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**NATIONAL TRANSPORTATION SAFETY BOARD
WASHINGTON, D.C.**

**OPERATIONAL FACTORS GROUP CHAIRMAN'S FACTUAL REPORT
ATTACHMENT 39: FAA ORDER 8400.10 GUIDANCE FOR APD
DESIGNEES CERTIFICATION**

**American Airlines flight 1420
Little Rock, Arkansas
June 1, 1999**

DCA99MA060

Attachment 39

to Operational Factors Group Chairman's Factual Report

DCA99MA060

FAA Order 8400.10 Guidance for APD Designees Certification

which may be overprinted to facilitate standardization of data entered into the system.

479. CERTIFICATE-HOLDING DISTRICT OFFICE (CHDO) APD ADMINISTRATIVE FILES. The CHDO shall maintain a file on each APD. Inspectors shall ensure that the CHDO file contains the following documents for each APD:

- FAA Form 8710-6, "Examiner Designation and Qualification Record" for original issuance and each renewal
- FAA Form 8430-9, "Certificate of Authority" for original issuance and each renewal
- "Letter of Authority" for original issuance and each renewal or change of authority or limitations
- FAA Form 8000-5, "Certificate of Designation"
- Documentation of the candidate's airman certificates and any history of accidents, incidents or enforcement action contained in the Flight Standards Information System (FSIS)
- A summary of annual activity from the PTRS for each renewal (replaces FAA Form 8000-5, "Airman Certification Log")
- Periodic surveillance reports (in PTRS)
- Any pertinent correspondence

481. PROCESSING INITIAL APD DESIGNATIONS.

A. APM Responsibilities. When processing an initial APD/DFEE designation, the APM shall ensure that all requirements for designation have been met. The APM shall then prepare all of the necessary, additional paperwork. The APM shall complete the back of FAA Form 8710-6, "Examiner Designation and Qualification Record," and sign the space labeled, "Inspector's Signature." The APM shall enter the words, "Aircrew Program Designee" or "Designated Flight Engineer Examiner" and the airplane type in the space labeled, "Type of Designation" under the "Regional Office Action" block. The APM shall record the APD designation number under the space labeled, "Certificate of Authority Issued" in the space titled, "No." The expiration date is the last day of the month that is one year from the date of designation. The "DO to Serve Under" space should be left blank by the APM. The APM should cross-out the word "Regional" in the block titled, "Regional Office Action" and substitute the word "District" for the word "Regional" (see figure 5.5.3.1.).

B. POI Approval. The POI shall indicate approval by completing the first line of the block labeled, "District Regional Office Action" on FAA Form 8710-6, "Examiner Designation and Qualification Record" and then sign in the appropriate space. POI's shall also sign the FAA Form 8000-5, "Certificate of Designation," FAA Form 8430-9, "Certificate of Authority" (see figures 5.5.3.2. and 5.5.3.3.) and the "Letter of Authority." The originals of these forms shall be issued to the APD and copies shall be retained in the APD's file in the CHDO.

C. APD Designation Numbers. Examiner Designation Numbers. For APD's and DFEE's the airman's certificate number, coupled with the applicable four character designator for the operator, may be used in all instances when an Examiner Designation Number may be called for. (Example: 123456789DALA for an APD/DFEE at Delta Airlines) The four character suffix will allow for differentiation between programs when there is more than one ADE program within a CHDO.

483. RENEWAL OF APD DESIGNATIONS. APD designations must be renewed every twelve calendar months as follows.

A. Renewal Date. The renewal date is one month prior to the expiration date. An APD/DFEE may not conduct certification tests after the expiration date.

B. Renewal Application. Refer to volume 5, chapter 5, section 2, paragraph 391 of this handbook for renewal procedures. In order to renew a designation, an APD must submit the following documentation to the APM:

- The expiring FAA Form 8430-9, "Certificate of Authority"
- A newly-completed FAA Form 8710-6, "Examiner Designation and Qualification Record"
- Evidence of having attended, during the past twelve calendar months, at least one APD safety meeting or a briefing conducted by the APM, (such as a notation on the back of the FAA Form 8430-9, "Certificate of Authority," signed by the APM)

C. Annual Observation. At least once within the year preceding an APD's renewal, the examiner must be observed conducting a complete certification. The observation is made by the APM or by another appropriately-rated inspector designated by the APM or POI. Preferably, this observation should take place within the 120-day period before the current designation expires (PTRS code 1672). To complete the



observation, the APD shall conduct at least one oral examination and one simulator (and aircraft, if applicable) evaluation. When an examiner designation is renewed, the day and month will normally remain the same and only the year will be changed.

NOTE: If it is acceptable in an operator's approved training program for the entire flight check to be accomplished in a simulator, then the APM is not required to observe the APD in the aircraft for a renewal.

D. *APM and POI Responsibility.* Before renewing an APD designation, the APM and POI shall determine whether the APD's services have been satisfactory, whether the APD's level of activity warrants a redesignation, and whether the APD's services continue to be needed. The examiner's level of activity may be determined from the PTRS.

E. *Processing a Renewal.* The administrative steps for renewal are the same as those outlined for original designation (see paragraph 481).

485. AMENDMENT OF APD DESIGNATIONS.

An APD may be issued only one FAA Form 843-9, "Certificate of Authority." An APD's examining authority shall normally be cancelled when the APD enters transition training on a new aircraft type. The POI may designate a former APD, provided the following actions have been completed:

A. The APD must have completed the operator's approved pilot-in-command (PIC) or flight engineer ground and flight training for the new aircraft. The APM must determine whether the designee has accumulated sufficient experience on the new aircraft to accumulate an above-average level of knowledge of its systems and operations.

B. The APD must have completed the operator's check airman training and be approved as a proficiency check airman for the new aircraft.

C. The APM for the new aircraft must hold an interview with the APD to establish an appropriate working relationship and review the administrative processing (paperwork/documentation) procedures for certification activities.

D. The APM for the new aircraft must observe the APD conducting at least one complete oral examination and simulator (and aircraft, if applicable) evaluation, as appropriate to the certificate or type rating involved, on the new aircraft type.

E. The administrative steps for the issuance of the new designation shall be the same as those outlined for initial designation (see paragraph 481).

487. PROCESSING APD CERTIFICATION PAPERWORK.

An APD shall forward the airman certification paperwork to the CHDO for review, processing, and transmittal to the Airmen Certification Branch, AFS-760. The paperwork shall be accepted and processed only by the CHDO and not by any other district office.

A. *APD Responsibilities.* An APD shall complete the airman certification paperwork in accordance with the requirements of chapters 1, 2, or 3 of this volume, as applicable. An APD shall complete the PTRS data sheets for each evaluation function conducted. An APD is responsible for the accurate, complete, and timely submission of certification paperwork. Satisfactory fulfillment of this responsibility is a condition for continued designation as an APD.

B. *APM Responsibilities.* An APM is responsible for training each APD in correct documentation procedures, and in remedial training, when required.

489. **REVIEW OF APD DECISION.** If an airman is dissatisfied with an APD's decision, the airman may appeal to an APM for a reevaluation. The airman must submit the appeal in writing and indicate the reasons for protesting the APD's decision. The APM shall review the matter and decide if reevaluation is warranted. If a reevaluation is granted, a new application must be completed, and the entire evaluation must be reaccomplished by an FAA inspector.

491. TERMINATION OF APD DESIGNATIONS.

An APD designation may be terminated or canceled for cause by the POI at any time. Refer to volume 5, chapter 5, section 2 of this order for applicable procedures.

492.-502. RESERVED.

[PAGES 5-293 THROUGH 5-304 RESERVED]