

Element Performance Inspection (EPI) Data Collection Tool
4.3.2 Appropriate Airmen / Crewmember Checks and Qualifications (OP)

ELEMENT SUMMARY INFORMATION

Purpose of this Element (certificate holder's responsibility):

- To provide qualified and competent airmen/crewmembers for the certificate holder's operations.

Objective (FAA oversight):

- To determine the effectiveness of the certificate holder's procedures in meeting the desired output of the process.
- To determine if the certificate holder follows its procedures, controls, process measurements and interfaces for the Appropriate Airmen/Crewmember Checks and Qualifications process.
- To determine if there were any changes in the personnel identified by the certificate holder as having responsibility and/or authority for the Appropriate Airmen/Crewmember Checks and Qualifications process.

Specific Instructions:

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Related EPIs:

- 3.1.3 Airmen Duties / Flight Deck Procedures (OP)
- 3.1.9 Aircraft Performance Operating Limitations (OP)
- 3.1.10 Lower Landing Minimums (LLM) (OP)
- 4.2.3 Training of Flight Crewmembers (OP)
- 4.2.4 Training of Flight Attendants (OP)
- 4.2.5 Training of Dispatchers (OP)
- 4.2.7 Training of Check Airmen and Instructors (OP)
- 4.2.10 Aircrew Designated Examiner (ADE) Program (OP)
- 4.2.8 Simulators / Training Devices (OP)
- 4.3.3 Advanced Qualification Program (AQP) (OP)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirements (SRRs):

- SRRs:
 - 119.43(b)
 - 119.43(b)(1)
 - 119.43(b)(2)
 - 119.43(c)
 - 121.135(a)(1)
 - 121.135(b)(2)
 - 121.135(b)(3)
 - 121.153(c)
 - 121.153(c)(3)
 - 121.383

- SRRs:
 - 121.383(a)(1)
 - 121.383(a)(2)
 - 121.383(a)(3)
 - 121.383(c)
 - 121.385
 - 121.385(a)
 - 121.385(b)
 - 121.385(c)
 - 121.385(d)
 - 121.387
 - 121.389
 - 121.389(a)(1)
 - 121.389(a)(2)
 - 121.389(c)
 - 121.391
 - 121.391(a)
 - 121.391(b)
 - 121.393(a)
 - 121.393(b)
 - 121.395
 - 121.413(a)
 - 121.421(b)
 - 121.427(b)
 - 121.432
 - 121.432(b)
 - 121.433
 - 121.433(c)(1)(i)
 - 121.433(c)(1)(ii)
 - 121.433(c)(2)
 - 121.433(d)
 - 121.433(e)
 - 121.434
 - 121.437
 - 121.437(a)
 - 121.440
 - 121.441
 - 121.443
 - 121.443(a)
 - 121.443(b)
 - 121.445
 - 121.445(b)
 - 121.445(b)(1)
 - 121.445(b)(2)
 - 121.445(c)
 - 121.445(d)(1)
 - 121.445(d)(2)
 - 121.445(d)(3)
 - 121.453
 - 121.453(a)
 - 121.463(a)(1)
 - 121.463(a)(2)
 - 121.463(b)
 - 121.463(c)
 - 121.463(d)
 - 121.683
 - 121.683(a)(1)
 - 121.683(a)(2)

- SRRs:
121.683(b)
121.723
A.362c(3)a

Related CFRs & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FAA Order 8000.88, Chapters 1-3
FAA Order 8900.1, Volume 5, Chapter 1
FAA Order 8900.1, Volume 13, Chapter 1
FAA Order 8900.1, Volume 13, Chapter 2
AC 120-29A
AC 120-68D

EPI Section 1 - Performance Observables	
<p>Objective: The tasks and questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder follows its written procedures and controls and meets the established performance measures of the process. To accomplish this, questions have been generated to test both the outputs of the process as well as the process itself. Question 1 and its following subquestions are directed at the output(s) of the process, whereas questions 2-6, when answered, should be directed at the process itself.</p>	
Tasks	
	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the information listed in the Supplemental Information section of this DCT.
2.	Review the certificate holder's policies, procedures, instructions, and information for the Appropriate Airmen/Crewmember Checks and Qualifications process.
3.	Review the last accomplished associated safety attribute inspection (SAI) for this element with emphasis on the controls, process measurements, and interface attribute section responses.
4.	Observe the certificate holder's Appropriate Airmen/Crewmember Checks and Qualifications process to gain an understanding of the procedures, instructions, and information.
5.	Discuss the Appropriate Airmen/Crewmember Checks and Qualifications process with the personnel (other than management) who perform the duties and responsibilities required by the process.

Questions		
	To meet this objective, the inspector must answer the following questions:	
1.	Were the following performance measures met:	
1.1.	<p>Were only qualified flight crewmembers used?</p> <p><i>Related Performance JTIs:</i></p> <ol style="list-style-type: none"> 1. Check, at the aircraft, that each person serving as an airman has a current airman and medical certificate in his possession in accordance with the Certificate Holder's design. <i>Sources: 121.383(a)(2)</i> 2. Check, at the records repository, that no person served as a pilot on an airplane engaged in operations under this part if that person had reached his 60th birthday in accordance with the Certificate Holder's design. <i>Sources: 121.383(c)</i> 3. Check, at the aircraft, that no person serving as a pilot on an airplane engaged in operations under this part has reached his 60th birthday <i>Sources: 121.383(c)</i> 4. Check, at the records repository, that no airplane was operated less than the minimum flight crew in accordance with the Certificate Holder's design. <i>Sources: 121.385(a)</i> 5. Check, at the aircraft, that no airplane was operated less than the minimum flight crew in accordance with the Certificate Holder's design. <i>Sources: 121.385(a)</i> 6. Check, at the records repository, that each flight instructor was adequately trained to perform his assigned duties in accordance with the Certificate Holder's design. 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Sources:</i> 121.401(a)(1)</p> <p>7. Check, at the records repository, that each check airman was adequately trained to perform his assigned duties in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(a)(1)</p> <p>8. Check, at the records repository, that recurrent training, was provided to ensure each crewmember was adequately trained and currently proficient with respect to the type airplane (including differences training, if applicable) and crewmember position involved, in accordance with the Certificate Holder's design. <i>Sources:</i> 121.427(a)</p> <p>9. Check, at the records repository, that a pilot who served as second in command of an operation requiring three or more pilots was fully qualified to act as pilot in command of that operation in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(a)</p> <p>10. Check, at the records repository, that line checks for pilots were conducted in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(b)(1)</p> <p>11. Check, at the aircraft, that line checks for pilots are conducted in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(b)(1)</p> <p>12. Check, at the records repository, that flight navigator checks were conducted in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(b)(2)</p> <p>13. Check, at the aircraft, that flight navigator checks are conducted in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(b)(2)</p> <p>14. Check, at the records repository, that flight engineer checks were conducted in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(b)(3)</p> <p>15. Check, at the aircraft, that flight engineer checks are conducted in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(b)(3)</p> <p>16. Check, at the records repository, that each person who served as a required flight crewmember on an airplane had, within the preceding 12 calendar months, satisfactorily completed recurrent ground training for that airplane and crewmember position in accordance with the Certificate Holder's design. <i>Sources:</i> 121.433(c)(1)(i)</p> <p>17. Check, at the records repository, that each person who served as a required flight crewmember on an airplane had, within the preceding 12 calendar months, satisfactorily completed a flight check, as applicable in accordance with the Certificate Holder's design. <i>Sources:</i> 121.433(c)(1)(i)</p> <p>18. Check, at the records repository, that each person who served as a required flight crewmember on an airplane had, within the preceding 12 calendar months, satisfactorily completed recurrent ground training for that airplane and crewmember position in accordance with the Certificate Holder's design. <i>Sources:</i> 121.433(c)(1)(i)</p> <p>19. Check, at the records repository, that each person who served as a</p>	
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	<p>required flight crewmember on an airplane had, within the preceding 12 calendar months, satisfactorily completed recurrent flight training for that airplane and crewmember position in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.433(c)(1)(i)</p> <p>20. Check, at the records repository, that each person who served as a required flight crewmember on an airplane had, within the preceding 12 calendar months, satisfactorily completed a flight check, as applicable in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.433(c)(1)(i)</p> <p>21. Check, at the training center, that a proficiency check was not substituted for training in those maneuvers and procedures set forth in a Certificate Holder's approved low-altitude windshear flight training program when that program is included in a recurrent flight training course as required by FAR 121.409(d) of this part in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.401(c); 121.433(d); 121.683(a)(1)</p> <p>22. Check, at the records repository, that flight crewmembers acquire the operating experience, operating cycles, and line operating flight time for consolidation of knowledge and skills after satisfactory completion of the appropriate ground and flight training for the particular airplane type and crewmember position in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(b)(2)</p> <p>23. Check, at the training center, that operating experience, operating cycles, and line operating flight time for consolidation of knowledge and skills is acquired in flight during operations under this part in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(b)(3)</p> <p>24. Check, at the records repository, that for initial training, all pilots in Group I, turbopropeller powered airplanes, received 20 hours of operating experience in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(c)(3)(i)</p> <p>25. Check, at the records repository, that for initial training, all pilots in Group II receive 25 hours of operating experience in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(c)(3)(i)</p> <p>26. Check, at the records repository, that initial training included at least 4 operating cycles, at least 2 as the pilot flying the airplane, in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(c)(3)(i)</p> <p>27. Check, at the records repository, that for transition training, all pilots in Group I, reciprocating powered airplanes, received 10 hours of operating experience in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(c)(3)(ii)</p> <p>28. Check, at the records repository, that for transition training, all pilots in Group I, turbopropeller powered airplanes, received 12 hours of operating experience in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(c)(3)(ii)</p> <p>29. Check, at the records repository, that for transition training in Group II, turbopropeller powered airplanes, pilots in command received 25 hours of operating experience in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.434(c)(3)(ii)</p>	
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	<p>30. Check, at the records repository, that for transition training in Group II, turbopropeller powered airplanes, second in command received 25 hours of operating experience in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(c)(3)(ii)</p> <p>31. Check, at the records repository, that a flight engineer performed the duties of a flight engineer under the supervision of a check airman or a qualified flight engineer for at least 8 hours for Group I, reciprocating powered airplanes, in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(d)</p> <p>32. Check, at the records repository, that a flight engineer performed the duties of a flight engineer under the supervision of a check airman or a qualified flight engineer for at least 10 hours for Group I turbopropeller powered airplanes in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(d)</p> <p>33. Check, at the records repository, that a flight engineer performed the duties of a flight engineer under the supervision of a check airman or a qualified flight engineer for at least 12 hours for Group II airplanes in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(d)</p> <p>34. Check, at the records repository, that a pilot in command crewmember acquired, for consolidation of knowledge and skills (including operating experience required under paragraph (c) of FAR 121.434), at least 100 hours of line operating flight time within 120 days after the satisfactory completion of any part of the flight maneuvers and procedures portion of an additional type rating practical test in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(g)(1)</p> <p>35. Check, at the records repository, that a pilot in command crewmember acquired, for consolidation of knowledge and skills (including operating experience required under paragraph (c) of FAR 121.434), at least 100 hours of line operating flight time within 120 days after the satisfactory completion of any part of the flight maneuvers and procedures portion of a FAR 121.441 proficiency check in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.434(g)(2); 121.683(a)(1)</p> <p>36. Check, at the records repository, that a second in command crewmember acquired, for consolidation of knowledge and skills (including operating experience required under paragraph (c) of FAR 121.434), at least 100 hours of line operating flight time within 120 days after the satisfactory completion of any part of the flight maneuvers and procedures portion of an airline transport pilot certificate with type rating practical test in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(g)(1)</p> <p>37. Check, at the records repository, that a second in command crewmember acquired, for consolidation of knowledge and skills (including operating experience required under paragraph (c) of FAR 121.434), at least 100 hours of line operating flight time within 120 days after the satisfactory completion of any part of the flight maneuvers and procedures portion of an additional type rating practical test in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(g)(1)</p> <p>38. Check, at the records repository, that a second in command crewmember acquired, for consolidation of knowledge and skills</p>	
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	<p>(including operating experience required under paragraph (c) of FAR 121.434), at least 100 hours of line operating flight time within 120 days after the satisfactory completion of any part of the flight maneuvers and procedures portion of a FAR 121.441 proficiency check in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.401(c); 121.434(g)(2); 121.683(a)(1)</p>	
39.	<p>Check, at the records repository, that no pilot acted as pilot in command of an aircraft unless he held an airline transport pilot certificate and an appropriate type rating for that aircraft in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.437(a)</p>	
40.	<p>Check, at the records repository, that no pilot acted as second in command of an aircraft in a supplemental operation that requires three or more pilots unless he held an airline transport pilot certificate and an appropriate type rating for that aircraft in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.437(a)</p>	
41.	<p>Check at the aircraft cockpit, through observation of airman certificates, that the pilot acting as second in command of an aircraft in a supplemental operation that requires three or more pilots holds an airline transport pilot certificate and an appropriate type rating for that aircraft in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.437(a)</p>	
42.	<p>Check, at the records repository, that if the second in command had fewer than 100 hours of flight time as second in command in operations in the type airplane being flown and the pilot in command was not an appropriately qualified check pilot, the pilot in command made all takeoffs and landings if the runway visual range for the runway used was at or below 4000 feet in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.438(a)(2)(ii)</p>	
43.	<p>Check, at the records repository, that a required pilot flight crewmember who had not made at least three takeoffs and landings within the preceding 90 days, in the type airplane, reestablishes recency of experience by making at least three takeoffs and landings in the type airplane in which that person was to serve, or in an advanced simulator or visual simulator under the supervision of a check airman, with at least one takeoff with a simulated failure of the most critical powerplant, in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(a); 121.439(b)(1); 121.439(b)(2)</p>	
44.	<p>Check, at the records repository, that any required pilot flight crewmember who performed the maneuvers prescribed in paragraph (b) of FAR 121.439 in a visual simulator had previously logged 100 hours of flight time in the same type airplane in which he is to serve in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(c)(1)</p>	
45.	<p>Check, at the records repository, that any required pilot flight crewmember who performed the maneuvers prescribed in paragraph (b) of FAR 121.439 in a visual simulator, was observed on the first two landings made in operations by an approved check airman who acted as pilot in command and occupied a pilot seat in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(c)(2)</p>	
46.	<p>Check, at the aircraft, through observation, that a required pilot flight</p>	

	<p>crewmember, who performs the maneuvers prescribed in paragraph (b) of FAR 121.439 in a visual simulator is observed on the first two landings made in operations under this part by an approved check airman who acts as pilot in command and occupies a pilot seat in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(c)(2)</p> <p>47. Check, at the records repository, that a required pilot flight crewmember who performed the maneuvers prescribed in paragraph (b) of FAR 121.439 in a visual simulator was observed by an approved check airman, on the first two landings made in operations, in weather minimums that were not less than those contained in the Certificate Holder's operations specifications for Category I Operations in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(c)(2)</p> <p>48. Check, at the aircraft, through observation, that a required pilot flight crewmember who performed the maneuvers prescribed in paragraph (b) of FAR 121.439 in a visual simulator, is observed on the first two landings by an approved check airman in operations and completes the landings in weather minimums that are not less than those contained in the Certificate Holder's operations specifications for Category I Operations in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(c)(2)</p> <p>49. Check, at the records repository, that a required pilot flight crewmember who performed the maneuvers prescribed in paragraph (b) of FAR 121.439 in a visual simulator was observed on the first two landings made in operations under this part, and completed the landings within 45 days following completion of simulator training in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(c)(2)</p> <p>50. Check, at the records repository, that when using a simulator to accomplish any of the requirements of paragraph (a) or (b) of FAR 121.439, each required flight crewmember position was occupied by an appropriately qualified person in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.439(d)</p> <p>51. Check, at the records repository, that a pilot in command line check for domestic and flag operations was given by a pilot check airman who was currently qualified on both the route and the airplane in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.440(b)(1)</p> <p>52. Check, at the records repository, that that each person who served as a pilot in command had satisfactorily completed, within the preceding 6 calendar months, either a proficiency check, or an approved simulator course of training under FAR 121.409 in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.401(c); 121.441(a)(1); 121.683(a)(1)</p> <p>53. Check, at the records repository, that that each person who served as a pilot in command had satisfactorily completed a proficiency check within the preceding 12 calendar months in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.401(c); 121.441(a)(1); 121.683(a)(1)</p> <p>54. Check, at the records repository, that each person who served as a pilot flight crewmember, other than pilot in command, had satisfactorily completed a proficiency check or line oriented simulator training course</p>	
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	<p>under FAR 121.409 within the preceding 24 calendar months in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.441(a)(2)(i); 121.683(a)(1)</p> <p>55. Check, at the records repository, that each person who served as a pilot flight crewmember, other than pilot in command, had satisfactorily completed, within the preceding 12 calendar months, either a proficiency check, or any simulator course of training under FAR 121.409 in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.441(a)(2)(ii); 121.683(a)(1)</p> <p>56. Check, at the records repository, that each person, other than pilots in command, who served as a pilot flight crewmember had satisfactorily completed, within the preceding 24 calendar months, a proficiency check or line oriented simulator training course under FAR 121.409 in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.441(a)(2)(i); 121.683(a)(1)</p> <p>57. Check, at the records repository, that each person, other than pilots in command, who served as a pilot flight crewmember had satisfactorily completed, within the preceding 12 calendar months, either a proficiency check, or any simulator course of training under FAR 121.409. in accordance with the Certificate Holder's design. <i>Sources:</i> 121.441(a)(2)(ii); 121.683(a)(1)</p> <p>58. Check, at the training center, that a proficiency check includes at least the procedures and maneuvers set forth in FAR 121 Appendix F unless otherwise specifically provided in that appendix in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.441(b)(1); 121.683(a)(1)</p> <p>59. Check, at the Dispatch Center, that the pilot in command was provided current information concerning weather characteristics appropriate to the season, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>60. Check, at the Dispatch Center, that the pilot in command was provided current information concerning navigation facilities, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>61. Check, at the Dispatch Center, that the pilot in command was provided current information concerning communication procedures, including airport visual aids, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>62. Check, at the Dispatch Center, that the pilot in command was provided current information concerning kinds of terrain and obstructions, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>63. Check, at the Dispatch Center, that the pilot in command was provided current information concerning minimum safe flight levels, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the</p>	
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	<p>Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>64. Check, at the Dispatch Center, that the pilot in command was provided current information concerning en route and terminal area arrival and departure procedures, holding procedures and authorized instrument approach procedures for the airports involved, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>65. Check, at the Dispatch Center, that the pilot in command was provided current information concerning Congested areas and physical layout of each airport in the terminal area in which the pilot will operate, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>66. Check, at the Dispatch Center, that the pilot in command was provided current information concerning Notices to Airmen, pertinent to the areas over which that person is to serve, and to each airport and terminal area into which that person is to operate in accordance with the Certificate Holder's design. <i>Sources:</i> 121.443(b)</p> <p>67. Check, at the records repository, that no pilot in command has made an entry to an airport determined to require special airport qualifications unless, within the preceding 12 calendar months, the pilot in command has qualified by using pictorial means, acceptable to the Administrator for that airport, in accordance with the Certificate Holder's design. <i>Sources:</i> 121.445(b)(2)</p> <p>68. Check, at the records repository, that each person who served as the pilot in command, over an area that requires a special type of navigation equipment had, within the preceding 12 calendar months, demonstrated qualification on the applicable navigation system, in a manner acceptable to the Administrator, by flying over a route or area as pilot in command under the supervision of a check airman using the special type of navigation system in accordance with the Certificate Holder's design. <i>Sources:</i> 121.445(d)(2)</p> <p>69. Check, at the records repository, that each person who served as the pilot in command, over an area that requires a special type of navigation equipment had, within the preceding 12 calendar months, demonstrated qualification on the applicable navigation system, in a manner acceptable to the Administrator, by completing the training program requirements of Appendix G of this part in accordance with the Certificate Holder's design. <i>Sources:</i> 121.445(d)(3)</p> <p>70. Check, at the records repository, that each flight engineer, within the preceding 6 calendar months, has had at least 50 hours of flight time as a flight engineer on that type airplane or the Certificate Holder or the Administrator has checked him on that type airplane and determined that he is familiar and competent with all essential current information and operating procedures in accordance with the Certificate Holder's design. <i>Sources:</i> 121.453(a)</p>	
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	<p>71. Check, at the records repository, that all examiners performing certification of flight engineers under Part 63 were designated in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 05, ch.001, sec. 001, para. 5-2</p> <p>72. Check, at the aircraft, through observation, that examiners use the company-prepared aircraft operating manual instead of the AFM for airman certification purposes in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 05, ch.001, sec. 001, para. 5-8</p>	
1.2.	<p>Were only qualified cabin crewmembers used? <i>Related Performance JTIs:</i></p> <p>1. Check, at the records repository, that flight attendant competence checks were conducted in accordance with the Certificate Holder's design. <i>Sources:</i> 121.432(b)(4)</p> <p>2. Check, at the records repository, that each person who served as a required flight attendant on an airplane had, within the preceding 12 calendar months satisfactorily completed a competency check in accordance with the Certificate Holder's design. <i>Sources:</i> 121.433(c)(1)(ii)</p> <p>3. Check, at the records repository, that each person who served as a required flight attendant on an airplane had, within the preceding 12 calendar months, satisfactorily completed recurrent ground training in accordance with the Certificate Holder's design. <i>Sources:</i> 121.433(c)(1)(ii)</p> <p>4. Check, at the records repository, that a flight attendant, performs the assigned duties of a flight attendant for at least 5 hours, under the supervision of a flight attendant supervisor who personally observes the performance of these duties in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(e)</p> <p>5. Check, at the records repository, that no flight attendant, receiving operating experience was assigned as a required crewmember in accordance with the Certificate Holder's design. <i>Sources:</i> 121.434(e)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.3.	<p>Were only qualified dispatchers used? <i>Related Performance JTIs:</i></p> <p>1. Check, at the records repository, that each person who served as a required dispatcher had, within the preceding 12 calendar months, satisfactorily completed recurrent ground training in accordance with the Certificate Holder's design. <i>Sources:</i> 121.433(c)(1)(ii)</p> <p>2. Check, at the records repository, that each serving as an aircraft dispatcher for a Certificate Holder conducting domestic or flag operations for a particular airplane group that has satisfactorily completed initial dispatcher training for another type airplane of the same group, was provided with transition training in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.463(a)(1)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>3. Check, at the records repository, that each person serving as dispatcher has, with respect to a particular airplane, satisfactorily completed operating familiarization consisting of at least 5 hours observing operations under this part from the flight deck or, for airplanes without an observer seat on the flight deck, from a forward passenger seat with headset or speaker in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.463(a)(2)</p> <p>4. Check, at the records repository, that each dispatcher has, with respect to a particular airplane, satisfactorily completed differences training, if applicable in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.463(b)</p> <p>5. Check, at the records repository, that each dispatcher, has, within the preceding 12 calendar months, satisfactorily completed operating familiarization consisting of at least 5 hours of simulator training for each airplane group, from a simulator approved under 121.407 in accordance with the Certificate Holder's design. <i>Sources:</i> 121.401(c); 121.463(c)</p> <p>6. Check, at the records repository, that all examiners performing certification of aircraft dispatchers under Part 65 were designated in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 05, ch.001, sec. 001, para. 5-2</p>	
1.4.	<p>Were only qualified aircrew program designees used? <i>Related Performance JTIs:</i></p> <p>1. Check, at the records repository, that Aircrew Program Designee (APD) candidates were qualified as a check airman for the operator in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-2</p> <p>2. Check, at the records repository, that each Aircrew Program Designee (APD) was authorized by the Principal Operations Inspector (POI) to serve in the Aircrew Designated Examiner Program in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-2</p> <p>3. Check at the Training Center that an Aircrew Program Designee (APD) had specific functions listed in the Letter of Authority issued by the POI in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-2</p> <p>4. Check, at the records repository, that each Aircrew Program Designee (APD) had a Certificate of Designation issued by the POI in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-2</p> <p>5. Check, at the records repository, that each APD candidate had a recommendation from the operator that included a resume of training and professional experience in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.5.	<p>Were only qualified training center evaluators-air carrier used? <i>Related Performance JTIs:</i></p> <p>1. Check, at the records repository, that each Training Center Evaluator-Air Carrier (TCE-AC) was employed by a training center or contractually</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

	<p>bound to one in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-2</p> <p>2. Check, at the records repository, that each Training Center Evaluator-Air Carrier (TCE-AC) was approved as a check airman by the POI for the operator whose certificate applicants are to be examined in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-2</p> <p>3. Check, at the records repository, that each TCE-AC performing certification of an air carrier's personnel was approved by the POI in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-2</p> <p>4. Check, at the records repository, that each TCE-AC candidate had a recommendation from the operator that included a resume of training and professional experience in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>5. Check at an FAA Location that each TCE-AC candidate had a good record as a pilot and flight instructor in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>6. Check at an FAA Location that each TCE-AC candidate had a good record of compliance with the FAR in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>7. Check at an FAA Location that each TCE-AC candidate was approved as a check airman for the operator in its FAR Part 121 training program in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>8. Check at an FAA Location that each TCE-AC candidate had a reputation for integrity and dependability in the industry and the community in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>9. Check at an FAA Location that each TCE-AC candidate for a pilot examiner had an airline transport pilot (ATP) Certificate and applicable type rating in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>10. Check, at the records repository, that each TCE-AC candidate for a pilot examiner had an airline transport pilot (ATP) Certificate and applicable type rating in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p>	
<p>1.6.</p>	<p>Were only qualified designated pilot examiners used? <i>Related Performance JTIs:</i></p> <p>1. Check, at the records repository, that each designated pilot examiner (DPE) conducting air carrier related certification activities was approved by the POI in accordance with the Certificate Holder's design. <i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-3</p> <p>2. Check, at the records repository, that each designated pilot examiner (DPE) conducted air carrier related certification activities with check airman authority for the carrier in accordance with the Certificate Holder's design.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable</p>

	<p><i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-3</p> <p>3. Check, at the records repository, that each designated pilot examiner (DPE) conducted air carrier related certification activities when the aircraft comprising the operator's fleet did not require a type rating in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-3</p> <p>4. Check, at the records repository, that each designated pilot examiner (DPE) conducted air carrier related certification activities when FAA inspector resources were adequate at the training and checking locations in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.001, para. 13-3</p>	
1.7.	<p>Were only qualified flight engineer aircrew program designees used?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at an FAA Location that APD candidates for a flight engineer examiner had the appropriate airman certificate in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>2. Check, at the records repository, that each APD candidate for a flight engineer examiner had the appropriate airman certificate in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.8.	<p>Were only qualified flight engineer training center evaluators used?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check at an FAA Location that each TCE-AC candidate for a flight engineer examiner held the appropriate airman certificate in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p> <p>2. Check, at the records repository, that each TCE-AC candidate for a flight engineer examiner held the appropriate airman certificate in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> FAA Order 8900.1, vol 13,ch.001, sec.002, para. 13-24</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.9.	<p>Were only qualified dispatcher training center evaluators used?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.10.	<p>Did the crewmembers remain medically qualified?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.11.	<p>Did the certificate holder's flight crewmembers meet minimum flight crewmember requirements?</p> <p><i>Related Performance JTIs:</i></p> <p>1. Check, at the aircraft, that performance of two or more functions for which an airman certificate is necessary is not satisfied by the performance of multiple functions at the same time by one airman in accordance with the Certificate Holder's design.</p> <p><i>Sources:</i> 121.385(b)</p> <p>2. Check, at the aircraft, that if the minimum pilot crew is two pilots, one pilot was designated pilot in command and the other second in</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	command in accordance with the Certificate Holder's design. <i>Sources:</i> 121.385(c)	
1.12.	Did the certificate holder use a flight navigator or special navigation equipment, or both, when required?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.13.	Did the certificate holder meet the regulatory requirements for recordkeeping? <i>Related Performance JTIs:</i> 1. Check, at the records repository, that current records of each crewmember were maintained including, but not limited to, proficiency and route checks, airplane and route qualifications, training, any required physical examinations, flight, duty, and rest time records in accordance with the certificate holder's design. <i>Sources:</i> 121.683(a)(1); 121.683(b) 2. Check, at the records repository, that current records were maintained for each aircraft dispatcher (domestic and flag operations only) including, but not limited to, airplane and route qualifications, training, duty, and rest time records in accordance with the Certificate Holder's design. <i>Sources:</i> 121.683(a)(1); 121.683(b) 3. Check, at the records repository, that current records were maintained concerning the physical or professional disqualification of any flight crewmember and the record is kept for at least six months thereafter in accordance with the certificate holder's design. <i>Sources:</i> 121.683(a)(2); 121.683(b) 4. Check, at the records repository, that current records were maintained concerning the physical or professional disqualification of any aircraft dispatcher (domestic and flag operations only) and the record is kept for at least six months thereafter in accordance with the Certificate Holder's design. <i>Sources:</i> 121.683(a)(2); 121.683(b)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Were the certificate holder's policies, procedures, instructions, and information for the Appropriate Airmen/Crewmember Checks and Qualifications process followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Were the Appropriate Airmen/Crewmember Checks and Qualifications process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Did the records for the Appropriate Airmen/Crewmember Checks and Qualifications process comply with the instructions provided by the certificate holder?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Were the process measurements for the Appropriate Airmen/Crewmember Checks and Qualifications process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions, and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI Section 1 - Performance Observables Drop-Down Menu	
1.	Personnel.
2.	Tools and Equipment.
3.	Technical Data.
4.	Procedures, policies or instructions or information.
5.	Materials.
6.	Facilities.
7.	Controls.
8.	Process Measures.
9.	Interfaces.
10.	Desired Outcome.
11.	Other.

EPI Section 2 - Management Responsibility & Authority Observables

Objective: The questions in this section address the responsibility and authority of the process. They are designed to assist the inspector in determining if there is a clearly identifiable, qualified, and knowledgeable person who is responsible for the process, is answerable for the quality of the process, and has the authority to establish and modify the process. (The person with the authority may or may not be the person with the responsibility.)

Tasks

	To meet this objective, the inspector must accomplish the following tasks:
	NOTE: If no personnel or major program changes (as defined by the principal inspector (PI)) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3-6, below. Answer questions 1 and 2, below, and provide the name/title.
1.	Identify the person who has overall responsibility for the Appropriate Airmen/Crewmember Checks and Qualifications process.
2.	Identify the person who has overall authority for the Appropriate Airmen/Crewmember Checks and Qualifications process.
3.	Review the duties and responsibilities for those who manage the Appropriate Airmen/Crewmember Checks and Qualifications process.
4.	Review the appropriate organizational chart.
5.	Discuss the Appropriate Airmen/Crewmember Checks and Qualifications process with the management personnel identified in tasks 1 and 2.
6.	Evaluate the qualifications and work experience of the management personnel identified in tasks 1 and 2.

Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Is there a clearly identified person who is responsible for the quality of the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Is there a clearly identified person who has authority to establish and modify the certificate holder's policies, procedures, instructions, and information for the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the responsible person know that he/she has responsibility for the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
4.	Does the person with authority know that he/she has authority for the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
5.	Does the person with responsibility for the Appropriate Airmen/Crewmember Checks and Qualifications process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
6.	Does the person with authority to establish and modify the Appropriate Airmen/Crewmember Checks and Qualifications process meet the qualification	<input type="checkbox"/> Yes

	standards?	<input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
7.	Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
8.	Does the person with authority understand the controls, process measurements, and interfaces associated with the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
9.	Does the responsible person know who has authority to establish and modify the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change
10.	Does the individual with authority know who has the responsibility for the Appropriate Airmen/Crewmember Checks and Qualifications process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> No Change

EPI Section 2 - Management Responsibility & Authority Observables Drop-Down Menu	
1.	Assignment of responsibility.
2.	Assignment of authority.
3.	Does not understand procedures, policies or instructions and information.
4.	Does not understand controls.
5.	Does not understand process measurements.
6.	Does not understand interfaces.
7.	Span of control.
8.	Position vacant.
9.	Other.