



Meeting Logistics

Description: ARAC ACS WG – AMT ACS Subgroup

Date: Wednesday May 25, 2016, 1:30 PM ET

Agenda

Meeting Facilitator: Jackie Spanitz

Roll Call: Shelly Waddell Smith

Attendees:

Jane Boyers	Bryan Davis	Bob Newell	Larry West
Mike Busch	Chuck Horning	David Oord	Jimmy Wynne
Dennis Byrne	David Jones	Joaquin Villarreal	
David Dagenais	Crystal Maguire	Barry Watson	

- **Update ACS WGs: Jane Boyers**
 - ACS Status -
 - Final Private and Instrument ACS are to be posted June 1, 2016.
 - Jackie is the Chair for the Commercial and ATP ACS Subgroup. The Commercial and ATP has already gone through the WG ACS development process. After the FAA has completed their review/changes and completed the FAA Knowledge Exam AEB review, this document will circulate back to the ACS WG. The FAA will also map the Commercial ACS to align with the Instructor ACS.
 - Mac McWhinney has been cleaning up the language in the Instructor ACS, which will then go to his subgroup for review, then the full ACS WG for their review. Eric Crump's group will tabletop prototype the Instructor ACS in the Orlando and Scottsdale areas.
 - FAA Knowledge Exam and CT-8080 Updates –
 - There are no updates on these items since the May 2016 F2F-8 Meeting.
 - Updated Private, Commercial, and Instructor supplement books will go into effect on June 13, 2016.
 - Handbooks –
 - AFS-630 is working on their assigned action item to produce a handbook revision schedule.
 - Community Outreach –
 - Chris Morris is doing an average of 1 to 2 webinars per week, working with additional facilitators to answer questions live, then revisiting questions after each webinar to provide answers to all participants, and also formulate FAQ updates.
 - A NAFI webinar, involving Jackie, Susan Parson, John King, and Phil Poynor, is scheduled for June 15, 2016.

- QMS –
 - Jackie stated the (draft) QMS process was sent out to the ARAC ACS WG, along with the FAA Item Writing Guide. These documents are for informational purposes only (no action required at this time); however, inputs from the group are welcome since these documents are not finalized. Jane added the QMS process has been a great accountability resource for both the FAA and industry members of the ARAC ACS WG.

- Change Management –
 - Chris Morris continues to work on ADKAR concepts.

- **Work Group Tasks: Jackie Spanitz**
 - Review AMT ACS Drafts -
 - AC 120-MFRM was sent to the subgroup on May 9, 2016, as a reference resource for risk management task elements.
 - The FAA QMS process document and the Item Writing Guide were sent to the group on May 9, 2016. Again, no action is required at this time - these documents are intended as an orientation to the FAA process, and are for reference purposes only.
 - The AMT ACS drafts were distributed on May 19, 2016. These were drafted using the existing PTS, 8082-3A, and the AMT O&P Test Generator.
 - Crystal Maguire explained the original PTS came directly from Part 147, Curriculum Requirements, which is currently undergoing rulemaking changes. The NPRM removes the curriculum from the rule, as the details of each task will move to operations specification. David Dagenais added the topics will remain in the rule; however, the group will need to add a Risk Management topic. Jackie further explained the rule lines up with the task elements in the PTS.
 - Crystal and Chuck Horning will go through the previous 147 WG's recommendations and will include/align them with the recommendations the AMT Subgroup will be working on. Jackie will then route this revised ACS for our WG to begin the review process and adding risk management task elements.
 - Jackie demonstrated an on-screen explanation of the AMT General ACS review, including how to track changes and make comments. She asked the group to review the ACS with track changes turned on, and to provide comments, including proposed replacement verbiage. She also agreed a separate word document is acceptable where comments/replacement text is too lengthy to include in the ACS draft document itself; however, be sure to reference the separate document via the comments function. Jackie will then compile all the comments into a draft for refinement and distribution to the WG so we will all see the proposed language and have a chance to again comment before submitting to the FAA.

 - General Handbook (FAA-H-8083-30) –
 - Once the final four chapters are received, the new edition will be distributed to the WG for review. Jimmy Wynne stated AFS-630 is still on track to get this out to the group by June 1, 2016.

Action Items / Meeting Dates

Action	POC	Due Date
Send AMT WG industry members' resumes to subgroup members	Shelly Waddell	5/26/16
Complete Prosci Sponsor Assessment (change management survey)	AMT ACS Subgroup Members	ASAP
Revise AMT General ACS to align with the Part 147 WG recommendations	Crystal Maguire Chuck Horning	6/6/16
Provide first draft of AMT General ACS to AMT WG for review	Jackie Spanitz	6/7/16
AMT ACS WG Telecon	Shelly Waddell	6/8/16, 1:30 EST
AMT WG provide AMT General ACS changes / comments to Jackie	AMT Subgroup Members	7/13/16
ARAC ACS F2F-9 Meeting, GAMA, Washington DC	Shelly Waddell	9/13 – 9/14/16
ARAC ACS F2F-10 Meeting, NBAA, Washington DC	Shelly Waddell	12/6 -12/7/16