

## Flight Simulation Device Qualification Guidance

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### Request for Initial/Upgrade FSTD (Level 6 and above) Evaluations

FSTD Guidance Bulletin 99-01

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1. **Purpose:** This bulletin provides guidance to sponsors for requesting an initial or upgrade evaluation of a Level 6 or above Flight Simulation Training Device (FSTD). See Sponsor Qualification Requirements in 14 CFR part 60, Appendix A, 60.7 to see who can Sponsor an FSTD.
2. **Background:** Previous guidance for FSTD evaluations provided for the establishment of an initial/upgrade evaluation date dependent upon the NSP's review of a complete Qualification Test Guide (QTG). In order to improve service to the industry, the National Simulator Program (NSP) policy for requesting an initial/upgrade evaluation date changed on July 1, 1999. A written "Request for Initial Evaluation Date" letter submitted to the National Simulator Program Manager became the acceptable method to request an evaluation date well in advance of actual simulator delivery.
3. **Procedure:** The sponsor must understand the scheduling limitations confronting the National Simulator Program staff. To date, the National Simulator Program is responsible for conducting initial, recurrent, upgrade/move and special evaluations for more than 700 active simulators in the United States and abroad. This number is ever increasing. The NSP generally accommodates requests for simulator evaluation dates in the order received. Therefore, it is strongly recommended that such requests be received at a minimum of three months prior to the desired evaluation date, but no more than six months in advance.
  - To initiate the process, the Sponsor will submit a Request for an Initial/Upgrade Evaluation Date and a completed [FSTD Information Form](#) to the NSP. The local FAA Training Program Approval Authority (TPAA) should also receive a copy of this request. In the request, the sponsor will acknowledge that his/her failure to meet the requirements stated in the letter may cause a significant delay, of perhaps 45 days or more, in the rescheduling and completion of the evaluation. Working with the sponsor, the NSP will establish a date for the evaluation and send the Sponsor notice to that effect. A [Letter of Request](#) template is provided.

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- No later than 30 or 45 days prior to the evaluation date, the NSP should receive a complete QTG for review. If an additional QTG submittal is required, the NSP should receive the submittal no later than 14 days prior to the evaluation. See Item 4, “QTG Requirements” for complete details including the stated time requirements above. Also, no later than 14 days prior to the evaluation, the Sponsor will send a [Letter of Compliance](#) to the local FAA-TPAA and the National Simulator Program stating that a designated pilot(s) certified in the aircraft type being simulated, has flown the FSTD and determined in all aspects, that it is configured and performs equivalently to the aircraft. After the letter of compliance has been received by the TPAA, he/she will contact the sponsor. Ultimately, however, it is the Sponsor’s responsibility to obtain the TPAA’s endorsement. The evaluation cannot be conducted without endorsement from the local FAA-TPAA.
4. **QTG Requirements:** Current policy allows acceptance of requests for evaluation dates up to 180 days in advance of the planned, evaluation. This policy remains contingent upon the sponsor being able to submit an “essentially complete” QTG not later than 30 or 45 days prior to the proposed evaluation date.
- The 45 day requirement presumes that the submission was obtained at the manufacturer’s facility. Once the simulator is assembled and functional at its final location, an “additional” submission is required that consists of approximately 1/3 of the QTG. The additional “1/3 on-site” submission will be a sampling of the entire QTG, and is provided to show that the original submission is unchanged and/or to verify changes that were requested by the NSP. This submission must be provided no later than 14 days prior to the proposed evaluation date.
  - In the event that the initial submission of the QTG was obtained at the final location of the FSTD (on-site), the QTG may be submitted not later than 30 days prior to the proposed evaluation date. No further submission is required in this circumstance unless requested by the NSP. In any event, Final QTG review and acceptance will take place during the evaluation.
5. **Common QTG Errors:** Regrettably, the NSP continues to find irregularity in the QTG’s submitted for review. Examples include inappropriate or missing reference data, inadequate annotation, missing tests, tests conducted in an

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inappropriate flight regime, or with incorrect Initial Conditions relative to those in the aircraft flight test. QTG's often contain test results that are different from those required in the applicable standards, require additional rationale or often do not have manual test procedures adequately stated to ensure successful execution of the test. This list is non-exhaustive making the QTG review process extremely time consuming. The sponsor should make every attempt to correct such errors prior to submission to the NSP.

### 6. Factors Which May Jeopardize the Tentative Evaluation Date:

- On-time receipt of the QTG as outlined above
- On-time receipt of the Sponsor's Letter of Compliance
- Failure to acquire local FAA-TPAA endorsement
- Fundamental deficiencies in the QTG that are not resolved prior to the evaluation

7. **Forms:** Links to forms referenced in this document may be found at: [http://www.faa.gov/safety/programs\\_initiatives/aircraft\\_aviation/nsp/flight\\_training/bulletins/](http://www.faa.gov/safety/programs_initiatives/aircraft_aviation/nsp/flight_training/bulletins/)