

NOTICE

U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.399

National Policy

Effective Date:
1/4/17

Cancellation Date:
1/4/18

SUBJ: Enhanced Pilot Training and Qualification

1. Purpose of This Notice. This notice provides policy, information, and direction regarding the enhanced pilot training and qualification requirements in Title 14 of the Code of Federal Regulations (14 CFR) part 121.

2. Audience. The primary audience for this notice is Flight Standards District Office (FSDO), Certificate Management Team (CMT), and certificate management office (CMO) aviation safety inspectors (ASI) (Operations) responsible for the oversight and approval of pilot training and qualification programs conducted in accordance with part 121 subparts N and O or subpart Y. The secondary audience includes Training Center Program Managers (TCPM) responsible for the oversight of 14 CFR part 142 training centers, other Flight Standards Service (AFS) personnel in certificate-holding district offices (CHDO), Federal Aviation Administration (FAA) branches and divisions in the regions, and headquarters (HQ) AFS 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. Applicability. The information and policy contained in this notice is applicable to principal operations inspectors (POI) responsible for the oversight and approval of pilot training and qualification programs for the following:

- Part 121 air carriers that train and qualify pilots in accordance with part 121 subparts N and O;
- Part 121 air carriers and 14 CFR part 135 air carriers/operators that train and qualify pilots in accordance with part 121 subpart Y;
- Part 135 air carriers/operators that are required by part 135, § 135.3(b) to train and qualify pilots in accordance with part 121 subparts N and O; and
- Part 135 air carriers/operators authorized in accordance with § 135.3(c) to train and qualify pilots in accordance with part 121 subparts N and O.

5. Background.

a. Qualification, Service, and Use of Crewmembers and Aircraft Dispatchers

Final Rule. On November 12, 2013, the FAA issued the Qualification, Service, and Use of Crewmembers and Aircraft Dispatchers final rule, which implemented enhanced pilot training and qualification in part 121, including stall and upset prevention and recovery training (collectively referred to as extended envelope training). The enhanced pilot training and qualification requirements have a compliance date of March 12, 2019.

b. Flight Simulation Training Device Qualification Standards for Extended Envelope and Adverse Weather Event Training Tasks Final Rule.

On March 30, 2016, the FAA issued the Flight Simulation Training Device Qualification Standards for Extended Envelope and Adverse Weather Event Training Tasks final rule to amend 14 CFR part 60. This final rule improved existing technical standards and introduced new technical standards to define flight simulation training device (FSTD) fidelity requirements to conduct the enhanced pilot training and qualification required by the Qualification, Service, and Use of Crewmembers and Aircraft Dispatchers final rule.

c. FAA Extension, Safety, and Security Act of 2016. On July 15, 2016, the FAA Extension, Safety, and Security Act of 2016 (Public Law 114-190) was enacted. Section 2102 of this law required the FAA to issue guidance to air carriers and inspectors regarding standards for compliance with the requirements for enhanced pilot training and qualification contained in the Qualification, Service, and Use of Crewmembers and Aircraft Dispatchers final rule.

6. Additional References. The current editions of the following advisory circulars (AC) provide additional information regarding the enhanced pilot training and qualification requirements:

- AC 120-35, Flightcrew Member Line Operational Simulations: Line-Oriented Flight Training, Special Purpose Operational Training, Line Operational Evaluation.
- AC 120-71, Standard Operating Procedures and Pilot Monitoring Duties for Flight Deck Crewmembers.
- AC 120-109, Stall Prevention and Recovery Training.
- AC 120-111, Upset Prevention and Recovery Training.
- AC 120-114, Pilot Training and Checking (14 CFR Part 121 Subparts N and O, Including Appendices E and F).
- AC 121-39, Air Carrier Pilot Remedial Training and Tracking Program.

7. Compliance Date. Compliance with the enhanced pilot training and qualification requirements described in this notice is required no later than March 12, 2019. Any initial, transition, upgrade, or requalification pilot training and qualification curriculum which has not been revised and approved by the POI to include these requirements may not be used after March 12, 2019.

a. Pilots Qualified on March 12, 2019. In accordance with part 121, § 121.423(f), pilots qualified to serve in operations under part 121 on March 12, 2019 must complete the recurrent extended envelope training specified in § 121.423 no later than March 31, 2020. This allowance only applies to pilots qualified on the specific airplane type on March 12, 2019.

b. Pilots Unqualified on March 12, 2019. In accordance with § 121.400(c)(8), pilots who have become unqualified due to not having completed the recurrent training requirements of § 121.427 or the proficiency check requirements of § 121.441 must complete requalification training. In accordance with § 121.915(c), pilots who have become unqualified due to not having maintained continuing qualification must complete requalification training. Therefore, requalification training for pilots who are unqualified on March 12, 2019 must include the extended envelope training.

8. Pilot Ground Training.

a. New Subjects. In accordance with § 121.419(a)(2)(xi) and (xii), ground training for pilots must include the following new subjects for the specific airplane type:

- Stall prevention and recovery in clean configuration, takeoff and maneuvering configuration, and landing configuration; and
- Upset prevention and recovery.

b. Training Categories. In accordance with §§ 121.419(a) and (b) and 121.427(b)(2), these new subjects must be included in all initial, transition, upgrade, and recurrent pilot training curricula for all airplane types.

c. Programmed Hours.

(1) Initial. In accordance with § 121.419(e)(2), the minimum programmed hours for initial ground training for pilots in all airplane types must be increased by 2 hours. The new minimum programmed hours are as follows:

(a) Pilots who have *not* completed the airline transport pilot (ATP) Certification Training Program (CTP) in 14 CFR part 61, § 61.156:

- Group I reciprocating-powered airplanes – 66 hours.
- Group I turbopropeller-powered airplanes – 82 hours.
- Group II turbojet-powered airplanes – 122 hours.

(b) Pilots who have completed the ATP CTP in § 61.156:

- Group I reciprocating-powered airplanes – 56 hours.
- Group I turbopropeller-powered airplanes – 72 hours.
- Group II turbojet-powered airplanes – 112 hours.

(2) Recurrent. In accordance with § 121.427(e)(2), the minimum programmed hours for recurrent ground training for pilots in all airplane types must be increased by 30 minutes. The new minimum programmed hours are as follows:

- Group I reciprocating-powered airplanes – 16 hours and 30 minutes.
- Group I turbopropeller-powered airplanes – 20 hours and 30 minutes.
- Group II turbojet-powered airplanes – 25 hours and 30 minutes.

9. Pilot Flight Training.

a. New Maneuvers and Procedures. In accordance with §§ 121.424(a)(1) and (2) and 121.427(d)(1)(i), flight training for pilots must include the following new maneuvers and procedures for the specific airplane type:

(1) Extended envelope training specified in § 121.423 in a Level C or higher full flight simulator (FFS):

- Manually controlled slow flight;
- Manually controlled loss of reliable airspeed;
- Manually controlled instrument departure and arrival;
- Upset recovery maneuvers;
- Recovery from bounced landing; and
- Instructor-guided, hands-on experience of recovery from full stall and, if equipped, stick pusher activation.

Note: The Air Transportation Division (AFS-200) may authorize a deviation in those limited instances in which a Level C or higher FFS does not exist (e.g., certain older fleets such as the Convair 580) or for extraordinary reasons, access to a Level C or higher FFS is limited. See Appendix A of this notice for the process to request a deviation.

(2) Part 121 appendices E and F:

(a) Taxiing maneuver:

- Use of airport diagram (surface movement chart);
- Obtaining appropriate clearance before crossing or entering active runways; and
- Observation of all surface movement guidance control markings and lighting.

(b) Pretakeoff procedures:

- Receipt of takeoff clearance and confirmation of aircraft location; and
- Flight management system (FMS) entry, if appropriate, for the departure runway prior to crossing hold-short line for takeoff.

(c) Crosswind takeoffs with gusts. For training conducted in an airplane in flight, this maneuver is only required if practicable under the existing meteorological, airport, and traffic conditions.

(d) Crosswind landings with gusts. For training conducted in an airplane in flight, this maneuver is only required if practicable under the existing meteorological, airport, and traffic conditions.

b. Training Categories. In accordance with §§ 121.424(a) and 121.427(d)(1)(i), these new maneuvers and procedures must be included in all initial, transition, upgrade, and recurrent pilot training curricula for all airplane types.

(1) Initial. In accordance with § 121.424(c)(1) and (2), the minimum programmed hours for initial flight training does not include the extended envelope training required by § 121.423. The time required for the extended envelope training is in addition to the minimum programmed hours of initial flight training.

(2) Recurrent.

(a) In accordance with § 121.423(d), the extended envelope training must be completed every 24 calendar-months, except for the recovery from bounced landing maneuver, which must be completed every 36 calendar-months.

(b) In accordance with § 121.433(e), a proficiency check conducted under § 121.441 may not be substituted for the extended envelope training.

(c) In accordance with § 121.409, the new maneuvers and procedures in part 121 appendix F must be completed during a simulator course of training conducted under § 121.409(b)(2)(i).

c. Line-Oriented Flight Training (LOFT).

(1) Qualification LOFT. In accordance with part 121 appendix H, the qualification LOFT must provide an opportunity for each pilot to demonstrate workload management skills and pilot monitoring skills.

(2) Recurrent LOFT. A LOFT conducted under § 121.409(b)(2)(ii)(B) must include:

(a) At least two flight segments representative of the operations conducted by the air carrier. However, as described in the preamble to the Qualification, Service, and Use of Crewmembers and Aircraft Dispatchers final rule and AC 120-35, two gate-to-gate operating cycles are not necessary. One segment must include a complete taxi-out and taxi-in. Additional segments need only consist of takeoff, climb, en route, descent, and landing.

(b) An opportunity for each pilot to demonstrate workload management and pilot monitoring skills.

(c) Scenario-based or maneuver-based stall prevention training for each pilot before, during, or after the LOFT scenario.

10. Proficiency Checks.

a. New Maneuvers and Procedures. In accordance with § 121.441(b)(1) and part 121 appendix F, proficiency checks for all pilots must include the following new maneuvers and procedures for the specific airplane type:

(1) Taxiing maneuver:

- Use of airport diagram (surface movement chart);
- Obtaining appropriate clearance before crossing or entering active runways; and
- Observation of all surface movement guidance control markings and lighting.

(2) Pretakeoff procedures:

- Receipt of takeoff clearance and confirmation of aircraft location; and
- FMS entry, if appropriate, for the departure runway prior to crossing hold-short line for takeoff.

(3) Crosswind takeoff with gusts. For checking conducted in an airplane in flight, this maneuver is only required if practicable under the existing meteorological, airport, and traffic conditions.

(4) Crosswind landing with gusts. For checking conducted in an airplane in flight, this maneuver is only required if practicable under the existing meteorological, airport, and traffic conditions.

Note: Proficiency checks should not include the training maneuvers and procedures listed in § 121.423.

b. Frequency of Pilot in Command (PIC) Proficiency Checks. In accordance with § 121.441(a)(1)(ii), PICs must complete a proficiency check, within the preceding 12 calendar-months, in each airplane type in which the PIC serves. Therefore, if the PIC is serving in more than one airplane type, the PIC must complete a proficiency check in each type every 12 calendar-months. The airplane type is determined by the type certification.

(1) Example 1. A pilot serves as a PIC on the Embraer 135 and the Embraer 145. The Embraer 135 and Embraer 145 are variations on the same type certificate (TC) T00011AT. Therefore, a PIC serving on both variations is only required to complete one proficiency check in the airplane type every 12 calendar-months. Differences training must be conducted for the other variation.

(2) Example 2. A pilot serves as a PIC on the Boeing 757 and Boeing 767. The Boeing 757 is TC A2NM. The Boeing 767 is TC A1NM. Therefore, a PIC serving in both types must complete a proficiency check in the Boeing 757 within the preceding 12 calendar-months and another proficiency check in the Boeing 767 within the preceding 12 calendar-months.

(3) Deviation Authority. In accordance with § 121.441(f), a certificate holder may submit a request for deviation from the proficiency check requirements based on a designation of related

aircraft. A deviation may only be authorized by AFS-200. Refer to FAA Order 8900.1, Volume 3, Chapter 19, Section 12, Safety Assurance System: Related Aircraft Designations, Training, and Deviations—Part 121, for information, direction, and policy regarding related aircraft designation and deviations.

11. Flight Instructor, Check Pilot, and Check Flight Engineer (FE) Training.

a. New Subjects. In accordance with §§ 121.413(c) and 121.414(c), ground training for flight instructors, check pilots, and check FEs must include the following new subjects for each specific FSTD in which the person will conduct training or checking:

- Proper operation of the controls and systems;
- Proper operation of environmental and fault panels;
- Data and motion limitations of simulation; and
- The minimum airplane simulator equipment required by part 60 or part 121 for each maneuver and procedure completed in an FSTD.

b. Training Categories.

(1) Initial and Transition. In accordance with §§ 121.413(c) and (d) and 121.414(c) and (d), these new subjects must be included in all initial and transition flight instructor, check pilot, and check FE training curricula for flight instructors, check pilots, and check FEs who will conduct training or checking in an FSTD.

(2) Recurrent. In accordance with §§ 121.413(h) and 121.414(h), recurrent training on the new subjects for each specific FSTD must be completed every 12 calendar-months for flight instructors, check pilots, and check FEs who will conduct training or checking in an FSTD.

12. Pilot Remedial Training and Tracking. In accordance with § 121.415(h) and (i), the training program must include (1) a process to provide for the regular analysis of individual pilot performance to identify pilots with performance deficiencies during training and checking and multiple failures during checking and (2) methods for remedial training and tracking of pilots identified in the analysis. Refer to Order 8900.1, Volume 3, Chapter 19, Section 14, Safety Assurance System: Remedial Training and Tracking—Part 121 Pilots, for information, direction, and policy regarding remedial training and tracking.

13. Advanced Qualification Program (AQP). In accordance with part 121 subpart Y, certificate holders with an approved AQP must submit revised Job Task Listing, Qualification Standards Document, and Qualification and Continuing Qualification curricula, as applicable, for the additional training and checking requirements described in paragraphs 8 through 11 above. Certificate holders intending to use the approved AQP remediation strategy and provisions for special tracking as an alternative to the pilot remedial training and tracking requirements of § 121.415(h) and (i) must conduct a thorough analysis to determine suitability and compliance. Details describing acceptable guidelines are contained in AC 121-39.

14. FFS Considerations.

a. FFS Qualification. In accordance with part 60 (FSTD Directive 2), after March 12, 2019, a Level C or D FFS must be specifically qualified to conduct the training or checking of the following maneuvers:

- Upset recovery;
- Instructor-guided, hands-on experience of recovery from full stall, and, if equipped, stick pusher activation;
- Recovery from bounced landing;
- Crosswind takeoff with gust;
- Crosswind landing with gust; and
- Demonstrations of the effects of engine and airframe ice accretion.

b. Statement of Qualification (SOQ). The qualification must be listed in Section 3a on the FSTD's SOQ or as an interim qualification issued by the National Simulator Program (NSP) (AFS-205) on an approved FSTD Sponsor Notification Form for FSTD Directive 2 Modifications (NSP Form T011-FD2).

c. Application for Additional Qualification. In accordance with part 60, § 60.16, any sponsor seeking additional qualification for a Level C or D FFS to support the training or checking described in subparagraph 14a must comply with FSTD Directive 2, available at http://www.faa.gov/about/initiatives/nsp/fstd_dir/. FSTDs that were previously qualified for any of the maneuvers described in subparagraph 14a using voluntary guidance material must be evaluated and qualified using the updated standards in FSTD Directive 2.

15. Action. POIs should discuss the requirements of this notice with their assigned certificate holders.

a. Planning. POIs should encourage certificate holders to develop a plan to meet these requirements to ensure:

- (1) All affected pilot curricula can be revised and approved by the compliance date.
- (2) In accordance with part 121 subpart Y or appendix H, as applicable, the flight instructors and check pilots will be appropriately trained on the revised curriculum prior to conducting training or checking of the new maneuvers and procedures.
- (3) The certificate holder will have access to a sufficient number of qualified FFSs for each airplane type by the compliance date.
- (4) The certificate holder can appropriately schedule training to ensure all pilots qualified on March 12, 2019, will complete the recurrent extended envelope training no later than March 31, 2020. Depending on the number of pilots and FFSs available, certificate holders may need to begin the recurrent extended envelope training prior to the compliance date to ensure all pilots will complete the training by March 31, 2020.

(5) Certificate holders who lease an FFS(s) from another entity are either coordinating with that entity to ensure the FFS(s) will meet the additional qualification requirements by the compliance date or that the certificate holder is coordinating to obtain their own FFS(s) or use of a qualified FFS(s) from another entity. AFS-200 will not authorize a deviation to the requirements of § 121.423 due to the certificate holder's lack of planning. Additionally, there is no deviation authority for the new requirements in part 121 appendices E and F. Therefore, to comply with appendices E and F after March 12, 2019, a certificate holder who does not have use of an FFS(s) with the additional qualifications will have to conduct the training and checking of crosswind takeoffs and landings with gusts in an airplane in flight.

b. Early Compliance. The Qualification, Service, and Use of Crewmembers and Aircraft Dispatchers final rule encouraged early compliance with the enhanced pilot training and qualification requirements. POIs should continue to encourage early compliance with the enhanced pilot training and qualification requirements.

(1) **Methods of Early Compliance.** If certificate holders choose early compliance, they are not required to comply early with all the requirements. Certificate holders may choose to comply with some requirements early and other requirements later once the FFS(s) are appropriately qualified. For example, a certificate holder may decide to comply with the ground training requirement for stall prevention and recovery or upset prevention and recovery even if the FFS(s) are not yet qualified for the flight training of those maneuvers. Certificate holders may also choose to implement the new requirements early based on airplane type. For example, if a certificate holder has a large fleet of airplane type A and a small fleet of airplane type B, the certificate holder may decide to begin early compliance with airplane type A to ensure sufficient scheduling time for all pilots to complete the required FFS training.

(2) **Avoid Negative Training.** Early compliance with the training or checking of the maneuvers described in subparagraph 14a should not be conducted if the FFS(s) has not been evaluated and qualified for those maneuvers by the NSP (AFS-205). If the FFS is not appropriately qualified, negative training could occur.

c. Custom Data Collection Tools (C DCT). Use the four Safety Assurance System (SAS) National/Regional C DCTs for the required Design Assessment (DA) and Performance Assessment (PA) of the new requirements. If the certificate holder is complying early, the POI can select only the questions applicable to the requirements being evaluated. The POI can use additional National/Regional C DCTs as the certificate holder implements additional requirements. The POI can also include instructions to evaluate the new requirements applicable to a specific airplane type if the certificate holder is implementing the new requirements at different intervals for different airplane types. The four National/Regional C DCTs are titled:

- Part 121 Enhanced Pilot Training and Qualification DA;
- Part 121 Enhanced Pilot Training and Qualification PA;
- Part 121 Remedial Training and Tracking DA; and
- Part 121 Remedial Training and Tracking PA.

(1) POIs will load the applicable National/Regional C DCT template using the following steps:

- (a) From the SAS fly-out menu, under Create DCTs, select “Custom DCT.”
- (b) Select “CH/A Name/Designator” from the drop-down menu.
- (c) The Custom DCT Name should be left blank. It will autopopulate with the template title.
- (d) Enter “N8900.399” without quotes in the Local/Regional/National field.
- (e) Select the checkbox for LRN Locked.
- (f) Under Requires Own Assessment, select “Yes” from the drop-down menu.
- (g) Select the “OP” radio button next to Specialty.
- (h) Select the “Design” or “Performance” radio button, as applicable, next to Question Type.
- (i) Click on the “Search/Add Question(s)” button to open the pop-up window.
- (j) Select the “Yes – National/Regional” radio button from the Apply from Template menu.
- (k) Click on the “Select Template” drop-down menu and select the applicable DA or PA template.
- (l) Click on “Search.”
- (m) Select the checkboxes for the associated questions to add to the C DCT.
- (n) Click on “Add Question(s).”
- (o) Click on the “Close” button to return to the Create DCT window.
- (p) Click on “Send to Planning.”
- (q) Verify that the C DCT appears in the Comprehensive Assessment Plan (CAP).
- (r) Repeat steps (a) through (q) for additional assessments.

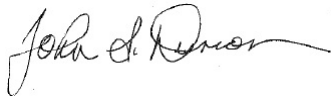
Note: These instructions are also found in the Adding a Custom DCT Quick Reference Card (Q-Card) located in the SAS Resource Guide.

(2) Once loaded, POIs (or assigned ASIs) will document the assessments by answering the questions in the National/Regional C DCT.

(3) After the National/Regional C DCTs are completed, AFS-200 may query the data in SAS to monitor the implementation of the new requirements.

(4) The four National/Regional C DCTs will remain available until the compliance date of March 12, 2019, at which time the questions will be integrated into the applicable Element Design (ED) and Element Performance (EP) Assessment DCTs.

16. Disposition. We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions concerning the information in this notice to AFS-200 at 202-267-8166.



John S. Duncan
Director, Flight Standards Service

Appendix A. Process to Request a Deviation from § 121.423

1. Intent of Deviation. Title 14 of the Code of Federal Regulations (14 CFR) part 121, § 121.423 permits a certificate holder to submit a request for deviation to conduct the extended envelope training using an alternative method to meet the learning objectives. As explained in the preamble to the Qualification, Service, and Use of Crewmembers and Aircraft Dispatchers final rule, this deviation is only intended for those limited instances in which a Level C or higher full flight simulator (FFS) does not exist (e.g., certain older fleets such as the Convair 580) or for extraordinary reasons, access to a Level C or higher FFS is limited. The preamble further explained that currently over 95 percent of FAA-qualified FFSs that replicate airplanes used in part 121 operations are a Level C or higher FFS. Therefore, with proper planning, very few certificate holders will have a need for a deviation.

2. Approval Authority. The Air Transportation Division (AFS-200) retains the authority to approve or deny a request for deviation from § 121.423. Principal operations inspectors (POI) and regional Flight Standards divisions (RFS) may not approve this deviation.

3. Process. When a certificate holder notifies the POI of their intent to request a deviation from § 121.423, the POI should provide the certificate holder with the following information.

a. Request for Deviation Submittal Method. The certificate holder must submit the request for deviation to the POI. The certificate holder may submit the request via any method found acceptable to the POI (e.g., paper letter, electronic, or fax).

b. Request for Deviation Submittal Format. The request may be in any format but must include at least the following information:

- Name, air carrier certificate number, and business address of the certificate holder;
- Identification of the airplane type for which the certificate holder is seeking deviation;
- An FFS availability assessment for the airplane type, including hours by specific FFS and location of the FFS;
- An FFS shortfall analysis that includes the training that cannot be completed in a Level C or higher FFS; and
- Alternative methods for achieving the learning objectives of § 121.423.

c. Initial POI Review of the Request for Deviation. The POI must conduct an initial review of the request to determine if it contains the minimum information required by subparagraph 3b above. If the request does not contain the minimum information, the POI should contact the certificate holder and request the additional information.

d. Acceptable Request. Once the request meets the requirements of subparagraph 3b, the POI must notify the RFS and AFS-200 of the request.

e. Evaluation of the Request for Deviation.

(1) Team. AFS-200 will convene a small team to evaluate the request for deviation. The small team will consist of at least the following individuals:

- POI;
- Aircrew program manager (APM), if applicable;
- RFSD representative;
- Air Carrier Training Systems and Voluntary Safety Programs Branch (AFS-280) representative;
- National Simulator Program (NSP) (AFS-205) representative; and
- Applicable Aircraft Evaluation Group (AEG) representative.

(2) Conducting the Evaluation. The team will first evaluate the FFS availability assessment and shortfall analysis provided by the certificate holder to determine if a deviation is justified.

(3) Deviation Not Justified. If the team determines a deviation is not justified, AFS-200 will notify the POI by memo through the RFSD, including an explanation of why the deviation was not approved. After the POI receives the memo from AFS-200, the POI must notify the certificate holder.

(4) Deviation Justified. If a deviation is justified, the team will evaluate the alternative methods proposed by the certificate holder to determine if the learning objectives can be met using those methods. Through the POI, the team will request additional information from the certificate holder or modification to the alternative methods, as necessary, to meet the learning objectives.

f. Request Approved. Once the team reaches consensus, AFS-200 will notify the POI by memo through the RFSD. The memo will authorize the POI to issue or amend Operations Specification (OpSpec) A005, Exemptions and Deviations, to authorize the deviation. The memo will contain the conditions and limitations determined necessary by AFS-200 to be included in the OpSpec.

g. Notification to the Certificate Holder. After the POI receives the memo from AFS-200, the POI must notify the certificate holder. The POI must issue or amend OpSpec A005 to authorize the applicable deviation. The POI must incorporate the conditions and limitations in OpSpec A005 as specified in the authorization memo.

h. Duration of Deviation. In accordance with § 121.423(e)(4), the deviation will be granted for a maximum of 12 calendar-months. AFS-200 will specify the expiration date in the conditions and limitations.

4. Extension of Deviation. A certificate holder may request extension of a deviation. A request for extension should be submitted to the POI and forwarded to AFS-200 through the RFSD. Based on surveillance performed, the POI should include an analysis of the effectiveness of the alternative methods in meeting the learning objectives. If the circumstances justifying the original deviation remain unchanged, the certificate holder is not proposing changes to the alternative methods, and surveillance indicates the learning objectives are being met, AFS-200 will grant an extension to the deviation for a maximum of 12 calendar-months. If the circumstances justifying the original deviation have changed, surveillance indicates the learning objectives are not being met, or the certificate holder is proposing different alternative methods,

AFS-200 will reconvene the small team to evaluate the extension request using the process described in paragraph 3.

5. Retention of Authorization Memo. In accordance with the current edition of Federal Aviation Administration (FAA) Order 1350.14, Records Management, the authorization memo is an active record that the CHDO must retain for the duration of the deviation. After the deviation is superseded or terminated, the authorization memo becomes an inactive record, which the CHDO must manage in accordance with Order 1350.14.