



European Aviation Safety Agency

EASA

OEB ADMINISTRATIVE AND GUIDANCE PROCEDURES¹

Introduction

This procedure relates to the Aircraft Operational Qualification, which may be conducted in parallel to the Airworthiness certification of a new aircraft, or separately in the case of what is named a 'catch-up' process.

The objective of the Aircraft Operational Qualification is to assess, for the aircraft concerned, all elements relating to the training and qualification of crew members (cockpit and cabin), maintenance certifying staff, and all elements for compliance with operational rules including Operational Suitability with special emphasis on Normal, Abnormal and Emergency Procedures as well as all other Operational Documentation.

This document describes the process for setting up OEB teams, elaborates on the potential tasks of an OEB team, and describes the interface with aircraft certification.

This document has been developed to support the process previously known under the Joint Aviation Authorities (JAA) as the Joint Operational Evaluation Board (JOEB), and which is being referred to as the Operational Evaluation Board (OEB) during the "interim period". The "interim period" spans from the date on which JAA relinquished its responsibility for organising JOEB activities (1st July, 2009) and the date of entry into force and applicability of the implementing rules for the Operational Suitability (OS), at which time the Agency becomes fully responsible for all such related activities.

¹ Note: This "OEB Administrative and Guidance Procedures" is Annex to each OEB Memorandum of Understanding (OEB MoU) concluded between EASA and the National Aviation Authorities (NAAs) participating in the OEB.

1. General Objectives of an OEB process

The process is intended to provide a uniform, systematic and consistent methodology for the assessment of a new aircraft type or a derivative of an existing aircraft type.

The objective of the OEB process is to enable the NAA to approve the Master Minimum Equipment List (MMEL), the Type Rating designation, the Minimum Syllabus for Flight Crew Training, Cabin Crew Training (including Differences Training, Checking, and Currency requirements), Maintenance Certifying Staff Training, and the use of equipment or functions such as the Electronic Flight Bag (EFB), the Head Up Display (HUD) and the Enhanced Vision System (EVS) on the basis of a single assessment acceptable to all NAAs of EU Member States².

The OEB may also include simulator qualification. For all new products, where a simulator is developed to support the pilot training, the Simulator Evaluation Team (SET) will be an integrated part of the OEB.

These procedures are defined to provide a harmonised process that satisfies each NAA's legal needs without resorting to independent national activity or additional technical dealings between the NAA and the Applicant.

The quality of the process allows all NAAs to have confidence in the outcome of the recommendation for approval and to use the OEB assessment as justification for NAA approval without further investigation.

Each NAA may use the OEB assessment as justification for its approval of subsequent amendments to the approved training, recurrent training or revisions to the MMEL.

2. Tasks of the OEB process

The tasks of the OEB process include the following elements:

- A. In conjunction with the manufacturer/launch customer(s) for an aircraft project, to assess and agree upon:

² *EU Member States includes states who participate under Article 66 of the Basic Regulation.*

1. The manufacturer/launch customer's pilot qualification plan, comprising:
 - Assessment of the proposed type rating/operation of more than one type or variant,
 - The proposed manufacturer/customer type rating course.
 2. The manufacturer's proposed MMEL.
 3. The manufacturer/launch customer's proposed aircraft operational conformity checklist (JAR-OPS/EU-OPS subpart K and L conformity).
 4. The manufacturer's/launch customer proposal for cabin crew operation on more than one type or variant.
 5. Simulator used for the pilot qualification plan (if relevant)
 6. The manufacturer's proposal for Maintenance Certifying Staff comprising:
 - Type rating
 - Type Training Course Minimum Syllabus
- B. To participate in those areas of the certification process where operational aspects are being addressed (e.g. emergency evacuation demonstration/cabin crew complement/minimum crew demonstration/route proving flights).
- C. To produce an evaluation report, covering tasks A.1 to A.6 (as applicable).

3. Status of the OEB process:

The OEB process has an optional status, being based on request from an aircraft manufacturer (detailed in the Application – EASA Form 128 - for a contract between EASA and the aircraft manufacturer), and resulting in recommendations contained in the OEB Report. These recommendations enable the NAAs to approve the items specified in the above Chapter 1 – General Objectives of an OEB process.

4. Principles

4.1 Procedure for Operational Evaluations Boards (OEBs)

An Operational Evaluation Board (OEB) is performed by a team of specialists drawn from the Agency and various NAAs. The number of specialists depends on the scale of the evaluation requested by the manufacturer. The process is led by a Chairman who is normally one of the Operations Specialists.

The procedure and the number of specialists required also depend on whether the task is an initial evaluation of a European product or if it is a joint evaluation with other authorities (for example, FAA, TCCA, ANAC) of a foreign aircraft.

Another possibility is a 'catch-up' process for an existing product which was not assessed by a previous JOEB.

These procedures are briefly described in the following sections of this document.

Standardisation is achieved by following the processes described in the OEB Procedures Documents and provides confidence in the results of each of the OEBs.

Where the established procedures and the available guidance material do not cater for all specific needs of an OEB process, the Agency, in agreement with the manufacturer, will identify the best practices to be used and which will be described in the Operational Review Items (ORI).

4.2 NAA involvement

NAA's may participate in the OEB process through the nomination of a full member of the OEB or by nominating a National Focal Point (NFP) who will be the formal link for written communications between the Chairman of the OEB and the NAA.

4.3 Applicability

A complete OEB will consist of subgroups, and typically would include:

- a) FCL/OPS Subgroup
- b) MMEL Subgroup
- c) Cabin Crew Subgroup
- d) Simulator Subgroup – SET
- e) Maintenance Training Subgroup
- f) Any other subgroup with relevant expertise as required by the project.

Each of these subgroups and their functions shall be described in the OEB handbook associated to this Procedure.

The OEB is to be structured to cover the evaluation process in the most cost effective manner with the necessary liaison between any subgroups established as part of the evaluation process.

5. Application & procedure for determination of the OEB team

5.1 Initiation of Application

Upon acceptance of the Application (completed Form 128) by EASA, a contract will be formalised between the Applicant and EASA.

5.2 Procedure for determination of the OEB team

5.2.1 General

Once an application for an OEB has been accepted the procedure for determining the team is initiated by the Head of EASA Certification Flight Standards.

5.2.2 Team Composition

A complete OEB would typically require participation of the following specialists:

- Operations specialist(s);
- FCL specialist(s);
- MMEL specialist(s);
- Cabin Crew Specialist(s)
- Simulator specialist(s);
- Design/certification specialist(s) (one of whom should be the PCM);
- Maintenance specialist(s).

5.2.3 Selection Procedure

The Head of EASA Certification Flight Standards will decide upon the size of the OEB and contact the National Aviation Authorities for nominations of experts for the OEB.

a) Selection of the Chairman

The Chairman of the OEB will be selected by the Head of EASA Certification Flight Standards.

The Chairman can be the EASA coordinator of the respective OEB project, or an NAA representative, from the list of proposed experts received from the NAAs.

The Chairman of an OEB should meet the following criteria:

- Have experience in the assessment of the category of aircraft involved
- Have a management background
- Have a good working knowledge of EU-OPS and JAR-FCL

- Preferably have a good working knowledge of two European languages, one of which shall be English

Note: as most of the OEB activities are ongoing after entry into service of the new aircraft, the OEB Chairman tasks continue after the OEB report is issued. If the nominated chairman cannot ensure the follow-up for the OEB activities after initial OEB report issuance, he must nominate an OEB focal point (who is acceptable to the Agency) to continue the tasks, as necessary.

The OEB Subgroups should maintain contact with the manufacturers and EASA as long as the A/C is in service, to cover possible design changes, equipment changes or in-service events.

b) Selection of OEB members

When the selection of members for an OEB is completed, the Agency will also ensure that unsuccessful nominees and their NAAs are informed.

The Agency will also inform the manufacturer of the composition of the OEB team, for each of the various subgroups.

For an evaluation of a European product, where the EASA OEB is the lead auditor, the OEB will typically consist of 7-8 specialists.

For a non-European product, where another Authority is the lead auditor, the EASA OEB may be reduced but will consist of a minimum of two European specialists.

c) Observers

Other persons may be invited to participate as observers in the work of the OEB, subject to the manufacturers' acceptance:

- Personnel from third country Authorities, where considered appropriate by the OEB and with consideration being given to harmonisation aspects;
- Personnel from interested stakeholders may be invited where considered appropriate by the OEB and with the agreement of the Agency, taking into consideration the advantages for each OEB task.

6. Reporting

The Chairmen of the Subgroups report to the Chairman of the OEB. The Chairman of the OEB reports to the Head of EASA Certification Flight Standards.

7. The EASA Process for an OEB catch-up

An OEB catch-up process may be typically initiated upon request from:

- Manufacturer,
- NAAs,
- Operators,
- Training Centres.

7.1.1 OEB catch-up for type rating - flight crew training

When an OEB Report does not exist for a class or type of aircraft and the Agency receives a suggestion for a change of the status of the respective aircraft, consisting in its inclusion into the Type Rating List, the Agency will use the findings of existing FAA Flight Standardisation Board (FSB) Reports, existing Transport Canada Reports, existing evaluation reports from any other Authority and make an assessment of the need for any further evaluation/documentation to satisfy compliance with applicable requirements.

7.1.2 OEB catch-up for other cases

A 'catch-up' OEB process may be required for issues other than type rating – flight crew training. The list of these other issues includes but is not limited to:

- assessment of new equipment (e.g. HUD, EVS, etc.)
- generation of the EASA MMEL or review of the MMEL
- Cabin Crew operation on more than one type or variant
- assessment of Type Rating and Training for Maintenance Certifying Staff

7.2. Team composition and tasking

The Head of EASA Certification Flight Standards will decide the required resources, which will again depend on the nature and the complexity of the task.

The Head of EASA Certification Flight Standards determines that the nominated experts are capable, experienced and qualified to perform the allotted task within a reasonable time frame. The 'catch-up' OEB must summarise its findings in a report to be published to the NAAs.

For each task the Head of EASA Certification Flight Standards will suggest a timeframe to be agreed upon by the members of the OEB catch-up Process.

8. Aircraft Certification

The role of Aircraft Certification will continue to focus on the specifics of the aircraft design itself with due regard to its use in service, as required by the relevant certification code. Aircraft Certification will approve the Aircraft Flight Manual (AFM). However, information used in Aircraft Operating Manuals or Standard Operating Procedures documents will be reviewed and assessed by the OEB in accordance with applicable requirements.

The role of Operations (OEB members) during the aircraft certification activity will be twofold. First, to provide operational expertise in areas where airline pilot performance assessment is needed and, second, to assess the adequacy of the proposed operating procedures to ensure smooth Entry Into Service (EIS), in compliance with the AFM and pertinent operating rules. This role encompasses the assessment of the crew qualification programmes, operating information and procedures not addressed directly through the type certification basis. A sample of interface issues between the Airworthiness Team (i.e. Certification) and the OEB Team (i.e. Operational Qualification) is identified in the table below:

Operational Qualification		Certification
OEB Co-ordinator & OEB Chairman	←→	Project Certification Manager (PCM)
Operational Qualification: - Type rating, - Training programmes, - Line Flying Under Supervision (LIFUS), - Airline Pilot Performance issues	←→	Aircraft Certification Process
MMEL process	←→	PCM / Specialists
Operational Suitability: - Normal operations, SOPs - Documentation	←→	Route Proving
Electronic Flight Bag	←→	Flight test pilots / Specialists
Simulator Qualification for a new a/c type	←→	Flight test pilots
Cabin crew issues	←→	Cabin safety panel
New design / equipment	←→	Flight test pilots / Specialists

This list is not exhaustive and in practice, for each project, interface issues between Airworthiness and Flight Standards will have to be

identified jointly by the Project Certification Manager, the OEB Coordinator and OEB Chairman.

9. Outcome of the OEB process

The outcome of the process will be published in the OEB Report, which will be agreed by the Head of EASA Certification Flight Standards.

The recommendations of the OEB, depending upon the scope of the concerned project, will allow the NAA to approve (as applicable):

- Flight crew issues:
 - Operators Differences Tables (ODRs)
 - Master Common Requirements (MCRs)
 - Master Differences Requirements (MDRs)
 - License endorsement
 - Type Rating Training Course
 - Familiarisation or Differences Training
 - Specification for Checking
 - Specification for Currency

- Master Minimum Equipment LIST (MMEL).

- Cabin Crew issues:
 - Classification of the aircraft as variant or new type
 - Cabin Crew training courses

- Maintenance Certifying Staff issues:
 - Aircraft Type Rating
 - Type Rating Training Course Minimum Syllabus

- Other issues:
 - Simulator qualification
 - Electronic Flight Bag (EFB) implementation
 - Head Up Display (HUD)
 - Enhanced Vision System (EVS)
 - Customized Electronic Check-Lists

- Operational conformity checklist (JAR-OPS/EU-OPS Subpart K and L conformity).

The OEB report may be divided into sub-reports relating to the various sub-groups. A recommended OEB Subgroup report layout is included for reference in the OEB handbook for each OEB subgroup.

10. Handling of Disputes

Every effort should be made to resolve any dispute in the early stages of the procedure.

11. OEB Process and OEB Handbook

In order to assist the OEB team in their task, an OEB Handbook should be used during the OEB process. Its use will also assist in ensuring standardisation of assessments.

The OEB handbook main purposes are:

- To summarise the process for Type Rating determination and the process by which aircraft differences are recognised
- To establish criteria to be used to determine (objectively) safe and effective training, checking and currency requirements for aircrew qualifying for an aircraft, or transitioning from one aircraft type to another
- To provide potential and existing operators of similar aircraft with an assessment of the necessary training, currency and checking requirements for their mixed fleet flying (MFF).
- To provide criteria for the Assessment of the Master Minimum Equipment List (MMEL)
- To provide criteria for the assessment of Cabin Crew training requirements
- To provide criteria for the Maintenance Certifying Staff Type Rating and Minimum Training Syllabus assessment
- To provide criteria for the assessment of Electronic Flight Bag (EFB) or any other system to be assessed.

In order to ease the reading and the use of the Handbook, the document shall be organised around the various OEB subgroups:

- PART 1 Procedure document for Operations Evaluation Board (OEB) – FCL/OPS Subgroup
- PART 2 Procedure document for Operations Evaluation Board (OEB) – MMEL Subgroup

- PART 3 Procedure document for Operations Evaluation Board (OEB) – Cabin Crew Subgroup
- PART 4 Procedure document for Operations Evaluation Board (OEB) – Maintenance Training Subgroup
- PART 5 Guidance for the assessment of Electronic Flight Bag (TGL 36)
- PART 6 Procedure for the Simulator Evaluation Team (SET)

This Handbook will be updated as required based on experience and as a consequence is referred to in this Administrative and Guidance Material but not included in it to retain flexibility for amendment purposes. It is a working document that will be made available on the Agency's website.

12. Point of Contact

The manufacturers' and the NAAs' questions concerning OEBs and the associated subgroups should be forwarded to the EASA Certification Flight Standards Manager.

13. Cost Recovery

OEB Evaluations (or catch-up processes) are subject to cost recovery, of which the manufacturer must be made aware.

Each entity providing expertise for the conduct/completion of OEB processes will charge the applicant directly, for the costs of working hours and travel expenses incurred, according to their individual cost recovery scheme.

Notwithstanding the above, the following limitations will apply to any charging policies:

- Airline tickets:
 - Within Europe (M-class).
 - Outside Europe (C-class).
- Taxi: According to invoices.

Any necessary meetings/briefings related to the OEB activity will be included in the cost recovery to the manufacturer.

**OEB Procedures and Terms of Reference (ToRs)
(including the list of technical requirements and associated
guidance material)**

REFERENCES

a) Technical requirements

1. EU Regulation 216/2008 and associated Implementing Rules, CSs, AMCs and Guidance Material (e.g. Regulation 1702/2003, Regulation 2042/2003, etc.)
2. JAR-FCL 1, Amendment 7, dated 1st December 2006
3. JAR-FCL 2, Amendment 6, dated 1st February 2007
4. JAR-MMEL/MEL, Amendment 1, dated 1st August 2005
5. JAR 26, Amendment 3, dated 01.12.2005
6. JAR FSTD A, initial issue of 01 May, 2008
7. JAR FSTD H, initial issue of 01 May 2008
8. JAR-OPS 3, Amendment 5, effective of 01 July 2007
9. EU Regulation 8/2008 of 11 December 2007 ("EU-OPS")

b) Associated guidance material (Temporary Guidance Leaflet – TGL)

1. TGL 26 (MEL Policy)
2. TGL 29 (Electronic Devices)
3. TGL 36 (Electronic Flight Bag)
4. TGL 10 (STD)
5. TGL 44 (Former "Section 2" of JAR-OPS 1), as applicable
6. TGL 42 (EVS)

c) Procedures Documents or, where applicable, ToRs supporting the OEB

1. Procedures Document for the MMEL JOEB Subgroup
2. Procedures Document for the OPS/FCL Subgroup
3. Procedures Document for the Cabin Crew JOEB Subgroup
4. Terms of Reference for the Simulator Evaluation Team
(ToRs- SET)
5. Terms of Reference for the OEB Maintenance Training Subgroup

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