

Guidance Note 2/2008 (Internal and External Publication)

Issue 3: 22 August 2008

Issue 3: Additional text concerning the need for acceptable STI/FOTI to maintain currency.

**Guidance for Eligibility for, and Acceptance of Extended Evaluations of
Flight Simulator Training Devices**

Reference Documents: JAR STD 1A.020(a) and associated ACJ and equivalent requirements of JAR FSTD A and JAR-FSTD H.

1. Introduction

The purpose of this note is to provide guidance concerning the eligibility for extended qualifications which are permitted under JAR-STD1A.020(a). Note that similar requirements exist in JAR-FSTD A and H.

2. Background

JAR-STD provides for the possibility of extending the qualification period for a specific device up to a maximum of 36 months, based upon a number of defined prerequisites as defined within the ACJ to JAR-STD1A.020(a).

These prerequisites consider the environment in which the device is operated and require the operator to carry out evaluations of the devices and provide reports to the Authority, but do not take into account the device itself or the competence of the specific individuals who will carry out the evaluations supporting the extended evaluation.

Accordingly, there is a need to define guidance information regarding the elements that need to be reviewed and accepted, and criteria for their acceptance when evaluating a request for an extended qualification, and concurrently therefore the approval to carry out self-evaluations.

3. Assessment of a Request for an Extended Evaluation

3.1 The Operating Environment

The prerequisites defined in the advisory material (section 2; ACJ) to JAR-STD1A.020(a) must be demonstrated to be in place as follows:-

- a) The FSTD Operator has a satisfactory record of successful regulatory flight simulator evaluations over a period of 3 years.

- b) The FSTD operator must have established and successfully maintained a Quality system for a period of at least 3 years.
- c) The FSTD Operator is subject to a formal Quality Audit by CAA on an annual basis.
- d) An initial and at least one successful recurrent evaluation has been performed on the subject device.
- e) An “Accountable Person” of the FSTD operator with flight simulator and training experience acceptable to the authority (such as a type rated training captain) reviews the regular reruns of the Qualification Test Guide (QTG) and conducts the relevant function and subjective tests every 12 months.
- f) A report detailing the results of the QTG rerun test and function and subjective tests will be signed and submitted by the Accountable Person to the Authority.

3.2 Quality System Procedures and Content

To clarify the above requirements, the following must be seen to be in place:-

- a) The Simulator Operator’s established quality system must include comprehensive procedures for carrying out the self-evaluation process. This procedure must include a requirement to submit quality metrics as part of any self-evaluation report.
- b) The “Accountable Person” must be agreed in writing with CAA and named within the Quality Organisation of the Company.
- c) Other persons carrying out elements of the self-evaluations must be agreed with the CAA and listed within the quality system, together with their responsibility (e.g. Simulator Technical Inspector (STI)/Flight Operations Training Inspector (FOTI)).

Note: It may be that there is more than one person who is identified as an “Accountable Person” in respect of the providing of reports. This could be included in the list of accepted persons.

3.3 Personnel Competencies

The acceptance of personnel as “Accountable Person” or for acting in an FOTI/STI capacity is based upon knowledge of the person within the operator. An Accountable Person will have significant experience in the evaluation of devices and will have a training knowledge and the ability to understand, interpret and question objective test results. He will have a good knowledge of current regulatory requirements and have been involved in a number of evaluations carried out by CAA. The Accountable Person will normally be one member of the team carrying out a self-evaluation.

A FOTI for self-evaluations will be a type rated pilot who has a training background or experience and has been involved in a CAA simulator evaluation, normally within the last 12 months.

A STI for self-evaluations will be an experienced simulator technician or equivalent who has participated or supported at least one simulator evaluation in the last 12 months. He will have a good knowledge of the objective requirements of JAR-STD.

3.4 Acceptance of Personnel

Personnel proposed by the operator for the Accountable Person, STI or FOTI role as part of the extended qualification process will be observed by CAA carrying out at least one full recurrent evaluation prior to formal acceptance and inclusion in the quality system process.

The operator will be advised in writing of the acceptability of the individuals and a report should be placed on file. The operator may also be advised of any recommendations for further development if deemed necessary at that time.

In order to remain acceptable as a STI/FOTI, currency is important. It is to be anticipated that each acceptable STI/FOTI must carry out at least one evaluation annually. The number of personnel observed and authorised should therefore be carefully considered so as not to dilute an individual's currency to unacceptable levels.

3.5 The Synthetic Training Device

For a device to be considered as eligible for extended qualification, it must be shown to be a stable device and normally have been subject to two previous successful regulatory evaluations (initial and one recurrent). A device would not generally be considered eligible for extended qualification if it has been subject to any major update or upgrade within the previous two qualification periods.

4. **Applications and Approval**

An application for extended qualification can be accepted by letter from an operator. The letter must contain information regarding an individual device or a plan for multiple devices as appropriate.

Note: For large operators, it is desirable that at least one device in each generic aircraft fleet is evaluated by the CAA each year. It would not normally be acceptable to allow more than 50% of a fleet of simulators to be subject to self-evaluations.

Subject to satisfactory review in accordance with this guidance, the operator will be advised in writing of the acceptability or otherwise of his proposals.

5. **Prerogative of the Authority to qualify a Specific Device**

Notwithstanding the agreement for extended qualification with an operator, the CAA reserves the right to perform an evaluation where it deems necessary (reference ACJ to JAR-STD1A.020(a) paragraph 2).

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