

MEMBERSHIP AND ACCREDITATION



Revision Control

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Rev	Date	History
0.0	1 Nov 09	Release
0.1	17 Feb 10	<ol style="list-style-type: none"> 1. Added Appendix F – Essential Skills 2. Section 3.9. Added SQMS requirement for Accreditation renewal 3. Revision Control – Replaced FSETA Bulletins with FSETA Newsletters 4. Added SQMS to Glossary
0.2	3 Mar 10	<ol style="list-style-type: none"> 1. Amended Appendix C: Table 3 - Training Requirements for Accreditation Levels, Section 6 and 7. 2. Added Appendix C: Table 3 - Training Requirements for Accreditation Levels, Grandfather Right's minimum training requirements. 3. Amended Section 1.14 – Accreditation Levels and Accreditation Level Upgrade Requirement Tables - Appendix C. Changed from '3, 4 and 6' to '4, 5 and 6', incorrect table reference 4. Section 3.12 – Supporting Documentation. Added manager requirements for specialisation letters. 5. Section 5 - Specialisation Letter Codes: Supporting documentation requirements amended to include a letter endorsed by the manager detailing roles and responsibilities within the specialisation applied for.
0.3	4 May 10	<ol style="list-style-type: none"> 1. Re-baseline previous highlights from blue to black. 2. Section 2.1. Amended to reflect FSETA Rules. 3. Section 2.5. Amended to reflect Membership valid while Accreditation is valid. 4. Section 2.6. Amended to include direct payment method. 5. Section 2.7. Amended to note Membership is valid for 3 years and in line with Accreditation. 6. Section 2.8. Amended reference to issuing of Accreditation Certificate. 7. Section 2.8.2. Amended section that referenced FSETA Certificate. 8. Section 2.9. Added additional Member benefits. 9. Section 3.4.1. Removed requirement for black and white copies. 10. Section 3.7. Adjusted reporting period to close June 30th from December 31st. 11. Section 3.9. Accreditation Validity and Renewal amended for clarity. 12. Section 3.10. Amended reference to FSETA Certificate. 13. Section 3.11. Amended to note an Accreditation Upgrade requires pro-rata payment to have 3 years membership. 14. Section 3.12.2 Removed requirement for black and white copies. 15. Section 5.2.2. Amended to include individual project length. 16. Section 5.4.2. Amended to include duration of courses instructed.
0.4	29 Feb 12	Inserted new Section 1.12. Meeting Quorum – Annual General Meeting
0.5	10 Mar 14	Section 3.4.1: Amended new postal address for accreditation submission
0.6	30 Nov 14	<ol style="list-style-type: none"> 1. Inserted new section 1.15: FSTD Operationally Critical Tasks and re-base lined Table of Contents 2. Added Appendix B2: FSTD Operationally Critical Tasks 3. Removed requirement for 2 other members to be present to ensure continued operation of the association for legal purposes. With 3 Committee Members present normal operations can proceed and the association can function. 4. Section 1.9: Added alternate Grandfather Rights phase out 5. Section 2.9: Members Area. Updated bullet points for relevancy 6. Section 3.9: Validity and Renewal. Removed documentation requirements for renewal 7. Section 3.4.1 Online Procedure: Updated online new submission of documents requirements 8. Revision Control. Replaced notification of document amendments from newsletters to email 9. Appendix C, Table 6: Examples of Upgrade Requirements for Level 6 to 7 with and without Grandfather Rights

Document Comment

If you have comments relating to this document please contact the FSETA via email at documentation@fseta.com

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Glossary

AGM	Annual General Meeting
AMM	Aircraft Maintenance Manual
ARINC	Aeronautical Radio Incorporated
CPR	Cardio Pulmonary Resuscitation
DIR	Data Information Request
ECD	Expected Completion Date
ECL	Electronic Checklist
FOM	FSTD Operation and Maintenance
FSEMC	Flight Simulation Engineering Maintenance Conference
FSETA	Flight Simulation Engineer and Technician Association
FSI	Flight Simulation Industry
FSTD	Flight Simulation Training Device
GSD	Ground Station Data
IATA	International Air Transport Association
iBT	Internet Based Test (English Proficiency)
ICAO	International Civil Aviation Organisation
IELTS	International English Language Testing System
IPC	Illustrated Parts Catalogue
JAA	Joint Aviation Authorities
MEL	Minimum Equipment Checklist
MTBF	Mean Time Between Failures
MTTR	Mean Time To Repair
NDB	Navigational Database
OEM	Other Equipment Manufacturer
QTG	Qualification Test Guide
RFT	Ready For Training
SB	Service Bulletin
SQMS	Simulator Quality Management System
SSB	Simulator Service Bulletin
TOEFL	Test Of English as a Foreign Language
TTI	Training Technology International
VSB	Visual Service Bulletin

1. Introduction

1.1 Purpose

The Flight Simulation Engineer and Technician Association (FSETA) has developed a single, common international scheme for accrediting civilian and military technical personnel involved at any level in the Flight Simulation Industry (FSI) and provide a means of progression through the defined Levels.

This document explains the Membership and Accreditation process, Technical Levels and Specialisations available, as well as the means to achieve them.

1.2 History

The FSETA initiative has come after many years of challenges experienced by the FSI. Employers and technical personnel at the international level have identified the difficulty in cross referencing technical skills and experience. The movement between civilian and military, international operators or initial entry of technical personnel into the industry are significant challenges.

Consultation was sought with technical personnel, regulators, manufacturers, commercial and military operators, as well as industry working group specialists. From these consultations the FSETA developed an Accreditation process that enables technical personnel to gain an international FSI accreditation.

The FSETA structure of training requirements for Accreditation have been produced in line with the FSEMC developed ARINC 432 standard document which was released by the FSEMC in 1999 and revised again in 2008. The ARINC 432 standard is a guide for FSTD operators and manufacturers to define the scope and content of support personnel training. The FSETA considered existing regional accreditation/certification programs in North America, United Kingdom and Australia, in developing the FSETA Accreditation. The FSETA also included additional requirements such as the introduction of English proficiency, in line with global industry groups such as the International Air Transport Association (IATA).

1.3 Objectives

- To position an FSETA Accreditation as the preferred independent source of recognition for technical personnel at the international level
- To promote the appropriate skill levels for required roles and responsibilities of technical personnel
- To ensure technical personnel who release FSTD's for training or interact with aircrew are trained to provide the technical support required to manage training interruptions
- To increase attention on keeping training records of technical personnel who perform the specialised maintenance roles
- To provide a reference for evaluating and improving the quality of technical personnel
- To highlight existing career paths and training for current technical personnel
- To attract new entrants into the FSI

1.4 Flight Simulation Industry (FSI)

The FSI consists of many diverse groups, however the main focus for FSETA Accreditation at this time are technical personnel currently or previously employed within the FSTD Operation and Maintenance (FOM) group.

Other FSI groups can still apply for Accreditation and Specialisations, however unless there was time spent employed in the FOM environment, applicants may only qualify for Level 1 or Level 5 DE and Specialisations.

1.5 FSI Eligible Accreditation Groups

Any technical personnel employed within the following FSI Eligible Accreditation Groups can apply for a FSETA Accreditation unless otherwise specified.

- FSTD Operation and Maintenance (FOM), military, commercial and airline
- FSTD Visual manufacturers, installation/relocation service providers, database modelers
- FSTD Manufacturers
- FSTD Hydraulic/Electric Motion third party installers and service providers
- FSTD Relocation and installation service providers
- FSTD Third Party Maintenance providers
- FSTD Instructor Pilots (Future specialisation pending - not available at this time)
- FSTD Standards Pilots (Future specialisation pending - not available at this time)
- FSTD Course Instructors or Training providers
- FSTD Technical Inspectors or Consultants

1.6 FSETA Accreditation Committee

The question of who will provide accreditation to those on the first FSETA Accreditation Committee has been addressed by providing a criteria list. The criteria for those eligible to participate on the first FSETA Accreditation Committee that will provide the first Accreditation Levels and/or Specialisations are as follows:

- Minimum of 10 years employed within the FOM/FSI
- Military FSTD operator experience
- Commercial FSTD operator experience
- Airline FSTD operator experience
- FSTD Technical Instructor experience
- FSTD Initial and recurrent qualification experience

1.7 Grandfather Rights

The 'Grandfather Rights' period is available to all FSI/FOM technical personnel who joined the FSI prior to 1st January, 2009. These members will be evaluated on their current employment position, academic and training certificates awarded to date, and time spent employed within the FOM environment.

New entrants into the workforce on or after 1st January, 2009, do not qualify for 'Grandfather Rights' and will be evaluated taking into consideration experienced gained from 1st January 2009, academic levels attained and proof of the required training sections being completed (Appendix A and C).

The 'Grandfather Rights' entitlement is only available to an Accreditation. Any Accreditation 'Level' upgrade will strictly adhere to the Accreditation Upgrade Requirements, Appendix C, Tables 4, 5 and 6.

1.8 Accreditation 'Phase-In'

The FSETA anticipates an Accreditation 'Phase In' period of 1 to 3 years until all 'Areas of Training' (Appendix A), are made available and are applicable to an Accreditation. In most cases these courses are already available within the FSI. Those that do not currently exist may be developed by FSTD operators, FSTD manufacturers or third party training providers.

1.9 Grandfather Rights 'Phase-Out'

The 'Grandfather Rights' period will be phased out as each complete Section (Appendix A, Section 1 to 7) is made available to the FSI through the FSETA. Those personnel who are eligible for Accreditation under 'Grandfather Rights' and do not apply for an Accreditation prior to the 'Sections' becoming available will be required to complete the required Areas of Training (Appendix A), as per a new entrant. Notification of each 'Sections' availability will be posted on the FSETA website and through FSETA Newsletters to the FSI.

OR.

The 'Grandfather Rights' period will be phased out once flight simulation industry acceptance of the FSETA accreditation has occurred.

1.10 FSETA Representation

The FSETA is not a workforce union and will not promote or participate in any kind of employee/employer dispute/s that might arise due to an FSETA Accreditation being awarded to a Member other than to authenticate FSETA Membership and/or Accreditation validity.

When called upon by other professional bodies or organisations the FSETA will cooperate by providing clarification on FSETA related matters or general workforce practices and trends.

1.11 FSETA Not-For-Profit Association Status

The FSETA is governed by Rules which dictate that the FSETA is run as a 'not-for-profit' Association managed by a Board of Directors and elected committee officers.

This is an important aspect of the philosophy of the FSETA as it puts the creation of services for members ahead of personal gain. All financial surpluses shall be reinvested in the development of additional services or FSETA promotion.

1.12 Meeting Quorum – Annual General Meeting

The minimum quorum requirements for the Annual General Meeting (AGM) are detailed in the FSETA Rules as 10% of membership. Due to the unusual nature of the association, with members located all over the world, there will be occasions where the minimum quorum requirement may not be met and will unlikely be met at the delayed AGM.

Should the minimum AGM requirement not be met at the first sitting, the Chairperson may recognise a quorum present and proceed with the AGM, under the following minimum conditions, to ensure continued functioning of the association:

- At least 3 committee members are present

Under this provision no new business other than that tabled under the original AGM general notice may be conducted.

Should the above minimum requirements not be met at the first sitting of the AGM then the delayed AGM will proceed as per the FSETA Rules.

1.13 Areas of Training – Appendix A

The content for Appendix A was referenced from the ARINC 432 document as well national certification/accreditation programs in North America, United Kingdom and Australia. Section 7 and additions to previous sections were added by the FSETA. Section 7 was added to ensure those wishing to pursue a FOM technical management role were provided with the knowledge these roles require.

The ARINC 432 Document is available for purchase through the ARINC store at www.arinc.com

1.14 FSTD Operation and Maintenance (FOM) Expected Tasks – Appendix B1

The purpose of the Expected Tasks table is to give an indication to employers and new entrants as to the tasks that will be expected at the various Accredited Levels. These tasks will not be representative of those achieving an Accreditation under 'Grandfather Rights', however, new entrants will be expected to achieve the tasks detailed if employed within the FOM environment.

1.15 FSTD Operationally Critical Tasks – Appendix B2

The purpose of the FSTD Operationally Critical Tasks table is to highlight tasks critical to the daily operation. Tasks listed require qualified technical personnel with various levels of training and industry experience to perform them effectively.

Technical personnel who maintain a valid FSETA Accreditation Level can clearly demonstrate which operationally critical tasks they are qualified to perform. FSTD operators employing FSETA Accredited technical personnel will ensure the best probability that a regulatory qualified FSTD maintains its current level of qualification on a daily basis.

1.16 Accreditation Levels and Accreditation Level Upgrade Requirement Tables – Appendix C

These tables have been developed to provide a guide as to the requirements for progression through the FSETA Accreditation Levels. They detail general, time and training requirements for Accreditation Levels and Accreditation Level Upgrades.

Applicants eligible under the 'Grandfather Rights' (Section 1.7), entitlement will be assessed on their education, training and FSI/FOM experience. All other applicants will be assessed against Tables 1, 2 and 3, Appendix C. Once Accredited, all applicants applying for Accreditation Level Upgrade will be assessed against Tables 4, 5 and 6, Appendix C.

1.17 English Proficiency – Appendix D

English is the principle language used within the aviation industry. All technical personnel having direct contact with flight crew or aviation regulatory authorities should have at least an 'Operational Level' understanding of the English language. The aim of this requirement is to establish a common standard for FOM Technical Members worldwide.

Not having the required level of proficiency will not disqualify an applicant from Accreditation; however an Accreditation Upgrade to Level 5 or above will require proof of English Proficiency.

1.18 Experience and Academic Progression – Appendix E

The Graph in Appendix E shows the time progression through FSETA Accreditation Levels. The comparison is between entering the industry after completing a University or College Degree against entering the industry at the Trainee, Apprentice or Assistant level.

1.19 Essential Skills – Appendix F

The table in Appendix F shows the essential skill requirements identified against each of the FSETA Accreditation Levels.

2. Membership

2.1 Description

In order to ensure long term sustainability of the FSETA as well as establish an environment for regional representation the FSETA has developed a Membership structure led by a committee of long-serving FSI professionals. The FSETA Committee is elected by Accredited Technical Members who oversee the direction and expansion of the FSETA for the benefit of members and the FSI.

For further information on the structure of the FSETA Committee please refer to the FSETA Rules located on the website.

2.2 Types of Membership

There are four types of membership within the FSETA:

- **Technical** – Engineers, technicians, mechanics or technical management employed within the FSI
- **Associate** – Individuals other than ‘Technical Membership’ and open to all FSI groups
- **Student** – Individuals attending full-time studies
- **Enthusiast** – Anyone other than the above with an interest in the FSI

The Associate, Student and Enthusiast Memberships are considered ‘**Non-Technical**’ memberships. Accreditation is only available to ‘**Technical**’ Membership.

2.3 Eligibility

Membership to the FSETA is open to any individual, organisation, association, student or enthusiast with an interest in the FSI.

2.4 Application for Membership

Application for Membership to the FSETA is via an online application form at www.fseta.com.

2.5 Membership Fee

There is a nominal Membership fee payable that is valid for the duration of a current Accreditation for Technical Members. Fees for all Membership types are detailed on the website.

Membership Fees collected are not-for-profit and assist in covering the FSETA operational running costs. All members will be advised of the FSETA financials at the end of each reporting season which closes on June 30th.

2.6 Payment Method

Membership Fees are paid online through a secure server or directly to the FSETA named account. Invoices of payment/renewal will be sent via email to the Member once payment is received.

2.7 Validity and Renewal

Membership is valid for 3-years. A notification will be sent out 1 month prior to Membership renewal date as a renewal reminder. If Membership is not renewed within 30 days of expiry, access to the Members area will be suspended until Membership Fees are paid.

When renewal is made, the Membership term will continue from the previous expiry date. If Membership is not renewed after 3 months past the expiry date the Membership will be considered cancelled and a new application will be required.

2.8 FSETA Identification Card and Accreditation Certificate

The FSETA Identification Card and Accreditation Certificate are only issued to Technical Members once the Membership fees have been paid and an Accreditation has been awarded by the FSETA Accreditation Committee.

The FSETA Identification Card and Accreditation Certificate will be mailed to the postal address provided on the application form within 30 days of Accreditation being awarded.

Each time an Accreditation is renewed and/or Upgrade awarded a new FSETA Identification Card and Accreditation Certificate will be issued.

2.8.1 FSETA Identification Card Details

The Technical Member details displayed on the FSETA Identification card are as follows:

- Photo
- Name
- Accreditation Level awarded
- Specialisations awarded, if applicable
- Date of joining
- Sponsor (either 'Self' or sponsor/employer name)
- Membership number
- Membership expiry date
- Accreditation expiry date
- Description of Specialisations available (reverse side)

2.8.2 FSETA Accreditation Certificate Details

The Technical Member details displayed on the FSETA Accreditation Certificate are as follows:

- Name
- Membership Number
- Accreditation Level awarded
- Specialisations awarded, if applicable
- Accreditation expiry date

2.9 Members Area

The Members Area on the website enables members to access the following:

- Important Member Notices
- Update Membership Details
- View Initial Accreditation Report
- View current FSETA Technical Logbook
- Submit applications for Accreditation Upgrades
- Submit applications to include additional academic or training courses completed

3. Accreditation

3.1 Description

The Accreditation process allows the recognition and assignment of pre-determined Levels and Specialisations based on working experience, training and academic achievements. The process includes completing an online application form and questionnaires, then forwarding the Accreditation Approval form with supporting documentation to the FSETA Accreditation Committee for review.

3.2 Structure

3.2.1 Levels

The structure of accreditation for FSETA is based on Levels 1 to 8 and M1 to M3 for Technical Membership. Accreditation Levels defined in this document cover the majority of the technical personnel employed in the FOM.

3.2.1 Specialisations

A two-letter code may be assigned to each applicant depending on achievements, experience and their individual areas of expertise. These codes may be single or multiple depending on their experience and achievements within the FOM and FSI-related groups.

3.3 Eligibility

Accreditation is only available to **'Technical Members'**.

3.4 Application for Accreditation

3.4.1 Online Procedure

Application for Accreditation is completed online in the 'Members Area' of the FSETA website and only visible to Technical Members. The steps are detailed below:

- FSETA Accreditation application completed and submitted online
- Questionnaires completed and submitted online

Once the online Accreditation Application form and questionnaires have been submitted proceed to the following:

- Print 'Preview Accreditation Approval' form from Members Access box
- Obtain a letter from current employer stating start date and current employment position
- Obtain 'A4' or 'Letter' size copies of all academic and training certificates front and back.
- Obtain supporting letters for specialisations, if required
- Obtain 2 x colour passport photographs sized either 2" x 2" or 3.5cm (W) x 4.5cm (H)
- Obtain a photocopy of one photo identification (i.e. Work ID, Passport or Drivers License)
- Have all copies of original documents witnessed as per the Approved Witness List located on the website Documentation section.
- Present the following documents for Manager to review:
 - Accreditation Approval form
 - Witnessed copies of all academic and training certificates
 - Supporting Letters, if applicable
 - Passport photographs
 - Photo identification copy
 - Manager to sign:
 - Accreditation Approval form (co-sign with applicant)

Scan all the documents into PDF or .jpg clearly naming each document so it can be identified against the title used in the Accreditation Approval Form. Contact the FSETA at info@fseta.com to notify them your documents are ready for submission. Online access will then be provided with folders for each type of document to upload into the correct folders as follows:

- Accreditation Approval Form (with witness signatures)
- Academic History Certificates (with witness signatures)
- Simulation Training Certificates (with witness signatures)
- Other Technical Training Certificates (with witness signatures)
- Employment Verification Documents (with witness signatures)
- Specialisation Supporting Documents (with witness signatures)
- Identity Verification Documents (with witness signatures)
- Colour Passport Photograph .jpg only (For ID Card)
- Any Other Relevant Documentation (with witness signatures)

Once all documents have been uploaded notify the FSETA at info@fseta.com so your accreditation can be processed.

3.5 Notification

Once all the documentation is received by the FSETA, a confirmation of receipt email will be sent to the applicant. The applicant's manager will also be contacted via email to verify employment details. If there are any concerns regarding the Application the applicant will be contacted via email to provide additional supporting documentation or clarification if required.

Once all documentation is received online the application will be presented to the FSETA Accreditation Committee for review. The applicant will then be notified via email of their FSETA Accreditation Level and whether Specialisations will be awarded. This process may take up to 60 days. The Accreditation Level and Specialisations will be valid from notification date.

For all enquiries regarding the Accreditation process or to request a review of the Level or Specialisations awarded please contact the FSETA via the 'Contact Us' page on the website.

3.6 Application Rejection

The FSETA Accreditation Committee will consider all applications however in some cases an application may be rejected. Reasons for a rejected application may be:

- Ineligibility
- Falsifying information and/or documentation
- Failure to pay membership or accreditation fees
- Incomplete documentation

If an application is rejected for any reason the applicant will be notified via email detailing the reason and if possible, how an application may proceed in the future.

All fees paid for a Membership and Accreditation or Upgrade that was rejected and cannot proceed will be reimbursed less a 20% processing fee, with the exception of an applicant **falsifying information and/or documentation**.

In this case the applicant in question will have their access to the **Members Area** locked and their current Membership and Accreditation suspended, if applicable, pending an FSETA enquiry.

The applicant will be given ample opportunity to present their case during the enquiry period, however the FSETA Accreditation committee's ruling in any enquiry will be final.

If the applicant is found to have made an 'honest' mistake as determined by the FSETA Accreditation Committee, the applicant may rectify the situation by submitting the correct information or documentation and the application may proceed as normal.

If an applicant is found to have deliberately falsified information or documentation as determined by the FSETA Accreditation Committee the following shall apply with immediate effect:

- Membership and existing Accreditation, if applicable will be canceled
- All monies paid to the FSETA for Membership, Accreditation or Upgrade will be forfeited
- The Manager who co-signed the Accreditation Approval form will be notified via email
- The applicant's online Membership and Accreditation records will be deleted
- The applicant will be permanently barred from receiving an FSETA Accreditation

3.7 Accreditation Fee

Fees for Accreditation and Upgrades are detailed on the website

Accreditation Fees collected are not-for-profit and assist in covering the FSETA operational running costs. All members will be advised of the FSETA financials at the end of each reporting season which closes on June 30th.

3.8 Payment Method

Accreditation Fees can be paid online through a secure server and notifications of payment/renewal will be sent via email to the Member.

3.9 Validity and Renewal

The Accreditation is valid for 3 years and is free while Membership is current.

3.10 Proof of Accreditation

Proof of Accreditation is detailed on the FSETA Identification Card and Accreditation Certificate issued once an Accreditation is awarded or renewed.

Technical Members are required to submit an Application for Accreditation as per Section 3.4 at the time of joining. The FSETA ID card and Accreditation Certificate will not be available until an Accreditation is awarded.

3.11 Accreditation Upgrade

The FSETA will process Accreditation upgrades upon application by the Accredited Member through the '**Members Area**'. Accreditation Upgrades can be Accreditation Level, Specialisations or both at the same time and consist of the following:

- Level Upgrade - pending general, time and training requirements (Appendix A and C)
- Specialisation Upgrade - pending supporting documentation as detailed in Section 6

The fee for all Upgrades is the same and detailed on the website. A new FSETA ID Card and Accreditation Certificate will be issued once an Upgrade is awarded.

When an Accreditation Upgrade application is submitted and awarded the new Accreditation is valid for the current Membership period.

3.12 Supporting Documentation

A Technical Member applying for accreditation is required to submit supporting documentation with the signed Accreditation Approval form. Supporting documentation consists of Supporting Letters as well as witnessed copies of Academic and Training Certificates.

Submitted documents will not be returned to the applicant once received by the FSETA. Originals must not be sent with the Accreditation Approval form.

All supporting documentation must be in English. If a document is translated into English from another language a copy of the original (non-English) must also be provided.

3.12.1 Supporting Letter Requirements

Letters of employment must be on company letterhead paper and state the following:

- Employment start date
- Current employment position

Letters supporting a specialisation must be on company letterhead paper if the specialisation can be confirmed by your current manager. If the specialisation cannot be confirmed by your current manager a reference letter from a previous manager will also be accepted.

All letters for specialisations if drafted and signed by the applicant must also be endorsed by either your current or previous manager.

3.12.2 Academic and Training Certificate Requirements

- All copies must be legible
- All copies must be 'A4' or 'Letter' size photocopies of the original certificates front and back, if applicable
- All copies must be signed by a witness as detailed in the 'Approved Witness List' document in the Documentation section of the website

4. Technical Levels

4.1 Level 1

4.1.1 Description

Any Member currently employed through 'on-the-job training' or under a formal training plan such as an apprenticeship or a trainee to become a technician or engineer working on FSTD's within an organisation. The Member is always working under training and supervision.

Level 1 is available to technical personnel employed within the FSI with no FOM experience but who qualify for Specialisations due to their employment, training and FSI experience.

4.1.2 Key Attributes

- New Member employed as an apprentice or trainee
- Less than 1 year of FOM experience
- Always supervised and under training
- Minimum academic achievements required
- A training and development program currently in progress with a dedicated mentor
- FOM Expected Tasks at this Level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.2 Level 2

4.2.1 Description

Any Member considered to be working under supervision and focused on assisting senior members in the resolution of technical issues. A Level 2 Member is capable of performing partial preventive maintenance and able to demonstrate basic knowledge of simulation and aeronautics.

As a minimum, a Level 2 Member can operate and maintain a FSTD at a basic technical level.

4.2.2 Key Attributes

- New Member with some/partial FSI experience
- At least 1 year of FOM
- Is supervised and receiving on-the-job or external training
- Minimum academic achievements required
- Able to operate and maintain a FSTD at a basic technical level
- A training and development program currently in progress with a dedicated mentor
- FOM Expected Tasks at this Level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.3 Level 3

4.3.1 Description

The Member is capable of performing full operational preventative and planned maintenance, and supervised work on selected corrective maintenance tasks. They can demonstrate skill in the use of technical documentation and the ability to interface with logistics and procurement if applicable.

4.3.2 Key Attributes

- Member with a minimum of 2 years FOM experience
- Able to work unsupervised or with minimum supervision
- Able to operate and maintain a FSTD
- Able to suggest and implement improvements within the working environment
- Training program enhanced to prepare for leading roles or advance technical specialisation capabilities and training toward the achievement of Level 4
- Should dedicate efforts toward preventive maintenance and assisting Level 4 and above to complete selected corrective maintenance
- A training and development program currently in progress with a dedicated mentor
- FOM Expected Tasks at this Level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.4 Level 4

4.4.1 Description

The Member can demonstrate a capacity as an operator and maintainer of a FSTD as well as coordinate a team. A supervising or mentoring capability may be demonstrated via on-the-job experience, in-house training or formal external training depending on operational requirements. The Member can demonstrate full operation of preventative maintenance, planned maintenance and supervising Level 1, 2, and 3 colleagues to achieve planned work.

The individual can demonstrate an understanding of documentation and is able to interface with logistics and procurement to obtain parts or materials required to accomplish technical tasks. They can maintain existing, or produce new technical documentation and procedural enhancements within their current operational environment and practices.

4.4.2 Key Attributes

- Training program enhanced to prepare for leading roles or advanced technical specialisation toward the achievement of Level 5
- Able to work unsupervised or with minimum supervision
- Able to operate and maintain a FSTD
- Able to suggest and implement improvements within the working environment
- Should dedicate efforts toward preventive maintenance and assisting Level 5 and above to complete selected corrective maintenance
- A training and development program currently in progress with a dedicated mentor
- FOM Expected Tasks at this level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.5 Level 5 Direct Entry (DE)

4.5.1 Description

Level 5 DE is for those who hold a university engineering or technical degree in a discipline applicable to the FSI/FOM of 3 years or more in duration and who are currently working in an FOM environment or an FSI Eligible Accreditation Group (Section 1.4.1).

This level is considered a direct entry level for university graduates with no relevant experience in FOM or FSI. While their industry experience may be limited, they do bring experience in other related fields of engineering that are needed in the simulation industry.

Those applicants receiving a Level 5 DE are required to spend at least 3 years at this level before eligibility for upgrade to Level 5. This is to ensure enough time to receive the required training and obtain the necessary FOM experience.

4.5.2 Key Attributes

- Must commence training on Section 1, 2, 3 and 4 of Appendix A
- Minimum of 3 years at Level 5 DE before upgrade to Level 5
- Training and development program in progress with a dedicated mentor
- Must dedicate efforts toward a specialisation possibly linking in with their university technical discipline
- A training and development program currently in progress with a dedicated mentor
- FOM Expected Tasks at this level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.6 Level 5

4.6.1 Description

Attaining or progressing to Level 5 is considered a significant accomplishment in an individual's technical career. It is achieved after 6 years of working in the industry from the commencement of an apprenticeship or trainee, or, after 3 years at Level 5 DE and completing all relevant training courses.

4.6.2 Key Attributes

- Member with a minimum of 6 years FOM experience or 3 years at a Level 5 DE
- Trained on Sections 1, 2 and 3 of Appendix A
- Commenced training on Section 4 of Appendix A
- Commenced Specialisation training
- Able to suggest and implement improvements within the working environment
- Training and development program in progress with a dedicated mentor
- FOM Expected Tasks at this Level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.7 Level 6

4.7.1 Description

A Level 6 Member has typically completed most of the expected training in Sections 1, 2, 3 and 4 as per Appendix A. A minimum of 2 years continual experience at Level 5 is also required to upgrade to this Level.

Level 6 recognises a member as able to work unsupervised and capable of supervising Levels 1 to 5.

A Level 6 Member can assist a Project Manager/Engineer on FSTD acceptance, moving/installing equipment, FSTD updates/upgrades, authority qualifications, FSTD caretaker and/or software controller roles.

4.7.2 Key Attributes

- Member with a minimum of 8 years FOM experience or 5 years FOM experience if entering at Level 5 DE

- Trained on Sections 1, 2, 3 and 4 of Appendix A
- Commenced training on Section 5 and 6 of Appendix A
- Continuing specialisation training
- Working unsupervised and/or currently supervising others
- Able to suggest and implement improvements within their working environment
- Able to present a project or business case to improve current operations or purchase/selection of future equipment
- Capable of planning work and directing people to achieve a task
- Control of one particular FSTD defects and status
- Regular reporting on the status of a FSTD
- Knowledge of regulations applicable to a particular FSTD
- Preparation and assistance for recurrent qualification of a FSTD
- A training and development program currently in progress with a dedicated mentor
- Development plan should contain elements to enhance management or technical capabilities of the individual in a Specialisation
- FOM Expected Tasks at this Level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.8 Level 7

4.8.1 Description

This Level can be achieved after a minimum of 3 years at Level 6 where the Member's knowledge is now considered competent and they are capable of steering a team of Level 1 to 6, as required.

This Level would be considered for a supervisor, lead, team leader or senior member who has developed academically or through working experience, the ability to steer and motivate a team.

A Level 7 Member is able to plan and suggest improvements as well as manage projects, acceptance of FSTD and/or similar. A Level 7 Member can control a FSTD or general activities within their designated team.

4.8.2 Key Attributes

- Member with a minimum of 11 years FOM experience or 8 years FOM experience if entering at Level 5 DE
- Trained on Sections 1, 2, 3, 4, 5 and 6 of Appendix A
- Experienced at supervising, mentoring and developing on-the-job training
- Review and generate operational procedures
- Project planning
- Able to coordinate and lead a team
- Control over daily operations and decision-making at operational level
- Suggest and implement improvements within the operation
- Implement a project to improve operations
- Main point of contact with the maintenance team for developments and support
- Planning work, people and resources to achieve a task
- Able to generate regular reports on the status of FSTD's
- Able to implement a business case applied to operational improvement
- A training and development plan in progress with a dedicated mentor
- FOM Expected Tasks at this Level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.9 Level 8

4.9.1 Description

This level can be achieved after 3 years at Level 7. This level is considered technically the same as Level 7 but requires coordination of multiple teams and resources.

This level exists more to gain further FOM experience and recognition than increased technical specialisations. Formal training for management, project management, auditing, fleet management and airline or commercial operations is expected at this level, if applicable.

4.9.2 Key Attributes

- Member with a minimum of 14 years FOM experience or 11 years FOM experience if entering at Level 5 DE
- Trained on Sections 1, 2, 3, 4, 5, 6 and 7 of Appendix A
- Experienced at supervising and mentoring
- Able to coordinate and lead a team
- Suggest and implement improvements within the operation
- Implement a project to improve operations
- Planning work, people and resources to achieve a task
- Able to generate regular reports on the status of FSTD's
- Able to implement a business case applied to operational improvement
- A training and development plan in progress with a dedicated mentor
- To be considered for management levels
- FOM Expected Tasks at this Level (Appendix B)
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Accreditation Upgrade requirements in Tables 4, 5 and 6 (Appendix C)
- Essential skills expected at this Level (Appendix F)

Technical Management Levels

The management group consists of those overseeing the technical operations of a FOM facility. The Member would typically be responsible for long term planning, budgeting, and purchasing of FSTD's, as well as ongoing manning requirements. Every operator has at least one of the Technical Management Levels listed.

There is no upgrade to this Level. The M1, M2 or M3 Accreditation can only be achieved with a demonstrated Accreditation Level of 7 or above and having been employed in the position for at least 1 year.

Those currently employed as a Technical Manager or equivalent of a FOM facility are eligible for Accreditation under the 'Grandfather Rights' entitlement until it is phased out in accordance with Section 1.9.

4.10 Level M1

4.10.1 Description

This level can only be awarded to those who have managed or are currently managing a single facility typically up to 40 personnel and 8 Level 'C' and above or equivalent FSTD's.

4.10.2 Key Attributes

- Managing up to 40 personnel
- Managing up to 8 Level 'C' and above or equivalent FSTD's
- Member with a minimum of 11 years FOM experience or 8 years FOM experience if entering at Level 5 DE
- Trained at managerial level as per Section 7 (Appendix A)
- Trained in quality management and airline operations
- Managing equipment, manning and facilities
- Managing operational budget
- In-depth knowledge of regulatory requirements, if applicable
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.11 Level M2

4.11.1 Description

This level can only be awarded to those who have managed or are currently managing single/multiple facilities typically over 40 personnel and 8 Level 'C' and above or equivalent FSTD's.

4.11.2 Key Attributes

- Managing over 40 personnel
- Managing over 8 Level 'C' and above or equivalent FSTD's
- Member with a minimum of 11 years FOM experience or 8 years FOM experience if entering at Level 5 DE
- Trained at managerial level as per Section 7 (Appendix A)
- Managing multiple fleets in a single country of operation
- Trained in quality management and airline operations
- Managing equipment, manning and facilities
- Managing operational budget
- In-depth knowledge of regulatory requirements, if applicable
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Essential skills expected at this Level (Appendix F)

4.12 Level M3

4.12.1 Description

This level can only be awarded to those who have managed or are currently managing multiple facilities in multiple countries with over 40 personnel and 8 Level 'C' and above or equivalent FSTD's.

4.12.2 Key Attributes

- Managing over 40 personnel
- Managing over 8 Level 'C' and above or equivalent FSTD's
- Member with a minimum of 11 years FOM experience or 8 years FOM experience if entering at Level 5 DE
- Trained at managerial level as per Section 7 (Appendix A)
- Managing multiple fleets in multiple countries
- Trained in quality management and airline operations
- Managing equipment, manning and facilities
- Managing operational budget
- In-depth knowledge of regulatory requirements, if applicable
- Accreditation requirements in Tables 1, 2 and 3 (Appendix C)
- Essential skills expected at this Level (Appendix F)

5. Specialisation Letter Codes

Specialisation letter codes are awarded based on specific knowledge and experience that could be achieved via formal academic training and/or specific training courses combined with relevant on-the-job experience. These Specialisations highlight the areas where the Technical Member is considered to be highly experienced. The Specialisations do not correlate with a specific FSETA level.

The Specialisations are under continuous review and development and requirements may be enlarged and/or enhanced according to feedback provided by the FSI and approved by the FSETA Accreditation Committee.

The following Specialisations have been provided to acknowledge relevant FSI/FOM experience and also to provide an opportunity for personnel employed within FSI Eligible Accreditation Groups, Section 1.4.1 to have their existing knowledge and experience recognised within the FOM.

All applicants applying for a Specialisation/s must complete the associated Specialisation Questionnaire as part of the online Accreditation Application Procedure.

5.1 MC - Motion and Controls

5.1.1 Description

To be considered for this specialisation the applicant should satisfy at least one of the conditions below:

- Currently or previously working for at least 3 years full-time for a FSI company, on at least one type of motion and/or control system as the principle person responsible for FSTD initial installation and testing, demonstrating at least 1 initial and/or 2 recurrent motion and/or control qualifications

OR

- At least 3 years proven experience as one of the primary delegates within the FOM for Motion and/or Control maintenance and rectification

5.1.2 Supporting Documentation Required

- Letter endorsed by the manager detailing your role and responsibilities within the area of FSTD Motion and Controls covering the above requirements as applicable

5.2 PM - Project Management

5.2.1 Description

To be considered for this specialisation the applicant should satisfy at least one of the conditions below:

- Currently or previously working for 3 years full-time for a FSI company as a Project Manager/Engineer

OR

- Proven experience as one of the primary delegates within the FOM for at least 3 FSTD projects being the delegated Project Manager/Engineer or equivalent for each project.

5.2.2 Supporting Documentation Required

- Letter endorsed by the manager detailing your role and responsibilities within the area of FSTD Project Management covering the above requirements and individual project length.

5.3 SP – Software Programming

5.3.1 Description

To be considered for this specialisation the applicant should satisfy at least one of the conditions below:

- Currently or previously working for at least 3 years full-time for a FSI company in FSTD software development or rectification.

OR

- At least 3 years proven experience as one of the primary delegates within the FOM for software-related defect resolutions on FSTD's

5.3.2 Supporting Documentation Required

- Letter endorsed by the manager detailing your role and responsibilities within the area of FSTD Software Programming covering the above requirements.

5.4 TI - Technical Instruction

5.4.1 Description

To be considered for this specialisation the applicant should satisfy at least one of the conditions below:

- Currently or previously working for at least 3 years full-time for a FSI company as a Technical Instructor or equivalent

OR

- Proven experience as one of the primary delegates within the FOM environment in providing technical instruction, producing course material and delivering content of at least 3 courses/topics related to FSTD's

5.4.2 Supporting Documentation Required

- Letter endorsed by the manager detailing your role and responsibilities within the area of FSTD Technical Instruction covering the above requirements including the duration of each course instructed.

5.5 TQ - Technical Quality

5.5.1 Description

To be considered for this Specialisation the applicant should satisfy at least one of the conditions below:

- Currently or previously working for at least 3 years full-time for a FSI company as the member responsible for QTG initial review, initial or recurrent qualification/s and as the main point of contact for aviation regulatory authorities on FSTD's if applicable.

- The applicant must also have completed an FSTD Evaluators Course through an aviation regulatory authority or approved course provider. For example, Training Technology International www.tti-online.com (JAA Approved)

OR

- At least 3 years proven experience as one of the primary delegates within the FOM who is trained to obtain the necessary knowledge of FSTD regulations within their specific area of operation.
- The applicant must also have completed an FSTD Evaluators Course through an aviation regulatory authority or approved course provider. For example, Training Technology International www.tti-online.com (JAA Approved)

5.5.2 Supporting Documentation Required

- FSTD Evaluators Course certificate, and
- Letter endorsed by the manager detailing your role and responsibilities within the area of FSTD Technical Quality covering the above requirements as applicable

5.6 VM - Visual Modeling

5.6.1 Description

To be considered for this specialisation the applicant should satisfy at least one of the conditions below:

- Currently or previously working for at least 3 years full-time for a FSI company as a Visual Modeler

OR

- At least 3 years proven experience as one of the primary delegates within the FOM for updating existing and/or developing new visual databases on FSTD's

5.6.2 Supporting Documentation Required

- Letter endorsed by the manager detailing your role and responsibilities within the area of FSTD Visual Modeling covering the above requirements as applicable

5.7 VS - Visual Systems

5.7.1 Description

To be considered for this specialisation the applicant should satisfy at least one of the conditions below:

- Currently or previously working for at least 3 years full-time for a FSI company on at least one visual system as the member responsible for visual image quality, system installation and setup and at least 1 initial or 3 recurrent visual qualifications, if applicable

OR

- At least 3 years proven experience as one of the primary delegates within the FOM for visual image quality and system maintenance on FSTD's leading to initial and/or recurrent visual qualifications, if applicable



5.7.2 Supporting Documentation Required

- Letter endorsed by the manager detailing your role and responsibilities within the area of FSTD Visual Systems covering the above requirements as applicable



REFERENCES

- Training requirements for flight training equipment personnel - ARINC 432
www.arinc.com
- Training Technology International www.tti-online.com

APPENDIX A - Areas of Training**Section 1 Introduction to FSTD Operation and Maintenance**

- 1.1 Electrical practices, wiring, crimping, wire-wrapping
- 1.2 Mechanical practices, sealing, solvents, cleaners, painting
- 1.3 Workshop practices, tooling, tooling safety, machining, drilling, filing
- 1.4 Safety at work
- 1.5 Fatigue and human factors
- 1.6 First Aid, including CPR
- 1.7 Quality management systems
- 1.8 Introduction to flight simulators
- 1.9 Understanding of simulation and aircraft documentation systems
- 1.10 Basic aeronautical knowledge
- 1.11 Technical and aeronautical English

Section 2 FSTD Operation and Maintenance Support

- 2.1 Simulator mains power distribution
- 2.2 Simulator operating procedures
- 2.3 Host computer and peripherals
- 2.4 Input/output system
- 2.5 Motion and controls
- 2.6 Instructor operating system
- 2.7 Introduction to visual systems
- 2.8 Daily maintenance
- 2.9 Daily readiness
- 2.10 Planned maintenance
- 2.11 Preventative maintenance
- 2.12 Fault reporting and control
- 2.13 Usage of simulation and aircraft documentation systems
- 2.14 Basic aeronautical knowledge relevant to maintenance
- 2.15 Usage of Aircraft IPC and AMM if available
- 2.16 Regulatory requirements of maintenance practices and recordkeeping

Section 3 Visual Maintenance and Support

- 3.1 Visual Computer, Image Generator
- 3.2 Visual Display systems
- 3.3 Visual Display settings and maintenance
- 3.4 Visual Daily Readiness
- 3.5 Airport lighting and standards
- 3.6 Regulatory requirements for visual systems

Section 4 Software Maintenance and Support

- 4.1 Introduction to flight deck systems
- 4.2 Introduction to vendor specific software utilities
- 4.3 Computer operating system and scripting
- 4.4 Executive software, scheduling, banding
- 4.5 Vendor specific maintenance utilities
- 4.6 Simulator performance evaluation
- 4.7 Data development utilities (lessons, navigational data)
- 4.8 Coding and documentation practices and standards
- 4.9 Software revision control



Section 5 Development

- 5.1 Vendor specific software and hardware development tools
- 5.2 Programming languages
- 5.3 Visual modeling

Section 6 Aircraft Systems

- 6.1 Aircraft systems
- 6.2 Aircraft updates and developments

Section 7 Management

- 7.1 Health and safety, industry standards and risk analysis
- 7.2 Budgeting and financial control
- 7.3 Human resource management
- 7.4 Quality and regulatory requirements for certified FSTD's
- 7.5 Airline Operations and Crew Training requirements
- 7.6 Project Management

APPENDIX B1 – FSTD Operation and Maintenance (FOM) Expected Tasks

FOM Expected Tasks for Accreditation Level	1	2	3	4	5DE	5	6	7	8
Preventive maintenance achieved under supervision	•	•			•				
Selected corrective maintenance tasks achieved under supervision	•	•			•				
Selected scheduled maintenance tasks achieved under supervision	•	•			•				
Initiate and complete preventative maintenance tasks		•	•	•	•	•			
Initiate and complete daily maintenance		•	•	•	•	•			
Parts handling and stock management		•	•	•	•	•			
Briefing crews on simulator functionality			•	•	•	•	•	•	•
Resolution of crew-reported defects under supervision			•	•	•	•			
Initiate and complete scheduled maintenance tasks			•	•	•	•			
Enter new pilot defects			•	•	•	•	•	•	•
Resolution of maintenance-reported defects under supervision			•	•	•	•			
Initiate and complete daily readiness			•	•	•	•	•	•	•
Verify repaired items				•		•	•	•	•
Plan and prepare scheduled maintenance				•		•	•	•	•
Prepare materials and information for a scheduled maintenance task				•		•	•	•	•
Suggest and implement improvements in working area				•		•	•	•	•
Navigational database update or similar				•		•	•	•	•
ECL update or similar				•		•	•	•	•
Update documentation/drawings/procedures				•		•	•	•	•
Briefing crews on simulator safety				•		•	•	•	•
Debrief with instructor after training session				•		•	•	•	•
Mentoring personnel				•		•	•	•	•
Liaise with Vendor or OEM for rectification of defects				•		•	•	•	•
Coordinate crew schedule changes				•		•	•	•	•



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FOM Expected Tasks for Accreditation Level (cont'd)	1	2	3	4	5DE	5	6	7	8
Training Personnel				•		•	•	•	•
Assist on recurrent qualifications					•	•	•	•	•
Assist on initial qualification						•	•	•	•
Resolution of maintenance-reported defects unsupervised						•	•	•	•
Manage a team						•	•	•	•
Perform a snag/defect clearance session with a pilot						•	•	•	•
Perform a simulator flight test schedule with a pilot						•	•	•	•
Investigate and correlate past and present defects						•	•	•	•
GSD updates						•	•	•	•
Perform software modification under supervision						•			
Perform hardware modification under supervision						•			
Briefing the regulatory authorities pre/post certification							•	•	•
Authority Report updates							•	•	•
Resolution of crew reported defects unsupervised							•	•	•
Shift handover							•	•	•
Assign new pilot defect to personnel							•	•	•
Visual Preventive Maintenance							•	•	•
QTG Preventive Maintenance – running QTG							•	•	•
Preparation of a device for qualification							•	•	•
Generate FSTD status report							•	•	•
Monitor defects to achieve ECD							•	•	•
Project manage new device up to acceptance and RFT							•	•	•
Plan and implement Updates or Improvements to Simulator							•	•	•
Plan and Implement updates from Aircraft to Simulator							•	•	•
OEM defect control and rectification/warranty							•	•	•
Perform software modification							•	•	•



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FOM Expected Tasks for Accreditation Level (cont'd)	1	2	3	4	5DE	5	6	7	8
Perform hardware modification							•	•	
Software configuration control							•	•	
Device caretaker role							•	•	
Visual quality assurance and rectification							•	•	•
Visual setup prior to authorities to visit							•	•	
QTG - defect rectification							•	•	•
Manage simulator MEL for FSTD affected by a defect							•	•	•
QTG - review and signature							•	•	
QTG - review and signature for quality assurance							•	•	•
Liaise with Aircraft manufacturer for DIR and/or similar							•	•	•
Manpower and resource scheduling								•	•
Drafting reports to senior management								•	•
Review simulator downtime and implications								•	•
Review customer request for simulator modification									•
Auditing and quality assurance									•
Analysis of peaks and trends for maintenance tasks									•
Analysis of peaks and trends for defects									•
Statistics, overlooking operation, MTBF, MTTR, simulator metrics									•
Aircraft SB control and impact in simulator									•
Vendor SSB monitoring									•
Vendor VSB monitoring									•
Monitor aircraft fleet modifications									•
Fleet caretaker role									•



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APPENDIX B2 – FSTD Operationally Critical Tasks

FSTD Operationally Critical Tasks	Minimum FSETA Accreditation Level								
	1	2	3	4	5DE	5	6	7	8
Qualified (Q), Not Qualified (N/Q)									
Initiate and complete preventative maintenance tasks	N/Q	Q	Q	Q	Q	Q	Q	Q	Q
Initiate and complete daily maintenance	N/Q	Q	Q	Q	Q	Q	Q	Q	Q
Briefing crews on simulator functionality	N/Q	N/Q	Q	Q	Q	Q	Q	Q	Q
Resolution of crew-reported defects under supervision	N/Q	N/Q	Q	Q	Q	Q	Q	Q	Q
Enter new pilot defects	N/Q	N/Q	Q	Q	Q	Q	Q	Q	Q
Initiate and complete daily readiness	N/Q	N/Q	Q	Q	Q	Q	Q	Q	Q
Navigational database update or similar	N/Q	N/Q	N/Q	Q	N/Q	Q	Q	Q	Q
ECL update or similar	N/Q	N/Q	N/Q	Q	N/Q	Q	Q	Q	Q
Briefing crews on simulator safety	N/Q	N/Q	N/Q	Q	N/Q	Q	Q	Q	Q
Debrief with instructor after training session	N/Q	N/Q	N/Q	Q	N/Q	Q	Q	Q	Q
Liaise with Vendor or OEM for rectification of defects	N/Q	N/Q	N/Q	Q	N/Q	Q	Q	Q	Q
Assist on recurrent qualifications	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q	Q
Assist on initial qualification	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q	Q
Resolution of maintenance-reported defects unsupervised	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q	Q
Perform a snag/defect clearance session with a pilot	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q	Q
Investigate and correlate past and present defects	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q	Q
GSD updates	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q	Q
Sign the release of a qualified FSTD from daily maintenance	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q
Briefing the regulatory authorities pre/post certification	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q
Authority Report updates	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q
Visual Preventive Maintenance	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q
QTG Preventive Maintenance – running QTG	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q
Preparation of a device for qualification	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	Q	Q	Q



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FSTD Operationally Critical Tasks to Include in SQMS	Minimum FSETA Accreditation Level								
	1	2	3	4	5DE	5	6	7	8
Qualified (Q), Not Qualified (N/Q)	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
Monitor defects to achieve ECD	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
OEM defect control and rectification/warranty	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
Perform software modification	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
Perform hardware modification	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
Software configuration control	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
Visual quality assurance and rectification	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
Manage simulator MEL for FSTD affected by a defect	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
QTG - review and signature	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q
Review simulator downtime and implications	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q	N/Q

APPENDIX C – Accreditation Levels and Accreditation Level Upgrade Requirements

Requirements	Technical Levels										Management Levels		
	1	2	3	4	5 DE	5	6	7	8	8	M1	M2	M3
Yes (Y), No (N), Optional (O), Senior Manager (SM), Not Applicable (N/A)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Training and development plan active	4	4	4	7	7	7	7	8	M1	SM	SM	SM	SM
Recommended Mentor Level*	Y	Y	N	N	Y	N	N	N	N	N	N	N	N
Supervision needed	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Capable of leading or supervising a team	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	Y
Capable of mentoring or coaching less experienced colleagues	O	O	O	O	O	O	O	O	O	O	O	O	O
English Proficiency**	O	O	O	O	O	O	O	O	O	O	O	O	O
Fire and Safety Training***	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of Level C and above or equivalent FSTD's	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of personnel managed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of facilities managed	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Number of countries containing facilities under management	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Level indicated or above.
 ** Refer to Appendix D.
 *** FSETA recommends an annual fire and safety review take place within the FOM environment.

Requirements	Technical Levels										Management Levels		
	1	2	3	4	5 DE	5	6	7	8	8	M1	M2	M3
TIME (Years)	<1	1	2	4	<1	6	8	10	12	10	10	10	10
Minimum number of years employed within the FOM for accreditation	<1	1	2	4	<1	6	8	10	12	10	10	10	10

Table 3 - Training Requirements for Accreditation Levels

Requirements	Technical Levels										Management Levels							
	1	2	3	4	5 DE	6	7	8	M1	M2	M3							
Started (S), Finished (F), Not Required (N/R)																		
Demonstrate understanding of Section 1, Appendix A	N/R	F	F	F	N/R	F	F	F	F	F	F	F	N/R	N/R	N/R	N/R	N/R	N/R
Section 2, Appendix A (Operation and Maintenance Support)	N/R	S	S	F	N/R	F	F	F	F	F	F	F	N/R	N/R	N/R	N/R	N/R	N/R
Section 3, Appendix A (Visual Maintenance and Support)	N/R	N/R	N/R	S	N/R	F	F	F	F	F	F	F	N/R	N/R	N/R	N/R	N/R	N/R
Section 4, Appendix A (Software Maintenance and Support)	N/R	N/R	N/R	N/R	N/R	F	F	F	F	F	F	F	N/R	N/R	N/R	N/R	N/R	N/R
Section 5, Appendix A (Development)	N/R	N/R	N/R	N/R	N/R	S	S	S	S	S	S	S	N/R	N/R	N/R	N/R	N/R	N/R
Section 6, Appendix A (Aircraft Systems)	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R
Section 7, Appendix A (Management)	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R
Specialisation Training*	N/R	N/R	N/R	N/R	N/R	S	S	S	S	S	S	S	N/R	N/R	N/R	N/R	N/R	N/R
Professional Development or Graduate Training**	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R
First Aid***	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R

* Specialisation training should be based on individual choice and department requirements.

** Professional Development could be participation in department or industry working groups or committees for the benefit of the FSI. Graduate training includes Master(s) degree(s) or higher.

*** The FSETA requires First Aid training refreshers be conducted every 12 months. A certificate of attendance is required for an Accreditation upgrade.

Grandfather Rights

Those eligible for 'Grandfather Rights', (Section 1.7), consideration must meet the following minimum training requirements for each section of training for the applicable section to be considered as either Finished (F) or Started (S):

- Section 1 to 4 must have 50% of modules completed or have a minimum of 5 years FOM experience.
- Section 5 must have at least 1 module completed
- Section 6 must have at least 1 module completed
- Section 7 100% of modules completed

Table 4 - General Requirements for Accreditation Level Upgrade

Requirements	Technical Levels										Management Levels		
	1	2	3	4	5 ^{DE}	5	6	7	8	M1	M2	M3	
Yes (Y), No (N), Optional (O), Senior Manager (SM), Not Required (N/R)	Y	Y	Y	Y	Y	Y	Y	Y	Y	N/R	N/R	N/R	
Training and development plan active	4	4	4	7	7	7	7	8	SM	SM	SM	SM	
Recommended Mentor Level*	Y	Y	N	N	Y	N	N	N	N	N	N	N	
Supervision needed	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	
Capable of leading or supervising a team	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	
Capable of mentoring or coaching less experienced colleagues*	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	
English Proficiency**	O	O	O	O	O	Y	Y	Y	Y	Y	Y	Y	
Fire and Safety Training***	O	O	O	O	O	O	O	O	O	Y	Y	Y	

* Acting as a mentor or coach requires specialised training.

** Refer to Appendix D.

*** The FSETA recommends an annual fire and safety review take place within the FOM environment.

Table 5 - Time Requirements for Accreditation Level Upgrade

Requirements	Current Accredited Level											
	1	2	3	4	5 ^{DE}	5	6	7	8	M1	M2	M3
TIME (Years), Not Applicable (N/A)	1	2	3	2	3	2	3	3	N/A	N/A	N/A	N/A
Minimum number of years at current Accredited Level before eligible to Upgrade	1	1	2	2	3	2	3	3	N/A	N/A	N/A	N/A

Note 1: When eligible, Level 4 will upgrade to Level 5 after a minimum of 2 years.

Note 2: When eligible, Level 5 DE will upgrade to level 5 after a minimum of 3 years.

Table 6 - Training Requirements for Accreditation Level Upgrade

Requirements	Current Accredited Level											
	1	2	3	4	5 ^{DE}	5	6	7	8	M1	M2	M3
Started (S), Continuing (C), Finished (F), Not Required (N/R)	F	F	F	F	F	F	F	F	F	N/R	N/R	N/R
Demonstrate understanding of Section 1, Appendix A	S	S	F	F	F	F	F	F	F	N/R	N/R	N/R
Section 2, Appendix A (Operation and Maintenance Support)	N/R	N/R	S	F	F	F	F	F	F	N/R	N/R	N/R
Section 3, Appendix A (Visual Maintenance and Support)	N/R	N/R	N/R	S	S	F	F	F	F	N/R	N/R	N/R
Section 4, Appendix A (Software Maintenance and Support)	N/R	N/R	N/R	N/R	N/R	S	C	F	F	N/R	N/R	N/R
Section 5, Appendix A (Development)	N/R	N/R	N/R	N/R	N/R	S	C	F	F	N/R	N/R	N/R
Section 6, Appendix A (Aircraft Systems)	N/R	N/R	N/R	N/R	N/R	N/R	S	F	F	N/R	N/R	N/R
Section 7, Appendix A (Management)	N/R	N/R	N/R	N/R	N/R	N/R	S	C	C	N/R	N/R	N/R
Specialisation Training*	N/R	N/R	N/R	N/R	N/R	N/R	S	C	C	N/R	N/R	N/R
Professional Development or Graduate Training**	N/R	N/R	N/R	N/R	N/R	N/R	N/R	N/R	S	C	N/R	N/R
First Aid***	F	F	F	F	F	F	F	F	F	N/R	N/R	N/R

* Specialisation training should be based on individual choice and department requirements.

** Professional Development could be participation in department or industry working groups or committees for the benefit of the FSI. Graduate training includes Master(s) degree(s) or higher.

*** The FSETA requires First Aid training refreshers be conducted every 12 months. A certificate of attendance is required for an Accreditation Upgrade.

Example of training requirements for upgrade from Level 6 to Level 7 (No Grandfather Rights)

The Initial FSETA Technical Accreditation was issued without Grandfather Rights.

1. Sections 1 to 4 (F). All subjects in Appendix A – Areas of Training for Sections 1 to 4 completed with certificates of training as proof.
2. Sections 5 and 6 (C). At least 1 subject in Appendix A – Areas of Training for Sections 5 and 6 completed with certificates of training as proof.
3. Section 7 (S). At least 1 subject in Appendix A – Areas of Training for Sections 7 completed with certificates of training as proof.
4. Proof that some form of specialist training has commenced and is continuing.
5. First Aid certificate dated within the last 12 months.



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Example of training requirements for upgrade from Level 6 to Level 7 (With Grandfather Rights)

The Initial FSETA Technical Accreditation was issued under Grandfather Rights at Level 5, 6 or 7.

1. Sections 5 and 6 (C). At least 1 subject in Appendix A – Areas of Training for Sections 5 and 6 completed with certificates of training as proof.
2. Section 7 (S). At least 1 subject in Appendix A – Areas of Training for Sections 7 completed with certificates of training as proof.
3. Proof that some form of specialist training has commenced and is continuing.
4. First Aid certificate dated within the last 12 months.

APPENDIX D - English Proficiency

A Member applying for an Accreditation Upgrade to Level 5 or above is required to provide evidence of English proficiency. The Member must provide at least 1 of the following as proof:

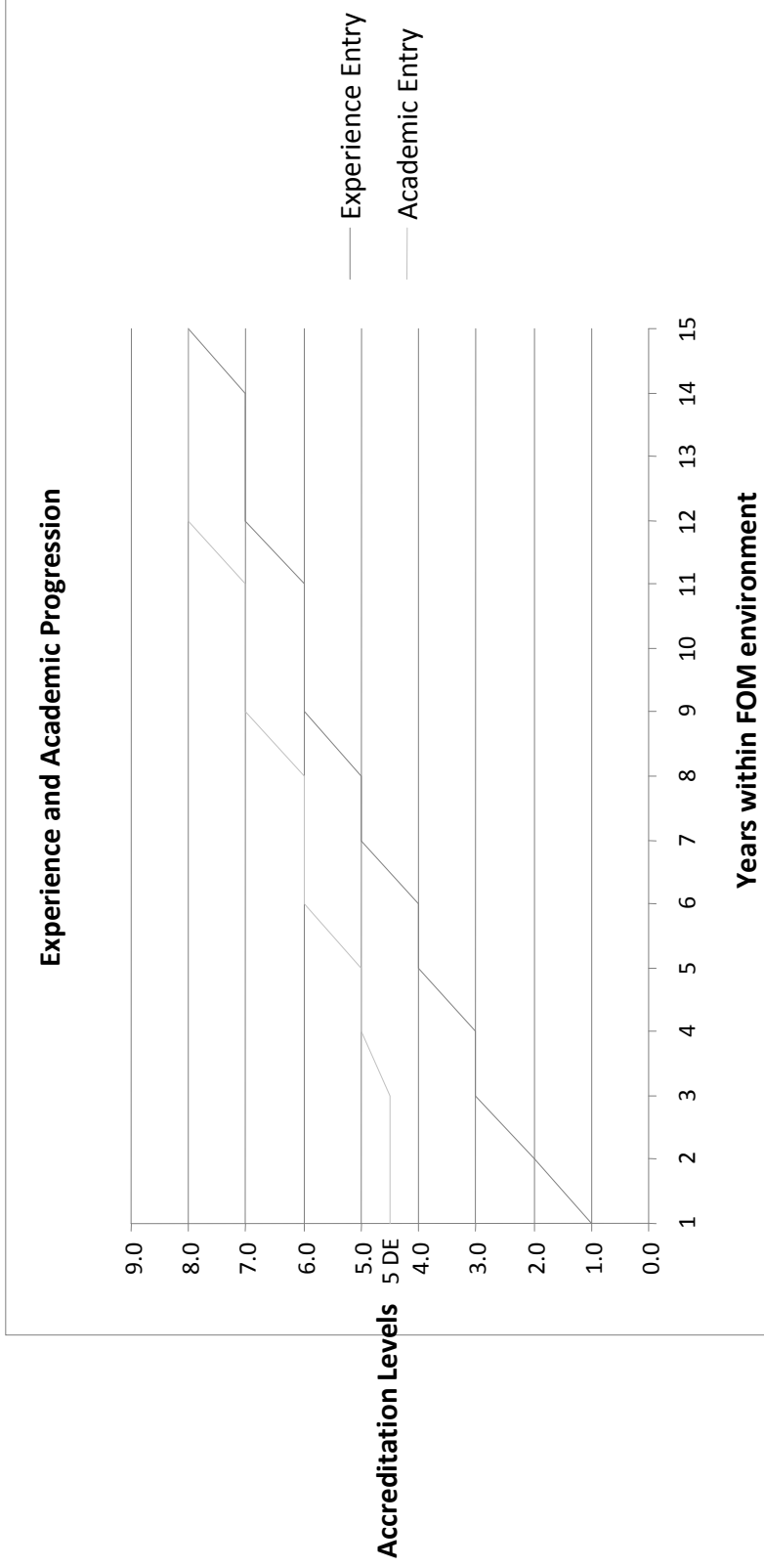
- Graduation Certificate or Diploma from a High School or Secondary School where English was the language of instruction
- GCSE English Language at Grade C or above
- International GCSE in English as a Second Language at Grade C or above
- IELTS certificate with a level 6.0 or above
- TOEFL iBT certificate with a total of 80 or above
- An Undergraduate or Graduate Degree from an institution in the United Kingdom, Republic of Ireland, United States of America, Australia, New Zealand or Canada (English Curriculum)

The FSETA reserves the right to request formal English proficiency testing before awarding an Accreditation Upgrade if an applicant satisfies one of the above criteria, but demonstrates a poor level of spoken or written English proficiency during the Accreditation Upgrade process.

APPENDIX E - Experience and Academic Progression

Experience Entry: A Member who has no experience and no engineering degree enters the FOM environment at Level 1 and by receiving specialist industry courses and on-the-job training is expected to attain Level 8 in approximately 15 years.

Academic Entry: A Member who has an engineering degree but no FSI experience enters the FOM environment at Level 5 DE and by receiving specialist industry courses and on-the-job training is expected to attain Level 8 in approximately 12 years.



APPENDIX F – Essential Skills

The following table identifies the essential skills expected at each of the accredited levels.

Essential Skills	Technical Levels										Management Levels		
	1	2	3	4	5 DE	5	6	7	8	M1	M2	M3	
Yes (Y), No (N)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Attention to detail and quality	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Initiative and commitment to achieve	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Organising for results	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Effective communication	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Teamwork	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Customer service orientation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
Inter-personal ability	N	N	N	Y	N	Y	Y	Y	Y	Y	Y	Y	
Adaptability and innovation	N	N	N	N	N	N	N	N	N	N	N	N	
Continuous learning	N	N	N	N	N	N	N	N	N	N	N	N	
Problem solving and decision making	N	N	N	N	N	N	N	N	N	N	N	N	
Professionalism	N	N	N	N	N	N	N	N	N	N	N	N	
Leadership	N	N	N	N	N	N	N	N	N	N	N	N	
Business awareness	N	N	N	N	N	N	N	N	N	N	N	N	
Influence and negotiation	N	N	N	N	N	N	N	N	N	N	N	N	
Strategic thinking	N	N	N	N	N	N	N	N	N	N	N	N	