



To SCQ Working Group **Date** September 6, 2017

From Scott Smith **Reference** 17-999/SMA-034 kpp
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Subject **Meeting Announcement**
Simulator Continuing Qualification (SCQ) Working Group

When November 14, 2017 0900-1700 Tuesday
November 16, 2017 1300-1700 Thursday

The SCQ Working Group meeting will be in conjunction with the Simulator Technical Interest Group (STIG) meeting, held November 15-16, 2017, at the same location.

Chairman Tom Shaw, The Boeing Company

Where Meeting Location
FlightSafety International
1010 Toffie Terrace
Atlanta, Georgia 30354 USA

The meeting site is about 10 minutes from the Atlanta International Airport (ATL). On Tuesday, November 14, please plan on arriving at the meeting 15 minutes early for security processing.

Hotel Information

FlightSafety International has preferred rates at several area hotels. Call your chosen hotel directly to ask about the FlightSafety rate.

Instruction Please notify ARINC Industry Activities (IA) of your intention to attend by registering online at: <http://www.aviation-ia.com/events/>.

Dress code for this meeting is business casual.

The meeting is open to all interested parties. Individuals requesting time on the agenda should contact Scott Smith. Comments or questions regarding any of the agenda items are invited. If you wish any material to be circulated prior to the meeting, please submit your proposals via e-mail to Scott Smith by **November 10, 2017**.

The agenda will be finalized one week prior to the meeting.

The SCQ Working Group meeting will be held symbiotically with the biannual Simulator Technical Interest Group meeting at the same location.

	Tuesday Nov. 14, 2017	Wednesday Nov. 15, 2017	Thursday Nov. 16, 2017
0900-1130	SCQ Working Group	STIG Meeting	STIG Meeting
1300-1700	SCQ Working Group	STIG Meeting	SCQ Working Group

The FlightSafety campus and facilities are secured areas. The ARINC IA staff must have the following information by **November 10, 2017**, to allow FlightSafety security time to build an access list and badges:

- First and last name and company email address
- Company name and physical address

Please plan on arriving 15 minutes in advance to allow sufficient time for security processing.

Meeting Objectives

The intent of the SCQ Working Group is to initiate discussion on alternative means of continuing qualification and validation of FSTDs, and share and promote new ideas and ways of optimizing regular testing and checking methods. We invite your organization to participate in this “idea generation” activity to ensure we consider ideas from across all facets of the industry.

The meeting will delve into improving recurrent qualification evaluations outside of the QTG processes. The group’s discussions will result in several points:

- The activity will produce a standard or set of guidance for an alternate means of compliance for the continuing evaluation of FSTDs.
- Guidance for Configuration Control for Simulator Systems Software.
- Recommendations for recurrent qualification testing methodologies.

Meeting Schedule

Tuesday (0900-1700)

1. Introductions
2. Detail current and future data needs of training device operators
3. Discuss current data requirements, means of obtaining data, etc.
4. Review of Action Items

Thursday (1300-1700)

1. Continue review of action items
2. Develop objectives and rough work plan for the group
3. Assign action items and discuss next meeting(s)

Travel Information

The meeting site is about 5 miles (7 kilometers) from the Atlanta International Airport. There are several hotels within walking distance from the FlightSafety

facility, and they may also have shuttles to/from the airport and the FlightSafety facility.

cc FSEMC Steering Committee