

CHAPTER 6. AIRCREW DESIGNATED EXAMINER PROGRAM

SECTION 3. AIRCREW PROGRAM DESIGNEES AND DESIGNATED FLIGHT ENGINEERS IN AN AIRCREW DESIGNATED EXAMINER PROGRAM

469. GENERAL. This section contains information and guidance to be used by certificate managers, Principal Operations Inspectors (POI) and inspectors concerning Aircrew Program Designee (APD) and Designated Flight Engineer Examiner (DFEE) responsibilities and the selection, training, supervision, and administrative control of APD's/DFEE's in an ADE program.

471. PRIVILEGES OF AIRCREW DESIGNATED EXAMINERS--ADE/DFEE. All certification conducted by an APD/DFEE shall be limited to the privileges of the APD's airman certificate, the APD's Certificate of Authority, the APD's Letter of Authority, one certificate type (pilot or flight engineer), and one aircraft type.

A. *Privileges.* An Aircrew Program Designee (APD) is authorized to perform airman certification in one type of aircraft for an operator's pilots who have been trained under the operator's Federal Aviation Administration (FAA)-approved training program. A Designated Flight Engineer Examiner (DFEE) in an ADE program is authorized to perform airman certification for an operator's flight engineer candidates who have been trained under the operator's FAA-approved training program.

B. *Limitations.*

(1) Evaluation of any applicant by an APD/DFEE when the examiner has instructed that student during the latter half of the candidate's training, or when the examiner has recommended the applicant, is not recommended and must be approved by the POI on a case-by-case basis. Instruction during the initial phase of training will not disqualify the APD/DFEE from conducting an evaluation of an applicant.

(2) APD's may not conduct FAA written tests, special medical evaluations, tests for waivers, or any test for competency under Title 49 United States Code (U.S.C.), § 44709 (formerly § 609a of the Federal Aviation Act of 1958). Applicants for such tests shall be referred to the Aircrew Program Manager (APM) or the local district office. Flight Standard District Office/Certificate Management Office (FSDO/CMO)

C. *Designation as an Examiner Outside of an Aircrew Designated Examiner (ADE) Program.* An individual's designation as an APD does not prevent the individual from obtaining a designation as an examiner in another program or capacity. When an APD holds a designation, the privileges and limitations that may be exercised outside of the ADE program must be specified on the Certificate of Authority and Letter of Authority. The privileges and limitations listed on the Certificate of Authority issued outside an ADE program do not apply to the ADE program.

473. SELECTION OF AN APD/DFEE.

A. *Eligibility Requirements.* The following apply to the selection of APD and DFEE candidates:

- Must be employed by the operator either full time, part time, or under contract to the operator
- Must possess the appropriate airman certificate, class rating, and type rating, if applicable
- Must be an FAA-approved pilot (or flight engineer, as applicable) simulator qualified proficiency check airman for the operator in the aircraft in which the APD /DFEE candidate is to perform examiner duties. Must also be an FAA-approved line check airman-all seats and proficiency check airman-airplane for the operator in the aircraft in which the APD candidate is to perform examiner duties in an aircraft
- Should have served as a check airman for a minimum of one year (preferably six months as a proficiency check airman) before designation as an APD /DFEE (Check airman experience in other types of aircraft and in service with other operators may be credited. Crediting of past experience, including length of time and type of check airman, is at the discretion of the POI and APM.)
- Must possess an above-average level of knowledge, ability, and experience
- Must have a good record of compliance with the Federal Aviation Regulations (FAR) (iso-

lated and unrelated violations or incidents are not disqualifying)

B. *Evaluation of Qualifications.* The APD /DFEE candidate shall submit a complete statement of professional qualifications on FAA Form 8710-6, "Examiner Designation and Qualification Record." The APM shall review the qualifications to determine whether the candidate meets the requirements and standards for an APD / DFEE designation. If the candidate is eligible, the Aircrew Program Manager (APM) may recommend to the POI that the candidate be designated as an APD/DFEE. An APD/DFEE selection must be agreed upon by the APM, the POI, and the operator.

475. APD TRAINING AND EVALUATION. The APM shall train and evaluate the prospective APD / DFEE on APD duties and responsibilities as follows.

A. *Training.* Inspectors should ensure that the APD/DFEE is trained and evaluated in at least the following areas:

- The knowledge, ability, and skill requirements for the original issuance of the ATP certificate and added ratings, as applicable (Flight Engineer certificate and added rating for DFEE candidates)
- The procedures, methods, and techniques associated with administering the required certification tests
- The responsibilities, authority, and limitations of an examiner under the FAR and this handbook
- The use of FAA forms and job aids associated with the particular APD function
- The administrative procedures and supervisory relationships that exist in an ADE program

NOTE: The POI and the APM's shall stress to examiner candidates that in performing their duties as an APD/DFEE, they are representatives of the Administrator and responsible to the Administrator. Prospective APD/DFEE must understand that company politics, economics, union loyalties, and seniority issues are not relevant when certificating airmen.

B. *Evaluation.* After formal training, an APD / DFEE candidate shall observe the APM or, at the POI's discretion, another inspector or examiner, in conducting a complete oral test, flight test, the necessary briefings, and the completion of the certification paperwork. The APM shall then observe and evaluate the candidate in conducting at least one complete oral test and flight test (simulator and airplane,

if applicable), including the necessary briefings and certification paperwork for the certificate or added rating involved.

477. SUPERVISION AND ADMINISTRATIVE CONTROL OF APD's. The APM assigned to a particular aircraft type is responsible for the supervision of APD's and DFEE's who conduct airman certification activities for that aircraft type. Inspectors should evaluate the supervisory and administrative process, taking into account the following:

A. *Working Relationships.* An APM observes and counsels APD's and DFEE's. An APM should emphasize to APD's and DFEE's appropriate methods for handling applicants; for maintaining desired test standards; and for completing and processing certification and Program Tracking and Reporting Subsystem (PTRS) paperwork. An APM should endeavor to maintain a working relationship with each APD and DFEE which promotes the examiners' confidence in the performance of their duties and in their interactions with their assigned APM. An APM shall conduct regular meetings with the program's APD's and DFEE's for the purpose of maintaining these effective working relationships. During the APD meetings, a close and continuing dialogue for the clarification of problem areas should be developed. Special meetings should be held when there is any change to FAA airman certification requirements, policies, or procedures affecting the particular APD/DFEE or the program in general. An APM should attend crewmember safety and standardization meetings held by the operator.

B. *APD /DFEE Supplies and Materials.* An APM shall ensure that APD's and DFEE's have continuing access to the following materials, including current amendments and additional supplies, as needed:

- Volume 5 of FAA Order 8400.10, "Air Transportation Operations Inspector's Handbook"
- All appropriate job aids
- FAA Form 8710-1, "Airman Certification and/or Rating Application" (Pilot)
- FAA Form 8400-3, "Application for an Airman Certificate and/or Rating" (Flight Engineer and Aircraft Dispatcher)
- 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,"

which may be overprinted to facilitate standardization of data entered into the system.

479. CERTIFICATE-HOLDING DISTRICT OFFICE (CHDO) APD ADMINISTRATIVE FILES. The CHDO shall maintain a file on each APD. Inspectors shall ensure that the CHDO file contains the following documents for each APD:

- FAA Form 8710-6, "Examiner Designation and Qualification Record" for original issuance and each renewal
- FAA Form 8430-9, "Certificate of Authority" for original issuance and each renewal
- "Letter of Authority" for original issuance and each renewal or change of authority or limitations
- FAA Form 8000-5, "Certificate of Designation"
- Documentation of the candidate's airman certificates and any history of accidents, incidents or enforcement action contained in the Flight Standards Information System (FSIS)
- A summary of annual activity from the PTRS for each renewal (replaces FAA Form 8000-5, "Airman Certification Log")
- Periodic surveillance reports (in PTRS)
- Any pertinent correspondence

481. PROCESSING INITIAL APD DESIGNATIONS.

A. APM Responsibilities. When processing an initial APD /DFEE designation, the APM shall ensure that all requirements for designation have been met. The APM shall then prepare all of the necessary, additional paperwork. The APM shall complete the back of FAA Form 8710-6, "Examiner Designation and Qualification Record," and sign the space labeled, "Inspector's Signature." The APM shall enter the words, "Aircrew Program Designee" or "Designated Flight Engineer Examiner" and the airplane type in the space labeled, "Type of Designation" under the "Regional Office Action" block. The APM shall record the APD designation number under the space labeled, "Certificate of Authority Issued" in the space titled, "No." The expiration date is the last day of the month that is one year from the date of designation. The "DO to Serve Under" space should be left blank by the APM. The APM should cross-out the word "Regional" in the block titled, "Regional Office Action" and substitute the word "District" for the word "Regional" (see figure 5.5.3.1.).

B. POI Approval. The POI shall indicate approval by completing the first line of the block labeled, "District Regional Office Action" on FAA Form 8710-6, "Examiner Designation and Qualification Record" and then sign in the appropriate space. POI's shall also sign the FAA Form 8000-5, "Certificate of Designation," FAA Form 8430-9, "Certificate of Authority" (see figures 5.5.3.2. and 5.5.3.3.) and the "Letter of Authority." The originals of these forms shall be issued to the APD and copies shall be retained in the APD's file in the CHDO.

C. APD Designation Numbers. Examiner Designation Numbers. For APD's and DFEE's the airman's certificate number, coupled with the applicable four character designator for the operator, may be used in all instances when an Examiner Designation Number may be called for. (Example: 123456789DALA for an APD/DFEE at Delta Airlines) The four character suffix will allow for differentiation between programs when there is more than one ADE program within a CHDO.

483. RENEWAL OF APD DESIGNATIONS. APD designations must be renewed every twelve calendar months as follows.

A. Renewal Date. The renewal date is one month prior to the expiration date. An APD /DFEE may not conduct certification tests after the expiration date.

B. Renewal Application. Refer to volume 5, chapter 5, section 2, paragraph 391 of this handbook for renewal procedures. In order to renew a designation, an APD must submit the following documentation to the APM:

- The expiring FAA Form 8430-9, "Certificate of Authority"
- A newly-completed FAA Form 8710-6, "Examiner Designation and Qualification Record"
- Evidence of having attended, during the past twelve calendar months, at least one APD safety meeting or a briefing conducted by the APM, (such as a notation on the back of the FAA Form 8430-9, "Certificate of Authority," signed by the APM)

C. Annual Observation. At least once within the year preceding an APD's renewal, the examiner must be observed conducting a complete certification. The observation is made by the APM or by another appropriately-rated inspector designated by the APM or POI. Preferably, this observation should take place within the 120-day period before the current designation expires (PTRS code 1672). To complete the

observation, the APD shall conduct at least one oral examination and one simulator (and aircraft, if applicable) evaluation. When an examiner designation is renewed, the day and month will normally remain the same and only the year will be changed.

NOTE: If it is acceptable in an operator's approved training program for the entire flight check to be accomplished in a simulator, then the APM is not required to observe the APD in the aircraft for a renewal.

D. *APM and POI Responsibility.* Before renewing an APD designation, the APM and POI shall determine whether the APD's services have been satisfactory, whether the APD's level of activity warrants a redesignation, and whether the APD's services continue to be needed. The examiner's level of activity may be determined from the PTRS.

E. *Processing a Renewal.* The administrative steps for renewal are the same as those outlined for original designation (see paragraph 481).

485. AMENDMENT OF APD DESIGNATIONS.

An APD may be issued only one FAA Form 843-9, "Certificate of Authority." An APD's examining authority shall normally be cancelled when the APD enters transition training on a new aircraft type. The POI may designate a former APD, provided the following actions have been completed:

A. The APD must have completed the operator's approved pilot-in-command (PIC) or flight engineer ground and flight training for the new aircraft. The APM must determine whether the designee has accumulated sufficient experience on the new aircraft to accumulate an above-average level of knowledge of its systems and operations.

B. The APD must have completed the operator's check airman training and be approved as a proficiency check airman for the new aircraft.

C. The APM for the new aircraft must hold an interview with the APD to establish an appropriate working relationship and review the administrative processing (paperwork/documentation) procedures for certification activities.

D. The APM for the new aircraft must observe the APD conducting at least one complete oral examination and simulator (and aircraft, if applicable) evaluation, as appropriate to the certificate or type rating involved, on the new aircraft type.

E. The administrative steps for the issuance of the new designation shall be the same as those outlined for initial designation (see paragraph 481).

487. PROCESSING APD CERTIFICATION PAPERWORK.

An APD shall forward the airman certification paperwork to the CHDO for review, processing, and transmittal to the Airmen Certification Branch, AFS-760. The paperwork shall be accepted and processed only by the CHDO and not by any other district office.

A. *APD Responsibilities.* An APD shall complete the airman certification paperwork in accordance with the requirements of chapters 1, 2, or 3 of this volume, as applicable. An APD shall complete the PTRS data sheets for each evaluation function conducted. An APD is responsible for the accurate, complete, and timely submission of certification paperwork. Satisfactory fulfillment of this responsibility is a condition for continued designation as an APD.

B. *APM Responsibilities.* An APM is responsible for training each APD in correct documentation procedures, and in remedial training, when required.

489. REVIEW OF APD DECISION.

If an airman is dissatisfied with an APD's decision, the airman may appeal to an APM for a reevaluation. The airman must submit the appeal in writing and indicate the reasons for protesting the APD's decision. The APM shall review the matter and decide if reevaluation is warranted. If a reevaluation is granted, a new application must be completed, and the entire evaluation must be reaccomplished by an FAA inspector.

491. TERMINATION OF APD DESIGNATIONS.

An APD designation may be terminated or canceled for cause by the POI at any time. Refer to volume 5, chapter 5, section 2 of this order for applicable procedures.

492. -502. RESERVED.

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