

The One OE Form to Rule Them All

And the two reports that bind it

Presented by: Chuck Hert





Chuck Hert

Business Functional Analyst

Previously a MINT employee, I've taken the knowledge gained through supporting customers to the next level by working in the airline industry.



Agenda

- 01.** Understanding the Request
- 02.** Developing the Solution(s)
- 03.** Testing, Tweaking, and Initial Feedback
- 04.** Implementation, Continuous Feedback, and Adjustments
- 05.** OE Worksheet and Reporting Examples
- 06.** Taking the Process Beyond OE
- 07.** Q&A Session

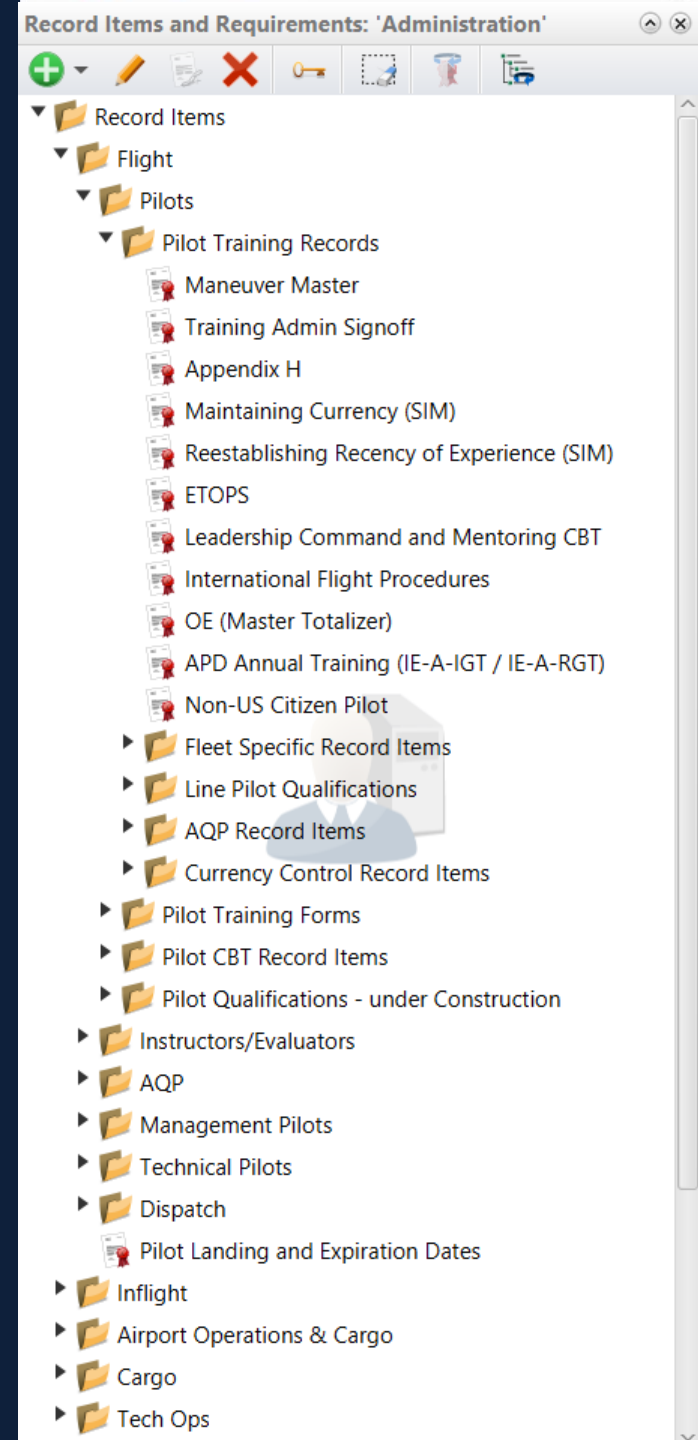
Understanding the Request

- What is the need?
- Managing expectations and making compromises
- Involving all relevant parties
- SRA – Safety Risk Analysis
- MINT objects affected – Knock on effects?
- Ideas vs scenarios
- Return on Investment



Developing the Solution(s)

- If possible, use MINT objects and properties that are already available
- Get creative, but be realistic
- Keep the customer in mind
- Understand the impact
- Project or scope creep
- Revisiting the request



Testing, Tweaking, and Initial Feedback

Alpha testing before presenting to stakeholders

Customer feedback from all relevant parties is
important before going live



Implementation, More Feedback, and Adjustments

Leg Detail Leave Checkboxes Blank if N/A

☐ ETOPS ☐ Int'l

PF/PM:

Departure:

Flight Minutes: Subtract rest time if augmented

Arrival:

of Takeoff: 1 or 0

Tail Number:

of Landing: 1 or 0

Leg Detail Leave Checkboxes Blank if N/A

☐ ETOPS ☐ Int'l

Start Taxi Time: Z

In Time: Z

Departure:

Flight Minutes: Subtract rest time if augmented

Arrival:

Tail Number:

Takeoff: Landing:

- Continue the already ongoing dialogues with stakeholders
- Standards and needs change, so must the product
- No feedback can be considered good feedback

OE Worksheet

Example - 1

Saving form real-estate through
expanders for grades and reason
codes

1.1.5 Perform Communications/Administrative Functions During Cruise
☒ Task Performed

☐ ☐ ☐ ☐ ☐ Not Performed

1.1.5 Perform Communications/Administrative Functions During Cruise
☒ Task Performed

☐ ☐ ☐ ☐ ☐ Not Performed

Reason Code: C: Effective Communication (Including Briefings)

OE Worksheet

Pilot Name: _tst Tiki, Menehune _tstTiki
Evaluator Name: Hert, Charles
Flight Date: 04/24/2025
Fleet: B717
Pilot Training Position: CA (Do not use RO)

OE Progress Report Link: Progress Report

Leg Detail
Leave Checkboxes Blank if N/A
☐ ETOPS ☐ Int'l
PF/PM: PM

Departure: HNL
Arrival: ITO
Tail Number: 429
Flight Minutes: 55
of Takeoff: 1
of Landing: 1

Grading Legend:
4 (Above Standard)
3 (Standard)
2 (Acceptable)
1 (Unacceptable)
0 (Not Performed)

Reason Codes Required for All Maneuvers Graded as 1 or 2

PF Observations

1.2.3 Perform Interior/Exterior Inspection
☐ Task Performed

1.2.1 Perform Preflight Preparation [C]
☐ Task Performed

1.1.1 Perform Flight Planning [C]
☐ Task Performed

1.1.2.9 Know Weather Minima & Limitations for Dispatch, Takeoff, Approach, and Landing
☐ Task Performed

1.1.2.4 Know Operational Control (Dispatch) Requirements
☐ Task Performed

1.2 Perform ACARS and FMS Initialization and Verification [C]
☐ Task Performed

The screenshot shows the 'HAWAIIAN' OE Progress Report form. A modal dialog titled 'Select Record Items' is open, prompting the user to select record items to be shown on the form. The dialog contains a table with two columns: 'Record Item' and 'Event Name'. There are 10 rows, each with a checkbox and the text 'OE Flight Leg' in the 'Record Item' column, and 'n/a - included in form' in the 'Event Name' column. The 'Apply' button is highlighted in purple.

| Record Item | Event Name |
|--|------------------------|
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |
| <input type="checkbox"/> OE Flight Leg | n/a - included in form |

Below the dialog, the form fields are visible:

- Leg Detail** section:
 - Departure: [Dropdown]
 - Arrival: [Dropdown]
 - Tail Number: [Text]
 - Start Taxi to IN: [Text] (in minutes)
 - # of Takeoff: [Text] (1 or 0)
 - # of Landing: [Text] (1 or 0)
- Grading Legend**: 4 (Above Standard) [Blue], 3 (Standard) [Green], 2 (Acceptable) [Yellow], 1 (Inacceptable) [Red], 0 (Not Performed) [Grey].
- Reason Codes Required for All Maneuvers Graded as 1 or 2**
- PF Observations** section.

OE Worksheet Example - 2

Our instructors can choose multiple flight legs on one form – useful for inter-island flights on our B717 fleet!

OE Worksheet

Pilot Name: Collins, Jack

Evaluator Name: Hert, Charles

Flight Date: 11/12/2025

Fleet: B717

Pilot Training Position: CA (Do not use RO)

OE Progress Report Link: [Progress Report](#)

Leg Detail

Leave Checkboxes Blank if N/A

☐ ETOPS
☐ Int'l

Departure: HNL

Arrival: ITO

Tail Number: 429

PF/PM: PM

Start Taxi to IN: 55 (in minutes) Subtract rest time if augmented

of Takeoff: 0 1 or 0

of Landing: 0 1 or 0

Leg Detail

Leave Checkboxes Blank if N/A

☐ ETOPS
☐ Int'l

Departure: ITO

Arrival: HNL

Tail Number: 429

PF/PM: PF

Start Taxi to IN: 55 (in minutes) Subtract rest time if augmented

of Takeoff: 1 1 or 0

of Landing: 1 1 or 0

OE Worksheet

Example - 3

OE Flight Leg Record Item gathers a multitude of information:

- Departure Airport
- Arrival Airport
- Aircraft Tail Number
- PF or PM tasks graded
- Flight Minutes
- Takeoffs and Landings

Crew Progress Report - OE**Crew: Menehune _tst Tiki (_tstTiki)****OE Total Flight Minutes: 215.0****OE Total Flight Hours: 3.58****Form: OE Worksheet****Evaluator: Charles Hert****Flight Date: 04/23/2025**

This is a test form. Mr. Menehune is not a pilot.

Tiki did well on his flights between the Hawaiian islands today. Overall he is above acceptable and meets standards. There were some tasks where he was only at the acceptable level, but he has more OE flying left to accomplish before being released from this portion of training. Please revisit the 'Acceptable' tasks for this pilot to ensure he meets the Hawaiian standard of training before a line check is performed.

| Task Name | Grade | Reason Code |
|---|-------|--|
| .3.1 Perform FOM Takeoff and Departure Briefing Including Identification of Operational Threats [C] | 2 | E: Aircraft Flight Path Management Using Manual Control |
| .3.2 Perform FCOM Procedures Prior to Engine Start [C] | 2 | A: Application of Knowledge |
| .3.3 Perform Aircraft Pushback Procedure [C] | | B: Application of Procedures |
| .3.4.1 Complete Normal Engine Start FCOM Procedure | 2 | C: Effective Communication (Including Briefings) |
| .3.5 Perform FCOM Procedures Following Engine Start/Before Taxi [C] | 2 | D: Aircraft Flight Path Management Using Automation |
| 1.1.1 Perform PM Duties During Taxi | 2 | F: Leadership and Teamwork |
| 1.1.2 Perform PM Duties During Takeoff | 2 | G: Problem Solving and Decision-Making Including Threat/Error Management (TEM) |
| 1.1.3 Perform PM Duties During Departure and Climb | 2 | H: Situation Awareness and Management of Information |
| 1.3.5.23 [PM] Demonstrate Ability to Correctly Program Aircraft Guidance Systems Including Approach Procedure Selection, Waypoint Coding, Navigational Performance, and Track Offsets | 2 | I: Workload Management |

| | | | | | |
|--------------------|-----|------------------|-----|--------|----|
| Departure Airport: | KOA | Arrival Airport: | HNL | PF/PM: | PM |
| Departure Airport: | OGG | Arrival Airport: | KOA | PF/PM: | PF |
| Departure Airport: | HNL | Arrival Airport: | OGG | PF/PM: | PF |
| Departure Airport: | LIH | Arrival Airport: | HNL | PF/PM: | PM |
| Departure Airport: | HNL | Arrival Airport: | LIH | PF/PM: | PF |

OE Lookback Report - 1

This is the first portion of the report, which provides a neatly-organized snapshot of the student's OE flights to date.

The instructor can see where the trainee needs the most attention, where they've flown, who they've flown with, and how long they've been in OE.

| Crew Progress Report - OE - OPEN ITEMS | | | | |
|--|-----|---|-------|---|
| Task Name | SAT | 2 | UNSAT | Reason Code |
| 2.3 Perform Interior/Exterior Inspection | SAT | | | |
| 2.1 Perform Preflight Preparation [C] | SAT | | | |
| 1.1.1 Perform Flight Planning [C] | SAT | | | |
| 1.2.9 Know Weather Minima & Limitations for Dispatch, Takeoff, Approach, and Landing | | | NP | |
| 1.2.4 Know Operational Control (Dispatch) Requirements | | | NP | |
| 2.2 Perform ACARS and FMS Initialization and Verification [C] | | | NP | |
| 2.1.3.16 Know FOM PA Policies and Perform Effective Communication from the Flight Deck | | | NP | |
| 3.2 Perform FCOM Procedures Prior to Engine Start [C] | SAT | | | |
| 3.3 Perform Aircraft Pushback Procedure [C] | SAT | | | |
| 3.4.1 Complete Normal Engine Start FCOM Procedure | SAT | | | |
| 3.5 Perform FCOM Procedures Following Engine Start/Before Taxi [C] | | | 1 | B: Application of Procedures |
| 3.1 Perform FOM Takeoff and Departure Briefing Including Identification of Operational Threats [C] | | | 1 | C: Effective Communication (Including Briefings) |
| 1.1.1 Perform Normal Taxi-Out (Taxi-In) | SAT | | | |
| 1.1.3 Perform FCOM Pre-Takeoff Procedures [C] | SAT | | | |
| 1.1.1 Perform Takeoff | SAT | | | |
| 1.1.1 Perform Departure and Climb | SAT | | | |
| 6.1.1.7.6 Know ETOPS Verification Flight Procedures | SAT | | | |
| 1.1.5 Perform Communications/Administrative Functions During Cruise | SAT | | | |
| 5.1.2.3.4 Analyze Weather Conditions Using Weather Radar System | | | 1 | A: Application of Knowledge |
| 1.2.6 Know Contingency Plan (I.e. Alternates, Wx Monitoring, Fuel, etc.) | | | 1 | D: Aircraft Flight Path Management Using Automation |
| 3.1.1.1.1 Know Engine Failure in Cruise Procedure | | | 1 | E: Aircraft Flight Path Management Using Manual |
| Report Produced Nov 14, 2025 4:59:46 PM UTC | | | | Page 1 of 2 |

OE Lookback Report - 2

This is the 'Open Items' portion of the report, which provides a consolidated list of what the student has passed so far, and what still needs attention

Our instructors greatly appreciate this report. There are no more paper forms being used, and no passing grade sheets from instructor to instructor via the student.

OE Collector Record Item (RI) & Records Report

This RI collects all the OE data for the Records Team and the report puts it all into one place for easy consumption and audit.

| Search | Property | Old Value | New Value | Modified by | Modified date |
|-------------------------------------|------------|-----------|-----------|---------------|------------------|
| General | | | | | |
| Qualification Management Properties | | | | | |
| (R) OE: Flight Number | 2 | | | | |
| (R) Tracking Total Flight Minutes | 671.0 | | | | |
| OE: Grade | Complete | | | | |
| (R) OE Total Landings | 1 | | | | |
| (R) OE Total Takeoffs | 1 | | | | |
| Tracking Total Flight Minutes Int | | | | | |
| Converted Minutes to Hours | 11h 11m | | | | |
| Tracking Total Flight Minutes | 0 | 322.0 | | ADMINISTRATOR | 09/30/2025 20:22 |
| OE: Flight Number | 0 | 1 | | ADMINISTRATOR | 09/30/2025 20:22 |
| OE: Grade | Incomplete | Complete | | ADMINISTRATOR | 09/30/2025 20:30 |
| OE Total Landings | 0 | 1 | | ADMINISTRATOR | 09/30/2025 20:30 |
| OE: Flight Number | 1 | 2 | | ADMINISTRATOR | 09/30/2025 20:30 |
| Tracking Total Flight Minutes | 322.0 | 671.0 | | ADMINISTRATOR | 09/30/2025 20:30 |
| OE Total Takeoffs | 0 | 1 | | ADMINISTRATOR | 09/30/2025 20:30 |
| Converted Minutes to Hours | | 11h 11m | | PELESYSIMPORT | 10/01/2025 06:00 |

Pilot OE Records Report



| Pilot and OE Collector Data | | | | | | | OE Worksheet Data | | | | | |
|-----------------------------|----------------|--------------|----------|----------|--------|------------------------------|-------------------|----------|-----------|--------------|-------------|------------------|
| Pilot/Record Name | Flight Minutes | Flight Hours | Takeoffs | Landings | Cycles | Comments | Event Date | Position | Evaluator | Evaluator ID | OE Complete | I/E Signoff Date |
| Lilo _TST Pelekai | | | | | | | | | | | | |
| B717 OE Collector | 301.0 | | 6 | 6 | 6 | | | | | | | |
| OE Worksheet | | | | | | | 02/27/2025 | FO | Matsuura | | | 03/04/2025 |
| Hayley _TST Carro | | | | | | | | | | | | |
| A330 OE Collector | 380.0 | | 1 | 0 | 1 | Calculate for augmented crew | | | | | | |
| OE Worksheet | | | | | | | 04/23/2025 | CA | Hert | | | 04/24/2025 |
| OE Worksheet | | | | | | | 04/23/2025 | CV | Hert | 04/23/2025 | | 04/23/2025 |

LATEST IMPROVEMENTS

- Math for total flight hours
- Critical and Optional Observables
 - Critical Observables shown in **BOLD and black**
- Optional Observables shown in *Italics and blue*
- SAT / 2 / UNSAT Columns
- Grade of 2 is acceptable by FAA standards, but not Hawaiian Airlines training standards

Crew Progress Report - OE

Crew: Suzanne Davis

OE Total Flight Minutes: 2255.0 OE Total Flight Hours: 37.58

Form: OE Worksheet Evaluator: Mary Lynn Scott

Flight Date: 09/19/2025

Items marked as not performed have been briefed. Critical Observable Items have been completed to a 3 or better.

Suzi performed well under pressure during ICN preflight departure prep and manual loading of FMS. Set up and briefed RNAV approach but not performed due to rwy assignment change. Performed change to RTE 2.

| Task Name | Grade | Reason Code |
|------------------------|----------------------|-------------|
| Departure Airport: ICN | Arrival Airport: SEA | PF/PM: PF |

Crew Progress Report - OE - OPEN ITEMS

| Task Name | SAT | 2 | UNSAT | Reason Code |
|---|-----|---|-------|-------------|
| 2.3 Perform Interior/Exterior Inspection | SAT | | | |
| 2.1 Perform Preflight Preparation [C] | SAT | | | |
| 1.1 Perform Flight Planning [C] | SAT | | | |
| approach, and Landing | SAT | | | |
| 1.2.4 Know Operational Control (Dispatch) Requirements | SAT | | | |
| 2.2 Perform ACARS and FMS Initialization and Verification [C] | SAT | | | |

| | | | | |
|---|-----|--|----|--|
| 1.4.1 Know Procedures for CAT II/III ILS Autoland Landing | SAT | | | |
| 1.4 Perform CAT II/III ILS Autoland Landing | | | NP | |
| 3.1 Perform Managed Lateral/Managed Vertical Approach | | | NP | |
| 3.2 Perform Managed Lateral/Selected Vertical Approach | | | NP | |
| 1.1 Perform Visual Approach | SAT | | | |
| 5.1 Perform Go-Around/Missed Approach | | | NP | |
| 1.1.1 Perform VCOA Procedure Following Landing | SAT | | | |

Beyond OE

| Crew Progress Report - QUAL TRAINING PHASES - Open Items | | | | | |
|---|-----|---|-------|-------------|-------|
| Crew: Melissa De Franca ID [REDACTED] | | | | | |
| Task Name | SAT | 2 | UNSAT | Reason Code | Phase |
| .2.1 Perform Preflight Preparation [C] | | | NP | | LOFT |
| .2.2 Perform ACARS and FMS Initialization and Verification [C] | SAT | | | | LOFT |
| .2.4 Accomplish Aircraft Performance/Weight and Balance Planning | SAT | | | | LOFT |
| 1.1.10 Perform PM Duties Following Landing | SAT | | | | LOFT |
| 1.1.11 Perform PM Duties During Inflight Training Maneuvers and Tasks including Non-Normal Operations | SAT | | | | LOFT |
| 1.1.1 Perform PM Duties During Taxi | SAT | | | | LOFT |
| .2.1 Perform Preflight Preparation [C] | | | NP | | MAN |
| .2.2 Perform ACARS and FMS Initialization and Verification [C] | SAT | | | | MAN |
| .2.4 Accomplish Aircraft Performance/Weight and Balance Planning | SAT | | | | MAN |
| .3.1 Perform FOM Takeoff and Departure Briefing Including Identification of Operational Threats [C] | SAT | | | | MAN |
| .3.2 Perform FCOM Procedures Prior to Engine Start [C] | SAT | | | | MAN |
| .3.3 Perform Aircraft Pushback Procedure [C] | SAT | | | | MAN |
| .2.1 Perform Preflight Preparation [C] | | | NP | | PROC |
| .2.2 Perform ACARS and FMS Initialization and Verification [C] | SAT | | | | PROC |
| .2.4 Accomplish Aircraft Performance/Weight and Balance Planning | SAT | | | | PROC |
| .3.1 Perform FOM Takeoff and Departure Briefing Including Identification of Operational Threats [C] | SAT | | | | PROC |
| .3.2 Perform FCOM Procedures Prior to Engine Start [C] | SAT | | | | PROC |

The OE Open Items report was loved so much, requests came in to implement it for the fleet qualification courses.

- Separating Tasks by Training Phase
- Most recent phase shown first
- Reports like this drastically lessen the chance that training items are missed during the progress of a course

Questions?





WHAT CAN I SAY EXCEPT YOU'RE WELCOME?



vevo

Thank you!

Contact me:
Chuck Hert
+1(352)208-9900
chuck.hert@gmail.com