

FOR REFERENCE ONLY

**TwinJet Instructor/Evaluator
Qualification Standards
(Template)**

April 2006

TwinJet Instructor/Evaluator Qualification Standards

Prologue

AQP regulatory guidance defines an evaluator as a person who has satisfactorily completed a training and evaluation process that qualifies an individual to evaluate the performance of crewmembers, instructors, other evaluators and other operational personnel. In an effort to remain aligned with traditional check airman policy, the AQP term “evaluator” is considered as synonymous with check airman. Historically, FAA Aviation Safety Inspectors (ASI) and Air Crew Designees (APD) have certified pilots using maneuver-based evaluation scenarios derived from FAA Practical Test Standards (PTS). AQP now replaces the traditional maneuver-based certification check ride with a scenario-based Line Operational Evaluation (LOE). Due to the unique characteristics and detailed scripting of each LOE, all personnel approved to conduct certification are required to complete an AQP evaluator training curriculum. This training may consist of indoctrination and qualification curriculums for new personnel, or a differences module for an APD/Evaluator who is currently qualified under Transport Jet Airline’s traditional program.

To continuously improve the quality of AQP training at Transport Jet Airlines, we have developed a quality assurance program to continually evaluate our training programs, instructors, and evaluators. Only our most experienced personnel will staff the program. Their duties will include observing training, validation, and evaluation events in order to:

- Critique performance
- Recommend appropriate change
- Provide feedback to the entire training organization at regular intervals

This standardized approach is necessary to establish uniform grading criteria, address reliability between instructors/evaluators, and develop remediation procedures. Our AQP data collection and analysis methodology rests upon reliable and valid instructor/evaluator grading judgments. Transport Jet Airlines anticipates that our AQP I/E training program will ensure rater-reliability training during the qualification, continuing qualification and differences curriculums. There are numerous strategies currently used to address rater reliability, and Transport Jet Airlines has worked closely with our FAA Extended Review Team to develop an effective inter-rater reliability training methodology to support this goal at our airline. This I/E Qualification Standard document, in conformance with current AC 120-54 guidance, does not specify conditions or offer any criticality or currency analysis. However, in every other respect, this document closely follows the overall format, style and presentation of Transport Jet Airline’s Pilot Qualification Standards and ISD Methodology documents.

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 1.1: Develop and Maintain Instructor/Evaluator Qualification

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.1 Develop and Maintain Instructor / Evaluator Qualification
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement

Maintain all qualifications and currency requirements. Prepares in advance of training by ensuring that all training aids and equipment are in place and serviceable. Attends Continuing Qualification meetings and provides input to managers to ensure proper communication feedback.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.1.1: Instructor and Evaluator Techniques

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.1.1 Maintain Professional Qualifications
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement

Maintain the desired Professional Qualification requirements, annual proficiency requirements, currency requirements and standards. Maintain proficiency and currency in aircraft. Line check evaluators maintain proficiency in both seats in aircraft operations. Attend appropriate meetings and professional conferences.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.1.2: Develop Instructor Skills

Aircraft:	TwinJet	
Phase of Flight:	1.0 Instructor and Evaluator Techniques and Procedures	
Task:	1.1.2 Develop Instructor Skills	
Position:	All Instructors / Evaluators / APD	
Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS

Performance Statement

Apply the fundamental skills and concepts of effective instruction. Maintain awareness of the learning process and the various learning styles of adults. Understand basic laws of learning, lesson objectives, maintaining the desired, learning stimuli and CRM / LOS instructional design. Recognize barriers to learning and employ methods to overcome them.

Monitor the learning environment, checking for indications of lack of understanding. Recognize trainees' non-verbal cues and respond to perceived confusion by adjusting the instructional strategy as needed to achieve maximum understanding. In accordance with the concept of objective-based learning, instructors clearly identify and communicate learning objectives.

Closely follow the lesson plan and maintain the instructional focus on the learning objectives of the lesson, but also adapt lesson plans as indicated by the various needs and experience levels of specific trainees. Encourage higher-level thinking through the use of facilitative questioning skills. Effectively manage instructional time by convening and concluding class on time and by adhering to requirements for student breaks.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.1.3: Develop Evaluation Skills

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.1.3 Develop Evaluation Skills
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement

Understand basic laws of learning, lesson objectives, maintaining the desired, learning stimuli and CRM / LOS instructional design. Learn to differentiate between students. Demonstrate ability to identify below standard performance. Develop remedial techniques for training. Recognize deficiencies in learning of the established goals. Learn to implement solutions to common student errors and their causes. Understand FAA Handbook 8400.10 evaluation requirements and techniques.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.1.4: Develop CRM Skills

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.1.4 Develop CRM Skills
Position: All Instructors / Evaluators / APD

Evaluation Strategy: **Qualification** **Continuing Qualification**
On Job Supervision On Job Supervision

Media: **Qualification** **Continuing Qualification**
Ground Training / CPT Ground Training / CPT / FTD / FFS
FTD / FFS

Performance Statement

Relate the CRM aspects to appropriate trained tasks and objectives. Continually reinforce the use of proper communication, situational awareness, crew coordination, problem solving / decision making techniques throughout conduct of all aspects of crew training activities. Relate teamwork and workload management to the discovery of threats and errors. Emphasize how threats and errors can detract from the successful completion of the flight. Identify specific CRM detractors with reason codes.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.1.5: Develop AQP Skills

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.1.5 Develop AQP Skills
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement:

Ensure that Instructor AQP training class includes AQP differences, CRM integration and data capturing requirements. Discuss, in general terms, the process by which a Job Task Analysis is produced, as well as the design of Qualification Standards, from which curricula are developed and data for training and checking purposes are gathered. Understand different AQP forms and train to proficiency concepts.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 1.2: Basic Instruction Skills

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.2 Basic Instruction Skills
Position: All Instructors / Evaluators / APD

Evaluation Strategy: **Qualification** **Continuing Qualification**
On Job Supervision On Job Supervision

Media: **Qualification** **Continuing Qualification**
Ground Training / CPT Ground Training / CPT / FTD / FFS
FTD / FFS

Performance Statement:

Understand basic laws of learning, lesson objectives, maintaining the desired learning stimuli and CRM instructional design. Apply the fundamental skills and concepts of effective instruction. Maintain awareness of the learning process and the various learning styles of adults. Recognize barriers to learning and employ methods to overcome them.

Monitor the learning environment, checking for indications of lack of understanding. Recognize trainees' non-verbal cues and respond to perceived confusion by adjusting the instructional strategy as needed to achieve maximum understanding. In accordance with the concept of objective-based learning, instructors clearly identify and communicate learning objectives.

Closely follow the lesson plan and maintain the instructional focus on the learning objectives of the lesson, but are able to adapt lesson plans as indicated by the various needs and experience levels of specific trainees. Encourage higher level thinking through the use of facilitative questioning skills. Effectively manage instructional time by convening and concluding class on time, and by adhering to requirements for student breaks.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.2.1: Concepts of Learning

Aircraft:	TwinJet	
Phase of Flight:	1.0 Instructor and Evaluator Techniques and Procedures	
Task:	1.2.1 Laws of Learning	
Position:	All Instructors / Evaluators / APD	
Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS

Performance Statement

Understand and identify the basic laws of learning, with specific emphasis on individual learning characteristics. Recognize and maintain the desired learning behaviors associated with CRM / LOS instructional design philosophies.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.2.2: Lesson Objectives

Aircraft:	TwinJet	
Phase of Flight:	1.0 Instructor and Evaluator Techniques and Procedures	
Task:	1.2.2 Lesson Objectives	
Position:	All Instructors / Evaluators / APD	
Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS

Performance Statement

Understand basic motivational techniques as well as demonstrate time management skills. Clearly define the lesson objective and training requirements. Reference course content and focus training on specific learning objectives.

Standards:	See Performance Statement
References:	Instructor / Check Airmen Policy and Procedures Manual FSM FOTM FARs FAA 8400.10 AC120-51E AC120-54 AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.2.3: CRM and LOS Design

Aircraft:	TwinJet	
Phase of Flight:	1.0 Instructor and Evaluator Techniques and Procedures	
Task:	1.2.3 CRM and LOS Design	
Position:	All Instructors / Evaluators / APD	
Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS

Performance Statement

Understand basic CRM / LOS instructional design. Relate basic line, crew-oriented methodology to scenario design. Use procedures and techniques that are appropriate for demonstration. Integrate CRM skills and procedures with technical training. Emphasize behaviors and detractors as threats leading to error mismanagement.

Standards:	See Performance Statement
References:	Instructor / Check Airmen Policy and Procedures Manual FSM FOTM FARs FAA 8400.10 AC120-51E AC120-54 AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 1.3: Data Gathering Procedures

Aircraft:	TwinJet	
Phase of Flight:	1.0 Instructor and Evaluator Techniques and Procedures	
Task:	1.3 Data Gathering Procedures	
Position:	All Instructors / Evaluators / APD	
Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS

Performance Statement

Understand and know the appropriate forms to be used for all data capturing procedures, as well as data input procedures. Use AQP decision models to differentiate scores. Relate CRM reason codes to technical codes when debriefing or repeating events. Be familiar with automated data collection devices.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.3.1: Completion of Forms

Aircraft:	TwinJet	
Phase of Flight:	1.0 Instructor and Evaluator Techniques and Procedures	
Task:	1.3.1 Completion of Forms	
Position:	All Instructors / Evaluators / APD	
Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS

Performance Statement:

Understand and know the appropriate forms to be used for all data capturing procedures, as well as data input procedures. Understand what forms are to be used during each training event, appropriate way to complete each form, what to do with each data collection form once completed, effectively utilize data capturing tool for collection, and understand record keeping requirements involved with AQP training.

Standards:	See Performance Statement
References:	Instructor / Check Airmen Policy and Procedures Manual FSM FOTM FARs FAA 8400.10 AC120-51E AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.3.2: Grading Scale and Reason Codes

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.3.2 Grading Scale and Reason Codes
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement

Understand entry of grades and reason codes into the appropriate form or database in accordance with current procedures as soon as possible following the event. Understand how to apply the appropriate grade and reason code to a specific task. Understand decision models.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 1.3.3: Data Submission

Aircraft: TwinJet
Phase of Flight: 1.0 Instructor and Evaluator Techniques and Procedures
Task: 1.3.3 Data Submission
Position: All Instructors / Evaluators / APD

Evaluation Strategy: **Qualification** **Continuing Qualification**
On Job Supervision On Job Supervision

Media: **Qualification** **Continuing Qualification**
Ground Training / CPT Ground Training / CPT / FTD / FFS
FTD / FFS

Performance Statement

Understand and know the appropriate channel and procedures for data submission. Understand the time requirement for entry of all data. Be familiar with resulting trend analysis and performance changes.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 2.1: Trainer Facilitation

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principals
Task: 2.1 Trainer Facilitation
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement

Understand and know the appropriate usage of visual aid design and classroom layout, as well as the ability to structure the presentation according to the students needs taking into account learning obstacles.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 2.1.1: Visual Aid Design and Usage

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principals
Task: 2.1.1 Visual Aid Design and Usage
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement

Understand and know the appropriate usage of visual aid design and utilization in classroom environment, effectively manage proper media devices to enhance learning, utilize a line oriented format integrating CRM skills, ensure proper operation and utilization of equipment, and log all deficiencies found on any media device that is used.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 2.1.2: Course Objectives and Goals

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principals
Task: 2.1.2 Course Objectives and Goals
Position: All Instructors / Evaluators / APD

Evaluation Strategy: **Qualification** **Continuing Qualification**
On Job Supervision On Job Supervision

Media: **Qualification** **Continuing Qualification**
Ground Training / CPT Ground Training / CPT / FTD / FFS

FTD / FFS

Performance Statement:

Understand course objectives and goals for the students, as well as being able to apply strategies to effectively guide students towards achieving course objectives and obtaining course goals. Monitor achievability analysis and communicate feedback loop.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 2.1.3: Building Block Techniques

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principals
Task: 2.1.3 Building Block Techniques
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT	Continuing Qualification Ground Training / CPT / FTD / FFS
	FTD / FFS	

Performance Statement

Understand building block techniques to enhance basic laws of learning, lesson design, and maintaining learning stimuli. Incorporate basic line, crew-oriented methodology to building block technique design. Use procedures and techniques that are appropriate for demonstration. Integrate CRM skills and procedures with building block techniques.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 2.1.4: Time Management

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principals
Task: 2.1.4 Time Management
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT	Continuing Qualification Ground Training / CPT / FTD / FFS
	FTD / FFS	

Performance Statement

Understand techniques of effective time management skill, utilize positive motivational techniques, perform lesson objectives being aware of distracters and effective time management of media devices.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 2.2: Recognition of Learning Obstacles

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principals
Task: 2.2 Recognition of Learning Obstacles
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT	Continuing Qualification Ground Training / CPT / FTD / FFS
	FTD / FFS	

Performance Statement:

Understand learning behaviors that can inhibit the learning process. Recognize and perform appropriate classroom and training device facilitation to overcome learning obstacles. Recognize different categories of challenging students, apply strategies dealing with problem behaviors, and effectively capture and hold student's attention. Verify performance and evaluate communication process to include appropriate feedback.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 2.2.1: Effective Communication

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principles
Task: 2.2.1 Effective Communication
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training / CPT FTD / FFS	Continuing Qualification Ground Training / CPT / FTD / FFS
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Performance Statement

Understand and apply effective communication skills that enhance learning and obtain lesson objectives in an efficient manner. Direct questions to trainees, calling them by name, to elicit their participation, reword and redirect trainee questions back to them and utilize silence when there is no immediate response to questions. Employ active listening skills to determine areas of confusion or lack of understanding. Review and acknowledge more difficult material.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 2.2.2: Recognize Unsatisfactory Learning

Aircraft: TwinJet
Phase of Flight: 2.0 Academic Instructional Principals
Task: 2.2.2 Recognize Unsatisfactory Learning
Position: All Instructors / Evaluators / APD

Evaluation Strategy: **Qualification** **Continuing Qualification**
On Job Supervision On Job Supervision

Media: **Qualification** **Continuing Qualification**
Ground Training / CPT Ground Training / CPT / FTD / FFS
FTD / FFS / Aircraft Aircraft

Performance Statement:

Recognize unsatisfactory learning through direct questions, flight training and evaluation. Use effective debriefing tools to evaluate trainees level of understand or confusion, use the role of facilitator to discover weak areas of learning and reinforce difficult material.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.1: Facilitating Pre-briefings and Debriefings

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.1 Facilitating Pre-briefings and Debriefings
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement

Use facilitation methods for training. Review lesson plan content, notes taken during the training activity, as well as any video tapes and/or profile printouts as applicable. Note both positive and negative issues. Use the role of facilitator to guide the dialogue and support discovery learning through the crew's discussion.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.1.1: Managing Pre-briefings

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.1.1 Managing Pre-briefings
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement:

Conduct facilitative briefings prior to training. Set the tone for the lesson following briefing guidelines, describe the training lesson format and expand on the trainee's roles. Clearly identify the technical as well as the CRM learning objectives. Set forth the performance standards for the training event.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.1.2: Interactive Discussions

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.1.2 Interactive discussions
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement

Encourage active participation of all students. Direct specific questions to non-participating trainees to encourage their continued motivation and development. Employ active listening skills to determine areas of confusion or lack of understanding, and, if necessary, redirect student questions back to them.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.1.3: Media Usage

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.1.3 Media Usage
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement:

Ensure all training materials and procedures are current, available and accurate. Operate classroom equipment, including projection devices, audio/visual and computer systems. Follow guidelines in appropriate lesson plans or other training documents.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51 AC120-
54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.1.4: Managing Debriefings

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.1.4 Managing Debriefings
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement:

Review lesson plan content, notes taken during the training activity, as well as any video tapes, profile printouts, or other available media as applicable. Make note of both positive and negative issues. Ensure human factors, CRM skills, as well as technical matters are covered. Facilitates each debrief and encourages crew participation. Develop within the crew the ability to self-critique as they may need to during line operations.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 3.2: Flight Training Devices

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.2 Flight Training Devices
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification Observation by Evaluator/APD	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement

Conduct training using computer assisted audiovisual equipment, cockpit procedures, task trainers as well as flight training devices (FTD) and full flight FFS. Maintain focus on the learning objectives of the lesson, using appropriate procedures and techniques for the device used. Set the tone for the lesson by following briefing materials and reviewing the student's role. Recognition of common student errors and their causes is an essential component of the training.

For FTD or FFS training, ensure students are briefed on safety issues including emergency shutdown and evacuation procedures before the start of training.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.2.1: Operate Computer Assisted Training

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.2.1 Operate Computer Assisted Training
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training	Continuing Qualification Ground Training
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Performance Statement

Operate computer assisted training equipment, including any task trainers using the specified procedures. Ensure that all students comprehend the material by gathering feedback with the use of questions posed to the group and/or the individual and encouraging the students to ask questions. For computer based training, ensure students understand operating the equipment and accessing the various available menus or other material. Note and report any degraded or inoperative equipment to the responsible person.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.2.2: Use Cockpit Procedures Trainer

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.2.2 Use Cockpit Procedures Trainer
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/CPT	Continuing Qualification Ground Training/CPT
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Performance Statement

Operate the cockpit procedures trainer in a manner that effectively accomplishes training objectives for the scheduled lesson. Provide situational briefing as to the intended training scenario. Integrate systems knowledge and operation with appropriate flow procedures and CRM, including demonstration of hands on control manipulation. Immediately correct any procedural errors that the crew may make. Ensure use of correct inter-crew communication and CRM.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51 AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO3.2.3: Operate Flight Training Device

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.2.3 Operate Flight Training Device
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification Observation by Evaluator/APD	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD	Continuing Qualification Ground Training/FTD
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Performance Statement

Operate the flight-training device in a manner that effectively accomplishes the training objectives contained in the days training lesson. Brief the relevant safety issues including emergency shutdown and evacuation. Prior to training, review any discrepancies that might impact the planned training session and, if necessary adjust the lesson plan.

Review the initial conditions for the training scenario to ensure the crew has situational awareness prior to the start of the planned training event. Follow the training lesson as briefed and avoid covering material not previously briefed. Attempt to create the most realistic environment by providing appropriate communications as Air Traffic Control, Dispatch, Operations, Maintenance, or Ramp, as needed.

Recognize improper procedures or other weak performance and respond with corrective feedback as necessary. At the end of the session, write any discovered discrepancies into the relevant maintenance records.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 3.2.4: Operate FFS

Aircraft: TwinJet
Phase of Flight: 3.0 Flight Training Instructional Principles
Task: 3.2.4 Operate FFS
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification Observation by Evaluator/POI	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FFS	Continuing Qualification Ground Training/FFS
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Performance Statement

Operate the FFS device in a manner that effectively accomplishes the training objectives contained in the days training lesson. Brief the relevant safety issues including emergency shutdown and evacuation. Prior to training, review any discrepancies that might impact the planned training session and, if necessary adjust the lesson plan. Establish alternatives for full motion requirements.

Review the initial conditions for the training scenario to ensure the crew has situational awareness prior to the start of the planned training event. Follow the training lesson as briefed and avoid covering material not previously briefed. Attempt to create the most realistic environment by providing appropriate communications as Air Traffic Control, Dispatch, Operations, Maintenance, or Ramp, as needed. Use effective time management.

Recognize improper procedures or other weak performance and respond with corrective feedback as necessary. At the end of the session, write any discovered discrepancies into the relevant maintenance records.

Standards See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 4.1: Facilitating Pre-briefings and Debriefings

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.1 Facilitating Pre-briefings and Debriefings
Position: All Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement:

Use facilitation methods for training. Review validation plan contents, notes taken during the training activity, as well as any video tapes and/or profile printouts as applicable.

Note both positive and negative issues. Use the role of facilitator to guide the dialogue and support discovery learning through the crew's discussion.

Clearly identify the required standards, and in debriefings, relate unachieved goals and substandard performance.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51E
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.1.1: Managing Pre-briefings

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.1.1 Manage Pre-briefings
Position: All Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement

Conduct facilitated briefings prior to an evaluation. Sets the tone for the event following briefing guidelines, describing the validation or evaluation format and ensures that the students understand their respective roles. In addition, ensures each crewmember understands the performance standards for each evaluation event.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51 AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.1.2: Interactive Discussions

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.1.2 Interactive discussions
Position: All Evaluators / APD

Evaluation	Qualification	Continuing Qualification
Strategy:	On Job Supervision	On Job Supervision

Media:	Qualification	Continuing Qualification
	Ground Training/FTD/FFS	Ground Training/FTD/FFS

Performance Statement

Encourage active participation of all students. Direct specific questions to non-participating crewmembers to encourage their continued motivation and development. Employ active listening skills to determine areas of confusion or knowledge gaps.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.1.3: Media Usage

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.1.3 Media Usage
Position: All Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training	Continuing Qualification Ground Training

Performance Statement

Ensure all training materials and procedures are current, available and accurate. Operate classroom equipment, including projection devices, audio/visual and computer systems. Follow lesson plan guidance, validation, and evaluation documents.

Ground training should be accomplished using scenario driven, realistic conditions.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51 AC120-
54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.1.4: Managing Crew Debriefings

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluation Principles
Task: 4.1.4 Managing Debriefings
Position: All Instructors / Evaluators / APD

Evaluation	Qualification	Continuing Qualification
Strategy:	On Job Supervision	On Job Supervision

Media:	Qualification	Continuing Qualification
	Ground Training/FTD/FFS	Ground Training/FTD/FFS

Performance Statement

Review validation/evaluation plan content, notes taken during the event, as well as any video tapes, profile printouts, or other available media as applicable. Make note of both positive and negative issues. Ensure that appropriate human factors, CRM skills, and technical matters are covered. Facilitates crew debriefing and encourages crew participation, including the crew's self-evaluation their performance.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51 AC120-
54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 4.2: Flight Training Devices

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.2 Flight Training Devices
Position: All Evaluators / APD

Evaluation Strategy:	Qualification Observation by POI/APD	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement

Conduct validations or evaluations using flight training devices (FTD) and full flight FFS. Maintain focus on the objectives of the evaluation, using appropriate procedures and techniques for the media device used. Sets a professional tone for evaluation by using standard briefings, and reviews the crew's role.

For FTD or FFS training ensures students are briefed on safety issues including emergency shutdown and evacuation procedures before the start of training.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.2.1: Operate Flight Training Device

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.2.1 Operate Flight Training Device
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification Observation by Evaluator/APD	Continuing Qualification On Job Supervision
Media:	Qualification Ground/FTD/FSS	Continuing Qualification Ground/FTD/FSS

Performance Statement

Operate the flight-training device in a manner that effectively accomplishes the objectives contained in the validation or evaluation. Brief the relevant safety issues including emergency shutdown and evacuation. Prior to beginning the evaluation, review any discrepancies that might impact the planned session.

Reviews the initial conditions for each scenario to ensure the crew has situational awareness prior to the start of the planned event, and follows the session scenario as published in the relevant job aid. Attempts to create the most realistic environment by providing appropriate communications as Air Traffic Control, Dispatch, Operations, Maintenance or Ramp, as needed.

At the end of the session, note any discrepancy in the simulator maintenance record.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51 AC120-
54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.2.2: Operate FFS

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.2.2 Operate FFS
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification Observation by Evaluator/APD	Continuing Qualification On Job Supervision
Media:	Qualification Ground Training/FFS	Continuing Qualification Ground Training/FFS

Performance Statement

Operate the FFS in a manner that effectively accomplishes the objectives contained in the module. Brief the relevant safety issues including emergency shutdown and evacuation. . Prior to beginning the evaluation, review any discrepancies that might impact the planned session. If necessary, establish alternatives for full motion requirements.

Review the initial conditions for the training scenario to ensure the crew has situational awareness prior to the start of the planned event. Follow the session scenario as published in the relevant job aid. They will attempt to create the most realistic environment by providing appropriate communications as Air Traffic Control, Dispatch, Operations, Maintenance, or Ramp as needed.

At the end of the session, write any discovered discrepancies into the relevant maintenance records.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 4.3: Conduct Validations / Evaluations

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.3 Conduct Validations / Evaluations
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification Observation by POI/APD	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/
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Performance Statement

Conduct evaluations on pilots for both qualification and continuing qualification training phases. Ensure that Knowledge, maneuvers validation, line orientated evaluations, as well as line checks, are covered in accordance with the approved AQP program.

Conduct all validations and evaluations within the prescribed parameters using the job aid or script, as appropriate. All events are graded using FAA approved AQP program defined standards.

Individual must be knowledgeable of AQP grading standards, efficient use of job aids, as well as the proper use of the grading data collection forms. Must be able to properly identify and document any substandard performance.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
 FSM
 FOTM
 FARs
 FAA 8400.10
 AC120-51
 AC120-54
 AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.3.1: Conduct Knowledge and Systems Validation

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.3.1 Conduct Knowledge and Systems Validation
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification Observation by POI/APD	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training	Continuing Qualification Ground Training
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Performance Statement

Be knowledgeable of the AQP grading scale and the use of the proper forms during evaluations. Adhere to the timeline protocols set for the event. During knowledge validations, perform the validation using proper procedures and methodology.

Evaluators will perform retraining within the scope of the established protocols.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.3.2: Conduct Maneuver Validation (MV)

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.3.2 Conduct Maneuver Validation (MV)
Position: Evaluators / APD

Evaluation Strategy:	Qualification Observation by POI/APD	Continuing Qualification On Job Supervision
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Media:	Qualification FFS	Continuing Qualification FFS
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Performance Statement

Be knowledgeable of the AQP grading scale and the use of the proper forms during evaluations. Adhere to the timeline protocols set for the event.

Perform the validation using prescribed job aids and procedures. Ensure the crew understands the event set to be accomplished and the standards that will apply for the individual event.

Identify and document all substandard events that occur and perform proper debriefing and, within the allowed parameters, any retraining that might be needed.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.3.3: Conduct Line Operational Evaluations (LOE)

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.3.3 Conduct Line Operational Evaluations (LOE)
Position: Evaluators / APD

Evaluation Strategy:	Qualification Observation by POI/APD	Continuing Qualification On Job Supervision
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Media:	Qualification FFS	Continuing Qualification FTD/FFS
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Performance Statement

Be knowledgeable of the AQP grading scale and the use of the proper forms during evaluations. Adhere to the timeline protocols set for the event.

Ensure the crew is briefed properly for the LOE event and provide situational awareness to the event starting point. Follow the session scenario as published in the relevant job aid. Attempt to create the most realistic environment by providing appropriate communications as Air Traffic Control, Dispatch, Operations, Maintenance, or Ramp, as needed.

Identify and document all substandard events that occur and perform proper debriefing and, within the allowed parameters, conduct any re-training that might be necessary.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.3.4: Conduct Line Check Evaluations

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.3.4 Conduct Line Check Evaluations
Position: Line Check Evaluator / APD

Evaluation Strategy:	Qualification Observation by POI/APD	Continuing Qualification On Job Supervision
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Media:	Qualification Aircraft	Continuing Qualification Aircraft
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Performance Statement

Be knowledgeable with the AQP grading scale and the use of the proper forms during the evaluations. Perform the line check using established methodology and protocols within the prescribed line schedule timelines.

Identify and document all substandard events that occur and perform proper debriefing and, as properly allowed, any required retraining.

Line Check Evaluators will be qualified to perform pilot duties in both crew seats.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

TPO 4.4: Evaluator Continuing Training

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.4 Evaluator Continuing Training
Position: Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground Training/FTD/FFS	Continuing Qualification Ground Training/FTD/FFS
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Performance Statement

Be knowledgeable of data collection tools and their procedures. Understand the significance of performance trends and be able to offer suggestions to the training department about required changes.

Participate in continuation classes and be observed performing their evaluations through an evaluation and standardization mechanism. In addition to maintaining a PIC qualification in the aircraft, maintain right seat proficiency by demonstrating skills in the FFS.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.4.1: Review Data Performance Trends

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.4.1 Review Data Performance Trends
Position: All Instructors / Evaluators / APD

Evaluation Strategy:	Qualification On Job Supervision	Continuing Qualification On Job Supervision
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Media:	Qualification Ground	Continuing Qualification Ground
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Performance Statement

Comply with existing data collection procedures, including any revisions to the data collection forms. Collected data will be shared in a group activity and performance trends will be discussed.

Participate in continuation training classes on a yearly basis including review of the AQP grading scale (calibration) and data collection process.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.4.2: FAA Observations

Aircraft:	TwinJet	
Phase of Flight:	4.0 Evaluator Principles	
Task:	4.4.1 FAA Observations	
Position:	Evaluators / APD	
Evaluation	Qualification	Continuing Qualification
Strategy:	FAA observation	FAA/Company observation
Media:	Qualification	Continuing Qualification
	FFS / Aircraft	FFS / Aircraft

Performance Statement

Evaluators will be observed by FAA operations inspectors for both initial evaluator status, and on other occasions, as deemed appropriate by the POI. For check airmen this observation will be done at a minimum of once every two (2) years, and for APDs at least once each year. The observation will consist of an evaluator conducted pre-briefing/debriefing, the evaluation or validation itself, completion of the AQP data collection documents, and then the I/E will be debriefed by the FAA inspector on the outcome of his observations.

In addition to FAA observations, designated check airmen will serve as standardization individuals and will also perform observations on a yearly cycle.

All evaluators will, on a biannual basis complete a FFS right seat qualification program.

Standards:	See Performance Statement
References:	Instructor / Check Airmen Policy and Procedures Manual FSM FOTM FARs FAA 8400.10 AC120-51 AC120- 54 AQP I&O PLAN

**TwinJet Instructor/Evaluator
Qualification Standards**

SPO 4.4.3: Access Technical and CRM Skills

Aircraft: TwinJet
Phase of Flight: 4.0 Evaluator Principles
Task: 4.4.3 Access Technical and CRM Skills
Position: All Instructors / Evaluators / APD

Evaluation	Qualification	Continuing Qualification
Strategy:	On Job Supervision	On Job Supervision
Media:	Qualification	Continuing Qualification
	FFS / Aircraft	FFS / Aircraft

Performance Statement

Understand and accurately complete all AQP data collection forms. Understand the differences of technical skills using the AQP grading scale. In addition, understand the technical reason codes as well as the CRM distracter philosophy to properly complete the data collection forms for substandard, marginal, or non-proficient airman performances.

Standards: See Performance Statement

References: Instructor / Check Airmen Policy and Procedures Manual
FSM
FOTM
FARs
FAA 8400.10
AC120-51
AC120-54
AQP I&O PLAN