



To Simulator Quality Management Systems Working Group

Date April 9, 2010

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Reference 10-054/FCS-83 aps

Subject **Working Paper Circulation**
Simulator Quality Management Systems (SQM) Working Group

Attachments	Subject	Source
	1. SQM Working Group Sample SQMS Document	FSEMC SQM Working Group
	2. Table E2/E7(A) SQMS Checklist	FSEMC SQM Working Group

Description The FSEMC Simulator Quality Management Systems (SQM) Working Group recently met March 16-17, 2010. The group reviewed a sample SQM document that is intended to be guidance for the flight simulator industry when developing a SQM program.

These working papers were originally written by the FAA and subsequently revised by the SQM Working Group. They are for guidance use only, and ARINC Industry Activities has provided access to these documents for the benefit of the flight simulator industry.

Comments & Inquiries The staff welcomes comments on the attached material. Comments should be directed to Scott Smith.

cc FSEMC Steering Committee

Attachment 1

Simulator Quality Management System

Disclaimer:

This manual is provided as an example document and intended only for guidance. The contents outline and describe the processes, policies, and procedures of an FSTD sponsor's Simulator Quality Management System (SQMS).

This sample SQMS provides guidance to organizations wishing to meet the minimum requirements of 14 CFR Part 60 Appendix E, Table E.1. However, no guarantee of NSP acceptance, implicit or explicit, is provided.

Anything in this manual may be used in whole or in part with the understanding that this by no means implies FAA validation, certification, or approval.

Some Notes About the Document

This document is written to satisfy the basic elements required by 14 CFR, FAA Part 60. However, in some instances, recommended or example procedures have been included intended to assist companies in developing their quality management systems.

These “recommended” practices are highlighted in green.

In addition, this template was written to be as generic as possible. Companies using the template should incorporate their own procedures and processes into the document as necessary.

Terminology

Throughout the document, the terms “must” and “should” are used to denote required and recommended practices as follows:

Must – indicates a practice required by 14 CFR Part 60 or an FSTD Guidance Bulletin.

Should – indicates a practice that is recommended or optional.

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Glossary of Terms

Discrepancy (DR) – A record of an aspect of the FSTD that is not correct with respect to the aircraft being simulated. This includes missing, malfunctioning, or inoperative components that are required to be present and operate correctly for training, evaluation, and experience functions to be creditable. It also includes errors in the documentation used to support the FSTD (e.g., MQTG errors, information missing from the MQTG, or required statements from appropriately qualified personnel).

Management Representative (MR) – The person assigned by the sponsor to fulfill the duties prescribed in §60.9 and Appendix E.

National Simulator Program Manager (NSPM) - The FAA manager responsible for overall administration and direction of the National Simulator Program (NSP).

Simulator Quality Management System (SQMS) – A flight simulation quality system that can be used for improving FSTD consistency with respect to meeting qualification requirements for credible flight crewmember training, evaluation, and experience. SQMS and QMS convey the same meaning throughout this document.

Simulator Quality Management System Manual (SQMS Manual) – The manual containing policies, processes, and work instructions that support the SQMS. SQMS Manual and QMS Manual convey the same meaning throughout this document.

Quality Policy Statement

[SPONSOR FSTD ORGANIZATION] is committed to providing flight simulation training devices that consistently meet qualification requirements and enable the successful accomplishment of flight crew training, flight crew evaluation, and of meeting the experience requirements of our customers.

Quality Management System Overview

This document contains policies, processes, and work instructions considered essential for meeting the objectives of the quality statement. Each policy, process, procedure and/or work instruction is numbered for identification and includes a reference to the applicable regulatory rule in the “Purpose” section.

The Management Representative (MR) is responsible for establishing, implementing, maintaining, and modifying the SQMS program as needed. A more detailed description of duties and responsibilities is provided in the Management Representative Policy.

Policies & Procedures

1. Management Representative Policy

PURPOSE

This policy defines the authority and responsibility of the Management Representative (MR) and intends to satisfy requirements found in §60.9(c); Appendix E (j)(2); and Table E1, Element E1.11.

SCOPE

This policy pertains to the SQMS program within *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Each FSTD must have an assigned MR identified and made known to the NSPM. Each FSTD must have no more than one person serving as its MR.

The MR must be an employee of *[SPONSOR]*, and is responsible and authorized to

- monitor on-going qualification of assigned FSTDs and ensure all matters regarding FSTD qualification are carried out,
- ensure the SQMS is properly established, implemented, maintained, and modified as necessary,
- brief upper management **quarterly** on FSTD qualification status as well as the overall effectiveness and efficiency of the SQMS, and
- must serve as primary contact point for all matters between *[SPONSOR]* and NSPM regarding FSTD qualification.

The MR may delegate these duties to an individual at each *[SPONSOR]* location.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

2. Selection of Management Representative

PURPOSE

This procedure defines the selection requirements for the Management Representative (MR). Specific responsibilities are covered in 1. Management Representative Policy. This procedure intends to satisfy requirements found in §60.9(c); Appendix E (c); and Table E1, Element E1.10.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Each FSTD must have an MR assigned and made known to the NSPM. The MR is responsible and authorized to establish and modify SQMS processes.

PROCEDURE

1. The Director of Operations (Part 119 certificate holder), Chief Instructor (Part 141 certificate holder), or the equivalent (Part 142 certificate holder) will designate an MR for each sponsor location.
2. Notify the NSPM and identify the MR(s) by name.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

3. SQMS Program Review Policy

PURPOSE

This outlines the policy for identifying deficiencies in the SQMS program itself, addressing those deficiencies and communicating actions. This policy intends to satisfy requirements found in §60.5(b) and (c); Appendix E; and Table E1, Elements E1.2, E1.3, and E1.4.

SCOPE

This policy applies to *[SPONSOR]* SQMS program.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

SQMS deficiencies may be identified through Internal Assessment audits, NSP assessments, or through reports obtained during normal operations. These important “continuous improvement” elements contribute to fulfilling the overall Quality Management Policy. The MR is responsible for addressing deficiencies identified in the SQMS program.

Changes to address minimum requirements as notified by the NSP must be reviewed and approved by the NSPM prior to implementation.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

4. Internal Assessments

PURPOSE

This policy defines requirements for conducting internal SQMS program assessments including procedures for scheduling. It intends to satisfy requirements found in §60.5(b); Appendix E(a), (d)(2), (e), (g), (j)(4) and Table E1, Elements E1.2, E1.3.

SCOPE

This policy applies to the SQMS program.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Internal assessments of the SQMS are an important means of determining conformity to documented policies, processes, and procedures and are meant to ensure that the program is producing effective results.

Internal assessments will be conducted every six months (or as extended by NSPM) using the segments established by the NSPM at the initial SQMS assessment.

The entire QMS program must be assessed internally every 24 months. The combination of all reviews must cover all elements in Table E.1 and Appendix E QPS requirements.

It is the responsibility of the MR to ensure that the scheduling and execution of internal assessments are accomplished in accordance with the approved assessment schedule.

Any discrepancies noted will be entered on the appropriate form and handled in accordance with procedures below.

PROCEDURE

Conducting Document Review

Prior to an assessment, documentation should be reviewed to determine the conformity of the system, as documented, with assessment criteria. Documentation may include relevant management system documents and records, and previous assessment reports. The review should take into account the size, nature and complexity of the organization, and the objectives and scope of the assessment. In some situations, this review may be deferred until the assessment commences, if this is not detrimental to the effectiveness of conducting the assessment. In other situations, a preliminary visit may be conducted to obtain a suitable overview of available information.

If the documentation is found to be inadequate, the assessor should inform the MR and the area being assessed. A decision should be made as to whether the assessment should be continued or suspended until documentation concerns are resolved.

Preparing Work Documents

The assessor should review the information relevant to their assessment assignment and prepare work documents as necessary for reference and for recording assessment proceedings. Such work documents may include:

- Work instructions and assessment sampling plans, and
- Forms for recording information, such as supporting evidence, assessment findings and records of meetings.

The use of work instructions and forms should not restrict the extent of assessment activities, which can change as a result of information collected during the assessment. Work documents, including records resulting from their use, should be retained IAW 26. Record Control Policy.

Collecting and Verifying Information

During the assessment, information relevant to the assessment objectives, scope and criteria, including information relating to interfaces between functions, activities and processes should be collected by appropriate sampling and should be verified. Only information that is verifiable may be assessment evidence. Assessment evidence should be recorded.

The assessment evidence is based on samples of the available information. Therefore there is an element of uncertainty in assessing, and those acting upon the assessment conclusions should be aware of this uncertainty.

Methods to collect information include:

- Interviews
- Observation of activities, and
- Review of documents.

Generating Assessment Findings

Assessment evidence should be evaluated against the assessment criteria to generate the assessment findings. Assessment findings can indicate either conformity or nonconformity with assessment criteria. When specified by the assessment objectives, assessment findings can identify an opportunity for improvement.

Conformity with assessment criteria should be summarized to indicate locations, functions or processes that were assessed. If included in the assessment plan, individual assessment findings of conformity and their supporting evidence should also be recorded.

Nonconformities and their supporting assessment evidence should be recorded and reviewed with the area being assessed to obtain acknowledgement that the assessment evidence is accurate, and that the nonconformities are understood. Every attempt should be made to resolve any diverging opinions concerning the assessment evidence and/or findings, and unresolved points should be recorded.

CONDUCTING INTERNAL ASSESSMENTS

1. Prior to the scheduled assessment, review the “Policy” section above.
2. Obtain the appropriate assessment form for the segment(s) being assessed.
3. Complete the internal assessment.
4. Document findings on the appropriate form.

5. Forward assessment document(s) to MR for review.

6. MR reviews results and takes appropriate action.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

5. Scheduling NSP Assessments of SQMS

PURPOSE

This procedure defines the process for scheduling NSP assessments of the SQMS program and intends to satisfy requirements found in §60.5(c) and Appendix E (a), (f), and (i)(1).

SCOPE

This process applies to *[SPONSOR]* SQMS program.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Within six (6) months of the notification of acceptability of the SQMS by the NSP, the initial NSPM audit of the SQMS must be scheduled.

After the initial audit, NSP audits will be scheduled at twenty-four (24) month intervals, unless the NSP requests that they be conducted more frequently.

In addition to these audits, the SQMS Manual will be made available to the NSP auditors during continuing qualification evaluations and no-notice FSTD evaluations.

All adjustments required by the NSP will be addressed by the MR and any proposed modifications to the SQMS program to address these issues must be submitted to and approved by the NSPM prior to their incorporation into the SQMS.

PROCEDURE

Upon initial SQMS program submission, NSP will conduct an Initial (Desk) Review as part of the application for registration. During initial review, NSP may identify “non-” or “partially-” compliant areas which *[SPONSOR]* will address and resubmit. Ultimately NSP will issue an Initial Program Approval. Within six (6) months following this approval, an on-site review must be conducted.

1. Request NSPM on-site initial assessment.
2. Address any deficiencies in the SQMS program as identified by the NSP:
 - 2.1. Submit proposed changes to the NSPM.
 - 2.2. If approved, incorporate changes into the SQMS program and manual. If not, repeat this process.
3. Repeat this procedure to schedule additional assessments of the SQMS program at twenty-four (24) month intervals, unless requested to schedule sooner by NSP.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

6. Validation Data Suitability and Availability

PURPOSE

This policy defines requirements for flight test data acquisition and availability. It intends to satisfy requirements found in §60.13; Appendices A, B, C, and D section 9; and Appendix E, Table E1, Element E1.12.a.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Qualification Test Guides (QTGs) developed in support of an initial evaluation for new FSTDs entering into service must be reviewed to ensure that all validation data has been derived from an acceptable source, either:

- Aircraft manufacturer's flight test data and/or other data as defined in a Validation Data Roadmap (VDR) found to be acceptable by the NSPM, or
- Another validation data source found to be acceptable by the NSPM.

Furthermore, the validation data source must be evaluated to ensure that it incorporates any relevant changes to the aircraft since the type certificate was issued that affect performance and handling qualities or other aircraft functions that have been determined to affect flight crewmember training, evaluation, or experience requirements. This evaluation should typically involve review of the aircraft type certificate, airworthiness directives, and the FAA flight standardization board (FSB) reports for changes to the aircraft that could potentially affect training.

To these ends, QTG's should be reviewed with the FSTD manufacturer or any contractor providing such services, and *[SPONSOR]* must affirm that:

- An approved validation data package was used in the modeling of the FSTD,
- The FSTD performance and handling qualities matched that of the aircraft being simulated, and
- All data is up-to-date with respect to changes, i.e. airworthiness directives issued since data package development.

Further, the Validation Data Package used in the modeling of the FSTD must be included in the Master Quality Test Guide (MQTG) and made available to the NSPM upon any request.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

7. Validation Data Package Tracking and Reporting

PURPOSE

This procedure defines requirements for tracking and reporting of changes to the Validation Data Package. This procedure intends to satisfy requirements found in §60.13; Appendices A, B, C, and D section 9.d; and Appendix E, Table E1, Element E1.12.b and c.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Following the initial qualification, all changes to the Validation Data Package must be reported to the NSPM within ten (10) calendar days of becoming aware of such changes. A liaison will be maintained with the aircraft manufacturer and/or provider of the data package in order to be updated when such changes occur.

Within forty-five (45) calendar days of becoming aware of the change, an additional notification must be submitted to the NSPM with either the schedule for modifying the FSTD in accordance with the change or the rationale for not modifying the FSTD.

PROCEDURE

1. A liaison must be made with the aircraft manufacturer or provider of the validation data package to be updated when there are changes to the data.
2. When changes are made, the MR will send notification to the NSPM that changes exist, with a brief explanation of the data changed within ten (10) days of becoming aware of such changes.
3. The MR will, in conjunction with the appropriate flight training and engineering departments, determine whether the change should be incorporated into the FSTD and develop a schedule for the change.
4. Within forty-five (45) days, the MR will send another notification to the NSPM either
 - a. Indicating that the FSTD will not be modified along with the rationale for not modifying the FSTD, or
 - b. Indicating that the FSTD will be modified and including a schedule for the modification of the FSTD.
5. If the FSTD is to be modified, follow the process in 19. FSTD Modification Policy and 20. Using a Modified FSTD.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

8. Requesting Initial or Upgrade FSTD Qualification

PURPOSE

This procedure defines the process for submitting a request for initial or upgrade qualification to the NSPM. This process intends to satisfy requirements found in §60.15(a)–(d); Appendices A, B, C, and D section 11.b(3)-11.e; and Appendix E, Table E1, Elements E1.14, E1.15, and E1.33.c. FSTD Guidance Bulletins 99-01, 05-02, and 10-02 may also be consulted for this process.

SCOPE

This policy must include all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Each FSTD that *[SPONSOR]* acquires must be initially qualified by the FAA prior to any testing, training or checking.

PROCEDURE

1. Submit a Letter of Request.
 - 1.1. Prepare a Letter of Request in accordance with current FARs and Guidance Bulletins (<http://www.faa.gov/about/initiatives/nsp/>).
 - 1.2. Present the request for evaluation to MR for review and signature.
 - 1.3. Submit request to the NSP no more than 180 days, but not less than 90 days before the desired evaluation date.
 - 1.4. Submit a copy of the Letter of Request to the TPAA requesting that they forward a concurring letter to the NSPM.
 - 1.5. Coordinate with the NSP scheduler (for evaluations in which the NSP participates) or the appropriate representative of the TPAA (for evaluations conducted by POIs).
2. Submit the QTG.
 - 2.1. Prepare the QTG in accordance with current FARs and guidance bulletins. QTGs may be provided under contractual arrangement with the FSTD provider or independent contractor. However, it is the responsibility of *[SPONSOR]*, to ensure that the QTG is complete, meets all applicable standards, and in a form acceptable to the NSPM.
 - 2.2. Within 60 days of the evaluation date, acquire all QTG test results using the intended training load (simulation). Coordinate this activity with the FSTD provider or contractor if applicable. Check each test for passing status using applicable qualification criteria for objective tests. Document the pass/fail status of every test, and include the identity of the persons running and checking the tests. Where a satisfactory result cannot be obtained, a discrepancy must be opened. Once an

acceptable set of results is obtained for submission, no further modification of the simulation may be performed that will impact ground or flight performance and handling.

- 2.3. Assemble the QTG as described in the appropriate QPS Appendix, including the components described in sections 11(b)(3) through 11(e).
- 2.4. Submit the QTG package to the NSP in the appropriate time frame. Electronic submission is usually preferred for this purpose when available. Both a hard and soft copy QTG will be maintained whenever possible. If the QTG is performed on-site, it must be submitted no less than thirty (30) days prior to the evaluation. When testing is performed at an offsite facility (such as the manufacturer's facility), the QTG must be submitted no less than forty-five (45) days prior to the evaluation and at least one-third of the QTG must be performed on-site after the FSTD is reassembled. The QTG submission must clearly indicate the location of each test.
3. Performance and Handling Check. This check must verify that the performance and handling qualities of the FSTD accurately represent those of the aircraft being simulated within the normal operating envelope and must be accomplished by a qualified pilot, as specified in §60.15(d). The qualified pilot must fly all Operations Tasks listed in the applicable QPS appendix (i.e. Appendix. A,B,C,D; Table A3A , B3A, etc.) relevant to the qualification level of the FSTD. **This should be documented by checking off each line item.** Any discrepancies must be noted in the discrepancy log.
4. Systems Check. This check must verify that the FSTD systems and sub-systems (including simulated aircraft systems) functionally represent those in the aircraft and must be accomplished by a qualified pilot as specified in §60.15(d) or by persons trained on the FSTD and aircraft systems. Qualified personnel must complete all Functions and Subjective Tests listed in the applicable QPS appendix (i.e. Appendix. A,B,C,D; Table A3B, C, D, E, F, and G; B3A, etc.) relevant to the qualification level of the FSTD. **This should be documented by checking off each line item.** Any discrepancies must be noted in the discrepancy log.
5. Flight Deck Configuration. This check must verify that the cockpit represents the configuration of the specific type; or make, model, and series aircraft being simulated. It must be accomplished by a qualified pilot §60.15(d) or by persons trained on the configuration and operation of the aircraft being simulated. Qualified personnel must check the flight deck for compatibility based on the make, model and series of aircraft being simulated. Line numbers 1.a and 1.b listed in Attachment One (Minimum Simulator Requirements) of the applicable QPS appendix (i.e. Appendix. A,B,C,D; Table A1A, B1A, etc.) will be used as evaluation criteria relevant to the qualification level of the FSTD. **This should be documented by checking off each line item.** Any discrepancies must be noted in the discrepancy log.
6. Submit the Letter of Compliance.
 - 6.1. Prepare a Letter of Compliance in accordance with current FARs and FSTD Guidance Bulletins (<http://www.faa.gov/about/initiatives/nsp/>). The letter of compliance will affirm that a the performance and handling, systems, and flight deck configuration checks were performed and that the FSTD represents the aircraft in all of these areas.

- 6.2. Affix the identity and signature(s) of the qualified pilot and other personnel, as appropriate, to the compliance letter.
- 6.3. Present compliance letter to MR for review and signature.
- 6.4. The MR must submit the compliance letter to the NSPM no later than fourteen (14) days prior to the evaluation date.

7. Coordinate the Evaluation Date

7.1. Coordinate with the NSP to obtain a date for the evaluation.

7.2. Coordinate with maintenance or training organizations to provide a person who is a user of the device and knowledgeable in the operation of the aircraft and the operation of the FSTD for the evaluation date.

RECORDS RETENTION

The results of each initial and upgrade qualification evaluation since the issuance of the original SOQ must be retained.

Refer to 25. Record Control Policy for details on record documentation and retention.

9. Interim Qualification Policy

PURPOSE

The following statements outline the policy of *[SPONSOR]* regarding application for Initial Qualification for those FSTDs operating under an Interim Qualification. This policy intends to satisfy §60.21 and Appendix E, Table E1, Element E1.26.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]* that are operating under an Interim Qualification.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Within twelve months of the release of the final aircraft data package by the aircraft manufacturer, but no later than two years after the issuance of the interim qualification status, the MR must apply for initial qualification in accordance with §60.15 based on the final aircraft data package approved by the aircraft manufacturer.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

10. Requesting Additional Qualification

PURPOSE

This procedure defines the process for requesting additional qualification for currently qualified FSTDs. This process intends to satisfy requirements found in §60.16 and Appendix E, Table E1, Element E1.18.

Adding qualifications to the SOQ will typically occur in conjunction with an FSTD modification. Accordingly, reference processes 18. FSTD Modification Policy and 19. Using a Modified FSTD.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

[SPONSOR] may wish to add specific training capabilities to the original SOQ, after the initial qualification of the FSTD. A request for evaluation of must be submitted to the NSPM for the additional qualification, including details concerning the modification.

An evaluation will be scheduled to perform the elements of an initial evaluation as determined by the NSPM. Upon the successful completion of an evaluation, an amended SOQ must be posted until an updated SOQ is received from the NSPM.

PROCEDURE

1. Submit supporting data for the modification to the NSPM, including
 - Modifications to the FSTD required to support the additional qualification,
 - Modifications to the MQTG required to support the additional qualification, and
 - A statement prepared in accordance with §60.15(c) that a pilot, designated by the sponsor in accordance with §60.15(d), has subjectively evaluated the FSTD in those areas not previously evaluated.
2. Coordinate with the NSP to schedule a date for evaluation consisting of the elements of initial qualification determined by the NSP.
3. Coordinate with maintenance or training organizations to provide a person who is a user of the device and knowledgeable in the operation of the aircraft and the operation of the FSTD for the evaluation date.
4. After the successful completion of an evaluation, an amended SOQ must be posted until an updated SOQ is provided by the NSPM.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

11. Scheduling Continuing Qualification Evaluations

PURPOSE

This procedure defines the process for ensuring that continuing qualification evaluations are scheduled in the interval specified in the MQTG for the FSTD. This process intends to satisfy requirements set forth in §60.19(b); Appendices A, B, C, and D section 14.d and 14.e; and Appendix E, Table E1, Elements E1.21, E1.22, and E1.33.e.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

In order to maintain qualification of an FSTD, the device must undergo continuing qualification evaluations in the interval specified by the NSP in the MQTG. **Attention should be paid to timeliness to ensure qualification does not lapse.** Not later than sixty (60) days prior to the next required continuing qualification (as specified in the MQTG), a request must be submitted to the NSPM for continuing qualification evaluation.

PROCEDURE

1. Not later than sixty (60) days prior to the next required continuing qualification (as specified in the MQTG), a request must be submitted to the NSPM for continuing qualification evaluation. The NSP website should be consulted for current forms.
2. Coordinate with the NSP scheduler to obtain an evaluation date no earlier than one month prior to the required continuing qualification date and no later than one month after that date.
3. Coordinate with maintenance or training organizations to provide a person who is a user of the device and knowledgeable in the operation of the aircraft and the operation of the FSTD for the evaluation date.

RECORDS RETENTION

The results of previous three continuing qualification evaluations, or the continuing qualification evaluations from the previous two (2) years, whichever covers a longer period, must be retained.

Refer to 25. Record Control Policy for details on record documentation and retention.

12. Relocating FSTDs

PURPOSE

This procedure defines the requirements for seeking requalification when an FSTD is moved and reinstalled in a different location. It intends to satisfy requirements found in §60.27(a)(3); Appendices A, B, C, and D sections 10(b) and 19; and Appendix E, Table E1, Element E1.32.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

FSTD qualification is automatically lost when an FSTD is physically moved from one location to another regardless of distance. When this occurs, notification must be sent to the NSPM, including:

- The reason for moving the FSTD,
- Any continuing qualification evaluations missed,
- Any sponsor-conducted quarterly inspections missed,
- A history of discrepancies and MMIs since the last evaluation, and
- How long the FSTD has been or will be out of service.

Every effort should be made to include a plan of how the FSTD will be maintained during the out-of-service period.

Based on the feedback from the NSPM, an evaluation may be scheduled to obtain requalification.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

13. Special Equipment for Evaluations

PURPOSE

This procedure defines requirements for identifying and acquiring special equipment and/or personnel for FSTD evaluation at the request of the NSPM. This procedure intends to satisfy requirements found in §60.14; Appendices A, B, C, and D section 10; and Appendix E, Table E1, Element E1.13.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Special equipment and specially qualified personnel will be provided at the NSPM's request for initial, continuing, or special evaluations, as long as the request was presented no less than seventy-two (72) hours prior to the scheduled evaluation date.

RECORDS RETENTION

Refer to 26. Record Control Policy for details on record documentation and retention.

14. Posting FSTD Statement of Qualification

PURPOSE

This procedure defines the requirements for posting the Statement of Qualification (SOQ) for each FSTD. This procedure intends to satisfy requirements found in §60.9(b)(2) and Appendix E, Table E1, Element E1.9.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

The current SOQ must be posted in or adjacent to the FSTD.

Amendments to the SOQ must be posted until such time as an updated SOQ is received from the NSPM.

RECORDS RETENTION

Refer to 26. Record Control Policy for details on record documentation and retention.

15. MQTG Maintenance and Control Policy

PURPOSE

This policy covers retention, modification, and access to Master Qualification Test Guides (MQTGs). It intends to satisfy requirements found in §60.15(h) and (i); §60.31(a)(1); Appendices A, B, C, and D sections 11.(b)(3)-11.(e); and Appendix E, Table E1, Elements E1.16, E1.17, and E1.33a.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

After initial qualification, the FAA-witnessed tests must be included in the QTG. This document then becomes the MQTG for the FSTD. An electronic or hard copy of the MQTG must be made available in an acceptable form to the NSPM upon request.

In addition, the MQTG must be updated whenever:

- A modification is made to the simulator that requires a change to the MQTG, or
- The FSTD is modified as a result of an FSTD Directive (FD). In this instance, the FD must be retained in the MQTG Table of FSTD Directives.

RECORDS RETENTION

A record of all amendments to the MQTG must be maintained.

Refer to 25. Record Control Policy for details on record documentation and retention.

16. FSTD Minimum Usage

PURPOSE

14 CFR Part 60 contains minimum use requirements for FSTD's. This procedure defines the process for ensuring and documenting that at least one FSTD is used within *[SPONSOR]* FAA-approved flight training program once every twelve months. This process intends to satisfy requirements found in §60.7(b)(5), (b)(6), (c), (d) and Appendix E, Table E1, Elements E1.5, E1.6, and E1.7.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Each sponsored FSTD must be used in an FAA-approved training program at least once every twelve- (12-) month period. If not, a qualified pilot who has flown the aircraft or set of aircraft (as appropriate) during the preceding twelve- (12-) month period must complete and document a performance and handling check of the FSTD. The pilot must sign a statement that the FSTD's performance and handling qualities, within the normal operating envelope, represent the aircraft or set of aircraft described in the FAA Type Certificate and the type data sheet, if appropriate.

RECORDS RETENTION

The two most current written statements must be retained for NSP review.

Refer to 25. Record Control Policy for others details on record documentation and retention.

17. Performing Quarterly QTG Tests

PURPOSE

This process defines scheduling and conducting quarterly QTG tests and intends to satisfy requirements in §60.19(a)(1); §60.31(a)(3)(ii); Appendices A, B, C, and D sections 14.a and 14.f; and Appendix E, Table E1, Elements E1.19 and E1.33.d.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

Quarterly QTG segments will be performed on each FSTD at such intervals that the full MQTG is performed on the FSTD in a twelve- (12-) month period.

PROCEDURE

1. Scheduling.

- 1.1. Create quarterly test segments from objective tests listed in the FAA approved MQTG consisting of approximately one quarter of the MQTG. The segments should consist of a balance and mix of performance; handling qualities; motion, visual, and sound systems (as applicable); and other FSTD systems. If specialized set-up or equipment for multiple tests is needed (i.e. throughput tests), these tests should be grouped together in one quarter.
- 1.2. Schedule the tests to be performed quarterly after the continuing qualification month.

2. Testing.

- 2.1. Obtain appropriate list and complete required tests during maintenance periods.
- 2.2. Repeat all out-of-tolerance tests. No out-of-tolerance test should be filed for FAA presentation. If passing results cannot be achieved, a discrepancy must be opened and marked as MMI.
- 2.3. Quarterly test results must be filed with the MQTQ.

RECORDS RETENTION

Results of the quarterly QTG tests must be kept for at least two (2) years.

Refer to 25. Record Control Policy for details on record documentation and retention.

18. FSTD Modification Policy

PURPOSE

This policy defines the criteria that is used to identify an FSTD modification and ensures the appropriate handling of FSTD Directives in accordance with FAA regulation. This policy intends to satisfy §60.23(a) and (b) and Appendix E, Table E1, Elements E1.27 and E1.28.

If an FSTD modification is to be made, refer to 19. Using a Modified FSTD.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

An FSTD is said to be modified when:

1. Equipment or devices intended to simulate aircraft appliances are added to or removed from an FSTD that result in a change to the SOQ or the MQTG;
2. Changes are made to software or hardware that are intended to impact flight or ground dynamics;
3. Changes are made that impact performance or handling characteristics of the FSTD (including motion, visual, control loading, or sound systems for those FSTD levels requiring sound tests and measurements); or
4. The MQTG is altered.

Regarding FSTD Directives:

When the FAA determines that an FSTD modification is necessary for safety of flight reasons, the MR must ensure that all affected FSTDs are modified in accordance with the FSTD Directive regardless of the original qualification standards applicable to any specific FSTD.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

19. Using a Modified FSTD

PURPOSE

This procedure defines the necessary actions to be taken prior to using a modified FSTD and the user notification requirement when a change is made that affects the SOQ. See process 18. FSTD Modification Policy to see what constitutes an FSTD modification. This policy intends to satisfy requirements found in §60.23(c) and (d); §60.31(a); Appendices A, B, C, and D section 17; and Appendix E, Table E1, Elements E1.29.a, b, and c and E1.33.b.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

___ is responsible for maintenance and dissemination of this process; ___ is/are responsible for execution.

POLICY

If a FSTD is to be modified, a request must be submitted to the NSPM and TPAA which includes a complete description of the operational and engineering effect the proposed modification will have on the operation of the FSTD and the results expected after the modification is incorporated. This request should also include the reason for the modification, the actions taken to date, SOQ and MQTG changes (if appropriate), and a statement that the FSTD will not be used with the modification until the NSPM and TPAA have granted their explicit or implicit approval of the modification.

The modified FSTD cannot be used until

- Both the NSPM and TPAA have given consent,
- Either the NSPM or TPAA has given consent and the other has not responded to the request within twenty-one (21) days, or
- Neither the NSPM nor the TPAA have responded to the request within twenty-one (21) days, and
- Any evaluation required by the NSPM has been successfully completed.

The MQTG must be updated with the current objective test results in accordance with 15. MQTG Maintenance and Control Policy each time an objective test or other MQTG section is affected by the modification.

If there are revisions to the SOQ required by the modification, users must be notified by a temporary revision to the SOQ that is posted until an updated SOQ is received from the NSPM.

RECORDS RETENTION

A record of all modifications made to the FSTD since the issuance of the original SOQ must be retained.

Refer to 25. Record Control Policy for details on record documentation and retention.

20. FSTD Functional Preflight Check

PURPOSE

This procedure defines the process for conducting a functional preflight check on an FSTD, and intends to satisfy requirements set forth in §60.19(a)(2); Appendices A, B, C, and D section 14(c); and Appendix E, Table 1, Elements E1.20 and E1.25.

A description of the functional preflight may be found in the Appendix.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

An FSTD Preflight must be performed within the twenty-four (24) hours preceding any training, testing, or checking in the FSTD. The person performing preflight must enter or cause to be entered into the discrepancy log any discrepancies discovered during preflight, including any MMI components.

PROCEDURE

1. Perform the functional preflight (see Daily Functional Preflight Work Instruction in the Appendix).
2. Document the event's completion in the discrepancy log, including the date and time of the preflight and the identity of the person performing the preflight.
3. Document any discrepancies found during the preflight in the discrepancy log, including any MMIs.

RECORDS RETENTION

Refer to 25. Record Control Policy for details on record documentation and retention.

21. Discrepancy Management Policy

PURPOSE

This policy provides an overview, utilities, and requirements for discrepancy management. It intends to satisfy requirements found in §60.19(c); §60.20; §60.31(a)(4); and Appendix E, Table E1, Elements E1.23, E1.24, E1.25, and E1.33.g.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

[REDACTED] is responsible for maintenance and dissemination of this process; All *[SPONSOR]* personnel, trainees and contractors are responsible for execution.

POLICY

Each instructor, check airman, or representative of the FAA conducting training, evaluation, or flight experience, each person conducting the preflight inspection, **and each person performing maintenance on the FSTD** who discovers a discrepancy, including any MMIs, must write or cause to be written a description of the discrepancy in the discrepancy log at the end of the FSTD preflight or FSTD use session.

All corrective actions taken to address discrepancies must be recorded in the discrepancy log, including the date the corrective action was taken. When a discrepancy is determined to be corrected, the name of the person making that determination **and the date the determination was made** must also be recorded in the discrepancy log.

PROCEDURE

1. FSTD user enters discrepancy in the discrepancy log, including any items missing, malfunctioning, or inoperative (MMI).
2. Each discrepancy will remain open and available until corrected.
3. **Maintenance personnel will begin corrective actions at the first available maintenance period. Maintenance may begin sooner if the problem is such that the MR, or MR's designee determines that further training should be postponed.**
4. Corrective actions taken to address the discrepancy and the date the action was taken must be recorded in the discrepancy log.
5. Once corrected, the person making that determination **and the date the determination was made** must be included in the discrepancy log and the discrepancy closed.

RECORDS RETENTION

All discrepancies entered on FSTDs must be kept for a period of at least two (2) years, including the corrective actions, date of the actions, and name of the person determining that the discrepancy was corrected.

Refer to 25. Record Control Policy for details on record documentation and retention.

22. MMI Classification Policy

PURPOSE

This policy determines whether a discrepancy is an MMI. It intends to satisfy requirements found in §60.25 and Appendix E, Table E1, Element E1.33.g.1 and supports process 23. MMI Reporting and Tracking. Also reference FSTD Guidance Bulletin 08-01.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

To determine if a discrepancy is an MMI, ask the following:

1. Does the discrepancy affect or require a change to the FSTD Statement of Qualification (SOQ)?
2. Does the discrepancy affect performance or handling qualities of the FSTD? This includes out-of-tolerance QTG validation tests scheduled as part of the FSTD inspection requirements in §60.19(a)(1).
3. Does the discrepancy affect accomplishment of tasks (as defined in Appendix A, Table A1B; Appendix B, Table B1B; Appendix C, Table C1B; or Appendix D, Table D1B, as applicable) for training, checking, or testing in accordance with the FAA-approved training program(s) being conducted in the FSTD?

Note: This determination should be made by appropriate flight training personnel knowledgeable of training programs being conducted in the FSTD.

If **YES** to any of the above, the discrepancy **IS AN MMI**. Note that MMI components may include non-aircraft specific items such as IOS components, features and, observer facilities (Appendix A, B, C, or D as applicable). The term “MMI components” may refer to either software or hardware components.

Items that are **NOT** considered to involve **MMI components** include:

- airport visual model database discrepancies that do not completely prevent the use of an airport model listed on the Statement of Qualification (SOQ), and
- minor FSTD versus aircraft configuration item differences that do not adversely affect training, testing, checking tasks.

Reasonable judgment should be used when determining if intermittent interruption of correct operation constitutes a discrepancy. A one-time observation may not constitute a recordable malfunction; however, multiple instances over a reasonable period of time should be recorded as a discrepancy and reported as an MMI if the discrepancy meets criteria defined above.

PROCEDURE

The MR, or the MR's designee(s), will review the discrepancy log noting MMIs and any possible training restrictions. An appropriate representative of the flight training organization may be consulted to determine whether the discrepancy is an MMI and what, if any, training restrictions should be imposed on the basis of the discrepancy.

RECORDS RETENTION

A list of all discrepancies on each FSTD with MMI components for the past two (2) years will be kept.

Refer to 25. Record Control Policy for details on record documentation and retention.

23. MMI Tracking and Reporting

PURPOSE

This procedure defines requirements for reporting and tracking MMI components on an FSTD. It covers components determined to be MMIs (22. MMI Classification Policy) and intends to satisfy requirements found in §60.25; Appendices A, B, C, and D section 18; and Appendix E, Table E1, Elements E1.31 and E1.33.g.1. Also reference FSTD Guidance Bulletin 08-01.

SCOPE

This policy includes all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

PROCEDURE

1. If the MMI discrepancy has been open for thirty (30) days, the MR or MR's designee will report the discrepancy to the NSPM in accordance with the guidance found in FSTD Guidance Bulletin 08-01. The request should be justifiable and include enough time to correct the problem.

Note: The reporting requirement is only applicable to MMI component discrepancies that will remain uncorrected beyond thirty days of being recorded.

2. Implied authorization from the NSP is given to continue operating the FSTD until they respond to the extension request (generally within five business days). It is expected that a reasonable request for extension to correct MMI component(s) will be granted by the NSPM as long as appropriate training, checking, and testing restrictions have been imposed.
3. If additional extensions are required, repeat from step 1.
4. Once the discrepancy has been corrected, the MR or MR's designee must review the corrective action, remove any training restrictions, and report the closure to the NSP in accordance with FSTD Guidance Bulletin 08-01.

RECORDS RETENTION

A list of all discrepancies on each FSTD with MMI components for the past two (2) years will be kept.

Refer to 25. Record Control Policy for details on record documentation and retention.

24. Independent Feedback

PURPOSE

This procedure defines the requirements for allowing for independent feedback regarding the FSTD and its operation. The intention of this policy is to obtain information beyond what is collected via the Discrepancy Report process. This procedure intends to satisfy requirements found in §60.9(b)(1); §60.31(a)(3)(iv); and Appendix E, Table E1, Element E1.8 and E1.33.f.

SCOPE

This policy applies to all FSTDs sponsored by *[SPONSOR]*.

RESPONSIBILITY

_____ is responsible for maintenance and dissemination of this process; _____ is/are responsible for execution.

POLICY

A method of providing independent feedback will be made available to all persons using the FSTD for training, evaluation, or flight experience and to FSTD technicians and maintenance personnel.

The feedback will be assessed by the MR or MR's designee and used to improve the quality of the FSTDs.

RECORDS RETENTION

Independent feedback obtained must be retained for 90 days.

Refer to 25. Record Control Policy for more details on record documentation and retention.

25. Record Control Policy

PURPOSE

This policy describes control of SQMS related records for *[SPONSOR]* and intends to satisfy requirements found in §60.31(b) and Appendix E, Table E1, Elements E1.33.

SCOPE

This policy applies to any FSTDs owned, operated or sponsored by *[SPONSOR]*.

RESPONSIBILITY

____ is responsible for maintenance and dissemination of this process; ____ is/are responsible for execution.

POLICY

Retaining Records

Retention periods shall be in accordance with 14 CFR Part 60. In some cases, it may be necessary to maintain a record longer than the defined retention period. Records may be maintained in plain language or coded format. If they are maintained in coded form, how the preservation and retrieval of information will be conducted must be specified.

Disposing of Records

The MR shall review records annually for appropriate disposition instruction.

SQMS Records Matrix

Ref	Doc No	Record Name	Storage Location	Storage Format (plain / coded)	Retain
1		Internal Assessment Form			2 yr
4		Minimum Usage Statement			2 yr
5		FSTD Performance & Handling Statement			2 yr
6		Independent Feedback			90 days
7		Statement of Qualification			Perm
8		MRMR Selection Notification Letter			2 yr
9		MR Quarterly Report			2 yr
13		Initial Evaluation Results			Perm
14		Upgrade Evaluation Results			Perm
15		Objective Test Results			2 yr
17		Continuing Evaluation Results			Longer of 2 yr or 3 evals
18		Discrepancies Log:			2 yr
		List of MMI			
		Action taken to correct			
		Corrective action date			
		Person signing off correction			
20		FSTD Modification			Perm
25		MQTG			Perm
25		MQTG Amendments			Perm

Appendix

Daily Functional Preflight Work Instruction

1. Ensure safety of FSTD users and all other personnel
 - 1.1. Perform a walk-around of the FSTD.
 - 1.2. Secure all aircraft panels, maintenance access panels and chassis.
 - 1.3. Remove any test equipment, tools, or other maintenance equipment from the safety envelope of the FSTD.
 - 1.4. Observe all health and safety practices of the training facility.
2. Ensure Training load is active.
3. Ensure Functionality and Quality of FSTD Systems:
 - 3.1. Visual,
 - 3.2. Sound,
 - 3.3. IOS,
 - 3.4. Control Loading,
 - 3.5. Motion, and
 - 3.6. Ground Communication & Emergency Exit Equipment.
4. Cockpit Functionality and Quality
 - 4.1. Furnishings
 - 4.1.1. Seats and Seat Belts
 - 4.1.2. Safety Equipment and Checklists as per Sponsor Requirements
 - 4.1.3. O2 Masks Stowed/ Tested for O2 supply and Mics
 - 4.1.4. Circuit Breakers – set
 - 4.1.5. Lamps and Annunciators – check
 - 4.2. Systems
 - 4.2.1. Electrical
 - 4.2.2. Fuel
 - 4.2.3. Hydraulic
 - 4.2.4. Pneumatic/Pressurization
 - 4.2.5. Navigation to include Nav Data Base Currency
 - 4.2.6. Auto Flight
 - 4.2.7. Communications (Pilot to Pilot and Pilot to Instructor)
 - 4.2.8. Warning Systems (TCAS, Gear, EGPWS, etc)
 - 4.2.9. HUD/EVS/EFB

5. Functional Flyout

5.1. APU/Engine Start

5.2. Taxi

5.3. Take-off

5.4. Fly a pattern using RF Beacons or FMS Waypoints

5.5. Land with Coupled Approach

6. Administrative

6.1. Ensure the availability of applicable checklists, QRH, placards or other documents required in the FSTD.

6.2. Ensure that any applicable training restrictions and/or MMI's are clearly posted.

6.3. Ensure that the SOQ is clearly posted.

6.4. Ensure that the FSTD discrepancy log and Comments and Recommendations form are readily available.

Attachment 2

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: _____; Site _____; Start Date: _____; Completion Date: _____

SPONSOR: Verify the presence of the requirement starting with E.2.1. and specify its location in your SQMS documentation in the “Location Reference” column. These references establish the basis of the assessment process; as such, they must be both comprehensive and accurate.

NOTE: Do not alter the textual content of the form. If emailing to NSP, submit as a Microsoft Word document.

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element “Location Reference”			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Code	“Y/OK “ Date
						Comment Code >> R = Request Q = Question O = Observation		Finding: Y = Yes P = Partial N = No Comment: OK = Acceptable.	
						Note: Sponsor follow-up entries in Red / NSP follow-up entries in Blue			
		E.2.2.	3; 4	4; 5-7		A policy, process, or procedure specifying how the sponsor will identify deficiencies in the QMS [re: E.2.37.; § 60.5(b)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Code	"Y/OK" Date
			Comment Code >> R = Request Q = Question O = Observation						Finding: Y = Yes P = Partial N = No Comment: OK = Acceptable.
		E.2.3.	3; 4	4; 5-7		A policy, process, or procedure specifying how the sponsor will document how the QMS program will be changed to address deficiencies [re: E.2.37.; § 60.5(b)]?			
		E.2.4.	5	8		A policy, process, or procedure specifying how the sponsor will address proposed program changes (for programs that do not meet the minimum requirements as notified by the NSPM) to the NSPM and receive approval prior to their implementation. [re: § 60.5(c)]?			
		E.2.5.	16	22		A policy, process, or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the initial or upgrade evaluation conducted by the NSPM and at least once within each subsequent 12-month period thereafter. [re: § 60.7(b)(5)]?			
		E.2.6.	16	22		A policy, process, or procedure specifying how the sponsor will document that at least one FSTD is used within the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the 12-month period following the first continuing qualification evaluation conducted by the NSP and at least once within each subsequent 12-month period thereafter. [re: § 60.7(b)(6)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK" Date
		E.2.7.	16	22		A policy, process, or procedure specifying how the sponsor will obtain an annual written statement from a qualified pilot (who has flown the subject aircraft or set of aircraft during the preceding 12-month period) that the performance and handling qualities of the subject FSTD represents the subject aircraft or set of aircraft (within the normal operating envelope). Required only if the subject FSTD is not used in the sponsor's FAA-approved flight training program for the aircraft or set of aircraft at least once within the preceding 12-month period [re: § 60.7(d)(2)]?			
		E.2.8.	24	32		A policy, process, or procedure specifying how independent feedback (from persons recently completing training, evaluation, or obtaining flight experience; instructors and check airmen using the FSTD for training, evaluation, or flight experience sessions; and FSTD technicians and maintenance personnel) will be received and addressed by the sponsor regarding the FSTD and its operation [re: § 60.9(b)(1)]?			
		E.2.9.	14	20		A policy, process, or procedure specifying how and where the FSTD SOQ will be posted, or accessed by an appropriate terminal or display, in or adjacent to the FSTD [re: § 60.9(b)(2)]?			
		E.2.10.	2	3		A policy, process, or procedure specifying how the sponsor's management representative (MR) is selected and identified by name to the NSPM [re: § 60.9(c), (c)(2) and Appendix E, Paragraph c, and j(5)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Comment Code >> R = Request Q = Question O = Observation	Finding: Y = Yes P = Partial N = No
									Code
		E.2.11.	1	2		Note: Sponsor follow-up entries in Red / NSP follow-up entries in Blue			
		E.2.11.a.	1	2		A policy, process, or procedure specifying the MR authority and responsibility for the following [re: § 60.9(c)(2), (3), and (4)]: Monitoring the on-going qualification of assigned FSTD's to ensure all matters regarding FSTD qualification are completed as required by part 60?			
		E.2.11.b.	1	2		Ensuring that the QMS is properly maintained by overseeing the QMS policies, practices, or procedures and modifying as necessary?			
		E.2.11.c.	1	2		Regularly briefing sponsor's management on the status of the on-going FSTD qualification program and the effectiveness and efficiency of the QMS (specify the maximum interval)?			
		E.2.11.d.	1	2		Serving as the primary contact point for all matters between the sponsor and the NSPM regarding the qualification of assigned FSTD's?			
		E.2.11.e.	1	2		Delegating the MR assigned duties to an individual at each of the sponsor's locations, as appropriate?			
		E.2.12.				A policy, process, or procedure specifying how the sponsor will [re: § 60.13; QPS Appendices A, B, C, and D]:			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK" Date
		E.2.12.a.	6	9		Ensure that the data made available to the NSPM (the validation data package) includes the aircraft manufacturer's flight test data (or other data approved by the NSPM) and all relevant data developed after the type certificate was issued (e.g., data developed in response to an airworthiness directive) if the data results from a change in performance, handling qualities, functions, or other characteristics of the aircraft that must be considered for flight crew member training, evaluation, or experience requirements?			
		E.2.12.b.	7	10		Notify the NSPM within 10 working days of becoming aware that an addition to or a revision of the flight related data or airplane systems related data is available if this data is used to program or operate a qualified FSTD?			
		E.2.12.c.	7	10		Maintain a liaison with the manufacturer of the aircraft being simulated (or with the holder of the aircraft type certificate for the aircraft being simulated if the manufacturer is no longer in business), and if appropriate, with the person who supplied the aircraft data package for the FFS for the purposes of receiving notification of data package changes?			
		E.2.13.	13	19		A policy, process, or procedure specifying how the sponsor will make available all special equipment and qualified personnel needed to conduct tests during initial, continuing qualification, or special evaluations? [re: § 60.14]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
							Code	"Y/OK" Date	
		E.2.14.	8	11	1.1-1.5	A policy, process, or procedure specifying how the sponsor will submit to the NSPM a request to evaluate the FSTD for initial qualification at a specific level and simultaneously request the TPAA forward a concurring letter to the NSPM; including how the MR will use qualified personnel to confirm the following [re: § 60.15(a)–(d)]:			
		E.2.14.a.	8	12	3	That the performance and handling qualities of the FSTD represent those of the aircraft or set of aircraft within the normal operating envelope?			
		E.2.14.b.	8	12	4	The FSTD systems and sub-systems (including the simulated aircraft systems) functionally represent those in the aircraft or set of aircraft?			
		E.2.14.c.	8	12	5	The flight deck represents the configuration of the specific type or aircraft make, model, and series aircraft being simulated, as appropriate?			
		E.2.15.	8	11-12	2 & 6	A policy, process, or procedure specifying how the subjective and objective tests are completed at the sponsor's training facility for an initial evaluation [re: § 60.15(e)]?			
		E.2.16.	15	21		A policy, process, or procedure specifying how the sponsor will update the QTG with the results of the FAA-witnessed tests and demonstrations together with the results of all of the objective tests and demonstrations after the NSPM completes the evaluation for initial qualification [re: § 60.15(h)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Comment Code >> R = Request Q = Question O = Observation	Finding: Y = Yes P = Partial N = No
									Code
						Note: Sponsor follow-up entries in Red / NSP follow-up entries in Blue			
		E.2.17.	15	28		A policy, process, or procedure specifying how the sponsor will make the MQTG available to the NSPM upon request [re: § 60.15(i)]?			
		E.2.18.	10	15		A policy, process, or procedure specifying how the sponsor will apply to the NSPM for additional qualification(s) to the SOQ [re: § 60.16(a); § 60.16(a)(1)(i); and § 60.16(a)(1)(ii)]?			
		E.2.19.	17	23		A policy, process, or procedure specifying how the sponsor completes all required Attachment 2 objective tests each year in a minimum of four evenly spaced inspections as specified in the appropriate QPS. [re: § 60.19(a)(1) QPS Appendices A, B, C, or D]?			
		E.2.20.	20; Appx	27; 36-37		A policy, process, or procedure specifying how the sponsor completes a functional preflight check of the FSTD within the preceding 24 hours of FSTD use, including a description of the functional preflight [re: § 60.19(a)(2) QPS, Appendices A, B, C, or D]?			
		E.2.21.	11	17		A policy, process, or procedure specifying how the sponsor schedules continuing qualification evaluations with the NSPM [re: § 60.19(b)(2)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK" Date
					Note: Sponsor follow-up entries in Red / NSP follow-up entries in Blue				
		E.2.22.	11	17	A policy, process, or procedure specifying how the sponsor ensures that the FSTD has received a continuing qualification evaluation at the interval described in the MQTG [re: § 60.19(b)(5) and (6)]?				
		E.2.23.	21	28	A policy, process, or procedure describing how discrepancies are recorded in the FSTD discrepancy log, including [re: § 60.19(c); § 60.19(c)(2)(i); § 60.19(c)(2)(ii):				
		E.2.23.a.	21	28	1,2 A description of how the discrepancies are entered and maintained in the log until corrected?				
		E.2.23.b.	21	28	4,5 A description of the corrective action taken for each discrepancy, the identity of the individual taking the action, and the date that action is taken?				
		E.2.24.	21	28	A policy, process, or procedure specifying how the discrepancy log is kept in a form and manner acceptable to the Administrator and is kept in or adjacent to the FSTD (An electronic log that may be accessed by an appropriate terminal or display in or adjacent to the FSTD is satisfactory) [re: § 60.19(c)(2)(iii)]?				

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
							Code	"Y/OK " Date	
		E.2.25.	21	28		A policy, process, or procedure that requires each instructor, check airman, or representative of the Administrator conducting training, evaluation, or flight experience, and each person conducting the preflight inspection, who discovers a discrepancy, including any missing, malfunctioning, or inoperative components in the FSTD, to write or cause to be written a description of that discrepancy into the discrepancy log at the end of the FSTD preflight or FSTD use session [re: § 60.20]?			
		E.2.26.	9	14		A policy, process, or procedure specifying how the sponsor will apply for initial qualification based on the final aircraft data package approved by the aircraft manufacturer if operating an FSTD based on an interim qualification [re: § 60.21(c)]?			
		E.2.27.	18	24	1-4	A policy, process, or procedure specifying how the sponsor determines whether an FSTD change qualifies as a modification as defined in § 60.23 [re: § 60.23(a)(1) and (2)]?			
		E.2.28.	18	24		A policy, process, or procedure specifying how the sponsor will ensure the FSTD is modified in accordance with any FSTD Directive regardless of the original qualification basis [re: § 60.23(b)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:		
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:	
								Comment Code >> R = Request Q = Question O = Observation	Y = Yes P = Partial N = No	OK = Acceptable.
		E.2.29.	19	25		A policy, process, or procedure specifying how the sponsor will notify the NSPM and TPAA of their intent to use a modified FSTD and to ensure that the modified FSTD will not be used prior to [re: § 60.23(c)(1)(i), (ii), and (iv)]:				
		E.2.29.a.	19	25		Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and the sponsor has not received any response from either the NSPM or the TPAA; or				
		E.2.29.b.	19	25		Twenty-one days since the sponsor notified the NSPM and the TPAA of the proposed modification and one has approved the proposed modification and the other has not responded; or				
		E.2.29.c.	19	25		The FSTD successfully completing any evaluation the NSPM may require in accordance with the standards for an evaluation for initial qualification or any part thereof before the modified FSTD is placed in service?				
		E.2.30.	19	25		A policy, process, or procedure specifying how, after a FSTD modification is approved by the NSPM, the sponsor will [r: § 60.23(d) and (e)]:				
		E.2.30.a.	19	25		Post an addendum to the SOQ until the NSPM issues a permanent, updated SOQ?				

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK " Date
		E.2.30.b.	19	25		Update the MQTG with current objective test results and appropriate objective data for each affected objective test or other MQTG section affected by the modification?			
		E.2.30.c.	19	25		File in the MQTG the requirement from the NSPM to make the modification and the record of the modification completion?			
		E.2.31.	23	31		A policy, process, or procedure specifying how the sponsor will track the length of time a component has been missing, malfunctioning, or inoperative (MMI), including [re: § 60.25(b) and (c), and QPS Appendices A, B, C, or D]?			
		E.2.31.a.	21	28		How the sponsor will post a list of MMI components in or adjacent to the FSTD?			
		E.2.31.b.	23	31		How the sponsor will notify the NSPM if the MMI has not been repaired or replaced within 30 days and is reportable as per documented NSP policy [re: FSTD Guidance Bulletin 08-01 (as amended)]? [NOTE: If the sponsor has an NSPM-Approved/Accepted/Authorized discrepancy prioritization system (DPS) this element is superseded by the DPS (re: App E.4. for DPS requirements). Use T.E.4.: V.9.d., e. and f. or T.D.8. to assess, as applicable.]			
		E.2.32.	12	18		A policy, process, or procedure specifying how the sponsor will notify the NSPM and how the sponsor will seek re-qualification of the FSTD if the FSTD is moved and reinstalled in a different location [re: § 60.27(a)(3)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK" Date
		E.2.33.				A policy, process, or procedure specifying <u>how the sponsor will maintain control</u> of the following (The sponsor must specify how these records are maintained in plain language form or in coded form; but if the coded form is used, the sponsor must specify how the preservation and retrieval of information will be conducted) [re: § 60.31 and QPS Appendices A, B, C, or D]:			
		E.2.33.a.	15	21		The MQTG and each amendment?			
		E.2.33.b.	19	25		A record of all FSTD modifications, as determined under E.2.27., since the issuance of the original SOQ [re: § 60.23(b) and Figure A4I, Attachment 4 to Appendix A of Part 60]?			
		E.2.33.c.	8	13		Results of the qualification evaluations (initial and each upgrade) since the issuance of the original SOQ?			
		E.2.33.d.	17	23		Results of the objective tests conducted for a period of 2 years [re: § 60.19 (a)(1)]?			
		E.2.33.e.	11	17		Results of the previous three continuing qualification evaluations, or the continuing qualification evaluations from the previous 2 years, whichever covers a longer period?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
								Comment Code >> R = Request Q = Question O = Observation	Y = Yes P = Partial N = No
								Code	"Y/OK" Date
		E.2.33.f.	24	32		Comments obtained in accordance with E.2.8. (i.e., independent feedback from persons recently completing training, evaluation, or obtaining flight experience; instructors and check airmen using the FSTD for training, evaluation or flight experience sessions; and FSTD technicians and maintenance personnel) [re: § 60.31(a)(3)(iv) for a period of at least 90 days]?			
		E.2.33.g.	21	28		A record of all discrepancies entered in the discrepancy log over the previous 2 years, including the following:			
		E.2.33.g.1.	21	28		A list of the components or equipment that were or are missing, malfunctioning, or inoperative?			
		E.2.33.g.2.	21	28		The action taken to correct the discrepancy?			
		E.2.33.g.3.	21	28		The date the corrective action was taken?			
		E.2.33.g.4.	21	28		The identity of the person determining that the discrepancy has been corrected?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS		T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.	Comment Code >> R = Request Q = Question O = Observation	Finding: Y = Yes P = Partial N = No		Comment: OK = Acceptable.	
										Code
						Note: Sponsor follow-up entries in Red / NSP follow-up entries in Blue				
						** End Part 60 (Table E1) Required SQMS Elements **				
						** Begin Optional SQMS Components (Elements) **				
						<p>SQMS Elemental Program Structure/Components: The following elements, while not contained within Table E1, are provided as guidance for developing an effective SQMS which will satisfy: 1) The requirement of fundamental QMS "best practices," 2) Appendix E to Part 60: a through i.; 3) Regulatory requirements contained elsewhere within the Part 60 rule (i.e., rule language or QPS requirement); or 4) Information contained elsewhere in Part 60.</p> <p>DEVELOPMENTAL NOTE: The program functionality provided by these elements can reduce the frequency and scope of NSP on-site assessment, surveillance visits, and "no-notice" FSTD evaluations. [re: Appendix E to Part 60: i.(1)].</p>				
		E.2.34.				An SQMS Quality Policy that is specifically applicable to the SQMS Program (i.e., what the Simulation Quality Management System is intended to achieve) [re: Appendix E to Part 60, Information: j.(1)]?				

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK" Date
		E.2.35.				An SQMS Organizational Chart , or the equivalent, showing the S-MR and the S-MR's direct SQMS report (individual w/ overall SQMS management responsibility), site-specific, that will receive the S-MR's "periodic review" (management review meeting) [re: Appendix E to Part 60, Information: j.(4) and T E1: E1.11.c.]?			
		E.2.36.				An SQMS Responsibilities Matrix , or the equivalent, that contains the information in T E.2. App 1?			
		E.2.37.				A process or procedure specifying how the sponsor conducts (i.e., methodology) and records SQMS Internal Assessment [re: Appendix E to Part 60 QPS Requirements: d.(1) and e.] as a means of conducting a comprehensive review of the SQMS to determine if the program: (1). Conforms to applicable sponsor-documented policies, processes, and procedures and (2). Is effectively providing a satisfactory FSTD on a regular basis. to include the following [re: Appendix E to Part 60, Information: j.(4)(d)]: [DEVELOPMENTAL NOTE: If the Sponsor/Operator is currently operating under a certified Quality Management System (e.g., ISO 9001, Six Sigma, etc.), those certified QMS audit policies, processes, and procedures may be cited in the SQMS and utilized to satisfy Item (1). of this specific element.]			
		E.2.37.a.				Responsibility for scheduling and controlling internal SQMS assessment?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
			Vol. No.	Page No.	Section / Item No.			Finding:	Comment:
			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK" Date
		E.2.37.b.				SQMS Assessment frequency (Minimum: One NSPM-Approved segment every 6 months , or as otherwise extended by NSPM, using a cycle that complements "scheduled" NSP On-Site Assessment)? [DEVELOPMENTAL NOTE: The sponsor may develop a "segmented" assessment format that complies with the frequency and scope requirements and submit it with the SQMS program for consideration as the designated set of segments and interval referenced in Part 60, QPS Requirements: e. and g. NSPM approval of a sponsor submitted format satisfies that Part 60 requirement. The NSPM will finalize the scope of the individual segments by completion of the first (initial) On-Site Assessment. NSPM documentation establishing the "Internal SQMS Assessment Program" will be included as part of the completed first (initial) On-Site Assessment report if this is not already part of the NSPM-Approved program structure.]			
		E.2.37.c.				SQMS Assessment scope (Entire program every 24 months)?			
		E.2.37.d.				SQMS Assessment staffing such that precludes personnel who control/perform the activity, process, or procedure that is being assessed from conducting the assessment (or for those sponsors that have limited personnel resources, authorization to deviate from this requirement has been requested from, and has been issued by, the NSPM and specified in the SQMS Manual)? NOTE: Assessors are to be acceptable to the NSPM [re: Appendix E to Part 60, Information: j.(4)(d)].			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

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			Comment Code >> R = Request Q = Question O = Observation						Y = Yes
								Code	"Y/OK" Date
		E.2.37.e.				Responsibility for reporting internal SQMS Assessment results/findings to the S-MR/Site-specific S-MR designee and other sponsor-designated Responsible Management?			
		E.2.37.f.				Responsibility for resolution of SQMS Assessment results/findings in need of correction?			
		E.2.38.				A process or procedure specifying how the sponsor conducts SQMS Program Measurement which for an SQMS includes, as a minimum, FSTD training-related Quality Measurement and analysis for: 1) Reliability/availability, 2) Interrupts/ Interruption rate, and 3) Number and type of valid, sponsor/user-initiated FSTD MMI category discrepancies per 4-hour training period (or an equivalent time period) [re: Appendix E to Part 60, Information: i.(4)]? For more information on measuring FSTD performance, see SQMS guidance material at: http://www.faa.gov/safety/programs_initiatives/aircraft_aviation/nsp/sqms/ (Table E.4. Appendix 4), or <i>ARINC Report 433 Measures/Methodology</i> , as applicable. NOTE: It is recommended that a <u>baseline</u> be established using monthly measurement units, or rolling format if NSPM-Approved, that are effective on: 1) The date of NSPM Initial Program acceptance, if data is available; otherwise, 2) The date of completion of the first NSPM On-Site Assessment.			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

Sequential No.	Date of Comment	FAA Table E.2. Element No.	SPONSOR SQMS Element "Location Reference"			FINDINGS / COMMENTS	T E.6. Rating Level / Comment Code	Status Code:	
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									Code
		E.2.39.				A process or procedure specifying how the sponsor controls/conducts FSTD document preparation and presentation [re: § 60.11 (a) and § 60.31 (a)]?			
		E.2.40.				A process or procedure specifying how the sponsor controls/conducts FSTD inspection/testing, maintenance, and servicing (as per Manufacturer’s documentation) [re: § 60.11 (a) and (c); § 60.19 (c); Appendix E to Part 60, Information: i.(2); and T E1: E.11.a.]?			
		E.2.41.				A process or procedure specifying how the sponsor controls FSTD software and hardware [re: § 60.11(d) and § 60.19(c)]?			
		E.2.42.				A process, or procedure specifying how the sponsor controls FSTD aircraft avionics and simulated avionics revision [re: § 60.11 (c); 60.19(c); § 60.13 (f); Appendix A to Part 60, Table A1A, B1A., C1A., or D1A., section 1.a.(general flight deck configuration), or other applicable qualification standard general requirement; Appendix E to Part 60 Information: j.(3); and T E1: E.14.b.]?			
		E.2.43.				A process or procedure specifying how the sponsor controls FSTD navigation database currency, and associated IOS functions [re: § 60.11 (c); 60.19(c); Appendix A to Part 60, Table A1A, B1A., C1A., or D1A, section 3.b.(equipment operation), or other applicable qualification standard general requirement; and Appendix E to Part 60 Information: j.(3)]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

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									Code
					Note: Sponsor follow-up entries in Red / NSP follow-up entries in Blue				
		E.2.44.			A process or procedure specifying how the sponsor controls FSTD airport model currency for each model used for training, testing or checking, including the method used for keeping instructors and evaluators apprised of the models that meet Class II or Class III requirements [re: <u>FSTD Directive 1</u> (Attachment 6 to App A to Part 60)]?				
		E.2.45.			A process or procedure specifying how the sponsor controls FSTD flight deck configuration [re: § 60.11 (c); 60.19(c); § 60.13 (f); Appendix A to Part 60, Table A1A, B1A., C1A., or D1A, section 1.a. (general flight deck configuration), or other applicable qualification standard general requirement; Appendix E to Part 60, Information: j.(3); and T E1: E.14.b.]?				
		E.2.46.			A process or procedure specifying how the sponsor controls FSTD "aircraft" conformance (e.g., Engineering Order, Airworthiness Directive) [re: § 60.11 (c); 60.19(c); § 60.13 (f); § 60.23 (b); Appendix A to Part 60, Table A1A, B1A., C1A., or D1A, section 1.a.(general flight deck configuration), or other applicable qualification standard general requirement; Appendix E to Part 60, Information: j.(3); and T E1: E.14.b.]?				
		E.2.47.			A process or procedure specifying how the sponsor controls the determination, documentation, publishing/distribution, implementation, removal of FSTD "training				

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

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			Note: Sponsor follow-up entries in Red / NSP follow-up entries in Blue						Code
						<p>restrictions," including the procedure for implementing training restrictions based upon "Non-Qualified Tasks" documented on NSP Form T002, as follows:</p> <p>(1). Designation of sponsor personnel (by position or name) responsible for, or authorized to, take action;</p> <p>(2). Method of accomplishing timely notification and coordination with:</p> <p>(a). The sponsor's training organization/FSTD Users, and</p> <p>(b). The FAA Training Program Approval Authority (TPAA), or if the <u>TPAA has no existing requirement</u>, "(2)(b). N/A" will be entered in the "Location Reference," Vol. No. block;</p> <p>and</p> <p>(3). Requirement/responsibility for reporting implementation or removal to the S-MR if these actions are completed by other sponsor personnel?</p> <p>[re: § 60.11(b); 60.25(a); and Part 60 Appendix F: <i>Training Restriction</i> (i.e., A temporary condition where an FSTD with missing, malfunctioning, or inoperative (MMI) components [i.e., "FSTD Non-Qualified Tasks"] may continue to be used at the qualification level indicated on its SOQ, but restricted from completing the tasks for which the correct function of the MMI component is required].</p>			
		E.2.48.				An NSPM-Approved/Accepted Discrepancy Prioritization System , if applicable [re: T E.2. Appendix 2]?			

Table E.2. / E.7(A) SQMS – Sponsor Checklist/Basic (Part 60 Required) QPS Requirements - Components

Sponsor: Mock; Program: ; Site

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								Code	"Y/OK" Date
		E.2.49.				A process or procedure specifying how the sponsor conducts S-MR briefing of other personnel on the operation of the sponsor's SQMS program, including applicable policies, processes, and procedures [re: Appendix E to Part 60, Information: j.(5)]?			
						Appendices [DEVELOPMENTAL NOTE: Inclusion Recommended - <u>Not Required</u>]:			
		App. 3				NSPM Notification/Coordination Requirements.			
		App. 4				S-MR/Site-Specific S-MR Designee " <u>Periodic Review</u> " Statement.			
		App. 5				Minimum SQMS Final Program Approval / Ongoing "Post Final" Performance Assessment Criteria.			

Table E.2. APPENDIX 1: SQMS Responsibilities Matrix

Sponsor Site/Location _____		
No.	Function/Policy/Process/Procedure/Item <i>Italics = Optional</i> <small>NOTE: Information may be entered manually or by use of Text Form Fields.</small>	
1.	Sponsor-determined Individual w/ Overall SQMS Management Responsibility (or Site-specific Overall SQMS Management Responsibility) structured as S-MR's direct SQMS report	Name, Position, or Title:
2.	Simulation Management Representative or Site-specific S-MR Designee [S-MR] (Primary Contact Point with NSPM; Overseeing day-to-day FSTD Quality Control/Qualification; Overseeing, Modifying (e.g., Program Change), and Approving SQMS Policies, Processes, Practices, and Procedures; NSP/TPAA Notification/Coordination (including: MMI Reporting, NSP DR Closure/Extension); and SQMS Program Briefing)	Name:
3.	SQMS Implementation	Name, Position, or Title:
		Designated Responsibility for Primary Control (format, content/suitability, and currency) of the Function/Policy/Process/ Procedure/Item by Name, Position, or Title:
4.	SQMS Manual / <i>Charts/Maps for – Policies, processes and procedures</i>	
5.	Quality Policy	
6.	Organizational Chart	
7.	Responsibilities Matrix/List	
8.	FSTD Document/Form/Record Preparation, Presentation, Control	
9.	Adequate Technical Staffing to cover FSTD operating periods	
10.	Scheduling/Tracking: FSTD Inspection/Testing and Maintenance/Serviceing	
11.	FSTD Discrepancy Log(s)	
12.	Objective Testing; QTG Test Inspection Schedules	
13.	QTG(s)	
14.	FSTD Evaluation Scheduling	
15.	FSTD Evaluation	

16.	SOQ(s)	
17.	Documented FSTD Usage / Annual “FSTD Performance-Handling Quality” Statement	
18.	FSTD Functional Pre-flight	
19.	FSTD User Comments	
20.	Tracking, Measurement, and Analysis of FSTD Quality	
21.	FSTD “Training” Restrictions	
22.	FSTD Software and Hardware Control	
Table E.2. APPENDIX 1: SQMS Responsibilities Matrix (Continued)		
23.	a. FSTD Discrepancy Corrective Action / MMI Tracking, Posting, Resolution; b. Discrepancy Prioritization System (DPS), if applicable	
24.	FSTD Modification / FSTD Directive	
25.	FSTD “Aircraft” Conformance (Engineering Order, Airworthiness Directive)	
26.	A/C Avionics and Simulated Avionics Revision Control	
27.	NAV-Aid Database Currency	
28.	Airport Model Currency	
29.	Flight Deck Configuration Control	
30.	Liaison with Aircraft Manufacturer	
31.	SQMS Deficiency Identification	
32.	Sponsor-conducted Periodic SQMS Assessment	
33.	Resolution and reporting of SQMS Assessment results/findings	

Table E.2. APPENDIX 2: Discrepancy Prioritization System Requirements

The following documents specify requirements for development of an:

- **NSPM-Approved** DPS as part of a Basic (Part 60 Required) SQMS or **NSPM-Accepted** DPS as part of an Expanded (Voluntary) SQMS:
 - Table E.4. SQMS – INITIAL (Desk) – Assessment Tool / EXPANDED (Voluntary) Requirements: V.4.9.d.; V.4.9.e. and V.4.9.f., and
 - Table E.7. (B) SQMS – SPONSOR CHECKLIST / EXPANDED (Voluntary) Requirements: V.4.9.d.; V.4.9.e. and V.4.9.f.
- **NSPM-Authorized** DPS as a “Stand-Alone” DPS (If preauthorized, an be used as the DPS for a Basic (Part 60 Required) SQMS):

- NSPM-Authorized Simulation Discrepancy Prioritization System (DPS) Guidelines,
- Table E.8. INITIAL (Desk) – DPS, and
- Table E.9. SPONSOR CHECKLIST – DPS.

Table E.2. APPENDIX 3: NSPM Notification/Coordination Requirements:

[NOTE: The NSPM-Assigned Program Manager [PM] is the primary NSP-SQMS contact for the Sponsor.]

1. FSTD Modification [re: T E.2.: E.2.29.].
2. MMI “30-day” notification (NOTE: An NSPM Approved/Authorized DPS supplants the E.2.31.b. MMI “30-day” notification requirement) [re: T E.2.: E.2.31.b., (also V.4.9.e.)].
3. Following NSP Assessment, submitting a proposed change to the NSPM for confirmation if the NSPM requests notification prior to completion of the change.
4. If the NSP determines that the SQMS does not meet minimum T E.2. requirements, and the NSPM so notifies the Sponsor, Sponsor submits a proposed Change to the NSPM and receives approval prior to implementation of the change [re: T E.2.: E.2.4.].
5. Following the Sponsor’s determination of the satisfactory completion of an NSP Assessment-related change.
6. Immediately if a major one-time, unplanned, unanticipated event occurs or develops outside of established plans that has, or may have, an impact on the viability or functionality of the NSPM-Approved SQMS.
7. In a timely manner, prior to implementation of a change involving a Sponsor-originated, major planned SQMS Program change (i.e., a change that affects the viability or functionality of: 1) A required element or 2) The overall viability or functionality of the NSPM-Approved SQMS program.]. As long as an assessment-accessible record is kept on file that includes the details of each change, notification is not required concerning SQMS-identified deficiencies and changes made in accordance with: 1) NSPM-Approved, T E.2.: E.2.2. and E.2.3., “SQMS Deficiency Identification-Program Change/Modification” or 2) Other applicable, NSPM-Approved, SQMS policies, processes, or procedures that include/provide an SQMS change function.
[NOTE: T E.4. App 2A illustrates expanded illustration of notification parameters]
8. Upon becoming aware that an addition to, an amendment to, or a revision of data that may relate to FFS performance or handling characteristics is available, the sponsor must: 1) Within 10 calendar days, notify the NSPM of the existence of this data; and 2) Within 45 calendar days, notify the NSPM of: (a) The schedule to incorporate this data into the FFS, or (b) The reason for not incorporating this data into the FFS.
9. Closure reporting/coordination of NSPM-originated FSTD-discrepancies in accordance with documented NSP policy [re: FSTD Guidance Bulletin 07-01 (as amended)].
10. A proposed change to an NSPM Approved/Authorized Discrepancy Prioritization System (DPS) [re: T E.2.: E.2.31.b. and App 2].

[NOTE: If, after notifying the NSPM regarding number 1. through 8., above, the Sponsor has not received a response within twenty-one days, the notification requirements will be considered to be satisfied, and the Sponsor may continue normal operations pending further communication from the NSPM.]

Table E.2. APPENDIX 4: S-MR/Site-Specific S-MR Designee “Periodic Review” Statement [Appendix E to Part 60, T E1: E1.11.c.]

NOTE: This Report is supplanted by the SQMS “Management Review Meeting” (T E.4.: V.4.4.c.) in the NSPM-Accepted Expanded (Voluntary) Program.

The documented periodic review (i.e., regular briefing required by Appendix E to Part 60, T E1: E1.11.c.) of sponsor’s management by the S-MR, shall include the status of the following, as he/she determines to be appropriate:

- 1. Suitability of the FSTD maintenance facility (re: Appendix E to Part 60 QPS Requirements, T E1: j. (4) (a)).
- 2. FSTD discrepancy recording system and the processing and correction of associated FSTD defects (re: Appendix E to Part 60 QPS Requirements, T E1: E.1.23) or, if applicable, the NSPM Approved/Accepted Discrepancy Prioritization System.
- 3. FSTD document preparation and presentation.
- 4. Preventative and corrective FSTD inspection/testing, maintenance, and servicing, as applicable.
- 5. QTG testing (inspection) (re: Appendix E to Part 60 QPS Requirements, T E.1.: E.1.19).
- 6. SQMS Program measurement results.
- 7. Perceived FSTD Quality rating (summarized content of current significant, valid independent feedback/comments from FSTD Users concerning aircraft systems/instruments, control loading, motion, and visual) (re: Appendix E to Part 60 QPS Requirements, T E.1.: E.1.8.).
- 8. FSTD software and hardware control.
- 9. FSTD aircraft avionics and simulated avionics revision control.
- 10. FSTD navigation database currency, and associated IOS functions.
- 11. FSTD airport model currency.
- 12. FSTD flight deck configuration control.
- 13. FSTD “aircraft” conformance (Engineering Order, Airworthiness Directive) complies with requirements control.
- 14. Existing “Discrepancies with Non-Qualified Tasks” recorded by NSP and FSTD “training restrictions” (re: § 60.11(b) and 60.25(a)).
- 15. Technical staffing adequacy to cover FSTD operating periods (re: Appendix E to Part 60 QPS Requirements: j. (4) (c)).
- 16. NSPM/Internal SQMS Assessment and associated corrective action.

NOTE: It is recommended that all T E.2. Appendix 5: “Minimum SQMS Final Program Approval /Ongoing ‘Post Final’ Performance Requirements” be included in the Periodic Review. Items 2., 5., 6., 8. through 13., and 16., above, are also included in the Appendix 5 review.

Table E.2. APPENDIX 5: Minimum SQMS Final Program Approval / Ongoing “Post Final” Performance Assessment Criteria [NSPM Policy]

1. Required SQMS operation/performance:
 - a. **NSPM Final Program Acceptance:** All criteria must be satisfied.
 - b. **Ongoing SQMS “Post Final” Performance Requirements** (compiled/computed within 7 days prior to the Management Representative’s “Periodic Review” with Sponsor Management [re: T E.2.: E.2.11.c.]): If the SQMS or FSTD(s) do not meet all criteria:
 - (1). Initiate and complete appropriate timely resultant corrective action using the appropriate SQMS process [re; T E.2.: E.2.3.],
 - (2). Complete any associated, required report to NSP,
 - (3). If ongoing conditions appear to so dictate, contact the NSPM (i.e., NSPM-assigned Program Manager [**PM**]) to coordinate a resolution.
2. The SQMS must have current “Initial” or “Final” Approval/Acceptance for the Basic level of the program.
3. Assessment:
 - a. **SQMS Internal Assessments** have been completed as per NSPM-Approved set of segments for that site/location, and all issues resulting from the assessment have been resolved/completed, or, in the case of Ongoing “Post-Final” Performance Requirements, are in-work under an applicable SQMS corrective process.
 - b. The latest **NSP On-Site SQMS Assessment** (Full or Spot), following **NSPM “Initial” Program Approval/Acceptance** for that site/location, has been completed with no non-compliance/non-conformities or no major partial compliance/conformities in the finalized “Findings/Comments.”
 - c. All issues resulting from **NSP On-Site SQMS Assessment** for that site/location have been resolved/completed and associated *SQMS Operational Confirmation* has been issued by the NSPM, or, in the case of Ongoing “Post-Final” Performance Requirements, are in-work under an applicable SQMS corrective process and resolution is being coordinated with the NSPM **PM**.
4. Documented results for **NSP Inspector-conducted FSTD Continuing Qualifications** for **all Active Program FSTDs** for this site/location meet the following criteria:
 - a. **Latest 180-day period**, or, if no evaluation(s) occurred during that period, the most recent 180-day rolling period for which an applicable result is available, beginning on, or after, the date of NSPM issuance of “**Initial**” **Program Approval/Acceptance** for that site/location: The calculated average for **all FSTDs evaluated during the period** does not exceed **4 (four)** functional/subjective/objective discrepancies specified as MMI reportable in accordance with documented NSP policy [i.e., FSTD Guidance Bulletin 08-01 (as amended)], per evaluation (Exceptions: Bulb/lamp failing during evaluations; Airport modeling discrepancies for which no “Discrepancies with Non-Qualified Tasks” were recorded by NSP; Duplicate/multiple write-ups related to the same discrepancy (missing; malfunctioning, inoperative component) on that FSTD or on a convertible FSTD; “Advisory/Observation” and “Research/Review and correct as necessary” write-ups; and discrepancy write-ups for which it is subsequently determined there is no-corrective-action-required are excluded from this tabulation).
 - b. All issues resulting from FAA-originated discrepancies are within the NSP-specified correction period, have been resolved/completed within the specified correction period as modified by the NSPM, or have been integrated into the Discrepancy Prioritization System, if applicable.
5. **Each Active Program FSTD** satisfies the FAA Qualification basis under which it was qualified as follows:
 - a. All QTG-required/specified tests (including Part 60/AC/SOC-related objective/subjective tests/checks):

- (1). Have been completed in a timely manner, using sponsor’s published “Test Completion Schedule” as the timeline, and are within specified tolerance(s) or are in-work under an applicable SQMS corrective process, and
- (2). Are consistent with the MQTG as initially qualified by the NSPM, or as subsequently modified as directed by the NSPM.
- b. All known issues pertaining to:
 - (1). Functionality/reliability of motion, visual system, control loading, sound systems, IOS, and
 - (2). FSTD functions necessary to implement current FAA-approved flight crewmember training, checking, evaluation, meeting flight experience requirements, or other FSTD programming/operational performance requirements have been resolved or are in-work under an applicable corrective process [ex: 6., below], and, if necessary, appropriate Sponsor-documented FSTD “training restrictions” are in effect.
- c. FSTD inspection/testing, maintenance, and servicing, as per Manufacturer’s documentation, complies with process requirements (Voluntary).
- d. FSTD software and hardware control complies with process requirements (Voluntary).
- e. FSTD A/C Avionics and Simulated Avionics Revisions meet currency in accordance with process requirements (Voluntary).
- f. FSTD Navigation Database and associated IOS functions meet currency in accordance with process requirements (Voluntary).
- g. FSTD Airport Models used for qualification, training, testing or checking meet currency in accordance with process requirements (Voluntary).
- h. FSTD Flight Deck Configurations comply with training requirements/usage in accordance with process requirements (Voluntary).
- i. FSTD “Aircraft” Conformance (Engineering Order, Airworthiness Directive) complies with process requirements (Voluntary).
- j. FSTD “training restriction” control complies with process requirements (Voluntary).
- k. FSTD Modification status satisfactorily complies with the requirements stated in T E.2.: E.2.27 through E.2.30.
- l. MMI status satisfactorily complies with T E.2.: E.2.31 requirements, except as superseded by an NSPM Approved/Authorized Discrepancy Prioritization System (DPS) (see 6. below [NOTE: The DPS supersedes the E.2.31.b. MMI “30-day”-notification requirement]).
- 6. If applicable, the NSPM-Approved DPS for that site/location complies with process requirements (Voluntary).
- 7. All other applicable T E.2. requirements, including completion of applicable actions defined in T E.2. Appendices 3. and 4., are in compliance.

Table E.2. APPENDIX 6: SQMS Structural Concepts

SQMS: A system established upon appropriate policies, processes, and procedures structured in a manner that ensures satisfactory FSTD quality through responsible management that utilizes facts to continually improve effectiveness.

- **Policy**: A statement of purpose or course of action
- **Process**: An orderly system of activities that specifies how resources are used to implement policies by transforming required Input(s) into desired/required Output(s), **structured with enough detail to allow users to effectively complete the function in a manner that consistently ensures accomplishment of the desired/required output (repeatability)**
- **Procedure/Work Instruction** (commonly a subset of a Process): A defined way (how) to complete a specific activity

If a procedure/work instruction is not controlled under the context of a defined process, the responsibility for Primary Control / Procedure Ownership (format, content/suitability, and currency) of the procedure/work instruction is designated by name, position, or title.

SQMS Program Requirement:

- **Processes and Procedures that are structured with enough detail to allow users to effectively complete the function in a manner that consistently ensures accomplishment of the desired output and satisfies the objective (repeatability).**

Process Structure (_____):

- 1. **Title** **
- 2. **Summary/Purpose** *
- 3. **Scope** *
- 4. **Realistic Objective/Goal** **
- 5. **Required Input** (Resources) *
- 6. **Specifics:**
 - a. **What is to be done** **
 - b. **When is it to be done** **
 - c. **Where is it to be done** (if applicable)
 - d. **How is it to be done** (including **associated procedures**, as applicable) **
 - e. **Who does it** (based upon Sponsor-determined skills) **
- 7. **Desired/Required Output** **
- 8. **Review/Validation methodology** ** (include the rating standard and the method of measurement and analysis, if applicable/appropriate)
- 9. **What action results if the Output does satisfy the Objective****

- 10. What action results if the **Output does not satisfy the Objective** **
- 11. **Responsibility for Primary Control / Process Ownership** (format, content/suitability, currency) name, position, or title ** [re: T. E.2. App 1]
- 12. **Functional sequencing and interaction/interface with other processes** **

* **Important component**

** **Essential component**

Format: Sponsor determined. Inclusion of flow charts and maps is entirely optional