FAA Flight Standards

Hiring and Training Guidelines for Aviation Safety Inspectors of the Flight Standards Directorate

**2016 Asia-Pacific
Flight Standards Meeting**

**July 19-21, 2016
Washington, DC USA**

2016 ASIA PACIFIC
FLIGHT STANDARDS MEETING
JULY 19-21, 2016

Training Guidelines for ASIs

- **Concept initially developed by FAA through the APEC TPTWG Aviation Safety Sub-Group.**

- Now FAA is working with ICAO and regional CAA training organizations to implement this world-wide

- **Hiring and Training Guidelines** address:
  - the foundation for CAA training;
  - qualifications for recruitment of ASIs;
  - ASI position descriptions based on job tasks/areas of oversight responsibility;
  - Competency-based training and assessment;
  - Inspector training courses;
  - Conducting and evaluating On the Job Training (OJT)
  - Examples of PDs; job tasks, job task analysis worksheet template, inspector training profiles, and OJT worksheets.

Hiring and Training Guidelines for Aviation Safety Inspectors of the Flight Standards Directorate

Need for ASI Training Guidelines

- After a review of Aviation Safety Inspector (ASI) course offerings in various regions and information from ICAO USOAP and FAA IASA, it is clear that many authorities found training and maintaining safety inspectors is an ongoing challenge.

- A lot of training is ad hoc and not uniform between CAAs and within CAAs.

8 Critical Elements of a Safety Oversight System
ICAO Document 9734 Part A

ICAO USOAP audits continue to show that of the 8 critical elements of a safety oversight system, Critical Element 4: Qualification and Training of Technical Personnel has been the most challenging for CAAs to meet.

CE-8 Resolution of Safety Concerns

CE-7 Surveillance Obligations

CE-6 Licensing, Certification

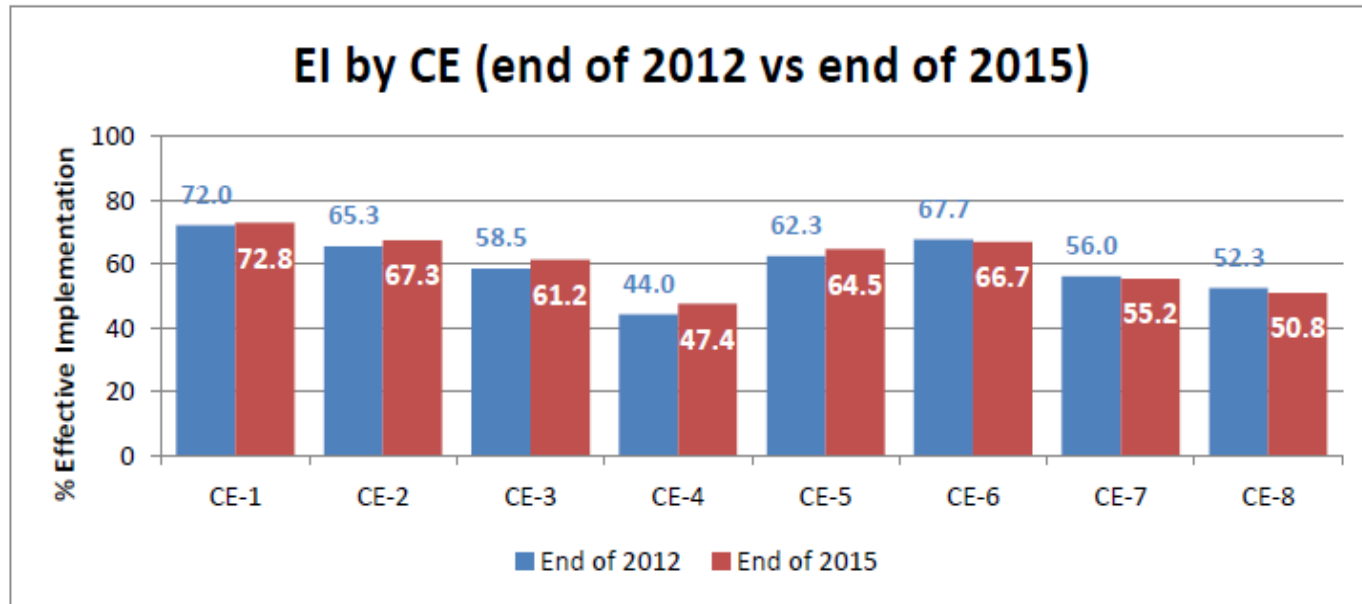CE-5 Technical Guidance

CE-4 Qualified Technical Personnel & Training

CE-3 CAA Structure & Oversight Functions

CE-2 Specific Operating Regulations

CE-1 Primary Aviation Legislation

Technical Personnel Qualification and Training

EI by CE (end of 2012 vs end of 2015)

CE	End of 2012	End of 2015
CE-1	72.0	72.8
CE-2	65.3	67.3
CE-3	58.5	61.2
CE-4	44.0	47.4
CE-5	62.3	64.5
CE-6	67.7	66.7
CE-7	56.0	55.2
CE-8	52.3	50.8

% Effective Implementation

Hiring and training guidelines for ASIs will provide a means to promote a minimum level of technical capabilities of technical personnel providing safety oversight worldwide.

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Foundation for CAA Training
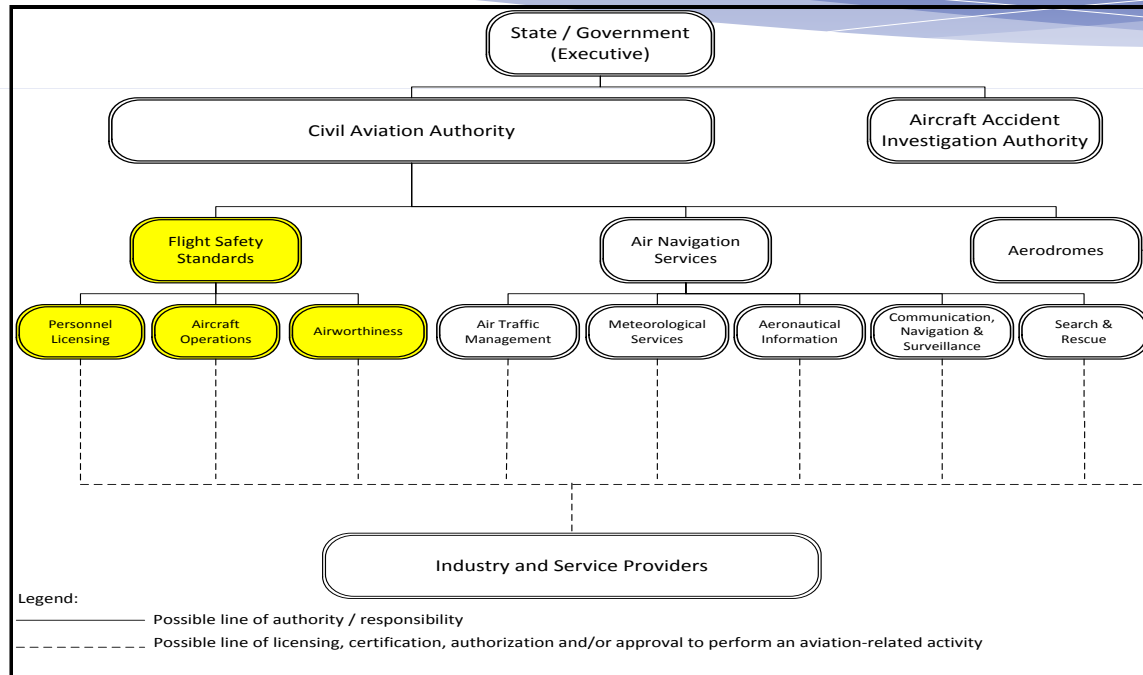
ICAO Requirements for:

- **CE-1: Primary Aviation Legislation**
- **CE-2: Specific Operating Regulations**
- **CE-3: CAA Structure and Organizational functions**
- **CE-4: Qualified Technical Personnel and Training**

Qualification Standards for Inspectors

- Qualification Standard – A description of the minimum requirements necessary to perform work of a particular occupation successfully and safely.

- These minimum requirements may include specific job-related work experience, education, medical or physical standards, training, security, and/or licensure.

	Emerging Inspector Classification and Specialization				
Operations	Airworthiness	Licensing	Flight Simulation	Dispatch	Cabin Safety
	Avionics	Flight Crew			
		Maintenance			
		Examiner			
		ATO			

Position Descriptions for Inspectors

Position Description – A document which lays out an employee's major duties, responsibilities, organizational relationships, scope of work, and amount of supervision when performing job tasks.

- **Operations – new hire**
- **Operations – Principal**
- **Aircraft Dispatch – new hire**
- **Aircraft Dispatch – Journeyman**
- **Cabin Safety – new hire**
- **Cabin Safety – Journeyman**
- **Flight Simulation**
- **Helicopter - Principal**

- **Airworthiness – new hire**
- **Airworthiness – Principal**
- **Avionics – Principal**
- **Licensing – Examiner**
- **Licensing – ATO**
- **Operations Unit Supervisor**
- **Airworthiness Unit Supervisor**
- **Office Manager – Supervisor**

Example of Position Description Operations ASI - Principal

1a. Flight Operations Inspector - Principal Operations Inspector

I. POSITION SUMMARY

The Principal Operations Inspector functions as the primary operations interface between assigned air operators and the Civil Aviation Authority (CAA). Has programme responsibility to assure that assigned air operators meet Civil Aviation Regulations with respect to operations programmes. Determines the need for and establishes work programmes for surveillance and inspection of assigned organisations within manpower and budget limitations to assure adherence to the applicable regulations.

II. DUTIES AND RESPONSIBILTIES

A. Technical Administration
Assures on a continuing basis that assigned organisations are properly and adequately organized, staffed, and equipped; have and conduct an adequate training programme, including an acceptable record keeping system; and have facilities and procedures that meet all regulatory requirements. Chairs joint CAA-industry meetings; maintains regular contact with organisations assigned; and coordinates with top management officials. Requires or directs correction of any deficiencies/discrepancies and refuses or withdraws approval if they cannot be resolved.

Is responsible for the conduct of enforcement investigations and preparation of final reports and recommendations. Performs or supervises the emergency suspension of certificates or cancellation of operations specifications.

Training of ASIs once hired by the CAA

- ICAO require initial, continuing and practical training on ASI assigned job tasks.

- On the Job (OJT) training has three levels, which will be recorded on an inspector's OJT worksheet.

Level I: Knowledge →	Level II: Understanding →	Level III: Performance →
Classroom or web based training according to an ASI Training Profile.	Practical – observing the conduct of a job task, providing some assistance. Will use an Job Task Analysis (JTA) worksheet.	Practical – ASI performs the job task independently under supervision. When satisfactory no further OJT required.

Example of Courses to Build an Inspector Training Profile

Suggested Flight Standards Directorate Inspector Training Profiles

CAA Course Number	CAA Training Course	Subject Area	Operations	Airworthiness/ Maintenance	PEL - OPS/MX
**INITIAL TRAINING FOR ALL AVIATION SAFETY INSPECTORS**				
	New Hire Employment Orientation (Benefits, Ethics, Conduct, Discipline, Travel, Security, Unions, etc.)	General Admin/Technical	X	X	X
	Intro to ICAO and CAA Overview	General Admin/Technical	X	X	X
	Aircraft Accident Investigation	Resolution of Safety Issues	X	X	X
	Compliance and Enforcement Procedures	Resolution of Safety Issues	X	X	X
	Crew Resource Management Introduction	Certification - AOC	X		X
18700 - ICAO TRAINAIR STP	ICAO GSI Air Operator Certification - OPS	Certification - AOC	X		X
18701 - ICAO TRAINAIR STP	ICAO GSI Air Operator Certification and AMO Certification - Airworthiness	Certification - AOC and AMO		X	X

Example of a Job Task Analysis Worksheet

JOB TASK ANALYSIS WORKSHEET

Title:	Issue A Pilot Certificate Based On Military Competence Under MCAR Part 2: 2.2.3.1		
Number:	4.14	Validation Date: 5/18/05	Approval Date: 7/25/05
Comments:			
Job Task Sponsor:	Meravia CAA Flight Standards Directorate, Operations Division		
Job Series:	Aviation Safety Inspector – Flight Operations		
Function:	4.0 Personnel Licensing		
Duty:	4.14. Issue a Pilot License based on Military Competency		

Rating and Ranking

Difficulty:	Low
Importance:	Non-Critical
Time to Accomplish:	1 Hour

Specialty	Frequency
OPS	On Demand
PEL	On Demand

Course Numbers

18710						

WTS Activity Codes

1532							

Regulatory Requirements

MCAR Part 2: 2.2.3.1; IS: 2.2.3.1; 2.3.5; 2.11

JOB TASK ANALYSIS WORKSHEET

Job Aids
None

Other Guidance
MD-30, PEL Inspector Handbook, Chapter 11
MD-KTG-002 Commercial Pilot Knowledge Test Guide
MD-STS-007 CPL Aeroplane
MD-STS-008 CPL Airship
MD-STS-009 CPL Glider
MD-STS-010 CPL Helicopter
MD-STS-011 CPL Glider

TASK DESCRIPTION:	Determine an applicant's eligibility for a pilot certificate and/or rating based on military competence and issue the appropriate pilot certificate.	
SUBTASK 1:	Determine applicant's eligibility.	
Objective / Skill:	Performance:	Review application.
	Conditions:	Submitted application.
	Standards:	IAW MD-30, Chapter 11 and MCAR Part 2
Knowledge:	• Understand the Regulatory Requirements contained in MCAR Part 2 • Understand the Guidance and Policy contained in MD—30, Chapter 11	

SUBTASK 2:	Issue the appropriate licence and rating.	
Objective / Skill:	Performance:	Issue licence.
	Conditions:	Applicant met eligibility standards.
	Standards:	IAW MD-30, Chapter 11 and MCAR Part 2
Knowledge:	• Understand the Regulatory Requirements contained in MCAR Part 2 • Understand the Guidance and Policy contained in MD—30, Chapter 11	

Example of an ASI OJT Worksheet

Inspector Training Profile Worksheet

Inspector Name:

Air Operations – Certification and Authorisations

Task	Description	Course Number	Level 1		Level 2		Level 3	
			Date	Initials	Date	Initials	Date	Initials
2.002	Conduct Cert Phase II: Formal Application Phase							
2.003	Conduct Cert Phase III : Document Compliance Phase							
2.004	Conduct Cert Phase IV: Demonstration and Inspection Phase							
2.005	Conduct Cert Phase V: Certification Phase							
2.006	Obtain Certificate Number for an Air Operator							
2.007	Issue or Amend or cancel Operations specifications							

Aviation Safety Inspector Training

Next Steps:

- Hiring and Training Guidelines are undergoing final peer review

- Will be available on FAA web site:
  - Will also have listing of FAA courses and corresponding job tasks taught

- Encourage other CAAs to identify courses for international use

- Partner with established training centers for AFS inspector curriculum delivery

Thank you.