

Site ID _____

**FAA AIRMAN KNOWLEDGE TESTING CENTER
QUALITY ASSURANCE INSPECTION CHECKLIST**

ITEM #	CHECKLIST ITEM	YES / NO	COMMENTS	ORDER 8080.6D REFERENCE
TESTING CENTER FACILITY REQUIREMENTS				3-1.
1	Does the facility conform with local building, sanitation & health codes?			3-1.a.
2	Are restroom facilities available in the same building in which the testing area is located?			3-1.b.
3	Does the testing area have proper temperature & ventilation control?			3-1.c.
4	Is the testing area free of noise, distractions & visual aids?			3-1.d.
5	Are any non-testing activities conducted in the same area while FAA testing is in progress?			3-1.d.
6	Does the testing area have adequate lighting, & are the computer screens glare free?			3-1.e.
7	Are there partitions between testing stations?			3-1.f.
8	If the answer to #6 is no, is there at least a five-foot spacing on either side of each testing terminal?			3-1.f.
9	Does each testing station have adequate table workspace (at least 3 feet wide)?			3-1.g.
10	Are there at least three operational testing terminals?			3-1.h.
PERSONNEL REQUIREMENTS & RESPONSIBILITIES				
11	Are all FAA testing personnel familiar with the regulation excerpt in			2-11.NOTE

Order 8080.6D, paragraph 2-11.NOTE? (RE: Cancellation of Designation)		
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12	Are all FAA testing personnel familiar with the policies regarding suspension or revocation of testing privileges; grounds for suspending airman knowledge testing privileges.			3-7., 3-8.
13	Is a current list of Testing Center Supervisor (TCS) & proctor names on file in a readily accessible location?			3-10.
14	Is the TCS & Alternate Testing Center Supervisor (ATCS) familiar with the requirements & policies regarding Background Checks; TCS & ATCS responsibilities; test proctor appointments; separation of testing center personnel.			3-11., 3-15., 3-17., 3-18.
15	Are all FAA testing personnel at least 21 years of age, & citizens or resident aliens of the United States?			3-12.
16	Are all FAA testing personnel familiar with requirements regarding personal qualifications of the testing center owner, TCS, ATCS, & test proctor.			3-12.
17	Has the current TCS or ATCS been approved, in writing, by the FAA?			3-16.
18	Has the current test proctor(s) been approved by the Computer Testing Manager (CTM), & certified by the TCS as meeting the requirements regarding test proctor appointments			3-17.
TESTING CENTER PERSONNEL TRAINING				
19	Are all FAA testing personnel knowledgeable in the areas regarding knowledge requirements of the CTM & Testing Center Personnel.			3-14.
20	Have all FAA testing personnel received the required training in the general and specific areas of responsibilities.			4-1., 4-2.
21	Have all FAA testing personnel received recurrent training within the last 12 months?			4-3.b.

22	Have all FAA testing personnel read & initialed Recurrent Training Messages (RTMs) 02-01, 02-02, 02-03, 02-04, 02-05, & 04-01. (Have all other RTMs been discarded?)			4-3.c.
23	Are all RTMs filed in a readily accessible recurrent training file?			4-3.c.
24	Do the testing center files contain proof of initial training, annual & recurrent training for all FAA testing personnel?			4-3.d.
SURVEILLANCE & SECURITY PROCEDURES				
25	Are the embosser & 'DO NOT LOSE THIS REPORT' stamp (or preprinted paper) secured when not in use?			2-2.e.; 3-1.k.(5) & (6)
26	Do testing personnel have the ability to view applicants at all times during FAA testing using one or more of the following surveillance methods? A. Video monitoring system; B. Viewing window; C. TCS or proctor stationed in testing area.		<i>If YES, please indicate method(s) used.</i>	3-1.i.; 6-7.
27	If your site possesses computer hardware that contains applicant or test data, is it kept in an area where access by unauthorized persons is strictly prohibited?			3-1.j.
28	Are all FAA testing personnel familiar with the testing center's safety & emergency procedures?			3-1.l.
29	Is there an electronic communications method available for notifying the CTM of equipment malfunctions, power interruption, inaccurate data entries, etc.?			5-4.a.
30	Are all FAA testing personnel familiar with the policy regarding test preparation course monitoring.			5-6.e.
31	If an applicant must take a break (i.e., trip to the restroom or water fountain) during the test, are his/her whereabouts monitored during this time?			6-3.b.
32	If a video surveillance system is used, is a readily visible sign posted notifying applicants that the testing area is being video-monitored?			6-7.b.(1)

33	Are all FAA testing personnel familiar with the procedures for handling applicant misconduct (i.e., alleged cheating incidents)?			6-8.a & b.(1)
34	Are all FAA testing personnel familiar with the policy outlined in Order 8080.6D, paragraph 6-8.NOTE?			6-8.NOTE
35	Are all FAA testing personnel familiar with the policy regarding refraining from discussing or expressing opinions on test questions?			6-9.a.
REFERENCE & TESTING MATERIALS				
36	Is a current copy of Form 8000-5, Certificate of Designation, displayed in a location that is readily visible to test applicants?			1-6.i.; 2-7.b., 2-8.; App. 1, Fig. 8
37	Is a copy of FAA Order 8080.6D, Conduct of Airman Knowledge Tests, dated 11/03/03 maintained in a readily accessible location? (See http://afs600.faa.gov) (Have outdated versions of the Order been discarded?)			4-1.
38	Are the testing center daily logs retained for a period of two years from the date of the log?			6-1.d.
39	Are the following supplement books available for applicant use? (Publication numbers should be carefully checked.) - FAA-CT-8080-1B, Computer Testing Supp. for Commercial Pilot - FAA-CT-8080-2D, Computer Test. Supp. for Recreational & Private Pilot - FAA-CT-8080-3D, Computer Testing Supp. for Instrument Rating - FAA-CT-8080-4D, Computer Testing Supplement for Aviation Mechanic General, Powerplant, and Airframe; and Parachute Rigger - FAA-CT-8080-5E, Computer Test. Supp. for Flight & Ground Instructor - FAA-CT-8080-6A, Computer Testing Supp. for Flight Engineer - FAA-CT-8080-7B, Computer Testing Supplement for Airline Transport Pilot and Aircraft Dispatcher - FAA-CT-8080-8B, Computerized Testing Supplement for Inspection Authorization (Required only at authorized locations.)			6-2.a.(4)(b), 6-4.a.NOTE
40	Are supplement books checked after each use to ensure there are no markings or missing pages?			6-2.c.(2), 6-4.a.NOTE

41	Have outdated, incomplete & damaged supplement books been discarded?			6-4.a.NOTE
42	Is a current (May 2003) copy of the Airman Knowledge Test Authorization Matrix on file in a readily accessible location? (See http://afs600.faa.gov , Airman Testing Standards, Other Test Info.) (Has the outdated (5/5/00) matrix been discarded?)			7-1.
TESTING PROCEDURES - BEFORE TEST				
43	Is the identification, address, & age of every applicant verified?			6-1.a.; 7-4.; Fig.7-1.
44	Does the proctor request proper test authorization from every applicant?			6-1.b.; 7-1., 7-5. through 7-18.; App. 1- Figs. 15 through 19
45	Is the IMPORTANT NOTICE FOR AIRMAN APPLICANTS displayed on every log sheet, & are all applicants advised to read this notice before signing the log?			6-1.d.; Fig. 6-1.
46	Is every applicant required to print & sign their full legal name, record their ID Number (SSN) Number or date of birth, & note the type of test on the testing center daily log?			6-1.d.
47	Is the test date & sign-in time captured for every applicant on the testing center daily log?			6-1.d.
48	Does the proctor initial the log for each test administered?			6-1.d.
49	Is the applicant informed, prior to testing, that if he or she leaves the testing area without proctor supervision, the test will be terminated?			6-2.a.(2)
50	Is the applicant provided introductory material for familiarization with computer-based testing procedures (i.e., on-screen tutorial)?			6-2.a.(4)(a)
51	Is the applicant provided the correct, current & complete supplement, free of extraneous marks?			6-2.a.(4)(b)

52	Is the applicant provided an accountable number of sheets of scratch paper?			6-2.a(4)(c)
53	Does the proctor inspect the aid(s) the applicant plans to use during the test to ensure compliance with the guidelines stated in Order 8080.6D, paragraph 6-4.? (RE: Use of Aids, Reference Materials, and Test Materials)			6-2.a.(5)
54	Does the proctor ensure that the correct test is available for administration when the applicant arrives, & that the test is satisfactorily displayed at the testing station?			6-2.a(3); 7-3; Figs. 7-2 through 7-10
55	Are FAA testing personnel familiar with the policy outlined in Order 8080.6D, paragraph 6-3.? (RE: Time Allowed for Tests)			6-3; App. 1, Fig. 13
56	Is the applicant advised, prior to beginning the test, that when a break is necessary, test time continues uninterrupted?			6-3.b.
58	For 'walk-in' or 'on-site' registrations, does the registrar or proctor accurately & completely capture all applicant information listed in Order 8080.6D, paragraph 8-1.? (RE: Applicant Registration)			8-1.
59	Does the proctor ensure that the applicant's name, Social Security Number or date of birth, & other pertinent information are correct, on the registration screen, before beginning test administration?			8-1.
TESTING PROCEDURES - AFTER TEST				
60	Is the sign-out time captured for every applicant on the testing center daily log?			6-1.d.
61	Does the proctor ensure that the applicant turns in all handout materials & scratch paper?			6-2.c.(1)
62	Does the TCS or proctor collect or erase all printed or recorded test material from the applicant's computer or calculator?			6-4.d.(1) & (3)
63	Are all FAA testing personnel familiar with the policies outlined in Order 8080.6D, pars. 6-11. & 6-12.? (RE: Duplicate Airman Knowledge Test Reports, & Erroneous Airman Knowledge Test Reports)			6-11. & 6-12.

64	Does the TCS or proctor issue an Airman Test Report on plain white paper, including a raised seal, & 'DO NOT LOSE THIS REPORT' stamped in red letters?		<i>NOTE: LaserGrade Computer Testing sites use pre-printed "DO NOT LOSE THIS REPORT" paper.</i>	8-2.a.(1), c., e.(2); App. 1, Fig. 12
TESTING CENTER AFFILIATION				1-6.a.
65	Is this testing center affiliated with an FAA-approved Aviation Maintenance Technician School (AMTS)?		<i>If YES, please indicate the AMTS name & certificate number:</i>	3-9.

QUALITY ASSURANCE INSPECTION CHECKLIST CERTIFICATION

IMPORTANT: (Reference Order 8080.6D, Par. 5-5.) The TCS must provide all information requested on the QAI in a complete, accurate and honest manner. Misrepresentation of the testing center's compliance level will result in suspension of the offending site's testing privileges. Furthermore, a testing center which does not return the QAI by the specified due date will have its testing privileges suspended until such time that the QAI is received by AFS-630. Any site which submits the QAI more than 120 days past the specified due date will be required to reapply to the FAA for airman knowledge testing center approval.

As the Testing Center Supervisor (TCS) of _____, _____, _____, by entering my name & proctor ID below, I
(site name) (city) (state)
am certifying that all items on the Quality Assurance Inspection (QAI) Checklist have been evaluated. I am further certifying that any non-compliant areas will be brought into compliance within ten business days of the 'Date QAI Completed' as recorded below.

TCS Full Legal Name (typed)

Date QAI Completed

TCS Signature

Proctor ID (first initial, middle initial, & up to first five letters of last name)

As the Computer Testing Manager (CTM), by forwarding this document to the Airman Testing Standards Branch (AFS-630), I am certifying that, as of the 'Date Reviewed' recorded below, I have examined this checklist, as completed by said TCS. I am further certifying that I have reviewed any non-compliant items, for the purpose of correcting deficient areas, with said TCS &/or other FAA testing personnel at said site.

Computer Testing Manager Name (typed)

Date Reviewed

CTM Signature