

**Safety Attribute Inspection (SAI) Data Collection Tool**  
**4.2.10 Aircrew Designated Examiner (ADE) Program (OP)**

**ELEMENT SUMMARY INFORMATION**

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

- To provide a sufficient number of qualified individuals to staff the Aircrew Designated Examiner (ADE) Program.

**Objective** (FAA oversight):

- To determine if the certificate holder's Aircrew Designated Examiner (ADE) Program meets all applicable requirements of Title 14 of the Code of the Federal Regulations (14 CFR) and FAA policies.
- To determine if the certificate holder's Aircrew Designated Examiner (ADE) Program incorporates the safety attributes.
- To identify any shortfalls in the certificate holder's Aircrew Designated Examiner (ADE) Program.

**Specific Instructions:**

- Intentionally left blank

**SUPPLEMENTAL INFORMATION**

**Specific Regulatory Requirements (SRRs):**

- SRRs:
  - 121.135(a)(1)
  - 121.135(b)(1)
  - 121.135(b)(2)
  - 121.135(b)(3)
  - 183.13(b)
  - 183.15(b)
  - 183.15(c)
  - 183.17

**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, Section 3
  - FAA Order 8900.1, Volume 13, Chapter 1, Section 1
  - FAA Order 8900.1, Volume 13, Chapter 2, Section 1
  - FAA Order 8900.1, Volume 13, Chapter 2, Section 3
  - AC 120-68D

<b>SAI Section 1 - Procedures Attribute</b>	
<p><b>Objective:</b> Procedures, instructions, and information are documented methods for accomplishing a process. The certificate holder's policies should establish their compliance posture. Policies may be stand-alone statements, or they may be imbedded within procedures, instructions, or information regarding a particular regulatory requirement. The questions in this section of the data collection tool (DCT) are designed to assist the inspector in determining if the certificate holder has documented or prescribed methods of accomplishing the process requirements that provide answers to the associated questions regarding who, what, when, where, and how. This section contains policy questions, procedural questions, and instructional or informational questions pertaining to various types of certificate holder requirements such as actions, prohibitions, or resources (i.e., personnel, facilities, equipment, technical data, etc.).</p>	
<b>Tasks</b>	
	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 duties and responsibilities for management and other personnel identified by the certificate holder who accomplish the Aircrew Designated Examiner (ADE) Program.
3.	Review the certificate holder's Aircrew Designated Examiner (ADE) program to ensure it contains the policies, procedures, instructions and information necessary for personnel to perform their duties and responsibilities with a high degree of safety.

<b>Questions</b>		
	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's Aircrew Designated Examiner (ADE) program meet the specific regulatory and FAA policy requirements:	
1.1.	<p>Does the certificate holder require each designated examiner to be appropriately certificated?</p> <p>SRRs: 183.13(b)</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>Check that the Certificate Holder's manual includes instructions and information that each designated examiner shall have a Certificate of Authority specifying an expiration date. <i>Sources:</i> 121.135(a)(1); 183.13(b) <i>Interfaces:</i> 4.2.9(OP)</li> <li>Check that the Certificate Holder's manual includes instructions and information that each designated examiner shall have a Certificate of Designation specifying the kinds of designation for which the person is qualified. <i>Sources:</i> 121.135(a)(1); 183.13(b) <i>Interfaces:</i> 4.2.9(OP); 4.3.2(OP)</li> </ol>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	<p>Does the certificate holder specify that each designated examiner's Certificate of Authority shall have an expiration date one year after the date it is issued?</p> <p>SRRs: 183.15(b)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Does the certificate holder specify the reasons an examiner's designation may be terminated?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	SRRs: 183.15(c)	
1.4.	Does the certificate holder specify the reports required by each designated examiner? SRRs: 183.17	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Does the certificate holder comply with the guidance contained in FAA Order 8900.1, Volume 5, Chapter 1, Section 3? <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's instructions and information indicate that each designated examiner serving under this part shall apply standards approved by the POI for the operator when conducting certification tests. <i>Sources:</i> FAA Order 8900.1, Vol 5, Ch 1, Sec 3, Para 5-57 <i>Interfaces:</i> 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.6.	Does the certificate holder comply with the guidance contained in FAA Order 8900.1, Volume 13, Chapter 1, Section 1? <i>Related Design JTIs:</i> 1. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be designated to conduct certification within an air carrier's specifically approved Aircrew Designation Examiner program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-2A <i>Interfaces:</i> 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) 2. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be employed by the air carrier. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-2A <i>Interfaces:</i> 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) 3. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be qualified as check airmen for that air carrier prior to being authorized as a designated examiner. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-2A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) 4. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee is restricted to examining only those applicants employed by their operator. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-2A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) 5. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee is restricted to examining only those applicants trained under their air carrier's approved training program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-2A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) 6. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee shall be trained in the Aircrew Designated Examiner program associated with the air carrier's own program of airman qualification using its own flight simulators. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-4 D1 <i>Interfaces:</i> 4.2.7(OP); 4.2.8(AW); 4.2.8(OP); 4.2.9(OP); 4.3.2(OP);	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p>4.3.3(OP)</p> <p>7. Check that the Certificate Holder's instructions and information indicate that each designated examiner is authorized to conduct only those airman certification activities approved by the FAA. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>8. Check that the Certificate Holder's instructions and information indicate that each designated examiner may conduct only those tests indicated on the examiner's Certificate of Authority. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>9. Check that the Certificate Holder's instructions and information indicate that each designated examiner may conduct only those tests indicated on the examiner's Letter of Authority. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>10. Check that the Certificate Holder's instructions and information indicate that a designated examiner may not conduct a test for a certificate or rating that the designated examiner does not hold. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>11. Check that the Certificate Holder's instructions and information indicate that a designated examiner may not conduct a test for a certificate or rating of any applicant whom the designated examiner has instructed in preparation for that certificate or rating. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5A <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>12. Check that the Certificate Holder's instructions and information indicate that each designated examiner must represent the Administrator in a manner, which credits the FAA. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5B <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>13. Check that the Certificate Holder's instructions and information indicate that each designated examiner may be issued only one FAA Form 8710-6, "Examiner Designation/Qualification Record." <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5D <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>14. Check that the Certificate Holder's instructions and information indicate that each designated examiner may be issued only one FAA Form 8000-5, "Certificate of Designation." <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5D <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>15. Check that the Certificate Holder's instructions and information indicate that each designated examiner may be issued only one FAA Form 8430-9, "Certificate of Authority." <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 1, Sec 1, Para 13-5D <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
1.7.	Does the certificate holder comply with the guidance contained in FAA Order 8900.1, Volume 13, Chapter 2, Section 1?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

	<p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's instructions and information indicate that at least one year of operating experience with an approved 14 CFR Part 121, Appendix H advanced simulator training program, or the equivalent, is required in order to qualify for an aircrew designated examiner program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 1, Para 13-57 <i>Interfaces:</i> 4.2.7(OP); 4.2.8(AW); 4.2.8(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</li> <li>2. Check that the Certificate Holder's instructions and information indicate that an air carrier must have an acceptable history of compliance with Federal Aviation Regulations in order to qualify for an aircrew designated examiner program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 1, Para 13-57 <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</li> <li>3. Check that the Certificate Holder's instructions and information indicate that an air carrier must have an acceptable history of safe operating practices in order to qualify for an aircrew designated examiner program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 1, Para 13-57 <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</li> <li>4. Check that the Certificate Holder's instructions and information indicate that an air carrier must commit to entering into a Memorandum of Understanding (MOU) agreement between the operator and the FAA in order to qualify for an aircrew designated examiner program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 1, Para 13-57 <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</li> </ol>	
<p>1.8.</p>	<p>Does the certificate holder comply with the guidance contained in FAA Order 8900.1, Volume 13, Chapter 2, Section 3?</p> <p><i>Related Design JTIs:</i></p> <ol style="list-style-type: none"> <li>1. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to the privileges of that person's airman certificate. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</li> <li>2. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to the conditions stated on that person's Letter of Authority. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</li> <li>3. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to the certification of pilots. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</li> <li>4. Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by an Aircrew Program Designee shall be limited to one aircraft type.</li> </ol>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No, Explain</p>

	<p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 <i>Interfaces:</i> 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>5. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee is only authorized to perform airman certification for airmen trained under the air carrier's FAA approved training program.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>6. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee who has instructed a student during the latter half of the candidate's training, or recommended the applicant shall not evaluate that person except as approved by the POI on an individual basis.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 1 <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>7. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct FAA knowledge tests.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2 <i>Interfaces:</i> 4.3.2(OP); 4.3.3(OP)</p> <p>8. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct special medical evaluations.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2 <i>Interfaces:</i> 4.3.2(OP); 4.3.3(OP)</p> <p>9. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct tests for waivers.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2 <i>Interfaces:</i> 4.3.2(OP); 4.3.3(OP)</p> <p>10. Check that the Certificate Holder's instructions and information indicate that an Aircrew Program Designee may not conduct a competency test under USC 44709.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2 <i>Interfaces:</i> 4.3.2(OP); 4.3.3(OP)</p> <p>11. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must be employed by the operator either full-time, part-time, or under contract to the operator.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>12. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must possess the appropriate airman certificate.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>13. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must possess the appropriate type rating, as applicable.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>14. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must be an FAA-</p>	
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	<p>approved simulator proficiency check airman in the type aircraft the examiner is to perform examiner duties.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.8(AW); 4.2.8(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>15. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must be an FAA approved line check airman-all seats and proficiency check airman-airplane if the candidate is to perform examiner duties in an aircraft.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>16. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate should have served as a check airman for a minimum of 1 year (preferably 6 months as a proficiency check airman).  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>17. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must possess above average knowledge, ability, and experience.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>18. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must have a good record of compliance with 14 CFR.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>19. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on knowledge requirements for the original issuance of ATP certificates and added ratings.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>20. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on ability requirements for the original issuance of ATP certificates and added ratings.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>21. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on skill requirements for the original issuance of certificates and added ratings.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>22. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the procedures associated with administering certification tests.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
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	<p>23. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the methods associated with administering certification tests. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>24. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the techniques associated with administering certification tests. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>25. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on examiner responsibilities. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>26. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on examiner authority. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>27. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on examiner limitations under 14 CFR and FAA Order 8900.1. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>28. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the use of FAA forms associated with the particular examiner function. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>29. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on the use of job aids associated with the particular examiner function. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>30. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on administrative procedures. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>31. Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate must receive training validated by the APM on relationships that exist in an ADE program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>32. Check that the Certificate Holder's instructions and information indicate</p>	
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	<p>that each Aircrew Program Designee candidate shall observe an oral certification test.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
33.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (aircraft) candidate shall observe an aircraft certification test.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
34.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (simulator) candidate shall observe a simulator certification test.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.8(AW); 4.2.8(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
35.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee candidate shall be observed conducting an oral certification test.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
36.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (aircraft) candidate shall be observed conducting an aircraft certification test.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
37.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee (simulator) candidate shall be observed conducting a simulator certification test.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.8(AW); 4.2.8(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
38.	<p>Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct certification tests after such designation expires.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
39.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must be observed conducting a complete certification at least once within the year preceding renewal of a designation.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 C <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
40.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee should be observed within the 120 day period before the current designation expires.</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 C <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
41.	<p>Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee shall forward all airman certification paperwork to the responsible CHDO for review</p> <p><i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-115</p>	

	<p>42. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that each Aircrew Program Designee must complete the airman certification paperwork in accordance with the requirements of FAA Order 8900.1. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-115 A</p> <p>43. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to the privileges of that person's airman certificate. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107</p> <p>44. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to the conditions stated on that person's Letter of Authority. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107</p> <p>45. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.8(AW); 4.2.8(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to the certification of flight engineers. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107</p> <p>46. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.8(AW); 4.2.8(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that each certification activity conducted by a Designated Flight Engineer Examiner shall be limited to one aircraft type. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107</p> <p>47. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner is only authorized to perform airman certification for airmen trained under the air carrier's FAA approved training program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107</p> <p>48. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner who has instructed a student during the latter half of the candidate's training, or recommended the applicant shall not evaluate that person except as approved by the POI on an individual basis. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 1</p> <p>49. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct FAA knowledge tests. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2</p> <p>50. <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP) Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct special</p>	
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	<p>medical evaluations.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
51.	<p>Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct tests for waivers.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
52.	<p>Check that the Certificate Holder's instructions and information indicate that a Designated Flight Engineer Examiner may not conduct a competency test under USC 44709.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-107 B 2  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
53.	<p>Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must be employed by the operator either full-time, part-time, or under contract to the operator.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
54.	<p>Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must possess the appropriate airman certificate.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
55.	<p>Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must be an FAA certificated flight engineer.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
56.	<p>Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must possess the appropriate class rating.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
57.	<p>Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must be an FAA-approved approved check flight engineer in the type aircraft the examiner is to perform examiner duties.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
58.	<p>Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate should have served as a check flight engineer for a minimum of 1 year.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
59.	<p>Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must possess above average knowledge, ability, and experience.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	

	<p>60. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must have a good record of compliance with 14 CFR. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-108 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>61. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on knowledge requirements for the original issuance of flight engineer certificates and added ratings. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>62. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on ability requirements for the original issuance of flight engineer certificates and added ratings. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>63. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on skill requirements for the original issuance of certificates and added ratings. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>64. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the procedures associated with administering certification tests. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>65. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the methods associated with administering certification tests. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>66. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the techniques associated with administering certification tests. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>67. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on examiner responsibilities. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>68. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on examiner authority. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
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	<p>69. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on examiner limitations under 14 CFR and FAA Order 8900.1. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>70. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the use of FAA forms associated with the particular examiner function. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>71. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on the use of job aids associated with the particular examiner function. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>72. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on administrative procedures. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>73. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate must receive training validated by the APM on relationships that exist in an ADE program. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 A <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>74. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate shall observe an oral certification test. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>75. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (aircraft) candidate shall observe an aircraft certification test. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>76. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (simulator) candidate shall observe a simulator certification test. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>77. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner candidate shall be observed conducting an oral certification test. <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>78. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (aircraft) candidate shall</p>	
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	<p>be observed conducting an aircraft certification test.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>79. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner (simulator) candidate shall be observed conducting a simulator certification test.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-109 B  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p> <p>80. Check that the Certificate Holder's instructions and information indicate that each Designated Flight Engineer Examiner must be observed conducting a complete certification at least once within the year preceding renewal of a designation.  <i>Sources:</i> FAA Order 8900.1, Vol 13, Ch 2, Sec 3, Para 13-113 C  <i>Interfaces:</i> 4.2.3(OP); 4.2.7(OP); 4.2.9(OP); 4.3.2(OP); 4.3.3(OP)</p>	
1.9.	Does the certificate holder's Aircrew Designated Examiner (ADE) Program comply with the guidance contained in FAA Advisory Circular 120-68D, Chapters 3-5 (as referenced in FAA Order 8000.88, "PRIA Guidance for FAA Inspectors")?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder's manual contain general policies for the ADE Program that comply with the SRRs? SRRs: 121.135(b)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Does the certificate holder's manual reference the appropriate Federal Aviation Regulations listed in the Supplemental Information section of this safety attribute inspection (SAI)? SRRs: 121.135(b)(3)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual contain the duties and responsibilities for personnel who will accomplish the ADE Program? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder's manual include instructions and information for personnel to meet the requirements of the ADE Program? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 1 - Procedures Attribute Drop-Down Menu</b>	
1.	No procedures, policy, instructions or information specified.
2.	Procedures or instructions and information do not identify (who, what, when, where, how).
3.	Procedures, policy or instructions and information do not comply with CFR.
4.	Procedures, policy or instructions and information do not comply with FAA policy and guidance.
5.	Procedures, policy or instructions and information do not comply with other documentation (e.g., manufacturer's data, Jeppesen's Charts, etc.).
6.	Procedures, policy or instructions and information unclear or incomplete.
7.	Documentation quality (e.g., unreadable or illegible).
8.	Procedures, policy or instructions and information inconsistent across Certificate Holder manuals (FOM - Flight Operations Manual to GMM - General Maintenance Manual, etc.).
9.	Procedures, policy or instructions and information inconsistent across media (e.g., paper, microfiche, electronic).
10.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
11.	Other.

### SAI Section 2 - Controls Attribute

**Objective:** Controls are checks and restraints designed into a process to ensure a desired result. The questions in this section of the DCT are designed to assist the inspector in determining if checks and restraints are designed into the process to ensure the desired result is achieved. Controls should be written into the system to ensure that the most important policies, procedures, or instructions and information will be followed.

Controls may be in the form of administrative controls, which are secondary or supplemental written procedures. Like written procedures, administrative controls also need to provide answers to questions regarding who, what, when, where, and how. Controls may also be in the form of engineered controls, such as automated features or mechanical actions or devices (i.e., safety devices, warning devices, etc.).

#### Tasks

To meet this objective, the inspector must accomplish the following tasks:

1. Review the control questions below.
2. Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the controls that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Are the following controls built into the ADE Program:	
1.1.	Is there a control or controls in place to ensure that the certificate holder has an appropriate number of ADEs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a control or controls in place to ensure that the ADEs meet the certificate holder's requirements for qualification and certification ?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a control or controls in place to ensure that observations both by and of the ADEs are properly completed after formal training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a control or controls in place to ensure that each ADE performs the appropriate number of certification events within the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a control or controls in place to ensure that observed certification events are conducted in accordance with the Practical Test Standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.	Is there a control or controls in place to ensure that observed certification events are conducted in accordance with the certificate holder's procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.7.	Is there a control or controls in place to ensure that ADEs perform evaluations only within the date limitations of their authorizations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	Is there a control or controls in place to ensure that ADEs perform evaluations only within the privilege limitations of their authorizations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder have a documented method for assessing the impact of any changes made to the controls in the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain



<b>SAI Section 2 - Controls Attribute Drop-Down Menu</b>	
1.	No controls specified.
2.	Documentation for the controls do not identify (who, what, when, where, how).
3.	Controls incomplete.
4.	Controls could be circumvented.
5.	Controls could be unenforceable.
6.	Resource requirements incomplete (personnel, facilities, equipment, technical data).
7.	Other.

### SAI Section 3 - Process Measurement Attribute

**Objective:** Process measurements are used by the certificate holder to measure and assess its processes, to identify and correct problems or potential problems, and to make improvements to the processes. The questions in this section of the DCT are designed to assist the inspector in determining if the certificate holder measures or assesses information to identify, analyze, and document potential problems with the process. Process measurements are a certificate holder's internal evaluation or auditing of the most important policies, procedures, or instructions and information associated with an element.

To prevent the duplication of work, process measurements are most commonly addressed through a combination of auditing features contained in both the certificate holder's safety program/internal evaluation program (for operations and cabin safety-related issues) and the auditing function of the Continuous Analysis and Surveillance System (for airworthiness or maintenance/inspection-related issues). The director of safety and the quality assurance department often work together to accomplish this function for the certificate holder. This approach requires amendment of the safety program/internal evaluation program audit forms or checklists and the Continuous Analysis and Surveillance System audit forms or checklists to include the specific process measurements for each element.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:
1.	Review the process measurement questions below.
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the process measurements that it has documented.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's ADE Program include the following process measurements:	
1.1	Is there a process measurement or process measurements that would reveal if the certificate holder does not have an appropriate number of ADEs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.2.	Is there a process measurement or process measurements that would reveal if the ADEs do not meet the certificate holder's requirements for qualification and certification ?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.3.	Is there a process measurement or process measurements that would reveal if observations both by and of the ADEs were properly completed after formal training?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.4.	Is there a process measurement or process measurements that would reveal if each ADE had not performed the appropriate number of certification events within the past 12 months?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.5.	Is there a process measurement or process measurements that would reveal if observed certification events were not conducted in accordance with the Practical Test Standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
1.6.	Is there a process measurement or process measurements that would reveal if	<input type="checkbox"/> Yes

	observed certification events were not conducted in accordance with the certificate holder's procedures?	<input type="checkbox"/> No, Explain
1.7.	Is there a process measurement or process measurements that would reveal if ADEs performed evaluations outside the date limitations of their authorizations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
1.8.	Is there a process measurement or process measurements that would reveal if ADEs performed evaluations outside the privilege limitations of their authorizations?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Is there a process measurement or process measurements that would reveal if the certificate holder's policy, procedures, instructions, and information were not followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
3.	Does the certificate holder document its process measurement results?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder use its process measurement results to improve its programs?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the organization that conducts the process measurements have direct access to the person with responsibility for the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 3 - Process Measurement Attribute Drop-Down Menu</b>	
1.	No process measurements specified.
2.	Documentation for the process measurements does not identify (who, what, when, where, how).
3.	Inability to identify negative findings.
4.	No provisions for implementing corrective actions.
5.	Ineffective follow-up to determine effectiveness of corrective actions.
6.	Resources requirements (personnel, facilities, equipment, technical data).
7.	Other.

### SAI Section 4 - Interfaces Attribute

**Objective:** Interfaces are used by the certificate holder to identify and manage the interactions between processes. The questions in this section of the DCT are designed to assist the inspector in determining whether or not interactions between the policies, procedures, or instructions and information associated with other independent processes within the certificate holder's organization are documented. Written policies, procedures, or instructions and information that are interrelated and located in different areas within the certificate holder's system must be consistent and complement each other. For the interfaces to be effectively managed, the certificate holder's system should identify and document the interfaces.

#### Tasks

	To meet this objective, the inspector must accomplish the following tasks:	
1.	Review the interfaces associated with the ADE Program that have been identified along with the individual questions in section 1, Procedures, of this DCT.	
2.	Review the certificate holder's policies, procedures, instructions, and information to gain an understanding of the interfaces that it has documented.	

#### Questions

	To meet this objective, the inspector must answer the following questions:	
	Note: The design job task items (JTIs) displayed with the questions in section 1, Procedures, of this DCT identify potential interfaces (by element number) for this element.	
1.	Does the certificate holder's system properly address the interfaces that are identified along with the questions in section 1, Procedures of this DCT?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
2.	Does the certificate holder document a method for assessing the impact of any changes to the associated interfaces within the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 4 - Interfaces Attribute Drop-Down Menu</b>	
1.	No interfaces specified.
2.	The following interfaces not identified within the Certificate Holder's manual system:
3.	Interfaces listed are inaccurate.
4.	Specific location of interfaces not identified within the manual system.
5.	Other

### SAI Section 5 - Management Responsibility & Authority Attributes

**Objective:** The questions in this section of the DCT 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 program, 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:
1.	Identify the person who has overall responsibility for the ADE Program.
2.	Identify the person who has overall authority for the ADE Program.
3.	Review the duties and responsibilities of the person(s) documented in the certificate holder's manual.
4.	Review the appropriate organizational chart.

#### Questions

	To meet this objective, the inspector must answer the following questions:	
1.	Does the certificate holder's clearly identify who is responsible for the quality of the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
2.	Does the certificate holder clearly identify who has authority to establish and modify the policies, procedures, instructions, and information for the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain Name/Title:
3.	Does the certificate holder's manual include the duties and responsibilities of those who manage the work required by the ADE Program? SRRs: 121.135(b)(2)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4.	Does the certificate holder's manual include instructions and information for those who manage the work required by the ADE Program? SRRs: 121.135(a)(1)	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5.	Does the certificate holder clearly and completely document the responsibility for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6.	Does the certificate holder clearly and completely document the authority for this position?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
7.	Does the certificate holder clearly and completely document its qualification standards for the person having responsibility for the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
8.	Does the certificate holder clearly and completely document its qualification standards for the person having authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
9.	Does the certificate holder clearly and completely document the procedures for delegation of authority for the ADE Program?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

<b>SAI Section 5 - Management Responsibility &amp; Authority Attributes Drop-Down Menu</b>	
1.	Not documented.
2.	Documentation unclear.
3.	Documentation incomplete.
4.	Other.