

VOLUME 3 GENERAL TECHNICAL ADMINISTRATION

CHAPTER 21 THE ADVANCED QUALIFICATION PROGRAM

Section 3 Instructors/Evaluators/Aircrew Program Designees

3-1546. INSTRUCTORS/EVALUATORS/AIRCREW PROGRAM DESIGNEES

A. General: Instructors and evaluators are the backbone of the Advanced Qualification Program (AQP). Without adequately trained and qualified individuals, the AQP will not be successful. The applicant must devote the appropriate time and resources to the qualification and continuing qualification of these positions. See also volume 3, chapter 20, sections 1, 2 and 4.

B. Instructor/Evaluator Curriculums 14 CFR Part, §§ 121.911, 121.913, and 121.915: Each AQP (including provisional AQP curriculums for training centers) must provide instructor, evaluator and supervisor indoctrination, qualification, and continuing qualification curriculums. These requirements include a separate job task analysis (JTA), qualification standards, curriculum(s), and curriculum outlines focusing on the instructor/evaluator duty positions. AQP regulatory guidance states, in part, that an AQP provides for approval of an alternate method for qualifying, training, certifying and otherwise ensuring competency of instructors and evaluators required to be trained or qualified under Title 14 of the Code of Federal Regulations (14 CFR) parts 121 and 135. AQP entails no changes to the existing policies and procedures as they apply to the eligibility and Federal Aviation Administration (FAA) approval requirements for instructors, evaluators (check airmen) and aircrew program designees (APD).

C. Definitions - 14 CFR § 121.907: defines an evaluator as a person who has satisfactorily completed training and evaluation that qualifies that person to evaluate the performance of crewmembers, instructors, other evaluators, aircraft dispatchers and other operational personnel, as appropriate. In an effort to remain aligned with traditional check airman policy and procedure, the AQP term “evaluator” is considered synonymous with check airman. However, for flight attendant and dispatcher AQP, the word “evaluator” will replace the traditional use of the word “supervisor” as an individual that evaluates.

D. Qualification - Evaluation and Observation 14 CFR § 121.913(d)(3) and (e)(3): Every Instructor/Evaluator must receive a validation/evaluation at the end of each curriculum. These methodologies will be described in the Test and Evaluation strategy within the Instructor/Evaluator Qualification Standards. An Inspector must observe all new evaluators (check airman) initially perform all of the validations/evaluations they will be approved to administer.

E. Initial Transition (Differences) – For existing instructors and evaluators a differences curriculum must be developed for the transition from a traditional training program to an AQP. During the transition from a traditional training program to an AQP, principal operations inspectors (POIs) may designate an initial cadre of APDs to perform the initial observation of the existing evaluator workforce administering their first line operational evaluation (LOE). The existing instructors and check airmen are not required to be observed

performing instruction or validations that are essentially the same as they had been performing prior to the transition (i.e., proficiency check/oral vs. maneuver validation/systems validation).

F. Transition Curriculum – A transition curriculum may be developed to facilitate the transition between fleets.

G. Continuing Qualification - Training, Evaluation, and Observation: Instructors/Evaluators should be given an opportunity to operate in all positions in which they are authorized to perform duties. For example, Flight Instructors/Evaluators should demonstrate the ability to brief and debrief, fly and instruct in both pilot seats and operate the simulator, if appropriate. If possible, instructors/evaluators should focus on the training, validations and evaluations that are under development for the next evaluation period. This will allow the instructors/evaluators to become familiar with all aspects of the events they will be expected to teach/evaluate the following year, help ensure the development of a polished Continuing Qualification program and give the instructors/evaluators an opportunity to maintain their own proficiency using scenarios they have not seen. Each instructor/evaluator training period should be conducted by one of a small core of the most experienced instructors/evaluators.

1) Each instructor/evaluator continuing qualification curriculum segment will include the requirements listed below, as appropriate. Requirements 3 and 4 will be defined in the Test and Evaluation strategy in the Instructor/Evaluator Qualification Standards:

2) Basic crew position or specialized instructor/evaluator continuing qualification.

3) May include a subset of the basic position objectives, if done in conjunction with specific instructor/evaluator objectives and evaluation (see Continuing Qualification – Training, Evaluation, and Observation above).

4) Ground and if applicable flight training, to enhance, upgrade, and maintain each instructor/evaluator's knowledge, skills, and abilities.

5) A schedule for recency of instructor/evaluator's experience

Note: The program must define the minimum requirements each category of instructor/evaluator will accomplish in order to stay current in the position. Instructors must maintain a high level of competency, so the minimum requirement must be sufficient to maintain their proficiency. Evaluators will perform an adequate number of each validation/evaluation event that they are qualified to administer.

6) A schedule for critical examination of each instructor/evaluator's abilities and adherence to prescribed standards.

H. Standardization 14 CFR § 121.913(d)(3) and (e)(3): A standardization program is necessary to establish uniform grading criteria, address reliability between instructors/evaluators, and develop remediation procedures. The AQP data collection and analysis is incumbent upon

reliable and valid instructor/evaluator grading decisions. The program must provide rater reliability training during the qualification, continuing qualification, and differences curriculums. There are numerous techniques currently used to address rater reliability. The FAA is involved in research to define acceptable methodologies. Contact the Manager Volunteer Safety Program Branch (AFS-230) for more information.

I. Instructor and Evaluator CRM/DRM Training and Evaluation 14 CFR

§ 121.917(a)(b): All instructors and evaluators will receive instruction and evaluation in CRM objectives and training methods. For additional information on CRM, see AC 120-51, as amended, “Crew Resource Management Training.”

J. Aircrew Program Designees (APD): an air carrier designated examiner (ADE) or APD program should be in place prior to initial operation of an AQP pilot training curriculum. For certificate holders that do not already have such a program, an Air Carrier Designated Examiner program should be established in accordance with volume 13, chapter 1-2. See also volume 5, chapter 6, section 1.

K. APD Training: in addition to the above curriculums, APDs will be trained in accordance with volume 13, chapter 2.

L. APD Recurring Observations: an annual observation is required. The observation is performed by the POI, APM or an Inspector designated by the POI or APM. As a minimum the observation must be of the APD conducting a qualification LOE. However, if scheduling, manpower or other constraints prevent an observation of a qualification LOE, the observation may be of a continuing qualification LOE. In this case the observer should review the required certification administrative processes, grading requirements, and repeat protocols with the APD. If the approved evaluation strategy is more restrictive/conservative and requires an APD to administer other gates for certification purposes then it is desirable to observe all the required events before renewal. Additional event observations are at the POI/APM’s discretion but should be consistent across all fleet types.

M. Recency of experience: must be maintained in all of the activities that the APD is approved to administer.

RESERVED. Paragraphs 3-1547 through 3-1565.

Table 3 – 78, Authorized Evaluation Personnel by AQP Curriculum

Qualification Curriculum				
Event	Instructor	Evaluator	Designee	FAA Inspector
Knowledge validation	Yes	Yes	Yes	Yes
Procedures validation	Yes	Yes	Yes	Yes
Maneuvers validation	No	Yes	Yes	Yes

LOE For Qualification	No	No	Yes	Yes
LOE For Certification	No	No	Yes	Yes
Operational Experience	No	Yes	Yes	If Qualified*
Line Check	No	Yes	Yes	If Qualified*

***14 CFR Part 135 operations only**

Continuing Qualification Curriculum

Event	Instructor	Evaluator	Designee	FAA Inspector
LOFT/Maneuvers Training	Yes	Yes	Yes	Yes
Maneuvers Validation	No	Yes	Yes	Yes
LOE	No	Yes	Yes	Yes
Line Check	No	Yes	Yes	If Qualified*

*** 14 CFR Part 135 operations only**