

ORDER: 8400.10
APPENDIX: 3
BULLETIN TYPE: Flight Standards Handbook Bulletin for
Air Transportation (HBAT)
BULLETIN NUMBER: HBAT 98-25XX
BULLETIN TITLE: Using the Program Tracking and Reporting
Subsystem (PTRS) to Record Advanced
Qualification Program (AQP) Activities
EFFECTIVE DATE: 07/06/98
TRACKING NUMBER: N/A

1. PURPOSE. This bulletin provides guidance for inspectors that will be using the unique PTRS activity codes associated with AQP programs. These unique codes augment already existing PTRS codes.

2. BACKGROUND. Guidance from FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 3, chapter 4, section 4, Advanced Qualification Program Surveillance, requires inspectors to annotate "AQP" in the "National Use" field of the PTRS data sheet for those surveillance codes listed. After meeting with inspectors involved with AQP training programs and the RAMPS committee, it was agreed to provide specific PTRS codes unique to AQP activities.

3. ACTION. Effective immediately, when reporting on AQP activities, the PTRS activity codes listed here are to be used instead of the handbook section 4 codes. Annotation of "AQP" in the "National Use" field is discontinued.

A. 1300, Organization Technical Administration

(1) Activity code 1305 for 121/135 POI.
TECH/ADMIN/AQP/EVAL TRNG INIT

Evaluate an AQP initial training program documentation for Phase II, III, and Small Group Tryout (SGT). Close upon receiving Phase IV approval. Controlling document for overall program to be entered by the principal operations inspectors (POI) and closed upon receiving Phase IV approval. The PTRS record is used as a historical record of progress with comments provided as needed to profile the trend of AQP development. This code is intended to track the initial startup of each AQP curriculum (Indoc, Qual, Cont. Qual). For example, a carrier's application was approved and they intend to develop a qualification curriculum for a B-777.

Open a 1305 to track Phases II and III and then close it once Phase IV is approved. Do this for every curriculum developed.

(2) Activity code 1308 for 121/135 ~~POI~~.
TECH/ADMIN/AQP/EVAL TRNG REVSN

Evaluate an AQP revision to training program documentation. Opened ~~by the POI (or designee)~~ when a revision to an AQP is received, and closed when the revision is approved. Records are used to track the number, frequency and adequacy of revisions.

(3) Activity code 1355 for 121/135 ~~POI~~.
TECH/ADMIN/AQP/EVAL LOS/LOFT/LOE

Evaluate an AQP line operational simulation or scenario such as a LOFT or LOE. Opened ~~by the POI (or designee)~~ when development or approval process begins and ends when the scenario is approved. Records and comments will be used to document the LOS development for the life of the AQP.

B. 1500, Airman Certification

(1) All certification codes, except for code 1548, Line Oriented Evaluation (LOE), are for inspector use only. It is understood that, except for LOE, the approved test and evaluation strategy will vary between different AQP training programs. The activity codes shown cover all potential ~~most~~ evaluation strategies and a code should be chosen that most closely aligns with the air carriers validation point. Although the LOE is the formal certification test, each time the inspector performs a qualification/continuing qualification validation point, an appropriate record must be entered.

(2) Activity code 1545 for 121/135 ~~POI~~.
CERT/AIRMN/AQP/EVAL SYS KNOWLDG

AQP System (Knowledge) Validation performed by the inspector in accordance with the approved AQP syllabus and qualification standards. (Similar to the traditional oral exam).

(3) Activity code 1546 for 121/135 ~~POI~~.
CERT/AIRMN/AQP/EVAL SYS PROCEDURES

AQP Procedures Validation performed by the inspector in a simulator or training device. The evaluation can include ground, normal/abnormal/emergency, flight, autoflight procedures and profiles. If this validation point is combined with the maneuvers validation, use the maneuver validation activity code 1547. The evaluation is conducted in accordance with the approved AQP syllabus and qualification standards.

(4) Activity code 1547 for 121/135 ~~POI~~.
CERT/AIRMN/AQP/VAL MANEUVERS

AQP Maneuver Validation performed by the inspector in a simulator or aircraft. The evaluation emphasis is on technical flying skills and maneuver proficiency conducted in accordance with the approved AQP syllabus and qualification standards.

(5) Activity code 1548 for 121/135 ~~POI~~.
CERT/AIRMN/AQP/LOE

AQP Line Operational Evaluation (LOE) performed in a flight simulator by the APD, examiner, or inspector, to check individual and crew competence. Conducted in accordance with the approved AQP syllabus and qualification standards using the approved LOE scenario. As required by Volume 4, Chapter 5, paragraph 41, the APD or examiner uses a 1563 code for all activities, but logs a 1548 in the tracking field.

(6) Activity code 1549 for 121/135 ~~POI~~.
CERT/AIRMN/AQP/LINE CHECK

AQP Line Check performed by a qualified inspector

C. 1600, Surveillance

(1) Surveillance should provide the FAA with an accurate and comprehensive evaluation of the safety status and regulatory compliance of an air carrier in conjunction with existing surveillance/codes. These unique AQP surveillance activities/codes provide the FAA with the data and information to confirm the carriers results of AQP data analysis.

(2) The Instructor/Evaluator administered validation points may differ between carriers. The activity codes shown cover all ~~most~~ potential evaluation strategies. Use the code that most closely aligns with the approved test and evaluation strategy for both Qualification and Continuing Qualification AQP's.

(3) Activity code 1674 for 121/135 ~~POI~~.
SURVL/AQP/INSTR EVLTR/KNOWLDG

Surveillance of AQP Instructor/Evaluator Knowledge Validation

(4) Activity code 1675 for 121/135 ~~POI~~.
SURVL/AQP/INSTR EVLTR/PROCS

Surveillance of AQP Instructor/Evaluator Procedures Validation

(5) Activity code 1676 for 121/135 ~~POI~~.
SURVL/AQP/INSTR EVLTR/MAN VAL

Surveillance of AQP Instructor/Evaluator Maneuver Validation

(6) Activity code 1677 for 121/135 ~~POI~~.
SURVL/AQP/INSTR EVLTR/LOE

Surveillance of AQP Instructor/Evaluator LOE

(7) Activity code 1678 for 121/135 ~~POI~~.
SURVL/AQP/INSTR EVLTR/LINE CHECK

Surveillance of AQP Instructor/Evaluator Line Check

(8) Activity code 1679 for 121/135 ~~POI~~.
SURVL/AQP/INSTR EVLTR/LOFT SPOT

Surveillance of AQP Instructor/Evaluator LOFT/SPOT

(9) Activity code 1680 for 121/135 ~~POI~~.
SURVL/AQP/TRAINING PROGRAM

Surveillance of AQP Phase IV and V training program by type of AQP curriculum (Indoctrination, Qualification, and Continuing Qualification and/or modules thereof). This activity is used to perform surveillance of the complete AQP curriculum. This may be done incrementally by leaving the PTRS record open until the surveillance is complete.

4. INQUIRIES. The originator of this bulletin is AFS-230. Any questions concerning the definition, use of, or future changes of these PTRS codes should be directed to the Advanced Qualification Program Branch, AFS-230, at (703) 661-0260.

5. LOCATION. The guidance in this bulletin will be in effect until incorporated into FAA Order 8400.10, volume 3, chapter 4, section 4. Until this material is incorporated into the handbook inspectors should make note of this bulletin in the margin of the appropriate sections.

/s/
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