Section 3 Safety Assurance System: Aircrew Program Designees and Designated Flight Engineers in an Aircrew Designated Examiner Program

Source Basis:
- Section 183.1, Scope.
- Section 183.11, Selection.
- Section 183.13, Certification.
- Section 183.15, Duration of Certificates.
- Section 183.17, Reports.
- Section 183.23, Pilot Examiners.
- Section 183.25, Technical Personnel Examiners.
- Administrative.

13-106 GENERAL. This section contains information and guidance to be used by certificate managers, Principal Operations Inspectors (POI), and inspectors concerning aircrew program designees (APD) and Designated Flight Engineer Examiner (DFEE) responsibilities, and the selection, training, supervision, and administrative control of APDs/DFEES in an Aircrew Designated Examiner (ADE) program. This section is related to Safety Assurance System (SAS) Element 2.1.5 (OP) Appropriate Airmen/Crewmember Checks and Qualifications.

13-107 PRIVILEGES OF APDs/DFEES. All certification conducted by an APD/DFEE must be limited to the privileges of the APD/DFEE’s airman certificate, the APD/DFEE’s Certificate of Authority (COA), the APD/DFEE’s letter of authority (LOA), one certificate type (pilot or Flight Engineer (FE)), and one aircraft type.

A. Privileges. An APD is authorized to perform airman certification in one type of aircraft for an operator’s pilots who have been trained under the operator’s Federal Aviation Administration (FAA)-approved training program. A DFEE in an ADE program is authorized to perform airman certification for an operator’s FE candidates who have been trained under the operator’s FAA-approved training program.

B. Limitations.

1) Evaluation of any applicant by an APD/DFEE when the examiner has instructed that student or when the examiner has recommended the applicant is not recommended and must be approved by the POI or aircrew program manager (APM) on a case-by-case basis.

2) APDs/DFEES may not conduct FAA knowledge tests, special medical evaluations, tests for waivers, or any test for competency under Title 49 of the United States Code (49 U.S.C.) § 44709 (formerly Section 609a of the Federal Aviation Act of 1958 (FA Act)). Applicants for such tests must be referred to the APM or the Flight Standards District Office (FSDO), or certificate management office (CMO).
C. Designation as an Examiner Outside of an ADE Program. An individual’s designation as an APD/DFEE does not prevent the individual from obtaining a designation as an examiner in another program or capacity. When an APD/DFEE holds a designation, the privileges and limitations that may be exercised outside of the ADE program must be specified on the COA and LOA. The privileges and limitations listed on the COA issued outside an ADE program do not apply to the ADE program.

13-108 SELECTION OF AN APD/DFEE.

A. Eligibility Requirements. The following apply to the selection of APD and DFEE candidates:

1) Must be employed by the operator either full-time, part-time, or under contract to the operator.

2) Must possess the appropriate airman certificate, class rating, and type rating, if applicable.

3) Must be an FAA-approved proficiency check pilot or check FE, as applicable, for the operator for the aircraft in which the APD/DFEE candidate is to perform examiner duties. To perform examiner duties in an aircraft in flight, APD candidates must also be an FAA-approved line check pilot—all seats and proficiency check pilot—aircraft for the operator for that aircraft.

4) Should have served as a check pilot or check FE for a minimum of 1 year (APD candidates—preferably 6 months as a proficiency check pilot) before designation as an APD/DFEE. (Check pilot/check FE experience in other types of aircraft and in service with other operators may be credited. Crediting of past experience, including length of time and type of check pilot/check FE, is at the discretion of the POI and APM.)

5) Must possess an above-average level of knowledge, ability, and experience.

6) Must have a good record of compliance with Title 14 of the Code of Federal Regulations (14 CFR) (isolated and unrelated violations or incidents are not disqualifying).

B. Evaluation of Qualifications. The APD/DFEE candidate must submit a complete statement of professional qualifications on FAA Form 8710-6, Examiner Designation and Qualification Record. The APM must review the qualifications to determine whether the candidate meets the requirements and standards for an APD/DFEE designation. If the candidate is eligible, the APM may recommend to the POI that the candidate be designated as an APD/DFEE. An APD/DFEE selection must be agreed upon by the APM, the POI, and the operator.

13-109 APD TRAINING AND EVALUATION. The APM must train and evaluate the prospective APD/DFEE on APD/DFEE duties and responsibilities as follows:

A. Training. Inspectors should ensure that the APD/DFEE is trained and evaluated in at least the following areas:

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- The knowledge, ability, and skill requirements for the original issuance of the Airline Transport Pilot (ATP) Certificate and added ratings, as applicable (FE certificate and added rating for DFEE candidates);
- The procedures, methods, and techniques associated with administering the required certification tests;
- The responsibilities, authority, and limitations of an examiner under 14 CFR;
- The use of FAA forms and job aids associated with the particular APD/DFEE function; and
- The administrative procedures and supervisory relationships that exist in an ADE program.

NOTE: The POI and the APMs must stress to examiner candidates that in performing their duties as an APD/DFEE, they are representatives of the Administrator and responsible to the Administrator. Prospective APDs/DFEEs must understand that company politics, economics, union loyalties, and seniority issues are not relevant when certificating airmen.

B. Evaluation. After formal training, an APD/DFEE candidate must observe the APM in conducting a complete oral test, flight test, the necessary briefings, and the completion of the certification paperwork. The APM must then observe and evaluate the APD/DFEE candidate in conducting at least one complete oral test and complete flight test, including the necessary briefings and certification paperwork for the certificate or added rating involved.

13-110 SUPERVISION AND ADMINISTRATIVE CONTROL OF APDs/DFEEs. The APM assigned to a particular aircraft type is responsible for the supervision of APDs and DFEEs who conduct airman certification activities for that aircraft type. Inspectors should evaluate the supervisory and administrative process, taking into account the following:

A. Working Relationships. An APM observes and counsels APDs and DFEEs. An APM should emphasize to APDs and DFEEs appropriate methods for handling applicants, maintaining desired test standards, and completing and processing certification and Program Tracking and Reporting Subsystem (PTRS) paperwork. An APM should endeavor to maintain a working relationship with each APD and DFEE which promotes the examiner’s confidence in the performance of their duties and in their interactions with their assigned APM. An APM must conduct regular meetings with the program’s APDs and DFEEs for the purpose of maintaining these effective working relationships. During the APD/DFEE meetings, a close and continuing dialogue for the clarification of problem areas should be developed. Special meetings should be held when there is any change to FAA airman certification requirements, policies, or procedures affecting the particular APD/DFEE or the program in general. An APM should attend crewmember safety and standardization meetings held by the operator.

B. APD/DFEE Supplies and Materials. An APM must ensure that APDs and DFEEs have continuing access to the following materials, including current amendments and additional supplies, as needed:

- Volumes 5 and 13.
- All appropriate job aids.
• FAA Form 8000-36, Program Tracking and Reporting System Data Sheet, which may be overprinted to facilitate standardization of data entered into the system.
• FAA Form 8060-4, Temporary Airman Certificate.
• FAA Form 8060-5, Notice of Disapproval of Application.
• FAA Form 8400-3, Application for an Airman Certificate and/or Rating (FE).
• FAA Form 8710-1, Airman Certificate and/or Rating Application (Pilot).

13-111 PROCESSING INITIAL APD/DFEE DESIGNATIONS.

A. APM Responsibilities. When processing an initial APD/DFEE designation, the APM must ensure that all requirements for designation have been met. The APM must prepare all of the necessary additional paperwork. The APM must complete the back of FAA Form 8710-6 and sign the space labeled “Inspector’s Signature.” The APM must enter the type of designation, “APD/DFEE” or “TCE,” and the aircraft type in the space labeled “Type of Designation” under the “District Certificate Management or Regional” block (e.g., APD/ATP/AMEL B-727). The APM must record the APD/DFEE designation number under the space labeled “Certificate of Authority Issued” in the space titled “No.” The expiration date is the last day of the month that is 1 year from the date of designation. The “DO to Serve Under” space should be left blank by the APM.

B. POI Approval. The POI, or an inspector authorized to act for the POI, must indicate approval by completing the first line of the block labeled “District Certificate Management or Regional” on FAA Form 8710-6 and then sign in the appropriate space. POIs, or authorized inspectors, must also sign FAA Form 8000-5, FAA Form 8430-9, and the LOA. The originals of these forms must be issued to the APD/DFEE, and copies must be retained in the APD/DFEE’s file in the managing Flight Standards office.

C. APD Designation Numbers (Examiner Designation Numbers). For APDs and DFEEs, the airman’s certificate number coupled with the applicable four-character designator for the operator may be used in all instances when an Examiner Designation Number may be called for (e.g., 123456789DALA for an APD/DFEE at Delta Airlines). The four-character suffix will allow for differentiation between programs when there is more than one ADE program within the same Flight Standards office.

13-112 RENEWAL OF APD DESIGNATIONS. APD/DFEE designations must be renewed every 12 calendar-months as follows:

A. Renewal Date. The renewal date is 1 month prior to the expiration date. An APD/DFEE may not conduct certification tests after the expiration date.

B. Renewal Application. See Volume 13, Chapter 1, Section 2, paragraph 13-37, Renewal of Designations, for renewal procedures. In order to renew a designation, an APD/DFEE must submit the following documentation to the APM:
• The expiring FAA Form 8430-9;
• A newly completed FAA Form 8710-6; and
• Evidence of having attended, during the past 12 calendar-months, at least one APD/DFEE safety meeting or a briefing conducted by the APM (such as a notation on the back of the FAA Form 8430-9, signed by the APM).

C. Annual Observation. At least once within the year preceding an APD/DFEE’s renewal, the examiner must be observed conducting a complete certification. The observation is made by the APM or by another appropriately rated inspector designated by the APM or POI. This observation should take place within 3 calendar-months before the current designation expires (PTRS code 1672). To complete the observation, the APD/DFEE must conduct at least one oral examination and one complete flight evaluation. When an examiner designation is renewed, the day and month will normally remain the same, and only the year will be changed.

NOTE: If it is acceptable in an operator’s approved training program for the entire proficiency or flight check to be accomplished in a full flight simulator (FFS), then the APM is not required to observe the APD/DFEE in the aircraft for a renewal.

D. APM and POI Responsibility. Before renewing an APD/DFEE designation, the APM and POI must determine whether the APD/DFEE’s services have been satisfactory, whether the APD/DFEE’s level of activity warrants a renewal, and whether the APD/DFEE’s services continue to be needed. The examiner’s level of activity may be determined from the PTRS.

E. Processing a Renewal. The administrative steps for renewal are the same as those outlined for original designation (see paragraph 13-111).

13-113 AMENDMENT OF APD/DFEE DESIGNATIONS. An APD/DFEE may be issued only one FAA Form 8430-9. An APD/DFEE’s examining authority should normally be cancelled when the APD/DFEE enters transition training on a new aircraft type. The POI may designate a former APD/DFEE, provided the following actions have been completed.

A. Pilot in Command (PIC)/FE Training. The APD/DFEE must have completed the operator’s approved PIC or FE ground and flight training for the new aircraft. The APM must determine whether the designee has accumulated sufficient experience on the new aircraft to accumulate an above-average level of knowledge of its systems and operations.

B. Check Pilot/Check FE Training. An APD must have completed the operator’s check pilot training and be approved as a proficiency check pilot for the new aircraft. A DFEE must have completed the operator’s check FE training and be approved as a check FE for the new aircraft.

C. Interview and Review. The APM for the new aircraft must hold an interview with the APD/DFEE to establish an appropriate working relationship and review the administrative processing (paperwork/documentation) procedures for certification activities.
D. Oral Examination/Flight Evaluation. The APM for the new aircraft must observe the APD/DFEE conducting at least one complete oral examination and complete flight evaluation, as appropriate to the certificate or type rating involved, on the new aircraft type.

E. Issuance of New Designation. The administrative steps for the issuance of the new designation are the same as those outlined for initial designation (see paragraph 13-111).

13-114 PROCESSING APD/DFEE CERTIFICATION PAPERWORK. An APD/DFEE must forward the airman certification paperwork to the managing Flight Standards office for review, processing, and transmittal to the Airmen Certification Branch. The paperwork must be accepted and processed only by the managing Flight Standards office. Use of the Integrated Airman Certification and Rating Application (IACRA) program for processing applications is highly encouraged.

A. APD/DFEE Responsibilities. An APD/DFEE must complete the airman certification paperwork in accordance with the requirements of Volume 5, Chapters 1, 3, and 4, as applicable. An APD/DFEE will complete the PTRS data sheet for each evaluation function conducted. An APD/DFEE is responsible for the accurate, complete, and timely submission of certification paperwork. Satisfactory fulfillment of this responsibility is a condition for continued designation as an APD/DFEE.

B. APM Responsibilities. An APM is responsible for training each APD/DFEE in correct documentation procedures.

13-115 REVIEW OF APD/DFEE’S DECISION. If an airman is dissatisfied with an APD/DFEE’s decision, the airman may appeal to an APM for a reevaluation. The airman must submit the appeal in writing and indicate the reasons for protesting the APD/DFEE’s decision. The APM must review the matter and decide if reevaluation is warranted. If a reevaluation is granted, a new application must be completed, and the entire evaluation must be reaccomplished by an FAA inspector.

13-116 TERMINATION OF APD/DFEE DESIGNATIONS. An APD/DFEE designation may be terminated or canceled for cause by the POI at any time. See Volume 13, Chapter 1, Section 2 for applicable procedures.

RESERVED. Paragraphs 13-117 through 13-135.