



## Meeting Logistics

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**Description:** ARAC ACS WG – AMT ACS Subgroup

**Date:** Wednesday June 8, 2016, 1:30 PM ET

## Agenda

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**Meeting Facilitator:** Jackie Spanitz

**Roll Call:** Shelly Waddell Smith

**Attendees:**

Mike Busch	Chuck Horning	Susan Parson	Jimmy Wynne
Dennis Byrne	David Jones	Jason Smith	
David Dagenais	Crystal Maguire	Joaquin Villarreal	
Bryan Davis	Kevin Morgan	Barry Watson	

## Minutes

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- **Update ACS WGs: Susan Parson / Jane Boyers**
  - ACS Status -
    - The final versions of the Private and Instrument ACSs are to be sent out again later this week (to be noted as “Change 1”), as additional minor changes continued to come in, and the ACS WG would like to include those inputs before finalizing these documents.
    - The BIG DAY is only one week away!!! The PAR & IRA ACS will be effective June 15, 2016!!!
  - FAA Knowledge Exam and CT-8080 Updates –
    - AEB is beginning to board commercial questions, with plans to soon get back to work on ATP and Instructor questions.
    - Next question cycle roll activation date is June 13, 2016, along with three new AKTSs: FAA-CT-8080-1 C to D; FAA-CT-8080-2 F to G; and FAA-CT-8080-5 F to G.
  - Community Outreach –
    - Jackie asked the WG to report any ACS news they may see, on the Internet or in other forms of media, to Shelly or Jane for tracking and distribution to the group.
  - Change Management –
    - *(Chris Morris approached Shelly’s desk during the telecon to let her know that only 23 of 66 invitees have completed the Prosci WG Sponsor and Stakeholder Assessment (survey). (There are 5 partial completions.) If you have received an invite, and have yet to complete the survey, please do so at your very earliest convenience!)*

- **AMT PTS Transition to ACS: Larry West**

- O&P Test Generator, current code explanation/demonstration -
  - Larry was unable to participate in the telecom today, as he was called away to another meeting. Therefore, he will be rescheduling this explanation/demonstration for a future telecon.
- Differences between Pilot and AMT ACS code: Section vs Area of Operation, Subject vs. Task –
  - Larry was unable to participate in the telecom today, as he was called away to another meeting. Therefore, the WG will discuss this topic during a future telecon.

**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. These reference documents are intended as an orientation to the FAA process.
  - The AMG ACS draft was distributed on June 6, 2016. It was drafted using the existing PTS, 8082-3A, and the AMT O&P Test Generator, along with the Part 147 WG recommendations. Jackie confirmed that everyone received the AMG ACS draft.
    - Crystal explained she and Chuck went back to the part 147 Industry Group general curriculum recommendations, and reconciled the knowledge and skill requirements to those in the ACS. They combined and reworded some elements; and noted those skills not included in the ACS so that the WG can consider for possible inclusion. The biggest changes were the mathematics section being as a stand-alone task; mechanic privileges and limitations section being removed as a stand-alone task, incorporated into another task; the publications and record keeping sections were combined; all while trying to line up the AMC ACS in a format similar to the pilot ACS.
    - Chuck was on the original IG/WG, and he was able to recall teaching subjects that were listed in the ARAC report. He explained the mathematics section was taken out because part 147 schools should not necessarily be teaching mathematics, but teaching how to apply math skills in context of AMT operations.
    - Kevin reminded the WG to consider part 65 certification requirements; part 147 curriculum expands on these requirements; and Jackie agreed the WG should confirm the Part 65 requirements are included.
    - Mike suggested including a list of what mathematical areas/subjects an applicant should be able to demonstrate.
    - Several additional comments were made regarding the mathematics section – whether or not to include, and if so, how to include. A comment was made that a math ‘refresher’ could be useful for those who have not taken any math courses in a long while. The reply – the ARAC was focused on teaching elements for 147 schools. When Jackie asked why physics were still included, Chuck replied this was due to theory of flight. The WG will consider how best to include math testing in the ACS document – whether a stand-alone task as it exists in today’s PTS, or incorporated as operational functions within other tasks.
    - Dennis commented on the ACS as reviewed by AFS-630 so far. He requested rationale as to why some sections were removed so that AFS-630 could comment on whether we agree they should remain or not.
    - Crystal explained levels were removed as it didn’t seem to belong in a testing standard – it is assumed a knowledge task element will be Level 1, and a skill task element will be Level 2 or more likely 3. Dennis explained these were added back in with AFS-630’s comments for discussion/consideration, but would go with the consensus of the WG. Jackie and other members of the WG agreed the levels would be removed as a line item to each task element. We can keep the discussion of training levels as part of the Appendix material.
    - Jackie reminded the WG to have their ACS feedback to her by July 13, 2016.

- General Handbook (FAA-H-8083-30) –
  - Current version is located at:  
[http://www.faa.gov/regulations\\_policies/handbooks\\_manuals/aircraft/amt\\_handbook/media/FAA-8083-30\\_FrontPages.pdf](http://www.faa.gov/regulations_policies/handbooks_manuals/aircraft/amt_handbook/media/FAA-8083-30_FrontPages.pdf).
  - Jackie distributed the new edition to the WG on June 2, 2016, and it is available for download at:  
[https://s3.amazonaws.com/FAA/AMT\\_GenHandbook\\_Draft1.pdf](https://s3.amazonaws.com/FAA/AMT_GenHandbook_Draft1.pdf). If you are unable to access this link, send her an email so that she may assist you with an alternate method/URL for accessing the AMG Handbook new edition.
  - Please review and provide your comments to Jackie by July 13, 2016. She will then compile all comments and provide them to AFS-630.
  - Jimmy will check with Bob on a firm date for the AMG Handbook release so the WG may plan future action item dates around the planned release.

## Action Items / Meeting Dates

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Action	POC	Due Date
Complete Prosci Sponsor Assessment (change management survey)	AMT ACS Subgroup Members	ASAP
Confirm AMG Handbook planned release date	Jimmy Wynne Bob Newell	
AMT ACS WG Telecon	Jackie Spanitz Shelly Waddell	6/22/16, 1:30 EST
AMG ACS (track changes) review/comments due to Jackie	AMT Subgroup Members	7/13/16
AMG Handbook (FAA-H-8083-30A) review/comments due to Jackie	AMT Subgroup Members	7/13/16
AMG Handbook compiled comments to AFS-630	Jackie Spanitz	7/22/16
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