

VOLUME 13 FLIGHT STANDARDS DESIGNEES**CHAPTER 2 AIRCREW DESIGNATED EXAMINER PROGRAM****Section 2 FAA's Management of an Aircrew Designated Examiner Program****Source Basis:**

- **Administrative.**

13-76 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES: 1590, 1621, 1626, 1641, 1642, 1643, 1644, 1645, 1672, 1677, and 1678.

13-77 OBJECTIVE. This section contains guidance for Principal Operations Inspectors (POI) and Aircrew Program Managers (APM) when managing an Aircrew Designated Examiner (ADE) program. It describes the general structure of the ADE program and the functions of the Federal Aviation Administration (FAA) participants in the program.

13-78 ADE PROGRAM—FAA RESPONSIBILITIES.

A. Regulatory Support Division Responsibilities. The Regulatory Support Division is responsible for overall designee management policy and the Designee Management System (DMS). Refer to FAA Order 8000.95, Designee Management Policy, for more information.

B. Air Transportation Division Responsibilities. The ADE program is one of the most effective designee processes in which the FAA participates. For that reason, any allegation or perception of abuse in the ADE program threatens the program. The Air Transportation Division is the Office of Safety Standards division with primary responsibility for the ADE program nationwide. The chief objective is standardizing the ADE program among the Safety Assurance offices, and, as a consequence, promoting its integrity, its effectiveness, and the ADE program itself. The Air Transportation Division will compare and track Memorandums of Understanding (MOU) submitted by all offices. By that process, inconsistencies among offices, omissions, or misunderstandings of the ADE program are usually identified and corrected at an early stage.

C. Responsibilities of the Office Manager. The responsible Safety Assurance office's (Flight Standards District Office (FSDO) or certificate management office (CMO)) manager is responsible for the review and approval of a proposed ADE program involving any air carrier assigned to that office. The office manager is also responsible for establishing policies and procedures for Operations inspectors in relation to the air carrier. This responsibility includes coordinating administrative policies and functions, such as scheduling, and maintaining effective working relations between Operations inspectors and the air carrier's employees. Specific functions include the following:

1) Administrative Supervision of APMs. The APM position requires a high degree of independence, specialization, expertise, and flexibility. An APM usually requires only broad guidance from the office manager. On occasion, an office manager may be required to provide detailed and specific guidance to standardize APM activities and to implement national policy.

2) Resource Management. Office managers are responsible for promoting the implementation of an ADE program, when appropriate. An office manager is responsible for identifying APM resource requirements and for coordinating with the POI to meet these requirements. Resource management functions include the following:

a) **Monitoring APM Workloads and Assignments.** An APM position may be initially established on the assumption that the APM workload will fully occupy the assigned inspector's time. An office manager is responsible for monitoring APM workload.

1. When an APM's duties, as defined in this order, require less than 100 percent of the APM's available time, the office manager and the POI should consider the assignment of additional duties to the APM. For example, an APM might be assigned duty as an Assistant Aircrew Program Manager (AAPM) on another type of aircraft or duty as an assistant POI.

2. When an APM's duties, as defined by this order, exceed 100 percent of the APM's available time, the office manager and the POI should consider the assignment of an AAPM for the particular aircraft.

b) **Identifying and Meeting Staffing Requirements to Support an APM.** The office manager is responsible for ensuring that APM support requirements are identified, and for coordinating with the POI to meet those requirements. ADE program work and training requirements, as described in this order, must take priority over other inspector functions. When ADE program requirements have not been met, an APM should not be assigned other work. APMs should not normally be assigned administrative tasks or other duties, such as answering complaints or conducting incident investigations and Compliance Program activities that are unrelated to an assigned ADE program. Such duties are more appropriately assigned to assistant POIs or other inspectors.

NOTE: This provision does not relieve an APM from normal Compliance Program functions when the APM observes noncompliance in the course of ADE program activities. Likewise, it does not relieve an APM from normal administrative functions directly related to the ADE program.

c) **Obtaining Resources and Infrastructure to Support an APM.** An office manager establishes channels to obtain the services of qualified inspectors to support ADE programs, when necessary. Office managers coordinate with assigned Operations Research Analysts (ORA) to ensure that APMs are provided with adequate data processing support and are supplied with or can access computer-generated reports.

d) **Overseeing APM Training Requirements.** The office manager ensures that an APM is scheduled for the training provided by the air carrier, as specified in the MOU establishing an ADE program, and receives that training as required. Similarly, the office manager ensures that an APM receives any requisite training provided by the FAA.

D. Responsibilities of a POI. A POI is responsible for all operational matters concerning the administration of the air carrier's certificate, including management of an ADE program. This responsibility includes the following:

1) Achieving Program Objectives. The POI monitors performance to ensure that the ADE program meets its objectives. Objectives are identified nationally under the National Work Program or, when appropriate, the Designee Management System (DMS). Additional objectives will be in support of the Safety Assurance System (SAS) process and may be determined locally by FAA managers as special or local emphasis items.

2) FAA–Air Carrier Relations. A POI implements policies and procedures established by the office manager.

E. Responsibilities of an APM. An APM is an appropriately trained Operations inspector who is also specifically trained by an air carrier to oversee the certification activity and to manage the surveillance of that air carrier’s training and qualification program in a specific aircraft type. An APM supports the POI in technical matters and in surveillance of ADE program activities associated with a specific aircraft type. An APM’s functions include the following:

1) Airman Certification. An APM is responsible for ensuring that the airman certification requirements prescribed by Title 14 of the Code of Federal Regulations (14 CFR) and by this order are maintained in the ADE program, as applicable.

a) The air carrier nominates one or more aircrew program designee (APD) candidates for FAA consideration. An APM recommends a candidate to the POI for selection and is responsible for qualifying each APD in the conduct of airman certification. An APM maintains certification standards through an active program of meetings and surveillance.

NOTE: When included in the DMS, refer to Order 8000.95 for additional information on this process.

b) To ensure continued, firsthand knowledge of an air carrier’s program and certification activities, an APM will personally conduct a minimum of four certification activities (oral, simulator, or flight evaluations) annually, provided there is sufficient certification activity. If not, an APM will conduct a minimum of four proficiency checks, preferably with no advance notice.

2) Standardization of Check Pilots/Check Flight Engineers (FE). An APM ensures that high standards are maintained in the air carrier’s proficiency checks, FE flight checks, and line checks by developing and maintaining active surveillance of the air carrier’s check pilots/check FEs.

a) Initial Observation of Check Pilots/Check FEs. An APM or AAPM should observe each check pilot/check FE performing a representative check pilot/check FE function during the initial approval process. Another qualified inspector may conduct the initial check pilot/check FE observation when workload prevents an APM or AAPM from performing the observation. See Volume 1, Chapter 3, Section 6 for inspector qualifications to conduct check pilot/check FE observations.

NOTE: Another inspector must receive approval from the appropriate POI or APM before conducting an initial check pilot/check FE observation requested by an air carrier.

b) Biennial Observation of Check Pilots/Check FEs Approved Under 14 CFR Part 121, § 121.411 or Part 135, § 135.337. Each check pilot/check FE must be observed at least biennially (once every 2 years), in accordance with § 121.413 or § 135.339, as applicable, by an APD or by an FAA inspector (PTRS activity codes 1641, 1642, 1643, 1644, 1645).

c) Advanced Qualification Program (AQP) Evaluation. Check pilots/check FEs approved as evaluators under an AQP must be evaluated during each evaluation period in accordance with § 121.915.

d) Conducting Inspections Personally. An APM will personally conduct a number of inspections annually. These inspections should include the following:

- At least four inspections (preferably no notice) of the air carrier's check pilots conducting proficiency checks or AQP Line Operational Evaluations (LOE), and
- At least four inspections of check pilots conducting line checks (preferably no notice).

3) Initial Review and Surveillance of Training and Qualification Programs.

An APM is responsible for reviewing a proposed training and qualification program for an assigned aircraft type and, when appropriate, for recommending initial and final approval to the POI. An APM (and AAPMs) should monitor an air carrier's actions when a trainee does not progress as scheduled or fails a check. An APM is responsible to the POI and the office manager for conducting surveillance and for reevaluating the adequacy of the training and qualification program at least once each calendar-year, using the SAS process. In this reevaluation, the APM should identify any deficiencies and recommend changes as appropriate.

4) Maintaining Aircraft Qualification and Currency. An APM will maintain aircraft qualification and currency, as specified in paragraph 13-83, Maintaining APM Qualification. Completion of the required training or check in the calendar-month before or after the due month is considered to meet requirements, but does not change the due month.

5) Providing Technical Assistance. An APM develops expert knowledge of the assigned aircraft type. An APM may provide technical assistance to other FAA inspectors and offices during investigations related to that aircraft type, such as investigations of incidents, accidents, and actual or apparent deviations from regulations or standards. An APM reviews the air carrier's procedures, policy, and aircraft operating manuals; minimum equipment list (MEL); and operations specifications (OpSpec) as an integral part of the surveillance program. An APM advises the POI in approving manuals and, if necessary, consults with the Aircraft Evaluation Division for assistance in doing so.

6) En Route Surveillance. An APM is responsible for ensuring a high level of flightcrew performance through en route surveillance of operations in the assigned aircraft type. En route surveillance includes the following activities:

a) **Conducting En Route Surveillance.** An APM personally conducts an en route inspection each quarter to maintain firsthand knowledge of the air carrier's line operations. These observations are conducted in accordance with the SAS process.

b) **Annual En Route Trend Analysis.** An en route trend analysis report for each air carrier is updated quarterly and is available at the following website:
[https://avssp.faa.gov/avs/afs900/AIPO/Open AI Reports/CheckAirmen/SitePages/Home.aspx](https://avssp.faa.gov/avs/afs900/AIPO/Open_AI_Reports/CheckAirmen/SitePages/Home.aspx).

1. This report provides the following information for the last 12 months:

- Total number of en route inspections recorded in the PTRS sorted by the PTRS activity code;
- Total number of en route inspections recorded in SAS sorted by assessment type and element;
- Total number of en route inspections for each airport; and
- Comments from inspectors from en route inspections with negative findings.

2. The POI and APM should use this report to identify trends that may require additional surveillance of flightcrew member training; corrective action by the air carrier; revisions to flightcrew procedures, curriculums, or training materials; or other actions.

7) ADE Quarterly Report. The following reports for each carrier are updated quarterly and available at the following website:
[https://avssp.faa.gov/avs/afs900/AIPO/Open AI Reports/CheckAirmen/SitePages/Home.aspx](https://avssp.faa.gov/avs/afs900/AIPO/Open_AI_Reports/CheckAirmen/SitePages/Home.aspx).
 At the close of each quarter, the POI, APM, and the office manager should use these reports to manage the APM's work program.

a) **Check Pilot/Check FE Surveillance Report.** A check pilot/check FE surveillance report, showing the surveillance accomplished on check pilots/check FEs during the past 8 quarters, includes the following information:

- Air carrier;
- Aircraft type and number of approved check pilots/check FEs;
- Names of check pilots/check FEs observed, type of surveillance (proficiency check or line check), and date of surveillance;
- Starting date of report; and
- Ending date of report.

b) **APD Surveillance Report.** An APD surveillance report, showing the surveillance accomplished on each APD during the past 4 quarters, includes the following information:

- Air carrier;
- Aircraft type and name of each APD assigned to that aircraft;
- Type of surveillance (oral/simulator/aircraft) and date of surveillance;

- Starting date of report; and
- Ending date of report.

NOTE: Once transitioned into the DMS, the information contained in the APD surveillance report will be available in the DMS.

8) Exchanging Information. An APM is encouraged to share information and ideas with other APMs and inspectors.

9) Serving on Boards (Flight Standardization Board (FSB) and Flight Operations Evaluation Board (FOEB)). When selected, an APM should commit to serve on the FSB and/or the FOEB for the appropriate aircraft. An APM is uniquely qualified and is a valuable resource for these boards.

F. Responsibilities of an AAPM. One or more AAPMs may be assigned to complement the APM in oversight and management activities related to an ADE program. An AAPM is specifically trained in the same manner as the APM. An AAPM supports and assists the APM with the responsibilities described in subparagraph 13-78E above.

13-79 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of 14 CFR parts 61, 63, 121, and/or 135 regulations (as appropriate) and FAA policies, and qualification as an aviation safety inspector (ASI) (Operations) with designee oversight responsibilities.

B. Coordination. This task may require coordination between the responsible Safety Assurance office and the Air Transportation Division.

13-80 REFERENCES (current editions):

- Title 14 CFR Parts 1, 61, 63, 91, 121, 135, 142, and 183.
- Title 49 of the United States Code (49 U.S.C.) § 44702.
- PTRS Procedures Manual.

13-81 APM ELIGIBILITY REQUIREMENTS.

A. Eligibility Requirements. Before being assigned as an APM in an ADE program, an inspector must meet the following eligibility requirements:

- 1) Be fully qualified as an ASI, General Schedule (GS) 1825;
- 2) Hold an Airline Transport Pilot (ATP) Certificate;
- 3) Hold a type rating in an aircraft of the same group, for assignment to an airplane operating under part 121;
- 4) Hold a type rating in an aircraft of the same category, for assignment to an aircraft operating under part 135 requiring a type rating;

5) Hold a class rating in an aircraft of the same category, for assignment to an aircraft operating under part 135 not requiring a type rating;

6) Pass the FE knowledge test before beginning training with the air carrier, when the aircraft requires an FE;

7) Recommended that the candidate have served a minimum of 3 years as an ASI performing airman certifications; and

8) Possess interpersonal skills, including sound judgment, integrity, and professionalism in their oversight function. They must be able to communicate expectations, provide constructive feedback, and deal with conflict in a proactive manner.

NOTE: For a candidate for assignment to an airplane operating under part 121, the 3 years of ASI experience must have been acquired in airplanes operating under part 121. For a candidate for assignment to an airplane operating under part 135, the ASI experience must have been acquired in airplanes of the same category. The office manager may give credit for equivalent experience gained in industry as a check pilot or as a Designated Pilot Examiner (DPE). Credit may also be given for experience in military service as an instructor or flight examiner in equivalent aircraft.

B. Evaluating APM Candidates. Additionally, managers will evaluate APM candidates to determine that they communicate appropriate expectations, provide constructive feedback, and deal with conflict in a proactive manner.

13-82 APM TRAINING BEFORE DESIGNATION. Before APM designation, an inspector must satisfactorily complete the same training and qualify to the same standards as flightcrew members and as check pilots/check FEs employed by the air carrier.

A. FAA Training. An APM candidate must complete applicable APM training. See Volume 13, Chapter 1, Section 1 for initial training requirements.

B. Minimum Required Training for an APM. An APM candidate must complete, to the satisfaction of the POI and the air carrier, at least the following minimum training in accordance with the air carrier's approved training and qualification program:

1) Basic indoctrination training.

2) Pilot-in-command (PIC) initial equipment training, to include receiving a type rating, when applicable. If the air carrier does not have a PIC initial equipment training curriculum for the aircraft, APMs must complete the PIC transition curriculum for the aircraft. APMs will complete the FE initial equipment curriculum or transition curriculum, including class rating, when applicable.

3) Any special training, such as Category (CAT) II or CAT III, that is required by OpSpecs or otherwise for qualification as a PIC for the air carrier.

- 4) Training on the proper operation of flight simulation training devices (FSTD).
- 5) Flight instructor and ground instructor training.
- 6) Check pilot training and, if applicable, check FE training. (For AQPs, this is equivalent to evaluator training.)
- 7) The air carrier's training policies and procedures.
- 8) Line observation experience of part 121 air carriers or part 135 commuter air carriers. Instead of receiving Operating Experience (OE), as the air carrier's flightcrew members do, the APM candidate will observe at least four online flight segments that are representative of the air carrier's use of that aircraft in line operations.

NOTE: An APM candidate is eligible for the advanced simulation provisions of part 121 appendix H, and may receive the certification flight tests in a level C or higher full flight simulator (FFS).

C. Inspector Duties During Training. During the period in which an APM candidate is in training with an assigned air carrier, the candidate should not be assigned or perform unrelated inspector duties.

D. APM Qualification in a New or Additional Airplane Type. Under limited conditions, an inspector may be assigned as an APM on more than one aircraft type. The following guidance applies:

- 1) An inspector will not be assigned as an APM for more than one air carrier.
- 2) An APM assigned to an air carrier's program that involves a turbojet aircraft type, or other aircraft requiring a type rating, is normally current only in that aircraft. The responsible Flight Standards office will determine when it is appropriate to assign an APM to more than one turbojet aircraft type, or other aircraft requiring a type rating, considering factors such as, but not limited to, the APM's workload, number of designees that the APM oversees, size and complexity of the air carrier, and other risk factors specific to the air carrier's flightcrew member training and qualification program.
- 3) An APM assigned to part 135 aircraft other than the transport and commuter category family of aircraft may be assigned to two families of aircraft, as defined in Volume 3, Chapter 19, Section 1. In the multiengine, general purpose airplane family other than transport and commuter category, an assigned APM may maintain qualification in two equivalent series of aircraft, such as the Cessna and Piper series.
- 4) Should it become necessary to qualify an APM in a new aircraft or in a second type of aircraft, the APM will complete all of the training requirements of this section for the second aircraft, except for the following:

- Basic indoctrination training, and
- That portion of check pilot/check FE training not specific to the second aircraft type.

E. Costs of Training. The air carrier is responsible for providing all required training and bearing its costs. The FAA will bear the cost of any lodging and per diem incurred by the APM.

13-83 MAINTAINING APM QUALIFICATION. An APM must complete the same proficiency, currency, and recurrent training requirements as the air carrier's check pilots/check FEs, with the exception of line checks and 90-day takeoff and landing recency (§ 121.439 or § 135.247).

A. Recurrent Training.

1) Recurrent training for an APM consists of the same ground and flight training curriculum segments that the air carrier provides for its PICs, including the proficiency check requirements for a PIC and flight check for an FE, when applicable. A company-qualified check pilot will occupy the second-in-command (SIC) position as a safety pilot during any APM proficiency check conducted in an aircraft in flight.

2) When the air carrier uses an AQP, an APM will participate in the Continuing Qualification (CQ) curriculum in the same manner as the air carrier's PICs and check pilots/check FEs.

B. Check Pilot/Check FE Qualification.

1) **Training and Standardization Meetings.** An APM will attend the recurrent check pilot/check FE training and standardization meetings that the air carrier provides for its check pilots/check FEs.

2) **AQP.** When the air carrier uses an AQP, the APM will participate in the instructor and evaluator (I/E) training required by the AQP.

C. Currency. The MOU between the FAA and the air carrier provides for the APM to maintain currency in the assigned aircraft. Each air carrier offers its APM(s) the opportunity to maintain currency by making available a minimum of 2 hours of FFS time each quarter. If the air carrier is unable to make available the required FFS time, the air carrier must provide an aircraft, at the air carrier's expense, to accomplish the required currency. For airplanes not requiring a type rating, an APM maintains currency for the assigned category and class.

D. Maintaining Dual Qualification. An APM assigned to two aircraft types must be trained and qualified in both aircraft types in accordance with this order and the air carrier's approved training and qualification program.

E. Failure to Maintain Qualification and Currency. An APM failing to maintain qualification in accordance with this paragraph will not perform APM functions involving

airman certification, APD approval/renewal, or check pilot/check FE approval until all qualification requirements are met.

1) Training completed in the month before or the month after the due month is considered to have been accomplished in the due month.

2) A POI will not designate an APD when the air carrier has not provided the APM with the opportunity to remain qualified and current. Likewise, the office manager must take positive action to ensure that FAA responsibilities are fulfilled for keeping an APM qualified and current.

13-84 TRANSITION WHEN AN APM POSITION IS VACATED.

A. Continuity of Staffing. The office manager is responsible for assuring the continuity of FAA staffing of an ADE program.

1) When an APM (or AAPM) makes known a plan that would cause a position vacancy, such as a planned transfer or a retirement date, the office manager should immediately arrange for a replacement to be located, selected, and entered into training under the MOU with the affected air carrier.

2) When an APM (or AAPM) vacates a position without time to prepare a replacement, the office manager will collaborate with other managers to obtain the services of a qualified inspector(s) to act as a temporary replacement until the vacant position can be filled.

B. Position Vacancies. If possible, an outgoing APM will complete the renewal or DMS oversight requirements, as applicable, that will expire within 90 days of the date that the APM position will be vacated. If adequate FAA oversight of the ADE program cannot be maintained, the POI terminates one or more APD designations, and may consider canceling the ADE program. If an APM position is vacant for an extended time, the office manager must detail a qualified inspector to oversee the program.

13-85 AN AIR CARRIER'S RESPONSIBILITIES. Under an ADE program, the air carrier makes the following special commitments:

A. FAA–Air Carrier Relations.

1) The ADE program is based on the assumption that an open relationship between the air carrier and the FAA will be maintained. At any time that an air carrier participating in an ADE program is unwilling to maintain this vital, open relationship, the POI will cancel the program.

2) An air carrier must be willing to give an APM complete access to facilities, working-level personnel, and managers. An air carrier must be willing to accept input from its POI and APM concerning procedures, manuals, and training and qualification programs, and to seek mutually acceptable solutions for deficiencies at the working level. The air carrier must be willing to cooperate fully with incident, accident, and noncompliance investigations. In this

relationship, compliance generally comes naturally. However, normal FAA Compliance Program procedures apply in respect to noncompliance.

B. APM Support. An air carrier commits to provide training and to bear the costs of qualifying the APM(s), AAPM(s) when required, and replacements for APM or AAPM vacancies before the vacancy occurs. The air carrier must be willing to cooperate in scheduling so that participating FAA inspectors meet qualification and currency requirements as specified in the MOU.

C. Information. The air carrier must agree to make the following information available to the POI and APM:

- Projected and revised training schedules;
- Projected and revised APD schedules;
- Notification of any failures and withdrawals from training;
- Actions taken on students who fail or who are withdrawn from training;
- A report of additional training provided to flightcrew members in excess of approved training hours;
- A report of failed proficiency checks, FE flight checks, and line checks; and
- At least annually, an analysis of check pilot/check FE pass rates. At a minimum, this analysis should compare each individual check pilots/check FE's pass rate with the overall pass rate at that air carrier for the specific aircraft and type of check (e.g., line check, FE flight check, or proficiency check).

13-86 ESTABLISHING AN ADE PROGRAM. The ADE program is founded on a quid pro quo agreement between an air carrier and the FAA, in which both parties benefit in operational effectiveness. (The public benefits from the safety gains coming from the diligence and expertise that both parties gain under a well-run ADE program.) MOUs are agreed to and signed by both parties. The specific terms of the MOU stipulate that an air carrier will provide training to inspectors who are charged with oversight responsibilities for appointed APDs. An air carrier or the FAA may initiate discussions about the establishment of an ADE program. A POI should discuss the contents of this chapter in detail with the assigned air carrier interested in an ADE program. An air carrier should completely understand the program's objectives and the specific terms of the MOU establishing the program. A sample MOU is included as Figure 13-8, Sample Memorandum of Understanding.

A. Conforming MOU. A conforming MOU must conform strictly to the guidance in this order (including the sample MOU in Figure 13-8).

1) The MOU must be signed by:

- An appropriate official for the air carrier,
- The POI, and
- The FSDO/CMO manager.

2) The office manager forwards a copy of the signed MOU to the Air Transportation Division.

B. Nonconforming MOU. The collegial nature of an effective ADE program has caused critics to allege abuse in some cases. For that reason, any ADE program proposing an MOU that does not conform strictly to the guidance in this order (including the sample MOU in Figure 13-8) must be reviewed and approved by the manager of the Air Transportation Division before implementation. The office manager must forward the proposed MOU to the Air Transportation Division with the signatures of the POI and the office manager. If approved, the manager of the Air Transportation Division will sign the MOU and return it to the office manager.

13-87 PROGRAM REVISIONS. Revisions to an approved ADE program may be required for a variety of reasons, such as mergers and equipment changes. The POI will consider the effects of such changes and take appropriate action. FSDO/CMO managers are responsible for continually evaluating the effectiveness of ADE programs and for responding to feedback as required. This evaluation is integral to ongoing continuous improvement.

Figure 13-8. Sample Memorandum of Understanding**MEMORANDUM OF UNDERSTANDING****BETWEEN****[NAME OF AIR CARRIER]****AND THE****FEDERAL AVIATION ADMINISTRATION**

This Memorandum of Understanding (MOU) is based upon guidance in FAA Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 13, Chapter 2. The parties to this MOU are [NAME OF AIR CARRIER], and the Federal Aviation Administration (FAA) Flight Standards District Office (FSDO) (or certificate management office (CMO)).

1. The Aircrew Designated Examiner (ADE) program has been established pursuant to the provisions of Title 14 of the Code of Federal Regulations (14 CFR) part 183, which permits, among other things, the delegation of certification authority and responsibility to selected and mutually agreed-upon [NAME OF AIR CARRIER] check airmen, to be known as aircrew program designees (APD). These APDs may conduct airman certification tests under the supervision of FAA inspector(s), known as aircrew program managers (APM). APMs report directly to [NAME OF AIR CARRIER] principal operations inspector (POI) in all matters pertaining to the ADE program.
2. POIs are responsible for management of the ADE program. The POI's functions include establishing policies and procedures, and coordinating and standardizing the activities of FAA inspectors assigned to support [NAME OF AIR CARRIER] ADE program.
3. In order to function effectively in an ADE program, the APM and assigned inspectors require an expert knowledge of the training program and operational procedures being conducted by the operator. [NAME OF AIR CARRIER] agrees to extend to the APM and assigned inspectors all privileges that the operator grants to its own flight instructors and check airmen, except the privilege of acting as pilot in command (PIC) of an aircraft in actual flight operations and those personnel functions that are afforded employees of as a condition of employment. For example, the APM or assigned inspectors must be granted the same authority to operate the controls of flight simulators and flight training devices (FTD) as the operator grants to its own flight instructors and check airmen.
4. APDs will be nominated by [NAME OF AIR CARRIER] in accordance with the policies and procedures outlined in FAA Order 8900.1 and appropriate FAA guidance. APD nominees must complete both [NAME OF AIR CARRIER] and FAA-required training prior to appointment and will conduct all authorized duties and responsibilities under the supervision of the assigned APM. It is understood that APDs with FAA certification authority will be required to complete the training associated with the issuance of FAA certificates. Required FAA training will normally be provided by the APM in accordance with existing FAA guidelines; however, from time to time other FAA-authorized instructors may be assigned to accomplish required training. This training may require the nominee to travel to FAA training facilities not associated with the APD's principal or satellite center. The FAA agrees to provide APD training at no cost to [NAME OF AIR CARRIER]; however, associated travel and lodging expenses will be the responsibility of [NAME OF AIR CARRIER]. Once designated, APDs may be removed by either party, at any time, if that individual becomes unacceptable to the FAA or [NAME OF AIR CARRIER]. Notification of such removal will be made in writing to the other party on or before the effective date of such removal.

The policies and procedures contained in FAA Order VS 1100.2 (current edition) will be followed whenever removal action is contemplated or conducted.

5. [NAME OF AIR CARRIER] shall provide the following training at its own expense for the APM and assigned FAA inspectors participating in the ADE program. The training provided shall be the same training that [NAME OF AIR CARRIER] provides to its own flight instructors and check airmen for initial qualification and recurrent training. Assigned inspectors shall complete the appropriate training to the mutual satisfaction of [NAME OF AIR CARRIER] and the POI. Should an assigned inspector fail to progress through training satisfactorily, [NAME OF AIR CARRIER] shall provide the same remedial training that it provides to its own crewmembers. Should the inspector continue to fail to reach or maintain a mutually satisfactory level of competency, the POI shall meet with an appropriate airline official to resolve the matter. The minimum required training shall consist of (but not necessarily be limited to):
 - a. Basic indoctrination training;
 - b. Initial and recurrent aircraft equipment training, including type rating(s) and Flight Engineer (FE) class rating, if required;
 - c. Training in any appropriate specialty curriculums associated with an aircraft training program (e.g., Category (CAT) II or III procedures or special instrument approach procedures);
 - d. Training on the proper operation of center training devices, FTDs, and simulators;
 - e. Flight (simulator)/ground instructor and check airman training and FE training (if required);
 - f. [NAME OF AIR CARRIER] training policy and procedures;
 - g. Any other center programs and or procedures that [NAME OF AIR CARRIER] believes appropriate to maintain the APM and assigned inspectors' currency in the operator's policies and procedures; and
 - h. Sufficient PIC training in each aircraft authorized, each calendar quarter to ensure currency in accordance with FAA Order 4040.9 (current edition).

NOTE: The training referenced in subparagraphs 5a through 5g may be used to the extent practical to satisfy the requirements of the PIC training required by paragraph 5h. Training considered duplicative in nature is not required.

6. The training referenced in paragraph 5 will be administered and scheduled in accordance with the following guidelines and shall be provided by [NAME OF AIR CARRIER] at its expense:
 - a. All subject training will be scheduled in coordination with the APM.
 - b. Training and checking events will be scheduled between the hours of 0600 and 2200, unless an exception has been coordinated with the APM.
 - c. The APM and assigned inspectors may be scheduled for training in regularly scheduled classes with [NAME OF AIR CARRIER] crewmembers.
 - d. A 2-hour simulator period will be made available for administering the APM's and assigned inspector's required proficiency checks, unless a greater period is required due to aircraft complexity and standard [NAME OF AIR CARRIER] policies for evaluations relating to that specific aircraft(s). The FAA agrees to use reasonable efforts to provide a complete crew complement for these evaluations. However, in situations where this is not practicable, or at [NAME OF AIR CARRIER] request, [NAME OF AIR CARRIER] will provide a qualified instructor to fill required crew positions as appropriate. [NAME OF AIR CARRIER] will also provide a qualified simulator or FTD operator if required.
 - e. The APD and other crewmember services referenced in this paragraph will be provided at no cost to the FAA.

7. In lieu of Operating Experience (OE), assigned inspectors shall be authorized to observe from the cockpit observer's seat, a minimum of four revenue segments. This observation process requires that assigned inspectors remain with the flightcrew throughout the assigned trip pattern to become familiar with a cross-section of line operations.
8. The APM and assigned inspectors are eligible for the advanced simulation provisions of 14 CFR part 121 appendix H, and may receive the certification check in a level C or level D simulator. The ADE program may exist apart from an appendix H training program. In such cases, the inspectors' training may be conducted in whole or in part in an aircraft, provided at the operator's expense.
9. The APD/DFEE candidate shall submit a complete statement of professional qualifications on FAA Form 8710-6, Examiner Designation Qualification Record (current version). The APM shall review the qualifications and shall recommend to the POI that the candidate be designated as an APD/DFEE, when appropriate.
10. APD/DFEE designees shall be authorized to perform airman certification in only one type of aircraft. This authority is limited to the certification of graduates of [NAME OF AIR CARRIER] FAA-approved training programs who are employed as flightcrew members by [NAME OF AIR CARRIER].
11. All airman certification activities conducted by the APD/DFEE shall be limited to the privileges of the APD's/DFEE's own Airman Certificate, Certificate of Authority (COA), and letter of authority (LOA), and shall be effective only in the aircraft type named in those documents. The APD may conduct pilot oral tests and flight tests for Airline Transport Pilot (ATP) Certificates, and for category, class and type ratings to be added to ATP Certificates. DFEEs may conduct oral tests and flight tests for FE Certificates and for the addition of class ratings to FE Certificates.
 - a. An APD/DFEE may not conduct an evaluation of any applicant, which the APD/DFEE has instructed for the certificate or rating to be issued, unless specifically authorized by the POI or the APM. Further, an APD/DFEE may not conduct FAA written tests, special medical evaluations, tests for waivers, or any test for competency under applicable provisions of Title 49 of the United States Code (49 U.S.C.), (formerly section 609(a) of the Federal Aviation Act). Any privileges and limitations shown on an examiner's COA issued outside an ADE program, do not apply within the ADE program.
 - b. The APM shall train and evaluate the prospective APD/DFEE in applicable duties and responsibilities. The APD/DFEE shall be trained and evaluated in at least the following areas:
 - 1) The knowledge, skill, and ability requirements for the initial issuance of the ATP Certificate, and for type ratings added to the ATP Certificate (or for the issuance of the initial FE Certificate and added class ratings, as applicable);
 - 2) The procedures, methods, and techniques associated with administering the required certification tests;
 - 3) The responsibilities, authority, and limitations of designated examiners under regulations and under FAA Orders 8900.1 and VS 1100.2;
 - 4) The use of FAA forms and job aids associated with the particular job function;
 - 5) The administrative procedures and supervisory relationships that exist in the ADE program;
 - 6) The understanding that [NAME OF AIR CARRIER] policies and economics, union loyalties, and seniority issues are not relevant when certifying airmen; and
 - 7) After formal training, observation of the APM conducting a complete oral test, a complete flight test, and all the necessary briefings; also, the completion of all certification paperwork.

12. The APM shall ensure that essential FAA materials such as FAA forms are available to authorized APDs. The APM shall conduct regular meetings with the APDs for the purpose of maintaining an effective working relationship and resolving problems. The APM shall attend crewmember safety meetings held by [NAME OF AIR CARRIER].

The following signatures signify agreement to this MOU and its contents:

FOR AND ON BEHALF OF [NAME OF AIR CARRIER].

	<u>(mm/dd/yyyy)</u>
(Position)	Effective Date

FOR AND ON BEHALF OF FEDERAL AVIATION ADMINISTRATION.

	<u>(mm/dd/yyyy)</u>
(FAA POI)	Effective Date
(FSDO/CMO address)	

	<u>(mm/dd/yyyy)</u>
(FSDO/CMO Office manager)	Effective Date
(FSDO/CMO address)	

	<u>(mm/dd/yyyy)</u>
(Air Transportation Division, if applicable)	Effective Date
(Position)	

RESERVED. Paragraphs 13-88 through 13-105.