Source Basis:

- Section 121.901, Purpose and Eligibility.
- Section 121.903, General Requirements for Advanced Qualification Programs.
- Section 121.907, Definitions.
- Section 121.909, Approval of Advanced Qualification Program.
- Section 121.911, Indoctrination Curriculum.
- Section 121.913, Qualification Curriculum.
- Section 121.915, Continuing Qualification Curriculum.
- Section 121.917, Other Requirements.
- Section 183.1, Scope.
- Section 183.11, Selection.
- Section 183.23, Pilot Examiners.

3-1546 INSTRUCTORS/EVALUATORS/AIRCREW PROGRAM DESIGNEES (APD).

A. General. Instructors and evaluators (I/E) are an integral part of the Advanced Qualification Program (AQP). Without adequately trained and qualified individuals, the AQP will not be successful. The certificate holder must devote the appropriate time and resources to the Qualification and Continuing Qualification (CQ) of these essential positions. Title 14 of the Code of Federal Regulations (14 CFR) part 121, § 121.907 defines an evaluator as a person who assesses or judges the performance of crewmembers, instructors, other evaluators, Aircraft Dispatchers, or other operations personnel. In an effort to remain aligned with traditional check pilot/check Flight Engineer (FE) policy and procedure, the AQP term “evaluator” is considered synonymous with “check pilot” and “check FE.” In the context of other AQPs (e.g., flight attendant (F/A) and dispatcher AQP), the word “evaluator” will replace the traditional use of the words “air transportation supervisor” as an individual who evaluates. An AQP entails no changes to the existing policies and procedures as they apply to the eligibility and Federal Aviation Administration (FAA) approval requirements for evaluators (check pilots and check FEs) and APDs authorized to conduct airman certification activities. See also Volume 3, Chapter 20, Sections 1, 2, and 4 for part 121; Volume 3, Chapter 20, Sections 5, 6, and 7 for 14 CFR part 135; and Volume 13, Chapter 2, Sections 1, 2, and 3 for APDs.

B. I/E Curriculums (Refer to §§ 121.911, 121.913, and 121.915). Each AQP (including provisional AQP curriculums for training centers) must provide I/E indoctrination curriculums (IEIC), I/E qualification curriculums (IEQC), and I/E continuing qualification (IECQ) curriculums. AQP documentation requires a Job Task Analysis (JTA), qualification standards (QS), curriculum(s), and curriculum outlines focusing on the I/E duty positions. Depending on the certificate holder’s Instructional Systems Development methodology, the I/E positions may be covered under a common AQP documents system. AQP regulatory guidance states, in part, that an AQP provides for approval of an alternate method for qualifying, training, and otherwise ensuring competency of I/Es trained or qualified under parts 121 and 135.

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C. I/E Transition Qualification Curriculum (IETQ). Certificate holders initially entering an AQP must develop a curriculum for current and qualified instructors and check pilots/check FEs to transition from a traditional training program (i.e., part 121 subparts N and O) to an AQP. This curriculum must include the applicable elements from §§ 121.911(c) and (d) and 121.913(d) and (e), for which the instructors and check pilots/check FEs were not previously trained under the traditional training program. During the transition from a traditional training program to an AQP, in lieu of the FAA conducting the initial evaluator observation, principal operations inspectors (POI) may designate an initial cadre of APDs to perform the initial evaluator observation of performance during the administration of a Line Operational Evaluation (LOE). Current and qualified instructors and check pilots/check FEs are not required to be observed performing validations that are essentially the same as those they performed prior to the transition (i.e., proficiency check/equipment examination vs. Maneuvers Validation (MV)/systems validation). Upon receiving AQP Phase IV initial operations approval, certificate holders choosing to utilize an IETQ to enter an AQP must develop an IECQ prior to the completion of the initial evaluation period (this allowable time period cannot exceed 12 months in duration).

D. IEIC. In accordance with § 121.911(c) and (d), every I/E must complete an indoctrination curriculum that includes at least the following:

1) For instructors:
   - Fundamental principles of the teaching and learning process;
   - Methods and theories of instruction; and
   - Knowledge necessary to use aircraft, flight simulation training devices (FSTD), and other training equipment used in the AQP.

   NOTE: AQP indoctrination requirements provide no relief from curriculum content based on individuals who hold a Flight Instructor Certificate.

2) For evaluators:
   - General evaluation requirements of the AQP;
   - Methods of evaluating crewmembers, Aircraft Dispatchers, and other operations personnel, as appropriate to the evaluator’s qualification; and
   - Policies and practices used to conduct the AQP evaluations.

E. IEQC. In accordance with § 121.913(d) and (e), every I/E must complete a qualification curriculum that includes at least the following:

   - Training to qualify a person to conduct instruction on how to operate or how to ensure the safe operation of a particular make, model, and series (M/M/S) of aircraft, and variant(s), if applicable;
   - Training to ensure instructional understanding of the knowledge requirements, subject materials, job skills, and QS of each procedure and proficiency objective to be trained and evaluated;
• Training in the AQP evaluation and remediation strategies, standardization policies and I/E recency requirements;
• For evaluators, training that is aircraft and equipment specific to qualify a person to assess the performance of persons who operate or who ensure the safe operation of a particular M/M/S aircraft, and variant(s), if applicable; and
• Evaluation of performance at the completion of the instructor or evaluator qualification curriculum in accordance with the approved test and evaluation strategy described in the AQP.

F. Check Pilot and Check FE Qualification. In addition to guidance contained in Volume 3, Chapter 20, each evaluator performing an MV and/or LOE must receive an initial FAA observation for each validation or evaluation they will be approved to administer.

G. IECQ—Training and Evaluation.

1) The CQ cycle must contain training and evaluation activities necessary to ensure that each I/E maintains proficiency in knowledge, technical skills, and cognitive skills required for qualification. CQ must include training in all tasks, procedures, and subjects required in accordance with the certificate holders’ approved AQP documents. Initially, the CQ cycle approved for an AQP must not exceed 24 calendar-months in duration. After that, upon demonstration that an extension is warranted, the CQ cycle may be extended to a maximum of 36 calendar-months. The CQ cycle must be comprised of two or more evaluation periods, and each evaluation period must contain both training and an evaluation of proficiency.

2) During training, certificate holders should give I/Es an opportunity to refresh knowledge, skills, and subjects related to their respective duty positions. For example, flight instructors should operate the various FSTDs; fly and instruct from pilot positions, if appropriate; and demonstrate the ability to conduct briefing and facilitated debriefing activities. F/A I/Es should operate the various approved cabin mockups, door training devices, and other emergency equipment; instruct in a classroom or small group, if appropriate; and conduct briefing activities. Curriculum content should focus on the training, validations, and evaluations that are approved or in development for the next evaluation period. This will allow the I/Es to:

• Familiarize themselves with all aspects of the training content they are expected to teach and/or evaluate during the subsequent period;
• Experience firsthand the revised curriculum training content and provide feedback to curriculum development on content and effectiveness; and
• Have an opportunity to maintain their proficiency using scenarios they have not seen.

NOTE: Any training required under an AQP that is satisfactorily completed in the calendar-month before or the calendar-month after the calendar-month in which it is due is considered to have been completed in the calendar-month it was due.

3) The evaluation strategy in the certificate holder’s AQP I/E QS document must provide a means to evaluate the proficiency of the I/Es while performing instructional/evaluation
duties in an operational setting. For example, a ground instructor is evaluated for performance while conducting a classroom session; or similarly, an evaluator is evaluated for proficiency while administering an LOE. The evaluation must be conducted by a qualified evaluator as described in the certificate holder’s AQP. The utilization of APDs is preferred for the evaluation of proficiency for I/Es working in the flight training environment. The certificate holder may conduct the evaluation of performance in accordance with a quality assurance and standardization program described in the AQP that identifies the authorized duty positions assigned to conduct the observations/evaluations. The certificate holder is responsible for tracking the dates of IECQ training and evaluations, along with I/E recency requirements, as specified in the approved AQP.

NOTE: Any training required under an AQP that is satisfactorily completed in the calendar-month before or the calendar-month after the calendar-month in which it is due is considered to have been completed in the calendar-month it was due.

H. Special Curriculums. Special curriculums (e.g., fleet transition, I/E FSTD/mockup differences, and I/E requalification) will be derivatives from the basic required curriculums listed in the preceding paragraphs.

I. I/E Crew Resource Management (CRM)/Dispatch Resource Management (DRM) Training and Evaluation (Refer to § 121.917(a) and (b)). During qualification curriculum and CQ, all I/Es will receive ground instruction and, if appropriate, flight training in the area of integrated CRM or DRM objectives and training methods. For additional information on CRM, refer to the current edition of Advisory Circular (AC) 120-51, Crew Resource Management Training.

J. I/E Validation and Evaluation Assignment. Certificate holders will describe the validation or evaluation duties related to all I/E positions in the AQP documentation. AQP allows, when appropriate, that ground training validations be assigned to instructor positions; however, pilot and FE flight training validations and all evaluations must be assigned to a qualified AQP evaluator. POIs and Aircrew Program Managers (APM) should see Table 3-79 below for the appropriate I/E assigned duties in the different curriculums.
### Table 3-79. Authorized Evaluation Personnel by AQP Curriculum

#### Qualification Curriculum

<table>
<thead>
<tr>
<th>Event</th>
<th>Instructor</th>
<th>Evaluator</th>
<th>Designee</th>
<th>FAA Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>Knowledge Validation</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Procedures Validation</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Line-Operational Simulation (LOS)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Maneuvers Validation</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Event Management Evaluations (EME)/LOE for Qualification</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EME/LOE for Certification</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Operating Experience</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Line Check</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>If Qualified*</td>
</tr>
</tbody>
</table>

*Part 135 operations only

#### Continuing Qualification Curriculum

<table>
<thead>
<tr>
<th>Event</th>
<th>Instructor</th>
<th>Evaluator</th>
<th>Designee</th>
<th>FAA Inspector</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOS/Maneuvers Training</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Maneuvers Validation</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>EME/LOE</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Line Check</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>If Qualified*</td>
</tr>
</tbody>
</table>

*Part 135 operations only

**K. Aircrew Designated Examiner (ADE) Program.** Certificate holders seeking an AQP pilot training curriculum and who do not have a current ADE program must commit resources and establish a program in accordance with Volume 13, Chapters 1 and 2 prior to AQP Phase IV, Initial Operations. Certificate holders with an established ADE program must provide at least one AQP-qualified APD for each fleet for which an AQP curriculum will be in effect.

**L. APD Training.** In addition to the certificate holder’s evaluator indoctrination and qualification curriculum requirements contained in the AQP, an initial APD candidate must complete FAA airman certification training in accordance with Volume 13, Chapter 2.

**M. APD Initial Observation.** An APD candidate seeking airman certification authority must be observed in accordance with Volume 13, Chapter 2, Section 3. However, the applicable approved AQP evaluation strategy for an LOE must be followed. If any part of the certification event is not observed by the FAA, an appropriate limitation will be added to the APD’s letter of authorization (LOA) (e.g., “Limitation: Not authorized to conduct face-to-face oral equipment examinations”).
N. APD Recurring Observations. The FAA must observe the APD conducting an LOE certification event at least once within the year preceding an APD renewal. Preferably, this observation should take place within the 120-day period before the current designation expires. The observation should be performed by the POI, APM, or an AQP experienced inspector designated by the POI or APM.

1) Certificate Holders With AQP Qualification and CQ Curriculums. The following events are in descending order of preference for APD observations:

   a) Qualification Curriculum LOE for Certification. The preferred method is for the inspector to observe an APD performing a qualification curriculum LOE resulting in airman certification.

   b) Qualification Curriculum LOE Without Certification. If scheduling, manpower, or other constraints preclude an inspector from observing an APD performing an actual airman certification, the observation may be of a qualification curriculum LOE with an additional certification (e.g., upgrade or transition).

   c) CQ LOE. If scheduling, manpower, or other constraints preclude an inspector from observing an APD performing a qualification curriculum LOE, the observation may be of a CQ LOE.

2) Certificate Holders With Part 121 Subparts N and O Initial Training/Qualification and AQP CQ Curriculums. The following events are provided in descending order of preference for APD observations:

   a) Oral Examination/Flight Evaluation (Part 121 Subparts N and O). If a certificate holder only has an AQP CQ curriculum for a specific fleet (and no AQP qualification curriculum), the preferred method is for the inspector to observe an APD conducting a complete oral examination and complete flight evaluation under § 121.441 resulting in airman certification.

   b) Section 121.441 Proficiency Check. If scheduling, manpower, or other constraints preclude an inspector from observing an APD conducting actual airman certification, the recurring observation may be of a proficiency check under § 121.441.

   c) LOE for CQ. If scheduling, manpower, or other constraints preclude an inspector from observing an APD conducting a proficiency check under § 121.441, the recurring observation may be of a CQ LOE.

3) Additional Requirements if Certification Was Not Observed. In the case that a certification was not observed, the APM must document the justification for renewing the APD’s certification authority in writing and include it in the APD’s file. The APM should review the required certification administrative processes and grading requirements, and repeat protocols with the APD. Additional event observations are at the POI/APM’s discretion, but should be consistent across all fleet types.

RESERVED. Paragraphs 3-1547 through 3-1565.

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