

## Status Report – Job Aid Team Meeting

Nov 27 – 29, 2000

### Job Aid Project

Current status: The major task for FY01 is the completion of the reference material summarization for display issues related to Part 25.

1<sup>st</sup> quarter activities:

- prioritization of the human factors considerations to be summarized
- development of the process to conduct the summarizations
- testing of the summarization process
- starting the summarization of 6 of the human factors considerations

The human factors considerations, which will be summarized, were prioritized based on a determination of the conceptual dependencies implicit in the considerations.

The process for summarizing the excerpts from resource material is being developed. Since the material is inter-related, a methodology that would identify and enable the hyperlinks and dependencies is needed. Below is a picture that shows the way the process is being developed. All excerpts for one human factors consideration are considered and grouped. The process is continually being tested, improved, and documented.



Six of the summarizations have been started. The schedule for the summarization supports the schedule for completion of all 21 human factors considerations related to displays for the Version 2.0 delivery at the end of September 2001.

### Human Factors Harmonization Working Group

Current status: Research Integrations continues to play a critical role in the Human Factors Harmonization Working Group (HF HWG).

### *Leading Sub-Group B*

To accomplish Task 1 from the HF HWG Terms of Reference (TOR), the working group has broken out into several smaller subgroups. Beth Lyall leads one of the HF HWG subgroups, Sub-group B. Under Beth's leadership the sub-group has developed a process to perform a systematic review of the Part 25 regulations and guidance material to assess the adequacy of the regulations and advisory material related to human factors topics. The methodology developed by the group is based on the concepts developed for the Job Aid project. The following is a brief description of the process:

The first task of Sub-group B was to develop the human factors topics to use for the review. The topics were developed based on a conceptual model of human/system interaction. The topics each describe some type of information that may be useful to include in regulations and advisory material documents. The topics are organized in seven categories: Information, Controls, Means to Communicate, Human/Machine Integration, Pilot Characteristics, Flight Deck Environment, and External Environment and are consistent with the Job Aid project's Human Factors Considerations.

The next task was to perform the review of the Part 25 regulations and guidance material against the human factors topics. Subgroup B was divided into five Document Review Groups (DRGs) and consisted of a balanced mix of industry representatives and representatives from the regulatory authorities; Human Factors specialists and non-HF specialists; Pilots and non-pilots, US and non-US representatives. Internal crosschecking and co-ordination and comparison between DRGs ensured a consistent approach during the review. Each DRG reviewed a fifth of the regulatory material identified by sub-group A as being relevant.

The final task of the subgroup is to integrate the results of the DRG reviews and make a determination of the human factors related deficiencies of the regulations and guidance material based on the human factors topics. This task is currently being performed.

### *Participation in Sub-Group A*

Sub-group A, one of the sub-groups formed by the working group to accomplish Task 1 of the TOR, was tasked with identifying, assembling, and making available to the entire working group all the relevant regulations and guidance documents from both the FAA and JAA for analysis by Subgroups B and C. Jennifer Wilson participated in this sub-group. She was able to contribute to the sub-group by sharing previous relevant work conducted as part of the Job Aid project and by making the identified resources available to the working group.

### *Management and Maintenance of HF HWG Website*

The Terms of Reference for the HF HWG task the group with very ambitious tasks to complete within the 36-month period. In order to complete the tasks within the time allotted, the HWG decided work must be done between meetings. The group decided that the best approach to meet this goal was to create and maintain a dedicated website that could be used to post current information and provide all members access to the materials needed to conduct the work between meetings. Jennifer Wilson manages and maintains

the website for the group. The website's URL is <http://www.researchintegrations.com/hf-hwg/>.

The website contains both a publicly accessible area and a members-only accessible area. The publicly accessible area of the website includes information that the membership felt would be of use and value to non-members. It includes a link to Federal Register tasking announcement for the ARAC Harmonization Work Group for Flight Crew Error/ Flight Crew Performance Considerations in the Flight Deck Certification Process, a listing of the HF HWG membership and links to the periodic status reports. The members-only accessible area contains information necessary to perform the tasks of the working group and work-in-progress for review by the working group. The major sections of the members-only accessible area of the website are:

- **Tasks, schedule and processes** - This area contains links to information related to what the working group is going to do and how it is going to operate.
- **Membership** - This page lists current and discontinued members of the HF HWG, their affiliation and their contact information.
- **Meeting information** - This page contains information about the HF HWG meetings previously conducted and those proposed for the future. The information includes the meeting agenda, minutes, presented material, and any products generated during the meeting.
- **Action Items** - This page contains a running list of the action items for the HF HWG.
- **Definitions** - This page contains a list of terms and their working definitions developed by and for this working group.
- **Regulations and Guidance** - This page contains links to the regulations and guidance to be reviewed and used for reference by the working group.
- **Reference material** - This page contains reference material to be used by the working group. It includes general Harmonization Working Group (HWG) reference documents describing rulemaking and the Harmonization Work Program, general references that members of the group felt would be useful to the membership, and references to be used specifically for HF HWG tasks.
- **Working Group Products** - This page contains links to products of the HF HWG. The products include work in-progress and progress reports produced by the subgroups and reports produced by the Working Group.

#### *Editing Interim Team Report*

Rebekah Vint is editor for the Interim Team Report. She will coordinate with the co-chairs and the subgroups to pull together all of the sections of the report from the various writers and turn it into a coherent report to submit to the TAEIG in April.