

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

N 8900.476

National Policy

Effective Date:
7/27/18

Cancellation Date:
7/27/19

SUBJ: Part 141 Pilot School Authorizations

1. Purpose of This Notice. This notice announces the Web-based Operations Safety System (WebOPSS) as the method for issuing standardized training authorizations in the form of automated letters of authorization (LOA) for Title 14 of the Code of Federal Regulations (14 CFR) part 141 pilot schools and provisional pilot schools. It revises existing part 141 templates, introduces new templates for the issuance of part 141 LOAs, and decommissions existing templates issued as training specifications (TSpecs). The templates to be decommissioned are:

- TSpec A003, Aircraft Authorization;
- TSpec A009, Airports and Launch Sites;
- TSpec D085, Aircraft Listing;
- LOA T001, Continued Use of Level 1 Flight Training Devices (FTD); and
- LOA T002, Flight Training Devices (FTD), Levels 2, 3, and 5.

2. Audience. The primary audience for this notice is Federal Aviation Administration (FAA) Flight Standards District Offices (FSDO) and principal inspectors (PI) assigned oversight of certificate holders conducting operations under part 141. The secondary audience includes Office of Safety Standards personnel.

3. Where You Can Find This Notice. You can find this notice on the MyFAA employee website at https://employees.faa.gov/tools_resources/orders_notices. Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the FAA's website at <http://fsims.faa.gov>. This notice is available to the public at http://www.faa.gov/regulations_policies/orders_notices.

4. Background.

a. In 1974, part 141 was established for pilot schools. Training received under part 141 allowed an airman to obtain equivalent levels of aeronautical experience in fewer hours than required by 14 CFR part 61. Part 141 increases the flexibility of prescribed curricula for training and adopted procedures to ensure a training course used by a school is adequate, appropriate, and administered by qualified persons. The reduction in flight time requirements, without a reduction

in flight experience, is allowed under part 141 because the training is more controlled through supervision and is conducted by vetted instructors.

b. Previously, authorizations and approvals under part 141 were issued by a paper letter from the responsible FSDO to the pilot school or provisional pilot school. In 2006, a set of part 141 TSpec templates were made available in the automated Operations Safety System (OPSS) as a means of issuing authorizations to part 141 certificate holders. However, FAA Order 8900.1 guidance was not provided at that time, and there was no requirement to use the automated TSpecs. Problems with the templates and lack of guidance prompted the General Aviation and Commercial Division to post the following disclaimer for the use of the part 141 TSpecs in WebOPSS: “The 141 Pilot School WebOPSS templates currently in place are still under development and not in their final format. While the 141 template set has some limited functionality, and may be used in its present developmental state, its use is optional and such use is not required or encouraged. At this time, the help desk and the General Aviation and Commercial Division are not supporting use of WebOPSS for part 141 until such time the templates are developed and finalized. In addition, there is currently no published guidance supporting WebOPSS for part 141. That guidance is also under development and will be published concurrent with the release of the fully developed 141 templates. Completion dates have not yet been determined. Do not contact the help desk, the General Aviation and Commercial Division, or the FSIMS Librarian, or submit CARs or any other action requests, for part 141-related WebOPSS issues until appropriate documentation is completed and guidance has been published.”

c. The General Aviation and Commercial Division is therefore revising the part 141 pilot school authorization templates in WebOPSS as LOAs. This notice introduces the new and revised templates for part 141 pilot schools and associated directive guidance updates. Automated LOAs will replace the current process of the FSDO issuing paper letters of approval, authorization, and acceptance to part 141 schools. The initial phase of this deployment will involve the processing of LOAs in WebOPSS by the responsible FSDO. The PI will transmit the FAA-signed copy to the part 141 school for review and signature by the designated person(s) for the school. The designated person(s) will be asked to email a signed copy of the LOA back to the responsible FSDO. In a future phase of this deployment, part 141 schools will be invited to participate as industry users of WebOPSS, whereby a school will have secure internet access to WebOPSS, will be able to submit draft changes for its LOAs to the responsible FSDO, and will be able to sign LOAs electronically.

5. Guidance on Issuing LOAs. WebOPSS is the vehicle for issuing approvals and authorizations to part 141 pilot schools and provisional pilot schools, and it replaces individual letters of approval written by the PI. Refer to Order 8900.1, Volume 3, Chapter 18, Section 14, Parts A, B, and D Letters of Authorization for Part 141 Pilot Schools, for guidance on the issuance of LOAs.

a. Summary of Revised or New Pilot School Authorization Templates. A003, A009, D085, T001, and T002 templates for part 141 are all being decommissioned.

(1) Full flight simulators (FFS) and flight training devices (FTD) are qualified under 14 CFR part 60, and Aviation Training Devices (ATD) are issued a letter of approval from the

General Aviation and Commercial Division. Their approval for use in a course is demonstrated by the training course outline (TCO) being approved, and there is no need for an additional letter to be issued, indicating its approval. This makes an automated LOA unnecessary.

(2) Part 141, § 141.39 specifies the requirements of the aircraft to be used in a training course. Section 141.55 requires the training course to contain a description of the type of aircraft including any special equipment used for each phase of training. Approval of the TCO approves the use of those aircraft in the course. There is no need for a separate letter, making an LOA unnecessary.

(3) The rule also does not require each aircraft, by registration number, to be approved by the Administrator. Therefore, listing the individual aircraft on an LOA could limit the school unnecessarily. This would require the pilot school to seek approval each time a new aircraft of the same make/model and equipment were to be used in one of its courses. It would also restrict the pilot school from being allowed to dry lease the same make/model of aircraft from another pilot school when the situation is warranted. This was not the intent, and the TSpec D085 template is therefore being decommissioned.

(4) Several templates that may have already been issued to a pilot school will require reissuance. While they may appear similar, they require reissuance to ensure all references to TSpecs have been removed.

(5) Subparagraphs 5b through 5r discuss each template available in WebOPSS for issuing LOAs to part 141 pilot schools. “Required” indicates that the designated template is required to be issued to all part 141 pilot or provisional pilot schools. “Optional” means that the authorization may not apply to all part 141 schools and/or the part 141 school must first demonstrate their qualification for the authorization to the FAA.

(6) This notice contains samples of part 141 LOAs (Parts A, B, and D) in Appendices B through R.

b. LOA A001, Issuance and Applicability (Required).

(1) A001 lists:

- The certificate holder’s name;
- The Air Agency Certificate number;
- Provisional or pilot school certificate;
- The primary business address; and
- The base of operations.

(2) The Air Agency Certificate number and date of issuance is entered in the space provided in subparagraph 2 of A001. When a part 141 provisional pilot school certificate holder is issued a pilot school certificate, A001 will be updated to reflect “pilot school” and the new date of issuance. A pilot school who adds or removes ratings to its Air Agency Certificate has that certificate reissued, and the reissue date is also placed on the Air Agency Certificate. This does not change the issue date of the Air Agency Certificate, nor a change to A001. A001

reflects the original issue date of the pilot school certificate. Expiration dates of the Air Agency Certificate are not included in this LOA to prevent A001 from being reissued at every renewal for this same reason. (See Appendix B.)

c. LOA A002, Definitions and Abbreviations (Required). A002 includes terms and definitions that are applicable to a part 141 Air Agency Certificate holder. These terms and definitions are not found in the regulations and should enhance an understanding between the FAA and the aviation industry. (See Appendix C.)

d. LOA A004, Summary of Authorizations and Limitations (Required). Subparagraph 1 of A004 identifies the optional authorizations issued to the certificate holder. Subparagraph 2 lists the optional authorizations that have not been issued. (See Appendix D.)

e. LOA A005, Exemptions and Deviations (Optional). A005 is issued to pilot schools that are granted operations in accordance with an exemption or deviation. (See Appendix E.)

(1) Exemption. In A005, any granted exemptions must be identified to include the exemption number and expiration date, and inspectors can add applicable remarks or references. Exemption number(s), date(s) of expiration, and remarks and/or references are loaded into A005 when entered in the “Maintain Operator Data – Exemptions” area of WebOPSS. Select the granted exemption number, assign it to the pilot school, and enter either a brief description of the exemption or regulations referenced by the exemption by selecting the “Add Remark” button for each exemption. If another LOA specifies conditions or limitations related to the exemption, that LOA’s reference number must be entered in the “Remarks and/or References” column in the Exemptions table of A005.

(2) Deviation. The regulatory deviation authority, the regulation deviated from, a description of the deviation, and conditions and limitations applicable to the pilot school are loaded into A005 when entered in the “Maintain Operator Data – Deviations” area of WebOPSS. Select the applicable 14 CFR sections to which a deviation has been granted and assign it to the pilot school. When prompted, enter the conditions and limitations of the deviation specific to the pilot school.

f. LOA A006, Training Personnel (Required). A006 contains three tables, one each for the designated chief instructors, any designated assistant chief instructors, and any designated check instructor(s) approved by the responsible FSDO for each course of instruction, in accordance with the qualifications listed in §§ 141.35, 141.36, and 141.37. (See Appendix F.)

g. LOA A007, Designated Persons (Required). A007 lists the designated person(s) authorized to apply for and receive LOAs. Table 1 of A007 includes columns which list the person’s title, name, and LOA “Parts Authorized.” (See Appendix G.)

Note: Ensure that individuals listed on A007 are also entered into the enhanced Vital Information Database (eVID), to include contact information.

h. LOA A025, Electronic Recordkeeping System (Optional). A025 is used to accept a certificate holder’s electronic recordkeeping system, and states whether or not the certificate holder is authorized to use electronic signatures in conjunction with the recordkeeping system.

The FAA's policy and standards for electronic recordkeeping systems and the electronic signatures used in conjunction with electronic records are located in FAA Order 8900.1, Volume 3, Chapter 31, Section 2, Requirements for Approval, Acceptance, and Authorization, and the current edition of Advisory Circular (AC) 120-78, Electronic Signatures, Electronic Recordkeeping, and Electronic Manuals. PIs must review the policy prior to authorizing a certificate holder to use an electronic recordkeeping system and an electronic signature used in conjunction with that system to enter and maintain the records required by part 141. (See Appendix H.)

i. LOA A031, Training Agreements (Optional). A031 authorizes a pilot school to make training agreements with 14 CFR part 142 training centers to perform flight simulation training device (FSTD) training for a training course or a segment of a training course. A031 lists each part 142 training center, its address, certificate number, curriculum or curriculum segment to be taught, and aircraft make, model, and series (M/M/S) for the training devices operated for that course. A031 describes the responsibilities of the part 141 school in working with the part 142 training center to ensure the quality and consistency of the training conducted. A031 also describes any training agreements under § 141.26(b) between institutions of higher education and a part 141 pilot school or provisional pilot school providing the flight training portion of a rating and course. (See Appendix I.)

j. LOA A304, Final Approval of an Airline Transport Pilot Certification Training Program Training Course (Optional). A304 documents final approval of an airline transport pilot (ATP) Certification Training Program (CTP) to a pilot school and authorizes the pilot school to conduct the ATP CTP training course. Part 61, § 61.156 requires a person to complete an ATP CTP prior to taking the knowledge test, if applying for an ATP Certificate with an airplane category and multiengine class rating. A304 is issued only with concurrence from the General Aviation and Commercial Division. Refer to Order 8900.1 Volume 3, Chapter 18, Section 3 for information on A304 and to Volume 3, Chapter 18, Section 2, Paragraph 3-712, Nonstandard Authorizations, for details about nonstandard authorization processing. (See Appendix J.)

k. LOA A504, Initial Approval of an Airline Transport Pilot Certification Training Program Training Course (Optional). A504 documents initial approval of an ATP CTP to a pilot school and authorizes the pilot school to conduct the ATP CTP training course. Section 61.156 requires a person to complete an ATP CTP prior to taking the knowledge test, if applying for an ATP Certificate with an airplane category and multiengine class rating. A504 is issued only with concurrence from the General Aviation and Commercial Division. Refer to Order 8900.1, Volume 3, Chapter 18, Section 3 for information on A504 and to Volume 3, Chapter 18, Section 2, Paragraph 3-712, Nonstandard Authorizations, for details about nonstandard authorization processing. (See Appendix K.)

l. LOA B001, Pilot School Ratings (Required). B001 authorizes a provisional pilot school or pilot school to conduct training specific to ratings and courses issued to the pilot school. Pilot school ratings are chosen from the § 141.11(b) list of certification and rating courses, special preparation courses, and/or pilot ground school courses, as provided by § 141.11(b). (See Appendix L.)

m. LOA B005, Approved Training Course Outlines (Required). B005 is used to approve a provisional pilot school's or pilot school's TCO(s) per part 141 subpart C and authorizes a pilot school to conduct training using the approved TCO(s). (See Appendix M.)

n. LOA B006, Approved Syllabuses (Required). B006 is used to approve a provisional pilot school's or pilot school's syllabuses associated with the TCOs approved in LOA B005. LOA B006 authorizes the provisional pilot school or pilot school to conduct training using the approved syllabuses. (See Appendix N.)

(1) B006 contains two tables. Table 1 identifies each approved syllabus for the pilot school, excluding any syllabuses that might be listed in Table 2. Table 2 is reserved for any syllabuses that are used in courses (as permitted under § 141.55(d)) that do not meet the minimum ground and flight training time requirements of the associated part 141 appendix, and are on initial approval. Initial approvals are listed in Table 2, with their respective approval dates, as they are subject to a 24-calendar-month expiration date.

(2) In Table 1, information about each syllabus is entered. Column 4 is labeled "Remarks." There are only three entries that can be made in this column. It is not intended for additional remarks other than the following three options:

(a) Enter "Special Curricula" for a syllabus that was approved as part of a course approved under § 141.57. This is a course which was not listed in B001, as there is no associated appendix in part 141 for the course.

(b) Enter "Internet Based" for any syllabus that is approved and for which the majority of learning is intended to occur over an internet-based medium.

(c) Enter "Reduced Time – Final Approval" for any course that is approved using a syllabus (as permitted under § 141.55(d)) that does not meet the minimum ground and flight training time requirements of the associated part 141 appendix and has received final approval. If the course is still on its initial approval, it will be entered into Table 2.

o. LOA B007, Examining Authority (Optional). B007 is used to approve a pilot school's examining authority for certain training courses in accordance with part 141 subpart D. (See Appendix O.)

p. LOA B050, Satellite Bases (Optional). B050 is used to authorize a provisional pilot school or pilot school to conduct training at satellite base(s). This authorization is issued only if the pilot school conducts training courses at satellite bases away from its primary base or airport. B050 lists the satellite base(s) and its assigned assistant chief instructor who provides oversight for that location. (See Appendix P.)

q. LOA B501, FAA Acceptance for FAA/Industry Training Standards Courses (Optional). B501 authorizes a part 141 school to advertise and conduct specified FAA/Industry Training Standards (FITS) courses. The certificate holder may also use the FITS logo in advertising these courses. (See Appendix Q.)

r. LOA D095, MMEL Used as an MEL (Optional). D095 is used to authorize a pilot school or provisional pilot school to use a Master Minimum Equipment List (MMEL) as a minimum equipment list (MEL) in accordance with 14 CFR part 91, § 91.213. (See Appendix R.)

6. Action. Within 120 days of the effective date of this notice, PIs who are assigned oversight of pilot schools and provisional pilot schools will ensure the schools have been issued all applicable approvals and authorizations using the revised part 141 LOAs in WebOPSS, as described in this notice. Any TSpecs or individual LOAs and letters of approval currently issued must be rescinded during that 120-day period and the part 141 LOAs issued in place of those TSpecs or individual LOAs.

a. Archive Decommissioned Templates. Part 141 templates A003, A009, D085, T001, and T002 are being decommissioned by this notice as indicated in Appendix A. If a pilot school has been issued A003, A009, D085, T001, or T002 in WebOPSS, the PI must manually archive it.

b. Issue New Set of Part 141 Authorizations. Use the guidance in this notice to issue a new set of applicable LOAs to the pilot school's designated person(s) listed in A007. The PI should transmit the new set of FAA-signed LOAs to the designated person(s) for review and signature. The responsible person will then sign each LOA in the set and will be asked to return the signed set of LOAs back to the responsible FSDO.

7. Disposition. We will incorporate the information in this notice into Order 8900.1, Volume 3, Chapter 18, Section 14 before this notice expires. Direct questions concerning the information in this notice to the General Aviation and Commercial Division at 202-267-1100.



Rick Domingo
Executive Director, Flight Standards Service

Appendix A. Part 141 Templates and Revision Summary

Part/Para	Title	Authorization Type	Revision Type	Appendix for Sample
A001	Issuance and Applicability	Required	Mandatory	B
A002	Definitions and Abbreviations	Required	Mandatory	C
A003	Aircraft Authorization	Optional	<i>Decommissioned</i>	<i>N/A</i>
A004	Summary of Authorizations and Limitations	Required	Mandatory	D
A005	Exemptions and Deviations	Optional	Mandatory	E
A006	Training Personnel	Required	Mandatory	F
A007	Designated Persons	Required	Mandatory	G
A009	Airports and Launch Sites	Optional	<i>Decommissioned</i>	<i>N/A</i>
A025	Electronic Recordkeeping System	Optional	Mandatory	H
A031	Training Agreements	Optional	Mandatory	I
A304	Final Approval of an Airline Transport Pilot Certification Training Program Training Course	Optional	Mandatory	J
A504	Initial Approval of an Airline Transport Pilot Certification Training Program Training Course	Optional	Mandatory	K
B001	Pilot School Ratings	Required	Mandatory	L
B005	Approved Training Course Outlines	Required	Mandatory	M
B006	Approved Syllabuses	Required	New	N
B007	Examining Authority	Optional	New	O
B050	Satellite Bases	Optional	Mandatory	P
B501	FAA Acceptance for FAA/Industry Training Standards Courses	Optional	Mandatory	Q
D085	Aircraft Listing	Optional	<i>Decommissioned</i>	<i>N/A</i>
D095	MMEL Used as an MEL	Optional	New	R
T001	Continued Use of Level 1 Flight Training Devices (FTD)	Optional	<i>Decommissioned</i>	<i>N/A</i>
T002	Flight Training Devices (FTD), Levels 2, 3, and 5	Optional	<i>Decommissioned</i>	<i>N/A</i>

Appendix B. Sample LOA A001, Issuance and Applicability

1. These letters of authorization (LOA) are issued to [Name], a [pilot/provisional pilot] school, whose primary business address is located at:

Primary Business Address:

Base of Operations:
[or Same as Primary]

2. The holder of these LOAs is the holder of Air Agency Certificate Number [certificate number], issued on [date] and shall hereafter be referred to as the certificate holder. The certificate holder must conduct its operations in accordance with the specific authorizations, limitations, and procedures in these LOAs and all appropriate parts of the CFR.

3. These LOAs are effective as of the “Date Approval is Effective” listed in each LOA document and shall remain in effect as long as the Air Agency Certificate remains valid.

4. The certificate holder is authorized to use only the business name which appears on the certificate to conduct the operations authorized in these LOAs.

OR

4. The certificate holder is authorized to conduct the operations authorized in these LOAs under the following other business names:

[Operator DBAs]

Appendix C. Sample LOA A002, Definitions and Abbreviations

Unless otherwise defined in these letters of authorization (LOA), all words, phrases, definitions, and abbreviations have identical meanings to those used in 14 CFR and Title 49 of the United States Code (49 U.S.C.) as cited in Public Law (PL) 103-272, as amended. Additionally, the definitions listed below are applicable to operations conducted in accordance with these LOAs.

Term(s)

Air Agency Certificate. An Air Agency Certificate is required for operation as a certificated pilot school under 14 CFR part 141, and is issued using FAA Form 8000-4.

Aviation Training Device (ATD). A training device, other than a full flight simulator (FFS) or flight training device (FTD), that has been evaluated, qualified, and approved by the Administrator. In general, an ATD includes a replica of aircraft instruments, equipment, panels, and controls in an open flight deck area or an enclosed aircraft cockpit. It includes the hardware necessary to represent a category and class of aircraft (or set of aircraft) operations in ground and flight conditions having the appropriate range of capabilities and systems installed in the device.

Certificated Pilot School. A part 141 pilot school that meets the pertinent requirements of part 141 and thereby issued an Air Agency Certificate and LOAs by the Administrator. This term, as well as part 141 pilot school, refers to both a provisional pilot school and a pilot school.

Certification Course. A certification course is a training course for a certificate or rating normally accomplished by a student from “zero time” to completion and prescribes the curriculum within a particular subject, such as a Recreational Pilot Course, Private Pilot Course, or other listed approved training course. Approved certification courses are authorized through LOA B001.

Check Instructor. A check instructor is authorized to conduct student stage checks, end-of-course tests, and proficiency checks. FAA approval of this designation is indicated by a listing in LOA A006.

Curriculum. A set of courses offered by a part 141 pilot school depicting planned flight and/or ground instruction. Curricula are contained within a training course outline (TCO). Approved TCOs are authorized by LOA B005.

Examining Authority. The approval granted to the holder of a pilot school certificate which allows the school to recommend their graduates for pilot certificates and ratings without further practical testing by the FAA. Examining authority is approved for a course through LOA B007.

Pilot School Rating. A part 141 pilot school is issued a rating under part 141, § 141.11(b) for each of its approved courses. School ratings and courses are authorized through LOA B001.

Note: A pilot school rating issued under § 141.11(b) is not to be confused with an airman certification rating such as an instrument rating.

Provisional Pilot School. A part 141 pilot school that does not meet the requirements of § 141.5, but does meet the requirements of § 141.7 when its Air Agency Certificate is issued.

Satellite Base. A location other than the main operations base where approved ground or flight training courses are conducted. Approved satellite bases are authorized through LOA B050.

Syllabus. An outline and summary of topics to be covered in a training course, textbooks, and other material used in the course. It is a step-by-step (building block) progression of learning with provision for regular review and evaluation at prescribed stages of learning. The syllabus defines the unit of training, states by objective what the student is expected to accomplish during the unit of training, shows an organized plan for instruction (building block—from the simple to the complex), and dictates an evaluation process for either the unit or stages of learning. A syllabus is contained within a TCO. A syllabus is authorized within a TCO by LOA B006.

Training Course Outline (TCO). A document describing the content of a particular course through a statement of objectives, description of teaching aids, definition of evaluative criteria, and indication of desired outcomes. Approved TCOs are authorized by LOA B005.

Appendix D. Sample LOA A004, Summary of Authorizations and Limitations**1. The certificate holder, in accordance with the reference documents, is authorized to:**

	Reference Paragraphs
Conduct training under certain exemptions and/or deviations.	A005
Use electronic recordkeeping systems and/or electronic signatures.	A025
Enter into training agreements with 14 CFR part 142 training centers and/or institutions of higher education.	A031
Conduct the airline transport pilot (ATP) Certification Training Program (CTP) training course in airplane category with a multiengine class rating with final FAA approval.	A304
Conduct the airline transport pilot (ATP) Certification Training Program (CTP) training course in airplane category with a multiengine class rating with initial FAA approval.	A504
Hold examining authority in certain training courses.	B007
Conduct training at satellite bases.	B050
Advertise courses as FAA/Industry Training Standards (FITS) accepted.	B501
Use a Master Minimum Equipment List (MMEL) as an MEL.	D095

2. The certificate holder is *not authorized* and *shall not*:

Reference Paragraphs

Appendix E. Sample LOA A005, Exemptions and Deviations

1. The certificate holder is authorized to conduct operations in accordance with the provisions, conditions, and/or limitations set forth in the following exemptions and deviations issued in accordance with 14 CFR. The certificate holder is not authorized and shall not conduct any operations under the provisions of any other exemptions and/or deviations issued under 14 CFR.

2. Exemptions.

Exemption Number	Date of Expiration	Remarks and/or References

[The certificate holder is not authorized to conduct any operations under the provisions of any exemptions.]

3. Deviations.

Deviation Authority	Deviation From	Description	Conditions and Limitations

[The certificate holder is not authorized to conduct any operations under the provisions of any deviations.]

Appendix F. Sample LOA A006, Training Personnel

1. In accordance with 14 CFR part 141, § 141.35, the following individual(s) are designated as chief instructor(s) for the part 141 courses listed in Table 1:

Table 1 – Designated Chief Instructors

Name	Course of Training	Date of Designation

2. In accordance with § 141.36, the following individual(s) are designated as assistant chief instructors for the part 141 courses listed in Table 2:

Table 2 – Designated Assistant Chief Instructors

Name	Course of Training	Date of Designation

3. In accordance with § 141.37, the following individual(s) are designated as check instructors for the part 141 courses listed in Table 3:

Table 3 – Designated Check Instructors

Name	Course of Training	Date of FAA Approval	Limitations

Appendix G. Sample LOA A007, Designated Persons

The following individuals are designated to officially apply for and receive letters of authorization (LOA) for the certificate holder as indicated below.

Table 1 – Designated Persons

Title	Name	Parts Authorized

Appendix H. Sample LOA A025, Electronic Recordkeeping System

1. The certificate holder is authorized to use the electronic recordkeeping system described or referenced in this letter of authorization (LOA).

[Text box to enter description or reference]

2. The certificate holder is authorized to use electronic signatures in conjunction with the recordkeeping system described or referenced in subparagraph 1 of this LOA.

2. The certificate holder is not authorized to use electronic signatures.

Appendix I. Sample LOA A031, Training Agreements

1. In accordance with 14 CFR part 141, § 141.26, the certificate holder is authorized to make training agreements with the 14 CFR part 142 training center(s) or their satellites listed on this letter of authorization (LOA) to conduct training, testing, and checking for the certificate holder, provided the limitations and provisions of this LOA are met.
2. The certificate holder must ensure all arrangements made with each training center listed on this LOA are performed in accordance with the certificate holder's approved training course and 14 CFR.
3. The certificate holder must ensure the training center(s) listed in Table 1 below have adequate facilities and equipment, competent personnel, and an organizational structure to support the requested training and/or evaluations specified in the certificate holder's approved training course.
4. The certificate holder must ensure all instruction and evaluations conducted by each of the training center(s) listed on this LOA are performed in accordance with the certificate holder's operating rules and as approved by the certificate holder's principal operations inspector (POI).
5. The certificate holder must have a program or method outlined in its training course that enables it to detect, identify, and implement timely corrective action for all deficiencies detected in the training provided by each training center listed in Table 1 below.
6. The certificate holder must ensure that each person engaged in the instruction and evaluation of its personnel who are employed by each training center listed in Table 1 below is trained, qualified, and authorized to conduct the appropriate training, testing, and checking in accordance with the certificate holder's operating rules and the training course approved by its POI.
7. The certificate holder must ensure that all arrangements made with each training center listed in Table 1 below are fully compliant with these LOAs, the certificate holder's approved training course, and 14 CFR, and in no way contrary to them.
8. The certificate holder must ensure that its aircraft configuration(s) and POI-approved procedures are effectively supported by the training center's equipment, instruction, and evaluations. Additionally, the certificate holder must ensure that differences between its equipment and the training center's equipment are addressed by conducting appropriate differences training.

9. The certificate holder is authorized to conduct training, testing, and checking under agreement with the following training center(s) listed in Table 1 below:

Table 1 – Part 142 Training Centers

Part 142 Training Center/Satellite	Street Address	City	State or Country	Postal Code	Training Center Certificate #	Curriculum, Curriculum Segments, or Module Title	FSTD Make/Model/Series

10. In accordance with § 141.26(b), the certificate holder is authorized to provide flight training under agreement with the following institution(s) of higher education that hold an LOA under 14 CFR part 61, § 61.169:

Table 2 – Training Agreements with Institution(s) of Higher Education

University or College Providing the Aeronautical Knowledge Portion of the Course	Street Address	City	State or Country	Postal Code	Name of Rating and Course

Appendix J. Sample LOA A304, Final Approval of an Airline Transport Pilot Certification Training Program Training Course

1. In accordance with 14 CFR part 141, § 141.11, the certificate holder is authorized to conduct the airline transport pilot (ATP) Certification Training Program (CTP) training course, required by 14 CFR part 61, § 61.156 for all applicants seeking an ATP Certificate in the airplane category with a multiengine class rating, subject to the conditions listed below:

2. Conditions.

a. The certificate holder must ensure all ground and flight simulation training device (FSTD) instructors are qualified and trained in accordance with § 141.33.

b. For the academic segment of the course, the certificate holder must conduct a stage check (in the form of quizzes), and an end-of-course test in accordance with part 141 appendix K, to ensure that training techniques, procedures, and standards are acceptable to the Administrator.

c. The certificate holder may not issue a graduation certificate to a student unless that student has completed all the curriculum requirements of the course.

d. Revisions to the approved course must be submitted through the certificate holder's principal operations inspector (POI) for approval.

3. Training Course Outline (TCO) Approval. Final approval of the ATP CTP course, as indicated in Table 1, is based on the information submitted by the certificate holder, contained in Tables 2, 3, and 4 below. The certificate holder's POI approved the course, with the concurrence of the General Aviation and Commercial Division and the Air Transportation Division.

Table 1 – Training Course Outline Approval Dates

Date of Original Final Approval	Date of Current Revision Approval	Revision Remarks

Table 2 – Training Course Elements

Training Course Elements	Approved
The ATP CTP TCO contains all elements outlined in AC 61-138.	Yes/No
The ATP CTP TCO contains all elements outlined in § 141.55.	Yes/No
Deviation from § 61.156(b)(1) for an FFS representing an airplane with a maximum takeoff weight less than 40,000 pounds (if applicable).	Yes/Not Applicable

Table 3 – Training Course Hours

Training Segment	Number of Hours
Academic	
Flight Training Device (FTD)	
Full Flight Simulator (FFS)	

Table 4 – Flight Simulation Training Devices (FSTD) Approved For This Training Course

FSTD Type and Level	Airplane Type M/M/S
[OPTIONS: FTD 4 FTD 5 FTD 6 FTD 4 and 5 FTD 4 and 6 FTD 4, 5, and 6 FTD 5 and 6 FFS Level C FFS Level D]	

Appendix K. Sample LOA A504, Initial Approval of an Airline Transport Pilot Certification Training Program Training Course

1. In accordance with 14 CFR part 141, § 141.11, the certificate holder is authorized to conduct the airline transport pilot (ATP) Certification Training Program (CTP) training course, required by 14 CFR part 61, § 61.156 for all applicants seeking an ATP Certificate in the airplane category with a multiengine class rating, subject to the conditions listed below:

2. Conditions.

a. The certificate holder must ensure all ground and flight simulation training device (FSTD) instructors are qualified and trained in accordance with § 141.33.

b. For the academic segment of the course, the certificate holder must conduct stage checks (in the form of quizzes), and an end-of-course test in accordance with part 141 appendix K, to ensure that training techniques, procedures, and standards are acceptable to the Administrator.

c. The certificate holder may not issue a graduation certificate to a student unless that student has completed all the curriculum requirements of the course.

d. Revisions to the approved ATP CTP course must be submitted through the certificate holder’s principal operations inspector (POI) for approval.

3. Training Course Approval.

a. Initial approval of the ATP CTP course, as indicated in Table 1 below, is valid for 1 year (unless extended by the General Aviation and Commercial Division). It is based on the information submitted by the certificate holder, contained in Tables 2, 3, and 4 below. The certificate holder’s POI approved the course, with the concurrence of the General Aviation and Commercial Division and the Air Transportation Division.

b. Within 1 year of the date of initial approval, the General Aviation and Commercial Division or the Air Transportation Division will conduct a site visit/audit of each approved ATP CTP course. If the course and flight training equipment meet all of the requirements of the rule and the objectives of the current edition of Advisory Circular (AC) 61-138, Airline Transport Pilot Certification Training Program, the program will receive final approval by the POI.

Table 1 – Training Course Approval Dates

Date of Initial Approval	Initial Approval Expiration Date

Table 2 – Training Course Elements

Training Course Elements	Approved
The ATP CTP TCO contains all elements outlined in AC 61-138.	Yes/No
The ATP CTP TCO contains all elements outlined in § 141.55.	Yes/No
Deviation from § 61.156(b)(1) for an FFS representing an airplane with a maximum takeoff weight less than 40,000 pounds (if applicable).	Yes/Not Applicable

Table 3 – Training Course Hours

Training Segment	Number of Hours
Academic	
Flight Training Device (FTD)	
Full Flight Simulator (FFS)	

Table 4 – Flight Simulation Training Devices (FSTD) Approved For This Training Course

FSTD Type and Level	Airplane Type M/M/S
[OPTIONS: FTD 4 FTD 5 FTD 6 FTD 4 and 5 FTD 4 and 6 FTD 4, 5, and 6 FTD 5 and 6 FFS Level C FFS Level D]	

Appendix L. Sample LOA B001, Pilot School Ratings

1. In accordance with 14 CFR part 141, § 141.11(b)(1), the certificate holder is authorized to conduct the following certification and rating courses:

Table 1 – Certification and Rating Courses

Ratings	Course	Effective Date
[OPTIONS: Recreational pilot Private pilot Commercial pilot Instrument rating Airline transport pilot Flight instructor Flight instructor instrument Ground instructor Additional aircraft category or class rating aircraft type rating]	[OPTIONS: Airplane multiengine Airplane single-engine Glider Ground instructor – Advanced Ground instructor – Basic Ground instructor – Instrument Lighter-than-air balloon Lighter-than-air airship Powered-lift Rotorcraft gyroplane Rotorcraft helicopter]	

2. In accordance with § 141.11(b)(2), the certificate holder is authorized to conduct the following special preparation courses:

Table 2 – Special Preparation Courses

Special Preparation Courses	A/C Category/Class, if Applicable	Effective Date
[OPTIONS: Pilot refresher Flight instructor refresher Ground instructor refresher Agricultural aircraft operations Rotorcraft external-load operations Special operations Test pilot Airline transport pilot certification training program]	[OPTIONS: Airplane multiengine Airplane single-engine Glider Lighter-than-air balloon Lighter-than-air airship Powered-lift Rotorcraft gyroplane Rotorcraft helicopter]	

3. In accordance with § 141.11(b)(3), the certificate holder is authorized to conduct the following pilot ground school course(s):

Table 3 – Pilot Ground School Courses

Pilot Ground School Courses	Category	Effective Date
[OPTIONS: Recreational pilot Private pilot Commercial pilot Instrument rating Airline transport pilot Flight instructor Flight instructor instrument Ground instructor Additional aircraft category or class rating Aircraft type rating]	[OPTIONS: Airplane Glider Rotorcraft Lighter-than-air]	

Appendix M. Sample LOA B005, Approved Training Course Outlines

In accordance with 14 CFR part 141 subpart C, the certificate holder's training course outlines (TCO) listed in Table 1 below are approved. The certificate holder is authorized to conduct training using these approved TCO(s):

Table 1 – Approved Training Course Outline(s)

Title of Training Course Outline	Revision Number and Date	Examining Authority
		[Yes/No]

Appendix N. Sample LOA B006, Approved Syllabuses

1. In accordance with 14 CFR part 141 subpart C, the certificate holder's syllabuses listed in Tables 1 and 2 below are approved. The certificate holder is authorized to conduct training using these approved syllabuses in accordance with part 141 and the applicable limitations and conditions of this letter of authorization (LOA).

Table 1 – Approved Syllabuses

Name of Syllabus	Identification Number (if any) and Date	Author/Publisher (if Commercially Produced Syllabus)	Remarks
			["Special Curricula" "Internet Based" "Reduced Time – Final Approval"]

Table 2 – Approved Syllabuses – Reduced Time (Initial Approval)

Name of Syllabus	Identification Number (if any) and Date	Author/Publisher (if Commercially Produced Syllabus)	Date of Approval

2. Conditions and Limitations for Reduced Time Syllabuses.

a. Initial approval for reduced time syllabuses expires 24 calendar-months from the date of approval listed in Table 2.

b. The certificate holder must not request or receive examining authority on any course using reduced time syllabuses, regardless of whether the approval is initial or final.

Appendix O. Sample LOA B007, Examining Authority

In accordance with 14 CFR part 141 subpart D, the certificate holder holds examining authority in the courses identified in Table 1. The certificate holder may recommend a person who graduated from these course(s) for the appropriate pilot, flight instructor, or ground instructor certificate or rating without taking the FAA knowledge test or practical test, subject to the limitations of part 141, § 141.67.

Table 1 – Approved Examining Authority

Name of Course	Revision Number and Date

Appendix P. Sample LOA B050, Satellite Bases

The certificate holder is authorized to conduct training at the satellite base(s) specified in Table 1 below, in accordance with 14 CFR part 141, § 141.91.

Table 1 – Satellite Base(s)

Satellite Base Location(s)	Assistant Chief Instructor Assigned

Appendix Q. Sample LOA B501, FAA Acceptance for FAA/Industry Training Standards Courses

1. The certificate holder is authorized to advertise the course(s) listed in Table 1 below which have been accepted as FAA/Industry Training Standards (FITS). The certificate holder may also use the FITS logo in advertising these courses.

Table 1 – Accepted FITS Courses

FITS Syllabus	Accepted Course(s)	Acceptance Expiration
[OPTIONS: FITS Flight Syllabus FITS Ground Syllabus]		

2. Limitations and Provisions.

a. Expiration. Unless otherwise surrendered or removed, acceptance for each of the FITS courses listed in Table 1 above expires 24 calendar-months after issuance.

b. Revalidation. Any changes to the accepted course(s) listed in Table 1 above will require revalidation by the FAA.

Appendix R. Sample LOA D095, MMEL Used as an MEL

1. This letter of authorization (LOA) is issued under the provisions of 14 CFR part 91, § 91.213(a)(2) and authorizes the certificate holder listed at the bottom of this document *only* (herein referred to as *certificate holder*) to operate the aircraft listed in Table 1 below under the Master Minimum Equipment List (MMEL), using it as an MEL.

Table 1 – Aircraft Identification

Aircraft Serial Number	Aircraft Registration Number	Aircraft M/M/S

2. This LOA and the MMEL with the procedures document constitute an STC for the aircraft and must be carried on board the aircraft as prescribed by § 91.213(a)(2), and are considered the approved MEL.

3. Operations must be conducted in accordance with the MMEL and the procedures document.

4. The certificate holder must develop Operations (O) and Maintenance (M) procedures that correspond with those listed in the MMEL.

a. O and M procedures for the accomplishment of rendering items of equipment inoperative must be developed by the certificate holder.

b. Those procedures should be developed from guidance provided in the manufacturer's aircraft flight and/or maintenance manuals, manufacturer's recommendations, engineering specifications, and other appropriate sources.

c. Such O and M procedures must be accomplished in accordance with the provisions and requirement of 14 CFR part 91, part 145, or part 43, as appropriate.

5. The certificate holder must also list the "as required by FAR" by specific part and section of the applicable regulations or state the operational requirements/limitations for dispatch.

a. These items must be contained in a document separate from the MMEL and must accompany the MMEL, preamble, and this LOA.

b. They must all be on board the aircraft anytime it is operated.

6. A means of recording discrepancies and corrective actions must be in the aircraft at all times and available to the PIC.

a. Failure to perform O and M procedures in accordance with part 91, part 145, or part 43, as appropriate, or to comply with the provisions of the MMEL, preamble, O and M procedures and other related documents, is contrary to the regulations and invalidates this LOA.

b. All MMEL items that contain the statement “as required by FAR” must either state the regulation by part and section (e.g., § 91.213) with the appropriate CFR carried aboard the aircraft, or the operational requirements/limitations required for dispatch must be clearly stated.

c. When the MMEL is revised by the Flight Operations Evaluation Board (FOEB), the certificate holder must obtain a copy of the revision from this Flight Standards District Office (FSDO), or the FSDO having jurisdiction, and incorporate any changes as soon as practicable, including O’s and M’s as required. Revised MMELs may also be obtained by downloading them from the internet at fsims.faa.gov.

7. Equipment installed on this aircraft (other than nonessential equipment and furnishings (NEF), such as galley equipment and passenger entertainment devices) that are in excess of what is required, and are not listed on the MMEL, must be operational for dispatch unless a request is made to this FSDO (or subsequent FSDO that has jurisdiction) to seek relief from the FOEB, through a revision to the MMEL, at the earliest opportunity for the FOEB to convene.

a. If MMEL relief is sought, this FSDO (or subsequent FSDO) must be notified within 10 calendar-days (including weekends and holidays) following installation. The certificate holder may then conduct operations with the equipment inoperative for dispatch, provided it is disabled or rendered inoperative, in accordance with all applicable regulations.

b. It is the responsibility of the certificate holder to endeavor to determine if O and/or M procedures must be developed for disabling, rendering inoperative, or removing the equipment. If so, any procedures that are developed must comply with all applicable regulations. If MMEL relief is not sought, the FSDO need not be notified following installation of the equipment.

8. Should the certificate holder relocate its principal base of operations (address), it must notify, in writing, the losing FSDO advising them of the receiving FSDO that will have jurisdiction within 30 calendar-days following relocation.

9. This LOA is issued without an expiration date and will remain valid until:

a. Voluntarily surrendered by the certificate holder;

b. The certificate holder ceases to be the operator of the aircraft listed in Table 1 of this LOA;

c. It is surrendered or revoked for cause by the FAA;

d. The person signing this document relinquishes responsibility;

e. The aircraft changes ownership and should be removed;

f. An aircraft is no longer used for that operation and should be removed;

g. An aircraft needs to be added to the existing LOA; or

h. An aircraft changes registration number.