

Element Performance Inspection (EPI) Data Collection Tool

4.2.7 Training of Check Airmen and Instructors (OP)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To ensure that Training of Check Airmen and Instructors is accomplished in accordance with the certificate holder's approved programs.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements, and interfaces for the Training of Check Airmen and Instructors process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Training of Check Airmen and Instructors process.

Specific Instructions:

- To accomplish this EPI, the inspector will need to observe all or part of the curriculum segments of the FAA approved training program. For each question answered, the inspector should enter the name of the observed curriculum segment (examples listed below)*, in the comments block. If the answer is "Yes", use the "Yes" button
- if the answer is "No", use the appropriate selection from the drop down menu.
- -Basic indoctrination training
- -Initial and transition training
- -Emergency training, including hands-on drills
- -Differences training
- -Security training
- -Recurrent training
- -Requalification training
- *Although operating experience is part of the training program, that element is located in the "Crewmember and Dispatch Qualifications" system.
- The inspector should ensure all aspects of the training program are covered: manuals, lesson plans, mock-ups, training devices, facilities, etc. In addition to reviewing the training program, other documentation to review should include: record keeping locations, operations specifications, specifically part A for deviations to training requirements, etc.

Related EPIs:

- 3.1.3 Airmen Duties / Flight Deck Procedures (OP)
- 3.1.9 Aircraft Performance Operating Limitations (OP)
- 3.1.10 Lower Landing Minimums (LLM) (OP)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.9 Outsource Crewmember Training (OP)
- 4.2.10 Aircrew Designated Examiner (ADE) Program (OP)

- 4.2.8 Simulators / Training Devices (OP)
- 4.2.12 Hazardous Material Training Program (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 121.135(a)(1)
 - 121.135(b)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.401(a)(2)
 - 121.401(a)(3)
 - 121.401(a)(4)
 - 121.411
 - 121.411(b)(1)
 - 121.411(b)(2)
 - 121.411(b)(3)
 - 121.411(b)(4)
 - 121.411(b)(5)
 - 121.411(b)(6)
 - 121.411(b)(7)
 - 121.411(c)(1)
 - 121.411(c)(2)
 - 121.411(c)(3)
 - 121.411(c)(5)
 - 121.411(d)
 - 121.411(e)
 - 121.411(f)(1)
 - 121.411(f)(2)
 - 121.411(g)
 - 121.412
 - 121.412(b)(1)
 - 121.412(b)(2)
 - 121.412(b)(3)
 - 121.412(b)(4)
 - 121.412(b)(5)
 - 121.412(b)(6)
 - 121.412(c)(1)
 - 121.412(c)(2)
 - 121.412(c)(3)
 - 121.412(c)(4)
 - 121.412(e)
 - 121.412(f)(1)
 - 121.412(f)(2)
 - 121.412(g)
 - 121.413
 - 121.413(a)(1)
 - 121.413(a)(2)
 - 121.413(b)
 - 121.413(c)(1)
 - 121.413(c)(2)
 - 121.413(c)(3)
 - 121.413(c)(4)(i)
 - 121.413(c)(4)(ii)
 - 121.413(c)(5)

- SRRs:
 - 121.413(c)(6)
 - 121.413(d)
 - 121.413(e)(1)
 - 121.413(e)(2)
 - 121.413(e)(3)(i)
 - 121.413(e)(3)(ii)
 - 121.413(e)(4)
 - 121.413(g)(1)
 - 121.413(g)(2)
 - 121.414
 - 121.414(a)(1)
 - 121.414(a)(2)
 - 121.414(b)
 - 121.414(c)(1)
 - 121.414(c)(2)
 - 121.414(c)(3)
 - 121.414(c)(4)(i)
 - 121.414(c)(4)(ii)
 - 121.414(c)(5)
 - 121.414(c)(6)
 - 121.414(c)(7)
 - 121.414(d)
 - 121.414(e)(1)
 - 121.414(e)(2)
 - 121.414(e)(3)(i)
 - 121.414(e)(3)(ii)
 - 121.414(e)(4)
 - 121.414(g)(1)
 - 121.414(g)(2)
 - 121 App..H

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
 - Intentionally left blank
- FAA Policy/Guidance:
 - FAA Order 8000.88, chapters 1-3
 - FAA Order 8900.1, Volume 3, Chapter 20
 - AC 91-70
 - AC 120-28D
 - AC 120-42A
 - AC 120-51E
 - AC 120-53
 - AC 120-68D
 - AC 120-70

EPI Section 1 - Performance Observables

Objective: The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information for the Training of Check Airmen and Instructors process contained in the certificate holder's manual.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's Training of Check Airmen and Instructors process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Training of Check Airmen and Instructors process with the personnel (other than management) who perform the duties and responsibilities required by the process.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Determine whether the following performance measures were met:	
1.1.	Were there enough flight instructors available to conduct training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Were there enough check airmen available to conduct checking?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Were instructors and check airmen proficient in recognizing unexpected student induced emergency situations that may develop during training and checking in an airplane in flight?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Were instructors and check airmen trained on the possibility of unexpected simulator induced fire, smoke, and motion failures that may occur during training and checking sessions?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	Were instructors and check airmen proficient in performing normal, abnormal, and emergency procedures while conducting airplane training and checks from the left and right pilot seats, as applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Were instructors and check airmen proficient in performing seat dependent tasks while conducting airplane training and checks from the left and right pilot seats, as applicable?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Were the certificate holder's policies, procedures, instructions, and information for the Training of Check Airmen and Instructors process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Training of Check Airmen and Instructors process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Training of Check Airmen and Instructors process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

5.	Were the process measurements for the Training of Check Airmen and Instructors process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI Section 1 - Performance Observables Drop-Down Menu	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

EPI Section 2 - Management Responsibility & Authority Observables

Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the Training of Check Airmen and Instructors process.
2.	Identify the person who has overall authority for the Training of Check Airmen and Instructors process.
3.	Review the duties and responsibilities for those who manage the Training of Check Airmen and Instructors process.
4.	Review the appropriate organizational chart.
5.	Discuss the Training of Check Airmen and Instructors process with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Training of Check Airmen and Instructors process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Training of Check	<input type="checkbox"/> Yes

	Airmen and Instructors process meet the qualification standards?	<input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the Training of Check Airmen and Instructors process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

EPI Section 2 - Management Responsibility & Authority Observables Drop-Down Menu	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.