

appendix. The NSPM will review the program in order of receipt and notify the sponsor within 90 days of beginning the review regarding the acceptability of the program including any required adjustments. Within 6 months of the notification of acceptability, the sponsor must implement the program, conduct internal audit(s), make any required program adjustments as a result of any internal audit, and have the NSPM initial audit scheduled.

b. For first-time FSTD sponsors, not later than 120 days prior to the date scheduled for the initial FSTD evaluation, the sponsor must submit to the NSPM the proposed QMS program as described in this QPS appendix. The NSPM will review the program and notify the sponsor within 90 days of beginning the review regarding the acceptability of the program including any required adjustments. Within 6 months of the notification of acceptability, the sponsor must implement the program, conduct internal audit(s), make any required program adjustments as a result of any internal audit, and have the NSPM initial audit scheduled.

c. The Director of Operations for a Part 119 certificate holder, the Chief Instructor for a Part 141 certificate holder, or the equivalent for a Part 142 or Flight Engineer School sponsor must designate a management representative who has the responsibility and authority to establish and modify the sponsor's policies, practices, and procedures regarding the QMS program for the recurring qualification and the day-to-day use of each FSTD.

d. The minimum content required for an acceptable QMS is found in Table E1. The policies, processes, and/or procedures described in this table must be maintained in a

Quality Manual and will serve as the basis for the following:

- (1) The sponsor-conducted initial and ongoing periodic assessments;
- (2) The NSPM-conducted initial and ongoing periodic assessments; and
- (3) The continuing surveillance and analysis by the NSPM of the sponsor's performance and effectiveness in providing a satisfactory FSTD for use on a regular basis.

END QPS REQUIREMENTS

BEGIN INFORMATION

e. When a person sponsors an FSTD maintained by a person other than a U.S. certificate holder, the sponsor remains responsible for the QMS program for that FSTD; however—

- (1) If that FSTD is maintained under a qualification by a non-FAA regulatory authority and that authority and the NSPM have agreed to accept each other's simulator evaluations (*e.g.*, under a Bilateral Aviation Safety Agreement (BASA) and associated Simulator Implementation Procedures (SIP), such as the JAA of Europe), no additional requirements are necessary for QMS programs.
- (2) If that FSTD is maintained under qualification of a regulatory authority where there is no BASA/SIP or that authority and the NSPM have not agreed to accept each other's qualification programs, the NSPM request additional information regarding those aspects of the sponsor's QMS program for maintaining the qualification standards for the FSTD.

END INFORMATION

BEGIN QPS REQUIREMENTS

TABLE E1—MINIMUM REQUIREMENTS FOR SATISFACTORY FSTD QUALITY MANAGEMENT SYSTEM

Number	QPS requirement	Information (Reference)
E1.1.	A QMS manual that sets out the policies, processes, and/or procedures outlined in this table..	§ 60.5(a).
E1.2.	A policy, process, and/or procedure specifying how the sponsor will identify deficiencies in the QMS.	§ 60.5(b).
E1.3.	A policy, process, and/or procedure specifying how the sponsor will document how the QMS program will be changed to address deficiencies when found.	§ 60.5(b).
E1.4.	A policy, process, and/or procedure specifying how the sponsor will address proposed program changes (for programs that do not meet the minimum requirements as notified by the NSPM) to the NSPM and receive approval prior to their implementation.	§ 60.5(c).
E1.5.	A policy, process, and/or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the initial/upgrade evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter.	§ 60.7(b)(5).
E1.6.	A policy, process, and/or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the first continuing qualification evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter.	§ 60.7(b)(6).

TABLE E1—MINIMUM REQUIREMENTS FOR SATISFACTORY FSTD QUALITY MANAGEMENT SYSTEM—
Continued

Number	QPS requirement	Information (Reference)
E1.7.	A policy, process, and/or procedure specifying how the sponsor will obtain an annual written statement from a qualified pilot (after having flown the subject aircraft or set of aircraft during the preceding 12-month period) that the performance and handling qualities of the subject FSTD represents the subject aircraft or set of aircraft (within the normal operating envelope). Required only if the subject FSTD is not used in the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the preceding 12-month period.	§ 60.5(b)(7) and § 60.7(d)(2).
E1.8.	A policy, process, and/or procedure specifying how independent feedback(from persons recently completing training, evaluation, or obtaining flight experience; instructors and check airmen using the FSTD for training, evaluation or flight experience sessions; and FSTD technicians and maintenance personnel) will be received and addressed by the sponsor regarding the FSTD and its operation.	§ 60.9(b)(1).
E1.9.	A policy, process, and/or procedure specifying how and where the FSTDStatement of Qualification will be posted, or accessed by an appropriate terminal or display, in or adjacent to the FSTD.	§ 60.9(b)(2).
E1.10.	A policy, process, and/or procedure specifying how the sponsor's management representative (MR) is selected and identified by name to the NSPM.	§ 60.9(c) and appendix E, paragraph(d).
E1.11.	A policy, process, and/or procedure specifying the MR authority and responsibility for the following:	
E1.11.a.	Monitoring the on-going qualification of assigned FSTDs to ensure all matters regarding FSTD qualification are being carried out as provided for in 14 CFR part 60.	
E1.11.b.	Ensuring that the QMS is properly established, implemented, and maintained by overseeing the QMS policies, practices, and/or procedures and by and modifying when and where necessary.	§ 60.9(c)(2), (3), and (4).
E1.11.c.	Regularly briefing sponsor's management on the status of the on-going FSTD qualification program and the effectiveness and efficiency of the QMS.	
E1.11.d.	Serving as the primary contact point for all matters between the sponsor and the NSPM regarding the qualification of assigned FSTDs.	
E1.11.e.	Delegating the MR assigned duties to an individual at each of the sponsor's locations, when/if/where appropriate.	
E1.12.	A policy, process, and/or procedure specifying how the sponsor will:	
E1.12.a.	Ensure that the data made available to the NSPM (the validation data package) includes the aircraft manufacturer's flight test data (or other data approved by the NSPM) and all relevant data developed after the type certificate was issued (e.g., data developed in response to an airworthiness directive) if such data results from a change in performance, handling qualities, functions, or other characteristics of the aircraft that must be considered for flight crew-member training, evaluation, or for meeting experience requirements of this chapter;	§ 60.13; QPS appendices A, B, C, and D.
E1.12.b.	Notify the NSPM within 10 working days of becoming aware that an addition to or a revision of the flight related data or airplane systems related data is available if this data is used to program and/or operate a qualified FSTD; and	
E1.12.c.	Maintain a liaison with the manufacturer of the aircraft being simulated (or with the holder of the aircraft type certificate for the aircraft being simulated if the manufacturer is no longer in business), and if appropriate, with the person having supplied the aircraft data package for the FFS for the purposes of receiving notification of data package changes.	
E1.13.	A policy, process, and/or procedure specifying how the sponsor will make available all special equipment and qualified personnel needed to accomplish or assist in the accomplishment of tests during initial, continuing qualification, or special evaluations.	§ 60.14.
E1.14.	A policy, process, and/or procedure specifying how the sponsor will submit to the NSPM a request to evaluate the FSTD for initial qualification at a specific level and simultaneously request the TPAA forward a concurring letter to the NSPM; including how the MR will use qualified personnel to confirm the following:	
E1.14.a.	That the performance and handling qualities of the FSTD represents those of the aircraft or set of aircraft within the normal operating envelope;	§ 60.15(a)–(d); § 60.15(b); § 60.15(b)(i); § 60.15(b)(ii); § 60.15(b)(iii).
E1.14.b.	The FSTD systems and sub-systems(including the simulated aircraft systems) functionally represent those in the aircraft or set of aircraft; and	
E1.14.c.	The cockpit represents the configuration of the specific type or aircraft make, model, and series aircraft being simulated, as appropriate.	
E1.15.	A policy, process, and/or procedure specifying how, for an initial evaluation, all of the subjective tests and all of the objective tests are accomplished at the sponsor's training facility, except as provided for in the applicable QPS.	§ 60.15(e).

TABLE E1—MINIMUM REQUIREMENTS FOR SATISFACTORY FSTD QUALITY MANAGEMENT SYSTEM—
Continued

Number	QPS requirement	Information (Reference)
E1.16.	A policy, process, and/or procedure specifying how, after the NSPM completes the evaluation for initial qualification, the sponsor will update the QTG with the results of the FAA-witnessed tests and demonstrations together with the results of all the objective tests and demonstrations described in the applicable QPS.	§ 60.15(h).
E1.17.	A policy, process, and/or procedure specifying how the sponsor will make the MQTG available to the NSPM upon request.	§ 60.15(i).
E1.18.	A policy, process, and/or procedure specifying how the sponsor will and apply to the NSPM for additional qualification(s) to the Statement of Qualification.	§ 60.16(a); § 60.16(a)(1)(i); § 60.16(a)(1)(ii).
E1.19.	A policy, process, and/or procedure specifying how the sponsor accomplishes all applicable QPS Attachment 2 objective tests each year in a minimum of four evenly spaced inspections as specified in the applicable QPS.	§ 60.19(a)(1) QPS appendices A, B, C, or D.
E1.20.	A policy, process, and/or procedure specifying how the sponsor completes and records a functional preflight check of the FSTD within the preceding 24 hours of FSTD use, including a description of the functional preflight.	§ 60.19(a)(2) QPS appendices A, B, C, or D.
E1.21.	A policy, process, and/or procedure specifying how the sponsor schedules with the NSPM continuing qualification evaluations not later than 60 days before the evaluation is due.	§ 60.19(b)(2).
E1.22.	A policy, process, and/or procedure specifying how the sponsor ensures that the FSTD has received a continuing qualification evaluation at the interval as described in the respective MQTG, allowing for the 1-month grace period before or after the calendar month required.	§ 60.19(b)(5)–(6).
E1.23.	A policy, process, and/or procedure describing that when a discrepancy is discovered the following is recorded in the FSTD discrepancy log:	
E1.23.a.	A description of each discrepancy is entered and remains in the log until the discrepancy is corrected; and	§ 60.19(c); § 60.19(c)(2)(i); § 60.19(c)(2)(ii).
E1.23.b.	A description of the corrective action taken for each discrepancy, the identity of the individual taking the action, and the date that action is taken.	§ 60.19(c)(2)(iii).
E1.24.	A policy, process, and/or procedure specifying how the discrepancy log is kept in a form and manner acceptable to the Administrator and is kept in or adjacent to the FSTD. (An electronic log that may be accessed by an appropriate terminal or display in or adjacent to the FSTD is satisfactory.)	
E1.25.	A policy, process, and/or procedure that requires each instructor, check airman, or representative of the Administrator conducting training, evaluation, or flight experience, and each person conducting the preflight inspection, who discovers a discrepancy, including any missing, malfunctioning, or inoperative components in the FSTD, to write or cause to be written a description of that discrepancy into the discrepancy log at the end of the FSTD preflight or FSTD use session.	§ 60.20.
E1.26.	A policy, process, and/or procedure specifying how the sponsor will (if operating an FSTD based on an interim qualification), within twelve months of the release of the final aircraft data package by the aircraft manufacturer (but no later than two years after the issuance of the interim qualification status the sponsor) apply for initial qualification based on the final aircraft data package approved by the aircraft manufacturer.	§ 60.21(c).
E1.27.	A policy, process, and/or procedure specifying how the sponsor determines whether an FSTD change qualifies as a modification as described in 14 CFR part 60.	§ 60.23(a)(1)–(2).
E1.28.	A policy, process, and/or procedure specifying how the sponsor will ensure the FSTD is modified in accordance with any FSTD Directive regardless of the original qualification basis.	§ 60.23(b).
E1.29.	A policy, process, and/or procedure specifying how, if an FSTD change is determined to be a modification as defined in 14 CFR part 60, the sponsor will notify the NSPM and TPAA of their intent to use the modified FSTD and to ensure that the modified FSTD will not be used prior to:	
E1.29.a.	Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and the sponsor has not received any response from either the NSPM or the TPAA; or	§ 60.23(c)(1)(i),(ii), and (iv).
E1.29.b.	Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and one has approved the proposed modification and the other has not responded; or	
E1.29.c.	The FSTD successfully completing any evaluation the NSPM may require in accordance with the standards for an evaluation for initial qualification or any part thereof before the modified FSTD is placed in service.	
E1.30.	A policy, process, and/or procedure specifying how, after an FSTD modification is approved by the NSPM, the sponsor will:	
E1.30.a.	Post an addendum to the Statement of Qualification until such time as a permanent, updated statement is received from the NSPM and posted;	§ 60.23(d)–(e).

TABLE E1—MINIMUM REQUIREMENTS FOR SATISFACTORY FSTD QUALITY MANAGEMENT SYSTEM—
Continued

Number	QPS requirement	Information (Reference)
E1.30.b.	Update the MQTG with current objective test results and appropriate objective data for each affected objective test or other MQTG section that is affected by the modification; and	
E1.30.c.	File in the MQTG the direction to make the modification and the record of the modification completion.	
E1.31.	A policy, process, and/or procedure specifying how the sponsor will track the length of time a component has been missing, malfunctioning, or inoperative (MMI), including:	
E1.31.a.	How the sponsor will post a list of MMI components in or adjacent to the FSTD; and	§ 60.25(b)–(c), and QPS appendices A, B, C, or D.
E1.31.b.	How the sponsor will notify the NSPM if the MMI has not been repaired or replaced within 30 days.*	
E1.32.	A policy, process, and/or procedure specifying how the sponsor will notify the NSPM and how the sponsor will seek requalification of the FSTD if the FSTD is moved and reinstalled in a different location.	§ 60.27(a)(3).
E1.33.	A policy, process, and/or procedure specifying how the sponsor will maintain control of the following: (The sponsor must specify how these records are maintained in plain language form or in coded form; but if the coded form is used, the sponsor must specify how the preservation and retrieval of information will be conducted.)	
E1.33.a.	The MQTG and each amendment thereto;	§ 60.31.
E1.33.b.	A record of all FSTD modifications required by this part since the issuance of the original Statement of Qualification;	
E1.33.c.	Results of the qualification evaluations (initial and each upgrade) since the issuance of the original Statement of Qualification;	
E1.33.d.	Results of the objective tests conducted in accordance with this part for a period of 2 years;	
E1.33.e.	Results of the previous three continuing qualification evaluations, or the continuing qualification evaluations from the previous 2 years, whichever covers a longer period;	
E1.33.f.	Comments obtained in accordance with Section 60.9(b);	
E1.33.g.	A record of all discrepancies entered in the discrepancy log over the previous 2 years, including the following:	
E1.33.g.1.	A list of the components or equipment that were or are missing, malfunctioning, or inoperative;	
E1.33.g.2.	The action taken to correct the discrepancy;	
E1.33.g.3.	The date the corrective action was taken; and	
E1.33.g.4.	The identity of the person determining that the discrepancy has been corrected.	

*Note 1. If the sponsor has an approved discrepancy prioritization system, this item is satisfied by describing how discrepancies are prioritized, what actions are taken, and how the sponsor will notify the NSPM if the MMI has not been repaired or replaced within the specified timeframe.

END QPS REQUIREMENTS

BEGIN INFORMATION

f. Table E2 contains a sample Assessment Tool that the NSPM will use when conducting the desk assessment of a sponsor's request for initial evaluation of the required elements of a QMS program.

g. Table E3 contains a sample Assessment Tool that the NSPM will use when conducting the on-site practical evaluation of a sponsor's request for initial and continuing evaluation of the required elements of a QMS program.

h. Table E4 contains a sample Assessment Tool that the NSPM will use when conducting the desk assessment of a sponsor's request for initial evaluation of the voluntary elements of a QMS program.

i. Table E5 contains a sample Assessment Tool that will be used by the NSPM when conducting the on-site practical evaluation of a sponsor's request for initial and continuing evaluation of the voluntary elements of a QMS program.

j. Additional Information.

(1) In addition to specifically designated QMS evaluations, the NSPM will evaluate the sponsor's QMS program as part of regularly scheduled FSTD continuing qualification evaluations and no-notice FSTD evaluations, focusing in part on the effectiveness and viability of the QMS program and its contribution to the overall capability of the FSTD to meet the requirements of this part.

(2) The sponsor, through the MR, may delegate duties associated with maintaining the qualification of the FSTD (e.g., corrective and preventive maintenance, scheduling for

and the conducting of tests and/or inspections, functional preflight checks) but retains the responsibility and authority for the day-to-day qualification of the FSTD. One person may serve in this capacity for more than one FSTD, but one FSTD would not have more than one person serving in this capacity.

(3) The QMS requirements should not be interpreted to preclude a given QMS program from being applicable to more than one certificate holder (e.g., part 119 and part 142 or two part 119 certificate holders) and should not be interpreted to preclude an individual from being a Management Representative (MR) for more than one certificate holder (e.g., part 119 and part 142 or two part 119 certificate holders) as long as the other QMS program requirements and the other MR requirements are respectively met for each such certificate holder.

(4) Standard Measurements for Flight Simulator Quality: A quality system tied to measurement of FSTD performance will improve and maintain training quality. One acceptable means of measuring FSTD performance is ARINC report 433 (as amended), entitled "Standard Measurements for Flight Simulator Quality. ARINC report 433 is a widely accepted industry standard.

(6) The NSPM will use the results of the assessment(s) of the voluntary portions of the QMS program (as described in Tables E4 and E5) to determine whether or not a sponsor or a FSTD may have the interval between NSPM-conducted evaluations extended and what the extension might be.

k. While the FAA does not mandate any specific QMS program format, the following subparagraphs outline those factors that would be typically found in an acceptable QMS program.

(1) Establishment of a Quality Policy. This is a formal written Quality Policy Statement that is a commitment by the sponsor outlining what the Quality System will achieve.

(2) The selected MR should be someone who has overall authority and responsibility for monitoring the on-going qualification of assigned FSTDs to ensure that all matters regarding FSTD qualification are being carried out as required by this part and ensuring that the QMS program is properly established, implemented, and maintained. The MR should regularly:

(i) Brief the sponsor's management regarding the status of on-going qualification processes; and

(ii) Serve as the primary contact point for all matters between the sponsor and the NSPM regarding the qualification of the assigned FSTDs.

(iii) Oversee the day-to-day quality control.

(3) The system and processes outlined in the QMS should enable the sponsor to monitor compliance with all applicable regulations and ensure correct maintenance and performance of the FSTD.

(4) A QMS program, together with a statement acknowledging completion of a periodic review by the MR, should include the following:

(i) A maintenance facility that provides suitable FSTD hardware and software tests and maintenance capability.

(ii) A recording system in the form of a technical log in which defects, deferred defects, and development projects are listed, assigned and reviewed within a specified time period.

(iii) Routine maintenance of the FSTD and performance of the QTG tests with adequate staffing to cover FSTD operating periods.

(iv) A planned internal assessment schedule and a periodic review should be used to verify that corrective action was complete and effective. The assessor should have adequate knowledge of FSTDs and should be acceptable to the NSPM.

(5) The MR should receive appropriate Quality System training and brief other personnel on the procedures.

TABLE E2—INFORMATION SIMULATION QUALITY MANAGEMENT SYSTEM (SQMS) ASSESSMENT TOOL—INITIAL (DESK)

Element No.	Basic (Part 60 required) elements Does the sponsor have ...	Rating see element assessment table			Comments
		N	P	Y	
		E.2.1	A QMS program approved by the NSPM including a Quality Management System Manual that sets out the policies, processes, and/or procedures required by 14 CFR part 60 and part 60, appendix E.		
E.2.2	A policy, process, and/or procedure specifying how the sponsor will identify deficiencies in the QMS.				
E.2.3	A policy, process, and/or procedure specifying how the sponsor will document how the QMS program will be changed to address deficiencies when found.				
E.2.4	A policy, process, and/or procedure specifying how the sponsor will propose program changes to the NSPM and receive approval prior to their implementation.				

TABLE E2—INFORMATION SIMULATION QUALITY MANAGEMENT SYSTEM (SQMS) ASSESSMENT TOOL—INITIAL (DESK)—Continued

Element No.	Basic (Part 60 required) elements Does the sponsor have ...	Rating see element as- sessment table			Comments
		N	P	Y	
		E.2.5	A policy, process, and/or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the initial/upgrade evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter.		
E.2.6	A policy, process, and/or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the first continuing qualification evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter.				
E.2.7	A policy, process, and/or procedure specifying how the sponsor will obtain an annual written statement from a qualified pilot (after having flown the subject aircraft or set of aircraft during the preceding 12-month period) that the performance and handling qualities of the subject FSTD represents the subject aircraft or set of aircraft (within the normal operating envelope). Required only if the subject FSTD is not used in the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the preceding 12-month period.				
E.2.8	A policy, process, and/or procedure specifying how independent feedback (from persons recently completing training, evaluation, or obtaining flight experience; instructors and check airmen using the FSTD for training, evaluation or flight experience sessions; and FSTD technicians and maintenance personnel) will be received and addressed by the sponsor regarding the FSTD and its operation.				
E.2.9	A policy, process, and/or procedure specifying how and where the FSTD Statement of Qualification will be posted, or accessed by an appropriate terminal or display, in or adjacent to the FSTD.				
E.2.10	A policy, process, and/or procedure specifying how the sponsor's management representative (MR) is selected and identified by name to the NSPM.				
E.2.11	A policy, process, and/or procedure specifying the MR's authority and responsibility for the following:				
E.2.11.a	Monitoring the on-going qualification of assigned FSTDs to ensure all matters regarding FSTD qualification are being carried out as provided for in 14 CFR part 60.				
E.2.11.b	Ensuring that the QMS is properly established, implemented, and maintained by overseeing the QMS policies, practices, and/or procedures and by and modifying when and where necessary.				
E.2.11.c	Regularly briefing sponsor's management on the status of the on-going FSTD qualification program and the effectiveness and efficiency of the QMS. (designate maximum interval).				
E.2.11.d	Serving as the primary contact point for all matters between the sponsor and the NSPM regarding the qualification of assigned FSTDs.				
E.2.11.e	Delegating the MR assigned duties to an individual at each of the sponsor's locations, when/if/where appropriate.				
E.2.12	A policy, process, and/or procedure specifying how the sponsor will:				

TABLE E2—INFORMATION SIMULATION QUALITY MANAGEMENT SYSTEM (SQMS) ASSESSMENT TOOL—INITIAL (DESK)—Continued

Element No.	Basic (Part 60 required) elements Does the sponsor have ...	Rating see element assessment table			Comments
		N	P	Y	
		E.2.12.a	Ensure that the data made available to the NSPM (the validation data package) includes the aircraft manufacturer's flight test data (or other data approved by the NSPM) and all relevant data developed after the type certificate was issued (e.g., data developed in response to an airworthiness directive) if such data results from a change in performance, handling qualities, functions, or other characteristics of the aircraft that must be considered for flight crew member training, evaluation, or for meeting experience requirements of this chapter.		
E.2.12.b	Immediately notify the NSPM when an addition to or a revision of the flight related data or airplane systems related data is available if this data is used to program and/or operate a qualified FFS, including technical information about this data to the NSPM relative to the data's significance for training, evaluation, or flight experience activities in the FFS.				
E.2.12.c	Maintain a liaison with the manufacturer of the aircraft being simulated (or with the holder of the aircraft type certificate for the aircraft being simulated if the manufacturer is no longer in business), and/or, if appropriate, with the person having supplied the aircraft data package for the FFS for the purposes of receiving notification of data package changes..				
E.2.13	A policy, process, and/or procedure specifying how the sponsor will make available all special equipment and qualified personnel needed to accomplish or assist in the accomplishment of tests during initial, continuing qualification, or special evaluations.				
E.2.14	A policy, process, and/or procedure specifying how the sponsor will submit to the NSPM a request to evaluate the FSTD for initial qualification at a specific level and simultaneously request the TPAA forward a concurring letter to the NSPM; including how the MR will use qualified personnel to confirm the following:				
E.2.14.a	That the performance and handling qualities of the FSTD represents those of the aircraft or set of aircraft within the normal operating envelope.				
E.2.14.b	The FSTD systems and sub-systems (including the simulated aircraft systems) functionally represent those in the aircraft or set of aircraft.				
E.2.14.c	The cockpit represents the configuration of the specific type; or aircraft make, model, and series aircraft being simulated, as appropriate.				
E.2.15	A policy, process, and/or procedure specifying how, for an initial evaluation, all of the subjective tests and all of the objective tests are accomplished at the sponsor's training facility, except as provided for in the applicable QPS.				
E.2.16	A policy, process, and/or procedure specifying how, after the NSPM completes the evaluation for initial qualification, the sponsor will update the QTG with the results of the FAA-witnessed tests and demonstrations together with the results of all the objective tests and demonstrations described in the applicable QPS.				
E.2.17	A policy, process, and/or procedure specifying how the sponsor will make the MQTG available to the NSPM upon request.				
E.2.18	A policy, process, and/or procedure specifying how the sponsor will apply to the NSPM to add (an) additional qualification(s) to the Statement of Qualification.				
E.2.19	A policy, process, and/or procedure specifying how the sponsor accomplishes all applicable QPS Attachment 2 objective tests each year in a minimum of four evenly spaced inspections as specified in the applicable QPS.				
E.2.20	A policy, process, and/or procedure specifying how the sponsor completes a functional preflight check of the FSTD within the preceding 24 hours of FSTD use.				

TABLE E2—INFORMATION SIMULATION QUALITY MANAGEMENT SYSTEM (SQMS) ASSESSMENT TOOL—INITIAL (DESK)—Continued

Element No.	Basic (Part 60 required) elements Does the sponsor have ...	Rating see element as- sessment table			Comments
		N	P	Y	
		E.2.21	A policy, process, and/or procedure specifying how the sponsor schedules with the NSPM continuing qualification evaluations not later than 60 days before the evaluation is due.		
E.2.22	A policy, process, and/or procedure specifying how the sponsor ensures that the FSTD has received a continuing qualification evaluation at the interval as described in the respective MQTG, allowing for the 1-month grace period before or after the calendar month required.				
E.2.23	A policy, process, and/or procedure describing that when a discrepancy is discovered the following is recorded in the FSTD discrepancy log:				
E.2.23.a	A description of each discrepancy is entered and remains in the log until the discrepancy is corrected.				
E.2.23.b	A description of the corrective action taken for each discrepancy, the identity of the individual taking the action, and the date that action is taken.				
E.2.24	A policy, process, and/or procedure specifying how the discrepancy log is kept in a form and manner acceptable to the Administrator and is kept in or adjacent to the FSTD. (An electronic log that may be accessed by an appropriate terminal or display in or adjacent to the FSTD is satisfactory.)				
E.2.25	A policy, process, and/or procedure that requires each instructor, check airman, or representative of the Administrator conducting training, evaluation, or flight experience for flight crew members, and each person conducting the preflight inspection, who discovers a discrepancy, including any missing, malfunctioning, or inoperative components in the FSTD, to write or cause to be written a description of that discrepancy into the discrepancy log at the end of the FSTD preflight or FSTD use session.				
E.2.26	A policy, process, and/or procedure specifying how the sponsor will (if operating an FSTD based on an interim qualification), within twelve months of the release of the final aircraft data package by the aircraft manufacturer (but no later than two years after the issuance of the interim qualification status the sponsor) apply for initial qualification based on the final aircraft data package approved by the aircraft manufacturer.				
E.2.27	A policy, process, and/or procedure specifying how the sponsor determines whether an FSTD change qualifies as a modification as described in 14 CFR part 60.				
E.2.28	A policy, process, and/or procedure specifying how the sponsor will ensure the FSTD is modified in accordance with any FSTD Directive regardless of the original qualification basis.				
E.2.29	A policy, process, and/or procedure specifying how, if an FSTD change is determined to be a modification as defined in 14 CFR part 60, the sponsor will notify the NSPM and TPAA of their intent to use the modified FSTD and to ensure that the modified FSTD will not be used prior to:				
E.2.29.a	Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and the sponsor has not received any response from either the NSPM or the TPAA.				
E.2.29.b	Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and one has approved the proposed modification and the other has not responded.				
E.2.29.c	The FSTD successfully completing any evaluation the NSPM may require in accordance with the standards for an evaluation for initial qualification or any part thereof before the modified FSTD is placed in service.				

TABLE E2—INFORMATION SIMULATION QUALITY MANAGEMENT SYSTEM (SQMS) ASSESSMENT TOOL—INITIAL (DESK)—Continued

Element No.	Basic (Part 60 required) elements Does the sponsor have ...	Rating see element as- sessment table			Comments
		N	P	Y	
		E.2.30	A policy, process, and/or procedure specifying how, after a FSTD modification is approved by the NSPM, the sponsor will:		
E.2.30.a	Post an addendum to the Statement of Qualification until such time as a permanent, updated statement is received from the NSPM and posted.				
E.2.30.b	Update the MQTG with current objective test results and appropriate objective data for each affected objective test or other MQTG section that is affected by the modification.				
E.2.30.c	File in the MQTG the direction to make the modification and the record of the modification completion.				
E.2.31	A policy, process, and/or procedure specifying how the sponsor will track the length of time a component has been missing, malfunctioning, or inoperative (MMI), including:				
E.2.31.a	How the sponsor will post a list of MMI components in or adjacent to the FSTD.				
E.2.31.b	How the sponsor will notify the NSPM if the MMI has not been repaired or replaced within 30 days; or if the sponsor has a discrepancy prioritization system, describe how discrepancies are prioritized and how the sponsor will notify the NSPM if the MMI has not been repaired or replaced within the specified timeframe.				
E.2.32	A policy, process, and/or procedure specifying how the sponsor will notify the NSPM and how the sponsor will seek re-qualification of the FSTD if the FSTD is moved and reinstalled in a different location.				
E.2.33	A policy, process, and/or procedure specifying how the sponsor will maintain control of the following documents: [The sponsor must specify how these records are maintained in plain language form or in coded form; but if the coded form is used, the sponsor must specify how the preservation and retrieval of information will be conducted.]				
E.2.33.a	The MQTG and each amendment thereto.				
E.2.33.b	A record of all FSTD modifications required by this part since the issuance of the original Statement of Qualification.				
E.2.33.c	Results of the qualification evaluations (initial and each upgrade) since the issuance of the original Statement of Qualification..				
E.2.33.d	Results of the objective tests conducted in accordance with this part for a period of 2 years.				
E.2.33.e	Results of the previous three continuing qualification evaluations, or the continuing qualification evaluations from the previous 2 years, whichever covers a longer period.				
E.2.33.f	Comments obtained in accordance with this part for a period of at least 90 days.				
E.2.33.g	A record of all discrepancies entered in the discrepancy log over the previous 2 years, including the following:				
E.2.33.g.1	A list of the components or equipment that were or are missing, malfunctioning, or inoperative.				
E.2.33.g.2	The action taken to correct the discrepancy.				
E.2.33.g.3	The date the corrective action was taken.				
E.2.33.g.4	The identity of the person determining that the discrepancy has been corrected.				

TABLE E.3—INFORMATION (SQMS) ASSESSMENT TOOL—ON-SITE

Element number	Basic (Part 60 Required) Elements	Rating See Element Assessment Table			Comments
		N	P	Y	
	There is evidence that the element is: (1) Being utilized/applied as is appropriate/necessary; (2) Being utilized/applied as stated/specified/defined in the QMS; (3) Achieving/producing effective results.				
E.3.1.	The Quality Management System Manual sets our current QMS policies, processes and/or procedures.				
E.3.2.	The policy, process, and/or procedure specifying how the sponsor will identify deficiencies in the QMS.				
E.3.3.	The policy, process, and/or procedure specifying how the sponsor will document how the QMS program will be changed to address deficiencies when found.				
E.3.4.	The policy, process, and/or procedure specifying how the sponsor will propose program changes to the NSPM and receive approval prior to their implementation.				
E.3.5.	The policy, process, and/or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the initial/upgrade evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter.				
E.3.6.	The policy, process, and/or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the first continuing qualification evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter.				
E.3.7.	The policy, process, and/or procedure specifying how the sponsor will obtain an annual written statement from a qualified pilot (after having flown the subject aircraft or set of aircraft during the preceding 12-month period) that the performance and handling qualities of the subject FSTD represents the subject aircraft or set of aircraft (within the normal operating envelope). Required only if the subject FSTD is not used in the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the preceding 12-month period.				
E.3.8.	A policy, process, and/or procedure specifying how independent feedback (from persons recently completing training, evaluation, or obtaining flight experience; instructors and check airmen using the FSTD for training, evaluation or flight experience sessions; and FSTD technicians and maintenance personnel) will be received and addressed by the sponsor regarding the FSTD and its operation.				
E.3.9.	The policy, process, and/or procedure specifying how and where the FSTD Statement of Qualification will be posted, or accessed by an appropriate terminal or display, in or adjacent to the FSTD.				
E.3.10.	The policy, process, and/or procedure specifying how the sponsor's management representative (MR) is selected and identified by name to the NSPM.				
E.3.11.	The policy, process, and/or procedure specifying the MR's authority and responsibility for the following:				
E.3.11.a.	Monitoring the on-going qualification of assigned FSTDs to ensure all matters regarding FSTD qualification are being carried out as provided for in 14 CFR part 60.				
E.3.11.b.	Ensuring that the QMS is properly established, implemented, and maintained by overseeing the QMS policies, practices, and/or procedures and by and modifying when and where necessary.				
E.3.11.c.	Regularly briefing sponsor's management on the status of the on-going FSTD qualification program and the effectiveness and efficiency of the QMS. (designate maximum interval).				
E.3.11.d.	Serving as the primary contact point for all matters between the sponsor and the NSPM regarding the qualification of assigned FSTDs.				
E.3.11.e.	Delegating the MR assigned duties to an individual at each of the sponsor's locations, when/if/where appropriate.				
E.3.12.	A policy, process, and/or procedure specifying how the sponsor will:				

TABLE E.3—INFORMATION (SQMS) ASSESSMENT TOOL—ON-SITE—Continued

Element number	Basic (Part 60 Required) Elements	Rating See Element Assessment Table			Comments
		N	P	Y	
E.3.12.a.	Ensure that the data made available to the NSPM (the validation data package) includes the aircraft manufacturer's flight test data (or other data approved by the NSPM) and all relevant data developed after the type certificate was issued (e.g., data developed in response to an airworthiness directive) if such data results from a change in performance, handling qualities, functions, or other characteristics of the aircraft that must be considered for flight crew member training, evaluation, or for meeting experience requirements of this chapter.				
E.3.12.b.	Immediately notify the NSPM when an addition to or a revision of the flight related data or airplane systems related data is available if this data is used to program and/or operate a qualified FFS, including technical information about this data to the NSPM relative to the data's significance for training, evaluation, or flight experience activities in the FFS.				
E.3.12.c.	Maintain a liaison with the manufacturer of the aircraft being simulated (or with the holder of the aircraft type certificate for the aircraft being simulated if the manufacturer is no longer in business), and/or, if appropriate, with the person having supplied the aircraft data package for the FFS for the purposes of receiving notification of data package changes.				
E.3.13.	A policy, process, and/or procedure specifying how the sponsor will make available all special equipment and qualified personnel needed to accomplish or assist in the accomplishment of tests during initial, continuing qualification, or special evaluations.				
E.3.14.	A policy, process, and/or procedure specifying how the sponsor will submit to the NSPM a request to evaluate the FSTD for initial qualification at a specific level and simultaneously request the TPAAs forward a concurring letter to the NSPM; including how the MR will use qualified personnel to confirm the following:				
E.3.14.a.	That the performance and handling qualities of the FSTD represent those of the aircraft or set of aircraft within the normal operating envelope.				
E.3.14.b.	The FSTD systems and sub-systems (including the simulated aircraft systems) functionally represent those in the aircraft or set of aircraft.				
E.3.14.c.	The cockpit represents the configuration of the specific type; or aircraft make, model, and series aircraft being simulated, as appropriate.				
E.3.15.	A policy, process, and/or procedure specifying how, for an initial evaluation, all of the subjective tests and all of the objective tests are accomplished at the sponsor's training facility, except as provided for in the applicable QPS.				
E.3.16.	A policy, process, and/or procedure specifying how, after the NSPM completes the evaluation for initial qualification, the sponsor will update the QTG with the results of the FAA-witnessed tests and demonstrations together with the results of all the objective tests and demonstrations described in the applicable QPS.				
E.3.17.	A policy, process, and/or procedure specifying how the sponsor will make the MQTG available to the NSPM upon request.				
E.3.18.	A policy, process, and/or procedure specifying how the sponsor will apply to the NSPM to add (an) additional qualification(s) to the Statement of Qualification.				
E.3.19.	A policy, process, and/or procedure specifying how the sponsor accomplishes all applicable QPS Attachment 2 objective tests each year in a minimum of four evenly spaced inspections as specified in the applicable QPS.				
E.3.20.	A policy, process, and/or procedure specifying how the sponsor completes a functional preflight check of the FSTD within the preceding 24 hours of FSTD use.				
E.3.21.	A policy, process, and/or procedure specifying how the sponsor schedules with the NSPM continuing qualification evaluations not later than 60 days before the evaluation is due.				
E.3.22.	A policy, process, and/or procedure specifying how the sponsor ensures that the FSTD has received a continuing qualification evaluation at the interval as described in the respective MQTG, allowing for the 1-month grace period before or after the calendar month required.				
E.3.23.	A policy, process, and/or procedure describing that when a discrepancy is discovered the following is recorded in the FSTD discrepancy log:				
E.3.23.a.	A description of each discrepancy is entered and remains in the log until the discrepancy is corrected.				
E.3.23.b.	A description of the corrective action taken for each discrepancy, the identity of the individual taking the action, and the date that action is taken.				

TABLE E.3—INFORMATION (SQMS) ASSESSMENT TOOL—ON-SITE—Continued

Element number	Basic (Part 60 Required) Elements	Rating See Element Assessment Table			Comments
		N	P	Y	
E.3.24	A policy, process, and/or procedure specifying how the discrepancy log is kept in a form and manner acceptable to the Administrator and is kept in or adjacent to the FSTD. (An electronic log that may be accessed by an appropriate terminal or display in or adjacent to the FSTD is satisfactory.)				
E.3.25.	A policy, process, and/or procedure that requires each instructor, check airman, or representative of the Administrator conducting training, evaluation, or flight experience for flight crew members, and each person conducting the preflight inspection, who discovers a discrepancy, including any missing, malfunctioning, or inoperative components in the FSTD, to write or cause to be written a description of that discrepancy into the discrepancy log at the end of the FSTD preflight or FSTD use session.				
E.3.26.	A policy, process, and/or procedure specifying how the sponsor will (if operating an FSTD based on an interim qualification), within twelve months of the release of the final aircraft data package by the aircraft manufacturer (but no later than two years after the issuance of the interim qualification status the sponsor) apply for initial qualification based on the final aircraft data package approved by the aircraft manufacturer.				
E.3.27.	A policy, process, and/or procedure specifying how the sponsor determines whether an FSTD change qualifies as a modification as described in 14 CFR part 60..				
E.3.28.	A policy, process, and/or procedure specifying how the sponsor will ensure the FSTD is modified in accordance with any FSTD Directive regardless of the original qualification basis.				
E.3.29.	A policy, process, and/or procedure specifying how, if an FSTD change is determined to be a modification as defined in 14 CFR part 60, the sponsor will notify the NSPM and TPAA of their intent to use the modified FSTD and to ensure that the modified FSTD will not be used prior to:				
E.3.29.a.	Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and the sponsor has not received any response from either the NSPM or the TPAA.				
E.3.29.b.	Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification, and one has approved the proposed modification and the other has not responded.				
E.3.29.c.	The FSTD successfully completing any evaluation the NSPM may require in accordance with the standards for an evaluation for initial qualification or any part thereof before the modified FSTD is placed in service.				
E.3.30.	A policy, process, and/or procedure specifying how, after a FSTD modification is approved by the NSPM, the sponsor will:				
E.3.30.a.	Post an addendum to the Statement of Qualification until such time as a permanent, updated statement is received from the NSPM and posted.				
E.3.30.b.	Update the MQTG with current objective test results and appropriate objective data for each affected objective test or other MQTG section that is affected by the modification.				
E.3.30.c.	File in the MQTG the direction to make the modification and the record of the modification completion.				
E.3.31.	A policy, process, and/or procedure specifying how the sponsor will track the length of time a component has been missing, malfunctioning, or inoperative (MMI), including:				
E.3.31.a.	How the sponsor will post a list of MMI components in or adjacent to the FSTD.				
E.3.31.b.	How the sponsor will notify the NSPM if the MMI has not been repaired or replaced within 30 days; or if the sponsor has a discrepancy prioritization system, describe how discrepancies are prioritized and how the sponsor will notify the NSPM if the MMI has not been repaired or replaced within the specified timeframe.				
E.3.32.	A policy, process, and/or procedure specifying how the sponsor will notify the NSPM and how the sponsor will seek re-qualification of the FSTD if the FSTD is moved and reinstalled in a different location.				
E.3.33.	A policy, process, and/or procedure specifying how the sponsor will maintain control of the following documents: The sponsor must specify how these records are maintained in plain language form or in coded form; but if the coded form is used, the sponsor must specify how the preservation and retrieval of information will be conducted.].				
E.3.33.a.	The MQTG and each amendment thereto.				
E.3.33.b.	A record of all FSTD modifications required by this part since the issuance of the original Statement of Qualification.				

TABLE E.3—INFORMATION (SQMS) ASSESSMENT TOOL—ON-SITE—Continued

Element number	Basic (Part 60 Required) Elements	Rating See Element Assessment Table			Comments
		N	P	Y	
E.3.33.c.	Results of the qualification evaluations (initial and each upgrade) since the issuance of the original Statement of Qualification.				
E.3.33.d.	Results of the objective tests conducted in accordance with this part for a period of 2 years.				
E.3.33.e.	Results of the previous three continuing qualification evaluations, or the continuing qualification evaluations from the previous 2 years, whichever covers a longer period.				
E.3.33.f.	Comments obtained in accordance with this part for a period of at least 90 days.				
E.3.33.g.	A record of all discrepancies entered in the discrepancy log over the previous 2 years, including the following:				
E.3.33.g.1.	A list of the components or equipment that were or are missing, malfunctioning, or inoperative.				
E.3.33.g.2.	The action taken to correct the discrepancy.				
E.3.33.g.3.	The date the corrective action was taken.				
E.3.33.g.4.	The identity of the person determining that the discrepancy has been corrected.				

TABLE E.4—INFORMATION SQMS ASSESSMENT TOOL—INITIAL (DESK)

Element number	EXPANDED (voluntary) elements Does the sponsor have . . .	Rating see element assessment table			Comments
		N	P	Y	
QUALITY MANAGEMENT SYSTEM MANUAL:					
V.4.1.	Quality Management System Manual documentation includes:				
V.4.1.a.	The scope of the SQMS, including:				
V.4.1.a.1.	Responsibilities Matrix, or the equivalent, designating responsibility, by position, name or title, for approval and control of SQMS functions/elements.				
V.4.1.a.2.	Documented SQMS policies, processes and procedures listed in V.4.10, or reference to them.				
V.4.1.a.3.	A description of the sequence and interaction of the documented SQMS processes.				
V.4.2.	Quality Management System Manual established as a controlled document that includes provision for identification of current revision status and the date of last revision imprinted on each page concerned.				
QUALITY POLICY AND QUALITY OBJECTIVES:					
V.4.3.	A quality policy that:				
V.4.3.a.	Is appropriate to the purpose of the organization.				
V.4.3.b.	Includes the concept of continual SQMS improvement.				
V.4.3.c.	Provides a framework for establishing and reviewing quality objectives.				
V.4.4.	Quality objectives that:				
V.4.4.a.	Have been established for relevant SQMS functions at relevant levels within the organization.				
V.4.4.b.	Include the ultimate objective of providing the continuous presentation of a qualified FSTD, or FSTDs, for credible flight training, evaluation and/or meeting experience requirements.				
V.4.4.c.	Are measurable and consistent with the Quality Policy.				
MANAGEMENT COMMITMENT:					
V.4.5.	A policy, process, and/or procedure that specifies how management will:				
V.4.5.a.	Ensure that the quality policy is communicated and understood at appropriate levels of the organization.				
V.4.5.b.	Ensure that employees are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.				
V.4.5.c.	Ensure that the resources (human and financial) necessary to achieve the quality objectives are identified, planned and available.				
V.4.5.d.	Document management resource planning output.				
V.4.5.e.	Conduct and record periodic management reviews (stated minimum interval required) to:				
	(1) Evaluate planned resource allocation and				
	(2) Take action to ensure continuing suitability and effectiveness of the:.				

TABLE E.4—INFORMATION SQMS ASSESSMENT TOOL—INITIAL (DESK)—Continued

Element number	EXPANDED (voluntary) elements Does the sponsor have . . .	Rating see element assessment table			Comments
		N	P	Y	
		V.4.5.e.1. V.4.5.e.2. V.4.5.f. V.4.5.g.	Quality policy. Quality objectives. Verify implementation of proper corrective action/managed change on assessment deficiencies. Record the results of corrective action/managed change on assessment deficiencies and report the results to the NSPM.		
DOCUMENT/RECORD CONTROL					
V.4.6.	A Master List of internal and external documents that are <i>actively</i> utilized in the SQMS to ensure effective operation and control of the processes (identified, as applicable, by publisher/originator, title/description, volume no./form no., revision no./version, effective date).. Note: By implementing a policy, process or procedure that categorizes inactive/unused documents as "archived," these documents: (1) May be left off of the Master List, (2) Must be controlled and (3) Must be added to the Master List if/when they are subsequently activated [re: V.4.7.h.].				
V.4.7.	A policy, process, and/or procedure that specifies how the sponsor will provide for:				
V.4.7.a.	Approval of documents for adequacy prior to use.				
V.4.7.b.	Periodic review, updating, re-approval of documents (where necessary).				
V.4.7.c.	Identification of current document revision status including the date of last revision on each page concerned.				
V.4.7.d.	Ensuring that current relevant versions of applicable documents are available at point-of-use.				
V.4.7.e.	Suitable identification of obsolete documents if they are retained for any purpose.				
V.4.7.f.	Preventing the unintended use of obsolete documents.				
V.4.7.g.	Ensuring that external-origin documents are identified & their distribution/accessibility controlled.				
V.4.7.h.	Protection and storage/archiving of records/documents.				
V.4.8.	A policy, process, and/or procedure specifying how the sponsor will retain the following for a period of two years (The sponsor must specify whether these records are maintained in plain language form or in coded form. If the coded form is used, the sponsor must specify how the preservation retrieval of information will be conducted.):				
V.4.8.a.	A record of training time lost due to FSTD discrepancies.				
V.4.8.b.	A record of the two most recent NSPM assessments.				
V.4.8.c.	A record of the two most recent Sponsor assessments.				
V.4.8.d.	SQMS Corrective Action records and/or Managed Change documentation (Including change pertaining to assessment findings)				
ASSIGNMENT of PERSONNEL/TRAINING					
V.4.9.	A policy, process or procedure specifying how the sponsor will, for those performing inspection, testing, engineering and normal, preventative and corrective maintenance on FSTDs:				
V.4.9.a.	Identify the necessary skill requirements.				
V.4.9.b.	Assign personnel that satisfy the identified skill requirements based upon experience, skills, education or training				
V.4.9.c.	Maintain appropriate ongoing records of skill, experience, education and/or training qualifications for assigned personnel.				
V.4.9.d.	Evaluate the adequacy/appropriateness of the skill requirements and the effectiveness of sponsor-provided training, referencing, in part, the criteria for workmanship specified in V.4.11.d.				
POLICY, PROCESS and/or PROCEDURE CONTROL					
V.4.10.	Documented policies, processes and/or procedures for <i>essential QMS functions</i> that directly affect quality, including the relevant/essential sequence and interaction of these processes (Supported by diagrams/flow charts/maps at sponsor's discretion) to include:				
V.4.10.a.	Scheduling and tracking inspection, testing, engineering and normal and preventative maintenance on FSTDs to verify that the specified qualification requirements for the FSTD are met.				
V.4.10.b.	A policy, process, and/or procedure specifying how the sponsor will determine FSTD training, evaluation, and/or flight experience restrictions, including: (1) Implementation, status notification and coordination with the sponsor's training organization, other users and TPAA and (2) Removal of the restrictions.				

TABLE E.4—INFORMATION SQMS ASSESSMENT TOOL—INITIAL (DESK)—Continued

Element number	EXPANDED (voluntary) elements Does the sponsor have . . .	Rating see element assessment table			Comments
		N	P	Y	
		V.4.11. V.4.11.a. V.4.11.b. V.4.11.c. V.4.11.d. V.4.11.e. V.4.12. V.4.12.a. V.4.12.b. V.4.13.	A policy, process, and/or procedure specifying how the sponsor will implement controlled conditions to provide: A suitable work environment. Approval of equipment. Availability of suitable equipment and suitable equipment maintenance. Compliance with documented procedures and/or reference standards/codes set out in the Quality Management System Manual. Criteria for workmanship (e.g., written standards, representative samples or illustrations). A policy, process, and/or procedure specifying how the sponsor will ensure use of current, valid measuring and monitoring devices, including: Recording the basis for their periodic, or prior to use, calibration. Protecting them from damage and safeguarding them from adjustments that would invalidate their calibration. A policy, process, and/or procedure that specifies how the sponsor will record NSPM assessments.		
INTERNAL ASSESSMENT					
V.4.14. V.4.14.a. V.4.14.b. V.4.14.c. V.4.14.d. V.4.14.e. V.4.14.f.	A policy, process, and/or procedure that specifies how the sponsor will conduct internal assessments to determine that the SQMS: (1) Has been effectively implemented and maintained, (2) Conforms to regulatory standards and (3) Conforms to SQMS requirements in accordance with documented procedures, as follows: Responsibilities and requirements for conducting assessments.] Assessment frequency (at least annually). Assessment scope. How assessments are conducted and recorded. Personnel other than those who control/perform the activity, process, procedure or practice being assessed conduct the assessment (Authorization to deviate from this standard may be approved by the NSPM for those sponsors that have limited personnel resources). When, how and by whom the results of such assessments and the associated corrective action/managed change are reported to Responsible Management and the NSPM.				
CORRECTIVE ACTION/MANAGED CHANGE (For Other Than FSTD Operational Discrepancies)					
V.4.15. V.4.15.a. V.4.15.b. V.4.15.c. V.4.15.d. V.4.15.e. V.4.15.f. V.4.15.g. V.4.15.h. V.4.15.i. V.4.15.j. V.4.15.k. V.4.15.l. V.4.15.m. V.4.15.n.	A policy, process, and/or procedure that specifies how a perceived need for change will: Be validated (determined), and if valid, be activated as a Change Initiative. If processed as a Corrective Action : Determine the cause. Determine and implement corrective action. Record the action taken. Evaluate the effectiveness of the action taken. Record the results of this evaluation. Evaluate the need for further action to prevent recurrence. If processed as a Managed Change : Analyze and determine action on the Change Initiative. Establish the Scope of Change. Develop a Change Plan. Review the Change Plan. Implement the Approved Change Plan. Evaluate the implemented change. Review the evaluation.				

TABLE E.5—INFORMATION—SQMS ASSESSMENT TOOL—ON-SITE

Element number	EXPANDED (Voluntary) Elements	Rating— See Element Assessment Table			Comments (Designate N/A Elements)
		N	P	Y	
	There is evidence that the element is: (4) (1) Being utilized/applied as is appropriate/necessary;				

TABLE E.5—INFORMATION—SQMS ASSESSMENT TOOL—ON-SITE—Continued

Element number	EXPANDED (Voluntary) Elements	Rating— See Element Assessment Table			Comments (Designate N/A Elements)
		N	P	Y	
	(4) (2) Being utilized/applied as stated/specified/defined in the QMS; (4) (3) Achieving/producing effective results.				
QUALITY MANAGEMENT SYSTEM MANUAL:					
V.5.1.	Quality Management System Manual contains <i>current</i> :				
V.5.1.a.	Responsibilities Matrix, or the equivalent, designating responsibility by position, name or title for approval and/or control of essential QMS functions/elements.				
V.5.1.b.	Documented SQMS processes and procedures listed in V.5.10, or reference to them.				
V.5.1.c.	Descriptions of the sequence and interaction of the documented SQMS processes.				
V.5.2.	The Quality Management System Manual is being properly controlled and includes identification of current revision status and the date of last revision imprinted on each page concerned.				
QUALITY POLICY AND QUALITY OBJECTIVES:					
V.5.3.	Currently stated quality policy:				
V.5.3.a.	Is appropriate for the organization.				
V.5.3.b.	Includes the concept of continual SQMS improvement.				
V.5.4.	Current written quality objectives:				
V.5.4.a.	Exist for relevant QMS functions at relevant levels within the organization.				
V.5.4.b.	Include the “ultimate objective” of providing continuous presentation of a qualified FSTD, or FSTDs, for credible flight training, evaluation and/or meeting experience requirements.				
V.5.4.c.	Are measurable and consistent with the Quality Policy.				
MANAGEMENT COMMITMENT:					
V.5.5.	Management is using their stated SQMS method(s) to:				
V.5.5.a.	Communicate and ensure that the quality policy is understood at appropriate levels of the organization.				
V.5.5.b.	Ensure that employees are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives.				
V.5.5.c.	Allocate resources (human and financial), using documented resource planning output, and implement action necessary to achieve planned operational results/quality objectives.				
V.5.5.d.	Document resource planning output.				
V.5.5.e.	Conduct periodic recorded management reviews (in compliance with stated minimum interval) to evaluate and take action (corrective action/managed change) to ensure continuing suitability and effectiveness of the:				
v.5.5.e.1.	Quality policy.				
v.5.5.e.2.	Quality objectives.				
V.5.5.f.	Verify implementation of proper corrective action/managed change on assessment deficiencies.				
V.5.5.g.	Record the results of corrective action/managed change on assessment deficiencies and report the results to the NSPM.				
DOCUMENT/RECORD CONTROL					
V.5.6.	Internal and external documents:				
V.5.6.a.	That are <i>actively</i> utilized in the SQMS to ensure effective operation and control of the processes are:				
v.5.6.a.1.	On the Master List of Documents, including documents originally categorized as “archived” that have been activated.				
V.5.6.a.2.	Adequately identified by publisher/originator, title/description, volume no./form no., revision no./version, or effective date..				
V.5.6.b.	That are <i>inactive/unused</i> are being controlled according to the approved “archiving” policy [re: V.5.7.h.].				
V.5.7.	Stated SQMS method(s) for:				
V.5.7.a.	Approval of documents for adequacy prior to issue.				
V.5.7.b.	Periodically (where necessary) reviewing documents and records and updating/re-approving them.				

TABLE E.5—INFORMATION—SQMS ASSESSMENT TOOL—ON-SITE—Continued

Element number	EXPANDED (Voluntary) Elements	Rating— See Element Assessment Table			Comments (Designate N/A Elements)
		N	P	Y	
V.5.7.c.	Maintaining current revision(s) and entering revision status and the date of last revision on each page concerned.				
V.5.7.d.	Maintaining current relevant versions of applicable documents at point-of-use.				
V.5.7.e.	Suitably identifying and designating obsolete documents if they are retained for any purpose.				
V.5.7.f.	Preventing unintended use of obsolete documents.				
V.5.7.g.	Identifying and controlling distribution/accessibility of documents of external origin.				
V.5.7.h.	Adequately protecting and storing/archiving records/documents.				
V.5.8.	Documents/records have been retained for <i>two years</i> , in plain language form or in coded form, as follows:				
V.5.8.a.	Training time lost due to FSTD discrepancies.				
V.5.8.b.	Two most recent NSPM assessments.				
V.5.8.c.	Two most recent Sponsor assessments.				
V.5.8.d.	SQMS Corrective Action records and/or Managed Change documentation (Including change pertaining to assessment findings).				
V.5.8.e.	Documented Management Resource Planning output and review.				
ASSIGNMENT of PERSONNEL/TRAINING					
V.5.9.	Stated SQMS method(s) for:				
V.5.9.a.	Assignment of personnel to perform inspection, testing, engineering and normal, preventative and corrective maintenance on FSTDs based upon experience, skills, education or training that satisfies the identified skill requirements.				
V.5.9.b.	Maintaining appropriate records of experience, skills, education or training to indicate that the qualifications of the assigned personnel satisfy the stated skill requirements.				
V.5.9.c.	Evaluating the: (1) Adequacy/appropriateness of the identified skill requirements and (2) Effectiveness of sponsor-provided training, utilizing, in part, the criteria for workmanship specified in V.5.11.d.				
POLICY, PROCESS and/or PROCEDURE CONTROL					
V.5.10.	Documented policies, processes and/or procedures for essential SQMS functions, including the relevant/essential sequence and interaction of these processes (Supported by diagrams/flow charts/maps at sponsor's discretion) to include:				
V.5.10.a.	Scheduling and tracking inspection, testing, engineering and normal and preventative maintenance on FSTDs to verify that the specified qualification requirements for the FSTD are met.				
V.5.10.b.	Determination of <i>FSTD training, evaluation, and/or flight experience restrictions</i> , including their implementation, status notification and coordination with the sponsor's training organization, other users and TPAA and removal of the restrictions.				
V.5.11.	Implementation of controlled conditions that provide:				
V.5.11.a.	A suitable work environment.				
V.5.11.b.	Approval of equipment.				
V.5.11.c.	Availability of suitable equipment and suitable equipment maintenance.				
V.5.11.d.	Compliance with documented procedures and/or reference standards/codes as set out in the Quality Management System Manual.				
V.5.11.e.	Utilization of criteria for workmanship (<i>e.g.</i> , written standards, representative samples/illustrations).				
V.5.12.	Implementation of controlled conditions that provide availability of current, valid measuring/monitoring devices that are consistent with measurement requirements, including:				
V.5.12.a.	Recording the basis for the periodic, or prior to use, calibration of measurement devices.				

TABLE E.5—INFORMATION—SQMS ASSESSMENT TOOL—ON-SITE—Continued

Element number	EXPANDED (Voluntary) Elements	Rating— See Element Assessment Table			Comments (Designate N/A Elements)
		N	P	Y	
V.5.12.b.	Protection of measurement devices from damage and safeguarding them from adjustments that would invalidate their calibration.				
V.5.13.	The method used to record NSPM assessments, including all recommendations and corrective action/managed change taken.				
INTERNAL ASSESSMENT					
V.5.14.	Internal assessments have been conducted to determine that: (1) The SQMS has been effectively implemented and maintained, (2) Conforms to regulatory standards and (3) Conforms to SQMS requirements in accordance with documented procedures, including:				
V.5.14.a.	Assignment of responsibilities and requirements for conducting assessments.				
V.5.14.b.	Assessment frequency.				
V.5.14.c.	Adequate assessment scope.				
V.5.14.d.	Assessment methodology and recording.				
V.5.14.e.	Personnel, other than those who control/perform the activity, process, procedure or practice being assessed, conducted the assessment (Note any NSPM approved authorization to deviate from this requirement for sponsors that have limited personnel resources).				
V.5.14.f.	Reporting assessment results to Responsible Management and the NSPM.				
CORRECTIVE ACTION/MANAGED CHANGE (For Other Than FSTD Operational Discrepancies)					
V.5.15.	The policy, process, and/or procedure that specifies how a perceived need for change will:				
V.5.15.a.	Be validated (determined), and if valid, be activated as a Change Initiative.				
V.5.15.b.	If processed as a Corrective Action: Determine the cause.				
V.5.15.c.	Determine and implement corrective action.				
V.5.15.d.	Record the action taken.				
V.5.15.e.	Evaluate the effectiveness of the action taken.				
V.5.15.f.	Record the results of this evaluation.				
V.5.15.g.	Evaluate the need for further action to prevent recurrence.				
V.5.15.h.	If processed as a Managed Change: Analyze and determine action on the Change Initiative.				
V.5.15.i.	Establish the Scope of Change.				
V.5.15.j.	Develop a Change Plan.				
V.5.15.k.	Review the Change Plan.				
V.5.15.l.	Implement the Approved Change Plan.				
V.5.15.m.	Evaluate the implemented change.				
V.5.15.n.	Review the evaluation.				

ELEMENT ASSESSMENT TABLE	
Rating/Measurement Standard	
Criteria: Complete, adequate, appropriate, accurate, clearly defined – flow chart, diagram, description	
NONCOMPLIANCE/NONCONFORMITY (N)	PARTIAL COMPLIANCE/CONFORMITY (P)
Corrective Action Required	Corrective Action Required
There is no evidence of: A. Compliance/Conformity. B. A written description.	There is evidence of: A. A partial compliance/conformity. B. An incomplete written description.
	No Corrective Action Required
	ACCEBTABLE COMPLIANCE/CONFORMITY (Y)

C. Identification, definition, documentation (flow chart, diagram, description)	C. The process or procedure is: (a) Identified/defined inadequately, or (b) Documented inadequately.	C. The process or procedure is: (a) Identified/defined adequately, or (b) Documented adequately.
D. Implementation of a process or procedure.	D. The process or procedure is: (a) Implemented inadequately/inappropriately, or (b) Not current as defined/documentated.	D. The process or procedure is: (a) Implemented adequately/appropriately, or (b) Current as defined/documentated.
E. Effectiveness of a process or procedure.	E. Of inadequate or partial effectiveness of a process or procedure.	E. Of adequate effectiveness of a process or procedure.
End Information		