

(1) *Monitoring APM Workloads and Assignments.* An APM position may be initially established on the assumption that the APM workload will fully occupy the assigned inspector. A certificate manager is responsible for monitoring APM workload and for recommending the deletion of the APM position if the workload decreases. Contrarily, a certificate manager may recommend that the APM position may be augmented by the assignment of one or more PPM's.

(a) When an APM's duties, as defined in this handbook, require less than 100% of the APM's available time, the POI should consider the assignment of additional duties to the APM. For example, an APM might be assigned duty as a PPM on another type of aircraft, or duty as an assistant POI.

(b) When an APM's duties, as defined by this handbook, exceed 100% of the APM's available time, the POI should consider the assignment of a PPM for the particular aircraft type.

(c) As mentioned earlier, 40 complete certificate actions a year when coupled with other work inherent in the program, may be a useful indicator of one year's work for one inspector. When the number of certification actions exceeds 40 there may be reason for the POI to consider appointing another PPM(s).

(2) *Overseeing Administrative Support Requirements.* The certificate manager is responsible for ensuring that APM administrative support

requirements are identified and for coordinating with the POI, the CHDO manager, and the RFSD to meet those requirements. ADE program work and training requirements, as described in this handbook, must take priority over other inspector functions. When ADE program requirements have not been met, an APM should not be assigned other work. APM's should not normally be assigned administrative tasks or other duties such as answering complaints or conducting incident investigations and enforcement activities that are unrelated to an assigned ADE program. Such duties are more appropriately assigned to assistant POI's or to other inspectors.

**NOTE: This provision is not intended to relieve APM's from the responsibility for processing enforcement cases when the APM has observed noncompliance during the course of assigned duties. It is also not intended to relieve the APM from administrative duties directly related to the ADE program.**

(3) *Overseeing APM Training Requirements.* The certificate manager shall ensure that APM's are scheduled for, and receive, the required training provided by the operator and by the FAA. The certificate manager shall identify and coordinate any requirements with district and regional office management. Certificate managers are responsible for projecting needed manpower, training, and budget requirements at least 3 years ahead.

(4) *Obtaining Support Services and Supplies.* The certificate manager shall establish channels to obtain the services of qualified inspectors to support APM programs, when necessary. Certificate managers shall coordinate with CHDO and local automation network (LAN) managers to ensure that APM's are provided with adequate data processing support and are supplied with computer generated reports.

E. *Coordinating with Geographic Surveillance Units.* Certificate managers are responsible for establishing procedures for communicating with: (1) units having responsibility for geographic surveillance of an operator and (2) Training Center Program Managers when an operator is conducting its own training at a training center or is contracting for training at a training center.

**437. RESPONSIBILITIES OF APM's.** An APM supports the POI and is the focal point for all technical matters and surveillance in respect to an assigned aircraft. The APM manages the portion of the ADE program relating to that aircraft. These duties include the following:

A. *Airman Certification.* An APM is responsible for ensuring that airman certification standards

prescribed by the FAR, the [Practical Test Standards (PTS)] and this handbook are maintained in the ADE program. The APM recommends candidates to the POI for selection as APD's and is responsible for qualifying the APD's in the conduct of airman certification. The APM maintains certification standards through an active program of meetings and surveillance. (PTRS Activity Code 1590) To ensure continued, firsthand knowledge of an operator's program and certification activities, an APM shall personally conduct a minimum of four certification activities (oral, simulator or flight evaluations) annually, provided there is sufficient certification activity. If not the APM shall conduct a minimum of four proficiency checks, preferably with no advance notice.

B. *Check Airmen.* APM's shall ensure that high standards are maintained in the operator's proficiency and line check program by developing and maintaining active surveillance of the operator's check airmen. (PTRS Activity Code 1631) An APM or PPM should observe each check airman performing check airman duties during the initial qualification for check airman. The initial check airman observation may be conducted by a qualified inspector when workload prevents an APM or PPM from personally performing the observation.

**NOTE: A geographic inspector must receive approval from the POI or the APM before conducting an initial check airman observation requested by the operator. (PTRS Activity Code 1631) The inspector must be familiar with the certificate holder's operating procedures, and with the qualification procedure established by the POI under which a successful check airman candidate is to be processed. Geographic inspectors shall not perform an initial qualification observation without first ensuring that the POI is aware that the candidate is scheduled for the observation. Satisfactory completion of a check activity by a check airman candidate who has been observed by an FAA inspector does not complete the approval process. The POI (or APM) shall complete the approval process by issuing an appropriate check airman letter of approval unless other arrangements have been made. The approval process concludes with completion of appropriate VIS entries. (PTRS Activity Code 1346/1347/1349)**

(1) *Observing Check Airman.* An APM shall ensure that each check airman is observed at least once a year. (PTRS Activity Code 1631) Before a check airman candidate is approved, the APM shall determine the geographic unit that will have surveillance responsibility for that airman. This information is entered into the air operator's Vital Information

Subsystem (VIS) check airman file as a Geographic District Office (GDO). This information is downloaded to the respective GDO. The National Work Program process determines surveillance requirements. The geographic unit shall be notified of the check airman approval so that an annual check airman observation may be made an "R" or "P" item in the Program Tracking and Reporting Subsystem (PTRS) system. This requirement applies to proficiency check airman and to line check airmen.

**NOTE: The PTRS program is being modified to differentiate between line and proficiency check airmen in PTRS. This change has not yet been implemented.**

(2) *Conducting Inspections Personally.* The APM shall personally conduct a number of inspections annually. These items, which shall be made "P" items on the APM's work program, should include the following:

- At least four inspections (preferably no notice) of the operator's check airmen conducting proficiency checks
- At least four inspections of check airmen conducting line checks (preferably no notice)

C. *Training Programs.* An APM is responsible for reviewing training programs for assigned aircraft and, when appropriate, for recommending initial and final approval to the POI. An APM is responsible for ensuring that the initial and continuing quality of the operator's training program meets the highest standards. APM's and PPM's shall monitor an operator's actions when students do not progress as scheduled or fail proficiency tests. An APM is responsible to the certificate manager and to the POI for conducting surveillance and for reevaluating the adequacy of the assigned aircraft training program at least once each calendar year. (PTRS Activity Code 1626). This surveillance shall be entered as a "P" item in PTRS for that APM's annual work program. In this reevaluation, the APM should identify any deficiencies and recommend changes as appropriate.

D. *Currency.* An APM shall maintain aircraft qualification and currency, as specified in paragraph 443 in this section. Completion of the required training or check in the calendar month before or after the due-month is considered to meet requirements, but does not change the due-month.

E. *Technical Assistance.* An APM is expected to develop expert knowledge of the assigned aircraft. An APM shall provide technical assistance on incident, accident, and violation investigations related to an assigned aircraft. An APM shall review the

operator's aircraft operating and policy manuals, MEL's, and procedures as an integral part of the surveillance program. (PTRS Activity Code 1621) An APM shall advise the POI in approving manuals and shall consult with the Aircraft Evaluation Group (AEG) for technical assistance.

*F. En Route Surveillance.* An APM is responsible for ensuring a high level of aircrew performance through en route surveillance of operations in the assigned aircraft type. En route surveillance includes following activities:

(1) *Determining Geographic Unit Responsibility.* An APM shall determine which geographic unit has surveillance responsibility for each aircrew domicile. From the tables presented in volume 6 of this handbook, the APM shall determine the desired number of observations and the proportion required for each aircrew domicile. The APM shall ensure that this information is made available to each geographic unit supervisor through the POI by August 1 of each year so that the supervisor may construct a work plan for the next fiscal year.

(2) *Conducting En Route Surveillance.* An APM shall personally conduct en route surveillance each quarter to maintain first hand knowledge of the operator's line operations. These observations shall be entered as "P" items on the APM's work program.

(3) *Monitoring En Route Inspection Program.* An APM shall continuously monitor the effectiveness of the en route inspection program. For example, an APM may find that an inadequate number of en route inspections are being conducted in a particular area of operation. The APM may recommend increased en route inspections to the POI. The POI, in turn may refer the APM's recommendation to the appropriate geographic unit supervisors. AN APM should analyze inspection results for trends that indicate a need for corrective action. The APM shall inform the POI of any trends or deficiencies identified and, if appropriate, shall recommend that the POI establish a program of special emphasis items for en route inspections of the operator.

(4) *Preparing Annual En Route Inspection Trend Analysis.* The POI, together with each APM, shall prepare an annual en route inspection trend analysis. The POI shall provide a copy of the report to the operator. This report should refer to the comments and observations made by inspectors through the PTRS system. The report is not normally useful as a statistical account alone, but does act as an effective early warning and quality control tool for the FAA and for the operator's managers. The report is often a departure point for deliberations by the POI and

the operator on the corrective measures to be taken by the operator.

*G. Training Geographic Unit Inspectors.* An APM shall participate in a program to train geographic unit inspectors responsible for oversight of segments of the ADE program managed by the APM. Training must include the operator's manuals, checklists, and procedures. This training is normally conducted annually with a 60-day prior notification to geographic unit supervisors, so that the appropriate inspectors may be scheduled to attend.

*H. Exchanging of Information.* An APM is encouraged to share information and ideas with other APM's and inspectors. The APM shall identify inspectors in other FAA offices who are qualified in the assigned aircraft and who conduct surveillance on the operator. When appropriate, the APM shall communicate directly with these inspectors and their supervisors. To provide feedback to district offices with geographic surveillance responsibility for the operator, the APM shall send copies of the annual en route inspection program trend analysis report to those district offices.

*I. Serving on Boards.* When selected, an APM should commit to serve on the Flight Standardization Board (FSB) and/or the Flight Operations Evaluation Board (FOEB), for the appropriate aircraft. APM's are uniquely qualified and are a valuable resource for these boards.

**439. APM ELIGIBILITY REQUIREMENTS.** Before being assigned to an operator's training program, inspectors who are APM candidates must meet the following APM eligibility requirements:

- Be fully qualified as an aviation safety inspector, GS 1825
- Hold an ATP certificate
- Hold a type rating in an aircraft of the same group, for assignment to a FAR Part 121 aircraft
- Hold a type rating in an aircraft of the same category, for assignment to a FAR Part 135 aircraft requiring a type rating
- Hold a class rating in an aircraft of the same category, for assignment to a FAR Part 135 aircraft not requiring a type rating
- Must pass the flight engineer written exam before beginning training with the operator, when the aircraft requires a flight engineer

- Must have served a minimum of 3 years as an aviation safety inspector performing airman certifications

**NOTE: For an inspector being considered for assignment to a FAR Part 121 aircraft, the 3-year experience requirement must have been acquired in FAR Part 121 aircraft. For candidates being considered for assignment to a FAR Part 135 aircraft, this experience must have been acquired in aircraft of the same category. Credit may be given for equivalent experience gained in industry as a check airman or as a designated pilot examiner. Credit may also be given for experience in military service as an instructor or flight examiner in equivalent aircraft.**

- Must be willing to remain in the APM assignment for a minimum of 2 years after completion of training

#### **441. APM TRAINING BEFORE DESIGNATION.**

Before APM designation, an inspector must satisfactorily complete the same training and qualify to the same standards as flight crewmembers and as check airmen employed by the operator.

A. *Minimum Required Training for APM's.* An APM candidate must complete, to the satisfaction of the POI and the operator, at least the following curriculum segments of the operator's approved training program:

- (1) Basic indoctrination training.
- (2) Pilot-in-command (PIC) initial equipment training, including type certification, when appropriate. If the operator does not have an initial equipment training curriculum segment for the aircraft, APM's must complete the PIC transition curriculum for the aircraft. APM's shall complete the flight engineer initial equipment curriculum segment or transition curriculum, when applicable.
- (3) Any special training, such as Category II, Category III, or long-range navigation, that is required for qualification as a PIC for the operator.
- (4) The operator's check airman training for the pilot duty position and for the flight engineer duty position, when applicable.
- (5) Line observation experience. Instead of receiving operating experience (OE), as the operator's flight crewmembers do, the APM candidate shall observe at least three on-line flight segments that are representative of the operator's use of that aircraft in line operations.

**NOTE: An APM candidate is eligible for the advanced simulation provisions of FAR Part**

**121, Appendix H, and may receive the certification flight tests in a level C, or higher, simulator.**

B. *Inspector Duties During Training.* During the period in which APM candidates are in training with an assigned operator, they should not be assigned or perform normal inspector duties.

C. *APM Qualification in a New or Additional Aircraft.* Under limited conditions, an inspector may be assigned as an APM on more than one aircraft. The following guidance applies:

(1) An inspector shall not be assigned as an APM for more than one operator.

(2) An APM assigned to an operator's program that involves a turbojet or other aircraft requiring a type rating is normally current only in that aircraft. An APM may be assigned responsibility for more than one aircraft for an operator only with the specific approval of the RFSD manager.

(3) An APM assigned to FAR Part 135 aircraft other than the transport and commuter category family of aircraft, may be assigned to two families of aircraft, as defined in volume 3, chapter 2, section 2 of this handbook. In the multiengine, general-purpose airplane family other than transport and commuter category, an assigned APM may maintain qualification in two equivalent series of aircraft, such as the Cessna and Piper series.

(4) Should it become necessary to qualify an APM in a new aircraft or in a second type of aircraft, the APM shall complete all of the training requirements of this section for the second aircraft, except for the following:

- Basic indoctrination training
- That portion of check airman training not specific to the second airplane type

D. *Costs of Training.* The operator is responsible for providing all required training and bearing its costs. The FAA shall bear the cost of any lodging and per diem incurred by the APM.

#### **443. MAINTAINING APM QUALIFICATIONS.**

APM's must complete the same proficiency, currency, and recurrent training requirements as the operator's check airmen, with the exception of line checks.

A. *Recurrent Training.*

(1) Recurrent training for an APM shall consist of the same ground and flight training curriculum segments that the operator provides for its PIC's, including the proficiency check requirements for a PIC and flight engineer, when applicable. An APM should also

complete the FAA air carrier operations inspector job function recurrent training, at least once in every 24 calendar months (course number 21621). Proficiency checks of an APM shall be conducted by an inspector chosen by the POI or by an APD observed by another inspector. A company qualified check airman will occupy the copilot's position as a safety pilot during all APM proficiency checks conducted in an aircraft.

(2) When the operator's training program features single visit training (under an exemption to FAR Part 121), or AQP, the APM will participate in that training program, in the same manner as the operators PIC's.

**NOTE: FAR § 121.453 specifies the currency requirements for a flight engineer. The POI and the operator should include a provision in the memorandum of understanding to allow the APM to maintain currency for a flight engineer. One method would be to provide simulator periods every 6 months for training and for checking.**

#### B. Check Airman Qualification

(1) *Training and Standardization Meetings* An APM shall attend the recurrent check airman training and standardization meetings that the operator provides for its check airmen.

(2) *Single Visit Training and AQP.* When the operator's training program features single visit training (under an exemption to FAR Part 121), or AQP, the APM will participate in the instructor, LOFT facilitator and evaluator training required by those programs.

C. *Landing Currency.* The MOU between the FAA and the operator shall provide for the APM to maintain currency in the assigned aircraft. An APM shall maintain landing currency (3 landings every 90 days) for each assigned aircraft for which a type rating is required as an APM. The operators shall offer the APM the opportunity to accomplish landing currency by making available a minimum of two hours of simulator time each quarter. If the operator is unable to make available the required simulator time, the operator must provide an aircraft, at the operator's expense, to accomplish the required landing currency. For aircraft not requiring a type rating, the APM shall maintain currency for the assigned category, class, and equivalent grouping of aircraft

D. *Maintaining Dual Qualification.* An APM assigned to two aircraft types must be trained and qualified on both aircraft in accordance with this handbook and the operator's approved training program

E. *Failure to Maintain Qualification and Currency.* An APM failing to maintain qualification in

accordance with this paragraph shall not perform inspector duties until all requirements are met.

(1) Training completed in the month before or the month after the due-month is considered to have been accomplished in the due-month.

(2) A POI shall not designate an APD when the operator has not provided the APM with the opportunity to remain qualified and current. The POI and district office managers must take positive action to ensure that FAA responsibilities are fulfilled for keeping APM's qualified and current. When an APM transfers or retires, the POI shall obtain the services of qualified inspectors to perform the APM's duties on a temporary basis until the APM position can be refilled. If adequate oversight of APD's and the program cannot be maintained, the POI shall cancel one or more APD designations, and may consider cancelling the ADE program

#### 445. TRANSITION UPON REASSIGNMENT OF AN APM.

When an APM is reassigned, the POI, the office manager, and the regional flight standards division (RFSD) are responsible for assuring the continuity of the ADE program. When the need of a replacement for a reassigned APM is known, a replacement inspector shall be identified and entered into training as soon as practical. An outgoing APM's shall complete the renewal requirements for those APD's whose designations will expire within 90 days of the date of reassignment. If an APM position is vacant for an extended time, the office manager, the POI, and the regional flight standards division shall detail a qualified inspector to oversee the program. If the APM position remains unfilled for 6 months or more, the office manager shall consider cancelling the ADE program for the affected aircraft fleet.

#### 447. REMOTE TRAINING FACILITIES.

An operator with an ADE program may have training facilities located outside the CHDO's area of geographic responsibility. An APM working in such a program shall be assigned to the certificate holding office. This APM shall regularly travel to the training facility to accomplish APM duties. In some cases this arrangement may be inefficient, and it may be beneficial to locate the APM in a facility other than the certificate holding office. The POI and certificate holding office manager shall evaluate the specific circumstances, particularly the time and means of commuting to the remote site. If the travel time between the certificate holding office and the training facility is too great for an APM to travel and to perform APM duties in the same day, locating the APM in a district office closer to the training facility should be considered. Another consideration is whether the APM can perform en route surveillance on the appro-

appropriate aircraft during travel to and from the training location. When the certificate holding office and training facility are in the same region, the recommendation for an APM's remote placement shall be forwarded to the RFSD. When the certificate holding office and training facility are in different regions, the recommendation shall be coordinated through the affected RFSD's and forwarded to AFS-200 for approval. The RFSD for the office in which the remote APM is located shall ensure that the necessary support is provided by that office.

**449. OPERATOR RESPONSIBILITIES.** Under an ADE program the operator assumes special responsibilities, as follows:

A. *FAA-Operator Relations.* The ADE program is based on the assumption that an open relationship between the operator and the FAA can be maintained. The operator must be willing to maintain this open working relationship and to give the APM complete access to facilities, working level personnel, and managers. The operator must be willing to accept input from the POI and APM concerning procedures, manuals, and training programs and to seek mutually acceptable solutions for deficiencies at the working level. The operator must be willing to cooperate fully with incident, accident, and violation investigations. In this relationship, compliance is usually achieved with minimum use of enforcement action. Internal audit programs and self-disclosure programs are evidence of a good compliance posture by an operator. When an operator is no longer willing to maintain an open relationship, the POI shall cancel the ADE program. An open relationship, the ADE program must be terminated.

B. *APM Support.* The operator commits to provide training and to bear costs of qualifying the APM. The operator must be willing to cooperate in scheduling so that APM qualification and currency requirements are accomplished in a timely manner.

C. *Information.* The operator must agree to make the following information available to the POI and APM:

- Projected and revised training schedules
- Projected and revised APD schedules
- Notification of any failures and withdrawals from training
- Actions taken on students who fail or who are withdrawn from training
- A report of additional training provided to airman in excess of approved training hours
- A report of failed proficiency and line checks

**451. CERTIFICATE HOLDING OFFICE MANAGER RESPONSIBILITIES.** A manager of a certificate holding office is responsible for establishing effective administrative systems to support an ADE program. This support shall include the following:

A. *Certification Paperwork.* An office managers shall establish and maintain administrative procedures for the efficient processing of certification paperwork. As much of the processing as possible should be accomplished by trained administrative personnel and not by an inspector, an APM, or a POI. An APM is not relieved of the responsibility to ensure that an APD punctually and accurately completes certification paperwork. A flight standards offices is not required to maintain hard copies of certification paperwork since the PTRS serves as a record of certification activity.

B. *Data Processing Support and Standards Reports.* The office manager shall establish and maintain administrative procedures for entering APM and APD data into the PTRS. At the close of each quarter the POI and the office managers shall have three reports prepared for use by the APM in managing his/her work program. These reports are generated through ad-hoc procedures from the PTRS data base. In the future, these reports shall be available as standard reports. The three reports are as follows:

(1) *APD Surveillance Report.* An APD surveillance report, showing the surveillance accomplished on each APD during the past 4 quarters, should be formatted as follows:

- Operator
- Aircraft type and name of each APD assigned to that aircraft
- Name of each APM
- Type of surveillance (oral/simulator/aircraft), and date of surveillance
- Starting date of report
- Ending date of report

(2) *Check Airman Surveillance Report.* check airman surveillance report, showing the surveillance accomplished on check airmen during the past 4 quarters, should be formatted as follows:

- Operator
- Aircraft type and number of approved check airmen by specialty (proficiency check or line check)

- Names of check airmen observed, type of surveillance (proficiency check or line check), and date of surveillance
- Starting date of report
- Ending date of report

(3) *Aircraft Activity Report.* A quarterly activity report should be prepared for each aircraft in the operator's ADE program (see figure 5.6.2.1. for format).

#### 453. RFSD RESPONSIBILITIES.

A. *Program Approval.* An RFSD manager is responsible for the approval of the initial establishment of an ADE program for any operator located within the region. The RFSD should give written notification of any such action to AFS-200 and AFS-500, including a copy of the MOU.

B. *Resources.* An RFSD manager shall ensure that an ADE program is allocated adequate staffing and funding to function effectively.

(1) *APM Training.* Sufficient resources must be allocated to provide for the training of APM's, in accordance with the requirements of this handbook.

(2) *Staffing.* An adequate number of APM's, PPM's, assistant POI's, ASI's, and clerical staff must be provided to accomplish the certificate management and APM functions described in this handbook, in an effective and timely manner.

(3) *Forecasting Staffing.* Personnel and budget forecasts for a 3-year period shall be prepared annually and revised annually. Adequate provisions must be made for turnover caused by promotions and retirements. Additional positions due to expected growth in operators programs must be forecast.

C. *Components of ADE Program Assessment.* The RFSD shall conduct periodic reviews of each ADE program. The purpose of these reviews is to ensure that the ADE program is effectively managed and that the program meets its stated objectives. These reviews shall be conducted as often as necessary, but not less than once each 36 months. A checklist for this purpose is provided in figure 5.6.3.2.

(1) *Assessment Team Members.* The program assessment team shall consist of five members:

- A team leader from within the region, designated by the regional division manager
- A headquarters representative, designated by the AFS-500 division manager
- A POI of another operator having an ADE program, preferably from outside the region

- Two APM's from other programs, preferably from outside the region

(2) *Four Part Program Assessment Report.* The program assessment report shall consist of at least four parts:

- An assessment of the operator's training program to determine if airmen are being adequately trained to perform in the operating environment
- An assessment of the APD's and check airmen to determine if the required standards are being maintained
- An assessment of the certificate holder's operating practices to determine if there are any undetected trends which might affect safety (particular attention should be given to manuals, checklists, and operating procedures)
- An assessment as to whether or not the operations portion of the certificate unit is performing effectively and a determination as to whether the division, certificate manager, POI, assistant POI's, and APM's have followed the guidance of this chapter

(3) *Major Findings.* The assessment contained in the program assessment report shall be divided into major and minor findings. Major findings consist of the following items:

- Operator deficiencies which could adversely affect safety and which have gone undetected, unreported, or uncorrected
- Management deficiencies, which in the opinion of the assessment team, have a major impact on the effectiveness of the program

(4) *Minor Findings.* Minor findings contained in the assessment report are those deficiencies which APM's or POI's have recognized. Those deficiencies are being corrected or are correctable. Minor findings should be brought to the attention of the appropriate individual(s) and may be resolved during the assessment period.

(5) *Oral Out Briefing.* An oral out briefing shall be given to the certificate manager, the POI, and the APM(s). A written report of the assessment shall be prepared, containing the identification of each major finding and the recommended corrective action. A review of the extent and nature of minor findings shall be presented, but the identification of each minor finding and recommended action is unnecessary. A copy of the report shall be furnished to the certificate

manager, the regional division manager, and AFS-200. A separate out briefing shall be conducted for the operator. This out briefing should cover items of concern to the operator.

**455. ESTABLISHING AN ADE PROGRAM - MOU.** The operator or the FAA may initiate discussions about the establishment of an ADE program. The assigned POI should discuss the contents of this chapter in detail with the operator. Program requirements, authorizations, and limitations should be completely understood by the operator. When an operator decides to participate in an ADE program, a "Memorandum of Understanding" (MOU) shall be jointly prepared by the POI and the operator. A sample MOU is included as figure 5.6.2.3. This sample is provided only as an example. Since each operator has its own training needs, each MOU should reflect those needs. The MOU must be signed by an appropriate official for the operator and by the POI. The memorandum of understanding should contain the reasons for establishing the ADE program; the aircraft types involved; and an overview of how the requirements of the program will be met. A copy of this memorandum, any appropriate attachments, and the office manager's recommendations shall be forwarded to the RFSD for review. If the RFSD manager determines

that the ADE program should be established, approval of the program shall be indicated by the RFSD stamping or typing the word, "APPROVED," on the memorandum of understanding. The RFSD manager shall sign and date the memorandum of understanding and return it to the certificate holding office files for retention in the ADE program files. When an ADE program is approved, the flight standards division shall forward a copy of the memorandum of understanding to AFS-200. If the RFSD manager determines the ADE program should not be established, the manager shall forward a letter to the appropriate office manager and return the memorandum of understanding. The letter must contain an explanation of the reasons for not establishing the ADE program.

**457. PROGRAM REVISIONS.** Revisions to an approved ADE program may be required for a variety of reasons, such as mergers and equipment changes. The POI shall consider the effects of such changes and shall take appropriate action. Typically the MOU may need to be revised. Some changes, such as mergers, may affect more than one operator. Recommendations for changes affecting more than one operator in the same region shall be forwarded to the RFSD for action.

**458. -468. RESERVED.**

**FIGURE 5.6.2.1.  
ADE PROGRAM QUARTERLY ACTIVITY REPORT**

Aircraft Type: \_\_\_\_\_

Operator Name: \_\_\_\_\_

Dates: \_\_\_\_\_

<b>PILOT CERTIFICATION</b>	<b>ORAL ATP/TR 1510/1514</b>	<b>SIMULATOR ATP/TP 1511/1515</b>	<b>AIRCRAFT ATP/TP 1512/1516</b>
Conducted By: APM	_____	_____	_____
ASI	_____	_____	_____
APD	_____	_____	_____
Totals:	_____	_____	_____

<b>F/E CERTIFICATION</b>	<b>ORAL ORIGINAL/ADDED 1510/1518</b>	<b>SIMULATOR ORIGINAL/ADDED 1511/1519</b>	<b>AIRCRAFT ORIGINAL/ADDED 1512/1520</b>
Conducted By: APM	_____	_____	_____
ASI	_____	_____	_____
DFEE	_____	_____	_____
Totals:	_____	_____	_____

**CHECK AIRMAN SURVEILLANCE - PTRS ACTIVITY CODE 1631**

No. Conducted By APM \_\_\_\_\_ No. Conducted By ASI \_\_\_\_\_ Total: \_\_\_\_\_

**APD SURVEILLANCE - PTRS ACTIVITY CODE 1672**

No. Conducted By APM \_\_\_\_\_ No. Conducted By ASI \_\_\_\_\_ Total: \_\_\_\_\_

**DESIGNATED FLIGHT ENGINEER EXAMINER SURVEILLANCE - PTRS ACTIVITY CODE 1668**

No. Conducted By APM \_\_\_\_\_ No. Conducted By ASI \_\_\_\_\_ Total: \_\_\_\_\_

**FIGURE 5.6.2.2.  
PROGRAM ASSESSMENT CHECKLIST**

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**AREA I. OPERATOR'S TRAINING PROGRAM.** An assessment of the operator's training program shall be conducted.

- A. Are the airman trained and certified in the program qualified for and proficient in the operations conducted?
- B. Does the operator have a consistent cockpit management philosophy which is applied to all aircraft operated?
- C. Does the operator's training program incorporate CRM training?

**AREA II. APD AND CHECK AIRMAN PERFORMANCE.** An assessment of the APD's/DFEE's and the check airman's performance shall be conducted to determine if the required standards are being maintained.

- A. Is the level of competence required for the check airman and APD designation adequate?
- B. Are the APD's complying with the airman certification regulations and the guidance of this handbook?
- C. Are the check airmen complying with the regulations and guidance of this handbook?

**AREA III. OPERATING PRACTICES.** An assessment of the certificate holder's operating practices shall be made to determine if undetected trends are present which might affect safety.

- A. Is the policy and direction provided by the operator clear and adequate?
- B. Do crews adhere to the policy and guidance provided by the operator, the regulations, and safe operating practices?
- C. Are problems or trends present that have not previously been recognized and documented?
- D. Are corrective actions being taken to solve previously identified problems?
- E. If there are previously identified problems, does the team judge the corrective actions as likely to be effective and sufficient?

**AREA IV. ADE PROGRAM MANAGEMENT.** An assessment of the operations portion of the certificate unit will be made to determine if the APM is performing effectively in managing the ADE program.

- A. Are APM's able to concentrate on technical questions, APD training, and the surveillance of APD's and check airmen, or are they required to concentrate on certification activities and enforcement duties?
- B. Have APM's gained an expert knowledge of the operator's aircraft, manuals, procedures, management personnel, and training programs?
- C. Are APM's personally conducting a minimum of four certification actions (oral tests or flight tests) each year?
- D. Are APM's personally conducting the required number of inspections that follow?
  - At least four inspections of the operator's check airmen conducting proficiency checks
  - At least four inspections of check airmen conducting line checks
  - Conducting surveillance of the operator's training program related activities for their assigned aircraft, to include initial, upgrade, differences, recurring, and specialized training?
  - Conducting surveillance of the flight simulators and flight training devices used in the operator's training program to determine if they are being properly used with respect to program requirements and are they being maintained so that training program effectiveness is not adversely affected?
  - Are the operator's instructors and examiners documenting malfunctions in the simulators and flight training devices, and is the equipment being repaired promptly when discrepancies are noted?
- E. Are APM's establishing programs to ensure that each check airman is observed at least once a year?
  - (1) Are geographic units being notified of check airman designations?
  - (2) Are the results of check airman observations being monitored and analyzed for trends?

**FIGURE 5.6.2.2.- Continued  
Program Assessment Checklist**

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*F.* Are APM's reviewing training programs for their assigned aircraft and monitoring operators' actions when students do not progress as scheduled or fail proficiency tests?

*G.* Are APM's monitoring and analyzing the effectiveness of the en route inspection program on both the operator and the assigned aircraft on a continuing basis?

- (1) Are APM's determining the geographic units which have surveillance responsibility for aircrew domiciles of the assigned aircraft and providing geographic unit supervisors with information to establish "P" items by August 1 of each year?
- (2) Are APM's analyzing inspection results for trends and other areas that indicate a need for corrective action?
- (3) Are en route inspection trend analysis reports prepared by the POI in conjunction with each APM?
- (4) Are copies of the report provided to and discussed with the operator?
- (5) Are APM's identifying and training geographic unit inspectors who have specific surveillance responsibilities for segments of the program the APM manages?
- (6) Are APM's exchanging information and ideas with other APM's and inspectors?

*H.* Applying the guidance of volume 5, chapter 5, section 2, of this handbook (40 airman certification actions per year), how many APM's should be assigned to the program?

- (1) Is this number too many or too little for the conditions found? Are there other factors such as the need for expert training present?
- (2) Have future factors been identified and planned for?

*I.* Is the operator willing to participate in the program?

- (1) Is the operator providing the APM's with the training previously agreed to?
- (2) Is the operator extending privileges and courtesies to APM's required as a condition of the program?
- (3) Is the operator giving APM's unrestricted access to facilities, working-level personnel, and managers?
- (4) Is the operator willing to accept input from the POI's and APM's concerning procedures, manuals, and training programs and to seek mutually acceptable solutions for deficiencies at the working level?
- (5) Is the operator willing to cooperate fully with incident, accident, and violation investigations?
- (6) Is the operator cooperating in scheduling so that APM qualification and currency requirements are accomplished in a timely manner?
- (7) Is the operator providing the required information to the POI and APM's?

*J.* Is there a memorandum of agreement between the operator and the CHDO?

- (1) In the team's opinion, does the memorandum effectively define the responsibilities of both parties?
- (2) Are these responsibilities being faithfully discharged?
- (3) Has the memorandum of understanding been kept up to date?

*K.* Is the operations unit effectively managed?

- (1) Is the certificate manager informed about issues, problems, and corrective actions within the ADE program?
- (2) Are both the authority and responsibility for accomplishing the administrative functions related to management of the certificate and to the ADE program, vested in one senior operations inspector, who reports to and is directly responsible to the certificate manager?
- (3) In the team's opinion, is the organizational structure effective?
- (4) How is the operations unit measuring, analyzing, and ensuring that ADE program meets its objectives?

**FIGURE 5.6.2.2.- Continued  
Program Assessment Checklist**

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- (5) Have policies and procedures been established for operations inspectors in relation to the operator? In the opinion of the team, are these policies and procedures effective?
- (6) Does the office organizational structure ensure that supervisory and reporting relationships between the POI and the APM's are effective?
- (7) Have APM's resource requirements been analyzed annually and projected 3 years ahead? Has coordination been conducted with the certificate manager, office manager, and the RFSD to ensure that these requirements have been satisfied?
- (8) Has a budget forecast for 3 years ahead been forwarded to the certificate manager and to the regional Flight Standards district office?
- (9) Have APM's administrative support requirements been identified and coordinated with the certificate manager to obtain the necessary support?
- (10) Are APM's scheduled for required training from both the operator and from the FAA? Are APM's actually receiving the required training from both the operator and from the FAA?
- (11) Were channels established to obtain the services of qualified inspectors in support of APM programs, when necessary?
- (12) Are adequate data processing support facilities supplied?

*L.* Are APM's completing the same training and qualified to the same standards as flight crewmembers and check airman employed by the operator in the assigned aircraft? Are APM's completing the following training?

- (1) Basic indoctrination training?
- (2) PIC initial equipment training?
- (3) Special training, such as CAT II, CAT III, or long-range navigation, that is required for qualification as a PIC for the operator?
- (4) The operator's check airman training for the pilot duty position (or for the flight engineer duty position, when applicable)
- (5) Observing at least three crews on line flights before designation?

*M.* During the period in which APM candidates are training with assigned operator, are they relieved of normal inspector duties?

*N.* Is the operator satisfied with the qualifications and competency of the individuals assigned as APM's?

*O.* Are office managers and POI's coordinating with the RFSD to assure continuity of the ADE program when an APM is reassigned?

*P.* If an operator has training facilities located outside the area of geographic responsibility of the CHDO, has an analysis been made of the benefits of locating the APM's within the CHDO?

**FIGURE 5.6.2.3.  
SAMPLE MEMORANDUM OF UNDERSTANDING**

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**MEMORANDUM OF UNDERSTANDING BETWEEN \_\_\_\_\_ (AIR CARRIER NAME)  
& THE FEDERAL AVIATION ADMINISTRATION**

This Memorandum of Understanding is based upon guidance found in Federal Aviation Administration (FAA) Order 8400.10, "Air Transportation Operations Inspector's Handbook," volume 5, chapter 5. The parties involved are \_\_\_\_\_ (air carrier name) and the Certificate Holding District Office (CHDO) or Certificate Management Office (CMO) or Certificate Management Unit (CMU). The object of this memorandum is to establish a working agreement for an Aircrew Designated Examiner (ADE) program for the following airplane fleet(s): \_\_\_\_\_.

1. The FAA ADE program has been established under the provisions of the Code of Federal Regulations Title 14 part 183 (part 183) for the delegation of certification authority and responsibility to selected employees of part 121 operators. The ADE program is comprised of the employee(s) of \_\_\_\_\_ (air carrier name), known as Aircrew Program Designees (APD) and Designated Flight Engineer Examiners (DFEE), who will conduct airman certification examinations under the supervision of FAA Inspector(s), known as Aircrew Program Managers (APM). The APM is, in turn, functionally responsible for the surveillance and certification of airmen on specific airplane types. All APM's report directly to the air carrier's principal operations inspector (POI) on all matters pertaining to the ADE program. When an ADE program becomes complex, additional FAA inspectors may be assigned to assist the APM. These inspectors are known as Partial Program Managers (PPM). Additional APM's may also be added as programs become more complex.

2. The FAA inspector, assigned as the POI, is responsible for the overall management of the ADE program, including establishing policies and procedures, coordinating, and standardizing APM's.

3. The ADE program is based upon the requirement that \_\_\_\_\_ (air carrier name) and the CHDO, CMO, or CMU maintain an open relationship. \_\_\_\_\_ (air carrier name) agrees to allow APM's unrestricted access to facilities, working level personnel and managers. \_\_\_\_\_ (air carrier name) agrees to accept input from the POI and the APM's (and PPM's) concerning procedures, manuals, and training programs and to seek, at the working level, mutually acceptable solutions for deficiencies.

A. \_\_\_\_\_ (air carrier name) agrees to actively and continuously measure the effectiveness of its policies and procedures, manuals, and training programs. Through the POI and the APM's (and PPM's), the FAA will share its surveillance findings, so that \_\_\_\_\_ (air carrier name) is provided an independent assessment to measure the effectiveness of their training program.

B. It is mutually understood that in the management of a complex organization such as an airline, technical deviations from the regulations may occur, and good operating policies, FAA-approved manuals, checklists, procedures, and training programs become outdated. \_\_\_\_\_ (air carrier name) and the FAA agree to use the Voluntary Disclosure Program as described in Advisory Circular 120-56 to ensure compliance with the applicable Federal Aviation Regulations (Regulations) and \_\_\_\_\_ (air carrier name) policies. In accordance with the Administrators' policy on compliance and enforcement relating to the violations of the Regulations, the \_\_\_\_\_ CHDO, CMO, or CMU agrees to record, but defer any enforcement or other action (such as withdrawing approval) on such deficiencies until a mutually acceptable solution is determined. Should a mutually acceptable corrective action be found and successfully implemented, the matter will be processed in accordance with the procedures contained in AC 120-56. This policy does not, however, extend to the acts of individual employees which actually jeopardize flight safety or to matters of non-compliance that are discovered by the FAA that do not meet the criteria for the Voluntary Disclosure Program.

C. \_\_\_\_\_ (air carrier name) agrees to enforce its policies and directives by taking appropriate and just disciplinary action against employees who fail to comply. The FAA will take enforcement action against any individual who violates any Regulation and poses an actual threat to passengers or other employees. In order to be fair, however, the \_\_\_\_\_ CHDO, CMO, or CMU, agree to delay, and to recommend a sanction in such cases until it determines what action(s) \_\_\_\_\_ (air carrier name) has taken. If, in the POI's opinion, the disciplinary action is appropriate and timely, the POI shall recommend that the FAA accept it as an adequate sanction.

D. In order for APM's (and PPM's) to function effectively in the ADE program, they require an expert knowledge of the operator's program. \_\_\_\_\_ (air carrier name) agrees to extend certain privileges to APM's and PPM's. These privileges include all privileges that the operator grants to its own check airmen, except that of acting as a required flight crewmember in an air carrier flight operation. For example, APM's and PPM's must be granted the same authority to operate the controls of flight simulators and flight training devices as the operator grants to its own check airmen and instructors.

4. \_\_\_\_\_ (air carrier name) will provide APM and PPM candidates with the same training that \_\_\_\_\_ (air carrier name) provides to its own flight crewmembers and check airmen to meet initial qualification requirements and recurrent training requirements. APM's and PPM's must complete this training to the mutual satisfaction of \_\_\_\_\_ (air carrier name) and the POI. Should an APM or PPM fail to progress through training satisfactorily, \_\_\_\_\_ (air carrier name) will provide the same remedial training that is provided to its own flight crewmembers. Should the APM or PPM continue to fail to reach or maintain a mutually satisfactory standard, the POI shall meet with a designated airline official to resolve the matter. The minimum required training includes the following:

- Basic indoctrination training
- Initial equipment training (includes type rating and flight engineer rating, if required)
- Any special training (such as Category II (CAT II) or Category III (CAT III) procedures, if required)
- Check airman training for the pilot and flight engineer position, if required

5. The APM or PPM candidate (in lieu of operating experience (OE)) must observe, from the cockpit, a minimum of three \_\_\_\_\_ (air carrier name) line flights. These flights must include two complete revenue trip patterns and involve no less than 3 days. These flights will require that the APM or PPM remain with the aircrew throughout the trip pattern to become familiar with a cross-section of line operations. The FAA Program Tracking and Reporting Subsystem (PTRS) Data Sheet completed for these flights will show in the comments section, "Participating in Aircrew Program Manager or PPM Training with \_\_\_\_\_ (air carrier name) in the \_\_\_\_\_ (specify airplane)."

6. The APM or PPM is eligible for advanced simulation provisions of part 121, Appendix H, and may receive the certification/proficiency check in a level C or D simulator.

7. The APM or PPM will complete airplane currency, annual recurrent training, and proficiency checks on the same basis as that administered to the airline's PIC's and check airmen (all checks) as follows:

A. Two hours of simulator flight training time as PIC each calendar quarter. This simulator training time will be provided by \_\_\_\_\_ (air carrier name) at their expense and may be provided in a "dry" or "wet" status. If the air carrier is unable to provide the APM or PPM with the required simulator time, the air carrier must provide an airplane, at the operator's expense, to accomplish the required training. For additional airplanes, the APM shall maintain currency for the assigned category, class, and equivalent grouping of airplane. Coordination for scheduling this training will be handled by the respective FAA APM or PPM and \_\_\_\_\_ (air carrier name).

B. Two hours of flight simulator time annually for warm-up practice as PIC, or 4 hours of flight simulator time annually for warm-up practice as PIC and flight engineer in three-crewmember airplane. This warm-up simulator time is required prior to the APM or PPM receiving the annual proficiency check. This simulator warm-up period will be provided by \_\_\_\_\_ (air carrier name) at their expense between the hours of 0600 and 2200 and may be provided in a "dry" or "wet" status. This warm-up simulator training will satisfy the quarterly requirement for the calendar quarter in which it is provided.

C. A 2-hour simulator period will be made available for administering the APM's or PPM's PIC proficiency check or recurrent flight training; or, if appropriate, annual flight check or recurrent flight training. The FAA may provide an inspector or the operator may provide a check airman to administer the required proficiency check. \_\_\_\_\_ (air carrier name) will provide qualified crewmembers to fill other required crew positions, as appropriate. This simulator time will be provided by \_\_\_\_\_ (air carrier name) at their expense.

D. When \_\_\_\_\_ (air carrier name) training program incorporates single visit training under an exemption to the Regulations or an Advanced Qualification Program (AQP) under Special Federal Aviation Regulation (SFAR) 58, the APM/PPM will participate under that training program. Simulator time will be provided by \_\_\_\_\_ (air carrier name) at their expense.

E. Sufficient simulator time to maintain 90-day landing currency. This simulator time will be provided by the airlines at their expense.

F. Each APM will receive annual recurrent ground training on the same basis as that administered to \_\_\_\_\_ (air carrier name) pilots. This training will be provided by \_\_\_\_\_ (air carrier name) at their expense.

8. APD and DFEE candidates must be nominated by \_\_\_\_\_ (air carrier name). An individual designated as an APD/DFEE may have APD/DFEE authority canceled or terminated, if that individual becomes unacceptable to the POI or to \_\_\_\_\_ (air carrier name). An APD/DFEE candidate must meet the following minimum qualifications:

- Be employed by \_\_\_\_\_ (air carrier name) DFEE, subject to reduction at the discretion of the POI (Check airman experience in other types of airplane and with other operators may be credited.)
- Possess the appropriate airman certificate, class rating and, if appropriate, type rating
- Qualify as an FAA-approved pilot or flight engineer check airman in the airplane in which the APD/DFEE candidate is to perform APD/DFEE duties
- Have served as a Check Airman for a minimum of 1 year before designation as an APD/DFEE, subject to reduction at the discretion of the POI (Check airman experience in other types of airplane and with other operators may be credited.)
- Possess above average knowledge, ability, and experience
- Have a good record of compliance with the Regulations (isolated and unrelated violations or incidents not disqualifying)

9. The APD/DFEE candidate will submit a complete statement of professional qualifications on FAA Form 8710-6, "Examiner Designation and Qualification Record." The APM shall review the candidate qualifications and, will recommend to the POI that the candidate be designated as an APD/DFEE, when appropriate. An APD/DFEE selection must be mutually agreed upon by the APD/DFEE, the APM, and \_\_\_\_\_ (air carrier name).

10. An APD/DFEE will be authorized to perform airman certification on only one type of airplane. This authority is limited to the certification of graduates of \_\_\_\_\_ (air carrier name)' FAA-approved training program who are employed as flight crew members by \_\_\_\_\_ (air carrier name).

11. All certification activity conducted by the APD/DFEE shall be limited to the privileges of the APD's/DFEE's airman certificate and the APD's/DFEE's Certificate of Authority in the assigned airplane. The APD may conduct pilot oral examinations and flight tests for: (1) Airline Transport Pilot (ATP) certificates and (2) for category, class, and type ratings to be added to an ATP certificate. DFEE's may conduct: (1) oral examinations and (2) flight tests for flight engineer certificates and for the addition of a class rating to a flight engineer certificate.

A. An APD/DFEE may not conduct an evaluation of any applicant that the APD/DFEE has instructed for the certificate or rating to be issued unless specifically authorized by the POI or by the APM. In addition, an APD/DFEE may not conduct FAA written tests, special medical evaluations, tests for waivers, or any test for competency under Title 49, U.S.C. section 44709 (formerly the FAA Act of 1958). Any privileges and limitations listed on the certificate of authority issued outside an ADE program do not apply to the ADE program.

B. The APM shall train and evaluate the prospective APD/DFEE on APD/DFEE duties and responsibilities. The APD shall be trained and evaluated in at least the following areas:

- The knowledge, abilities, and skill requirements for the original issuance of the ATP certificate and applicable added type ratings (or Flight Engineer Certificate and added class rating, as applicable)
- The procedures, methods, and techniques associated with administering the required certification tests
- The responsibilities, authority, and limitations under the Regulations and FAA Order 8400.10, "Air Transportation Operations Inspector's Handbook"
- The usage of FAA forms and job aids associated with the particular job function
- The administrative procedures and supervisory relationships that exist in the ADE program
- The understanding that \_\_\_\_\_ (air carrier name) policies, business matters, union loyalties, and seniority issues with \_\_\_\_\_ (air carrier name) are not relevant when certificating an airman
- After formal training, an APD/DFEE candidate must observe the APM conduct a complete oral test, flight test, and the necessary briefings, as well as the completion of the certificate paperwork; and vice versa
- The APM shall conduct regular meetings with the APD/DFEE for the purpose of maintaining an effective working relationship and clarifying any problem areas, and shall attend crew-member safety meetings held by \_\_\_\_\_ (air carrier name). (The APM shall ensure that required supplies and materials are available to the APD/DFEE.)

The following signatures signify agreement to this memorandum of understanding and its contents:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**[PAGES 5-273 THROUGH 5-288 RESERVED]**