A standardization review processis required in order for an operator, training provider and FAA principal operations inspector (POI) to understand and coordinate the training and qualification of crewmembers, instructors and check airman. Operations specification (OpSpec) paragraph A031 documents and authorizes an operator to utilize another organization such as a part 142 training center to conduct training for the operator. A standardization review and a separate audit is required by OpSpec paragraph A031 and must be accomplished to ensure that training and evaluation provided for the operator is conducted in accordance with the operator’s approved program, operator policies and procedures, and the regulatory requirements applicable to the operator.

**Standardization Review**

The purpose of a standardization review is to determine the capabilities of the training provider relative to the operator’s training requirements and to identify, in detail, the specific portions (or components) of the air carrier’s approved training program or curriculum that the training center will provide. The standardization review process will also establish the policies and procedures that will be followed by the training center during contract training as well as establish the training and qualification of personnel that conduct training and evaluation for the operator. The standardization review will form the basis for the operator’s audit program procedures where the operator will evaluate the actual training provided by the training center.

The operator is responsible for conducting a standardization review of the training provider:

• Prior to the start of any contract training or checking operations by a training provider. The POI must be provided the results of the standardization review (including required training of contract personnel) prior to the issuance of OpSpec paragraph A031.

• Any time a major change affects the operator’s contract crewmember training during the 24 month interval.

• When a new curriculum is added at a center’s location or an additional center is authorized to provide training under an existing curriculum.

Separately, the operator must conduct an audit of actual contract training and/or checking operations by the training provider. This audit must be completed and report submitted to the POI within 60 days after the commencement of contract training and/or checking operations. In order to maintain A031 authorization to conduct contract training, recurrent audit reports are due to the POI thereafter at intervals not greater than 24 calendar months.

As part of the standardization review, an operator certificated under Title 14 of the Code of Federal Regulations (14 CFR), part 119, must clearly define the training and checking items that the carrier’s POI has approved the training center to provide for the operator. Items that have not been pre-approved by the respective POI will not be credited toward the completion of that operator’s training requirements. This must be accomplished by developing, as part of the training program, a method to identify the specific training that will be accomplished each party such as a Source of Training document. In many cases, the training center and the operator have joint responsibility for the satisfactory completion of a particular training module (e.g., adverse weather, weight and balance, etc.) within the curriculum. When this is the case the training module in the curriculum must be broken into elements or events and clearly show which element or event will be provided by the training center. The following example illustrates how this may be accomplished.

|  |  |
| --- | --- |
| Module and Elements | Source |
|  |  |
| **Weight and Balance Determination** | **J** |
|  |  |
|  Aircraft Manufacturers Weight and Balance Procedures (AFM) | TP |
|  Definitions | TP |
|  Limitations | TP |
|  Load Shift / Fuel Management and Use | TP |
|  Operations Specifications (Paragraphs A096, A097, A098) | O |
|  FAA Advisory Circular AC 120.27E | O |
|  Carry on baggage identification, load and storage | O |
|  Passenger weight determination—average, surveyed, actual | O |
|  Baggage / freight weight determination | O |
|  Cabin configuration and loading | O |
|  Baggage compartment loading and security | O |
|  Air carrier computation method (computer) | O |
|  Manifest preparation | O |

|  |  |  |
| --- | --- | --- |
| **J** training provider and operator both provide a portion of the training topic | TP topic is provided by contract training provider | O operator provides training in the topic  |

Note: In this case, 14 CFR part 135.293(a)(3) checking cannot be accomplished by a contract check airman at a training center, since the entire topic area was not provided by the training center and therefore the check airman was not fully trained. Check airman authorization would be limited in this case.

During initial contract discussions, it is necessary for the operator and the contract training provider (training center) to convene a standardization program meeting to review the relevant topics covering each party’s responsibilities for the implementation of the operator’s approved program, the accomplishment of contracted training, evaluations, and administrative practices required by the operator and their approved training curriculums.

The following document provides a sample of a standardization review and audit program between an operator and a 14 CFR part 142 training center. It is important to understand that the document was developed as an example and it is possible that not every item shown may be appropriate for every operator. It is also possible that not every training area is represented by this example and additional items may be added for individual operators. The document should be modified as necessary to meet the needs of a particular operator.

**ABC Airlines and XYZ Training Center**

Introduction: This document summarizes the training and qualification of crewmembers, contract simulator instructors and contract check airman, standardization program, which will be followed by ABC Airlines, Inc., (ABC) and the XYZ training center (XYZ) for the purpose of ensuring standardization between its respective instructors and check airmen in its training and evaluation of ABC crewmembers. This standardization program will assist ABC and XYZ instructors and check airmen to achieve standardized application of ABC’s training policies and procedures as well as serving to identify any differences that may exist between ABC and XYZ training, evaluation, and/or the administration of ABC programs. A summary of the standardization program will also provide the operator and the assigned POI information necessary for comply with the audit requirements of paragraph A031 of ABC’s Operations Specifications.

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Note: Abbreviations used are as follows:

 CSI—Contract Simulator Instructor

 CCA—Contract Check Airman

**Training and Evaluation Standardization Review**

**ABC Airlines and XYZ Training Center**

**Program Administration** Implementation of Approved Programs—Duties, responsibilities, and authority

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Training Provider Identification / Description:** What training providers will be used, including address, phone number(s), part 142 certificate number(s) if applicable, etc. | . |
| **Facility Description:** General appraisal of facilities (including satellite) and adequacy for providing training (classrooms, visual aids, support personnel, simulator maintenance personnel, etc.) |  |
| **Personnel responsible for the implementation of approved training and resolution of deficiencies:** Training provider point of contact (DOS, DOT), and operator point of contact (DO, CP, DOT). |  |
| **Training Documentation:** Operator manuals (GOM, Training Program FCOM, checklists, “Read” files, etc.) available to students and training provider personnel (including instructors and CCA). |  |
| **Source of Training Documents:** Identification of the specific training provided by the training provider. |  |
| **Revision process:** How does each party notify the other of revisions to their respective curriculums, courseware, or programs? How does the revision policy affect the conduct of contract training? |  |
| **Enrollment procedures:** How is the training provider advised of requested training and required evaluations? How are students enrolled in the various courses conducted by the training provider? What are the prerequisites to start a training curriculum? |  |
| **Comparison of each training provider developed curriculum and operator approved curriculum:** Does the operator curriculum mirror the training provider curriculum in all aspects, including courseware? How is the operator notified that the training provider has changed curriculum content or courseware? |  |
| **Crew compliment during training and evaluation:** How is training in a single pilot aircraft conducted? How is training conducted for a single crew member training in an aircraft requiring two pilots? |  |
| **System for detection and correction of training deficiencies:** Define the training provider’s policy/procedure. |  |
| **Scheduling of center personnel authorized to conduct training or evaluation for the operator:** Are instructor and check airmen trained, qualified and approved for the operator. |  |
| **Other:** |  |

**Conduct of Training** Policies pertaining to the conduct and content of classroom, simulator, and flight training modules.

Training Course Content:

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Approved program content:** Review approved curriculums, revision status, courseware, supporting documentation, and checklists to determine if training-provider-developed curriculum contents agree with operator requirements (IAP, T/O minimums identified, etc.). Determine differences (if any). |  |
| **Terminology:** Define terms to be used (AOM, AFM, FCOM, QRH, etc.) |  |
| **Equipment differences:** Simulator vs. operator equipment and how appropriate differences training will be accomplished, and by whom. |  |
| **Flight profiles and procedures:** Compare operating procedures and aircraft configurations, especially during emergencies and instrument approach procedures (IAP). |  |
| **Maneuvers:** Instrument approach (including circling approach) procedures authorized. Use of autopilot. |  |
| **Standard Operating Procedures:** Crew call-outs, autopilot protocol, FMS protocol, etc. Determine differences and establish a process for training the operator’s procedures. | ,  |
| **Crew duties and responsibilities:** Comparison of operator vs. training provider normal and emergency procedures. |  |
| **Line-Oriented Flight Training (LOFT) development**: Who will develop LOFT that is it representative of the operator’s operating rules, airports, routes, types of operations, etc? |  |
| **CRM:** How is the operator’s CRM taught and how are skills evaluated? |  |
| **Special operational requirements and restrictions:** |  |
| **Operational Limitations**: Defined in operator’s Operations Specifications, Crew Operations Manual (COM), and/or Aircraft Flight Manual (AFM). |  |
| **Curriculum Revisions:** Determine how revisions to training-provider-developed curriculum will be integrated into operator approved program/curriculum. Is the operator notified prior to changes in training provider curriculum? |  |

**Conduct of Training** Policies pertaining to the conduct and content of classroom, simulator, and flight training modules.

Ground Training:

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Number of attendees:** Is the classroom size adequate? |  |
| **Class complement:** Operator policy requirements for mixing own crew with pilots from other operators, part 61 training, or foreign operators. |  |
| **Conduct:** Establish how ground training will be provided including schedule, breaks and relation to other required training. |  |
| **Class liaison:** Does the operator assign a liaison with the training provider. |  |
| **Equipment and publications:** Pertinent to operator’s aircraft, procedures, and crewmembers. |  |
| **Attendance requirements:** What documentation is required? |  |
| **Attire:** |  |
| **Performance standards and documentation:** Performance for each lesson? What records will be used? |  |
| **Distance learning:** Is distance learning used to accomplish any of the ground training, and is that training in compliance with FAA policy? |  |
| **Systems Integration Training (SIT):** Use of operator checklists, manuals and operating procedures including CRM. How will ground instructors be trained in operator procedures during SIT?  |  |
| **General Operational Subjects (GOS):** To what extent will the operator’s procedures and requirements be provided in the training provider’s classroom? |  |
| **Ground training documentation:** Compliance with regulatory and operator requirements (system, availability and detail, etc.)  |  |

**Conduct of Training** Policies pertaining to the conduct and content of classroom, simulator, and flight training modules.

Ground Training:

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Ground training content:** Is each system or topic relevant to the operator’s aircraft and covered in sufficient detail? Is content in accordance with approved curriculum? How are topics not included in the training-provider-developed curriculum to be trained? Are the operator’s CRM procedures used during ground training? |  |
| **CRM issues:** What standard is required to be met (briefings, etc.)? |  |
| **Written test procedure:** Test design, test security, open or closed book, time allowance, review and correction. |  |
| **Procedures for the reporting of violations of operator policies:** |  |
| **Minimum passing grades:** Failure of test and re-testing (including number of tests available). |  |
| **Other:** |  |

**Conduct of Training** Policies pertaining to the conduct and content of classroom, simulator, and flight training modules.

Simulator / Flight Training:

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Crew complement / crew pairing:** Operator policy or requirements for training with persons who are not operator personnel. |  |
| **Flight conduct:** Maneuvers, procedures; and crew duties, functions and responsibilities. |  |
| **Required flight equipment and publications:** Navigation charts, electronic flight bags (EFB), QRH/checklists, performance information, computers, etc. |  |
| **Reporting times and attendance:**  |  |
| **Breaks:** How are breaks monitored to assure training time is adhered to? |  |
| **Observers:** Who can sit in on sessions? |  |
| **Documentation:** Grading system and comments. |  |
| **Acceptable performance standards and judgment criteria defined:** |  |
| **Failure to progress:** Notification of operator and authorization for additional training. How are failures documented? |  |
| **Pre-check evaluation:** |  |
| **Recommendation for evaluations**: Established completion standards for knowledge and proficiency. |  |
| **Violations of air carrier policies or procedures:** |  |
| **Single PIC training with autopilot authorization:** Will pilots be trained as a single pilot operation or in crew environment? |  |

**Conduct of Training** Policies pertaining to the conduct and content of classroom, simulator, and flight training modules.

Simulator / Flight Training:

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **LOFT / LOE / SPOT:** LOFT must be pertinent to the operator’s operating rules, airports, routes, types of operations, etc.; and what instructor training will be accomplished. Are instructors trained and familiar with the operator’s procedures (weight & balance, performance, weather, dispatch / flight release, etc.)? | . |
| **Instrument approach procedures:** Conduct of all IAP authorized for operator. |  |
| **CRM issues:** What standard is required to be met (briefings, etc.)? |  |
| **Special emphasis areas:** How do the operator and training provider CFIT, runway incursion, and other special emphasis area requirements and training modules compare? |  |
| **Special airport / approach training:** |  |
| **Other:** |  |

**Flight Training Equipment** Comparison of the operator’s aircraft and the training provider’s flight training equipment used to provide contract training to assure all training requirements are met.

| **AIRCRAFT** | **COMPARISON AREAS** | **SIMULATOR / FTD** |
| --- | --- | --- |
|  | Aircraft Make and Model |  |
|  | Aircraft Series and S/N (or variant) |  |
|  | Qualification Level / FAA Identification Number |  |
|  | Flight Instrumentation |  |
|  | Powerplant (including propeller / TR) |  |
|  | System Modification Status |  |
|  | Navigation EquipmentGPS (make/model)FMS (make/model)HUD. |  |
|  | Autoflight Equipment |  |
|  | Pictorial Preflight Compatibility |  |
|  | Simulator VisualSpecial Airports, LOFT and Approaches |  |
|  | Daily Preflight InspectionSimulator Defects |  |
|  | EGPWS Equipment |  |
|  | Other |  |

**Personnel (Instructor and Check Airman) Training and Qualification** Training provider personnel responsible for the conduct of any training and/or checking under the provisions of this program must receive air carrier specific training.

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **PIC training and qualification:** How is training and checking to be accomplished? Will the operator train and qualify personnel or accept training and qualification by another operator? What documentation will be used? |  |
| **CSI Training**: Comparison of training provider simulator instructor training and qualification and the operator’s CSI training requirements. Is there a curriculum and procedure to accomplish that training? Will the operator provide all training and qualification? How is this training documented? |  |
| **CCA Training**: Comparison of training provider TCE training and qualification and the operator’s CCA training requirements. Is there a curriculum and procedure to accomplish that training? Will the operator provide all training and qualification? How is this training documented? |  |
| **CSI and CCA differences training requirements**: Comparison of the operator’s instructor and check airman training with previous operator training and qualification and a determination of what differences exist. Is there a curriculum and procedure to accomplish differences training? |  |
| **Line observation program:** How will a CSI and CCA accomplish this requirement? |  |
| **Minimum qualification and experience for CSI or CCA**: Operator determined minimums. |  |
| **CSI and CCA training and qualification records**: Where are they kept? Who keeps them current? Is the operator responsible? Does the operator have access to the records? |  |
| **Biennial Observation:** How will this be accomplished and recorded? |  |
| **Approved Drug Program:** |  |
| **CSI/CCA Proficiency / Competency Checks**: Scheduling and other operator responsibility to assure checks are taken (and passed). Who will administer checks? |  |
| **CCA Air Carrier PIC experience or Training requirements:** Does each CCA have documented prior air carrier PIC experience or satisfactory basic indoctrination training for at least one air carrier? What documentation of this training will be provided? If CCA do not have air carrier PIC experience, how will training be accomplished?  |  |
| **Other:** |  |

**Evaluations** Policies pertaining to the conduct of oral testing/checking, and simulator/flight training and evaluations.

Equipment Exam (Oral):

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Conduct of equipment examination (written/oral) as part of proficiency competency check:** Format vs. operator policy/requirements. Is the exam 100% written or oral with written portions (weight and balance, performance, etc.)? Is the emphasis on operationally structured evaluations, or limited to aircraft specific only? |  |
| **Crew concept for evaluations:** One-on-one for all type ratings. |  |
| **Content:** Are weight & balance procedures based on operator procedures or not to be conducted? Is aircraft performance based on operator approved procedures and regulatory requirements, or by other means? |  |
| **Location and schedule:** |  |
| **Evaluation Standard:** What constitutes unsatisfactory performance? |  |
| **Documentation:** Operator notification of unsatisfactory performance, additional training, and re-check procedures. |  |
| **Other:** |  |

**Evaluations** Policies pertaining to the conduct of oral testing/checking, and simulator/flight training and evaluations.

Simulator and Flight Evaluations:

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Evaluation prerequisites:** Training completion, instructor recommendations, orals, training completion in less than programmed time, etc. |  |
| **Flight evaluation scheduling:** Relation to training completion, oral, etc. |  |
| **CRM evaluation:** Individual or crew evaluations? |  |
| **Rules of conduct:** Required maneuvers, waiver authority. |  |
| **Observers:** Who is permitted to observe? |  |
| **Prohibited maneuvers:** Are circling approach maneuvers to be checked? |  |
| **Test failure and** **re-testing procedures:** Training records, number of attempts permitted, operator notification, etc. |  |
| **Evaluation standards:** What are the operator’s standards? |  |
| **Retraining and rechecking procedure:** Documentation of training to proficiency accomplished during the checking process, recording unsatisfactory performance, training and recheck results, operator notification of unsatisfactory check. |  |
| **Types of IAP to be evaluated:** RNAV, Special, etc. |  |
| **Types of IAP charts to be used:** |  |
| **Evaluation of operator Standard Operating Procedures (SOP):** |  |

**Evaluations** Policies pertaining to the conduct of oral testing/checking, and simulator/flight training and evaluations.

Simulator and Flight Evaluations:

|  |  |
| --- | --- |
| **SUBJECT** | **COMMENTS** |
| **Use of operator checklists:** |  |
| **Compliance:** Regulations, operations specifications, and operator policies and procedures. |  |
| **Crew complement:** Qualified supporting crewmembers, single-pilot-autopilot evaluations. |  |
| **Evaluation records:** Documentation process including type of records, disposition, availability and timeliness. Processing of airman application and certificate. |  |
| **Other:** |  |

Administration Establishes responsibility, policies, methods, and procedures for the annotation, maintenance, control of training, evaluation records, certificates, and documents.

| **SUBJECT** | **COMMENTS** |
| --- | --- |
| **Crewmember training and checking records:** Determine what recordkeeping system will be used to document crewmember training and evaluation. Determine compatibility with any approved electronic record system. Determine who the Point of Contact (POC) is for recordkeeping. Establish procedures for the timely transmission of records between the training provider and operator. |  |
| **Deficiency detection and correction:** What is the procedure for detecting, reporting, and resolving training deficiencies before further training is accomplished by the training provider? |  |
| **Contract personnel selection and approval process:** CSI and CCA approval process: Procedure for documenting instructor and evaluator qualifications, training and approval. |  |
| **Contract personnel scheduling:** Center procedure for scheduling only qualified and authorized CSI and CCA for operator training and evaluation. |  |
| **CSI and CCA training qualification and checking records:** Determine recordkeeping system to be used to assure that contract personnel are in compliance with operator requirements. Assign the responsible person and the approved location for the retention of records. Establish operator access to training provider personnel records. Establish process for review of all CSI and CCA who provide contract training and evaluation to determine if all required requirements and qualifications are continually met.  |  |
| **Document Control:** Procedures for the control of documents (training materials, manuals, program/curriculum and records), their duplication, transmittal, archival storage, and disposition. Who is responsible and process? |  |
| **Quality Assurance:** Determine the process to assure CSI continuing ability to provide competent instruction for the operator. Determine the process to assure CCA continuing ability to provide competent evaluations for the operator. |  |
| **Flight training equipment qualification and maintenance:** Procedures for operator notification of simulator deficiencies or limitations affecting training and evaluation. Are daily inspections conducted? Are deficiencies recorded? Are changes in installed equipment or modifications made and recorded? |  |

Administration Establishes responsibility, policies, methods, and procedures for the annotation, maintenance, control of training, evaluation records, certificates, and documents.

| **SUBJECT** | **COMMENTS** |
| --- | --- |
| **CSI and CCA standardization:** Establish a process to maintain standardization at all training locations to ensure the timely dissemination of any revisions to the air carrier’s policies, procedures, and/or operating requirements either through periodic meetings, read files or internet access. This information must cover any issues and topics that may require clarification or emphasis to enable the training center employees, instructors, and check airmen to comply with the operator’s policies and procedures. Procedures must include the ability and requirement that this information will be readily accessible and reviewed on an ongoing basis by all CSI and CCA who are authorized to conduct training and/or evaluations for the operator. |  |
| **Personnel scheduling:** Are students limited to maximum of 8 hours of training during a 24 hour period? Are CSI and CCA limited to 8 hours of duty? |  |
| **Student status:** Accurate reporting of progress during ground simulator/flight training. Procedures for formal notification of completion, dismissal, failure of training and evaluations. |  |
| **Airman certification file disposition:** |  |
| **Notification of unsatisfactory test or check**: How and when is the operator notified of unsatisfactory performance? |  |
| **Other:** |  |

**Maintenance Program**

**ABC Airlines and XYZ Training Center**

To enable the continuance of an effective standards program, both operator and contract training provider will establish a system of policies and procedures to enhance and maintain communication among all concerned personnel.

**Information Exchange** The contract training provider will appoint a “Customer Liaison” who will maintain a close working relationship with a designated operator counterpart. This individual will be responsible for the resolution of minor issues concerning standardization and administration that may come up from time to time. Additionally, he/she will ensure timely recognition of potential problems while ensuring those areas requiring management resolution and/or program modification are brought to the operator’s attention in a timely manner. Matters regarding revisions to the training provider’s curriculum, personnel, courseware or flight training equipment as well as changes to the operator’s approved training program and recordkeeping systems, are a necessary part of the information exchange process.

**Standardization Meetings** Periodic meetings and teleconferences will be scheduled to provide ongoing consistency and standardization within the programs. These meetings and teleconferences will involve all necessary personnel to enable timely dissemination and/or the implementation of any changes that may be made by the operator to its respective training and evaluation curricula, or by the training provider to its organizational support structure as that structure relates to the training/evaluation of the air carrier’s flight crewmembers, standardization of contract personnel

**3. SOURCE OF TRAINING DOCUMENT:** The air carrier and training provider that is providing services to a certificated air carrier should prepare a written document that specifically details the portions of the air carrier’s training program they have been approved to provide.

NOTE: A sample Source of Training Document has been developed and is available from the AFS-210 web site. This document is a reference guide only. It has been provided to illustrate one method of providing the air carrier and its POI with information detailing the center’s understanding of the training that has been approved for them to provide the air carrier.

CFR Part: \_\_\_\_\_\_\_\_\_ Training Category: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Position: \_\_\_\_\_\_\_\_\_\_\_\_

Aircraft Make: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Model/Series: \_\_\_\_\_\_/\_\_\_\_\_\_\_ Simulator: \_\_\_\_\_\_\_\_\_\_\_\_

Air Carrier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Center: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

POI: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contract Training Standardization Review and Audit Process