



**Federal Aviation  
Administration**

# **NATIONAL SIMULATOR PROGRAM**

## **New FSTD Sponsor Guide and Checklist**

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## Purpose

This document is a condensed summary of the Title 14 CFR Part 60 process for Sponsorship and Flight Simulation Training Devices (FSTD) qualification. It provides the general requirements to guide new sponsor applicants through the qualification process for initial evaluation of an FSTD.

## Phase 1: Pre-Application and Sponsorship Eligibility Verification

To obtain qualification for an FSTD under 14 CFR Part 60 (part 60), Sponsorship must be established.

To be an eligible sponsor, the applicant must:

- Hold, or have applied for an Federal Aviation Administration (FAA) certificate under 14 CFR Part 119, 141, or 142; or holds, or is an applicant for, an approved flight engineer course in accordance with 14 CFR Part 63.
- Have FAA Operating or Training specifications authorizing the use of the specific aircraft or set of aircraft corresponding to the FSTD.
- Have an FAA approved training program under which at least one FSTD is used by the Sponsor in that training program each year.
- Have an FAA approved Quality Management System (QMS) as described in § 60.5 and meeting all requirement found in part 60 Appendix E.

## Phase 2: Application

The prospective new Sponsor should submit both sponsorship and FSTD qualification requests to the FAA National Simulator Program (NSP) Office for initial review and approval via [email](#).

The following documents are required for this request/application:

- Simulator Quality Management System (SQMS) Manual
  - No later than 120 days prior to the initial FSTD evaluation, provide a SQMS Manual for review that meets the basic performance effectiveness as outlined in part 60 Appendix E. An example document can be found on [FAA National Simulator Program \(NSP\)](#).
  - Utilize the Table E1 desk assessment guide provided within this document (Annex A) to review and validate your program for completeness.
- T001A form – Preliminary FSTD Configuration List. Make an email request for this form to the [FAA NSP Office](#), fill out all the information and return with the other documents.
- T024 form – Letter of Compliance. This form should be submitted to NSP and the Training Program Approval Authority (TPAA) with the application package but must be received no later than 5 days prior to the evaluation. Obtain this form from the [FAA NSP](#).
- T025 form – Request for Initial, Upgrade, Reinstatement or Relocation of FSTD (obtain this form from the [FAA NSP](#)).

## Phase 3: Initial Sponsor Approval and FSTD Qualification Processing

During this phase, the FAA NSP will review and validate the information provided to ensure compliance with 14 CFR Part 60 regulations by performing the following activities:

- Validate that the new Sponsor holds or has applied for a certificate under 14 CFR Parts 119, 141, 142, or 63.
  - If the new Sponsor applicant has applied but not received a certificate, evidence of the application for the certificate must be included in the submission of documents to the NSP. This endorsement can be forwarded from the FAA Training Program Approval Authority (TPAA)
- Validate that the new Sponsor has FAA Operating or Training specifications authorizing the use of the specific aircraft or set of aircraft corresponding to the FSTD and that a training program exists where the FSTD will be used.
- Review and analyze the new Sponsor's SQMS manual by performing the Initial Desk Assessment.
  - You may receive communications from the NSP Office asking for additional information or process clarification. Comments regarding content, or direction to perform corrective actions to the program manual will be provided if gaps exist between your submission and Part 60 requirements.
  - An SQMS Initial Approval Letter is issued to the new Sponsor once the SQMS manual passes the Initial Desk Assessment.
- Engineering review of the FSTD Qualification Test Guide (QTG)
  - The QTG submission is not required with the initial submission of documents in Phase 2 but must be provided at least 30 days prior to the evaluation date. The QTG must be reviewed, and approved prior to conducting the initial FSTD evaluation.
  - QTG tests are not required for a level 4 FSTD.
- Scheduling of the initial FSTD evaluation
  - A tentative date may be set upon receipt of the documents in Phase 2.
  - A confirmation of the FSTD evaluation date will be made after the following items are met:
    - Sponsor SQMS initial approval is granted.
    - FSTD QTG review is completed.
    - The FAA NSP office must receive TPAA concurrence no later than seven days prior to the scheduled FSTD evaluation.

## **Phase 4: FSTD Evaluation**

During this phase, the FAA NSP performs the evaluation of the FSTD. If the FSTD Qualification is successful, a Statement of Qualification (SOQ) will be issued and will be valid for the time period indicated.

## **Phase 5: Sponsor On-Site SQMS Assessment**

During this phase, the SQMS on-site evaluation is scheduled and conducted. The assessment must be scheduled within 6 months of the initial SQMS approval allowing time for the sponsor to fully implement their SQMS program, perform and document internal audits and revise their practices.

- FAA NSP will review the sponsor SQMS documentation and site practices to ensure compliance with 14 CFR Part 60.
- Findings will be provided to the sponsor and a determination will be made regarding program final approval.
  - If there are areas of noncompliance or partial compliance the discrepancies will need to be addressed before final approval can be granted.
- Final approval is granted when the SQMS program is deemed compliant. The final SQMS approval letter is provided to the sponsor and is valid until the expiration date indicated on the letter.

## **Phase 6: Continuing Qualification and Simulator Quality Management**

During this phase, the Sponsor applies the SQMS practices, monitors performance and coordinates required evaluations and audits with the FAA NSP office.

- Follow the approved Quality Management System (QMS) for the continuing surveillance and analysis of the sponsor's performance and effectiveness. Conduct and document SQMS internal assessments. Revise the SQMS manual and implement changes as needed.
- At least 60 days prior to the FSTD SOQ expiration, contact the [FAA NSP](#) to schedule a Continuing FSTD evaluation.
- Not less than once every 24 months, unless a different expiration date exist, request Continuing SQMS assessments through the NSP scheduling.

# Checklist

This checklist is provided as a tool to track the new sponsor and FSTD qualification application process. It is a highly summarized version of the information contain in the previous pages.

## Phase 1: Pre-Application and Sponsorship Eligibility Verification

- Verify you hold, or have applied for, a certificate under 14 CFR Part 119, 141, or 142; or an approved flight engineer course in accordance with 14 CFR Part 63.
- Verify you have FAA Operating or Training specifications authorizing use of the specific aircraft or set of aircraft corresponding to the FSTD.
- Verify you have an FAA approved training program under which at least one FSTD will be used.
- Create an SQMS program manual meeting all requirement found in part 60 Appendix E.
- Request and fill out form T001A
- Obtain and fill out form T024
- Obtain and fill out form T025

## Phase 2: Application

- Submit form T001A.
- Submit form T024.
- Submit form T025.
- Submit the SQMS Program Manual.

## Phase 3: Initial Sponsor Approval and FSTD Qualification Processing

- FAA document validation.
- SQMS desk assessment and issuance of Initial Approval Letter.
- Engineering review of QTG
- TPAA endorsement

## Phase 4: FSTD Evaluation

- Initial FSTD Qualification Evaluation

## Phase 5: Sponsor On-Site SQMS Assessment

- Must be scheduled within 6 months of Initial Approval letter date.

## Phase 6: Continuing Qualification and Simulator Quality Management

- Sponsors conduct ongoing QMS internal audits
- Request and scheduling of continuing FSTD qualification evaluations.
- Request and scheduling of continuing on-site QMS assessment.

## Annex A – Part 60 Table E1 Desk Assessment Report

<b>Sponsor:</b>	<b>Enter Sponsor Name</b>	<b>Start Date:</b>	<b>MM/DD/YYYY</b>	<b>Completion Date:</b>	<b>MM/DD/YYYY</b>
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<b>Part 60 Table E.1. Element</b>	<b>SQMS Manual Location</b>	<b>Part 60 Table E.1. Requirement</b>	<b>Comments</b>	<b>Status</b>	<b>Y-Date</b>
<b>E.1.1.</b>		A QMS manual that prescribes the policies processes or procedures outlined in this table [re: E.1. Appendix 1; § 60.5(a)].			
<b>E.1.2.</b>		A policy, process, or procedure specifying how the sponsor will identify deficiencies in the QMS [re: E.1.37.; § 60.5(b)].			
<b>E.1.3.</b>		A policy, process, or procedure specifying how the sponsor will document how the QMS program will be changed to address deficiencies [re: E.1.37.; § 60.5(b)].			
<b>E.1.4.</b>		A policy, process, or procedure specifying how the sponsor will address proposed program changes (for programs that do not meet the minimum requirements as notified by the NSPM) to the NSPM and receive approval prior to their implementation. [re: § 60.5(c)].			
<b>E.1.5.</b>		A policy, process, or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor’s FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the initial or upgrade evaluation conducted by the NSPM and at least once within each subsequent 12-month period thereafter. [re: § 60.7(b)(5)].			
<b>E.1.6.</b>		A policy, process, or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor’s FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the first continuing qualification evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter. [re: § 60.7(b)(6)].			

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E.1.7.		A policy, process, or procedure specifying how the sponsor will obtain an annual written statement from a qualified pilot (who has flown the subject aircraft or set of aircraft during the preceding 12-month period) that the performance and handling qualities of the subject FSTD represents the subject aircraft or set of aircraft (within the normal operating envelope). Required only if the subject FSTD is not used in the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the preceding 12-month period [re: § 60.7(d)(2)].			
E.1.8.		A policy, process, or procedure specifying how independent feedback (from persons recently completing training, evaluation, or obtaining flight experience; instructors and check airmen using the FSTD for training, evaluation, or flight experience sessions; and FSTD technicians and maintenance personnel) will be received and addressed by the sponsor regarding the FSTD and its operation [re: § 60.9(b)(1)].			
E.1.9.		A policy, process, or procedure specifying how and where the FSTD SOQ will be posted, or accessed by an appropriate terminal or display, in or adjacent to the FSTD [re: § 60.9(b)(2)].			
E.1.10.		A policy, process, or procedure specifying how the sponsor's management representative (MR) is selected and identified by name to the NSPM [re: § 60.9(c), (c)(2) and Appendix E, Paragraph c, and j(5)].			

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<b>E.1.11.</b> <b>E.1.11.a</b> <b>E.1.11.b</b> <b>E.1.11.c</b> <b>E.1.11.d</b> <b>E.1.11.e</b>		<p>A policy, process, or procedure specifying the MR authority and responsibility for the following [re: § 60.9(c)(2), (3), (4)]:</p> <ul style="list-style-type: none"> <li>a. Monitoring the on-going qualification of assigned FSTD's to ensure all matters regarding FSTD qualification are completed as required by part 60.</li> <li>b. Ensuring that the QMS is properly maintained by overseeing the QMS policies, practices, or procedures and modifying as necessary.</li> <li>c. Regularly briefing sponsor's management on the status of the on-going FSTD qualification program and the effectiveness and efficiency of the QMS (specify the maximum interval).</li> <li>d. Serving as the primary contact point for all matters between the sponsor and the NSPM regarding the qualification of assigned FSTD's.</li> <li>e. Delegating the MR assigned duties to an individual at each of the sponsor's locations, as appropriate.</li> </ul>			

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<b>E.1.12.</b> <b>E.1.12.a</b> <b>E.1.12.b</b> <b>E.1.12.c</b>		<p>A policy, process, or procedure specifying how the sponsor will [re: § 60.13; QPS Appendices A, B, C, and D]:</p> <ul style="list-style-type: none"> <li>a. Ensure that the data made available to the NSPM (the validation data package) includes the aircraft manufacturer's flight test data (or other data approved by the NSPM) and all relevant data developed after the type certificate was issued (e.g., data developed in response to an airworthiness directive) if the data results from a change in performance, handling qualities, functions, or other characteristics of the aircraft that must be considered for flight crew member training, evaluation, or experience requirements.</li> <li>b. Notify the NSPM within 10 working days of becoming aware that an addition to or a revision of the flight related data or airplane systems related data is available if this data is used to program or operate a qualified FSTD.</li> <li>c. Maintain a liaison with the manufacturer of the aircraft being simulated (or with the holder of the aircraft type certificate for the aircraft being simulated if the manufacturer is no longer in business), and if appropriate, with the person who supplied the aircraft data package for the FFS for the purposes of receiving notification of data package changes.</li> </ul>			
<b>E.1.13.</b>		<p>A policy, process, or procedure specifying how the sponsor will make available all special equipment and qualified personnel needed to conduct tests during initial, continuing qualification, or special evaluations. [re: § 60.14].</p>			

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<b>E.1.14.</b> <b>E.1.14.a</b> <b>E.1.14.b</b> <b>E.1.14.c</b>		<p>A policy, process, or procedure specifying how the sponsor will submit to the NSPM a request to evaluate the FSTD for initial qualification at a specific level and simultaneously request the TPAA forward a concurring letter to the NSPM; including how the MR will use qualified personnel to confirm the following [re: § 60.15(a)–(d)]:</p> <ul style="list-style-type: none"> <li>a. That the performance and handling qualities of the FSTD represent those of the aircraft or set of aircraft within the normal operating envelope.</li> <li>b. The FSTD systems and sub-systems (including the simulated aircraft systems) functionally represent those in the aircraft or set of aircraft.</li> <li>c. The flight deck represents the configuration of the specific type or aircraft make, model, and series aircraft being simulated, as appropriate.</li> </ul>			
<b>E.1.15.</b>		<p>A policy, process, or procedure specifying how the subjective and objective tests are completed at the sponsor's training facility for an initial evaluation [re: § 60.15(e)].</p>			
<b>E.1.16.</b>		<p>A policy, process, or procedure specifying how the sponsor will update the QTG with the results of the FAA-witnessed tests and demonstrations together with the results of all of the objective tests and demonstrations after the NSPM completes the evaluation for initial qualification [re: § 60.15(h)].</p>			
<b>E.1.17.</b>		<p>A policy, process, or procedure specifying how the sponsor will make the MQTG available to the NSPM upon request [re: § 60.15(i)].</p>			
<b>E.1.18.</b>		<p>A policy, process, or procedure specifying how the sponsor will apply to the NSPM for additional qualification(s) to the SOQ [re: § 60.16(a); § 60.16(a)(1)(i); and § 60.16(a)(1)(ii)].</p>			
<b>E.1.19.</b>		<p>A policy, process, or procedure specifying how the sponsor completes all required Attachment 2 objective tests each year in a minimum of four evenly spaced inspections as specified in the appropriate QPS. [re: § 60.19(a)(1) QPS Appendices A, B, C, or D].</p>			

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E.1.20.		A policy, process, or procedure specifying how the sponsor completes a functional preflight check of the FSTD within the preceding 24 hours of FSTD use, including a description of the functional preflight [re: § 60.19(a)(2) QPS, Appendices A, B, C, or D].			
E.1.21.		A policy, process, or procedure specifying how the sponsor schedules continuing qualification evaluations with the NSPM [re: § 60.19(b)(2)].			
E.1.22.		A policy, process, or procedure specifying how the sponsor ensures that the FSTD has received a continuing qualification evaluation at the interval described in the MQTG [re: § 60.19(b)(5) and (6)].			
E.1.23. E.1.23.a E.1.23.b		A policy, process, or procedure describing how discrepancies are recorded in the FSTD discrepancy log, including [re: § 60.19(c); § 60.19(c)(2)(i); § 60.19(c)(2)(ii): a. A description of how the discrepancies are entered and maintained in the log until corrected. b. A description of the corrective action taken for each discrepancy, the identity of the individual taking the action, and the date that action is taken.			
E.1.24.		A policy, process, or procedure specifying how the discrepancy log is kept in a form and manner acceptable to the Administrator and is kept in or adjacent to the FSTD (An electronic log that may be accessed by an appropriate terminal or display in or adjacent to the FSTD is satisfactory) [re: § 60.19(c)(2)(iii)].			
E.1.25.		A policy, process, or procedure that requires each instructor, check airman, or representative of the Administrator conducting training, evaluation, or flight experience, and each person conducting the preflight inspection, who discovers a discrepancy, including any missing, malfunctioning, or inoperative components in the FSTD, to write or cause to be written a description of that discrepancy into the discrepancy log at the end of the FSTD preflight or FSTD use session [re:§ 60.20].			

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E.1.26.		A policy, process, or procedure specifying how the sponsor will apply for initial qualification based on the final aircraft data package approved by the aircraft manufacturer if operating an FSTD based on an interim qualification [re: § 60.21(c)].			
E.1.27.		A policy, process, or procedure specifying how the sponsor determines whether an FSTD change qualifies as a modification as defined in § 60.23 [re: § 60.23(a)(1) and (2)].			
E.1.28.		A policy, process, or procedure specifying how the sponsor will ensure the FSTD is modified in accordance with any FSTD Directive regardless of the original qualification basis [re: § 60.23(b)].			
E.1.29. E.1.29.a E.1.29.b E.1.29.c		A policy, process, or procedure specifying how the sponsor will notify the NSPM and TPAA of their intent to use a modified FSTD and to ensure that the modified FSTD will not be used prior to [re: § 60.23(c)(1)(i), (ii), and (iv)]: a. Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and the sponsor has not received any response from either the NSPM or the TPAA; or b. Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and one has approved the proposed modification and the other has not responded; or c. The FSTD successfully completing any evaluation the NSPM may require in accordance with the standards for an evaluation for initial qualification or any part thereof before the modified FSTD is placed in service.			

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<b>E.1.30.</b> <b>E.1.30.a</b> <b>E.1.30.b</b> <b>E.1.30.c</b>		<p>A policy, process, or procedure specifying how, after a FSTD modification is approved by the NSPM, the sponsor will [r: § 60.23(d) and (e)]:</p> <ul style="list-style-type: none"> <li>a. Post an addendum to the SOQ until the NSPM issues a permanent, updated SOQ.</li> <li>b. Update the MQTG with current objective test results and appropriate objective data for each affected objective test or other MQTG section affected by the modification.</li> <li>c. File in the MQTG the requirement from the NSPM to make the modification and the record of the modification completion.</li> </ul>			
<b>E.1.31.</b> <b>E.1.31.a</b> <b>E.1.31.b</b>		<p>A policy, process, or procedure specifying how the sponsor will track the length of time a component has been missing, malfunctioning, or inoperative (MMI), including [re: § 60.25(b) and (c), and QPS Appendices A, B, C, or D].</p> <ul style="list-style-type: none"> <li>a. How the sponsor will post a list of MMI components in or adjacent to the FSTD.</li> <li>b. How the sponsor will notify the NSPM if the MMI has not been repaired or replaced within 30 days and is reportable as per documented NSP policy [re: FSTD Guidance Bulletin 08-01 (as amended)].</li> </ul>			
<b>E.1.32.</b>		<p>A policy, process, or procedure specifying how the sponsor will notify the NSPM and how the sponsor will seek re-qualification of the FSTD if the FSTD is moved and reinstalled in a different location [re: § 60.27(a)(3)].</p>			

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<b>E.1.33.</b> <b>E.1.33.a</b> <b>E.1.33.b</b> <b>E.1.33.c</b> <b>E.1.33.d</b> <b>E.1.33.e</b> <b>E.1.33.f</b> <b>E.1.33.g</b> <b>E.1.33.g.1</b> <b>E.1.33.g.2</b> <b>E.1.33.g.3</b> <b>E.1.33.g.4</b>		<p>A policy, process, or procedure specifying how the sponsor will maintain control of the following (The sponsor must specify how these records are maintained in plain language form or in coded form; but if the coded form is used, the sponsor must specify how the preservation and retrieval of information will be conducted) [re: § 60.31 and QPS Appendices A, B, C, or D]:</p> <ol style="list-style-type: none"> <li>a. The MQTG and each amendment.</li> <li>b. A record of all FSTD modifications, as determined under E.1.27., since the issuance of the original SOQ [re: § 60.23(b) and Figure A4I, Attachment 4 to Appendix A of Part 60].</li> <li>c. Results of the qualification evaluations (initial and each upgrade) since the issuance of the original SOQ.</li> <li>d. Results of the objective tests conducted for a period of 2 years [re: § 60.19 (a)(1)].</li> <li>e. Results of the previous three continuing qualification evaluations, or the continuing qualification evaluations from the previous 2 years, whichever covers a longer period.</li> <li>f. Comments obtained in accordance with E.1.8. (i.e., independent feedback from persons recently completing training, evaluation, or obtaining flight experience; instructors and check airmen using the FSTD for training, evaluation or flight experience sessions; and FSTD technicians and maintenance personnel) [re: § 60.31(a)(3)(iv) for a period of at least 90 days].</li> <li>g. A record of all discrepancies entered in the discrepancy log over the previous 2 years, including the following: <ol style="list-style-type: none"> <li>1. A list of the components or equipment that were or are missing, malfunctioning, or inoperative.</li> <li>2. The action taken to correct the discrepancy.</li> <li>3. The date the corrective action was taken.</li> <li>4. The identity of the person determining that the discrepancy has been corrected.</li> </ol> </li> </ol>			

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